

*LAKE SUPERIOR STATE
UNIVERSITY BOARD OF
TRUSTEES*

A
**CONTRACT TO CHARTER A PUBLIC SCHOOL ACADEMY
AND RELATED DOCUMENTS**

ISSUED BY

LAKE SUPERIOR STATE UNIVERSITY BOARD OF TRUSTEES
(AUTHORIZING BODY)

TO

AMERICAN INTERNATIONAL ACADEMY
(A PUBLIC SCHOOL ACADEMY)

July 1, 2023

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**AUTHORIZING RESOLUTION
AND
RESOLUTION**



**RESOLUTION ADOPTED BY LAKE SUPERIOR STATE UNIVERSITY
BOARD OF TRUSTEES ON FEBRUARY 17, 2023**

On motion by Thomas Bailey and second by Richard Barch,
the following resolution was adopted unanimously:

WHEREAS, the Michigan Legislature has provided for the establishment of public school academies as part of the Michigan public school system; and

WHEREAS, under the Revised School Code, the Lake Superior State University Board of Trustees (“University Board”), as the governing body of a state public university, is an authorizing body empowered to issue contracts to organize and operate public school academies; and

WHEREAS, on January 26, 2018, the University Board issued to **American International Academy** (the “Academy”) a Contract to Charter a Public School Academy (the “Current Contract”) with a term of five (5) years; and

WHEREAS, the Current Contract will expire on June 30, 2023 and the Academy has asked the University Board to issue a new contract to charter a public school academy; and

WHEREAS, in addition to other Revised School Code requirements, the University Board’s reauthorization process included consideration of increases in academic achievement for all groups of pupils as measured by assessments and other objective criteria as the most important factor in the decision of whether or not to issue to the Academy a new contract to charter a public school academy; and

WHEREAS, the University Charter Schools Office (the “CSO”): (1) has evaluated and assessed the Academy’s operation and performance related to the Current Contract, (2) determined that the Academy has satisfied the conditions that the University Board and the CSO have established; (3) determined that the Academy’s academic achievement for all groups of pupils as measured by assessments and other objective criteria is satisfactory; and (4) recommends that the University Board issue a new contract to charter a public school academy to the Academy.

NOW, THEREFORE, BE IT RESOLVED:

1. The University Board takes the following action related to issuing a Contract to Charter a Public School Academy and Related Documents (“Contract”) to the Academy:
 - a. The University Board approves the form of the Contract and related documents as submitted to and reviewed by the University Board;

- b. The University Board approves and authorizes the issuance of the Contract and related documents and authorizes the Lake Superior State University President (the "President") to execute the Contract and related documents issued by the University Board to the Academy, provided that, before execution of the Contract, the University President or his designee affirms the following:
- i. all terms of the Contract have been agreed upon and the Academy is able to comply with all terms and conditions of the Contract and applicable law;
 - ii. the Academy has submitted all due diligence and other information required by the CSO Officer and the University Board's legal counsel and the CSO Officer is satisfied that the Academy will be able to operate successfully;
 - iii. the Contract term does not exceed five (5) years and ends not later than June 30, 2028; and
 - iv. the Contract for the Academy is substantially similar to the charter contract reviewed and approved by the University Board on this date, with the only changes being those made by the CSO, in consultation with the University Board's legal counsel, that are in the University Board's best interest.

2. This resolution shall be incorporated in and made part of the Academy's Contract.

I, the undersigned, as Secretary of the Lake Superior State University Board of Trustees, do hereby certify the foregoing resolution was adopted by the Lake Superior State University Board of Trustees at a public meeting held on the 17th day of February, 2023, with a vote of 7 for, 0 opposed, and 0 abstaining.

Signature: Lauren



**PUBLIC SCHOOL ACADEMY AND SCHOOL OF EXCELLENCE BOARDS OF DIRECTORS:
METHOD OF SELECTION AND APPOINTMENT**

The Lake Superior State University Board of Trustees declares that the method of selection, length of term, and number of board members of a public school academy (PSA) or school of excellence (SOE) shall be as follows.

Method of Selection and Appointment

The Lake Superior State University Board of Trustees (“Board”) shall prescribe the methods of appointment for members of an academy’s board of directors. The director of the charter school office is authorized to develop and administer an academy board selection and appointment process that includes a *Public School Academy Board Application* and is in accord with these policies:

1. The Board shall appoint the initial and subsequent academy board of directors. The director of the charter school office shall recommend nominees to the Board based upon a review of the *Public School Academy Board Application* and interview of candidates.
2. The academy board of directors, by majority vote, shall nominate its subsequent members. The academy board of directors shall recommend to the Board at least one nominee for each vacancy. Nominees shall submit the *Public School Academy Board Application* for review by the charter school office. The charter school office shall interview all new applicants.
3. An individual appointed to fill a vacancy created other than by the expiration of a term shall be appointed for the unexpired term of that vacant position.
4. Under exigent conditions, and with approval of the Board’s chair, the director of the charter school office may appoint a qualified individual to an academy’s board of directors. All appointments made under this provision must be presented to the Board for final determination at its next regularly scheduled meeting. The Board reserves the right to review, rescind, ratify or approve any appointments made under this provision.

Length of Term

The term of each position of the academy board of directors shall be for a period of three (3) years, except the terms of the initial positions of the academy board of directors which shall be staggered one (1), two (2), and three (3) year terms. All appointments shall be for a period of three years, except appointments made to fill the positions of the initial academy board of directors, an appointment made to complete the unexpired term of a vacant position or appointments made to give effect to the requirement for staggered terms.

Number of Directors

The number of members of the academy board of directors shall not be less than five (5) nor more than nine (9).

Prerequisite Qualifications of Members

Before individuals become members of an academy's board of directors, the nominee must: (a) be recommended by a majority vote of the academy board; (b) submit the *Public School Academy Board Application* which must include authorization to process a criminal background check; (c) be recommended for appointment by the charter school office; (d) be appointed by the Board or its designee; (e) take the oath of office; (f) sign the *Oath of Public Office*.

The members of the academy board of directors shall not include: (a) employees of the academy; (b) any director, officer, or employee of a service provider or management company that contracts with the academy; (c) a Lake Superior State University official or employee, as a representative of Lake Superior State University. At least one member of the academy board must reside in the local community. Academy board members must be citizens of the United States of America.

Oath of Public Office

All members of the academy board of directors must take the constitutional oath of office and sign the Oath of Public Office. The oath and acceptance of office must be on file with the University Charter Schools Office within ten (10) days of signing.

Board Training

The Board of Trustees notifies the PSA and SOE boards that participation by Board Members in board training annually is a criterion for renewal of charters by the LSSU Board of Trustees.

Note: These provisions shall be implemented with new charter contracts and shall be phased in as existing charter contracts are reissued. The charter school office is authorized to negotiate changes in the terms and conditions of charter contracts to fully implement these provisions.

LSSU Board Approval:

Signed: Jenny Kronk
Jenny Kronk, Chair, Board of Trustees

Date April 27, 2012
April 27, 2012

**CONTRACT TERMS
AND CONDITIONS**

**TERMS AND CONDITIONS
OF CONTRACT**

DATED: JULY 1, 2023

ISSUED BY

THE LAKE SUPERIOR STATE UNIVERSITY BOARD OF TRUSTEES

TO

**AMERICAN INTERNATIONAL ACADEMY
(A PUBLIC SCHOOL ACADEMY)**

CONFIRMING THE STATUS OF

AMERICAN INTERNATIONAL ACADEMY

AS A

PUBLIC SCHOOL ACADEMY

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WHEREAS, the People of Michigan through their Constitution have provided that schools and the means of education shall forever be encouraged and have authorized the Legislature to maintain and support a system of free public elementary and secondary schools; and

WHEREAS, all public schools are subject to the leadership and general supervision of the State Board of Education; and

WHEREAS, the Michigan Legislature has authorized an alternative form of public school designated a “public school academy” to be created to serve the educational needs of pupils and has provided that pupils attending these schools shall be eligible for support from the State School Aid Fund; and

WHEREAS, the Michigan Legislature has delegated to the governing boards of state public universities, community college boards, including tribally controlled community college boards, intermediate school district boards and local school district boards, the responsibility for authorizing the establishment of public school academies; and

WHEREAS, the Lake Superior State University Board of Trustees has considered the authorization of the Academy and has approved the issuance of a contract to the Academy;

NOW, THEREFORE, pursuant to the Revised School Code, the University Board grants a contract conferring certain rights, franchises, privileges, and obligations of a public school academy and confirms the status of a public school academy in this state to the Academy. In addition, the parties agree that the granting of this Contract is subject to the following terms and conditions:

ARTICLE I

DEFINITIONS

Section 1.1. Certain Definitions. For purposes of this Contract, and in addition to the terms defined throughout this Contract, each of the following words or expressions, whenever initially capitalized, shall have the meaning set forth in this section:

- (a) “Academy” means the Michigan nonprofit corporation named American International Academy which is established as a public school academy pursuant to this Contract.
- (b) “Academy Board” means the Board of Directors of the Academy.
- (c) “Applicable Law” means all state and federal law applicable to public school academies, including all rules, regulations, and orders promulgated thereunder.
- (d) “Application” means the public school academy application and supporting documentation submitted to the University Board for the establishment of the Academy and supplemented by material submitted pursuant to the University Board’s requirements for reauthorization.

- (e) “Authorizing Resolution” means the Resolutions adopted by the University Board on February 17, 2023.
- (f) “Charter Schools Director” means the person designated by the University Board to administer the operations of the Charter Schools Office.
- (g) “Charter Schools Office” or “CSO” means the office designated by the University Board as the initial point of contact for public school academy applicants and public school academies authorized by the University Board. The Charter Schools Office is also responsible for administering the University Board’s responsibilities with respect to the Contract.
- (h) “Code” means the Revised School Code, Act No. 451 of the Public Acts of 1976, as amended, being Sections 380.1 to 380.1853 of the Michigan Compiled Laws.
- (i) “Community District” means a community school district created under part 5B of the Code, MCL 380.381 et seq.
- (j) “Conservator” means an individual appointed by the University President in accordance with Section 10.9 of these Terms and Conditions.
- (k) “Contract” means, in addition to the definition set forth in the Code, these Terms and Conditions, Exhibit A containing the Authorizing Resolution and the Resolution, the Master Calendar, the ESP Policies, the Lease Policies, the Schedules, and the Application.
- (l) “Director” means a person who is a member of the Academy Board of Directors.
- (m) “Educational Service Provider” or “ESP” means an educational management organization as defined under section 503c of the Code, MCL 380.503c, that has entered into a contract or agreement with the Academy Board for operation or management of the Academy, which contract has been submitted to the Charter Schools Director for review as provided in Section 11.11 and has not been disapproved by the Charter Schools Director, and is consistent with the CSO Educational Service Provider Policies, as they may be amended from time to time, and Applicable Law.
- (n) “Educational Service Provider Policies” or “ESP Policies” means those policies adopted by the Charter Schools Office that apply to a Management Agreement. The Charter Schools Director may, at any time and at his or her sole discretion, amend the ESP Policies. The ESP Policies in effect as of this date are incorporated into and part of this Contract. Upon amendment, changes to the ESP Policies shall automatically be incorporated into this Contract and shall be exempt from the amendment procedures under Article IX of these Terms and Conditions.

- (o) “Fund Balance Deficit” means the Academy has more liabilities than assets at the end of any given school fiscal year, and includes any fiscal year where the Academy would have had a budget deficit but for a financial borrowing by the Academy or a monetary contribution by an Educational Service Provider or other person or entity to the Academy. If the Academy receives a gift or grant of money or financial support from an Educational Service Provider or other person or entity that does not require repayment by the Academy, and is not conditioned upon the actions or inactions of the Academy or the Academy Board, then such gift or grant shall not constitute a financial borrowing or contribution for purposes of determining a Fund Balance Deficit.
- (p) “Lease Policies” means those policies adopted by the Charter Schools Office that apply to real property lease agreements entered into by the Academy. The Charter Schools Director may, at any time and at his or her sole discretion, amend the Lease Policies. The Lease Policies in effect as of this date are incorporated into and part of this Contract. Upon amendment, changes to the Lease Policies shall automatically be incorporated into this Contract and shall be exempt from the amendment procedures under Article IX of these Terms and Conditions.
- (q) “Management Agreement” or “ESP Agreement” means an agreement as defined under section 503c of the Code, MCL 380.503c, that has been entered into between an ESP and the Academy Board for the operation and/or management of the Academy, which has been submitted to the Charter Schools Office for review as provided in Section 11.11 and has not been disapproved by the Charter Schools Director.
- (r) “Master Calendar” or “MCRR” means the Master Calendar of Reporting Requirements developed and administered by the Charter Schools Office setting forth a reporting time line for certain financial, administrative, facility, Academy Board and educational information relating to the Academy. The Charter Schools Director may, at any time and at his or her sole discretion, amend the Master Calendar. Upon amendment, changes to the Master Calendar shall automatically be incorporated into this Contract and shall be exempt from the amendment procedures under Article IX of these Terms and Conditions.
- (s) “President” means the President of Lake Superior State University or his or her designee.
- (t) “Resolution” means the resolution adopted by the University Board on April 27, 2012 establishing the standard method of selection, length of term and number of members format for public school academies issued a Contract by the University Board, as amended from time to time.

- (u) “Schedules” means the following Contract documents of the Academy: Schedule 1: Articles of Incorporation, Schedule 2: Bylaws, Schedule 3: Fiscal Agent Agreement, Schedule 4: Oversight Agreement, Schedule 5: Description of Staff Responsibilities, Schedule 6: Physical Plant Description and Schedule 7: Required Information for Public School Academies.
- (v) “State Board” means the State Board of Education, established pursuant to Article 8, Section 3 of the 1963 Michigan Constitution and MCL 388.1001 et seq.
- (w) “State School Reform/Redesign Office” means the office created within the Michigan Department of Technology Management and Budget by Executive Reorganization Order 2015-02, codified at MCL 18.445, and transferred from the Michigan Department of Technology Management and Budget to the Michigan Department of Education by Executive Reorganization Order 2017-02, codified at MCL 388.1282.
- (x) “Superintendent” means the Michigan Superintendent of Public Instruction.
- (y) “Terms and Conditions” means this document entitled “Terms and Conditions of Contract, Dated July 1, 2023, Issued by the Lake Superior State University Board of Trustees to American International Academy Confirming the Status of American International Academy as a public school academy.”
- (z) “University” means Lake Superior State University, a state public University, established pursuant to Article VIII, Sections 4 and 6 of the Michigan Constitution of 1963 and MCL 390.391 et seq.
- (aa) “University Board” means the Lake Superior State University Board of Trustees, an authorizing body as designated under Section 501 of the Code, MCL 380.501.
- (bb) “University Board Chairperson” means the Chairperson of the Lake Superior State University Board of Trustees or his or her designee. In Section 1.1(cc) below, “University Board Chairperson” means the Board Chairperson of the Lake Superior State University Board of Trustees.
- (cc) “University Charter Schools Hearing Panel” or “Hearing Panel” means such person(s) as designated by the University Board Chairperson.

Section 1.2. Captions. The captions and headings used in this Contract are for convenience only and shall not be used in construing the provisions of this Contract.

Section 1.3. Gender and Number. The use of any gender in this Contract shall be deemed to be or include the other genders, including neuter, and the use of the singular shall be deemed to include the plural (and vice versa) wherever applicable.

Section 1.4. Statutory Definitions. Statutory terms defined in Part 6A of the Code shall have the same meaning in this Contract.

Section 1.5. Schedules. All Schedules to this Contract are incorporated into, and made part of, this Contract.

Section 1.6. Application. The Application submitted to the University Board for the establishment of the Academy is incorporated into, and made part of, this Contract. Portions of the Applicant's Application have been incorporated into this Contract. In the event that there is an inconsistency or dispute between materials in the Application and the Contract, the language or provisions in the Contract shall control.

Section 1.7. Conflicting Contract Provisions. In the event that there is a conflict between language contained in the provisions of this Contract, the Contract shall be interpreted as follows: (i) the Resolution shall control over any other conflicting language in the Contract; (ii) the Authorizing Resolution shall control over any other conflicting language in the Contract with the exception of language in the Resolution; (iii) the Terms and Conditions shall control over any other conflicting language in the Contract with the exception of language in the Resolution and the Authorizing Resolution; and (iv) the Articles of Incorporation shall control over any other conflicting language in the Contract with the exception of language in the Resolution, Authorizing Resolution and these Terms and Conditions.

ARTICLE II

RELATIONSHIP BETWEEN THE ACADEMY AND THE UNIVERSITY BOARD

Section 2.1. Constitutional Status of Lake Superior State University. The University is a constitutionally established body corporate operating as a state public University. In approving this Contract, the University Board voluntarily exercises additional powers given to the University Board under the Code. Nothing in this Contract shall be deemed to be any waiver of the University Board's constitutional autonomy and powers and the Academy shall not be deemed to be a part of the University. If applicable, the University Board has provided to the Department the accreditation notice required under Section 502 of the Code, MCL 380.502.

Section 2.2. Independent Status of the Academy. The Academy is a body corporate and governmental entity authorized by the Code. The Academy is organized and shall operate as a public school academy and a nonprofit corporation. The Academy is not a division or part of the University. The relationship between the Academy and the University Board is based solely on the applicable provisions of the Code and the terms of this Contract or other agreements between the University Board and the Academy, if applicable.

Section 2.3. Financial Obligations of the Academy Are Separate From the State of Michigan, University Board and the University. Any contract, agreement, note, mortgage, loan or other instrument of indebtedness entered into by the Academy and a third party shall not in any way constitute an obligation, either general, special, or moral, of the State of Michigan, the University Board, or the University. Neither the full faith and credit nor the taxing power of the

State of Michigan or any agency of the State, nor the full faith and credit of the University Board or the University shall ever be assigned or pledged for the payment of any Academy contract, agreement, note, mortgage, loan or other instrument of indebtedness.

Section 2.4. Academy Has No Power To Obligate or Bind State of Michigan, University Board or the University. The Academy has no authority whatsoever to enter into any contract or other agreement that would financially obligate the State of Michigan, University Board or the University, nor does the Academy have any authority whatsoever to make any representations to lenders or third parties, that the State of Michigan, University Board or the University in any way guarantee, are financially obligated, or are in any way responsible for any contract, agreement, note, mortgage, loan or other instrument of indebtedness entered into by the Academy.

ARTICLE III

ROLE OF THE UNIVERSITY BOARD AS AUTHORIZING BODY

Section 3.1. University Board Resolutions. The University Board has adopted the Resolution providing for the method of selection, length of term, number of Directors and the qualification of Directors. The University Board has adopted the Authorizing Resolution which approves the issuance of this Contract. The Resolution and the Authorizing Resolution are hereby incorporated into this Contract as Exhibit A. At anytime and at its sole discretion, the University Board may amend the Resolution. Upon University Board approval, changes to the Resolution shall automatically be incorporated into this Contract and shall be exempt from the amendment procedures under Article IX of these Terms and Conditions.

Section 3.2. University Board as Fiscal Agent for the Academy. The University Board is the fiscal agent for the Academy. As fiscal agent, the University Board assumes no responsibility for the financial condition of the Academy. The University Board is not liable for any debt or liability incurred by or on behalf of the Academy, or for any expenditure approved by or on behalf of the Academy Board. Except as provided in the Oversight Agreement and Article X of these Terms and Conditions, the University Board shall promptly, within five (5) business days of receipt, forward to the Academy all state school aid funds or other public or private funds received by the University Board for the benefit of the Academy. The responsibilities of the University Board, the State of Michigan, and the Academy are set forth in the Fiscal Agent Agreement incorporated herein as Schedule 3.

Section 3.3. Oversight Responsibilities of the University Board. The University Board has the responsibility to oversee the Academy's compliance with the Contract and all Applicable Law. The responsibilities of the Academy and the University Board are set forth in the Oversight Agreement executed by the parties and incorporated herein as Schedule 4.

Section 3.4. Reimbursement of University Board Expenses. The Academy shall pay the University Board an administrative fee to reimburse the University Board for the expenses associated with the execution of its authorizing body and oversight responsibilities. The terms and conditions of the administrative fee are set forth in Schedule 4.

Section 3.5. University Board Approval of Condemnation. In the event that the Academy desires to acquire property pursuant to the Uniform Condemnation Procedures Act or other applicable statutes, it shall obtain express written permission for such acquisition from the University Board. The Academy shall submit a written request to the Charter Schools Office describing the proposed acquisition and the purpose for which the Academy desires to acquire the property. The Charter Schools Director will generate a recommendation for consideration by the University Board with regard to the proposed acquisition. The request and the Charter Schools Director's recommendation will be submitted by the Charter Schools Director for the University Board's consideration in accordance with the University Board's generally applicable timelines and policies for the agendas of regularly-scheduled University Board committee meetings and formal sessions of the University Board. No acquisition may be made until the approval of the University Board is obtained by resolution adopted at a formal session of the University Board.

Section 3.6. Authorization of Employment. The University Board authorizes the Academy to employ or contract directly with personnel according to the position information outlined in Schedule 5. However, the Academy Board shall prohibit any individual from being employed by the Academy, an Educational Service Provider or an employee leasing company involved in the operation of the Academy, in more than one (1) full-time position and simultaneously being compensated at a full-time rate for each of these positions. Additionally, the Academy Board shall require each individual who works at the Academy to disclose to the Academy Board any other public school or Educational Service Provider at which that individual works or to which that individual provides services. An employee hired by the Academy shall be an employee of the Academy for all purposes and not an employee of the University for any purpose. With respect to Academy employees, the Academy shall have the power and responsibility to (i) recruit, select and engage employees; (ii) pay their wages; (iii) evaluate performance; (iv) discipline and dismiss employees; and (v) control the employees' conduct, including the method by which the employee carries out his or her work. The Academy Board shall be responsible for carrying workers' compensation insurance and unemployment insurance for its employees. The Academy shall ensure that the term or length of any employment contract or consultant agreement does not extend beyond the term of this Contract and shall terminate in the event this Contract is revoked or terminated. In no event may an Academy employee's employment contract term, inclusive of automatic renewals, extend beyond the term of this Contract.

Section 3.7. Charter Schools Office Review of Certain Financing Transactions. If the Academy proposes to (i) finance the acquisition, by lease, purchase, or other means, of facilities or equipment, or renovation of facilities, in excess of \$150,000, pursuant to arrangements calling for payments over a period greater than one (1) year, and which include a pledge, assignment or direction to one or more third parties of a portion of the funds to be received by the Academy from the State of Michigan pursuant to the State School Aid Act of 1979, as amended, being MCL 388.1601 et seq., or (ii) direct that a portion of its State School Aid Payments be forwarded by the University Board to a third party account for the payment of Academy debts and liabilities, the Academy shall submit the transaction to the Charter Schools Office for prior review by the Charter Schools Director, as designee of the University Board, in the manner provided herein. The Academy shall, not later than thirty (30) days prior to the proposed closing date of the transaction, submit a written request to the Charter Schools Office describing the proposed transaction and the facilities or equipment to be acquired with the proceeds thereof (if any), and in

the case of a transaction described in subparagraph (ii) of this Section, (a) a copy of the Academy Board's resolution authorizing the direct intercept of State School Aid Payments; (b) a copy of a State School Aid Payment Agreement and Direction document that is in a form acceptable to the Charter Schools Office; and (c) copies of such other documentation regarding the transaction which is the subject of the proposed direct intercept as the Charter Schools Office may request. Unless the Charter Schools Director extends the review period, within thirty (30) days of receiving a written request in compliance with this Section, the Charter Schools Director shall notify the Academy if the proposed transaction is disapproved. The Charter Schools Director may disapprove the proposed transaction if, in his or her judgment, the proposed transaction violates this Contract or Applicable Law. If the proposed transaction is disapproved, such disapproval may, but shall not be required to, state one or more conditions which, if complied with by the Academy and any lender, lessor, seller or other party, would cause such disapproval to be deemed withdrawn. No transaction described in this Section may be entered into that is disapproved by the Charter Schools Director. By not disapproving a proposed transaction, the Charter Schools Director is in no way giving approval of the proposed transaction, or any of the terms or conditions thereof.

Section 3.8. Authorizing Body Contract Authorization Process. Pursuant to the Code, the University Board is not required to issue a contract to the Academy. This Contract is for a fixed term and will terminate at that end of the Contract Term set forth in Section 12.9 without any further action of either the Academy or the University Board. The Academy shall seek a new contract by making a formal request to the University Board in writing at least two years prior to the end of the current Contract Term. The University Board shall provide to the Academy a description of the timeline and process by which the Academy may be considered for issuance of a new contract. The timeline and process for consideration of whether to issue a new contract to the Academy shall be solely determined by the University Board. The standards for the issuance of a new contract shall include increases in academic achievement for all groups of pupils as measured by assessments and other objective criteria established by the University Board as the most important factor of whether to issue or not issue a new contract. The University Board, at its own discretion, may change its timeline and process for issuance of a new contract at any time, and any such changes shall take effect automatically without the need for any amendment to the Contract. Consistent with the Code, the University Board may elect, at its sole discretion, not to consider the issuance of a contract, consider reauthorization of the Academy and elect not to issue a contract, or consider reauthorization of the Academy and issue a contract for a fixed term.

Section 3.9. University Board's Invitation to Academy to Apply For Conversion to Schools of Excellence. If the University Board is interested in accepting applications to issue contracts to charter Schools of Excellence under Part 6E of the Code, and the University Board determines that the Academy meets the University Board's and the Code's eligibility criteria for applying to convert the Academy to a School of Excellence, then the University Board may invite the Academy to submit an application to apply for a contract to convert the Academy to a school of excellence. In accordance with the Code, the University Board shall establish its own competitive application process and provide the necessary forms and procedures to eligible public school academies.

ARTICLE IV

**REQUIREMENT THAT THE ACADEMY
ACT SOLELY AS GOVERNMENTAL ENTITY**

Section 4.1. Limitation on Actions in Performance of Governmental Functions. The Academy shall act exclusively as a governmental entity and shall not undertake any action inconsistent with its status as a governmental entity authorized to receive state school aid funds pursuant to Section 11 of Article IX of the State Constitution of 1963.

Section 4.2. Other Permitted Activities. Consistent with the provisions of this Contract, the Academy is permitted to engage in lawful activities that are not in derogation of the Academy's mission and status of operating a public school academy or that would not jeopardize the eligibility of the Academy for state school aid funds.

Section 4.3. Academy Board Members Serve In Their Individual Capacity. All Directors of the Academy Board shall serve in their individual capacity, and not as a representative or designee of any other person or entity. A person who does not serve in their individual capacity, or who serves as a representative or designee of another person or entity, shall be deemed ineligible to continue to serve as a Director of the Academy Board. A Director who violates this Section shall be removed from office, in accordance with the removal provisions found in the Resolution or Schedule 2: Bylaws. As set forth in the Resolution, a Director serves at the pleasure of the University Board, and may be removed with or without cause at any time.

Section 4.4. Incompatible Public Offices and Conflicts of Interest Statutes. The Academy shall comply with the Incompatible Public Offices statute, being MCL 15.181 et seq. of the Michigan Compiled Laws, and the Contracts of Public Servants with Public Entities statute, being MCL 15.321 et seq. of the Michigan Compiled Laws. The Academy Board shall ensure compliance with Applicable Law relating to conflicts of interest. Notwithstanding any other provision of this Contract, the following shall be deemed prohibited conflicts of interest for purposes of this Contract:

- (a) An individual simultaneously serving as an Academy Board member and as an owner, officer, director, employee or consultant of or independent contractor to an Educational Service Provider or an employee leasing company, or a subcontractor to an Educational Service Provider or an employee leasing company that has an ESP Agreement with the Academy;
- (b) An individual simultaneously serving as an Academy Board member and an Academy employee;
- (c) An individual simultaneously serving as an Academy Board member and an independent contractor to the Academy;
- (d) An individual simultaneously serving as an Academy Board member and a member of the governing board of another public school;

- (e) An individual simultaneously serving as an Academy Board member and a University official, employee, or paid consultant, as a representative of the University; and
- (f) An individual simultaneously serving as an Academy Board member and having an ownership or financial interest in any real or personal property leased or subleased to the Academy.

Section 4.5. Prohibition of Identified Family Relationships. The Academy Board shall prohibit specifically identified family relationships pursuant to Applicable Law and the Terms and Conditions of this Contract. Notwithstanding any other provision of this Contract, the following shall be deemed prohibited familial relationships for the purposes of this Contract:

- (a) No person shall be appointed or reappointed to serve as an Academy Board member if the person's mother, mother-in-law, father, father-in-law, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, brother-in-law, spouse or same-sex domestic partner:
 - (i) Is employed by the Academy;
 - (ii) Works at or is assigned to work at the Academy;
 - (iii) Has an ownership, officer, policymaking, managerial, administrative non-clerical, or other significant role with the Academy's ESP or employee leasing company; or
 - (iv) Has an ownership or financial interest in any school building lease or sublease agreement with the Academy.
- (b) The Academy Board shall require each individual who works at the Academy to annually disclose any familial relationship with any other individual who works at, or provides services to, the Academy. For purposes of this subsection, familial relationship means a person's mother, mother-in-law, father, father-in-law, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, brother-in-law, spouse or same-sex domestic partner.

Section 4.6. Dual Employment Positions Prohibited. Any person working at the Academy is prohibited by law from being employed at the Academy in more than one full-time position and simultaneously being compensated for each position.

Section 4.7. Oath of Public Office. Academy Board members are public officials. Before entering upon the duties of a public school board member, each Academy Board member shall take, sign and file the constitutional oath of office with the Charter Schools Office.

Section 4.8. Academy Counsel. The Academy Board shall select, retain and pay legal counsel to represent the Academy. The Academy shall not retain any attorney to represent the

Academy if the attorney or the attorney's law firm also represents the Academy's Educational Service Provider or any person or entity leasing real property to the Academy, if any.

ARTICLE V

CORPORATE STRUCTURE OF THE ACADEMY

Section 5.1. Nonprofit Corporation. The Academy shall be organized and operated as a public school academy corporation organized under the Michigan Nonprofit Corporation Act, as amended, Act No. 162 of the Public Acts of 1982, being Sections 450.2101 to 450.3192 of the Michigan Compiled Laws. Notwithstanding any provision of the Michigan Nonprofit Corporation Act, as amended, the Academy shall not take any action inconsistent with the provisions of Part 6A of the Code or other Applicable Law.

Section 5.2. Articles of Incorporation. The Articles of Incorporation of the Academy, as set forth in Schedule 1, shall be the Articles of Incorporation of the Academy. Any subsequent amendments to the Academy's Articles of Incorporation shall only be incorporated into this Contract pursuant to Article IX of these Terms and Conditions.

Section 5.3. Bylaws. The Bylaws of the Academy, as set forth in Schedule 2, shall be the Bylaws of the Academy. Any subsequent amendments to the Academy's Bylaws shall only be incorporated into this Contract pursuant to Article IX of these Terms and Conditions.

Section 5.4. Quorum. Notwithstanding any document in the Contract that is inconsistent with this Section, including the Academy's Articles of Incorporation and Bylaws, a quorum of the Academy Board that is necessary to transact business and to take action shall be a majority of the Academy Board member positions set by the Authorizing Resolution.

ARTICLE VI

OPERATING REQUIREMENTS

Section 6.1. Governance Structure. The Academy shall be organized and administered under the direction of the Academy Board and pursuant to the Governance Structure as set forth in Schedule 7a. The Academy shall have four officers: President, Vice-President, Secretary and Treasurer. The officer positions shall be filled by persons who are members of the Academy Board. A description of their duties is included in Schedule 2.

Section 6.2. Educational Goals. The Academy shall pursue the educational goals identified in Schedule 7b. The educational goals shall include demonstrated improved pupil academic achievement for all groups of pupils.

Section 6.3. Educational Programs. The Academy shall deliver the educational programs identified in Schedule 7c.

Section 6.4. Curriculum. The Academy shall implement and follow the curriculum identified in Schedule 7d.

Section 6.5. Method of Pupil Assessment. The Academy shall evaluate pupils' work based on the assessment strategies identified in Schedule 7e. The Academy also shall assess pupil performance using all applicable testing that the Code or the Contract require. The Academy shall provide the Charter Schools Office with copies of reports, assessments and test results concerning the following:

- (a) educational outcomes achieved by pupils attending the Academy and other reports reasonably requested by the Charter Schools Office;
- (b) an assessment of the student performances at the end of each academic school year or at such other times as the University Board may reasonably request;
- (c) an annual education report in accordance with the Code;
- (d) an annually administered nationally recognized norm-referenced achievement test for the Academy's grade configuration, or a program of testing approved by the Charter Schools Office; and
- (e) all tests required under Applicable Law.

Section 6.6. Application and Enrollment of Students. The Academy shall comply with the application and enrollment policies identified in Schedule 7f. With respect to the Academy's pupil admissions process, the Academy shall provide any documentation or information requested by the Charter Schools Office that demonstrates the following:

- (a) The Academy has made a reasonable effort to advertise its enrollment efforts to all pupils; and
- (b) The Academy's open enrollment period was for a duration of at least 2 weeks and permitted the enrollment of pupils at times in the evening and on weekends.

Section 6.7. School Calendar and School Day Schedule. The Academy shall comply with the school calendar and school day schedule guidelines as set forth in Schedule 7g.

Section 6.8. Age or Grade Range of Pupils. The Academy shall comply with the age and grade ranges as stated in Schedule 7h.

Section 6.9. Collective Bargaining Agreements. Collective bargaining agreements, if any, with employees of the Academy shall be the responsibility of the Academy.

Section 6.10. Accounting Standards. The Academy shall at all times comply with generally accepted public sector accounting principles and accounting system requirements that comply with the Code, this Contract, the State School Aid Act of 1979, as amended, and applicable State Board of Education and Department of Education rules.

Section 6.11. Annual Financial Statement Audit. The Academy shall conduct an annual financial statement audit prepared and reviewed by an independent certified public accountant. The Academy Board shall select, retain and pay the Academy's independent auditor. The Academy Board shall not approve the retention of any independent auditor if that independent auditor or the auditor's firm is also performing accounting and/or auditing services for the Academy's Educational Service Provider, if applicable. In accordance with timeframes set forth in the Master Calendar, the Academy shall submit one (1) copy of the annual financial statement audit, auditor's management letters and any responses to auditor's management letters to the Charter Schools Office.

Section 6.12. Address and Description of Physical Plant; Process for Expanding Academy's Site Operations. The address and description of the physical plant for the Academy is set forth in Schedule 6. With the approval of the University Board, the Academy Board may operate the same configuration of age or grade levels at more than one (1) site if each configuration of age or grade levels and each site identified in Schedule 6 are under the direction and control of the Academy Board.

The University Board's process for evaluating and approving the same configuration of age or grade levels at more than one (1) site is as follows:

By formal resolution, the Academy Board may request the authority to operate the same configuration of age or grade levels at more than one site. The Academy Board shall submit to the CSO a contract amendment, in a form and manner determined by the CSO. The contract amendment shall include all information requested by the CSO, including detailed information about the site, the Academy's proposed operations at the site and the information provided in Contract Schedules 4, 5, 6 and 7. Upon receipt of a complete contract amendment, the Charter Schools Director shall review the contract amendment and make a recommendation to the University Board on whether the Academy's request for site expansion should be approved. A positive recommendation by the Charter Schools Director of the contract amendment shall include a determination by the Charter Schools Director that the Academy is operating in compliance with the Contract and is making measureable progress toward meeting the Academy's educational goals. The University Board may consider the Academy Board's site expansion request contract amendment following submission by the Charter Schools Director of a positive recommendation. If the University Board approves the Academy Board's site expansion request contract amendment, the Contract shall be amended in accordance with Article IX of these Terms and Conditions. The University Board reserves the right to modify, reject or approve any site expansion request contract amendment in its sole and absolute discretion.

Section 6.13. Contributions and Fund Raising. The Academy may solicit and receive contributions and donations as permitted by law. No solicitation shall indicate that a contribution to the Academy is for the benefit of the University or the University Board.

Section 6.14. Disqualified Organizational or Contractual Affiliations. The Academy shall comply with all state and federal law applicable to public schools concerning church-state issues. To the extent disqualified under the state or federal constitutions, the Academy shall not be organized by a church or other religious organization and shall not have any organizational or

contractual affiliation with or constitute a church or other religious organization. Nothing in this Section shall be deemed to diminish or enlarge the civil and political rights, privileges and capacities of any person on account of his or her religious belief.

Section 6.15. Method for Monitoring Academy's Compliance with Applicable Law and Performance of its Targeted Educational Outcomes. The Academy shall perform the compliance certification duties required by the University Board and outlined in the Oversight Agreement set forth as Schedule 4. In addition to the University Board's oversight responsibilities and other reporting requirements set forth in this Contract, the Academy's compliance certification duties shall serve as the method for monitoring the Academy's compliance with Applicable Law and its performance in meeting its educational goals.

Section 6.16. Matriculation Agreements. Before the Academy Board approves a matriculation agreement with another public school, the Academy shall provide a draft copy of the agreement to the Charter Schools Office for review. Any matriculation agreement entered into by the Academy shall be incorporated into Schedule 7f by contract amendment pursuant to Article IX of these Terms and Conditions.

Section 6.17. Postings of Accreditation Status. The Academy shall post notices to the Academy's homepage of its website disclosing the accreditation status of each school as required by the Code.

Section 6.18. New Public School Academies Located Within The Boundaries of A Community District. If the Academy is a new public school academy and either of the circumstances listed below in (a) or (b) apply to the Academy's proposed site(s), the Academy represents to the University Board, intending that the University Board rely on such representation as a precondition to issuing this Contract, that the Academy has a substantially different governance, leadership and curriculum than the public school previously operating at the site(s):

- (a) The Academy's proposed site is the same location as a public school that (i) is currently on the list under Section 1280c(1), MCL 380.1280c(1) or Section 1280g(3), MCL 380.1280g(3), as applicable; or (ii) has been on the list under Section 1280c(1), MCL 380.1280c(1) or Section 1280g(3), MCL 380.1280g(3), as applicable, during the immediately preceding 3 school years.
- (b) The Academy's proposed site is the same location of another public school academy, urban high school academy, school of excellence or strict discipline academy whose contract was revoked or terminated by an authorizing body under the applicable part or section of the Code.

ARTICLE VII

TUITION PROHIBITED

Section 7.1. Tuition Prohibited; Fees and Expenses. The Academy shall not charge tuition. The Academy may impose fees and require payment of expenses for activities of the Academy where such fees and payments are not prohibited by Applicable Law.

ARTICLE VIII

COMPLIANCE WITH APPLICABLE LAW

Section 8.1. Compliance with Applicable Law. The Academy shall comply with all applicable state and federal laws, including, but not limited to, to the extent applicable, the Code, the State School Aid Act of 1979, the Open Meetings Act, the Freedom of Information Act (“FOIA”), the Public Employment Relations Act, the Uniform Budgeting and Accounting Act, the Revised Municipal Finance Act of 2001, the Elliott-Larsen Civil Rights Act, the Persons with Disabilities Civil Rights Act, and Subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42 USC & 12101 et seq. or any successor law. The Academy agrees to participate in state assessments, data collection systems, state level student growth models, state accountability and accreditation systems, and other public comparative data collection required for public schools. Additionally, the Academy shall comply with other state and federal laws which are applicable to public school academies. Nothing in this Contract shall be deemed to apply any other state or federal law to the Academy.

ARTICLE IX

AMENDMENT

Section 9.1. Amendments. The University Board and the Academy acknowledge that the operation and administration of a public school academy and the improvement of educational outcomes over time will require amendment of this Contract. In order to assure a proper balance between the need for independent development of the Academy and the statutory responsibilities of the University Board as an authorizing body, the parties have established a flexible process for amending this Contract.

Section 9.2. Process for Amendment Initiated by the Academy. The Academy, by a majority vote of its Board of Directors, may, at any time, propose specific changes in this Contract or may propose a meeting to discuss potential revision of this Contract. The proposal will be made to the University Board through its designee. Except as provided in Section 6.12 of these Terms and Conditions, the University Board delegates to the Charter Schools Director the review and approval of changes or amendments to this Contract. In the event that a proposed change is not accepted by the Charter Schools Director, the University Board may consider and vote upon a change proposed by the Academy following an opportunity for a presentation to the University Board by the Academy.

Section 9.3. Process for Amendment Initiated by the University Board. The University Board, or an authorized designee, may, at any time, propose specific changes in this Contract or may propose a meeting to discuss potential revision of this Contract. The University Board delegates to the Charter Schools Director the review and approval of changes or amendments to this Contract. The Academy Board may delegate to an officer of the Academy the review and negotiation of changes or amendments to this Contract. The Contract shall be amended as requested by the University Board upon a majority vote of the Academy Board.

Section 9.4. Final Approval of Amendments. Amendments to this Contract take effect only after they have been approved by the Academy Board and by the University Board or the Charter Schools Director. If the proposed amendment conflicts with any of the University Board's general policies on public school academies, the proposed amendment shall take effect only after approval by the Academy and the University Board.

Section 9.5. Change in Existing Law. If, after the effective date of this Contract, there is a change in Applicable Law which alters or amends rights, the responsibilities or obligations of either the Academy or the University Board, this Contract shall be altered or amended to reflect the change in existing law as of the effective date of such change. To the extent possible, the responsibilities and obligations of the Academy and the University Board shall conform to and be carried out in accordance with the change in Applicable Law.

Section 9.6. Emergency Action on Behalf of University Board. Notwithstanding any other provision of this Contract to the contrary, the contents of this Section shall govern in the event of an emergency situation that arises between meetings of the University Board. An emergency situation shall be deemed to occur if the University President, in his or her sole discretion, determines that the facts and circumstances warrant that emergency action take place before the next meeting of the University Board. Upon the determination that an emergency situation exists, the University President may temporarily take action on behalf of the University Board with regard to the Academy or the Contract, so long as such action is in the best interest of the University Board and the University President consults with the University Board Chairperson prior to taking the intended actions. When acting during an emergency situation, the University President shall have the authority to act on behalf of the University Board, and such emergency action shall only be effective in the interim before the earlier of (a) rejection of the emergency action by the Chairperson of the University Board; or (b) the next meeting of the University Board. The University President shall immediately report such action to the University Board Chairperson for confirmation at the next meeting so that the emergency action continues or, upon confirmation by the University Board, becomes permanent.

ARTICLE X

CONTRACT TERMINATION, SUSPENSION, AND REVOCATION

Section 10.1. Statutory Grounds for Revocation. In addition to the other grounds for revocation in Section 10.2 and the automatic revocation in Section 10.3 of these Terms and Conditions, the University Board may revoke this Contract, pursuant to the procedures set forth in Section 10.6, upon a determination that one or more of the following has occurred:

- (a) Failure of the Academy to demonstrate improved pupil academic achievement for all groups of pupils or meet the educational goals and related measures set forth in this Contract;
- (b) Failure of the Academy to comply with all Applicable Law;
- (c) Failure of the Academy to meet generally accepted public sector accounting principles and demonstrate sound fiscal stewardship; or
- (d) The existence of one or more other grounds for revocation as specified in this Contract.

Section 10.2. Other Grounds for Revocation. In addition to the statutory grounds for revocation set forth in Section 10.1 and the grounds for an automatic revocation set forth in Section 10.3, the University Board may revoke this Contract, pursuant to the procedures set forth in Section 10.6, upon a determination that one or more of the following has occurred:

- (a) The Academy fails to achieve or demonstrate measurable progress toward achieving the educational goals and related measures identified in this Contract;
- (b) The Academy fails to properly implement, consistently deliver, and support the educational programs or curriculum identified in this Contract;
- (c) The Academy is insolvent, has been adjudged bankrupt, or has operated for two or more school fiscal years with a fund balance deficit;
- (d) The Academy has insufficient enrollment to successfully operate a public school academy, or the Academy has lost more than fifty percent (50%) of its student enrollment from the previous school year;
- (e) The Academy fails to fulfill the compliance and reporting requirements or defaults in any of the terms, conditions, promises or representations contained in or incorporated into this Contract or, during the term of this Contract, it is discovered by the Charter Schools Office that the Academy failed to fulfill the compliance and reporting requirements or there was a violation of a prior Contract issued by the University Board;
- (f) The Academy files amendments to its Articles of Incorporation with the Michigan Department of Licensing and Regulatory Affairs, Bureau of Commercial Services without first obtaining the Charter Schools Office's approval;
- (g) The Charter Schools Office discovers grossly negligent, fraudulent or criminal conduct by the Academy's applicant(s), directors, officers,

employees or agents in relation to their performance under this Contract;
or

(h) The Academy's applicant(s), directors, officers, employees or agents have provided false or misleading information or documentation to the Charter Schools Office in connection with the University Board's approval of the Application, the issuance of this Contract, or the Academy's reporting requirements under this Contract or Applicable Law.

Section 10.3. Automatic Amendment Of Contract; Automatic Termination of Contract If All Academy Sites Closed; Economic Hardship Termination. Except as otherwise provided in this Section 10.3, if the University Board is notified by the Department that an Academy site is subject to closure under section 507 of the Code, MCL 380.507 ("State's Automatic Closure Notice"), then this Contract shall automatically be amended to eliminate the Academy's authority to operate certain age and grade levels at the site or sites identified in the State's Automatic Closure Notice. If the State's Automatic Closure Notice includes all of the Academy's existing sites, then this Contract shall automatically be terminated at the end of the current school year in which either the State's Automatic Closure Notice is received without any further action of the University Board or the Academy.

