

Board of Education Meeting

Liberty School Board Room

May 9, 2023 at 6:30 PM



AGENDA

Mission

We, the Saline Area Schools, will equip all students with the knowledge, technological proficiency, and personal skills necessary to succeed in an increasingly complex society. We expect that our students, staff, and the Saline Community will share in these responsibilities.

OPENING

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **PUBLIC COMMENT**

A member of the public may address the Board briefly, for up to three minutes, or request to be scheduled on the agenda of a future meeting. Please note that students will be given priority to speak on any topic. The first public participation portion of the meeting will be limited to one-half hour (30 minutes) normally and limited to agenda items. A second public participation portion will be offered at the end of the agenda to allow for any other comment.

Individuals addressing the Board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a Board Member, District Employee, or Student.

STUDENTS

OTHER PUBLIC STAKEHOLDERS

5. **RESPONSE TO PREVIOUS PUBLIC COMMENT**

AGENDA

6. **REVISIONS/APPROVAL OF AGENDA**

(Items may be added or deleted from the meeting agenda, and/or the order of items may be changed, at the request of an individual Board member or the Superintendent. The agendas must be approved before proceeding further.)

RECOMMENDED MOTION . . . move to approve the agenda as printed/revised.

7. ACTION ITEMS

- A. RECOMMENDED MOTION ... to approve the resolution designating Michael McVey as the representative of this Board for the biennial election of the Board of Washtenaw Intermediate School District on Monday June 5, 2023 and Jennifer Miller as an alternate in the event the designated representative is unable to attend.**
- B. RECOMMENDED MOTION ... to approve the amended proposal for the payment to Barton Mallow in the amount of \$1,046,190.00 for their assistance with technology aspects of bond projects per the recommendation of Jay Grossman, Director of Technology.**
- C. RECOMMENDED MOTION ... to approve the awarded Round II CARES Discretionary Funding in the amount of \$43,145.00 as submitted by Director of Community Education Brian Puffer.**
- D. RECOMMENDED MOTION ...to approve the resolution to authorize Superintendent Laatsch on behalf of Saline Area Schools to sign the Attorney-Client Contract to join the social media lawsuit on the terms specified in the contract. This is being submitted by Superintendent Laatsch, at the recommendation of Thrun Law Firm.**

8. SCHEDULED REPORTS

- A. DEI AC Quarterly Update**
Presenters: Tiffanie Alexander, Alice Kazee, Amy Tesolin, Channon Washington

9. DISCUSSION ITEMS

- A. WISD Budget Presentation**
Michael McVey, Committee Chair

RECOMMENDED MOTION ... move to support/disapprove the WISD 2023-2023 Budget as submitted.

- B. Policy Committee Meeting of 5/1/23 Update**
Jenny Miller, Committee Chair

- B. **Finance Committee Meeting of 5/9/23 Update**
Brad Gerbe, Committee Chair

10. **ADMINISTRATION / BOARD UPDATES**

11. **CONSENT AGENDA**

The Consent Agenda is listed in this agenda and will not be read aloud. The motion noted will allow for the authorization of all listed items, without discussion, unless a member of the Board requests that any one or all be considered individually.

RECOMMENDED MOTION . . . move to authorize the Consent Agenda as printed / amended:

- A. **Approval** of the Board of Education Meeting Minutes of April 25, 2023
- B. **Approval** of the Board Policy Committee Meeting Minutes of April 19, 2023
- C. **Approval of Payment** of the General Fund Accounts Payable of May 9, 2023, in the amount of \$3,064,710.40
- D. **Approval of Payment** of Bond Fund Series III Accounts Payable of May 9, 2023, in the amount of \$37,394.62
- E. **Approval of Payment** of 2023 Bond Fund Series I Accounts Payable of May 9, 2023, in the amount of \$482,205.61
- F. **Receive and File** Finance and Human Resources Reports

CLOSING

12. **ITEMS SCHEDULED ON NEXT AGENDA**

13. **PUBLIC COMMENT**

A member of the public may address the Board briefly, for up to three minutes, or request to be scheduled on the agenda of a future meeting.

STUDENTS

OTHER PUBLIC STAKEHOLDERS

14. NEXT MEETING

The next Board of Education Meeting will be held on May 23, 2023, at 6:30 PM.

15. CLOSED SESSION

RECOMMENDED MOTION ... to enter Closed Session of the Board of Education at _____ PM, with the intent to re-enter Open Session at approximately _____ PM, for the purpose of discussing a personnel matter under section 8(a). Under Section 8(a) a simple majority vote is sufficient to enter into a closed session.

16. RECOMMENDED MOTION ... to re-enter Open Session of the Regular Board of Education Meeting at _____ PM.

17. ADJOURNMENT

RECOMMENDED MOTION ... move to adjourn the Regular Board of Education Meeting of May 9, 2023, at _____ PM.

**RESOLUTION TO CONSIDER DESIGNATION OF ELECTORAL REPRESENTATIVE
FOR THE JUNE 5, 2023, BIENNIAL ELECTION**

Saline Area School District (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the Liberty School Board Room, 7265 North Ann Arbor St., Saline, MI, within the boundaries of the District, on the 25th day of April, 2023, at 6:30 o'clock in the p.m.

The meeting was called to order by Michael McVey, President.

Present: Tim Austin, Susan Estep, Brad Gerbe, Lauren Gold, Michael McVey, Jenny Miller and Jennifer Steben

Absent: N/A

The following preamble and resolution were offered by Member Jennifer Steben and supported by Member Susan Estep:

WHEREAS:

1. The Revised School Code provides that board members of Washtenaw Intermediate School District, Michigan (the "ISD"), be elected biennially on the first Monday in June by an electoral body composed of one (1) person designated by the board of each constituent school district; and

2. The Revised School Code further provides that this Board shall consider the resolution of designating its representative on the electoral body at not less than one (1) public meeting before adopting the designating resolution; and

3. This Board now determines it necessary and desirable to establish the first public meeting at which this Board will consider the proposed resolution designating the District's representative on the electoral body.

NOW, THEREFORE, BE IT RESOLVED THAT:


1. At the public meeting of this Board to be held on the 25th day of April, 2023, at 6:30 o'clock in the p.m., to be held at the Liberty School Board Room, 7265 North Ann Arbor St., Saline, MI, this Board will consider a resolution to appoint Michael McVey as the designated representative of this District for the electoral body of the ISD biennial election to be held June 5, 2023 and Jennifer Miller as an alternate in the event the designated representative is unable to attend.

2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Tim Austin, Susan Estep, Brad Gerbe, Lauren Gold, Michael McVey, Jennifer Miller and Jennifer Steben

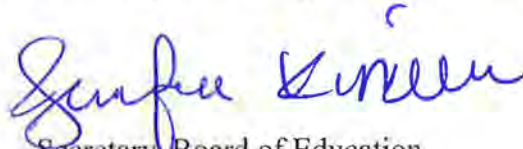
Nays: N/A

Resolution declared adopted.



Secretary, Board of Education
Jennifer K. Miller

The undersigned duly qualified and acting Secretary of the Board of Education of Saline Area Schools, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on April 25, 2023, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).



Secretary, Board of Education
Jennifer K. Miller



Saline Area Schools - IT Department

TO: Steve Laatsch, Superintendent
Miranda Owsley, Asst Superintendent of Finance
Board of Education

FROM: Jay Grossman, Director of Technology

DATE: April, 2023

RE: Technology Purchases

Please consider this proposal from the Technology Department for the payment to Barton Mallow in the amount of \$1,046,190 for their assistance with technology aspects of bond projects.

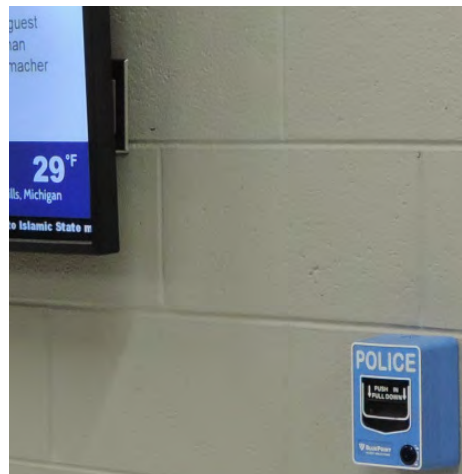
Barton Mallow has been working with Saline beginning in 2010. We have consulted with them on projects in the past and value the relationship we have developed over the years. Their knowledge and expertise in the field has helped Saline Area Schools assess and implement solutions to keep our district at the forefront of technology required to successfully run and manage our schools.

Please review the attached documentation from Barton Mallow regarding timelines for their involvement with bond projects. After reading through the proposal, please don't hesitate to contact me with any questions at grossmaj@salineschools.org.

FIRM OVERVIEW

With more than 1,000 team members spread throughout Barton Malow’s 14 offices, Barton Malow works in the K12, higher education, health, sports, entertainment, and specialty markets, striving to provide value at every step of the project phase. We are committed to education and are one of the largest school facilities companies in the nation providing comprehensive services including technology and security design, bond planning/campaign, and construction management services.

At our educational client’s request Barton Malow began providing technology services in 1993 initially to resolve their technology issues after summer construction projects. School districts began asking us to get involved earlier in the process ultimately asking for our involvement with technology planning and design. In 1997 Barton Malow’s Technology Services group was formalized and has steadily grown in volume completing over \$500,000,000 in K12 technology planning, design, and management projects. Our team includes security, AV, infrastructure, and education specialists as well as certified Google Trainers. Frequent solutions include:



LEARNING SPACES

- Classroom Learning Systems
- Collaborative Learning
- STEM + Maker Spaces
- Professional Development
- Student Devices + 1:1 Programs
- Presentation + Conference Systems

SCHOOL SECURITY

- Video Surveillance
- Access Control
- Secure Entrances
- Emergency Alert
- Mass Notifications
- Police Notifications
- Bus Security

TECHNOLOGY INFRASTRUCTURE

- Network + Wireless Infrastructure
- Structured Cabling
- Outside Private Fiber
- Server, Storage, + Disaster Recovery
- Unified Communication
- Clock + PA Systems

While the majority of our technology projects are in K12 education, we also bring experience from a wide range of projects including universities, hospitals, stadiums, and military buildings. For example, we completed all low voltage and security systems for a new 275 bed hospital coordinating both the construction low-voltage systems as well as installation of all Owner systems. This breadth of projects combined with our deep K12 experience allows us to bring innovative solutions to our clients.

Memorandum



To: Saline Area Schools Board of Education
From: Brian Puffer
Director, Saline Community Education
Date: April 10, 2023
RE: Recommendations for CARES Discretionary Funds – Round II 2022/23

Following is a list of grant proposals submitted and reviewed by the CARES Advisory Council for Round II of the discretionary grant cycle:

Project Name	Organization	Requested
Expansion	3 rd Eye Creative Management	15,000.00
Historical Library	Saline Area Schools	10,000.00
Pickleball Equipment	Saline Area Senior Center	2,805.00
Rec on the Go	Saline Parks & Recreation	7,244.00
Tefft Tennis Courts	Saline Parks & Recreation	15,000.00
Transportation	Saline Area Senior Center	15,000.00
Water Safety Enhancements	Saline Parks & Recreation	2,100.00
Wayfinding Signs	Saline Parks & Recreation	11,300.00
Total		\$78,449.00

The CARES Advisory Council requests Board of Education approval for allocation of funds as follows:

Project Name	Organization	Awarded
Pickleball Equipment	Saline Area Senior Center	2,805.00
Rec on the Go	Saline Parks & Recreation	760.00
Tefft Tennis Courts	Saline Parks & Recreation	15,000.00
Transportation	Saline Area Senior Center	15,000.00
Water Safety Enhancements	Saline Parks & Recreation	2,100.00
Wayfinding Signs	Saline Parks & Recreation	7,480.00
Total		\$43,145.00

If you have any questions, please feel free to contact me. Thank you very much.

BP:sld



2022-2023 CARES REQUEST FOR PROPOSALS

The purpose of the CARES Millage is to provide funding for Cultural Arts, Recreation, Enrichment, and Senior Citizen programs and facilities that enhance the life of residents within the Saline Area Schools District community.

In May 2017, voters passed the CARES Recreation Millage of 0.5 mills for 10 years. The Millage provides annual funding for five specific programs and also create a Discretionary Fund which is allocated through a grant process to meet additional needs.

The four specific programs funded annually through CARES are:

- a) Saline Area Senior Citizen Center
- b) Saline Area School Pool
- c) Saline Area School Theater Management
- d) Saline Community Education, Recreation and Enrichment Programs

The Discretionary Funds may be granted to any worthwhile projects which enhance the quality of life in the Saline Community through new or expanded programs and/or facilities for the **Cultural Arts, Recreation, Enrichment, and Senior Citizens**. It is the intention of the Discretionary Funds to be one piece in pulling a project together.

This packet includes:

1. Request for Proposal – Guidelines
2. Grant Application Cover Sheet
3. Grant Application Format
4. Project Budget Form

The CARES Advisory Council is appointed by the Saline Board of Education. The Council consists of five volunteer community members and the Superintendent or his designee.

2022-2023 CARES REQUEST FOR PROPOSALS GUIDELINES

REQUIREMENTS:

Proposals for discretionary CARES funds must meet the following criteria:

1. Create or enhance programs and/or facilities related to cultural arts, recreation or enrichment.
2. Serve residents living within the Saline Area School District boundaries.
3. Not discriminate on the basis of sex, age, color, disability, handicap, height, weight, national origin, race, religion, sexual orientation, socio-economic status or other personal characteristics; in access to, or participation in the activity. This does not preclude programs that target a specific population.
4. Recipients shall recognize CARES support in flyers, news releases, posters, and other public relations materials.
5. Recipients may be required to open their CARES related financial records to Saline Schools auditors.
6. Recipient shall submit a financial report and evaluation of the activity vis-à-vis the R.F.P. every 12 months from the date of funds granting and/or upon completion of the activity. Note: Only one report/evaluation is required if the activity is completed in less than 12 months.
7. Recipients are to be, or function as, a nonprofit organization.
8. Recipients must maintain the scope of the grant request.

SELECTION CRITERIA:

Those proposals which satisfy the largest number of criteria, to the greatest degree, will enhance the probability of being granted funding.

1. Provide evidence of community area (Saline Area School District) interest or need.
2. Serve a number of residents and/or provide a greater depth of service.
3. Provide new value in a program or a facility; expand an existing program or facility.
4. Provide a clear, well-defined outcome or result.
5. Identify the method to be used to measure the outcome or result.
6. Identify any collaboration and/or partnerships with other nonprofits.
7. Identify plans to involve volunteers.
8. Identify other funding sources and/or in-kind resources
9. Identify the benefit to the community for the requested funds (return on investment).
10. The following are **not** preferred uses of CARES funds: maintenance expenses, normal operating expenses, loans, multi-year funding (single request), salary compensation, travel expenses.

DEADLINES:

Approximately 75% of the annual Discretionary Funds may be allocated in Round I, with the remaining 25% of funds reserved for Round II, and if funds are still available, the remainder may be allocated in Round III.

September 30, 2022: Round I Proposals due at Liberty School Community Education Office by 4:00 PM.

January 27, 2022: Round II Proposals due at Liberty School Community Education Office by 4:00 PM.

March 24, 2023: Round III Proposals due at Libery School Community Education Office by 4:00 PM.

AMOUNT OF REQUESTS:

\$1,000 - \$15,000 per funding cycle depending on amount available.

HOW TO APPLY:

1. Apply online [2022/23 CARES Application](#). It is strongly recommended that you briefly discuss the pending proposal in advance with Brian Puffer, Director of Community Education, to ensure that it fits within the required guidelines.

PHONE: 734-401-4021
EMAIL: pufferb@salineschools.org
FAX: 734-401-4094
ADDRESS: CARES
Liberty School
7265 North Ann Arbor Street
Saline, MI 48176

REVIEW PROCESS:

1. Each proposal will be reviewed by the CARES Advisory Council. Applicants may be requested to attend one or more CARES meetings to discuss their proposal with the Council. Additional information may be requested in order to clarify the proposal. Incomplete Grant Proposal Forms may be eliminated from consideration or delayed until future funding cycles.
2. The CARES Advisory Council will forward its recommendation to the Saline Board of Education for their official action.



COVER SHEET

Date: _____

Name of Organization: Saline Area Schools Community Relations

Address of Organization: 7265 N Ann Arbor St.

Mailing Address (if different): _____

Contact Person #1: Anna Britnell Position in Organization: Director

Phone: 734-401-4007 Fax: _____ Email: britnela@salineschools.org

Contact Person #2: _____ Position in Organization: _____

Phone: _____ Fax: _____ Email: _____

PROJECT INFORMATION

Project Name:
SAS Historical Library Enhancements

Purpose of Grant (one sentence):
To enhance the SAS Historical Library that currently exists inside of Liberty School, which contains the District's largest collection of historical documents and artifacts.

Example: <https://site.rocketalumnisolutions.com/categories/45>

Number of People Served: 10,000

Amount Requested \$ 10,000.00 Total Project Cost \$ 10,000.00

Project Period Start Date: April 2023 End Date: May 2023

Anna M. Britnell
Signature of Applicant

Anna Britnell
Title
02/03/2023
Date



Please provide the following information. Keep your proposal short and concise.
Please enter N/A if question does not apply, field cannot be left blank.

I. NARRATIVE

a. Summary

Briefly explain why you are requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

The Saline Area Schools Historical Library is located inside of the Board of Education Room at Liberty School. This project started in the summer of 2021 using funds from a small startup grant from the Foundation of Saine Area Schools. Inside of the Library, you will find professional archive shelving, preservation boxes, and The volunteers working in the library have been sorting through thousands of documents, photographs, booklets, and other historical materials. Once the word got out about the library, people from around the country have begun to mail us their historical artifacts to preserve forever.

b. Project Information

Include any of the following topics that pertain to your request

1. Statement of need and/or interest to be addressed.

We are seeking funds to take the next step in the process - which includes a digital component for guests to search a history platform. Adding this feature to the library will allow us to expand the collection and make the Saline Area Schools story more accessible to those interested.

2a. Identify the expected number of residents to be served and describe.

The library will serve all students and staff at Saline Area Schools, the entire Saline community, and all interested alumni. The library was specifically placed at Liberty School, which we consider a community building, so all can have access as a resource. This could be upwards of thousands of people!

2b. Identify the greater depth of service provided.

The historical library acts as a resource to our Saline community. For example, our yearbook classes and history classes are able to visit the library to search through materials and a near-complete set of yearbooks. Also, our alumni association is able to access materials that we have collected for their class reunions. As a district, we are able to use the artifacts to celebrate SAS history within the school buildings.

3a. Identify the new value of the program/facility.

Everyone who has visited the library loves the direction and the mission of what we are trying to do. This will be a satellite version of the Saline Historical Society, but specific to Saline Area Schools.

3b. Identify the expansion of an existing program or facility.

this grant will allow us to expand our collection practices to an entirely new level. To be able to capture oral history from some of our oldest graduates is an opportunity we need to embark on as soon as possible. Adding a digital component to the library allows for a greater reach.

4. Identify the outcome or result.

The result will be the opportunity to capture stories from hundreds of graduates and compile them in one place forever.

5. Identify the method to be used to measure the outcome or result.

Once the historical library is fully operational, we plan to track (1) donations (2) oral history (3) quantity of visitors accessing the library and (4) total quantity of materials

6. Identify any collaboration and/or partnership with other non-profits.

As mentioned, The Foundation for Saline Area Schools provided the first startup grant to get this project off the ground. We also partner with the Saline Alumni Association to help build the database and spread the word about the project.

7. Identify plans to involve volunteers.

Currently, I am partnering with two alumni – one from the class of '71' and one from the class of '70.' Both previously worked in university level libraries and come with a great deal of archive experience. In addition, I have independent-study students year-round who assist me with various library projects.

8. Identify other funding sources and/or in-kind resources. What other sources of support are available for this project?

The Saline Area Schools district is a major resource. Being able to communicate to our families and community about the project from the actual district has helped bring in historical materials at a much quicker pace.

9. Identify the benefit to the community for the requested funds (return on investment).

Once operational, this library will be available for public use and visitation.

10. Identify strategies for maintaining funding the facility/service after the grant period.

The facility has already been built and storage is just finishing. We will maintain the library from central office and encourage anyone who is interested in getting involved to join our team.

11. Describe qualifications of key staff and volunteers which will ensure the success of the project.

I meet with the volunteers every Thursday. They volunteer anywhere from 2 to 6 hours each Thursday to work on bringing the library to life. We are all very passionate about the project and have a clear vision.

c. Organization Information

1. Brief statement of the purpose and/or services of your organization.

Saline Area Schools

2. Brief statement of the history of the organization and current activities and accomplishments.

NA

3. List of officers, board of directors, staff, members and/or key volunteers as applicable.

NA

II. FINANCIAL INFORMATION

- a. Submit Grant Budget Form and related support information as applicable (attached).

- b. Will this grant be used to match or leverage any of the other sources? Explain.

No

- c. In the event that we are unable to meet your full request, list the priority items in your proposed budget.

NA

III. ATTACHMENTS (if applicable)

- a. A copy of the IRS tax exempt or 501(c)(3) letter and business federal employee ID number.

- b. A copy of organizational materials of applicant (articles of incorporating chapter by-laws, etc). First time applicants only.

- c. A copy of promotional materials for the applicant.

- d. Letters of support (optional).



BUDGET REQUEST FORM

CARES Project
 7265 North Arbor St.
 Saline, MI 48176

Organization's Fiscal Year: 2023-2024

Time Period for this Project: 3-6 mos until fully operational

Expenses: Please enter 0.00 if none.

Category	In-Kind, Matching or Other Funds	Amount Requested from CARES	Total Project Expense
Salaries	\$ 0.00	\$	\$ 0.00
Consultants/Professional Fees	\$ 0.00	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$	\$ 0.00
Equipment	\$ 10,000.00	\$ 0.00	\$ 10,000.00
Supplies/Materials	\$ 0.00	\$ 0.00	\$ 0.00
Office Expenses	\$ 0.00	\$ 0.00	\$ 0.00
Rentals	\$ 0.00	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00	\$ 0.00
Maintenance	\$ 0.00	\$	\$ 0.00
Evaluation	\$ 0.00	\$ 0.00	\$ 0.00
Marketing	\$ 0.00	\$ 0.00	\$ 0.00
Other (Specify) 0	\$ 0.00	\$ 0.00	\$ 0.00
EXPENSE TOTALS	\$ 10,000.00	\$ 0.00	\$ 10,000.00

Not Preferred =

Revenue: Please enter 0.00 if none.

Category	Totals
CARES Grant (Requested)	\$ 10,000.00
Local, State or Federal Government	\$ 0.00
Other Foundations/Grants (Itemize)	\$ 0.00
Corporations/Individuals (Itemize)	\$ 0.00
Other (Specify)	\$ 0.00
Earned Income	\$ 0.00
Fund-Raisers, Events, Participant Fees, Memberships, etc).	\$ 0.00
In-Kind Support (Specify)	\$ 0.00
Other (Specify)	\$ 0.00
COMBINED REVENUE TOTALS	\$ 10,000.00



CARES Grant Application
7265 North Ann Arbor St, Saline, MI 48176

COVER SHEET

Date: September 30, 2022

Name of Organization: City of Saline Parks & Recreation Department

Address of Organization: 1866 Woodland Drive Saline, Mi 48176

Mailing Address (if different): _____

Contact Person #1: Carla Scruggs Position in Organization: Parks & Rec Director Phone: 734-429-3502 Fax: _____

Email: cscruggs@cityofsaline.org

Contact Person #2: Chris Benedict Position in Organization: Park Foreman

Phone: 734-429-5640 Fax: _____ Email: cbenedict@cityofsaline.org

PROJECT INFORMATION

Project Name: Wayfinding for Saline Parks – park signs and rules

Purpose of Grant (one sentence) To install park signs to make the community aware of Saline Parks and install park Rules at the entry way of each park.

Number of People Served: 45,000

Amount Requested \$11,300 Total Project Cost \$21,800

Project Period Start Date: April 2023 End Date: June 2023

Signature of Applicant _____

Title

Date



CARES Grant Application Format
7265 North Ann Arbor St, Saline, MI 48176

Please provide the following information in this order using the same headings and subheadings. Make seven (7) copies total. Keep your proposal short and concise.

I. NARRATIVE
a. Summary

Briefly explain why you are requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

The City of Saline Parks are used primarily by families in the Saline Area School District. The city has 13 parks that range from the premiere Mill Pond Park to neighborhood parks like Brecon to Tot Lots like Risdon Park. The surrounding Townships except for York Township do not have parks for their citizens to use so the city is providing 99% of park usership in the school district. During the pandemic, city park usership increased significantly and has continued with significant use. The Park Commission has a goal to make park users aware of where Saline Parks are located and appropriate use within those parks. Of the 13 parks, there are 4 that do not have a park entry sign (Colony, Stonecliff, Risdon and Tefft Park). Most if not all of the parks do not have a rules board that will alert park users of appropriate use of the parks. We hope to achieve awareness of park locations and awareness of the park rules so that everyone can enjoy the Saline Park System.

b. Project Information (Include any of the following topics that pertain to your request)
1. Statement of need and/or interest to be addressed

With funding from CARES, The City of Saline will purchase 4 park entry signs that will be place at the entrance of the park. This will provide a visual so that the public is aware of the park. In addition, the City will purchase 17 park rules boards that will provide information for park users. Examples of what will be on the rules signs are, park hours, allowable uses in the park, emergency information and specific things that are not allowed in the park such as alcohol.

2a. Identify the expected number of residents to be served and describe

As stated previously, Saline parks are used by the entire Saline Area School District, including all the residents in the surrounding Townships. This is approximately 40,000 users. Many of Saline parks are used specifically for School functions such as Mill Pond Park for XC team, Pooh Corner Graduation, Senior Center get togethers. Brecon Park is used quite frequently by XC team, Middle School classes, and elementary school classes. Curtiss park is used annually by the Middle School science program to test water. In addition to school use, since the Townships surrounding the City of Saline do not have a park system, those residents utilize the City parks.

2b. Identify the greater depth of service provided

We found out during the pandemic that outdoor recreation is vital to our health and wellbeing. We want Saline parks to be used as much as possible. The Parks & Recreation Department offers numerous programs within the Saline park system throughout the year including Rec on the Go, Movies in the Park, Nature programs and scout projects. Saline parks are vital to the area for not only health but for the social aspect.

3a. Identify the new value of the program/facility

The proposed project will help the community in locating parks and to understand appropriate uses within the parks.

3b. Identify the expansion of an existing program or facility

As noted previously, Saine has 13 parks. All but 4 have a park entry sign that signifies the location of the park. We would anticipate that with awareness, we would be able to gain usership. One new thing we have been doing with park signage, it to include a QR code that links directly to the City of Saline website. We would include the continuation of using QR codes on all the new signs.

4. Identify the outcome or result

By providing new signage, it helps with awareness.

5. Identify the method to be used to measure the outcome or result

The Park Commission has a commissioner assigned to be a steward of a specific park. That commissioner monitors usage on a monthly basis and reports back to the Park Commission.

6. Identify any collaboration and/or partnership with other non-profits

7.

For the installation of the signs, we will be partnering with the Department of Public works and possibly with an Eagle Scout if the timing is right.

8. Identify plans to involve volunteers

Possible use of Eagle Scout or Gold Medal Scout for installation of the signs.

9. Identify other funding sources and/or in-kind resources. What other sources of support are available for this project?

The CARES grant ask if for the purchase of the signs. The City will be responsible to purchase the sign posts and labor for the installation. This cost is estimated to be \$10,500.

10. Identify the benefit to the community for the requested funds (return on investment)

This project impacts at least 40,000 people within the Saline Area School District, not just the City of Saline. Having a viable and useable park system is vital to this community. Awareness is the first step to using the parks.

11. Identify strategies for maintaining funding the facility/service after the grant period

Any type of repairs, cleaning or replacement of the signs will fall under the scope of the City of Saline Parks Department. During the annual budgeting cycle, signs and equipment is reviewed and if money needs to be allocated for repair/replacement it is done annually.

12. Identify strategies for maintaining funding the facility/service after the grant period

Any type of repairs, cleaning or replacement of the signs will fall under the scope of the City of Saline Parks Department. During the annual budgeting cycle, signs and equipment is reviewed and if money needs to be allocated for repair/replacement it is done annually.

13. Describe qualifications of key staff and volunteers which will ensure the success of the project

Key staff includes the Parks & Recreation Director who will design and order the signs, and the Parks Foreman who will coordinate the installation of the signs.

c. Organization Information

1. Brief statement of the purpose and/or services of your organization

It is the mission of Saline Parks & Recreation to provide a variety of recreational opportunities to meet the needs and desires of our community. "We promote health & wellness through creative collaborations, and we bring value to Saline by creating a sense of community."

Saline Parks & Recreation serves the City of Saline and surrounding townships by providing opportunities for recreation through the use of 13 parks and 43,000 square foot Recreation Center. Programs are offered for youth, adults, and senior adults.

2. Brief statement of the history of the organization and current activities and accomplishments

The City of Saline was founded in 1866. The Saline Parks & Recreation Department was established in 1991, which is the same year the Saline Rec Center opened. The Park System includes 13 parks ranging from 58 acres to a ½ acre. Over 200 acres comprise all 13 parks. The Rec Center is 43,000 square feet with a full gymnasium, aquatic center, cardiovascular and free weight room, aerobic studio, racquetball court, childcare area, and meeting rooms. Saline Parks & Rec provides the community with a variety of programs and oversees numerous facilities including three pavilions, four tennis courts, seven ball fields, play structures, a dog park, two outdoor basketball courts and many other play and climbing structures.

3. List of officers, board of directors, staff, members and/or key volunteers as applicable

Carla Scruggs Parks & Recreation Director
Chris Benedict Park Foreman



BUDGET REQUEST FORM

CARES Project 7265 North Arbor St. Saline, MI 48176

- A. Organization's Fiscal Year: July 1, 2022 to June 30, 2023
- B. Time Period for this Project: April 2023 to June 30, 2023
- C. Expenses

Category	In-Kind, Matching or Other Funds	Amount Requested from CARES	Total Project Expense
Salaries	\$6000	\$-----	\$6000
Consultants/Professional Fees	\$	\$	\$
Travel	\$	\$-----	\$
Equipment	\$	\$	\$
Supplies/Materials	\$4500	\$11,300	\$15,800
Office Expenses	\$	\$	\$
Rentals	\$	\$	\$
Utilities	\$	\$	\$
Maintenance	\$	\$-----	\$
Evaluation	\$	\$	\$
Marketing	\$	\$	\$
Other/ Recreational Fees	\$	\$	\$
EXPENSE TOTALS	\$	\$	\$
			\$21,800

<i>Category</i>	<i>Totals</i>
<i>CARES Grant (Requested)</i>	<i>\$11,300</i>
<i>Local, State or Federal Government</i>	<i>\$4500</i>
<i>Other Foundations/Grants (Itemize)</i>	<i>\$0</i>
<i>Corporations/Individuals (Itemize)</i>	<i>\$0</i>
<i>Other (Specify)</i>	<i>\$0</i>
<i>Earned Income</i>	<i>\$0</i>
<i>Fund-Raisers, Events, Participant Fees, Memberships, etc.).</i>	<i>\$0</i>
<i>In-Kind Support (Specify) Labor</i>	<i>\$6000</i>
<i>Other (Specify)</i>	<i>\$0</i>
<i>COMBINED REVENUE TOTALS</i>	<i>\$21,800</i>



The City of Saline

SALT SPRINGS

PARK

263

Fwd: resubmittal of Wayfinding CARES grant

Brian Puffer <pufferb@salineschools.org>
To: Sharon Dunny <dunnys@salineschools.org>

Thu, Feb 2, 2023 at 12:37 PM

Fyi, this one was on my. I dropped the ball.



BRIAN PUFFER
DIRECTOR
7265 N Ann Arbor ST, Saline, MI
734.401.4021

----- Forwarded message -----

From: **Carla Scruggs** <Cscruggs@cityofsaline.org>
Date: Thu, Feb 2, 2023 at 12:35 PM
Subject: resubmittal of Wayfinding CARES grant
To: Brian Puffer <pufferb@salineschools.org>

Brian,

I would like to re-submit the Wayfinding sign grant for consideration for completion of the full funding.

After I was notified that we were approved for \$3820 after the first round of grants, I have been working with United Image Group. We are working on finalizing and proofing the signs for Risdon Park, Colony Park, Stonecliff Park and Tefft Park. They will look very similar to the Salt Springs Park sign that we installed last October (see attached).

The second part of the grant request is to put signage up for park rules (17 signs), for directional signage for pathways and trails. So I respectfully submit a request to the CARES board for \$7480 to complete the remainder of the project. As a reminder, the labor and materials for installation will be coming from the City budget.

Thank you for your consideration,

Carla

Carla D. Scruggs

City of Saline

Parks & Recreation Director

1866 Woodland Drive

Saline, MI 48176

734-429-3502 x 2509



Park sign 2022.jpg
4188K



Saline Parks & Rec Park signage.docx
71K



CARES Grant Application
7265 North Ann Arbor St, Saline, MI 48176

COVER SHEET

Date: January 27, 2023

Name of Organization: Saline Area Senior Center (SASC)

Address of Organization: 7190 N. Maple Road, Saline, MI 48176

Mailing Address (if different): _____

Contact Person #1: Andrea Lewis Position in Organization: Program Coordinator

Phone: 734-429-9274 Fax: _____ Email: lewisa@salineschools.org

Contact Person #2: Nancy Cowan Position in Organization: Director

Phone: 734-429-9274 Fax: _____ Email: cowann@salineschools.org

PROJECT INFORMATION

Project Name:
SASC Pickleball

Purpose of Grant (one sentence):

The purpose of this grant is to purchase training equipment to begin offering Pickleball lessons and training to new and developing
pickleball players/seniors in the area.

Number of People Served: 30 to 40 players per day of play

Amount Requested \$ 2,805 Total Project Cost \$ 2,805

Project Period Start Date: Upon approval End Date: Ongoing program, for life of the materials.

Andrea Lewis
Signature of Applicant

Program Coordinator
Title
1/27/2023
Date



CARES Grant Application Format

7265 North Ann Arbor St, Saline, MI 48176

Please provide the following information in this order using the same headings and subheadings. Make seven (7) copies total. Keep your proposal short and concise

I. NARRATIVE

a. Summary

Briefly explain why you are requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

Saline Area Senior Center (SASC) is requesting this grant to purchase equipment that will allow our Pickleball group to offer lessons to new players in the area. The funds will also be used to purchase a Pickleball Tutor, which is ball machine that can be used by players of all levels to train and improve their game.

The outcome we hope to achieve is to offer monthly lessons at SASC that will onboard new players to our program. We currently have a large group of regular Pickleball players who play three times a week at Liberty School. With a large number of regular players utilizing 6 courts, trying to train new players and work them in with the regulars has become frustrating for our regular players. It is also difficult for new players to feel confident joining our more seasoned players. Offering lessons at SASC will help ensure that we can build our player base without frustrating new and regular players.

If funds are granted they will be used to purchase Pickleball balls, paddles, temporary lines, a net, and a Pickleball Tutor, which can be utilized by new and seasoned players.

The lessons and use of the Pickleball Tutor will occur at SASC, as our use of gym space at Liberty is limited.

b. **Project Information** (Include any of the following topics that pertain to your request)

1. Statement of need and/or interest to be addressed

In addition to our regular players, each month we receive 4-8 requests from area residents who would like to learn how to play Pickleball or who have played in the past and would like to continue playing with our group. Using the net, balls, paddles, and temporary lines at SASC for lessons will help ease the transition of new players in with our seasoned players. Additionally, use of the Pickleball Tutor will also take place at SASC and will help keep current players engaged in our program.

2a. Identify the expected number of residents to be served and describe

Currently, SASC Pickleball plays at Liberty three days a week. On average, we have 30-40 players in attendance each day we play. Additionally, we have 221 players on the weekly Pickleball email distribution list who wish to be informed about our program, when we play, and any updates we may have. All players will have access to the Pickleball Tutor machine and with the lessons that we offer with the new supplies, we will be able to grow our program, and engage more community members.

2b. Identify the greater depth of service provided

Pickleball is the fastest growing sport in the country. Those playing Pickleball can expect a moderate intensity workout that helps lower blood pressure, improve cholesterol, help regulate blood sugar, and burn calories. In addition to this, Pickleball is a very social sport. Players make new friends and strengthen community bonds which has a positive effect on their mental health. Additionally, studies have found that learning a new skill greatly helps to improve and maintain your memory.

3a. Identify the new value of the program/facility

Adding lessons and the Pickleball Tutor machine at SASC will add value to our already strong Pickleball program. In addition to allowing our program to grow by offering lessons, we will allow seasoned players to improve their game. SASC will be charging a small amount for lessons and the use of the Pickleball Tutor, helping cost recovery as well.

3b. Identify the expansion of an existing program or facility

Currently, SASC plays 3 days a week at Liberty gym. We could fill the gym more frequently if we were allowed more days and times to play, however, Liberty is a very busy space. Having equipment on site at SASC will allow for additional opportunities for players to engage in the sport and with SASC.

4. Identify the outcome or result

The intended result would be to engage more area seniors in this fun and interactive sport by offering lessons in a stress free environment, and then integrate them to our larger group where they will continue to be a part of our program.

5. Identify plans to involve volunteers

Our current Pickleball program is run by 5 consistent volunteers. We would use these volunteers as well as recruit new player volunteers to assist with lessons and running the Pickleball Tutor.

