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

ISSUED BY

**THE GRAND VALLEY STATE UNIVERSITY BOARD OF TRUSTEES
(AUTHORIZING BODY)**

ISSUED TO

**COVENANT HIGH SCHOOL GRAND RAPIDS
(A PUBLIC SCHOOL ACADEMY)**

CONFIRMING THE STATUS OF

COVENANT HIGH SCHOOL GRAND RAPIDS

AS A

PUBLIC SCHOOL ACADEMY

**DATED:
JULY 1, 2025**

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Contract to Charter a Public School Academy

Pursuant to Part 6a of the Revised School Code (“Code”), being Sections 380.501 to 380.507 of the Michigan Compiled Laws, the Grand Valley State University Board of Trustees (“University Board”) issues a contract to Covenant High School Grand Rapids (the “Academy”), to be effective July 1, 2025, confirming the Academy’s status as a public school academy in this State. The Parties agree that the issuance of this Contract is subject to the following Terms and Conditions:

ARTICLE I

DEFINITIONS

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

- a) **Academy** means the Michigan non-profit corporation authorized by this Contract.
- b) **Academy Board** means the Board of Directors of the Academy authorized by this Contract. **Academy Board member** or **Academy Director** means an individual who is a member of the Academy Board, whether in the past, present or future.
- c) **Applicable Law** means all state and federal law applicable to public school academies- including all rules, regulations, and orders promulgated thereunder.
- d) **Applicant** means the person or entity that submitted the public school academy application to the University for the establishment of the Academy.
- e) **Application** means the public school academy application and supporting documentation submitted to the University for the establishment of the Academy.
- f) **Authorization Resolution** means the resolution adopted by the Grand Valley State University Board of Trustees approving the issuance of a Contract.
- g) **Charter School** means public school academy.
- h) **Code** means the Revised School Code, Act No. 451 of the Public Acts of 1976, as amended, being Sections 380.1 to 380.1853 of the Michigan Compiled Laws.
- i) **Community District** means a community school district created under part 5B of the Code, MCL 380.381 et seq.

- j) **Conservator** means an individual appointed by the University President in accordance with Section 10.9 of these Terms and Conditions.
- k) **Contract** means, in addition to the definitions set forth in the Code, the Terms and Conditions and the Schedules.
- l) **Educational Service Provider or “ESP”** means an educational management organization as defined under section 503c of the Code, MCL 380.503c, that has entered into a contract or agreement with the Academy Board for operation or management of the Academy, which contract has been submitted to the University Charter Schools Office Director for review as provided in Section 11.15 and has not been disapproved by the University Charter Schools Office Director, and is consistent with the Charter Schools Office Educational Service Provider Policies, as they may be amended from time to time, and Applicable Law.
- m) **Educational Service Provider Policies or ESP Policies** means those policies adopted by the Charter Schools Office Director that apply to a Management Agreement. The Charter Schools Office Director may, at any time and at his or her sole discretion, amend the ESP Policies. Upon amendment, changes to the ESP Policies shall automatically be incorporated into this Contract and shall be exempt from the amendment procedures under Article IX of these Terms and Conditions.
- n) **Fund Balance Deficit** means the Academy has more liabilities than assets at the end of any given school fiscal year, and includes any fiscal year where the Academy would have had a budget deficit but for a financial borrowing from, or monetary contribution by an Educational Service Provider or other person or entity to the Academy. If the Academy receives a gift or grant of money or financial support from an Educational Service Provider or other person or entity that does not require repayment by the Academy, and is not conditioned upon the actions or inactions of the Academy Board, then such gift or grant shall not constitute a financial borrowing or contribution for purposes of determining a Fund Balance Deficit.
- o) **Management Agreement or ESP Agreement** means an agreement as defined under section 503c of the Code, MCL 380.503c that has been entered into between an ESP and the Academy Board for operation and/or management of the Academy, which has been submitted to the University Charter Schools Office Director for review as provided in Section 11.15 and has not been disapproved by the University Charter Schools Office Director, and is consistent with the CSO Educational Service Provider Policies as they may be amended from time to time, and Applicable Law.

- p) **Master Calendar of Reporting Requirements (MCRR)** means the compliance certification duties required of the Academy by the University Board. The University Charter Schools Office may amend the MCRR each fiscal year or at other times as deemed appropriate by the University President. These changes shall be automatically incorporated into the Contract and shall be exempt from the Contract amendment procedures under Article IX of these Terms and Conditions.
- q) **Method of Selection Resolution** means the resolution adopted by the University Board providing for the method of selection, length of term, number of members, qualification of Board Academy members and other pertinent provisions relating to the Academy Board.
- r) **Resolution** means any resolution adopted by the Grand Valley State University Board of Trustees.
- s) **Schedules** mean the schedules incorporated into and part of the Terms and Conditions.
- t) **State Board** means the State Board of Education, established pursuant to Article 8, Section 3 of the 1963 Michigan Constitution and MCL 388.1001 *et seq.*
- u) **State School Reform/Redesign Office** means the office created within the Michigan Department of Technology Management and Budget by Executive Reorganization Order 2015-02, codified at MCL 18.554, and transferred from the Michigan Department of Technology Management and Budget to the Michigan Department of Education by Executive Reorganization Order 2017-05 and codified at MCL 388.1282.
- v) **Superintendent** means the Michigan Superintendent of Public Instruction.
- w) **Terms and Conditions** means this document entitled Terms and Conditions of Contract issued by the Grand Valley State University Board of Trustees.
- x) **University** means Grand Valley State University established pursuant to Article VIII, Sections 4 and 6 of the 1963 Michigan Constitution and MCL 390.841 *et seq.*
- y) **University Board** means the Grand Valley State University Board of Trustees.
- z) **University Charter Schools Hearing Panel or Hearing Panel** means such person(s) as designated by the University President.
- aa) **University Charter Schools Office or CSO** means the office the University Board, by issuance of this Contract, hereby designates as the point of contact

for public school academy applicants and public school academies authorized by the University Board. The University Charter Schools Office is also responsible for managing, implementing, and overseeing the University Board's responsibilities with respect to the Contract.

bb) **University Charter Schools Office Director** or **CSO Director** means the person designated by the University President to administer the operations of the University Charter Schools Office.

cc) **University President** means the President of Grand Valley State University or his or her designee.

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

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

Section 1.4. Schedules. All Schedules to this Contract are part of this Contract.

Section 1.5. Statutory Definitions. Statutory terms defined in the Code shall have the same meaning in this Contract.

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

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

ARTICLE II

ROLE OF GRAND VALLEY STATE UNIVERSITY BOARD OF TRUSTEES AS AUTHORIZING BODY

Section 2.1. Independent Status of the University. The University Board is an authorizing body as defined by the Code. In approving this Contract, the University voluntarily exercises additional powers given to the University under the Code. Nothing in this Contract shall be deemed to be any waiver of the University's powers or independent status and the Academy shall not be deemed to be part of the University Board. The University Board has provided the Department the accreditation notice required under Section 502.

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

Section 2.3. University Board Resolutions. For purposes of this Contract, the University Board has adopted the following resolutions:

- a) Method of Selection Resolution. The University Board has adopted the Method of Selection Resolution, which is incorporated into this Contract as part of Schedule 1. At anytime and at its sole discretion, the University Board may amend the Method of Selection Resolution. Upon University Board approval, changes to the Method of Selection Resolution shall automatically be incorporated into this Contract and shall be exempt from the amendment procedures under Article IX of the Terms and Conditions.
- b) Authorizing Resolutions. The University Board has adopted the Authorizing Resolution, which is incorporated into this Contract as part of Schedule 1.

Section 2.4. Method for Monitoring Academy's Compliance with Applicable Law and Performance of its Targeted Educational Outcomes. The University Board has the responsibility to oversee the Academy's compliance with the Contract and all Applicable Law. The Academy shall perform the compliance certification duties required by the University Board as outlined in the Contract incorporated into this Contract as Schedule 5. Additionally, the Academy shall be responsible for the following:

- a) In the event that the University President determines that the Academy's educational outcomes should be reviewed to help determine if the Academy is meeting the educational goals set forth in the Schedules, the University President, at his or her discretion, may require an objective evaluation of student performances by an educational consultant, acceptable to both the Academy and the University

President. The Academy shall pay for the expense of the evaluation. In addition, at any time, the University President may require an evaluation of student performance to be selected by and at the expense of the University. The Academy shall cooperate with the evaluation, including any student testing required.

- b) Within ten (10) days of receipt, the Academy shall notify the University Charter Schools Office of correspondence received from the Department of Education or State Board of Education that requires a written or formal response.
- c) Within ten (10) days of receipt, the Academy shall report to the University Charter Schools Office and the University Counsel Office any litigation or formal proceedings alleging violation of Applicable Law or contractual agreement against the Academy, its officers, employees, agents, and/or contractors.
- d) The Academy shall permit review of the Academy's records and inspection of its premises at any time by representatives of the University. Normally, such inspections shall occur during the Academy's hours of operation and after advance notice to the Academy.
- e) The Academy shall provide the Charter Schools Office with copies of reports and assessments concerning the educational outcomes achieved by pupils attending the Academy and shall provide necessary approvals for the Charter Schools Office to access electronic information received or stored by the State of Michigan including, but not limited to, the Department of Education or other agency authorized by the State to collect school data.
- f) The Academy shall submit audited financial statements, including auditor's management letters and any exceptions noted by the auditors, to the University Charter Schools Office. The financial statements and auditor's management letters shall be submitted to the University Charter Schools Office within ninety (90) days after the end of the Academy's fiscal year.
- g) The Academy shall provide the University Charter Schools Office with a copy of the approved annual budget for the upcoming fiscal year of the Academy no later than July 1st. The Academy Board is responsible for establishing, approving and amending the annual budget in accordance with the Uniform Budgeting and Accounting Act, MCL 141.421 *et seq.*, and for providing all amendments and revisions to the University Charter Schools Office following Academy Board approval.
- h) The Academy shall provide to the University Charter Schools Office minutes of all Academy Board meetings no later than fourteen (14) days after such meeting.

Section 2.5. University Board Administrative Fee. During the term of this Contract, the Academy shall pay the University Board an administrative fee of 3% of the state school aid

payments received by the Academy. For purposes of this Contract, state school aid payments received by the Academy in July and August in any given year shall be deemed to have been received by the Academy during the Contract term. This fee shall be retained by the University Board from each state school aid payment received by the University Board for forwarding to the Academy. This fee shall compensate the University Board for issuing the Contract and overseeing the Academy's compliance with the Contract and all Applicable Law. This fee may also be used to fund college readiness work and scholarships for academies that are in compliance with this Contract.

Section 2.6. University Board as Fiscal Agent for the Academy. The University Board is the fiscal agent for the Academy. The University Board shall, within three (3) business days, forward to the Academy all state school aid funds or other public or private funds received by the University Board for the benefit of the Academy. The University Board shall retain any amount owed to the University Board by the Academy pursuant to this Contract. For purposes of this section, the responsibilities of the University Board, the State of Michigan, and the Academy are set forth in the Fiscal Agent Agreement incorporated herein as Schedule 4.

Section 2.7. Authorization of Employment. The Academy may employ or contract with personnel. If the Academy contracts for personnel with an Educational Service Provider, the Academy shall submit a draft of the proposed agreement to the University Charter Schools Office for review. The University Charter Schools Office may disapprove the proposed agreement if it contains provisions in violation of this Contract or Applicable Law. No ESP agreement shall be effective unless and until the agreement complies with Section 11.16 of these Terms and Conditions. With respect to Academy employees, the Academy shall have the power and responsibility to (i) select and engage employees; (ii) pay their wages; (iii) dismiss employees; and (iv) control the employees' conduct, including the method by which the employee carries out his or her work. An employee hired by the Academy shall be an employee of the Academy for all purposes and not an employee of the University for any purpose. The Academy Board shall prohibit any individual from being employed by the Academy, an ESP, or an employee leasing company involved in the operation of the Academy, in more than one (1) full-time position and simultaneously being compensated at a full-time rate for each of these positions. The Academy shall be responsible for carrying worker's compensation insurance and unemployment insurance for its employees.

Section 2.8. Financial Obligations of the Academy are Separate from the State of Michigan, University Board and the University. Any contract, mortgage, loan or other instrument of indebtedness entered into by the Academy and a third party shall not in any way constitute an obligation, either general, special, or moral, of the State of Michigan, the University Board, or the University. Neither the full faith and credit nor the taxing power of the State of Michigan or any agency of the State, nor the full faith and credit of the University Board or the University shall ever be assigned or pledged for the payment of any Academy contract, agreement, note, mortgage, loan or other instrument of indebtedness.

Section 2.9. Academy Has No Power to Obligate or Bind State of Michigan, University Board or the University. The Academy has no authority whatsoever to enter into any contract or

other agreement that would financially obligate the State of Michigan, University Board or the University, nor does the Academy have any authority whatsoever to make any representations to lenders or third parties, that the State of Michigan, University Board or the University in any way guarantee, are financially obligated, or are in any way responsible for any contract, agreement, note, mortgage, loan or other instrument of indebtedness entered into by the Academy.

Section 2.10. Authorizing Body Contract Authorization Process. Pursuant to the Code, the University Board is not required to issue a contract to the Academy. This Contract is for a fixed term and will terminate at that end of the Contract term set forth in Section 12.14 without any further action of either the Academy or the University Board. Prior to the end of the Contract term, the University Board shall provide a description of the process and standards by which the Academy may be considered for the issuance of a new contract. The timeline for consideration of whether to issue a new contract to the Academy shall be solely determined by the University Board. The standards for issuance of a new contract shall include increases in academic achievement for all groups of pupils as measured by assessments and other objective criteria established by the University Board as the most important factor of whether to issue or not issue a new contract. The University Board, at its sole discretion, may change its process and standards for issuance of a contract at any time, and any such changes shall take effect automatically without the need for any amendment to this Contract. Consistent with the Code, the University Board may elect, at its sole discretion, not to consider the issuance of a contract, consider reauthorization of the Academy and elect not to issue a contract, or consider reauthorization of the Academy and issue a contract for a fixed term.

Section 2.11. University Board Approval of Condemnation. In the event that the Academy desires to acquire property pursuant to the Uniform Condemnation Procedures Act or other applicable statutes, it shall obtain express written permission for such acquisition from the University Board. The Academy shall submit a written request to the Charter Schools Office Director describing the proposed acquisition and the purpose for which the Academy desires to acquire the property. The Charter Schools Office Director will generate a recommendation for consideration by the University Board with regard to the proposed acquisition. The request and the Charter Schools Office Director's recommendation will be submitted by the Charter Schools Office Director for the University Board's consideration in accordance with the University Board's generally applicable timelines and policies for the agendas of regularly-scheduled University Board committee meetings and formal sessions of the University Board. No acquisition may be made until the approval of the University Board is obtained by resolution adopted at a formal session of the University Board.

Section 2.12. Charter Schools Office Director Review of Certain Financing Transactions. If the Academy proposes to (i) finance the acquisition, by lease, purchase, or other means, of facilities or equipment, or renovation of facilities, in excess of \$150,000, pursuant to arrangements calling for payments over a period greater than one (1) year, and which include a pledge, assignment or direction to one or more third parties of a portion of the funds to be received by the Academy from the State of Michigan pursuant to the State School Aid Act of 1979, as amended, being MCL 388.1601 et seq., or (ii) direct that a portion of its State School Aid Payments be

forwarded by the Fiscal Agent University Board to a third party account for the payment of Academy debts and liabilities, the Academy shall submit the transaction for prior review by the Charter Schools Office Director as designee of the University Board, in the manner provided herein. The Academy shall, not later than thirty (30) days prior to the proposed closing date of the transaction, submit a written request to the Charter Schools Office Director describing the proposed transaction and the facilities or equipment to be acquired with the proceeds thereof (if any), and in the case of a transaction described in subparagraph (ii) of this Section, (a) a copy of the Academy Board's resolution authorizing the direct intercept of State School Aid Payments; (b) a copy of a State School Aid Payment Agreement and Direction document that is in a form acceptable to the University Charter Schools Office; and (c) copies of such other documentation regarding the transaction which is the subject of the proposed direct intercept as the University Charter Schools Office may request. Unless the Charter Schools Office Director extends the review period, within thirty (30) days of receiving a written request in compliance with this Section, the Charter Schools Office Director shall notify the Academy if the proposed transaction is disapproved. The Charter Schools Office Director may disapprove the proposed transaction if the proposed transaction violates this Contract or applicable law. If the proposed transaction is disapproved, such disapproval may, but shall not be required to, state one or more conditions which, if complied with by the Academy and any lender, lessor, seller or other party, would cause such disapproval to be deemed withdrawn. No transaction described in this Section may be entered into that is disapproved by the Charter Schools Office Director. By not disapproving a proposed transaction, the Charter Schools Office Director is in no way giving approval of the proposed transaction, or any of the terms or conditions thereof.

ARTICLE III

REQUIREMENT THAT ACADEMY ACT SOLELY AS GOVERNMENTAL AGENCY OR ENTITY AND POLITICAL SUBDIVISION

Section 3.1. Governmental Agency or Entity and Political Subdivision. The Academy shall act exclusively as a governmental agency or entity and political subdivision.

Section 3.2. Other Permitted Activities. Nothing in this Contract shall prohibit the Academy from engaging in other lawful activities that are not in derogation of the Academy's status as a public school or that would not jeopardize the eligibility of the Academy for state school aid funds. Subject to Section 2.7 and Section 6.15 of the Terms and Conditions, the Academy may enter into agreements with other public schools, public school academies, governmental units, businesses, community and nonprofit organizations where such agreements contribute to the effectiveness of the Academy or advance education in this state.

Section 3.3. Academy Board Members Serve in their Individual Capacity. All Directors of the Academy Board shall serve in their individual capacity, and not as a representative or designee of any other person or entity. A person who does not serve in their individual capacity, or who serves as a representative or designee of another person or entity, shall be deemed ineligible

to continue to serve as a Director of the Academy Board. A Director who violates this Section shall be removed from office, in accordance with the removal provisions found in the Resolution or Schedule 2: Bylaws. As set forth in the Resolution, a Director serves at the pleasure of the University Board, and may be removed with or without cause by the University Board at any time.

ARTICLE IV

PURPOSE

Section 4.1. Academy's Purpose. The Academy Board shall identify the purpose or mission of the Academy. Any subsequent changes to the Academy's purpose or mission shall be carried out by amendment in accordance with Article IX of these Terms and Conditions. The Academy's stated purpose or mission shall be set forth in the Schedules.

ARTICLE V

CORPORATE STRUCTURE OF THE ACADEMY

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

Section 5.2. Articles of Incorporation. Unless amended pursuant to Section 9.3 of Article IX herein, the Articles of Incorporation of the Academy, as set forth in Schedule 2, shall be the Articles of Incorporation of the Academy. The Academy Board represents to the University Board that Schedule 2 includes all amendments to the Academy's Articles of Incorporation as of the date set forth above.

Section 5.3. Bylaws. Unless amended pursuant to Section 9.4 of Article IX herein, the Bylaws of the Academy, as set forth in Schedule 3, shall be the Bylaws of the Academy. The Academy Board represents to the University Board that Schedule 3 includes all amendments to the Academy's Bylaws as of the date set forth above.

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

ARTICLE VI

OPERATING REQUIREMENTS

Section 6.1. Governance Structure. The Academy shall be organized and administered under the direction of the Academy Board and pursuant to the governance structure as set forth in its Bylaws. The Academy's Board of Directors shall meet at least six times per fiscal year, unless another schedule is mutually agreed upon by the University President or Designee and the Academy.

Section 6.2. Contributions and Fund Raising. The Academy may solicit and receive contributions and donations as permitted by law. No solicitation shall indicate that a contribution to the Academy is for the benefit of the University. The University shall not be required to receive any contributions or donations for the benefit of the Academy. If the University receives contributions or donations for the benefit of the Academy, it shall forward such funds to the Academy within three (3) business days of receipt.

Section 6.3. Educational Goals and Programs. The Academy shall pursue the educational goals and programs identified and contained in the Schedules. The educational goals shall include demonstrated improved pupil academic achievement for all groups of pupils. Such goals and programs may be amended pursuant to Section 9.2 of Article IX of the Terms and Conditions. Upon request, the Academy shall provide the University Charter Schools Office with a written report, along with supporting data, assessing the Academy's progress toward achieving its goal(s).

Section 6.4. Curriculum. The Academy shall have flexibility in developing, realigning, and implementing the curriculum identified in the Schedules. Any changes to the curricula shall be administered pursuant to Section 9.2 of Article IX of the Terms and Conditions, and such proposed curricula shall be designed to achieve the Academy's overall educational goals and State's educational assessment objectives.

Section 6.5. Methods of Accountability and Pupil Assessment. In addition to those set forth in this Section 6.5, the Academy shall evaluate its pupils' work based on the assessment strategies identified in the Schedules. The Academy shall also assess pupil performance using all applicable testing that the Code or the Contract requires. The Academy shall provide the University Charter Schools Office with copies of reports, assessments, and test results concerning the following:

- a) educational outcomes achieved by pupils attending the Academy and other reports reasonably requested by the University Charter Schools Office;
- b) an assessment of the Academy's student performance at the end of each academic school year or at such other times as the University Board may reasonably request;

- c) an annual education report in accordance with the Code;
- d) an annually administered nationally recognized norm-referenced achievement test for the Academy's grade configuration or a program of testing approved by the University Charter Schools Office Director; and
- e) all tests required under Applicable Law.

The University Board may use such reports, assessments and test results in making its decision to suspend, terminate, or not issue a new contract at the end of the Contract, or revoke the Contract.

Section 6.6. Staff Responsibilities. Subject to Section 2.7 Article II of the Terms and Conditions, the University Board authorizes the Academy to employ or contract with an Educational Service Provider. A copy of the ESP agreement shall be included in the Schedules.

Section 6.7. Admission Policy. The Academy shall comply with all application, enrollment, and admissions policies and criteria required by Applicable Law. A copy of the Academy's admission policies and criteria are set forth in the Schedules. With respect to the Academy's pupil admissions process, the Academy shall provide any documentation or information requested by the University Charter Schools Office that demonstrates the following:

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

Section 6.8. School Calendar/School Day Schedule. The Academy shall comply with all minimum standards governing the length of the school term, minimum number of days and hours of instruction required by Applicable Law. The Academy agrees to make available to the CSO Office a copy of the School Calendar/School Day Schedule for each academic school year no later than July 1st. A copy of the School Calendar/School Day Schedule shall be automatically incorporated into the Schedules, without the need for an amendment under Article IX of the Terms and Conditions.

Section 6.9. Age/Grade Range of Pupils Enrolled. The Academy is authorized to operate Ninth through Twelfth grade(s). The Academy may add additional grades and vocational programs in the future, pursuant to Section 9.2 of Article IX of the Terms and Conditions.

Section 6.10. Annual Financial Audit. The Academy shall conduct an annual financial audit prepared and reviewed by an independent certified public accountant in accordance with generally accepted governmental auditing principles. The Academy shall submit the annual financial statement audit and auditor's management letter to the Charter Schools Office in

accordance with the MCRR. The Academy Board shall provide to the Charter Schools Office a copy of any responses to the auditor's management letter in accordance with the MCRR.

Section 6.11. Address and Description of Proposed Site(s); Process for Expanding Academy's Site Operations. The proposed address and physical plant description of the Academy's proposed site or sites is set forth in Schedule 7-8. Following Academy Board and University Board approval, proposed changes to the address and description of any site or sites shall be incorporated into this Contract by amendment. With the approval of the University Board, the Academy Board may operate the same configuration of age or grade levels at more than one (1) site if each configuration of age or grade levels and each site identified in Schedule 7-8 are under the direction and control of the Academy Board.

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

By formal resolution, the Academy Board may request the authority to operate the same configuration of age or grade levels at more than one site. The Academy Board shall submit to the University Charter Schools Office an application for site expansion, in a form or manner determined by the University Charter Schools Office. The application for site expansion shall include all information requested by the University Charter Schools Office, including detailed information about the site, revised budget, renovation and site improvement costs, the Academy's proposed operations at the site, and the information provided in Contract Schedules 7-8. Upon receipt of a complete application for site expansion, the University Charter Schools Office shall review the application for site expansion and make a recommendation to the University Board on whether the Academy's request for site expansion should be approved. A positive recommendation by the University Charter Schools Office of the application for site expansion shall include a determination by the Charter Schools Office that the Academy is operating in compliance with the Contract and is making measurable progress toward meeting the Academy's educational goals. The University Board may consider the Academy Board's site expansion request following submission by the University Charter Schools Office of a positive recommendation.

If the University Board approves the Academy Board's site expansion request, the Contract shall be amended in accordance with Article IX of these Terms and Conditions. The University Board reserves the right to modify, reject, or approve any application for site expansion in its sole and absolute discretion.

Section 6.12. Accounting Standards. The Academy shall at all times comply with generally accepted public sector accounting principles, and accounting system requirements that comply with Applicable Law.

Section 6.13. Placement of University Student Interns. The Academy may be a placement site for University students who are in education or other pre-professionals in training to serve in

public schools. Such placement shall be without charge to the University and subject to other terms and conditions as the Academy and the University agree.

Section 6.14. Disqualified Organizational or Contractual Affiliations. The Academy shall comply with all state and federal law applicable to public schools concerning church-state issues. To the extent disqualified under the state or federal constitutions, the Academy shall not be organized by a church or other religious organization and shall not have any organizational or contractual affiliation with or constitute a church or other religious organization. Nothing in this Section shall be deemed to diminish or enlarge the civil and political rights, privileges and capacities of any person on account of his or her religious belief.

Section 6.15 Matriculation Agreements. Before the Academy Board approves a matriculation agreement with another public school, the Academy shall provide a draft and final copy of the agreement to the University Charter Schools Office for review and retention.

Section 6.16. Posting of Accreditation Status. The Academy shall post notice to the Academy's homepage of its website disclosing the accreditation status of each school in accordance with section 1280e of the Code, MCL 380.1280e.

Section 6.17. New Public School Academies Located within the Boundaries of a Community District. If the Academy is a new public school academy and either of the circumstances listed below in (a) or (b) apply to the Academy's proposed site(s), the Academy represents to the University Board, intending that the University Board rely on such representation as a precondition to issuing this Contract, that the Academy has a substantially different governance, leadership, and curriculum than the public school previously operating at that site(s):

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

Section 6.18. Collective Bargaining Agreements. Collective bargaining agreements, if any, with employees of the Academy shall be the responsibility of the Academy.

ARTICLE VII

TUITION PROHIBITED

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

ARTICLE VIII

COMPLIANCE WITH PART 6A OF THE CODE AND OTHER LAWS

Section 8.1. Compliance with Part 6a of the Code. The Academy shall comply with Part 6a of the Code.

Section 8.2. Compliance with State School Aid Act. In order to assure that funds are available for the education of pupils, the Academy shall comply with all applicable provisions of the State School Aid Act of 1979, as amended from time to time. The Academy may expend funds from the State School Aid Act for any purpose permitted by the State School Aid Act of 1979 and may enter into contracts and agreements determined by the Academy as consistent with the purposes for which the funds were appropriated.

Section 8.3. Open Meetings Act. Pursuant to Section 503(6)(a) of the Code, the Academy Board shall conduct all of its meetings in accordance with the Michigan Open Meetings Act, Act No. 267 of the Public Acts of 1976, as amended, being Sections 15.261 to 15.275 of the Michigan Compiled Laws.

Section 8.4. Freedom of Information Act. Pursuant to Section 503(6)(b) of the Code, the records of the Academy shall be records subject to the provisions of the Michigan Freedom of Information Act ("FOIA"), Act No. 442 of the Public Acts of 1976, as amended, being Sections 15.231 to 15.246 of the Michigan Compiled Laws. The Academy Board shall designate a freedom of information coordinator to assure compliance with FOIA and other applicable law providing for public disclosure or for protection of privacy.

Section 8.5. Public Employees Relation Act. Pursuant to Section 503(6)(c) of the Code, the Academy shall comply with Act No. 336 of the Public Acts of 1947, being Sections 423.201 to 423.217 of the Michigan Compiled Laws. Organizational efforts and collective bargaining agreements, if any, with employees of the Academy shall be the responsibility of the Academy.

Section 8.6. Uniform Budgeting and Accounting Act. The Academy shall comply with the Uniform Budgeting and Accounting Act, Act No. 2 of the Public Acts of 1968, being MCL 141.421 to 141.440a.

Section 8.7. Revised Municipal Finance Act of 2001. With respect to the Academy's borrowing money and issuance of bonds, the Academy shall comply with section 1351a of the Code and Part VI of the Revised Municipal Finance Act of 2001, Act No. 34 of the Public Acts of 2001, being MCL 141.2601 to 141.2613 of the Michigan Compiled Laws, except that the borrowing of money and issuance of bonds by the Academy is not subject to section 1351a(4) or section 1351(2) to (4) of the Code. Bonds issued by the Academy are subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.

Section 8.8. Non-discrimination. The Academy shall be separately responsible for compliance with applicable laws pertaining to equal opportunity and anti-discrimination laws such as the Elliott-Larsen Civil Rights Act, Act No. 453 of the Public Acts of 1976, as amended, being MCL 37.2101 to 37.2804, the Michigan Handicappers' Civil Rights Act, Act No. 22 of the Public Acts of 1976, as amended, being MCL 37.1101 to 37.1607, and Subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42 USC & 12101 *et seq.* or any successor law.

Section 8.9. Other State Laws. The Academy shall comply with other state laws which are applicable to public school academies. Nothing in this Contract shall be deemed to apply any other state law to the Academy.

Section 8.10. Federal Laws. The Academy shall comply with federal laws which are applicable to public school academies. Nothing in this Contract shall be deemed to apply any other federal law to the Academy.

ARTICLE IX

AMENDMENT

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

Section 9.2. Process for Amending the Contract. Either party may propose changes in this Contract or may propose a meeting to discuss potential revision of this Contract. Except as provided in Sections 2.3, 5.2 and 6.11, the University Board delegates to its University President the review and approval of changes or amendments to this Contract. The Academy Board may delegate the same authority to the Academy Board President. The Contract shall be amended upon agreement and approval of the respective authorized designees.

Section 9.3. Process for Amending Academy Articles of Incorporation. The Academy Board, or any authorized designee of the Academy Board, may propose changes to the Academy's Articles of Incorporation. The Academy shall be authorized to make such changes to its Articles

upon approval by the University President or Designee after review and recommendation by the University's Legal Counsel. Upon University approval, the Academy Board's authorized designee is authorized to file the amendment to the Academy's Articles of Incorporation with the appropriate state agency. Upon receipt of the filed amendment, the Academy shall forward the filed amendment to the University Charter Schools Office. The filed amendment shall be automatically incorporated into Schedule 2 of this Contract upon receipt of the amendment by the University Charter Schools Office. If the University identifies a provision in the Articles of Incorporation that violates or conflicts with this Contract, due to a change in law or other reason, after approval has been given, it shall notify the Academy Board in writing and the Academy Board shall amend the Articles of Incorporation to make them consistent with the Contract. If the change is requested by the University, the University shall reimburse the Academy for the filing fees payable to the Michigan Department of Licensing and Regulatory Affairs, Corporate Division.

Section 9.4. Process for Amending Academy Bylaws. The Academy Board shall submit proposed Bylaw changes to the Charter Schools Office, for review and comment, at least thirty (30) days prior to Academy Board adoption. The Academy's Bylaws, and any subsequent or proposed changes to the Academy's Bylaws, shall not violate or conflict with the Contract. If at any time the University identifies a provision in the Academy Board's Bylaws that violates or conflicts with Applicable Law or this Contract, the Academy Board's Bylaws shall be automatically void and the Academy Board shall amend the identified provision to be consistent with Applicable Law and the Contract. The amendment shall be automatically incorporated into Schedule 3 of the Contract upon receipt by the University Charter Schools Office of a duly authorized Academy Board Bylaw change made in accordance with this Section 9.4.

Section 9.5. Final Approval of Amendments. Amendments to this Contract take effect only after they have been approved by the Academy Board and by the University Board or the Charter Schools Office Director. If the proposed amendment conflicts with any of the University Board's general policies on public school academies, the proposed amendment shall take effect only after approval by the Academy and the University Board.

Section 9.6. Change in Existing Law. If, after the effective date of this Contract, there is a change in Applicable Law, which alters or amends the responsibilities and obligations of either the Academy or the University Board, this Contract shall be altered or amended to reflect the change in existing laws as of the effective date of such change. To the extent possible, the responsibilities and obligations of the Academy and the University Board shall conform to and be carried out in accordance with the change in Applicable Law.

Section 9.7. Emergency Action on Behalf of University Board. Notwithstanding any other provision of this Contract to the contrary, the contents of this Section shall govern in the event of an emergency situation that arises between meetings of the University Board. An emergency situation shall be deemed to occur if the University President, in his or her sole discretion, determines that the facts and circumstances warrant that emergency action take place before the next meeting of the University Board. Upon the determination that an emergency situation exists, the University President may temporarily take action on behalf of the University

Board with regard to the Academy or the Contract, so long as such action is in the best interest of the University Board and the University President consults with the University Board Chairperson prior to taking the intended actions. When acting during an emergency situation, the University President shall have the authority to act on behalf of the University Board, and such emergency action shall only be effective in the interim before the earlier of (a) rejection of the emergency action by the Chairperson of the University Board; or (b) the next meeting of the University Board. The University President shall immediately report such action to the University Board Chairperson for confirmation at the next meeting so that the emergency action continues or, upon confirmation by the University Board, becomes permanent.

ARTICLE X

TERMINATION, SUSPENSION AND REVOCATION

Section 10.1. Grounds and Procedures for Academy Termination of Contract. At anytime and for any reason, the Academy Board may terminate this Contract. The Academy Board shall notify the CSO Director in writing of the request for the termination of the Contract not less than six (6) calendar months in advance of the effective date of termination. The University Board, in its sole discretion, may waive the six (6) month requirement. A copy of the Academy Board's resolution approving the Contract termination, including a summary of the reasons for terminating the Contract, shall be included with the written termination request.

Section 10.2. Termination by University Board. The University Board, in its sole discretion, reserves the right to terminate this Contract (i) before the end of the Contract Term for any reason or for no reason provided that such termination shall not take place less than six (6) calendar months from the date of the University Board's resolution approving such termination; or (ii) if there is a change in Applicable Law that the University Board, in its sole discretion, determines impairs its rights and obligations under the Contract or requires the University Board to make changes in the Contract that are not in the best interest of the University Board or the University, then such termination shall take effect at the end of the current Academy fiscal year. Following University Board approval, the Charter Schools Office shall provide notice of the termination to the Academy. If during the period between the University Board's action to terminate and the effective date of termination, the Academy has violated the Contract or Applicable Law, the University Board may elect to initiate suspension or revocation of the Contract sooner as set forth in this Article X. If this Contract is terminated pursuant to this Section 10.2, the revocation procedures in Section 10.6 shall not apply.