Following receipt of the State's Automatic Closure Notice, the Charter Schools Director shall forward a copy of the notice to the Academy Board and may request a meeting with the Academy Board representatives to discuss the Academy's plans and procedures for the elimination of certain age or grade levels at the identified site or sites, or if all of the Academy's existing sites are included in that notice, then wind-up and dissolution of the Academy corporation at the end of the current school year. All Academy inquiries and requests for reconsideration of the State's Automatic Closure Notice, including the granting of any hardship exemption by the Department rescinding the State's Automatic Closure Notice ("Pupil Hardship Exemption"), shall be directed to the Department, in a form and manner determined by the Department.

If the Department rescinds the State's Automatic Closure Notice for an Academy site or sites by granting a Pupil Hardship Exemption, the Academy is not required to close the identified site(s), but shall present to the Charter Schools Office a proposed Contract amendment incorporating the Department's school improvement plan, if applicable, for the identified site(s).

If the Department elects not to issue a Pupil Hardship Exemption and the Charter Schools Director determines, in his or her discretion, that the closure of one or more sites as directed by the Department creates a significant economic hardship for the Academy as a going concern or the possibility of a mid-year school closure, then the Charter Schools Director may recommend to the University Board that the Contract be terminated at the end of the current school year (hereinafter "Economic Hardship Termination"). If the University Board approves the Economic Hardship Termination recommendation, then this Contract shall terminate at the end of the current school year without any further action of the parties.

The University Board's revocation procedures set forth in Section 10.6(c) do not apply to an automatic termination initiated by the State's Automatic Closure Notice or an Economic Hardship Termination under this Section 10.3.

Section 10.4. Grounds and Procedures for Academy Termination of Contract. The Academy Board, by majority vote of its Directors, may, at any time and for any reason, request termination of this Contract. The Academy Board's request for termination shall be made to the Charter Schools Director not less than six (6) calendar months in advance of the Academy's proposed effective date of termination. Upon receipt of an Academy request for termination, the Charter Schools Director shall present the Academy Board's request for termination to the University Board. A copy of the Academy Board's resolution approving of the Contract termination, including a summary of the reasons for terminating the Contract, shall be included with the Academy Board's request for termination. Upon receipt of the Academy Board's request for termination, the University Board shall consider and vote on the proposed termination request. The University Board may, in its sole discretion, waive the six (6) month advance notice requirement for terminating this Contract.

Section 10.5. Grounds and Procedures for University Termination of Contract. The University Board, in its sole discretion, reserves the right to terminate the Contract (i) for any reason or for no reason provided that such termination shall not take place less than six (6) months from the date of the University Board's action; or (ii) if there is a change in Applicable Law that the University Board, in its sole discretion, determines impairs its rights and obligations under the Contract or requires the University Board to make changes in the Contract that are not in the best interest of the University Board or the University, then such termination shall take effect at the end of the current Academy fiscal year. Following University Board approval, the Charter Schools Director shall provide notice of the termination to the Academy. If during the period between the University Board action to terminate and the effective date of termination, the Academy has violated the Contract or Applicable Law, the Contract may be revoked or suspended sooner pursuant to this Article X. If this Contract is terminated pursuant to this Section 10.5, the revocation procedures in Section 10.6 shall not apply.

Section 10.6. University Board Procedures for Revoking Contract. The University Board's process for revoking the Contract is as follows:

(a) Notice of Intent to Revoke. The Charter Schools Director, upon reasonable belief that grounds for revocation of the Contract exist, shall notify the Academy Board of such grounds by issuing the Academy Board a Notice of Intent to Revoke for non-compliance with the Contract or Applicable Law. The Notice of Intent to Revoke shall be in writing and shall set forth in sufficient detail the alleged grounds for revocation.

(b) Academy Board's Response. Within thirty (30) days of receipt of the Notice of Intent to Revoke, the Academy Board shall respond in writing to the alleged grounds for revocation. The Academy Board's response shall be addressed to the Charter Schools Director, and shall either admit or deny the allegations of non-compliance. If the Academy's response includes admissions of non-compliance with the Contract or Applicable Law, the Academy Board's response must also contain a description of the Academy Board's plan and time line for correcting the non-compliance with the Contract or Applicable Law. If the Academy's response

includes a denial of non-compliance with the Contract or Applicable Law, the Academy's response shall include sufficient documentation or other evidence to support a denial of non-compliance with the Contract or Applicable Law. A response not in compliance with this Section shall be deemed to be non-responsive. As part of its response, the Academy Board may request that a meeting be scheduled with the Charter Schools Director prior to a review of the Academy Board's response.

(c) Plan of Correction. Within fifteen (15) days of receipt of the Academy Board's response or after a meeting with Academy Board representatives, the Charter Schools Director shall review the Academy Board's response and determine whether a reasonable plan for correcting the deficiencies can be formulated. If the Charter Schools Director determines that a reasonable plan for correcting the deficiencies set forth in the Notice of Intent to Revoke can be formulated, the Charter Schools Director shall develop a plan for correcting the non-compliance ("Plan of Correction") which may include reconstitution pursuant to Section 10.6(d) of these Terms and Conditions. In developing a Plan of Correction, the Charter Schools Director is permitted to adopt, modify or reject some or all of the Academy Board's response for correcting the deficiencies outlined in the Notice of Intent to Revoke. The Notice of Intent to Revoke shall be closed if the Charter Schools Director determines any of the following: (i) the Academy Board's denial of non-compliance is persuasive; (ii) the non-compliance set forth in the Notice of Intent to Revoke has been corrected by the Academy Board; or (iii) the Academy Board has successfully completed the Plan of Correction.

(d) University Board's Contract Reconstitution Provision. The Charter Schools Director may reconstitute the Academy in an effort to improve student educational performance or to avoid interruption of the educational process. Reconstitution may include, but is not limited to, one of the following actions: (i) removal of 1 or more members of the Academy Board; (ii) termination of at-will board appointments of 1 or more Academy Board members in accordance with the Resolution; (iii) withdrawing approval of a contract under Section 506 of the Code; (iv) the appointment of a new Academy Board of Directors or a Conservator to take over operations of the Academy; or (v) closure of an Academy site(s). Reconstitution of the Academy does not prohibit the Department from issuing an order under section 507 of the Code, MCL 380.507, directing the automatic closure of the Academy's site(s).

(e) Request for Revocation Hearing. The Charter Schools Director may initiate a revocation hearing before the University Charter Schools Hearing Panel if the Charter Schools Director determines that any of the following has occurred:

(i) the Academy Board has failed to respond to the Notice of Intent to Revoke as set forth in Section 10.6(b);

(ii) the Academy Board's response to the Notice of Intent to Revoke is non-responsive;

(iii) the Academy Board's response admits violations of the Contract or Applicable Law which the Charter Schools Director deems cannot be remedied or cannot be remedied in an appropriate period of time, or for which the Charter Schools Director determines that a Plan of Correction cannot be formulated;

(iv) the Academy Board's response contains denials that are not supported by sufficient documentation or other evidence showing compliance with the Contract or Applicable Law;

(v) the Academy Board has not complied with part or all of a Plan of Correction established in Section 10.6(c);

(vi) the Academy Board has engaged in actions that jeopardize the financial or educational integrity of the Academy; or

(vii) the Academy Board has been issued multiple or repeated Notices of Intent to Revoke.

The Charter Schools Director shall send a copy of the request for revocation hearing to the Academy Board at the same time the request is sent to the Hearing Panel. The request for revocation shall identify the reasons for revoking the Contract.

(f) Hearing before the University Charter Schools Hearing Panel. Within thirty (30) days of receipt of a request for revocation hearing, the Hearing Panel shall convene a revocation hearing. The Hearing Panel shall provide a copy of the notice of hearing to the Charter Schools Office and the Academy Board at least ten (10) days before the hearing. The purpose of the Hearing Panel is to gather facts surrounding the Charter Schools Director's request for Contract revocation, and to make a recommendation to the University Board on whether the Contract should be revoked. The revocation hearing shall be held at a location, date and time as determined by the Charter Schools Director and shall not last more than three hours. The hearing shall be transcribed and the cost shall be divided equally between the University and the Academy. The Charter Schools Director or his or her designee, and the Academy Board or its designee, shall each have equal time to make their presentation to the Hearing Panel. Although each party is permitted to submit affidavits and exhibits in support of their positions, the Hearing Panel will not hear testimony from any witnesses for either side. The Hearing Panel may, however, question the Charter Schools Director and the Academy Board. Within thirty (30) days of the revocation hearing, the Hearing Panel shall make a recommendation to the University Board concerning the revocation of the Contract. For good cause, the Hearing Panel may extend any time deadline set forth in this subsection. A copy of the Hearing Panel's recommendation shall be provided to the Charter Schools Office and the Academy Board at the same time that the recommendation is sent to the University Board.

(g) University Board Decision. If the Hearing Panel's recommendation is submitted to the University Board at least fourteen (14) days before the University Board's next regular meeting, the University Board shall consider the Hearing Panel's recommendation at its next regular meeting and vote on whether to revoke the Contract. The University Board reserves the right to modify, reject or approve all or any part of the Hearing Panel's recommendation. The University Board shall have available to it copies of the Hearing Panel's recommendation and the transcript from the hearing. The University Board may waive the fourteen (14) day submission requirement or hold a special board meeting to consider the Hearing Panel's recommendation. A copy of the University Board's decision shall be provided to the Charter Schools Office, the Academy Board and the Department.

(h) Effective Date of Revocation. If the University Board votes to revoke the Contract, the revocation shall be effective on the date of the University Board's act of revocation, or at a later date as determined by the University Board.

(i) Disposition of State School Aid Funds. Notwithstanding any other provision of the Contract, any state school aid funds received by the University Board after a recommendation is made by the Hearing Panel to revoke the Contract, or a decision by the University Board to revoke the Contract, may be withheld by the University Board or returned to the Michigan Department of Treasury upon request. The University Board may also direct that a portion of the Academy's state school aid funds be directed to fund the Academy's Dissolution account established under Section 10.10 of these Terms and Conditions.

Section 10.7. Contract Suspension. The University Board's process for suspending the Contract is as follows:

(a) The Charter Schools Director Action. If the Charter Schools Director determines, in his or her sole discretion, that certain conditions or circumstances exist such that the Academy Board:

- (i) has placed staff or students at risk;
- (ii) is not properly exercising its fiduciary obligations to protect and preserve the Academy's public funds and property;
- (iii) has lost its right to occupancy of the physical facilities described in Schedule 6, and cannot find another suitable physical facility for the Academy prior to the expiration or termination of its right to occupy its existing physical facilities;
- (iv) has failed to secure or has lost the necessary fire, health, and safety approvals as required by Schedule 6;
- (v) has willfully or intentionally violated this Contract or Applicable Law; or
- (vi) has violated Section 10.2(g) or (h), then the Charter Schools Director may immediately suspend the Contract, pending completion of the procedures set forth in Section 10.6. A copy of the suspension notice, setting forth the grounds for suspension, shall be sent to the Academy Board and to the Hearing Panel. If this subsection is implemented, the notice and hearing procedures set forth in Section 10.6 shall be expedited as much as possible.

(b) Disposition of State School Aid Funds. Notwithstanding any other provision of the Contract, any state school aid funds received by the University Board after a decision by the Charter Schools Director to suspend the Contract, may be retained by the University Board for the Academy until the Contract is reinstated, or may be returned to the Michigan Department of Treasury upon the State's request.

(c) Immediate Revocation Proceeding. If the Academy Board, after receiving a notice of Contract suspension from the Charter Schools Director, continues to engage in conduct or activities that are covered by the suspension notice, the Hearing Panel may immediately convene

a revocation hearing in accordance with the procedures set forth in section 10.6(e) of this Contract. The Hearing Panel has the authority to accelerate the time line for revoking the Contract, provided that notice of the revocation hearing shall be provided to the Charter Schools Office and the Academy Board at least five (5) days before the hearing. If the Hearing Panel determines that the Academy Board has continued to engage in conduct or activities that are covered by the suspension notice, the Hearing Panel may recommend revocation of the Contract. The University Board shall proceed to consider the Hearing Panel's recommendation in accordance with Sections 10.6(f) through (h).

Section 10.8. Venue; Jurisdiction. The parties agree that all actions or proceedings arising in connection with this Contract will be tried and litigated only in the Circuit Court of Chippewa County, Michigan, the Michigan Court of Claims or the Federal District Court for the Western District of Michigan. The parties hereby irrevocably accept for themselves and in respect of their property, generally and unconditionally, the jurisdiction of such courts. The parties irrevocably consent to the service of process out of any such courts in any such action or proceedings by the mailing of copies thereof by registered or certified mail, postage prepaid, to each such party, at its address set forth for notices in this Contract, such service to become effective ten (10) days after such mailing. The parties irrevocably waive any right they may have to assert the doctrine of forum non conveniens or to object to venue to the extent any proceedings is brought in accordance with this Section 10.8. This Section 10.8 shall not in any way be interpreted as an exception to the Academy's covenant not to sue contained in Section 11.3 of these Terms and Conditions.

Section 10.9. Conservator; Appointment By University President. Notwithstanding any other provision of the Contract, in the event that the University President, in his or her sole discretion, determines that the health, safety and welfare of Academy students, property or funds are at risk, the University President, after consulting with the University Board Chairperson, may appoint a person to serve as the Conservator of the Academy. Upon appointment, the Conservator shall have all the powers of a Board of Directors of a Public School Academy and act in the place and stead of the Academy Board. The University President shall appoint the Conservator for a definite term which may be extended in writing at his or her sole discretion. During the appointment, the Academy Board members and their terms in office are suspended and all powers of the Academy Board are suspended. All appointments made under this provision must be presented to the University Board for final determination at its next regularly scheduled meeting. During their appointment, the Conservator shall have the following powers:

- (a) take into his or her possession all Academy property and records, including financial, board, employment and student records;
- (b) institute and defend actions by or on behalf of the Academy;
- (c) continue the business of the Academy including entering into contracts, borrowing money, and pledging, mortgaging, or otherwise encumbering the property of the Academy as security for the repayment of loans. However, the power shall be subject to any provisions and restrictions in any existing credit documents;

- (d) hire, fire, evaluate and discipline employees of the Academy;
- (e) settle or compromise with any debtor or creditor of the Academy, including any governmental or taxing authority;
- (f) review all outstanding agreements to which the Academy is a party and to take those actions which the Academy Board may have exercised to pay, extend, rescind, renegotiate or settle such agreements as needed; and
- (g) perform all acts necessary and appropriate to fulfill the Academy's purposes as set forth under this Contract or Applicable Law.

Section 10.10. Academy Dissolution Account. If the University Board terminates, revokes or fails to issue a new Contract to the Academy, the Charter Schools Director shall notify the Academy that, beginning thirty (30) days after notification of the University Board's decision, the University Board may direct up to \$10,000 from each subsequent state school aid fund payment, not to exceed a combined total of \$30,000, to a separate Academy account ("Academy Dissolution Account") to be used exclusively by the Academy to pay the costs associated with the wind up and dissolution responsibilities of the Academy. Within five (5) business days of the Charter Schools Director's notice, the Academy Board Treasurer shall provide the Charter Schools Director, in a form and manner determined by the CSO, with account detail information and authorization to direct such funds to the Academy Dissolution Account. The Academy Dissolution Account shall be under the sole care, custody and control of the Academy Board, and such funds shall not be used by the Academy to pay any other Academy debt or obligation until such time as all the wind-up and dissolution expenses have been satisfied. An intercept agreement entered into by the Academy and a third party lender or trustee shall include language that the third party lender or trustee acknowledges and consents to the funding of the Academy's dissolution account in accordance with this Contract. Any unspent funds remaining in the Academy's dissolution account after payment of all wind up and dissolution expenses shall be returned to the Academy.

ARTICLE XI

PROVISIONS RELATING TO PUBLIC SCHOOL ACADEMIES

Section 11.1. The Academy Budget; Transmittal of Budgetary Assumptions; Budget Deficit; Enhanced Deficit Elimination Plan.

The Academy agrees to comply with all of the following:

- (a) The Academy Board is responsible for establishing, approving, and amending an annual budget in accordance with the Uniform Budgeting and Accounting Act, MCL 141.421 et seq.
- (b) Within ten (10) days after adoption by the Academy Board (but not later than July 1st) each year, the Academy Board shall submit to the Charter Schools Office a copy of its annual budget for the upcoming fiscal year. The budget must detail budgeted expenditures at the object level as

described in the Michigan Department of Education’s Michigan School Accounting Manual. In addition, the Academy Board is responsible for approving all revisions and amendments to the annual budget. Within 10 days after Academy Board approval, revisions or amendments to the Academy’s budget shall be submitted to the Charter Schools Office.

- (c) Unless exempted from transmitting under section 1219 of the Code, MCL 380.1219, the Academy, on or before July 7th of each school fiscal year, shall transmit to the Center for Educational Performance and Information (“CEPI”) the budgetary assumptions used when adopting its annual budget pursuant to the Uniform Budgeting and Accounting Act, MCL 141.421 et seq.
- (d) The Academy shall not adopt or operate under a deficit budget, or incur an operating deficit in a fund during any fiscal year. At any time during the term of this Contract, the Academy shall not have an existing deficit fund balance, incur a deficit fund balance, or adopt a current year budget that projects a deficit fund balance. If the Academy has an existing deficit fund balance, incurs a deficit fund balance in the most recently completed school fiscal year, or adopts a current year budget that projects a deficit fund balance, all of the following apply:
 - (i) The Academy shall notify the Superintendent and the State Treasurer immediately upon the occurrence of the circumstance, and provide a copy of the notice to the Charter Schools Office.
 - (ii) Within 30 days after making notification under subdivision (d)(i), the Academy shall submit to the Superintendent in the form and manner prescribed by the Department an amended budget for the current school fiscal year and a deficit elimination plan approved by the Academy Board, with a copy to the State Treasurer. The Academy shall transmit a copy of the amended budget and the deficit elimination plan to the Charter Schools Office.
 - (iii) After the Superintendent approves the Academy's deficit elimination plan, the Academy shall post the deficit elimination plan on the Academy's website.
- (e) If the Academy is required by the State Treasurer to submit an enhanced deficit elimination plan under section 1220 of the Code, MCL 380.1220, the Academy shall do all of the following:
 - (i) The enhanced deficit elimination plan shall be approved by the Academy Board before submission.
 - (ii) After the State Treasurer approves an enhanced deficit elimination plan for the Academy, the Academy shall post the enhanced deficit elimination plan on the Academy’s website.

- (iii) Submit to the Superintendent and State Treasurer an enhanced monthly monitoring reports in a form and manner prescribed by the State Treasurer and post such monthly reports on the Academy's website.

Section 11.2. Insurance. The Academy Board shall secure and maintain in its own name as the "first named insured" at all times the following insurance coverages:

M.U.S.I.C. INSURANCE COVERAGE REQUIREMENTS	
for Public School Academies (PSA), Strict Discipline Academies (SDA) Urban High Schools (UHS) & Schools of Excellence (SOE)	
NOTE: Insurance carriers must have an AM Best Rating of "A - VII" or better	
EFFECTIVE DATE: 07/01/12 -- MUSIC Board Approval Date: 12/15/2011	
COVERAGE	REQUIREMENTS
General or Public Liability (GL)	<p>Must be Occurrence form</p> <p>Must include Sexual Abuse & Molestation coverage which can be Occurrence or Claims Made. If this coverage is Claims Made the Retroactive Date must be the same or before date of original University PSA/SDA/UHS/SOE contract. If this coverage is Claims Made, and the PSA/SDA/UHS/SOE goes out of business, the PSA/SDA/UHS/SOE needs to purchase the longest-available tail coverage. This requirement could be stated in the exit language of the Charter Contract with the PSA/SDA/UHS/SOE.</p> <p>Must include Corporal Punishment coverage.</p> <p>\$1,000,000 per occurrence & \$2,000,000 aggregate.</p> <p>In the event of name changes, mergers, etc., every past and present PSA/SDA/UHS/SOE name must be listed on the policy with the new entity as the First Named Insured.</p> <p>University must be included as an Additional Insured with Primary and Non-Contributory Coverage.</p> <p>NOTE: SDA must also have Security/Police Professional Liability coverage with MINIMUM of \$1,000,000 limit which can be Occurrence or Claims Made. If this coverage is Claims Made, and the SDA goes out of business, the SDA needs to purchase the longest-available tail coverage. This requirement could be stated in the exit language of the Charter Contract with the SDA.</p>
COVERAGE	REQUIREMENTS
Errors & Omissions (E&O)	<p>Must include Employment Practices Liability.</p> <p>Must include Corporal Punishment coverage.</p> <p>Must include Sexual Abuse & Molestation coverage.</p> <p>Must include Directors' & Officers' coverage.</p> <p>Must include School Leaders' E&O.</p> <p>Can be Claims Made or Occurrence form.</p>

	If Claims Made, retroactive date must be the same or before date of original University-PSA/SDA/UHS/SOE Charter Contract. If this coverage is Claims Made, and the PSA/SDA/UHS/SOE goes out of business, the PSA/SDA/UHS/SOE needs to purchase the longest-available tail coverage. This requirement could be stated in the exit language of the Charter Contract with the PSA/SDA/UHS/SOE.
	\$1,000,000 per occurrence & \$3,000,000 aggregate.
	In the event of name changes, mergers, etc., every past and present PSA/SDA/UHS/SOE name must be listed on the policy with the new entity as the First Named Insured.
	University must be included as an Additional Insured with Primary and Non-Contributory Coverage.

**M.U.S.I.C. INSURANCE COVERAGE REQUIREMENTS
for Public School Academies (PSA), Strict Discipline Academies (SDA)
Urban High Schools (UHS) & Schools of Excellence (SOE)**

NOTE: Insurance carriers must have an AM Best Rating of "A - VII" or better

EFFECTIVE DATE: 07/01/12 -- MUSIC Board Approval Date: 12/15/2011

COVERAGE	REQUIREMENTS
Automobile Liability (AL) for Owned and Non-Owned Autos	\$1,000,000 per accident. In the event of name changes, mergers, etc., every past and present PSA/SDA/UHS/SOE name must be listed on the policy with the new entity as the First Named Insured. University must be included as Additional Insured with Primary and Non-Contributory Coverage.
See Umbrella section for higher limit requirements.	Higher limits are required if PSA/SDA/UHS/SOE has its own buses.

COVERAGE	REQUIREMENTS
Workers' Compensation	Must be Occurrence form. Statutory Limits with \$1,000,000 Employers Liability Limits.
Requirement for PSA/SDA/UHS/SOE when leasing employees from Educational Service Provider (ESP) or Management Firm (MF)	NOTE: Must have Alternate Employer Endorsement from ESP/MF. Schedule PSA/SDA/UHS/SOE location on the ESP/MF Contract. NOTE: If PSA/SDA/UHS/SOE is leasing employees from ESP/MF and the PSA/SDA/UHS/SOE name does not have payroll, PSA/SDA/UHS/SOE still must carry Workers' Compensation coverage including Employers' Liability limits of \$1,000,000.

COVERAGE	REQUIREMENTS
Crime	Must include Employee Dishonesty coverage. Must include third party coverage. \$500,000 limit.

COVERAGE	REQUIREMENTS
Umbrella	Can be Claims Made or Occurrence form. If this coverage is Claims Made, and the PSA/SDA/UHS/SOE goes out of business, the PSA/SDA/UHS/SOE needs to purchase the longest-available tail coverage. This requirement could be stated in the exit language of the Charter Contract with the PSA/SDA/UHS/SOE.

	Umbrella is acceptable with a \$4,000,000 limit and aggregate. Also, an Umbrella policy with an unlimited aggregate is acceptable at a \$2,000,000 limit.
	If PSA/SDA/UHS/SOE has its own buses AND/OR has more than 1,000 students, must have MINIMUM \$5,000,000 per occurrence.
	If PSA/SDA/UHS/SOE purchases additional Umbrella limits to meet the \$1,000,000/\$3,000,000 for E&O then they must be in addition to the required Umbrella limit.
	In the event of name changes, mergers, etc., every past and present PSA/SDA/UHS/SOE name must be listed on the policy with the new entity as the First Named Insured.
	University must be included as Additional Insured with Primary and Non-Contributory Coverage.
	All coverages have to be included in the Umbrella that are in General Liability, Automobile and E&O.

**M.U.S.I.C. INSURANCE COVERAGE REQUIREMENTS
for Public School Academies (PSA), Strict Discipline Academies (SDA)
Urban High Schools (UHS) & Schools of Excellence (SOE)**

NOTE: Insurance carriers must have an AM Best Rating of "A - VII" or better

EFFECTIVE DATE: 07/01/12 -- MUSIC Board Approval Date: 12/15/2011

ADDITIONAL RECOMMENDATIONS

COVERAGE	RECOMMENDATION
Property	Limits to cover replacement for PSA/SDA/UHS/SOE's property exposures, including real and personal, owned or leased.
Cyber Risk Coverage	Cyber Liability addresses the first- and third-party risks regarding Internet business, the Internet, networks and other assets. Cyber Liability Insurance coverage offers protection for exposures from Internet hacking and notification requirements.
Automobile Physical Damage	Coverage for damage to the owned or used vehicle.

DISCLAIMER:

By requiring such minimum insurance, the University and M.U.S.I.C. shall not be deemed or construed to have assessed the risks that may be applicable to every PSA/SDA/UHS/SOE's operation and related activities. Each PSA/SDA/UHS/SOE should assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage.

Insurance carrier(s) must have an AM Best Rating of "A - VII" or better.

The insurance must be obtained from a licensed mutual, stock, or other responsible company licensed to do business in the State of Michigan. The Academy may join with other public school academies to obtain insurance if the Academy Board finds that such an association provides economic advantages to the Academy, provided that each Academy maintains its identity as first named insured. The Academy shall have a provision included in all policies requiring notice to the University Board, at least thirty (30) days in advance, upon termination or non-renewal of the policy. In addition, the Academy shall submit within ten (10) days of

insurance renewal “Acord” copies of the insurance certificate of liability insurance and public school academy insurance verification document to the Charter Schools Director, or upon request, submit copies of insurance policies binder sheets evidencing all insurance required by the Contract, and proof of naming University as additionally insured. The Academy shall properly maintain the necessary insurance certificates evidencing the insurance required by the Contract.

When changing insurance programs or carriers, the Academy must provide copies of the proposed policies to the University Board, or its designee, at least thirty (30) days prior to the proposed change. The Academy shall not cancel its existing coverage without the prior approval of the Charter Schools Office.

The Academy may expend funds for payment of the cost of participation in an accident or medical insurance program to insure protection for pupils while attending school or participating in a school program or activity. Other insurance policies and higher minimums may be required depending upon academic offerings and program requirements.

If the Academy utilizes an Educational Service Provider, the following insurance requirements apply to the Educational Service Provider and such coverages must be secured prior to providing any services or personnel to the Academy:

COVERAGE	REQUIREMENTS
General or Public Liability (GL)	Must be Occurrence form
	Must include Sexual Abuse & Molestation coverage
	Must include Corporal Punishment coverage
	\$1,000,000 per occurrence & \$2,000,000 aggregate
	PSA must be included as First Named Insured
	University must be included as Additional Insured with Primary Coverage
	NOTE: Strict Disciplinary Academies must also have Security/Police Professional Liability coverage with MINIMUM of \$1,000,000 per occurrence
COVERAGE	REQUIREMENTS
Errors & Omissions (E&O)	Must include Employment Practices Liability
	Must include Directors' and Officers' coverage
	Must include School Leaders' E&O
	Can be Claims Made or Occurrence form
	If Claims Made, Retroactive Date must be the same or before date of original University-PSA contract
	\$1,000,000 per occurrence & \$3,000,000 aggregate
	PSA must be included as First Named Insured
	University must be included as Additional Insured with Primary Coverage
COVERAGE	REQUIREMENTS
Automobile Liability (AL) for Owned and Non-	\$1,000,000 per accident
	PSA must be included as First Named Insured

Owned Autos	
	University must be included as Additional Insured with Primary Coverage
	Higher limits may be required if PSA has its own buses
COVERAGE	REQUIREMENTS
Workers' Compensation	Must be Occurrence Form
	Statutory Limits
	NOTE: If PSA is leasing employees from ESP, ESP must have Employers' Liability with \$1,000,000 per occurrence AND Alternate Employer Endorsement naming PSA.
	PSA must be included as First Named Insured
COVERAGE	REQUIREMENTS
Crime	Must include Employee Dishonesty coverage
	Must be Occurrence form
	\$500,000 per occurrence
	PSA must be included as First Named Insured
COVERAGE	REQUIREMENTS
Umbrella	Can be Claims Made or Occurrence form
	\$2,000,000 per occurrence & \$4,000,000 aggregate
	If PSA has its own buses AND/OR has more than 1,000 students, must have MINIMUM \$5,000,000 per occurrence
	PSA must be included as First Named Insured
	University must be included as Additional Insured with Primary Coverage
ADDITIONAL RECOMMENDATIONS	
COVERAGE	REQUIREMENTS
Property	Limits to cover replacement for PSA's property exposures, including real and personal, owned or leased
COVERAGE	REQUIREMENTS
Performance Bond (or Letter of Credit with Indemnification)	\$1,000,000 per claim/aggregate

Insurance carrier(s) must have an AM Best Rating of “A - VII” or better.

The University’s insurance carrier periodically reviews the types and amounts of insurance coverages that the Academy must secure in order for the University to maintain insurance coverage for the authorization and oversight of the Academy. In the event that the University’s insurance carrier requests additional changes in coverage identified in this Section 11.2, the Academy agrees to comply with any additional changes in the types and amounts of coverage requested by the University’s insurance carrier within thirty (30) days after notice of the insurance coverage change.

Section 11.3. Legal Liabilities and Covenant Against Suit. The Academy acknowledges and agrees that it has no authority to extend the full faith and credit of the University Board, the

University or any other authorizing body, or to enter into a contract that would bind the University Board or the University. The Academy also is limited in its authority to contract by the amount of funds obtained from the state school aid fund, as provided hereunder, or from other independent sources. The Academy hereby agrees and covenants not to sue the University Board, the University, or any of its Trustees, officers, employees, agents or representatives for any matters that arise under this Contract. The University Board and the University do not assume any obligation with respect to any Director, employee, agent, parent, guardian, student, or independent contractor of the Academy, and no such person shall have the right or standing to bring suit against the University Board or the University, or any of its Trustees, employees, agents, or independent contractors as a result of the issuing, overseeing, suspending, terminating or revoking of this Contract, or as a result of not issuing a new Contract at the end of the term of this Contract.

Section 11.4. Lease or Deed for Proposed Single Site. Prior to entering into any lease agreement for real property, the Academy shall provide to the Charter Schools Office copies of its lease or deed for the premises in which the Academy shall operate in a form and manner consistent with the Lease Policies, which are incorporated into and be deemed part of this Contract. A copy of the final executed lease agreement shall be included in this Contract under Schedule 6. The Charter Schools Office may, from time to time during the term of this Contract, amend the Lease Policies and such amended lease policies shall automatically apply to the Academy without the need for a Contract amendment under article IX of these Terms and Conditions. The Charter Schools Office may disapprove the proposed lease agreement submitted by the Academy if the lease agreement is contrary to this Contract, the Lease Policies, or Applicable Law. Any subsequent amendment to a lease agreement shall be submitted for review by the Charter Schools Office in the same form and manner as a new lease agreement.

Any lease agreement entered into by the Academy shall include a termination provision permitting the Academy to terminate the lease, without cost or penalty to the Academy, in the event that the Academy is required to close an Academy site covered by the lease (i) pursuant to a notice issued by the Department under Section 507 of the Code, MCL 380.507; or (ii) pursuant to a reconstitution by the University pursuant to Section 507 of the Code, MCL 380.507 and these Contract Terms and Conditions. The provision shall also provide that the lessor/ landlord shall have no recourse against the Academy or the University Board for implementing the site closure or reconstitution. Nothing in this paragraph shall prevent the lessor/ landlord from receiving lease payments owed prior to site closure or reconstitution, or relieve the Academy from paying any costs or expenses owed under the lease prior to site closure or reconstitution.

A copy of the Academy's amended lease or deed shall be incorporated into this Contract under Schedule 6. Any subsequent amendments to any Academy real estate leasing agreement shall only be incorporated into this Contract pursuant to Article IX of these Terms and Conditions.

Section 11.5. Occupancy and Safety Certificates. The Academy Board shall: (i) ensure that the Academy's physical facilities comply with all fire, health and safety standards applicable to schools; and (ii) possess the necessary occupancy and safety certificates for the Academy's physical facilities. The Academy Board shall not conduct classes until the Academy has

complied with this Section 11.5. Copies of these certificates shall be incorporated into this Contract under Schedule 6.

Section 11.6. Criminal Background and History Checks; Disclosure of Unprofessional Conduct. The Academy shall comply with the Code concerning criminal background and criminal history checks for its teachers, school administrator(s), and for any other position requiring State Board approval. In addition, the Academy shall comply with the Code concerning the disclosure of unprofessional conduct by persons applying for Academy employment. This Section 11.6 shall apply to such persons irrespective of whether they are employed by the Academy or employed by an Educational Service Provider contracting with the Academy.

Section 11.7. Special Education. Pursuant to Section 1701a of the Code, the Academy shall comply with Article III, Part 29 of the Code, MCL 380.1701 et seq., concerning the provision of special education programs and services at the Academy. Upon receipt, the Academy shall notify the Charter Schools Office of any due process or state complaint filed against the Academy.

Section 11.8. Deposit of Public Funds by the Academy. The Academy Board agrees to comply with Section 1221 of the Revised School Code, being MCL 380.1221, regarding the deposit of all public or private funds received by the Academy. Such deposit shall be made within three (3) business days after receipt of the funds by the Academy. Only Academy Board members or designated Academy employees may be a signatory on any Academy bank account.

Section 11.9. Nonessential Elective Courses. If the Academy Board elects to provide nonessential elective courses to part-time pupils at a nonpublic school building, the Academy shall comply with Section 166b of the State School Aid Act of 1979, as amended, MCL 388.1766b. Prior to providing instruction, the Academy Board shall ensure that the Academy has sufficient documentation to qualify for part-time pupil funding under the State School Aid Act. The provision of nonessential elective courses by the Academy shall be incorporated into Schedule 7c of this Contract by amendment pursuant to Article IX of these Terms and Conditions.

Section 11.10. Required Provisions for ESP Agreements. Any Management Agreement with an ESP entered into by the Academy must contain the following provisions:

“Indemnification of Lake Superior State University. The parties acknowledge and agree that the Lake Superior State University Board of Trustees, Lake Superior State University and its members, officers, employees, agents or representatives (collectively referred to as “the University”) are deemed to be third party beneficiaries for purposes of this Agreement. As third party beneficiaries, Midwest School Services, Inc. hereby promise to indemnify, defend, and hold harmless the University from and against all claims, demands, actions, suits, causes of action, losses, judgments, damages, fines penalties, forfeitures, or any other liabilities or losses of any kind, including costs, attorney fees, and related expenses imposed upon or incurred by the University, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage or any other losses of any kind whatsoever

and not caused by the sole negligence of the University, which arise out of or are in any manner connected with Lake Superior State University Board of Trustees' approval of the Academy's application, Lake Superior State University Board of Trustees' consideration of or issuance of a Contract, Midwest School Services, Inc. preparation for and operation of the Academy, or which are incurred as a result of the reliance by the University upon information supplied by Midwest School Services, Inc., or which arise out of the failure of Midwest School Services, Inc. to perform its obligations under the Contract, the Agreement or Applicable Law, as applicable. The parties expressly acknowledge and agree that the University, Lake Superior State University Board of Trustees and its members, and their respective officers, employees, agents or representatives, or any of them, may commence legal action against Midwest School Services, Inc. to enforce its rights as set forth in this Agreement."

"Agreement Coterminous With Academy's Contract. If the Academy's Contract issued by the Lake Superior State University Board of Trustees is suspended, revoked or terminated, or a new charter contract is not issued to the Academy after expiration of the Contract, this Agreement shall automatically be suspended or terminated, as the case may be, on the same date as the Academy's Contract is suspended, revoked, terminated or expires without further action of the parties."

"Compliance with Academy's Contract. Midwest School Services, Inc. agrees to perform its duties and responsibilities under this Agreement in a manner that is consistent with the Academy's obligations under the Academy's Contract issued by Lake Superior State University Board of Trustees. The provisions of the Academy's Contract shall supersede any competing or conflicting provisions contained in this Agreement."

"Compliance with Section 503c. On an annual basis, Midwest School Services, Inc. agrees to provide the Academy Board with the same information that a school district is required to disclose under section 18(2) of the State School Aid Act of 1979, MCL 388.1618, for the most recent school fiscal year for which the information is available. Within thirty (30) days of receipt of this information, the Academy Board shall make the information available on the Academy's website home page, in a form and manner prescribed by the Department. The defined terms in section 503c of the Code, MCL 380.503c, shall have the same meaning in this agreement."

"Amendment Caused By Academy Site Closure or Reconstitution. In the event that the Academy is required (i) to close an Academy site pursuant to a notice issued by the Department under Section 507 of the Code, MCL 380.507; or (ii) to undergo a reconstitution pursuant to Section 507 of the Code, MCL 380.507 and the Contract Terms and Conditions, and such closure of an Academy site or reconstitution causes an amendment to or termination of this ESP Agreement, the parties agree that this ESP Agreement shall be amended or terminated to implement the Academy site closure or reconstitution, with no cost or penalty to the Academy, and Midwest School Services, Inc. shall have no recourse against the Academy or the University Board for implementing such site closure or reconstitution."

“Compliance with Section 12.17 of Contract Terms and Conditions. Midwest School Services, Inc. shall make information concerning the operation and management of the Academy, including without limitation the information described in Schedule 4 of the Contract, available to the Academy as deemed necessary by the Academy Board in order to enable the Academy to fully satisfy its obligations under Section 12.17(a) of the Contract Terms and Conditions.”

Section 11.11. Management Agreements. The Academy may enter into a Management Agreement with an ESP to contract out its administrative and/or educational functions and personnel. For purposes of this Contract, an employee leasing agreement shall be considered a Management Agreement, and an employee leasing company shall be considered an ESP. Any Management Agreement shall state that the ESP must acquire insurance in addition to the insurance the Academy must obtain under the Contract. The coverage must be similar to the insurance coverage required for the Contract and the Management Agreement must detail the type and amount of such required coverage. Prior to entering any Management Agreement with an ESP, the Academy shall submit a copy of the final draft Management Agreement to the Charter Schools Office in a form and manner consistent with the ESP policies. A copy of the final executed Management Agreement shall be included in this Contract under Schedule 5. The Charter Schools Office may, from time to time during the term of this Contract, amend the ESP policies and the amended ESP policies shall automatically apply to the Academy without the need for a Contract amendment under article IX of these Terms and Conditions. The Charter Schools Office may disapprove the proposed Management Agreement submitted by the Academy if the Management Agreement is contrary to this Contract or Applicable Law. Any subsequent amendment to a Management Agreement shall be submitted for review by the Charter Schools Office in the same form and manner as a new Management Agreement.

Section 11.12. Administrator and Teacher Evaluation Systems. The Academy Board shall adopt and implement for all individuals employed by or contracted for the Academy as teachers or school administrators a rigorous, transparent, and fair performance evaluation system that complies with Applicable Law. If the Academy enters into an agreement with an Educational Service Provider, the Academy Board shall ensure that the Educational Service Provider complies with this section.

ARTICLE XII

GENERAL TERMS

Section 12.1. Notices. Any and all notices permitted or required to be given hereunder shall be deemed duly given: (i) upon actual delivery, if delivery is by hand; or (ii) upon receipt by the transmitting party of confirmation or answer back if delivery is by facsimile or telegram; or (iii) upon delivery into United States mail if delivery is by postage paid first class mail. Each such notice shall be sent to the respective party at the address indicated below or to any other address or person as the respective party may designate by notice delivered pursuant hereto:

If to the University Board:

Charter School Office Director
Lake Superior State University
650 W. Easterday Avenue
Sault Ste. Marie, Michigan 49783

If to Outside Counsel:

Courtney F. Kissel
Dykema Gossett PLLC
201 Townsend Street, Suite 900
Lansing, Michigan 48933

If to Academy:

American International Academy
300 S. Henry Ruff
Westland, MI 48186

If to Academy Counsel:

James M. Crowley
Miller, Canfield, Paddock and Stone, P.L.C.
150 West Jefferson
Suite 2500
Detroit, MI 48826

Section 12.2. Severability. If any provision in this Contract is held to be invalid or unenforceable, it shall be ineffective only to the extent of the invalidity, without affecting or impairing the validity and enforceability of the remainder of the provision or the remaining provisions of this Contract. If any provision of this Contract shall be or become in violation of Applicable Law, such provision shall be considered null and void, and all other provisions shall remain in full force and effect.

Section 12.3. Successors and Assigns. The terms and provisions of this Contract are binding on and shall inure to the benefit of the parties and their respective successors and permitted assigns.

Section 12.4. Entire Contract. Except as specifically provided in this Contract, this Contract sets forth the entire agreement between the University Board and the Academy with respect to the subject matter of this Contract. All prior contracts, representations, statements, negotiations, understandings, and undertakings are superseded by this Contract.

Section 12.5. Assignment. This Contract is not assignable by either the Academy or the University Board.

Section 12.6. Non-Waiver. Except as provided herein, no term or provision of this Contract shall be deemed waived and no breach or default shall be deemed excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. No consent by any party to, or waiver of, a breach or default by the other, whether expressed or implied, shall constitute a consent to, waiver of, or excuse for any different or subsequent breach or default.

Section 12.7. Governing Law. This Contract shall be governed and controlled by the laws of the State of Michigan as to interpretation, enforcement, validity, construction, and effect, and in all other respects.

Section 12.8. Counterparts. This Contract may be executed in any number of counterparts. Each counterpart so executed shall be deemed an original, but all such counterparts shall together constitute one and the same instrument.

Section 12.9. Term of Contract.

(a) Initial Term of Contract. Except as otherwise provided in Section 12.9(b) and (c) set forth below, this Contract shall commence on the date first set forth above and shall remain in full force and effect until June 30, 2026, unless sooner terminated according to the terms hereof.

(b) Termination of Contract During Initial Term of Contract. Consistent with the procedures set forth in this Section 12.9(b), this Contract will terminate if the Academy does not:

- (i) By January 1, 2026, provide documentation to the University Charter Schools Office demonstrating progress toward the Educational Goals set forth in Schedule 7(b);
- (ii) By January 1, 2026, provide documentation to the University Charter Schools Office demonstrating that the Academy has successfully implemented the Educational Program set forth in Schedule 7(c);
- (iii) By January 1, 2026, provide documentation to the University Charter Schools Office demonstrating that the Academy has satisfied the academic, financial, and reporting requirements established by this Contract and Applicable Law; and
- (iv) Timely deliver to the Charter Schools office any additional financial information or documentation requested by the University Board or the Charter Schools Office Director.

The Charter Schools Office Director shall notify the Academy in writing following completion of the conditions set forth in this Section 12.9(b). For good cause, the Charter Schools Office Director may extend the deadlines set forth above. If the Charter Schools Office Director determines that the Academy has not satisfied the conditions set forth in this Section 12.9(b), the Charter Schools Office Director shall issue a Contract termination letter to the Academy for failing to meet certain conditions set forth in this Section 12.9(b). The issuance of the termination letter by the Charter Schools Office Director shall automatically terminate this Contract without any further action by either the University Board or the Academy Board. Upon issuance of the termination letter, the Charter Schools Office Director shall notify the Superintendent of Public Instruction and the Michigan Department of Education that the Contract has been terminated.

(c) Extended Term of Contract. If the Academy satisfies the conditions set forth above in Section 12.9(b), this Contract shall be extended two (2) additional academic years and shall expire on June 30, 2028, unless sooner terminated according to the terms hereof (“Contract Term”).

Section 12.10. Indemnification. As a condition to receiving a grant of authority from the University Board to operate a public school pursuant to the terms and conditions of this Contract, the Academy agrees to indemnify, defend and hold the University Board, the University and its Board of Trustees members, officers, employees, agents or representatives harmless from all claims, demands, or liability, including attorney fees, and related expenses, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage or any other losses of any kind whatsoever and not caused by the sole negligence of the University, which arise out of or are in any manner connected with the University Board’s receipt, consideration or approval of the Application, the University Board’s approval of the Resolution or Authorizing Resolution, legal challenges to the validity of Part 6A of the Code or actions taken by the University Board as an authorizing body under Part 6A of the Code, the University Board’s consideration of or issuance of a Contract, the Academy’s preparation for and operation of a public school, or which are incurred as a result of the reliance of the University Board, the University and its Board of Trustees members, officers, employees, agents or representatives upon information supplied by the Academy, or which arise out of the failure of the Academy to perform its obligations under this Contract. The foregoing provision shall not be deemed a relinquishment or waiver of any kind of governmental immunity provided under Section 7 of the Governmental Liability for Negligence Act, being MCL 691.1407 of the Michigan Compiled Laws.