6. Identify other funding sources and/or in-kind resources. What other sources of support are available for this project?

SASC can utilize funds from our annual budget to supplement needs/costs if necessary.

7. Identify the benefit to the community for the requested funds (return on investment)

As mentioned before, Pickleball is a growing sport and we have several requests each month for lessons. The purchase of these supplies will ensure that we can add new senior players to our program.

8. Identify the benefit to the community for the requested funds (return on investment)

As mentioned before, Pickleball is a growing sport and we have several requests each month for lessons. The purchase of these supplies will ensure that we can add new senior players to our program.

9. Identify strategies for maintaining funding the facility/service after the grant period

Once the items are purchased, we would charge a nominal fee for lessons and use of the Pickleball Tutor. This will help us to have funds to purchase replacement items, like balls or service needs to the Pickleball Tutor.

10. Describe qualifications of key staff and volunteers which will ensure the success of the project

SASC has very knowledgeable and well-seasoned players who will help with the success of the lessons. They have already taught at least 25 players in 2022 and successfully integrated them into our program.

c. Organization Information

1. Brief statement of the purpose and/or services of your organization

SASC is a 501(c)(3) nonprofit organization serving older adults primarily age 50+ in Saline and the surrounding area. We offer a variety of free and paid programs and services to older adults of all interest and ability levels, including fitness, wellness, education, creative arts, technology, travel, cards/games and social services such as Meals on Wheels, AARP tax preparation, and more.

2. Brief statement of the history of the organization and current activities and accomplishments

SASC began in 1975 and has grown over the years. SASC currently serves over 1,200 individuals on an annual basis. We have partnerships through the community including Saline Area Schools, City of Saline, Community Ed., the Rec Center, Saline Area Social Services, EHM, StoryPoint, Linden Square, local businesses, and many more.

3. List of officers, board of directors, staff, members and/or key volunteers as applicable

Board: President, Lucy Crossey; Vice President, Katherine Lawless; Treasurer, Bill Nicholls; Secretary, Cora Rogers, School Liaison, Brian Puffer; and City Liaison, Council Member Jack Ceo. The application is fully supported by the Board.

Staff: Director, Nancy Cowan; Program Coordinator, Andrea Lewis, Programmer/ Front Desk Staff, Megan Kenyon, Meals on Wheels Coordinator/Front Desk Staff, Kathy Adamson.

II. FINANCIAL INFORMATION

- a. Submit Grant Budget Form and related support information as applicable (attached)
- b. Will this grant be used to match or leverage any of the other sources? Explain.
Not at this time.
- c. In the event that we are unable to meet your full request, list the priority items in your proposed budget

Whatever amount possible towards the purchase could be helpful.

III. ATTACHMENTS (if applicable)

- a. A copy of the IRS tax exempt or 501(c)(3) letter and business federal employee ID number.
- b. A copy of organizational materials of applicant (articles of incorporating chapter by-laws, etc.). First time applicants only.
- c. A copy of promotional materials for the applicant.
- d. Letters of support (optional)



BUDGET REQUEST FORM

CARES Project
 7265 North Arbor St.
 Saline, MI 48176

A. Organization's Fiscal Year:

2022-23

B. Time Period for this Project: 2023

C. Expenses

Category	In-Kind, Matching or Other Funds	Amount Requested from CARES	Total Project Expense
Salaries	\$	\$ ----- -----	\$
Consultants/Professional Fees	\$	\$	\$
Travel	\$	\$ ----- -----	\$
Equipment	\$	\$ 2,805	\$ 2,805
Supplies/Materials	\$	\$	\$
Office Expenses	\$	\$	\$
Rentals	\$	\$	\$
Utilities	\$	\$	\$
Maintenance	\$	\$ ----- -----	\$
Evaluation	\$	\$	\$
Marketing	\$	\$	\$
Other (Specify)	\$	\$	\$

Category	Totals
CARES Grant (Requested)	\$ 2,805
Local, State or Federal Government	\$
Other Foundations/Grants (Itemize)	\$
Corporations/Individuals (Itemize)	\$
Other (Specify) Community Education	\$
Earned Income	\$
Fund-Raisers, Events, Participant Fees, Memberships, etc.).	\$
In-Kind Support (Specify)	\$
Other (Specify)	\$
COMBINED REVENUE TOTALS	\$ 2,805

**SASC 2022-23 CARES Request for Proposal
Proposed Budget Request and Quote – Pickleball Supplies**

2 dozen indoor Pickleball	\$ 40
Pickleball Tutor	\$ 1,800
Pickleball Tutor External Battery	\$ 195
Pickleball set (portable net & paddles)	\$ 700
Temporary Court Lines	\$ 70
Total:	\$ 2,805

SASC IRS Documents

Internal Revenue Service

District
Director

Saline Area Senior Council, Inc.
131 East Michigan Avenue
P.O. Box 404
Saline, MI 48176

SALINE AREA SENIOR COUNCIL INC.
P.O. BOX 225
SALINE, MI 48176-0040

Department of the Treasury

P.O. Box 3159
Cincinnati, Ohio 45201

Person to Contact:

Kay McMullin
Telephone Number:
513-684-3863

Refer Reply to:

CSB:EP

Date:

MAR 5 1985

Employer Identification Number:

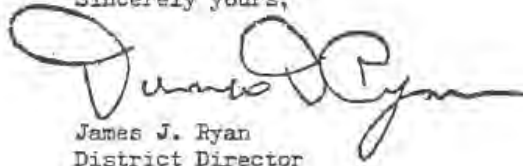
51-0168822

Dear Mr. Hopper:

We have received your inquiry regarding the tax exempt status of Saline Area Senior Council, Inc.

Our records disclose that this organization is exempt from Federal income tax under the provisions of section 501(c)(3) of the Internal Revenue Code.

Sincerely yours,



James J. Ryan
District Director

Michigan Sales and Use Tax Certificate of Exemption

This exemption claim should be completed by the purchaser, provided to the seller, and is not valid unless the information in all four sections is complete. Do not send a copy to Treasury unless one is requested.

SECTION 1: TYPE OF PURCHASE

 Check one of the following:

- A. One-Time Purchase
Order or Invoice Number: _____
- C. Blanket Certificate
Expiration Date (maximum of four years): _____
- B. Blanket Certificate. Recurring Business Relationship

The purchaser completing this form hereby claims exemption from tax on the purchase of tangible personal property or services purchased from the seller named below. This claim is based upon: the purchaser's proposed use of the property or services; OR the purchaser's exempt status.

Seller's Name and Address

SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1. All items purchased.
2. Limited to the following items: _____

SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

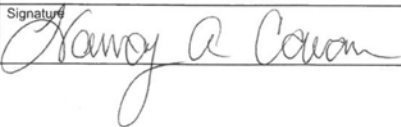
1. For Lease. Purchaser will lease the property and elects to pay tax based on rental receipts. Enter sales tax license or use tax registration number: _____
2. For Resale at Retail. Enter Sales Tax License Number: _____
3. Direct Pay - Authorized to pay use tax on qualified transactions directly to Michigan Treasury under account number: _____

The following exemptions DO NOT require the purchaser to provide a number:

4. Agricultural Production. Enter percentage: _____%
5. Government Entity (U.S. or its instrumentalities, State of Michigan or its political subdivisions), Nonprofit School, Nonprofit Hospital, Church or House of Religious Worship (circle type of organization)
6. Contractor (provide Michigan Sales and Use Tax Contractor Eligibility Statement (Form 3520)).
7. For Resale at Wholesale.
8. Industrial Processing. Enter percentage: _____%
9. Nonprofit Internal Revenue Code Section 501(c)(3), 501(c)(4), or 501(c)(19) Exempt Organization.
10. Nonprofit Organization with an authorized letter issued by Michigan Department of Treasury prior to July 17, 1998 (sales tax) or June 13, 1994 (use tax).
11. Rolling Stock purchased by an Interstate Motor Carrier.
12. Other (explain): _____

SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

Business Name Saline Area Senior Council, Inc.	Type of Business (see codes on page 2) 15	
Business Address 719o N. Maple Road	City, State, ZIP Code Saline, MI 48176	
Business Telephone Number (include area code) 734-429-9274	Name (Print or Type) Nancy Cowan	
Signature 	Title Director	Date Signed 9/27/2022

SASC Organizational Bylaws

ARTICLE 1 NAME AND PURPOSE

The official name of the corporation shall be Saline Area Senior Council, Inc. The corporation may be referred to as Saline Area Senior Center, the Senior Center or SASC.

The Saline Area Senior Council, Inc. is a non-profit Michigan charitable corporation organized and operated exclusively for the charitable purpose described in Section 501(c)(3) of the Internal Revenue Code of 1954.

The purpose of SASC is to provide the seniors of the greater Saline area with service, education, nutrition and social activities.

ARTICLE II MEMBERSHIP

SECTION 1. ELIGIBILITY

Individuals who are at least 45+ years of age are eligible for membership regardless of race, color, sex or creed. A "member in good standing" is defined as one who has completed the registration process and paid their current dues. Members in good standing are eligible to vote.

SECTION 2. OTHER CLASSES OF ELIGIBILITY

The Board of Directors shall have the right to grant membership to other individuals if the Board determines that it would be in the best interest of SASC.

SECTION 3. NON-MEMBERS

Non-members may participate in paid programs for an additional fee but are not eligible to vote.

SECTION 4. MEMBERSHIP DUES

Annual dues for membership shall be established by the Board of Directors and shall be payable in advance. SASC shall notify each member prior to the expiration date of the dues payable for the coming year.

SECTION 5. MEMBERSHIP MEETINGS

Regular meetings of the general membership shall be held as established by the Board of Directors. At least one general membership meeting shall be held each year.

Special meetings of the general membership may be called from time-to-time by the President of the Board of Directors with the concurrence of at least two other Board members and two members in good standing.

No action shall be taken at any meeting of the general membership without the presence of a quorum. A quorum shall consist of the presence of fifteen members in good standing, which shall include a majority of the members of the Board of Directors.

SECTION 6. VOTING RIGHTS

All members in good standing shall have the right to elect the Board of Directors at the Annual General Membership meeting, via the Board's designated process. One Board member is appointed by the City of Saline and one Board member is appointed by the Saline Area schools and are therefore not subject to election by the membership.

SECTION 7. TERMINATION OF MEMBERSHIP

The Board of Directors shall have the right to terminate membership in SASC if the Board determines in its sole discretion that a member is not meeting the Membership Code of Conduct, which is approved by the Board. Any member proposed for expulsion for another reason shall be provided advance written notice including the reason for the proposed expulsion, opportunity to contest the proposed expulsion in writing, and final written notice of the Board's decision. If this should occur, the date of the membership termination, will be the date of the Board decision.

ARTICLE III
BOARD OF DIRECTORS

SECTION 1. GENERAL POWERS

The Board of Directors is responsible for carrying out all legal requirements of the corporation. In all cases where legal authority does not specifically provide or prohibit, the Board shall consider itself the agent of the corporation members in planning, executing, and appraising the total program.

SECTION 2. COMPOSITION

The Board of Directors shall consist of five elected individuals who are members in good standing; one appointed member from the City of Saline; and one appointed member from Saline Area Schools. All members of the Board of Directors are voting members.

No two people living in the same household can be on the Board at the same time.

SECTION 3. TERMS

Board members shall serve staggered two-year terms and may serve for one additional two-year term, for a total of two full consecutive terms (four years). No Board member shall serve more than a total of four years. There is no limit on the number of non-consecutive terms a Board member can serve.

SECTION 4. BOARD ELECTIONS

New Board members and current Board members shall be elected or re-elected by the members in good standing, via the Board's designated process.

SECTION 5. BOARD MEETINGS

The Board shall determine a Board meeting schedule each year. A special meeting of the Board may be called by the President or by a majority of the Board upon notice to the Board by any reasonable means at least forty-eight (48) hours prior to the meeting. Notice of a special meeting shall specify the purpose of the meeting. The Board may meet by telephone conference call or similar communications equipment so that all persons participating in the meeting can hear each other, and participation in a meeting by conference call shall constitute presence in-person at the meeting. Board members may not vote by proxy.

SECTION 6. VOTING/QUORUM

No action by the Board of Directors shall be taken without a quorum of the Board. A quorum shall consist of a majority of the current Board members.

SECTION 8. CONFIDENTIALITY

Board members shall not discuss or disclose information about the corporation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the corporations' purposes, or can reasonably be expected to benefit the corporation. Board members shall use discretion and good business judgment in discussing the affairs of the Corporation with third parties.

ARTICLE IV
OFFICERS OF THE BOARD OF DIRECTORS

SECTION 1. OFFICERS

The officers of SASC are President, Vice President, Treasurer, Secretary, and Member-at-Large. No person shall hold more than one office at a time. The officers are elected by the General Membership at the Annual General Membership meeting, via the Board's designated process.

SECTION 2. OFFICER TERMS

Officers shall serve two-year terms and may serve one additional term, for a total of two full consecutive terms (four years). If an individual has been appointed by the Board to complete a partial term for an officer that is unable to complete their term, the individual may serve two full terms, plus the partial term. An officer may also serve a third two-year term if an appropriate nomination is not submitted for an officer position during the election process. There is no limit on the number of non-consecutive terms an officer can serve.

SECTION 3. OFFICER VACANCIES

In the event of a vacancy in the office of the President, the Vice-President shall assume the Presidency until the end of that term. In the event another office is vacated before a term is complete, the position shall be filled by the determined Board process. If voting is to take place as a part of the process to select a new officer, only the elected officers may vote.

SECTION 4. OFFICER DUTIES

President/Board Chair: shall convene and conduct the meetings of the Board of Directors and the General Membership. The President shall be a designated signer on SASC financial accounts.

Vice-President: shall assist the President and, in the President's absence, fulfill the duties and functions of the President.

Secretary: shall take and record minutes of all meetings (Board meetings and annual meeting). In addition, the Secretary will prepare and distribute agenda, minutes, etc., as well as initiate correspondence for SASC at the request of the President.

Treasurer: shall give the monthly Treasurer's Report to the Board of Directors at their monthly meeting. The Treasurer's Report will be available to the general membership each month. The Treasurer shall be a designated signer on SASC financial accounts. The Treasurer will lead the financial committee and perform other duties as necessary.

ARTICLE V COMMITTEES

SECTION 1. COMMITTEE FORMATION

The Board may create committees as needed, such as fundraising, finance, etc. The Board chair appoints all committee chairs.

SECTION 2. EXECUTIVE COMMITTEE

The President, Vice President, Secretary and Treasurer serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, and is subject to the direction and control of the full Board.

SECTION 3. FINANCE COMMITTEE

The Treasurer is the chair of the Finance Committee, which can include other Board members and members in good standing with relevant experience. The Finance Committee may be responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other Board members. The Board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the Board or the Executive Committee. The fiscal year shall be July 1 - June 30. Annual reports are required to be submitted to the Board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, Board members, and the public.

ARTICLE VI EXECUTIVE DIRECTOR

SECTION 1. EXECUTIVE DIRECTOR

The Executive Director is hired by the Board. The Executive Director has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The Executive Director will attend all Board meetings, report on the

progress of the organization, answer questions of the Board members and carry out the duties described in the job description. The Board can designate other duties as necessary.

ARTICLE VII AMENDMENTS TO THE BYLAWS AND CONSTITUTION

The Bylaws and Constitution may be amended by submitting the proposed amendment to the Board of Directors for approval. Upon approval, the notice of the proposed amendment will be posted at SASC for thirty (30) days prior to the General Membership Meeting where the members in good standing will vote on the proposed change(s) in the Bylaws and Constitution. A two-thirds (2/3) majority affirmation of the ballots cast is required to incorporate any changes in the Bylaws and Constitution.

ARTICLE VIII ACTION AGAINST OFFICERS AND DIRECTORS

SASC shall indemnify to the fullest extent permitted by law any person who has been made, or is threatened to be made, a party to an action, suit, or proceeding, whether civil, criminal, administrative, investigative, or otherwise (including an action, suit, or proceeding by or in the right of the corporation), by reason of the fact that the person is or was director or officer of the corporation, or a fiduciary within the meaning of the Employee Retirement Income Security Act of 1974.

ARTICLE IX PROPERTY RIGHTS AND DISSOLUTION OF THE CORPORATION

If this corporation is dissolved, all assets, real and personal, shall be distributed to organizations that are qualified as tax exempt under Section 501(c)(3) of the Internal Revenue Code of the United States.

Bylaws originally adopted: 1975
Amended: 1995
Amended: 12/15/04
Amended: 5/15/2019



Saline Parks and Recreation | 1866 Woodland Drive Saline, Michigan 48176

Phone: (734) 429-3502 | Fax: (734) 429-5208

www.cityofsaline.org/parks

January 27, 2023

To the CARES Council Members,

On behalf of the Saline Parks & Recreation Department, I want to thank the CARES Council Members as well as the CARES Liaison, Brian Puffer, for the opportunity to apply for funding for recreational programs and amenities that benefit the community.

The Parks & Recreation Department would like to resubmit the proposal for the 2023 summer Rec on the Go program.

Rec on the Go is a no-cost, drop-in program that promotes summertime fun, healthy activities, friendships and fitness for school age youth. This program fits in seamlessly with the purpose of CARES as it enhances the life of residents within the Saline Area Schools District community in the area of Recreation. The majority of the budget needed to run Rec on the Go goes towards the cost of the on-site supervisors. These are the individuals, typically college-aged students, who are at the parks leading activities, teaching new games, providing invaluable mentorship to the youth, encouraging health and wellness, as well as creating a welcoming environment for all. Without the staff, there is no Rec on the Go.

We understand the CARES guidelines state it is preferred that funds are not allocated for salary compensation. Given the unique nature of Rec on the Go, we ask that the CARES Council reconsider this guideline as it is the staffing that brings the greatest value to the program and has the biggest impact on those that attend.

Please don't hesitate to reach out to me if you have any questions or would like additional information.

Thank you again for your time and consideration,

Sincerely,

A handwritten signature in blue ink that reads "Sunshine Lambert".

Sunshine Lambert

CARES Grant Application Cover Sheet
7265 North Ann Arbor St. Saline, MI 48176

Date: January 27, 2023

Name Of Organization: Saline Parks and Recreation

Address of Organization: 1866 Woodland Drive, Saline, MI 48176

Contact Person #1:Sunshine Lambert **Position in Organization:** Deputy Director

Phone: 734-429-3502 **Fax:** 734-429-5208 **Email:** slambert@cityofsaline.org

Contact Person #2: Carla Scruggs **Position in Organization:** Director

Phone: 734-429-3502 **Fax:** 734-429-5208 **Email:** cscruggs@cityofsaline.org

I. PROJECT INFORMATION

Project Name: REC ON THE GO

Purpose of Grant (one sentence): To provide funding for an (8) week long summer playground program that encourages and enables Saline youth to be active, stay healthy and learn to make positive decisions by participating in a variety of recreation activities at neighborhood parks.

Number of people served: 400+ youth

Amount Requested: \$7,244.00 **Total Project Cost:** \$9,738.00

Project Period Start Date: June 12, 2023 **End Date:** August 4, 2023



Signature of Applicant

Parks & Recreation Deputy Director

Title

January 27, 2023

Date

REC ON THE GO

I. NARRATIVE

A. Summary

Saline Parks and Recreation is requesting a grant from the CARES Millage to run Rec on the Go, a summer program that brings recreational activities to neighborhood parks. Since 2001, Rec on the Go has provided school-age youth with an opportunity to participate in meaningful recreation activities. Rec on the Go is an eight (8) week summertime program that promotes easy access to outdoor play, physical activities and opportunities for social interaction for school age youth in the greater Saline community. The program is free for youth ages 5-14.

Saline Parks & Recreation summer staff load up a van of sports and game equipment and head out to local parks each morning. Rec on the Go is held Monday - Friday. The program travels to a different park each day.

To enhance the Rec on the Go experience, staff seek partnerships with local businesses and organizations. Examples of past partnerships include Yoga day with Yogacentric, football skills day with National Flag Football, safety day with Saline Fire Department, Summer Sand Lot on Wednesdays with Michigan Sports Academy and a partnership with Workout1 who has been the premiere sponsor of the Mini Mastodon Kick off to Summer fun run.

Historically, Rec on the Go was offered from 2001-2010 and from 2015-2022. From 2011-2014, the program paused due to a lack of funding. Rec on the Go continued to run through the COVID-19 pandemic, servicing an average of 27 youth per day in 2020, 35 youth in 2021 and 35 youth in 2022. This past summer over 350 youth participated in Rec on the Go.

In addition to providing programming to youth, local teens are able to gain valuable leadership and jobs training skills by volunteering with the Junior Counselor mentorship program. These 13-15 year olds are linked up with Rec on the Go staff members, helping lead programs, gather supplies and supervise the youth.

a. Project Information

1. Need to be addressed:

Rec on the Go provides families with a cost-free summer program that promotes physical activity, encourages youth to get out and play with peers, and has opportunities to learn new skills throughout the summer months. Following the MParks Come Out and Play curriculum, the staff lead various games and activities. Participants wear pedometers to track step counts. The goal is to meet or exceed the Center of Disease Control and Prevention (CDC) recommendation of 60 minutes of moderate to vigorous physical activity daily. Although increasing physical activity is a major focus of this program, the program also promotes park usage, community engagement, social connections and positive peer interactions, improved overall well-being, natural play and so much more.

2. a. *Number of residents to be served*

Starting in 2020, we limited the number of participants each day due to COVID-19 safety precautions. For 2023, our goal is to open up more space to accept up to 45 participants per day with three staff. Over the course of 8 weeks, we will be able to accommodate up to 1,800 visits with the program, serving 400+ youth in the community.

b. *Greater depth of service provided*

The Rec on the Go program is advertised in the Saline Parks & Recreation summer brochure, flyers to the schools, on social media, etc. Three staff are hired as program leaders. They are assisted by 1-2 teenage volunteers each day to organize and implement this program under the direct supervision of the Deputy Parks & Recreation Director. The staff are typically high school and college students who are focusing their studies in education, psychology, social work or other related areas. The majority of the staff have also had roots in Saline, which has been beneficial in helping to establish connections with the participants.

The program runs as follows:

Monday	Canterbury Park	9:30-11:30am
Tuesday	Brecon Park	9:30-11:30am
Wednesday	Tefft Park for Summer Sand Lot baseball	10am-12pm
Thursday	Colony Park	9:30-11:30am
Friday	Mill Pond Park	9:30-11:30am

Over the eight weeks, staff develop a fun and creative program for the participants, including sports, games, crafts, special events and speakers. At the end of the summer, the participants and their parents are asked to complete an evaluation of the program.

3. a. *New value of the program/facility*

2023 will be the nineteenth summer that Saline area youth will have the opportunity to participate in meaningful and accessible recreation. Each year we implement new themes and activities to keep the program fresh and up to date with current trends and interests of the participants. In 2020 & 2021, the program was adjusted to provide much-needed outdoor recreational opportunities during the COVID-19 pandemic. We implemented new sign up procedures, increased cleaning of equipment and focused more on the need for social interactions following many months of at home isolation.

In 2020, we partnered up with Michigan Sports Academy (MSA) to expand from 4 days a week to 5, adding a Wednesday morning Summer Sand Lot program at Tefft Park. Chris Harrison, owner of MSA, volunteers his time to work with the youth and ensure that anyone, regardless of skill, can enjoy the game of baseball as it was once played back in the day when kids in local

neighborhoods would gather at a field, make up the rules and settle their own disputes without parents, coaches or league officials intervening.

b. Expansion of an existing program/facility

Each year we seek new partnerships with the program. Last summer we added Wide World Sports to our summer calendar for a day of soccer skills. Launch Ann Arbor also visited the program for the first time with their mascot Joey who led several fun outdoor games with the participants. We will continue to expand our activities within Rec on the Go to provide the youth with new experiences.

4. *Outcome or result*

Outcome 1: To continue to provide Saline youth with the opportunity to participate in healthy and safe summertime activities with minimal barriers for participation.

- Objective: Rec on the Go is a free program.
- Objective: Rec on the Go is available at 5 different parks throughout Saline that are within walking/biking distance from residential neighborhoods in order to reach as many children as possible.
- Objective: Rec on the Go hires 3 staff to provide recreational programs within a safe environment.

Outcome 2: To provide Saline youth with the opportunity to learn lifelong recreation skills.

- Objective: Staff will introduce new games and sports on a weekly basis.
- Objective: Staff will provide participants with the opportunity to express themselves through STEAM activities and challenges, leadership opportunities, decision making, etc.
- Objective: Youth will participate in special events
- Objective: Youth will learn about local parks and will be encouraged to bring their families back to the parks
- Objective: Staff will hold themselves to a high standard as role models.

Outcome 3: To provide Saline area teens with the opportunity to gain valuable work skills and job training.

- Objective: The Junior Counselor Program will be offered in conjunction with Rec on the Go. 13 and 14 years olds will be required to submit a formal application for this volunteer mentorship program. They will be interviewed, complete a training workshop and be paired with qualified staff.
- Objective: Staff will work closely with the teen volunteers, giving them opportunities to practice leadership skills and work with the participants.
- Objective: Staff will provide mentorship with the teens, teaching them responsibility and work ethic.

5. *Method used to measure the outcome or result*

The preceding outcomes will be evaluated through daily attendance records and end-of-the-program surveys both from the participants and their parents.

6. *Collaboration and/or partnership with other non-profits*

Rec on the Go thrives on partnerships to bring greater depth to the program through a variety of experiences for the youth. Previous partners include:

- Benny's Bakery
- Cranbrook Institute of Science
- Launch Ann Arbor
- Michigan Sports Academy
- National Flag Football
- River Raisin Watershed Council
- Saline Fire Department
- Saline Police Department
- Wide World Sports
- Workout1
- Yogacentric

7. *Plans to involve volunteers*

With the great number of participants, Junior Counselor (JC) volunteers assist the staff by playing with the participants, helping with crafts and gathering supplies. These 13 and 14 year olds must submit an application, complete an interview and attend a skills training workshop before working with the youth. JCs are partnered up with senior staff. They are provided with a work schedule and expected to follow that schedule as if this were a paid position. This program not only benefits the participants by allowing for more supervision, but it also benefits the teens by giving them skills that they will use in the near future when seeking that first job.

Parents and/or caregivers of the participants are encouraged to join in with the activities. In addition, we often have older siblings or participants help the staff lead games and help out the younger participants.

8. *Other funding sources and/or in-kind resources*

The Rec on the Go program is also supported through Saline Parks & Recreation, in kind donated services from partner organizations as well as donations and sponsorships from local businesses and organizations.

9. *Benefit to the community for the requested funds*

The community benefits from this program in the following areas:

1. **Healthier Community:** This program promotes active living and teaches the participants healthy lifelong habits.
2. **Safer Community:** This program helps prevent negative behaviors due to boredom and lack of activity throughout the long summer months by providing a safe place for kids to play.
3. **Social Benefits:** This program provides youth with opportunities to play and socialize with others. We promote fairness in play, teamwork, being gracious winners and losers, and being role models for your peers. By working on these skills, we are contributing to the development of responsible citizens.
4. **Enrichment of Participants:** We offer opportunities for participants to enrich themselves through sports, arts/crafts, games, group challenges, and more.

5. Increased Park Usage: Families are introduced to several parks throughout Saline and are encouraged to come back and enjoy these natural spaces.

10. Strategies for funding the facility/service or maintaining after the grant period

In order to keep Rec on the Go an ongoing program, Saline Parks & Recreation continues to seek funding through grants, individual donors, and/or corporate sponsorships on an annual basis.

11. Qualifications of key staff and volunteers that will ensure success of the project

Three staff members will travel with Rec on the Go. The staff are recruited through social media, word of mouth, local university job postings as well as internal postings. To ensure the success of this program, we seek applicants with experience working with children, experience organizing games and sports, individuals who are energetic, have strong leadership skills, have a desire to work with youth and those who will be good role models for others. Staff and volunteers will work closely with the Saline Parks & Recreation Deputy Director.

B. Organization Information

1. *Purpose and/or services of Saline Parks & Recreation:* It is the mission of Saline Parks & Recreation to “provide a variety of recreational opportunities to meet the needs and desires of our community. We promote health & wellness through creative collaborations, and we bring value to Saline by creating a sense of community”.

Saline Parks & Recreation serves the City of Saline and surrounding townships by providing opportunities for recreation through the use of 12 parks and a 43,000 square foot Recreation Center. Programs are offered for youth, adults and senior adults.

2. *History of the organization and current activities/accomplishments:* The City of Saline was founded in 1866. The Saline Recreation Center opened in 1991, housing a full gymnasium, aquatics center, cardiovascular and weight rooms, aerobics floor, racquetball room, childcare area, and meeting rooms. Saline Parks & Recreation provides the community with a variety of programs and oversees numerous facilities including three pavilions, four tennis courts, seven ball fields, the Romp play structure, a dog park, two outdoor basketball courts, and many other play and climbing structures.

3. *List of individuals that will ensure the success of the program:*

Rec on the Go staff	3 leaders (to be hired in May)
Sunshine Lambert	Deputy Parks & Recreation Director
Carla Scruggs	Park & Recreation Director
Saline Fire Department	Providing Fire Safety program
Michigan Sports Academy	Summer Sand Lot on Wednesdays
Workout1	Mini Mastodon Kick off Event partner
Saline Area Schools	Providing advertising for the program
Saline DPW	Providing maintenance of sites

BUDGET REQUEST FORM

REC ON THE GO

A. Organization's Fiscal Year: 2022-2023 and 2023-2024

B. Time Period for this Project: June 12 - August 4, 2023

C. Expenses

Category	In-Kind, Matching or Other	Amount Requested from CARES	Total Project Expense
Salaries 3 on-site supervisors averaging \$14.75 per hour, 42 total staffing hours per week plus 60 hours training	\$1,000.00	\$4,841.00	\$5,841.00
Travel Use of van to transport staff and equipment to parks		\$250.00	\$250.00
Equipment Replacement sports equipment		\$250.00	\$250.00
Supplies/Materials Craft supplies (\$150), Staff & volunteer shirts (\$250), Safety supplies such as first aid & ice (\$300), Miscellaneous supplies (\$160)		\$860.00	\$860.00
Office Expenses Printing and copying flyers, handbooks, evaluation forms, etc		\$100.00	\$100.00
Rentals			\$0.00
Utilities port-a-jon rentals		\$300.00	\$600.00
Other: Fringe benefits site leaders 11% of the total program cost		\$643.00	\$642.51
Other: Administrative Costs 10% of the total program cost	\$824.00		\$824.00
Other: Fringe benefits admin. Staff 45% of the total program cost	\$371.00		\$371.00
EXPENSE TOTALS	\$2,195.00	\$7,244.00	\$9,738.00

D. Revenue

Category	Total
CARES Grant (Requested)	\$7,244.00
Local, State or Federal Government City of Saline	\$1,195.00
Corporations/Individuals	\$1,000.00
Others: to be determined	
Fund-Raisers, Events, Participant Fees, Memberships, etc	
In-Kind Support Community partnerships	undetermined
Combined Revenue Total	\$9,738.00



CARES Grant Application
7265 North Ann Arbor St, Saline, MI 48176

COVER SHEET

Date: January 27, 2023

Name of Organization: Saline Area Senior Center (SASC)

Address of Organization: 7190 N. Maple Road, Saline, MI 48176

Mailing Address (if different): _____

Contact Person #1: Nancy Cowan Position in Organization: Director

Phone: 734-429-9274 Fax: _____ Email: cowann@salineschools.org

Contact Person #2: _____ Position in Organization: _____

Phone: _____ Fax: _____ Email: _____

PROJECT INFORMATION


Project Name:
SASC / Liberty Club Transportation Grant

Purpose of Grant (one sentence):
The purpose of this grant is to secure funding to put towards the purchase a 14 to 15 passenger vehicle / van to be utilized by SASC for day trips and Liberty Club for volunteer opportunities.

Number of People Served: Nearly 300 seniors, plus 30 Liberty Club Participants annually, plus community and organizations.

Amount Requested \$ 15,000 Total Project Cost \$ \$50,000 to \$58,000

Project Period Start Date: Hopefully spring 2023 End Date: Ongoing, for life of the vehicle



Signature of Applicant

Director

Title
1/27/2023

Date



CARES Grant Application Format

7265 North Ann Arbor St, Saline, MI 48176

Please provide the following information in this order using the same headings and subheadings. Make seven (7) copies total. Keep your proposal short and concise

I. NARRATIVE

a. Summary

Briefly explain why you are requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

Saline Area Senior Center (SASC) is requesting this grant as a part of funds that will be utilized to purchase a 2023 (or used) 14 or 15 Passenger Ford Transit Van in conjunction with Saline Liberty Club. This van would mainly be utilized by SASC for day trips and Liberty Club for their daily / weekly volunteer activities.

The outcome we hope to achieve is to continue offering 20-24 SASC day trips per year (without a new vehicle these trips will stop). Along with Liberty Club being able to continue and expand their volunteer opportunities as they grow.

b. **Project Information (Include any of the** following topics that pertain to your request)

1. Statement of need and/or interest to be addressed

Currently SASC has a 2006 Ford Econoline bus that has outlived its useful life. The inside and outside of the bus are rusting and showing significant signs of wear. Mechanically, the bus has broken down on two trips this past summer. In addition, Liberty Club also utilizes transportation for their programming for adults with disabilities, ages 26+ on a consistent basis. Liberty Club has two 11 passenger vehicles currently and serves almost 30 individuals, therefore they do not have enough space to transport all of their participants. Sharing a vehicle amongst the organizations will ensure the vehicle is utilized more, decreasing the time a vehicle sits, and the mechanical issues caused by doing so. Our goal is to purchase a 14-15 passenger vehicle (new or used) to share amongst the two organizations,

2a. Identify the expected number of residents to be served and describe

SASC has about 750 members on an annual basis. Currently 1-2 trips per month are planned at SASC approximately 24 trips per year. If the maximum of 15 individuals go on each trip, SASC could serve up to 360 trip goers each year. In addition, Liberty Club would then be able to transport all of the participants on their daily / weekly volunteer endeavors in the community with Meals on Wheels, The Senior Center, Saline Area Schools, etc.

2b. Identify the greater depth of service provided

The benefits of traveling and socializing are well documented, and include keeping the mind sharp and open, making new connections, decreasing isolation, and overall making life more interesting. This is important to SASC and something we know our older adults are seeking, especially since the pandemic minimized such opportunities the past few years. We price our trips on the low end to keep trips affordable and encourage participation.

SASC aims to be a good partner in the community. By sharing the vehicle with Liberty Club, others could also receive benefit from the vehicle. The services Liberty Club are far reaching and the impact to the users in lifelong learning and development are substantial.

3a. Identify the new value of the program/facility

Knowing that we would have state-of-the-art safety for travelers is central to traveling, the travel program, and Liberty Club. This purchase would help provide that peace of mind in taking such trips. In addition, having a vehicle with seats that can be removed, will provide the opportunity to haul larger items if needed for an event or program for all parties; SASC, Community Ed and Liberty Club.

SASC currently keeps trips local due to the reliability of the SASC Bus. With a new van, the trips options would open up again as the reliability of the vehicle would increase.

In addition, we currently offer about 16 trips a year and with a new vehicle, we would aim to plan 2 per month, total 24 in the year.

4. Identify the outcome or result

The result would be expanded trip offerings at a farther distance, increasing opportunities for travel. In addition, anyone can drive the van that has a valid driver's license (and goes through the background check and driving record check), without the need for a Chauffeur's License or CDL. By increasing trips, more individuals can be reached as well.

Additional transportation will also allow Liberty Club to fulfill its current community service Mission and allow for planned future expansion of the program.

5. Identify the method to be used to measure the outcome or result

Current statistics of those traveling now, in number and their satisfaction of the vehicle, would be compared to future statistics from user surveys in the same categories. A comparison can be done to see how the van and programs are received.

Liberty Club will utilize their current statistics to compare to future statistics of those enrolled in the programs vs new participants in the future.

6. Identify any collaboration and/or partnership with other non-profits

SASC would share the van with Liberty Club. Liberty Club regularly partners with City of Saline managed organizations, the Senior Center, and other 501(c)(3) organizations such as Meals on Wheels, Nu2u Again, and other local charities that provide low income services.

7. Identify plans to involve volunteers

SASC utilizes volunteers in some instances to help select the trip locations that the van would travel to and from. Volunteers may also be involved as trip leaders.

Liberty Club consists of participants who volunteer almost daily within the community. As the program expands, so too with the organizations and individuals impacted by their efforts.

8. Identify other funding sources and/or in-kind resources. What other sources of support are available for this project?

Approximately \$20,000 of community donated funds have been raised to help pay for new transportation through Liberty Club. A \$15,000 grant that Liberty Club secured through CARES will also be utilized. The current 2006 SASC Bus will also be sold or traded in, and account for up to \$5,000 of the vehicle cost.

9. Identify the benefit to the community for the requested funds (return on investment)

The return on investment for the community is that older adults would be provided an opportunity to grow and travel still, even if physically they could not drive themselves. The advantages of a happy and healthy senior population are diverse and range from financial, social, and physical benefits.

Liberty Club will also be able to provide their daily and weekly volunteer efforts to organizations in the area, saving them some funds and contributing to their missions.

10. Identify strategies for maintaining funding the facility/service after the grant period

The major cost is the actual purchase of the vehicle. The ongoing costs of the vehicle for annual maintenance, insurance, and gas would be split between SASC and Liberty Club. These costs are already accounted for in each organization's budget.