Section 10.3. Contract Suspension. The University Board's process for suspending the Contract is as follows:

- a) University President Action. If the University President determines, in his or her sole discretion, that conditions or circumstances exist that the Academy Board (i) has placed the health or safety of the staff and/or students at risk; (ii) is not properly exercising its

fiduciary obligations to protect and preserve the Academy's public funds and property; (iii) has lost its right to occupancy of the physical facilities described in Section 6.11, and cannot find another suitable physical facility for the Academy prior to the expiration or termination of its right to occupy its existing physical facilities; (iv) has failed to secure or has lost the necessary fire, health, and safety approvals as required by Schedule 6; or (v) has willfully or intentionally violated this Contract or Applicable Law, the University President may immediately suspend the Contract. If the conditions or circumstances involve an alleged violation of Sections 10.5(e) or (f), the University President is authorized to suspend the Contract immediately pending completion of the procedures set forth in Section 10.6. Unless otherwise specified in the suspension notice, the Academy shall cease operations on the date on which the suspension notice is issued. A copy of the suspension notice, setting forth the grounds for suspension, shall be sent to the Academy Board and to the Hearing Panel if applicable. If this subsection is implemented, the notice and hearing procedures set forth in Section 10.6 shall be expedited as much as possible.

- b) Disposition of State School Aid Funds. Notwithstanding any other provision of the Contract, any state school aid funds received by the University Board after a decision by the University President to suspend the Contract may be retained by the University Board for the Academy until the Contract is reinstated, or shall be returned to the Michigan Department of Treasury.
- c) Immediate Revocation Proceeding. If the Academy Board, after receiving a Suspension Notice from the University President continues to engage in conduct or activities that are covered by the suspension notice, the Hearing Panel may immediately convene a Revocation Hearing in accordance with the procedures set forth in Section 10.6(e) of the Terms and Conditions. The Hearing Panel has the authority to accelerate the time line for revoking the Contract, provided that notice of the revocation hearing shall be provided to the University Charter Schools Office and the Academy Board at least five (5) days before the hearing. If the Hearing Panel determines that the Academy Board has continued to engage in conduct or activities that are covered by the suspension notice, the Hearing Panel may recommend revocation of the Contract. The University Board shall proceed to consider the Hearing Panel's recommendation in accordance with Section 10.6(f) through (i).

Section 10.4 Statutory Grounds for Revocation. In addition to the grounds for an automatic revocation of the Contract as set forth in Section 10.7, this Contract may also be revoked by the University Board upon a determination by the University Board, pursuant to the procedures set forth in Section 10.6, that one or more of the following has occurred:

- a) Failure of the Academy to demonstrate improved pupil academic achievement for all groups of pupils or meet the educational goals set forth in this Contract;
- b) Failure of the Academy to comply with all Applicable Law;

- c) Failure of the Academy to meet generally accepted public sector accounting principles and demonstrate sound fiscal stewardship; or
- d) The existence of one or more other grounds for revocation as specified in this Contract.

Section 10.5. Other Grounds for University Board Revocation. In addition to the statutory grounds for revocation set forth in Section 10.4 and the grounds for an automatic revocation of the Contract set forth in Section 10.7, the University Board may revoke this Contract, pursuant to the procedures set forth in Section 10.6, upon a determination that one or more of the following has occurred:

- a) The Academy is insolvent, has been adjudged bankrupt, or has operated for one or more school fiscal year(s) with a Fund Balance Deficit;
- b) The Academy has insufficient enrollment to successfully operate the Academy, or the Academy has lost more than twenty-five percent (25%) of its student enrollment from the previous school year;
- c) The Academy defaults in any of the terms, conditions, promises or representations contained in or incorporated into this Contract;
- d) The Academy files amendments to its Articles of Incorporation with the Michigan Department of Licensing and Regulatory Affairs, Corporate Division, without first obtaining University President or Designee approval;
- e) The University Board discovers grossly negligent, fraudulent or criminal conduct by the Applicant, the Academy's directors, officers, employees or agents in relation to their performance under this Contract;
- f) The Applicant, the Academy's directors, officers or employees have provided false or misleading information or documentation to the University Board in connection with the University Board's approval of the Application, the issuance of this Contract, or the Academy's reporting requirements under this Contract or Applicable Law;
- g) The Academy violates the site restrictions set forth in the Contract or the Academy operates at a site or sites without the prior written authorization of the University Board; or
- h) The University Board, its trustees, officers, employees, agents or representatives are not included as third party beneficiaries under any educational management agreement entered into by the Academy for purposes of indemnifying such parties in accordance with Section 11.16 of the Terms and Conditions.

Section 10.6. University Board Procedures for Revoking Contract. Except for the automatic revocation process set forth in Section 10.7 or the termination of Contract by the University Board in Section 10.2, the University Board's process for revoking the Contract is as follows:

- a) Notice of Intent to Revoke. The CSO Director, upon reasonable belief that such grounds for revocation of the Contract exist, shall notify the Academy Board of such grounds by issuing the Academy Board a Notice of Intent to Revoke for non-compliance with the Contract or Applicable Law. The Notice of Intent to Revoke shall be in writing and shall set forth in sufficient detail the alleged grounds for revocation.
- b) Academy Board's Response. Within thirty (30) days of receipt of the Notice of Intent to Revoke, the Academy Board shall respond in writing to the alleged grounds for revocation. The Academy Board's response shall be addressed to the CSO Director, and shall either admit or deny the allegations of non-compliance. If the Academy's response includes admissions of non-compliance with the Contract or Applicable Law, the Academy Board's response must also contain a description of the Academy Board's plan and time line for correcting the non-compliance with the Contract or Applicable Law. If the Academy's response includes a denial of non-compliance with the Contract or Applicable Law, the Academy's response shall include sufficient documentation or other evidence to support a denial of non-compliance with the Contract or Applicable Law. A response not in compliance with this section shall be deemed to be non-responsive. As part of its response, the Academy Board may request that a meeting be scheduled with the CSO Director prior to a review of the Academy Board's response.
- c) Plan of Correction. Within fifteen (15) days of receipt of the Academy Board's response or after a meeting with Academy Board representatives, whichever is sooner, the CSO Director shall review the Academy Board's response and determine whether a reasonable plan for correcting the deficiencies can be formulated. If the CSO Director determines that a reasonable plan for correcting the deficiencies set forth in the Notice of Intent to Revoke can be formulated, the CSO Director shall develop a plan for correcting the non-compliance ("Plan of Correction"). In developing a Plan of Correction, the CSO Director is permitted to adopt, modify or reject some or all of the Academy Board's response for correcting the deficiencies outlined in the Notice of Intent to Revoke. The Notice of Intent to Revoke shall be withdrawn if the CSO Director determines any of the following: (i) the Academy Board's denial of non-compliance is persuasive; (ii) the non-compliance set forth in the Notice of Intent to Revoke has been corrected by the Academy Board; or (iii) the Academy Board has successfully completed the Plan of Correction. In the event the Notice of Intent to Revoke is withdrawn, the CSO Director shall notify the Academy Board, in writing, of such withdrawal.
- d) Plan of Correction May Include Conditions to Satisfy University Board's Contract Reconstitution Authority. As part of the Plan of Correction, the CSO Director may

reconstitute the Academy in an effort to improve student educational performance and to avoid interruption of the educational process. Reconstitution may include, but is not limited to, one of the following actions: (i) removal of 1 or more members of the Academy Board members; (ii) termination of at-will board appointments of 1 or more Academy Board members; (iii) withdrawing approval of a contract under Section 506 of the Code; (iv) the appointment of a new Academy Board of directors or a Conservator to take over operations of the Academy.; or (v) closure of an Academy site(s).

Reconstitution of the Academy does not prohibit the Department from issuing an order under section 507 of the Code, MCL 380.507, directing the automatic closure of the Academy's site(s).

- e) Request for Revocation Hearing. The CSO Director may initiate a revocation hearing before the University Charter Schools Hearing Panel if the CSO Director determines that any of the following has occurred:
- i) the Academy Board has failed to timely respond to the Notice of Intent to Revoke as set forth in Section 10.6(b);
 - ii) the Academy Board's response to the Notice of Intent to Revoke is non-responsive;
 - iii) the Academy Board's response admits violations of the Contract or Applicable Law which the CSO Director deems cannot be remedied or cannot be remedied in an appropriate period of time, or for which the CSO Director determines that a Plan of Correction cannot be formulated;
 - iv) the Academy Board's response contains denials that are not supported by sufficient documentation or other evidence showing compliance with the Contract or Applicable Law;
 - v) the Academy Board has not complied with part or all of a Plan of Correction established in Section 10.6(c);
 - vi) the Academy Board has engaged in actions that jeopardize the financial or educational integrity of the Academy; or
 - vii) the Academy Board has been issued multiple or repeated Notices of Intent to Revoke.

The CSO Director shall send a copy of the Request for Revocation Hearing to the Academy Board at the same time the request is sent to the Hearing Panel. The Request for Revocation Hearing shall identify the reasons for revoking the Contract.

- f) Hearing before University Charter Schools Hearing Panel. Within thirty (30) days of the date of a Request for Revocation Hearing, the Hearing Panel shall convene a revocation hearing. The Hearing Panel shall provide a copy of the Notice of Hearing to the University Charter Schools Office and the Academy Board at least ten (10) days before the hearing. The purpose of the Hearing Panel is to gather facts surrounding the

CSO Director's request for Contract revocation, and to make a recommendation to the University Board on whether the Contract should be revoked. The revocation hearing shall be held at a location, date and time as determined by the CSO Director. The hearing shall be transcribed by a court reporter and the cost of the court reporter shall be divided equally between the University and the Academy. The CSO Director or his or her designee, and the Academy Board or its designee, shall each have equal time to make their presentation to the Hearing Panel. Although each party is permitted to submit affidavits and exhibits in support of their positions, the Hearing Panel will not hear testimony from any witnesses for either side. The Hearing Panel, may, however, question the CSO Director and one or more members of the Academy Board. Within thirty (30) days of the Revocation Hearing, the Hearing Panel shall make a recommendation to the University Board concerning the revocation of the Contract. In its discretion, the Hearing Panel may extend any time deadline set forth in this subsection. A copy of the Hearing Panel's recommendation shall be provided to the University Charter Schools Office and the Academy Board at the same time that the recommendation is sent to the University Board.

- g) University Board Decision. If the Hearing Panel's recommendation is submitted to the University Board at least fourteen (14) days before the University Board's next regular meeting, the University Board shall consider the Hearing Panel's recommendation at its next regular meeting and vote on whether to revoke the Contract. The University Board reserves the right to modify, reject or approve all or any part of the Hearing Panel's recommendation. The University Board shall have available copies of the Hearing Panel's recommendation and the transcript of the hearing. The University Board may waive the fourteen (14) day submission requirement or hold a special board meeting to consider the Hearing Panel's recommendation. A copy of the University Board's decision shall be provided to the University Charter Schools Office, the Academy Board and the Department.
- h) Effective Date of Revocation. If the University Board votes to revoke the Contract, the revocation shall be effective on the date of the University Board's act of revocation, or at a later date as determined by the University Board.
- i) Disposition of State School Aid Funds. Notwithstanding any other provision of the Contract, any state school aid funds received by the University Board after a recommendation is made by the Hearing Panel to revoke the Contract, or a decision by the University Board to revoke the Contract, may be held by the University Board and returned to the Michigan Department of Treasury.
- j) Disposition of District Code Number. Notwithstanding any other provision of the Contract, after a recommendation is made by the Hearing Panel to revoke the Contract, or a decision by the University Board to revoke the Contract, the district code number shall remain under the direction and control of the State Board of Education and/or its designated representative.

Section 10.7. Automatic Amendment of Contract; Automatic Termination of Contract if All Academy Sites Closed; Economic Hardship Termination. Except as otherwise noted in this Section, if the University Board is notified by the Department that an Academy site is subject to closure under section 507 of the Code, MCL 380.507 (“State’s Automatic Closure Notice”), then this Contract shall automatically be amended to eliminate the Academy’s authority to operate certain age and grade levels at the site or sites identified in the State’s Automatic Closure Notice. If the State’s Automatic Closure Notice includes all of the Academy’s existing sites, then this Contract shall automatically be terminated at the end of the current school year in which the State’s Automatic Closure Notice is received without any further action of the University Board or the Academy.

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

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

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

The University Board’s revocation procedures set forth in Section 10.6 do not apply to an automatic termination initiated by the State’s Automatic Closure Notice or an Economic Hardship Termination under this Section 10.7.

Section 10.8. Venue; Jurisdiction. The parties agree that all actions or proceedings arising in connection with this Contract will be tried and litigated only in the Circuit Court of Ottawa County, Michigan, the Michigan Court of Claims or the Federal District Court for the Western District of Michigan. The parties hereby irrevocably accept for themselves and in respect

of their property, generally and unconditionally, the jurisdiction of such courts. The parties irrevocably consent to the service of process out of any such courts in any such action or proceedings by the mailing of copies thereof by registered or certified mail, postage prepaid, to each such party, at its address set forth for notices in this Contract, such service to become effective ten (10) days after such mailing. The parties irrevocably waive any right they may have to assert the doctrine of forum non conveniens or to object to venue to the extent any proceedings is brought in accordance with this Section 10.8. This Section 10.8 shall not in any way be interpreted as an exception to the Academy's covenant not to sue contained in Section 11.8 of these Terms and Conditions.

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

- a) take into his or her possession all Academy property and records, including financial, board, employment and student records;
- b) institute and defend board actions by or on behalf of the Academy;
- c) continue the business of the Academy including entering into contracts, borrowing money, and pledging, mortgaging, or otherwise encumbering the property of the Academy as security for the repayment of loans. However, the power shall be subject to any provisions and restrictions in any existing credit documents;
- d) hire, fire, and discipline employees of the Academy;
- e) settle or compromise with any debtor or creditor of the Academy, including any taxing authority;
- f) review all outstanding agreements to which the Academy is a party and to take those actions which the Academy Board may have exercised to pay, extend, rescind, renegotiate, or settle such agreements as needed; and
- g) perform all acts necessary and appropriate to fulfill the Academy's purposes as set forth under the Code or this Contract.

ARTICLE XI

PROVISIONS RELATING TO PUBLIC SCHOOL ACADEMIES

Section 11.1. Grand Valley State University Faculty Employment in the Academy. Subject to the ability of the Academy to reach separate agreement on the terms, the Academy is permitted to use University faculty as classroom teachers in any grade.

Section 11.2. The Academy Faculty Appointment to Grand Valley State University Faculty. Nothing in this Contract shall prohibit a member of the Academy faculty from being appointed to or serving as a member of the University faculty.

Section 11.3. Student Conduct and Discipline. The Academy Board shall adopt, abide by and enforce its own set of written policies concerning student conduct and student discipline.

Section 11.4. Insurance. The Academy shall secure and maintain in its own name as the "First Named Insured" at all times the following insurance coverage:

- a) Property insurance covering all of the Academy's Real and Personal property, whether owned or leased;
- b) Commercial General Liability with a minimum of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate (Occurrence Form). Coverage must include Sexual Abuse and Molestation and Corporal Punishment coverage. Policies may be written on either an occurrence or claims made basis. If the coverage is claims made, the retroactive date must be the same or before the date of the original contract, and in the event that the Academy goes out of business, the Academy must purchase the longest-available tail coverage;
- c) Auto Liability (Owned and Non-Owned) with a minimum of one million dollars (\$1,000,000) Combined Single Limit covering Hired and Non-Owned Autos, as well as Owned Autos if applicable;
- d) Workers' Compensation or Worker' Compensation without employees (this is considered minimum premium, "if any" insurance) (statutory limits) and Employers' Liability insurance with a minimum limit of one million dollars (\$1,000,000) for each coverage part;
- e) Errors & Omissions insurance including Directors & Officers and School Leaders Errors & Omissions Liability insurance with a minimum of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate (Claims Made or Occurrence Form);

- f) Crime including employee dishonesty and third party coverage insuring cash, securities, and property, with a minimum of five hundred thousand dollars (\$500,000); and
- g) Employment Practices Liability insurance with a minimum of one million dollars (\$1,000,000) per claim/aggregate (Claims Made or Occurrence Form).
- h) Umbrella with a minimum \$4,000,000 limit each occurrence and aggregate. Alternatively, an Umbrella policy with an unlimited aggregate is acceptable at a \$2,000,000 per occurrence limit.

The insurance must be obtained from a licensed mutual, stock, or other responsible company licensed to do business in the State of Michigan. The insurance carrier(s) must have an AM Best rating of "A" or better. The Academy may join with other public school academies to obtain insurance if the Academy finds that such an association provides economic advantages to the Academy, provided that each Academy maintains its identity as First Named Insured with its own limits, i.e. no sharing of limits.

The Academy shall list the University Board and the University on the insurance policies coverage listed in (b), (c), (e), (g), and (h) above, as Additional Insured on a primary and noncontributory basis. The Academy shall have a provision included in all policies requiring notice to the University, at least thirty (30) days in advance, upon termination or non-renewal of the policy or of changes in insurance carrier or policy limit changes. In addition, the Academy shall provide the University with copies of all insurance certificates and endorsements required by this Contract. Upon request, and within 10 days of the request, the Academy shall also provide to the University Charter Schools Office an entire copy of the insurance policies. Failure of the University to request or collect the policies does not affect the obligations of the Academy under the terms of this contract. The Academy may expend funds for payment of the cost of participation in an accident or medical insurance program to insure protection for pupils while attending school or participating in a school program or activity. Other insurance policies and higher minimum may be required depending upon academic offerings and program requirements.

The Academy understands that the University's insurance carrier periodically reviews the types and amounts of insurance coverage that the Academy must secure in order for the University to maintain insurance coverage for authorization and oversight of the Academy. In the event that the University's insurance carrier requests additional changes in coverage identified in this Section 11.4, the Academy agrees to comply with any additional changes in the types and amounts of coverage requested by the University's insurance carrier within thirty (30) days after notice of the insurance coverage change.

Section 11.5. The Academy Budget; Transmittal of Budgetary Assumptions; Budget Deficit; Enhanced Deficit Elimination Plan. The Academy agrees to comply with all of the following:

- a) The Academy Board is responsible for establishing, approving, and amending an annual budget in accordance with the Uniform Budgeting and Accounting Act, MCL 141.421 et seq.
- b) Within ten (10) days after adoption by the Academy Board (but not later than July 1st) each year, the Academy Board shall submit to the Charter Schools Office a copy of its annual budget for the upcoming fiscal year. The budget must detail budgeted expenditures at the object level as described in the Michigan Department of Education's Michigan School Accounting Manual. In addition, the Academy Board is responsible for approving all revisions and amendments to the annual budget. Within 10 days after Academy Board approval, revisions or amendments to the Academy's budget shall be submitted to the Charter Schools Office.
- c) Unless exempted from transmitting under section 1219 of the Code, MCL 380.1219, the Academy, on or before July 7th of each school fiscal year, shall transmit to the Center for Educational Performance and Information ("CEPI") the budgetary assumptions used when adopting its annual budget pursuant to the Uniform Budgeting and Accounting Act, MCL 141.421 et seq.
- d) The Academy shall not adopt or operate under a deficit budget, or incur an operating deficit in a fund during any fiscal year. At any time during the term of this Contract, the Academy shall not have an existing deficit fund balance, incur a deficit fund balance, or adopt a current year budget that projects a deficit fund balance. If the Academy has an existing deficit fund balance, incurs a deficit fund balance in the most recently completed school fiscal year, or adopts a current year budget that projects a deficit fund balance, all of the following apply:
 - (i) The Academy shall notify the Superintendent and the State Treasurer immediately upon the occurrence of the circumstance, and provide a copy of the notice to the Charter Schools Office.
 - (ii) Within 30 days after making notification under subdivision (d)(i), the Academy shall submit to the Superintendent in the form and manner prescribed by the Department an amended budget for the current school fiscal year and a deficit elimination plan approved by the Academy Board, with a copy to the State Treasurer. The Academy shall transmit a copy of the amended budget and the deficit elimination plan to the Charter Schools Office.
 - (iii) After the Superintendent approves the Academy's deficit elimination plan, the Academy shall post the deficit elimination plan on the Academy's website.

(e) If the Academy is required by the State Treasurer to submit an enhanced deficit elimination plan under section 1220 of the Code, MCL 380.1220, the Academy shall do all of the following:

- (i) The enhanced deficit elimination plan shall be approved by the Academy Board before submission.
- (ii) After the State Treasurer approves an enhanced deficit elimination plan for the Academy, the Academy shall post the enhanced deficit elimination plan on the Academy's website.
- (iii) Submit to the Superintendent and State Treasurer an enhanced monthly monitoring reports in a form and manner prescribed by the State Treasurer and post such monthly reports on the Academy's website.

Section 11.6. Transportation. The Academy Board may enter into contract with other school districts or other persons, including municipal and county governments, for the transportation of the Academy students to and from school and for field trips. In addition, the Academy Board may use funds received from state school aid payments to pay for student transportation. In the event that the Academy Board contracts for transportation services, the Academy Board shall ensure that the company providing the transportation services is properly licensed in accordance with Applicable Law, and that the company conducts criminal background and history checks on its drivers and other personnel who have direct contact with pupils in accordance with the Code.

Section 11.7. Extracurricular Activities and Interscholastic Sports. The Academy is authorized to join any organization, association, or league, which has as its objective the promotion and regulation of sport and athletic, oratorical, musical, dramatic, creative arts, or other contests by or between pupils.

Section 11.8. Legal Liabilities and Covenants Not to Sue. The Academy and Academy Board members acknowledge and agree that they have no authority to extend the faith and credit of the University or to enter into a contract that would bind the University. The Academy also is limited in its authority to contract by the amount of funds obtained from the state school aid fund, as provided hereunder, or from other independent sources. The Academy and Academy Board members hereby agrees and covenants not to sue the University Board, the University or any of its trustees, officers, employees, agents or representatives for any matters that arise under this Contract or otherwise. The University does not assume any obligation with respect to any Academy Director, employee, agent, parent, guardian, or independent contractor of the Academy, and no such person shall have the right or standing to bring suit against the University Board, the University or any of its Trustees, employees, agents, or independent contractors as a result of the issuing, termination or revocation of this Contract.

Section 11.9. Lease or Deed for Proposed Single Site(s). The Academy shall provide to the designee of the University Board copies of its lease or deed for the premises in which the Academy shall operate. A copy of the Academy's lease or deed and site information shall be incorporated into the Schedules.

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

Section 11.10. Occupancy and Safety Certificates. The Academy Board shall: (i) ensure that all physical facilities comply with all fire, health and safety standards applicable to schools; and (ii) possess the necessary occupancy and safety certificates. The Academy Board shall not conduct classes at any site until the Academy has complied with this Section 11.10. Copies of these certificates shall be incorporated into the Schedules.

Section 11.11. Criminal Background and History Checks; Disclosure of Unprofessional Conduct. The Academy shall comply with the Code concerning criminal background and criminal history checks for its teachers, school administrator(s), and for any other position requiring State Board approval. In addition, the Academy shall comply with the Code concerning the disclosure of unprofessional conduct by persons applying for Academy employment. This Section 11.11 shall apply to such persons irrespective of whether they are employed by the Academy or employed by an educational service provider contracting with the Academy.

Section 11.12. Special Education. Pursuant to Section 1701a of the Code, the Academy shall comply with Article III, Part 29 of the Code, MCL 380.1701 et seq., concerning the provision of special education programs and services at the Academy. Upon receipt, the Academy shall notify the Charter Schools Office of any due process or state complaint filed against the Academy.

Section 11.13. Deposit of Public Funds by the Academy. The Academy Board agrees to comply with Section 1221 of the Revised School Code, being MCL 380.1221, regarding the deposit of all public or private funds received by the Academy. Such deposit shall be made within three (3) business days after receipt of the funds by the Academy.

Section 11.14. Nonessential Elective Courses. If the Academy Board elects to provide nonessential elective courses to part-time pupils at a nonpublic school building, the Academy shall comply with Section 1766b of the State School Aid Act of 1979, as amended, MCL 388.1766b. Prior to providing instruction, the Academy Board shall ensure that the Academy

has sufficient documentation to qualify for part-time pupil funding under the State School Aid Act. The provision of nonessential elective courses by the Academy shall be incorporated into this Contract as an amendment pursuant to Article IX of these Terms and Conditions.

Section 11.15. Educational Service Provider Agreements. The Academy may enter into an ESP Agreement with an ESP to contract out its administrative and/or educational functions and personnel. For the purposes of this Contract, an employee leasing agreement shall be considered an ESP Agreement, and an employee leasing company shall be considered an ESP. The Academy board must retain independent legal counsel to review and advise on the negotiation of the ESP agreement. Legal counsel for the Academy shall not represent the ESP or an ESP owner, director, officer, or employee. The ESP agreement must be an arms-length, negotiated agreement between an informed Academy Board and the ESP.

Prior to entering any ESP Agreement with an ESP, the Academy shall submit a copy of the final draft ESP Agreement to the University Charter Schools Office in a form or manner consistent with the ESP policies of the University Charter Schools Office, which are incorporated into and be deemed part of this Contract. The Charter Schools Office may, from time to time during the term of this Contract, amend the ESP policies and the amended policies shall automatically apply to the Academy without any amendment under Article IX of this Contract. The University Charter Schools Office may disapprove the proposed ESP Agreement submitted by the Academy if the ESP Agreement is contrary to this Contract or Applicable Law. Any subsequent amendment to an ESP Agreement shall be submitted for review by the University Charter Schools Office in the same form and manner as a new ESP Agreement.

Section 11.16. Required Provisions for Educational Service Provider Agreements. Any ESP agreement entered into by the Academy must contain the following provisions:

“Indemnification of Grand Valley State University. The parties acknowledge and agree that the Grand Valley State University Board of Trustees, Grand Valley State University and its members, officers, employees, agents or representatives are deemed to be third party beneficiaries for purposes of this Agreement. As third party beneficiaries, the parties hereby promise to indemnify and hold harmless Grand Valley State University Board of Trustees, Grand Valley State University and its members, officers, employees, agents or representatives from all claims, demands, or liability, including attorney fees, and related expenses, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage or any other losses of any kind whatsoever and not caused by the sole negligence of Grand Valley State University, which arise out of or are in any manner connected with Grand Valley State University Board’s approval of the Application, the University Board’s consideration of or issuance of a Contract, the Academy’s preparation for and operation of a public school, or which are incurred as a result of the reliance by Grand Valley State University and its Board of Trustees members, officers, employees, agents or representatives upon information supplied by the Academy or the ESP, or which arise out of the failure of the Academy to perform its obligations under the Contract issued to the Academy by Grand Valley State University Board of Trustees. The parties expressly acknowledge and agree that Grand Valley

State University and its Board of Trustee members, officers, employees, agents or representatives may commence legal action against either party to enforce its rights as set forth in this Agreement.”

“Revocation or Termination of Contract. If the Academy’s Contract issued by the Grand Valley State University Board of Trustees is suspended, revoked, or terminated, or a new charter contract is not issued to the Academy after expiration of the Contract, this Agreement shall automatically be suspended or terminate on the same date as the Academy’s Contract is suspended, revoked, or termination without further action of the parties.”

“Compliance with Academy’s Contract. The ESP agrees to perform its duties and responsibilities under this Agreement in a manner that is consistent with the Academy’s obligations under the Academy’s Contract issued by Grand Valley State University Board of Trustees. The provisions of the Academy’s Contract shall supersede any competing or conflicting provisions contained in this Agreement.”

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

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

“Compliance with Section 11.23 of Contract Terms and Conditions. The ESP shall make information concerning the operation and management of the Academy, including without limitation the information described in Schedule 6 of the Contract, available to the Academy as deemed necessary by the Academy Board in order to enable the Academy to fully satisfy its obligations under Section 11.23(a) of the Contract Terms and Conditions.”

Section 11.17. Additional Required Provisions for Educational Service Provider Agreements. ESP agreements must include provisions that define the following, according to the standards set forth in Contract Schedule 6:

1. Roles and responsibilities of the parties
2. Services and resources provided by the ESP

3. Fee or expense payment structure
4. Financial control, oversight, and disclosure
5. Renewal and termination of the agreement

Section 11.18. Incompatible Public Offices and Conflicts of Interest Statutes. The Academy shall comply with the Incompatible Public Offices statute, Act No. 566 of the Public Acts of 1978, being MCL 15.181 to 15.185 of the Michigan Compiled Laws, and the Contracts of Public Servants with Public Entities statute, Act No. 317 of the Public Acts of 1968, being MCL 15.321 to 15.330 of the Michigan Compiled Laws. The Academy Board shall ensure compliance with Applicable Law relating to conflicts of interest. Notwithstanding any other provision of this Contract, the following shall be deemed a prohibited conflict of interest for purposes of this Contract:

(a) An individual simultaneously serving as an Academy Board member and an owner, officer, director, employee or consultant of an educational service provider or an employee leasing company that has an ESP agreement with the Academy;

(b) An individual simultaneously serving as an Academy Board member and an Academy employee;

(c) An individual simultaneously serving as an Academy Board member and an independent contractor to the Academy;

(d) An individual simultaneously serving as an Academy Board member and as a member of the governing board of another public school; and

(e) An individual simultaneously serving as an Academy Board member and a University employee, official, or consultant, to the University.

Section 11.19. Certain Familial Relationships Prohibited. The Academy Board shall prohibit specifically identified family relationships pursuant to applicable law and the Terms and Conditions of this contract. Notwithstanding any other provision of this Contract, the following shall be deemed prohibited familial relationships for the purposes of this Contract:

(a) No person shall be appointed or reappointed to serve as an Academy Board member if the person's mother, mother-in-law, father, father-in-law, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, brother-in-law, spouse or same-sex domestic partner:

- (i) Is employed by the Academy;
- (ii) Works at or is assigned to the Academy
- (iii) Has an ownership, officer, policy making, managerial, administrative, non-clerical or other significant role with the Academy's ESP or employee leasing company.

Section 11.20. Academy Board Legal Counsel. If the Academy Board obtains Legal Counsel, Legal Counsel must be independent of and not representing the ESP, or ESP owner, director, officer, or employee.

Section 11.21. Dual Employment Positions Prohibited. Any person working at the Academy is prohibited by law from being employed at the Academy in more than one full-time position and simultaneously being compensated for each position.

Section 11.22. Oath of Public Office. Academy Board members are public officials. Before entering upon the duties of a public school board member, each Academy Board member shall take, sign, and file the constitutional oath of office with the Charter Schools Office.

Section 11.23. Information Available to the Public and University.

(a) Information to be provided by the Academy. In accordance with Applicable Law, the Academy shall make information concerning its operation and management, including without limitation information in Schedule 6, available to the public and University in the same manner and to the same extent as is required for public schools and school districts.

(b) Information to be provided by Educational Service Providers. The agreement between the Academy and the ESP shall contain a provision requiring the ESP to make information concerning the operation and management of the Academy, including the information in Schedule 6, available to the Academy as deemed necessary by the Academy Board in order to enable the Academy to fully satisfy its obligations under subparagraph (a).

Section 11.24. Administrator and Teacher Evaluation Systems. The Academy Board shall adopt and implement for all individuals employed by or contracted for the Academy as teachers or school administrators a rigorous, transparent, and fair performance evaluation system that complies with Applicable Law. If the Academy enters into an agreement with an Educational Service Provider, the Academy Board shall ensure that the Educational Service Provider complies with this section.

Section 11.25. University Board Invitation to Apply to Convert Academy to School of Excellence. If the University Board is interested in accepting applications to issue contracts to charter Schools of Excellence under Part 6e of the Code, MCL 380.551 et seq. ("Part 6e"), and the University Board determines that the Academy meets the University Board's and the Code's eligibility criteria for applying to convert the Academy to a School of Excellence, then the University Board may invite the Academy to submit an application to apply for a contract to convert the Academy to a School of Excellence. In accordance with the Code, the University Board shall establish its own competitive application process and provide the necessary forms and procedures to eligible public school academies.

Section 11.26. Student Privacy. In order to protect the privacy of students enrolled at the Academy, the Academy board, subject to Section 11.29, shall not:

- a) Sell or otherwise provide to a for-profit business entity any personally identifiable information that is part of a pupil's education records. This does not prohibit the Academy Board from:
 - i. for students enrolled in the Academy, providing such information to an educational management organization that has a contract with the Academy and whose contract has not been disapproved by the University;
 - ii. providing the information to a person or entity as necessary for standardized testing that measures a student's academic progress and achievement; or
 - iii. providing the information as necessary to a person that is providing educational support services to the student under a contract with either the Academy or an educational management organization that has a contract with the Academy and whose contract has not been disapproved by the University.
- b) The terms "education records" and "personally identifiable information" shall have the same meaning as defined in 34 CFR 99.3.

Section 11.27. Disclosure of Information to Parents and Legal Guardians, Subject to Section 11.29.

- a) Within thirty (30) days after receiving a written request from a student's parent or legal guardian, the Academy shall disclose without charge to the student's parent or legal guardian any personally identifiable information concerning the student that is collected or created by the Academy as part of the student's education records.
- b) Except as otherwise provided in this subsection (b) and within thirty (30) days after receiving a written request from a student's parent or legal guardian, the Academy shall disclose to a student's parent or legal guardian without charge any personally identifiable information provided to any person, agency, or organization. The Academy's disclosure shall include the specific information that was disclosed, the name and contact information of each person, agency, or organization to which the information has been disclosed; and the legitimate reason that the person, agency, or organization had in obtaining the information. The parental disclosure requirement does not apply to information that is provided:
 - i. to the Department or CEPI;
 - ii. to the student's parent or legal guardian;
 - iii. by the Academy to the University or to the educational management organization that has an educational service provider agreement that has not been disapproved by the University;

- iv. by the Academy to the Academy's intermediate school district or another intermediate school district providing services to the Academy or the Academy's students pursuant to a written agreement;
 - v. to the Academy by the Academy's intermediate school district or another intermediate school district providing services to pupils enrolled in the Academy pursuant to a written agreement;
 - vi. to the Academy by the University;
 - vii. to a person, agency, or organization with written consent from the student's, parent or legal guardian, or from the student if the student is at least 18 years of age;
 - viii. to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;
 - ix. as necessary for standardized testing that measures a student's academic progress and achievement; or
 - x. in the absence of, or in compliance with, a properly executed opt-out form, as adopted by the Academy in compliance with section 1136(6) of the Code, pertaining to uses for which the Academy commonly would disclose a pupil's "directory information."
- c) If the Academy considers it necessary to make redacted copies of all or part of a student's education records in order to protect personally identifiable information of another student, the Academy shall not charge the parent or legal guardian for the cost of those redacted copies.
- d) The terms "education records," "personally identifiable information," and "directory information" shall have the same meaning as defined in MCL 380.1136(8)(g) and 34 CFR 99.3.

Section 11.28. List of Uses for Student Directory Information; Opt-Out Form; Notice to Student's Parent or Legal Guardian.

- a) Subject to Section 11.29, the Academy shall do all of the following:
- i. Develop a list of uses (the "Uses") for which the Academy commonly would disclose a student's directory information.
 - ii. Develop an opt-out form that lists all of the Uses and allows a student's parent or guardian to elect not to have the student's directory information disclosed for 1 or more of the Uses.
 - iii. Present the opt-out form to each student's parent or guardian within the first thirty (30) days of the school year and at other times upon request.
 - iv. If an opt-out form is signed and submitted to the Academy by a student's parent or guardian, then the Academy shall not include the student's

directory information in any of the Uses that have been opted out of in the opt-out form.

- b) The terms “directory information” shall have the same meaning as defined in 34 CFR 99.3.

Section 11.29. Confidential Address Restrictions.