Section 12.11. Construction. This Contract shall be construed fairly as to both parties and not in favor of or against either party, regardless of which party prepared the Contract.

Section 12.12. Force Majeure. If any circumstances occur which are beyond the control of the parties, which delay or render impossible the obligations of one or both of the parties, the parties’ obligations to perform such services shall be postponed for an equivalent period of time or shall be canceled, if such performance has been rendered impossible by such circumstances.

Section 12.13. No Third Party Rights. This Contract is made for the sole benefit of the Academy and the University Board and no other person or entity, including without limitation, the Educational Service Provider. Except as otherwise provided, nothing in this Contract shall create or be deemed to create a relationship between the parties hereto, or either of them, and any third person, including a relationship in the nature of a third party beneficiary or fiduciary.

Section 12.14. Non-agency. It is understood that the Academy is not the agent of the University.

Section 12.15. University Board or CSO General Policies on Public School Academies Shall Apply. Notwithstanding any provision of this Contract to the contrary, and with the exception of existing University Board or CSO policies regarding public school academies which shall apply immediately, University Board or CSO general policies clarifying procedure and requirements applicable to public school academies under this Contract, as from time to time

adopted or amended, will automatically apply to the Academy, provided they are not inconsistent with provisions of this Contract. Before issuing general policies under this Section, the University Board or the CSO shall provide a draft of the proposed policies to the Academy Board. The Academy Board shall have at least thirty (30) days to provide comment to the CSO on the proposed policies before such policies shall become effective.

Section 12.16. Survival of Provisions. The terms, provisions, and representations contained in Section 11.2, Section 11.3, Section 12.10, Section 12.13 and any other provisions of this Contract that by their sense and context are intended to survive termination of this Contract shall survive.

Section 12.17. Information Available to the Public.

- (a) Information to be provided by the Academy. The Academy shall make information concerning its operation and management, including without limitation the information described in Schedule 4, available to the public in the same manner and to the same extent as is required for public schools and school districts under Applicable Law.
- (b) Information to be provided by Educational Service Providers. If the Academy enters into an agreement with an Educational Service Provider for operation or management of the Academy, the Management Agreement shall contain a provision requiring the Educational Service Provider to make information concerning the operation and management of the Academy, including without limitation the information described in Schedule 4, available to the Academy as deemed necessary by the Academy Board in order to enable the Academy to fully satisfy its obligations under subparagraph (a).

Section 12.18. Termination of Responsibilities. Upon termination or revocation of the Contract, the University Board or its designee shall have no further obligations or responsibilities under this Contract to the Academy or any other person or persons in connection with this Contract. Upon termination or revocation of the Contract, the Academy may amend its articles of incorporation or bylaws as necessary to allow the Academy Board to: (a) take action to appoint Academy Board members in order to have a quorum necessary to take Academy Board action; or (b) effectuate a dissolution, provided that the Academy Board may not amend any provision in the Academy's articles of incorporation or bylaws regarding the disposition of assets upon dissolution.

Section 12.19. Disposition of Academy Assets Upon Termination or Revocation of Contract. Following termination or revocation of the Contract, the Academy shall follow the applicable wind-up and dissolution provisions set forth in the Academy's articles of incorporation, Part 6A of the Code and Applicable Law.

Section 12.20. Student Privacy. In order to protect the privacy of students enrolled at the Academy, the Academy Board, subject to Section 12.23, shall not:

(a) sell or otherwise provide to a for-profit business entity any personally identifiable information that is part of a pupil's education records. This subsection does not apply to any of the following situations:

- (i) for students enrolled in the Academy, providing such information to an educational management organization that has a contract with the Academy and whose contract has not been disapproved by the University;
- (ii) providing the information as necessary for standardized testing that measures a student's academic progress and achievement; or
- (iii) providing the information as necessary to a person that is providing educational or educational support services to the student under a contract with either the Academy or an educational management organization that has a contract with the Academy and whose contract has not been disapproved by the University.

(b) The terms "education records" and "personally identifiable information" shall have the same meaning as defined in MCL 380.1136.

Section 12.21. Disclosure of Information to Parents and Legal Guardians. Subject to Section 12.23:

(a) Within thirty (30) days after receiving a written request from a student's parent or legal guardian, the Academy shall disclose without charge to the student's parent or legal guardian any personally identifiable information concerning the student that is collected or created by the Academy as part of the student's education records.

(b) Except as otherwise provided in this subsection (b) and within thirty (30) days after receiving a written request from a student's parent or legal guardian, the Academy shall disclose to a student's parent or legal guardian without charge any personally identifiable information provided to any person, agency or organization. The Academy's disclosure shall include the specific information that was disclosed, the name and contact information of each person, agency, or organization to which the information has been disclosed; and the legitimate reason that the person, agency, or organization had in obtaining the information. The parental disclosure requirement does not apply to information that is provided:

- (i) to the Department or CEPI;
- (ii) to the student's parent or legal guardian;
- (iii) by the Academy to the University Board, University, Charter Schools Office or to the educational management organization with which the Academy has a management agreement that has not been disapproved by the University;
- (iv) by the Academy to the Academy's intermediate school district or another intermediate school district providing services to Academy or the Academy's students pursuant to a written agreement;

- (v) to the Academy by the Academy’s intermediate school district or another immediate school district providing services to pupils enrolled in the Academy pursuant to a written agreement;
- (vi) to the Academy by the University Board, University, Charter Schools Office
- (vii) to a person, agency, or organization with written consent from the student’s parent or legal guardian, or from the student if the student is 18 years of age;
- (viii) to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;
- (ix) to a person, agency, or organization as necessary for standardized testing that measures a student’s academic progress and achievement; or
- (x) in the absence of, or in compliance with, a properly executed opt-out form, as adopted by the Academy in compliance with section 1136(6) of the Code, pertaining to uses for which the Academy commonly would disclose a pupil’s “directory information.”

(c) If the Academy considers it necessary to make redacted copies of all or part of a student’s education records in order to protect personally identifiable information of another student, the Academy shall not charge the parent or legal guardian for the cost of those redacted copies.

(d) The terms “education records,” “personally identifiable information,” and “directory information” shall have the same meaning as defined in MCL 380.1136.

Section 12.22. List of Uses for Student Directory Information; Opt Out Form; Notice to Student’s Parent or Legal Guardian.

- (a) Subject to Section 12.23, the Academy shall do all of the following:
 - (i) Develop a list of uses (the “Uses”) for which the Academy commonly would disclose a student’s directory information.
 - (ii) Develop an opt-out form that lists all of the Uses and allows a student’s parent or guardian to elect not to have the student’s directory information disclosed for 1 or more Uses.
 - (iii) Present the opt-out form to each student’s parent or guardian within the first thirty (30) days of the school year and at other times upon request.
 - (iv) If an opt-out form is signed and submitted to the Academy by a student’s parent or guardian, then the Academy shall not include the student’s directory information in any of the Uses that have been opted out of in the opt-out form.

(b) The terms “directory information” shall have the same meaning as defined in MCL 380.1136.

Section 12.23. Confidential Address Restrictions.

(a) The Academy shall not disclose the confidential address of a student if the student or the student's parent or legal guardian has obtained a participation card issued by the department of the attorney general under the address confidentiality program act and the parent or legal guardian provides notice of the issuance of the participation card, in a form and manner prescribed by the Michigan Department of Education.

(b) The term “confidential address” shall have the meaning as defined in MCL 380.1136.

Section 12.24. Partnership Agreement. If the Department and State Reform Office impose a partnership agreement on the Academy, the Academy shall work collaboratively with the Department, the State Reform Office and other partners to implement the partnership agreement. In the event that a provision in the partnership agreement is inconsistent with a provision in this Contract, this Contract shall control.

Section 12.25. Statewide Safety Information Policy. The Academy shall adopt and adhere to the statewide school safety information policy required under section 1308 of the Code, MCL 380.1308. The statewide school safety information policy may also address Academy procedures for reporting incidents involving possession of a dangerous weapon as required under section 1313 of the Code, MCL 380.1313.

Section 12.26. Criminal Incident Reporting Obligation. Within twenty-four (24) hours after an incident occurs, the Academy shall provide a report to the Michigan State Police, in a form and manner prescribed by State Police, either of the following: (i) an incident involving a crime that must be reported under section 1310a(2) of the Code, MCL 380.1310a(2); or (ii) an incident, if known to the Academy, involving the attempted commission of a crime that must be reported under section 1310a(2) of the Code, MCL 380.1310a(2). Failure to comply may result in the Academy being ineligible to receive any school safety grants from the Michigan State Police for the fiscal year in which the noncompliance is discovered by State Police.

Section 12.27. Academy Emergency Operations Plan.

(a) Beginning in the 2019-2020 school year, and at least biennially thereafter, the Academy shall, in conjunction with at least 1 law enforcement agency having jurisdiction over the Academy, conduct either (i) a review of the Academy’s emergency operations plan, including a review of the vulnerability assessment; or (ii) a review of the Academy’s statewide school safety information policy, as applicable.

(b) Not later than January 1, 2020, the Academy shall either (i) develop an emergency operations plan for each school building, including recreational structure or athletic field, operated by the Academy with input from the public; or (ii) adopt a statewide school safety information policy under section 1308 of the Code, MCL 380.1308. The emergency operations plan or statewide school safety information policy shall comply with section 1308b(3) of the Code, MCL 380.1308b(3). Within thirty (30) days, the Academy shall provide to the Department, in a form and manner determined by the Department, notice of the adoption of an emergency operations plan or the completion of an emergency operations plan review, as applicable.

Section 12.28. School Safety Liaison. The Academy Board shall designate a liaison to work with the School Safety Commission created under Section 5 of the Comprehensive School Safety Plan Act created under Public Act 548 of 2018, MCL 28.805 and the Office of School Safety created under MCL 28.681. The Liaison shall be an individual employed or assigned to regularly and continuously work under contract in the school operated by the Academy. The Liaison shall work with the School Safety Commission and the Office of School Safety to identify model practices for determining school safety measures.

Section 12.29. New Building Construction or Renovations. The Academy shall not commence construction on a new school building or the major renovation of an existing school building unless the Academy consults on the plans of the construction or major renovation regarding school safety issues with the law enforcement agency that is or will be the first responder for that school building. School building includes either a building intended to be used to provide pupil instruction or a recreational or athletic structure or field used by pupils.

Section 12.30. Annual Expulsion Report and Website Report on Criminal Incidents. On an annual basis, the Academy Board shall do the following:

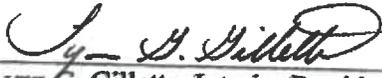
(a) prepare and submit to the Superintendent, in a form and manner prescribed by the Superintendent, a report stating the number of pupils expelled from the Academy during the immediately preceding school year, with a brief description of the incident causing each expulsion;

(b) post on its website, in a form and manner prescribed by the Superintendent, a report on the incidents of crime occurring at schools operated by the Academy. Each school building shall collect and keep current on a weekly basis the information required for the website report, and must provide that information, within seven (7) days upon request; and

(c) make a copy of the report on the incidents of crime, disaggregated by school building, available to the parent or legal guardian of each pupil enrolled in the Academy.

As the designated representative of the Lake Superior State University Board of Trustees, I hereby issue this Contract to the Academy on the date set forth above.

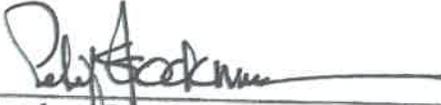
**LAKE SUPERIOR STATE UNIVERSITY
BOARD OF TRUSTEES**

By: 
Dr. Lynn G. Gillette, Interim President

Date: July 1, 2023

As the authorized representative of the Academy, I hereby certify that the Academy is able to comply with the Contract and all Applicable Law, and that the Academy, through its governing board, has approved and agreed to comply with and be bound by of the terms and conditions of this Contract.

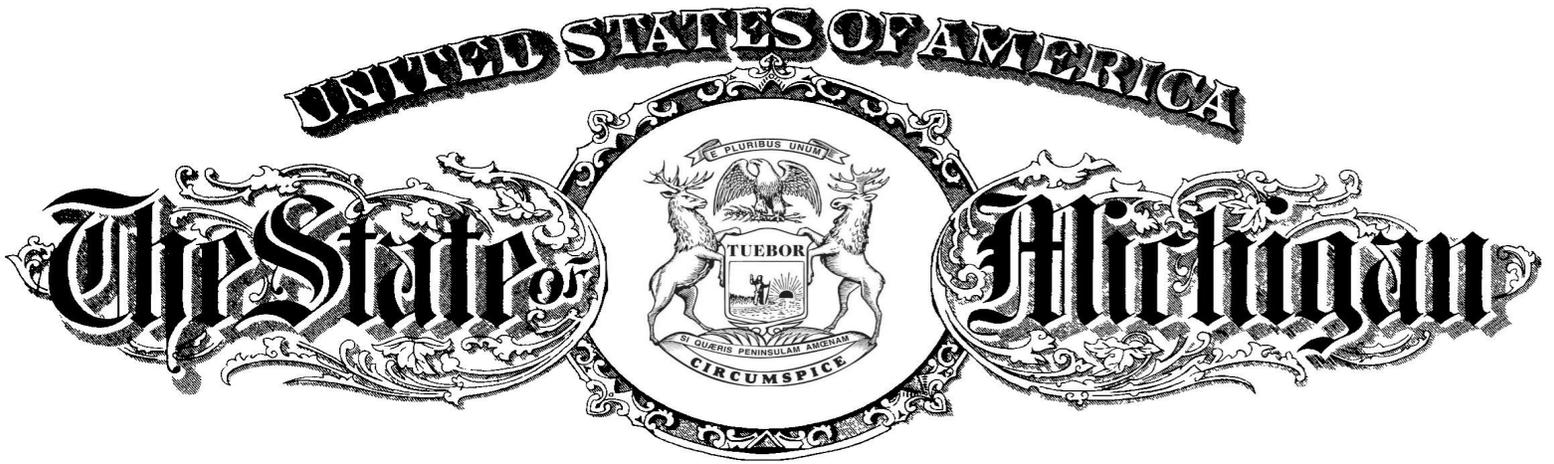
AMERICAN INTERNATIONAL ACADEMY

By: 
Academy Board President

Date: July 1, 2023

CONTRACT SCHEDULE 1

ARTICLES OF INCORPORATION



Department of Licensing and Regulatory Affairs

Lansing, Michigan

This is to Certify That

AMERICAN INTERNATIONAL ACADEMY, INC.

was validly Incorporated on June 23 , 2011 as a Michigan nonprofit corporation, and said corporation is validly in existence under the laws of this state.

This certificate is issued pursuant to the provisions of 1982 PA 162 to attest to the fact that the corporation is in good standing in Michigan as of this date and is duly authorized to conduct affairs in Michigan and for no other purpose.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 16th day of May , 2023.

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Sent by electronic transmission

Certificate Number: 23050354402

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS BUREAU OF COMMERCIAL SERVICES										
Date Received	(FOR BUREAU USE ONLY)									
	This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Name Gregory M. Meihn</td> </tr> <tr> <td colspan="3">Address 130 E. Nine Mile Road</td> </tr> <tr> <td style="width: 33%;">City Ferndale,</td> <td style="width: 33%;">State MI</td> <td style="width: 33%;">ZIP Code 48220</td> </tr> </table>		Name Gregory M. Meihn			Address 130 E. Nine Mile Road			City Ferndale,	State MI	ZIP Code 48220
Name Gregory M. Meihn										
Address 130 E. Nine Mile Road										
City Ferndale,	State MI	ZIP Code 48220								
EFFECTIVE DATE:										

Document will be returned to the name and address you enter above.
If left blank, document will be returned to the registered office.

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**ARTICLES OF INCORPORATION
For Use by Domestic Nonprofit Corporations**

OF

American International Academy, Inc.

Pursuant to the provisions of the Michigan Nonprofit corporation Act of 1982, as amended (the "Act"), being MCLA 450.2101 *et seq.* and Part 6A of the Revised School Code (the "Code") as amended, being Sections 380.501 to 380.507 of the Michigan Compiled Laws, the undersigned corporation executes the following Articles:

1. The name of the corporation is: American International Academy, Inc.
2. The corporation identification number ("CID") assigned by the Bureau is: _____.
3. The corporation has used no other names.
4. The date of filing the original Articles of Incorporation is: _____.

The following Articles of Incorporation supersede the Articles of Incorporation and shall be the Articles of Incorporation for the corporation:

ARTICLE I

The name of the corporation is: American International Academy, Inc.

The authorizing body for the corporation is: Lake Superior State University Board of Trustees.

ARTICLE II

The purpose of purposes for which the corporation is organized are:

1. The corporation is organized for the purpose of operating as a public school academy in the State of Michigan pursuant to Part 6A of the Code, being Sections 380.501 to 380.507 of the Michigan Compiled Laws.

2. The corporation, including all activities incident to its purposes, shall at all times be conducted so as to be a governmental entity pursuant to Section 115 of the United States Internal Revenue code ("IRC") or any successor law. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activity not permitted to be carried on by a governmental instrumentality exempt from federal income tax under Section 115 of the IRC or by a nonprofit corporation organized under the laws of the State of Michigan and subject to a Contract authorized under the Code.

ARTICLE III

The corporation is organized on a non-stock, directorship basis.

The value of assets which the corporation possesses is.

Real Property: \$0.00

Personal Property: \$0.00 (furniture and equipment)
(The date of valuation of the above assets is as of June 10, 2011.)

The corporation is to be financed under the following general plan:

- a. State school aid payments received pursuant to the State School Aid Act of 1979 or any successor law.
- b. Federal funds.
- c. Donations.
- d. Fees and charges permitted to be charged by public school academies.
- e. Other funds lawfully received.

ARTICLE IV

The address of the registered office is: 130 E. Nine Mile Road, Ferndale, Michigan 48220.

The mailing address of the registered office is the same.

The name of the resident agent at the registered office is Lorilyn Coggins.

ARTICLE V

The corporation is a governmental entity.

ARTICLE VI

The corporation and its incorporators, board members, officers, employees and volunteers have governmental immunity as provided in Section 7 of Act № 170 of the Public Acts of 1964, being Section 691.1407 of the Michigan Compiled Laws.

ARTICLE VII

Before execution of a contract to charter a public school academy between the corporation and Lake Superior State University Board of Trustees (the "University Board"), the method of selection, length of term, and the number of members of the Board of Directors of the corporation shall be approved by a resolution of the University Board as required by the Code.

ARTICLE VIII

The Board of Directors shall have all the powers and duties permitted by law to manage the business, property and affairs of the corporation.

ARTICLE IX

The officers of the corporation shall be a President, Vice-President, Secretary and a Treasurer, each of whom shall be a member of the Board of Directors and shall be selected by the Board of Directors. The Board of Directors may select one or more assistants to the Secretary or Treasurer, and may also appoint such other agents as it may deem necessary for the transaction of the business of the corporation.

ARTICLE X

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its board, directors, officers or other private persons, or organization organized and operated for a profit (except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in Article II hereof.) Notwithstanding any other provisions of these Articles, the corporation shall not carry on any other activities not permitted to be carried on by a governmental entity exempt from federal income tax under Section 115 of the IRC, or comparable provisions of any successor law.

To the extent permitted by law, upon the dissolution of the corporation, the Board shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation to the University Board for forwarding to the state school aid fund established under Article IX, Section 11 of the Constitution of the State of Michigan of 1963, as amended.

ARTICLE XI

These Articles of Incorporation shall not be amended except by the process provided in Article IX of the Terms and Conditions incorporated as part of the Contract. This process is as follows:

The corporation, by a majority vote of its Board of Directors, may, at any time, propose specific changes to these Articles of Incorporation or may propose a meeting to discuss potential revision to these Articles of Incorporation. The proposal will be made to the University Board through its designee. The University Board delegates to the University Charter Schools Office Director the review and approval of changes or amendments to these Restated Articles of Incorporation. In the event that a proposed change is not accepted by the University Charter Schools Office Director, the University Board shall consider and vote upon a change proposed by the corporation following an opportunity for a written and oral presentation to the University board by the Corporation.

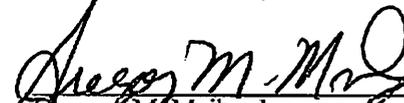
At any time and for any reason, the University board or an authorized designee may propose specific changes to these Articles of Incorporation or may propose a meeting to discuss potential revision. The Corporation's Board of Directors may delegate to an officer of the Corporation the review and negotiation of changes or amendments to these Articles of Incorporation. The Articles of Incorporation shall be amended as requested by the University board or an authorized designee upon a majority vote of the corporation's Board of Directors.

Amendments to these Articles of Incorporation take effect only after they have been approved by the corporation's Board of Directors and by the University Board or the Department of Licensing and Regulatory Affairs ("LARA"). In addition, the corporation shall file with the Amendment, a copy of the University Board's or University Charter Schools Office Director's approval of the Amendment.

ARTICLE XII

The definitions set forth in the Terms and Conditions, incorporated as part of the Contract, shall have the same meaning in these Articles of Incorporation.

These Articles of Incorporation are hereby signed by the incorporator on this ??nd day of June, 2011. These Articles of Incorporation shall become effective upon filing. However, the corporation shall not carry out the purposes set forth in Article II unless the University Board issues to the corporation a contract to operate as a public school academy, and the contract is executed by both the corporation and the University Board.



Gregory M. Meihn, Incorporator

CONTRACT SCHEDULE 2

BYLAWS

RESTATED BYLAWS
OF
AMERICAN INTERNATIONAL ACADEMY [PUBLIC SCHOOL ACADEMY]

ARTICLE I

NAME

This organization shall be called American International Academy [Public School Academy] (the “Academy” or “Corporation”).

ARTICLE II

FORM OF CORPORATION

The Academy is a governmental entity, organized as a non-profit, non-stock, directorship corporation.

ARTICLE III

OFFICES

Section 1. Principal Office. The principal office of the Corporation shall be located in the City of Westland , County of Wayne, State of Michigan.

Section 2. Registered Office. The registered office of the Corporation may be the same as the principal office of the Corporation, but in any event must be located in the State of Michigan, and be the business office of the resident agent, as required by the Michigan Nonprofit Corporation Act. Changes in the resident agent and registered address of the Academy must be filed with the Michigan Department of Licensing and Regulatory Affairs, Commercial Services and reported to the Charter Schools Office.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. General Powers. The business, property and affairs of the Corporation shall be managed by the Academy Board of Directors (“Academy Board”). The Academy Board may exercise any and all of the powers granted to it under the Michigan Non-Profit Corporation Act or pursuant to Part 6A of the Revised School Code (“Code”). The Academy Board may delegate such powers to the officers and committees of the Academy Board as it deems necessary, so long as such delegation is consistent with the Articles, these Bylaws, the Contract and Applicable Law.

Section 2. University Board Resolution Establishing Method of Selection, Length of Term and Number of Academy Board Members. The method of selection and appointment, length of term, number of directors, oath of public office requirements, tenure, removal,

resignation, compensation and prerequisite qualifications for members of the Academy Board shall comply with the resolution adopted by the Lake Superior State University Board of Trustees (the "University Board").

ARTICLE V

MEETINGS

Section 1. Annual and Regular Meetings. The Academy Board shall hold an annual meeting each year in May or June, as well as monthly meetings thereafter. The Academy Board shall provide, by resolution, the time and place, within the State of Michigan, for the holding of regular monthly meetings. The Academy Board shall provide notice of the annual and all regular monthly and special meetings to the Charter Schools Office and as required by the Open Meetings Act.

Section 2. Special Meetings. Special meetings of the Academy Board may be called by or at the request of the Academy Board President or any Director. The person or persons authorized to call special meetings of the Academy Board may fix the place within the State of Michigan for holding any special meeting of the Academy Board called by them, and, if no other place is fixed, the place of meeting shall be the principal business office of the Corporation in the State of Michigan. The Corporation shall provide notice of all special meetings to the Charter Schools Office and as required by the Open Meetings Act.

Section 3. Quorum. In order to legally transact business, the Academy Board shall have a quorum physically present at a duly called meeting of the Academy Board. A "quorum" shall be defined as follows:

<u># of Academy Board positions</u>	<u># required for Quorum</u>
Five (5)	Three (3)
Seven (7)	Four (4)
Nine (9)	Five (5)

Section 4. Manner of Acting. The Academy Board shall be considered to have "acted," when a duly called meeting of the Academy Board has a quorum present and the number of Academy Board members voting in favor of an action is as follows:

<u># of Academy Board positions</u>	<u># for Quorum</u>	<u># required to act</u>
Five (5)	Three (3)	Three (3)
Seven (7)	Four (4)	Four (4)
Nine (9)	Five (5)	Five (5)

Section 5. Open Meetings Act. All meetings and committee meetings of the Academy Board shall at all times be in compliance with the Open Meetings Act.

Section 6. Notice to Directors. The Academy Board shall provide notice of any meeting to each Director stating the time and place of the meeting, with the delivery of such notice personally, by mail, facsimile or electronic mail to each Director at the Director's personal

address or electronic mail address. Any Director may waive notice of any meeting by written statement sent by the Director to the Academy Board Secretary before or after the holding of the meeting. A Director's attendance at a meeting constitutes a waiver of the notice of the meeting required under this Section.

Section 7. Votes By Directors. The Academy Board meeting minutes shall reflect the vote, whether in favor, in opposition or in abstention, of each Director present at the meeting.

ARTICLE VI

COMMITTEES

Section 1. Committees. The Academy Board, by resolution, may designate one or more committees, each committee to consist of one or more Directors selected by the Academy Board. As provided in the resolution as initially adopted, and as thereafter supplemented or amended by further resolution, the committees shall have such powers as delegated by the Academy Board, except (i) filling of vacancies on the Academy Board or in the offices of the Academy Board or committees created pursuant to this Section; (ii) amendments to the Articles of Incorporation or Bylaws; or (iii) any action the Academy Board cannot lawfully delegate under the Articles, the Contract, the Bylaws or Applicable Law. All committee meetings shall at all times be in compliance with the Open Meetings Act. Each committee shall fix its own rules governing the conduct of its activities and shall make such reports to the Academy Board of its activities as the Academy Board may request.

ARTICLE VII

OFFICERS OF THE BOARD

Section 1. Number. The officers of the Corporation shall be a President, Vice-President, Secretary, Treasurer, and such Assistant Treasurers and Assistant Secretaries or other officers as may be selected by the Academy Board.

Section 2. Election and Term of Office. The Academy Board shall elect its initial officers at its first duly noticed meeting. Thereafter, officers shall be elected annually by the Academy Board at the Corporation's annual meeting. If the election of officers is not held at that meeting, the election shall be held as soon thereafter as may be convenient. Each officer shall hold office while qualified or until the officer resigns or is removed in the manner provided in Section 3.

Section 3. Removal. Any officer or agent elected or appointed by the Academy Board may be removed by a majority vote by the Academy Board whenever in its judgment the best interests of the Corporation would be served thereby.

Section 4. Vacancies. A vacancy in any office shall be filled by appointment by the Academy Board for the unexpired portion of the term of the vacating officer.

Section 5. President. The President of the Corporation shall be a member of the Academy Board. The President of the Corporation shall preside at all meetings of the Academy Board. If there is not a President, or if the President is absent, then the Vice-President shall

preside. If the Vice-President is absent, then a temporary chair, chosen by the members of the Academy Board attending the meeting shall preside. The President shall be an ex officio member of any standing committees and when designated by the Academy Board, Chairperson of any standing committee established by the Academy Board. The President shall, in general, perform all duties incident to the office of President of the Academy Board as may be prescribed by the Academy Board from time to time.

Section 6. Vice-President. The Vice-President of the Corporation shall be a member of the Academy Board. In the absence of the President or in the event of the President's death, inability or refusal to act, the Vice-President shall perform the duties of President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned to the Vice-President by the President or by the Academy Board.

Section 7. Secretary. The Secretary of the Corporation shall be a member of the Academy Board. The Secretary shall: (a) keep the minutes of the Academy Board meetings in one or more books provided for that purpose; (b) see that all notices, including those notices required under the Open Meetings Act, are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all authorized documents; (d) keep a register of the post office address of each Director; and (e) perform all duties incident to the office of Secretary and other duties assigned by the President or the Academy Board.

Section 8. Treasurer. The Treasurer of the Corporation shall be a member of the Academy Board. The Treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the Corporation; (b) keep accurate books and records of corporate receipts and disbursements; (c) deposit all moneys and securities received by the Corporation in such banks, trust companies or other depositories as shall be selected by the Academy Board; (d) complete all required corporate filings; (e) assure that the responsibilities of the fiscal agent of the Corporation are properly carried out; and (f) in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Academy Board.

Section 9. Assistants and Acting Officers. The Assistants to the officers, if any, selected by the Academy Board, shall perform such duties and have such authority as shall from time to time be delegated or assigned to them by the Secretary or Treasurer or by the Academy Board. The Academy Board shall have the power to appoint any person to perform the duties of an officer whenever for any reason it is impractical for such officer to act personally. Such acting officer so appointed shall have the powers of and be subject to all the restrictions upon the officer to whose office the acting officer is so appointed except as the Academy Board may by resolution otherwise determine.

Section 10. Salaries. Officers of the Academy Board, as Directors of the Corporation, shall not be compensated for their services. By resolution of the Academy Board, Directors and officers of the Corporation may be reimbursed for reasonable expenses incident to their duties.

Section 11. Filling More Than One Office. Subject to the statute concerning the Incompatible Public Offices, Act No. 566 of the Public Acts of 1978, being Sections 15.181 to

15.185 of the Michigan Compiled Laws, any two offices of the Corporation except those of President and Vice-President may be held by the same person, but no officer shall execute, acknowledge or verify any instrument in more than one capacity.

ARTICLE VIII

CONTRACTS, LOANS, CHECKS AND DEPOSITS; SPECIAL CORPORATE ACTS

Section 1. Contracts. The Academy Board may authorize any officer(s), assistant(s) or acting officer(s), to enter into any contract, to execute and deliver any instrument, or to acknowledge any instrument required by law to be acknowledged in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances, but the appointment of any person other than an officer to acknowledge an instrument required by law to be acknowledged should be made by instrument in writing. When the Academy Board authorizes the execution of a contract or of any other instrument in the name of and on behalf of the Corporation, without specifying the executing officers, the President or Vice-President, and the Secretary or Treasurer may execute the same and may affix the corporate seal thereto. No contract entered into, by or on behalf of the Academy Board, shall in any way bind Lake Superior State University or impose any liability Lake Superior State University, the University Board, its trustees, officers, employees or agents.

Section 2. Loans. No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Academy Board. Such authority may be general or confined to specific instances. No loan, advance, overdraft or withdrawal by an officer or Director of the Corporation, other than in the ordinary and usual course of the business of the Corporation, shall be made or permitted. No loan entered into, by or on behalf of the Academy Board, shall in any way be considered a debt or obligation of Lake Superior State University or impose any liability on Lake Superior State University, the University Board, its trustees, officers, employees or agents. To avoid creating or perpetuating circumstances in which the possibility of favoritism, conflicts of interest, or impairment of efficient operations may occur, the Corporation will not issue a debt instrument (e.g. loan agreement, promissory note, mortgage, line of credit, etc.) to any person employed by the Corporation or any person who serves on the Academy Board. This prohibition also applies to the issuance of a debt instrument to an entity owned or closely related to any Corporation employee or Academy Board member.

Section 3. Checks, Drafts, etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents, of the Corporation and in such manner as shall from time to time be determined by resolution of the Academy Board.

Section 4. Deposits. Consistent with section 1221 of the Code, the Treasurer of the Academy shall deposit the funds of the Academy in a financial institution or in a joint investment authorized by the Code. All additional funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Academy Board may select, provided that such financial institution is

eligible to be a depository of surplus funds under Section 6 of Act No. 105 of the Public Acts of 1855, as amended, being MCL 21.146 of the Michigan Compiled Laws.

Section 5. Voting of Securities Owned by this Corporation. Subject always to the specific directions of the Academy Board, any shares or other securities issued by any other Corporation and owned or controlled by this Corporation may be voted at any meeting of security holders of such other Corporation by the President of this Corporation or by proxy appointed by the President, or in the absence of the President and the President's proxy, by the Secretary or Treasurer of this Corporation or by proxy appointed by the Secretary or Treasurer. Such proxy or consent with respect to any shares or other securities issued by any other corporation and owned by this corporation shall be executed in the name of this Corporation by the President, the Secretary or the Treasurer of this Corporation without necessity of any authorization by the Academy Board, affixation of corporate seal or countersignature or attestation by another officer. Any person or persons designated in the manner above stated as the proxy or proxies of this Corporation shall have full right, power and authority to vote the shares or other securities issued by such other corporation and owned by this Corporation the same as such shares or other securities might be voted by this Corporation. This section shall in no way be interpreted to permit the Corporation to invest any of its surplus funds in any shares or other securities issued by any other corporation. This section is intended to apply, however, to all gifts, bequests or other transfers of shares or other securities issued by any other corporation which are received by the Corporation.

Section 6. Contracts Between Corporation and Related Persons; Persons Ineligible to Serve as Directors. Pursuant to the Code, each Director, officer or employee of the Academy shall comply with the Incompatible Public Office statute, Act No. 566 of the Public Acts of 1978, being sections 15.181 to 15.185 of the Michigan Compiled Laws, and the Contracts of Public Servants with Public Entities, Act No. 317 of the Public Acts of 1968, being sections 15.321 to 15.330 of the Michigan Compiled Laws. The Academy Board shall ensure compliance with the Contract and Applicable Law relating to conflicts of interest.

ARTICLE IX

INDEMNIFICATION

Each person who is or was a Director, officer or member of a committee of the Corporation and each person who serves or has served at the request of the Corporation as a Director, officer, employee or agent of any other corporation, partnership, joint venture, trust or other enterprise, shall be indemnified by the Corporation to the fullest extent permitted by the corporation laws of the State of Michigan as they may be in effect from time to time. The Corporation may purchase and maintain insurance on behalf of any such person against any liability asserted against and incurred by such person in any such capacity or arising out of his status as such, whether or not the Corporation would have power to indemnify such person against such liability under the preceding sentence. The Corporation may, to the extent authorized from time to time by the Academy Board, grant rights to indemnification to any employee or agent of the Corporation to the fullest extent provided under the laws of the State of Michigan as they may be in effect from time to time.

ARTICLE X

FISCAL YEAR

The fiscal year of the Corporation shall begin on the first day of July in each year.

ARTICLE XI

AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by obtaining (a) the affirmative vote of a majority of the Academy Board at any regular or special meeting of the Academy Board, if a notice setting forth the terms of the proposal has been given in accordance with the notice requirements for such meetings, and (b) the written approval of the changes or amendments by the University President or his designee. In the event that a proposed change is not accepted by the University President or his designee, the University Board shall consider and vote upon a change proposed by the Corporation following an opportunity for a written and oral presentation to the University Board by the Corporation. Amendments to these Bylaws take effect only after they have been approved by both the Corporation's Academy Board and by the University Board or its designee.

ARTICLE XI

CONTRACT DEFINITIONS

The definitions set forth in the Terms and Conditions incorporated as part of the Contract shall have the same meaning in these Bylaws.

CERTIFICATION

The Academy Board certifies that these Bylaws were adopted as and for the Bylaws of a Michigan corporation in an open and public meeting, by [unanimous] consent of the Academy Board on the 27th day of February, 2023.

DocuSigned by:

Natalie Evans

29A08D911CAA4BC...

Secretary

CONTRACT SCHEDULE 3
FISCAL AGENT AGREEMENT

SCHEDULE 3

FISCAL AGENT AGREEMENT

This Agreement is part of the Contract issued by the Lake Superior State University Board of Trustees (“University Board”), an authorizing body as defined by the Revised School Code, as amended (the “Code”), to American International Academy (the “Academy”), a public school academy.

Preliminary Recitals

WHEREAS, pursuant to the Code and the Contract, the University Board, as authorizing body, is the fiscal agent for the Academy, and

WHEREAS, the University Board is required by law to forward any State School Aid Payments received from the State of Michigan (“State”) on behalf of the Academy to the Academy,

NOW, THEREFORE, in consideration of the premises set forth below, the parties agree to the following:

ARTICLE I

DEFINITIONS AND INTERPRETATIONS

Section 1.01. Definitions. Unless otherwise provided, or unless the context requires otherwise, the following terms shall have the following definitions:

“Account” means an account established by the Academy for the receipt of State School Aid Payments at a bank, savings and loan association, or credit union which has not been deemed ineligible to be a depository of surplus funds under Section 6 of Act No. 105 of the Public Acts of 1855, being Section 21.146 of the Michigan Compiled Laws.

“Agreement” means this Fiscal Agent Agreement.

“Fiscal Agent” means the University Board or an officer or employee of Lake Superior State University as designated by the University Board.

“Other Funds” means any other public or private funds which the Academy receives and for which the University Board voluntarily agrees to receive and transfer to the Academy.

“State School Aid Payment” means any payment of money the Academy receives from the State School Aid Fund established pursuant to Article IX, Section 11 of the Michigan Constitution of 1963 or under the State School Aid Act of 1979, as amended.

“State” means the State of Michigan.

“State Treasurer” means the office responsible for issuing funds to public school academies and schools of excellence for State School Aid Payments pursuant to the School Aid Act of 1979, as amended.

ARTICLE II

FISCAL AGENT DUTIES

Section 2.01. Receipt of State School Aid Payments and Other Funds. The University Board is the Fiscal Agent for the Academy for the limited purpose of receiving State School Aid Payments. By separate agreement, the University Board and the Academy may also agree that the University Board will receive Other Funds for transfer to the Academy. The Fiscal Agent will receive State School Aid Payments from the State, as provided in Section 3.02.

Section 2.02. Transfer to Academy. Except as provided in Article X of the Terms and Conditions and in the Oversight Agreement, the Fiscal Agent shall transfer all State School Aid Payments and all Other Funds received on behalf of the Academy to the Academy within ten (10) business days of receipt or as otherwise required by the provisions of the State School Aid Act of 1979 or applicable State Board rules. The State School Aid Payments and all Other Funds shall be transferred into the Account designated by a resolution of the Academy Board and by a method of transfer acceptable to the Fiscal Agent.

Section 2.03. Limitation of Duties. The Fiscal Agent has no responsibilities or duties to verify the Academy's pupil membership count, as defined in the State School Aid Act of 1979, as amended, or to authorize, to approve or to determine the accuracy of the State Aid School Payments received on behalf of the Academy from the State Treasurer. The duties of the Fiscal Agent are limited to the receipt and transfer to the Academy of State School Aid Payments and Other Funds received by the Academy. The Fiscal Agent shall have no duty to monitor or approve expenditures made by the Academy Board.

Section 2.04. Academy Board Requests for Direct Intercept of State School Aid Payments. If the Academy Board directs that a portion of the Academy's State School Aid Payments be forwarded by the Fiscal Agent to a third party account for the payment of Academy debts and liabilities, the Academy shall submit to the Charter Schools Office: (i) a copy of the Academy Board's resolution authorizing the direct intercept of State School Aid Payments; and (ii) a copy of a State School Aid Payment Agreement and Direction document that is in a form and manner acceptable to the Fiscal Agent. The State School Aid Payment and Direction document shall include language that the third party lender or trustee acknowledges and consents to the transfer of State School Aid Payments into the Academy's dissolution account, as set forth in Article X of the Terms and Conditions. Any unspent funds remaining in the Academy's dissolution account after payment of all wind up and dissolution expenses shall be returned to the Academy.

ARTICLE III

STATE DUTIES

Section 3.01. Eligibility for State School Aid Payments. The State, through its Department of Education, has sole responsibility for determining the eligibility of the Academy to receive State School Aid Payments. The State, through its Department of Education, has sole responsibility for determining the amount of State School Aid Payments, if any, the Academy shall be entitled to receive.

Section 3.02. State School Aid Payment Overpayments and Penalties. The State, through its Department of Education, has sole responsibility for determining State School Aid Payment overpayments to the Academy and the method and time period for repayment by the Academy. The State, through its Department of Education, has sole responsibility for assessing State School Aid penalties against the Academy for noncompliance with the Code and the State School Aid Act of 1979, as amended.

Section 3.03. Method of Payment. Each State School Aid Payment for the Academy will be made to the Fiscal Agent by the State Treasurer by issuing a warrant and delivering the warrant to the Fiscal Agent by electronic funds transfer into an account specified by the Fiscal Agent, or by such other means deemed acceptable to the Fiscal Agent. The State shall make State School Aid Payments at the times specified in the State School Aid Act of 1979, as amended.

ARTICLE IV

ACADEMY DUTIES

Section 4.01. Compliance with State School Aid Act. In order to assure that funds are available for the education of pupils, an Academy shall comply with all applicable provisions of the State School Aid Act of 1979, as amended.

Section 4.02. Expenditure of Funds. The Academy may expend funds that it receives from the State School Aid Fund for any purpose permitted by the State School Aid Act of 1979 and may enter into contracts and agreements determined by the Academy Board to be consistent with the purposes for which the funds were appropriated.

Section 4.03. Mid-Year Transfers. Funding for students transferring into or out of the Academy during the school year shall be in accordance with the State School Aid Act of 1979 or applicable State Board rules.

Section 4.04. Repayment of Overpayment and Penalties. The Academy shall be directly responsible for reimbursing the State for any overpayment of State School Aid Payments or any State School Aid penalties. At its option, the State may reduce subsequent State School Aid Payments by the amount of the overpayment or penalty or seek collection of the overpayment or penalty from the Academy.

Section 4.05. Deposit of Academy Funds. The Academy Board agrees to comply with Section 1221 of the Revised School Code, being MCL 380.1221, regarding the deposit of State School Aid Payments and Other Funds received by the Academy.

ARTICLE V

RECORDS AND REPORTS

Section 5.01. Records. The Fiscal Agent shall keep books of record and account of all transactions relating to the receipts, disbursements, allocations and application of the State School Aid Payments and Other Funds received, deposited or transferred for the benefit of the Academy, and these books shall be available for inspection at reasonable hours and under reasonable conditions by the Academy and the State.

Section 5.02. Reports. The Fiscal Agent shall prepare and send to the Academy within thirty (30) days of September 1, 2023, and annually thereafter, a written report dated as of August 31 summarizing all receipts, deposits and transfers made on behalf or for the benefit of the Academy during the period beginning on the latter of the date hereof or the date of the last such written report and ending on the date of the report, including without limitation, State School Aid Payments received on behalf of the Academy from the State Treasurer and any Other Funds which the University Board receives under this Agreement.

ARTICLE VI

CONCERNING THE FISCAL AGENT

Section 6.01. Representations. The Fiscal Agent represents that it has all necessary power and authority to enter into this Agreement and undertake the obligations and responsibilities imposed upon it in this Agreement and that it will carry out all of its obligations under this Agreement.

Section 6.02. Limitation of Liability. The liability of the Fiscal Agent to transfer funds to the Academy shall be limited to the amount of State School Aid Payments as are from time to time delivered by the State and the amount of Other Funds as delivered by the source of those funds.

The Fiscal Agent shall not be liable for any action taken or neglected to be taken by it in good faith in any exercise of reasonable care and believed by it to be within the discretion or power conferred upon it by Applicable Law or this Agreement, nor shall the Fiscal Agent be responsible for the consequences of any error of judgment; and the Fiscal Agent shall not be answerable except for its own action, neglect or default, nor for any loss unless the same shall have been through its gross negligence or willful default.

The Fiscal Agent shall not be liable for any deficiency in the State School Aid Payments received from the State Treasurer to which the Academy was properly entitled. The Fiscal Agent shall not be liable for any State School Aid overpayments made by the State Treasurer to the Academy for which the State subsequently seeks reimbursement. The Fiscal Agent shall not be liable for any State School Aid penalties imposed by the State against the Academy.

Acknowledgment of Receipt

The undersigned, on behalf of the State of Michigan, Department of Treasury, acknowledges receipt of the foregoing Fiscal Agent Agreement that is part of the Contract issued by Lake Superior State University Board of Trustees to American International Academy.

BY: Alyson Hayden
Alyson Hayden, Director
Bureau of State and Authority Finance
Michigan Department of Treasury

Date: May 3, 2023

CONTRACT SCHEDULE 4
OVERSIGHT AGREEMENT

SCHEDULE 4

OVERSIGHT AGREEMENT

This Agreement is part of the Contract issued by the Lake Superior State University Board of Trustees (“University Board”), an authorizing body as defined by the Revised School Code, as amended (the “Code”), to American International Academy (the “Academy”), a public school academy.

Preliminary Recitals

WHEREAS, the University Board, subject to the leadership and general supervision of the State Board of Education over all public education, is responsible for overseeing the Academy’s compliance with the Contract and all Applicable Law,

NOW, THEREFORE, in consideration of the premises set forth below, the parties agree to the following:

ARTICLE I

DEFINITIONS AND INTERPRETATIONS

Section 1.01. Definitions. Unless otherwise provided, or unless the context requires otherwise, the following terms shall have the following definitions:

"Agreement" means this Oversight Agreement.

"Compliance Certification Duties" means the Academy's duties set forth in Section 2.02 of this Agreement.

"Charter Schools Office" means the office designated by the University Board as the initial point of contact for public school academy applicants and public school academies authorized by the University Board. The Charter Schools Office is responsible for administering the Oversight Responsibilities with respect to the Contract.

"Oversight Responsibilities" means the University Board's oversight responsibilities set forth in Section 2.01 of this Agreement.