11. Describe qualifications of key staff and volunteers which will ensure the success of the project

The key users of the vehicle are communicative and collaborative; therefore, the project will be a success based on how they operate. In addition, all drivers of the vehicles will go through a background check, driver's record check, and obtain or already have a Chauffeur's License.

b. Organization Information

1. Brief statement of the purpose and/or services of your organization

SASC is a 501(c)(3) nonprofit organization serving older adults primarily age 50+ in Saline and the surrounding area. We offer a variety of free and paid programs and services to older adults of all interest and ability levels, including fitness, wellness, education, creative arts, technology, travel, cards/games and social services such as Meals on Wheels, AARP tax preparation, and more.

Liberty Club is a community-based program for individuals with disabilities, age 26+, with a focus on continuous learning, social interaction, and development of skills for living safely and more independently in the community.

2. Brief statement of the history of the organization and current activities and accomplishments

SASC began in 1975 and has grown over the years. SASC currently serves over 1,200 individuals on an annual basis. We have partnerships through the community including Saline Area Schools, City of Saline, Community Ed., the Rec Center, Saline Area Social Services, EHM, StoryPoint, Linden Square, local businesses, and many more.

Liberty Club was created in 2011 and is a part of Community Education within Saline Area Schools (SAS). There are 30 participants in Liberty Club, which is currently at capacity, and runs Monday-Thursday nearly all year, from 9am-4pm. Liberty Club does extensive volunteering in the community with Meals on Wheels, SASC, Saline Library, a local retail store, paper pantry, pre-school, and more.

3. List of officers, board of directors, staff, members and/or key volunteers as applicable

Board: President, Lucy Crossey; Vice President, Katherine Lawless; Treasurer, Bill Nicholls; Secretary, Cora Rogers, School Liaison, Brian Puffer; and City Liaison, Councilmember Jack Ceo. The application is fully supported by the Board.

Staff: Director, Nancy Cowan; Program Coordinator, Andrea Lewis, Programmer/ Front Desk Staff, Megan Kenyon, Meals on Wheels Coordinator/Front Desk Staff, Kathy Adamson.

II. FINANCIAL INFORMATION

- a. Submit Grant Budget Form and related support information as applicable (attached)
- b. Will this grant be used to match or leverage any of the other sources? Explain.

A grant has also been submitted to the Helen McCalla Foundation in the amount of \$43,077. Community Education has also pledged \$3,000 towards the purchase.

- c. In the event that we are unable to meet your full request, list the priority items in your proposed budget

Whatever amount possible towards the purchase could be helpful.

III. ATTACHMENTS (if applicable)

- a. A copy of the IRS tax exempt or 501(c)(3) letter and business federal employee ID number.
- b. A copy of organizational materials of applicant (articles of incorporating chapter by-laws, etc.). First time applicants only.
- c. A copy of promotional materials for the applicant.
- d. Letters of support (optional)



BUDGET REQUEST FORM

CARES Project
 7265 North Arbor St.
 Saline, MI 48176

A. Organization's Fiscal Year:

2022-23

B. Time Period for this Project: 2023

C. Expenses

Category	In-Kind, Matching or Other Funds	Amount Requested from CARES	Total Project Expense
Salaries	\$	\$ ----- -----	\$
Consultants/Professional Fees	\$	\$	\$
Travel	\$	\$ ----- -----	\$
Equipment	\$ 40,000	\$ 15,000	\$ 55,000
Supplies/Materials	\$	\$	\$
Office Expenses	\$	\$	\$
Rentals	\$	\$	\$
Utilities	\$	\$	\$
Maintenance	\$	\$ ----- -----	\$
Evaluation	\$	\$	\$
Marketing	\$	\$	\$
Other (Specify)	\$	\$	\$

Category	Totals
CARES Grant (Requested)	\$ 15,000
Local, State or Federal Government	\$
Other Foundations/Grants – Liberty Club CARES Grant	\$ 15,000
Corporations/Individuals (Itemize)	\$
Other – SASC Bus, estimated trade-in / sale	\$ 5,000
Earned Income	\$
Fund-Raisers, Events, Participant Fees, Memberships, etc.). – SASC Funds if needed	\$3,077
In-Kind Support (Specify)	\$
Other – Liberty Club, community raised funds	\$20,000
COMBINED REVENUE TOTALS	\$ 58,077



SASC 2023 CARES Grant Application
Proposed Budget Request and Quote - Ford Transit Van

148 Mid-roof AWD	\$ 52,732
Destination & delivery fee	\$ 1,795
14 Passenger, vinyl	\$ 1,024
Options:	
Reverse sensing system	\$ 269
Factory tint	\$ 455
Cruise Control	\$ 296
2 keys	\$ 69
Paint (silver)	\$ 182
Radio	\$ 255
Running Board (mesh, after factory)	\$ 1,000
Total:	\$ 58,077

*Maximum cost if brand new. Cost may be less if a used vehicle is purchased. SASC can help make up the difference if that is not the case though.



SASC IRS Documents

Internal Revenue Service

District
Director

Saline Area Senior Council, Inc.
131 East Michigan Avenue
P.O. Box 404
Saline, MI 48176

SALINE AREA SENIOR COUNCIL INC.
P.O. BOX 225
SALINE, MI 48176-0040

Department of the Treasury

P.O. Box 3159
Cincinnati, Ohio 45201

Person to Contact:

Kay McMullin
Telephone Number:
513-684-3863

Refer Reply to:

CSB:EP

Date:

MAR 5 1985

Employer Identification Number:

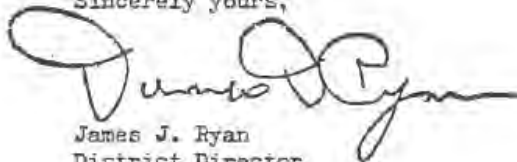
51-0168822

Dear Mr. Hopper:

We have received your inquiry regarding the tax exempt status of Saline Area Senior Council, Inc.

Our records disclose that this organization is exempt from Federal income tax under the provisions of section 501(c)(3) of the Internal Revenue Code.

Sincerely yours,



James J. Ryan
District Director

Michigan Sales and Use Tax Certificate of Exemption

This exemption claim should be completed by the purchaser, provided to the seller, and is not valid unless the information in all four sections is complete. Do not send a copy to Treasury unless one is requested.

SECTION 1: TYPE OF PURCHASE

 Check one of the following:

- A. One-Time Purchase
Order or Invoice Number: _____
- C. Blanket Certificate
Expiration Date (maximum of four years): _____
- B. Blanket Certificate. Recurring Business Relationship

The purchaser completing this form hereby claims exemption from tax on the purchase of tangible personal property or services purchased from the seller named below. This claim is based upon: the purchaser's proposed use of the property or services; OR the purchaser's exempt status.

Seller's Name and Address

SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1. All items purchased.
2. Limited to the following items: _____

SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

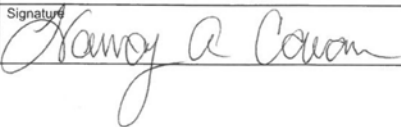
1. For Lease. Purchaser will lease the property and elects to pay tax based on rental receipts. Enter sales tax license or use tax registration number: _____
2. For Resale at Retail. Enter Sales Tax License Number: _____
3. Direct Pay - Authorized to pay use tax on qualified transactions directly to Michigan Treasury under account number: _____

The following exemptions DO NOT require the purchaser to provide a number:

4. Agricultural Production. Enter percentage: _____%
5. Government Entity (U.S. or its instrumentalities, State of Michigan or its political subdivisions), Nonprofit School, Nonprofit Hospital, Church or House of Religious Worship (circle type of organization)
6. Contractor (provide Michigan Sales and Use Tax Contractor Eligibility Statement (Form 3520)).
7. For Resale at Wholesale.
8. Industrial Processing. Enter percentage: _____%
9. Nonprofit Internal Revenue Code Section 501(c)(3), 501(c)(4), or 501(c)(19) Exempt Organization.
10. Nonprofit Organization with an authorized letter issued by Michigan Department of Treasury prior to July 17, 1998 (sales tax) or June 13, 1994 (use tax).
11. Rolling Stock purchased by an Interstate Motor Carrier.
12. Other (explain): _____

SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

Business Name Saline Area Senior Council, Inc.	Type of Business (see codes on page 2) 15	
Business Address 719o N. Maple Road	City, State, ZIP Code Saline, MI 48176	
Business Telephone Number (include area code) 734-429-9274	Name (Print or Type) Nancy Cowan	
Signature 	Title Director	Date Signed 9/27/2022

SASC Organizational Bylaws

ARTICLE 1 NAME AND PURPOSE

The official name of the corporation shall be Saline Area Senior Council, Inc. The corporation may be referred to as Saline Area Senior Center, the Senior Center or SASC.

The Saline Area Senior Council, Inc. is a non-profit Michigan charitable corporation organized and operated exclusively for the charitable purpose described in Section 501(c)(3) of the Internal Revenue Code of 1954.

The purpose of SASC is to provide the seniors of the greater Saline area with service, education, nutrition and social activities.

ARTICLE II MEMBERSHIP

SECTION 1. ELIGIBILITY

Individuals who are at least 45+ years of age are eligible for membership regardless of race, color, sex or creed. A "member in good standing" is defined as one who has completed the registration process and paid their current dues. Members in good standing are eligible to vote.

SECTION 2. OTHER CLASSES OF ELIGIBILITY

The Board of Directors shall have the right to grant membership to other individuals if the Board determines that it would be in the best interest of SASC.

SECTION 3. NON-MEMBERS

Non-members may participate in paid programs for an additional fee but are not eligible to vote.

SECTION 4. MEMBERSHIP DUES

Annual dues for membership shall be established by the Board of Directors and shall be payable in advance. SASC shall notify each member prior to the expiration date of the dues payable for the coming year.

SECTION 5. MEMBERSHIP MEETINGS

Regular meetings of the general membership shall be held as established by the Board of Directors. At least one general membership meeting shall be held each year.

Special meetings of the general membership may be called from time-to-time by the President of the Board of Directors with the concurrence of at least two other Board members and two members in good standing.

No action shall be taken at any meeting of the general membership without the presence of a quorum. A quorum shall consist of the presence of fifteen members in good standing, which shall include a majority of the members of the Board of Directors.

SECTION 6. VOTING RIGHTS

All members in good standing shall have the right to elect the Board of Directors at the Annual General Membership meeting, via the Board's designated process. One Board member is appointed by the City of Saline and one Board member is appointed by the Saline Area schools and are therefore not subject to election by the membership.

SECTION 7. TERMINATION OF MEMBERSHIP

The Board of Directors shall have the right to terminate membership in SASC if the Board determines in its sole discretion that a member is not meeting the Membership Code of Conduct, which is approved by the Board. Any member proposed for expulsion for another reason shall be provided advance written notice including the reason for the proposed expulsion, opportunity to contest the proposed expulsion in writing, and final written notice of the Board's decision. If this should occur, the date of the membership termination, will be the date of the Board decision.

ARTICLE III BOARD OF DIRECTORS

SECTION 1. GENERAL POWERS

The Board of Directors is responsible for carrying out all legal requirements of the corporation. In all cases where legal authority does not specifically provide or prohibit, the Board shall consider itself the agent of the corporation members in planning, executing, and appraising the total program.

SECTION 2. COMPOSITION

The Board of Directors shall consist of five elected individuals who are members in good standing; one appointed member from the City of Saline; and one appointed member from Saline Area Schools. All members of the Board of Directors are voting members.

No two people living in the same household can be on the Board at the same time.

SECTION 3. TERMS

Board members shall serve staggered two-year terms and may serve for one additional two-year term, for a total of two full consecutive terms (four years). No Board member shall serve more than a total of four years. There is no limit on the number of non-consecutive terms a Board member can serve.

SECTION 4. BOARD ELECTIONS

New Board members and current Board members shall be elected or re-elected by the members in good standing, via the Board's designated process.

SECTION 5. BOARD MEETINGS

The Board shall determine a Board meeting schedule each year. A special meeting of the Board may be called by the President or by a majority of the Board upon notice to the Board by any reasonable means at least forty-eight (48) hours prior to the meeting. Notice of a special meeting shall specify the purpose of the meeting. The Board may meet by telephone conference call or similar communications equipment so that all persons participating in the meeting can hear each other, and participation in a meeting by conference call shall constitute presence in-person at the meeting. Board members may not vote by proxy.

SECTION 6. VOTING/QUORUM

No action by the Board of Directors shall be taken without a quorum of the Board. A quorum shall consist of a majority of the current Board members.

SECTION 8. CONFIDENTIALITY

Board members shall not discuss or disclose information about the corporation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the corporations' purposes, or can reasonably be expected to benefit the corporation. Board members shall use discretion and good business judgment in discussing the affairs of the Corporation with third parties.

ARTICLE IV OFFICERS OF THE BOARD OF DIRECTORS

SECTION 1. OFFICERS

The officers of SASC are President, Vice President, Treasurer, Secretary, and Member-at-Large. No person shall hold more than one office at a time. The officers are elected by the General Membership at the Annual General Membership meeting, via the Board's designated process.

SECTION 2. OFFICER TERMS

Officers shall serve two-year terms and may serve one additional term, for a total of two full consecutive terms (four years). If an individual has been appointed by the Board to complete a partial term for an officer that is unable to complete their term, the individual may serve two full terms, plus the partial term. An officer may also serve a third two-year term if an appropriate nomination is not submitted for an officer position during the election process. There is no limit on the number of non-consecutive terms an officer can serve.

SECTION 3. OFFICER VACANCIES

In the event of a vacancy in the office of the President, the Vice-President shall assume the Presidency until the end of that term. In the event another office is vacated before a term is complete, the position shall be filled by the determined Board process. If voting is to take place as a part of the process to select a new officer, only the elected officers may vote.

SECTION 4. OFFICER DUTIES

President/Board Chair: shall convene and conduct the meetings of the Board of Directors and the General Membership. The President shall be a designated signer on SASC financial accounts.

Vice-President: shall assist the President and, in the President's absence, fulfill the duties and functions of the President.

Secretary: shall take and record minutes of all meetings (Board meetings and annual meeting). In addition, the Secretary will prepare and distribute agenda, minutes, etc., as well as initiate correspondence for SASC at the request of the President.

Treasurer: shall give the monthly Treasurer's Report to the Board of Directors at their monthly meeting. The Treasurer's Report will be available to the general membership each month. The Treasurer shall be a designated signer on SASC financial accounts. The Treasurer will lead the financial committee and perform other duties as necessary.

ARTICLE V COMMITTEES

SECTION 1. COMMITTEE FORMATION

The Board may create committees as needed, such as fundraising, finance, etc. The Board chair appoints all committee chairs.

SECTION 2. EXECUTIVE COMMITTEE

The President, Vice President, Secretary and Treasurer serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, and is subject to the direction and control of the full Board.

SECTION 3. FINANCE COMMITTEE

The Treasurer is the chair of the Finance Committee, which can include other Board members and members in good standing with relevant experience. The Finance Committee may be responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other Board members. The Board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the Board or the Executive Committee. The fiscal year shall be July 1 - June 30. Annual reports are required to be submitted to the Board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, Board members, and the public.

ARTICLE VI EXECUTIVE DIRECTOR

SECTION 1. EXECUTIVE DIRECTOR

The Executive Director is hired by the Board. The Executive Director has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The Executive Director will attend all Board meetings, report on the

progress of the organization, answer questions of the Board members and carry out the duties described in the job description. The Board can designate other duties as necessary.

ARTICLE VII AMENDMENTS TO THE BYLAWS AND CONSTITUTION

The Bylaws and Constitution may be amended by submitting the proposed amendment to the Board of Directors for approval. Upon approval, the notice of the proposed amendment will be posted at SASC for thirty (30) days prior to the General Membership Meeting where the members in good standing will vote on the proposed change(s) in the Bylaws and Constitution. A two-thirds (2/3) majority affirmation of the ballots cast is required to incorporate any changes in the Bylaws and Constitution.

ARTICLE VIII ACTION AGAINST OFFICERS AND DIRECTORS

SASC shall indemnify to the fullest extent permitted by law any person who has been made, or is threatened to be made, a party to an action, suit, or proceeding, whether civil, criminal, administrative, investigative, or otherwise (including an action, suit, or proceeding by or in the right of the corporation), by reason of the fact that the person is or was director or officer of the corporation, or a fiduciary within the meaning of the Employee Retirement Income Security Act of 1974.

ARTICLE IX PROPERTY RIGHTS AND DISSOLUTION OF THE CORPORATION

If this corporation is dissolved, all assets, real and personal, shall be distributed to organizations that are qualified as tax exempt under Section 501(c)(3) of the Internal Revenue Code of the United States.

Bylaws originally adopted: 1975
Amended: 1995
Amended: 12/15/04
Amended: 5/15/2019



2022-2023 CARES REQUEST FOR PROPOSALS

The purpose of the CARES Millage is to provide funding for Cultural Arts, Recreation, Enrichment, and Senior Citizen programs and facilities that enhance the life of residents within the Saline Area Schools District community.

In May 2017, voters passed the CARES Recreation Millage of 0.5 mills for 10 years. The Millage provides annual funding for five specific programs and also create a Discretionary Fund which is allocated through a grant process to meet additional needs.

The four specific programs funded annually through CARES are:

- a) Saline Area Senior Citizen Center
- b) Saline Area School Pool
- c) Saline Area School Theater Management
- d) Saline Community Education, Recreation and Enrichment Programs

The Discretionary Funds may be granted to any worthwhile projects which enhance the quality of life in the Saline Community through new or expanded programs and/or facilities for the **Cultural Arts, Recreation, Enrichment, and Senior Citizens**. It is the intention of the Discretionary Funds to be one piece in pulling a project together.

This packet includes:

1. Request for Proposal – Guidelines
2. Grant Application Cover Sheet
3. Grant Application Format
4. Project Budget Form

The CARES Advisory Council is appointed by the Saline Board of Education. The Council consists of five volunteer community members and the Superintendent or his designee.

2022-2023 CARES REQUEST FOR PROPOSALS GUIDELINES

REQUIREMENTS:

Proposals for discretionary CARES funds must meet the following criteria:

1. Create or enhance programs and/or facilities related to cultural arts, recreation or enrichment.
2. Serve residents living within the Saline Area School District boundaries.
3. Not discriminate on the basis of sex, age, color, disability, handicap, height, weight, national origin, race, religion, sexual orientation, socio-economic status or other personal characteristics; in access to, or participation in the activity. This does not preclude programs that target a specific population.
4. Recipients shall recognize CARES support in flyers, news releases, posters, and other public relations materials.
5. Recipients may be required to open their CARES related financial records to Saline Schools auditors.
6. Recipient shall submit a financial report and evaluation of the activity vis-à-vis the R.F.P. every 12 months from the date of funds granting and/or upon completion of the activity. Note: Only one report/evaluation is required if the activity is completed in less than 12 months.
7. Recipients are to be, or function as, a nonprofit organization.
8. Recipients must maintain the scope of the grant request.

SELECTION CRITERIA:

Those proposals which satisfy the largest number of criteria, to the greatest degree, will enhance the probability of being granted funding.

1. Provide evidence of community area (Saline Area School District) interest or need.
2. Serve a number of residents and/or provide a greater depth of service.
3. Provide new value in a program or a facility; expand an existing program or facility.
4. Provide a clear, well-defined outcome or result.
5. Identify the method to be used to measure the outcome or result.
6. Identify any collaboration and/or partnerships with other nonprofits.
7. Identify plans to involve volunteers.
8. Identify other funding sources and/or in-kind resources
9. Identify the benefit to the community for the requested funds (return on investment).
10. The following are **not** preferred uses of CARES funds: maintenance expenses, normal operating expenses, loans, multi-year funding (single request), salary compensation, travel expenses.

DEADLINES:

Approximately 75% of the annual Discretionary Funds may be allocated in Round I, with the remaining 25% of funds reserved for Round II, and if funds are still available, the remainder may be allocated in Round III.

September 30, 2022: Round I Proposals due at Liberty School Community Education Office by 4:00 PM.

January 27, 2022: Round II Proposals due at Liberty School Community Education Office by 4:00 PM.

March 24, 2023: Round III Proposals due at Libery School Community Education Office by 4:00 PM.

AMOUNT OF REQUESTS:

\$1,000 - \$15,000 per funding cycle depending on amount available.

HOW TO APPLY:

1. Apply online [2022/23 CARES Application](#). It is strongly recommended that you briefly discuss the pending proposal in advance with Brian Puffer, Director of Community Education, to ensure that it fits within the required guidelines.

PHONE: 734-401-4021
EMAIL: pufferb@salineschools.org
FAX: 734-401-4094
ADDRESS: CARES
Liberty School
7265 North Ann Arbor Street
Saline, MI 48176

REVIEW PROCESS:

1. Each proposal will be reviewed by the CARES Advisory Council. Applicants may be requested to attend one or more CARES meetings to discuss their proposal with the Council. Additional information may be requested in order to clarify the proposal. Incomplete Grant Proposal Forms may be eliminated from consideration or delayed until future funding cycles.
2. The CARES Advisory Council will forward its recommendation to the Saline Board of Education for their official action.



COVER SHEET

Date: 01/26/2023

Name of Organization: Saline Parks and Recreation

Address of Organization: 1866 Woodland Dr, Saline, MI 48176

Mailing Address (if different):

Contact Person #1: Sarah Zietlow Position in Organization: Aquatics Manager

Phone: 734-429-3402 Fax: Email: szietlow@cityofsaline.org

Contact Person #2: Carla Scruggs Position in Organization: Parks and Recreation Director

Phone: 734-429-3402 Fax: Email: cscruggs@cityofsaline.org

PROJECT INFORMATION

Project Name: Saline Recreation Center Water Safety Enhancements

Purpose of Grant (one sentence): To provide funding to purchase the LunaSafe Water Safety System, which will replace/update our current system, and Automated External Defibrillator (AED) trainers both of which will enable our staff to respond quickly and effectively to water rescues/emergencies in the aquatic facility.

Number of People Served: 20,000

Amount Requested \$ 2,100.00 Total Project Cost \$ 2,100.00

Project Period Start Date: N/A End Date: N/A

Sarah Zietlow
Signature of Applicant

Aquatics Manager
Title
01/27/2023
Date



Please provide the following information. Keep your proposal short and concise.
Please enter N/A if question does not apply, field cannot be left blank.

I. NARRATIVE

a. Summary

Briefly explain why you are requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

Saline Parks and Recreation is requesting a grant from the CARES Millage to purchase the LunaSafe Water Safety System and AED trainers for the aquatics facility. LunaSafe has water activated transmitters that would signal a building wide alarm to sound in the event that a lifeguard had to enter the water to perform a rescue. This alarm would activate our Emergency Action Plan (EAP) and allow all staff members to quickly assume their role in the event of a water rescue emergency. The AED trainers would allow us to continue to train and optimize our staff response to these rescues in the event an AED was needed during a rescue response.

b. Project Information

Include any of the following topics that pertain to your request

1. Statement of need and/or interest to be addressed.

The Safety Turtle is the current water safety system in use at the Recreation facility. It was purchased in December of 2011 and has aided in 41 water rescues. The system is reaching the end of its life span and needs to be replaced. The Safety Turtle System is no longer in production. LunaSafe is the equivalent of what the Recreation Center is already using with additional features. This will continue to allow building wide notification that the EAP has been activated and that there is a water rescue in progress. Having additional AED trainers would enhance the training for these scenarios and optimize staff response.

2a. Identify the expected number of residents to be served and describe.

All residents of Saline Area Schools will be served by providing them with enhanced and unique water safety features.

2b. Identify the greater depth of service provided.

Customers who utilize the Recreation Center and Aquatics facility for daily use such as lap swim and leisure swim would benefit from this system. However, there are many other aquatic programs, events and community groups that utilize the facility which would benefit from the LunaSafe system. Examples of such groups include, Community Ed Summer Camps, Saline Community School Groups, Young Adult Program, Liberty Club, Kids Camp, Boy/Girl Scouts, Swim Lessons and Water Aerobics.

3a. Identify the new value of the program/facility.

Replacing the Safety Turtle System with LunaSafe will allow the continuance of effective response in the event of a water rescue. LunaSafe will provide us with ability to have additional transmitters which will enhance the effectiveness of the system during times when the aquatic facility is experiencing higher occupancy. During higher occupancy times more than three lifeguards will be on duty. Currently, with the Safety Turtle System we are limited to equipping three lifeguards at a time with a transmitter. However, LunaSafe would allow us to equip all lifeguards on duty with a transmitter enhancing our overall safety protocol. In addition, to the LunaSafe System the AED trainers will aid in training staff members to effectively handle this type of emergency situation.

3b. Identify the expansion of an existing program or facility.

The additional features provided by the LunaSafe System will provide the Aquatics Facility the ability to expand and enhance our EAP. We will be able to equip all the lifeguards with a transmitter during large, high occupancy events which means in the event of a water rescue the EAP will be activated immediately instead of waiting for a call to come from a secondary responder on the pool deck. The LunaSafe System also would provide the Recreation Center with additional receivers to place throughout the building resulting in non-aquatic staff members to hear the alarm and respond promptly from wherever they are in the building.

4. Identify the outcome or result.

The first outcome would be a quicker response time to water rescues as the LunaSafe System will alert all staff members immediately when a lifeguard enters the water and would ensure that a building wide response to the emergency is immediate. The second outcome would be enhanced EAP procedures. The LunaSafe System in conjunction with AED trainers will allow for a fluid and systematic approach to training for water rescue emergencies. The third outcome would be enhanced water safety as our staff will be able to quickly and effectively respond to water rescues.

5. Identify the method to be used to measure the outcome or result.

After a water rescue emergency an incident debrief/critique will take place. This allows those involved in the scenario to go over the event and critically look at the sequence of events. This type of session will allow us to identify what went well and where areas of improvement are needed.

6. Identify any collaboration and/or partnership with other non-profits.

Saline Recreation Center will collaborate with groups, such as, Summer Camps, Young Adult Program, Liberty Club, etc. to inform them about our safety system and what that means in terms of enhanced safety for those groups.

7. Identify plans to involve volunteers.

Volunteers are not applicable.

8. Identify other funding sources and/or in-kind resources. What other sources of support are available for this project?

The upkeep and maintenance of the LunaSafe System would be supported by Saline Parks and Recreation/City of Saline. This would include maintenance and IT salaries for installation and up-keep of the system.

9. Identify the benefit to the community for the requested funds (return on investment).

The LunaSafe System and AED trainers would enhance overall water safety, response time and EAP procedures. The additional transmitters and receivers provided by the LunaSafe System will enhance our current EAP by involving more individuals for a streamlined and efficient emergency response. AED trainers would increase the effectiveness of staff response to critical water emergencies. This heightened level of safety would impact any community members utilizing the pool.

10. Identify strategies for maintaining funding the facility/service after the grant period.

To keep the Safety System Operating and up to date, Saline Parks and Recreation will budget accordingly to plan for replacement of equipment pieces and maintenance of the system.

11. Describe qualifications of key staff and volunteers which will ensure the success of the project.

All lifeguards on staff are required to hold a Lifeguard and Emergency Oxygen Certification through the American Red Cross. The lifeguard Staff will receive on-going in-service training to mimic rescue scenarios led by our Aquatics Manager. The Aquatics Manager is also required to hold a Lifeguard and Emergency Oxygen Certification through the American Red Cross in addition to a Lifeguard Instructor Certification. The Aquatics manager will also conduct training for both aquatic and non-aquatic staff members to ensure all staff understand their role in a water rescue emergency.

c. Organization Information

1. Brief statement of the purpose and/or services of your organization.

Saline Parks & Recreation provides a variety of recreational opportunities to meet the needs and desires of our community. We promote health & wellness through creative collaborations and we bring value to Saline by creating a sense of community.

2. Brief statement of the history of the organization and current activities and accomplishments.

The City of Saline was founded in 1866. The Saline Parks & Recreation Department was established in 1991, which is the same year the Saline Rec Center opened. The Rec Center is 43,000 square feet with a full gymnasium, aquatic center, cardiovascular and free weight room, aerobic studio, racquetball court, childcare area, and meeting rooms. Saline Parks & Rec provides the community with a variety of programs and oversees numerous facilities including three pavilions, four tennis courts, seven ball fields, play structures, a dog park, two outdoor basketball courts and many other play and climbing structures.

3. List of officers, board of directors, staff, members and/or key volunteers as applicable.

The Parks and Recreation Staff consists of the following: Carla Scruggs (Parks and Recreation Director), Sunshine Lambert (Deputy Director), Stephanie Ferguson (Recreation Manager), Katherine Clement (Facility Manager), Sarah Zietlow (Aquatic Manager) and Jan Hoffman (Clerk).

II. FINANCIAL INFORMATION

a. Submit Grant Budget Form and related support information as applicable (attached).

b. Will this grant be used to match or leverage any of the other sources? Explain.

N/A

c. In the event that we are unable to meet your full request, list the priority items in your proposed budget.

- 1.) Luna Safe System
- 2.) AED Trainers

III. ATTACHMENTS (if applicable)

a. A copy of the IRS tax exempt or 501(c)(3) letter and business federal employee ID number.

b. A copy of organizational materials of applicant (articles of incorporating chapter by-laws, etc). First time applicants only.

c. A copy of promotional materials for the applicant.

d. Letters of support (optional).



BUDGET REQUEST FORM

CARES Project
 7265 North Arbor St.
 Saline, MI 48176

Organization's Fiscal Year: 2023

Time Period for this Project: 2023

Expenses: Please enter 0.00 if none.

Category	In-Kind, Matching or Other Funds	Amount Requested from CARES	Total Project Expense
Salaries	\$ 0.00	\$	\$ 0.00
Consultants/Professional Fees	\$ 0.00	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$	\$ 0.00
Equipment	\$ 0.00	\$ 2,100.00	\$ 2,100.00
Supplies/Materials	\$ 0.00	\$ 0.00	\$ 0.00
Office Expenses	\$ 0.00	\$ 0.00	\$ 0.00
Rentals	\$ 0.00	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00	\$ 0.00
Maintenance	\$ 0.00	\$	\$ 0.00
Evaluation	\$ 0.00	\$ 0.00	\$ 0.00
Marketing	\$ 0.00	\$ 0.00	\$ 0.00
Other (Specify) N/A	\$ 0.00	\$ 0.00	\$ 0.00
EXPENSE TOTALS	\$ 0.00	\$ 2,100.00	\$ 2,100.00

Not Preferred =

Revenue: Please enter 0.00 if none.

Category	Totals
CARES Grant (Requested)	\$ 2,100.00
Local, State or Federal Government	\$ 0.00
Other Foundations/Grants (Itemize)	\$ 0.00
Corporations/Individuals (Itemize)	\$ 0.00
Other (Specify)	\$ 0.00
Earned Income	\$ 0.00
Fund-Raisers, Events, Participant Fees, Memberships, etc).	\$ 0.00
In-Kind Support (Specify)	\$ 0.00
Other (Specify)	\$ 0.00
COMBINED REVENUE TOTALS	\$ 2,100.00

Michigan Sales and Use Tax Certificate of Exemption

This exemption claim should be completed by the purchaser, provided to the seller, and is not valid unless the information in all four sections is complete. Do not send a copy to Treasury unless one is requested.

SECTION 1: TYPE OF PURCHASE Check one of the following:

- A. One-Time Purchase
Order or Invoice Number: _____
- C. Blanket Certificate
Expiration Date (maximum of four years): _____
- B. Blanket Certificate. Recurring Business Relationship

The purchaser completing this form hereby claims exemption from tax on the purchase of tangible personal property or services purchased from the seller named below. This claim is based upon: the purchaser's proposed use of the property or services; OR the purchaser's exempt status.

Seller's Name and Address

SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1. All items purchased.
2. Limited to the following items: _____

SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

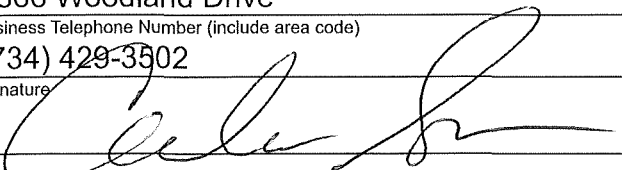
1. For Lease. Purchaser will lease the property and elects to pay tax based on rental receipts. Enter sales tax license or use tax registration number: _____
2. For Resale at Retail. Enter Sales Tax License Number: _____
3. Direct Pay - Authorized to pay use tax on qualified transactions directly to Michigan Treasury under account number: _____

The following exemptions DO NOT require the purchaser to provide a number:

4. Agricultural Production. Enter percentage: _____%
5. Government Entity (U.S. or its instrumentalities, State of Michigan or its political subdivisions), Nonprofit School, Nonprofit Hospital, Church or House of Religious Worship (circle type of organization)
6. Contractor (provide *Michigan Sales and Use Tax Contractor Eligibility Statement (Form 3520)*).
7. For Resale at Wholesale.
8. Industrial Processing. Enter percentage: _____%
9. Nonprofit Internal Revenue Code Section 501(c)(3), 501(c)(4), or 501(c)(19) Exempt Organization.
10. Nonprofit Organization with an authorized letter issued by Michigan Department of Treasury prior to July 17, 1998 (sales tax) or June 13, 1994 (use tax).
11. Rolling Stock purchased by an Interstate Motor Carrier.
12. Other (explain): Tax Exempt Number 38-6004593

SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

Business Name City of Saline, Parks & Recreation Department		Type of Business (see codes on page 2) 05
Business Address 1866 Woodland Drive		City, State, ZIP Code Saline, MI 48176
Business Telephone Number (include area code) (734) 429-3502		Name (Print or Type) Carla Scruggs
Signature 	Title Parks & Rec Director	Date Signed 01/27/2023

Instructions for completing *Michigan Sales and Use Tax Certificate of Exemption (Form 3372)*

Purchasers may use this form to claim exemption from Michigan sales and use tax on qualified transactions. All fields must be completed; however, if provided to the purchaser in electronic format, a signature is not required. All claims are subject to audit. The purchaser must ensure eligibility of the exemption claimed; a purchaser who improperly claims an exemption is liable for tax, penalty, and interest, with limited exceptions.

Sellers: Michigan does not issue "tax exempt numbers" and a seller is not permitted to rely on a number in lieu of a valid exemption claim. Sellers are required to maintain proper records of exempt sales, including exemption forms or the same information in another format. Records may be kept electronically. If the exemption certificate is received in electronic format, a signature is not required. A seller who does not comply with these requirements may be liable for tax, penalty, and interest. See Revenue Administrative Bulletin 2016-14 for more information. All claims are subject to audit.

SECTION 1:

- A) Choose "One-Time Purchase" and include the invoice number this certificate covers.
- B) Choose "Blanket Certificate" if there is a "recurring business relationship." This exists when a period of not more than 12 months elapses between sales transactions between the seller and purchaser. Parties do not need to renew this blanket exemption claim as long as the recurring business relationship exists.
- C) Choose "Blanket Certificate" and enter the expiration date (maximum four years) when there may be a period of more than 12 months between sales transactions. This option is best when purchaser and seller anticipate more than one exempt transaction before the expiration date but do not have or may not maintain a recurring business relationship.

SECTION 2:

Place a check in the box for "All items purchased" or choose "Limited to" and list the items that are covered by the exemption claim.

SECTION 3:








Check the box that applies and, if applicable, provide the required information. The exemptions listed are the most common. If the exemption you are claiming is not listed, check "Other" and enter the qualifying exemption.

SECTION 4:

Purchaser must complete Section 4. A signature is only required if a paper form is used; in that case, the purchaser should sign and provide their title (for example, Purchasing Manager, President, Owner). For Type of Business, enter the number from the following list that best describes the purchaser's business.