- a) The Academy shall not disclose the confidential address of a student if the student or the student’s parent or legal guardian has obtained a participation card issued by the department of the attorney general under the address confidentiality program act and the parent or legal guardian provides notice of the issuance of the participation card in a form and manner prescribed by the Michigan Department of Education.
- b) The term “confidential address” shall have the same meaning as defined in MCL 380.1136.

Section 11.30. Partnership Agreement. If the Department and State Reform Office imposes a partnership agreement on the Academy, the Academy shall work collaboratively with the Department, the State Reform Office, and other partners to implement the partnership agreement. In the event that a provision in the partnership agreement is inconsistent with a provision in this Contract, this Contract shall control.

Section 11.31. Statewide Safety Information Policy. The Academy shall adopt and adhere to the statewide school safety information policy required under Section 1308 of the Code, MCL 380.1308. The statewide school safety information policy may also address Academy procedures for reporting incidents involving possession of a dangerous weapon as required under Section 1313 of the Code, MCL 380.1313.

Section 11.32. Criminal Incident Reporting Obligation. Within twenty-four (24) hours after an incident occurs, the Academy shall provide a report to the Michigan State Police, in a form and manner prescribed by State Police, after either of the following: (i) an incident involving a crime that must be reported under Section 1310a(2) of the Code, MCL 380.1310a(2); or (ii) an incident, if known to the Academy, involving the attempted commission of a crime that must be reported under Section 1310a(2) of the Code, MCL 380.1310a(2). Failure to comply may result in the Academy being ineligible to receive any school safety grants from the Michigan State Police for the fiscal year in which the noncompliance is discovered by State Police.

Section 11.33. Academy Emergency Operations Plan.

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

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

Section 11.34. School Safety Liaison. The Academy Board shall designate a liaison to work with the School Safety Commission created under Section 5 of the Comprehensive School Safety Plan Act created under Public Act 548 of 2018, MCL 28.805 and the Office of School Safety created under MCL 28.681. The Liaison shall be an individual employed or assigned to regularly and continuously work under contract in the school operated by the Academy. The Liaison shall work with the School Safety Commission and the Office of School Safety to identify mode practices for determining school safety measures.

Section 11.35. New Building Construction or Renovations. The Academy shall not commence construction on a new school building or the major renovation of an existing school building unless the Academy consults on the plans of the construction or major renovation regarding school safety issues with the law enforcement agency that is or will be the first responder for that school building. School building includes either a building intended to be used to provide pupil instruction or a recreational or athletic structure or field used by pupils.

Section 11.36. Annual Expulsion Report and Website Report on Criminal Incidents. On an annual basis, the Academy Board shall do the following:

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

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

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

Section 11.37. K to 3 Reading. If the Academy offers Kindergarten through Third grade, the Academy shall comply with Section 1280f of the Code, MCL 380.1280f. The Academy shall ensure that all required actions, notices, and filings required under Section 1280f, MCL 380.1280f, are timely completed.

ARTICLE XII

GENERAL TERMS

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

If to Grand Valley State University Board of Trustees:

Charter Schools Office Director
Grand Valley State University
201 Front Avenue SW, Suite 310
Grand Rapids, Michigan 49504

If to Academy: Covenant High School Grand Rapids
Attn: Board President
50 Antoine Street SW
Grand Rapids, MI 49507

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

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

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

Section 12.5. Assignment. This Contract is not assignable by either party.

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

implied, shall constitute a consent to, waiver of, or excuse for any different or subsequent breach or default.

Section 12.7. Indemnification. As a condition to receiving a grant of authority from the University Board to operate a public school pursuant to the terms and conditions of this Contract, the Academy agrees to indemnify and hold the University Board, the University and its Board of Trustees members, officers, employees, agents or representatives harmless from all claims, demands, or liability, including attorney fees, and related expenses, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage or any other losses of any kind whatsoever and not caused by the sole negligence of the University, which arise out of or are in any manner connected with the University Board's receipt, consideration or approval of the Application, the University Board's approval of the Method of Selection Resolution or the Authorizing Resolution, legal challenges to the validity of Part 6a of the Code or actions taken by the University Board as an authorizing body under Part 6a of the Code, the University Board's consideration of or issuance of a Contract, the Academy's preparation for and operation of a public school, or which are incurred as a result of the reliance of the University Board, the University and its Board of Trustees members, officers, employees, agents or representatives upon information supplied by the Academy, or which arise out of the failure of the Academy to perform its obligations under this Contract. The foregoing provision shall not be deemed a relinquishment or waiver of any kind of Section 7 of the Governmental Liability for Negligence Act, being Act No. 170, Public Acts of Michigan, 1964.

Section 12.8. Construction. This Contract shall be construed fairly as to both parties and not in favor of or against either party, regardless of which party prepared the Contract.

Section 12.9. Force Majeure. If any circumstances occur which are beyond the control of the parties, which delay or render impossible the obligations of one or both of the parties, the parties' obligations to perform such services shall be postponed for an equivalent period of time or shall be canceled, if such performance has been rendered impossible by such circumstances.

Section 12.10. No Third Party Rights. This Contract is made for the sole benefit of the Academy and the University Board and no other person or entity, including without limitation, the ESP. Except as otherwise provided, nothing in this Contract shall create or be deemed to create a relationship between the parties hereto, or either of them, and any third person, including a relationship in the nature of a third party beneficiary or fiduciary.

Section 12.11. Non-agency. It is understood that the Academy is not the agent of the University.

Section 12.12. Governing Law. This Contract shall be governed and controlled by the laws of the State of Michigan as to interpretation, enforcement, validity, construction, and effect, and in all other respects.

Section 12.13. Counterparts. This Contract may be executed in any number of counterparts. Each counterpart so executed shall be deemed an original, but all such counterparts shall together constitute one and the same instrument.

Section 12.14. Term of Contract. This Contract shall commence on July 1, 2025, and shall remain in full force and effect for five (5) years until June 30, 2030, unless sooner revoked or terminated according to the terms hereof.

Section 12.15. Survival of Provisions. The terms, provisions, and representations contained in Section 11.4, Section 11.8, Section 12.7, and Section 12.10, and any other provision of this Contract that by their sense and context are intended to survive termination of this Contract shall survive.

Section 12.16. Termination of Responsibilities. Upon termination or revocation of this Contract, the University Board and its designees shall have no further obligations or responsibilities under this Contract to the Academy or any other person or persons in connection with this Contract.

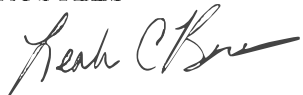
Section 12.17. Disposition of Academy Assets Upon Termination or Revocation of Contract. Following termination or revocation of the Contract, the Academy shall follow the applicable wind-up and dissolution provisions set forth in the Academy's articles of incorporation, Part 6A of the Code, and Applicable Law.

Section 12.18. University Board or CSO General Policies on Public School Academies Shall Apply. Notwithstanding any provision of this Contract to the contrary, and with the exception of existing University Board or CSO policies regarding public school academies which shall apply immediately, University Board or CSO general policies clarifying procedure and requirements applicable to public school academies under this Contract, as from time to time adopted or amended, will automatically apply to the Academy, provided they are not inconsistent with provisions of this Contract. Before issuing general policies under this Section, the University Board or the CSO shall provide a draft of the proposed policies to the Academy Board. The Academy Board shall have at least thirty (30) days to provide comment to the CSO on the proposed policies before such policies shall become effective.

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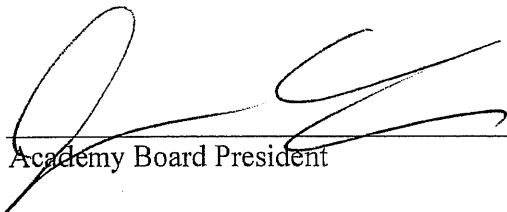
As the designated representative of the Grand Valley State University Board of Trustees, I hereby issue this Contract to the Academy on the date set forth above.

GRAND VALLEY STATE UNIVERSITY
BOARD OF TRUSTEES

By: 
University President or his/her designee

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

COVENANT HIGH SCHOOL GRAND RAPIDS

By: 
Academy Board President

SCHEDULE 1

**METHOD OF SELECTION RESOLUTION
AUTHORIZING RESOLUTION**



CERTIFIED COPY OF RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES OF
GRAND VALLEY STATE UNIVERSITY ON APRIL 25, 2025:

Reauthorization of 6a Charter Contract – Covenant High School Grand Rapids
(formerly Covenant House Academy Grand Rapids), Grand Rapids (5 years)

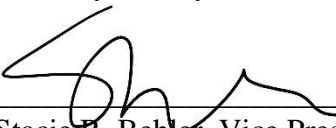
WHEREAS, the Board of Trustees of Grand Valley State University, at its meeting on April 29, 2013, initially authorized the issuance of a contract to charter Covenant High School Grand Rapids (the “Academy”), and authorized the reissuance of a contract to charter the Academy on April 24, 2020; and

WHEREAS, the University’s Charter Schools Office has completed its evaluation and assessment of the operation and performance of the Academy; and

WHEREAS, the University President’s designee has recommended the reissuance of a contract to charter as a public school academy to the Academy for a five (5) year term beginning July 1, 2025, and ending June 30, 2030;

NOW, THEREFORE, BE IT RESOLVED, that the University Board of Trustees approves and reauthorizes the execution of a contract to charter a public school academy to the Academy and authorizes the University President or designee to execute the contract to charter a public school academy and related documents to the Academy for a five (5) year term, provided that, before the execution of the contract, the University President or designee affirms that all terms of the contract have been agreed upon and the Academy is able to comply with all terms and conditions of the contract and applicable law. This resolution shall be incorporated in and made part of the contract as Schedule 1.

IN WITNESS WHEREOF, I have hereunto signed my name as Secretary and have caused the seal of said body corporate to be hereto affixed this 1st day of May 2025.



Stacie R. Behler, Vice President and Chief Public
Affairs and Communications Officer
Secretary, Board of Trustees
Grand Valley State University



CERTIFIED COPY OF RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES OF
GRAND VALLEY STATE UNIVERSITY ON APRIL 24, 2020:

Reauthorization of 6a Charter Contract – Covenant House Academy Grand
Rapids, Grand Rapids (5 years)

WHEREAS, the Board of Trustees of Grand Valley State University, at its meeting on April 29, 2013, initially authorized the issuance of a contract to charter Covenant House Academy Grand Rapids (the “Academy”); and

WHEREAS, the University’s Charter Schools Office has completed its evaluation and assessment of the operation and performance of the Academy; and

WHEREAS, the present Board of Directors of the Academy has requested the reissuance of a contract to charter as a public school academy; and

WHEREAS, the University President’s designee has recommended the reissuance of a contract to charter as a public school academy to the Academy for a five (5) year term beginning July 1, 2020, and ending June 30, 2025;

NOW, THEREFORE, BE IT RESOLVED, that the University Board of Trustees approves and reauthorizes the execution of a contract to charter a public school academy to the Academy and authorizes the University President or designee to execute the contract to charter a public school academy and related documents to the Academy for a five (5) year term, provided that, before the execution of the contract, the University President or designee affirms that all terms of the contract have been agreed upon and the Academy is able to comply with all terms and conditions of the contract and applicable law. This resolution shall be incorporated in and made part of the contract as Schedule 1.

IN WITNESS WHEREOF, I have hereunto signed my name as Secretary and have caused the seal of said body corporate to be hereto affixed this 28th day of April 2020.

Matthew E. McLogan, Secretary
Board of Trustees
Grand Valley State University



CERTIFIED COPY OF RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES OF
GRAND VALLEY STATE UNIVERSITY ON APRIL 26, 2019:

Method of Selection and Appointment of Academy Board Members:

- a. Initial Academy Board Member Nominations and Appointments: As part of the public school academy application, the public school academy applicant shall propose to the Director of the University Charter Schools Office (“Director”), the names of proposed individuals to serve on the initial board of directors of the proposed public school academy. When the Director recommends an initial contract for approval to the Board of Trustees, he/she shall include recommendations for initial Academy Board members. These recommendations may, but are not required to, include individuals proposed by the public school academy applicant. To be considered for appointment, the nominees must have completed the required board member candidate application materials, including at least (i) the Academy Board Member Questionnaire prescribed by the University Charter Schools Office; and (ii) the Criminal Background Check Report prescribed by the University Charter Schools Office.
- b. Subsequent Academy Board Member Nominations and Appointments: Except as provided in paragraph (2) below, the Academy Board may nominate individuals for subsequent Academy Board of Director positions. As part of the appointment process, the Academy Board may submit to the Director: (i) the name of the nominee; (ii) the board member candidate application materials identified in paragraph (a) above; and (iii) a copy of the Academy Board nominating resolution. The Director may or may not recommend the proposed nominee submitted by the Academy Board. If the Director does not recommend a nominee submitted by the Academy Board, the Director shall select a nominee and forward that recommendation to the Board of Trustees for appointment. The Board of Trustees shall have the sole and exclusive right to appoint members to the Academy Board.

- c. Exigent Appointments: When the Director determines an “exigent condition” exists which requires him/her to make an appointment to a public school academy’s board of directors, the Director, with University President approval, may immediately appoint a person to serve as a public school academy board member for the time specified, but not longer than the next meeting held by the Board of Trustees when a regular appointment may be made by the Board of Trustees. The Director shall make the appointment in writing and notify the public school academy’s board of directors of the appointment. Exigent conditions include, but are not limited to when an Academy Board seat is vacant, when a Academy Board cannot reach a quorum, when the Board of Trustees determines that an Academy Board member’s service is no longer required, when an Academy Board member is removed, when an Academy Board fails to fill a vacancy, or other reasons which would prohibit the Academy Board from taking action without such an appointment.
3. Qualifications of Academy Board Members: To be qualified to serve on the Academy Board, a person shall: (a) be a citizen of the United States; (b) reside in the State of Michigan; (c) submit all materials requested by the GVSU Charter Schools Office including, but not limited to, a GVSU Academy Board Member Questionnaire and a release for criminal history background check; (d) not be an employee of the Academy; (e) not be a director, officer, or employee of a company or other entity that contracts with the Academy; and (f) not be an employee or representative of GVSU or be a member of the Board of Trustees.
4. Oath /Acceptance of Office / Voting Rights: Following appointment by the Board of Trustees, Academy Board Appointees may begin their legal duties, including the right to vote, after they have signed an Acceptance of Public Office form and taken the Oath or Affirmation of Public Office administered by a member of the Academy Board, other public official or notary public.
5. Length of Term; Removal: An appointed Academy Board member is an “at will” board member who shall serve at the pleasure of the Board of Trustees for a term of office not to exceed three (3) years. Regardless of the length of term, terms shall end on June 30 of the final year of service, unless shorter due to other provisions of this resolution. A person appointed to serve as an Academy Board member may be reappointed to serve additional terms. When an Academy Board member is appointed to complete the term of service of another Academy Board member, their service ends at the end of the previous Academy Board member’s term.

If the Board of Trustees determines that an Academy Board member's service in office is no longer required, then the Board of Trustees may remove an Academy board member with or without cause and shall specify the date when the Academy Board member's service ends. An Academy Board member may be removed from office by a two-thirds (2/3) vote of the Academy's Board for cause.

6. Resignations: A member of the Academy Board may resign from office by submitting a written resignation or by notifying the Director. The resignation is effective upon receipt by the Director, unless a later date is specified in the resignation. A written notice of resignation is not required. If no such written notification is provided, then the Director shall confirm a resignation in writing. The resignation shall be effective upon the date the Director sends confirmation to the resigning Academy Board member.
7. Vacancy: An Academy Board position shall be considered vacant when an Academy Board member:
 - a. Resigns
 - b. Dies
 - c. Is removed from Office
 - d. Is convicted of a felony
 - e. Ceases to be qualified
 - f. Is incapacitated
8. Filling a Vacancy: The Academy Board may nominate and the Director shall recommend or temporarily appoint persons to fill a vacancy as outlined in the "Subsequent Appointments" and "Exigent Appointments" procedures in this resolution.
9. Number of Academy Board Member Positions: The number of member positions of the Academy Board of Directors shall be five (5), seven (7) or nine (9), as determined from time to time by the Academy Board.
10. Quorum: In order to legally transact business, the Academy Board shall have a quorum physically present at a duly called meeting of the Academy Board. A "quorum" shall be defined as follows:

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

A board member who is absent from a meeting of the board due to military duty may participate in the meeting virtually, and that member's virtual presence will count towards quorum and allow the absent member to participate in and vote on business before the board.

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

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

12. Initial Members of the Board of Directors: The Grand Valley State University Board of Trustees appoints the following persons to serve as the initial members of the Academy’s Board of Directors for the designated term of office set forth below:

Name	Term
Name	Term
Name	Term
Name	Term
Name	Term

* See attached page for board member names and terms

13. Conservator; Appointment by University President: Notwithstanding any other provision of the Contract, in the event that the health, safety, and welfare of the Academy students, property, or funds are at risk, the University President, after consulting with the University Board Chairperson, may appoint a person to serve as the Conservator of the Academy. Upon appointment, the Conservator shall have all powers of a Board of Directors of a Public School Academy and act in the place and stead of the Academy Board. The University President shall appoint the conservator for a definite term, which may be extended in writing. During the appointment, the Academy Board members are suspended and all powers of the Academy Board are suspended. All appointments made under this provision must be presented to the University Board for final determination at its next regularly scheduled meeting. During their appointment, the Conservator shall have the following powers: a) take into his or her possession all Academy property and records, including financial, board, employment, and student records; b) institute and defend board actions by or on behalf of the Academy; c) continue the business of the Academy including entering into contracts, borrowing money, and pledging, mortgaging, or otherwise encumbering the property of the Academy as security for the repayment of the loans, however, the power shall be subject to any provisions and restrictions in any existing credit documents; d) hire, fire, and discipline employees of the Academy; e) settle or compromise with any debtor or creditor of the Academy, including any taxing authority; f) review all outstanding agreements to which the Academy is a party and to take those actions which the Academy Board may have exercised to pay, extend, rescind, renegotiate, or settle such agreements as needed;

and g) perform all acts necessary and appropriate to fulfill the Academy's purposes as set forth under the Code or this Contract.

14. The Board of Trustees approves and authorizes the execution of a contract to charter a public school academy to the Academy and authorizes the University President or designee to issue a contract to charter a public school academy and related documents ("Contract") to the Academy, provided that, before execution of the Contract, the University President or designee affirms that all terms of the contract have been agreed upon and the Academy is able to comply with all terms and conditions of the Contract and Applicable Law. This resolution shall be incorporated in and made part of the Contract.
15. Within ten days after the Board of Trustees issues the Contract, the Director will submit the Contract to the Michigan Department of Education. Pursuant to the State School Aid Act of 1979, the Michigan Department of Education shall, within thirty days after the Contract is submitted to the Michigan Department of Education, issue a district code number to each public school academy that is authorized under the Revised School Code and is eligible to receive funding under the State School Aid Act. By approving and issuing the Contract, the Board of Trustees is not responsible for the Michigan Department of Education's issuance or non-issuance of a district code number. As a condition precedent to the Board of Trustees' issuance of the Contract, the Applicant, the Academy and the Academy's Board of Directors shall acknowledge and agree that the Board of Trustees, Grand Valley State University, its officers, employees and agents are not responsible for any action taken by the Academy in reliance upon the Michigan Department of Education's issuance of a district code number to the Academy, or for any Michigan Department of Education's decision resulting in the non-issuance of a district code number to the Academy.

IN WITNESS WHEREOF, I have hereunto signed my name as Secretary and have caused the seal of said body corporate to be hereto affixed this 30th day of April 2019.



Teri L. Losey, Secretary
Board of Trustees
Grand Valley State University

Covenant House Academy Grand Rapids

Current Board Members:

- Mr. Jason Coppens. Term Expires June 30, 2020
- Zachary Verhulst. Term Expires June 30, 2021
- Mr. Gary Van Rooyen. Term Expires June 30, 2021
- Lisa Knight. Terms Expires June 30, 2022
- Kirstina Weber. Term Expires June 30, 2022

Founding Board Members:

- Jason Coppens
- Michael T. Homrich
- Gary VanRooyen
- Daniel Weingartz
- Kania McGhee



CERTIFIED COPY OF RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES OF
GRAND VALLEY STATE UNIVERSITY ON APRIL 29, 2013:

Authorization of Covenant House Academy Grand Rapids 6a Contract

WHEREAS, the Michigan Legislature has provided for the establishment of public school academies as part of the Michigan public school system by enacting Act No. 362 of the Public Acts of 1993; and

WHEREAS, according to this legislation, the Grand Valley State University Board of Trustees (the "Board of Trustees"), as the governing body of a state public university, is an authorizing body empowered to issue contracts to organize and operate public school academies; and

WHEREAS, the Michigan Legislature has mandated that public school academy contracts be issued on a competitive basis taking into consideration the resources available for the proposed public school academy, the population to be served by the proposed public school academy, and the educational goals to be achieved by the proposed public school academy; and

WHEREAS, the Grand Valley State University Board of Trustees, having requested applications for organizing public school academies and having reviewed the applications according to the provisions set forth by the Michigan Legislature;

NOW, THEREFORE, BE IT RESOLVED:

1. That the application for Covenant House Academy Grand Rapids ("Academy"), located at 50 Antoine Street SW, Grand Rapids, MI 49507, submitted under Section 502 of the Revised School Code, meets the Board of Trustees' requirements and the requirements of applicable law, is therefore approved;
2. That the Board of Trustees establishes the method of selection, length of term and number of members of the Academy's Board of Directors as follows:

Method of Selection and Appointment of Academy Board Members:

- a. Initial Academy Board Member Nominations and Appointments: As part of the public school academy application, the public school academy applicant shall propose to the Director of the University Charter Schools Office ("Director"), the names of proposed individuals to serve on the initial board of directors of the proposed public school academy. When the Director recommends an initial contract for approval to the Board of Trustees, he/she shall include recommendations for initial Academy Board members. These recommendations may, but are not required to, include individuals proposed by the public school academy applicant. To be considered for appointment, the nominees must have completed the required board member candidate application materials, including at least (i) the Academy Board Member Questionnaire prescribed by the University Charter Schools Office; and (ii) the Criminal Background Check Report prescribed by the University Charter Schools Office.
- b. Subsequent Academy Board Member Nominations and Appointments: Except as provided in paragraph (2) below, the Academy Board may nominate individuals for subsequent Academy Board of Director positions. As part of the appointment process, the Academy Board may submit to the Director: (i) the name of the nominee; (ii) the board member candidate application materials identified in paragraph (a) above; and (iii) a copy of the Academy Board nominating resolution. The Director may or may not recommend the proposed nominee submitted by the Academy Board. If the Director does not recommend a nominee submitted by the Academy Board, the Director shall select a nominee and forward that recommendation to the Board of Trustees for appointment. The Board of Trustees shall have the sole and exclusive right to appoint members to the Academy Board.
- c. Exigent Appointments: When the Director determines an "exigent condition" exists which requires him/her to make an appointment to a public school academy's board of directors, the Director, with University President approval, may immediately appoint a person to serve as a public school academy board member for the time specified, but not longer than the next meeting held by the Board of Trustees when a regular appointment may be made by the Board of Trustees. The Director shall make the

1

appointment in writing and notify the public school academy's board of directors of the appointment. Exigent conditions include, but are not limited to when an Academy Board seat is vacant, when a Academy Board cannot reach a quorum, when the Board of Trustees determines that an Academy Board member's service is no longer required, when an Academy Board member is removed, when an Academy Board fails to fill a vacancy, or other reasons which would prohibit the Academy Board from taking action without such an appointment.

3. Qualifications of Academy Board Members: To be qualified to serve on the Academy Board, a person shall: (a) be a citizen of the United States; (b) reside in the State of Michigan; (c) submit all materials requested by the GVSU Charter Schools Office including, but not limited to, a GVSU Academy Board Member Questionnaire and a release for criminal history background check; (d) not be an employee of the Academy; (e) not be a director, officer, or employee of a company or other entity that contracts with the Academy; and (f) not be an employee or representative of GVSU or be a member of the Board of Trustees.
4. Oath /Acceptance of Office / Voting Rights: Following appointment by the Board of Trustees, Academy Board Appointees may begin their legal duties, including the right to vote, after they have signed an Acceptance of Public Office form and taken the Oath or Affirmation of Public Office administered by a member of the Academy Board, other public official or notary public.
5. Length of Term; Removal: An appointed Academy Board member is an "at will" board member who shall serve at the pleasure of the Board of Trustees for a term of office not to exceed three (3) years. Regardless of the length of term, terms shall end on June 30 of the final year of service, unless shorter due to other provisions of this resolution. A person appointed to serve as an Academy Board member may be reappointed to serve additional terms. When an Academy Board member is appointed to complete the term of service of another Academy Board member, their service ends at the end of the previous Academy Board member's term.

If the Board of Trustees determines that an Academy Board member's service in office is no longer required, then the Board of Trustees may remove an Academy board member with or without cause and shall specify the date when the Academy Board member's service ends. An Academy Board member may be

removed from office by a two-thirds (2/3) vote of the Academy's Board for cause.

6. Resignations: A member of the Academy Board may resign from office by submitting a written resignation or by notifying the Director. The resignation is effective upon receipt by the Director, unless a later date is specified in the resignation. A written notice of resignation is not required. If no such written notification is provided, then the Director shall confirm a resignation in writing. The resignation shall be effective upon the date the Director sends confirmation to the resigning Academy Board member.
7. Vacancy: An Academy Board position shall be considered vacant when an Academy Board member:
 - a. Resigns
 - b. Dies
 - c. Is removed from Office
 - d. Is convicted of a felony
 - e. Ceases to be qualified
 - f. Is incapacitated
8. Filling a Vacancy: The Academy Board may nominate and the Director shall recommend or temporarily appoint persons to fill a vacancy as outlined in the "Subsequent Appointments" and "Exigent Appointments" procedures in this resolution.
9. Number of Academy Board Member Positions: The number of member positions of the Academy Board of Directors shall be five (5), seven (7) or nine (9), as determined from time to time by the Academy Board.
10. Quorum: In order to legally transact business the Academy Board shall have a quorum physically present at a duly called meeting of the Academy Board. A "quorum" shall be defined as follows:

# of Academy Board positions	# required for Quorum
Five (5)	Three (3)
Seven (7)	Four (4)
Nine (9)	Five (5)
11. Manner of Acting: The Academy Board shall be considered to have "acted," when a duly called meeting of the Academy Board has a quorum present and the number of board members voting in favor of an action is as follows:

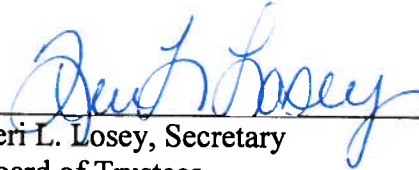
# of Academy Board positions	# for Quorum	# required to act
Five (5)	Three (3)	Three (3)
Seven (7)	Four (4)	Four (4)
Nine (9)	Five (5)	Five (5)

12. Initial Members of the Board of Directors: The Grand Valley State University Board of Trustees appoints the following persons to serve as the initial members of the Academy's Board of Directors for the designated term of office set forth below:

Jason C. Coppens	1 year term expiring June 30, 2014
Michael T. Homrich	2 year term expiring June 30, 2015
Gary VanRooyen	2 year term expiring June 30, 2015
Daniel Weingartz	3 year term expiring June 30, 2016

13. The Board of Trustees approves and authorizes the execution of a contract to charter a public school academy to the Academy and authorizes the University President or designee to issue a contract to charter a public school academy and related documents ("Contract") to the Academy, provided that, before execution of the Contract, the University President or designee affirms that all terms of the contract have been agreed upon and the Academy is able to comply with all terms and conditions of the Contract and Applicable Law. This resolution shall be incorporated in and made part of the Contract.
14. Within ten days after the Board of Trustees issues the Contract, the Director will submit the Contract to the Michigan Department of Education. Pursuant to the State School Aid Act of 1979, the Michigan Department of Education shall, within thirty days after the Contract is submitted to the Michigan Department of Education, issue a district code number to each public school academy that is authorized under the Revised School Code and is eligible to receive funding under the State School Aid Act. By approving and issuing the Contract, the Board of Trustees is not responsible for the Michigan Department of Education's issuance or non-issuance of a district code number. As a condition precedent to the Board of Trustees' issuance of the Contract, the Applicant, the Academy and the Academy's Board of Directors shall acknowledge and agree that the Board of Trustees, Grand Valley State University, its officers, employees and agents are not responsible for any action taken by the Academy in reliance upon the Michigan Department of Education's issuance of a district code number to the Academy, or for any Michigan Department of Education's decision resulting in the non-issuance of a district code number to the Academy.

IN WITNESS WHEREOF, I have hereunto signed my name as Secretary and have caused the seal of said body corporate to be hereto affixed this 6th day of May 2013.



Teri L. Losey, Secretary
Board of Trustees
Grand Valley State University

SCHEDULE 2

ARTICLES OF INCORPORATION

LARA Corporations
Online Filing System
Department of Licensing and Regulatory Affairs

Form Revision Date 07/2016

CERTIFICATE OF AMENDMENT TO THE ARTICLES OF INCORPORATION

For use by DOMESTIC NONPROFIT CORPORATION

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Certificate:

The identification number assigned by the Bureau is:

800940292

The name of the corporation is:

COVENANT SCHOOLS GRAND
RAPIDS

The Articles of Incorporation is hereby amended to read as follows:

Article I

The name of the corporation as amended, is:

COVENANT HIGH SCHOOL GRAND RAPIDS

2. The foregoing amendment to the Articles of Incorporation was duly adopted on: 06/20/2023 by the

directors at a meeting in accordance with Section 611(3) of the Act.

This document must be signed by an authorized officer or agent:

Signed this 23rd Day of June, 2023 by:

Signature	Title	Title if "Other" was selected
DOUGLAS J. MCNEIL	Authorized Agent	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

☐ Decline ☒ Accept

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the CERTIFICATE OF AMENDMENT TO THE ARTICLES OF
INCORPORATION
for

COVENANT HIGH SCHOOL GRAND RAPIDS

ID Number: 800940292

received by electronic transmission on June 23, 2023 ***, is hereby endorsed.***

Filed on June 26, 2023 ***, by the Administrator.***

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 26th day of June, 2023.

Linda Clegg

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS 03 CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU	
Date Received OCT 15 2019	AC1
	TranInfo:1 23866679-1 10/16/19 Chk#: 8013 Amt: \$20.00 ID: MCNEIL & ASSOCIATES PC This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.
Name Douglas J. McNeil	FILED OCT 30 2019 ADMINISTRATOR CORPORATIONS DIVISION EFFECTIVE DATE:
Address 250 Washington Avenue	
City Grand Haven State Michigan Zip Code 49417	

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

RESTATED ARTICLES OF INCORPORATION For use by Domestic Nonprofit Corporations

Pursuant to the provisions of the Michigan Nonprofit Corporation Act 162, Public Acts of 1982, as amended (the "Act"), being MCL 450.2101 et seq. and Part 6A of the Revised School Code (the "Code"), as amended, being Sections 380.501 to 380.507 of the Michigan Compiled Laws, the undersigned corporation executes the following Restated Articles:

1. The present name of the corporation is: Covenant House Academy Grand Rapids
2. The identification number assigned by the Bureau is: 800940292
3. All former names of the corporation are: None
4. The date of the filing of the original Articles of Incorporation was: 06/12/2013

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

ARTICLE I

The name of the corporation is: Covenant House Academy Grand Rapids.

The authorizing body for the corporation is: Grand Valley State University ("GVSU") Board of Trustees, ("Board of Trustees"), 1 Campus Drive, Allendale, Michigan 49401.

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ARTICLE II

The purposes for which the corporation is organized are:

1. Specifically, the corporation is organized for the purposes of operating as a public school academy in the State of Michigan pursuant to Part 6A of the Code, being Sections 380.501 to 380.507 of the Michigan Compiled Laws.
2. The corporation, including all activities incident to its purposes, shall at all times be conducted so as to be a governmental entity pursuant to Section 115 of the United States Internal Revenue Code ("IRC") or any successor law. Notwithstanding any other provision of these Restated Articles, the corporation shall not carry on any other activity not permitted to be carried on by a governmental instrumentality exempt from federal income tax under Section 115 of the IRC or by a nonprofit corporation organized under the laws of the State of Michigan and subject to a Contract authorized under the Code.

ARTICLE III

1. The corporation is organized upon a Nonstock basis.
2. a. If organized on a nonstock basis, the description and value of its real property assets are: (if none, insert "none")

Real Property: none

-
- b. The description and value of its personal property assets are: (if none, insert "none")

Personal Property: none

-
-
- c. The corporation is to be financed under the following general plan:
 - i. State school aid payments received pursuant to the State School Aid Act of 1979 or any successor law.
 - ii. Federal funds.
 - iii. Donations
 - iv. Fees and charges permitted to be charged by public school academies.
 - v. Other funds lawfully received.
- d. The corporation is organized on a Directorship basis.

ARTICLE IV

1. The name of the resident agent at the registered office:

Douglas J. McNeil

2. The address of the registered office is:

250 Washington Avenue Grand Haven, Michigan 49417
(Street Address) (City) (ZIP Code)

3. The mailing address of the registered office, if different than above:

250 Washington Avenue Grand Haven, Michigan 49417
(Street Address) (City) (ZIP Code)

ARTICLE V

The name and address of the incorporator is as follows:

Name	Residence or Business Address
<u>Daniel Weingartz</u>	<u>46061 Van Dyke, Utica, MI 48317</u>

ARTICLE VI

The corporation is a governmental entity.

ARTICLE VII

Before execution of a contract to charter a public school academy between the Academy Board and the Board of Trustees, the method of selection, length of term, and the number of members of the Academy Board shall be approved by a resolution of the Board of Trustees as required by the Code.

The members of the Academy Board shall be selected by the following method:

1. Method of Selection and Appointment of Academy Board Members:

- a. Initial Academy Board Member Nominations and Appointments: As part of the public school academy application, the public school academy applicant shall propose to the Director of the University Charter Schools Office ("Director"), the names of proposed individuals to serve on the initial board of directors of the

proposed public school academy. When the Director recommends an initial contract for approval to the Board of Trustees, he/she shall include recommendations for initial Academy Board members. These recommendations may, but are not required to, include individuals proposed by the public school academy applicant. To be considered for appointment, the nominees must have completed the required board member candidate application materials, including at least (i) the Academy Board Member Questionnaire prescribed by the University Charter Schools Office; and (ii) the Criminal Background Check Report prescribed by the University Charter Schools Office.

- b. Subsequent Academy Board Member Nominations and Appointments: Except as provided in paragraph (2) below, the Academy Board may nominate individuals for subsequent Academy Board of Director positions. As part of the appointment process, the Academy Board may submit to the Director: (i) the name of the nominee; (ii) the board member candidate application materials identified in paragraph (a) above; and (iii) a copy of the Academy Board nominating resolution. The Director may or may not recommend the proposed nominee submitted by the Academy Board. If the Director does not recommend a nominee submitted by the Academy Board, the Director shall select a nominee and forward that recommendation to the Board of Trustees for appointment. The Board of Trustees shall have the sole and exclusive right to appoint members to the Academy Board.
 - c. Exigent Appointments: When the Director determines an “exigent condition” exists which requires him/her to make an appointment to a public school academy’s board of directors, the Director, with University President approval, may immediately appoint a person to serve as a public school academy board member for the time specified, but not longer than the next meeting held by the Board of Trustees when a regular appointment may be made by the Board of Trustees. The Director shall make the appointment in writing and notify the public school academy’s board of directors of the appointment. Exigent conditions include, but are not limited to when an Academy Board seat is vacant, when a Academy Board cannot reach a quorum, when the Board of Trustees determines that an Academy Board member’s service is no longer required, when an Academy Board member is removed, when an Academy Board fails to fill a vacancy, or other reasons which would prohibit the Academy Board from taking action without such an appointment.
2. Qualifications of Academy Board Members: To be qualified to serve on the Academy Board, a person shall: (a) be a citizen of the United States; (b) reside in the State of Michigan; (c) submit all materials requested by the GVSU Charter Schools Office including, but not limited to, a GVSU Academy Board Member Questionnaire and a release for criminal history background check; (d) not be an employee of the Academy; (e) not be a director, officer, or employee of a company or other entity that contracts with the Academy; and (f) not be an employee or representative of GVSU or be a member of the Board of Trustees.