"State School Aid Payment" means any payment of money the Academy receives from the state school aid fund established pursuant to Article IX, Section 11 of the Michigan Constitution of 1963 or under the State School Aid Act of 1979, as amended.

ARTICLE II

OVERSIGHT AND COMPLIANCE CERTIFICATION RESPONSIBILITIES

Section 2.01. Oversight Responsibilities. The Charter Schools Office, as it deems necessary to fulfill the University Board's Oversight Responsibilities, may undertake the following:

- a. Conduct a review of the Academy's audited financial reports as submitted, including the auditor's management letters, and report to the University Board any exceptions as well as any failure on the part of the Academy to meet generally accepted public sector accounting principles.
- b. Conduct a review of the records, internal controls or operations of the Academy to determine compliance with the Contract and Applicable Law.
- c. Conduct a meeting annually between the Academy Board of Directors and a designee of the University Board to determine compliance with the Contract and Applicable Law.
- d. Institute action pursuant to the terms of the Contract to suspend, revoke or reform the Contract.
- e. Monitor the Academy's compliance with the Contract, the Code, and all other Applicable Law.
- f. Request periodic reports from the Academy regarding any aspect of its operation, including, without limitation, whether the Academy has met or is achieving its targeted educational goals and applicable academic performance standards set forth in the Contract.
- g. Request evidence that the Academy has obtained the necessary permits and certificates of compliance to operate as a public school from the applicable governmental agencies, including, without limitation, the Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes and the Bureau of Fire Services, and local health departments.
- h. Determine whether the Academy has failed to abide by or meet the educational goals or applicable academic performance standards as set forth in the Contract.
- i. Provide supportive services to the Academy as deemed necessary and/or appropriate by the University Board or its designee.
- j. Evaluate whether the Academy appropriately administers all optional or statutorily mandated assessments pursuant to the Academy's student population, goals and programs.
- k. Take other actions, as authorizing body, as permitted or required by the Code.

Section 2.02. Compliance Certification Duties. The Academy agrees to perform all of the following Compliance Certification Duties:

- a. Submit information to the Charter Schools Office in accordance with the Master Calendar of Reporting Requirements adopted by the Charter Schools Office. The Master Calendar may be amended from time to time as deemed necessary by the Charter Schools Office Director.
- b. Submit quarterly financial reports to the Charter Schools Office in a form and manner determined by the Charter Schools Office. Submit other financial reports as established by the Charter Schools Office.
- c. Permit inspection of the Academy's records and/or premises at any reasonable time by the Charter Schools Office.
- d. Report any litigation or formal proceedings alleging violation of any Applicable Law by the Academy to counsel for the University Board as designated in Article XII of the Terms and Conditions.
- e. Upon request, provide copies of information submitted to the Michigan Department of Education, the Superintendent of Public Instruction, or State Board of Education to the Charter Schools Office.
- f. Provide proposed minutes of all Academy Board of Directors' meetings to the Charter Schools Office no later than ten (10) business days after such meeting, and provide approved final minutes to the Charter Schools Office within five (5) business days after the minutes are approved.
- g. Submit to the Charter Schools Office prior to the issuance of the Contract, copies of insurance policies evidencing all insurance as required by the Contract.
- h. Submit to the Charter Schools Office a copy of the Academy's lease, deed or other purchase arrangement for its physical facilities as required by the Contract.
- i. Submit to the Charter Schools Office, copies of all fire, health and safety approvals required by Applicable Law for the operation of a school.
- j. Submit annually to the Charter Schools Office, the dates, times and a description of how the Academy will provide notice of the Academy's pupil application and enrollment process. The Academy's pupil application and enrollment admission process must be conducted in a fair and open manner in compliance with the Contract and the Code. At a minimum, the Academy shall make a reasonable effort to advertise its enrollment openings by newspaper, mail, media, internet or other acceptable communication process. All Academy notices of the open enrollment period must include language that the open enrollment period includes evening and weekend times for enrolling students in the Academy. In addition, the Academy must set forth in all public notices the date for the holding of a random selection drawing if such a drawing becomes necessary.

k. Upon receipt from the Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes and the Bureau of Fire Services, the Academy shall submit to the Charter Schools Office a copy of any Certificate of Occupancy approval for the Academy's school facility outlined in Schedule 6. The Academy shall not occupy or use the school facility identified in Schedule 6 until such facility has been approved for occupancy by the Bureau of Construction Codes and the Bureau of Fire Services or other local authorized building department.

l. Submit to the Charter Schools Office copies of ESP agreements, if any, in compliance with the Contract and the Code.

m. By July 1st of each year, the Academy Board shall provide a copy of the Academy Board's public meeting schedule for the upcoming school year. The Academy Board's public meeting schedule shall include the date, time and location of the public meetings for the upcoming school year. Within ten (10) business days of Academy Board approval, the Academy Board shall provide a copy to the Charter Schools Office of any changes to the Academy Board public meeting schedule.

n. Prior to December 31 of each year and whenever necessary thereafter, the Academy Board shall approve and submit a revised operating school budget that includes, without limitation, the following: (i) the total projected amount of state school aid revenues based on the Academy's October pupil membership count; (ii) revised personnel costs; (iii) any start-up expenses incurred by the Academy; and (iv) the total amount of short-term cash flow loans obtained by the Academy. The Academy will make budget revisions in a manner prescribed by law. Within thirty (30) days of the Academy Board approving the budget (original and amended, if applicable), the Academy shall place a copy of that budget on the Academy's website within a section of the website that is accessible to the public.

o. Within 5 days of its submission to the Center for Educational Performance and Information (CEPI) of the budgetary assumptions that are required by Section 1219 of the Code, the Academy shall provide a copy of those budgetary assumptions to the Charter Schools Office, and confirm that the submitted budgetary assumptions were used in the adoption of the Academy's annual budget.

p. Submit copies to the Charter Schools Office of any periodic financial status reports required of the Academy by the Department of Treasury.

q. Provide copies of notices, reports and plans, including deficit elimination or enhanced deficit elimination plans, to the Charter Schools Office under Section 1220 of the Code.

To the extent that any dates for the submission of materials by the Academy under Section 2.02 conflict with dates set forth in the Master Calendar, the dates in the Master Calendar shall control.

Section 2.03. Waiver and Delegation of Oversight Procedures. The University Board or its designee and the Academy may agree to modify or waive any of the Oversight Duties or Compliance

Certification Duties. The University Board may delegate its Oversight Duties, or any portion of its Oversight Duties, to an officer of the University or other designee.

ARTICLE III

RECORDS AND REPORTS

Section 3.01. Records. The Academy will keep records in which complete and correct entries shall be made of all Compliance Certification Duties conducted, and these records shall be available for inspection at reasonable hours and under reasonable conditions by the Charter Schools Office.

ARTICLE IV

MISCELLANEOUS

Section 4.01. Administrative Fee. The Academy agrees to pay to the University Board an administrative fee of 3% of the State School Aid Payments received by the Academy. This fee shall be retained by the University Board from each State School Aid Payment received by the University Board for forwarding to the Academy. This fee shall compensate the University Board for overseeing the Academy's compliance with the Contract and all Applicable Law and other related activities for which compensation is permissible. If the Academy elects to enter into a contract for an administrative review with the Charter Schools Office, the costs of performing an administrative review shall not be part of the administrative fee under this section but shall be an added service provided by the Charter Schools Office to the Academy on a fee for service basis, as authorized under the Code.

Section 4.02. Time of the Essence. Time shall be of the essence in the performance of obligations from time to time imposed upon the Academy and the University Board by this Agreement.

Section 4.03. Audit and Evaluation. The Academy:

a. hereby authorizes the Charter Schools Office to perform audit and evaluation studies using Academy data including, but not limited to, personally identifiable information about the Academy's students and staff submitted by the Academy to agencies including, but not limited to, Center for Educational Performance and Information ("CEPI"), Office of Educational Assessment and Accountability ("OEAA") and the Michigan Department of Education ("MDE"). Pursuant to this authorization, the Charter Schools Office shall abide by the regulations that govern the use of student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99), the Michigan Identity Theft Protection Act of 2004, and the Privacy Act of 1974.

b. shall upon request, provide the Charter Schools Office with copies or view access to data, documents or information submitted to the Michigan Department of Education, the Superintendent of Public Instruction, the State Board of Education, the Center for

Educational Performance and Information, the Michigan DataHub or any other state or federal agency.

Section 4.04. Fiscal Stress Notification from State Treasurer. If the State Treasurer notifies the Academy that the State Treasurer has declared the potential for Academy financial stress exists, the Academy shall provide a copy of the notice to the Charter Schools Office. Within fifteen (15) days of receipt of the notification from the Academy, the Charter Schools Office Director shall notify the Academy whether the Charter Schools Office is interested in entering into a contract to perform an administrative review for the Academy. The parties shall consult with the Department of Treasury on the development of the contract and the contract for administrative review shall comply with the Code. If the University is not interested in performing an administrative review or the parties are unable to reach agreement on an administrative review, the Academy shall consider entering into a contract for an administrative review with an intermediate school district. Nothing in this Section 4.04 shall prohibit the Academy from electing to enter into a contract for an administrative review with the University or an intermediate school district.

ARTICLE V

TRANSPARENCY PROVISION

Section 5.01. Information to Be Made Publicly Available by the Academy and ESP.

A. Information to Be Made Publicly Available by the Academy. The following described categories of information are specifically included within those to be made available to the public and the Charter Schools Office by the Academy in accordance with Section 12.17(a) of the Terms and Conditions:

1. Copy of the Contract
2. Copies of the executed Constitutional Oath of public office form for each serving Director
3. List of currently serving Directors with name, address, and term of office
4. Copy of the Academy Board's meeting calendar
5. Copy of public notice for all Academy Board meetings
6. Copy of Academy Board meeting agendas
7. Copy of Academy Board meeting minutes
8. Copy of Academy Board approved budget and amendments to the budget
9. Copies of bills paid for amounts of \$10,000.00 or more as submitted to the Academy Board
10. Copy of the quarterly financial reports submitted to the Charter Schools Office

11. Copy of curriculum and other educational materials given to the Charter Schools Office
12. Copy of school improvement plan (if required)
13. Copies of facility leases, mortgages, modular leases and/or deeds
14. Copies of equipment leases
15. Proof of ownership for Academy owned vehicles and portable buildings
16. Copy of Academy Board approved ESP Agreement(s)
17. Copy of Academy Board approved services contract(s)
18. Office of Fire Safety certificate of occupancy for all Academy facilities
19. MDE letter of continuous use (if required)
20. Local County Health Department food service permit (if required)
21. Asbestos inspection report and Asbestos management plan (if required)
22. Boiler inspection certificate and lead based paint survey (if required)
23. Phase 1 environmental report (if required)
24. List of current Academy teachers and school administrators with names and addresses and their individual salaries as submitted to the Registry of Educational Personnel
25. Copies of administrator and teacher certificates or permits for all current administrative and teaching staff
26. Evidence of fingerprinting, criminal background and record checks and unprofessional conduct check required by the Code for all Academy teachers and administrators
27. Academy Board approved policies
28. Copy of the annual financial audit and any management letters issued to the Academy Board
29. Proof of insurance as required by the Contract
30. Any other information specifically required under the Code

B. Information to Be Made Publicly Available by the ESP. The following information is specifically included within the types of information available to the Academy by the Educational Service Provider (if any) in accordance with Section 12.17(b) of the Terms and Conditions:

1. Any information needed by the Academy in order to comply with its obligations to disclose the information listed under Section 5.01(A) above.

CONTRACT SCHEDULE 5

DESCRIPTION OF STAFF RESPONSIBILITIES

SCHEDULE 5
DESCRIPTION OF STAFF RESPONSIBILITIES

Teacher.....	5-1
Substitute Teacher.....	5-3
Bus Driver.....	5-4
School Counselor.....	5-6
Food Service Worker.....	5-7
School Counselor.....	5-8
Blended Learning Coach.....	5-10
Online Teacher.....	5-11
Chief of Operations.....	5-12
Chief Executive Officer.....	5-14
Dean of Student Affairs/PBIS Specialist.....	5-16
Dean of Intervention.....	5-19
Chief Academic Officer (CAO).....	5-21
Chief Administrative Officer.....	5-25
Preschool Lead Teacher.....	5-27
Preschool Associate Teacher.....	5-29
Chief Administrative Officer.....	5-30
Special Education Teacher.....	5-32
Athletic Director.....	5-34
School Social Worker.....	5-37
Food Service Director.....	5-42
Custodian.....	5-44

Intervention Teacher	5-47
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Office Manager	5-57
Preschool Director	5-59
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School Nurse.....	5-63
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JOB DESCRIPTION FOR TEACHER

REPORTS TO: Building School Leader

EMPLOYED BY: Management Company

QUALIFICATIONS:

5. Must have a valid State of Michigan Teaching Certificate with the appropriate endorsement(s) for the subject area(s) being taught.
6. Bachelor's Degree required; Master's Degree preferred.
7. Minimum 3 years teaching.
8. Must have evidence of meeting highly qualified requirements, as defined by No Child Left Behind.
9. Ability to teach and develop curriculum for assigned grade level(s).

NATURE OF THE POSITION:

This position is responsible for fostering students' interest in education as well as academic development. The incumbent must possess a mastery command of the Michigan Academic Standards for their respective discipline and be a competent professional with in-depth knowledge of instructional best practices and educational methods and procedures specific to the secondary classroom.

RESPONSIBILITIES OF POSITION:

6. Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning and are in line with State of Michigan objectives and school-wide curriculum goals.
7. Use relevant technology to support and differentiate instruction.
8. Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
9. Help individual students who are behind or struggling to learn content.
10. Collaborate with other Teachers to develop lesson plans and improve the overall learning process.
11. Communication with students and parents regarding student progress and/or needs.
12. Establish and communicate clear objectives for all learning activities.
13. Manage student behavior in the classroom by establishing and enforcing rules and procedures.
14. Maintain discipline in accordance with the rules and disciplinary systems of the school.
15. Understanding of how to use formative, summative, and interim assessment data to inform daily instruction.
16. Ability to create classroom assessments that effectively measure student proficiency levels as demonstrated by the Michigan Academic Standards.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 25 pounds. Ability to use senses - sight, hearing, smell, and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

7. Demonstrate interest in the work of the Academy and a strong commitment to moral values and dedication to providing an excellent early educational foundation for children that will enable them to be motivated and excited learners.
8. Establish and maintain work performance standards in line with those standards established by the Academy.
9. Communicate effectively with students and parents regarding information, policies, and procedures.
10. Demonstrate the willingness and ability to work with people in a team environment.
11. Ensure confidentiality of all student and Academy privileged information.
12. Maintain positive, cooperative, and mutually supportive relationships with the Board, Authorizer, students, parents, fellow teachers, co-workers, and the community.

JOB DESCRIPTION FOR SUBSTITUTE TEACHER

REPORTS TO: Building School Leader

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. Must have minimum 60 college credit hours.
2. If assignment is in a core discipline area, must have a corresponding major on the transcript.
3. Bachelor of Education preferred.
4. Ability to communicate effectively both orally and in writing.

NATURE OF THE POSITION:

To implement the instructional program, in the absence of the certified teacher, to ensure that all students meet and exceed the State Core Curriculum Content Standards. Achieving excellence requires that the substitute teacher work collaboratively and communicate effectively with fellow teachers, students, parents, and co-workers.

RESPONSIBILITIES OF POSITION:

1. Meeting and instructing assigned classes facilitating effective learning within the limits of the resources provided by the Academy.
2. Implementing through instruction and action the teachers lesson plans.
3. Establishing and maintaining a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
4. Maintain students' grades, assignments, and attendance.
5. Attending staff meetings, and trainings as applicable.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 25 pounds. Ability to use senses - sight, hearing, smell, and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

1. Demonstrate interest in the work of the Academy and a strong commitment to moral values and dedication to providing an excellent early educational foundation for children that will enable them to be motivated and excited learners.
2. Establish and maintain work performance standards in line with those standards established by the Academy.
3. Communicate effectively with students and parents regarding information, policies, and procedures.
4. Demonstrate the willingness and ability to work with people in a team environment.
5. Ensure confidentiality of all student and Academy privileged information.
6. Maintain positive, cooperative, and mutually supportive relationships with the Board, Authorizer, students, parents, fellow teachers, co-workers, and the community.

JOB DESCRIPTION FOR BUS DRIVER

REPORTS TO: Transportation Supervisor

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. Valid State of Michigan CDL with the P and S endorsements.
2. Valid un-expired Medical Examiner's Certificate.
3. Safe driving record.
4. Un-expired Course Completion (white or green) Card.
5. Ability to read and interpret a map, establish and maintain proper conduct and safety of passengers on the school bus, accept/relate to students with a variety of exceptional needs.
6. Exercise good judgement and extreme caution while operating a school bus.
7. Remain calm in an emergency situation.
8. Knowledge of the proper application of first aide practices and procedures.
9. Recognize mechanical safety hazards in the bus.
10. Learn to designate order of pickup and drop off, modify bus routes, and prepare related reports.
11. Learn to operate a two-way radio using required codes.
12. Understand and carry out both oral and written instructions in an independent manner.
13. Meet the physical requirements necessary to perform the required duties safely and effectively.
14. Establish and maintain effective work relationships with those contacted in the performance of duties.
15. In addition to the above, the drivers assigned to ramp buses require the following:
 - a. Physical stamina and stature to load, unload, and secure wheelchair students.
 - b. Willingness to endure exposure to inclement weather.
 - c. Skill to operate electrical/manual lifts on ramp buses, knowledge of proper safety requirements of individual wheelchairs.

NATURE OF THE POSITION:

Under the supervision of Transportation Supervisor, the bus driver is responsible for transporting students to and from a variety of school sites and events and to assure their safety while passengers while passengers are in the school bus. Responsible for ensuring the safety of all passengers, including special education students, while operating the assigned bus and for ensuring the assigned bus is in a safe operating condition at all times. Drivers may be assigned to drive wheelchair or ambulatory buses.

RESPONSIBILITIES OF POSITION:

- Drives a school bus safely in accordance with time schedules; transporting students to and from their homes, a variety of school sites, and on field trips as assigned.
- Oversees the loading and unloading of students, releasing students to authorized individual; assures that safety belts are fastened.
- May operate a special ramp bus: loads and unloads students in wheelchairs on and off the bus, inspects wheelchair for operational safety and permits only properly functioning wheelchairs to load; operates ramp, assuring seatbelts are fastened, positioning of wheelchairs in bus, and secures the wheelchair.
- Maintains order and proper discipline of passengers: resolves disputes, documents, and reports severe disciplinary cases.

- Conducts established safety and operational inspection of assigned vehicle daily: assures maintenance of bus in safe and clean operating conditions: reports needed mechanical repairs, installs special safety belts, sweeps interior of bus and washes windows daily.
- Establishes drop off and pickup order of assigned students; confers with parents, supervisors, schedulers, and other staff regarding transportation needs, plots route on map, documents route, and adjusts route for new and/or dropped students.
- Monitors students with special health problems while on the bus: receives written or oral instructions, is aware and alert to any signs of difficulty following prescribed instructions and procedures, administers first aid, and call for emergency assistance if needed.
- Transports and delivers medication, personal belongings, messages and memos between parents and school staff; collects and returns students' personal property when entering and disembarking.
- Maintains a variety of records and reports including but not limited to mileage, routing, maintenance, and time schedules.
- Attends meetings, programs, and in-services training as assigned.
- Maintains current required licenses and certificates.
- Notifies appropriate individuals of any delays in scheduled route.
- Assists with other routes when breakdown or other unusual circumstances occur as assigned.
- Perform other related duties as assigned.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires extensive sitting, standing, and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 50 pounds. Ability to use senses - sight, hearing, smell, and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.
Must pass pre-employment drug and alcohol testing.

PERFORMANCE STANDARDS:

1. Demonstrates the willingness and ability to work with people in a team environment.
2. Maintain ongoing communication with supervisor, staff, and administrators related to job duties.
3. Maintain positive, cooperative, and mutually supportive relationships with the school's administration, teachers, students, and co-workers.
4. Implement schools' safety and security practices.
5. Ability to communicate effectively both orally and in writing with staff and public.
6. Ability to write legibly and neat to complete reports such as incident reports or security logs.

Maintain flexibility in work hours/schedule based upon the school's operational needs.

JOB DESCRIPTION FOR SCHOOL COUNSELOR

REPORTS TO: Building School Leader

EMPLOYED BY: Management Company or Employment Company

QUALIFICATIONS:

1. Bachelor's degree in counseling, social work or related field: Master's degree preferred.
2. Minimum 3 years of successful demonstration competence as a school-based counselor.
3. Valid appropriate certification or licensing as required by State law.
4. The role of a Michigan school counselor can be fulfilled by individuals who hold any of the following credentials:
 - a. Temporary School Counselor License (TSCL) for those that completed courses out of state
 - b. Preliminary School Counselor Credential (PSCC)
 - c. Michigan Teaching Certificate with the school counselor endorsement (NT)
 - d. School Counselor License (SCL)

NATURE OF THE POSITION:

School counselors provide the following services: academic and career development, social/emotional development, advocacy, and leadership. The professional should not be assigned inappropriate duties that could take them away from their primary responsibilities of delivering services to students. Serve as liaison with school staff and outside resources. To provide students with exemplary, ongoing supports and services to ensure students graduate in a timely manner and are college and/or career ready.

RESPONSIBILITIES OF POSITION:

- Share a commitment to the success of the mission, goals, and objectives of the Academy.
- Support and fully participate in a school culture that focuses on student learning.
- Set high expectations and standards for the achievement of students and personal performance.
- Offer resources, professional expertise and coaching that supports student achievement of school's academic standards of eligible students.
- Use multiple sources of data collection to analyze barriers to student achievement and to assess, identify and apply to the improvement of the behavior management program.
- Provide responsive services to meet the needs of students, including individual, group, and crisis response counseling.
- Assisting students in developing positive relationships with peers and adults.
- Assisting students who may be experiencing difficult life circumstances.
- Monitoring students overall academic performance and collaborating with staff members to develop necessary academic supports for students.
- Consulting with individual students/parents to discuss academic gaps and research potential supports or interventions.
- Advising students on dual enrollment opportunities and/or early/middle college opportunities.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up

**JOB DESCRIPTION
FOR
FOOD SERVICE WORKER**

REPORTS TO: Food Service Director

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Prior food service experience preferred.
3. Minimum two (2) year customer service experience.

NATURE OF THE POSITION:

Perform a variety of duties relating to cafeteria-style service including greeting and servicing the customer, food preparation, stocking counters and steam tables, and maintaining sanitation standards. Customer services is a major function of the position.

RESPONSIBILITIES OF POSITION:

1. Maintain proper food handling and safety standards while preparing foods, serving foods, and cleaning up.
2. Setting up for lunch; serving lunch quickly, neatly, and attractively.
3. Stock counters, displays, refrigerators, and steam tables neatly, accurately and in a timely manner per the established menu.
4. Displaying food under appropriate hot or cold standards.
5. Maintaining accurate portion control.
6. Keeping equipment clean and free of debris during meal services.
7. Greeting customers courteously.
8. Maintaining a professional appearance at all times in accordance with the Academy standards.
9. Other duties as assigned by the Food Service Director.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 30 pounds. Ability to use senses - sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

- Establish and maintain work performance standards in line with those standards established by the Academy.
- Greet customers in a friendly, courteous, and respectful manner.
- Demonstrate the willingness and ability to work with people in a team environment.
- Maintain a positive, cooperative and mutually supportive relationships with the Academy Administration, teachers, students, and co-workers.

JOB DESCRIPTION FOR SCHOOL COUNSELOR

REPORTS TO: Building School Leader

EMPLOYED BY: Management Company or Employment Company

QUALIFICATIONS:

1. Bachelor's degree in counseling, social work or related field: Master's degree preferred.
2. Minimum 3 years of successful demonstration competence as a school-based counselor.
3. Valid appropriate certification or licensing as required by State law.
4. The role of a Michigan school counselor can be fulfilled by individuals who hold any of the following credentials:
 - a. Temporary School Counselor License (TSCL) for those that completed courses out of state
 - b. Preliminary School Counselor Credential (PSCC)
 - c. Michigan Teaching Certificate with the school counselor endorsement (NT)
 - d. School Counselor License (SCL)

NATURE OF THE POSITION:

School counselors provide the following services: academic and career development, social/emotional development, advocacy, and leadership. The professional should not be assigned inappropriate duties that could take them away from their primary responsibilities of delivering services to students. Serve as liaison with school staff and outside resources. To provide students with exemplary, ongoing supports and services to ensure students graduate in a timely manner and are college and/or career ready.

RESPONSIBILITIES OF POSITION:

- Share a commitment to the success of the mission, goals, and objectives of the Academy.
- Support and fully participate in a school culture that focuses on student learning.
- Set high expectations and standards for the achievement of students and personal performance.
- Offer resources, professional expertise and coaching that supports student achievement of school's academic standards of eligible students.
- Use multiple sources of data collection to analyze barriers to student achievement and to assess, identify and apply to the improvement of the behavior management program.
- Provide responsive services to meet the needs of students, including individual, group, and crisis response counseling.
- Assisting students in developing positive relationships with peers and adults.
- Assisting students who may be experiencing difficult life circumstances.
- Monitoring students overall academic performance and collaborating with staff members to develop necessary academic supports for students.
- Consulting with individual students/parents to discuss academic gaps and research potential supports or interventions.
- Advising students on dual enrollment opportunities and/or early/middle college opportunities.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up

to 25 pounds. Ability to use senses - sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

Valid driver license.

LEADERSHIP AND SOCIAL/EMOTIONAL DEVELOPMENT STANDARDS:

- **Assisting students in developing healthy coping strategies for successful school and life transitions.**
- **Advocating for school counseling programs and positive learning environments that focus on student learning and achievement by collaborating and connecting with teachers, administrators, staff, parents, and the community.**
- **Demonstrating a commitment to continuous learning and professional growth.**
- **Complete and/or support the completion of all required reports with local, state, and federal education agencies, the Board of Education, and the authorizer.**
- **Use technology effectively for administrative, instructional and communications functions.**
- **Share responsibility for professional, cooperative staff relations.**

Position: Blending Learning Coach
Report to: School leader
Employed by: Midwest Staffing

**Blended Learning Coach
Job Description**

SPECIFIC RESPONSIBILITIES:

Supports Instructors with Best Practices and Research-based strategies for tiered system with flexibility around core subjects (Ex. Cross-curriculum strategies). Assists instructors in developing creative, innovative, and dynamic lesson plans and learning sessions and programs for classrooms.

- Facilitates and/or participates in train-the-trainer, pilot sessions, and course overviews, as necessary. Part of the planning Curriculum Crafter team for the development of internal RTI and MTSS support systems for the Academy.
- Blended Learning Coach works with teachers and/ or instructional support staff in such a way that improves the way certain skills—namely math and literacy—are delivered to students utilizing the Blended Learning Platform outline by the district.
- The Blended Learning Coach supports teachers and professors by providing ongoing Professional Development, Modeling building their teaching skills, and assisting them in applying new knowledge utilizing the Blended Learning Platform.

Essential Duties and Responsibilities

- Supports the philosophy and vision of the school blended learning system in which he or she is employed.
- Facilitates the professional and intellectual development of teachers and aides.
- Helps to build positive relationships between teachers and students
- Communicates, implements, and demonstrates practices in instruction that are known to improve teaching and education in general.
- Communicates information between students, teachers, administrators and the community in general.
- Supports the value of education within society as a whole.
Works with teachers to find effective ways to deal with behavioral issues in the classroom.

Minimum Qualifications: • Master degree and teaching certification with at least 5 years of experience. • Experience Preferred but not required in instructional design with experience with STEAM and cross-curriculum strategies • Demonstrated fluency with Microsoft Office Suite including Word, Excel, and PowerPoint required. •

- Experience in cross-cultural environments required.
- Outstanding interpersonal skills that build relationships at all levels across the organization with a high capacity for influence, collaboration, and consensus. • Excellent organizational, verbal, written and interpersonal skills.
- Ability to work in a fast-paced environment; meet deadlines and multitask.
- Attention to detail; ability to manage timelines; flexibility and responsiveness.

Position: Online Teacher
Report to: School Leader/ COA
Employed By: Midwest Staffing

Online Teacher Responsibilities:

- Creating and presenting lessons that are congruent with students' educational needs.
- Encouraging participation within the classroom to promote the consolidation of learning content.
- Mediating conflict between students.
- Establishing relationships with students to ensure that they disclose cognitive and psychosocial difficulties that may impede their academic progress.
- Grading homework, projects, and quizzes in a timely manner.
- Monitoring and reporting on students' progress.
- Reporting recurrent technical difficulties and other notable incidents to the appropriate member of staff.
- Attending staff meetings, as required.
- Respecting cultural differences among students and staff.
- Ensuring that all requisite equipment remains in excellent condition.

Online Teacher Requirements:

- Bachelor's degree in education with relevant specialization.
- Proven teaching experience, ideally in a similar setting.
- Personal computer with a built-in or separate webcam.
- Quick and steady internet connection.
- Computer literate.
- Headset fitted with a microphone.
- A well-lit, distraction-free environment from which to conduct your lessons.
- Well-groomed appearance.
- Outstanding verbal, non-verbal, and written skills.
- Excellent interpersonal, organizational, and time management skills.

Position: COO-Chief of Operations

Supervisor: CEO-Superintendent

Locations: District

Summary

The Director of Facilities/Maintenance has responsibility for the maintenance and custodial staff; facility management including buildings and site direction and capital needs requirements; and the project Implementation of the American Disabilities Act.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(These duties and responsibility are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

Directs, manages, and provides oversight for facility maintenance and custodial staff.
Manages the capital Needs Fund and General Maintenance Funds Including
Evaluates effectiveness of current design and equipment of buildings and Initiates
Improvements and/or renovations based upon analysis of cost effectiveness and presents
proposals for major changes.

- Manages preventative maintenance functions for all facility equipment.
- Plans, budgets and schedules facility modifications Including estimates on equipment, labor materials, and other related costs
- Interfaces with architects, engineers, skilled trades personnel and outside suppliers on a regular basis.
- Inspects construction and Installation projects to ensure conformance to plans and blueprints.
- Administers all operations in compliance with OSHA, ADA, and other specified legal requirements.
- Manages a wide diversity of personnel including carpenters, electricians, plumbers, painters, glaziers, and HVAC staff.
- Performs special assignments as directed by the Superintendent.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

Education: This position requires knowledge equivalent to that which normally would be acquired through the completion of a four-year college degree program such as a Bachelor's of Facilities Management or Business Administration.

A Master's degree in Business or a related field or equivalent experience, is desirable.

Experience:

A minimum of five to seven years of progressively more responsible or expansive experience, including three to five years of supervisory responsibility, is required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill or ability required. , Reasonable accommodations may be made to enable Individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable Individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time and occasionally must manually move, lift, carry, pull or push heavy objects or materials. There is occasional stooping, bending and reaching. The employee must occasionally lift and/or move up to 50 pounds. Close vision is required to perform computer related tasks.

Chief Executive Officer (CEO)

REPORTS TO: Management Company and Board of Education

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. Education in accordance with such standards as the State Board of Education and the local Board may establish.
2. At least eight years successful public school experience including five years in administration.
3. Minimum Master's degree in education.
4. Preparation in school administration and supervision including appropriate distribution of graduate work covering some phases of school administration, supervision of instruction, methods of teaching and philosophy of education.
5. To the extent this position is deemed to be an administrator of instructional programs (including the supervisor of certified teachers) and/or a chief business official, this position is required to meet one of the following: (1) if the individual held a school administrator position before January 4, 2010, then evidence of maintaining continuing education is required; or (2) if the individual was hired as school administrator after January 4, 2010, then either: (a) an Administrator Certificate is required; OR (b) enrollment in an MDE-approved Principal Preparation Program within 6 months of employment (and completion within 3 years) is required. [Public Act 205 section 380.1246].

NATURE OF THE POSITION:

As a Michigan Public School Academy, American International Academy (Academy) maintains a special relationship with Authorizer (Authorizer), which granted the school its charter and to the Michigan State Board of Education. The Chief Administrative Officer ("CAO") is expected to be responsible in representing ACADEMY in all affairs with AUTHORIZER and the State of Michigan Board of Education by implementing requirements and procedures. In spite of the ability to delegate duties and authority, the CAO is ultimately responsible for sound fiscal management and student academic achievement.

RESPONSIBILITIES OF POSITION:

The CEO shall provide leadership in implementing an educational program within available funding and Board policies. The CEO is responsible for planning, financial administration, implementation of educational programs, representation of the Board, facilities and communications with staff members and the public regarding educational issues and services.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend. Occasionally lifts and carries materials or items weighing up to 20 pounds. Ability to use senses: sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

1. Participate in all Board meetings by assisting the Board president in the development of the meeting agenda, by preparing background materials and analyses of issues brought to the Board and by preparing recommendations on all issues brought to the Board for decisions.
2. Seek additional resources from foundations, corporations and other funding entities.
3. Supervise the acquisition, construction, maintenance, renovation and disposal of all school district facilities and properties with approval of the Board.
4. Assist the Board with the development of school Board policy.
5. Assist the Board in the identification of student achievement goals and shall provide leadership to achieve and evaluate progress toward meeting those goals.
6. Provide for overall management of financial activities and take appropriate action to ensure that expenses are kept within approved budgetary limits. Supervise the development of systems for budget development, purchase of goods and services, accountability for expenditure of district funds and for timely analyses and reporting of the district's financial position to the Board and the general public.
7. Maintain active contact and familiarization with all local, state, federal and philanthropic programs which provide or could provide financial assistance to the district.
8. Maintain communication between and among the Board, staff, the media, the general public and other business, governmental and educational organizations of the community, region and state.
9. Represent the Board in its dealings with city, county, state and federal governmental agencies and AUTHORIZER.
10. Develop and implement plans for dealing with emergency situations and take the necessary steps in time of emergency to safeguard students, staff, residents and school district property.
11. Establish and maintain an administrative organization which provides for effective management of all essential functions of the district.
12. Serve as a professional advisor to the Board.
13. Perform other functions as necessary to the conduct of school district affairs and as requested by the Board.

Dean of Student Affairs/PBIS Specialist

REPORTS TO: CEO

EMPLOYED BY: Management

QUALIFICATIONS:

1. Bachelor's degree required.
2. Master's degree in education, educational leadership or related field preferred with a minimum of 3 years of teaching and/or administrative experience.
3. To the extent this position is deemed to be an administrator of instructional programs (including the supervisor of certified teachers) and/or a chief business official, this position is required to meet one of the following: (1) if the individual held a school administrator position before January 4, 2010, then evidence of maintaining continuing education is required; or (2) if the individual was hired as school administrator after January 4, 2010, then either: (a) an Administrator Certificate is required; OR (b) enrollment in an MDE-approved Principal Preparation Program within 6 months of employment (and completion within 3 years) is required. [Public Act 205 section 380.1246].

NATURE OF THE POSITION:

Responsible for providing assistance to the Principal/School Leader/Superintendent in the administration of the total school program.

RESPONSIBILITIES OF THE POSITION:

1. Provide leadership, advice and counsel students who experience disciplinary issues in accordance with ACADEMY's student code of conduct and established disciplinary program and guidelines.
2. Appropriately handle all student referrals in accordance with established policies and within established timeframes.
3. Contact parents regarding any discipline referrals which include but are not limited to removal from class, detention or suspension.
4. Track all disciplinary referrals from teachers and staff in database system.
5. Direct and coordinate the scheduling of all students' activities within the school calendar.
6. Oversee and ensure effective operation of school-wide, extra-curricular and/or after school programs; oversee and monitor activities of vendors.
7. Coordinate and implement student assemblies, awards banquets, field trips and other student focused events and/or activities.
8. Work closely with the Principal and other administrators to establish and maintain a strong culture of academic excellence and disciplined behavior among students.
9. Assist the Principal with the daily management and operation of ACADEMY; serve as the Principal in his/her absence.
10. Assist the Principal in maintaining and monitoring compliance for ACADEMY's educational services in accordance with requirements set forth by MDE, Wayne County RESA, AUTHORIZER and other regulatory entities.

11. Participate in monitoring ACADEMY's budget and expenditures; assist the Principal in establishing annual budget.
12. Assist in completion and submission of required reports for submission to MDE, AUTHORIZER, Wayne County RESA, etc.
13. Assist the Principal in overseeing student advisory implementation, home visits and curriculum training; monitor, track and report on progress of advisory activities.
14. Assist the Principal in seeking bids for procurement of contracted services, equipment and supplies.
15. Assist the Principal in monitoring and evaluation of instructional and non-instructional staff as requested.
16. Oversee physical plant operations to include supervision of maintenance and custodial staff.
17. Other duties as designated by the Principal.

SUPERVISORY RESPONSIBILITIES:

Supervises employees when the Principal is absent from the building. Carries out supervisory responsibilities in accordance with the Academy policies and applicable laws. Responsibilities include assisting in interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, boards of directors, staff and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory with specific job duties and area of service. Proficient in use of PC/Windows based applications and software including word processing and spreadsheet applications. Ability to establish and maintain effective working relationships with parents, students, staff, Board, vendors and the community. Ability to communicate clearly and concisely in both oral and written form. Ability to perform duties maintaining current knowledge of all district requirements and applicable regulatory standards.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

This position requires extensive standing and walking throughout work shift. Ability to stoop, crouch, kneel and bend. Occasionally lifts and carries items weighing up to 50 pounds. Ability to use senses: sight, hearing, smell and touch.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

1. Demonstrate interest in the work of the Academy and a strong commitment to moral values and dedication to providing an excellent early educational foundation for children.
2. Demonstrate the willingness and ability to work with people in a team environment.
3. Maintain ongoing communication with supervisor, staff and administrators related to job duties.
4. Maintain positive, cooperative and mutually supportive relationships with the Academy's administration, teachers, students and co-workers.
5. Implement the Academy's safety and security practices.
6. Ability to communicate effectively both orally and in writing with staff and the public.
7. Understand and follow standard operating procedures to perform duties in a professional manner.
8. Ability to write legibly and neatly to complete reports such as incident reports or security logs.
9. Use proper judgment and make appropriate decisions in situations; take appropriate action within established policies and procedures.
10. Maintain flexibility in work hours/schedule based upon the Academy's operational needs.
11. Participate in required job related training.

Dean of Intervention

REPORTS TO: School Leader (Principal) & PBIS Specialist

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. Minimum Bachelor's Degree required; Master's Degree preferred.
2. Must meet continuing education and certification requirements prescribed by rule promulgated by the State of Michigan.
3. Minimum 3 years Education Administration experience.
4. Current knowledge of best practices.
5. Prior teaching experience preferred.

NATURE OF POSITION:

Assist the Principal in the Implementation and coordination of at-risk programs to ensure that all students meet and exceed the State Core Curriculum Content Standards. Achieving excellence requires that the Dean of Intervention work collaboratively and communicate effectively with Administrators, Special Education staff, students, parents, members of the community and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, coordination and monitoring the effective delivery of the established curriculum by Intervention Teachers to students.

RESPONSIBILITIES OF POSITION:

The Dean of Intervention is responsible for:

1. Coordinate teachers and goals outcomes.
2. Assist Teachers in designing and modifying instruction to meet each student's needs.
3. Working closely with staff and parents to plan appropriate services for students.
4. Administering diagnostic cognitive and achievement tests and evaluate outcomes.
5. Maintain accurate and complete records as required by Academy, Wayne RESA, Authorizer and MDE.
6. Submitting necessary documentation and reports.
7. Assisting Curriculum Coordinator with all Pupil Accounting Reporting.
8. Attending staff meetings and serving on staff committees as required.
9. Participating in Child Study meetings, when applicable.
10. Other professional duties as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES:

As assigned by CAO/Superintendent/Principal

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 20 pounds. Ability to use senses - sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

The Dean of Intervention will:

1. Be interested in the work of the school, strongly committed to moral values.
2. Be dedicated to providing an excellent early educational foundation for children that will enable them to be motivated and excited learners.
3. Establish and maintain work performance standards in line with those standards established by Academy.
4. Demonstrate the willingness and ability to work with people in a team environment.
5. Periodically check teachers' lesson plans, grade books and/or grade distribution sheets to assure compliance with the standards of the School.
6. Involve teachers in the development of new instructional programs and implement standards for educational quality within the school curriculum.
7. Communicate effectively with the community regarding instructional programs and activities and with the staff regarding information, policies and procedures.
8. Assure confidentiality of all student and school privileged information
9. Maintain positive, cooperative and mutually supportive relationships with the Board of Directors, Authorizer, students, parents, fellow teachers, co-workers and the community.

Chief Academic Officer (CAO)

REPORTS TO: CEO

EMPLOYED BY: Management Company

SUMMARY:

The Curriculum Coordinator, will provide support with the ongoing planning, implementation, development, direction, review and evaluation of the Academy's curriculum, instructional and assessment services. The Curriculum Coordinator works with Principal and CAO to ensure that the Academy's education objectives are aligned to the educational program, state standards and instructional practices that yield the highest standards of student achievement and instructional excellence.

ESSENTIAL RESPONSIBILITIES:

- Maintains system-wide plan for curriculum study and improvement consistent with the Academy's vision, goals and policies.
- Supports and maintains the Academy-wide School Improvement Process.
- Supports and coordinates the development of new and revised curriculum/programs for the Academy.
- In collaboration with the Principal and Chief Academic Officer, organizes and reviews the work of curriculum committees, ensuring results are consistent with Academy objectives.
- Works with the Chief Academic Officer, Principal and teacher committees in organizing and coordinating grade level and department meetings in order to effect horizontal and vertical integration and articulation of the instructional program throughout the Academy.
- In collaboration with the Chief Academic Officer and Principal, provides goals and objectives for educational programs.
- In collaboration with the Principal and Chief Academic Officer, coordinates the Academy's assessment program.
- In collaboration with the Principal and Chief Academic Officer, organizes, disaggregates and communicates assessment data to stakeholders.
- Provides reports to teachers, the Academy Board, parents and administration as requested.
- In collaboration with the Chief Academic Officer and Principal, plans, develops, implements and evaluates the curricular and instructional program of the Academy.
- Interprets the present curriculum/educational programs and proposes changes to administration.
- In collaboration with the Principal and Chief Academic Officer, conducts and coordinates Academy-wide research and testing for measuring the effectiveness of the total educational program.
- Keeps informed of the latest research, trends and developments in all areas of education and interprets for staff as necessary.
- Monitors textbook and supplementary materials selection used in educational programs in the Academy.

- In collaboration with the Principal and Chief Academic Officer, supports the creation of, and edits for, publication, all curriculum guides and materials prepared by and to be distributed among the instructional staff.
- In collaboration with the Principal and Chief Academic Officer, coordinates and monitors staff development and in-service activities for the education staff.
- Conducts informal walkthroughs of teachers in their classrooms and offers insights and coaching for the enhancement of effective instruction.
- In collaboration with the Principal and Chief Academic Officer, monitors the educational technology program of the Academy including acquisition and usage for appropriate technology equipment.
- Plays a significant leadership role in fostering professional growth and building staff morale throughout the Academy.
- Requests the appropriation of services or materials needed for sufficient management of the educational program.
- Attends Academy Board meetings and prepares such reports for the Academy Board as requested.
- Serves as a member of the Education Committee.
- Performs such other duties as may be assigned.
- Serves as primary resource for teachers in instructional planning process.
- In collaboration with Principal, creates professional development plans for staff.
- Participates in data teams that focus on the identification of student needs through data analysis.
- Supports the development of research based instructional strategies to address student needs.
- Monitors instruction and evidence of student learning.
- Assists with inventory, maintenance and update of supplementary materials.
- In collaboration with the Chief Academic Officer and Principal, prepares the Academy's instructional calendar.
- In collaboration with the Chief Academic Officer and Principal, prepares the Academy's assessment calendar.

DRUG FREE WORKPLACE REQUIREMENT:

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment at the Academy.

SUPERVISES:

None.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Bachelor's degree.
- Shall possess a valid State of Michigan Teaching Certificate with the appropriate endorsement(s) for all subject area(s) being taught.
- Must have evidence of meeting highly qualified requirements, as defined by No Child Left Behind.
- Minimum of four successful years serving in school administration preferred.
- Minimum of five successful years serving in public schools.
- Demonstrated excellence in working with students and their families.
- Strong leadership and organizational skills.
- Demonstrated knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment, diagnosis and research related to learning.
- Ability to effectively use computer technology and various software applications for word processing, data management and telecommunications.
- To the extent this position is deemed to be an administrator of instructional programs (including the supervisor of certified teachers) and/or a chief business official, this position is required to meet one of the following: (1) if the individual held a school administrator position before January 4, 2010, then evidence of maintaining continuing education is required; or (2) if the individual was hired as school administrator after January 4, 2010, then either: (a) an Administrator Certificate is required; OR (b) enrollment in an MDE-approved Principal Preparation Program within 6 months of employment (and completion within 3 years) is required. [Public Act 205 section 380.1246].
- Criminal background check.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to

communicate clearly and concisely both in oral and written form. Ability to perform duties with working knowledge of all Academy requirements and Academy Board policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and distance vision. The demands of extended work days (coverage of building activities and extra-curricular activities, etc.) require a high level of physical endurance. This job requires the ability to handle and balance multiple demands at the same time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

Chief Administrative Officer

REPORTS TO: CEO

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. Education in accordance with such standards as the State Board of Education and the local Board may establish.
2. At least eight years successful public school experience including five years in administration.
3. Minimum Master's degree in education.
4. Preparation in school administration and supervision including appropriate distribution of graduate work covering some phases of school administration, supervision of instruction, methods of teaching and philosophy of education.
5. To the extent this position is deemed to be an administrator of instructional programs (including the supervisor of certified teachers) and/or a chief business official, this position is required to meet one of the following: (1) if the individual held a school administrator position before January 4, 2010, then evidence of maintaining continuing education is required; or (2) if the individual was hired as school administrator after January 4, 2010, then either: (a) an Administrator Certificate is required; OR (b) enrollment in an MDE-approved Principal Preparation Program within 6 months of employment (and completion within 3 years) is required. [Public Act 205 section 380.1246].