- | | | | |
|----|-------------------|----|--|
| 01 | Accommodations | 10 | Utilities |
| 02 | Agricultural | 11 | Wholesale |
| 03 | Construction | 12 | Advertising, newspaper |
| 04 | Manufacturing | 13 | Non-Profit Hospital |
| 05 | Government | 14 | Non-Profit Educational |
| 06 | Rental or leasing | 15 | Non-Profit 501(c)(3), 501(c)(4), or 501(c)(19) |
| 07 | Retail | 16 | Other (enter code and write in business type) |
| 08 | Church | | |
| 09 | Transportation | | |

SAFETY DEVICE with RF TRANSMITTER works with REMOTE ALARM

	<p>LLB-63RB-E0-01</p>	<p>Safety water activated strobe light w/ RF transmitter, RED case, BLUE attention light, Unicorn Child Label, hook & loop straps, Locking Wrist Strap, Qi rechargeable</p>		<p>\$ 79.99</p>	
	<p>LLB-63BB-F0-01</p>	<p>Safety water activated strobe light w/ RF transmitter, BLUE case, BLUE attention light, Dino Child Label, hook & loop straps, Locking Wrist Strap, Qi rechargeable</p>		<p>\$ 79.99</p>	
	<p>LLB-64WA-01-00</p>	<p>Safety water activated RF transmitter, WHITE case, WHITE Locking Wrist Strap, 5+ Year Battery</p>		<p>\$ 69.99</p>	
	<p>LLB-64WA-01-K1</p>	<p>Safety water activated RF transmitter, WHITE case, WHITE Locking Wrist Strap, 5+ Year Battery, Alarm Receiver Qi rechargeable</p>		<p>\$ 179.99</p>	
	<p>LLB-64WA-01-K2</p>	<p>2 Safety water activated RF transmitter, WHITE case, WHITE & ORANGE Locking Wrist Strap, 5+ Year Battery, Alarm Receiver Qi rechargeable</p>		<p>\$ 239.99</p>	
	<p>LLB-63DB-J0-K1</p>	<p>2 Safety water activated transmitters, WHITE case, WHITE & ORANGE Locking Wrist Strap, 5+ Year Battery, and 2 water activated strobe RF transmitters, Alarm Receiver Qi rechargeable in convenient carrying case. (Includes Free Wirelss Charge Pad)</p>	<p>2</p>	<p>\$ 389.99</p>	<p>\$ 779.98</p>
	<p>LLB-63CB-H0-K1</p>	<p>4 Safety water activated transmitters, WHITE case, WHITE & ORANGE Locking Wrist Strap, 5+ Year Battery, Alarm Receiver Qi rechargeable in convenient carrying case. (Includes Free Wirelss Charge Pad)</p>		<p>\$ 379.99</p>	






LLB-63AB-G0-K1

4 water activated strobe RF transmitters, Alarm Receiver Qi rechargeable in convenient carrying case.
(Includes Free Wirelss Charge Pad)

\$ 399.99

SAFETY DEVICE - Accessories

	<p>LLB-63CT-01-00</p>	<p>Controller, Audible Remote Alarm Receiver with Strobe, Qi rechargeable</p>	<p>1</p>	<p>\$ 119.99</p>	<p>\$ 119.99</p>
	<p>LLB-63AS-01-00</p>	<p>10W Qi Charge Pad, USB powered (power supply not included)</p>	<p>3</p>	<p>\$ 24.99</p>	<p>\$ 74.97</p>
	<p>LLB-63AU-01-00</p>	<p>Dual Qi Charge Pad, USB powered (power supply not included)</p>	<p>4</p>	<p>\$ 45.99</p>	<p>\$ 183.96</p>
			<p>Sub</p>	<p>\$ 1,158.90</p>	
			<p>Total</p>	<p>\$ 1,158.90</p>	



Sales Quote

Q1019036

January 27, 2023

Page 1 / 1

Allied 100, LLC
PO Box 78084
Milwaukee, WI 53278
715-356-0200

Customer Number C0311994
Your Reference
Customer PO Number
Shipping Method FEDEX Ground
Payment Terms Credit Card

BILL TO:
Saline Parks and Recreation
Saline Parks and Recreation
1866 Woodland Dr
Saline, MI 48176-1613
USA

SHIP TO:
Saline Parks and Recreation
Saline Parks and Recreation
1866 Woodland Dr
Saline, MI 48176-1613
USA

Item No.	Description	Quantity	Current Price	Your Price	Total
FRXT-KIT	PM-Kit Conversion FRx AED to Trainer	1	383.00	383.00	383.00
PP-AEDUT-401	MAN-Prestan AED UltraTrainer English/Spanish - 4-Pack	1	462.00	462.00	462.00
			Subtotal		845.00
			Total Tax		0.00
			Total \$ Incl. Tax		845.00

Quote valid for 30 days from the above date.

PROUD SUPPLIER TO THE US GOVERNMENT
GSA/VA Contract Number: V797D-50533
Contract Expiration Date: 01/31/2023
DUNS #: 121 306 984
CAGE Code: 3DHR2
FEIN/TIN: 27-0005083
Business Size Classification: Large



2022-2023 CARES REQUEST FOR PROPOSALS

The purpose of the CARES Millage is to provide funding for Cultural Arts, Recreation, Enrichment, and Senior Citizen programs and facilities that enhance the life of residents within the Saline Area Schools District community.

In May 2017, voters passed the CARES Recreation Millage of 0.5 mills for 10 years. The Millage provides annual funding for five specific programs and also create a Discretionary Fund which is allocated through a grant process to meet additional needs.

The four specific programs funded annually through CARES are:

- a) Saline Area Senior Citizen Center
- b) Saline Area School Pool
- c) Saline Area School Theater Management
- d) Saline Community Education, Recreation and Enrichment Programs

The Discretionary Funds may be granted to any worthwhile projects which enhance the quality of life in the Saline Community through new or expanded programs and/or facilities for the **Cultural Arts, Recreation, Enrichment, and Senior Citizens**. It is the intention of the Discretionary Funds to be one piece in pulling a project together.

This packet includes:

1. Request for Proposal – Guidelines
2. Grant Application Cover Sheet
3. Grant Application Format
4. Project Budget Form

The CARES Advisory Council is appointed by the Saline Board of Education. The Council consists of five volunteer community members and the Superintendent or his designee.

2022-2023 CARES REQUEST FOR PROPOSALS GUIDELINES

REQUIREMENTS:

Proposals for discretionary CARES funds must meet the following criteria:

1. Create or enhance programs and/or facilities related to cultural arts, recreation or enrichment.
2. Serve residents living within the Saline Area School District boundaries.
3. Not discriminate on the basis of sex, age, color, disability, handicap, height, weight, national origin, race, religion, sexual orientation, socio-economic status or other personal characteristics; in access to, or participation in the activity. This does not preclude programs that target a specific population.
4. Recipients shall recognize CARES support in flyers, news releases, posters, and other public relations materials.
5. Recipients may be required to open their CARES related financial records to Saline Schools auditors.
6. Recipient shall submit a financial report and evaluation of the activity vis-à-vis the R.F.P. every 12 months from the date of funds granting and/or upon completion of the activity. Note: Only one report/evaluation is required if the activity is completed in less than 12 months.
7. Recipients are to be, or function as, a nonprofit organization.
8. Recipients must maintain the scope of the grant request.

SELECTION CRITERIA:

Those proposals which satisfy the largest number of criteria, to the greatest degree, will enhance the probability of being granted funding.

1. Provide evidence of community area (Saline Area School District) interest or need.
2. Serve a number of residents and/or provide a greater depth of service.
3. Provide new value in a program or a facility; expand an existing program or facility.
4. Provide a clear, well-defined outcome or result.
5. Identify the method to be used to measure the outcome or result.
6. Identify any collaboration and/or partnerships with other nonprofits.
7. Identify plans to involve volunteers.
8. Identify other funding sources and/or in-kind resources
9. Identify the benefit to the community for the requested funds (return on investment).
10. The following are **not** preferred uses of CARES funds: maintenance expenses, normal operating expenses, loans, multi-year funding (single request), salary compensation, travel expenses.

DEADLINES:

Approximately 75% of the annual Discretionary Funds may be allocated in Round I, with the remaining 25% of funds reserved for Round II, and if funds are still available, the remainder may be allocated in Round III.

September 30, 2022: Round I Proposals due at Liberty School Community Education Office by 4:00 PM.

January 27, 2022: Round II Proposals due at Liberty School Community Education Office by 4:00 PM.

March 24, 2023: Round III Proposals due at Libery School Community Education Office by 4:00 PM.

AMOUNT OF REQUESTS:

\$1,000 - \$15,000 per funding cycle depending on amount available.

HOW TO APPLY:

1. Apply online [2022/23 CARES Application](#). It is strongly recommended that you briefly discuss the pending proposal in advance with Brian Puffer, Director of Community Education, to ensure that it fits within the required guidelines.

PHONE: 734-401-4021
EMAIL: pufferb@salineschools.org
FAX: 734-401-4094
ADDRESS: CARES
Liberty School
7265 North Ann Arbor Street
Saline, MI 48176

REVIEW PROCESS:

1. Each proposal will be reviewed by the CARES Advisory Council. Applicants may be requested to attend one or more CARES meetings to discuss their proposal with the Council. Additional information may be requested in order to clarify the proposal. Incomplete Grant Proposal Forms may be eliminated from consideration or delayed until future funding cycles.
2. The CARES Advisory Council will forward its recommendation to the Saline Board of Education for their official action.



COVER SHEET

Date: 01/25/2023

Name of Organization: 3rd Eye Creative Management, LLP

Address of Organization: 4637 Freedom Dr., Ann Arbor, MI 48108

Mailing Address (if different):

Contact Person #1: James Schayes Position in Organization: Director/Artist

Phone: 734-780-1531 Fax: Email: james@3rdeyeart.org

Contact Person #2: Erin Schayes Position in Organization: Office Manager

Phone: 734-780-4226 Fax: Email: eschayes@hotmail.com

PROJECT INFORMATION

Project Name: Expansion and new equipment

Purpose of Grant (one sentence): The grant would be used to buy new equipment and to help the studio to move to a larger location.

Number of People Served: 176

Amount Requested \$ 15,000.00 Total Project Cost \$ 20,000.00

Project Period Start Date: 11/01/2022 End Date: 12/31/2023

James Schayes
Signature of Applicant

Director/Artist
Title
01/25/2023
Date



Please provide the following information. Keep your proposal short and concise.
Please enter N/A if question does not apply, field cannot be left blank.

I. NARRATIVE

a. Summary

Briefly explain why you are requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

The reason I am requesting this grant is to improve the equipment we have in the studio and to move to a large building so that we can help more people. The goal is to 1st give people a place to learn and create art. Second and most importantly is help people who battle depression, PTSD and anxiety a place to learn how to use art to help in their daily battles. If we are awarded the grant, the funds would be used to first to move to a larger location. The remaining funds would be used to buy equipment that we have not had the money to buy previously, or to replace equipment that has either broken and cant be fixed or has broken down and the cost to repair it, is no longer worth it. Last we would use some of the grant to help market the classes we offer and

b. Project Information

Include any of the following topics that pertain to your request

1. Statement of need and/or interest to be addressed.

As we are working to become a non profit, we put all the money back into the studio and programs. We run the studio not taking any salary. Between supplies, rent, utilities and fixing or updating equipment as we can, and putting funds into our scholarships for families who cant afford to pay for a class, we broke even. That leaves little to no money for moving to a bigger location, buy new equipment and replace equipment without having to save for multiple months to replace something, then not having it for the students until it is replaced. To cut down on the cost we had to buy almost all used equipment and doesn't have the life span of new equipment.

2a. Identify the expected number of residents to be served and describe.

Any resident is welcome to sign up for any classes we offer or just sign up for studio time to do their own artwork. We had 176 students take part in our classes and cams last year. Are idea goal this year is to double that number, but we currently are limited by space as we can only have at most 10 students in a class and that is cramped so we try currently to keep each class to 6 students or less.

2b. Identify the greater depth of service provided.

The classes we currently offer are Watercolor and Acrylic Painting, Candle Making, Resin Art, Wood Working, Wood Burning, Laser Engraving and Art vs Depression/PTSD/Anxiety. Each class focuses on teaching the students of all ages the basics of that style of art and goes into more depth and more advance styles of that specific art style. Art vs Depression/PTSD/Anxiety is a class that helps people battling these types of mental health to learn and use different styles of art to help fight their daily battle by putting the feelings into their artwork.

3a. Identify the new value of the program/facility.

The biggest value is to be able to help more people by having a bigger location. It would also give student better quality equipment to work on or equipment they may not have access to use anywhere else.

3b. Identify the expansion of an existing program or facility.

The expansion of our programs and location will give us more opportunitydsx to work with more students each year.

4. Identify the outcome or result.

The outcome and results from the grant would be a larger studio space and new and more equipment for students to use.

5. Identify the method to be used to measure the outcome or result.

The way we measure the outcome would be first being able to have more students take one of our classes. The second way would be from the artwork they students are able to make with the equipment we would have in the larger studio.

6. Identify any collaboration and/or partnership with other non-profits.

None as of right now

7. Identify plans to involve volunteers.

We have volunteers that help during some of the classes. We have a few artists who offer their time to help teach some classes. We also ask for people to volunteer to help move everything from our current studio to the new one.

8. Identify other funding sources and/or in-kind resources. What other sources of support are available for this project?

The other funds are coming from the income the studio brings in currently and personal money we put into the studio to make improvements. We do sometimes get donations of equipment and supplies which we always put to use. We are also looking into fundraising options of selling artwork to help raise money for this project.

9. Identify the benefit to the community for the requested funds (return on investment).

The biggest benefit I believe comes from our Art vs Depression/PTSD/Anxiety class. It gives the students an alternative space where they are not judged, with others who understand their battles, which includes the students and instructors. The more people we can help in fighting mental health and give them the tools to help in their fight, the better they are and the community is.

10. Identify strategies for maintaining funding the facility/service after the grant period.

The extra students that are able to come to our classes will bring in more money to cover the cost of rent, supplies and utilities. Along with keeping our scholarships available and give more money to put aside for repairs or to buy new equipment.

11. Describe qualifications of key staff and volunteers which will ensure the success of the project.

Me and my wife started the studio after covid by ourselves to help people who battle mental health like I do have a place to use art to help fight their battle. Art was one of the only things after medicine, talking to professionals that helped me in my daily battle and I want to give others a place to help them. I have been working with different types of art for the last 25 years. Myself and the other artist have been teaching art on average of about 10 years.

c. Organization Information

1. Brief statement of the purpose and/or services of your organization.

The only thing we do is teach art classes and give people a place to create their own art.

2. Brief statement of the history of the organization and current activities and accomplishments.

We opened in July 2021. The first six months we had 17 students come through. Last year we had 176 students and so far this year we have 29 students in our January classes. So we are creating a solid base to continue our services in the upcoming years. We also have multiple students take multiple classes and come to multiple camps after they came to one of our classes.

3. List of officers, board of directors, staff, members and/or key volunteers as applicable.

James Schayes - Director, Erin Schayes - Office Manager, Jaime Salm - Artist/Instructor, Jason Flowers - Artist/Instructor

II. FINANCIAL INFORMATION

a. Submit Grant Budget Form and related support information as applicable (attached).

b. Will this grant be used to match or leverage any of the other sources? Explain.

No

c. In the event that we are unable to meet your full request, list the priority items in your proposed budget.

Us moving to a new location is what I think is the most important, but we would look at the amount given in the grant. We would research cheaper options for equipment also so that we could get the most out of the funds we are given,

III. ATTACHMENTS (if applicable)

a. A copy of the IRS tax exempt or 501(c)(3) letter and business federal employee ID number.

b. A copy of organizational materials of applicant (articles of incorporating chapter by-laws, etc). First time applicants only.

c. A copy of promotional materials for the applicant.

d. Letters of support (optional).



BUDGET REQUEST FORM

CARES Project
 7265 North Arbor St.
 Saline, MI 48176

Organization's Fiscal Year: January to December

Time Period for this Project: 11/01/2022 until December 31st 2023

Expenses: Please enter 0.00 if none.

Category	In-Kind, Matching or Other Funds	Amount Requested from CARES	Total Project Expense
Salaries	\$ 0.00	\$	\$ 0.00
Consultants/Professional Fees	\$ 0.00	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$	\$ 0.00
Equipment	\$ 2,346.00	\$ 8,706.00	\$ 11,052.00
Supplies/Materials	\$ 0.00	\$ 0.00	\$ 0.00
Office Expenses	\$ 6,000.00	\$ 6,000.00	\$ 12,000.00
Rentals	\$ 0.00	\$ 0.00	\$ 0.00
Utilities	\$ 4,800.00	\$ 0.00	\$ 4,800.00
Maintenance	\$ 0.00	\$	\$ 0.00
Evaluation	\$ 0.00	\$ 0.00	\$ 0.00
Marketing	\$ 1,206.00	\$ 294.00	\$ 1,500.00
Other (Specify) 0	\$ 0.00	\$ 0.00	\$ 0.00
EXPENSE TOTALS	\$ 14,352.00	\$ 15,000.00	\$ 29,352.00

Not Preferred =

Revenue: Please enter 0.00 if none.

Category	Totals
CARES Grant (Requested)	\$ 15,000.00
Local, State or Federal Government	\$ 0.00
Other Foundations/Grants (Itemize)	\$ 0.00
Corporations/Individuals (Itemize)	\$ 0.00
Other (Specify)	\$ 0.00
Earned Income	\$ 14,352.00
Fund-Raisers, Events, Participant Fees, Memberships, etc).	\$ 0.00
In-Kind Support (Specify)	\$ 0.00
Other (Specify)	\$ 0.00
COMBINED REVENUE TOTALS	\$ 29,352.00

AC5

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU
CORPORATIONS DIVISION**

APPLICATION TO REGISTER A LIMITED LIABILITY PARTNERSHIP

This application shall be open to inspection by the public

Pursuant to the provisions of Act 72, Public Acts of 1917, as amended, the undersigned execute the following and will operate as a Limited Liability Partnership

1. The name and principal office address of the partnership is:

3rd Eye Creative Management, LLP
2575 Madrono Dr.
Ann Arbor, MI 48103

Note: the name must contain the words "Limited Liability Partnership" or the abbreviation "L.L.P.", or "LLP" at the end of the name.

2. A brief statement of the business of the partnership:

The partnership is between Erin Schayes and James Schayes. The partnership will help companies with processing and managing all forms of paperwork.

3. TO BE COMPLETED BY FOREIGN LIMITED LIABILITY PARTNERSHIPS ONLY

TranInfo:5 24646619-1 04/28/21
Chk#: 2899 Amt: \$100.00
ID: JAMES SCHAYES

a. Home state of partnership if located outside Michigan: _____

b. Name of registered agent to receive service of process in Michigan: James Schayes

c. Address of the registered office in Michigan:

2575 Madrono Dr. Ann Arbor, Michigan 48103
(Street Address) (City) (ZIP Code)

4. Federal Employer Identification Number if available: _____

8 6 - 3 2 1 6 5 6 7

5. AUTHORIZING SIGNATURES. This application has been executed by a majority in interest of the partners or by one or more individuals authorized by a majority in interest of the partners. If there are more than two signatures, use additional pages and attach to this application.

Social Security Number (optional)

Erin Schayes
Signature

J Schayes
Signature

Date Received
APR 30 2021

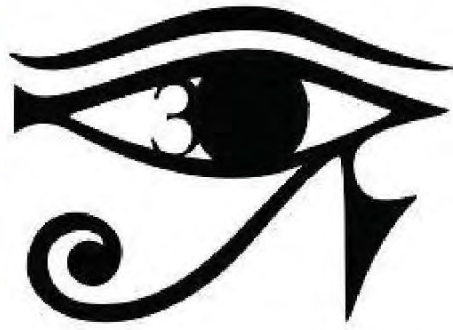
FOR BUREAU USE ONLY

FILED

MAY 12 2021

ADMINISTRATOR
CORPORATIONS DIVISION

This registration expires one year from the "filed" date.



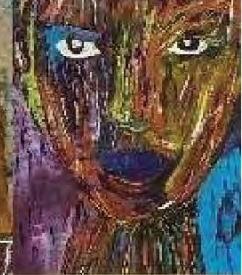
3rd EYE ART
STUDIO

Art vs Depression,

Anxiety and PTSD

Classes Available Tuesdays from 6pm - 8pm

Classes Available Thursdays From 6pm - 8pm



1/25/23, 8:00 PM

art vs depression anxiety.jpg

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. James Schayes		
	2 Business name/disregarded entity name, if different from above 3rd Eye Creative Management, LLP		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ P Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions. 4637 Freedom Dr		Requester's name and address (optional)
	6 City, state, and ZIP code Ann Arbor, MI 48108		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 10/22/2021
------------------	----------------------------	--------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(E))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



2022-2023 CARES REQUEST FOR PROPOSALS

The purpose of the CARES Millage is to provide funding for Cultural Arts, Recreation, Enrichment, and Senior Citizen programs and facilities that enhance the life of residents within the Saline Area Schools District community.

In May 2017, voters passed the CARES Recreation Millage of 0.5 mills for 10 years. The Millage provides annual funding for five specific programs and also create a Discretionary Fund which is allocated through a grant process to meet additional needs.

The four specific programs funded annually through CARES are:

- a) Saline Area Senior Citizen Center
- b) Saline Area School Pool
- c) Saline Area School Theater Management
- d) Saline Community Education, Recreation and Enrichment Programs

The Discretionary Funds may be granted to any worthwhile projects which enhance the quality of life in the Saline Community through new or expanded programs and/or facilities for the **Cultural Arts, Recreation, Enrichment, and Senior Citizens**. It is the intention of the Discretionary Funds to be one piece in pulling a project together.

This packet includes:

1. Request for Proposal – Guidelines
2. Grant Application Cover Sheet
3. Grant Application Format
4. Project Budget Form

The CARES Advisory Council is appointed by the Saline Board of Education. The Council consists of five volunteer community members and the Superintendent or his designee.

2022-2023 CARES REQUEST FOR PROPOSALS GUIDELINES

REQUIREMENTS:

Proposals for discretionary CARES funds must meet the following criteria:

1. Create or enhance programs and/or facilities related to cultural arts, recreation or enrichment.
2. Serve residents living within the Saline Area School District boundaries.
3. Not discriminate on the basis of sex, age, color, disability, handicap, height, weight, national origin, race, religion, sexual orientation, socio-economic status or other personal characteristics; in access to, or participation in the activity. This does not preclude programs that target a specific population.
4. Recipients shall recognize CARES support in flyers, news releases, posters, and other public relations materials.
5. Recipients may be required to open their CARES related financial records to Saline Schools auditors.
6. Recipient shall submit a financial report and evaluation of the activity vis-à-vis the R.F.P. every 12 months from the date of funds granting and/or upon completion of the activity. Note: Only one report/evaluation is required if the activity is completed in less than 12 months.
7. Recipients are to be, or function as, a nonprofit organization.
8. Recipients must maintain the scope of the grant request.

SELECTION CRITERIA:

Those proposals which satisfy the largest number of criteria, to the greatest degree, will enhance the probability of being granted funding.

1. Provide evidence of community area (Saline Area School District) interest or need.
2. Serve a number of residents and/or provide a greater depth of service.
3. Provide new value in a program or a facility; expand an existing program or facility.
4. Provide a clear, well-defined outcome or result.
5. Identify the method to be used to measure the outcome or result.
6. Identify any collaboration and/or partnerships with other nonprofits.
7. Identify plans to involve volunteers.
8. Identify other funding sources and/or in-kind resources
9. Identify the benefit to the community for the requested funds (return on investment).
10. The following are **not** preferred uses of CARES funds: maintenance expenses, normal operating expenses, loans, multi-year funding (single request), salary compensation, travel expenses.

DEADLINES:

Approximately 75% of the annual Discretionary Funds may be allocated in Round I, with the remaining 25% of funds reserved for Round II, and if funds are still available, the remainder may be allocated in Round III.

September 30, 2022: Round I Proposals due at Liberty School Community Education Office by 4:00 PM.

January 27, 2022: Round II Proposals due at Liberty School Community Education Office by 4:00 PM.

March 24, 2023: Round III Proposals due at Libery School Community Education Office by 4:00 PM.

AMOUNT OF REQUESTS:

\$1,000 - \$15,000 per funding cycle depending on amount available.

HOW TO APPLY:

1. Apply online [2022/23 CARES Application](#). It is strongly recommended that you briefly discuss the pending proposal in advance with Brian Puffer, Director of Community Education, to ensure that it fits within the required guidelines.

PHONE: 734-401-4021
EMAIL: pufferb@salineschools.org
FAX: 734-401-4094
ADDRESS: CARES
Liberty School
7265 North Ann Arbor Street
Saline, MI 48176

REVIEW PROCESS:

1. Each proposal will be reviewed by the CARES Advisory Council. Applicants may be requested to attend one or more CARES meetings to discuss their proposal with the Council. Additional information may be requested in order to clarify the proposal. Incomplete Grant Proposal Forms may be eliminated from consideration or delayed until future funding cycles.
2. The CARES Advisory Council will forward its recommendation to the Saline Board of Education for their official action.



COVER SHEET

Date: 01/27/2023

Name of Organization: City of Saline Parks & Recreation Department

Address of Organization: 1866 Woodland Drive

Mailing Address (if different):

Contact Person #1: Carla Scruggs Position in Organization: Parks & Recreation Director

Phone: 734-429-3502 Fax: 7344290528 Email: cscruggs@cityofsaline.org

Contact Person #2: Sunshine Lambert Position in Organization: Deputy Parks & Recreation Director

Phone: 734-429-3502 Fax: 734-429-0528 Email: slambert@cityofsaline.org

PROJECT INFORMATION

Project Name: Tefft Park Tennis Court resurfacing

Purpose of Grant (one sentence): To contribute toward the resurfacing of the community tennis courts at Tefft Park (4 lighted courts).

Number of People Served: 50,000

Amount Requested \$ 15,000.00 Total Project Cost \$ 350,000.00

Project Period Start Date: Fall 2023 End Date: Fall 2023

Signature of Applicant: Carla Scruggs

Title: Parks & Recreation Director
Date: 02/02/2023



Please provide the following information. Keep your proposal short and concise.
Please enter N/A if question does not apply, field cannot be left blank.

I. NARRATIVE

a. Summary

Briefly explain why you are requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

The Tefft Park tennis courts which is a lighted 4 court complex, are in need of reconditioning from the base to the surface. We have \$100,000 in donations from the Redies Foundation to go toward the reconditioning of these often-used public courts. We need an additional \$250,000 to complete the fundraising so we are leveraging for additional funds from other sources.

b. Project Information

Include any of the following topics that pertain to your request

1. Statement of need and/or interest to be addressed.

In 2008, the Tefft Park tennis courts which is a lighted 4 court complex, was resurfaced with a system called Nova Pro Bounce. This surfacing system has proven to be a one that requires no additional maintenance or sealing of cracks that are caused by Michigan winters. It is time to peel that surface off to address the cracks and settling of the surface underneath then re-coat with the Nova Pro Bounce system. Since 2008 (15 years) the courts have not required any type of maintenance, keeping courts available year-round for the community to use.

2a. Identify the expected number of residents to be served and describe.

The number of users well exceed the Saline area. They are the only lighted free public courts in more than 15 miles of Saline. In addition to general use, tennis lessons are offered by the Parks & Recreation Department, the Saline High School tennis team uses them for special invitationals, Washtenaw area high schools use them for special tournaments. So, the number of annual users well exceed 50,000.

2b. Identify the greater depth of service provided.

Tefft Park is the only park in Saline that has public tennis courts available. In addition, they are lighted and offer extended hours of play especially for those who cannot play during daylight hours. It meets the need of working folks.

3a. Identify the new value of the program/facility.

By reconditioning the courts, it extends the opportunity for the community to have a valuable public resource available.

3b. Identify the expansion of an existing program or facility.

It continues the use of this valuable recreation resource.

4. Identify the outcome or result.

Currently under the Nova Pro Bounce surface, the ground has expanded and contracted over the last 15 years causing many dead spots. These dead spots are caused by movement of the ground or cracks. We paid \$2500 for a tennis court consultant to look at the condition of the courts and he generated a well-documented report of over 50+ dead spots on the courts. They cause inconsistencies of play and bounce. Resurfacing below and installation of the new Nova Pro Bounce will give tennis players for years to come a great venue for recreational play and lessons.

5. Identify the method to be used to measure the outcome or result.

We will seek input from our instructors and from the tennis community. During installation, the installer will run testing to be sure that the ground is prepared properly, and installation is completed correctly.

6. Identify any collaboration and/or partnership with other non-profits.

The tennis courts are used not only for tennis, but for outdoor community events that are sponsored by Saline Service clubs such as Rotary, Kiwanis, and others.

7. Identify plans to involve volunteers.

Not really applicable

8. Identify other funding sources and/or in-kind resources. What other sources of support are available for this project?

Redies Foundation already committed \$100,000 since 2022.
We will be submitting a grant to the DNR Spark grant (coming in 2023).
Request to Washtenaw County to help support the project.

9. Identify the benefit to the community for the requested funds (return on investment).

Tefft Park tennis courts are the only lighted public tennis courts in Saline. They are free for the public to use and are available from April - November. Children and adults learn to play this lifelong sport on these courts. Thousands spend there free time using the courts to play, stay active not only physically but socially and mentally.

10. Identify strategies for maintaining funding the facility/service after the grant period.

The City of Saline Department of Public Works is responsible for maintenance and upkeep of all Saline's public parks. They will conduct inspections, preventative maintenance and will be responsible for any repairs necessary.

11. Describe qualifications of key staff and volunteers which will ensure the success of the project.

Carla Scruggs, Parks & Recreation Director
Sunshine Lambert, Deputy Parks & Recreation Director
Brian Sprau, Building Maintenance
Chris Benedict, DPW Park Foreman
Larry Sirils, DPW Director

This group works together on a daily basis. Onsite inspections and direct community input would come from the Parks & Recreation staff. DPW would be responsible for budget maintenance and staffing.

c. Organization Information

1. Brief statement of the purpose and/or services of your organization.

The mission of the Saline Parks & Recreation Department is to provide a variety of recreational opportunities to meet the needs and desires of our community. We promote health & wellness through creative collaborations, and we bring value to Saline by creating a sense of community.

Saline Parks & Recreation serves the City of Saline and surrounding townships by providing opportunities for recreation through the use of 13 parks and a 43,000 square foot Recreation Center. Programs are offered for youth, adults, and senior adults.

2. Brief statement of the history of the organization and current activities and accomplishments.

The Park System includes 13 parks ranging from 58 acres to a ½ acre. Over 200 acres comprise all 13 parks. The Rec Center is 43,000 square feet with a full gymnasium, aquatic center, cardiovascular and free weight room, aerobic studio, racquetball court, childcare area, and meeting rooms. Saline Parks & Rec provides the community with a variety of programs and oversees numerous facilities including three pavilions, four tennis courts, seven ball fields, play structures, a dog park, two outdoor basketball courts and many other play and climbing structures.

3. List of officers, board of directors, staff, members and/or key volunteers as applicable.

Carla Scruggs, Parks & Recreation Director
Sunshine Lambert, Deputy Parks & Recreation Director
Brian Sprau, Building Maintenance
Chris Bennedict, DPW Park Foreman
Larry Sirils, DPW Director

II. FINANCIAL INFORMATION

a. Submit Grant Budget Form and related support information as applicable (attached).

b. Will this grant be used to match or leverage any of the other sources? Explain.

Yes, as i mentioned above, we have already secured \$100,000 from the Redies Foundation. We will be seeking additional funds through the DNR and Washtenaw County.

c. In the event that we are unable to meet your full request, list the priority items in your proposed budget.

NA

III. ATTACHMENTS (if applicable)

a. A copy of the IRS tax exempt or 501(c)(3) letter and business federal employee ID number.

b. A copy of organizational materials of applicant (articles of incorporating chapter by-laws, etc). First time applicants only.

c. A copy of promotional materials for the applicant.

d. Letters of support (optional).



BUDGET REQUEST FORM

CARES Project
 7265 North Arbor St.
 Saline, MI 48176

Organization's Fiscal Year: 2023

Time Period for this Project: Fall 2023

Expenses: Please enter 0.00 if none.

Category	In-Kind, Matching or Other Funds	Amount Requested from CARES	Total Project Expense
Salaries	\$ 0.00	\$	\$ 0.00
Consultants/Professional Fees	\$ 2,500.00	\$ 0.00	\$ 2,500.00
Travel	\$ 0.00	\$	\$ 0.00
Equipment	\$ 0.00	\$ 0.00	\$ 0.00
Supplies/Materials	\$ 350,000.00	\$ 15,000.00	\$ 365,000.00
Office Expenses	\$ 0.00	\$ 0.00	\$ 0.00
Rentals	\$ 0.00	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00	\$ 0.00
Maintenance	\$ 0.00	\$	\$ 0.00
Evaluation	\$ 0.00	\$ 0.00	\$ 0.00
Marketing	\$ 0.00	\$ 0.00	\$ 0.00
Other (Specify) 0.00	\$ 0.00	\$ 0.00	\$ 0.00
EXPENSE TOTALS	\$ 352,500.00	\$ 15,000.00	\$ 367,500.00

Not Preferred =

Revenue: Please enter 0.00 if none.

Category	Totals
CARES Grant (Requested)	\$ 15,000.00
Local, State or Federal Government	\$ 0.00
Other Foundations/Grants (Itemize)	\$ 100,000.00
Corporations/Individuals (Itemize)	\$ 0.00
Other (Specify)	\$ 0.00
Earned Income	\$ 0.00
Fund-Raisers, Events, Participant Fees, Memberships, etc).	\$ 0.00
In-Kind Support (Specify)	\$ 0.00
Other (Specify)	\$ 0.00
COMBINED REVENUE TOTALS	\$ 115,000.00

OWNER:
SITE:
ADDRESS:

CITY OF SALINE, MI
SALINE RECREATION CENTER
1866 WOODLAND DRIVE
SALINE, MI 48176

DATE: 5.10.2022
DONE BY: FK & PK

WEATHER PARTLY SUNNY - 65 DEGREES
BALL DROPPED FROM 50.00"
BALL USED - DUNLOP ACE 3

TEST LOCATION	AIR TEMPERATURE E	SURFACE TEMPERATURE E	SURFACE TYPE	SAMPLE #				TOTAL	AVERAGE	% OF BM OF CONCRETE	% OF BM OF PRO BOUNCE	% OF BM OF GRANITE
				1	2	3	4					
				BENCH MARKS	65	72	PCC					
	65	95	PB	34.25	34.50	33.75	34.50	137.00	34.25			
	65	74	GRANITE	34.50	34.50	34.75	35.00	138.75	34.69			

COURT 4	33	69	95	PRO BOUNCE	34.25	34.50	34.50	34.00	137.25	34.31	103.39%	100.18%	98.92%	RANDOM LOCATIONS RESULT	
	34	69	95	PRO BOUNCE	33.75	34.50	34.00	34.25	136.50	34.13	102.82%	99.64%	98.38%	AVG. OF COURT #4	32.98
	35	69	95	PRO BOUNCE	33.50	32.50	33.25	33.00	132.25	33.06	99.62%	96.53%	95.32%	% OF CONCRETE BM	99.39%
	36	69	95	PRO BOUNCE	33.00	34.50	32.50	33.50	133.50	33.38	100.56%	97.45%	96.22%	% OF HMA BM	96.30%
	37	69	95	PRO BOUNCE	33.75	33.00	33.50	33.00	133.25	33.31	100.38%	97.26%	96.04%	% OF GRANITE BM	95.09%
	38	69	95	PRO BOUNCE	28.00	29.00	27.75	29.00	113.75	28.44	85.69%	83.03%	81.98%		
	39	69	95	PRO BOUNCE	30.25	31.25	31.50	32.25	125.25	31.31	94.35%	91.42%	90.27%		
	40	69	95	PRO BOUNCE	31.75	32.75	32.75	32.75	130.00	32.50	97.93%	94.89%	93.69%		
	41	69	95	PRO BOUNCE	33.75	34.50	34.25	35.00	137.50	34.38	103.58%	100.36%	99.10%		
	42	69	95	PRO BOUNCE	34.25	34.50	33.75	34.50	137.00	34.25	103.20%	100.00%	98.74%		
	43	69	95	PRO BOUNCE	33.25	33.25	33.75	34.50	134.75	33.69	101.51%	98.36%	97.12%		
	44	69	95	PRO BOUNCE	33.00	33.25	32.50	33.50	132.25	33.06	99.62%	96.53%	95.32%		

 FAILED BOUNCE TEST OF LESS THAN 80% OF GRANITE BM

 FAILED DUE TO BEING GREATER THAN THE MAXIMUM VARIATION

OWNER:
SITE:
ADDRESS:

CITY OF SALINE, MI
SALINE RECREATION CENTER
1866 WOODLAND DRIVE
SALINE, MI 48176

DATE: 5.10.2022
DONE BY: FK & PK

WEATHER PARTLY SUNNY - 65 DEGREES
BALL DROPPED FROM 50.00"
BALL USED - DUNLOP ACE 3

TEST LOCATION	AIR TEMPERATURE E	SURFACE TEMPERATURE E	SURFACE TYPE	SAMPLE #				TOTAL	AVERAGE	% OF BM OF CONCRETE	% OF BM OF PRO BOUNCE	% OF BM OF GRANITE
				1	2	3	4					
				BENCH MARKS	55	72	PCC					
	55	95	PB	34.25	34.50	33.75	34.50	137.00	34.25			
	55	74	GRANITE	34.50	34.50	34.75	35.00	138.75	34.69			

COURT 3	22	68	94	PRO BOUNCE	33.00	33.25	34.00	33.00	133.25	33.31	100.38%	97.26%	96.04%	RANDOM LOCATIONS RESULT	
	23	68	94	PRO BOUNCE	33.25	33.50	33.50	32.25	132.50	33.13	99.81%	96.72%	95.50%	AVG. OF COURT #3	33.71
	24	68	94	PRO BOUNCE	33.75	33.50	34.25	33.25	134.75	33.69	101.51%	98.36%	97.12%	% OF CONCRETE BM	101.58%
	25	68	94	PRO BOUNCE	33.75	34.50	34.25	34.00	136.50	34.13	102.82%	99.64%	98.38%	% OF HMA BM	98.43%
	26	68	94	PRO BOUNCE	34.25	33.25	34.50	33.75	135.75	33.94	102.26%	99.09%	97.84%	% OF GRANITE BM	97.19%
	27	68	94	PRO BOUNCE	34.00	34.00	35.00	34.75	137.75	34.44	103.77%	100.55%	99.28%		
	28	68	94	PRO BOUNCE	33.25	34.50	33.75	34.00	135.50	33.88	102.07%	98.91%	97.66%		
	29	68	94	PRO BOUNCE	33.75	33.75	34.00	33.00	134.50	33.63	101.32%	98.18%	96.94%		
	30	68	94	PRO BOUNCE	33.50	33.25	33.50	33.00	133.25	33.31	100.38%	97.26%	96.04%		
	31	68	94	PRO BOUNCE	32.50	32.50	32.50	33.00	130.50	32.63	98.31%	95.26%	94.05%		
	32	68	94	PRO BOUNCE	33.75	33.00	33.00	33.25	133.00	33.25	100.19%	97.08%	95.86%		
	45	68	94	PRO BOUNCE	34.25	33.75	33.75	33.00	134.75	33.69	101.51%	98.36%	97.12%		
	46	68	94	PRO BOUNCE	34.50	33.25	34.00	34.00	135.75	33.94	102.26%	99.09%	97.84%		
	47	68	94	PRO BOUNCE	34.50	34.25	34.50	33.75	137.00	34.25	103.20%	100.00%	98.74%		
	48	68	94	PRO BOUNCE	34.50	33.50	34.50	34.25	136.75	34.19	103.01%	99.82%	98.56%		
	49	68	94	PRO BOUNCE	34.50	34.25	34.00	33.25	136.00	34.00	102.45%	99.27%	98.02%		
50	68	94	PRO BOUNCE	33.75	34.00	33.00	34.25	135.00	33.75	101.69%	98.54%	97.30%			