3. Oath /Acceptance of Office / Voting Rights: Following appointment by the Board of Trustees, Academy Board Appointees may begin their legal duties, including the right to vote, after they have signed an Acceptance of Public Office form and taken the Oath or Affirmation of Public Office administered by a member of the Academy Board, other public official or notary public.
4. Length of Term; Removal: An appointed Academy Board member is an “at will” board member who shall serve at the pleasure of the Board of Trustees for a term of office not to exceed three (3) years. Regardless of the length of term, terms shall end on June 30 of the final year of service, unless shorter due to other provisions of this resolution. A person appointed to serve as an Academy Board member may be reappointed to serve additional terms. When an Academy Board member is appointed to complete the term of service of another Academy Board member, their service ends at the end of the previous Academy Board member’s term.

If the Board of Trustees determines that an Academy Board member’s service in office is no longer required, then the Board of Trustees may remove an Academy board member with or without cause and shall specify the date when the Academy Board member’s service ends. An Academy Board member may be removed from office by a two-thirds (2/3) vote of the Academy’s Board for cause.

5. Resignations: A member of the Academy Board may resign from office by submitting a written resignation or by notifying the Director. The resignation is effective upon receipt by the Director, unless a later date is specified in the resignation. A written notice of resignation is not required. If no such written notification is provided, then the Director shall confirm a resignation in writing. The resignation shall be effective upon the date the Director sends confirmation to the resigning Academy Board member.
6. Vacancy: An Academy Board position shall be considered vacant when an Academy Board member:
 - a. Resigns
 - b. Dies
 - c. Is removed from Office
 - d. Is convicted of a felony
 - e. Ceases to be qualified
 - f. Is incapacitated
7. Filling a Vacancy: The Academy Board may nominate and the Director shall recommend or temporarily appoint persons to fill a vacancy as outlined in the “Subsequent Appointments” and “Exigent Appointments” procedures in this resolution.
8. Number of Academy Board Member Positions: The number of member positions of the Academy Board of Directors shall be five (5), seven (7) or nine (9), as determined from time to time by the Academy Board.

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

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

A board member who is absent from a meeting of the board due to military duty may participate in the meeting virtually, and that member’s virtual presence will count towards quorum and allow the absent member to participate in and vote on business before the board.

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

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

11. Conservator; Appointment by University President: Notwithstanding any other provision of the Contract, in the event that the health, safety, and welfare of the Academy students, property, or funds are at risk, the University President, after consulting with the University Board Chairperson, may appoint a person to serve as the Conservator of the Academy. Upon appointment, the Conservator shall have all powers of a Board of Directors of a Public School Academy and act in the place and stead of the Academy Board. The University President shall appoint the conservator for a definite term, which may be extended in writing. During the appointment, the Academy Board members are suspended, and all powers of the Academy Board are suspended. All appointments made under this provision must be presented to the University Board for final determination at its next regularly scheduled meeting. During their appointment, the Conservator shall have the following powers: a) take into his or her possession all Academy property and records, including financial, board, employment, and student records; b) institute and defend board actions by or on behalf of the Academy; c) continue the business of the Academy including entering into contracts, borrowing money, and pledging, mortgaging, or otherwise encumbering the property of the Academy as security for the repayment of the loans, however, the power shall be subject to any provisions and restrictions in any existing credit documents; d) hire, fire, and discipline employees of the Academy; e) settle or compromise with any debtor or creditor of the Academy, including any taxing authority; f) review all outstanding agreements to which the Academy is a party and to take those actions which the Academy Board may have exercised to pay, extend, rescind, renegotiate, or settle such agreements as needed; and g) perform all acts necessary and appropriate to fulfill the Academy’s purposes as set forth under the Code or this Contract.

ARTICLE VIII

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

To the extent permitted by law, upon the dissolution of the corporation, the board shall after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation to the Board of Trustees for forwarding to the State School Aid Fund established under Article IX, Section 11 of the Constitution of the State of Michigan of 1963, as amended.

ARTICLE IX

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

ARTICLE X

These Restated Articles of Incorporation shall not be amended except by the process provided in the contract executed by the Academy Board and the Board of Trustees.

ARTICLE XI

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

ARTICLE XII

A volunteer director is not personally liable to the corporation or its members for money damages for any action taken or any failure to take any action as a volunteer officer, except liability for any of the following:

- (i) The amount of a financial benefit received by a director or volunteer officer to which he or she is not entitled.
- (ii) Intentional infliction of harm on the corporation, its shareholders, or members.
- (iii) A violation of Section 551 of the Michigan Nonprofit Corporation Act;

- (iv) An intentional criminal act.
- (v) A liability imposed under section 497(a).

If the corporation obtains tax exempt status under section 501(c)(3) of the internal revenue code, the corporation assumes all liability to any person other than the corporation for all acts or omissions of a volunteer director occurring on or after the filing of the Articles incurred in the good faith performance of the volunteer director's duties.

This article shall not be deemed a relinquishment or waiver of any kind of Section 7 of the Government Liability for Negligence Act, being Act No. 170, Public Acts of Michigan, 1964.

ARTICLE XIII

The corporation assumes the liability for all acts or omissions of a volunteer director, volunteer officer, or other volunteer if all of the following are met:

- (i) The volunteer was acting or reasonably believed he or she was acting within the scope of his or her authority;
- (ii) The volunteer was acting in good faith;
- (iii) The volunteer's conduct did not amount to gross negligence or willful and wanton misconduct;
- (iv) The volunteer's conduct was not an intentional tort; and
- (v) The volunteer's conduct was not a tort arising out of the ownership, maintenance or use of a motor vehicle for which tort liability may be imposed under section 3135 of the insurance code of 1956, 1956 PA 218, MCL 500.3135.

This article shall not be deemed a relinquishment or waiver of any kind of Section 7 of the Governmental Liability for Negligence Act, being Act No. 170, Public Acts of Michigan, 1964.

ARTICLE XIV

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

ARTICLE XV

The Restated Articles of Incorporation shall become effective upon filing.

However, the corporation shall not carry out the purposes set forth in Article II unless/or until the Board of Trustees issues to the Academy Board a contract to operate as a public school academy, and the contract is executed by both the Academy Board and the Board of Trustees.

The undersigned hereby certifies that these Restated Articles of Incorporation were adopted by the unanimous consent of all the Directors of the Academy Board, at a properly noticed public meeting at which a quorum of the Directors was present on the 18th day of June 2019, in accordance with Section 641 of the Act.

Signed this 7 day of October 2019.

A handwritten signature in cursive script, reading "Jason Coppens", is written over a horizontal line.

Jason C. Coppens

Academy Board President

CONTRACT SCHEDULE 3

BY LAWS

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BYLAWS
OF
COVENANT HIGH SCHOOL GRAND RAPIDS

ARTICLE I
COVENANT HIGH SCHOOL GRAND RAPIDS

This organization shall be called Covenant High School Grand Rapids (The “Academy” or the “corporation”).

ARTICLE II
FORM OF ACADEMY

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

ARTICLE III
OFFICES

Section 1. Principal Office. The principal office of the Academy shall be 250 Washington Avenue, Grand Haven, Michigan 49417. The registered agent is Douglas J. McNeil. It must be located in the state of Michigan, and be the business office of the registered agent, as required by the Michigan Nonprofit Corporation Act.

ARTICLE IV
BOARD OF DIRECTORS

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

Section 2. Method of Selection and Appointment. Nomination and appointment to the Academy Board shall be handled in the following manner:

1. Method of Selection and Appointment of Academy Board Members:

- a. Initial Academy Board Member Nominations and Appointments: As part of the public school academy application, the public school academy applicant shall propose to the Director of the University Charter Schools Office (“Director”), the names of proposed individuals to serve on the initial board of directors of the proposed public school academy. When the Director recommends an initial contract for approval to the Grand Valley State University Board of Trustees (“Board of Trustees”), he/she shall include recommendations for initial Academy Board members. These recommendations may, but are not required to, include individuals proposed by the public school academy applicant. To be considered for the appointment, the nominees must have completed the required board member Questionnaire prescribed by the University Charter Schools office; and (ii) the criminal Background Check Report prescribed by the University Charter Schools Office.
- b. Subsequent Academy Board Member Nominations and Appointments: Except as provided in paragraph (2) below, the Academy Board may nominate individuals for subsequent Academy Board of Director positions. As part of the appointment process, the Academy Board may submit to the Director: (i) the name of the nominee; (ii) the board member candidate application materials identified in paragraph (a) above; and (iii) a copy of the Academy Board nominating resolution. The Director may or may not recommend a nominee submitted by the Academy Board. If the Director does not recommend a nominee submitted by the Academy Board, the Director shall select a nominee and forward that recommendation to the Board of Trustees for appointment. The board of Trustees shall have the sole and exclusive right to appoint members to the Academy Board.
- c. Exigent Appointments: When the Director determines an “exigent condition” exists which requires him/her to make an appointment to a public school academy’s board of director, the Director, with University President approval, may immediately appoint a person to serve as a public school academy board member for the time specified, but not longer than the next meeting made by the Board of Trustees. The Director shall make the appointment in writing and notify the public school academy’s board of directors of the appointment. Exigent conditions include, but are not limited to when an Academy Board seat is vacant, determines that an Academy Board member’s service is no longer required, when an Academy Board member is removed, when an Academy Board fails to fill a vacancy, or other reasons which would prohibit the Academy Board from taking action without such an appointment.

2. Qualifications of Academy Board Members: To be qualified to serve of the Academy Board, a person shall: (a) be a citizen of the United States; (b) reside in the State of Michigan; (c) submit all materials requested by the GVSU Charter Schools Office including, but not limited to, a GVSU Academy Board Member Questionnaire and a release for criminal history background check; (d) not be an employee of the Academy; (e) not be a director, officer, or employee of a company or other entity that contracts with the Academy; and (f) not be an employee or representative of GVSU or be a member of the Board of Trustees.
3. Oath / Acceptance of Office / Voting Rights: Following appointment by the Board of Trustees, Academy Board Appointees may begin their legal duties, including the right to vote, after they have signed an Acceptance of Public Office form and taken the Oath or Affirmation of Public Office administered by a member of the Academy Board, other public official or notary public.
4. Length of Term; Removal: An appointed Academy Board member is an “at will” board member who shall serve at the pleasure of the Board of Trustees for a term of office not to exceed three (3) years. Regardless of the length of term, terms shall end on June 30 of the final year of service, unless shorter due to other provisions of this resolution. A person appointed to serve as an Academy Board member may be reappointed to serve additional terms. When an Academy Board member is appointed to complete the term of service of another Academy Board member, their service ends at the end of the previous Academy Board member’s term.

If the Board of Trustees determines that an Academy Board member’s service in office is no longer required, then the Board of Trustees may remove an Academy Board member with or without cause and shall specify the date when the Academy Board member’s service ends. An Academy Board member may be removed from the office by a two-thirds (2/3) vote of the Academy’s Board for cause.
5. Resignations: A member of the Academy Board may resign from office by submitting a written resignation or by notifying the Director. The resignation is effective upon receipt by the Director, unless a later date is specified in the resignation. A written notice of resignation is not required. If no such written notification is provided, then the Director shall confirm a resignation in writing. The resignation shall be effective upon the date the Director sends confirmation to the resigning Academy Board member.
6. Vacancy: An Academy Board position shall be considered vacant when an Academy Board member:
 - a. Resigns
 - b. Dies
 - c. Is removed from Office
 - d. Is convicted of a felony
 - e. Ceases to be qualified
 - f. Is incapacitated

7. Filling a Vacancy: The Academy Board may nominate and the Director shall recommend or temporarily appoint persons to fill a vacancy as outlined in the “Subsequent Appointments” and “Exigent Appointments” procedures in this resolution.
8. Number of Academy Board Member Positions: The number of member positions of the Academy Board of Directors shall be five (5), seven (7), or nine (9), as determined from time to time by the Academy Board.
9. Quorum: In order to legally transact business, the Academy Board shall have a quorum physically present at a duly called meeting of the Academy Board. A “quorum” shall be defined as follows:

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

A board member who is absent from a meeting of the board due to military duty may participate in the meeting virtually, and that member’s virtual presence will count towards quorum and allow the absent member to participate in and vote on business before the board.

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

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

Section 3. Conservator; Appointment by University President. Notwithstanding any other provision of the Contract, in the event that the health, safety, and welfare of the Academy students, property, or funds are at risk, the University President, after consulting with the University Board Chairperson, may appoint a person to serve as the Conservator of the Academy. Upon appointment, the Conservator shall have all powers of a Board of Directors of a Public School Academy and act in the place and stead of the Academy Board. The University President shall appoint the conservator for a definite term, which may be extended in writing. During the appointment, the Academy Board members are suspended and all powers of the Academy Board are suspended. All appointments made under this provision must be presented to the University Board for final determination at its next regularly scheduled meeting. During their appointment, the Conservator shall have the following powers: a) take into his or her possession all Academy property and records, including financial, board, employment, and student records; b) institute and defend board actions by or on behalf of the Academy; c) continue the business of

the Academy including entering into contracts, borrowing money, and pledging, mortgaging, or otherwise encumbering the property of the Academy as security for the repayment of the loans, however, the power shall be subject to any provisions and restrictions in any existing credit documents; d) hire, fire, and discipline employees of the Academy; e) settle or compromise with any debtor or creditor of the Academy, including any taxing authority; f) review all outstanding agreements to which the Academy is a party and to take those actions which the Academy Board may have exercised to pay, extend, rescind, renegotiate, or settle such agreements as needed; and g) perform all acts necessary and appropriate to fulfill the Academy's purposes as set forth under the Code or this Contract.

Section 4. Compensation. By resolution of the Academy Board, Directors may be paid their expenses, if any, of attendance at each meeting of the Academy Board, subject to the statutes regarding Contracts of Public Servants with Public Entities, Act No. 317 of the Public Acts of 1968, being Sections 15.321 to 15.330 of the Michigan Compiled Laws and the Standards of Conduct for Public Officers and Employees, Act No. 196 of the Public Acts of 1973, being Sections 15.341 to 15.348 of the Michigan Compiled Laws, and the statute concerning Incompatible Public Offices, Act No. 566 of the Public Acts of 1978, being Sections 15.181 to 15.185 of the Michigan Compiled Laws.

ARTICLE V

MEETINGS

Section 1. Annual and Regular Meetings. The Academy Board shall hold an annual meeting each year. The meeting shall be held at such time and place as the Academy Board of Directors shall from time to time determine. The Academy Board may also provide, by resolution, the time and place, within the state of Michigan, for the holding of additional regular meetings. The Academy shall provide notice of all regular meetings as required by the Open Meetings Act.

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

Section 3. Notice; Waiver. The Academy Board must comply with the notice provisions of the Open Meetings Act. In addition, notice of any meeting shall be given to each Director stating the time and place of the meeting, delivered personally or mailed or sent by facsimile to each Director at the Director's business address. Any Director may waive notice of any meeting by written statement, or telecopy sent by the Director, signed before or after the holding of the meeting. The attendance of a Director at a meeting constitutes a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 4. Open Meetings Act. All meetings of the Academy Board, shall at all times be in compliance with the Open Meetings Act.

Section 5. Presumption of Assent. A director of the Academy Board who is present at a meeting of the Academy Board at which action on any corporate matters is taken shall be presumed to have assented to the action taken unless that Director's dissent shall be entered in the minutes of the meeting or unless that Director shall file a written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the corporation immediately after the adjournment of the meeting. This right to dissent shall not apply to a Director who voted in favor of such action.

ARTICLE VI

COMMITTEES

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

ARTICLE VII

OFFICERS OF THE BOARD

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

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

Section 3. Removal. If the Grand Valley State University Board of Trustees determines that an Academy Board member's service in office is no longer required, then the Board of Trustees may remove an Academy board member with or without cause and shall specify the date when the Academy

Board member's service ends. An Academy Board member may be removed from office by a two-thirds (2/3) vote of the Academy's Board for cause.

Section 4. Vacancies. A vacancy in any office shall be filled in accordance with Article IV, Section 2.

Section 5. President. The President of the Academy shall be a member of the Academy Board. The President of the corporation shall preside at all meetings of the Academy Board. If there is not a President, or if the President is absent, then the Vice-President shall preside. If the Vice-President is absent, then a temporary chair, chosen by the members of the Academy Board attending the meeting shall preside. The president shall be an ex-officio member of all standing committees and may be designated Chairperson of those committees by the Academy Board. The President shall, in general, perform all duties incident to the office of President of the Board as may be prescribed by the Board from time to time.

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

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

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

Section 9. Assistants and Acting Officers. The Assistants to the officers, if any, selected by the Academy Board, shall perform such duties and have such authority as shall from time to time be delegated or assigned to them by the Secretary or Treasurer or by the Academy Board. The Academy

Directors shall have the power to appoint any person to perform the duties of an officer whenever for any reason it is impractical for such officer to act personally. Such acting officer so appointed shall have the powers of and be subject to all restrictions upon the officer to whose office the acting officer is so appointed except as the Academy Board may by resolution otherwise determine.

Section 10. Salaries. Officers shall not receive a salary unless the salary has been specifically approved by the Academy Board, subject to the statute concerning Incompatible Public Offices, Act No. 566 of the Public Acts of 1978, being sections 15.181 to 15.185 of the Michigan Compiled Laws. Officers of the corporation who are Directors of the corporation may not be compensated for their services. They may, however, receive traveling and other expenses.

Section 11. Filling More Than One Office. Subject to the statute concerning Incompatible Public Offices, Act No. 566 of the Public Acts of 1978, being Sections 15.181 to 15.185 of the Michigan Compiled Laws, any two offices of the corporation except those of President and Vice-President may be held by the same person, but no officer shall execute, acknowledge or verify any instrument in more than one capacity.

ARTICLE VIII

CONTRACTS, LOANS, CHECKS AND DEPOSITS; SPECIAL CORPORATE ACTS

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

Section 2. Loans. No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Academy Board. Such authority may be general or confined to specific instances. No loan or advance to, or overdraft of funds by an officer or member of the Academy Board otherwise than in the ordinary and usual course of the business of the corporation, and on the ordinary and usual course of the business or security, shall be made or permitted. No loan entered into, by or on behalf of the Academy Board, shall in any way be considered a debt or obligation of Grand Valley State University or impose any liability on Grand Valley State University, its trustees, officers, employees, or agents.

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

Section 4. Deposits. All funds of the corporation not otherwise employed shall be deposited within three (3) business days after the receipt of the funds by the corporation in such banks, trust companies or other depositories as the Academy Board may select, provided that such financial institution is eligible to be a depository of surplus funds under section 1221 of the Revised School Code, being Section 380.1221 of the Michigan Compiled Laws.

Section 5. Voting of Securities Owned by this Corporation. Subject always to the specific directions of the Academy Board, any shares or other securities issued by another corporation and owned or controlled by this corporation may be voted at any meeting of security holders of such other corporation by the President of this corporation or by proxy appointed by Treasurer of this corporation or by proxy appointed by the Secretary or Treasurer. Such proxy or consent in respect to any shares or other securities issued by any other corporation and owned by this corporation shall be executed in the name of this corporation by the President, the Secretary or the Treasurer of this corporation without necessity of any authorization by the Academy Board, affixation of corporate seal or countersignature or attestation by another officer. Any person or persons designated in the manner above stated as the proxy or proxies of this corporation shall have full right, power, and authority to vote the shares or other securities issued by such other corporation and owned by this corporation the same as such shares or other securities might be voted by this corporation.

Section 6. Contracts Between Corporation and Related Persons. As required by Applicable Law, any Director, officer or employee of the Academy, who enters into a contract with the Academy, that meets the definition of contract under the statute on Contracts of Public Servants with Public Entities, Act No. 317 of the Public Acts of 1968, being sections 15.321 to 15.330 of the Michigan Compiled Laws, shall comply with the public disclosure requirement set forth in Section 3 of the statute.

ARTICLE IX

INDEMNIFICATION

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

the preceding sentence. The corporation may, to the extent authorized from time to time by the Board, grant rights to indemnification to any employee or agent of the corporation to the fullest extent provided under the laws of the State of Michigan as they may be in effect from time to time.

ARTICLE X

FISCAL YEAR, BUDGET AND UNIFORM BUDGETING AND ACCOUNTING

Section 1. Fiscal Year, Budget and Uniform Budgeting and Accounting. The fiscal year of the corporation shall begin on the first day of July in each year. The Board of Directors, subject to the oversight responsibilities of the University Board, shall have exclusive control of the budget. The board shall prepare and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, being Act 2 of the public laws of Michigan of 1968, as amended.

ARTICLE XI

SEAL

The Academy Board may provide a corporate seal, which shall be circular in form and shall have inscribed thereon the name of the corporation, the State of Michigan and the words “Corporate Seal” and “Public School Academy.”

ARTICLE XII

AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by obtaining the affirmative vote of a majority of the Academy Board at any regular or special meeting of the Academy Board, if a notice setting forth the terms of the proposal has been given in accordance with the notice requirements for the special meetings. Upon arrival, the Academy Board shall forward the amendment to the University Charter Schools Office. The amendment shall be automatically incorporated into Schedule 3 of the Contract upon receipt of the amendment by the University Charter Schools Office. The Academy Board is encouraged to submit proposed Bylaw changes to the Charter Schools Office, for review and comment, prior to adoption. If at any time the University identifies a provision in the Academy Board’s

Bylaws that violates or conflicts with applicable law or the Contract, it shall notify the Academy Board in writing and the Academy Board shall remedy the identified provision to be in concert with applicable law and the Contract.

CERTIFICATION

The Board certifies that these Bylaws were adopted as and for the Bylaws of a Michigan corporation in an open and public meeting, by the Academy Board on the 17 day of June 2025



Board Secretary

SCHEDULE 4

FISCAL AGENT AGREEMENT

SCHEDULE 4

FISCAL AGENT AGREEMENT

This Agreement is part of the Contract issued by the Grand Valley State University Board of Trustees ("University Board"), an authorizing body as defined by the Revised School Code, as amended (the "Code"), to Covenant High School Grand Rapids ("Academy"), a public school academy.

Preliminary Recitals

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

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

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

ARTICLE I

DEFINITIONS AND INTERPRETATIONS

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

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

"Agreement" means this Fiscal Agent Agreement.

"Fiscal Agent" means the University Board or an officer or employee of Grand Valley State University as designated by the University Board.

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

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

"State" means the State of Michigan.

"State Treasurer" means the office responsible for issuing funds to urban high school academies for State School Aid Payments pursuant to the School Aid Act of 1979, as amended.

Section 1.02. Fiscal Agent Agreement Incorporated into Contract; Use of Contract Definitions. This Fiscal Agent Agreement shall be incorporated into and is part of the Contract issued by the University Board to the Academy. Terms defined in the Contract shall have the same meaning in this Agreement.

ARTICLE II

FISCAL AGENT DUTIES

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

Section 2.02. Transfer to Academy. Except as provided in the Contract, the Fiscal Agent shall transfer all State School Aid Payments and all Other Funds received on behalf of the Academy to the Academy within three (3) business days of receipt or as otherwise required by the provisions of the State School Aid Act of 1979 or applicable State Board rules. The State School Aid Payments and all Other Funds shall be transferred into the Account designated by a resolution of the Board of Directors of the Academy and by a method of transfer acceptable to the Fiscal Agent.

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

Section 2.04. Academy Board Requests for Direct Intercept of State School Aid Payments. If the Academy Board directs that a portion of its State School Aid Payments be forwarded by the Fiscal Agent to a third party account for the payment of Academy debts and liabilities, the Academy shall submit to the University Charter Schools Office: (i) a copy of the Academy Board's resolution authorizing the direct intercept of State School Aid Payments; and (ii) a copy of a State School Aid Payment Agreement and Direction document that is in a form and manner acceptable

to the Fiscal Agent. No State Aid Payment Agreement and Direction document shall be effective until it is acknowledged by the University President.

ARTICLE III

STATE DUTIES

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

Section 3.02. Method of Payment. Each State School Aid Payment for the Academy will be made to the Fiscal Agent by the State Treasurer by issuing a warrant and delivering the warrant to the Fiscal Agent by electronic funds transfer into an account specified by the Fiscal Agent, or by such other means deemed acceptable to the Fiscal Agent. The State shall make State School Aid Payments at the times specified in the State School Aid Act of 1979, as amended.

ARTICLE IV

ACADEMY DUTIES

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

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

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

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

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

ARTICLE V

RECORDS AND REPORTS

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

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

ARTICLE VI

CONCERNING THE FISCAL AGENT

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


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

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

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

Acknowledgment of Receipt

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

BY: 

David Boyne, Director
State Finance Division
Michigan Department of Treasury

Date: May 5, 2025

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SCHEDULE 5

MASTER CALENDAR OF REPORTING REQUIREMENTS



**Public School Academy / School of Excellence
Master Calendar of Reporting Requirements
July 1, 2025 – June 30, 2026**

DUE DATE	REPORT DESCRIPTION	SUBMIT TO:
July 1	Board Adopted 2025-2026 School Calendar/School Day Schedule.	CSO
July 1	Board adopted Annual Calendar of Regularly Scheduled Meetings for 2025-2026.	CSO
July 1	Board Adopted Annual Operating Budget for the General Fund and School Service Fund for 2025-2026.	CSO
July 1	Budgeted Enrollment Number for 2025-2026.	CSO
July 15	Alternative Education Data Collection – final data for 24-25 school year, if applicable.	CSO
August 1	Annual Designations – Board Resolutions for appointment of Freedom of Information Act Coordinator, Legal Counsel, School Safety Liaison, and Chief Administrative Officer for 2025-2026.	CSO
August 18	Authorizer Report: ESPs and Owner of Academy Property.	
August 28	4 th Quarter Financial Statements – quarter ending 06/30.	CSO
August 28	Hylant Insurance Policy Submission.	CSO
September 5	GVSU Check Directions (Where do we send checks for the 25-26 FY?)	CSO
September 5	Board approved Student Handbook 2025-2026.	CSO
September 5	Board adopted Employee Handbook 2025-2026.	CSO
September 5	Copy of School Improvement Plan covering 2025-2026 academic year.	CSO
September 5	School Contacts Update Certification.	CSO
September 12	Updated Waitlist Number for 2025-2026.	CSO
October 3	Staff Roster (GVSU Format).	CSO
October 3	Annual Nonprofit Corporation Information Update for 2025.	CSO
October 3	Unofficial Count Day Submission.	CSO
October 10	National Student Clearinghouse information-high schools only (see Epicenter task).	CSO
November 1	New Task: Per Public Act 214 of 2024 certification; list average salaries for new teachers, veteran teachers, and support staff on the academy website.	CSO
November 1	Audited Financial Statements for fiscal year ending June 30, 2025. (See MDE Website, https://www.michigan.gov/mde , for MDE due date).	CSO
November 1	Management Letter (comments and recommendations from independent financial auditor) for fiscal year ending June 30, 2025, if issued. If a	CSO

DUE DATE	REPORT DESCRIPTION	SUBMIT TO:
	management letter is not issued, a letter from the Academy stating a management letter was not issued is required to be submitted.	
November 1	Annual A-133 Single Audit for year ending June 30, 2025, is required if over \$750K in federal funds were expended. If a single audit is not necessary, a letter stating as such is required to be submitted.	CSO
November 3	1 st Quarter Financial Statements – quarter ending 09/30.	CSO
November 17	Alternative Education Data Collection, if applicable.	CSO
December 1	Transparency Page Update Certification.	CSO
January 9	Staff Roster (GVSU Format).	CSO
January 9	School Contacts Update Certification.	CSO
January 9	Emergency Operations Plan.	CSO
January 30	2 nd Quarter Financial Statements – quarter ending 12/31.	CSO
January 30	Board Member Annual Conflict of Interest.	CSO
January 30	Schedule 6 Certification. See task for more detail.	CSO
February 13	Annual Education Report. The deadline changes for this each year. Please be sure to check mischooldata.org for the updated templates or find them in the Epicenter Task.	CSO
April 13	Ensuring Access to Federal Funds-Significant Expansion Notice	CSO
April 30	3 rd Quarter Financial Statements – quarter ending 03/31.	CSO
May 15	Notice of Open Enrollment & Lottery Process or Open Enrollment & Lottery Process Board Policy for 2026-2027.	CSO
May 15	Offered Seat Schedule per Grade for 2026-2027.	CSO
May 15	Waitlist for 2026-2027.	CSO
June 2	Certificate of Boiler Inspection covering 2025-2026.	CSO
June 2	NWEA Counts for next academic year.	CSO
June 12	Copy of Notice of Public Hearing for Annual Operating Budget for 2026-2027. Must be published in newspaper of general circulation for at least 6 days before the hearing.	CSO
June 26	2025-2026 Log of emergency drills, including date, time, and results. See Epicenter Task for template.	CSO
June 26	Board adopted Letter of Engagement for year ending June 30, 2026, for an independent financial audit.	CSO
June 26	2024-2025 Annual Operating Budget – Final Amendment	CSO
June 26	Food service license expiring in 2026.	CSO
June 26	Scholarship Dollars awarded to graduating seniors (High Schools Only).	CSO
June 26	Total number of graduates (High Schools Only).	CSO

Ongoing Reporting Requirements

July 1, 2025 – June 30, 2026

The following documents do not have a set calendar date; however, they require submission within a certain number of days from board action or other occurrence.

DUE DATE	REPORT DESCRIPTION	SUBMIT TO:
Date notice is posted	Academy Board Meeting Record of Postings – cancellations, changes, special meetings, emergency etc. Must include time and date of actual posting. <i>Meeting schedule should be available on academy website.</i>	CSO
7 days prior to meeting	Board packet- including Agenda and all attachments. <i>Agenda should be available on academy website.</i>	CSO
14 days after Board meeting	Draft Academy Board Meeting Minutes and Resolutions of regular, special & emergency board meetings.	CSO
14 days after Board approval	Approved Academy Board Meeting Minutes and Resolutions of regular, special & emergency board meetings. <i>Minutes should be available on academy website.</i>	CSO
30 business days after board approval	Board Adopted Annual Operating Budget for 2025-2026 including Salary/Compensation Transparency Reporting to be available on school website per the State School Aid Act as amended.	No submission needed.
14 days after Board approval	Oath of Office and written acceptance for each Board Member.	CSO
Prior to approval by GVSU Board of Trustees	Verification of Citizenship and Michigan Residency.	CSO
10 business days after Board approval	Board adopted <i>Amended</i> Budget and General Appropriations Resolution available on school website per the State School Aid Act.	CSO
10 days of receipt	Correspondence received from the Michigan Department/State Board of Education and the Intermediate School District requiring a formal response.	CSO
10 days of receipt	Correspondence received from the Health Department requiring a formal response.	CSO
10 days of receipt	Written notice of litigation or formal proceedings involving the Academy.	CSO
30 days prior to board execution	Board proposed draft Educational Management Company Agreements or Amendments thereto.	CSO
5 business days of receipt	Request and Responses to Freedom of Information Requests.	CSO

Original/Subsequent Board Policy Reporting Requirements

July 1, 2025 – June 30, 2026

The following documents do not have a set calendar date; however, they require an original submission and subsequent submission if Board action is taken making amendments/changes.

REPORT DESCRIPTION	SUBMIT TO:
Articles of Incorporation. Must have GVSU Board approval before modifying.	CSO
Board of Director Bylaws.	CSO
Educational Service Provider Agreements/Amendments.	CSO
Academy's Educational Goals.	CSO
Office of Fire Safety (OFS-40) – original occupancy permit and permits for renovations/additions, etc.	CSO
Lease, Deed of Premises, or Rental Agreement and subsequent amendments (includes modular units).	CSO
Curriculum including any additions/deletions.	CSO
Asbestos Hazardous Emergency Response Act (AHERA) Management Plan. Visit https://www.michigan.gov/asbestos for Michigan's model management plan. A copy of the "acceptance" letter sent by MIOSHA is also required.	CSO
Communicable Disease Curriculum (including minutes of board approval).	CSO
Job Descriptions for all employee groups.	CSO
REQUIRED BOARD POLICIES <i>(this is not an all-inclusive list; additional policies may be required; requirement can be satisfied by providing a website link to all board approved policies)</i>	SUBMIT TO:
Board adopted Purchasing Policy (date of approval or revision). Reference: MCL 380.1267, MCL 380.1274	CSO
Use of Medications Policy (date of approval or revision). Reference: MCL 380.1178, 380.1178a, 380.1179	CSO
Harassment of Staff or Applicant Policy (date of approval or revision). Harassment of Students Policy (date of approval or revision) Reference: MCL 380.1300a	CSO
Search and Seizure Policy (date of approval or revision). Reference: MCL 380.1306	CSO
Emergency Removal, Suspension and Expulsion of Students Policy (date of approval or revision). Reference: MCL 380.1309; MCL 380.1312(8)&(9); MCL 37.1402	CSO
Parent/Guardian Review of Instructional Materials & Observation of Instructional Activity Policy (date of approval or revision). Reference: MCL 380.1137	CSO
Board Member Reimbursement of Expenses Policy (date of approval or revision). Reference: MCL 380.1254; MCL 388.1764b	CSO
Equal Access for Non-School Sponsored Student Clubs and Activities Policy (date of approval or revision). Reference: MCL 380.1299	CSO
Electronic or Wireless Communication Devices Policy (date of approval or revision).	CSO
Preparedness for Toxic Hazard and Asbestos Hazard Policy (date of approval or revision). Reference: MCL 324.8316, 380.1256	CSO

Nondiscrimination and Access to Equal Educational Opportunity Policy (date of approval or revision). Including, but not limited to, Michigan Constitution, Article I, §26, Elliott-Larsen Civil Rights Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Age Discrimination Act of 1975.	CSO
Academy Deposit Policy (date of approval or revision). PA 105 of 1855, being MCL 21.146, Section 11.10 of the Charter Contract	CSO
Parental Involvement Policy (date of approval or revision). Reference: MCL 380.1294	CSO
Wellness Policy (date of approval or revision). Reference: 42 USC §§ 1751, 1758, 1766; 42 USC § 1773	CSO
Corporal Punishment Policy (date of approval or revision). Reference: MCL 380.1312(8)&(9);	CSO
Anti-Bullying Policy (Matt's Safe School Law) (date of approval or revision). Reference: MCL 380.1310b	CSO
Cardiac Emergency Response Plan (date of approval or revision). Reference: MCL 29.19	CSO
Emergency Operations Plan (date of approval or revision). Reference: MCL 380.1308b	CSO
Data Breach Response Plan (date of approval or revision). The Academy Board shall design and implement a comprehensive data breach response plan that is made available to Academy personnel and Educational Service Providers.	CSO

Calendar of Additional Reporting Requirements and Critical Dates July 1, 2025 – June 30, 2026

The following reports Academies must submit to the local ISD, MDE, CEPI and other organizations throughout the year.