NATURE OF THE POSITION:

As a Michigan Public School Academy, American International Academy (Academy) maintains a special relationship with Authorizer (Authorizer), which granted the school its charter and to the Michigan State Board of Education. The Chief Administrative Officer ("CAO") is expected to be responsible in representing ACADEMY in all affairs with AUTHORIZER and the State of Michigan Board of Education by implementing requirements and procedures. In spite of the ability to delegate duties and authority, the CAO is ultimately responsible for sound fiscal management and student academic achievement.

RESPONSIBILITIES OF POSITION:

The CAO shall provide leadership in implementing an educational program within available funding and Board policies. The CAO is responsible for planning, financial administration, implementation of educational programs, representation of the Board, facilities and communications with staff members and the public regarding educational issues and services.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend. Occasionally lifts and carries materials or items weighing up to 20 pounds. Ability to use senses: sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

1. Participate in all Board meetings by assisting the Board president in the development of the meeting agenda, by preparing background materials and analyses of issues brought to the Board and by preparing recommendations on all issues brought to the Board for decisions.
2. Seek additional resources from foundations, corporations and other funding entities.
3. Supervise the acquisition, construction, maintenance, renovation and disposal of all school district facilities and properties with approval of the Board.
4. Assist the Board with the development of school Board policy.
5. Assist the Board in the identification of student achievement goals and shall provide leadership to achieve and evaluate progress toward meeting those goals.
6. Provide for overall management of financial activities and take appropriate action to ensure that expenses are kept within approved budgetary limits. Supervise the development of systems for budget development, purchase of goods and services, accountability for expenditure of district funds and for timely analyses and reporting of the district's financial position to the Board and the general public.
7. Maintain active contact and familiarization with all local, state, federal and philanthropic programs which provide or could provide financial assistance to the district.
8. Maintain communication between and among the Board, staff, the media, the general public and other business, governmental and educational organizations of the community, region and state.
9. Represent the Board in its dealings with city, county, state and federal governmental agencies and AUTHORIZER.
10. Develop and implement plans for dealing with emergency situations and take the necessary steps in time of emergency to safeguard students, staff, residents and school district property.
11. Establish and maintain an administrative organization which provides for effective management of all essential functions of the district.
12. Serve as a professional advisor to the Board.
13. Perform other functions as necessary to the conduct of school district affairs and as requested by the Board.

**JOB DESCRIPTION
FOR
PRESCHOOL LEAD TEACHER**

REPORTS TO: Preschool Director

EMPLOYED BY: Management Company

QUALIFICATIONS:

10. Valid State of Michigan Teacher Certification with a ZS or ZA endorsement
11. Bachelor's degree in early childhood education with specialization in pre-k teaching.
12. Minimum of three - five (3-5) years of successful work experience working with young children in a group.
13. Meet all requirements established by the Michigan Department of Human and Health Services (DHHS), as applicable.

NATURE OF THE POSITION:

This position is responsible for the instructional program for the subject matter assigned. The Lead Teacher must provide students of the Academy's preschool program with instructional tools to develop skills required to successfully meet the State of Michigan education requirements. Scope of all authority includes all issues or concerns regarding educating children.

RESPONSIBILITIES OF POSITION:

- Plan and conduct daily activities according to the interests and abilities of the children in assigned groups.
- Plan and conduct structured and unstructured activities in a variety of curricular areas, offering several choices each day.
- Stimulate interest and creative abilities of the children to promote intellectual, physical, social, and emotional development.
- Post weekly lesson plans.
- Maintain an orderly physical environment conducive to optimal growth and development of children.
- Observe and record significant individual and group behavior.
- Communicate with parents with respect to their child's development and behavior.
- Inform the Director of pre-k programs of any pertinent information related to parents and children.
- Understand and maintain goals and objectives of the Academy's preschool program.
- Assemble and bring snacks and lunch from kitchen to assigned classroom, supervise children at meal and snack times. Responsible for clean up after meal and snack times.
- Conduct home visits as required.
- Attend staff meetings and all professional development.
- Perform other duties as assigned.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 25 pounds. Ability to use senses - sight, hearing, smell, and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

8. Satisfactory criminal background check.
9. Must have a valid Driver's license.
10. Must meet the DHS vaccination requirement(s).

PERFORMANCE STANDARDS:

- Must have knowledge of child development.
- Must have knowledge of early childhood experience.
- Respond to all levels of supervision.

**JOB DESCRIPTION
FOR
PRESCHOOL ASSOCIATE TEACHER**

REPORTS TO: Preschool Director

EMPLOYED BY: Management Company

QUALIFICATIONS:

5. Associate degree in early childhood education or development is preferred.
6. Valid center-based pre-k CDA
7. Minimum of one (1) year of successful work experience working with young children in a group.
8. Must be at least 18 years of age.
9. Meet all requirements established by the Michigan Department of Human and Health Services (DHHS), as applicable.

NATURE OF THE POSITION:

This position is responsible for the instructional program for the subject matter assigned. The Lead Teacher must provide students of the Academy's preschool program with instructional tools to develop skills required to successfully meet the State of Michigan education requirements. Scope of all authority includes all issues or concerns regarding educating children.

RESPONSIBILITIES OF POSITION:

- Assist in daily activities.
- Assist in stimulating interest and creative abilities of the children to promote intellectual, physical, social, and emotional development.
- Assist in monitoring assigned group.
- Assist in maintaining a safe and orderly physical environment conducive to optimal growth and development of children.
- Assist in all mealtime activities.
- Understand and maintain goals and objectives of the Academy's preschool program.
- Conduct home visits as required.
- Attend staff meetings and all professional development.
- Perform other duties as assigned.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 25 pounds. Ability to use senses - sight, hearing, smell, and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

5. Satisfactory criminal background check.
6. Must have a valid Driver's license.
7. Must meet the DHS vaccination requirement(s).

PERFORMANCE STANDARDS:

- Cooperate and professionally perform any tasks assigned that promote the Academy's mission statement.

Chief Administrative Officer (CAO)

REPORTS TO: CEO

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. Education in accordance with such standards as the State Board of Education and the local Board may establish.
2. At least eight years successful public school experience including five years in administration.
3. Minimum Master's degree in education.
4. Preparation in school administration and supervision including appropriate distribution of graduate work covering some phases of school administration, supervision of instruction, methods of teaching and philosophy of education.
5. To the extent this position is deemed to be an administrator of instructional programs (including the supervisor of certified teachers) and/or a chief business official, this position is required to meet one of the following: (1) if the individual held a school administrator position before January 4, 2010, then evidence of maintaining continuing education is required; or (2) if the individual was hired as school administrator after January 4, 2010, then either: (a) an Administrator Certificate is required; OR (b) enrollment in an MDE-approved Principal Preparation Program within 6 months of employment (and completion within 3 years) is required. [Public Act 205 section 380.1246].

NATURE OF THE POSITION:

As a Michigan Public School Academy, American International Academy (Academy) maintains a special relationship with Authorizer (Authorizer), which granted the school its charter and to the Michigan State Board of Education. The Chief Administrative Officer ("CAO") is expected to be responsible in representing ACADEMY in all affairs with AUTHORIZER and the State of Michigan Board of Education by implementing requirements and procedures. In spite of the ability to delegate duties and authority, the CAO is ultimately responsible for sound fiscal management and student academic achievement.

RESPONSIBILITIES OF POSITION:

The CAO shall provide leadership in implementing an educational program within available funding and Board policies. The CAO is responsible for planning, financial administration, implementation of educational programs, representation of the Board, facilities and communications with staff members and the public regarding educational issues and services.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend. Occasionally lifts and carries materials or items weighing up to 20 pounds. Ability to use senses: sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

1. Participate in all Board meetings by assisting the Board president in the development of the meeting agenda, by preparing background materials and analyses of issues brought to the Board and by preparing recommendations on all issues brought to the Board for decisions.
2. Seek additional resources from foundations, corporations and other funding entities.
3. Supervise the acquisition, construction, maintenance, renovation and disposal of all school district facilities and properties with approval of the Board.
4. Assist the Board with the development of school Board policy.
5. Assist the Board in the identification of student achievement goals and shall provide leadership to achieve and evaluate progress toward meeting those goals.
6. Provide for overall management of financial activities and take appropriate action to ensure that expenses are kept within approved budgetary limits. Supervise the development of systems for budget development, purchase of goods and services, accountability for expenditure of district funds and for timely analyses and reporting of the district's financial position to the Board and the general public.
7. Maintain active contact and familiarization with all local, state, federal and philanthropic programs which provide or could provide financial assistance to the district.
8. Maintain communication between and among the Board, staff, the media, the general public and other business, governmental and educational organizations of the community, region and state.
9. Represent the Board in its dealings with city, county, state and federal governmental agencies and AUTHORIZER.
10. Develop and implement plans for dealing with emergency situations and take the necessary steps in time of emergency to safeguard students, staff, residents and school district property.
11. Establish and maintain an administrative organization which provides for effective management of all essential functions of the district.
12. Serve as a professional advisor to the Board.
13. Perform other functions as necessary to the conduct of school district affairs and as requested by the Board.

Special Education Teacher

REPORTS TO: Principal and Special Education Director

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. Bachelor degree required. Master degree preferred.
 - a. A major in a specific special education area or have an earned credit in course work equivalent to that required for a major.
2. Shall possess a valid State of Michigan Teaching Certificate that possess an endorsement in special education that is valid in grades kindergarten through 12. Elementary or secondary endorsements in special education, earned after September 1, 1990, shall be valid in grades kindergarten through 12.
3. Must have evidence of meeting highly qualified requirements, as defined by No Child Left Behind.
4. Minimum 3 years successful teaching experience.
5. Current knowledge of best practices.
6. Minimum 1-year Special Education experience.

NATURE OF POSITION:

Implementation and coordination of instructional programs to ensure that all students meet and exceed the State Core Curriculum Content Standards. Achieving excellence requires that Special Education Teachers work collaboratively and communicate effectively with students, parents, members of the community and colleagues in other districts and schools. Inherent in the position are the responsibilities for the planning, coordinating and monitoring of the effective delivery of the established curriculum to students.

RESPONSIBILITIES OF POSITION:

1. Utilize research-based models, theories, and philosophies for teaching students with an array of disabilities within different placements.
2. Assessing students with disabilities for identification and teaching.
3. Implementing accommodations and modifications for classroom, district, and statewide assessments.
4. Using assistive technology devices to increase, maintain, or improve the capabilities of students with impairments.
5. Communicating, consulting, and collaborating with parents/ guardians, paraprofessionals, general educators, and administrators.
6. Developing, implementing, and evaluating individualized education programs.
7. Planning, organizing, scheduling, and conducting individualized education program team meetings, including parental and student Michigan Administrative Rules for Special Education with Related IDEA Federal Regulations Page 116 participation.
8. Preparing students with disabilities for transitions consisting of preschool to elementary through post-secondary environments and employment.
9. Design and modify instruction to meet each student's special needs.

10. Work with students who have other special instructional needs, including those who are gifted and talented.
11. Attend staff meetings and serve on staff committees as required.
12. Other professional duties as assigned.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and the Academy grounds. Ability to stoop, crouch, kneel and bend. Occasionally lifts and carries materials or items weighing up to 30 pounds. Ability to use senses: sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

1. Demonstrate interest in the work of the Academy and a strong commitment to moral values and dedication to providing an excellent early educational foundation for children that will enable them to be motivated and excited learners.
2. Establish and maintain work performance standards in line with standards established by the Academy.
3. Communicate effectively with students and parents regarding information, policies and procedures.
4. Demonstrate willingness and ability to work with people in a team environment.
5. Ensure confidentiality of all student and ACADEMY privileged information
6. Maintain positive, cooperative and mutually supportive relationships with the Board, AUTHORIZER, students, parents, fellow teachers, co-workers and the community.

Athletic Director

REPORTS TO: COO (Chief Operating Officer)

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. Bachelor's degree in physical education, sports management or related field.
2. Previous experience as a coach.
3. Knowledge of overall athletic program operations.

NATURE OF POSITION:

Implementation and coordination of athletic programs. Achieving excellence requires the Athletic Director to work collaboratively and communicate effectively with students, parents, members of the community and colleagues in other districts and schools.

RESPONSIBILITIES OF POSITION:

1. Supervise Sports Coaches of all school athletic programs.
2. Administrate all interscholastic policies and procedures working within the confines of the rules and by-laws of the MHSAA and other leagues in which the Academy participates.
3. Management of games, facilities and equipment, finances, personnel and student athletes as related to the athletic program.
4. Serve as sportsmanship and citizenship liaison for community relations and liaison between Sports Coaches, district and booster clubs.
5. Conduct summer conditioning camp with athletes.
6. Enforce policies and procedures contained in the Athletic Handbook.
7. Serve as the primary advocate for interscholastic athletics.
8. Promote student athletes through media, banners and wall of fame.
9. Plan, organize and supervise all athletic awards programs with the booster club (with approval of the COO).
10. Maintain permanent records for each sport (i.e. wins, losses, outstanding records, letter).
11. Represent the Academy in all athletic business at league and state meetings.
12. Perform other duties as the COO may direct.
13. Provide vision and courage to improve and maintain all athletic programs and maintain an active program that promotes sportsmanship and welcomes competing teams.

General Management

1. Notify all event workers of game schedule, date changes, new events scheduled, postponements and cancellations and make all the necessary contacts for scheduling new dates.
2. Supervise events by serving as a game/contest site manager. This includes attending home athletic contests. Responsible for securing appropriate medical, custodial and police coverage and obtaining game management personnel.
3. Make decisions pertaining to the postponement of interscholastic contests; make all necessary contacts and schedule all new dates.

4. Arrange transportation for athletic teams including lodging and meals when required.
5. Obtain workers for all home contests.
6. Ensure cash and tickets are available for all contests and record gate receipts on financial statement.
7. Ensure all facilities are safe and prepared for competition.
8. Obtain security personnel for all home events as deemed appropriate.
9. Contract all game officials as necessary.
10. Make recommendations for all interscholastic game schedules.
11. Act as tournament manager for all league and tournament playoff activities that are assigned to the school district.
12. Send reminders of upcoming events to schools and officials.

Facilities and Equipment Manager

1. Oversee the storage, distribution, purchasing, reconditioning, cleaning, repair and inventory of all athletic equipment.
2. Coordinate, with the business office, the use of all athletic facilities in the district.
3. Coordinate, with the TBD, the repair and maintenance of the athletic fields and facilities.
4. Assume responsibility for assignment of keys to athletic facilities and gymnasium.

Financial Management

1. Oversee and coordinate payment to officials, game workers and other personnel.
2. Receive equipment quotes from authorized Sports Coaches, evaluate such requests and approve appropriate orders.
3. Develop the yearly budget for the athletic program, coordinate requests by the Sports Coaches with the district office.

Personnel Management

1. Recruit, interview, select, evaluate and oversee Sports Coaches.
2. Interpret Board policy to the extent necessary to provide guidance for the Sports Coaches under his/her jurisdiction.
3. Supervise elementary and middle school Sports Coaches.
4. Meet with Sports Coaches of the athletic program at least three times per year.
5. Implement coaching handbook and work with Sports Coaches to evaluate and enhance the athletics program.
6. Review and coordinate information sent to the community and parents that outlines district expectations, philosophy, rules and regulations.
7. End of season meeting with all Sports Coaches to evaluate Sports Coach and the programs that the Sports Coach supervises.

Management of Student Athletes

1. Maintain a permanent file of players, medical examinations, insurance forms, records of parent consent forms, payments, etc.
2. Evaluate and apply athletic policies when deemed necessary due to athletic violations pertaining to the Academy policy, league and/or MHSAA rules.
3. Determine scholastic eligibility of all candidates for athletic teams on a weekly and grading period/semester basis and for certify their eligibility on the proper form.

4. Schedule physical examinations.

Sportsmanship and Citizenship Liaison

1. Implement positive sport citizenship activities within an educationally sound athletic program.
2. Demonstrate consistency between the sportsmanship philosophy of ACADEMY and those of state and national associations.
3. Communicate clear expectations to athletes, parents and spectators of sportsmanship responsibilities.

Community Relations

1. Establish relationships with and serves as a liaison for community associations.
2. Schedule and coordinate special events that may arise during the school year that impact the athletic, student activity and/or evening programs.
3. Plan a sports banquet.

Summer Maintenance of Athletic Program

1. Ensure that games are posted on web page.
2. Send schedules to printers.
3. Advertise for positions.
4. Attend Sports Coaches' meeting for the fall.
5. Check in equipment and place in storage.
6. Send out independent contracts.
7. Maintain field conditions to meet regulations.
8. Order rule books.
9. Provide district office with coaching list for the following year.
10. Contact Sports Coaches regarding ordering fall sports equipment.
11. Arrange officials, game managers and chain crews.
12. Schedule scrimmages.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and the Academy grounds. Ability to stoop, crouch, kneel and bend. Occasionally lifts and carries materials or items weighing up to 50 pounds. Ability to use senses: sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

School Social Worker

REPORTS TO: Principal & Special Education Director

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. Master's degree in social work.
2. Michigan Department of Education Full Approval as School Social Worker.
3. Minimum three years of successful social work experience.
4. Current knowledge of best practices.
5. Prior special education experience preferred.

NATURE OF POSITION:

The principal tasks of the School Social Worker are to help students and families make the best use of available opportunities and resources and to fully develop each student's individual potential. The School Social Worker brings to the educational process an understanding of the psychosocial development of children and the influences of family, community and cultural differences as they interact with the educational process.

Further, the School Social Worker provides the necessary professional skills to assist students and communities in problem solving and conflict resolution in a safe and healthy manner. School social work is founded on the following premises:

1. Definite and identifiable reasons exist why some students are not successful in school and exhibit undesirable behavior (including at-risk factors, dropping out and truancy).
2. It is critical to assist families in alleviating adverse conditions in order to promote resiliency and academic success for at risk students.
3. It is important to assist parents in utilizing school and community resources to help children maximize their educational abilities.
4. Parental involvement with the school is essential to create positive academic and social outcomes for students.
5. It is essential that school staff listens to and respects the feelings and sensitivities of students and parents of all cultural and ethnic backgrounds.
6. Education becomes a successful experience for students who are helped to overcome the social and emotional problems interfering with adjustment and achievement in school.
7. Special education and related services must be provided for students with physical, mental, social, emotional or other educational disabilities.
8. Social justice and equal opportunity for all students and families will increase educational attainment and enhance the educational experience for everyone.

RESPONSIBILITIES OF POSITION:

Direct Services with students – the School Social Worker will employ appropriate social work methods in situations affecting the student's educational process.

1. Conduct assessments of student needs.

2. Promote regular school attendance.
3. Conduct home visits.
4. Promote safe, caring and drug free schools.
5. Empower students and advocate for students.
6. Provide culturally competent services.
7. Provide appropriate services for homeless students.
8. Provide individual counseling.
9. Facilitate group counseling.
10. Provide training for self-esteem, anger management, impulse control, social skills and substance abuse prevention.
11. Provide crisis intervention services.
12. Complete social developmental case studies.
13. Participate in the evaluation of special education placements.
14. Participate in the development of behavioral modification plans, Functional Behavioral Assessments (“FBA”) and Supportive Intervention Plans (“SIP”).
15. Provide short/long-term case management services to individual students.
16. Provide referrals to community agencies.
17. Coordinate services with community agencies.
18. Coordinate services with other disciplines within the Academy.
19. Participate in transition planning for students.
20. Coordinate pregnancy prevention programs.
21. Coordinate dropout prevention programs.
22. Report suspected child abuse/neglect.

Direct Services with Families/Communities – the School Social Worker will employ appropriate social work methods to assure students' positive academic and social outcomes.

1. Promote parental involvement in school and at conferences.
2. Promote parental responsibility for regular school attendance.
3. Conduct home visits and family needs assessments.
4. Promote safe, caring and drug free schools.
5. Empowerment of/advocacy for families.
6. Provide culturally competent services.
7. Provide appropriate services/referrals for homeless families.
8. Provide crisis intervention services.
9. Provide referrals to community agencies.
10. Facilitate parent groups and parenting skills workshops.
11. Substance abuse awareness.
12. Special needs children.
13. Child abuse prevention.
14. Appropriate discipline.
15. Assist families with the interpretation of the Academy policies and procedures.
16. Collaborate with community agencies.
17. Collaborate with support personnel within the Academy.
18. Participate in case conferences with other the Academy specialists.
19. Participate in the identification and resolution of school-wide/community needs.

20. Interpret the School Social Worker role to the community.
21. Serve as a liaison between the Academy/family/community.
22. Participate in referrals and case management of students/families involved in the court system.
23. Participate in the Academy committee meetings.
24. Serve on community interagency teams and other task force teams relevant to school social work (Child Fatality Team, Child Protection Team and Governor's One-on-One Board).
25. Serve on the Academy Crisis Team to promote a safe school environment.
26. Promote a safe, caring and drug free school environment.

Program Planning and Evaluation – the School Social Worker facilitates, participates in and provides input for system wide, school based and departmental program planning, evaluation and development of policies. All program planning and evaluation activities are done in accordance with state and federal laws, regulations and Board policies.

1. Conduct individual and/or system-wide surveys to assess the Academy and/or community needs.
2. Implement appropriate programs, groups and initiatives to target at-risk populations (according to the assessment).
3. Plan individual school and/or system-wide programs to promote a positive and caring school climate.
4. Collaborate with community agencies to coordinate services within the Academy.

Advocacy – the School Social Worker operates as an advocate with all community populations utilizing skills that respect issues of cultural and ethnic diversity and equity for every student and family.

1. Facilitate the implementation of federal and state education regulations.
2. Address child abuse and neglect, due process and liability issues.
3. Advocate for school environments to operate in the best interests of children.
4. Encourage parents to be actively involved in their children's educational experiences.
5. Adhere to the National Association of Social Workers code of ethical behavior and professional practice.

Consultation and Education – the School Social Worker provides specialized consultative services to school staff, community agencies and other professionals. Services are designed to assist families, students and educational professionals in providing quality interventions, which allow students to reach their highest educational, developmental and social potential.

1. Offer preventative interventions and classroom management.
2. Address child abuse and neglect.
3. Consult on mental health and emotional impairments.
4. Maintain caring, safe and drug-free learning environments.
5. Identify barriers to educational achievement.

Professional Practice, Development and Management – the School Social Worker shows evidence of professional growth, development and management and adheres to a professional code of ethics.

Professional Practice

1. Adhere to the values and ethics of the social work profession and use the NASW Standards for School Social Work Services and Code of Ethics as guides in decision-making.
2. Model professional behaviors that contribute to addressing the needs of students, families and the school community.
3. When necessary and appropriate, actively seek the supervision of a school social work supervisor or another school social work professional.
4. Keep abreast of current community resources and determine how these resources may be beneficial to the student, her/his family and the family's involvement in the academic process.
5. Understand and practice in accordance with, federal, state and local laws, statutes and/or policies that relate to students and families such as child protection/child abuse, special education, attendance, education rights and privacy.
6. Consult with the Academy personnel to encourage compliance with laws, statutes and policies.

Professional Development

1. Assume responsibility for her/his own continued professional development.
2. Maintain professional materials for professional growth and development including periodicals, books and software.
3. Practice professional renewal through a variety of means such as attending regional and national conferences, participating in professional organizations and remaining abreast of current research and literature.
4. Expand and exchange knowledge through consultation with coordinators, specialists, psychologists, counselors and other colleagues.
5. Contribute to the development of the profession by supervising social work interns.
6. Develop and maintain skills that increase the social worker's initiative and effectiveness in working in school settings.

Professional Management

1. Manage time based on School Social Worker/student ratios; advocate for ratios consistent with those developed by the National Council of State Consultants for School Social Work Services.
2. Maintain accurate and appropriate case records and documentation.
3. Maintain a statistical, demographic breakdown of current caseload.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and the Academy grounds. Ability to stoop, crouch, kneel and bend. Occasionally lifts and carries materials or items weighing up to 30 pounds. Ability to use senses: sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

The School Social Worker will:

1. Demonstrate interest in the work of the Academy and a strong commitment to moral values and dedication to providing an excellent early educational foundation for children that will enable them to be motivated and excited learners.
2. Establish and maintain work performance standards in line with standards established by the Academy.
3. Communicate effectively with students and parents regarding information, policies and procedures.
4. Demonstrate willingness and ability to work with people in a team environment.
5. Ensure confidentiality of all students and the Academy privileged information.
6. Maintain positive, cooperative and mutually supportive relationships with the Board, AUTHORIZER, students, parents, fellow teachers, co-workers and the community.

Food Service Director

REPORTS TO: Chief Executive Officer & Chief Administrative Officer

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. High School Diploma
2. Minimum 3 years supervisory experience.
3. Prior food service experience.
4. Familiar with food service-related software.
5. Valid ServeSafe Certificate.

NATURE OF POSITION:

Supervises the activities of the Food Service Program in accordance with local, state and federal mandates and Board policies. Prepares all required reports and reimbursement requests in connection with the Food Service Program.

RESPONSIBILITIES OF POSITION:

1. Administer the national school lunch and breakfast programs in compliance with federal regulations, state board rules and Board policies.
2. Monitor the district food service budget and implement systems for financial management and control of program revenue and expenditures.
3. Plan, direct and evaluate the management of food service systems to ensure quality in distribution, storage, production, merchandising and service of food.
4. Assist in the development of policies for staffing and criteria for new positions; make recommendations for hiring of new employees and evaluate staff performance.
5. Plan, implement and evaluate a system for procurement, receiving, storage and distribution of food, equipment and supplies.
6. Identify program needs, establish program goals, monitor program activities and evaluate program effectiveness.
7. Administer a system for all phases of food service including food production, work simplification, staff work schedules, menu changes, special meals, equipment selection, use and care, inventory control, cash control and methods of cost containment.
8. Other professional responsibilities as assigned.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school ACADEMY grounds. Ability to stoop, crouch, kneel and bend. Occasionally lifts and carries materials or items weighing up to 50 pounds. Ability to use senses: sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

1. Establish and maintain work performance standards in line with standards established by the Academy.
2. Communicate effectively with teachers, students and parents regarding information, policies and procedures.
3. Demonstrate the willingness and ability to work with people in a team environment.
4. Provide opportunities for effective staff development that addresses the needs of the Food Service Program and provide employee training and professional growth.
5. Provide leadership in the development and implementation of nutrition education experiences for students, teachers and food service employees.
6. Maintain positive, cooperative and mutually supportive relationships with the Board, AUTHORIZER, teachers, students, co-workers and subordinates.

Custodian

REPORTS TO: COO & School Leader (Principal)

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. High school diploma or GED certificate required.
2. Required to perform multiple, non-technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: using custodial supplies.
3. Ability to perform basic math, read and follow instructions and understand multi-step written and oral instructions.
4. Knowledge of custodial supplies and cleaning methods and techniques.
5. Ability to schedule activities, gather and/or collate data and consider a variety of factors when using equipment.
6. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods.
7. Ability to work with a wide diversity of individuals. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate.
8. Willingness to work and stay organized.
9. Self-motivated and possess good organizational skills.
10. Ability to work under limited supervision following standardized practices and/or methods.
11. Ability to provide information and/or advise others.
12. Ability to operate within a defined budget.

NATURE OF THE POSITION:

Under the supervision of the Curriculum Coordinator, responsible for maintaining an attractive, sanitary and safe facility for students, staff and the public. Provide equipment and furniture arrangements for meetings, classroom activities and events. Minimize property damage, loss and liability exposure to the Academy.

RESPONSIBILITIES OF THE POSITION:

1. Arrange furnishings and equipment in preparation for meetings, classroom activities and events.
2. Attend in-service training (e.g. instruction on blood-borne pathogens, cleaning solvents, floor care, first aid, etc.) on new and/or improved procedures.
3. Clean assigned areas (e.g. classrooms, offices, gyms, restrooms, multipurpose rooms, grounds) to maintain a sanitary, safe and attractive environment.
4. Daily attendance and punctuality are required to meet the goals of the work unit.
5. Deliver various items (e.g. supplies, mail, packages, furniture) to the appropriate parties.

6. Respond to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) to resolve immediate safety issues and maintain a functioning physical and educational environment.
7. Inspect Academy facilities to ensure suitability for safe operations; maintain in an attractive and clean condition and identify any repairs that may be necessary due to vandalism, equipment breakage, weather conditions, etc.
8. Lift up to 50 pounds unassisted to lift equipment necessary to complete assigned tasks.
9. Perform work at heights of up to 12 feet using ladders and/or scaffolding for the purpose of cleaning, changing light bulbs, replacing ceiling tiles, etc.
10. Prepare Academy facilities for daily operations (e.g. opening gates and building access doors, disarming security systems, raising flags, placing crosswalk signs, performing minor repairs) to ensure Academy facilities are operational and safe.
11. Secure Academy facilities and grounds to minimize property damage, equipment loss and potential liability to Academy.
12. Service job-related machinery/equipment (e.g. adjusting, cleaning, and oiling vacuum cleaners, scrubbers, buffers, etc.) to maintain equipment in good working condition. Also changes brushes, pads, rollers, etc., on equipment.
13. Utilization of some resources from other work units may be required to perform the job's functions.
14. Perform other related duties, as assigned.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

This position requires extensive standing and walking throughout work shift. Ability to stoop, crouch, kneel and bend. Occasionally lifts and carries items weighing up to 50 pounds. Ability to use senses: sight, hearing, smell and touch. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes and under some hazardous conditions.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

1. Demonstrate interest in the work of the Academy and a strong commitment to moral values and dedication to providing an excellent early educational foundation for children.
2. Demonstrate the willingness and ability to work with people in a team environment.
3. Maintain ongoing communication with supervisor, staff and administrators related to job duties.
4. Maintain positive, cooperative and mutually supportive relationships with the Academy administration, teachers, students and co-workers.
5. Implement the Academy's safety and security practices.
6. Ability to communicate effectively both orally and in writing with staff and the public.
7. Understand and follow standard operating procedures to perform duties in a professional manner.

8. Ability to write legibly and neatly to complete reports such as incident reports or security logs.
9. Use proper judgment and make appropriate decisions in situations; take appropriate action within established policies and procedures.
10. Maintain flexibility in work hours/schedule based upon the Academy's operational needs.
11. Participate in required job related training.

Intervention Teacher

REPORTS TO: Principal

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. Bachelor's degree required; master's degree preferred.
2. Shall possess a valid State of Michigan Teaching Certificate with the appropriate endorsement(s) for all subject area(s) being taught.
3. Must have evidence of meeting highly qualified requirements, as defined by No Child Left Behind.
4. Minimum 3 years successful teaching experience.
5. Current knowledge of best practices.
6. Prior remedial reading program experience.

NATURE OF POSITION:

Implementation and coordination of intervention programs to ensure that all students meet and exceed the State Core Curriculum Content Standards. Achieving excellence requires that the Intervention Teacher work collaboratively and communicate effectively with students, parents, members of the community and colleagues in other districts and schools. Inherent in the position are the responsibilities for the planning, coordinating and monitoring of the effective delivery of the established curriculum to students.

RESPONSIBILITIES OF POSITION:

1. Develop and design remedial reading and math programs for students at all grade levels below expected levels.
2. Assist classroom Teachers in developing strategies for student success in reading and mathematics.
3. Assist Special Education Teacher in developing Individualized Educational Programs ("IEP") for students experiencing extreme reading/math difficulty.
4. Facilitate parent workshops regarding methods to assist students with reading and mathematics.
5. Attend staff meetings and serve on staff committees as required.
6. Other professional duties as assigned by the Curriculum Coordinator.
7. Manage online intervention instructional programs.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend. Occasionally lifts and carries materials or items weighing up to 20 pounds. Ability to use senses: sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

1. Demonstrate interest in the work of the Academy and a strong commitment to moral values and dedication to providing an excellent early educational foundation for children that will enable them to be motivated and excited learners.
2. Establish and maintain work performance standards in line with those standards established by the Academy.
3. Communicate effectively with students and parents regarding information, policies and procedures.
4. Demonstrate the willingness and ability to work with people in a team environment.
5. Ensure confidentiality of all student and Academy privileged information
6. Maintain positive, cooperative and mutually supportive relationships with the Board, AUTHORIZER, students, parents, fellow teachers, co-workers and the community.

**JOB DESCRIPTION
FOR
INSTRUCTIONAL PARAPROFESSIONAL**

REPORTS TO: School Leader (Principal) and Chief Academic Officer (CAO)

EMPLOYED BY: Management Company

QUALIFICATIONS:

Must meet at least one of the following:

1. At least two (2) years of study at an accredited institution of higher education (minimum of 60 credit hours)
2. An associate degree (or higher)
3. Meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessment:
 - a. Knowledge of and the ability to assist in, instructing reading, writing, and mathematics; or
 - b. Knowledge of and the ability to assist in instructing reading, writing, and mathematics as appropriate.
4. Passing scores of the MTTC:
 - a. Basic Skills; or
 - b. Professional Readiness
5. Passing ETS Parapro assessment with passing score of 460
6. Passing WorkKeys test

NATURE OF THE POSITION: This is a federally funded position and is contingent upon the continuation of grant funding. This position is responsible for providing aid to instructional staff in meeting the objectives of the instructional program.

RESPONSIBILITIES OF POSITION:

1. Provide one-on-one or small group tutoring.
2. Provide instructional support services under the supervision of teacher.
3. Provide monitoring services during testing sessions.
4. Assist with the Title 1 program: complete necessary paperwork for the Title 1 program.
5. Prepare the classroom for subsequent instruction.
6. Supervise pupils in learning center activities: computer lab, library, or media, etc.
7. Read to children, listen to children read, explain assignments to children, etc.
8. Respond to all levels of supervision.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 25 pounds. Ability to use senses - sight, hearing, smell, and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

NON-CRITICAL COMPONENTS:

1. Assemble materials, equipment and supplies for teacher and student use and store items after use.
2. Assist with bulletin boards, and decorations for special events for instructional purposes.
3. Provide special pupil assistance (i.e., drills with flash cards, learning games)
4. Attend in-service and/or staff development sessions as requested by the school principal.
5. Perform other duties as assigned.

**JOB DESCRIPTION
FOR
ACADEMIC INTERVENTIONIST**

REPORTS TO: School Leader (Principal)

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. Bachelor's degree required; Master's degree preferred.
2. Must have a valid State of Michigan Teaching Certificate with the appropriate endorsement(s) for all subject area(s) being taught.
3. Must meet highly qualified requirements, as defined by No Child Left Behind.
4. Minimum 3 years successful teaching experience.
5. Current knowledge of best practices.

NATURE OF THE POSITION:

Implementation and coordination of intervention programs to ensure that all students meet and exceed the State Core Curriculum Content Standards. Work with other teachers and faculty members to identify children who may be at risk of falling behind in their academic studies. Address the specific needs of a particular child when regular classroom instruction is not sufficient. Work collaboratively and communicate effectively with students, parents, members of the community and colleagues in other districts and schools.

RESPONSIBILITIES OF POSITION:

Responsible for the planning, coordinating and monitoring of the effective delivery of the established curriculum to students.

- Provide high quality instruction time needed to move students to grade level proficiency.
- Assist classroom teachers in developing strategies, skills, tools, techniques, and capacity to effectively teach students.
- Prepares lesson plans, in collaboration with teachers, for the purpose of differentiating instruction and adhering to scope and sequence guides and district curriculum.
- Assist Special Education Teacher(s) in developing Individualized Educational Programs (IEP) for students experiencing extreme reading/math difficulties.
- Facilitate parent workshops regarding methods to assist students with reading and mathematics.
- Manage online intervention instruction programs.
- Maintain data-based documentation of continuous monitoring of students' performance and progress during interventions.
- Attend staff meetings and serve on staff committees as required.
- Other professional duties as assigned.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 20 pounds. Ability to use senses - sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

- Ability to assess skills and needs (both initially and ongoing) of students within a school setting for the purpose of determining the kinds of professional development and strategies needed to bring about student achievement and gains.
- Mentors and coaches other teachers for the purpose of building capacity to teach and improve the instructor.
- Communicate effectively with students and parents regarding information, policies and procedures.
- Demonstrate the willingness and ability to work with people in a team environment.
- Ensure confidentiality of all student information.
- Maintain positive, cooperative and mutually supportive relationships with the Board, authorizer, students, parents, fellow teachers, co-workers and the community.

**JOB DESCRIPTION
FOR
SUPPORT STAFF AIDES**

REPORTS TO: School Leader (Principal)

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. High school diploma or GED certificate required.
2. Required to perform multiple, non-technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: using custodial supplies.
3. Ability to perform basic math, read and follow instructions and understand multi-step written and oral instructions.
4. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes
5. Ability to work with a wide diversity of individuals. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate.
6. Willingness to work and stay organized.
7. Self-motivated and possess good organizational skills.
8. Ability to work under limited supervision following standardized practices and/or methods.
9. Ability to provide information and/or advise others.

NATURE OF THE POSITION:

Non-instructional (non-certificated) service aides are defined as persons who work directly, under supervision, on tasks, which are of a routine non-instructional nature. The purpose of hiring these individuals is to free teachers from routine duties to do a better job of teaching. The teacher remains the diagnostician for learning, the manager of learning experiences, and the decision maker in learning situations. Aides can assist in many nonprofessional activities, including relieving professional personnel of their responsibilities for the instructional program.

RESPONSIBILITIES OF POSITION:

Aides shall be assigned tasks within their interest and ability to perform adequately. They may perform such duties as taking attendance, filing, and keeping routine records; collecting funds and keeping accounts; correcting objective tests and making up lists and charts for the teacher showing pupil performance; supervising playground activities, lunchroom, lavatory periods, quiet activities, etc. under teacher supervision; helping children with their clothes and with construction of bulletin boards, displays, projects, etc.; mending books; making arrangements for field trips; escorting children to the nurse; listening to and sharing thoughts with children who need to talk to an adult; and any other duties assigned by the building principal.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 25 pounds. Ability to use senses - sight, hearing, smell, and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

NON-CRITICAL COMPONENTS:

1. Assemble materials, equipment and supplies for teacher and student use and store items after use.
2. Assist with bulletin boards, and decorations for special events for instructional purposes.
3. Provide special pupil assistance (i.e., drills with flash cards, learning games)
4. Attend in-service and/or staff development sessions as requested by the school principal.
5. Perform other duties as assigned.

**JOB DESCRIPTION
FOR
STUDENT WORKER**

REPORTS TO: Chief Operating Officer (COO)

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. Current AIA student in grade 9th-12th.
2. Current grade point average (GPA) above 2.0.
3. Students must be able to provide their own transportation.

NATURE OF THE POSITION:

The purpose of the American International academy School District High School Student Worker program is to provide students who are in their High School Education years with an opportunity to learn working skills in a school setting, while receiving pay for their experience.

Summary: To perform a variety of related duties in the maintenance of an effective learning environment; and to perform non-confidential clerical duties as assigned. Employees in this classification receive direct and general supervision and training opportunities within a well-defined framework of policies and procedures. This job class requires a high degree of positive contact with both students and staff.

RESPONSIBILITIES OF POSITION:

1. Performs a variety of clerical tasks as assigned including, filing, answering telephone, taking messages and making deliveries to various locations within the school. (Where applicable).
2. May assist with cleaning floors by vacuuming, sweeping, or mopping.
3. May assist with cleaning, dusting, and polishing woodwork, furniture, glass, and other items.
4. May assist with servicing soap dispensers, towel boxes, and similar containers.
5. May assist with emptying and cleaning wastepaper baskets and other refuse containers.
6. May assist with cleaning white boards, trays, and erasers.
7. May assist with moving and adjusts chairs, desks, tables, supplies, furniture, and equipment.
8. May assist with removing spots and graffiti from floors, walls, woodwork, furniture, carpets, and fixtures.
9. May assist with moving, assembling or disassembling furniture, equipment, or other items, or to assist other crafts in an emergency, or as the need arises.
10. Conforms to safety standards, as prescribed.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 25 pounds. Ability to use senses - sight, hearing, smell, and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

NON-CRITICAL COMPONENTS:

1. Ability to learn how to understand written and oral instructions.
2. Ability to learn how to operate and maintain custodial equipment.
3. Ability to learn how to perform physically demanding work.
4. Ability to learn how to the appropriate use of cleaning products.
5. Ability to learn how to climb ladders for cleaning and changing of lights.
6. Ability to learn how to work cooperatively with employees, students, and the public.
7. Ability to learn how to recognize and report hazards and apply safe work methods.
8. Possess physical and mental stamina commensurate with the responsibilities of the position.

Office Manager

REPORTS TO: CAO (Chief Administrative Officer) & School Leader

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. High school diploma required.
2. Knowledge of various computer software packages and platforms.
3. Ability to communicate effectively both orally and in writing.
4. Minimum 2 years prior office experience required.

NATURE OF POSITION:

General office duties under the direction of the CAO.

RESPONSIBILITIES OF POSITION:

1. Enter daily attendance data; entering date for absences.
2. Make phone contact with parents/guardians.
3. Assist in phone duties.
4. Issue and maintain suspension letters.
5. Distribute mail throughout the Academy.
6. Prepare Daily Bulletin and announcements.
7. Post official notices.
8. Order general office and warehouse supplies.
9. Maintain inventory of general office supplies.
10. Maintain general requisitioning request for building.
11. Check in and distribute building curriculum orders.
12. Other professional duties as assigned.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend. Occasionally lifts and carries materials or items weighing up to 30 pounds. Ability to use senses: sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

1. Demonstrate interest in the work of the Academy and a strong commitment to moral values and dedication to providing an excellent early educational foundation for children.
2. Establish and maintain work performance standards in line with standards established by the Academy.
3. Communicate effectively with students and staff regarding information, policies and procedures.
4. Demonstrate the willingness and ability to work with people in a team environment.

5. Ensure confidentiality of all student and the Academy privileged information
6. Maintain positive, cooperative and mutually supportive relationships with the Board, AUTHORIZER, and co-workers.

**JOB DESCRIPTION
FOR
Preschool Director**

REPORTS TO: CEO & CAO (Administrative)

EMPLOYED BY: Management Company

QUALIFICATIONS:

- Must have a degree in Early Childhood Education which has been approved by the department of Education.
- A four (4) year degree with an endorsement in early childhood education.
- A Master's degree in Early Childhood Education
- Two or more successful years of experience

Work Experience:

Two or more successful years of experience as an administrator of an Early childhood educational program.

Training is coaching, mentoring staff and experience in working with young children

Certification:

1. CPR and First Aid Certification.
2. Current knowledge of best practices.

NATURE OF THE POSITION:

Implementation and coordination of intervention programs to ensure that all students meet and exceed the State Core Curriculum Content Standards. Work with other teachers and faculty members to identify children who may be at risk of falling behind in their academic studies. Address the specific needs of a particular child when regular classroom instruction is not sufficient. Work collaboratively and communicate effectively with students, parents, members of the community and colleagues in other districts and schools.

RESPONSIBILITIES OF POSITION:

Responsible for the planning, coordinating and monitoring of the effective delivery of the established curriculum to students.

- Provide high quality instruction time needed to move students to grade level proficiency.
- Assist classroom teachers in developing strategies, skills, tools, techniques, and capacity to effectively teach students.
- Prepares lesson plans, in collaboration with teachers, for the purpose of differentiating instruction and adhering to scope and sequence guides and district curriculum.
- Assist Special Education Teacher(s) in developing Individualized Educational Programs (IEP) for students experiencing extreme reading/math difficulties.
- Facilitate parent workshops regarding methods to assist students with reading and mathematics.
- Manage online intervention instruction programs.
- Maintain data-based documentation of continuous monitoring of students' performance and progress during interventions.

- Attend staff meetings and serve on staff committees as required.
- Other professional duties as assigned.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 20 pounds. Ability to use senses - sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

- Ability to assess skills and needs (both initially and ongoing) of students within a school setting for the purpose of determining the kinds of professional development and strategies needed to bring about student achievement and gains.
- Mentors and coaches other teachers for the purpose of building capacity to teach and improve the instructor.
- Communicate effectively with students and parents regarding information, policies and procedures.
- Demonstrate the willingness and ability to work with people in a team environment.
- Ensure confidentiality of all student information.
- Maintain positive, cooperative and mutually supportive relationships with the Board, authorizer, students, parents, fellow teachers, co-workers and the community.