 FAILED BOUNCE TEST OF LESS THAN 80% OF GRANITE BM

 FAILED DUE TO BEING GREATER THAN THE MAXIMUM VARIATION

OWNER:
SITE:
ADDRESS:

CITY OF SALINE, MI
SALINE RECREATION CENTER
1866 WOODLAND DRIVE
SALINE, MI 48176

DATE: 5.10.2022
DONE BY: FK & PK

WEATHER PARTLY SUNNY - 65 DEGREES
BALL DROPPED FROM 50.00"
BALL USED - DUNLOP ACE 3

TEST LOCATION	AIR TEMPERATURE E	SURFACE TEMPERATURE E	SURFACE TYPE	SAMPLE #				TOTAL	AVERAGE	% OF BM OF CONCRETE	% OF BM OF PRO BOUNCE	% OF BM OF GRANITE
				1	2	3	4					
				BENCH MARKS	65	72	PCC					
	65	95	PB	34.25	34.50	33.75	34.50	137.00	34.25			
	65	74	GRANITE	34.50	34.50	34.75	35.00	138.75	34.69			

COURT 2	11	67	94	PRO BOUNCE	34.25	33.00	33.50	33.25	134.00	33.50	100.94%	97.81%	96.58%	RANDOM LOCATIONS RESULT		
		12	67	94	PRO BOUNCE	32.50	34.00	33.25	34.00	133.75	33.44	100.75%	97.63%	96.40%	AVG. OF COURT #2	33.52
		13	67	94	PRO BOUNCE	33.75	33.75	33.75	33.75	135.00	33.75	101.69%	98.54%	97.30%	% OF CONCRETE BM	101.00%
		14	67	94	PRO BOUNCE	33.00	34.50	34.50	34.00	136.00	34.00	102.45%	99.27%	98.02%	% OF PRO BOUNCE BM	97.86%
		15	67	94	PRO BOUNCE	32.75	34.25	33.75	34.75	135.50	33.88	102.07%	98.91%	97.66%	% OF GRANITE BM	96.63%
		16	67	94	PRO BOUNCE	35.00	33.25	34.25	34.25	136.75	34.19	103.01%	99.82%	98.56%		
	17	67	94	PRO BOUNCE	33.25	34.00	33.25	33.75	134.25	33.56	101.13%	97.99%	96.76%			
	18	67	94	PRO BOUNCE	33.25	32.50	32.50	33.00	131.25	32.81	98.87%	95.80%	94.59%			
	19	67	94	PRO BOUNCE	34.25	33.75	34.50	34.25	136.75	34.19	103.01%	99.82%	98.56%			
	20	67	94	PRO BOUNCE	34.00	33.50	34.00	34.25	135.75	33.94	102.26%	99.09%	97.84%			
	21	67	94	PRO BOUNCE	33.50	33.00	34.00	33.75	134.25	33.56	101.13%	97.99%	96.76%			
	51	67	94	PRO BOUNCE	33.00	33.00	33.50	33.50	133.00	33.25	100.19%	97.08%	95.86%			
	52	67	94	PRO BOUNCE	34.25	33.50	33.50	33.75	135.00	33.75	101.69%	98.54%	97.30%			
	53	67	94	PRO BOUNCE	33.00	33.00	33.00	32.50	131.50	32.88	99.06%	95.99%	94.77%			
	54	67	94	PRO BOUNCE	33.50	34.25	33.00	34.00	134.75	33.69	101.51%	98.36%	97.12%			
	55	67	94	PRO BOUNCE	31.25	32.75	31.50	31.50	127.00	31.75	95.67%	92.70%	91.53%			
	56	67	94	PRO BOUNCE	33.50	33.75	34.00	33.50	134.75	33.69	101.51%	98.36%	97.12%			



FAILED BOUNCE TEST OF LESS THAN 80% OF GRANITE BM




FAILED DUE TO BEING GREATER THAN THE MAXIMUM VARIATION


OWNER: CITY OF SALINE, MI
 SITE: SALINE RECREATION CENTER
 ADDRESS: 1866 WOODLAND DRIVE
 SALINE, MI 48176

DATE: 5.10.2022 WEATHER PARTLY SUNNY - 65 DEGREES
 DONE BY: FK & PK BALL DROPPED FROM 50.00"
 BALL USED - DUNLOP ACE 3

TEST LOCATION	AIR TEMPERATURE	SURFACE TEMPERATURE	SURFACE TYPE	SAMPLE #				TOTAL	AVERAGE	% OF BM OF CONCRETE	% OF BM OF PRO BOUNCE	% OF BM OF GRANITE
				1	2	3	4					
BENCH MARKS	65	72	PCC	33.25	32.50	33.50	33.50	132.75	33.19			
	65	95	PB	34.25	34.50	33.75	34.50	137.00	34.25			
	65	74	GRANITE	34.50	34.50	34.75	35.00	138.75	34.69			

COURT 1	1	65	94	PRO BOUNCE	31.75	32.00	33.50	33.25	130.50	32.63	98.31%	95.26%	94.05%	RANDOM LOCATIONS RESULT	
	2	65	94	PRO BOUNCE	32.50	32.50	33.00	32.25	130.25	32.56	98.12%	95.07%	93.87%	AVG. OF COURT #1	33.34
	3	65	94	PRO BOUNCE	33.25	32.50	33.25	32.75	131.75	32.94	99.25%	96.17%	94.95%	% OF CONCRETE BM	100.47%
	4	65	94	PRO BOUNCE	33.50	33.75	32.75	33.50	133.50	33.38	100.56%	97.45%	96.22%	% OF PRO BOUNCE BM	97.35%
	5	65	94	PRO BOUNCE	32.25	33.75	33.50	32.75	132.25	33.06	99.62%	96.53%	95.32%	% OF GRANITE BM	96.13%
	6	65	94	PRO BOUNCE	32.50	33.00	33.50	33.25	132.25	33.06	99.62%	96.53%	95.32%		
	7	65	94	PRO BOUNCE	34.00	33.00	33.00	33.75	133.75	33.44	100.75%	97.63%	96.40%		
	8	65	94	PRO BOUNCE	33.00	32.50	32.25	34.50	132.25	33.06	99.62%	96.53%	95.32%		
	9	65	94	PRO BOUNCE	33.25	33.50	33.00	33.75	133.50	33.38	100.56%	97.45%	96.22%		
	10	65	94	PRO BOUNCE	33.75	33.75	33.75	33.50	134.75	33.69	101.51%	98.36%	97.12%		
	57	65	94	PRO BOUNCE	33.00	33.00	33.75	33.75	133.50	33.38	100.56%	97.45%	96.22%		
	58	65	94	PRO BOUNCE	32.75	34.00	34.00	34.75	135.50	33.88	102.07%	98.91%	97.66%		
	59	65	94	PRO BOUNCE	33.00	33.50	34.00	34.50	135.00	33.75	101.69%	98.54%	97.30%		
	60	65	94	PRO BOUNCE	34.75	34.50	34.50	34.75	138.50	34.63	104.33%	101.09%	99.82%		

 FAILED BOUNCE TEST OF LESS THAN 80% OF GRANITE BM

 FAILED DUE TO BEING GREATER THAN THE MAXIMUM VARIATION

OWNER: CITY OF SALINE, MI
 SITE: SALINE RECREATION CENTER
 ADDRESS: 1866 WOODLAND DRIVE
 SALINE, MI 48176

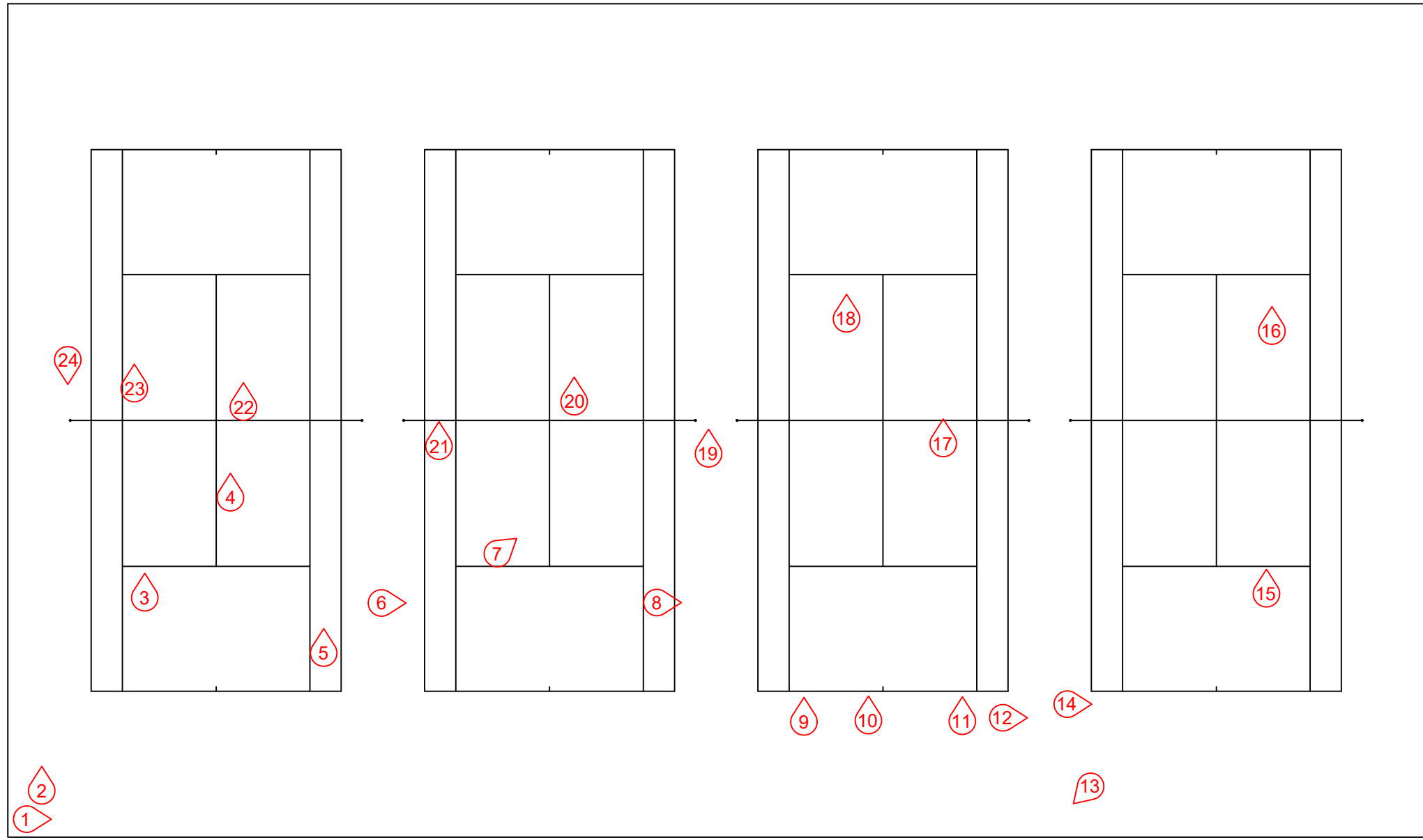
DATE: 5.10.2022 WEATHER PARTLY SUNNY - 65 DEGREES
 DONE BY: FK & PK BALL DROPPED FROM 50.00"
 BALL USED - DUNLOP ACE 3

TEST LOCATION	AIR TEMPERATURE	SURFACE TEMPERATURE	SURFACE TYPE	SAMPLE #				TOTAL	AVERAGE	% OF BM OF CONCRETE	% OF BM OF PRO BOUNCE	% OF BM OF GRANITE
				1	2	3	4					
BENCH MARKS	65	72	PCC	33.25	32.50	33.50	33.50	132.75	33.19			
	65	95	PB	34.25	34.50	33.75	34.50	137.00	34.25			
	65	74	GRANITE	34.50	34.50	34.75	35.00	138.75	34.69			

COMBINED FACILITY	COURT #1 AVERAGE	PRO BOUNCE	33.09	33.23	33.41	33.64	133.38	33.34	100.47%	97.35%	96.13%	RANDOM LOCATIONS RESULT	
	COURT #2 AVERAGE	PRO BOUNCE	33.41	33.51	33.51	33.63	134.07	33.52	101.00%	97.86%	96.63%	MEAN AVG. OF ALL COURTS	33.39
	COURT #3 AVERAGE	PRO BOUNCE	33.81	33.65	33.88	33.51	134.85	33.71	101.58%	98.43%	97.19%	% OF CONCRETE BM	100.61%
	COURT #4 AVERAGE	PRO BOUNCE	32.71	33.13	32.83	33.27	131.94	32.98	99.39%	96.30%	95.09%	% OF HMA BM	97.49%
												% OF GRANITE BM	96.26%

 FAILED BOUNCE TEST OF LESS THAN 80% OF GRANITE BM

 FAILED DUE TO BEING GREATER THAN THE MAXIMUM VARIATION



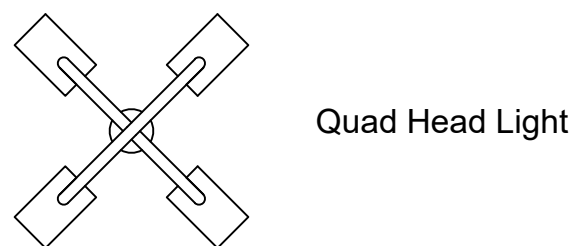
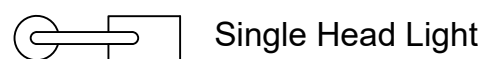
Fred Kolkmann Tennis
 And Sport Surfaces, LLC
 1921 Mayfair Rd. Grafton, WI 53024
 www.kolkmanncourtbuilder.com
 Courtbuilder@ameritech.net
 262-685-7507

Saline Rec Center
 1866 Woodland Dr E,
 Saline, MI 48176

Photo Log

Project #	22-008
Sheet #	5
Date	5-11-2022
CAD By	Peter K.
Scale	NTS
Version	1.0



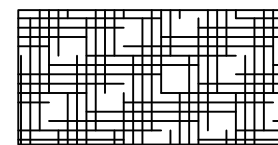


Elevations

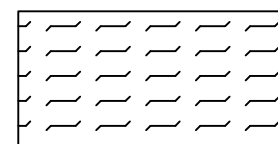
XXX.XX = Existing Elevations

XXX.XX = New/Final Elevations

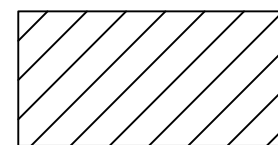
- CJ - Control Joint
- CFP - Center Fence Post
- CLF - Center Line Of Fence
- CNP - Center Of Net Post
- COF - Center Of Fence
- CTD - Center Tie Down
- DT - Drain Tile
- EOA - Edge Of Asphalt
- EOB - Edge Of Base
- EOC - Edge Of Concrete
- EOP - Edge Of Post
- FG - Finish Grade
- FH - Fire Hydrant
- IEOP - Inside Edge Of Post
- IOF - Inside Of Fence
- LP - Light Pole
- MHC - Man Hole Cover



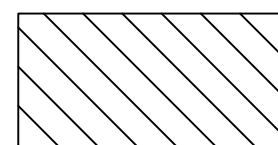
Excavation



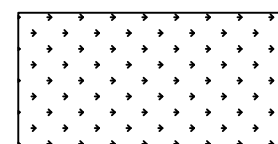
Fiberglass



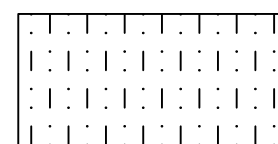
Surface Course



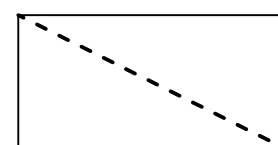
Binder Course



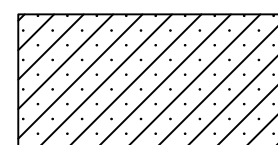
Grass



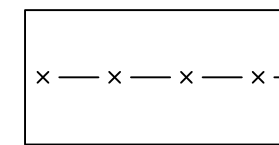
Surface Cracks



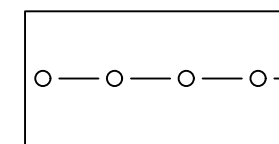
Saw Cuts



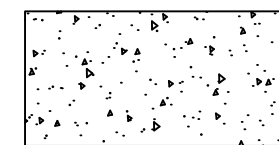
Peeling Paint



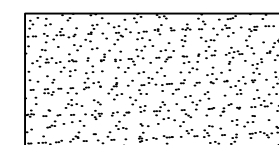
Silt Fence



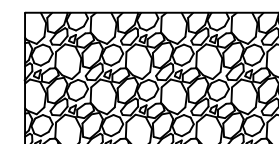
Safety Fence



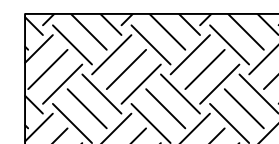
Concrete



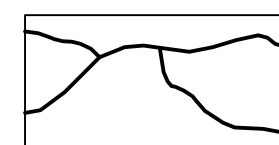
Aggregate Base / Stone



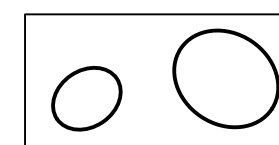
Aggregate Base / Stone



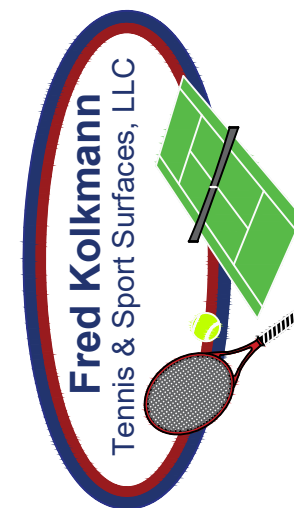
Earth



Structural Cracks



Low Areas



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262-685-7507

Saline Rec Center
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Saline, MI 48176

Legend

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Saline Rec Center



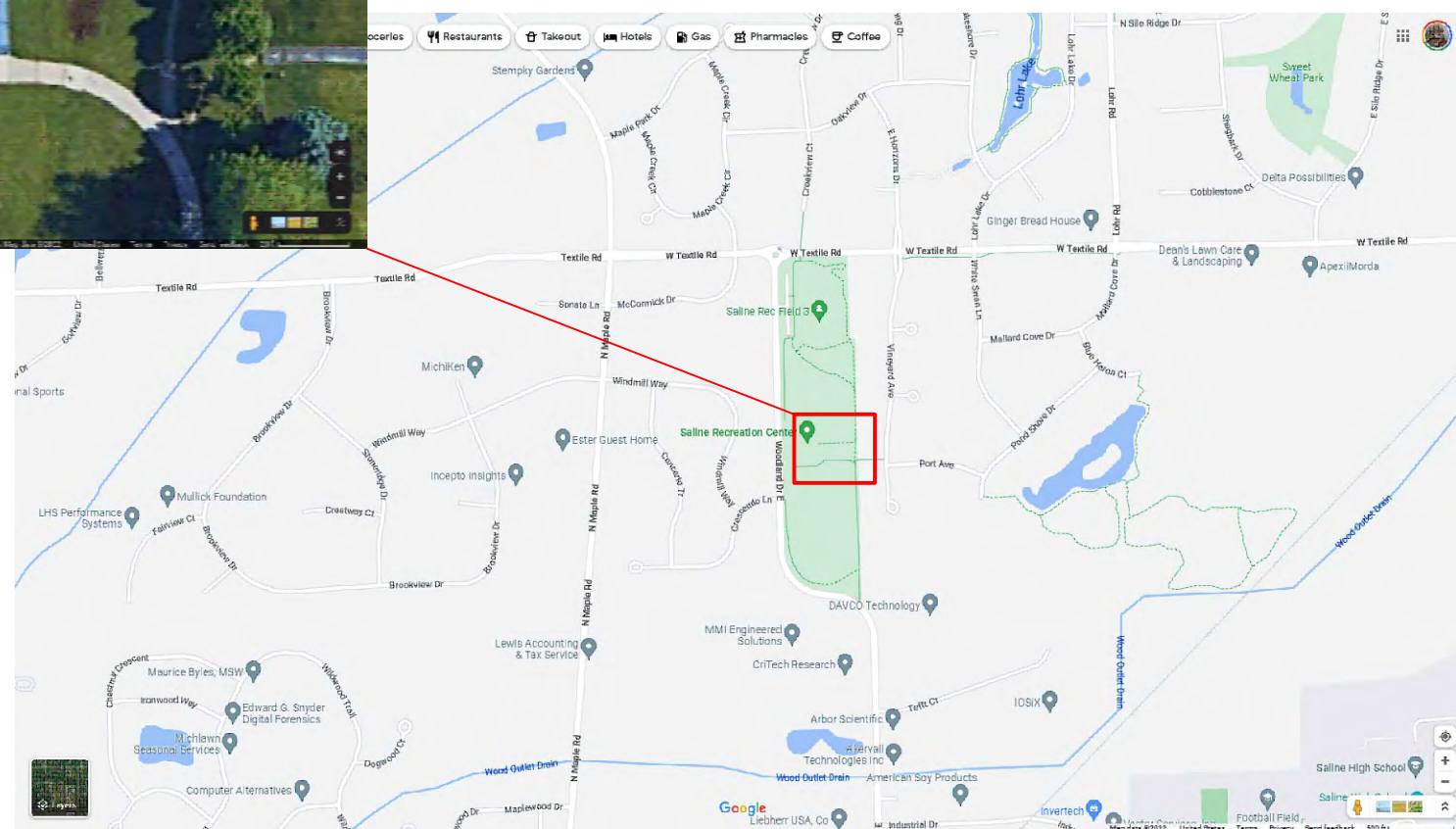
Tennis Complex



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2022 Tennis Court Bounce Test Evaluation



Title Page

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Photo #1 – Settled area over old paving joint



Photo #2 – Settled areas behind court #1



Photo #3 – Areas marked by owners



Photo #4 – Low areas over crack below



Areas tested - no blue tape

Photo #5 - Areas marked along same crack

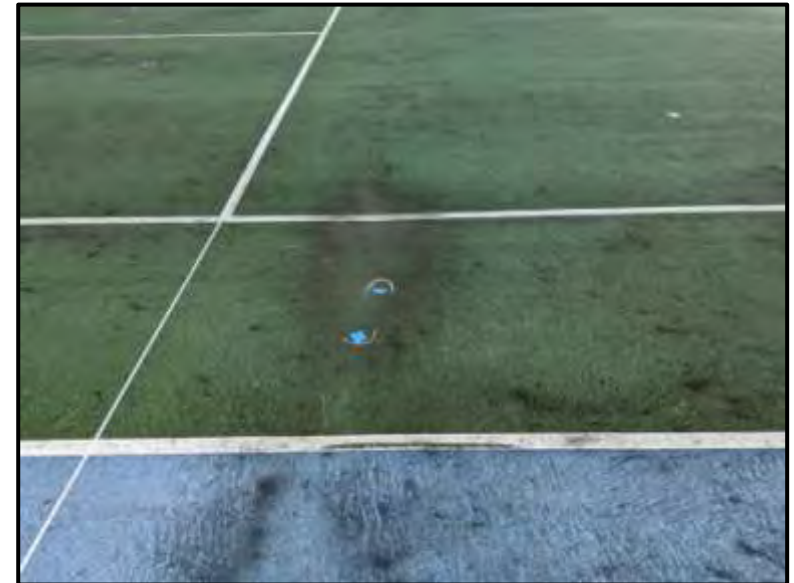


Photo #6 – Settled area

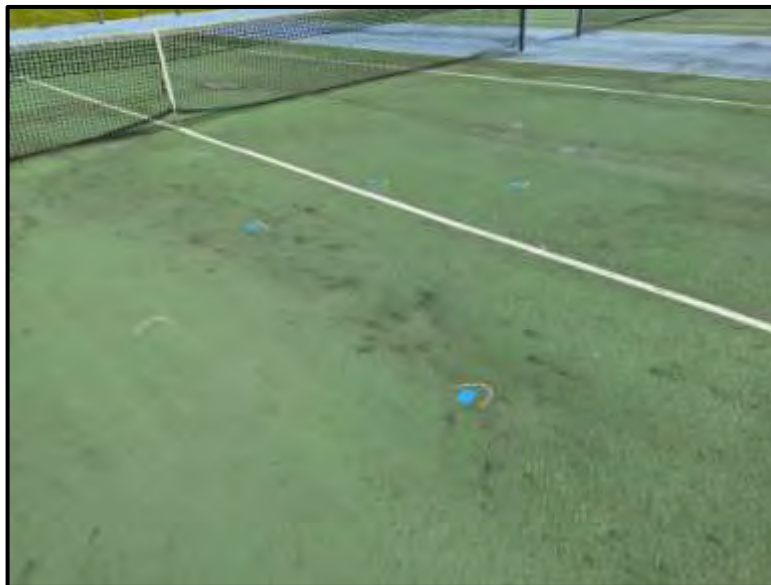


Photo #7



Probable paving joints

Photo #8 – Low area along paving joints

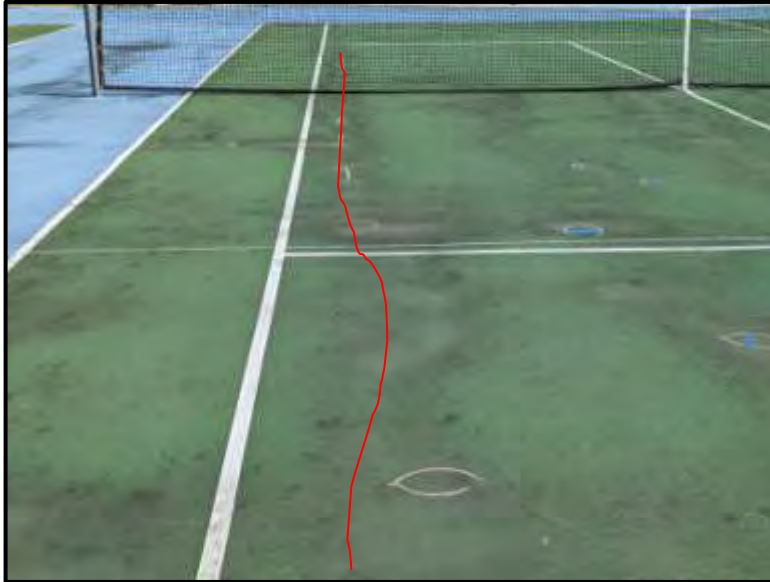


Photo #9 – Settled area over crack



Photo #10



Photo #11



Photo #12 – Settled area over paving joint



Photo #13 – 1/2" gap under level



Photo #14 - Settled area at south base line

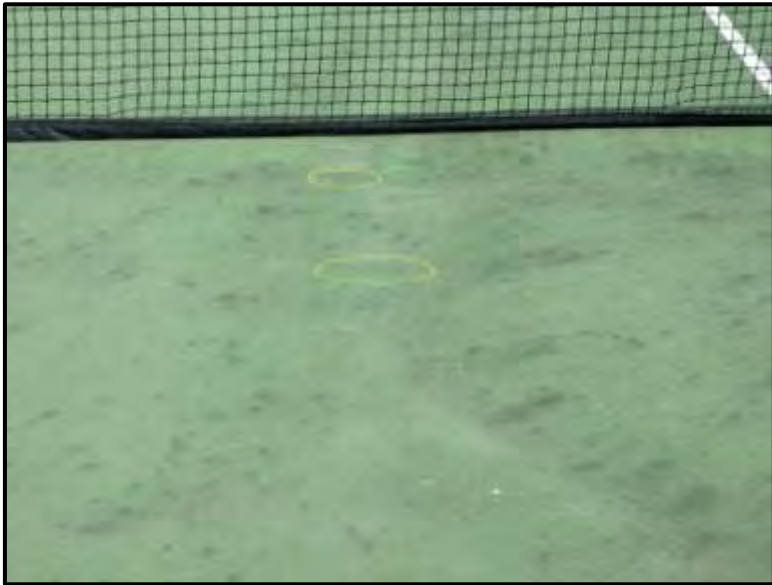


Photo #15



Photo #16



Photo #17



Photo #18 – Settlement over crack

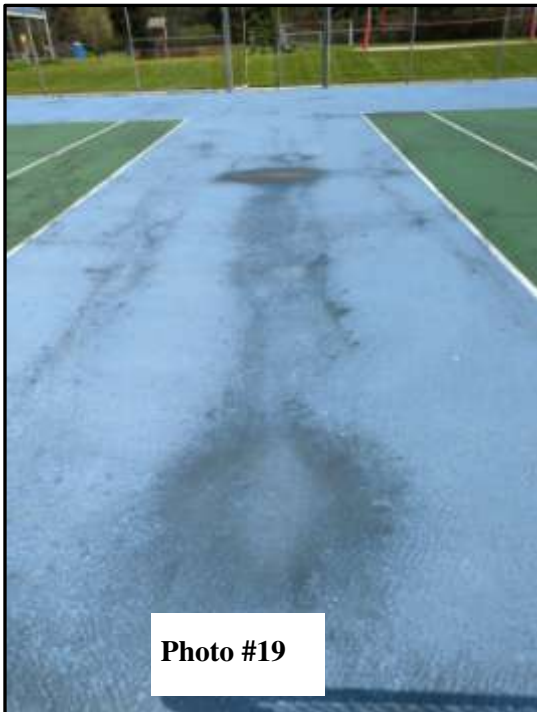


Photo #19



Photo #20 – Settlement over crack



Photo #21



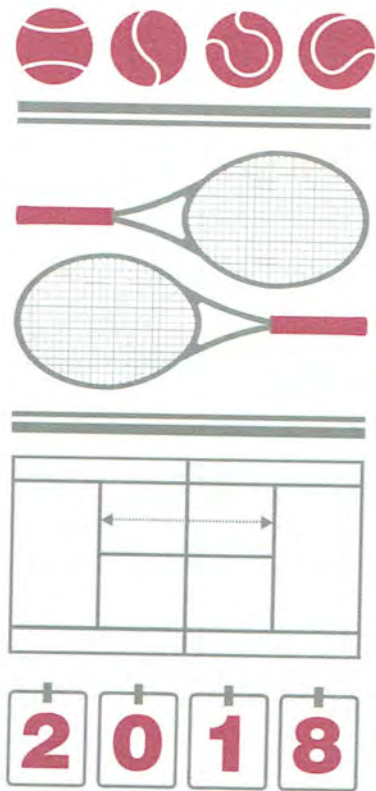
Photo #22 – Settled area over crack



Photo #23



Photo #24 – Settled area at net post footing



ITF APPROVED TENNIS BALLS,
CLASSIFIED SURFACES & RECOGNISED COURTS
A GUIDE TO PRODUCTS & TEST METHODS



5. BALL REBOUND (PREDICTIVE METHOD)

Although the rebound height of a ball is affected by its incident angle, a vertical drop can provide an indication as to the suitability of a surface for tennis.

To minimise the effects of environmental conditions and ball properties, the test surface is measured relative to the rebound height on a reference surface.

Apparatus

Test apparatus consists of:

- Standard ball.
- Reference surface, which shall be smooth, rigid and horizontal, e.g. polished granite block.
- A means to measure rebound height, calibrated to $\pm 1\%$, such as a measuring staff and video camera.

Calibration of apparatus

Check the height-measuring accuracy of the apparatus against a known standard prior to testing.

Test procedure

1. Drop the ball from a known height (at least 127 ± 1 cm) onto the reference surface five times and measure the rebound height (BHT) on each occasion, ensuring that there is no parallax error in the measurement.
2. Repeat step (1) on the test surface.

Note: The ball should be dropped in a manner that does not impart any impulse or spin.

Calculation of results

The Relative Percentage Rebound (RPR) is given by:

$$\text{RPR} = 100 \left(\frac{\text{BHT}_{\text{test}}}{\text{BHT}_{\text{ref}}} \right)$$

where:

BHT_{test} = rebound height on the test surface

BHT_{ref} = rebound height on the reference surface

The test value is the mean RPR for all impacts. For on-site tests, the variation is given by the maximum difference in the mean RPR for each location.

Recommendations

The preferred value for Relative Percentage Rebound is ≥ 80 . The maximum variation in RPR between the test location means should be ≤ 10 .



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May 11, 2022

Ms. Carla D. Scruggs
Parks & Recreation Director
City of Saline
1866 Woodland Drive
Saline, MI 48176

Dear Carla,

In accordance with your request, our personnel performed a bounce test on the 4 tennis courts with a Pro Bounce membrane surface at the Saline Recreation Center in Saline, MI. The test was run per the ITF guidelines for Ball Rebound (Predictive Method) pages 30 and 31 of the 2018 ITF Approved Tennis Balls, Classified Surfaces & Recognised Courts "A Guide to Product and Test Methods" Manual. A copy of those pages are attached at the end of this report.

Our staff arrived on the morning of May 10th to run the bounce test. The courts were marked with 128 locations by the owner where they had areas of concern (see attached drawing of locations and numbers). We also added in 3 areas where we felt it represented a good indication of what the surface should be like. We used those areas as Pro Bounce bench marks. Since quite a few of the locations marked by the owners were close together or were in the same crack, we did not test all the marked areas. We chose 58 that represented a good cross section of the surface. The owners had placed a blue tape on the site to be tested, which was removed before the drop test so it would not affect the bounce. We also did a visual inspection of the entire court surface to ascertain the issues with the courts.

At 9:30 am we opened a new can of Dunlop ACE 3 tennis balls. Each ball was measured with a caliper to confirm that it was 2 1/2" in diameter which corresponds with the stop on the test pole which is set to 52 1/2" above the testing surface. This allows for a 50" (127 cm) drop from the bottom of the ball to the surface. A cell phone, which could take slow motion videos, was attached to the testing equipment along with numbers which would correspond to the locations.

Testing started with the granite and concrete bench marks (BM) which was located outside of the entrance gate to the courts to the south. Testing continued on the courts starting with court #1. Each location had a minimum of 5 drops. If we felt that any drops were outside of the camera view, additional ball drops were done until we felt that we could get at least 4 verifiable heights. Surface temperature was checked once on each half of the battery as we continued testing.

Our spreadsheets show what each court test location is in regards to all 3 (asphalt, concrete, & granite) bench marks, although, per the ITF standards, our results below are only shown vs the granite bench mark.

RESULTS

The mean average bounce of all 60 locations is 33.39" or 96.26% of the granite bench mark. All locations passed the minimum Relative Percentage Rebound of at least 80% of the bench mark. Per the ITF test guidelines that all rebound shall be within 10% of the mean average means that anything lower than 86.63% was considered as being out of spec. That eliminated one site as non-compliant (#38).

Looking at the averages of the locations (except the failed maximum variation), we had a 3.50" difference between the lowest average bounce of 31.25" (Court #2) and the highest of 34.75" (Court #3). That is less than a 10.50% difference on all the drops. If you were to use the ITF's requirement of not greater than 10% loss of the mean average drop (33.39"), would mean that any bounce less than 30.05" would fail, which none of the above did.

There were several locations that we could hear a "hollow" sound when the ball impacted the membrane (locations #18, 20,21, 23, 24, 25, 29, 30, 31, 35, 36, 38, 40, 44, 48, 53, 54, and 55). Those locations averaged a bounce 1/2" lower than the rest of the locations, but still fall within the ITF Guidelines.

VISUAL INSPECTION

Before the bounce test was done, we visually inspected the court surface. Upon first entering the courts we could see that the courts surface was very uneven and "wavy". There were numerous areas with cracks and/or paving joints opening below the membrane as well as pavement settlement. This is causing a large quantity of low areas (1/4" - 3/4" deep) especially south of the net line. The cracks were wide enough that the membrane was settling into the crack and not only causing water to pond, but also giving the ball a "hollow" sound when it impacted the surface and causing a lower ball bounce. However, court #4 north of the net line is in fairly decent shape. No frost heaving could be seen at the net posts or fence post footings around the perimeter.

COMMENTARY

When looking at the site, and as the ITF Bounce Test confirms, it is very evident that the Pro Bounce membrane system has not failed, but rather is reacting to the movement of the asphalt pavement upon which it is being supported. As the asphalt continues to widen at the cracks and settle in other places, it will continue to take the membrane system with it creating deeper "dips" along the cracks and deeper low areas.

If we were to run an ASBA/USTA planarity or evenness test, we would anticipate that at least 50% of the court surface would fail.

RECOMMENDATIONS

Doing a surface treatment such as leveling the low areas and settled areas of the cracks and then color coating the courts will not give a good ROI on your money and will be a short term repair at best. It will also create different playability of the repaired areas vs the membrane areas which have a cushion feel to them while the repaired areas would be hard. This type of work is just doing a band aid effect and not treating the root cause of the problem which is the asphalt pavement. While this may look good the first year, the pavement below will continue to move and settle and will bring the same problems back probably starting with the first winter.