DUE DATE	REPORT DESCRIPTION	SUBMIT TO:
July	2024-2025 31a Funds Report Due.	NexSys
July/August	Consolidated Applications for Federal Title Funds Due (allocation amounts posted to MDE's website in early May).	NexSys
1 st Wednesday of October	Student Count Day for State Aid FTE (90% of state funding).	No submission required.
September	SE-4094 Special Education Transportation Report from 2024-25 (Contact ISD for due date).	FID
September	SE-4096 Special Ed Actual Cost Report (Contact ISD for due date).	FID
September	*Special Education Findings–Sept. Strand Report for: B-1, B-2, B-9, B-10, and B-13. Data review and complete corrective actions if required.	Catamaran
September	Eye Protection Certificate (#4527 Certification of Eye Protective Devices, if applicable).	NexSys
September	Certification of Constitutionally Protected Prayer.	NexSys
October 1 – October 31 (as scheduled)	Teacher Certification/Criminal Background Check/Unprofessional Conduct. This is an onsite review scheduled and conducted by Quality Performance Resource Group. No submission required.	No submission needed.

DUE DATE	REPORT DESCRIPTION	SUBMIT TO:
November 1	Deadline for Immunization Records Report – IP100. (Contact Health Dept. for due date).	Local Health Dept.
November 1	Deadline for electronic submission to the Financial Information Database. State aid will be withheld if the submission is not successful.	FID
November	Deadline for MSDS FTE Count Certification.	CEPI
December 1	Registry of Educational Personnel (REP) Fall Submission.	REP
November/ December	Special Education Count on MI-CIS. Special education data must be current and updated in the Michigan Compliance and Information System (MI-CIS). This information is used to determine funding for next year (Contact local ISD for due date).	ISD
December 30	Municipal Finance Qualifying Statement, if applicable (online submission).	MI Dept. of Treasury
January	*Special Education Findings – January Strand Report for: B-11, B-12. Data review and complete corrective actions if required.	Catamaran
January	Special Education Excess Cost Report (Contact ISD for due date).	Catamaran
February 1	Deadline for Immunization Record Report–IP100 (Contact Health Dept. for due date). A financial penalty of 5% of a school’s state aid allocation can be assessed if the immunization rate is not at 90% or above.	Local Health Dept.
2 nd Wednesday of February	Supplemental Student Count for State Aid FTE (10% of state funding for next fiscal year).	No submission required.
March	FS-4731-C – Count of Membership Pupils eligible for free/reduced breakfast, lunch, or milk (official date TBD).	MDE
March	Deadline for MSDS FTE Count Certification.	ISD, CEPI
March	Special Education: Maintenance of Effort (MOE) Eligibility Test.	Catamaran
March 1 – March 31 (as scheduled)	Teacher Certification/Criminal Background Check/Unprofessional Conduct. This is an onsite review scheduled and conducted by Quality Performance Resource Group. No submission required.	No submission required.
May	*Special Education Findings–May Strand Report for: B-3, B-4, B-5, B-6, and B-13. Data review/completion of corrective actions as required.	Catamaran
June	Final year-end certification due (MSDS).	ISD, CEPI
June	School Infrastructure Database (SID).	CEPI
June	4107 – Bus inventory	CEPI (online)
June 30	Registry of Educational Personnel (REP) Submission.	REP

*Monthly special education compliance updates, all special education complaints, and the annual Maintenance of Effort (MOE) Eligibility Test and corrective measures are communicated and submitted through Catamaran. Regular monthly (or more frequently) review of special education information is recommended to assure compliance with state reporting requirements. Catamaran can be accessed at: <https://training.catamaran.partners/>. Timelines and Due Dates are located on bottom left side of the screen under *Deadlines*. User account and login information is located at: <https://catamaran.partners/Login.aspx?APPTHEME=MICIMS&ReturnURL=/>

*** The CSO may amend this document from time-to-time at its discretion.

SCHEDULE 6

**INFORMATION TO BE PROVIDED BY ACADEMY AND EDUCATIONAL
MANAGEMENT COMPANY**

SCHEDULE 6

INFORMATION TO BE PROVIDED BY ACADEMY AND EDUCATIONAL MANAGEMENT COMPANY

A. The following described categories of information are specifically included within those to be made available to the public and the University Charter Schools Office by the Academy in accordance with Section 11.17(a). Information to be Provided by the Academy, of the Terms and Conditions:

1. Copy of the Contract
2. Copies of the executed Constitutional Oath of public office form for each serving Director
3. List of currently serving Directors with name, address, and term of office
4. Copy of the Academy Board 's meeting calendar
5. Copy of public notice for all Academy Board meetings
6. Copy of Academy Board meeting agendas
7. Copy of Academy Board meeting minutes
8. Copy of Academy Board approved budget and amendments to the budget
9. List of bills paid for amounts of \$10,000.00 or more as submitted to the Academy Board
10. Copy of the quarterly financial reports submitted to the University Charter Schools Office
11. Copy of curriculum and other educational materials given to the University Charter Schools Office
12. Copy of School improvement plan (if required)
13. Copies of facility leases, mortgages, modular leases and/or deeds
14. Copies of equipment leases
15. Proof of ownership for Academy owned vehicles and portable buildings
16. Copy of Academy Board approved management contract with Educational Service Provider
17. Copy of Academy Board approved services contract(s)
18. Office of Fire Safety certificate of occupancy for all Academy facilities
19. MDE letter of continuous use (if required)
20. Local County Health Department food service permit (if required)

21. Asbestos inspection report and asbestos management plan (if required)
22. Boiler inspection certificate and lead based paint survey (if required)
23. Phase 1 environmental report (if required)
24. List of current Academy teachers and school administrators with their individual salaries as submitted to the Registry of Educational Personnel
25. Copies of administrator and teacher certificates or permits for all current administrative and teaching staff
26. Evidence of fingerprinting, criminal back-ground and record checks and unprofessional conduct check required by the Code for all Academy teachers and administrators
27. Academy Board approved policies
28. Copy of the annual financial audit and any management letters issued to the Academy Board as part of the audit
29. Proof of insurance as required by the Contract
30. Any other information specifically required under Public Act 277 of 2011

B. The following information is specifically included within the types of information available to the Academy by the Educational Management Organization (if any) in accordance with Section 11.17(b). Information to be provided by Educational Management Company, of the Terms and Conditions:

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

C. In accordance with Section 11.13. Additional Required Provisions for Educational Service Provider Agreements, of the Terms and Conditions, the following categories must be clearly defined within each ESP agreement that the Academy is a party to:

1. Roles and responsibilities of the parties
2. Services and resources provided by the ESP
3. Fee or expense payment structure
4. Financial control, oversight, and disclosure
5. Renewal and termination of the agreement”

MANAGEMENT AGREEMENT

THIS MANAGEMENT AGREEMENT (the "Agreement"), effective as of July 1, 2025, is entered into by and between YOUTH VISION SOLUTIONS, INC., a Michigan non-profit corporation ("YOUTH SOLUTIONS"), and COVENANT HIGH SCHOOL GRAND RAPIDS, a body corporate and public school academy (the "Academy").

RECITALS

The Academy is a charter school, organized as a public school academy under Part 6A of the Michigan Revised School Code (the "Code"). The Academy has been issued a contract to charter a public-school academy by The Grand Valley State University Board of Trustees (the "Authorizer") to organize and operate a public school academy. The Academy's Charter Application and the Charter Contract between the Academy and Authorizer, and all amendments to the Charter, are collectively referred to as the "Charter."

The Academy is an alternative school serving a special student population, homeless and at-risk students, and seeks to provide educational opportunity for them to excel in life. The Academy and Youth Solutions have created and desire to maintain an enduring educational alliance, whereby the Academy and Youth Solutions will continue to work together to promote educational excellence and innovation, based on Youth Solution's school design, comprehensive educational program and management principles.

The Academy, as required by law, is governed by the Academy's Board or Directors which, subject to Michigan law and the requirements of the Charter, has the ultimate authority over the Academy. The Academy and Youth Solutions agree that no provision of this Agreement shall be construed to interfere with the Academy Board's duty to exercise its statutory, contractual and fiduciary responsibilities in governing the operation of the Academy. The parties acknowledge and agree that the Academy Board is an independent, self-governing public body which shall operate in accordance with the Charter and applicable law.

Therefore, for good and valuable consideration, the receipt of which is hereby acknowledged, it is mutually agreed as follows:

ARTICLE I CONTRACTING RELATIONSHIP

A. **Authority.** The Academy's Board of Directors (the "Board") represents that it is authorized by law to contract with a private entity and for that entity to provide educational, business, administration, and management services. Upon issuance of the Charter to the Board by the Authorizer, the Board will be vested with all powers and authority necessary to operate a charter school under the Code.

B. **Management Services.** Subject to the terms and conditions of this Agreement, the Academy hereby contracts with Youth Solutions, to the extent permitted by law, for the

provision of all labor, materials, equipment and supervision necessary for the provision of educational, business administration and management services.

C. **Charter.** This Agreement shall be subject to and comply with the terms and conditions of the Charter, the terms of which are incorporated herein by reference.

D. **Designation of Agents.** Neither Youth Solutions nor its employees, agents or representatives shall be deemed an agent or employee of the Academy solely on account of this Agreement, except as follows:

1. The Board shall by Board resolution appoint the Board Treasurer, or such other officer as determined by the Board, to serve as the chief administrative officer of the Academy (the "CAO"). The Board resolution shall designate Youth Solution's chief financial officer, or such other Youth Solutions officer or employee as is mutually agreed upon by Youth Solutions and the Academy, as the designated agent of the CAO to assist the CAO with the performance of the CAO's duties under the Uniform Budgeting and Accounting Act, MCLA 141.421 et seq. (the "Budgeting and Accounting Act") and applicable law.

2. Youth Solutions, and its respective officers, directors, employees and designated agents shall be designated by Board action as "school officials" for purposes of the Family Educational Right and Privacy Act, 20 U.S.C. §1232g et seq., 34 CFR Part 99 ("FERPA"), such that they are jointly and severally entitled to access the educational records of the Academy for all purposes related to FERPA as permitted by FERPA.

3. During the term of this Agreement, the Academy may disclose confidential data and information (as defined in Article IX of this Agreement) to Youth Solutions, and its respective officers, directors, employees and designated agents to the extent permitted by applicable law as its agent. Such data may include without limitation, the Individual with Disabilities Education Act ("IDEA"), 20 USC §1401 et seq., 34 CFR 360.610-300.626; Section 504 of the Rehabilitation Act of 1973, 29 USC §794a, 34 CFR 104.36; the Michigan Mandatory Special Education Act, MCL 380.1701 et seq.; the Americans with Disabilities Act, 42 USC §12101 et seq.; the Health Insurance Portability and Accountability Act ("HIPAA"), 42 USC 1320d-13200d-8; 45 CFR 160, 162 and 164; and social security numbers, as protected by the federal Privacy Act of 1974, 5 USC §552a; and the Michigan Social Security Number Privacy Act. MCL 445.84.

4. As otherwise expressly designated by written resolution or agreement of the Board and with consent from Youth Solutions.

E. **Status of the Parties.** The parties to this Agreement intend that the relationship between Youth Solutions and the Academy created by this Agreement is that of an independent contractor and not employer and employee. Youth Solutions shall be solely responsible for its acts and the acts of its agents, employees and subcontractors. Youth Solutions is a non-profit Michigan corporation, and is not a division, subsidiary or employee of the Academy. The Academy is a body corporate and governmental entity authorized by the Code, and is not a division, subsidiary or employee of Youth Solutions. The relationship between Youth Solutions

and the Academy is based solely on the terms of this Agreement, and the terms of any other written agreements between Youth Solutions and the Academy.

F. **No Related Parties.** Youth Solutions will not have any role or relationship with the Academy that, in effect, substantially limits the Academy's ability to exercise its rights, including cancellation rights, under this Agreement. The Academy's Board shall not include any director, officer or employee of Youth Solutions. None of the voting power of the Academy's Board will be vested in Youth Solutions or its directors, members, managers, officers, and employees, and none of the voting power of the Board of Directors of Youth Solutions will be vested in the Academy or its directors, members, managers, officers and employees (if any). Furthermore, the Academy and Youth Solutions shall not be members of the same controlled group as defined in Section 1.150-1(1) of the Internal Revenue Code of 1966, as amended, or be related persons as defined in Section 144(x)(3) of the Internal Revenue Code of 1986, as amended, Youth Solutions shall disclose in writing to the Academy any interest in property being sold or leased to the Academy.

ARTICLE II TERM

A. **Term.** This Amended Management Agreement, unless otherwise terminated pursuant to the terms hereof, shall continue until June 30, 2030.

B. **Renewal.** Commencing at a reasonable time before the end of the term defined above, the parties agree to discuss the renewal of the Agreement.

ARTICLE III OBLIGATIONS OF YOUTH SOLUTIONS

A. **Responsibility.** Youth Solutions shall be responsible and accountable to the Board for the educational, business administration and management services of the Academy in accordance with the Charter. Youth Solutions' responsibility is expressly limited by: (i) the Academy's budget which is to be submitted in proposed form by Youth Solution to the Board and approved by the Board as provided in this Agreement ("Budget"), and (ii) the availability of state and federal funding to pay for said services. Subject to Article VI(B)(3), neither Youth Solutions nor the Academy shall be allowed to expend Academy Funds on services in excess of the amount set forth in the Budget.

B. **Educational Program.** The Academy has adopted Youth Solutions' educational and academic programs and goals as set forth in the Charter (collectively the "Educational Program"). Youth Solutions, subject to the oversight of the Board, agrees to implement and administer the Educational Program. The Educational Program was developed by Youth Solutions; in the event that Youth Solutions reasonably determines that it is necessary or advisable to make material modifications to the Educational Program, Youth Solutions shall inform the Board of the proposed changes and obtain Board approval, as well as Authorizer approval if required by the terms of the Charter. The parties hereto acknowledge that an essential principle of the Educational Program is its flexibility, adaptability and capacity to

change in the interest of continuous improvement and efficiency. The Academy and Youth Solutions each agree that they are interested in results and not in inflexible prescriptions. Not less than annually, and otherwise as requested, Youth Solutions will provide the Board with a progress report detailing progress made on each of the educational goals set forth in the Educational Program.

C. **Specific Functions.** Subject to the oversight and authority of the Board as provided herein, Youth Solutions shall be responsible for implementing the Educational Program and the educational, business administration and management services of the Academy including establishment of operational practices that are consistent with Board policy. Such functions include, but are not limited to:

1. Student recruitment and student admissions.
2. Implementation and administration of the Educational Program, including, without limitation, the acquisition of instructional materials, equipment and supplies and the administration of any and all extra-curricular and co-curricular activities and programs approved by the Board and Youth Solutions and funded by the Board Spending Account as defined in Article VI(B)(3).
3. Employment of personnel working at the Academy and management of all personnel functions, as set forth in Article VII below.
4. All aspects of the Academy's business administration.
5. All aspects of the accounting operation, including general ledger management, financial reporting, payroll, employee benefits and payroll tax compliance.
6. Transportation and food service to the extent such services are authorized by the Board and to the extent Youth Solutions agrees to provide such services.
7. All aspects of the Academy's facility administration.

D. **Youth Solutions Purchases Funded By Board Spending Account.** Items purchased by Youth Solutions for the Academy and paid for by the Academy with funds from the Board's Spending Account, as defined in Article VI(B)(3), such as non-proprietary instructional and/or curriculum materials, books, supplies and equipment, shall be the property of the Academy. At the Board's request, Youth Solutions shall provide the Board on an annual basis with a listing of all assets owned by the Academy. The property of the Academy excludes items leased, financed or purchased by Youth Solutions with Youth Solutions' Fee as defined in Article VI(C). Youth Solutions agrees not to add any fees or charges to the cost of equipment, materials or supplies purchased by Youth Solutions on behalf of the Academy with funds from the Board's Spending Account.

Youth Solutions, in making such purchases for the Academy pursuant to this subparagraph D, shall comply with Section 1274 of the Code, MCL 380.1274, as if the Academy

were making such purchases itself from a third party, and shall provide the Board, upon request, with available documentation evidencing the costs associated with such purchases.

E. **Subcontracts.** Youth Solutions reserves the right to subcontract any and all aspects of all services it agrees to provide to the Academy, including, but not limited to transportation and/or food service. However, Youth Solutions shall not subcontract the management or oversight of the Educational Program, except as specifically permitted in this Agreement or with prior written approval of the Board.

F. **Place of Performance.** Youth Solutions reserves the right to perform functions other than instruction, such as purchasing, professional development, and administrative functions, off-site, unless prohibited by the Charter or applicable law.

G. **Student Recruitment.** Youth Solutions shall be responsible for the recruitment of students. Students shall be selected in accordance with the procedures set forth in the Charter and in compliance with the Code and applicable law. Marketing costs paid for out of Youth Solution's Fee shall be limited to those costs specific to the marketing of the Academy and shall not include costs for the marketing of Youth Solutions.

H. **Due Process Hearings.** Youth Solutions shall provide student due process hearings in conformity with the requirements of the Charter and applicable law regarding discipline, special education, confidentiality and access to records. Youth Solutions shall give, to the extent practicable, prior notice to the Board of due process hearings. The Board shall retain the right to provide due process as required by law.

I. **Legal Requirements.** Youth Solutions shall implement and enforce rules, regulations and procedures applicable to the Academy that are consistent with adopted Board policy and the Educational Program in accordance with the Charter and applicable law. To the extent allowable under the Charter and permitted by the Authorizer, the Board shall interpret all applicable federal, state and/or local laws, rules and regulations liberally to give Youth Solutions flexibility and freedom to implement its Educational Program.

J. **Rules and Procedures.** Youth Solutions shall recommend for approval by the Board reasonable rules, regulations, policies and procedures applicable to the Academy and is authorized and directed by the Board to enforce such rules, regulations and procedures as are adopted by the Board.

K. **School Year and School Day.** The school year and the school day schedule shall be approved by the Board as required under the Charter.

L. **Pupil Performance Standards and Evaluation.** Youth Solutions shall implement pupil performance evaluations that permit evaluation of the academic progress of each Academy student. Youth Solutions shall be responsible and accountable to the Board for the academic performance of students who are enrolled at the Academy. Youth Solutions will utilize assessment strategies required by the terms of the Charter and applicable law. The Board

and Youth Solutions will cooperate in good faith to identify academic goals and methods to assess the students' academic performance.

M. **Services to Disabled Students and Special Education.** Youth Solutions shall provide special education services to students who attend the Academy in conformity with the requirements of applicable law. Youth Solutions may subcontract as necessary and appropriate for the provision of services to students with special needs. Such services shall be provided in a manner that complies with applicable law.

N. **Contract between the Academy and Authorizer.** Youth Solutions will not act in a manner that causes or would cause the Academy to be in breach of the Charter.

O. **Unusual Events.** Youth Solutions agrees to timely notify the Board of any anticipated or known material: (i) health or safety issues, (ii) labor, employee or funding problems, or (iii) problems of any other type that could reasonably be expected to adversely affect the Academy in complying with the Academy's responsibilities under the Charter, this Agreement or applicable law.

P. **Academy Records.** The financial, educational and student records pertaining to the Academy (collectively the "Academy Records"), are property of the Academy. Except as may be prohibited or limited by the Charter or applicable law, the Academy Records shall be available to the Board and the Authorizer for their review, and are subject to inspection and copying to the same extent that records of a public school are subject to inspection and copying pursuant to applicable law. All Academy Records shall be physically or electronically available upon request at the Academy's physical facility.

Q. **Intellectual Property Rights.** "Educational Materials" shall include (without limitation) all curriculum, print and electronic textbooks, instructional materials, lesson plans, teacher guides, workbooks, tests and all other curriculum-related materials.

R. **Transparency Requirements.** Youth Services shall make the following information available to the Academy:

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

2. The information regarding the Academy's operation and management set forth on Schedule A; and

3. Any other information required by law or by the Academy's Charter to be disclosed.

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

T. **Prohibition of Identified Family Relationships.** Youth Solutions shall scrupulously observe any Academy policies related to prohibited family relationships.

The Academy will own all proprietary rights to Educational Materials that: (i) have been developed by the Academy and are owned by the Academy on the date this Agreement is entered into; (ii) are developed by the Academy and paid for out of the Board Spending Account (as defined in Article VI(B)(3)); or (iii) are developed by Youth Solutions or a third party at the direction of the Academy and paid for out of the Board Spending Account (the "Academy Materials").

Subject to subsection (iii) of the preceding paragraph, Youth Solutions shall own all proprietary rights to, and the Academy's proprietary interest shall not include, Educational Materials that were developed by Youth Solutions or copy written or similarly protected by Youth Solutions. Youth Solutions shall own all intellectual property rights, including (without limitation) copyrights in and to the Educational Program and all Educational Materials relating thereto, as well as any non-curriculum materials created or provided by Youth Solutions in connection with, or related to, the implementation of the Educational Program including, without limitation, all corrections, modifications, and derivatives thereof (collectively all of the foregoing shall be referred to as the "Youth Solutions Materials").

The parties acknowledge that to the extent the Academy Materials are derivative of Youth Solutions' Materials, the Academy's intellectual property ownership rights extend only to the new, original aspects of such works and not to any underlying or pre-existing material. Relevant Educational Materials and teaching techniques used by or at the Academy shall be subject to disclosure to the extent required under the Code and Freedom of Information Act.

Youth Solutions hereby grants to the Academy the non-exclusive, non-transferable license to use the Youth Solutions Materials in furtherance of the Educational Program during the term of this Agreement including, without limitation, the right to reproduce, publicly display, distribute, and create derivatives of same, in hard copy format, or electronically via the Academy's intranet. To the extent any part of the Academy Materials may be a derivative of Youth Solutions' Materials, the Academy shall have the non-exclusive, non-transferable right to use such Youth Solutions Materials, as same may have been previously embodied or incorporated in the Academy Materials, beyond the termination or expiration of this Agreement solely in connection with the operation of the Academy and in the ordinary course of such operations. The Academy represents and warrants that during the term of this Agreement, or following the expiration or termination of this Agreement, the Academy will not exploit, or assist any third party in exploiting, the Academy Materials or any Youth Solutions Materials for commercial purposes.

Youth Solutions hereby grants the Academy the non-exclusive, non-transferable license to use Youth Solutions' trade name and Youth Solutions' trademark(s) to promote and advertise the Academy. No other use of the Youth Solutions Trademarks is permitted without Youth Solutions' prior written permission. The Academy shall acquire no rights in the Youth Solutions Trademarks, and all goodwill of the Youth Solutions Trademarks shall inure to the benefit of and remain with Youth Solutions. Youth Solutions shall have pre-approval rights for each form and manner of public display of the Youth Solutions Trademarks.

U. **Facility.** Youth Solutions shall use reasonable efforts to secure a facility to be leased or otherwise provided to the Board on terms mutually agreeable to Youth Solutions and the Board. The facility shall comply with the requirements of the Charter and applicable law. Youth Solutions shall also use reasonable efforts to cause the facility to be furnished with equipment and technology as is reasonably necessary to implement the Educational Program.

V. **Compliance with Section 11.23 of Contract Terms and Conditions.** Youth Solutions shall make information concerning the operation and management of the Academy, including without limitation the information described in Schedule 6 of the Contract, available to the Academy as deemed necessary by the Academy Board in order to enable the Academy to fully satisfy its obligations under Section 11.23(a) of the Contract Terms and Conditions.

W. **Compliance with Academy's Contract.** Youth Solutions agrees to perform its duties and responsibilities under this Agreement in a manner that is consistent with the Academy's obligations under the Academy's Contract issued by Grand Valley State University Board of Trustees. The provisions of the Academy's Contract shall supersede any competing or conflicting provisions contained in this agreement.

ARTICLE IV OBLIGATIONS OF THE BOARD

A. **Good Faith Obligation.** The Board shall be responsible for its fiscal and academic policies. The Board shall exercise good faith in considering the recommendations of Youth Solutions, including but not limited to, Youth Solutions' recommendations concerning, policies, rules, regulations and budgets.

B. **Assistance to Youth Solutions.** The Board shall cooperate with Youth Solutions and, to the extent consistent with applicable law, shall timely furnish Youth Solutions all documents and information necessary for Youth Solutions to properly perform its responsibilities under this Agreement.

C. **Unusual Events.** The Board agrees to timely notify Youth Solutions of any anticipated or known material: (i) health or safety issues, (ii) labor, employee or funding problems, or (iii) problems of any other type that could reasonably be expected to adversely affect Youth Solutions in complying with its responsibilities under this Agreement.

D. **Youth Solutions Office Space.** Upon request by Youth Solutions, the Board shall provide Youth Solutions with suitable space at the Academy, provided: (i) the requested space is available and can be provided without materially prejudicing the Educational Program, and (ii) the requested space is used only for activities related to the Academy. The space shall be provided at no cost to Youth Solutions.

E. **Retained Authority.** The Board shall retain the authority to make reasonable regulations in accordance with applicable law relative to anything necessary for the proper establishment, maintenance, management, and operation of the Academy, including, without limitation, regulations relative to the conduct of pupils while in attendance at the Academy or en route to and from the Academy.

ARTICLE V SOLICITATION AND USE OF NON-GOVERNMENTAL FUNDS

Youth Solutions must obtain the Board's written approval prior to soliciting any non-governmental grants, donations or contributions on behalf of the Academy. Any such funds so received shall be used solely in accordance with the purpose for which they were solicited, applicable donor restrictions, or as otherwise approved by the Board. Subject to applicable donor restrictions, the Board shall determine the allocation of any funds subject to this Article V that remain unexpended following completion of the project or purpose for which they were originally designated.

ARTICLE VI FINANCIAL ARRANGEMENTS

A. **Revenues.** Except as hereinafter provided, all monies received by the Academy shall be deposited in the Academy's depository account within three (3) business days with a financial institution acceptable to the Board; provided, however, that upon receipt of a notice from Youth Solutions, the Academy agrees to pay all such funds owing under this Agreement directly to Youth Solutions. The signatories on the Academy depository account shall solely be Board members or properly designated Academy staff members. Interest income earned on the Academy depository account shall accrue to the Academy. Except as specifically excluded by the terms of this Agreement, the term "Revenues" shall include all funds received by or on behalf of the Academy, including but not limited to:

1. Funding for public school students enrolled at the Academy.
2. Special education funding provided by federal and/or state governments that is directly allocable to special education students enrolled at the Academy.
3. Gifted and talented funding provided by federal and/or state governments that is directly allocable to gifted and talented students enrolled at the Academy.
4. At-risk funding provided by federal and/or state governments that is directly allocable to at-risk students enrolled at the Academy.

5. Funding provided by federal and/or state governments that is directly allocable to students enrolled at the Academy with limited English proficiency.

6. All other federal and/or state grant sources, including, but not limited to, Title I and any start-up funding allocable to the Academy.

7. All other grants and donations received by the Academy to support or carry out programs at the Academy (except to the extent Youth Solutions is not required or involved in soliciting, administering or managing the contribution and/or donation).

8. Fees charged to students as permitted by law for extra services approved by the Board.

The Revenues shall be expended by Youth Solutions in accordance with the Budget and as otherwise authorized by the Board. The expenditure of Revenues received from governmental entities shall be consistent with all applicable regulations and policies. The expenditure of Revenues received from non-governmental grants, contributions and donations shall be made consistent with the provisions of Article V.

B. Budget.

1. Budget. Youth Solutions shall provide the Board with an annual proposed Budget prepared and maintained in accordance with the Budgeting and Accounting Act and the Academy's Charter. The proposed Budget shall include all of the Academy's projected revenues and expenses at the object level as described in the Michigan Department of Education's Michigan School Accounting Manual. The proposed Budget shall be submitted to the Board prior to June 1st for the next school year.

2. Review and Approval of Budget. The Board shall be responsible for reviewing and approving the Budget in accordance with the Charter and applicable law. The Budget shall be amended from time to time as necessary to comply with the Budgeting and Accounting Act.

C. Compensation. The Academy shall pay Youth Solutions the management fee detailed in Paragraph D and reimbursement of expenses detailed in Paragraph E as reasonable compensation for the Services Youth Solutions will provide to the Academy during the term of this Agreement. No portion of the compensation paid by the Academy to Youth Solutions under this Agreement is based on a share of the net profits of the Academy. If the provisions of this Agreement regarding service fees and reimbursement are determined to result in private business use of the Academy's facilities under Rev. Proc. 97-13 as amended by Rev. Proc. 2001-39 (and as may be further amended), the parties agree to renegotiate the management fee and reimbursement provisions of this Agreement as necessary to maintain the qualified use and tax-exempt nature of any Academy bond funded property. However, Youth Solutions may terminate this Agreement in accordance with Article VIII if the Academy requests or demands a reduction

in Youth Solutions' net service fees and reimbursement under this Section without a corresponding reduction in services to the Academy.

D. Management Fee. Throughout the Term of this Agreement, the Academy will pay to Youth Solutions an annual fee (the "Management Fee") in the amount of eight (8%) percent of the Total Revenue that the Academy receives from all sources for the particular students enrolled in the Academy. The Total Revenue may change during the term of this Agreement according to overall changes in the state school aid payment, monies or services provided by other state agencies, and the extent of other revenue sources. The Management Fee shall be paid by the Academy to Youth Solutions in 12 monthly installments per year, as and when state school aid payments, or funds from other agencies or other revenue sources, are received by the Academy. In order to induce Youth Solutions to vigorously seek additional revenue sources, and in recognition of Youth Solutions' obligation to manage such revenue, upon receipt, the Total Revenue shall include all of the other revenue sources identified in Paragraph A, and any and all other funds received by the Academy of any kind or nature. In addition, the Total Revenue includes the full gross amount of state school aid payments, and not the net amount after retention of a portion of such payments by the Authorizing Body. The Total Revenue shall not include school lunch revenue or funds raised by students, or parents/guardians of students, in specific student fund-raising projects, or in class or student operated business enterprises.

E. Reimbursement. In addition to the Management Fee, the Academy will reimburse Youth Solutions in an amount not to exceed budgeted amounts approved by the Academy's Board, equal to the sum of the following:

1. The cost of salaries, fringe benefits and local, state and federal taxes attributable to personnel employed by Youth Solutions as teachers, administrators, aides, assistants, support and custodial staff, and other required personnel, and assigned by Youth Solutions to perform services under this Agreement; plus
2. The cost of insurance premiums paid by Youth Solutions when said insurance relates directly to the Services provided to the Academy by Youth Solutions under this Agreement; plus
3. Any direct costs associated with the employment of staff assigned to provide Services at the Academy including, without limitation, costs associated with the criminal history checks and criminal records checks.

Reimbursement will be payable monthly on the first business day of each month. All documentation relating to the payment of fees and expenses will be provided to the Academy's Board for ratification at the Board's next regularly scheduled meeting following such payments; provided, however, that in no event shall the payment be made on the first business day of each month exceed Board-approved budget limits. The Academy acknowledges and agrees that under no circumstances will Youth Solutions be required to provide personnel or services if the cost of same exceeds Board-approved budget limits.

F. **Availability of Funds.** Except as specifically set forth in this Agreement, Youth Solutions shall only be required to perform its responsibilities under this Agreement to the extent that there are sufficient Revenues to make payments in accordance with the terms of the Budget.

G. **Other Schools.** The Academy acknowledges that Youth Solutions has entered into, and in the future may enter into, similar management agreements with other schools. Youth Solutions shall maintain separate accounts for expenses incurred in the operation of the Academy and the other schools managed by Youth Solutions, and shall reflect in the Academy's financial records only those expenses incurred in the operation of the Academy. If Youth Solutions incurs expenses that are for both the benefit of the Academy and other schools managed by Youth Solutions, then Youth Solutions shall allocate, to the extent permitted by law, such expenses among all such affected schools, including the Academy, on a prorated basis based upon the number of enrolled students, the number of classrooms, or the number of teachers at the affected schools, or on such other equitable basis.

H. **Financial Reporting.** Youth Solutions shall provide the Board with:

1. The annual proposed Budget as required by the terms of this Agreement.
2. Statements of Revenues, Expenditures, and Changes in Fund Balance detailing all revenues received, and all expenditures for services rendered or expenses incurred in operation of the Academy, whether incurred on-site or off-site, at each regularly scheduled Board meeting. The Statements of Revenues, Expenditures, and Changes in Fund Balance shall include detail of budget to actual revenue and expenditures with an explanation of variances.
3. Written reports on Academy operations and student performance shall be provided to the Board quarterly, unless otherwise reasonably requested by the Board.
4. Such other information as the Board may reasonably request to enable the Board to (i) evaluate the quality of the services provided by Youth Solutions to the Academy, and (ii) timely provide all reports and information that the Academy is required to provide pursuant to the Charter and applicable law.

I. **Access to Records.** Youth Solutions shall keep accurate financial records pertaining to its operation of the Academy, together with all Academy financial records prepared by or in possession of Youth Solutions, and shall retain all of the required records according to the Charter and applicable law to which such books, accounts, and records relate. Youth Solutions and the Board shall maintain the confidentiality of personnel, students, and other records as required by law.

J. **Accounting Standards/Annual Audit.**

1. **Accounting Standards.** The Academy shall at all times comply with generally accepted public sector accounting principles, accounting system requirements of the State School Aid Act of 1979, as amended, and applicable Michigan Department of Education rules.

2. **Annual Audit.** The Board shall select and retain an independent auditor to conduct an annual audit of the Academy's financial matters in accordance with the Charter and applicable law. Subject to applicable law, all records in the possession or control of Youth Solutions relating to the Academy, including, but not limited to, financial records, shall be made available to the Academy and the Academy's independent auditor.

K. **Transition Costs/Youth Solutions Contribution.** If requested by the Board, Youth Solutions shall provide reasonable transition funds for (i) the development of curriculum, a technology system and a school operations plan; (ii) recruiting, selecting and training of staff members; and (iii) cleaning, renovating (to the extent necessary as reasonably determined by Youth Solutions) and equipping of the Academy facility. In addition, Youth Solutions may, but need not, make contributions to the Academy in the event Academy expenses exceed revenues (the "Contributions"). Youth Solutions' Contributions, if any, shall be in amounts acceptable to Youth Solutions and the Board and shall be included in the Budget. The Academy shall not be legally obligated to repay Youth Solutions for Youth Solutions' Contributions made to or on behalf of the Academy. Youth Solutions' agreement to make such Contributions shall not be deemed to negate or mitigate the need for the Academy to apply for or solicit state or federal start-up funds, grants or sub-grants which the Academy, as a public school, may be eligible to receive.

ARTICLE VII PERSONNEL & TRAINING

A. **Personnel.** Youth Solutions shall select and hire qualified personnel to perform services at the Academy. Subject to the oversight of the Board, Youth Solutions shall have the responsibility and authority, subject to subparagraphs B, C and D below, to select, hire, evaluate, assign, discipline, transfer, and terminate personnel consistent with the Budget and applicable law. Personnel working at the Academy shall be employees of Youth Solutions unless otherwise agreed by Youth Solutions and the Board. Each party shall be responsible for their respective employees. However, the compensation of all employees working at the Academy shall be included in the Budget. Upon Board request, Youth Solutions shall disclose to the Board the level of compensation and fringe benefits provided by Youth Solutions to Youth Solutions employees working at the Academy. A criminal background check and unprofessional conduct search by Youth Solutions in compliance with applicable law shall be conditions for the hiring of or services provided by any person who will or may be reasonably expected to have unsupervised access to and the care, custody or control of, any Academy student(s).