JOB DESCRIPTION FOR BUS DRIVER

REPORTS TO: Transportation Supervisor

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. Valid State of Michigan CDL with the P and S endorsements.
2. Valid un-expired Medical Examiner's Certificate.
3. Safe driving record.
4. Un-expired Course Completion (white or green) Card.
5. Ability to read and interpret a map, establish and maintain proper conduct and safety of passengers on the school bus, accept/relate to students with a variety of exceptional needs.
6. Exercise good judgement and extreme caution while operating a school bus.
7. Remain calm in an emergency situation.
8. Knowledge of the proper application of first aide practices and procedures.
9. Recognize mechanical safety hazards in the bus.
10. Learn to designate order of pickup an drop off, modify bus routes, and prepare related reports.
11. Learn to operate a two-way radio using required codes.
12. Understand and carry out both oral and written instructions in an independent manner.
13. Meet the physical requirements necessary to perform the required duties safely and effectively.
14. Establish and maintain effective work relationships with those contacted in the performance of duties.
15. In addition to the above, the drivers assigned to ramp buses require the following:
 - a. Physical stamina and stature to load, unload, and secure wheelchair students.
 - b. Willingness to endure exposure to inclement weather.
 - c. Skill to operate electrical/manual lifts on ramp buses, knowledge of proper safety requirements of individual wheelchairs.

NATURE OF THE POSITION:

Under the supervision of Transportation Supervisor, the bus driver is responsible for transporting students to and from a variety of school sites and events and to assure their safety while passengers while passengers are in the school bus. Responsible for ensuring the safety of all passengers, including special education students, while operating the assigned bus and for ensuring the assigned bus is in a safe operating condition at all times. Drivers may be assigned to drive wheelchair or ambulatory buses.

RESPONSIBILITIES OF POSITION:

- Drives a school bus safely in accordance with time schedules; transporting students to and from their homes, a variety of school sites, and on field trips as assigned.
- Oversees the loading and unloading of students, releasing students to authorized individual; assures that safety belts are fastened.
- May operate a special ramp bus: loads and unloads students in wheelchairs on and off the bus, inspects wheelchair for operational safety and permits only properly functioning wheelchairs to load; operates ramp, assuring seatbelts are fastened, positioning of wheelchairs in bus, and secures the wheelchair.
- Maintains order and proper discipline of passengers: resolves disputes, documents, and reports severe disciplinary cases.

- Conducts established safety and operational inspection of assigned vehicle daily: assures maintenance of bus in safe and clean operating conditions: reports needed mechanical repairs, installs special safety belts, sweeps interior of bus and washes windows daily.
- Establishes drop off and pickup order of assigned students; confers with parents, supervisors, schedulers, and other staff regarding transportation needs, plots route on map, documents route, and adjusts route for new and/or dropped students.
- Monitors students with special health problems while on the bus: receives written or oral instructions, is aware and alert to any signs of difficulty following prescribed instructions and procedures, administers first aid, and call for emergency assistance if needed.
- Transports and delivers medication, personal belongings, messages and memos between parents and school staff; collects and returns students' personal property when entering and disembarking.
- Maintains a variety of records and reports including but not limited to mileage, routing, maintenance, and time schedules.
- Attends meetings, programs, and in-services training as assigned.
- Maintains current required licenses and certificates.
- Notifies appropriate individuals of any delays in scheduled route.
- Assists with other routes when breakdown or other unusual circumstances occur as assigned.
- Perform other related duties as assigned.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires extensive sitting, standing, and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 50 pounds. Ability to use senses - sight, hearing, smell, and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

Must pass pre-employment drug and alcohol testing.

PERFORMANCE STANDARDS:

1. Demonstrates the willingness and ability to work with people in a team environment.
2. Maintain ongoing communication with supervisor, staff, and administrators related to job duties.
3. Maintain positive, cooperative, and mutually supportive relationships with the school's administration, teachers, students, and co-workers.
4. Implement schools' safety and security practices.
5. Ability to communicate effectively both orally and in writing with staff and public.
6. Ability to write legibly and neat to complete reports such as incident reports or security logs.

Maintain flexibility in work hours/schedule based upon the school's operational needs.

JOB DESCRIPTION FOR SCHOOL NURSE

REPORTS TO: Chief Administrative Officer (CAO) & Special Education Director

EMPLOYED BY: Management Company or Employment Company

QUALIFICATIONS:

1. Bachelor's degree with major in nursing
2. Registered nurse
3. Michigan School Nurse Certification
4. Minimum 1 year in the nursing field working with children.
5. Minimum 1 year working as a school nurse preferred.

NATURE OF THE POSITION:

The school nurse protects and promotes student health, facilitates optimal development, and advances academic success. School nurses, grounded in ethical and evidence-based practice, are the leaders who bridge health care and education, provide care coordination, advocate for quality student-centered care, and collaborate to design systems that allow individuals and communities to develop their full potential.

RESPONSIBILITIES OF POSITION:

- Perform vision and hearing screenings.
- Provide care to students with chronic illnesses, such as asthma and diabetes, which require special care during the school day.
- Administers medication to students and provides extended first aid and care for those children with minor injuries and illnesses during the school day.
- Use professional judgement and skills necessary to develop individualized healthcare plans and emergency plans for children with special healthcare needs.
- Prepare plans for healthcare needs of the school community in the event of a disaster or lock down situation.
- Responsible for organizing and maintaining the health-related documents, such as immunization records and health information forms for each student.
- Know how and where parents/guardians or other caregivers can be reached during the day in case of an emergency. Also, need to know the child's pediatrician information.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 25 pounds. Ability to use senses - sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

- Communicate with parents/guardians, teachers, or physicians regarding the effectiveness of medication for a student with any health condition.
- Perform complex treatment for a child with special healthcare needs.

- Attend parent/guardian conferences or Individual Education Plan (IEP) if students' health concerns are affecting learning.
- Provide one-on-one health counseling to individual students.
- Provide supplemental classroom instruction and materials on various health related topics.

JOB DESCRIPTION FOR FOOD SERVICE WORKER

REPORTS TO: Food Service Director

EMPLOYED BY: Management Company

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Prior food service experience preferred.
3. Minimum two (2) year customer service experience.

NATURE OF THE POSITION:

Perform a variety of duties relating to cafeteria-style service including greeting and servicing the customer, food preparation, stocking counters and steam tables, and maintaining sanitation standards. Customer services is a major function of the position.

RESPONSIBILITIES OF POSITION:

1. Maintain proper food handling and safety standards while preparing foods, serving foods, and cleaning up.
2. Setting up for lunch; serving lunch quickly, neatly, and attractively.
3. Stock counters, displays, refrigerators, and steam tables neatly, accurately and in a timely manner per the established menu.
4. Displaying food under appropriate hot or cold standards.
5. Maintaining accurate portion control.
6. Keeping equipment clean and free of debris during meal services.
7. Greeting customers courteously.
8. Maintaining a professional appearance at all times in accordance with the Academy standards.
9. Other duties as assigned by the Food Service Director.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 30 pounds. Ability to use senses - sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

- Establish and maintain work performance standards in line with those standards established by the Academy.
- Greet customers in a friendly, courteous, and respectful manner.
- Demonstrate the willingness and ability to work with people in a team environment.
- Maintain a positive, cooperative and mutually supportive relationships with the Academy Administration, teachers, students, and co-workers.

JOB DESCRIPTION FOR SCHOOL COUNSELOR

REPORTS TO: Building School Leader

EMPLOYED BY: Management Company or Employment Company

QUALIFICATIONS:

1. Bachelor's degree in counseling, social work or related field: Master's degree preferred.
2. Minimum 3 years of successful demonstration competence as a school-based counselor.
3. Valid appropriate certification or licensing as required by State law.
4. The role of a Michigan school counselor can be fulfilled by individuals who hold any of the following credentials:
 - a. Temporary School Counselor License (TSCL) for those that completed courses out of state
 - b. Preliminary School Counselor Credential (PSCC)
 - c. Michigan Teaching Certificate with the school counselor endorsement (NT)
 - d. School Counselor License (SCL)

NATURE OF THE POSITION:

School counselors provide the following services: academic and career development, social/emotional development, advocacy, and leadership. The professional should not be assigned inappropriate duties that could take them away from their primary responsibilities of delivering services to students. Serve as liaison with school staff and outside resources. To provide students with exemplary, ongoing supports and services to ensure students graduate in a timely manner and are college and/or career ready.

RESPONSIBILITIES OF POSITION:

- Share a commitment to the success of the mission, goals, and objectives of the Academy.
- Support and fully participate in a school culture that focuses on student learning.
- Set high expectations and standards for the achievement of students and personal performance.
- Offer resources, professional expertise and coaching that supports student achievement of school's academic standards of eligible students.
- Use multiple sources of data collection to analyze barriers to student achievement and to assess, identify and apply to the improvement of the behavior management program.
- Provide responsive services to meet the needs of students, including individual, group, and crisis response counseling.
- Assisting students in developing positive relationships with peers and adults.
- Assisting students who may be experiencing difficult life circumstances.
- Monitoring students overall academic performance and collaborating with staff members to develop necessary academic supports for students.
- Consulting with individual students/parents to discuss academic gaps and research potential supports or interventions.
- Advising students on dual enrollment opportunities and/or early/middle college opportunities.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up

to 25 pounds. Ability to use senses - sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

Valid driver license.

LEADERSHIP AND SOCIAL/EMOTIONAL DEVELOPMENT STANDARDS:

- **Assisting students in developing healthy coping strategies for successful school and life transitions.**
- **Advocating for school counseling programs and positive learning environments that focus on student learning and achievement by collaborating and connecting with teachers, administrators, staff, parents, and the community.**
- **Demonstrating a commitment to continuous learning and professional growth.**
- **Complete and/or support the completion of all required reports with local, state, and federal education agencies, the Board of Education, and the authorizer.**
- **Use technology effectively for administrative, instructional and communications functions.**
- **Share responsibility for professional, cooperative staff relations.**

Midwest School Services, Inc.

EMPLOYEE MANAGEMENT SERVICES AGREEMENT

This Employee Management Services Agreement (the “Agreement”) is made and entered into as of July 1, 2023, by and between **MIDWEST SCHOOL SERVICES, INC.** (“Midwest School Services”), whose administrative offices are located at 27655 Middlebelt Road, Farmington Hills, Michigan 48334 and **AMERICAN INTERNATIONAL ACADEMY**, whose place of business is 300 S. Henry Ruff Road, Westland, MI 48186 (the “Academy”) a Michigan public school academy formed under Part 6(A) of the Revised School Code (the “Code”), as amended, being MCL §380.501 to §380.507. This Agreement is supplemented by an Addendum attached hereto and made a part hereof and dated as of event date herewith (the “Addendum”). Notwithstanding anything in this Agreement to the contrary, to the extent there is a conflict between the language of this Agreement and the Addendum, the language of the Addendum shall control.

The Academy is a charter school organized as a public school academy under the Code. The Academy has been issued a contract (the “Contract”), dated July 1, 2023, by the **LAKE SUPERIOR STATE UNIVERSITY BOARD OF TRUSTEES** (the “Authorizer”) to organize and operate a public school academy. The Authorizer is the statutory authorizing body. The Code permits a public school academy to contract with persons and entities for the operation and management of the public school academy.

Midwest School Services represents and warrants that it is a duly organized Michigan for-profit corporation, in good standing, and that Midwest School Services (its officers, employees and agents) has the educational background, managerial experience, expertise, training, capacity, qualifications, and financial resources to provide the Services contemplated under this Agreement. Through its affiliated network of service providers, Midwest School Services provides human resource related administrative services and employees to the Academy.

The Academy and Midwest School Services desire to enter into an independent contracting relationship whereby Midwest School Services will be engaged to provide the human resource personnel and administrative services as set forth in this Agreement (the “Services”). This Agreement between the Academy and Midwest School Services sets forth the understandings with respect to the relationship between them, the scope of their relationship and the limitations on the relationship between the parties.

The Academy and Midwest School Services further state that Midwest School Services shall have full and unfettered authority to hire and terminate Worksite Employees to fulfill the contractual terms and conditions as set forth herein, provided that, the Academy shall be consulted with respect to certain decisions before implementation as provided for herein.

IN CONSIDERATION OF THE MUTUAL PROMISES AND BENEFITS CONTAINED IN THIS AGREEMENT, THE PARTIES AGREE AS FOLLOWS:

I. SERVICES

- 1.1 **Worksite Employees.** Midwest School Services agrees to contract to the Academy and the Academy agrees to contract from Midwest School Services the Worksite Employees on the terms and conditions in this Agreement. "Worksite Employees" means all employees assigned to fulfill the Academy worksite job positions as determined by the Board. Midwest School Services shall also provide and control and be responsible for all human resources and personnel administrative services, payroll, benefits and related administrative functions for Worksite Employees.
- 1.2 **Academy Operations.** The Academy shall retain control over its business operations, instructional activity and all other matters, including but not limited to: the curriculum, books, equipment and educational supplies; State funding; finances and budgeting; parent relations; student achievement and guidance; student discipline; food; building and property management; transportation; sports and extracurricular activities, public relations; and the day-to-day working conditions of the Worksite Employees. The Academy shall employ or contract for Business Management Services who will work at the Academy and report directly and only to the Academy Board. Midwest School Services shall have no authority to hire, direct, supervise, evaluate, discipline, or terminate the Business Manager.
- 1.3 **Personnel Issues.** The Academy and Midwest School Services will consult with each other on personnel related issues; however, the Worksite Employees are exclusively Midwest School Services employees and Midwest School Services has exclusive and complete control and decision-making authority over these Worksite Employees. Whenever a timely response is requested (or is by its nature required), Midwest School Services and the Academy agree to respond to any communication from the other as soon as possible but in no event more than forty-eight (48) hours from the origination of any such communication. Further, Midwest School Services shall designate a contact person who is available to respond to Academy communication within such period.
- 1.4 **The Board.** The Board is the governing body with oversight responsibilities over the Academy. The Board is responsible for the monitoring of academic outcomes and is accountable through the Contract for the academic outcomes of the Academy. The parties acknowledge that throughout this Agreement the term "Board" and the term "Academy" are sometimes used interchangeably in some sections for the sole purpose of readability based on the nature and subject-matter of the article/section. This Agreement is executed by a duly authorized member of the Board (on behalf of the Academy), and by so executing this Agreement the Board acknowledges and accepts all obligations and responsibilities related to the Board as set forth in this Agreement.

II. TERM OF AGREEMENT

- 2.1 **Effective Date.** Midwest School Services shall provide services commencing on July 1, 2023 (“Effective Date”). This Agreement shall remain in full force and effect through and including June 30, 2024 (“Term”), subject to a continued Contract from the Academy Board, continued state per pupil funding and the termination provisions contained in Section 2.2 below. The maximum term of this Agreement shall not exceed the length of the Contract.
- 2.2 **Termination.** This Agreement shall remain in full force and effect until one of the following occurs:
- (a) In the event one (1) party shall be in Default under Section 6.6, the other party may immediately terminate this Agreement subject to Section 2.6 below.
 - (b) During the Term of this Agreement and subject to Section 2.6 below, either party may terminate this Agreement upon thirty (30) days’ written notice of intent to terminate and this Agreement shall be terminated at the end of the thirty (30) day written notice of termination period.
 - (c) If the Academy’s Contract issued by the Lake Superior State University Board of Trustees is suspended, revoked, terminated or a new charter contract is not issued to the Academy after expiration of the Contract, this Agreement shall automatically be suspended or terminated, as the case may be, on the same date as the Academy’s Contract is suspended, revoked, terminated or expires without further action of the parties.
 - (d) This Agreement shall automatically terminate in the event of a State-mandated shut down of the Academy with no cost or penalty to the Academy and Midwest School Services shall have no recourse against the Academy or the Authorizer for implementing the closure.
- 2.3 **Dissolution / Bankruptcy.** This Agreement shall terminate, subject to Section 2.6 below, if a petition in Bankruptcy Court is filed by or against the Academy, shall have been voluntarily or involuntarily adjudicated bankrupt by any Court of competent jurisdiction, or if a petition is filed for reorganization of the Academy, or if a receiver shall have been appointed for all or a substantial part of the Academy’s business. Midwest School Services shall notify the Academy Board if any principal or officer of Midwest School Services, or Midwest School Services (including any related organizations or organizations in which a principal or officer of the ESP served as a principal or officer) as a corporate entity, files for bankruptcy protection or, at the time this Agreement is executed, has filed for bankruptcy protection within the last five (5) years.
- 2.4 **Amendment Caused by Academy Site Closure or Reconstitution.** In the event that the Academy is required (i) to close an Academy site pursuant to a notice issued by the

Michigan Department of Education under Section 507 of the Code, MCL 380.507; or (ii) to undergo a reconstitution pursuant to Section 507 of the Code, MCL 380.507, and the Contract, and such closure of an Academy site or reconstitution causes an amendment to or termination of this Agreement, the parties agree that this Agreement shall be amended or terminated to implement the Academy site closure or reconstitution, with no cost or penalty to the Academy, and Midwest School Services shall have no recourse against the Academy or the Authorizer for implementing such site closure or reconstitution.

2.5 **Obligation upon Termination.** On the termination of this Agreement by any party for any reason:

- (a) Midwest School Services shall immediately notify in writing each Worksite Employee that his/her employment relationship with Midwest School Services has been terminated, and
- (b) The Academy shall immediately notify in writing each Worksite Employee that this Agreement has been terminated. The Academy shall reimburse Midwest School Services for all Worksite Employee compensation and reimbursements pursuant to Section 3, if any, due through the date of termination of this Agreement.
- (c) Upon termination or expiration of this Agreement, or this Agreement is terminated due to a Contract revocation, reconstitution, termination or non-renewal, Midwest School Services shall, to the extent applicable to the services being provided under this Agreement, without charge: (i) close the books on the then-current school fiscal year; (ii) organize and prepare the Academy's records for transition to the new ESP, self-management or dissolution; (iii) provide the Academy with an updated fixed asset schedule showing all property owned by the Academy; (iv) provide an updated list of outstanding vendor invoices with total amount owed (including the total outstanding owed by the Academy to the ESP, if any; (v) the amount owed by the ESP to the Academy, if any; (vi) organize and prepare student records for transition to the new ESP, self-management or in the cause of a school closure, transfer to a student's new school as designated by the student's parent / legal guardian or to a person or entity authorized to hold such records; (vii) ensure the closeout of existing grants and the transfer of grant funded property to Academy, if applicable; and (viii) provide for the orderly transition of employee compensation and benefits to the new ESP or self-management without disruption to staffing, or in the case of school closure, final payment of all employee compensation, benefit and tax obligations related to services provided by Midwest School Services to the Academy..

2.6 **Timing of Termination.** The Authorizer strongly discourages mid-year terminations. The Academy Board and Midwest School Services agree to make all efforts necessary to remedy a breach of this Agreement in order to continue school operations until completion of the then-current school year. Any termination of this Agreement for cause or without cause shall not take effect until the earlier of: (i) an approved agreement by the Academy with another Educational Service Provider ("ESP") (or self-management) is in effect; or

(ii) the end of the current school year in which the termination is invoked. If a breach cannot be remedied, the Academy Board and Midwest School Services agree to work cooperatively to transition management and operations of the school without disrupting the school's operations. Midwest School Services shall perform this transition as described in Section 2.5(c) of this Agreement.

This includes any keys, login information and passwords related to any Academy asset.

III. PAYMENTS & FEES

- 3.1 **Initial Fee.** Midwest School Services has agreed to waive the Initial Fee.
- 3.2 **Human Resources Management Service Fees.** The Academy shall pay all Human Resources Management Service Fees (i.e. pass through costs and reimbursements, fixed worker compensation costs and fixed fees) set forth in Schedule A for the Services rendered by Midwest School Services pursuant to this Agreement (the "Fees"). All other fees that may be subject to this Agreement are also set forth by Schedule A. For new employees hired after execution of this Agreement (as opposed to the Effective Date), the Academy agrees to pay Midwest School Services an Employee Processing Fee of twenty (\$20.00) dollars per Worksite Employee as set forth in Schedule A.
- (a) The Academy's payment obligation shall continue during normal periods of Worksite Employee absence for vacation, sick leave, legal holidays and emergency situations.
- (b) The Fees shall be payable during the entire Term of this Agreement and any unpaid fee shall be immediately due upon termination of this Agreement.
- 3.3 **Payment.** Payment shall be processed by wire transfer or by Automated Clearing House debit at dates and times chosen by Midwest School Services and communicated to the Board. Payments are due no later than the payroll check date (i.e. employee pay date) ("Due Date"); provided that, if the Academy chooses direct deposit of employee payment for their paychecks the Due Date for all payroll must be delivered to Midwest School Services not less than two business days prior to the payroll check date.
- 3.4 **Reimbursements.** In addition to the Fees detailed in Schedule A, the Academy shall amend its budget and reimburse Midwest School Services for any and all additional costs and expenses requested and approved by the Board in writing in advance, and increases in Pass-Through Costs/Reimbursements (see Schedule A) mandated by state law or regulation. Any increases in Fixed Costs as set forth in Schedule A shall be borne and paid by Midwest School Services, without reimbursement from the Academy. The Academy acknowledges that Midwest School Services is the employer of record and in addition to the fees received by Midwest School Services pursuant to this Agreement, Midwest School Services shall retain all federal and state tax benefits, credits or deductions in consideration of services rendered to the Academy pursuant to this Agreement, including but not limited

to IRS Sec 125 Plan benefits and savings. Further, the Academy shall reimburse Midwest School Services for any benefits premium unnecessarily incurred by Midwest School Services because a Worksite Employee is laid off or terminated during a benefit month (i.e., the prepaid cost of the premium for the remainder of the month following termination). In the event this Agreement is terminated by Midwest School Services, and the Academy has not fully paid all Fees and payments owing as of the date of termination, the Academy shall immediately pay Midwest School Services for any Fees owing, payroll, benefit payments or other costs incurred with respect to Worksite Employees owing as of the date of termination.

- 3.5 **Late Payments.** All payments not made or sent by the Academy on or before the Due Date shall be subject to a late charge of three (3%) percent of the amount due. Checks returned from the Academy's bank will be subject to the late payment charge of fifty (\$50.00) dollars plus any additional costs incurred by Midwest School Services. All amounts shall bear interest at the rate of (i) one and one half (1 ½ %) percent per month, or portion thereof that such amounts remain unpaid or (ii) the maximum interest rate allowed by law, whichever is less.
- 3.6 **Modification.** Any required adjustment to Federal, State or local taxes shall be effective on the date of such adjustment or change. In the event Midwest School Services fails to include the additional cost on the next invoice when due the same shall be due retroactive to the date of change, as mandated, and shall be due by the Academy upon receipt of the next invoice.
- 3.7 **Verification by the Academy.** Upon execution of this Agreement, the Academy will provide Midwest School Services a true, correct and complete list of the Academy's most recent payroll. Thereafter, Midwest School Services will verify all time submissions of Worksite Employees. If the Academy believes that there is an error in the Worksite Employees submitted time or payment, it shall be the responsibility of the Academy to communicate and provide written notice of the error. Until corrected by the Academy, the Academy shall not deduct any amount from payment of its current invoice as a credit or setoff. Errors, upon verification, shall be corrected by an adjustment on the next invoice.
- 3.8 **Workers' Disability Compensation Injury Reporting.** In order for Midwest School Services to pro-actively manage workers' disability compensation claims for the benefit of Midwest School Services and the Academy, all work related injuries must be reported by the Academy to Midwest School Services on a First Report of Occupational Injury form (the Injury Report Form", supplied by Midwest School Services) within twenty-four (24) hours of injury.

IV. WORK ENVIRONMENT & RELATED MATTERS

- 4.1 **Worksite Employees.** With Midwest School Services' guidance, the Academy shall comply with all safety, health and work laws, regulations and rules at its own expense.

With Midwest School Services' guidance, the Academy shall also comply with all safe work practices and use of protective equipment required by federal, state or local law at the worksite locations. Accordingly, Midwest School Services shall consult with the Academy, and the Academy shall have certain risks and responsibilities including, but not limited to, premises liability, safety risks attendant to the ownership of premises and equipment (which are traditionally assigned to the owner of a business, location, or equipment).

- 4.2 **The Academy Responsibilities.** The Academy (i) shall, at its expense comply with all applicable health and safety laws, regulations, ordinances, directives, and rules of controlling Federal, State and local government and (ii) will immediately report all employee accidents and injuries to Midwest School Services by completing an Injury Report Form provided by Midwest School Services within twenty-four (24) hours after the accident or injury. The Academy shall provide or ensure use of all personal protective equipment, as required by Federal, State or Local law, regulation, ordinance, directive, or rule or as deemed necessary by Midwest School Services. Midwest School Services, Midwest School Services' workers compensation carrier and Midwest School Services' liability insurance carrier shall have the right to inspect the Academy's place of business at all times to insure compliance with this Section and with the terms of this Agreement. Midwest School Services shall be responsible for providing records of hours worked by the Worksite Employees. The Academy shall reimburse Midwest School Services for any overtime pay that is or becomes due to or owed to any Worksite Employee.
- 4.3 **Annual Budget Preparation.** The Board will cause to be prepared an annual budget that shall conform to the State accounting manual and the Uniform Budgeting and Accounting Act, MCL 141.421 et seq. and in a form satisfactory to the Board and in compliance with the Contract. The budget shall contain reasonable detail as requested by the Board and as necessary to comply with the General Accepted Accounting Practices (GAAP) standards. The budget shall include anticipated revenues and projected expenses and costs reasonably associated with operating the Academy including, but not limited to, the projected cost of all services and programs provided by the Academy, rent and lease payments, debt service, maintenance and repairs to Academy facilities, supplies and furnishings necessary to operate the Academy, taxes, insurance premiums, utilities, professional fees, and other costs and expenses connected to the operation of the Academy. The Academy Board shall be responsible for determining the budget reserve amount included as part of the Academy's annual budget. In addition, the Academy Board is responsible for implementing fiscal policies that will assist the Academy in attaining the stated budget reserve amount. Upon approval by the Academy Board, copies of the budget will be given to Midwest School Services.
- 4.4 **Records.** All financial, educational and student records and related documents prepared by Midwest School Services or otherwise created in connection with the rendering of services at the Academy's offices are the property of the Academy and shall be prepared in accordance with practices and procedures determined by Midwest School Services and the Academy and applicable law. The Academy may make copies of records necessary for it

to perform its duties and obligations under this Agreement. Midwest School Services shall make any and all reports with regard to its Worksite Employees required by applicable law and shall assist the Academy in timely complying with any and all compliance and reporting obligations it may have to the Michigan and United States Departments of Education, the Authorizer or as otherwise mandated by applicable laws, rules and regulations.

- 4.5 **Working Facilities.** Worksite Employees and administrative staff of Midwest School Services, with the consent of the Superintendent, may utilize the premises and facilities of the Academy in rendering services pursuant to this Agreement, including existing Academy infrastructure, such as office space, internal mail service, copiers, computers, internet access and email addresses. The Academy shall also bear the cost of providing a workplace that is in compliance with the requirements of the ADA of 2008, the Federal Rehabilitation Act or similar Federal, State or local laws, rules and regulations.

V. REPRESENTATIONS & WARRANTIES OF THE ACADEMY

The representations and warranties made by the Academy shall survive the termination of this Agreement. The representations and warranties in this Section are deemed to be material and Midwest School Services is entering into this Agreement relying on such representations and warranties. The Academy represents and warrants to Midwest School Services as follows:

- 5.1 **Authorization.** The Academy has been duly authorized to execute and deliver this Agreement. The Academy's execution and performance of this Agreement will not, to the best of the Academy's knowledge, with or without the giving of notice or the passage of time or both, (a) violate the provisions of any law, rule or regulation applicable to the Academy; (b) violate any judgment, decree, order or award of any court, governmental body or arbitrator; or (c) violate the provisions of any separate contract, agreement or arrangement to which the Academy is bound.
- 5.2 **The Academy Employee Plans.** Except as communicated to Midwest School Services in writing prior to the execution of this Agreement:
- (a) **List of the Academy Employee Plans.** The Academy has supplied Midwest School Services with a true and complete list of all pension, 401(k) benefit, profit-sharing, retirement, deferred compensation, welfare, insurance disability, bonus, vacation pay or severance pay and other similar plans, programs and agreements ("Academy Employee Plan") relating to the Worksite Employee(s). The Academy has delivered to Midwest School Services true and complete copies of all the Academy Employee Plans which have been reduced to writing, and all modifications for each Academy Employee Plan.
 - (b) **Retiree Benefits.** No Academy Employee Plan provides health or life insurance benefits for retirees.

- (c) **Claims.** To the best of Academy's knowledge, there are no threatened or pending claims, suits or other proceedings by any of the Academy's former employees, plan participants, beneficiaries or spouses of any of the above, the IRS, the Pension Benefit Guaranty Corporation, or any other person or entity involving any Academy Employee Plan, including claims against the assets of any trust, involving any Academy Employee Plan or any right or benefits thereunder, other than ordinary pursuant to domestic orders.
- (d) **Controlled Group.** The Academy is not a member of a "controlled group of corporations" as defined in Section 1563(a) of the Internal Revenue Code of 1986, as amended.

5.3 **Government Investigations.** The Academy has fully disclosed to Midwest School Services all government investigations, lawsuits or other adversary proceeding involving the Academy for five (5) years preceding the execution of this Agreement.

5.4 **Contracts and Commitments.** Prior to the execution of this Agreement, the Academy has provided Midwest School Services a true and correct copy of each of the following with respect to the Academy's former employees: all collective bargaining, trust, non-competition, employment and consulting agreements, executive compensation, employee stock option and stock purchase, and group life, health and accident insurance and other similar plans, agreements, memoranda of understanding or arrangements regarding Academy employees to which the Academy is a party or by which the Academy is bound.

5.5 **Workers' Disability Compensation Information.** The Academy has provided Midwest School Services with (a) insurance policies covering its former employees for a period of not less than one (1) entire calendar year immediately preceding the execution of this Agreement and all renewal letters regarding such policies, whether or not such policies were, in fact, renewed; and (b) audits regarding such policies for the same time, whether or not such audit was conducted or requested during or after the effective dates of such coverage(s). With respect to such information, the Academy represents that, to the best of its knowledge, the audit information, classification codes and experience modification information provided is complete and accurate and that no information is omitted that would, by its omission, cause such information to be misleading. The Academy acknowledges that, if not provided, there is no known audit or request for audit currently pending or outstanding. In the event Midwest School Services incurs any charges or surcharges on behalf of the Academy following an audit of Midwest School Services relating to the Academy's business after the date of this Agreement, whether or not such charges or surcharges relate to claims experience, employees' classification code changes or otherwise, the Academy shall be fully responsible and shall indemnify Midwest School Services for such charges and/or surcharges attributable to the Academy's business and/or Worksite Employees.

5.6 **Employer Relations.**

- (a) **Compliance.** The Academy is in compliance with all Federal, State and local laws respecting employment practices, terms and conditions of employment, wages and hours, and is not engaged in any discriminatory employment or unfair labor practice. There are no arrearages in the payment of wages, taxes or workers' disability compensation assessment or penalties.
- (b) **Labor Practices.** Except as the Academy has disclosed in writing prior to the execution of this Agreement:
 - (i) There are no unfair labor practice complaints against the Academy, by former employees, represented by a labor union, pending before the National Labor Relations Board or any State or local agency.
 - (ii) There is no pending labor strike or other material labor strike or other material labor trouble affecting the Academy and there is no material labor grievance pending against or affecting the Academy.
 - (iii) There are no pending arbitration proceedings arising out of or under any collective bargaining agreement to which the Academy is a party, or to the best of the Academy's knowledge, any basis for which a claim may be made under any collective bargaining agreement to which the Academy is a party affecting the Academy's former employees; and
 - (iv) There is no pending litigation or other proceeding or basis for an un-asserted claim against the Academy by any of the Academy's former employees or group of former employees which is based on claims arising out of any of the Academy's former employee's employment relationship with the Academy, including, but not limited to, claims for breach of contract, tort, discrimination, employee benefits, wrongful termination or any common law or statutory claims.

VI. COVENANTS OF PARTIES

- 6.1 **Criminal Background Checks.** Midwest School Services and the Academy acknowledge that all Worksite Employees, or any other personnel provided by Midwest School Services to the Academy must be in compliance with all the Academy policy, procedures, rules and regulations. The Board or their representative (the "CHRI Representative"), shall conduct criminal background checks on all staff and subcontractors assigned to regularly and continuously work under contract at the Academy, as required by law. Midwest School Services shall conduct unprofessional conduct checks on all of its Worksite Employees that are assigned to the Academy. Midwest School Services agrees that it shall not assign any of its employees, agents or other individuals to perform any services under this Agreement except as permitted under Sections 1230, 1230a, 1230b and related provisions of the Code

pertaining to criminal background checks and criminal conduct. Midwest School Services shall require that the results of the unprofessional conduct check are received, reviewed and used (subject to a verification process), only as permitted by law to confirm that the individual does not have a criminal history and to evaluate the qualifications of the individual for his/her assignment. Midwest School Services shall follow all applicable laws as it relates to this Section 6.1.

- 6.2 **Liability Insurance.** The Academy shall furnish upon signing this Agreement and keep in full force and effect at all times during the Term of this Agreement general liability insurance in an amount not less than one million (\$1,000,000) dollars. The Academy shall issue a Certificate of Insurance providing for not less than thirty (30) days advance notice of cancellation or material changes. Midwest School Services and the Academy shall maintain such policies of insurance as required by the Michigan Universities Self-Insurance Corporation (“M.U.S.I.C.”), the Contract, and Applicable Law. In the event that the University or M.U.S.I.C. requests any change in coverage by Midwest School Services, Midwest School Services agrees to comply with any change in the type or amount of coverage, as requested, within thirty (30) days after notice of the insurance coverage change. Midwest School Service’s cost of procuring insurance coverage under this Agreement is a corporate cost to be paid by Midwest School Service.
- 6.3 **Sexual Molestation/Abuse Coverage.** The Academy, Midwest School Services and any subcontractor of the Academy or Midwest School Services shall obtain and maintain a sexual molestation/sexual abuse policy of insurance relative to students as required by M.U.S.I.C. and the Contract.
- 6.4 **Motorist Insurance.** In the event that a Midwest School Services employee is assigned to fill a job function requiring the employee to operate a vehicle for the Academy, the Academy shall furnish liability insurance. The policy shall insure against public liability for injury and property with a minimum combined single limit of five hundred thousand (\$500,000) dollars. The policy shall include uninsured motorist coverage with limits of no less than one hundred thousand (\$100,000) dollars. In states where “no-fault” laws apply, equivalent personal injury and property damage coverage shall be included. The Academy shall issue a Certificate of Insurance providing for not less than thirty (30) days advance notice of cancellation or material changes. This coverage period shall survive this Agreement.
- 6.5 **Indemnification.**
- (a) **The Academy.** To the extent permitted by law, the Academy agrees to defend, indemnify and hold harmless Midwest School Services, its officers, directors, shareholders, agents and employees from any claims made by Worksite Employees for any claims, demands, losses, costs, fees, penalties, fines or damages arising from any actions, conduct or omissions of the Academy or its officers, directors, shareholders, agents or employees. Such claims shall include, but are not limited to, charges of discrimination brought through the State Department of Labor, the Equal Opportunity Commission, the Workers’ Compensation Bureau (or such

similar department, commission or board other than State), fees and lawsuits alleging failure to comply with Federal and State wage and hour laws, wrongful termination, discrimination, denial of due process or other employment-related causes of actions resulting from employee discipline or termination. This indemnification shall also include failure by the Academy to accrue all payroll obligations to Worksite Employees. The Academy shall defend and indemnify Midwest School Services, its officers, directors, shareholders, agents and employees from employee claims of sexual harassment by the Academy. The Academy shall be entitled to select its counsel and counsel for this indemnification provision. The duty to defend includes the right to pay actual attorney's fees incurred in defending such claims, and the duty to indemnify includes the duty to pay any award imposed by an administrative agency, judgment or settlement against Midwest School Services.

- (b) **Midwest School Services.** Midwest School Services agrees to defend, indemnify and hold harmless the Academy, its officers, directors, shareholders, agents and employees for any claims, demands, losses, costs, fees, penalties, fines or damages arising from any actions, conduct or omissions of Midwest School Services or its officers, directors, shareholders, agents or employees. Such claims shall include, but are not limited to, charges of discrimination brought through the State Department of Labor, the Equal Opportunity Commission, the Workers' Compensation Bureau (or such similar department, commission or board other than State), fees and lawsuits alleging failure to comply with Federal and State wage and hour laws, wrongful termination, discrimination, denial of due process or other employment-related causes of action. Midwest School Services shall defend and indemnify the Academy, its officers, directors, shareholders, agents and employees from employee claims of sexual harassment by Midwest School Services. Midwest School Services shall be entitled to select its counsel and counsel for this indemnification provision. The duty to defend includes the right to pay actual attorney's fees incurred in defending such claims, and the duty to indemnify includes the duty to pay any award imposed by an administrative agency, judgment or settlement against Academy.
- (c) **LSSU.** The parties acknowledge and agree that the Lake Superior State University Board of Trustees, Lake Superior State University and its members, officers, employees, agents or representatives (for purposes of this paragraph, collectively referred to as "the University") are deemed to be third party beneficiaries for purposes of this Agreement. As third party beneficiaries, Midwest School Services hereby promises to indemnify, defend, and hold harmless the University from and against all claims, demands, actions, suits, causes of action, losses, judgments, damages, fines penalties, forfeitures, or any other liabilities or losses of any kind, including costs, attorney fees, and related expenses imposed upon or incurred by the University, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage or any other losses of any kind whatsoever and not caused by the

sole negligence of the University, which arise out of or are in any manner connected with Lake Superior State University Board of Trustees' approval of the Academy's application, Lake Superior State University Board of Trustees' consideration of or issuance of a Contract, Midwest School Services' preparation for and operation of the Academy, or which are incurred as a result of the reliance by the University upon information supplied by Midwest School Services, or which arise out of the failure of Midwest School Services to perform its obligations under the Contract, the Agreement or Applicable Law, as applicable. The parties expressly acknowledge and agree that the University, Lake Superior State University Board of Trustees and its members, and their respective officers, employees, agents or representatives, or any of them, may commence legal action against Midwest School Services to enforce its rights as set forth in this Agreement..

- 6.6 **Default.** Either party shall be in "Default" under this Agreement if following ten (10) days written notice from the other (provided, however, such period shall be extended for an additional reasonable period if the default is of a non-monetary nature and is such that it cannot be cured within ten (10) days and the party has diligently commenced the curing of such default and is diligently pursuing the same to completion) the party has failed to cure a material breach of this Agreement or any bankruptcy, receivership or insolvency proceeding is instituted by or against the party. Any action or inaction by Midwest School Services that is not cured within sixty (60) days of notice thereof which causes the Contract to be revoked, terminated, suspended or which causes the Contract to be put in jeopardy of revocation, termination or suspension by Lake Superior State University is a material breach.
- 6.7 **Compliance with Employment Related Laws.** The Academy and Midwest School Services shall comply with all state and federal Employment Related laws, including but not limited to the following:
- (a) All local, state and Federal laws relating to equal employment opportunity and nondiscrimination in employment. Midwest School Services shall not be responsible for any action taken by the Academy with respect to the Worksite Employees, unless the Academy secures prior written authorization from Midwest School Services.
 - (b) The Academy shall, upon request by Midwest School Services, make available comparable employment opportunities to Worksite Employees eligible for reinstatement following leave as required by the Family & Medical Leave Act ("FMLA") or any comparable law. The Academy shall bear the sole cost of compliance for any Worksite Employee eligible for reinstatement under the FMLA unless such noncompliance is caused by Midwest School Services.
 - (c) The Academy shall, upon request by Midwest School Services, make available a reasonable accommodation to any Worksite Employee entitled to such as required by the Americans with Disabilities Act ("ADA"), the Federal Rehabilitation Act or any comparable law. The Academy shall bear the sole cost of providing a

reasonable accommodation to any Worksite Employee. The Academy shall bear the sole cost of providing a workplace that is in compliance with any applicable architectural requirements of the ADA, the Federal Rehabilitation Act or similar local, state or Federal law.

- (d) The Academy shall give Midwest School Services not less than thirty (30) days advance written notice of: (i) any temporary or permanent shutdown of any facility, site of employment or employment unit; or (ii) any reduction in force resulting in the layoff of one-third or more of the persons (counting the Academy employees, Worksite Employees or both) working at any single facility, site of employment or employment unit of the Academy. The Academy shall give equivalent notice to Midwest School Services with respect to the Federal Worker Adjustment Retraining and Notification Act and any comparable law.
- (e) The Academy shall immediately notify Midwest School Services of any personnel action involving or affecting a Worksite Employee that would qualify as a qualifying event under the continuation coverage of the Consolidated Omnibus Budget Reconciliation Act (“COBRA”). The Academy shall immediately notify Midwest School Services of any qualifying event affecting any plan beneficiary that would qualify as a qualifying event under COBRA.
- (f) No individual shall be considered to be engaged as a Worksite Employee until Midwest School Services has received and reviewed, to its sole satisfaction, sufficient pre-employment documentation submitted to Midwest School Services within 48 hours of acceptance of employment, including but not limited to Form INS-9 and IRC W-4.

6.8 **Property Rights.** With exception of curriculum or educational materials developed or copyrighted by Midwest School Services, the Academy owns all proprietary rights to curriculum or educational materials that (i) are both directly developed and paid for by the Academy; or (ii) were developed by Midwest School Services at the direction of the Academy Board with Academy funds. Midwest School Services recognizes that educational materials and teaching techniques used by the Academy are subject to disclosure under the Revised School Code and the Freedom of Information Act (“FOIA”).

VII. REPRESENTATIONS & WARRANTIES OF MIDWEST SCHOOL SERVICES

The representation and warranties made by Midwest School Services shall survive the termination of this Agreement. The representations and warranties in this Section are deemed to be material and the Academy is entering into this Agreement relying on such representations and warranties. Midwest School Services represents and warrants to the Academy as follows:

7.1 **Authorization.** Midwest School Services has been duly authorized to execute and deliver this Agreement. Midwest School Services’ execution and performance of this Agreement will not, to the best of its knowledge, with or without the giving for the passage of time or

both, violate the provisions of any law, rule or regulation applicable to Midwest School Services.

- 7.2 **Government Investigations.** Midwest School Services has fully disclosed to the Academy all government investigations, lawsuits or other adversary proceeding involving Midwest School Services for five (5) years preceding the execution of this Agreement.
- 7.3 **Compliance.** Midwest School Services is in compliance with all Federal, State and local laws respecting employment practices, terms and conditions of employment, wages and hours, and is not engaged in any discriminatory employment or unfair labor practice. There are no arrearages in the payment of wages, taxes or workers compensation assessment or penalties.
- 7.4 **Student Confidentiality.** Except as permitted under the Code, Midwest School Services shall not sell or otherwise provide to a for-profit business entity any personally identifiable information that is part of an Academy student's education records. If Midwest School Services receives information that is part of an Academy student's education records, Midwest School Services shall not sell or otherwise provide the information to any other person except as provided under the Code. For purposes of this section, the terms "education records" and "personally identifiable information" shall have the same meaning as those terms in section 1136 of the Code, MCL 380.1136.
- 7.5 **Breach of Personally Identifiable Information.** The parties agree that in the event either party becomes aware of a data breach of personally identifiable information or education records as defined in Section 1136 of the Code, MCL 380.1136 ("PII") with respect to information not suitable for public release, the other party shall be immediately notified in writing. The parties then shall mutually meet and confer with respective legal counsel to determine appropriate steps to be taken as required by state or federal law.
- 7.6 **Employee Non-Compete Agreement.** Midwest School Services agrees that no contract with employees leased to the Academy shall contain a non-compete clause of any nature prohibiting employment with other educational institutions or employee leasing companies.
- 7.7 **Payment Obligations of Midwest School Services.** Midwest School Services acknowledges that until this Agreement is terminated or expires, it shall fulfill its responsibility to pay salaries, benefits, payroll taxes, workers' disability compensation, unemployment compensation and liability insurance for its employees leased to the Academy or working on Academy operations irrespective of whether Midwest School Services receives any advancement of costs or payment of services from the Academy.

VIII. MUTUAL OBLIGATIONS

- 8.1 **Waiver of Subrogation.** Each party releases and discharges the other party, and any officer, agent, employee or representative of such party, from any liability whatsoever

arising from the loss, damage or injury, for any reason, for which insurance is carried by the insured party at the time of such loss, damage or injury, to the extent of any recovery by the insured party. Provided, however, this paragraph shall not apply if its application would invalidate insurance protection.

- 8.2 **Mutual Cooperation.** The parties agree that, except where conflicts prevent it, they shall render to each other reasonable assistance and shall cooperate in good faith with each other to ensure the proper and adequate defense of any claim, action, suit or proceeding brought by a third party.
- 8.3 **Confidentiality.** The parties agree to cooperate in such a manner as to preserve and uphold the confidentiality of all business records and the attorney-client and work-product privileges, subject to FOIA and the disclosure provisions of the Code.