We feel that the membrane can be left in place (saving the cost of removal and disposal) and one of three options can be done by the owners. In all three cases, a stone layer (5" - 8" thick) would be placed over the membrane to create new slope, correct planarity, and increase structural strength. The new court surface would be placed over the top of the new aggregate. This would bring the court surface about 9" - 12" higher than it is now and would require some adjustments on the net posts, walks, and fences. Over the stone layer, you can either go with a Pro Bounce again, a post-tensioned concrete, or an asphalt surface.

We anticipate that the cost of the doing the surfaces (without fences or walks) would be as follows:

- 1) Pro Bounce - \$280,000 - \$350,000
- 2) Post Tension - \$425,000 - \$475,000
- 3) Asphalt - \$230,000 - \$275,000

REMARKS

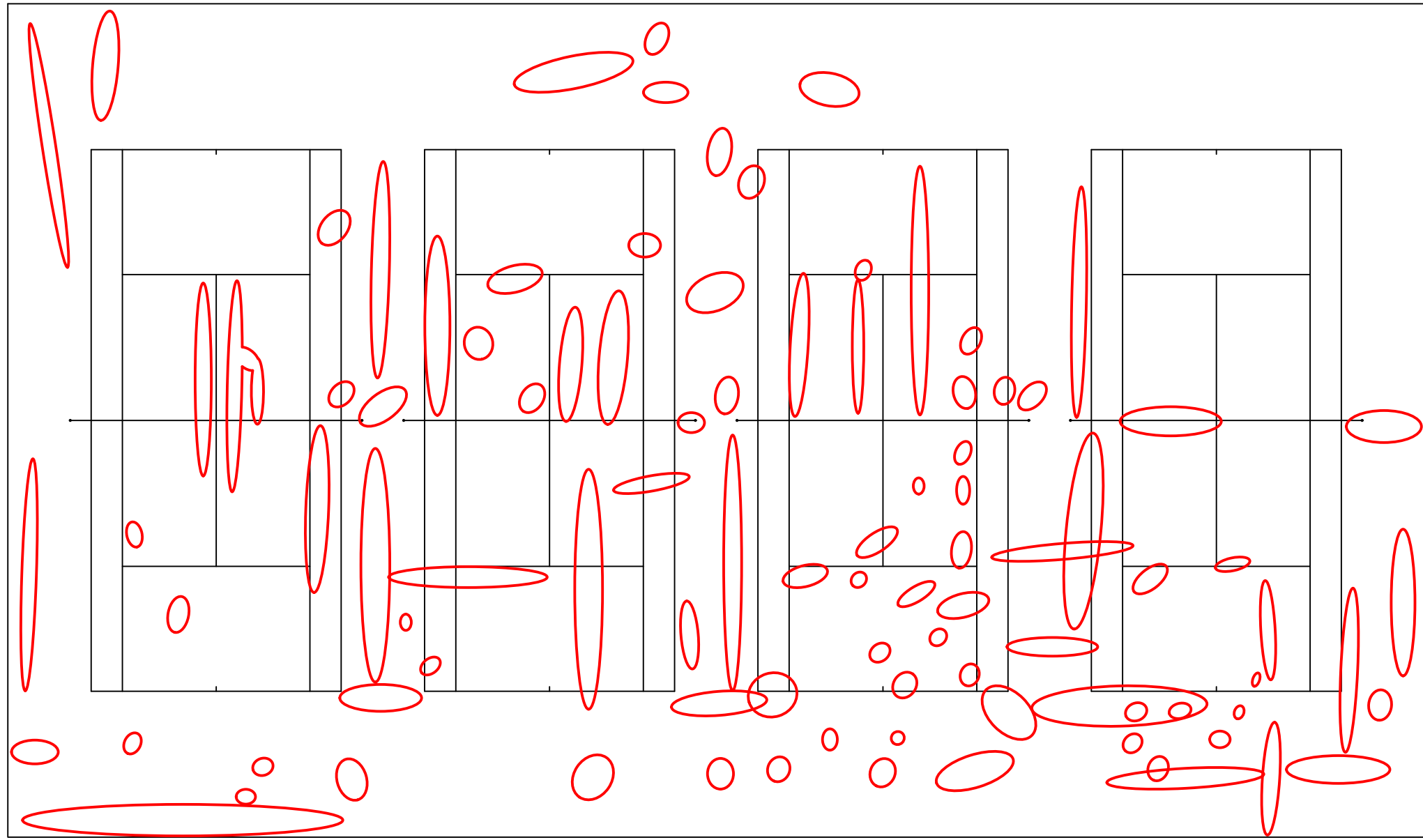
Thank you for the opportunity to work with you on this project. Should you have any questions, or if you would like additional information, please contact us at 262. 685.7507 or courtbuilder@ameritech.net.

With best regards,

Fred Kolkmann

Fred Kolkmann, CTCB
President





Fred Kolkmann Tennis
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Saline Rec Center
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Low Areas

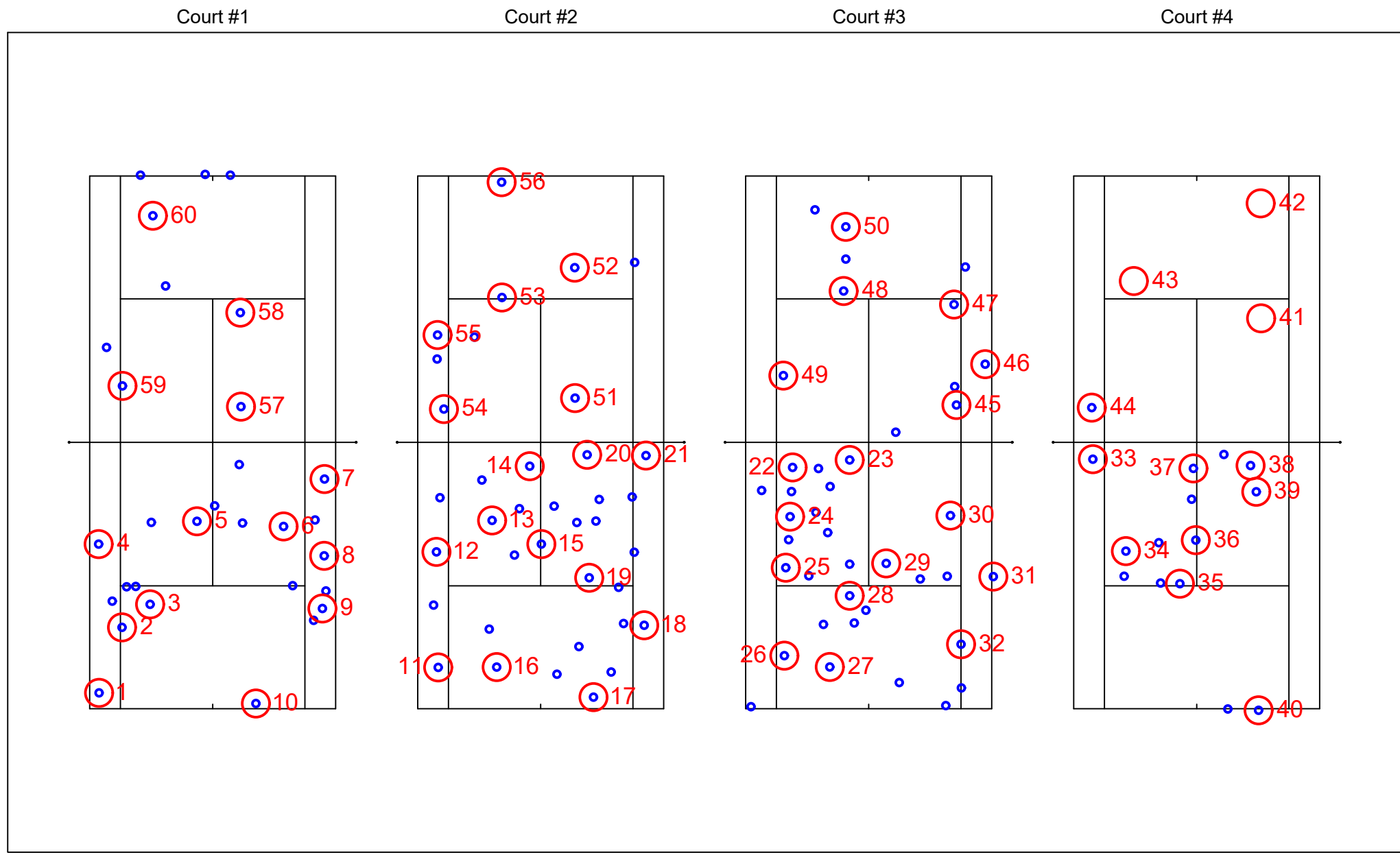
Project #	22-008
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CAD By	Peter K.
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Saline Rec Center
1866 Woodland Dr E,
Saline, MI 48176



○ 00 Granite Benchmark
○ 99 Concrete Benchmark

- Problem Area Located By Saline Rec Center
- ⊙ Problem Area Located By Saline Rec Center And Tested
- Test Site Located By FKTSS



Test Locations

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March 29, 2023

Re: Social Media Litigation

Dear Retainer Client:

Schools nationwide have recently started joining a nationwide litigation against Facebook, Instagram, Snapchat, Tik-Tok, and other social media platforms. The lawsuit asserts that social media companies targeted minors to maximize profits despite knowing the severe detrimental effects excessive social media use causes to minors. Research confirms that social media use is associated with increased rates of depression, anxiety, eating disorders, suicide, and property damage.

Frantz Law Group, the California law firm representing at least 125 Michigan schools in the nationwide litigation against Juul and other vaping product manufacturers, is also representing schools in the social media litigation. As it did with the vaping litigation, Frantz requested that Thrun Law Firm determine whether Michigan schools are interested in joining the social media litigation and, if so, to facilitate contact with Frantz. School districts, intermediate school districts, and public school academies are eligible to join the social media litigation.

The social media litigation seeks monetary compensation for past damages incurred by schools related to the social media epidemic created by the defendants, as well as anticipated future damages.

For past damages, the litigation seeks reimbursement for costs associated with social media use, such as property damage caused by students engaging in social media trends and any lost state aid caused by social media suspensions and expulsions. For future damages, the litigation seeks compensation for appropriately handling social media-related issues going forward, including funds for counselors and educational programming.

As with the vaping litigation, Frantz will seek a court order restricting discovery to a questionnaire. Until that order is granted, however, schools will be required – with assistance from Frantz – to respond to written questions and document requests from the defendants. Frantz estimates that school staff time related to this litigation will not exceed 10 hours. Frantz informed us that at this stage of the litigation, it does not expect that school staff will be required to appear in court or to participate in depositions.

Aside from discovery, the terms for participating in the social media litigation are the same as those for participating in the vaping litigation. Frantz will represent schools on a contingency fee basis, meaning Frantz will not charge any fees or costs unless there is a financial recovery. Frantz will receive 25% of any recovery. Thrun will receive a portion of that 25%. If



Social Media Litigation

Page 2 of 2

there is a recovery, schools would also reimburse Frantz out of the recovery for costs incurred by Frantz during the litigation, such as court filing costs and expert witness fees.

A recovery in the litigation is not guaranteed. Thrun is not co-counsel in the litigation – our role is limited to referring clients to Frantz.

Thrun can arrange for Frantz to make a presentation to your board about the litigation. To join the litigation, your Board would need to approve the accompanying resolution and the contract attached to that resolution.

Signed resolutions and contracts should be returned by May 10, 2023 to pmatusiak@thrunlaw.com. If your Board would like more information about the litigation, please contact Piotr Matusiak at pmatusiak@thrunlaw.com or call (517) 374-8824.

Thrun Law Firm, P.C.

**[SCHOOL DISTRICT, ISD, OR PSA NAME]
[BOARD OF EDUCATION OR BOARD OF DIRECTORS] RESOLUTION**

A [regular or special] meeting of the [School District, ISD, or PSA Name] (“School”) [Board of Education or Board of Directors] (the “Board”) was held on the [] day of [], 202[] at the following time: [] (“Meeting”).

The Meeting was called to order by _____, President

Present:

Absent:

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS:

1. In January 2023, Seattle Public Schools, Pittsburg Public Schools, and other public schools joined a nationwide litigation against Facebook, Instagram, Snapchat, Tik-Tok, and other social media platforms in a California federal court, specifically Case No. 22-MD-3047-YGR in the United States District Court for the Northern District of California (“Lawsuit”).

2. The Lawsuit seeks monetary damages and injunctive relief associated with defendants targeting minors to maximize profits despite knowing the severe detrimental effects excessive social media use causes to minors.

3. Schools in the Lawsuit are being represented by Frantz Law Group, APLC, a California professional law corporation (“Frantz”).

4. Thrun Law Firm, P.C. referred the School to Frantz for the Lawsuit.

5. The Board believes it is in the School’s best interests to join the Lawsuit on the terms specified in the attached Attorney-Client Fee Contract.

6. The Board believes it is in the School’s best interests to authorize and direct [Insert Position, such as Superintendent] or designee to sign the attached Attorney-Client Fee Contract on behalf of the School and to take such other action as necessary to obtain monetary damages and injunctive relief for the School in the Lawsuit, subject to review by the School’s legal counsel.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board decides to join the Lawsuit on the terms specified in the attached Attorney-Client Fee Contract.

2. The Board authorizes and directs [Insert Position, such as Superintendent] or designee to sign the attached Attorney-Client Fee Contract on behalf of the School and to take such other

action as necessary to obtain monetary damages and injunctive relief for the School in the Lawsuit, subject to review by the School's legal counsel.

3. All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Ayes:

Nays:

Absent:

Motion Passed:

Board Secretary

The undersigned duly qualified and acting School Board Secretary hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Board Secretary

Date: _____, 202__

ATTORNEY-CLIENT FEE CONTRACT

The ATTORNEY-CLIENT FEE CONTRACT ("Agreement") is entered into by and between [School District, ISD, or PSA Name], whose address is [] ("Client") and Frantz Law Group, APLC, a California professional law corporation ("Attorneys" or "We") and encompasses the following provisions:

1. **CONDITIONS.** This Agreement will not take effect, and Attorneys will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.
2. **AUTHORIZED REPRESENTATIVES**
 - A. **CLIENT REPRESENTATIVES.** Client designates [Insert Position Identified in Resolution], or designee, as the authorized representatives to direct Attorneys and to be the primary individuals to communicate with Attorneys regarding the subject matter of Attorneys' representation of Client under this Agreement. The designation is intended to establish a clear line of authority and to minimize potential uncertainty but not to preclude communication between Attorneys and other representatives of Client.
 - B. **ATTORNEY REPRESENTATIVES.** James Frantz, William Shinoff, and Regina Bagdasarian of Frantz Law Group, APLC will be primarily responsible for the work, either performing it himself/herself or delegating it to others as may be appropriate. The Client shall have the right to approve or veto the involvement of each of the attorneys on its cases. Attorneys will be added or deleted from the list only upon prior Client approval.
3. **SCOPE AND DUTIES.** Client hires Attorneys to provide legal services in connection with pursuing claims for damages associated with the Social Media litigation, specifically Case No. 22-MD-3047-YGR in the United States District Court for the Northern District of California ("Action"). Attorneys shall provide those legal services reasonably required to represent Client, and shall take reasonable steps to keep Client informed of progress and to respond to Client's inquiries. Client shall be truthful with Attorneys, cooperate with Attorneys, and keep Attorneys informed of developments. Attorneys will assist in negotiating liens, but will not litigate them.
4. **LEGAL SERVICES SPECIFICALLY EXCLUDED.** Unless otherwise agreed in writing by Client and Attorneys, Attorneys will not provide legal services with respect to (a) defending any legal proceeding or claim against the Client commenced by any person unless such proceeding or claim is filed against the Client in the Action or (b) proceedings before any federal or state administrative or governmental agency, department, or board. With Client's permission, however, Attorneys may elect to appear at such administrative proceedings to protect Client's rights. If Client wishes to retain Attorneys to provide any legal services not provided under this Agreement for additional compensation, a separate written agreement between Attorneys and Client will be required.

5. FEES. Client will pay attorneys' fees to Attorneys of twenty five percent (25%) of any monetary settlement or recovery that Attorneys obtain for Client, provided that such fee will be paid only by money recovered from defendants in the Action (collectively, the "Total Fee"). Thrun, Maatsch and Nordberg, P.C., a Michigan professional corporation d/b/a Thrun Law Firm, P.C. (Thrun) will receive either twenty five percent (25%) or thirty five percent (35%) of the Total Fee, as discussed in more detail in Paragraph 6, below. The Action does not involve a claim or action for personal injury or wrongful death (see MCR 8.121(A)).

Fees shall be calculated on the basis of any settlement or recovery prior to the deduction of any expense or cost, the "Gross Recovery." Contingency fee rates are not set by law, but have been negotiated. If no recovery is made, no fees will be charged.

The term "Gross Recovery" shall include, without limitation, the then present value of any monetary payments agreed or ordered to be made by the adverse parties or their insurance carriers as a result of the Services, whether by settlement, arbitration award, court judgment (after all appeals exhausted), or otherwise. Any statutory Attorneys' fee paid by Defendants shall be included in calculating the Gross Recovery.

- (1) "Gross Recovery," if by settlement, also includes (1) the then-present value of any monetary payments to be made to the Client; and (2) any Attorneys' fees and costs recovered by the Client as part of any cause of action that provides a basis for such an award. "Recovery" may come from any source, including, but not limited to, the adverse parties to the Client and/or their insurance carriers and/or any third party, whether or not a party to formal litigation. The contingent fee is calculated by multiplying the recovery by the fee percentage. This calculation is performed on the gross recovery amount before the deduction of expenses as discussed above.

Gross Recovery does not contemplate nor include any amount or value for injunctive relief or for the value of an abatement remedy which may be obtained in a final arbitration award or court judgment.

- (2) The Client shall not be obligated to pay the Attorneys unless Attorneys are successful in collecting a monetary recovery on the Client's behalf as a result of the Services.
- (3) [Omitted].
- (4) If, by judgment, there is no money recovery and the Client receives In Kind relief, Attorneys acknowledge that Client is not obligated to pay Attorneys' fees from public funds for the value of the In Kind relief. In the event of In Kind relief, by judgment, Attorneys' sole source of recovery of contingent fees will come from a common fund or court ordered Attorney's fees.
- (5) The Client agrees the Defendant shall pay all Attorneys' fees in a settlement that includes nonmonetary value. Client understands that Attorneys have and will invest resources into prosecuting this action on behalf of the Client and agrees to make a good faith effort to include Attorneys' Fees as part of the terms of any

settlement or resolution of the Action.

It is possible that payment to the Client by the adverse parties to the Action or their insurance carrier(s) or any third-party may be deferred, as in the case of an annuity, a structured settlement, or periodic payments. In such event, gross recovery will consist of the initial lump sum payment plus the present value (as of the time of the settlement) of the total of all payments to be received thereafter. The contingent fee is calculated, as described above, by multiplying the gross recovery by the fee percentage. The Attorney's fees will be paid out of the initial lump-sum payment or, if there are multiple payments, will be split proportionally between those multiple payments.

- A. Reasonable Fee if Contingent Fee is Unenforceable. In the event that the contingent fee portion of this Agreement is determined to be unenforceable for any reason, Client agrees to pay a reasonable fee for the services rendered. If the parties are unable to agree on a reasonable fee for the services rendered, Attorneys and Client agree to follow the procedure in Paragraph 10 below; in any event, Attorney and Client agree that the fee shall not exceed twenty five percent (25%) of the gross recovery as defined in Paragraph 5.
 - B. No Fund Payments. Notwithstanding any other provision in this Agreement, including the immediately preceding paragraph, in no event will the Client be required to pay legal fees out of any fund other than the monies recovered from Defendants in this litigation. Under no circumstances shall Client general funds be obligated to satisfy the contingent Attorneys' fees as a result of this case or this contingency fee contract.
6. REFERRAL FEE. Thrun will receive twenty-five percent (25%) of the Total Fee if the Client meets at least one of the following:
- A. Is a Thrun retainer client.
 - B. Is not a Thrun retainer client, but adopts a resolution that says Thrun is referring the Client to Attorneys and that authorizes both joining the Action and entering into this Agreement.
 - C. Is not a Thrun retainer client, but Attorneys know or have reason to know that Client was referred to Attorneys for the Action by Thrun.

Notwithstanding the preceding sentence, Thrun will receive thirty-five percent (35%) of the Total Fee if the Client is described in A-C above and obtains Thrun's assistance with completing a questionnaire about the Action. Thrun will not bill Clients at Thrun's hourly rates for work associated with the Action.

7. COSTS AND EXPENSES. In addition to paying legal fees, Client shall reimburse Attorneys for all "costs/expenses," which includes but is not limited to the following: process servers' fees, fees fixed by law or assessed by courts or other agencies, court reporters' fees, long distance telephone calls, messenger and other delivery fees,

parking, investigation expenses, consultants' fees, expert witness fees, and other similar items, incurred by Attorneys. The costs/expenses incurred that Attorneys advance will be owed in addition to attorneys' fees and Client will reimburse those costs/expenses after Attorneys' fees have been deducted. If there is no recovery, Client will not be required to reimburse Attorneys for costs and fees. In the event a recovery is less than incurred costs/expenses, Client will not be required to reimburse Attorneys for costs/expenses, above and beyond the recovery, and fees.

SHARED EXPENSES: Client understands that Attorneys may incur certain expenses that jointly benefit multiple clients, including, for example, expenses for travel, experts, and copying. Client agrees that Attorneys shall divide such expenses equally, or pro rata, among such clients, and deduct Client's portion of those expenses from Client's share of any recovery.

FEDERAL MDL AND STATE COORDINATION COMMON BENEFIT FEES: Members of Attorneys frequently serve on plaintiffs' management or executive committees in MDL and/or the California state court coordinated proceedings and perform work which benefits Attorneys' clients as well as clients of other attorneys involved in similar litigation. As a result, the court or courts where the cases are pending may order that Attorneys are to receive additional compensation for Attorneys time and effort which has benefitted all claimants. Compensation for this work and effort, which is known as "common benefit," may be awarded to Attorneys by a court or courts directly from the assessments paid by The Client and others who have filed claims in this litigation, and will not in any way reduce the amount of fees owed under this Agreement.

8. LIEN. In the event any third party attempts to lien any proceeds recovered from a recovery in this matter, Client hereby grants, and agrees, TO THE EXTENT PERMITTED BY APPLICABLE LAW, that Attorneys hold, a first priority and superior lien on any and all proceeds recovered from Defendants in this litigation in the amount of the Attorneys' fees and costs that the Attorneys are entitled to under this Agreement. This lien right is limited to only those monies recovered from Defendants and in no way affects any other rights of the Client in any way whatsoever.
9. DISCHARGE AND WITHDRAWAL.
 - A. Client may discharge Attorneys at any time. After receiving notice of discharge, Attorneys shall stop services on the date and to the extent specified by the notice of discharge, and deliver to Client all evidence, files and attorney work product for the Action. This includes any computerized indices, programs and document retrieval systems created or used for the Action.
 - B. Attorneys may withdraw with Client's consent or for good cause. Good Cause includes Client's breach of this Agreement, Client's refusal to cooperate with Attorneys, or any other fact or circumstance that would render Attorneys continuing representation unlawful or unethical. Attorneys may also discharge

Client if Client at any time is dishonest with Attorneys, or fails to provide relevant information to Attorneys.

10. **DISPUTE RESOLUTION:** ATTORNEY and CLIENT agree that should any dispute arise between them, they must be mediated first, before any litigation is filed. Specifically any and all disputes, controversies or claims arising out of, or related to this Agreement and/or ATTORNEY'S representation of CLIENT, including claims of malpractice (collectively referred to herein as "Dispute" or "Disputes"), shall be submitted to mediation with the American Arbitration Association (AAA), which mediation shall occur at the Client's central office or another location mutually agreed to by Client and Attorney. No litigation can be filed until after this agreed-upon mediation has occurred, and any litigation filed prior to conclusion of this mediation shall be subject to dismissal, pursuant to this Agreement. Client will pay one-half of the actual cost of the mediation, but each party will be responsible for his or her own attorneys' fees and preparation costs. Any litigation relating to any Dispute shall be filed in a Michigan court with jurisdiction over the Client; any litigation filed in any other court shall be dismissed, and the party initiating such litigation shall promptly pay any attorney fees and costs incurred by the other party in defending against that litigation.
11. **AUTHORITY OF ATTORNEY.** Attorneys may, with prior Client approval, associate co-counsel if the Attorneys believe it advisable or necessary for the proper handling of Client's claim, and expressly authorize the Attorneys to divide any Attorneys' fees that may eventually be earned with co-counsel so associated for the handling of Client's claim. Attorneys understand that the amount of Attorneys' fees which Client pays will not be increased by the work of co-counsel associated to assist with the handling of Client's claim, and that such associated co-counsel will be paid by the Attorneys out of the Attorneys' fees Client pays to the Attorneys.
12. **DISCLAIMER OF GUARANTEE.** Nothing in this Contract and nothing in Attorneys' statements to Client will be construed as a promise or guarantee about the outcome of Client's matter. Attorneys make no such promises or guarantees. Attorneys' comments about the outcome of Client's matter are expressions of opinion only.
13. **MULTIPLE REPRESENTATIONS:** The Client understands that Attorneys do or may represent many other individuals/entities with actual or potential litigation claims. Attorneys' representation of multiple claimants at the same time may create certain actual or potential conflicts of interest in that the interests and objectives of each client individually on certain issues are, or may become, inconsistent with the interests and objectives of the other. Attorneys are governed by specific rules and regulations relating to Attorneys professional responsibility in Attorneys representation of clients, and especially where conflicts of interest may arise from Attorneys representation of multiple clients against the same or similar Defendants, Attorneys are required to advise Attorneys' clients of any actual or potential conflicts of interest and obtain their informed written consent to Attorneys representation when actual, present, or potential conflicts of interest exist. By signing this Agreement, the Client is

acknowledging that they have been advised of the potential conflicts of interest which may be or are associated with Attorneys representation of the Client and other multiple claimants and that the Client nevertheless wants the Attorneys to represent the Client, and that the Client consents to Attorneys representation of others in connection with the litigation. Attorneys strongly advise the Client, however, that the Client remains completely free to seek other legal advice at any time even after the Client signs this Agreement.

14. **AGGREGATE SETTLEMENTS:** Often times in cases where Attorneys represent multiple clients in similar litigation, the opposing parties or Defendants attempt to settle or otherwise resolve Attorneys' cases in a group or groups, by making a single settlement offer to settle a number of cases simultaneously. There exists a potential conflict of interest whenever a lawyer represents multiple clients in a settlement of this type because it necessitates choices concerning the allocation of limited settlement amounts among the multiple clients. However, if all clients consent, a group settlement can be accomplished and a single offer can be fairly distributed among the clients by assigning settlement amounts based upon the strengths and weaknesses of each case, the relative nature, severity and extent of injuries, and individual case evaluations. In the event of a group or aggregate settlement proposal, Attorneys may implement a settlement program, overseen by a referee or special master, who may be appointed by a court, designed to ensure consistency and fairness for all claimants, and which will assign various settlement values and amounts to each client's case depending upon the facts and circumstances of each individual case. The Client authorizes us to enter into and engage in group settlement discussions and agreements which may include the Client's individual claims. Although the Client authorizes us to engage in such group settlement discussions and agreements, the Client will still retain the right to approve, and Attorneys are required to obtain the Client's approval of, any settlement of the Client's case.
15. **EFFECTIVE DATE AND TERM.** This Agreement will take effect upon execution by Client and Attorneys.
16. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which, taken together, shall constitute one and the same instrument. Facsimile or pdf versions of this Agreement shall have the same force and effect as signature of the original.
17. **ASSIGNMENT:** Neither party shall have the right to assign its rights or obligations under this Agreement to any person or entity without the prior written consent of the other party, which consent shall not be unreasonably withheld.
18. **SUCCESSORS AND ASSIGNS:** This Agreement shall bind and benefit the parties hereto and their respective successors and assigns.
19. **FULL AND FINAL AGREEMENT:** This Agreement is the full and final agreement. Any amendments to the Agreement must be in writing and signed by the parties.

20. GOVERNING LAW. This Agreement shall be construed in accordance with, and governed by, the laws of the State of Michigan.

21. AUTHORIZED SIGNATURES: Each individual signing below represents that the individual is duly authorized to sign this Agreement on behalf of that individual's respective party as listed below.

Frantz Law Group, APLC

Dated: _____, 202__

Frantz Signature: _____

Frantz Print Name: _____

Dated: _____, 202__

Signature: _____

Print Name: _____

School Client Name: _____

Position of Signatory: _____

**GENERAL APPROPRIATIONS RESOLUTION
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
WASHTENAW INTERMEDIATE SCHOOL DISTRICT
GENERAL EDUCATION BUDGET 4/11/23**

RESOLVED, that this resolution shall be the general appropriations of the Washtenaw Intermediate School District for the fiscal year 2023-2024; A resolution to make appropriations; and to provide for the disposition of all income received by the Washtenaw Intermediate School District.

BE IT FURTHER RESOLVED, that the total revenue, including a tax levy of **.0937 mills**, and unappropriated fund balance be available for appropriations in the **GENERAL EDUCATION FUND** of the Washtenaw Intermediate School District for the fiscal year 2023-2024 as follows:

REVENUES	Original
Local Revenue	\$ 4,018,469
State Revenue	14,568,254
Federal Revenue	6,300,571
Incoming Transfers & Other Transactions	4,601,837
Fund Modifications	46,088
TOTAL REVENUE AND INCOMING TRANSFERS	\$ 29,535,219
FUND BALANCE AS OF JULY 1ST	\$ 4,354,947
Less Appropriated Fund Balance	
FUND BALANCE AVAILABLE TO APPROPRIATE	\$ 4,354,947
TOTAL AMOUNT AVAILABLE TO APPROPRIATE	\$ 33,890,166

BE IT FURTHER RESOLVED, that \$30,221,808 of the total available to appropriate in the **GENERAL EDUCATION FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES	
Basic Programs, Instruction	\$ 1,874,911
Added Needs, Instruction	-
Adult Continuing Education	400,034
Pupil Support	2,226,197
Instructional Support	6,957,945
General Administration	799,325
School Administration	99,584
Business Support	381,965
Operations/Maintenance	439,270
Transportation	92,267
Central Services	4,300,496
Other Support Services	130,453
Community Services	1,690,549
	\$ 19,392,996
Outgoing Transfers & Other Transactions	10,828,812
Other Financing Uses	-
Fund Modifications	-
TOTAL APPROPRIATED	\$ 30,221,808
FUND BALANCE ENDING JUNE 30TH	\$ 3,668,358

**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
GENERAL EDUCATION BUDGET COMPARISON
2023-2024 BUDGET REVIEW**

REVENUES	2021-22 Actual Revenue & Expenses	2022-23 Amended 1/24/23 Budget	2023-24 Projected Budget
Local Revenue 100	\$ 2,585,806	\$ 3,426,532	\$ 4,018,469
State Revenue 300	14,341,927	16,896,298	14,568,254
Federal Revenue 400	7,638,823	8,197,696	6,300,571
Incoming Transfers & Other Transactions 500	2,487,530	4,296,405	4,601,837
Fund Modifications 600	46,372	76,562	46,088
TOTAL REVENUE AND INCOMING TRANSFERS	\$ 27,100,458	\$ 32,893,493	\$ 29,535,219
EXPENDITURES			
Basic Programs, Instruction 110	\$ 508,423	\$ 1,894,911	\$ 1,874,911
Added Needs, Instruction 120	38,511	61,177	-
Adult and Continuing Education 130	331,403	279,348	400,034
Pupil Support 210	1,824,325	3,223,588	2,226,197
Instructional Support 220	4,744,221	6,882,276	6,957,945
General Administration 230	492,494	765,425	799,325
School Administration 240	56,703	-	99,584
Business Support 250	403,694	452,346	381,965
Operations/Maintenance 260	399,180	790,526	439,270
Transportation 270	58,019	110,463	92,267
Central Services 280	3,387,346	4,227,376	4,300,496
Other Support Services 290	103,700	119,894	130,453
Community Services 300	1,210,146	1,422,931	\$ 1,690,549
TOTAL EXPENDITURES	\$ 13,558,165	\$ 20,230,261	\$ 19,392,996
Outgoing Transfers & Other Transactions 400	13,074,767	13,230,118	10,828,812
Other financing uses	166,614	21,900	-
Fund Modifications 600	-	300,912	-
TOTAL EXPENDITURES AND OTHER TRANSACTIONS	\$ 26,799,546	\$ 33,783,191	\$ 30,221,808
EXCESS REVENUE OR (EXPENDITURES)	\$ 300,912	\$ (889,698)	\$ (686,589)
FUND BALANCE AS OF JULY 1ST	4,943,733	\$ 5,244,645	\$ 4,354,947
FUND BALANCE ENDING JUNE 30TH	\$ 5,244,645	\$ 4,354,947	\$ 3,668,358

General Education 2023-24		1069 Colligan REMC 2024	2251 Heaviland Mental Health and Support Services 2021	2252 Heaviland Mental Health and Support Services 2022	2253 Heaviland Mental Health and Support Services 2023	2273 Heaviland ISD Mental Health Admin 2023
TITLES	REGULAR BUDGET					
REVENUES						
Local Sources	\$ 2,258,143	\$ -	\$ 94,880	\$ 81,780	\$ 86,383	\$ -
State Sources	2,889,621	-	231,022	748,210	274,438	18,071
Federal Sources		-	-	-	-	-
Incoming Transfers/Other	363,936	-	-	-	-	-
Fund Modifications	46,088	-	-	-	-	-
TOTAL REVENUES	\$ 5,557,788	\$ -	\$ 325,902	\$ 829,990	\$ 360,821	\$ 18,071
EXPENDITURES						
Basic Programs, Instruct. 110	\$ 1,700	\$ -	\$ -	\$ -	\$ -	\$ -
Added Needs, Instruct. 120	-	-	-	-	-	-
Adult Continuing Education 130	-	-	-	-	-	-
Pupil Support 210	173,655	-	241,409	651,161	226,307	-
Instructional Staff Support 220	2,066,671	3,400	84,493	178,829	134,514	-
General Administration 230	799,325	-	-	-	-	-
School Administration 240	-	-	-	-	-	-
Business Support 250	248,331	-	-	-	-	-
Operations /Maintenance 260	430,270	-	-	-	-	-
Transportation 270	72,267	-	-	-	-	-
Central Support 280	2,146,108	-	-	-	-	18,071
Other Support 290	130,453	-	-	-	-	-
Community Services 300	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 6,068,780	\$ 3,400	\$ 325,902	\$ 829,990	\$ 360,821	\$ 18,071
Outgoing Transfers/Other 400	34,643	-	-	-	-	-
Other Financing Uses 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Modifications 600	(58,404)	-	-	-	-	-
TOTAL APPROPRIATED	\$ 6,045,019	\$ 3,400	\$ 325,902	\$ 829,990	\$ 360,821	\$ 18,071
EXCESS REV/EXPENSE	\$ (487,231)	\$ (3,400)	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	\$ 4,354,947	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ 3,867,716	\$ (3,400)	\$ -	\$ -	\$ -	\$ -

General Education 2023-24	9615 Hierman Umatter 2024	9625 Norman Wash County Savings Plan 2024	9633 Heaviland Cradle to Career 2024	9634 Norman Justice Leaders 2024	942-9640 Colligan Mich Virtual University 2024	943-9640 Colligan Follett 2024	947-9640 Colligan LEA Fiber Pole Fees 2024	949-9640 Colligan PSSE Gen Ed 504 2024	9660 Colligan LEA Tech Services 2024
TITLES									
REVENUES									
Local Sources	\$ 543,784	\$ 276,861	\$ 241,642	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Sources	-	-	-	-	-	-	-	-	-
Federal Sources	-	-	-	-	-	-	-	-	-
Incoming Transfers/Other	-	-	-	20,000	1,873,211	98,768	15,319	9,045	1,159,258
Fund Modifications	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 543,784	\$ 276,861	\$ 241,642	\$ 20,000	\$ 1,873,211	\$ 98,768	\$ 15,319	\$ 9,045	\$ 1,159,258
EXPENDITURES									
Basic Programs, Instruct. 110	\$ -	\$ -	\$ -	\$ -	\$ 1,873,211	\$ -	\$ -	\$ -	\$ -
Added Needs, Instruct. 120	-	-	-	-	-	-	-	-	-
Adult Continuing Education 130	-	-	-	-	-	-	-	-	-
Pupil Support 210	241,668	-	241,642	-	-	-	-	-	-
Instructional Staff Support 220	227,140	-	-	150,000	-	-	-	-	-
General Administration 230	-	-	-	-	-	-	-	-	-
School Administration 240	-	-	-	-	-	-	-	-	-
Business Support 250	-	-	-	-	-	-	-	-	-
Operations /Maintenance 260	-	-	-	-	-	-	-	-	-
Transportation 270	-	-	-	-	-	-	-	-	-
Central Support 280	-	-	-	-	-	98,768	15,319	9,045	1,104,854
Other Support 290	-	-	-	-	-	-	-	-	-
Community Services 300	74,976	276,861	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 543,784	\$ 276,861	\$ 241,642	\$ 150,000	\$ 1,873,211	\$ 98,768	\$ 15,319	\$ 9,045	\$ 1,104,854
Outgoing Transfers/Other 400	-	-	-	-	-	-	-	-	-
Other Financing Uses 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Modifications 600	-	-	-	-	-	-	-	-	54,404
TOTAL APPROPRIATED	\$ 543,784	\$ 276,861	\$ 241,642	\$ 150,000	\$ 1,873,211	\$ 98,768	\$ 15,319	\$ 9,045	\$ 1,159,258
EXCESS REV/EXPENSE	\$ -	\$ -	\$ -	\$ (130,000)	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ (130,000)	\$ -	\$ -	\$ -	\$ -	\$ -

General Education 2023-24	9670 Heaviland Homeless Donations Rest 2024	9675 Banks Teacher Action Research 2024	9685 Heaviland Health School MDHHS 2024	9700 Higgins Fingerprinting and ICHAT 2024	9749 Banks RTC 2024	9751 Banks GOISD RMI Tri County 2024	9785 Long Success by 6 Early Childhood 2024
TITLES							
REVENUES							
Local Sources	\$ 20,000	\$ -	\$ -	\$ 78,000	\$ -	\$ -	\$ 162,762
State Sources	-	-	126,685	-	-	-	-
Federal Sources	-	-	-	-	-	-	-
Incoming Transfers/Other	-	60,000	-	20,000	393,000	510,000	-
Fund Modifications	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 20,000	\$ 60,000	\$ 126,685	\$ 98,000	\$ 393,000	\$ 510,000	\$ 162,762
EXPENDITURES							
Basic Programs, Instruct. 110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Added Needs, Instruct. 120	-	-	-	-	-	-	-
Adult Continuing Education 130	-	-	-	-	-	-	-
Pupil Support 210	-	-	122,685	-	-	-	-
Instructional Staff Support 220	-	50,000	-	-	393,000	510,000	52,595
General Administration 230	-	-	-	-	-	-	-
School Administration 240	-	-	-	-	-	-	-
Business Support 250	-	-	-	-	-	-	-
Operations /Maintenance 260	-	-	-	-	-	-	-
Transportation 270	20,000	-	-	-	-	-	-
Central Support 280	-	-	-	163,958	-	-	-
Other Support 290	-	-	-	-	-	-	-
Community Services 300	-	-	-	-	-	-	110,167
TOTAL EXPENDITURES	\$ 20,000	\$ 50,000	\$ 122,685	\$ 163,958	\$ 393,000	\$ 510,000	\$ 162,762
Outgoing Transfers/Other 400	-	10,000	-	-	-	-	-
Other Financing Uses 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Modifications 600	-	-	4,000	-	-	-	-
TOTAL APPROPRIATED	\$ 20,000	\$ 60,000	\$ 126,685	\$ 163,958	\$ 393,000	\$ 510,000	\$ 162,762
EXCESS REV/EXPENSE	\$ -	\$ -	\$ -	\$ (65,958)	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ (65,958)	\$ -	\$ -	\$ -

General Education 2023-24		9790 Kruk Coordinated Funding 2024	9875 Norman My Brothers Keeper 2024	9894 Heaviland SNAP - Ed Banks 2024	9895 Heaviland Adjudicated Jail 2024	TOTALS
TITLES						
REVENUES						
Local Sources	\$	47,519	\$ 70,715	\$ -	\$ 56,000	4,018,469
State Sources		-	-	-	-	14,568,254
Federal Sources		-	-	319,379	-	6,300,571
Incoming Transfers/Other		-	55,000	-	24,300	4,601,837
Fund Modifications		-	-	-	-	46,088
TOTAL REVENUES	\$	47,519	\$ 125,715	\$ 319,379	\$ 80,300	\$ 29,535,219
EXPENDITURES						
Basic Programs, Instruct. 110	\$	-	\$ -	\$ -	\$ -	1,874,911
Added Needs, Instruct. 120		-	-	-	-	-
Adult Continuing Education 130		-	-	-	415	400,034
Pupil Support 210		47,519	-	-	30,564	2,226,197
Instructional Staff Support 220		-	125,715	319,379	44,754	6,957,945
General Administration 230		-	-	-	-	799,325
School Administration 240		-	-	-	4,567	99,584
Business Support 250		-	-	-	-	381,965
Operations /Maintenance 260		-	-	-	-	439,270
Transportation 270		-	-	-	-	92,267
Central Support 280		-	-	-	-	4,300,496
Other Support 290		-	-	-	-	130,453
Community Services 300		-	-	-	-	1,690,549
TOTAL EXPENDITURES	\$	47,519	\$ 125,715	\$ 319,379	\$ 80,300	19,392,996
Outgoing Transfers/Other 400		-	-	-	-	10,828,812
Other Financing Uses 500	\$	-	\$ -	\$ -	\$ -	-
Fund Modifications 600		-	-	-	-	-
TOTAL APPROPRIATED	\$	47,519	\$ 125,715	\$ 319,379	\$ 80,300	\$ 30,221,808
EXCESS REV/EXPENSE	\$	-	\$ -	\$ -	\$ -	(686,589)
BEGINNING FUND BALANCE	\$	-	\$ -	\$ -	\$ -	4,354,947
ENDING FUND BALANCE	\$	-	\$ -	\$ -	\$ -	3,668,358

**GENERAL APPROPRIATIONS RESOLUTION
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
WASHTENAW INTERMEDIATE SCHOOL DISTRICT
SPECIAL EDUCATION BUDGET 4/11/23**

RESOLVED, that this resolution shall be the general appropriations of the Washtenaw Intermediate School District for the fiscal year 2023-2024; A resolution to make appropriations; and to provide for the disposition of all income received by the Washtenaw Intermediate School District.