B. **School Administrator.** The Academy Administrator (The "Administrator") shall be an employee of Youth Solutions and not the Academy, unless agreed upon by the Parties. The duties and terms of the Administrator's employment shall be determined by Youth Solutions. The Administrator shall work for Youth Solutions in the operation and management of the Academy subject to the oversight of the Board. The accountability of Youth Solutions to the Academy is an essential foundation of this Agreement. Since the Administrator is critical in the Academy's success, Youth Solutions shall have the authority, consistent with subparagraph A above, to select, hire, evaluate, assign, discipline, transfer and terminate the Administrator, and

to hold the Administrator accountable for the performance of the Academy. Youth Solutions shall consult with the Board prior to the placement and/or removal of the Administrator at the Academy. Youth Solutions shall give due consideration to the input, if any, of the Board or Board's designated representative prior to making a final decision regarding placement and/or removal of the Administrator at the Academy. Youth Solutions shall remove the Administrator from the Academy if the Board is reasonably dissatisfied with the Administrator's performance. Absent compelling circumstances, however, the Board shall give Youth Solutions and the Administrator six (6) months to correct the basis for the Board's reasonable dissatisfaction. The parties agree that the purpose of the above provisions is not to deny the Administrator the opportunity for growth and/or promotion within Youth Solutions. Notwithstanding any of the foregoing, the placement of the initial Administrator for a new Academy shall be made by Youth Solutions.

C. **Teachers.** Youth Solutions shall, consistent with subparagraph A above, provide the Academy with teachers qualified to teach their assigned subjects and grade level. The curriculum taught by the teachers shall be consistent with the Educational Program. The teachers may, at the discretion of Youth Solutions, work at the Academy on a full or part time basis. If working at the Academy on a part time basis, the teacher(s) may also work at other schools managed or operated by Youth Solutions. The cost for such teacher(s) shall be shared proportionately among the schools at which the teacher(s) are working. Each teacher working at the Academy shall hold a valid teaching certificate issued by the state board of education or applicable state agency to the extent required by the Code.

D. **Administrator and Teacher Evaluation Systems.** Youth Solutions shall adopt and implement for all school administrators and teachers a rigorous, transparent, and fair performance evaluation system that complies with sections 1249 and 1250 of the Code.

E. **Support Staff.** Youth Solutions shall, consistent with subparagraph A above, provide the Academy with qualified support staff as needed to operate the Academy in an efficient manner. The support staff may, at the discretion of Youth Solutions, work at the Academy on a full or part time basis. If assigned to the Academy on a part time basis, the support staff may also work at other schools managed or operated by Youth Solutions. The cost for such support staff shall be shared proportionately among the schools at which the support staff is working. An individual who provides a service to students in the Academy that is not teaching, and for which a license is required under Michigan law, must have the appropriate license to provide the service in Michigan.

F. **Training.** Youth Solutions shall provide training in its methods, curriculum, program, and technology to all teaching personnel on a regular basis. Instructional personnel shall receive at least the minimum hours of professional development as required by the Code. Non-instructional personnel shall receive training as Youth Solutions determines reasonable and necessary under the circumstances.

G. **Background Checks and Qualifications.** Youth Solutions shall comply with Michigan law regarding background checks, unprofessional conduct searches and certification/licensure, as applicable, for all persons working in the Academy.

H. **Terms of Employment.** No member of the staff at the Academy shall be subject to any covenant not to compete or other employment restriction as part of the terms of his or her employment with Youth Solutions for services at the Academy.

I. **Limitations on Discretion.** All decisions made by Youth Solutions, and any discretion exercised by Youth Solutions, in its selection, hiring, evaluation, assignment, discipline, transfer, and termination of personnel, shall be consistent with the Budget, the parameters adopted and included in the Educational Program, and applicable law.

ARTICLE VIII TERMINATION OF AGREEMENT

A. Termination.

1. **By Youth Solutions.** Youth Solutions may, at its option, terminate this Agreement prior to the end of the term specified in Article II in the event the Board fails to remedy a material breach within thirty (30) days after notice from Youth Solutions. A material breach includes, but is not limited to, Youth Solutions' failure to receive for any reason compensation or reimbursement as required by the terms of this Agreement or the Academy's loss or suspension of its Charter.

Youth Solutions will notify the Academy of any concern or circumstance that may lead to early cessation of this agreement as soon as possible. In recognition of the partnership and shared mission between the Academy and Youth Solutions, a good faith effort will be made by the Academy and Youth Solutions to resolve any and all concerns prior to termination.

If a concern is formally expressed by Youth Solutions, the Academy will respond within one week of its next scheduled Board meeting. Academy representatives and Youth Solutions leadership commit to working together to address any such concerns, communicating no less than once per month until the concern is resolved.

Except in the case of financial malfeasance or negligence, or actions that threaten revocation of the school charter, any termination by Youth Solutions will take place at the end of the school year, with notice of at least 150 days given to the Academy. In such a case, there would be no financial penalty for either Youth Solutions or the Academy.

2. **By Academy.** The Academy may terminate this Agreement prior to the end of the term specified in Article II in the event that Youth Solutions shall fail to remedy a material breach within thirty (30) days after notice from the Board. A material breach includes, but is not limited to: (i) failure to account for its expenditures or to pay Academy operating costs in accordance with the terms of the Budget (provided funds are available to do so), (ii) failure to follow policies, procedures, rules, regulations or curriculum duly adopted by the Board that are not in violation of the Charter, this Agreement, or applicable law, (iii) receipt by the Board of

unsatisfactory reports from Youth Solutions or from an educational consultant retained by the Board about matters concerning Youth Solutions' performance or the performance of the Academy that are not adequately corrected or explained; or (iv) if this Agreement or its implementation would serve as grounds for revocation of the Charter or would otherwise jeopardize tax exemptions or nonprofit tax status of the Academy.

In recognition of the partnership between the Academy and Youth Solutions, a good faith effort will be made by the Board and Youth Solutions to resolve concerns prior to termination. Once a concern other than a material breach is formally expressed by the Academy, Youth Solutions will respond within 30 days. If appropriate, a plan of corrective action will be developed and submitted to the Academy outlining the steps to be taken and timeframe required for implementation. Academy representatives and Youth Solutions leadership will communicate no less than once per month during the implementation of the corrective action plan to assess progress and fulfillment of the plan.

Except in the case of financial malfeasance or negligence, or actions that threaten revocation of the school charter, any termination will take place at the end of the school year, with notice of at least 150 days. In such a case, there would be no financial penalty for either Youth Solutions or the Academy.

3. Revocation or Termination of Contract. If the Academy's Contract issued by the Grand Valley State University Board of Trustees is revoked or terminated, or a new charter contract is not issued to the Academy after expiration of the Contract, this Agreement shall automatically be suspended or terminate on the same date as the Academy's Contract is suspended, revoked or terminated without further action of the parties.

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

B. Termination/Expiration.

1. Effective Date of Termination. In the event this Agreement is terminated by either party prior to the end of the term specified in Article II, absent a material breach or unusual and compelling circumstances, the termination will not become effective until the end of the then current school year in which the notice of termination is issued.

2. Removal of Personal Property. Upon termination of this Agreement for any reason, the Academy shall have the right at its sole option, exercisable by written notice to Youth Solutions delivered within thirty (30) days of the final date of termination, to (i) have

personal property leases relating to operation of the Academy assigned to and assumed by the Academy, to the extent permitted by the terms thereof and to the extent that such a right can be negotiated into any leases, and (ii) purchase personal property owned by Youth Solutions and used exclusively or primarily in connection with the operation of the Academy. The purchase price for any such owned assets acquired under clause (ii) above shall be the "remaining cost basis" of such assets (as that term is defined below) at the time of purchase. This Article VIII, Section B.2. shall survive any expiration or termination of this Agreement. All personal property shall be delivered to the Academy in good, working order.

For purposes of this Agreement, the "remaining cost basis" of such personal property shall be calculated based upon the straight line method of depreciation over the life of such property, as established by the following property classifications: computers and software, three (3) years; furniture, fixtures and textbooks, five (5) years; buildings or leasehold improvements, twenty (20) years. Depreciation will begin on the date that each item of personal property was acquired by Youth Solutions.

3. Amounts Due upon Termination or Expiration. Except as otherwise provided in this Agreement or unless otherwise agreed to in writing by Youth Solutions, upon termination or expiration of this Agreement for any reason, the Academy shall pay or reimburse Youth Solutions for: (i) the prepaid portion of any reasonable expenses approved by the Board and paid by Youth Solutions in accordance with the Budget; and (ii) for any outstanding liabilities that have been incurred by Youth Solutions as of the effective date of the termination of this Agreement in accordance with the budget or as a result of Youth Solutions' obligations under this Agreement. Prior to any payment or reimbursement by the Academy pursuant to this Article VIII, Section B.3, Youth Solutions will provide the Academy with written documentation of all such amounts.

4. Transition. Youth Solutions, for a fee reasonably acceptable to the Academy, shall assist the Academy for a period not to exceed ninety (90) days following the effective date of termination of this Agreement, with the Academy's transition to another entity providing administrative or managerial services.

ARTICLE IX CONFIDENTIALITY AND DATA SECURITY

A. Commitment to Preserve. Youth Solutions agrees that it shall observe the policies and directives of the Academy to preserve the confidentiality of Covered Data and Information (defined below) to the extent that Youth Solutions, its officers, directors, employees or designated agents are permitted to access Covered Data and Information in the course of performing services under this Agreement.

B. Covered Data and Information (CDI). CDI includes paper and electronic student education and/or medical record information supplied by the Academy and/or its students or parents/guardians to Youth Solutions and includes, without limitation, "education records" and "education record information" as defined under FERPA and IDEA; "protected health information" as defined under HIPAA, "relevant records" as defined under Section 504 under

IDEA; and social security numbers. CDI also includes any new records created and maintained by Youth Solutions under this Agreement using CDI.

C. **Acknowledgement of Access to CDI.** Youth Solutions acknowledges that this Agreement allows Youth Solutions (its employees and agents) access to CDI, which the Academy may have the ultimate legal responsibility to maintain in a confidential and secure fashion. Accordingly, Youth Solutions (its employees and agents) shall provide the Academy with control over the CDI sufficient to satisfy all applicable legal and regulatory standards. In any event, Youth Solutions (its employees and agents) shall at all times make CDI available to the Academy within a reasonable time of receiving a request for same.

D. **Prohibition on Unauthorized Use or Disclosure of CDI.** Youth Solutions (its employees and agents) agrees to hold CDI in strict confidence. Youth Solutions (its employees and agents) shall not use or disclose CDI received from or on behalf of the Academy except as permitted or required by this Agreement, as required or authorized by law, or as otherwise authorized in writing by the Academy, a parent/guardian, or eligible student. Youth Solutions agrees that it will protect the CDI it receives from or on behalf of the Academy according to commercially acceptable standards and no less rigorously than it protects its own confidential information. Youth Solutions shall ensure that any employee or agent, including a subcontractor or Business Associate (as defined in HIPAA), to whom it provides CDI under this Agreement, understands and agrees to the same restrictions and conditions pertaining to use and disclosure of CDI that apply to Youth Solutions under this Agreement.

E. **Return or Destruction of CDI.** Upon termination or other conclusion of this Agreement, Youth Vision Solutions (its employees and agents) shall return all CDI to the Academy.

F. **Maintenance of the Security of Electronic Information.** Youth Solutions (its employees and agents) shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all CDI received from, or on behalf of the Academy or its students. These measures will be extended by contract to all agents, including subcontractors or Business Associates, used by Youth Solutions.

G. **Reporting of Unauthorized Disclosures or Misuse of Covered Data and Information.** Youth Solutions, within two (2) business days of discovery, shall report to the Academy any use or disclosure of CDI not authorized by this Agreement or by the Academy in writing. Youth Solutions' report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the CDI used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Youth Solutions has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Youth Solutions has taken or shall take to prevent future similar unauthorized use or disclosure. Youth Solutions shall provide such other information, including a written report, as reasonably requested by the Academy.

H. **Remedies.**

1. Notice and Opportunity to Cure. If the Academy reasonably determines in good faith that Youth Solutions has materially breached any of its obligations under the data security provisions of this Agreement, the Academy, in its sole discretion, shall have the right to require Youth Solutions to submit to a plan of monitoring and reporting; provide Youth Solutions with a fifteen (15) day period to cure the breach; or terminate the Agreement immediately if cure is not possible. Before exercising any of these options, the Academy shall provide written notice to Youth Solutions describing the violation and the action it intends to take.

2. Statutory/Regulatory Penalties. In addition, the parties understand and agree that Youth Solutions is subject to any penalties for unauthorized disclosures or misuse of CDI that are or may be imposed, from time to time, under applicable law including, without limitation, that Youth Solutions may be prohibited by law from accessing CDI for defined periods of time following any unauthorized disclosure or misuse of CDI, which shall constitute a material breach of this Agreement.

I. Amendment for Compliance. If the Academy believes in good faith that any data security provision of the Agreement fails to comply with applicable laws or regulations, the Academy shall notify Youth Solutions in writing. Within thirty (30) business days of receipt of such notice by Youth Solutions, the parties shall address in good faith the expressed concern(s) and shall amend the terms of this Agreement, if the Academy deems an amendment necessary to bring the Agreement into compliance with applicable laws and regulations. If after such thirty (30) business day period this Agreement remains non-compliant with applicable laws or regulations with respect to the concern(s) raised under this Section, the Academy shall have the right to immediately terminate this Agreement upon written notice to Youth Solutions.

ARTICLE X INSURANCE

A. Insurance Coverage. Youth Solutions shall maintain such policies of insurance as required by the Charter or applicable law. In addition, Youth Solutions shall maintain an umbrella liability policy of not less than Two Million Dollars (\$2,000,000.00) (or such greater amount if required by the terms of the Charter or applicable law) with the Academy listed as an additional insured. Each party shall maintain general liability insurance in the amount of One Million Dollars (\$1,000,000.00) per occurrence (or such greater amount if required by the terms of the Charter or applicable law), with the other party listed as an additional insured. The Academy shall maintain insurance on its facility and related capital items leased by the Academy, all as required by the terms of the Academy's lease(s). Each party shall, upon request, present evidence to the other that it maintains the requisite insurance in compliance with the provisions of this paragraph. In the event that the Contract requires a change in coverage by Youth Solutions, Youth Solutions agrees to comply with any change in the type and amount of coverage required by the Contract within thirty (30) days after notice of the insurance coverage change is provided to Youth Solutions. Each party shall comply with any information or reporting requirements required by the other party's insurer(s), to the extent reasonably practicable.

B. **Workers' Compensation Insurance.** Each party shall maintain workers' compensation insurance as required by law, covering their respective employees.

ARTICLE XI WARRANTIES AND REPRESENTATION

A. **Academy Warranties and Representation.** The Board warrants and represents that, on behalf of and in the name of the Academy, it has the authority under law to execute, deliver, and perform this agreement and to incur the obligations provided for under this Agreement. The Board warrants that its actions have been duly and validly authorized, and that it will adopt any and all resolutions or expenditure approvals required for execution of this Agreement.

B. **Youth Solutions' Warranties and Representations.** Youth Solutions warrants and represents that it is a corporation in good standing and is authorized to conduct business in the State of Michigan. Youth Solutions will comply with all registration and licensing requirements relating to conducting business under this Agreement. The Board agrees to assist Youth Solutions in applying for such licenses and permits and in obtaining such approvals and consents.

C. **Mutual Warranties.** The Board, on behalf of the Academy, and Youth Solutions mutually warrant to the other that there are no pending actions, claims, suits or proceedings, to its knowledge, threatened or reasonably anticipated against or affecting it, which if adversely determined, would have a material adverse effect on its ability to perform its obligations under this Agreement.

ARTICLE XII INDEMNIFICATION

Indemnification of Grand Valley State University. The parties acknowledge and agree that the Grand Valley State University Board of Trustees, Grand Valley State University and its members, officers, employees, agents or representatives are deemed to be third party beneficiaries for purposes of this Agreement. As third party beneficiaries, the parties hereby promise to indemnify and hold harmless Grand Valley State University Board of Trustees, Grand Valley State University and its members, officers, employees, agents or representatives from all claims, demands, or liability, including attorney fees, and related expenses, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage or any other losses of any kind whatsoever and not caused by the sole negligence of Grand Valley State University, which arise out of or are in any manner connected with Grand Valley State University Board's approval of the Application, the University Board's consideration of or issuance of a Contract, the Academy's preparation for and operation of a public school, or which are incurred as a result of the reliance by Grand Valley State University and its Board of Trustees members, officers, employees, agents or representatives upon information supplied by the Academy or Youth Solutions, or which arise out of the failure of the Academy to perform its obligations under the Contract issued to the

Academy by Grand Valley State University Board of Trustees. The parties expressly acknowledge and agree that Grand Valley State University and its Board of Trustee members, officers, employees, agents or representatives may commence legal action against either party to enforce its rights as set forth in this Agreement.

Indemnification of the Academy. During the term of this Agreement and continuing forever after any termination or expiration of this Agreement, Youth Solutions shall indemnify and hold the Academy and all of its employees, officers, directors, subcontractors and agents harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of:

- a. non-compliance by Youth Solutions with any agreements, covenants, warranties or undertakings of Youth Solutions contained in or made pursuant to this Agreement;
- b. Youth Solutions' breach of the Agreement; and/or
- c. the negligence of Youth Solutions's directors, officers, employees, agents or representatives.

In addition, Youth Solutions shall reimburse the Academy for all legal costs and reasonable attorney fees associated with the defense of any such claim, demand or suit. If desired, all or part of the indemnification obligations set forth in this section may be met by the purchase of insurance by Youth Solutions. The indemnification in this Section shall also specifically apply, without limitation, to any current claims or litigation at the time this Agreement is executed, as well as any future or additional claims or litigation regarding any prior activities of Youth Solutions.

Indemnification of Youth Solutions. To the extent permitted by law, during the term of this Agreement and continuing forever after any termination or expiration of this Agreement, the Academy shall indemnify and hold Youth Solutions and all of its employees, officers, directors, subcontractors and agents harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of:

- a. non-compliance by the Academy with any agreements, covenants, warranties or undertakings of the Academy contained in or made pursuant to this Agreement;
- b. The Academy's breach of the Agreement; and/or
- c. the negligence of the Academy's directors, officers, employees, agents or representatives.

In addition, to the extent permitted by law, the Academy shall reimburse Youth Solutions for all legal costs and reasonable attorney fees associated with the defense of any such claim, demand or suit. If desired, all or part of the indemnification obligations set forth in this section may be met by the purchase of insurance by the Academy. The indemnification in this Section shall also specifically apply, without limitation, to any current claims or litigation at the time this Agreement is executed, as well as any future or additional claims or litigation regarding any prior activities of the Academy.

ARTICLE XIII MISCELLANEOUS

A. **Entire Agreement.** This Agreement and any attachments to this Agreement shall constitute the entire agreement of the parties on the subject matter set forth in this Agreement. This Agreement supersedes and replaces any and all prior agreements and understandings between the Academy and Youth Solutions.

B. **Force Majeure.** Notwithstanding any other sections of this Agreement, neither party shall be liable for any delay in performance or inability to perform due to acts of God or due to war, riot, embargo, fire, explosion, sabotage, flood, accident, labor strike, or other acts beyond its reasonable control; provided either party may terminate this Agreement in accordance with the termination provisions contained in this Agreement if sufficient grounds exist as provided in the Article governing termination.

C. **State Governing Law/Waiver Jury Trial.** The rights of all parties hereto shall be subject to the jurisdiction of courts located in Wayne County, Michigan, and be construed according to the laws of the State of Michigan without regard to conflict of law principles. Youth Solutions and the Academy hereby waive the right to a jury trial in any action, proceeding or counterclaim by either Youth Vision Solutions or the Academy against the other.

D. **Official Notices.** All notices and other communications required by the terms of Agreement shall be in writing and sent to the parties hereto at the facsimile number or address set forth below. Notice may be given by (i) facsimile with written evidence of confirmed receipt by the receiving party of the entire notice, (ii) certified or registered mail, postage prepaid, return receipt requested, or (iii) personal delivery. Notice shall be deemed to have been given on the date of transmittal if given by facsimile, or upon the date of postmark if sent by certified or registered mail, or upon the date of delivery if given by personal delivery. Notices to the Academy shall be sent to the current address of the then current Board president, with a copy to the then current Board attorney. The addresses of the parties hereto for the purposes aforesaid, inclusive of the address of the initial Board president, are as follows:

The Academy:
Covenant High School Grand Rapids
President, Board of Directors
50 Antoine St.
Grand Rapids, Michigan 48507
Telephone: (616) 364-2000
Facsimile: (616) 426-3583

Youth Solutions:
Youth Visions Solutions, Inc.
Attn: President
1450 25th St.
Detroit, Michigan 48216
Telephone: (313) 558-9271
Facsimile: (313) 558-9023

WITH A COPY TO:
Doug J. McNeil, Esq.
Saunders Winter McNeil
250 Washington Street
Grand haven, MI 49417

WITH A COPY TO:
John C. Kava, Esq.
Collins & Blaha, P.C.
31440 Northwestern Highway, Suite 170
Farmington Hills, MI 48334

Telephone: (616) 847-1000
Facsimile: (616) 847-1619

Telephone: (248) 406-1140
Facsimile: (248) 406-8416

E. **Assignment.** Youth Solutions may assign this Agreement with the prior written approval of the Board.

F. **Amendment.** This Agreement shall not be altered, amended, modified or supplemented except by memorandum approved by the Board and signed by both an authorized officer of the Academy and an authorized officer of Youth Solutions.

G. **Waiver.** No waiver of any provision of this Agreement shall be deemed or shall constitute a waiver of any other provision. Nor shall such waiver constitute a continuing waiver unless otherwise expressly stated.

H. **Cost and Expenses.** If any party commences an action against another party as a result of a breach or alleged breach of this Agreement, the prevailing party shall be entitled to have and recover from the losing party reasonable attorneys' fees and costs of suit.

I. **Severability.** If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms and provisions set forth herein shall remain in full force and effect and shall in no way be affected, impaired or invalidated, and the parties hereto shall use their best efforts to find and employ an alternative means to achieve the same or substantially the same result as that contemplated by such term or provision.

J. **Delegation of Authority.** Nothing in this Agreement shall be construed as delegating to Youth Solutions any powers or authority of the Board which are not subject to delegation by the Board under the Charter or applicable law.

K. **Compliance with Law.** The parties to this Agreement agree to comply with the Charter and all applicable law.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date and year first above written.

Dated: June 16, 2025

YOUTH VISION SOLUTIONS, INC., a Michigan
non-profit corporation

By: 

Its: President

Dated: June 17, 2025

COVENANT HIGH SCHOOL GRAND RAPIDS

By: 

Its: BOARD President

SCHEDULE 7

ACADEMY SPECIFIC INFORMATION & EDUCATIONAL PROGRAM

The Academy will comply with the requirements of MCL 380.580(q) and is required to list "authorized by Grand Valley State University" on property signage, promotional materials, footer of its website pages, and student applications.

SCHEDULE 7-1

EDUCATIONAL GOALS AND PROGRAMS

SCHEDULE 7-1

EDUCATIONAL GOALS

Alternative Education Programs (AEPs) at Grand Valley State University (GVSU) are designed to support students who struggle in traditional school settings, often due to significant academic and social challenges. These non-traditional programs focus on helping students recover credits and re-engage with their education, particularly those who are off the typical path to graduation. Recognizing the unique mission of these programs and the students they serve, GVSU uses alternative metrics to evaluate the quality of the educational program.

School performance of our AEPs will be evaluated across four domains: student growth in reading and math, high school credit attainment, and weekly engagement. A detailed methodology guides how students are grouped and assessed, with differentiated target expectations depending on their academic history. On an annual basis, Grand Valley State University will report school progress across these four domains as either Meets, Partially Meets, or Does not Meet as defined by specific thresholds for each evaluation domain. The ultimate goal is to ensure each student's progress is accurately measured and supported, paving the way for meaningful educational advancement.

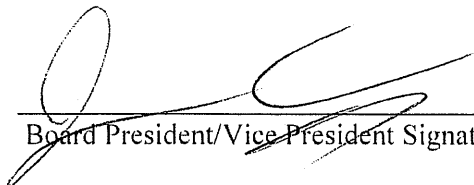
Academic Achievement

As measured by student credit attainment and positive engagement, the school's percentage of students who achieve the target for their respective group in these domains. Students will be placed in groups based upon the credits completed in the prior year.

Academic Growth

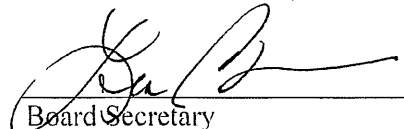
As measured by the NWEA MAP Growth Assessment for both Reading and Math, the school's percentage of total students tested who achieve the target for their respective group in these domains. Students will be placed in groups based upon the credits completed in the prior year.

Date: June 17, 2025


Board President/Vice President Signature

Secretary's Certification:

I certify that the foregoing resolution was duly adopted by the Concurrent High School GR Board of Directors at a properly noticed open meeting held on the 17 day of June, 2025 at which a quorum was present.


Board Secretary



Education Goal Performance Monitoring

Alternative Education Programs

Context

What are Alternative Education Programs (AEPs)?

Alternative Education Programs are educational entities that address student needs that typically cannot be met in a regular school program. The entity provides non-traditional education; may serve as an adjunct to a regular school; and falls outside the categories of regular, special education, or vocational education. At GVSU, these schools often assist students with credit attainment/recovery and school engagement when they are substantially off course from the typical graduation track.

Who do AEPs serve?

Grand Valley State University's (GVSU) AEPs serve Michigan's most vulnerable children - those who have not found success in the traditional public-school setting. As a result, students often enter AEPs significantly behind their peers and have disproportionately experienced significant barriers to academic success. For this reason, GVSU has employed alternative metrics to monitor, evaluate, and report the academic progress of students who attend GVSU AEPs.

Why does GVSU monitor performance?

Performance monitoring is critical to ensure that each school and its unique approach to education aligns with the goals set forth in Schedule 7-1 of the Charter Contract. To best support students and schools, GVSU examines performance on an annual basis and communicates with school boards about their school's progress. This information provides a foundation for school boards, schools, and GVSU to work collaboratively on continuous improvement efforts and resource allocation.

Design Progress

In the spring of 2020, GVSU partnered with several AEPs to create a new set of alternative education goals. To frame their effort, the team adopted core beliefs and best practices from national organizations, such as the National Charter Schools Institute and [A-GAME](#) (Assess, Global access, Academics, Mission, and Equity). The team identified metrics and data points most meaningful and relevant to the student populations and communities in which AEP schools operate.

In spring of 2024, feedback from AEP academy stakeholders prompted GVSU CSO staff to collaborate with school leaders to engage in additional process improvement efforts. Together, the group reviewed four years of student

achievement data to enhance data collection and reporting methods, aiming to more accurately reflect student success across campuses.

Overall School Evaluation

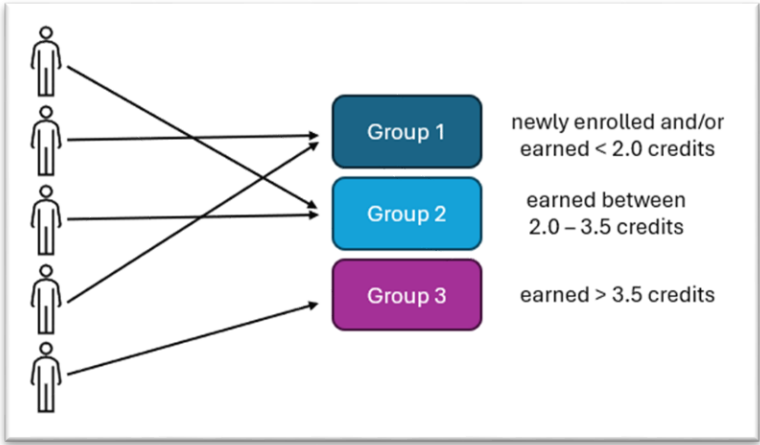
Each AEP will be evaluated on student progress within the four domains listed below. For each domain, AEPs will be evaluated as “Meets”, “Partially Meets”, or “Does Not Meet”.

Domain	Meets	Partially Meets	Does Not Meet
Student Growth Goal: Reading	At least 65% of students meet or exceed their target goals for the NWEA MAP Growth Assessment in Reading.	55%-64.9% of students meet or exceed their target goals for the NWEA MAP Growth Assessment in Reading.	Less than 55% of students meet or exceed their target goals for the NWEA MAP Growth Assessment in Reading.
Student Growth Goal: Math	At least 65% of students meet or exceed their target goals for the NWEA MAP Growth Assessment in Math.	55%-64.9% of students meet or exceed their target goals for the NWEA MAP Growth Assessment in Math.	Less than 55% of students meet or exceed their target goals for the NWEA MAP Growth Assessment in Math.
Student Progress: High School Credits	At least 65% of students meet or exceed their target goals for credits earned in the academic year.	55%-64.9% of students meet or exceed their target goals for credits earned in the academic year.	Less than 55% of students meet or exceed their target goals for credits earned in the academic year.
Student Weekly Engagement	At least 70% of students meet or exceed their target goals for weekly engagement in the academic year.	60%-69.9% of students meet or exceed their target goals for weekly engagement in the academic year.	Less than 60% of students meet or exceed their target goals for weekly engagement in the academic year.

Methodology

Step 1: At the beginning of the academic year, schools will provide GVSU with student roster data, which includes demographic and credit attainment data.

Step 2: GVSU will assign each enrolled student to a group, based on the number of credits they completed in the prior academic year. Students new to the school always will be classified as “Group 1”.



Step 3: At the end of the academic year, AEPs will provide GVSU with end of year student roster data, which includes demographic and credit attainment data.

Step 4: GVSU will share a report of students for the AEP to verify for accuracy.

Step 5: GVSU will calculate the percentage of students who met their respective targets for each domain. Only students present in both fall and spring will be included in this calculation.

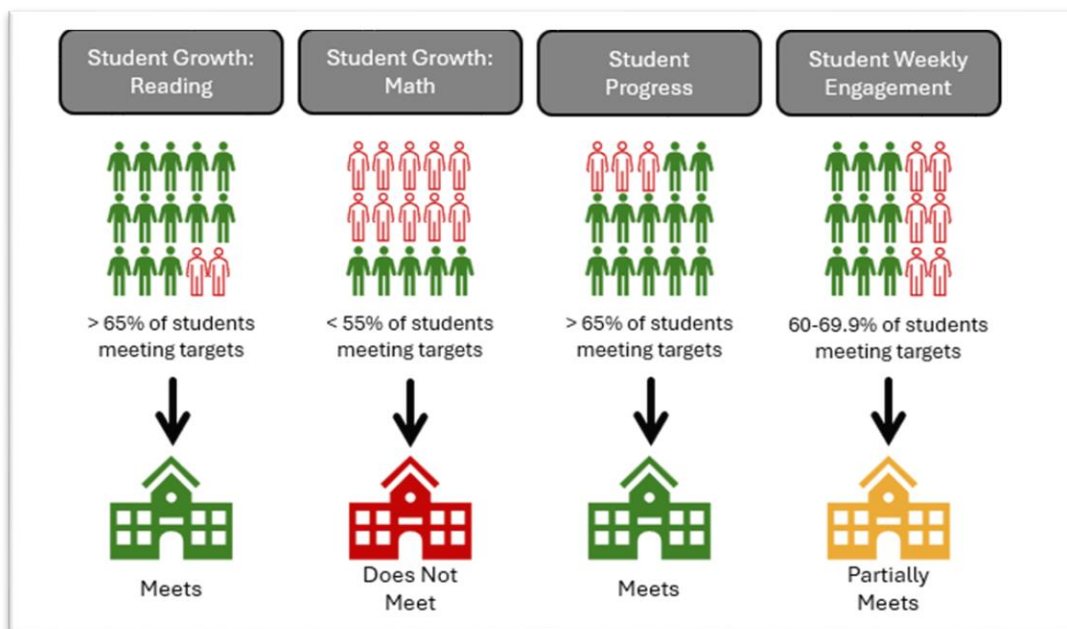
	Student Growth: Reading	Student Growth: Math	Student Progress	Student Weekly Engagement
Group 1 Targets	No Target	No Target	Graduate or ≥ 1.5 credits	Engagement Rate ≥ 25%
Group 2 Targets	Positive Growth	Positive Growth	Graduate or ≥ 3.0 credits	Engagement Rate ≥ 50%
Group 3 Targets	Meeting Growth Target	Meeting Growth Target	Graduate or ≥ 4.5 credits	Engagement Rate ≥ 75%

Notes about the graphic above:

- **Student Growth: Reading and Math**
 - Group 1 students are not considered in the overall calculation of student growth because the focus for this group is promoting regular engagement and beginning to make progress towards graduation (*earning credits*).

- Group 2 students are considered as having met their Student Growth Target if they show any positive growth for reading or math.
- Group 3 students are considered as having met their Student Growth Target if they meet or exceed the expected growth targets for reading or math (as *determined by NWEA*).
- **Student Weekly Engagement**
 - Engagement is calculated out of the total number of weeks the student is enrolled. This can include engaging in an online platform, attending school, or by leveraging school support systems. For example, a Group 3 student would meet their target if they have had positive engagements in at least 75% of the total weeks in which they were enrolled.

Step 6: GVSU will evaluate the AEP based on the percentage of students who have met their respective targets set forth in each domain listed in the table on page 2.



Comparison of Previous and Updated Methodologies

The tables below present a comparison of the previous and updated methodologies.

- Student categories were renamed from “Phases” to “Groups”.