IX. MISCELLANEOUS

- 9.1 **Governing Law.** This Agreement shall be interpreted and enforced under the laws of the State of Michigan applicable to contracts made and to be performed entirely within the State without giving effect to choice of law principles of the State. Any claim or controversy arising out of or relating to this Agreement or breach thereof, shall be litigated in the Wayne County Circuit Court or the U.S. District Court for the Eastern District of Michigan. The prevailing party shall be awarded its reasonable attorney fees and costs.
- 9.2 **Independent Contractor.** Midwest School Services is an independent contractor of the Academy and neither party is the agent of the other. The Academy agrees to define "school official" in the Academy's annual notification of rights under 20 U.S.C. §1232g, 34 C.F.R. §99, the Family Educational Rights and Privacy Act ("FERPA") to include a contractor who performs an institutional service or function for which the Academy would otherwise use its own employees, who is under the direct control of the Academy with respect to the use and maintenance of personally-identifiable information from education records, and who is subject to the requirements of 34 C.F.R. §99.33(a) governing the use and re-disclosure of personally identifiable information from education records. The Academy designates Midwest School Services and certain of its employees and subcontractors as school officials of the Academy having a legitimate educational interest such that they are entitled to access to educational records under FERPA. Midwest School Services and its employees and subcontractors agree to comply with FERPA and corresponding regulations applicable to school officials. Except as set forth in this Paragraph or as expressly acknowledged in writing by the Board, no employee of Midwest School Services shall be deemed to be an agent of the Academy.
- 9.3 **Enrolling New Worksite Employee.**
- (a) **Selection of Worksite Employees.** Midwest School Services shall engage new Worksite Employees only as set forth below. The School Leader, may recommend job candidates to Midwest School Services for interview and potential hiring, and

shall not offer employment to any individual without consent of Midwest School Services. Midwest School Services shall employ and assign to the Academy all such qualified and certified classroom teachers, instructors and support staff that the Academy, through its School Leader, approves and deems necessary to accomplish the educational mission of the Academy, and as provided in the Academy's approved budget and as directed by the Academy Board. Based upon recommendations by the Academy, Midwest School Services shall make the final selection of all Worksite Employees assigned to the Academy. Midwest School Services shall comply with the Immigration Reform and Control Act.

- (b) **Hiring, Evaluating, Supervising, Disciplining and Terminations.** Midwest School Services shall have the complete and exclusive authority and control over hiring, evaluating, supervising, disciplining and termination of Worksite Employees.
- (c) **Midwest School Services Requirements.** Except as otherwise provided herein, Midwest School Services, or its designated subcontractor (approved by the Academy) shall be responsible for performing all pre-employment, background, license and eligibility review and other screening and investigation required by federal, state or local law, including the Code, as if employed by the Academy directly. Employment records of Worksite Employees shall be made available to the Academy upon request for purposes of auditing such records for compliance with applicable law.

- 9.4 **Assignment/Amendment.** This Agreement may not be assigned by either party without prior written consent of the other party and prior notice to LSSU. None of the terms and provisions of this Agreement may be modified or amended except by an instrument in writing executed by an authorized officer of each party. Any modification or assignment of this Agreement must be done in a manner consistent with the Contract and the Authorizer's Educational Service Provider Policies.
- 9.5 **Severability.** If any provision of this Agreement should be invalid, illegal or unenforceable, the validity and enforceability of the remaining provisions contained in this Agreement shall not in any way be affected thereby and the provision deemed invalid, illegal, or unenforceable shall be construed and enforced to the greatest extent legally possible.
- 9.6 **Waiver.** Failure by either party to require performance by the other party or to claim a breach of any provision of this Agreement will not be construed as a waiver of any subsequent breach nor prejudice either party with regard to any subsequent action.
- 9.7 **Section Headings.** The Section Headings of this Agreement are for the convenience of the parties only and in no way alter, modify, limit or restrict contractual obligations of the parties.

9.8 **Forms.** The Academy shall utilize forms provided by Midwest School Services unless otherwise required by law or regulation.

9.9 **Notices.** Any notice or other communication required by this Agreement shall be sufficiently given in writing and delivered personally, sent by confirmed facsimile transmission, overnight air courier (postage prepaid), or by registered or certified mail (postage prepaid with return receipt requested) addressed as follows:

For the Academy, to:

American International Academy
300 S. Henry Ruff Rd.,
Westland, MI 48186

with a copy to:

James M. Crowley
Miller Canfield, P.L.C,
150 W. Jefferson, Suite 2500
Detroit, MI 48226

For Midwest School Services, to:

Ralph Cunningham
Midwest School Services, Inc.
27655 Middlebelt Road
Farmington Hills, MI 48334

with a copy to:

David L. Steinberg, Esq.
David L. Steinberg, P.C.
27777 Franklin Road, Ste. 2500
Southfield, MI 48025-4519

9.10 **Entire Agreement.** This Agreement and the attached Addendum to this Agreement constitutes the entire agreement between the parties with regard to the subject matter herein. No prior oral or written agreement, practice or course of dealing between the parties relating to the subject matter herein shall supersede this Agreement or the Addendum.

9.11 **Authorization.** The individual executing this Agreement is authorized on behalf of the Academy to bind the Academy to the terms set forth herein.

9.12 **Compliance with Academy's Contract.** Midwest School Services agrees to perform its duties and responsibilities under this Agreement in a manner that is consistent with the Academy's obligations under the Academy's Contract issued by the Lake Superior State University Board of Trustees. The provisions of the Academy's Contract shall supersede any competing or conflicting provisions contained in this Agreement.

MIDWEST SCHOOL SERVICES, INC.,
a Michigan corporation

By: DocuSigned by:
Ralph Cunningham

E373063A7995487...
Ralph Cunningham
Its: President

Dated: July 1, 2023

AMERICAN INTERNATIONAL ACADEMY,
a Michigan public school academy

By: DocuSigned by:
Peter Stockmann

95C435B26C8944B...
Peter Stockmann
Name: _____
Its: President _____

Date: July 1, 2023

**ADDENDUM
TO EMPLOYEE MANAGEMENT SERVICES AGREEMENT DATED EFFECTIVE AS
OF
JULY 1, 2023, BY AND BETWEEN AMERICAN INTERNATIONAL ACADEMY, A
MICHIGAN PUBLIC SCHOOL ACADEMY AND MIDWEST SCHOOL SERVICES,
INC.**

This Addendum (this “Addendum”) to the above-entitled Employee Management Services Agreement (the “Agreement”) is effective the 1st day of July, 2023, by and between American International Academy, a Michigan public school academy (the “Academy”), and Midwest School Services, Inc., a Michigan Corporation (“Midwest School Services”) with reference to the following:

RECITALS:

WHEREAS, the Parties have entered into the above referenced Agreement with respect to provision by Midwest School Services to the Academy of human resource related administrative services and Worksite Employees; and

WHEREAS, the Parties desire to supplement certain provisions of the Agreement to reflect their mutual understanding as to certain agreed upon changes; and

WHEREAS, all capitalized terms herein, unless otherwise defined or modified hereby, shall have the same meaning for such terms as set forth in the Agreement.

NOW, therefore for valuable consideration, receipt of which is hereby acknowledged, the Parties agree as follows:

1. **Business Manager.** The Academy currently contracts for its Business Management (the “Business Manager”) who will work on-site at the Academy and report directly and only to the Academy Board. The Business Manager is addressed in an Independent Contractor Agreement for Business Management Services executed contemporaneously herewith. Midwest School Services shall have no authority to hire, direct, supervise, evaluate, discipline or terminate the Business Manager.

2. **On-Site Supervision and Worksite Employee Evaluation.** Midwest School Services and the School Leader shall bear the responsibility to coordinate and monitor the evaluation and supervision of teaching, maintenance and administrative personnel, as well as the other duties and obligations of Midwest School Services. Midwest School Services and the School Leader shall jointly conduct all performance evaluations of Worksite Employees. The School Leader shall assist with human resources and personnel matters on the Academy’s premises during normal business hours and shall coordinate with and advise Midwest School Services as to the status of such matters at such times as requested by Midwest School Services’ home office. Midwest School Services and the School Leader shall determine the procedures to be followed by Worksite Employees in the day-to-day performance of their job duties. Midwest School Services

shall adopt, implement and maintain a performance evaluation system for all required personnel as required by applicable law.

3. **Personnel Requirements.** The Academy, through its School Leader, shall advise Midwest School Services of the teachers, instructors, and administrators required by the Academy to perform its mission, as provided in the budget adopted by the Academy Board. Job descriptions and qualifications shall be consistent with Schedule 5 of the Contract (as defined in the Agreement). Midwest School Services shall comply with the Code with respect to the evaluation and compensation systems. (See Sections 1249 and 1250 of the Code). By July 15, 2023, the Academy Board shall adopt a personnel classification and pay plan and provide such plan to Midwest School Services. The Academy Board shall notify Midwest School Services of any significant changes in the level of funding provided to the Academy.

4. **Worksite Employee Handbook and Policies.** Midwest School Services shall provide the Academy with its handbook of personnel policies and procedures, which policies and procedures guide Midwest School Services with respect to the discipline, layoff or termination of Worksite Employees. If a Worksite Employee has a problem or dispute regarding a co-worker, a student, parent, or any other matter, the Worksite Employee shall first bring the problem or dispute to the attention of the School Leader. If the problem or dispute is not resolved in a reasonable time period, the Worksite Employee shall take the matter to Midwest School Services. If the issue continues and is related to a co-worker the issue is to be resolved by Midwest School Services. If the issue continues and is related to a student or parent, the issue shall be referred to the Academy Board.

5. **Personnel Issues.** In the event the Academy becomes dissatisfied with the performance of any individual Worksite Employee, the School Leader, on behalf of the Academy Board, shall notify Midwest School Services, in writing, setting forth the nature of the dissatisfaction. Upon receipt of such notice Midwest School Services agrees to promptly begin to investigate the incident and to determine if the Worksite Employee should be removed from the premises during the investigation based on the severity of the incident. The determination of any disciplinary action to take (or not taken) with respect to the Worksite Employee including termination, shall be solely that of Midwest School Services.

6. **Independent Auditor.** Midwest School Services shall not select, retain, evaluate or replace the independent auditor for the Academy.

7. **Compensation and Benefits.** Midwest School Services shall present to the Academy Board, on a frequency established by the Academy, the level of compensation and fringe benefits provided to Worksite Employees.

8. **Authority.** Neither Midwest School Services nor any provision of this Agreement and Addendum shall interfere with the Academy Board's duty to exercise its statutory, contractual and fiduciary responsibilities governing the operation of the Academy. This Agreement and Addendum shall not in any way restrict the Academy Board from acting as an independent, self-governing public body, or allow public decision to be made other than in compliance with the Open Meetings Act.

9. **Governmental Immunity.** This Agreement and Addendum does not in any way restrict the Academy Board from waiving its governmental immunity or require the Academy Board to assert, waive or not waive its governmental immunity.

10. **Deposit of Funds.** No provision of this Agreement and Addendum shall affect the right of the Academy Board to direct that the deposit of all funds received by the Academy be placed in the Academy's depository account as required by law. The signatories on the Academy's accounts shall solely be properly designated Academy Board member(s) or Academy Board employees. Interest income earned on Academy's accounts shall accrue to the Academy.

11. **Payment.** The Academy Board shall either pay or reimburse Midwest School Services for approved fees or expenses upon properly presented documentation and approval by the Academy Board or a properly designated Academy Board member. The Academy Board may advance funds to Midwest School Services for the fees or expenses associated with the Academy's operation provided that satisfactory documentation for the fees and expenses are supplied for Academy Board ratification at its next regularly scheduled meeting. No corporate costs of Midwest School Services shall be charged to, or reimbursed by, the Academy. The Academy agrees to execute the Certificate of Tax Matters attached to this Agreement hereto.

12. **Academy Records.** The financial, educational and student records pertaining to the Academy are Academy property and shall be kept confidential, and are subject to the provisions of FOIA and the Code. All Academy records shall be physically or electronically available, upon request, at the Academy's physical facilities. Except as permitted under the Contract and Applicable Law, this Agreement shall not restrict the University's or the public's access to Academy records. All records shall be kept in accordance with applicable State and Federal requirements.

13. **Access to Midwest School Services Records.** All financial and other records of Midwest School Services related to the Academy shall be made available to the Academy, the Academy's independent auditor, who shall be solely selected by the Academy Board, and the Authorizer upon request. Midwest School Services shall make information concerning the operation and management of the Academy, including but not limited to, information in the Contract, including all exhibits, schedules, and the like, available to the Academy as deemed necessary by the Academy Board in order to enable the Academy to fully satisfy its obligations under the Contract.

14. **Purchases.** All equipment, materials and supplies purchased by Midwest School Services on behalf of or as agent of the Academy, shall be and remain the property of the Academy. Midwest School Services agrees to comply with the Code including, but not limited to, Sections 1267 and 1274 of the Code, MCL 380.1267 and MCL 380.1274, as if the Academy were making these purchases directly from a third party supplier or vendor. If Midwest School Services procures equipment, materials and supplies at the request of or on behalf of the Academy, Midwest School Services shall not include any added fees or charges with the cost of equipment, materials and supplies purchased from third parties.

15. **Proprietary Rights.** All curriculum and educational materials that (i) are both directly developed and paid for by the Academy; or (ii) were developed by Midwest School Services at the direction of the Academy Board with Academy funds, shall be the sole proprietary property of the Academy. Curriculum or educational materials previously developed or copyrighted by Midwest School Services, or that are developed by Midwest School Services from funds from the Academy paid to Midwest School Services using funds from the Academy that are not dedicated for the specific purpose of developing Academy curriculum or educational materials, shall be the sole proprietary property of Midwest School Services. All educational materials, from any source, including from Midwest School Services, and teaching techniques used by the Academy, are subject to disclosure under the Code and the FOIA.

16. **Personnel Responsibility.** Midwest School Services accepts full liability and is responsible for administration and payment of benefits, salaries, payroll taxes, workers' disability compensation, unemployment compensation and liability insurance and for maintenance of Worksite Employees' personnel files and all other employee records required by state and/or federal law and the Contract for Worksite Employees and other employees working on Academy operations irrespective of whether Midwest School Services receives an advancement of its costs or the payment of services from the Academy. The Academy acknowledges that non-payment of such funds is considered a material breach of this Agreement. If unable to remedy the breach, this Agreement can be terminated subject to Sections 6.6 and 2.2 of this Agreement.

17. **Marketing and Development.** Marketing and development costs paid by or charged to the Academy shall be limited to those costs specific to the Academy program as approved by the Academy Board, and shall not include any costs for the marketing and development of the business of Midwest School Services.

18. **Performance Evaluation of Midwest School Services.** The Academy Board may develop and implement a process for the review and evaluation of the performance of Midwest School Services under this Agreement. The policies and procedures providing for any such evaluation process shall be provided in writing to Midwest School Services. The Academy Board shall communicate in writing to Midwest School Services the results of any such performance review.

19. **Compliance with Academy's Contract.** Midwest School Services agrees to perform its duties and responsibilities under this Agreement in a manner that is consistent with the Academy's obligations under the Academy's Contract issued by the Lake Superior State University Board of Trustees. The provisions of the Academy's Contract shall supersede any competing or conflicting provisions contained in this Agreement.

20. **Required Disclosure.** On an annual basis, Midwest School Services shall provide the Academy Board all of the same information that a school district is required to disclose under section 18(2) of the State School Aid Act, MCL 388.1618(2), for the most recent school fiscal year in which the information is available. Within thirty (30) days of receiving the information under section 18(2), the Academy Board shall make this information publicly available on its website,

in a form and manner prescribed by the Michigan Department of Education. The defined terms in section 503c of the Code, MCL 380.503c, shall have the same meaning in this Agreement. Midwest School Services shall be responsible to provide only the items Midwest School Services is responsible for in conjunction with the scope of services in this Agreement.

21. **Other Agreements.** If the Academy intends to enter into a lease, execute promissory notes or other negotiable instruments, or enter into a lease-purchase agreement or other financing relationships with Midwest School Services, then such agreements must be separately documented, separately approved, and not be a part of or incorporated into this Agreement. All such agreements must comply with the Contract, as well as any applicable LSSU policies and guidelines.

22. **Chief Administrative Officer.** Pursuant to the Uniform Budget and Accounting Act, MCL 141.422b, the Academy Board is responsible for designating the Chief Administrative Officer for the Academy. If the Academy employs a superintendent, then the Academy Board may designate the superintendent as the Chief Administrative Officer of the Academy. If the Academy contracts with a superintendent, then the Academy Board shall designate an Academy Board member as the Chief Administrative Officer of the Academy. Neither Midwest School Services nor any owner, officer, director, employee or agent of Midwest School Services shall be designated as the Chief Administrative Officer of the Academy, but a Midwest School Services employee may assist an Academy Board member who is the Chief Administrative Officer in carrying out their responsibilities.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum as of the date set forth above.

MIDWEST SCHOOL SERVICES, INC.,
a Michigan corporation

By: DocuSigned by:
Ralph Cunningham
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Ralph Cunningham
Its: President

Dated: July 1, 2023

AMERICAN INTERNATIONAL ACADEMY,
a Michigan public school academy

By: DocuSigned by:
Peter Stockmann
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Peter Stockmann
Name: _____
Its: President

Date: July 1, 2023

CERTIFICATE RELATED TO TAX MATTERS

Midwest School Services, Inc. (the “Company”) and the American International Academy (the “Academy”) hereby certify as follows, with regard to its performance under the Employee Management Services Agreement (the “Agreement”). These representations are deemed to be incorporated into the Agreement and binding upon the parties:

(A) The Company’s compensation under the Agreement is reasonable and is not based, in whole or in part, on a share of the net profits and/or a share of the net losses from the operation of the Academy or upon the disposition, damage or destruction of the Academy’s property;

(B) The Agreement does not pass along to the Company the burden of bearing any share of the net losses from the operation of the Academy or upon the disposition, damage or destruction of the Academy’s property;

(C) The term of the Agreement is not greater than 30 years or 80 percent of the useful life of the Academy’s tax-exempt bond financed school facility (if shorter) including all renewal options;

(D) The Academy bears the risk of loss upon the disposition, damage or destruction of the Academy’s property; and

(E) The Company is not entitled to and will not take any federal tax position that is inconsistent with being a service provider under this Agreement to the Academy.

Further, with regard to governance;

(A) No more than 20 percent of the voting power of the governing body of the PSA is vested in the directors, officers, shareholders, partners, members, and employees of the service provider, in the aggregate;

(B) The governing body of the PSA does not include the chief executive officer of the service provider or the chairperson (or equivalent executive) of the service provider’s governing body; and

(C) The chief executive officer of the service provider is not the chief executive officer of the PSA or any of the PSA’s related parties (as defined in §1.150-1(b)).

SCHEDULE A
To Employee Management Services Agreement
Between Midwest School Services, Inc. and American International Academy

The Admin fee is based on Gross Wages: 4.00%

This fee includes all M.U.S.I.C. Staffing Liability insurance as required by the:

<u>State, MDE and the Authorizer.</u>	<u>included</u>
<u>HR Administration</u>	<u>included</u>
<u>Payroll Processing</u>	<u>included</u>
<u>Benefits Administration</u>	<u>Included</u>
<u>Employee Handbook</u>	<u>included</u>
<u>W-2 Processing</u>	<u>Included</u>
<u>401(k) management fees</u>	<u>Included</u>
<u>Flexible Spending Account fees (FSA)</u>	<u>Included</u>
<u>HRIS support, Time clock support, PTO, EE Portal</u>	<u>Included</u>
<u>Safety Inspection Services</u>	<u>Included</u>

Pass-through/Reimbursed taxes & fees)

<u>F.I.C.A.</u>	<u>6.20%</u>
<u>Medicare</u>	<u>1.45%</u>
<u>State Unemployment Tax (\$9,500)</u>	<u>4.86%</u>
<u>Federal Unemployment Tax (\$7,000)</u>	<u>0.80%</u>
<u>Set up fee---New Hire</u>	<u>\$20.00</u>
<u>Termination fee---Employee</u>	<u>\$20.00</u>

Academic Accelerator is billed at \$750.00 per day.

Workers Compensation Rates: Per \$100.00 of payroll

<u>Code: 8868 Teaching Staff</u>	<u>\$0.68</u>
<u>Code: 8810 Clerical Staff</u>	<u>\$0.43</u>
<u>Code: 9058 Food Service</u>	<u>\$1.95</u>
<u>Code: 9015 Bldg. Maintenance</u>	<u>\$5.84</u>
<u>Code: 7380 Drivers</u>	<u>\$6.76</u>

Business Management Service Fees:

<u>Charter School Accounting and Compliance;</u>	<u>\$65 /hour</u>
<u>Charter School Finance Specialist;</u>	<u>\$115/hour</u>
<u>Senior Finance Specialist/Director;</u>	<u>\$165/hour</u>
<u>Partner;</u>	<u>\$250/hour</u>

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CONTRACT SCHEDULE 6

PHYSICAL PLANT DESCRIPTION

SCHEDULE 6
Physical Plant Description

Physical Plant Description	6-1
Henry Ruff Building	6-5
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Henry Ruff Building Floor Plan	6-7
Henry Ruff Building Safety Inspection Corrections.....	6-9
Henry Ruff Building Certificate of Occupancy	6-10
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Avondale Building Floor Plan	6-17
Avondale Building Certificate of Occupancy.....	6-18
Avondale Building Warranty Deed	6-19
Rosewood Building.....	6-23
Rosewood Building Floor Plan.....	6-24
Rosewood Building Certificate of Occupancy	6-26
Rosewood Building Covenant Deed.....	6-27

SCHEDULE 6

PHYSICAL PLANT DESCRIPTION

1. Applicable Law requires that a public school academy application and contract must contain a description of and the address for the proposed physical plant in which the public school academy will be located. See, MCL 380.502(3)(j); 380.503(5)(d).

2. The address and a description of the proposed physical plant (the “Proposed Site”) of American International Academy (“Academy”) is as follows:

Address: 300 S. Henry Ruff Road
Westland, MI 48186

Description: This school building is a single story brick structure (steel & concrete frame) built in 1957 comprising approximately 40,000 square feet in the primary building and 7,936 square feet in a modular building for a total of 47,936 square feet. It is located at 300 S. Henry Ruff Road just east of Cherry Hill Road on a 9.49 acre site in the southeastern section of the City of Westland bordering the City of Inkster on the west in a primarily single- and multi-family residential area. There are a total of 31 classrooms, a library, a computer lab, office space with a reception area, a gym with a stage, a lunchroom and warming kitchen, five men's and five women's restrooms, three staff restrooms, a staff lounge, lobby, mechanical room, and storage/janitorial rooms. It has a typical school build-out consisting of vinyl tile flooring, exposed painted concrete block and painted plaster/drywall walls, acoustical drop ceiling with recessed fluorescent and LED light fixtures, and aluminum frame windows. It does not have a wet sprinkler fire suppression system but has door means of fire egress in each classroom and/or window means of fire egress elsewhere. It has a security system comprised of cameras, motion detection and door contact sensors. The roof is flat EDM rubber torch down and it has a steam boiler system. It has a central gas-fired boiler system for heating dating from the original construction. It does not have a central air conditioning system but several mini-split units have been added to cool office areas. It has a large asphalt paved parking lot in the front and a staff parking lot in the rear with ingress/egress from Henry Ruff Road. It has significant open green space for outdoor activities and athletics and has several playscapes. The building has been recently renovated and is in very good condition. It currently houses grades preK through second (2nd). In addition, a modular facility comprising six (6) classrooms, offices and restrooms is located in the rear of the main facility. It has an internal furnace HVAC system. This building is owned by the Academy.

Term of Use: Term of Contract.

Configuration of Grade Levels: Pre K – 2nd

Name of School District and Intermediate School District:

Local: Wayne – Westland Community Schools

ISD: Wayne RESA

Address: 27100 Avondale
Inkster, MI 48141

Description: This school building is a single story concrete block structure (steel & concrete frame) built in 1951 comprising 23,000 square feet consisting of 16 classrooms, a gymnasium, administrative office, a cafeteria, two sets of men's/women's restrooms, a staff lounge, additional smaller offices, mechanical room, locker room, lobby, and storage/janitorial rooms. It is located at 27100 Avondale Street at the NE corner of Inkster Road on a 7.01 acre site in the central section of the City of Inkster in a primarily single-family residential area, with 1,093 feet of frontage on Avondale Avenue and 206 feet on Inkster Road, a major thoroughfare in the City. It has a typical school build-out consisting of vinyl tile flooring, exposed painted concrete block and painted plaster/drywall walls, acoustical drop ceiling with recessed fluorescent and LED light fixtures, and aluminum frame windows. It has mostly smaller roof-mounted HVAC units that provide heating and cooling and a decommissioned boiler system. The roof is mostly flat EDM rubber torch down and partially gabled. It does not have a wet sprinkler fire suppression system but has door and/or window means of fire egress in each room. It has a security system comprised of cameras, motion detection and door contact sensors. The site has a large asphalt paved parking lot in the rear comprising 131 parking spaces with ingress/egress from Avondale Street and is secured by fencing with sliding-gate access. The site has green space to the rear of the parking lot including recreational equipment, a playscape and several basketball hoops. The building has been recently renovated and is in very good condition. It currently houses grades three (3rd) through sixth (6th). Attached to the school building on the west side is a currently vacant industrial warehouse structure consisting of 52,390 square feet that the Academy plans to develop in future years for curricular, extra-curricular and school support functions. It has exposed steel framing with insulated walls, space heaters, concrete slab flooring, 220 and 440 electrical throughout, and hanging fluorescent light fixtures. It includes a wet sprinkler fire suppression system, as well as four (4) overhead doors. A front parking lot consists of 18 parking spaces. This building is owned by the Academy.

Term of Use: Term of Contract.

Configuration of Grade Levels: Third (3rd) – Sixth (6th) grade

Name of School District and Intermediate School District:

Local: Wayne – Westland Community Schools
ISD: Wayne RESA

Address: 28955 Rosewood Street
Inkster, MI 48186

Description: The Site is located on the southeast corner of Rosewood Street and Central Street, approximately 0.12-miles east of Middlebelt Road. The Site is located in a suburban area characterized by residential dwellings along Rosewood Street and along the side streets with commercial properties along Middlebelt Road. The Site consists of an approximately 3.60-acre, rectangular-shaped parcel of land. The Site is occupied by a 55,648-square foot building located on the central portion of the Site. The remainder of the Site consists of an asphalt-paved parking lot located on the east side of the building and landscaping to the north of the building along Rosewood Street. Access to the Site is via an access drive and several walkways located off the southern side of Rosewood Street. This school building was originally built in 1952 as a single story concrete block structure (steel & concrete frame) comprising approximately 28,500 square feet consisting of 18 classrooms, administrative office, a cafeteria, two sets of men' s/women's restrooms, mechanical room, lobby, and storage/janitorial rooms. Renovations in 1996 and 2006 added an additional 27,000 square feet in the form of 10 additional classrooms, a high school gymnasium, administrative offices, restrooms and storage space. The expansions doubled two (2) single-classroom width wings and added a wooden vaulted roof system with four (4) indented RTUs. The gymnasium has two vestibule mounted heating units and the eastern 1952 wing has four (4) internal furnaces with external condensing units. It has a typical school build-out consisting of vinyl tile flooring, exposed painted concrete block and painted plaster/drywall walls, acoustical drop ceiling with recessed fluorescent and LED light fixtures, and aluminum frame windows. The vaulted roof sections are shingled; the gymnasium has a metal roof with a small flat EDM rubber torch down section connected it to the classroom wings. The facility does have a wet sprinkler fire suppression system throughout and a security system comprised of cameras, motion detection and door contact sensors. The asphalt paved parking lot on the east end comprises about 40 parking spaces with ingress/egress and is secured by fencing with sliding-gate access. Several lots across from the gymnasium have been acquired for future parking lot expansion. The building has been recently renovated and is in very good condition. It currently houses grades seventh (7th) through twelfth (12th). This building is owned by the Academy.

Term of Use: Term of Contract.

Configuration of Grade Levels: Seventh (7th) – Twelfth (12th) grade.

Name of School District and Intermediate School District:

Local: Wayne – Westland Community Schools
ISD: Wayne RESA

3. It is acknowledged and agreed that the following information about this Proposed Site is provided on the following pages, or must be provided to the satisfaction of the College Board, before the Academy may operate as a public school in this state.

A. Size of building

- B. Floor Plan
- C. Description of Rooms
- D. Copy of lease or purchase agreement

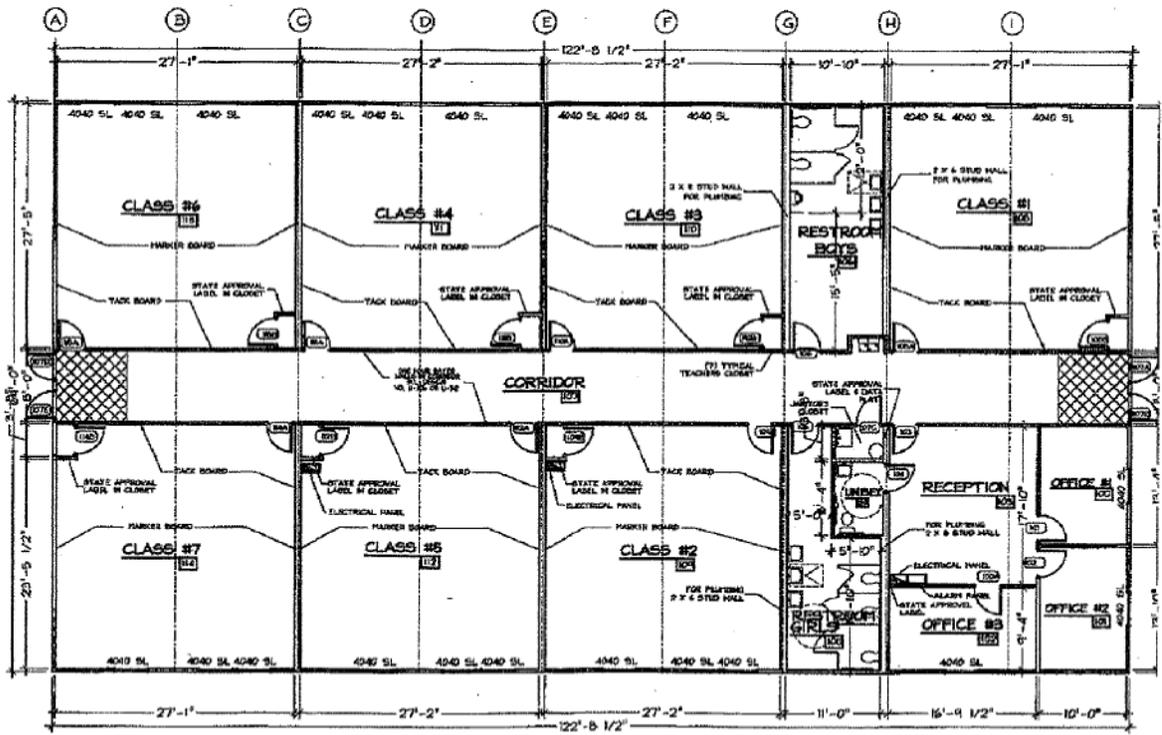
4. In addition, the Academy and the College Board hereby acknowledge and agree that this Contract is being issued to the Academy with the understanding that the Academy cannot conduct classes as a public school academy in this state until it has obtained the necessary fire, health and safety approvals for the above-described proposed physical facility. These approvals must be provided and be acceptable to the College Board or its designee prior to the Academy operating as a public school. In cases of disagreement, the Academy may not begin operations without the consent of the College Board.

5. If the Proposed Site described above is not used as the physical facilities for the Academy, then Schedule 6 of this Contract between the Academy and the College Board must be amended pursuant to Article IX of the Terms and Conditions of Contract, to designate, describe, and agree upon the Academy's physical facilities. The Academy must submit to the College Board or its designee complete information about the new site to be actually used. This information includes that described in paragraphs 2, 3 and 4 of this Schedule 6. It is acknowledged and agreed that the public school academy cannot conduct classes as a public school in this state until it has submitted all the information described above, to the satisfaction of the College, and the amendment regarding the new site has been executed.

6. The Academy agrees to comply with the single site restrictions contained in this Schedule 6 for the configuration of grade levels identified at the site. Any change in the configuration of grade levels at the site requires an amendment to this Schedule 6 pursuant to Article IX of the Terms and Conditions of Contract set forth above.

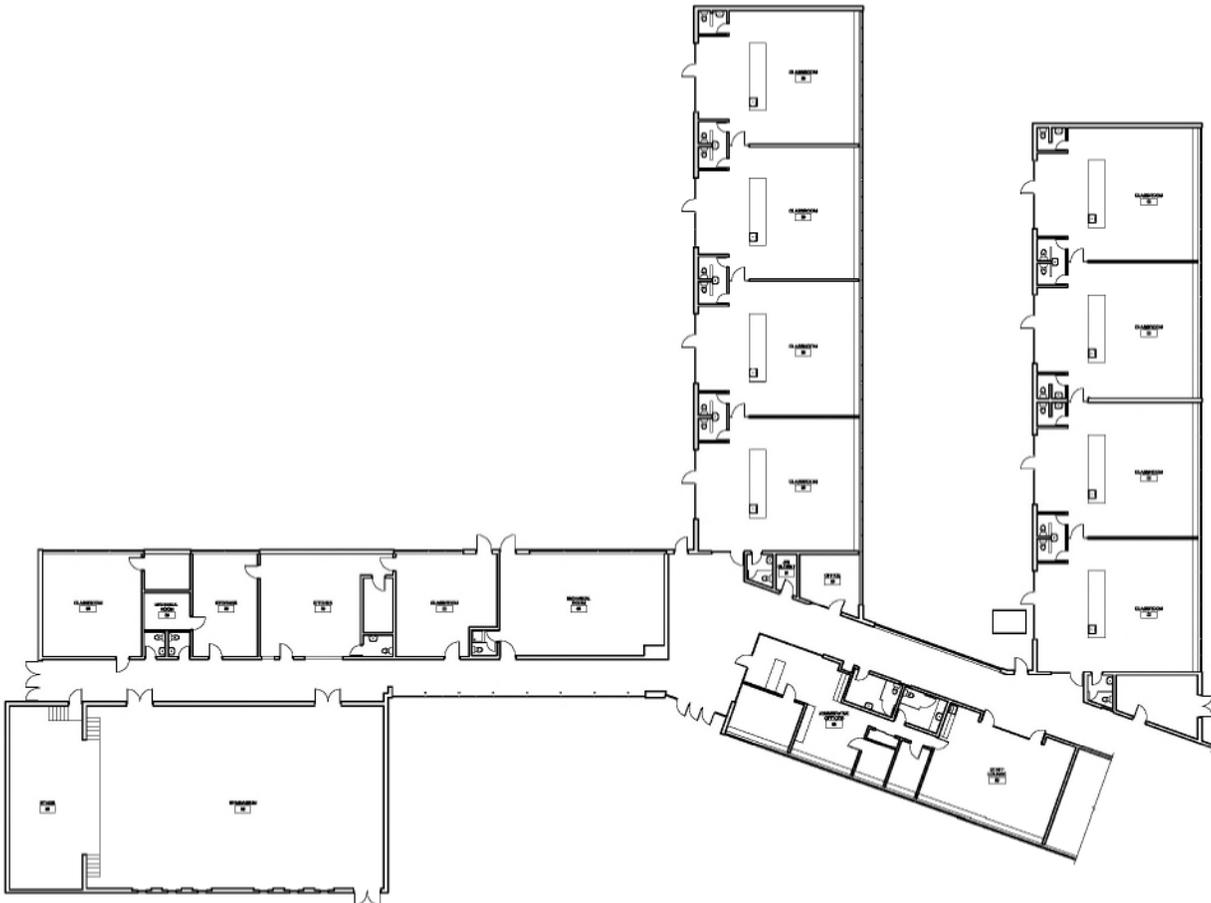
Tab A – Henry Ruff Building

Academy of Westland
 300 Henry Ruff Rd.
 Westland, MI 48186
 Serving grades k - 8



Academy of Westland

4/8/09



PARTIAL FLOOR PLAN - AS-BUILT
 NORTH

DATE: 07-30-2012
 TIME: 10:00 AM
 PROJECT: AMERICAN INTERNATIONAL ACADEMY
 RELOCATION

ISSUED FOR:
 07-30-2012 PARTIAL BLDG AS-BUILTS

PROJECT:
 AMERICAN INTERNATIONAL ACADEMY
 RELOCATION

300 HURON AVE. 27TH FLOOR
 ANN ARBOR, MICHIGAN 48106
 ARCHITECT / ENGINEER, SEAL

cmpartners
 ARCHITECTS
 28 WEST ADAMS AVE.
 SUITE 1400
 DETROIT, MI 48226
 TEL: 313-234-6700
 FAX: 313-234-6704

DRAWING TITLE:
**PARTIAL
 FLOOR PLAN**

CHECKED BY:
 CJC

PROJECT NO. 1203

SHEET NO. A1.1

AMERICAN INTERNATIONAL ACADEMY PHASE 2 - Safety Inspection Corrections

300 S. Henry Ruff Road
Westland, Michigan 48186

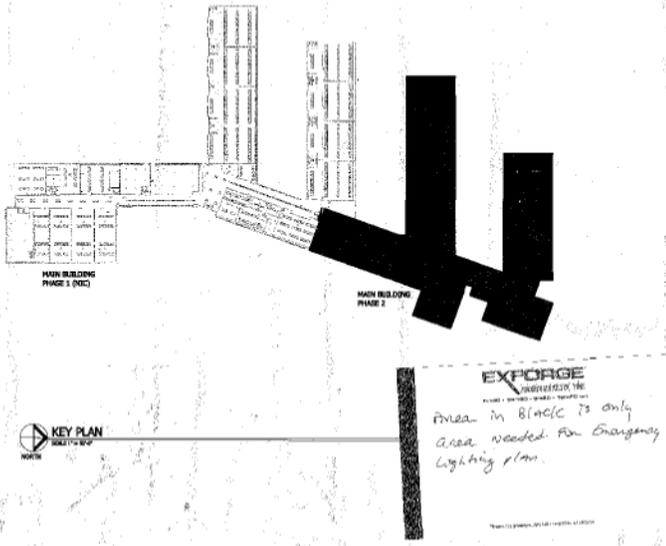
OWNER: AMERICAN INTERNATIONAL ACADEMY
300 S. HENRY RUFF RD
WESTLAND, MI 48186

ARCHITECT: CM PARTNERS ARCHITECTS, LLC
28 WEST ADAMS AVE
DETROIT, MI 48226
TEL: 313-234-8700

VEP ENGINEER: JL ASSOCIATES
317 WIND DR
TROY, MI 48068
TEL: 419-450-2061

GENERAL CONTRACTOR: J. JUDGE CONSTRUCTION SERVICES COMPANY
1744 HENRIETTA ST
DETROIT, MI 48208
TEL: 313-937-5537

SHEET INDEX	
NO.	DESCRIPTION
1	COVER SHEET
2	GENERAL NOTES
3	EXTERIOR LIGHTING PLAN
4	EXTERIOR LIGHTING PLAN
5	EXTERIOR LIGHTING PLAN
6	EXTERIOR LIGHTING PLAN
7	EXTERIOR LIGHTING PLAN
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99	EXTERIOR LIGHTING PLAN
100	EXTERIOR LIGHTING PLAN



ORDERED FOR:
01-18-2013 FOR OWNERS REVIEW

PROJECT:
AMERICAN INTERNATIONAL ACADEMY
PHASE #2

ARCHITECT / ENGINEER: CM

28 WEST ADAMS AVE.
SUITE 1400
DETROIT, MI 48226
TEL: 313-234-8700
FAX: 313-234-8704

DRAWING TITLE:
COVER SHEET

ORDERED BY:
CM

PROJECT NO.:
1201.04

SHEET NO.:
G1.0

CERTIFICATE OF USE AND OCCUPANCY

PERMANENT

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes/Building Division
P. O. Box 30254
Lansing, MI 48909
(517) 241-9317

Building Permit No. B043607
American International Academy
300 S Henry Ruff Drive
Westland, Michigan
Wayne County

The above named building of Use Group E and Construction Type 3B is approved for use and occupancy.

THIS APPROVAL IS GRANTED UNDER THE AUTHORITY OF SECTIONS 13 OF ACT 230 OF THE PUBLIC ACTS OF 1972, AS AMENDED, BEING §125.1513 OF THE MICHIGAN COMPILED LAWS, AND, IN ACCORDANCE WITH SECTION 111.0 OF THE STATE BUILDING CODE. THIS SHALL SUPERSEDE AND VOID ANY PREVIOUS APPROVAL OF USE AND OCCUPANCY.

Charles E. Curtis

Charles E. Curtis, Assistant Chief
Building Division

June 7, 2016



(Above space for recording data)

COVENANT DEED

Academy of America, Inc., a Michigan non-profit corporation, whose address is 20820 Greenfield Road, Oak Park, Michigan 48237 ("Grantor"), for and in consideration of the purchase price paid by Grantee as stated on the Real Estate Transfer Valuation Affidavit provided herewith, the receipt of which is acknowledged by Grantor, does hereby sell, convey, grant and bargain to American International Academy, Inc., a Michigan non-profit corporation, whose address is 300 Henry Ruff, Westland, Michigan 48167 ("Grantee"), the premises situated in the City of Westland, Wayne County, Michigan, and more particularly described on Exhibit A attached hereto and made a part hereof by this reference (the "Property"), together with all improvements located thereon and together with all easements, rights-of-way and rights used in connection with the Property or as a means of access to the Property, and all tenements, hereditaments and appurtenances thereof, subject to all easements, restrictions and reservations of record and the specific exceptions to and encumbrances upon title as are set forth in Exhibit B attached hereto and made a part hereof by this reference.

To have and to hold, subject as aforesaid, the Property, together with all and singular the rights and appurtenances thereto in anywise belonging unto Grantor, its successors and assigns, forever, and Grantor covenants, promises and agrees that it has not done or suffered to be done anything whereby the Property herein conveyed is or may be in any manner encumbered or charged, except as hereinabove recited, and Grantor hereby covenants to Grantee and binds itself, and its successors and assigns, to warrant and forever defend all and singular the Property unto said Grantee, its successors and assigns, against all persons claiming by, through or under Grantor but against no other claims and no other person, including predecessors in title.

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

Dated as of November 2, 2015.

This is to certify that there are no delinquent property taxes owed to our office on this property for five years prior to the date of this instrument. No representation is made as to the status of any tax liens or titles owed to any other entities.

No: 13460 _____ Not Examined
Date 11-17-15 *R. Youngblood* WAYNE COUNTY TREASURER Clerk *He*

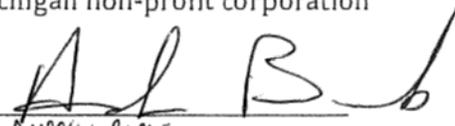
82-15431396-SCM

5-24

4/24

GRANTOR:

Academy of America, Inc.,
a Michigan non-profit corporation

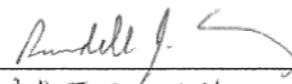
By: 

ANDREW BURKS

Its: VICE-PRESIDENT

ACKNOWLEDGEMENT

The foregoing instrument was acknowledged before me in OAKLAND County, Michigan, on the 30th day of October, 2015, by ANDREW BURKS, who is the Vice-President of Academy of America, Inc.

Notary's Signature: 

Notary's Name: Randall J. Soverinsky

Notary Public, State of Michigan, County of Oakland

My commission expires: 7-19-2020

Acting in the County of Oakland

Drafted By and When Recorded Return to:

Scott K. Lites, Esq,
Plunkett Cooney, P.C.
38505 Woodward, Suite 2000
Bloomfield Hills, MI 48304

Tax Parcel No.
Recording Fee: \$
State Transfer Tax: \$
County Transfer Tax: \$

EXHIBIT A

(Description of Real Estate)

Situated in the City of Westland, Wayne County, Michigan, described as:

PARCEL 1:

All that part of the Northwest 1/4 of Section 23, Town 2 South, Range 9 East, Nankin Township, Wayne County, Michigan, described as: Beginning at a point which is South 89 degrees 39 minutes 20 seconds East 1753.79 feet along the North line of Section 23 and South 00 degrees 11 minutes 30 seconds West 625.07 feet from the Northwest corner of said Section 23; thence South 00 degrees 11 minutes 30 seconds West 511.82 feet; thence South 89 degrees 57 minutes 50 seconds East 840.31 feet to a point on the North and South 1/4 line of said Section 23; thence along the said North and South 1/4 line of Section 23, North 00 degrees 11 minutes 30 seconds East 511.82 feet; thence North 89 degrees 52 minutes 50 seconds West 840.31 feet to the point of beginning, excepting any part of the above described land taken, used or deeded for street, road or highway purposes.

PARCEL 2:

That part of the Northwest 1/4 of Section 23, Town 2 South, Range 9 East, Nankin Township, described as: beginning at a point distant South 89 degrees 39 minutes 20 seconds East 1753.79 feet along the North line of Section 23 and South 00 degrees 11 minutes 30 seconds West 1136.89 feet from the Northwest corner of Section 23 and proceeding thence South 00 degrees 11 minutes 30 seconds West 6.56 feet; thence South 89 degrees 57 minutes 50 seconds East 840.31 feet to the North and South quarter line of Section 23; thence North 00 degrees 11 minutes 30 seconds East along said line 6.56 feet; thence North 89 degrees 57 minutes 50 seconds West 840.31 feet to the point of beginning, EXCEPT any portion of the above description which may fall within FLORANE GARDENS SUBDIVISION NO. 2, according to the plat thereof recorded in Liber 79 of plats, pages 88, 89 and 90, Wayne County Records.