BE IT FURTHER RESOLVED, that the total revenue, including a tax levy of **5.1774 mills**, and unappropriated fund balance be available for appropriations in the **SPECIAL EDUCATION FUND** of the Washtenaw Intermediate School District for the fiscal year 2023-2024 as follows:

REVENUES	Original
Local Revenue	\$ 108,686,277
State Revenue	18,011,513
Federal Revenue	12,339,885
Incoming Transfers & Other Transactions	346,604
Fund Modifications	136,766
TOTAL REVENUE AND INCOMING TRANSFERS	\$ 139,521,045
FUND BALANCE AS OF JULY 1ST	\$ 3,000,000
Less Appropriated Fund Balance	
FUND BALANCE AVAILABLE TO APPROPRIATE	\$ 3,000,000
TOTAL AMOUNT AVAILABLE TO APPROPRIATE	\$ 142,521,045

BE IT FURTHER RESOLVED, that \$139,521,045 of the total available to appropriate in the **SPECIAL EDUCATION FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES	
Basic Programs, Instruction	\$ -
Added Needs, Instruction	\$ 21,012,864
Pupil Support	\$ 21,594,955
Instructional Support	\$ 5,165,022
General Administration	\$ 334,123
School Administration	\$ 311,417
Business Support	\$ 1,692,705
Operations/Maintenance	\$ 2,438,840
Transportation	\$ 70,890
Central Services	\$ 3,866,641
Other Support Services	\$ 21,240
Community Services	\$ 224,229
	\$ 56,732,926
Outgoing Transfers & Other Transactions	81,269,825
Other Financing Uses	993,294
Fund Modifications	525,000
TOTAL APPROPRIATED	\$ 139,521,045
FUND BALANCE ENDING JUNE 30TH	\$ 3,000,000

**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
SPECIAL EDUCATION BUDGET COMPARISON
2023-2024 BUDGET REVIEW/ADOPTION**

REVENUES	2021-22 Actual Revenue & Expenses	2022-23 Amended 1/24/23 Budget	2023-24 Projected Budget
Local Revenue 100	\$ 99,088,356	\$ 99,900,860	\$ 108,686,277
State Revenue 300	16,370,559	17,804,640	18,011,513
Federal Revenue 400	12,587,030	15,283,313	12,339,885
Incoming Transfers & Other Transactions 500	243,452	467,231	346,604
Fund Modifications 600	308,300	136,766	136,766
TOTAL REVENUE AND INCOMING TRANSFERS	\$ 128,597,697	\$ 133,592,810	\$ 139,521,045
EXPENDITURES			
Basic Programs, Instruction 110	\$ -	\$ -	\$ -
Added Needs, Instruction 120	14,798,628	19,637,085	21,012,864
Pupil Support 210	15,094,717	18,083,927	21,594,955
Instructional Support 220	3,329,393	4,703,526	5,165,022
General Administration 230	212,183	319,739	334,123
School Administration 240	269,787	304,413	311,417
Business Support 250	1,398,329	1,535,617	1,692,705
Operations/Maintenance 260	2,406,806	2,393,908	2,438,840
Transportation 270	8,716	70,890	70,890
Central Services 280	2,598,497	3,589,602	3,866,641
Other Support Services 290	17,136	19,676	21,240
Community Services 300	245,469	224,229	224,229
TOTAL EXPENDITURES	\$ 40,379,662	\$ 50,882,612	\$ 56,732,926
Outgoing Transfers & Other Transactions 400	85,392,036	82,676,227	81,269,825
Other Financing Uses 500	895,496	918,809	993,294
Fund Modifications 600	508,430	627,238	525,000
TOTAL EXPENDITURES AND OTHER TRANSACTIONS	\$ 127,175,625	\$ 135,104,886	\$ 139,521,045
EXCESS REVENUE OR (EXPENDITURES)	\$ 1,422,072	\$ (1,512,076)	\$ -
FUND BALANCE AS OF JULY 1ST	3,090,004	\$ 4,512,076	\$ 3,000,000
FUND BALANCE ENDING JUNE 30TH	\$ 4,512,076	\$ 3,000,000	\$ 3,000,000

Special Education
2023-24

TITLES	REGULAR BUDGET	1034 Marcel Juv Dtn St Aid 2024	3263/3264 Pogliano Early on 54D 2023 / 2024	6164 Vannatter Title I Part D 2024	7574 Pogliano Early On 2024	8014 Vannatter IDEA Flowthrough 2024
REVENUES						
Local Sources 100	\$ 108,633,391	\$ -	\$ -	\$ -	\$ -	\$ -
State Sources 300	16,333,274	1,355,700	322,539	-	-	-
Federal Sources 400	-	-	-	71,600	350,688	11,424,549
Incoming Transfers/Other 500	100,000	-	-	-	-	-
Fund Modifications 600	136,766	-	-	-	-	-
TOTAL REVENUES	\$ 125,203,431	\$ 1,355,700	\$ 322,539	\$ 71,600	\$ 350,688	\$ 11,424,549
EXPENDITURES						
Basic Programs, Instr. 110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Added Needs 120	20,605,948	-	-	-	-	129,211
Pupil Support 210	19,050,997	-	218,104	71,600	209,199	113,154
Instructional Staff 220	3,902,968	-	104,435	-	141,489	296,931
General Administration 230	334,123	-	-	-	-	-
School Administration 240	311,417	-	-	-	-	-
Business Support 250	1,692,705	-	-	-	-	-
Operations /Maintenance 260	2,438,840	-	-	-	-	-
Transportation 270	70,890	-	-	-	-	-
Central Support Services 280	3,866,641	-	-	-	-	-
Pupil Activites 290	21,240	-	-	-	-	-
Community Services 300	10,000	-	-	-	-	214,229
TOTAL EXPENDITURES	\$ 52,305,769	\$ -	\$ 322,539	\$ 71,600	\$ 350,688	\$ 753,525
Outgoing Transfers/Other 400	69,007,867	1,355,700	-	-	-	10,602,024
Other financing uses 500	993,294	-	-	-	-	-
Fund Modifications 600	451,500	-	-	-	-	69,000
TOTAL APPROPRIATED	\$ 122,758,430	\$ 1,355,700	\$ 322,539	\$ 71,600	\$ 350,688	\$ 11,424,549
EXCESS REV/EXPENSE	\$ 2,445,001	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ 5,445,001	\$ -	\$ -	\$ -	\$ -	\$ -

Special Education
2023-24

36274

TITLES	8054 Vannatter IDEA Preschool 2024	8114 Vannatter Se Supervision 2024	9829 Vannatter EMU Para 2024	9835 Vannatter HP Donations 2024	9840-015 Vannatter Nursing Services Milan & Lincoln	9840-021 Vannatter Psych Services Lincoln
REVENUES						
Local Sources 100	\$ -	\$ -	\$ -	\$ 52,886	\$ -	\$ -
State Sources 300	-	-	-	-	-	-
Federal Sources 400	304,234	188,814	-	-	-	-
Incoming Transfers/Other 500	-	-	-	-	24,600	11,614
Fund Modifications 600	-	-	-	-	-	-
TOTAL REVENUES	\$ 304,234	\$ 188,814	\$ -	\$ 52,886	\$ 24,600	\$ 11,614
EXPENDITURES						
Basic Programs, Instr. 110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Added Needs 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pupil Support 210	-	66,029	-	-	313,618	148,070
Instructional Staff 220	-	118,285	548,028	52,886	-	-
General Administration 230	-	-	-	-	-	-
School Administration 240	-	-	-	-	-	-
Business Support 250	-	-	-	-	-	-
Operations /Maintenance 260	-	-	-	-	-	-
Transportation 270	-	-	-	-	-	-
Central Support Services 280	-	-	-	-	-	-
Pupil Activites 290	-	-	-	-	-	-
Community Services 300	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 184,314	\$ 548,028	\$ 52,886	\$ 313,618	\$ 148,070
Outgoing Transfers/Other 400	304,234	-	-	-	-	-
Other financing uses 500	-	-	-	-	-	-
Fund Modifications 600	-	4,500	-	-	-	-
TOTAL APPROPRIATED	\$ 304,234	\$ 188,814	\$ 548,028	\$ 52,886	\$ 313,618	\$ 148,070
EXCESS REV/EXPENSE	\$ -	\$ -	\$ (548,028)	\$ -	\$ (289,018)	\$ (136,456)
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ (548,028)	\$ -	\$ (289,018)	\$ (136,456)

Special Education
2023-24

TITLES	9840-075 Vannatter Adaptive PE Ann Arbor	9840-061 Vannatter TC Svs WTMC	9840-196 Vannatter TC Svs Dexter TA	9850-061TC Vannatter Ancillary Svs WAVE	9855 Vannatter Ancillary Svs ECA	9859 Vannatter Ancillary Svs IB - WIHI	9895 Adjudicated Jail Vannatter 2023
REVENUES							
Local Sources 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Sources 300	-	-	-	-	-	-	-
Federal Sources 400	-	-	-	-	-	-	-
Incoming Transfers/Other 500	5,602	9,880	21,783	48,597	11,607	25,962	86,959
Fund Modifications 600	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 5,602	\$ 9,880	\$ 21,783	\$ 48,597	\$ 11,607	\$ 25,962	\$ 86,959
EXPENDITURES							
Basic Programs, Instr. 110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Added Needs 120	\$ -	\$ -	\$ 277,705	\$ -	\$ -	\$ -	\$ -
Pupil Support 210	71,418	125,961	-	619,548	169,304	330,994	86,959
Instructional Staff 220	-	-	-	-	-	-	-
General Administration 230	-	-	-	-	-	-	-
School Administration 240	-	-	-	-	-	-	-
Business Support 250	-	-	-	-	-	-	-
Operations /Maintenance 260	-	-	-	-	-	-	-
Transportation 270	-	-	-	-	-	-	-
Central Support Services 280	-	-	-	-	-	-	-
Pupil Activities 290	-	-	-	-	-	-	-
Community Services 300	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 71,418	\$ 125,961	\$ 277,705	\$ 619,548	\$ 169,304	\$ 330,994	\$ 86,959
Outgoing Transfers/Other 400	-	-	-	-	-	-	-
Other financing uses 500	-	-	-	-	-	-	-
Fund Modifications 600	-	-	-	-	-	-	-
TOTAL APPROPRIATED	\$ 71,418	\$ 125,961	\$ 277,705	\$ 619,548	\$ 169,304	\$ 330,994	\$ 86,959
EXCESS REV/EXPENSE	\$ (65,816)	\$ (116,081)	\$ (255,922)	\$ (570,951)	\$ (157,697)	\$ (305,032)	\$ -
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ (65,816)	\$ (116,081)	\$ (255,922)	\$ (570,951)	\$ (157,697)	\$ (305,032)	\$ -

Special Education
2023-24

TITLES	TOTALS
REVENUES	
Local Sources 100	\$ 108,686,277
State Sources 300	\$ 18,011,513
Federal Sources 400	\$ 12,339,885
Incoming Transfers/Other 500	\$ 346,604
Fund Modifications 600	\$ 136,766
TOTAL REVENUES	\$ 139,521,045
EXPENDITURES	
Basic Programs, Instr. 110	\$ -
Added Needs 120	\$ 21,012,864
Pupil Support 210	\$ 21,594,955
Instructional Staff 220	\$ 5,165,022
General Administration 230	\$ 334,123
School Administration 240	\$ 311,417
Business Support 250	\$ 1,692,705
Operations /Maintenance 260	\$ 2,438,840
Transportation 270	\$ 70,890
Central Support Services 280	\$ 3,866,641
Pupil Activites 290	\$ 21,240
Community Services 300	\$ 224,229
TOTAL EXPENDITURES	\$ 56,732,926
Outgoing Transfers/Other 400	\$ 81,269,825
Other financing uses 500	\$ 993,294
Fund Modifications 600	\$ 525,000
TOTAL APPROPRIATED	\$ 139,521,045
EXCESS REV/EXPENSE	\$ -
BEGINNING FUND BALANCE	\$ 3,000,000
ENDING FUND BALANCE	\$ 3,000,000

WISD Programs and Budgets Review

including

Local School District Services 2023-24

presented
April 2023



Our Goal

- Explain the mandated budget review process.
- Review your role in this process.
- Give you the information you need to carry out your role.
- Support you in your efforts.



Mandated Budget Review (new)

Section 624 of the Revised School Code, as amended, requires an ISD Board to have its proposed **General Fund** budget reviewed by its constituent districts each year.



ISD Board

By May 1 of each year:

The intermediate school board shall submit its proposed **General Fund** budget for the next school fiscal year to the board of each constituent district for review.



Local Board

By June 1 of each year:

- The local board will review the proposed ISD budget.
- Adopt a resolution expressing its support for or disapproval of the proposed ISD budget.
- Submit any **specific** budget objections and/or proposed changes to the ISD board.

ISD Board

If an intermediate school board receives any specific objections or proposed changes, the intermediate school board shall consider the proposed budget changes.

Role of WASB Director

- **Now**
 - Serve as an ambassador.
 - Learn about ISD budget process.
 - Ask clarifying questions.
- **After May 1 (with superintendent)**
 - Present information to your board.
 - Ask for help, if needed.
 - Answer questions from your board.
 - Submit resolution to WISD by June 1.
- **Throughout the year**
 - Remain involved, stay informed.



What is an ISD?

- Regional education service agency
- Created by legislature in 1962
- Designed to be an intermediary between the Michigan Department of Education and local schools
- Composed of innovative professionals who focus on teaching and learning
- An organization that leads through service



Role of WISD

- Operates cooperative programs/delivers services for students in Ann Arbor, Chelsea, Dexter, Lincoln, Manchester, Milan, Saline, Whitmore Lake, Ypsilanti Community
 - Secures educational resources and shares them equitably
 - Builds local capacity to improve student achievement
 - Provides services to assure that each child learns
 - Leadership role in building a Cradle to Career collaborative in Washtenaw County
-



General Education Services

**Technology &
Data Support**

**Instructional
Support**

**School &
Community
Partnerships**

**Grant-funded
Programs &
Services**

Technology & Data Management



Network Connectivity

- Physical Fiber Plant Support and Maintenance
- Core Network Infrastructure and Equipment
- Network Security Hardware and Support
- Internet Connectivity through utilizing E-rate Funds



State Connections

- Data Hub Support (MiDataHub)
- Michigan State Education Network Connection (MISEN)



Application Hosting Support

- Follett Destiny Library System
- PowerSchool
- New World
- PowerSchool Special Education Programs (PSSP)
- Coordinate Volume Purchase Savings (e.g. MVU Courses, Security Products)

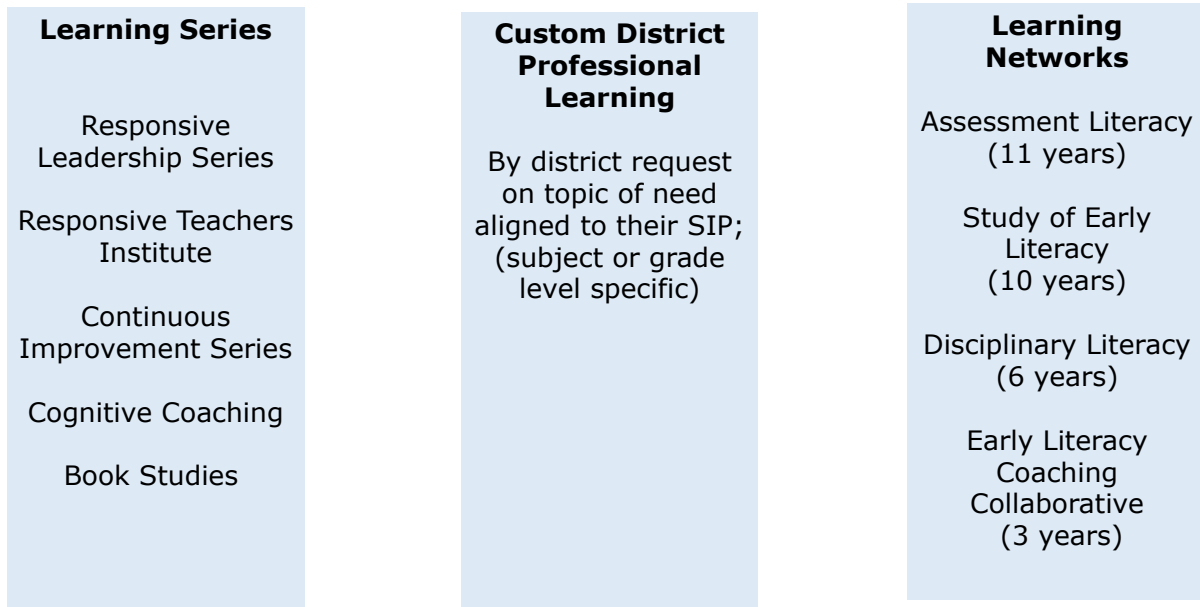
Technology & Data Management

WISD Technology Services provides partnering districts with a full range of onsite and centrally-managed technology services.

<p>Desktop support</p> <ul style="list-style-type: none"> •End user device support •Training •Mobile device management •Presentation equipment •Instructional Integration 	<p>Infrastructure</p> <ul style="list-style-type: none"> •Network Consulting •Network Administration •Network Maintenance •Server Hosting •Patch Management •Cybersecurity and Risk Management
<p>Application Hosting</p> <ul style="list-style-type: none"> •PowerSchool SIS •PowerSchool Special Programs •New World •Destiny Library •Child Plus •School Messenger •Document Imaging •Meal Magic •Registration Systems 	<p>Data Services</p> <ul style="list-style-type: none"> •State Reporting <ul style="list-style-type: none"> • MSDS • TSDL • SID •Scripting & Data Exchange <ul style="list-style-type: none"> • Student Account Creation • Student and Staff data flow •Data Hub Integration

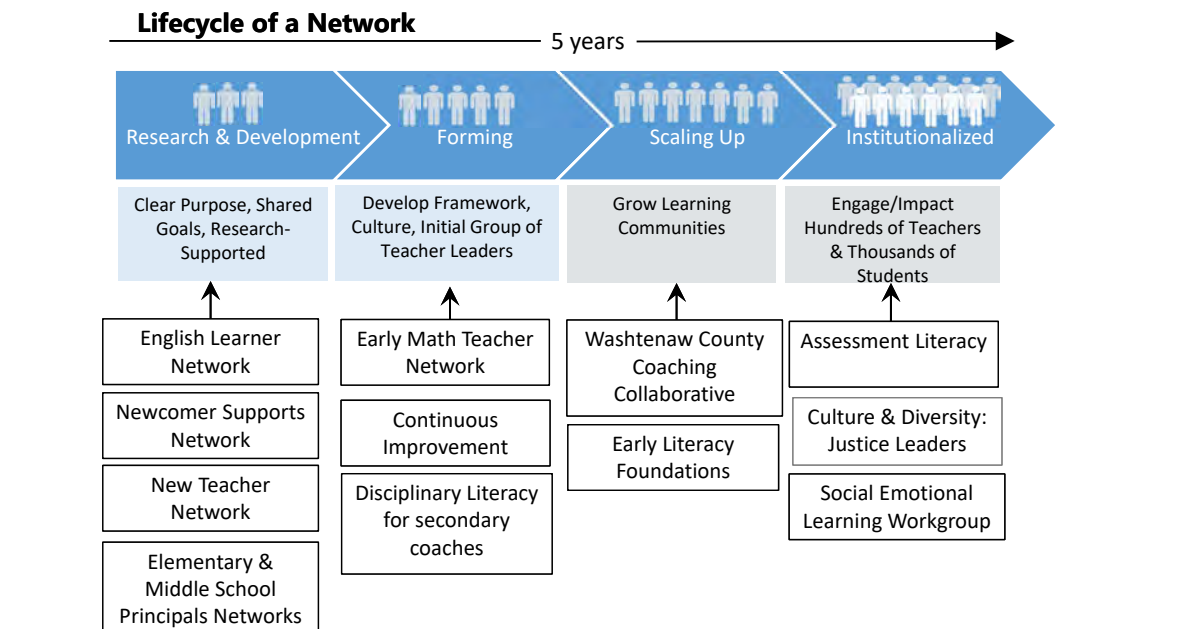
County Achievement Initiatives: Professional Learning Opportunities

There are three different pathways for educators to engage in professional learning.



County Achievement Initiatives: Teacher & Leader Networks

Multi-year approach to teacher and system learning focused on student outcomes



Additional Instruction Supports

Technical Support

- Continuous Improvement
- Custom professional development
- Partnership School Support
- Health Education



Special Projects

- Senior Exit Survey
- Early literacy coach grant
- MiSTEM Regional network
- Early Math Essentials
- Newcomer Supports
- Development of Asynchronous Professional Learning Courses



Equity, Inclusion and Social Justice: Focused Efforts

Justice Leaders



Professional learning series for educators

Responsive Teaching & Leadership Institutes



Professional learning series for educators & leaders

Ten80 Grant



Youth engineering program culminating in regional and national competitions


Youth Council

High school youth-led and youth-focused group focused on issues of diversity




Equity, Inclusion and Social Justice: Special Populations

Justice Involved Youth




Education services to youth involved in the juvenile justice system

Education Project for Homeless Youth



Leadership with district liaisons & resource coordination


Chronic Absenteeism



Case management with Washtenaw County Juvenile Court & district allies

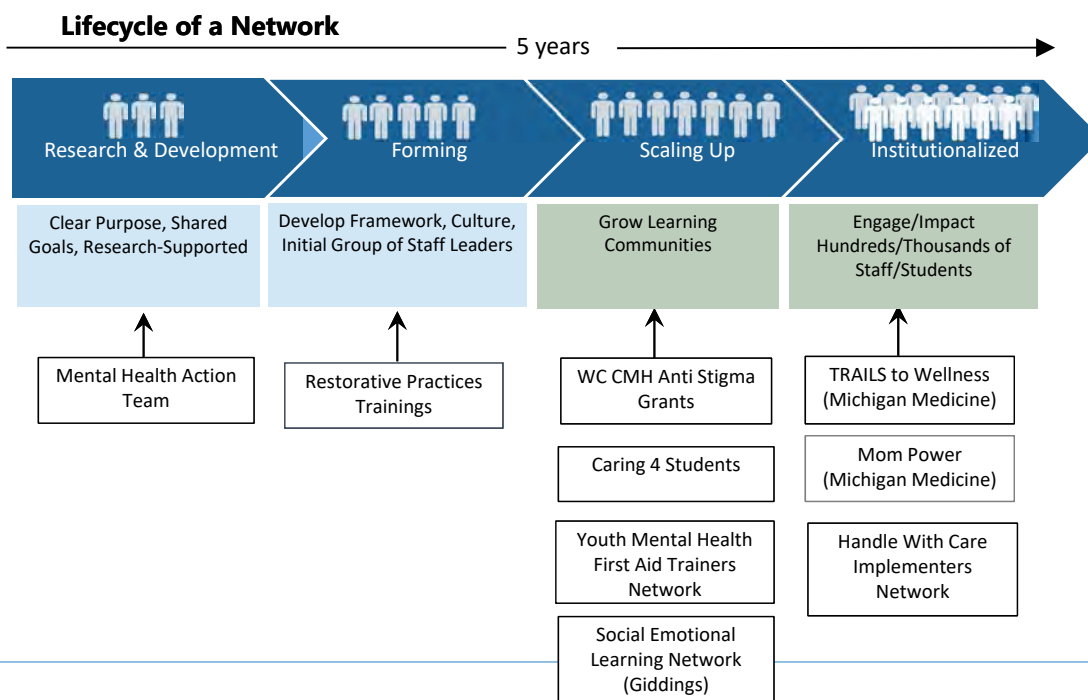
Trusted Parent Advisors

Empowering parents to organize in their communities



Community School Partnerships: Mental Wellness/SEL Networks

Multi-year approach to staff and system learning focused on student wellbeing





•Children's Savings Account program operated by the WISD in collaboration with Washtenaw County Government.

•Jump-start on planning and saving for college and career training for elementary students in Washtenaw Public Schools and Public School Academies.

•Every eligible student will receive a My Future Fund Account with opening deposit of \$25 and some students may qualify for an additional \$475.

•Initial investment by the County over four years - \$2.9 million ARPA + \$3.78 million County General Fund.



School Safety



•Critical Incident School Building Mapping Project

•Behavioral Threat Assessment & Active Aggressor Training

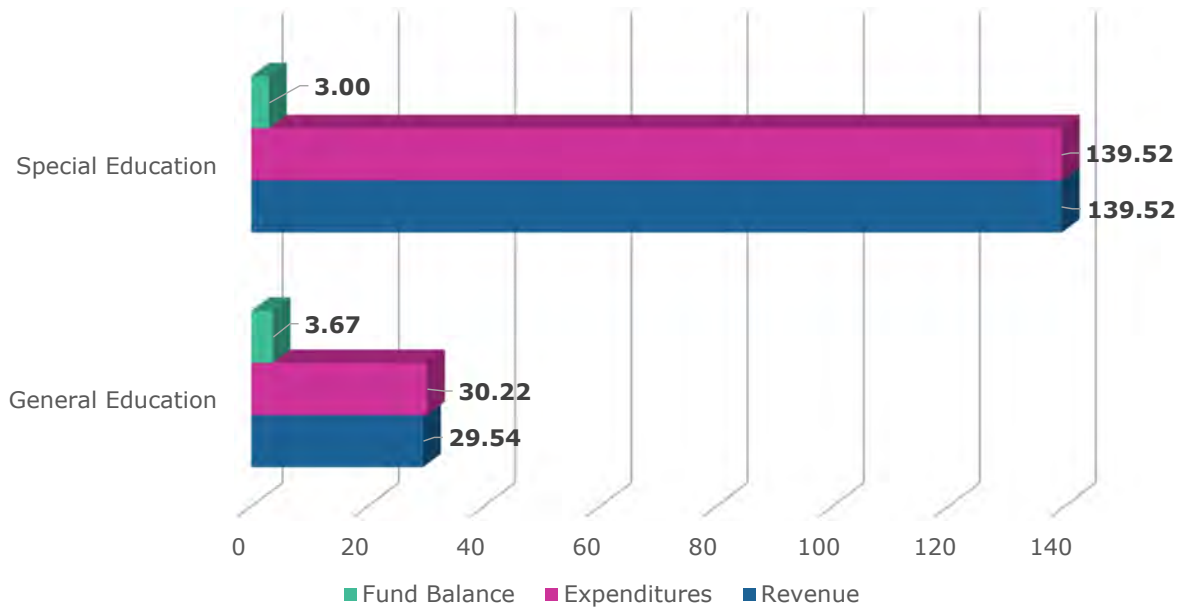
•Annual Meetings with Police Chiefs & County Superintendents

•Support on development of Emergency Operating Plans

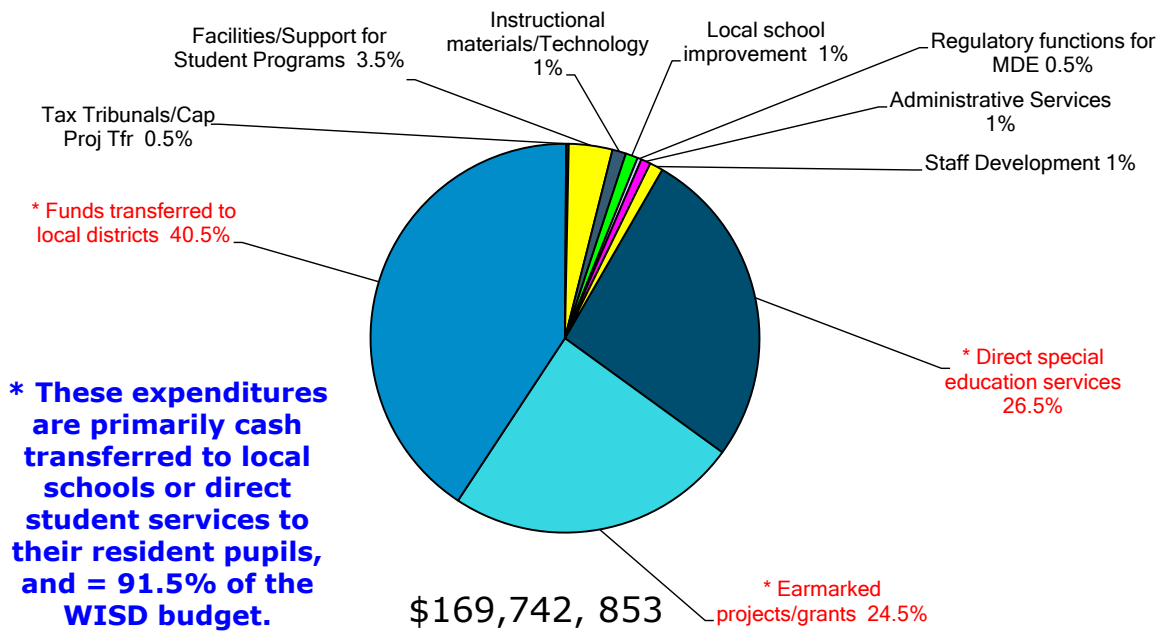
•Future Work: Bomb Threat Protocols, Community Tabletop Exercises, Community Violence Intervention Summit

2023-24 WISD Budget

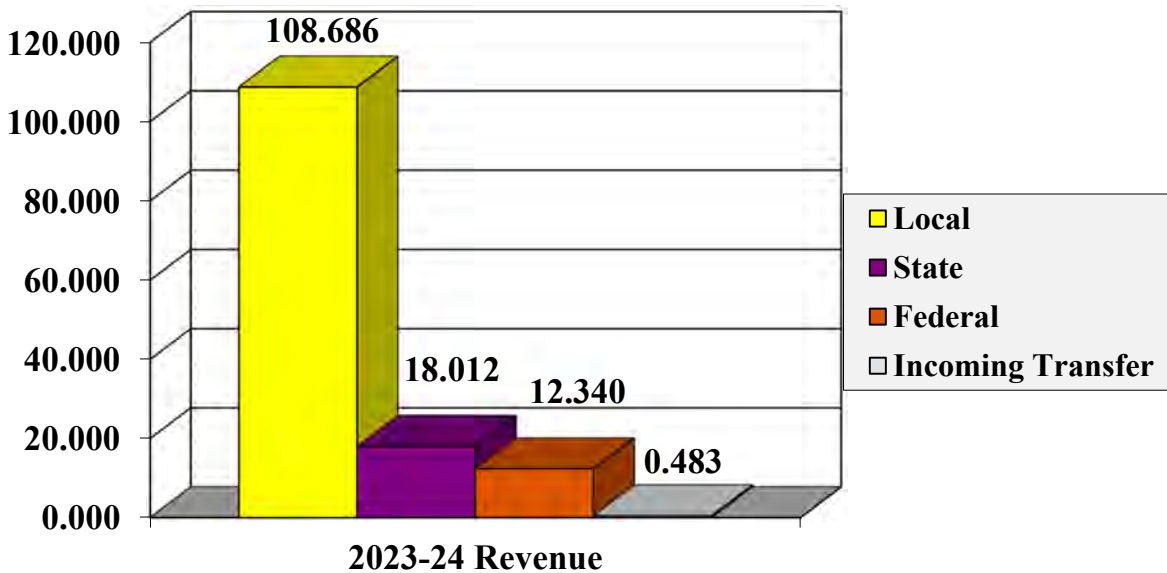
(In Millions)