Previous Methodology	Updated Methodology
Phase 0	Group 1
Phase 1	Group 2
Phase 2	Group 3

- Placement of students into Groups was adjusted as follows:

Group	Previous Methodology (SCHOOL DETERMINED)	Updated Methodology (GVSU CALCULATES)
Group 1	<ul style="list-style-type: none"> Student has enrolled but has not little to no live attendance (<20%). Student has not engaged or has minimally engaged in online course platform. 	Newly enrolled and/or Earned < 2.0 credits ¹
Group 2	<ul style="list-style-type: none"> Student attends school sporadically (20-65%) External barriers sometimes negatively affect academic success. 	Earned 2.0 – 3.5 credits ¹
Group 3	<ul style="list-style-type: none"> Student attends school regularly (66% or more) Student is earning credits at a pace of 4 credits/year or higher Student regularly engages in and completes coursework through the online course platform. Student exhibits positive behaviors, mindsets that align with academic success regardless of external barriers 	Earned > 3.5 credits ¹

¹ earned in prior school year

- The domain target changes are as follows:

Domain	Previous Methodology	New Methodology
Phase Change	65% of students move up at least one phase, maintain Phase 2 Status, or graduate	Removed

Student Growth	<p>Math and Reading were evaluated together. For each, group targets were the number of students that for both reading and math were as follows:</p> <ul style="list-style-type: none"> - Phase 0: No targets - Phase 1: Showing positive growth - Phase 2: Meeting growth target 	<p>Math and Reading are separated. For each, group targets are:</p> <ul style="list-style-type: none"> - Group 1: No targets - Group 2: Showing positive growth - Group 3: Meeting growth target
Student Progress	<ul style="list-style-type: none"> - Phase 0: Graduate or ≥ 2.0 credits - Phase 1: Graduate or ≥ 3.0 credits - Phase 2: Graduate or ≥ 6.0 credits 	<ul style="list-style-type: none"> - Group 1: Graduate or ≥ 1.5 credits - Group 2: Graduate or ≥ 3.0 credits - Group 3: Graduate or ≥ 4.5 credits
Student Engagement	<ul style="list-style-type: none"> - Phase 0: Students' weekly positive engagement rate is $\geq 25\%$ - Phase 1: Students' weekly positive engagement rate is $\geq 50\%$ - Phase 2: Students' weekly positive engagement rate is $\geq 80\%$ 	<ul style="list-style-type: none"> - Group 1: Student has a positive engagement in $\geq 25\%$ of weeks enrolled - Group 2: Student has a positive engagement in $\geq 50\%$ of weeks enrolled - Group 3: Student has a positive engagement in $\geq 75\%$ of weeks enrolled

SCHEDULE 7-2

CURRICULUM

The Academy will comply with the requirements of MCL 380.552(20). The Academy will submit a report to the MDE, in a form or manner prescribed by the MDE, that reports the number of pupils enrolled in an online or distance learning program during the immediately preceding month.



Grand Rapids Campus COURSE CATALOG

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GRADUATION REQUIREMENTS

Students must earn a minimum of 18 credits for graduation:

LANGUAGE ARTS (Grades 9, 10, 11 & 12) **4.0 Credits**

MATHEMATICS **4.0 Credits**

- 1.0 Credit Algebra 1(or equivalent)
 - 1.0 Credit Geometry
 - 1.0 Credit Algebra 2 (or equivalent) Prerequisites Algebra I, Geometry
 - 1.0 Credit Financial Math, Math related CTE or other Math related Course.
- *Pre-Algebra may be taken in the 9th Grade for Credit

SCIENCE **3.0 Credits**

- 1.0 Credit Physical Science or Chemistry or Physics
- 1.0 Credit Biology/Life Science
- 1.0 Credit Elective Science or approved Computer Science program or formal Career and Technical Education (CTE) program or curriculum.

SOCIAL STUDIES **3.0 Credits**

- 1.0 Credit World History
- 1.0 Credit US History
- 0.5 Credit Economics
- 0.5 Credit Civics or Government

WORLD LANGUAGE **2.0 Credits**

- 2.0 Credits World Language or
- 1.0 Credit World Language and 1.0 credit CTE or
- 1.0 Credit World Language and 1 credit of Visual Performing Arts in addition to required VPA

PHYSICAL EDUCATION/HEALTH **1.0 Credit**

- 0.5 Credit Health
- 0.5 Credit Personal Fitness

VISUAL, PERFORMING AND/OR APPLIED ARTS **1.0 Credit**

TOTAL 18 Credits

***Students may take more than 18 credits as long as they have not yet met the requirements for graduation.**

Unless otherwise indicated in an Individualized Education Program (IEP), a Section 504 Plan, or similar program of services, as a requirement for graduation, a high school student must participate in all state, federal and District academic testing programs in which the student is eligible to participate and which the School District is required to administer. Any deviation from this requirement must be approved by the Superintendent or his/her designee. Any student enrolled in a testing window must take that test to graduate unless he/she has a waiver. Students will not be allowed to continue in their courses until they have completed the test.

STANDARDIZED TESTING:

- 1) MME (Michigan Merit Exam) – Assessment in Spring for 11th grade students
 - a) SAT
 - b) WorkKeys
 - c) M-Step
- 2) PSAT9 – Assessment in Spring for 9th grade students
- 3) PSAT10 – Assessment in Spring for 10th grade students

DISTRICT TESTING:

- NWEA MAP Growth Reading – Assessment upon enrollment for all students
- NWEA MAP Growth Math – Assessment upon enrollment for all students
- NWEA MAP Growth Reading – Assessment in Spring for all students
- NWEA MAP Growth Math – Assessment in Spring for all students

CERTIFICATE OF COMPLETION REQUIREMENTS

COC (Certificate of Completion) only applies to students who qualify for Special Education eligibility, programs and/or services and possess an Individualized Education Program (IEP). This curriculum path is only offered to students based on an IEP team decision regarding their course of study; i.e. diploma vs. COC.

Students working in a Certificate of Completion program must complete the following requirements in addition to documentation proving student's regular attendance/virtual participation, passing grades and/or credit. Credit will be acquired through the student attempting and turning in a minimum of 60% of their coursework.

Each student must complete a minimum of 18 credits.

- a) 14 credits in academic classes
- b) 4 credits in pre-vocational training opportunities

LANGUAGE ARTS	4.0 Credits
MATHEMATICS	4.0 Credits
SCIENCE	2.0 Credits
SOCIAL STUDIES	1.5 Credits
PHYSICAL EDUCATION/HEALTH	1.5 Credit
VISUAL, PERFORMING AND/OR APPLIED ARTS	1.0 Credit
Prevocational Training (minimum of 8 hours of working with a community agency)	2.0 Credits
Prevocational Training (minimum of 42 hours of unpaid on-site job training)	2.0 Credits

Participation in the NWEA and/or District approved Assessment at CHAGR

Participation in State of Michigan Assessment; i.e. Mi-Access, and/or M-STEP, PSAT 8/9, 10 & 11, ACT Work Keys

LANGUAGE ARTS

Students must have 4 Credits of English Language Arts to meet the State of Michigan graduation requirements:

ELL Foundations: Newcomer

Counts as English Credit

1 Semester

The Newcomer course in the ELL Foundations library is made up of 23 lessons that facilitate the introduction of basic vocabulary and sentence structure necessary for beginning English language learners. In the course, students will encounter activities that support all four modalities of language learning: listening, speaking, reading, and writing.

ELL Foundations: Level 1

Counts as English Credit

1 Semester

The Level 1 course consists of 32 lessons built using multi-genre, multicultural reading selections with Lexile® measures. As students work through the lessons, they continue to build their vocabularies, hone their English reading skills, and sharpen their control of English syntax and grammar. In the course, students will encounter activities that support all four modalities of language learning: listening, speaking, reading, and writing.

ELL English A/B

Counts as English Credit

2 Semesters

With a focus on reading skill development, Essential English integrates the study of writing and literature through the examination of a variety of genres. Students identify the elements of composition in the reading selections to understand their function and effect on the reader. Practice is provided in narrative and expository writing. Topics include comparison and contrast, persuasion, and cause and effect essays, as well as descriptive and figurative language. Lessons are supplemented with vocabulary development, grammar, and syntax exercises, along with an introduction to verbal phrases and research tools.

English 1 A/B

2 semesters

A balance of fiction and nonfiction texts are used throughout the course, and each unit is designed around a thematic concept to provide cohesiveness to the skills-based lessons and activities that make up the unit. The course intertwines the development of reading skills with the development of writing, speaking, and listening, and language skills. The course features a variety of interactions, videos, and new student resources, such as worksheets and guided notes. This course also includes Augmented Reality activities in partnership with Boulevard Arts. The AR activities in this course are designed to immerse students in their English Language Arts learning while providing access to famous works of art for cross-curricular learning purposes.

English 2 A/B

2 semesters

This course focuses on using personal experiences, opinions, and interests as a foundation for developing effective writing skills. Skills acquired in English 1 are reinforced and refined. Literary models demonstrate paragraph unity and more sophisticated word choice. A research paper is required for completion of course. Topics include grammar, sentence and paragraph structure, organizing compositions, and the research paper.

English 3 A/B

2 semesters

This course explores the relation between American history and literature from the colonial period through the realism and naturalism eras. The course explores the relation between American history and literature from the modernist period through the contemporary era, and presents learners with relevant cultural and political history. Readings are scaffolded with pre-reading information, interactions, and activities to actively engage learners in the content. The lessons in both semesters focus on developing grammar, vocabulary, speech, and writing skills.

English 4 A

2 semesters

In keeping with the model established in English III, these courses emphasize the study of literature in the context of specific historical periods, beginning with the Anglo-Saxon and medieval periods in Britain. Each lesson includes tutorials and embedded lesson activities that provide for a more engaging and effective learning experience. Semester B covers the romantic, Victorian, and modern eras. End of

unit tests ensure mastery of the concepts taught in each unit, and exemptive pretests allow students to focus on content that they have yet to master.

English 4 B

2 semesters

This semester is designed to strengthen students' ability to read and write in the workplace. Writing for business purposes is a main focus of the course. Students will learn how to communicate effectively through email and instant messaging, as well as format specific types of business messages and workplace documents. The role of digital media, visuals, and graphics in workplace communication will be explored. The importance of professionalism, ethics, and other positive skills are also emphasized in the course. Additionally, guidance is provided to help students through the process of searching, applying, and interviewing for a job.

MATHEMATICS

Students must have 4 credits of math to meet the State of Michigan graduation requirements:

Students will be required:

- Algebra I – 2 semesters
- Geometry – 2 semesters
- Algebra II – 2 semesters
- 2 Additional Semesters of Math – These credits may come from eligible CTE courses

Pre-Algebra A/B

May count as 9th Grade Math Credit

2 Semesters

This course builds on material learned in earlier grades, including fractions, decimals, and percentages and introduces students to concepts they will continue to use throughout their study of mathematics. Among these are surface area, volume, and probability. Real-world applications facilitate understanding, and students are provided multiple opportunities to master these skills through practice problems within lessons.

Algebra I A/B

Required

2 Semesters

Linear relationships are a main focus of this course. You will graph, create, and solve linear equations and apply function notation to describe linear relationships. You will also study linear transformations and represent linear data using scatter plots and mathematical models. You will learn to perform operations on polynomials and factor them. You will examine quadratic relationships in detail by writing and graphing quadratic equations. You will also model real-world situations with quadratic functions and solve quadratic equations using a variety of methods. You will investigate exponential relationships and apply exponential models to describe and make predictions about real-world situations. You will solve linear-quadratic and linear-exponential functions.

Geometry A/B

Pre-Requisites: Algebra I

Required

2 Semesters

Geometry is a branch of mathematics that uses logic and formal thinking to establish mathematical relationships between points, lines, surfaces, and solids. In Geometry, you will explore rigid and non-rigid transformations of figures in the coordinate plane and use them to establish congruence and similarity of triangles and other shapes. You will also prove theorems about lines, angles, triangles, and parallelograms, and build geometric constructions with both basic tools and modern technology. You will review the volume formulas for some common solid figures as you extend your knowledge of two-dimensional shapes to three-dimensional shapes. You will use analytical geometry and observations to investigate the properties of circles and constructions related to circles.

Algebra II A/B

Pre-Requisites: Algebra I, Geometry

Required

2 Semesters

This course advances students' ability to think algebraically, taking their earlier work with linear, exponential, and quadratic equations and expanding on it with polynomials and more advanced equation types. Students will work with rational, radical, logarithmic, inverse, and piecewise functions. They will also extend their studies to include systems of equations and inequalities, trigonometry, complex numbers, and statistics. The course emphasizes using these algebraic concepts to solve problems and help people in many walks of life. The course employs many tools to teach students these concepts, including interactive graphing, videos that walk through problems, and many practice items.

Financial Math A/B

2 Semesters

Prerequisite: Algebra I

May be substituted with a Math related CTE or other Math related Course.

This course is designed to instruct students in algebraic thinking while also preparing them to navigate a number of financial applications. Students will explore how algebraic knowledge is connected to many financial situations, including investing, using credit, paying taxes, and shopping for insurance. In studying these topics, students will learn about the linear, exponential, and quadratic relationships that apply to financial applications. In addition, the course will help prepare students to tackle the wide variety of financial decisions they will face in life, from setting up their first budget to planning for retirement.

Consumer Math

1 Semester

Prerequisite: Pre-Algebra and/or Algebra I

In this course, you will learn practical applications of math. You will learn how to plan a budget, manage bank accounts, and figure the cost of a good or service. You will also learn about taxes, payroll deductions, and how to invest and borrow money. This course will help you make informed decisions

about buying or renting a home or car and teach you how to protect your purchases and investments with insurance.

Personal Finance

1 Semester

Prerequisite: Pre-Algebra and/or Algebra I

This one-semester course is intended to help you familiarize yourself with the basic and essential concepts of personal finance. You will learn about identifying the role of the consumer in the economic system of the United States, and how to describe types and services of financial institutions and their role in personal financial planning. You will also learn how to describe various career options in personal finance, identify the basics of personal financial planning, and manage personal and family incomes and expenses.

SCIENCE

Students must have 3 Credits of science to meet the State of Michigan graduation requirements:

Students will be required:

- Biology (or a qualifying life science from a previous educational institution).
- 1 Credit in Physical Science or Chemistry or Physics
- The 3rd Credit in science can be elected from the choices below (if not previously taken).
Students may choose to take 1 Semester of any of the courses combined with 1 Semester of another
- Students preparing to go into a science, engineering, math or medical field are strongly advised to take a 4th Credit of science from those listed below (if not previously taken).

Biology A/B

Required

2 Semesters

Biology is a course designed to strengthen your knowledge of basic biology. This course looks at factors that affect living things. Students will use the scientific method to investigate a biology question. The course will teach students about the basics of life while also challenging them to complete labs, record findings, and walk through the scientific process from start to finish. The course requires some virtual labs as well as real-life science experience with nature studies, dissections, and microscopic slide kits.

Physical Science A/B

Required

Prerequisite – None

2 Semesters

This inquiry- and lab-based course is designed to support modern science curriculum and teaching practices. It robustly meets NGSS learning standards associated with middle school physical science. Content topics include structure and properties of matter, chemical reactions, forces and motion, force fields, energy, and waves. Each lesson includes one or more inquiry-based activities that can be performed online within the context of the lesson. In addition, the course includes a significant

number of hands-on lab activities. Approximately 40% of student in this course is devoted to true lab experiences

Chemistry A/B

Prerequisites –Biology or Physical Science

2 Semesters

Chemistry is the study of matter and how it changes. This course looks at matter's composition, properties, and transformations. Students will explore the structure and properties of matter; analyze and construct the periodic table of elements; compare elements discuss the chemical bonding; predict the outcome of chemical reactions based on the reactants involved; calculate the theoretical quantities of substances involved in a chemical reaction; analyze chemical reactions that involve aqueous solutions, acids and bases, and gases; how gases respond to changes in pressure, volume, temperature, and quantity through the ideal gas law; calculate changes in temperature caused by physical and chemical processes and analyze reactions in terms of bond energies; how atoms are changed by the unique processes of radioactive decay, nuclear fusion, and nuclear fission.

Physics A/B

Prerequisites – Physical Science or Biology

2 Semesters

Physics is the scientific study of matter, energy, and their most fundamental physical interactions, including attractions, repulsions, and collisions. Students will learn about the “basics” of physics: how to describe and analyze motion, how forces interact with matter, and how to further describe these interactions with the aid of the concepts of energy and momentum; specialized topics, thermodynamics, the physics of heat; use your physical understanding of motion, forces and energy and apply that knowledge to some important, specialized topics in physics: the behavior of waves, applications of wave theory to light and optics, the interaction of electrical and magnetic forces, and the special “non-Newtonian” properties of energy and matter described by quantum theory.

Earth and Space Science A/B

Prerequisites – None

2 Semesters

Earth and space science is the study of the structure of our planet and Earth's role in the solar system and universe. This branch of science relies on observations, historical data, and physical evidence to describe the natural processes that occur around us and in distant space. Students will learn about course methods and tools that scientists use to study Earth and space science.

Introduction to Forensic Science

Prerequisites – Biology

1 Semester

Forensic science is the study and application of science to the process of law and involves the collection, examination, evaluation, and interpretation of evidence. Students will gain a basic understanding of the scientific and analytical approach to determining the value of evidence as it relates to the court of law.

Revolutionary Ideas in Science

Prerequisites – Biology

1 Semester

This course covers prehistoric science, medieval science, the scientific revolution, Newtonism, the cosmos, Darwinism, and breakthroughs in anatomy, medicine, thermodynamics, electricity, magnetism, DNA, and social networking.

SOCIAL STUDIES

Students must have 3 Credits of social studies to meet the State of Michigan graduation requirements:

Students will be required:

- 1 Credit of United States History
- 1 Credit of World History
- 1 Semester of Government
- 1 Semester of Economics

World History A/B

Required

2 Semesters

This course is a survey of world history. Beginning with the study of early human societies and the invention of agriculture, this course takes the students on a journey through time, from ancient societies up to the modern era. This course employs many interactive features like maps and images with clickable hotspots that students can explore to get more information about things such as regions, cities, and geographical features on a map and artistic techniques and features in famous works of art.

United States History A/B

Required

2 semesters

This course not only introduces students to early U.S. History, but it also provides them with an essential understanding of how to read, understand, and interpret history. For example, the first unit, The Historical Process, teaches reading and writing about history; gathering and interpreting historical sources; and analyzing historical information. While covering historical events from the founding events and principles of the United States through contemporary events, the course also promotes a cross-disciplinary understanding that promotes a holistic perspective of U.S. History.

Government

Required

1 semester

The interactive, problem-centered, and inquiry-based units in U.S. Government emphasize the acquisition, mastery, and processing of information. It includes the study of the foundations of American

government and the American political culture, with units 2 and 3 covering the U.S. constitution, including its roots in Greek and English law, and the various institutions that impact American politics.

Economics

Required

1 semester

This course covers basic economic problems such as scarcity, choice, and effective use of resources. It also covers topics on a larger scale, such as market structures and international trade. It particularly focuses on the US economy and analyzes the role of the government and the Federal Reserve System.

HEALTH AND PHYSICAL EDUCATION

Students must have 1 semester of health and 1 semester of physical education to meet the State of Michigan graduation requirements:

Health

Required

1 semester

This course is based on a rigorously researched scope and sequence that covers the essential concepts of health. Students are provided with a variety of health concepts and demonstrate their understanding of those concepts through problem-solving. The five units explore a wide variety of topics that include nutrition and fitness, disease and injury, development and sexuality, substance abuse, and mental and community health.

Physical Education

Required

1 semester

This course's three units include Getting Active, Improving Performance, and Lifestyle. Unit activities elevate students' self-awareness of their health and well-being while examining topics such as diet and mental health and exploring websites and other resources. In addition to being effective as a stand-alone course, the components can be easily integrated into other health and wellness courses.

WORLD LANGUAGES

Options for students to meet the State of Michigan graduation requirements:

- 2 Credits (4 semesters) of a world language
- 1 Credit of a world language and 1 Credit of Career and Technical Education credit
- 1 Credit of world language and 1 Credit of a Visual, Performing and Applied Arts credit that is in addition to the required VPA

Our language courses are offered through Rosetta Stone with access to a teacher in the classroom when you need help. Rosetta Stone is a powerful learning tool that provides students with an immersive, interactive and engaging language-learning experience. You will learn to communicate in Spanish about familiar topics like family, food, clothing, and daily life through activities practicing reading, writing, listening, speaking, grammar, and vocabulary.

Spanish A, B, C, D

- *Required – See options above*
- *4 semesters*

Newcomers English 1, 2, 3, 4

- *ELL Newcomer and/or based on WIDA scores*
- *4 semesters*

Hispanic World Travel & Arts [Project]

1 Semester

In this course you will plan a trip to a destination of your choice in the Spanish speaking world. You will practice real-life skills like working with a budget as you research and document your plan. Along the way you will also learn about the country's food, festivals, history, culture, art, music, money, weather, and more.

VISUAL, PERFORMING, AND APPLIED ARTS AND ELECTIVES

Students must have 1 credit to meet the State of Michigan graduation requirements.

The following electives may be used as substitute credit for various core subject requirements to meet the State of Michigan graduation requirements

- Career and Technical Education – May be used for World Language, VPA Credit and in some instances Math and Science
- VPA – May be used for World Language and VPA credit

Creative Writing

Elective (VPA Credit)

1 semester

This course is designed to get students to pursue creative writing as a vocation or as a hobby by exposing them to different genres and techniques of creative writing and the key elements in each genre. Great creative writing does not come merely by reading about the craft—one also needs ideas; a process for planning, drafting, and revising; and the opportunity to experiment with different forms and genres. The lesson tutorials in this course familiarize students with the basic structure and elements of different types or genres of writing. The course is based on (CTE) standards designed to help students prepare for entry into a wide range of careers in creative writing fields.

Creative Journaling and Mindfulness

Elective (VPA Credit)

1 semester

Mindfulness can be defined as “being present in the here and now- paying attention to our thoughts, bodily sensations, emotions, and the external environment with kindness, non-judgment, and curiosity” (Mindful Schools, 2021). Using the Mindful Schools grade 6-12 curriculum, the Mindful Journaling class will give students the opportunity to explore the real-time awareness of their inner experience (emotions, sensations, movements, thoughts, and biases) and their outer experience (environment and context, the physical space and individuals around them), and reflect on how these experiences impact and are felt in the body.

SCHEDULE 7-3

STAFF RESPONSIBILITIES

Except as otherwise provided by law, the Academy shall use certificated teachers according to state board rule. The Academy may use noncertified individuals to teach as follows:

(a) A classroom teacher in any grade a faculty member who is employed full-time by the state public university and who has been granted institutional tenure, or has been designated as being on tenure track, by the state public university, and

(b) In any other situation in which a school district is permitted under this act to use noncertificated teachers.

All administrators or other person whose primary responsibility is administering instructional programs or as a chief business official shall meet the certification and continuing education requirements as described in MCL 380.1246.

Administrator and Teacher Evaluation Systems. The Academy Board shall adopt and implement for all teachers and school administrators a rigorous, transparent, and fair performance evaluation system that complies with sections 1249 and 1250 of the Code. If the Academy enters into an agreement with an Educational Service Provider, then the Academy Board shall ensure that the Educational Service Provider adopts a performance evaluation system that complies with this section.

Performance Evaluation System Commencing with the 2013-2014 School Year. If the Academy Board adopts and implements for all teachers and school administrators a performance evaluation system that complies with section 1249(7) of the Code, then the Academy Board is not required to implement a performance evaluation system that complies with section 1249(2) and (3). If the Academy enters into an agreement with an Educational Service Provider, then the Academy Board shall ensure that the Educational Service Provider adopts a performance evaluation system that complies with this section.

Parent Notification of Ineffective Teacher Ratings. Beginning with the 2015-2016 school year and continuing on during the term of this Contract, if a pupil is assigned to be taught by a teacher who has been rated as ineffective on his or her 2 most recent annual year-end evaluations under section 1249, the Academy Board shall notify the pupil's parent or legal guardian that the pupil has been assigned to a teacher who has been rated as ineffective on the teacher's 2 most recent annual year-end evaluations. The notification shall be in writing and shall be delivered to the pupil's parent or legal guardian by U.S. mail not later than July 15th immediately preceding the beginning of the school year for which the pupil is assigned to the teacher, and shall identify the teacher who is the subject of the notification.

Teacher and Administrator Job Performance Criteria. The Academy Board shall implement and maintain a method of compensation for its teachers and school administrators that includes job performance and job accomplishments as a significant factor in determining compensation and additional compensation earned and paid in accordance with Applicable Law. The assessment of job performance shall incorporate a rigorous, transparent, and fair evaluation system that evaluates a teacher's or school administrator's performance at least in part based upon data on student growth as measured by assessments and other objective criteria. If the Academy enters into an agreement with an Educational Service Provider, then the Academy Board shall ensure that the Educational Service Provider complies with this section.



Position: Section 31A Paraprofessional
Reports to: Principal

General Description: Under the direct supervision of a certified teacher, provides instructional support services for assigned students who have been identified as needing improvement in accordance with state and federal guidelines. This is a grant-funded position, employment continuation is directly dependent upon funds availability and job performance.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant House Academy philosophy and mission statement in all his/her school activities.
- Administers reading and math assessments to identify the level of student achievement.
- Under the instruction of the teacher, determines the instructional needs of each Section 31A student.
- Provides one-on-one and small group tutoring in reading and math.
- Maintains student files as required by the needs of federal, state, and local guidelines to track student progress.
- Assists the Section 31A Coordinator with gathering a variety of data that is needed for reporting to state and/or federal agencies.
- Designs tutoring schedule for working with qualified Section 31A students.
- Attends in-service professional development, building and district meetings.
- Communicates with parents and families as directed by the teacher or Principal.
- Promotes high levels of achievement in relation to individual abilities.
- Communicates goals and academic expectations to students.
- Maintains confidentiality concerning all student information and any professional matters.
- Works in a professional and cooperative manner with others to achieve duties and responsibilities.
- Assists with the planning of activities for Section 31A Parent Involvement.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Familiarity with Section 31A laws, regulations, and compliance requirements
- Ability to reinforce the teacher's effect in the classroom
- An aptitude and working knowledge of computer courseware and hardware
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

Qualifications

- Associate's Degree, Bachelor's Degree Preferred
- Meets No Child Left Behind Highly Qualified requirements
- 3 years minimum experience working with at-risk youth
- Excellent oral and written communication skills
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check

This job description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed at any time at the discretion of the executive management of Youth Vision Solutions.

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Signature

Date



JOB DESCRIPTION

Position: Academic Dean

Reports to: Principal

General Description: The Academic Dean will assist and coach classroom teachers in applying best practices for classroom and online instruction and to close skill gaps in identified at-risk students. The Academic Dean will also work with administrators, teachers and support staff to ensure the successful implementation of a Multi-tiered System of Supports for Covenant High School Grand Rapids Students.

Educational and work experience requirements:

- Valid Michigan teaching certificate
- Four or more years of successful teaching experience at the secondary level
- Teacher supervision, coaching and/or administrative experience
- Valid Michigan administrative certificate preferred
- Experience serving high-risk students in an urban environment preferred
- Experience implementing a multi-tiered system of supports for students preferred

Essential skills and characteristics:

- Exceptional teaching and planning skills
- Highly organized and detail-oriented
- Able to interpret and explain data related to learning
- Proficiency with spreadsheets and other software
- Ability to effectively communicate, verbally and in writing
- Ability to prioritize and manage multiple tasks and projects.
- Able to work independently or in a team

Primary responsibilities:

- Assist and support classroom teachers through:
 - Classroom visits, feedback and suggestions
 - Demonstration lessons
 - Lesson co-planning & co-teaching
 - Joint problem solving
 - Course curriculum audits
- Help identify students requiring additional supports in and out of the classroom

- Plan and present professional development in effective teaching and the use of data to improve instruction and student supports
- Assist classroom teachers in diagnosing students' learning strengths and needs, and differentiating instruction
- Assist staff in interpreting assessment data to plan and adjust instruction
- Serve on school leadership and school improvement teams to coordinate instructional improvement efforts
- Orient and mentor new instructional staff
- Along with Principal, supervise and evaluate teachers
- Work with school administration to establish standards to ensure academic integrity and appropriate use of the Internet and written communication
- Implement MTSS plan
- Coordinate MTSS staff development activities for school and district personnel
- Participate in district-level instructional planning
- Support the Principal and Dean of Students in all aspects of schools operations and substitute in their absence
- Perform other related tasks as requested by the Principal

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Job Description

Position: Administrative Assistant

Reports to: Principal

General Description: The Administrative Assistant for the school plays a pivotal role by managing the main office, welcoming visitors, responding to inquiries, supporting the principal and staff, enrolling students and maintaining records.

Primary Responsibilities

- Answer and direct incoming phone calls.
- Respond to questions and requests from students, staff, parents and the public.
- Maintain the school calendar.
- Maintain paper and electronic documents essential to school operations in a secure and organized fashion.
- Enroll new and returning students in student information system.
- Collect and maintain materials for student files, including birth certificates, transcripts and 31A documentation.
- Prepare enrollment and attendance reports for pupil count and other submissions.
- Monitor completeness and accuracy of student data.
- Create and submit data files for pre-identification for all required state and federal assessments.
- Assist in the collection, compilation, dissemination, transmission and audit of pupil accounting data.
- Provide data and reports from student information system as required, including but not limited to, form letters, labels, searches, progress reports, attendance, disciplinary and compliance reports.
- Maintain appropriate inventory of school supplies and materials (e.g. forms, office supplies, etc.)
- Prepare and submit purchase requests and expense reports.
- Sort and classify incoming mail and other information for efficient disbursement to appropriate departments, including sensitive and confidential items.
- Prepare letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions and other materials.
- Serve as a role model for students and staff in demonstrating a positive attitude, appropriate attire, personal grooming, and an effective work ethic.
- Work in a professional and cooperative manner with others.

- Fulfill other tasks and responsibilities assigned by the Principal.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves.
- Ability to handle phone calls and visitors with a high degree of professionalism.
- Ability to prioritize and manage competing demands.
- An aptitude and working knowledge of computer software, including spreadsheets (e.g., MS Excel), student information systems (e.g., MISTAR) and Google Suite.

Qualifications

- Associate Degree is preferred, but not required.
- Administrative, clerical, accounting or equivalent experience.
- Excellent oral and written communication skills.
- Satisfactory completion of criminal history check.

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Position: Assistant Principal

Reports to: Principal

General Description: The role of the Assistant Principal was established for the purpose(s) of providing support to the instructional process with specific responsibility for directing assigned programs and services at the academy; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant House Academy philosophy and mission statement in all his/her school activities
- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Facilitates meetings, processes, etc. for the purpose of meeting curriculum guidelines and/or ensuring that state mandates are achieved.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Facilitates the development, communication implementation and evaluation of quality learning for the purpose of enhancing excellence, equality and equity for staff and students.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Serves as a role model for students and staff in demonstrating a positive attitude, appropriate attire, personal grooming, and an effective work ethic.
- Implements disciplinary procedures and policies related to student behavior and achievement; provide for student and parent due process in accordance with federal, state, and school system rules and regulations; ensure confidentiality of all student records.

- Supervises the resolution of student, parent and teacher concerns; report pupil progress to parents and appropriate school system offices periodically.
- Coordinates and supervises the program and student services designed to assist students in social and emotional adjustment to school, address problems at home and outside concerns, and to counsel and assist students gain admission to post-secondary schools.
- Acts in accordance to the directives and assignments given by the Principal.
- School activities — the Assistant Administrator is required to attend and/ or participate in such other activities as directed by the Principal such as: faculty meetings (before or after school hours), open houses, commencement exercises, chaperone student activities, provide guidance for students, participate on faculty committees, study and help resolve school problems, and participate in the preparation of courses of study -- these activities demonstrate valuable support for Covenant House Academy.
- Manages the facility. Arranges repairs and maintenance.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Proven ability to plan, organize and direct the operations plant, and personnel of the Academy
- Knowledge of current applicable laws, regulations, codes, policies and procedures
- An aptitude and working knowledge of computer courseware and hardware
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

Qualifications

- Master's Degree
- Certification in appropriate area/enrollment in educational leadership program
- Excellent oral and written communication skills
- Proficient in computer applications
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check

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Signature

Date



JOB DESCRIPTION

Position: Assistant Superintendent

Reports to: Superintendent

General Description: Drives the educational performance of the schools, providing leadership, vision, and strategic direction for the schools' curriculum, instruction, assessment and school improvement initiatives, overseeing professional development for all teachers, administrators.

Educational and work experience requirements:

- 1) Master's degree in Education discipline
- 2) Minimum 3 years administrative experience at high school level, preferably in alternative education
- 3) Demonstrated success leading strategic educational initiatives that result in measurable improved student achievement
- 4) Knowledge of curriculum management
- 5) PC/Computer experience with working knowledge of Microsoft Office
- 6) Valid Michigan driver's license with acceptable driving record as required by insurance company
- 7) Sufficient health, ability, experience, and education to perform assigned duties with or without accommodation
- 8) Belief in Covenant House Academy Mission Statement and desire to fulfill the mission
- 9) Awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves

Essential skills and abilities:

- 1) Ability to establish and maintain effective working relationships with co-workers, supervisors, representatives of other agencies and the public.
- 2) Ability to effectively communicate, verbally and in writing, with both internal and external individuals and/or businesses.
- 3) Ability to work primarily at desk/computer for approximately 8 hours per day.
- 4) Ability to drive agency or personal vehicle to transport items and/or persons.
- 5) Ability to handle multiple tasks and projects.

Primary responsibilities:

- 1) Uphold Covenant House Academy and Youth Vision Solutions, Inc. standards of conduct, policies and procedures in the spirit of the Covenant House Academy Mission at all times.
- 2) Provide management and leadership for the district in the absence of the Superintendent.
- 3) Attend and participate in all scheduled or mandatory, training and supervisions as requested.
- 4) Plan, organize, coordinate and supervise the district curriculum development, review and planning process.
- 5) Monitor instruction-related staffing levels in all programs and make recommendations for changes as needed.

- 6) Plan and organize workshops and support activities related to curriculum development, best practices and extended learning programs.
- 7) Confer with, counsel and advise administration, program coordinators and instructional personnel in determining short and long-term intervention strategies for increasing students' academic achievement.
- 8) Coordinate the development and implementation of the district curriculum.
- 9) Conduct district policy research and recommend changes to the Superintendent.
- 10) Provide support for administrators as they implement the Michigan School Improvement Framework.
- 11) Coordinate development and publication of District and School Improvement plans.
- 12) Manage systems and provide leadership for data and knowledge management at all levels.
- 13) Provide technical assistance and conduct program evaluations.
- 14) Coordinate state and district assessment programs including analysis and reporting.
- 15) Prepare and publish District Annual Report.
- 16) Determine allocations, develop program budgets and submit all state and federal grants.
- 17) Monitor budgets and maintain records required for state and federal program compliance audits.
- 18) Complete state and federal program data requests and reports.
- 19) Conduct compliance monitoring and program evaluation.
- 20) Coordinate parent involvement and notification requirements.
- 21) Provide technical assistance to schools.
- 22) Approve professional development and conference participation.
- 23) Perform all other tasks as requested by the Superintendent and YVS administration.

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Job Description

Position: Bilingual Administrative Assistant

Reports to: Principal

General Description: The Bilingual Administrative Assistant for the school plays a pivotal role by managing the main office, welcoming visitors, responding to inquiries, supporting the principal and staff, enrolling students, and maintaining records, and able to communicate in English and Spanish.

Primary Responsibilities

- Answer and direct incoming phone calls.
- Respond to questions and requests from students, staff, parents and the public.
- Maintain the school calendar.
- Maintain paper and electronic documents essential to school operations in a secure and organized fashion.
- Enroll new and returning students in student information system.
- Collect and maintain materials for student files, including birth certificates, transcripts and 31A documentation.
- Prepare enrollment and attendance reports for pupil count and other submissions.
- Monitor completeness and accuracy of student data.
- Create and submit data files for pre-identification for all required state and federal assessments.
- Assist in the collection, compilation, dissemination, transmission and audit of pupil accounting data.
- Provide data and reports from student information system as required, including but not limited to, form letters, labels, searches, progress reports, attendance, disciplinary and compliance reports.
- Maintain appropriate inventory of school supplies and materials (e.g. forms, office supplies, etc.)
- Prepare and submit purchase requests and expense reports.
- Sort and classify incoming mail and other information for efficient disbursement to appropriate departments, including sensitive and confidential items.
- Prepare letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions and other materials.
- Serve as a role model for students and staff in demonstrating a positive attitude, appropriate attire, personal grooming, and an effective work ethic.
- Work in a professional and cooperative manner with others.