Said Parcels 1 and 2 also described as; Part of Northwest 1/4, Section 23, Town 2 South, Range 9 East, beginning South 89 degrees 39 minutes 20 seconds East 1753.79 feet and South 00 degrees 11 minutes 30 seconds West 625.07 feet from the Northwest corner of Section 23, thence South 00 degrees 11 minutes 30 seconds West 518.38 feet; thence South 89 degrees 57 minutes 50 seconds East 797.31 feet; thence North 00 degrees 11 minutes 30 seconds East 518.38 feet; thence North 89 degrees 57 minutes 50 seconds 797.31 feet to point of beginning.

Tax Parcel Identification No. 069-99-0004-001

Address of the Real Estate: 300 Henry Ruff

EXHIBIT B

(Specific Exceptions to and Encumbrances upon Title Conveyed)

1. Zoning ordinances.
2. Any items showing on Old Republic National Title Insurance Company Commitment No. 82-15431396-SCM dated October 7, 2015.

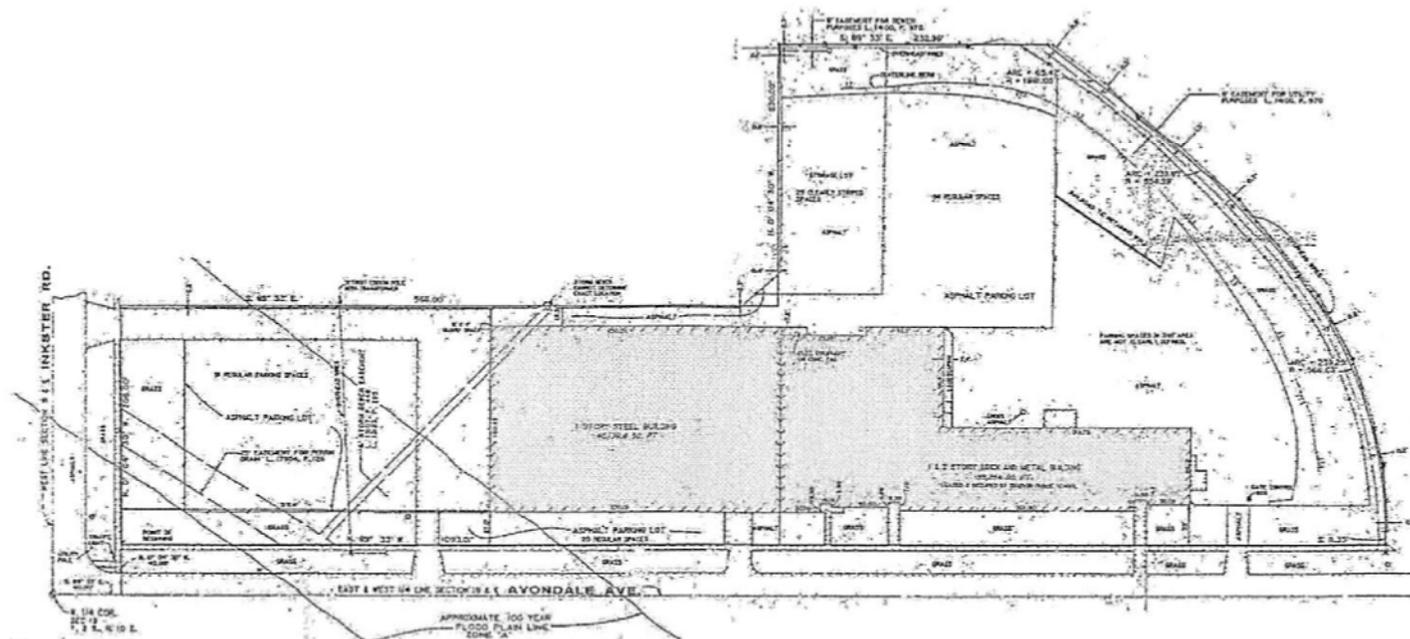
Open.25276.51799.16105279-1

Tab B – Avondale Building



American International Academy
Middle/high campus
27100 Avondale Rd.
Inkster, MI 48181

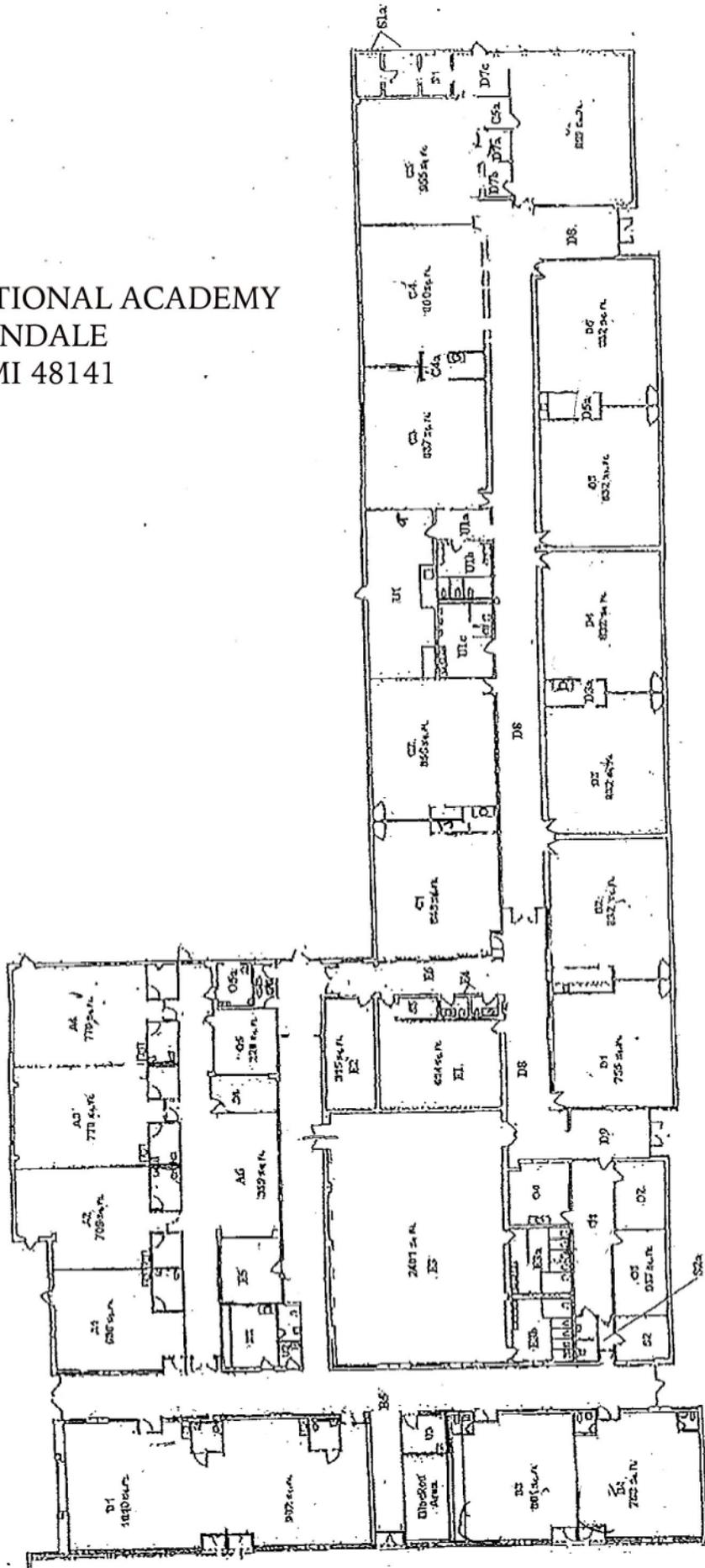
SITE PLAN



This information has been secured from sources we believe to be reliable, but we make no representations or warranties, expressed or implied, as to the accuracy of the information. References to square footage or age are approximate. Buyer must verify the information and bears all risk for any inaccuracies. Marcus & Millichap is a trademark of Marcus & Millichap Real Estate Investment Services of Detroit, Inc. © 2015 Marcus & Millichap. All rights reserved.

Marcus & Millichap

AMERICAN INTERNATIONAL ACADEMY
27100 AVONDALE
INKSTER, MI 48141



CERTIFICATE OF USE AND OCCUPANCY

PERMANENT

Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety/Building Division
P. O. Box 30254
Lansing, MI 48909
(517) 241-9317

Building Permit No. LB019952
Gaudior Academy
27100 Avondale
Ynkster, Michigan
Wayne County

The above named building of Use Group E and Construction Type 2C is approved for use and occupancy.

THIS APPROVAL IS GRANTED UNDER THE AUTHORITY OF SECTIONS 13 OF ACT 230 OF THE PUBLIC ACTS OF 1972, AS AMENDED, BEING §125.1513 OF THE MICHIGAN COMPILED LAWS, AND, IN ACCORDANCE WITH SECTION 110.0 OF THE STATE BUILDING CODE. THIS SHALL SUPERSEDE AND VOID ANY PREVIOUS APPROVAL OF USE AND OCCUPANCY.



Larry Lehman, Chief
Charles E. Curtis, Assistant Chief
Building Division

March 23, 2006

2016 JAN 27 AM 9:40

2

Bernard J. Youngblood
Wayne County Register of Deeds
2016051420 L: 52741 P: 1297
01/27/2016 09:40 AM WD Total Pages: 3



GRECO

WARRANTY DEED

82-15449331-SCM

KNOW ALL PERSONS BY THESE PRESENTS: That: Gaudior Academy, a Michigan Public School Academy, ("Grantor")

the address of which is: 27100 Avondale, Inkster, MI 48141

convey(s) and warrant(s) to: American International Academy, Inc., a Michigan nonprofit corporation, ("Grantee")

the address of which is: 300 S. Henry Ruff Rd., Westland, MI 48186

the following described premises situated in the City of Inkster, County of Wayne, State of Michigan, to wit:

SEE EXHIBIT A

also known as Property Address: 27100 Avondale, Inkster, MI 48141

Parcel ID No. 44-017-99-0003-000

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

The Grantor grants to the Grantee the right to make All division(s) under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967, as amended.

together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, for the sum of One and 00/100 Dollars, (***\$1.00**) Dollars and other valuable consideration. REAL ESTATE TRANSFER VALUATION AFFIDAVIT FILED with this deed.

Subject to existing building and use restrictions and easements and rights of way of record.

Dated this January 19, 2016

Signed by:
Gaudior Academy, a Michigan public school academy

by: John Kirk
its: Conservator

When Recorded return to:
James Robinson
300 S. Henry Ruff Rd.
Westland, MI 48186

Send Subsequent Tax Bills To:
Grantee

Drafted By:
John Kirk
27100 Avondale
Inkster, MI 48141
Assisted by: Seaver Title Agency

MICHIGAN REAL ESTATE TRANSFER TAX
Wayne County Tax Stamp #395954
01/27/2016

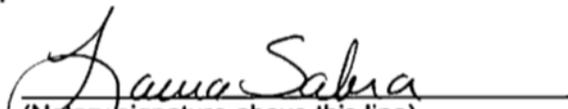


Receipt# 16-44064 L: 52741 P: 1297
State Tax: \$3937.50 County Tax: \$577.50

Do not Copy

State of Michigan)
)SS.
County of Oakland)

The foregoing instrument was acknowledged before me on 19th day of January, 2016 by John Kirk, as Conservator for Gaudior Academy, a Michigan public school academy.


(Notary signature above this line)
Notary Public Printed Name: _____
Notary County: _____, State: _____
Commission Expires: _____
Acting In: _____

LAURA SABRA
NOTARY PUBLIC, STATE OF MI
COUNTY OF WAYNE
MY COMMISSION EXPIRES Oct 22, 2021
ACTING IN COUNTY OF Oakland

EXHIBIT "A"

Land situated in the City of Inkster, County of Wayne, State of Michigan

That part of the Northwest 1/4 of Section 19, Town 2 South, Range 10 East, City of Inkster, Wayne County, Michigan, described as; beginning at a point on the East line of Inkster Road (120 feet wide) distant South 89 degrees 33 minutes East 60.00 feet along the East and West 1/4 line of said Section 19 and North 0 degrees 04 minutes 30 seconds West 43.00 feet from the West 1/4 corner of said Section 19; proceeding thence from this point of beginning North 00 degrees 04 minutes 30 seconds West along said East line of Inkster Road, 206.00 feet; thence South 89 degrees 33 minutes East 568.00 feet; thence North 00 degrees 04 minutes 30 seconds West 230.00 feet; thence South 89 degrees 33 minutes East 232.96 feet; thence along the Westerly line of Cherry Hill Manor No. 2 Subdivision, Southeast on the arc of a curve concave to the Northeast 65.42 feet (radius 1881.05 feet) and on the arc of a tangent curve to the right 233.87 feet (radius 858.99 feet) and on the arc of a tangent curve to the right 239.25 feet (radius 366.03 feet) and due South 11.35 feet tangent to said curve; thence North 89 degrees 33 minutes West 1093.01 feet along the North line of Avondale Avenue (86 feet wide) to the point of beginning.

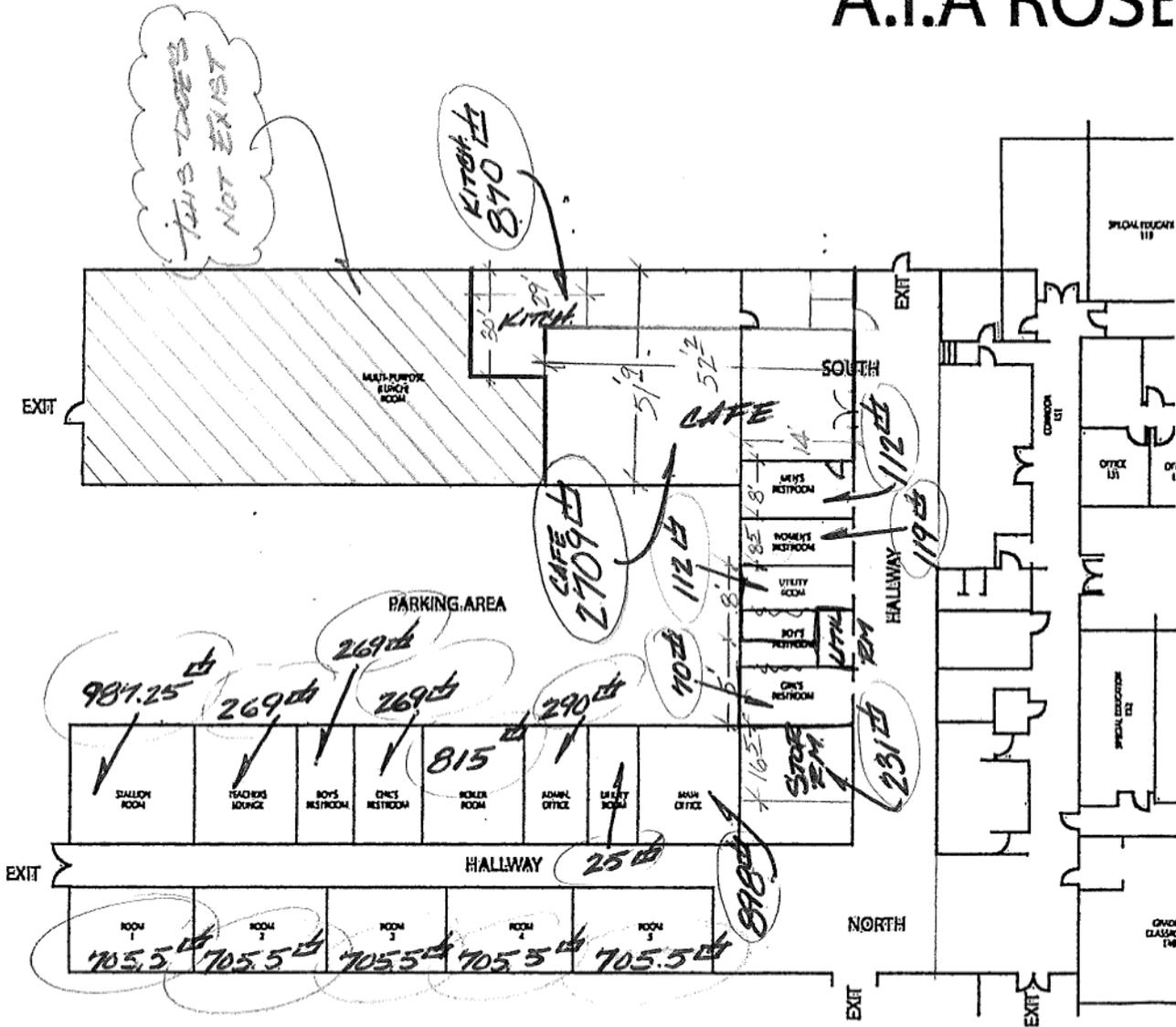
Commonly Known as: 27100 Avondale
Parcel ID No. 44-017-99-0003-000

This is to certify that there are no delinquent property taxes owed to our office on this property for five years prior to the date of this instrument. No representation is made as to the status of any tax liens or titles owed to any other entities.
No: 879 Richard P. Holroyd Not Examined
Date: 1-22-16 WAYNE COUNTY TREASURER Clerk [Signature]

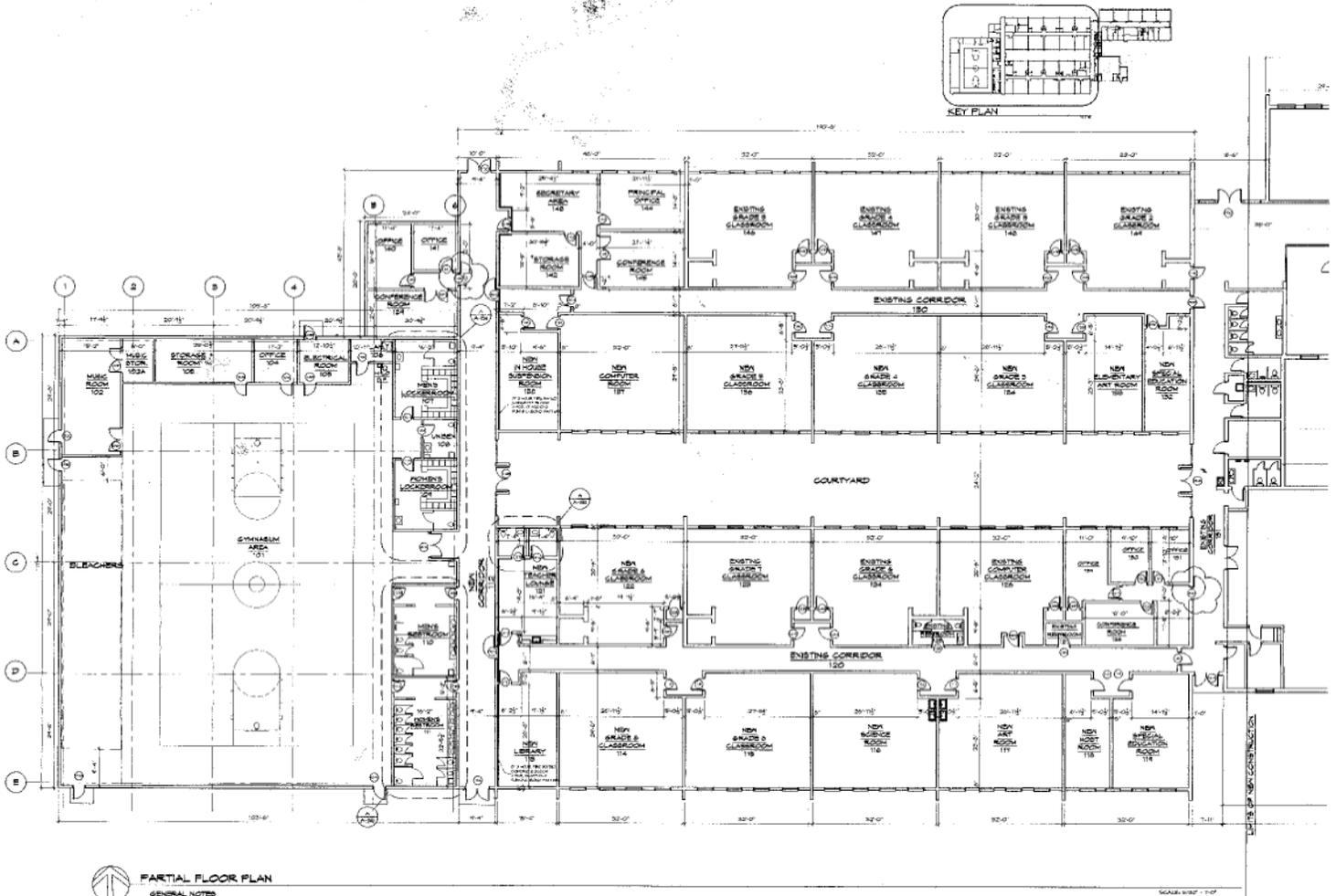
Tab C – Rosewood Building

A.I.A ROSE

EAST END



FRONT LAWN



ANTHONY ROBERT HERK ASSOCIATES, INC.
ARCHITECTS - DESIGNERS - PLANNERS
30377 MOSES STREET, SUITE 100, ROCK HILL, SC 29730
(803) 782-0700 FAX: (803) 782-0400

PROJECT ADDRESS: 11
3999 FORECASTLE, WALTER, YORKLAND

REVISIONS
11-03-06 FIRE MARSHAL REVISION E-28-07
REVIEW
#05112
8/28/06
A-2

PARTIAL FLOOR PLAN

GENERAL NOTES

1. ALL WORK AND MATERIALS FOR ALL TRADES TO BE IN ACCORDANCE WITH ALL APPLICABLE CODES AND ORDINANCES.

2. CALLS AROUND ALL OPENINGS AND FINISH ACCESS OR METAL JOINTS.

CERTIFICATE OF USE AND OCCUPANCY

PERMANENT

Michigan Department of Labor & Economic Growth
Bureau of Construction Codes/Building Division
P. O. Box 30254
Lansing, MI 48909
(517) 241-9317

~~Building Permit No. B023974~~
John B. Hearn Senior Academy
28955 Rosewood
Inkster Twp, Michigan
Wayne County

The above named building of Use Group E and Construction Type 3B is approved for use and occupancy.

THIS APPROVAL IS GRANTED UNDER THE AUTHORITY OF SECTIONS 13 OF ACT 230 OF THE PUBLIC ACTS OF 1972, AS AMENDED, BEING §125.1513 OF THE MICHIGAN COMPILED LAWS, AND, IN ACCORDANCE WITH SECTION 110.0 OF THE STATE BUILDING CODE. THIS SHALL SUPERSEDE AND VOID ANY PREVIOUS APPROVAL OF USE AND OCCUPANCY.



Larry Lehman, Chief
Charles E. Curtis, Assistant Chief
Building Division

September 2, 2010

2017069657 L: 53564 P: 1113 DD
03/09/2017 12:30:31 PM Total Pages: 2
Bernard J. Youngblood, Register of Deeds - Wayne County, MI
ELECTRONICALLY RECORDED

MICHIGAN REAL ESTATE TRANSFER TAX
Wayne County County Tax Stamp #436131
03/09/2017



ORIGINAL

Receipt# 17-55929 L: 53564 P: 1113
County Tax: \$385.00

COVENANT DEED

CHIRCO TITLE AGENCY, INC.
26800 Harper Ave., St. Clair Shores, MI 48081

www.chircotitle.com
(586)772-7020

Chemical Collateral Holding Company, LLC, a Michigan limited liability company, successor by merger to MICB Real Estate Holdings, LLC, Grantor whose address is 525 Water St, Port Huron, MI 48060, transfers and conveys to American International Academy, Inc., a Michigan non-profit corporation, Grantee, whose address is 300 S. Henry Ruff Rd., Westland, MI 48186, the premises in the City of Inkster, County of Wayne, State of Michigan, described on the attached Exhibit A, commonly known as 28955 Rosewood, Inkster, MI 48141, for the consideration of Three Hundred Fifty Thousand And No/100 Dollar(s) (\$350,000.00) subject to easements, restrictions and zoning ordinances of record, if any, and to the taxes which became a lien on December 31, 2016 under Michigan Public Act 143 of 1995 and which become due and payable after the date of this deed. Grantor covenants and agrees that Grantor has not previously done or committed or willingly suffered to be done or committed any act, matter, or thing that would cause the premises or any part of them to be charged or encumbered in title, estate, or otherwise.

Dated March 7, 2017.

Chemical Collateral Holding Company, LLC, a Michigan limited liability company, successor by merger to MICB Real Estate Holdings, LLC

BY: Catherine Plichta
Catherine Plichta
Manager

STATE OF MICHIGAN
COUNTY OF St. Clair

The foregoing instrument was acknowledged before me this 6th of March, 2017 by Catherine Plichta, the Manager of Chemical Collateral Holding Company, LLC, a Michigan limited liability company, successor by merger to MICB Real Estate Holdings, LLC.

[Signature]
Notary Public, St. Clair County,
Conn. Newberry

My Commission Expires: 6/14/17
acting in St. Clair

Instrument Drafted By:
Catherine Plichta
525 Water St.
Port Huron, MI 48060

When recorded return to:
American International
Academy, Inc.
300 S. Henry Ruff Rd.
Westland, MI 48186

Send subsequent tax bills to:
American International
Academy, Inc.
CONN. NEWBERRY, Notary Public
300 S. Henry Ruff Rd.
State of Michigan, County of St. Clair
Westland, MI 48186
My commission expires June 14, 2017
Acting in the County of St. Clair

Tax Item No. 44-008-01-1014-300
Recording Fee \$23.00 County Tr Tax: \$385.00 State Tr Tax: \$2,625.00 Total Tr Tax: \$3,010.00

C-139311 This is to certify that there are no delinquent property taxes owed to our office on this property for five years prior to the date of this instrument. No representation is made as to the status of any tax liens or titles owed to any other entities.
Receipt: 66901051 Date: 3/9/2017 By: NJ (1)
Eric R. Sabree, Wayne County Treasurer, Detroit, Michigan

EXHIBIT "A"

Lots 1014 to 1041, inclusive, also adjacent vacated West 30 feet of Garden Avenue and North 1/2 adjacent vacated Barrington Avenue, except the Southeasterly triangular part of adjacent vacated Eastern Street (*55 feet wide*) and Barrington Avenue measuring 30.22 feet on the South line and 37.22 feet on the East line, HYDE PARK SUBDIVISION NO. 1, as recorded in Liber 57, Page 23 and 24 of Plats, Wayne County Records.

C-139311

CONTRACT SCHEDULE 7
REQUIRED INFORMATION FOR
PUBLIC SCHOOL ACADEMY

SCHEDULE 7

REQUIRED INFORMATION FOR PUBLIC SCHOOL ACADEMY

Required Information for Public School Academy. This Schedule contains information required by Part 6A of the Revised School Code (“Code”). The required information for the Academy is contained in this Schedule 7.

- Section a. Governance Structure. The governance structure of the Academy is set forth in Section a of this Schedule.
- Section b. Educational Goals. The educational goals of the Academy are set forth in Section b of this Schedule.
- Section c. Educational Programs. The educational programs of the Academy are set forth in Section c of this Schedule.
- Section d. Curriculum. The curriculum of the Academy is set forth in Section d of this Schedule.
- Section e. Methods of Pupil Assessment. The methods of pupil assessment of the Academy are set forth in Section e of this Schedule.
- Section f. Application and Enrollment of Students. The application and enrollment of students criteria of the Academy are set forth in Section f of this Schedule.
- Section g. School Calendar and School Day Schedule. The school calendar and school day schedule procedures are set forth in Section g of this Schedule.
- Section h. Age or Grade Range of Pupils. The age or grade range of pupils to be enrolled by the Academy are set forth in Section h of this Schedule.

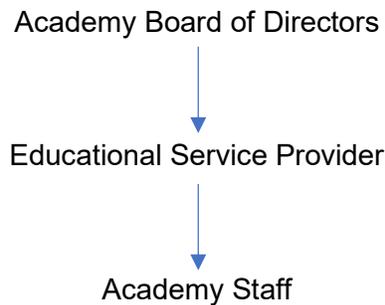
SECTION A
GOVERNANCE STRUCTURE

Governance Structure

The University Board shall appoint the Board of Directors of the Academy ("Academy Board"). The University Board has all the powers and duties permitted by law to manage the business, property and affairs of the Academy. The Academy Board is responsible for assuring that the Academy operates according to the terms and conditions of its contract and the applicable laws. The Bylaws further describe the Academy Board's governance structure.

The Academy is incorporated as a non-stock, directorship nonprofit corporation. The University Board establishes the initial number of board members to be five (5). The Academy Board shall have at least five (5), but no more than nine (9) members, as determined by the University Board. The University Board shall select the members of the Academy Board according to the terms and conditions set forth by the University Board. The names of the initial Academy Board members and their terms of office are contained in the Resolution. The selection of subsequent Academy Board members will be administered according to the Bylaws.

The Academy Board shall manage the business, property, and affairs of the Academy. The Academy Board shall set all educational, fiscal, and administrative policies for the Academy. A copy of the Academy's organizational chart is set forth below.



The American International Academy Board of Directors currently consists of five (5) members. The Lake Superior State University Board of Trustees appointed each of the following individuals as Academy Board members. The term of office for each individual was decided by resolution of the Academy Board.

Nominations and appointments of subsequent Academy Board members shall be made in accordance with this Contract. Vacancies in office shall be determined and filled pursuant to the provisions set forth in the Bylaws. The current Academy Board members are as follows:

Name	Office	Term
Peter Stockmann	President	June 30, 2024
Bryan Walker	Vice President	June 30, 2026
Angeline Gardner	Treasurer	June 30, 2024
Natalie Evans	Secretary	June 30, 2026
Freda King	Member	June 30, 2025

SECTION B
EDUCATIONAL GOALS

Educational Goals

American International Academy provides high quality, relevant and varied educational programs and opportunity for the intellectual, cultural, and personal growth for all stakeholders.

Pursuant to the Terms and Conditions of this Contract, the Academy shall demonstrate measurable progress toward the educational goals identified below in the table in this schedule and in accordance with applicable law. The Academy shall pursue the educational goal of preparing students for success in college, work and life. The achievement or measurable progress toward meeting these goals may constitute grounds for the University Board to continue the Contract, suspend the Contract, or revoke the Contract.

It is expected that the academy will meet the state of Michigan's accountability standards and any improvement targets required to be achieved pursuant to state and federal law. Upon request, the Academy Board shall provide the CSO with a written report, along with supporting data, assessing the Academy's progress toward achieving these goals. The Academy Board shall demonstrate improved academic achievement for all groups of pupils.

Measures for Determining Educational Goal Achievement

To measure progress in preparing all students academically for success in college, work and life, the Academy's performance will be assessed using the measures of student growth and achievement specified below. The Academy will administer the specified tests in accordance with the testing windows set by the authorizer. Student test results from the fall testing window will be used as the baseline for determining the amount of growth the Academy needs to make with students to help them reach the achievement targets.

Measure 1: Student Growth

Improved academic achievement for all groups of students in grades 2nd through 8th will be assessed using the following metrics and growth targets.

Grade(s)	Metric	Target
2 nd -8 th	The median Student Conditional Growth Percentile as measured by Measures of Academic Progress [®] by NWEA.	The median Student Conditional Growth Percentile will be at or above the 50 th percentile

Measure 2: Student Achievement

The academic achievement of all students who have been enrolled for three or more consecutive academic years at the Academy will be assessed using the following metrics and achievement targets.

Grade(s)	Metric	Target
2 nd -8 th	The percentage of cohort students achieving math and reading scaled scores that meet or exceed targets based on the most current NWEA MAP® national norms	Cohort students ¹ will achieve scores equal to or greater than the grade-level reading and math targets identified in this schedule
2 nd -8 th 8 th , 9 th , 10 th 11 th	The median subject scores in math and reading as measured by performance on NWEA's MAP® The median subject scores as measured by performance on the PSAT® or successor test The median subject scores as measured by performance on the SAT® or successor test	Cohort students will achieve subject scores greater than that of non-cohort students ²

¹Cohort students are those students who have attended an academy for three or more consecutive academic years. ²Non-cohort students are those students who have attended an academy for less than three consecutive academic years.

Measures of Academic Progress Norm Targets

Grade	Spring Reading Target	Spring Math Target
2 nd	185.57	189.42
3 rd	197.12	201.08
4 th	204.83	210.51
5 th	210.98	218.75
6 th	215.36	222.88
7 th	218.36	226.73
8 th	221.66	230.30

NOTE: The targets are based on NWEA MAP’s 2020 spring targets set at the 50th percentile. These targets do not necessarily denote college and career readiness. The targets will be automatically adjusted each time NWEA updates its norm study with no need for a contract amendment.

Measure 3: Student Achievement-Relative Performance and State/Federal Accountability

The academic achievement of Full Academic Year (FAY) Students will be assessed using the following metrics and achievement targets.

For Accountability purposes, the MDE defines FAY students are those who are enrolled in the school at Fall General Collection, the Spring General Collection, and at the enrollment snapshot for the given assessment.

Grade(s)	Metric	Target
3 rd -8 th , 11 th	State Assessment Michigan Student Test of Educational Progress (M-STEP) or successor test	The Academy will meet state/federal requirements
8 th , 9 th , 10 th	Pre-Scholastic Aptitude Test (PSAT) or successor test	
11 th	State Assessment Michigan Merit Exam (MME, SAT) or successor test	
All Grades	State Accountability	

Measure 4: Academy Specific Goals

Academy specific goals are optional but encouraged. Measure 4 goals are unique to each academy, must be measurable, not conflict with the already existing authorizer measures on student growth, student achievement, with federal/state accountability, and be authorizer approved.

***American International Academy chooses to opt out of any additional goals under academy specific goals.**

SECTION C

EDUCATIONAL PROGRAMS



American International
Academy
Henry Ruff Campus
300 S. Henry Ruff Rd.
Westland, MI 48186
Phone: (734) 713-5525 (press: 1)

American International
Academy
Avondale Campus
27100 Avondale
Inkster, MI 48141
Phone: (734) 713-5525 (press 2)

American International
Academy
Rosewood Campus
28955 Rosewood
Inkster, MI 48141
Phone: (734) 713-5525 (press 3)

Schedule 7C

Educational Programs

American International Academy's Educational Programs have been designed to ensure the Academy's Educational Goals are met. The Educational Program is aligned to the Academy's MDE Academic Reform and Design plan to ensure student academic success. The Academic program focus on the individual needs of the students and the academic expectations of all K-12 students as identified by Common Core State Standards. The Program focuses on the schools "Big Ideas of the following:

- Positive Climate and Culture
- Professional Learning Community
- Differentiated Instruction/Blended Learning
- Technology Integration and Innovation
- Cultural Relevance
- Social Emotional development
- Career and/ or College Readiness

In order to achieve a Positive Climate and Culture, the academy's belief statement is "**LOVE, LAUGH, AND LOVE.**" Incorporate in the mission of American International Academy are the following belief's that guide the Educational Program.

Our continued Focus is to address the needs of the whole child and establish a culture and climate of high expectations and providing developmentally appropriate work that supports the success of our students. Additionally, developing a mutually respectful relationship with students require considerable knowledge of communication diversity both non- verbal and verbal. Teachers use strategies that involve students' communicating in comfortable ways with teaching levels of diversity in communication and cultural expectations.

The Academy's philosophy bolsters the students' internal motivation and reshapes the students' and the family's perceptions of what "school" means and what school can do for individual growth.

Curriculum

American International Academy uses Curriculum Works to organize and maintain the district's curriculum resources which include lesson plans, pacing guides, scope and sequence.

The district curriculum and objectives support the students' acquisition of: critical thinking, problem solving and task performance abilities to ensure mastery of the required grade level content outline in the Common Core State Standards for ELA, Math, Social Studies and Next Generation Science Standards. The following Resources are utilized for these subjects in Electronic and paper format:

Paper Format

English Language Arts (K-12)

MAISA UNITS of study
Guided Reading books
Chapter Books

Electronic Format

Study.com (K-12) online curriculum
(HS- Science, Math, Social Studies, ELA)
Moby Max (Supplemental)
Flocabulary (Supplemental)

Mathematics (K-12)

Go Math
MAISA UNITS of study

Science (K-8)

Studies Weekly
Supplemental: Study.com & MAISA Units of Study

Social Studies (K-8)

Studies Weekly
Supplemental: Study.com & MAISA Units of Study

Explanation of Curriculum Resources

MAISA UNITS

Oakland Schools led the development of the MAISA ELA Common Core-aligned units of study that were piloted and reviewed by teachers statewide. This multi-year project resulted in a comprehensive K-12 curriculum that is aligned not only to the standards, but also across grades. These units are not scripts but are guidelines for teachers; we encourage educators to adapt them for their population and context.

Guided Reading Books

Multi- Cultural Books that range from Pre- K Reading Level to 12th Grade Reading Level that allows students to access reading materials at their current reading ability.

GO MATH (K-5)

Go Math! for grades K–6 emphasizes **ease of use**, bringing together assessment, personalized practice, and on-demand professional learning in one place.

Studies and Science Weekly

Online and Paper Format

Studies Weekly is standards-based K-6 core curriculum for Social Studies, Science and Social Emotional Learning in a periodical format that is customized and standards based that incorporates project- based learning and inquiry concepts

SECTION D
CURRICULUM

**CURRICULUM
TO BE UPLOADED SEPARATELY**

SECTION E

METHODS OF PUPIL ASSESSMENT



American International
Academy
Henry Ruff Campus
300 S. Henry Ruff Rd.
Westland, MI 48186
Phone: (734) 713-5525 (press: 1)

American International
Academy
Avondale Campus
27100 Avondale
Inkster, MI 48141
Phone: (734) 713-5525 (press 2)

American International
Academy
Rosewood Campus
28955 Rosewood
Inkster, MI 48141
Phone: (734) 713-5525 (press 3)

Schedule 7e

Methods of Pupil Assessment

District Assessment

K-8 NWEA - NWEA MAP Growth is a **nationally normed, standardized achievement test** which measures what students know and informs what they're ready to learn next by using a computer adaptive test that adjusts to the ability and knowledge of the student. The Academies administer the NWEA three times per year to monitor student progress and determine areas of need for individual students and on the classroom level. The goal is for students to show more than one year's academic growth using their fall scores as a baseline and the winter scores as an interim indicator of gains. The spring scores, coupled with the fall baseline scores, depict the gains analysis of each student. Growth and achievement data are identified and examined during this process. The PLC makes recommendations for professional development based on NWEA assessment.

State Assessment

M-Step - The **Michigan Student Test of Educational Progress (M-STEP)** is a 21st Century test given primarily online each spring and is designed to gauge how well students are mastering state standards. The Academy also analyzes data from the Michigan Student Test of Educational Progress (M-Step) to inform instruction and guide the Michigan Continuous Improvement Process.

PSAT- The Preliminary SAT, also known as the PSAT/NMSQT® (National Merit Scholarship Qualifying Test)(**8/9 & 10**), is a practice version of the **SAT** exam.

SAT- (11th & 12) The purpose of the SAT is to measure a high school student's readiness for college, and provide colleges with one common data point that can be used to compare all applicants.

Benchmark Assessments

K-12 District developed CCSS benchmark methods used to monitor student progress toward academic success.

Teachers use formative assessments and monitor student progress through conversations, projects, journal writing learning centers and correspondence with parents/ guardians. The day-to day assessments support the Academy's mission of empowering the learners by allowing choice and multiple measures of assessment that details individual student strengths while

preparing students for the type of standardized assessment encountered throughout their school journey.

The Blended Learning portion of the Educational Program has built-in assessments for its computer adaptive programs. These assessments give real-time data on Lexile (reading levels) and mastery of standards for instructors to utilize to guide instruction.

SECTION F

APPLICATION AND ENROLLMENT OF STUDENTS

Application and Enrollment Requirements

American International Academy

Enrollment Limits

The Academy will offer Pre-Kindergarten through twelfth grade. The maximum enrollment shall be 1,000 students. The Academy will annually adopt maximum enrollment figures prior to its application and enrollment period.

Requirements

Section 504 of the Revised School Code states that public school academies shall neither charge tuition nor discriminate in pupil admissions policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis that would be illegal if used by a Michigan public school district.

- Academy enrollment shall be open to all individuals who reside in Michigan. Except for a foreign exchange student who is not a United States citizen, a public school academy shall not enroll a pupil who is not a Michigan resident.
- Academy admissions may be limited to pupils within a particular age range/grade level or on any other basis that would be legal if used by a Michigan public school district.
- The Academy Board may establish a policy providing enrollment priority to siblings of currently enrolled pupils. However, the Academy may not provide a preference to children of Board members or Academy employees.
- The Academy shall allow any pupil who was enrolled in the immediately preceding academic year to re-enroll in the appropriate age range/grade level unless that grade is not offered.
- No student may be denied participation in the application process due to lack of student records.
- If the Academy receives more applications for enrollment than there are spaces available, pupils shall be selected for enrollment through a random selection drawing.

Application Process

- The application period shall be a minimum of two weeks in duration, with evening and/or weekend times available.
- The Academy shall accept applications all year. If openings occur during the academic year, students shall be enrolled. If openings do not exist, applicants shall be placed on the official waiting list. The waiting list shall cease to exist at the beginning of the next application period.
- In the event there are openings in the class for which students have applied, students shall be admitted according to the official waiting list. The position on the waiting list shall be determined by the random selection drawing. If there is no waiting list, students shall be admitted on a first-come, first-served basis.
- The Academy may neither close the application period nor hold a random selection drawing for unauthorized grades prior to receipt of approval from the Charter Schools Office.

Legal Notice

- The Academy shall provide legal notice of the application and enrollment process in a local newspaper of general circulation. A copy of the legal notice must be forwarded to the Charter Schools Office.
- At a minimum, the legal notice must include:
 - A. The process and/or location(s) for requesting and submitting applications.
 - B. The beginning date and the ending date of the application period.
 - C. The date, time, and place the random selection drawing(s) will be held, if needed.
- The legal notice of the application period shall be designed to inform individuals that are most likely to be interested in attending the Academy.
- The Academy, being an equal opportunity educational institution, shall be committed to good-faith affirmative action efforts to seek out, create and serve a diverse student body.

Re-enrolling Students

- The Academy shall notify parents or guardians of all enrolled students of the deadline for notifying the Academy that they wish to re-enroll their child.
- If the Academy Board has a sibling preference policy, the re-enrollment notice must also request that the parent or guardian indicate whether a sibling(s) seeks to enroll for the upcoming academic year.
- An enrolled student who does not re-enroll by the specified date can only apply to the Academy during the application period for new students.
- An applicant on the waiting list at the time a new application period begins must reapply as a new student.
- After collecting the parent or guardian responses, the Academy must determine the following:
 - A. The number of students who have re-enrolled per grade or grouping level.
 - B. The number of siblings seeking admission for the upcoming academic year per grade.
 - C. If space is unavailable, the Academy must develop a waiting list for siblings of re-enrolled students.
 - D. The number of spaces remaining, per grade, after enrollment of current students and siblings.

Random Selection Drawing

A random selection drawing is required if the number of applications exceeds the number of available spaces.

Prior to the application period, the Academy shall:

- Establish written procedures for conducting a random selection drawing.
- Establish the maximum number of spaces available per grade or grouping level.
- Establish the date, time, place and person to conduct the random selection drawing.
- Notify the Charter Schools Office of both the application period and the date of the random selection drawing, if needed. The Charter Schools Office may have a representative on-site to monitor the random selection drawing process.

The Academy shall use a credible, neutral “third party” such as a CPA firm, government official, ISD official or civic leader to conduct the random selection drawing. Further, the Academy shall:

- Conduct the random selection drawing at a public meeting where parents, community members and the public may observe the process.
- Use numbers, letters, or another system that guarantees fairness and does not give an advantage to any applicant.

The Academy shall notify applicants not chosen in the random selection drawing that they were not selected and that their name has been placed on the Academy’s official waiting list for openings that may occur during the academic year. Students shall appear on the official waiting list in the order they were selected in the random selection drawing.

SECTION G

SCHOOL CALENDAR AND SCHOOL DAY SCHEDULE

SECTION 7g: SCHOOL CALENDAR AND SCHOOL DAY SCHEDULE

School Calendar

The Academy's school calendar shall comply with the Code and the School Aid Act of 1979. The Academy Board must submit a copy of the Academy's school calendar to the University Board.

School Day Schedule

The Academy Board must structure the Academy's school day schedule to meet the required number of instructional days and hours as set forth in the Code and the Act. The Academy Board must submit the school day schedule to the University Board prior to the commencement of each academic year.

SECTION H

AGE OR GRADE RANGE OF PUPILS

SECTION 7h: AGE OR GRADE RANGE OF PUPILS

The Academy will enroll students in Pre-Kindergarten through twelfth grade. The Academy may add grades with the prior written approval of the Charter Schools Office Director or the University Board.

Students of the Academy will be children who have reached the age of five (5) as set forth in MCL 380.1147. If a child is not 5 years of age on the specified enrollment eligibility date but will be 5 years of age not later than December 1 of a school year, the parent or legal guardian of that child may enroll the child in kindergarten for that school year if the parent or legal guardian notifies the school in a timely manner.