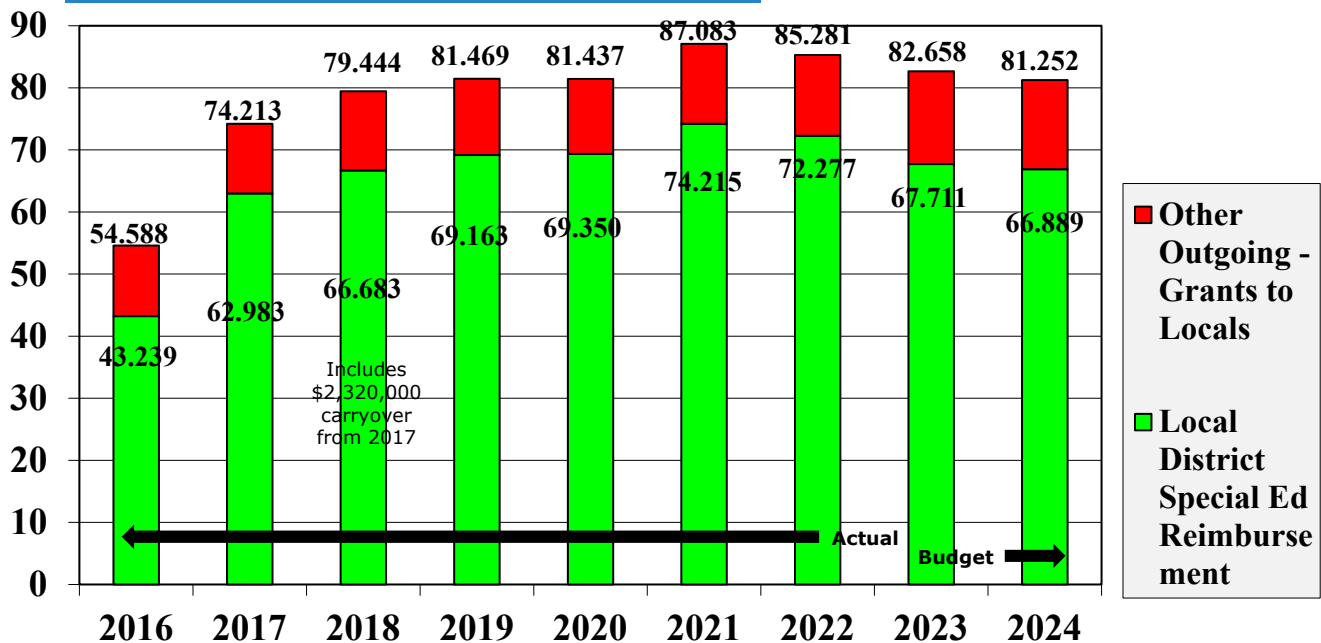
WISD Expenditures 2023-24



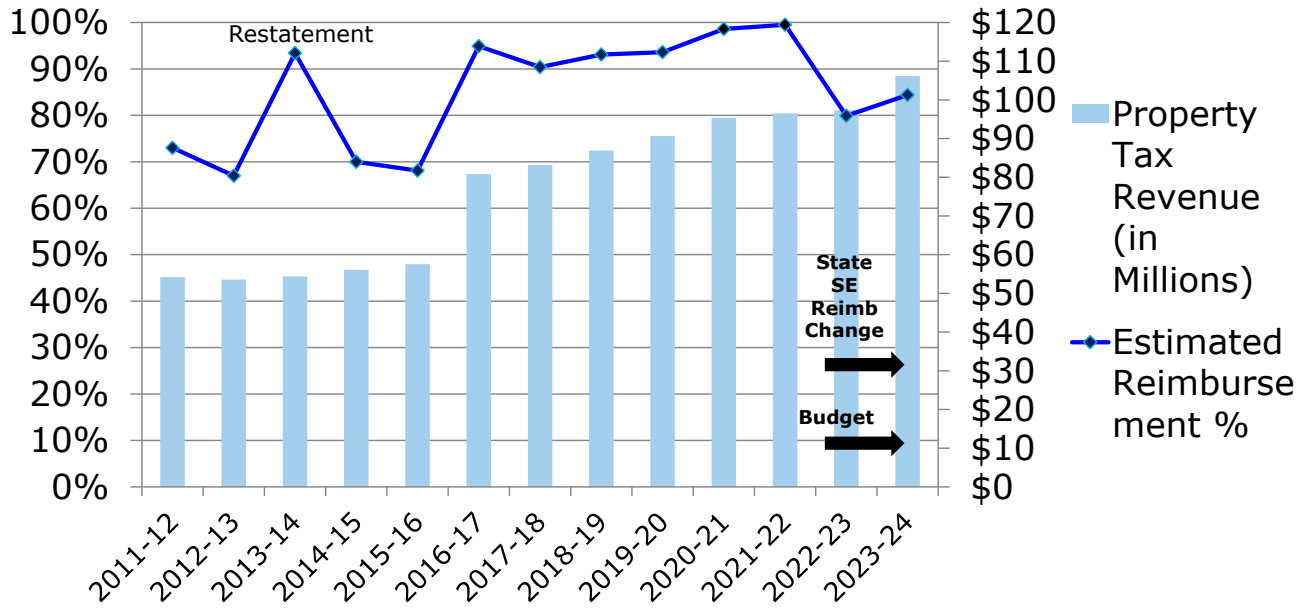
Special Education Fund Revenue Sources (in Millions)



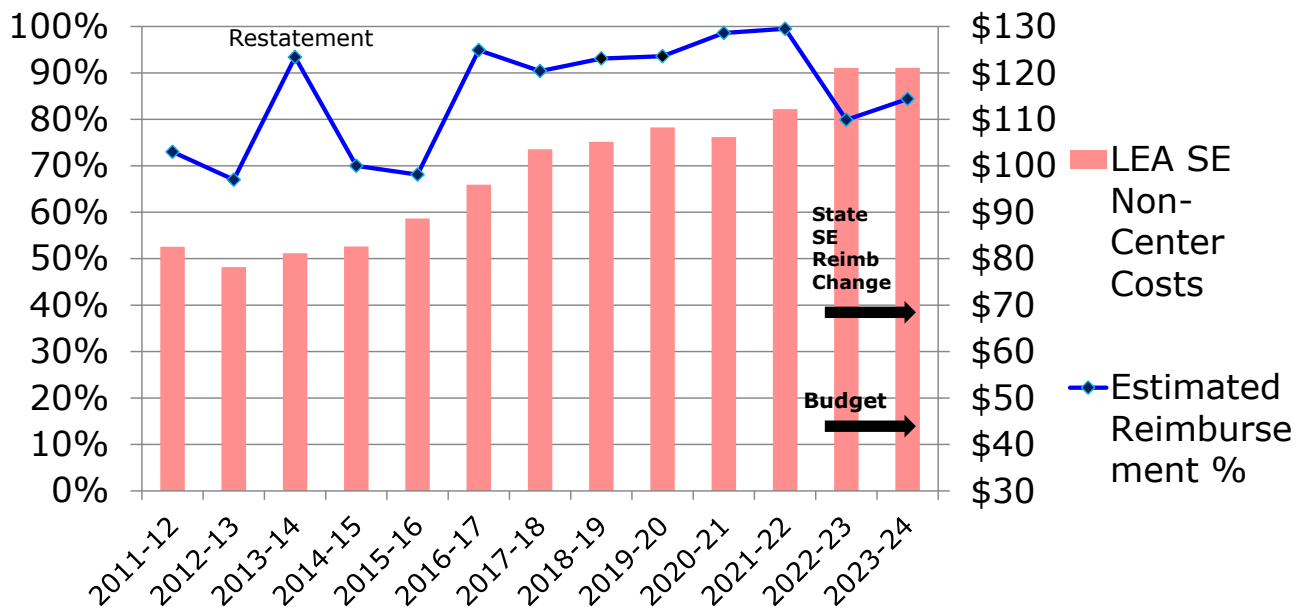
Outgoing Transfer Special Education (in Millions)



Special Education Reimbursement History/Projection



Special Education Reimbursement & Cost History/Projection



Special Education Fund Revenue Changes

- Net increase in property taxes of 4%
- Increased state revenue for ORS UAAL funding
- No increase budgeted for higher special education reimbursement from the state



Special Education Fund Revenue Changes (Continued)

- Assumes no federal grant carryover
- One-time IDEA American Rescue Plan grant was used in 2022-23 to partially fund a new centralized program for students on the autism spectrum with significant behavioral challenges, approximately \$2.4 million



Special Ed Fund Expenditure Changes

- Establish a new centralized program for students on the autism spectrum with significant behavioral challenges; estimated cost of \$3.4 million. Partially funded in 2022-23 with a one-time IDEA American Rescue Plan grant of approximately \$2.4 million. Now fully funded with local funds.



Special Ed Fund Expenditure Changes

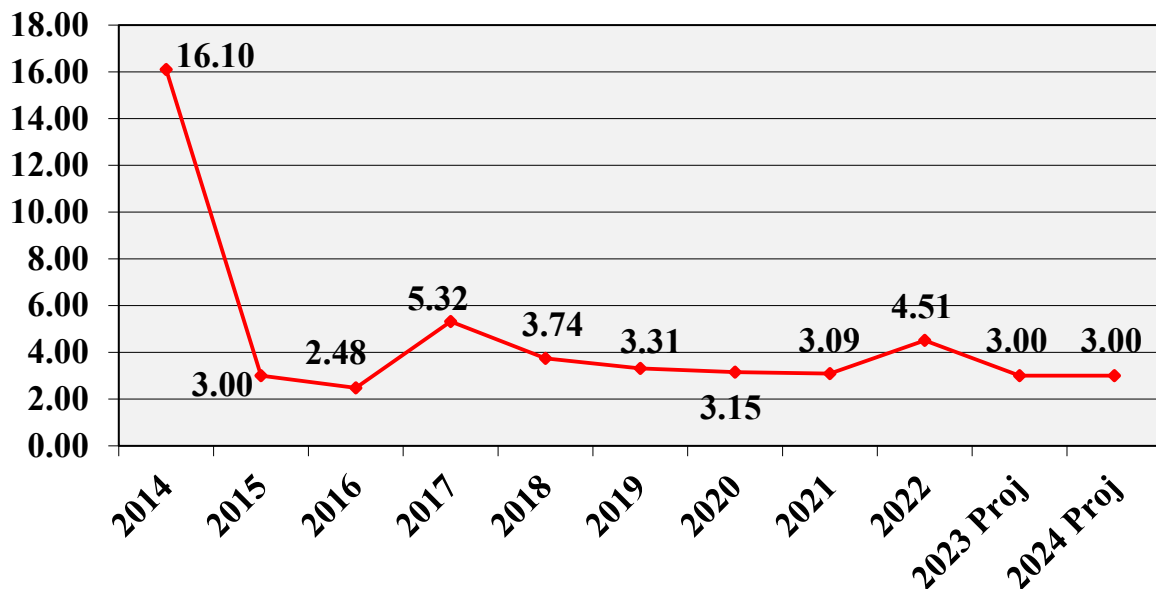
- Included \$750,000 in 2022-23 for countywide professional development based on recommendation from Supts Association. Will mostly be spent in 2023-24 so carried over.
- Added approximately 3.5 FTE instructional and instructional support positions to meet behavioral, medical, and IEP needs



Special Ed Fund Expenditure Changes

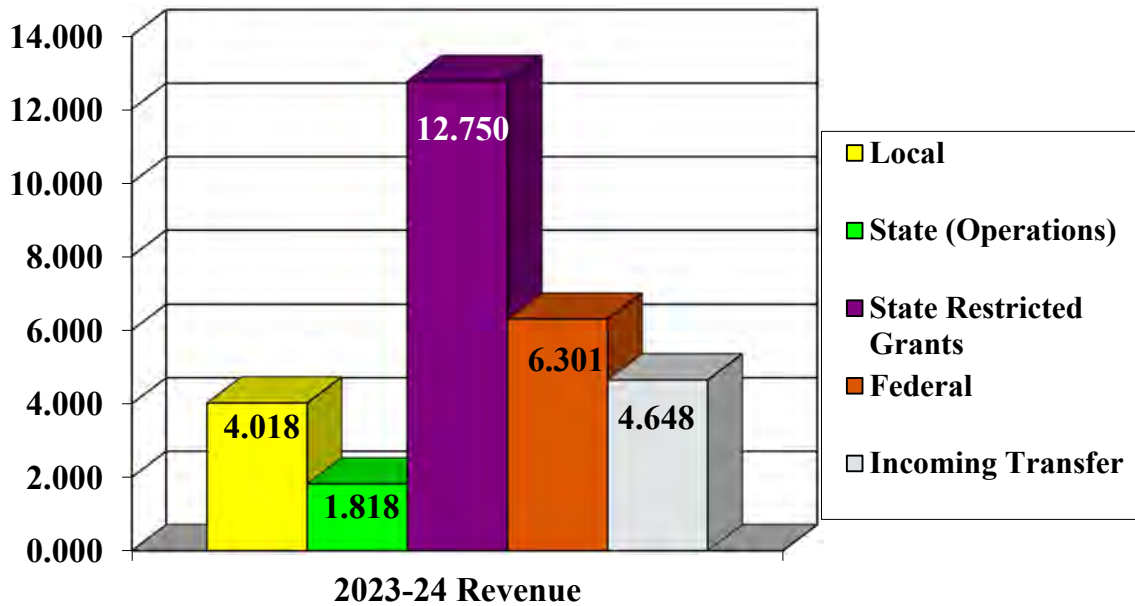
- Some rent expense now budgeted as a “debt” payment – GASB 84
- Assumes vacancies filled
- Assumes step increases
- Includes 2.0% salary/wage increase – Based on bargaining agmt formulas
- Healthcare increase at 4.4%
- Local district reimbursement, net of tuition billings, is estimated at \$66.5 million; LEAs are budgeting based on \$62.9 million in 2022-23

Fund Balance-Special Education (in Millions)



General Fund Revenue Sources

(in Millions)



General Fund Revenue Changes

- Net increase in property taxes of 4%
- State Sec 81 ISD operations funding up 4%
- Added transfers in from LEAs to support a countywide CTE director position
- Decrease in Federal revenue due to elimination of Health Resource Advocate grant (possible extension to 2023-24)
- Also assumes no grant revenue carried over to 2023-24 other than 31n

General Fund Expenditure Changes

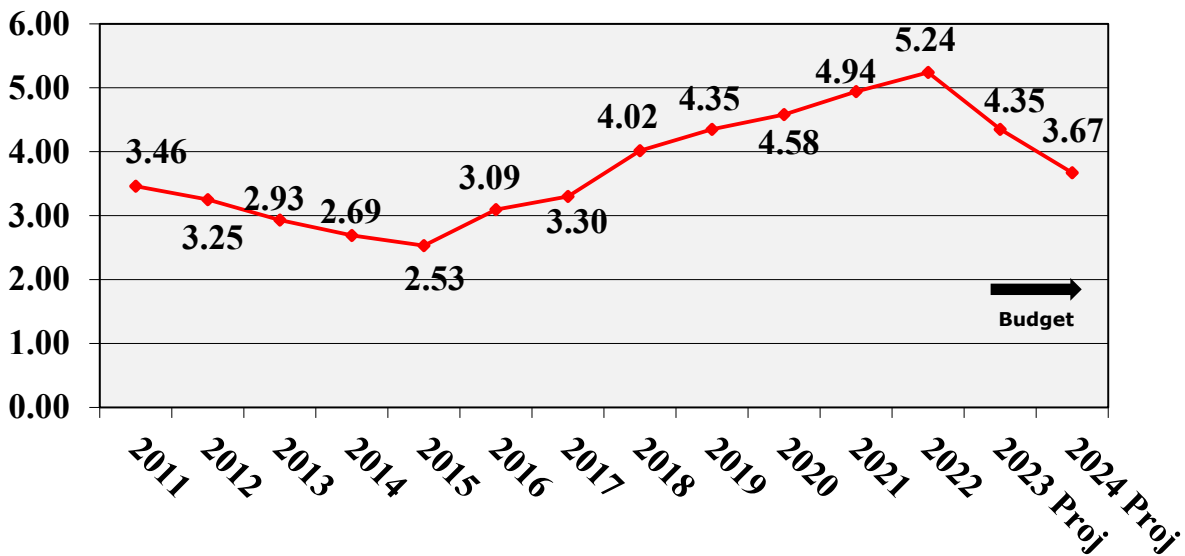
- Expenditures lower due to grant changes noted on revenue slides
- Based on a recommendation from the Supts Association, a countywide CTE director position was added
- Budgeted for elimination of the Health Resource Advocate grant (possible extension to 2023-24)

General Fund Expenditure Changes

- Assumes vacancies filled
- Assumes step increases
- Includes 2.0% salary/wage increase –
Based on bargaining agmt formulas
- Healthcare increase at 4.4%

Fund Balance General Education

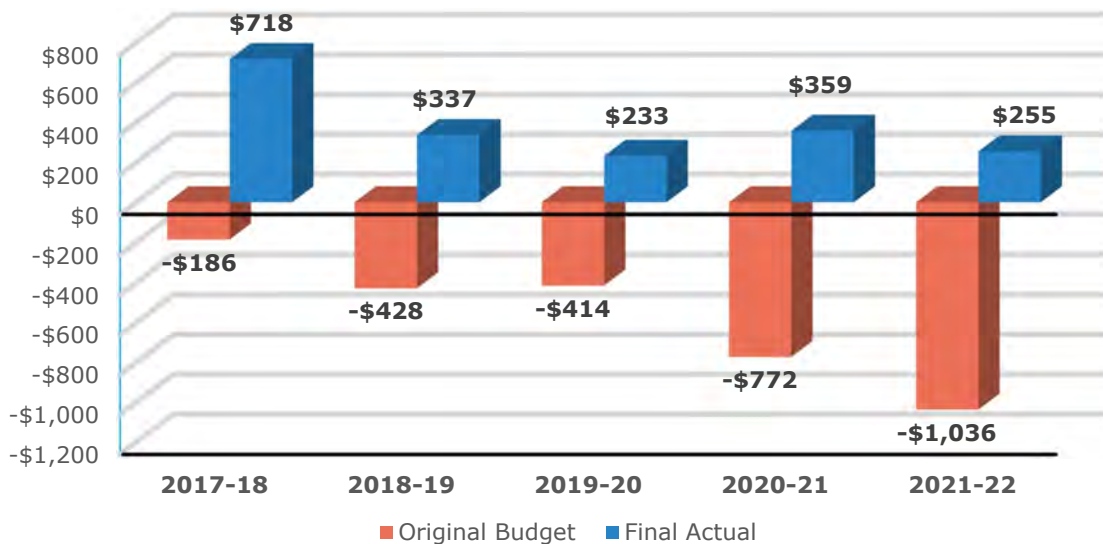
(in Millions)



Original Budget vs Final Actual Fund Balance History

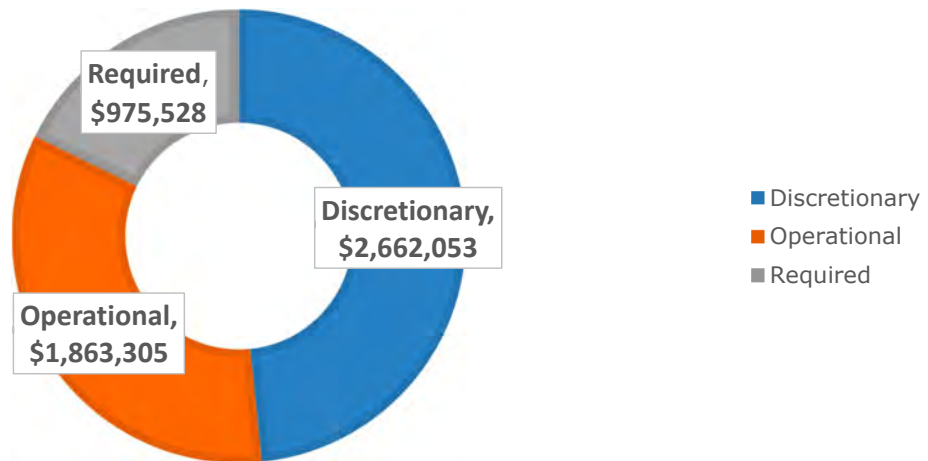
General Education Fund

In Thousands



Analysis of General Ed Fund Non-Project/Grant Expenditures

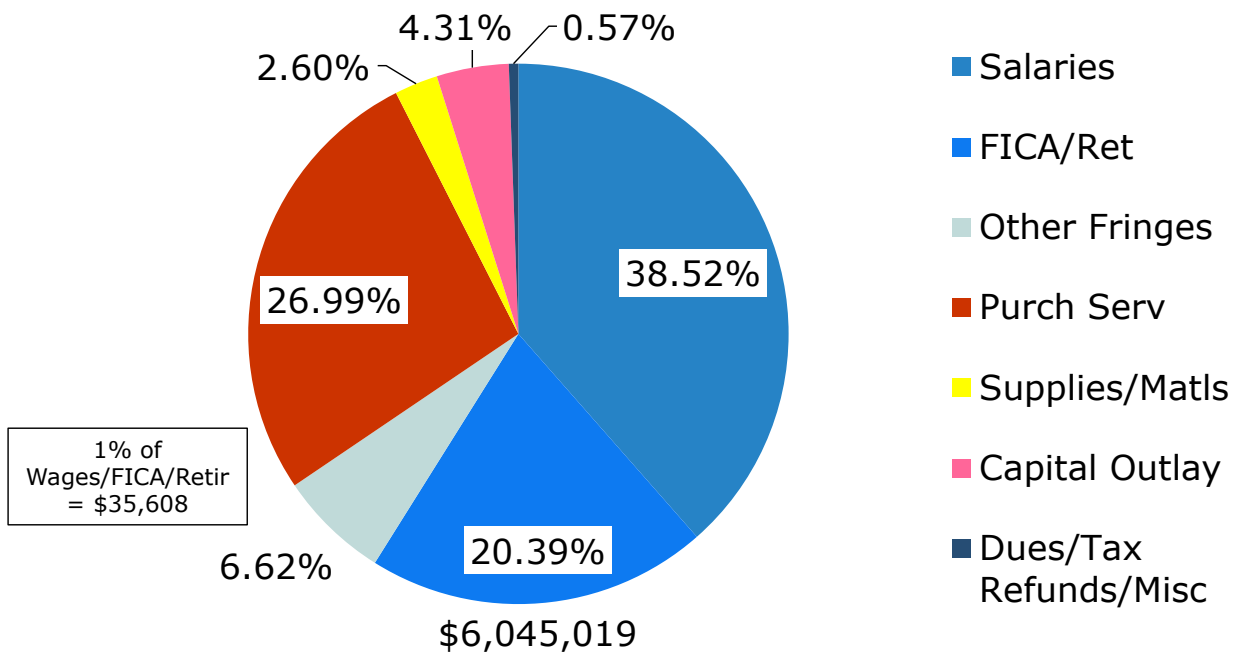
(by Cost Category)



Note: Amounts are shown net of related revenue



General Ed Fund Expenditures (Excl Grants & Projects)



Thank you.



ISD BUDGET RESOLUTION

_____, Michigan (the "District")

A meeting of the Board of Education of the district was held in the _____ in the District, on the _____ day of _____, 2023, at _____ o'clock in the AM/PM.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS:

- 1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed general fund budget not later than May 1 of each year to the board of each constituent district for review; and
- 2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district general fund budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district general fund budget, and shall submit to the intermediate school district board any specific objections and proposed changes the constituent district board has to the general fund budget.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1. The board of education has received and reviewed the proposed intermediate school district general fund budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district general fund budget.
- 2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2023.
- 3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2023, the original of which resolution is a part of the Board's minutes, and further certifies that the notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

ISD BUDGET RESOLUTION

_____, Michigan (the "District")/

A meeting of the board of education of the district was held in the _____ in the District, on the _____ day of _____, 2023, at _____ o'clock in the AM/PM.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed general fund budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district general fund budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district general fund budget, and shall submit to the intermediate school district board any specific objections and proposed changes the constituent district board has to the general fund budget.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district general fund budget and has determined that it disapproves of certain portions of the proposed intermediate school district general fund budget with objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.
2. The superintendent is hereby directed to submit a certified copy of this resolution to the intermediate school board and/or to the intermediate school district superintendent with the specific objections and proposed changes that this board has to the budget no later than June 1, 2023.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2023, the original of which resolution is a part of the Board's minutes, and further certifies that the notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education



Month End Board Report

Fiscal Year to Date 03/31/23

Other Code	Amended Budget	Actual	Encumbrances	% Act/Bud	Bud-Act	Prior Year Total	Prior to Current Dif.	Function * Code
Fund 11 - General Fund								
Account Type Revenue								
Function * 0000 - Revenue	73,887,360.00	47,114,163.20	.00	64	26,773,196.80	38,581,306.17	8,532,857.03	Function * 0000 - Revenue
Account Type Revenue Totals	\$73,887,360.00	\$47,114,163.20	\$0.00	64 %	\$26,773,196.80	\$38,581,306.17	\$8,532,857.03	
Account Type Expense								
Function * 1111 - Elem	14,485,395.00	8,195,130.71	13,361.95	57	6,290,264.29	7,706,369.50	488,761.21	Function * 1111 - Elem
Function * 1112 - Mid School	6,764,017.00	4,044,986.90	3,760.00	60	2,719,030.10	4,282,284.34	(237,297.44)	Function * 1112 - Mid School
Function * 1113 - High School	9,993,792.00	6,213,567.95	15,487.34	62	3,780,224.05	6,397,973.83	(184,405.88)	Function * 1113 - High School
Function * 1118 - Pre-K	62,109.00	58,384.54	800.00	94	3,724.46	26,045.44	32,339.10	Function * 1118 - Pre-K
Function * 1119 - Summer School	250,817.00	206,993.18	.00	83	43,823.82	161,344.59	45,648.59	Function * 1119 - Summer School
Function * 1122 - Spec Ed	8,320,077.00	5,172,150.67	44,508.98	62	3,147,926.33	4,757,760.31	414,390.36	Function * 1122 - Spec Ed
Function * 1125 - Comp Ed	2,023,590.00	1,091,606.38	19,049.62	54	931,983.62	1,334,272.66	(242,666.28)	Function * 1125 - Comp Ed
Function * 1127 - Voc Ed	1,225,515.00	840,014.54	.00	69	385,500.46	468,490.19	371,524.35	Function * 1127 - Voc Ed
Function * 1211 - Truancy Services	58,611.00	30,497.99	38,694.40	52	28,113.01	31,103.31	(605.32)	Function * 1211 - Truancy Services
Function * 1212 - Guidance	1,464,693.00	758,710.10	75,832.80	52	705,982.90	641,849.44	116,860.66	Function * 1212 - Guidance
Function * 1213 - Health Services	832,280.00	840,023.94	324,535.15	101	(7,743.94)	528,383.36	311,640.58	Function * 1213 - Health Services
Function * 1214 - Psychologist, School	538,047.00	311,742.15	.00	58	226,304.85	291,487.79	20,254.36	Function * 1214 - Psychologist, School
Function * 1215 - Speech	1,940,305.00	1,120,820.66	.00	58	819,484.34	1,052,405.37	68,415.29	Function * 1215 - Speech
Function * 1216 - Social Work Services	1,517,562.00	921,519.89	105,407.54	61	596,042.11	701,334.96	220,184.93	Function * 1216 - Social Work Services
Function * 1218 - Teacher Consultant	2,626,956.00	1,425,490.18	193.00	54	1,201,465.82	1,856,167.14	(430,676.96)	Function * 1218 - Teacher Consultant
Function * 1219 - Other Pupil Support Services	7,300.00	.00	7,300.00	0	7,300.00	.00	.00	Function * 1219 - Other Pupil Support Services
Function * 1221 - Improvement of Instruction	1,090,721.00	823,415.33	40,676.94	75	267,305.67	584,441.78	238,973.55	Function * 1221 - Improvement of Instruction
Function * 1222 - Educational Media Services	606,128.00	364,655.53	.00	60	241,472.47	328,175.07	36,480.46	Function * 1222 - Educational Media Services
Function * 1225 - Instructional Tech	554,189.00	392,638.84	.00	71	161,550.16	394,652.01	(2,013.17)	Function * 1225 - Instructional Tech
Function * 1226 - Supervision	557,138.00	380,392.02	119.87	68	176,745.98	370,119.92	10,272.10	Function * 1226 - Supervision
Function * 1231 - Board of Ed	218,555.00	124,366.65	16,000.00	57	94,188.35	98,133.16	26,233.49	Function * 1231 - Board of Ed
Function * 1232 - Exec Admin	500,892.00	369,020.55	758.40	74	131,871.45	382,147.29	(13,126.74)	Function * 1232 - Exec Admin
Function * 1241 - Principal	3,383,873.00	2,548,862.63	560.89	75	835,010.37	2,094,202.71	454,659.92	Function * 1241 - Principal
Function * 1249 - Other School Admin	480,145.00	12,473.46	1,730.90	3	467,671.54	12,731.12	(257.66)	Function * 1249 - Other School Admin
Function * 1252 - Finance Office	663,088.00	477,155.23	1,702.43	72	185,932.77	377,204.40	99,950.83	Function * 1252 - Finance Office
Function * 1257 - District Office	203,022.00	143,631.91	4,142.15	71	59,390.09	81,007.39	62,624.52	Function * 1257 - District Office
Function * 1259 - Other Business Services	81,022.00	69,447.49	.00	86	11,574.51	90,371.77	(20,924.28)	Function * 1259 - Other Business Services
Function * 1261 - Bldg - Grounds	6,200,939.00	4,445,376.78	127,630.21	72	1,755,562.22	3,588,579.27	856,797.51	Function * 1261 - Bldg - Grounds
Function * 1266 - Security Services	370,620.00	165,582.53	270,829.11	45	205,037.47	326.24	165,256.29	Function * 1266 - Security Services
Function * 1271 - Transportation	1,996,962.00	1,309,724.07	110,434.24	66	687,237.93	1,127,569.86	182,154.21	Function * 1271 - Transportation
Function * 1282 - Communication Services	196,230.00	157,040.53	.00	80	39,189.47	17,567.57	139,472.96	Function * 1282 - Communication Services
Function * 1283 - Staff/Personnel Services	783,414.00	601,460.94	346.22	77	181,953.06	492,839.05	108,621.89	Function * 1283 - Staff/Personnel Services
Function * 1284 - Technology - Non Instructional	933,021.00	757,963.59	20,249.35	81	175,057.41	618,799.48	139,164.11	Function * 1284 - Technology - Non Instructional
Function * 1293 - Athletic Activities	1,493,318.00	1,008,025.11	11,019.16	68	485,292.89	918,027.90	89,997.21	Function * 1293 - Athletic Activities
Function * 1311 - Community Services Direction	14,759.00	.00	.00	0	14,759.00	.00	.00	Function * 1311 - Community Services Direction
Function * 1331 - Community Activities	8,244.00	4,617.29	.00	56	3,626.71	105,419.86	(100,802.57)	Function * 1331 - Community Activities
Function * 1371 - Non-Public School	48,876.00	23,602.00	.00	48	25,274.00	20,324.00	3,278.00	Function * 1371 - Non-Public School
Function * 1411 - Payments to Other Public Schools Within Michigan	20,000.00	20,000.00	.00	100	.00	20,000.00	.00	Function * 1411 - Payments to Other Public Schools Within Michigan
Account Type Expense Totals	\$72,516,222.00	\$45,431,092.26	\$1,255,130.65	63 %	\$27,085,129.74	\$41,959,912.08	\$3,471,180.18	
Fund 11 - General Fund Totals	\$1,371,138.00	\$1,683,070.94	(\$1,255,130.65)	123 %	(\$311,932.94)	(\$3,378,605.91)	\$5,061,676.85	
Revenue Totals	\$73,887,360.00	\$47,114,163.20	\$0.00	64 %	\$26,773,196.80	\$38,581,306.17	\$8,532,857.03	
Expense Totals	\$72,516,222.00	\$45,431,092.26	\$1,255,130.65	63 %	\$27,085,129.74	\$41,959,912.08	\$3,471,180.18	
Grand Totals	\$1,371,138.00	\$1,683,070.94	(\$1,255,130.65)	123 %	(\$311,932.94)	(\$3,378,605.91)	\$5,061,676.85	



Board of Education
 9.May.23

TOPIC: Human Capital Recommendations

Curt Ellis, Assistant Superintendent of Human Resources presents for your consideration the following human capital changes including resignations, new hires and changes in tenure status:

RESIGNATIONS / TERMINATIONS:

<u>NAME</u>	<u>BLDG./DEPT.</u>	<u>ASSIGNMENT</u>	<u>STATUS</u>	<u>REASON</u>	<u>EFFECTIVE</u>
Linda Malecha	Saline HS	Teacher	Resignation	Retirement	9.Jun.23
Tim Stevens	Liberty	Paraeducator	Resignation	Personal	11.May.23
Dawn Welt	SWWC	Health Science Technician	Resignation	Personal	28.Apr.23

NEW HIRES

<u>NAME</u>	<u>BLDG./DEPT.</u>	<u>ASSIGNMENT</u>	<u>STATUS</u>	<u>STEP</u>	<u>EFFECTIVE</u>
Jeffrey Harwood	Saline MS	Guidance Counselor	New Hire	MM15	1.May.23
Stephanie Riegler	Saline MS	Food Service Asst.	New Hire	Step 1	1.Aug.23
Jennifer Ware	Liberty	Paraeducator	New Hire	YAP PP 3	24.Apr.23

RECOMMENDATION: That the Saline Area Schools Board of Education adopts the personnel report recommendations as presented.

Jeffrey Harwood

Administrator, Counselor, Teacher

Experienced educator looking for a new opportunity to work in a caring, learning community.

Contact Information:



EXPERIENCE

High School Assistant Principal 2016-present
International School of Kuala Lumpur (Malaysia)

- Advocate and implement systems of student support to increase inclusivity
- Recruit, collaborate and supervise teachers to foster and improve teaching and learning
- Plan and lead SEL programs and pastoral curriculum implementation
- Partner with students and families to foster and ensure a safe environment for learning and personal growth
- Lead Student Support Services in constructing schedules, programs and systems to further our MTSS framework of support
- Recruit, construct and implement the PRAXIS Program to provide a skills focused, problem-based integrated model of learning (G9)
- Work with the Director and other Divisional Principals to construct and define the direction of the Strategic Plan and future goals for the school

HS/MS Counselor (College and Pastoral) 2011-2016
Rabat American School (Morocco)

- Guided students and families through the college application and placement process
- Advised students on IB/AP course selection and program formation
- Formed lasting relationships with university and college admissions offices
- Organized and hosted on site-college fairs and exhibitions
- Assisted in establishing a climate of “best fit” college counseling
- Differentiated post-educational goal setting for individuals and families
- Collaborated with universities and colleges at yearly college forums and conferences
- Facilitated small group counseling for students in need of support and guidance
- Taught lessons focused on the affective domain including bullying and conflict resolution
- Administered individual counseling for students, families and teachers
- Teamed with students, teachers and families to develop individual learning plans focused on growth, including 504 Plans
- Emphasized ASCA Model of counseling services
- Provided career counseling through strengths based surveys, interest-inventories to guide class selection and educational pathways

EDUCATION

Master of Education
Educational Leadership and Administration
The College of New Jersey
(2016)

Master of Education
Guidance and Counseling
City University of Seattle
(2009) *Licensed in WA*

Bachelor of Arts (certification)
English, Literature and Biology
Eastern Michigan University
(2000) *Licensed in MI & WA*

Bachelor of Arts
Psychology and Biology
Oakland University (1998)

PROFESSIONAL DEVELOPMENT

Principal Training Center
(PTC) Administration
Certification

GLAD Training for ELL
Instruction

AP English

IB Level 2 Language and
Literature

Cognitive Coaching Levels
1-2

NFI Adaptive Schools

PBIS

Child Protection Workshop

HS/MS Teacher - Coordinator

Vancouver Public Schools (Vancouver, Washington)

2002-2011

AVID Site Coordinator - McLoughlin Middle School (2008-2011)

- Implemented the first AVID classroom in the Vancouver Public School District
- Identified and facilitated placement for students who fit program prerequisites
- Liaised with families and teachers to ensure communication and 360 support
- Collaborated with district admin to identify teachers for program training

Alternative Ed. Program Co-Founder - McLoughlin Middle School (2008-2016)

- Created a protocol for students' admission to Alternative Education Program
- Interviewed and guided students and families for programmatic placement
- Facilitated process for successful transition between middle and high school
- Established and maintained consistent communication and systematic support for students and families

Middle School English and Humanities Teacher - McLoughlin MS 2002-2011

- Created, delivered and assessment middle school lesson
- Instructing 7th & 8th Benchmark, Honors and Alternative Education English
- Focusing on higher level thinking, reading and communication strategies
- Emphasizing college readiness
- Maintaining high expectations while providing additional support

Hartland High School (Hartland, Michigan)

2000-2002

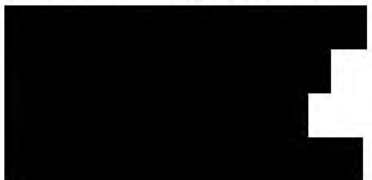
- Instruction in 9th, 10th, and 11th Grade (English and American Literature)

REFERENCES

Jeff Farrington, International School of Kuala Lumpur



Paul Sebastian, Rabat American School



Rich Reeves, Vancouver Public Schools



CO-CURRICULARS

Student Leadership Team
Coordinator (*Student Voice in Learning*)

Coaching: *Baseball, Basketball, Football, Track*

Habitat for Humanity Sponsor

Art Society Club Sponsor

After school mentor

Basic Guitar Instruction

ADDITIONAL LEADERSHIP

Accreditation Visit Chair -
Western Association of Schools
and Colleges (WASC)

Child Protection and Crisis
Response Team Member

Counsel of International School
(CIS) Site Visit Member

Diversity Equity Inclusion and
Justice Leadership Team

Service and Sustainability
Leadership Team

INFORMATION AND INTERESTS

Married for 23 years

Former college athlete

Cyclist

Musician and Sound Design