- Fulfill other tasks and responsibilities assigned by the Principal.
- Well-founded grasp of Spanish Language
- General familiarity with Spanish Translation

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant Schools serves.
- Ability to handle phone calls and visitors with a high degree of professionalism.
- Ability to prioritize and manage competing demands.
- An aptitude and working knowledge of computer software, including spreadsheets (e.g., MS Excel), student information systems (e.g., MISTAR) and Google Suite.

Qualifications

- Associate Degree is preferred, but not required.
- Administrative, clerical, accounting or equivalent experience.
- Excellent oral and written communication skills.
- Satisfactory completion of criminal history check.

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POSITION DESCRIPTION

Position: School Boards Secretary & Administrative Assistant to Superintendent
Reports to: Superintendent

General Description:

Person in this position is responsible for providing required support services to the Superintendent of Covenant House Academy and the two School Boards that govern four school sites – 3 in Detroit, Michigan and 1 in Grand Rapids, Michigan. Performs a full range of executive secretarial and related duties using considerable independent judgment in making decisions. The successful candidate shall uphold Covenant House Academy standards of conduct, policies and procedures in the spirit of the Covenant House Academy Mission at all times.

Educational and work experience requirements:

- 1) High School diploma required. Executive secretarial experience preferred.
- 2) Minimum 3 to 5 years experience in secretarial work with administrative experience.
- 3) Sufficient health, ability, experience, and education to perform the assigned duties with or without accommodation.
- 4) Belief in Covenant House Academy goals and desire to fulfill the mission
- 5) Awareness of and sensitivity to the needs of dropouts, homeless and at-risk youth that Covenant House Academy serves.

Knowledge Skills & Abilities:

- 1) Strong written and oral language skills; ability to communicate effectively by telephone, in person and in written form including generation of original correspondence.
- 2) Technologically literate (word processing, spreadsheets, database, Internet, Power Point, etc.)
- 3) Proficient in grammar/punctuation, text editing, document layout/production and general equipment operation.
- 4) Demonstrated positive public relations skills. Able to establish and maintain effective working relationships with staff, students, parents and the community and to represent the Superintendent and school boards effectively with same.
- 5) Strong organizational skills with the ability to work independently, exercise independent judgment, set priorities, meet deadlines and work effectively under pressure.
- 6) Experienced in office budget development and overseeing processes.
- 7) Able to apply diplomatic skills in all District-related matters and maintain strict confidentiality in all sensitive matters.

- 8) Ability to work primarily at desk/computer for approximately 8 hours per day.
- 9) Ability to lift and/or move objects typically weighing 5-35 pounds.
- 10) Ability to handle multiple tasks and projects.

Duties as Superintendent's Administrative Assistant:

- 1) Assist the Superintendent in general administrative operations.
- 2) Arrange meetings and prepares materials for Superintendent; attend meetings as requested.
- 3) Participate in developing budgets for the Superintendent's office; monitor expenditures; order and maintain equipment and supplies for Superintendent's office and school board.
- 4) Provide support services to the School Boards; participate in agenda setting; prepares and distribute board meeting materials including meeting notices; attend and record school board meetings and prepare meeting minutes; maintain school board files; schedule/coordinate Board activities.
- 5) Serve as a liaison between the Superintendent and District staff, parents, students and community members. Answer telephone calls to the Superintendent's office; provide information/answers questions concerning district business and directs calls to other district staff as appropriate. Communicate Superintendent's directives to appropriate staff or community members. Keep Superintendent advised of items requiring administrative review/action from the authorizer and the Michigan Department of Education.
- 6) Perform a wide variety of confidential word processing duties for the Superintendent; maintain the Superintendent's calendar, monitor and respond to e-mail as requested, schedule appointments and advise the Superintendent of meetings and appointments; make travel arrangements, reservations and conference arrangements for the Superintendent, staff and board; type and maintain all board correspondence.
- 7) Screen and route all mail to Superintendent's office; originate routine correspondence and documents. Finalizes Superintendent's draft correspondence, Board reports and other printed materials, including editing, formatting, typing and proofreading. Maintain Superintendent's general office files.
- 8) Maintain the District's policy and procedure manuals; distribute new and/or revised policies/procedures to manual holders upon adoption; respond to requests for information.
- 9) Prepare the District student school year calendars.
- 10) Respond to telephone inquiries and screens contacts for the Superintendent. Answer routine questions and inquiries for the Superintendent in his absence. Provide information concerning Covenant House Academy to inquiries about the schools.
- 11) Attend and participate in all scheduled or mandatory meetings, training and supervision sessions as requested.
- 12) Develop and maintain administrative filing systems.
- 13) Take and transcribe dictation on confidential matters from the Superintendent, as required.
- 14) Perform all other tasks as requested by the Superintendent.

Duties as Board Secretary include but are not limited to:

- 1) Perform complex clerical and secretarial work involving frequent detailed duties of an administrative nature.
- 2) Exercise good judgment in establishing or adapting work procedures to new situations.

- 3) Prepares replies to correspondence from brief dictated or written notes or on own initiative.
- 4) Search files for a variety of source materials to serve as background for reports.
- 5) Take and transcribe minutes of Board meetings in Detroit and Grand Rapids.
- 6) Prepare material for all Board meetings: notices, resolutions, agenda, Board Books and related reports.
- 7) Handle confidential and Academy-related mail of Board Chairs
- 8) Provide official School Board records to state auditors and attorneys as directed and to the public and the press upon request.
- 9) Develop and maintain a filing and retrieval system for all official School Board minutes and records.
- 10) Perform all other tasks as requested by Board Chairs or Superintendent in connection with board-related matters.
- 11) Work with Board counsel in preparation of resolutions for Board meetings.
- 12) Submit all official reports as required of the Authorizer.

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Signature

Date



Job Description

Position: Coordinator of Student Recruitment, Retention & Attendance
Reports to: Principal
Location: CHA Grand Rapids

SUMMARY

Under the direction of the Principal, the Coordinator of Student Recruitment, Retention & Attendance ("Coordinator") will lead efforts to drive student enrollment, retention and attendance. The Coordinator is responsible for developing, coordinating, implementing, and evaluating a comprehensive program to recruit, enroll, retain and engage students so they can better their lives through education.

Primary Responsibilities

- Develop, implement, and evaluate strategies designed to further the student recruitment initiatives of the organization.
- Draft marketing materials (postcards, mailers, yard signs, etc.)
- Coordinate and participate in all student recruitment efforts, events, and activities.
- Perform outreach to potential students/families, high schools and community agencies to assist students with enrollment at CHA.
- Act as the first point of contact for enrollment inquiries from potential students, parents, counselors and community organizations.
- Assist with tracking, managing and reporting data for all prospective and admitted students.
- Lead new student orientation process.
- Create content for school newsletter, website and social media to support recruitment and retention.
- Monitor student attendance & engagement
- Coordinate engagement efforts with student advocates.
- Work with students and parents to improve student attendance, punctuality and engagement via calls, email, text messages and home visits, etc.
- Maintain record of student & parent communications.
- Provide attendance records for probation officers & court officials.
- Communicate with school administration regularly regarding recruitment, retention & attendance
- Work with PBIS team to support school-wide student retention efforts.
- Assist with other duties as assigned.

QUALIFICATIONS

Education

- Bachelor's degree in Business, Marketing Public Relations, and/or Communications is preferred but not required.

Experience

- 2+ years' experience in teaching, recruiting, communication, public relations, or marketing role preferred

Essential Skills and Abilities

- Strong communication and organization skills
- Strong interpersonal skills
- Attention to detail

- Self-starter who is also willing and able to take direction
- Able to work independently and on a team
- Strong time management skills: able to meet all deadlines for tasks and projects.
- Advanced Microsoft Office skills preferred, specifically in Excel
- Able to prepare professional documents using MS Publisher, Canva or other desktop publishing applications
- Able to create and deliver quality presentations to diverse audiences
- Ability to develop, plan and implement short- and long-term goals
- Ability to gather data, compile information and prepare reports

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- Frequently sits, walks, and stands.
- Valid driver's license, car and insurance required.
- While performing the duties of this job, the employee will work in an office environment.
- Some local travel required.
- The noise level in the work area is usually low.

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Position: Director of Special Education
Reports to: Superintendent

General Description: The Director of Special Education assists the Superintendent with staffing, budgeting, data collection and reporting, staff development, and program implementation and evaluation for identified special education programs; coordinates special education compliance; and serves as the districts' liaison in all matters concerning special education.

Primary Responsibilities:

- Understands, accepts, and abides by the Covenant House Academy philosophy and mission statement in all his/her school activities.
- Establish and communicate a division-wide philosophy of least restrictive environment for serving special needs students.
- Keep informed of legal requirements governing Special Education and assure that staff and programs are in total compliance with the law.
- Evaluate and recommend for continuation of employment and promotion of all personnel serving in the Special Education area.
- Assume responsibility for compiling, maintaining and filing all reports, records other documents legally required or administratively useful.
- Supervise the recruiting, interviewing, hiring, training and evaluating of all assigned Special Education personnel.
- Monitor the development and implementation of all aspects of the special education program process.
- Assume responsibility for Child Find activities including the coordination of all schools' referral activities.
- Collaborate with school-based administrators and central office administrators regarding the discipline of students with disabilities.
- Facilitate and/or participate in all matters of dispute resolution with the Michigan Department of Education and the Office for Civil Rights pertaining to students with disabilities; manage mediation and due process procedures.
- Coordinate the implementation of federal and state grant applications and manage appropriate IDEA grants.
- Maintain accurate database and files of former and current students served in special education.
- Conduct ongoing needs assessments, collect and analyze data, use pertinent data to refine and improve operational functions and services;
- Plan, implement and facilitate professional development/in-services for school staff assigned the responsibility of delivering and overseeing the special education services/process in their buildings.
- Work with Child Study Committees in developing, implementing, and evaluating proper child study procedures.

- Serve as the districts' liaison in all matters concerning special education.
- Perform related work as required by the Superintendent.

Essential Skills and Abilities:

- Ability to work collaboratively with principals to implement and monitor special education programs.
- Ability to interpret and remain current on all federal, state, and local mandates for special education and Section 504 services and to ensure that the school districts are in compliance.
- Exceptional public relations/interpersonal skills to respond to parents and advocacy groups and to serve as the school districts lead representative/contact person of programs for special needs students.

Qualifications:

- Master's Degree in Special Education.
- State of Michigan approval as a Special Education Director
- Continuing Education Credit Requirement, under current Michigan law, hours or 18 State Continuing Education Clock Hours (SCECH)
- Successful experience as a classroom teacher and administrator; local school district experience preferred.
- Excellent oral and written communication skills
- Satisfactory completion of criminal history check

This job description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed at any time at the discretion of the executive management of Youth Vision Solutions.

TO APPLY:

SUBMIT LETTER OF INTEREST ALONG WITH CURRENT RESUME VIA EMAIL TO: MICHAEL KRISTYNIK AT (mkristyniak@chayvs.org), NO LATER THAN FRIDAY, JUNE 15, 2018.

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JOB DESCRIPTION

Position: Director of State and Federal Programs, Compliance and Operations
Reports to: Superintendent

General Description: The role of the Director of State and Federal Programs, Compliance and Operations is to be part of a team that manages Covenant House Academy, Detroit District. That team manages every aspect of the organization, keeping the mission in mind at all times. The primary focus will be to utilize the available resources to maximize effectiveness in achieving that mission. Also, will be responsible to make sure district is in compliance with all state, federal, local and authorizer requirements and that grants are used efficiently and effectively.

Educational and work experience requirements:

- Master's degree in Education discipline
- Minimum 3 years administrative experience at high school level, preferably in alternative education
- Demonstrated success leading strategic educational initiatives that result in measurable improved student achievement
- Familiarity with state data systems (MEGS, CEPI, MOECS, etc.)
- Sufficient health, ability, experience, and education to perform assigned duties with or without accommodation
- Belief in Covenant House Academy Mission Statement and desire to fulfill the mission
- Awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Educational Administrator Certification from State of Michigan

Essential Skills and Abilities

- Ability to establish and maintain effective working relationships with co-workers, supervisors, representatives of other agencies and the public
- Ability to effectively communicate, verbally and in writing, with both internal and external individuals and/or businesses
- Ability to work primarily at desk/computer for approximately 8 hours per day
- Ability to handle multiple tasks and projects

Primary Responsibilities

- Uphold Covenant House Academy and Youth Vision Solutions, Inc. standard of conduct, policies and procedures in the spirit of the Covenant House Academy Mission at all times
- Provide management and leadership for the district in the absence of the Superintendent

- Attend and participate in all scheduled or mandatory training and supervisions as requested
- Plan, organize, coordinate and supervise the district curriculum development, review and planning process, in cooperation with Director of Curriculum, Instruction and Technology and other team members
- Monitor staffing levels in all programs and make recommendations for changes as needed
- Confirm with, counsel and advise administration, program coordinators and instructional personnel in determining short and long-term intervention strategies for increasing students' academic achievement
- Conduct district policy research and recommend changes to the Superintendent
- Provide support for administrators as they implement the Michigan School Improvement Framework
- Manage systems and provide leadership for data and knowledge management at all levels
- Provide technical assistance and conduct program evaluations
- Prepare and publish report cards and the District's Annual Report
- Determine allocations, develop program budgets and submit all state and federal grants
- Monitor budgets and maintain records required for state and federal compliance audits
- Conduct compliance monitoring and program evaluation
- Coordinate parent involvement and notification requirements
- Manage administrative office and operations
- Provide technical assistance to schools identified for improvement
- Approve professional development and conference participation
- Perform all other tasks as requested by the Superintendent and YVS administration

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I acknowledge that I have received a copy of my job description, have reviewed it, and have been given a copy.

Signature

Date



Job Description

Position: District Social Worker
Reports to: Director of Special Education

General Description: Provides supportive, diagnostic and consultative service to students, teachers, administration and parents/guardians/families of students with social, emotional and academic difficulties.

Primary Responsibilities

- Evaluates students to determine their need for school social work or other services.
- Completes and presents a written evaluation report to parents/guardians and the local educational agency within required timelines.
- Assists in the development and implementation of measurable IEP goals and objectives.
- Participates in IEPT, MET and other meetings as appropriate.
- Establishes and maintains appropriate records, reports, and procedures including, but not limited to, behavioral data and student progress on IEP goals/objectives.
- Communicates with mental health/child services or other agencies to coordinate services.
- Uses various software packages for communication and documentation purposes.
- Conducts parent/teacher conferences as appropriate.
- Makes referrals for students and parents to appropriate resources with the school or community.
- Participates in Child Study, Eligibility and Special Education related meetings.
- Serves as a resource to parents about the needs of students and consults with parents as needed.
- Informs teachers and parents of available special services for students.
- Adheres to laws and procedures involving child abuse/neglect.
- Maintains an advocacy role to assure that the students' educational, social, emotional and materials needs are met according to established laws, rules, and regulations.
- Provides crisis intervention services as appropriate and as requested by administrative personnel assigned to schools.
- Develops effective intervention strategies for students based on knowledge and understanding of student's behavior and learning styles.
- Conducts functional behavioral assessments and creates behavioral intervention plans to address student needs and target behaviors.
- Counsels individual students regarding issues, which interfere with adjustment and/or performance within the educational setting.
- Provides casework services to students and families.
- Exhibits punctuality.

- Maintains confidentiality in all student and professional matters, and works in a professional and cooperative manner with others to achieve duties and responsibilities.
- Follows the dress code as stated in the employee manual.
- School activities — the School Social Worker is required to attend and/ or participate in such other activities as directed by the Superintendent, Assistant Superintendent and/or Director of Special Education such as: faculty meetings (before or after school hours), open houses, commencement exercises, chaperone student activities, provide guidance for students, participate on faculty committees, study and help resolve school problems, and participate in the preparation of courses of study -- these activities demonstrate valuable support for Youth Vision Solutions.
- Acts in accordance to the directives and assignments given by the Curriculum Director.
- Has read and agreed to abide by the policies, directives, and guidelines as stated in all Covenant House Academies manuals pertinent to the position.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Youth Vision Solutions serves
- Knowledge of current state law/regulations regarding high school proficiency standards
- Ability to demonstrate effective liaison relationships with parents, schools, and agencies
- Leadership skills in working with individuals and groups (i.e. initiating individual or group discussion, listening, clarifying and facilitating interactions and sharing of ideas)
- Ability to manage caseload and develop an effective schedule which allows for direct service to students and families, collaboration with staff, parent/community services and program management

Qualifications

- Master's Degree in Social Work (LMSW or MSW)
- Must meet Michigan Department of Education requirements for full/temporary approval as a School Social Worker and licensing from the Department of Community Health
- Knowledge of current state law/regulations regarding high school proficiency standards
- Proficient in computer applications
- Excellent oral and written communication skills and strong interpersonal skills
- Candidate will possess the ability to communicate effectively with all levels of management, staff and business contacts as required
- Exhibit flexibility with regard to workload and priorities and exhibit effective organizational/administrative skills
- Satisfactory completion of criminal history check and TB test

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Signature

Date



Position: ELL Interventionist (9-12)

Reports to: Administrator

General Description:

The ELL Interventionist would support the ELL certified teacher. In addition, the ELL Interventionist would help provide direct instruction and support to high school ELL students taking online core curriculum and credit recovery classes. A successful candidate would help develop and maintain an active ELL program to guide English Language Learners towards gaining proficiency in listening, speaking, reading, and writing.

Primary Responsibilities:

- Student instruction in English Language Development
- Help develop, maintain, and revise as needed an active ELL program
- Help develop lessons and units focused on Listening, Reading, Writing, and Speaking the English language
- Knowledge of sheltered instruction (SIOP) and other English language development methods is preferred
- Assist classroom teachers with instructional and curricular differentiation
- Understand linguistic and cultural backgrounds of English Learner students, including Newcomers
- Communicate student progress and achievement to parents / guardians
- Attend meetings and conferences as needed
- Testing assistance for W-APT and WIDA ACCESS
- Monitor student achievement, English proficiency levels, and Formerly Limited English Proficient (FLEP) students

Essential Skills and Abilities:

- Ability to understand the awareness of and sensitivity to the needs of the at-risk youth and homeless and that Covenant House Academy serves
- Effective organizational skills with the ability to multitask
- An aptitude and working knowledge of computer courseware and hardware
- Ability to impact student achievement through mentoring, motivation, and monitoring practices
- Ability to adapt and adjust instruction to create multiple paths to meet learning objectives
- Ability to impact student achievement through mentoring, motivation, and monitoring practices
- Flexibility and adaptability

Qualifications:

- Associate's Degree, Bachelor's Degree preferred
- Experience working with English Language Learners

- Experience working with at-risk youth
- Satisfactory completion of criminal history check

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Signature

Date



Job Description

Position: English/ELL Teacher
Reports to: Principal

General Description: Delivers teacher-led instruction in a blended learning environment for the purposes of supplemental enrichment, core curriculum, and credit recovery to meet a range of educational needs for at-risk and homeless youth.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant House Academy philosophy and mission statement in all his/her school activities.
- Differentiates instruction based on students' learning styles and needs and assists students in assimilating information to gain understanding and knowledge.
- Uses computers and other technology provided to assist students.
- Establishes standards for student behavior that are designed to ensure academic integrity and appropriate uses of the Internet and written communication.
- Arranges media and content to help transfer knowledge most effectively in the blended environment.
- Uses student data to inform instruction, guides and monitors students' management of their time, monitors learner progress with available tools and develops an intervention plan for unsuccessful learners.
- Demonstrates effective strategies and techniques that actively engage students in the learning process.
- Provides continuous evaluation of students to include pre-and post-testing and student input throughout each course.
- Reviews student responses to test items to identify issues related to test validity or instructional effectiveness.
- Provides timely, constructive feedback to students about assignments and questions.
- Communicates high expectations.
- Prepares and administers all standardized tests as directed. Testing for W-APT and WIDA ACCESS
- Maintains confidentiality concerning all student information and any professional matters.
- Gathers, maintains, and submits, as directed, all information and forms related to the use of technology.
- Keeps accurate records on each student such as grade books and progress reports, lesson plans, attendance records, and behavior/discipline records.
- Maintains the classroom environment in an orderly fashion that is conducive to effective teaching and learning.
- Student instruction in English Language Development
- Develop, maintain, and revise as needed an active ELL program
- Develop lessons and units focused on Listening, Reading, Writing, and Speaking the English language
- Communicate student progress and achievement to parents / guardians

- Serves as a role model for students and staff in demonstrating a positive attitude, appropriate attire, personal grooming, and an effective work ethic.
- Participates in appropriate in-service and workshop programs and attends all required meetings.
- Monitor student achievement, English proficiency levels, and Formerly Limited English Proficient (FLEP) students
- Works in a professional and cooperative manner with others to achieve duties and responsibilities.
- Acts in accordance to the directives and assignments given by the Principal.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Ability to adapt and adjust instruction to create multiple paths to meet learning objectives
- Knowledge of accepted and effective techniques for working with at-risk youth with diverse family dynamics
- Knowledge of sheltered instruction (SIOP) and other English language development methods is preferred
- An aptitude and working knowledge of computer courseware and hardware
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

Qualifications

- Bachelor's Degree
- Certification in appropriate area
- Excellent oral and written communication skills
- Proficient in computer applications
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check

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Signature

Date



Job Description

Position: English Teacher
Reports to: Principal

General Description: Delivers teacher-led instruction in a blended learning environment for the purposes of supplemental enrichment, core curriculum, and credit recovery to meet a range of educational needs for at-risk and homeless youth.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant House Academy philosophy and mission statement in all his/her school activities.
- Differentiates instruction based on students' learning styles and needs and assists students in assimilating information to gain understanding and knowledge.
- Uses computers and other technology provided to assist students.
- Establishes standards for student behavior that are designed to ensure academic integrity and appropriate uses of the Internet and written communication.
- Arranges media and content to help transfer knowledge most effectively in the blended environment.
- Uses student data to inform instruction, guides and monitors students' management of their time, monitors learner progress with available tools and develops an intervention plan for unsuccessful learners.
- Demonstrates effective strategies and techniques that actively engage students in the learning process.
- Provides continuous evaluation of students to include pre-and post-testing and student input throughout each course.
- Reviews student responses to test items to identify issues related to test validity or instructional effectiveness.
- Provides timely, constructive feedback to students about assignments and questions.
- Communicates high expectations.
- Prepares and administers all standardized tests as directed.
- Maintains confidentiality concerning all student information and any professional matters.
- Gathers, maintains, and submits, as directed, all information and forms related to the use of technology.
- Keeps accurate records on each student such as grade books and progress reports, lesson plans, attendance records, and behavior/discipline records.
- Maintains the classroom environment in an orderly fashion that is conducive to effective teaching and learning.
- Serves as a role model for students and staff in demonstrating a positive attitude, appropriate attire, personal grooming, and an effective work ethic.

- Participates in appropriate in-service and workshop programs and attends all required meetings.
- Works in a professional and cooperative manner with others to achieve duties and responsibilities.
- Acts in accordance to the directives and assignments given by the Principal.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Ability to adapt and adjust instruction to create multiple paths to meet learning objectives
- Knowledge of accepted and effective techniques for working with at-risk youth with diverse family dynamics
- An aptitude and working knowledge of computer courseware and hardware
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

Qualifications

- Bachelor's Degree
- Certification in appropriate area
- Excellent oral and written communication skills
- Proficient in computer applications
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check

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Position: Enrollment Secretary
Reports to: Principal

General Description: Serves as the primary contact person and liaison between the Principal and students, teachers, parents, staff and the community; provides students, parents, staff and the public with information through a wide variety of secretarial and administrative services which directly supports the educational environment.

Primary Responsibilities

- Answers and responds to phone calls in such a way that callers feel welcomed and valued
- Handles and processes confidential mail and other documents
- Receives and sends, faxes, mail, emails as applicable
- Welcomes visitors and guests
- Type, mail, merge, collate and distribute student reports
- Maintains the school database (Zangle) with new applications for enrollment
- Responds to questions from a variety of internal and external sources (e.g. staff, other educational institutions, the public, parents and students, etc.) for the purposes of providing information and/or direction
- Organizes interviews for potential employment candidates
- Maintains and updates waiting lists and liase with Data Specialist regarding potential enrollees
- Supports instructional and administrative staff in clerical, administrative and organizational matters
- Prepares standardized documents and reports (e.g. form letters and memos, calendars, and periodic reports, etc.) for the purposes of communicating information students, parents, and other stakeholders
- Liaise with students and parents regarding meetings and requirements of the Principal
- Compiles student records (e.g. birth certificates, transcripts, updating transcripts, updating student information system, etc) for the purposes of meeting State, Federal and District requirements
- Calculates monthly income for the Free/Reduced lunch program to determine eligibility requirements as regulated by the State of Michigan
- Maintains confidentiality concerning all personnel information and any professional matters
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution
- hours), open houses, commencement exercises, chaperone student activities, provide guidance for students, participate on faculty committees, study and help resolve school problems, and participate in the preparation of courses of study -- these activities demonstrate valuable support for the Covenant House Academy
- Acts in accordance to the directives and assignments given by the Data Specialist Coordinator and the Principal.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Ability to handle large volumes of phone calls with a high degree of professionalism
- An aptitude and working knowledge of computer courseware and hardware
- Ability to prioritize and manage competing demands

Qualifications

- Associates Degree
- Secretarial or Accounting Experience
- Excellent oral and written communication skills
- Satisfactory completion of criminal history check

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Date



Job Description

Position: Food Service Worker (Part-Time)
Reports to: Principal

General Description: Delivers on-site food service to students and staff. Responsible for the preparation/heating of food/beverages, making sure foods are sufficient and available for service in a timely manner, while maintaining inventory and providing necessary information and feedback to Principal and contract service personnel as needed.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant House Academy philosophy and mission statement in all his/her school activities.
- Sets up food service or kitchen facilities, equipment and utensils, under detailed instruction, in accordance with specific area needs; checks food temperatures and/or prepares areas for daily operations; may operate heating equipment as assigned.
- Follows prescribed procedures in setting up hot and cold food lines; chooses proper utensils and sets steam line to appropriate temperature for menu items.
- Prepares or assists in the preparation of hot and cold dishes, beverages, and/or other similar food items, as appropriate to the position.
- As needed, replenishes foods, silverware, glassware, dishes, and trays at serving stations; may order and replenish condiments.
- Attends to day-to-day problems and needs concerning equipment and food supplies; detects and ensures disposition of spoiled or unattractive food, defective supplies/equipment, and/or other unusual conditions.
- May clean and maintain work areas, including floors, facilities, utensils, and equipment; collects and places garbage and trash in designated containers; as appropriate to the area of operation.
- Washes pots, pans, and other service ware ensuring sanitary handling; organizes and replaces service ware to appropriate location.
- May perform cashiering duties, as required.
- May provide guidance and training to other employees performing related work.
- Performs miscellaneous job-related duties as assigned.
- Works in a professional and cooperative manner with others to achieve duties and responsibilities.
- Acts in accordance with the directives and assignments given by the Principal.
- Assists in the school office with various administrative tasks as assigned for 2.5 hours per day.
- All other duties as assigned

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to follow routine verbal and written instructions.
- Ability to understand and follow safety procedures.
- Ability to safely use cleaning equipment and supplies.
- Ability to lead and train staff and/or students.
- Ability to lift and manipulate heavy objects.
- Knowledge of food service lines set-up and temperature requirements.
- Skill in cooking and preparing a variety of foods.
- Knowledge of food preparation and presentation methods, techniques, and quality standards.

Qualifications

- High school diploma
- At least 1 year of experience that is directly related to the duties and responsibilities specified.
- Food Handlers License
- Excellent oral and written communication skills
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check

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Signature

Date



Job Description

Position: High School Guidance Counselor

Reports to: Principal

General Description:

The primary function of the school guidance counselor is to provide a comprehensive competency-based counseling program focused on the learning, personal, social and career/vocational needs of all students.

Primary responsibilities:

- Guide students in resolving educational, personal, and other barriers toward successful completion of their academic goals.
- Serve as a resource to parents about the needs of students and consults with parents as needed.
- Create master schedule w/administrator.
- Schedule students in appropriate classes.
- Advise students regarding the accuracy and completeness of records and credits and perform periodic credit checks from grades nine through 12 with an emphasis on the senior year.
- Consult with students, parents, and staff to assist students with academic/career planning.
- Assist students with scholarship, college entrance, and financial aid applications.
- Direct students to provide them with sources of vocational/technical, career, college, military information and work.
- Conduct counseling sessions in systematic response to identified needs of individuals or groups of students.
- Facilitate outreach efforts to provide services to students, parents/guardians, and staff.
- Coordinate the testing program at the high school and compile and disseminate test results to appropriate personnel, students and parents/guardians.
- Advocate on behalf of the students and/or their family.
- Provide crisis intervention services as appropriate and as requested by administrative personnel assigned to schools.
- Maintain student files as required by the needs of federal, state, and local guidelines to track student progress.
- Issue work permits.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within the legal confines.
- Serve as a role model for students and staff in demonstrating a positive attitude, appropriate attire and an effective work ethic.

- Participate in appropriate in-service and workshop programs and attends all required meetings.
- Work in a professional and cooperative manner with others to achieve duties and responsibilities.
- Act in accordance to the directives and assignments given by the Principal.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Knowledge of accepted and effective techniques for working with at-risk youth with diverse family dynamics
- Proven ability to develop constructive partnerships with students, staff, and families
- An aptitude and working knowledge of computer courseware and hardware
- Demonstrate the ability to communicate effectively both orally and in writing
- Ability to impact student retention through mentoring, motivation, and monitoring practices
- Ability to manage caseload and develop an effective schedule which allows for direct service to students and families, collaboration with staff, parent/community services and program management

Qualifications

- Master's degree in Guidance and/or School Counseling
- Valid Michigan School Counselor Certificate/License
- Minimum of three years of experience working with at-risk youth
- Excellent oral and written communication skills
- Effective organizational skills with the ability to multitask
- Hold and maintain a valid driver's license and have a reliable vehicle for transportation
- Satisfactory completion of a criminal history background check

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Signature

Date



Job Description

Position: Math Coach
Reports to: Principal

General Description: Collaborates with teachers in the development of research-based teaching strategies that foster problem-solving and mathematical understanding for students. Coaches will work collaboratively with the teachers for the purpose of building skills, analyzing data, and providing data-driven instructional practices.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant House Academy philosophy and mission statement in all his/her school activities.
- Administers math tests to identify the level of student achievement.
- Works with the teacher to determine the instructional needs of students most identified in need of improvement.
- Models innovative teaching methodologies and research-based, effective instructional practices through techniques such as co-teaching and demonstration lessons.
- Provides one-on-one and small group tutoring in reading and math.
- Designs tutoring schedule for working with students.
- Communicates goals and academic expectations to students.
- Maintains confidentiality concerning all student information and any professional matters.
- Maintains and submits required documentation, including but not limited to, coaching logs, data analysis for teacher development and calendar reflecting coaching activities and scheduled meetings.
- Assists teachers in effective integration of technology within daily instructional practice.
- Promotes collegiality through collaborative work and reflective practices with teachers and administrators.
- Establishes and maintains a trusting, confidential and non-evaluative relationship with teachers and aligns coaching based on classroom observations.
- Participates in monthly content related professional learning.
- Works in a professional and cooperative manner with others to achieve duties and responsibilities.
- Acts in accordance to the directives and assignments given by the Principal.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Ability to adapt and adjust instruction to create multiple paths to meet learning objectives
- Knowledge of accepted and effective techniques for working with at-risk youth with diverse family dynamics
- An aptitude and working knowledge of computer courseware and hardware
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

Qualifications

- Master's Degree
- Certification in appropriate area
- Excellent oral and written communication skills
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check

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I acknowledge that I have received a revised copy of my job description, have reviewed it, and have been given a copy.

Signature

Date



Job Description

Position: Math Interventionist
Reports to: Principal

General Description: Collaborates with teachers and students to help students build essential math skills and advance in the mathematics curriculum.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant House Academy philosophy and mission statement in all his/her school activities.
- Provides one-on-one and small group tutoring in math.
- Works with the teacher to determine the instructional needs of students most in need of improvement.
- Administers math tests to identify the level of student achievement.
- Designs tutoring schedule for working with students.
- Communicates goals and academic expectations to students.
- Maintains and submits required documentation, including but not limited to, coaching logs and student performance data.
- Assists teachers in effective integration of technology within daily instructional practice.
- Works in a professional and cooperative manner with others to achieve duties and responsibilities.
- Acts in accordance to the directives and assignments given by the Principal.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves.
- Ability to impact student achievement through mentoring, motivation, and monitoring practices.
- Ability to adapt and adjust instruction to create multiple paths to meet learning objectives.
- Knowledge of accepted and effective techniques for working with at-risk youth with diverse family dynamics.
- Working knowledge of computer software, courseware and hardware

Qualifications

- Competence in mathematics, including algebra, geometry and trigonometry
- Bachelors degree preferred
- Teacher certification preferred

- Excellent oral and written communication skills
- Effective organizational skills
- Satisfactory completion of criminal history check

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Signature

Date

February 11, 2023



Job Description

Position: Math Teacher
Reports to: Principal

General Description: Delivers teacher-led instruction in a blended learning environment for the purposes of supplemental enrichment, core curriculum, and credit recovery to meet a range of educational needs for at-risk and homeless youth.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant House Academy philosophy and mission statement in all his/her school activities.
- Differentiates instruction based on students' learning styles and needs and assists students in assimilating information to gain understanding and knowledge.
- Uses computers and other technology provided to assist students.
- Establishes standards for student behavior that are designed to ensure academic integrity and appropriate uses of the Internet and written communication.
- Arranges media and content to help transfer knowledge most effectively in the blended environment.
- Uses student data to inform instruction, guides and monitors students' management of their time, monitors learner progress with available tools and develops an intervention plan for unsuccessful learners.
- Demonstrates effective strategies and techniques that actively engage students in the learning process.
- Provides continuous evaluation of students to include pre-and post-testing and student input throughout each course.
- Reviews student responses to test items to identify issues related to test validity or instructional effectiveness.
- Provides timely, constructive feedback to students about assignments and questions.
- Communicates high expectations.
- Prepares and administers all standardized tests as directed.
- Maintains confidentiality concerning all student information and any professional matters.
- Gathers, maintains, and submits, as directed, all information and forms related to the use of technology.
- Keeps accurate records on each student such as grade books and progress reports, lesson plans, attendance records, and behavior/discipline records.
- Maintains the classroom environment in an orderly fashion that is conducive to effective teaching and learning.
- Serves as a role model for students and staff in demonstrating a positive attitude, appropriate attire, personal grooming, and an effective work ethic.

- Participates in appropriate in-service and workshop programs and attends all required meetings.
- Works in a professional and cooperative manner with others to achieve duties and responsibilities.
- Acts in accordance to the directives and assignments given by the Principal.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Ability to adapt and adjust instruction to create multiple paths to meet learning objectives
- Knowledge of accepted and effective techniques for working with at-risk youth with diverse family dynamics
- An aptitude and working knowledge of computer courseware and hardware
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

Qualifications

- Bachelor's Degree
- Certification in appropriate area
- Excellent oral and written communication skills
- Proficient in computer applications
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check

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Position: Paraprofessional
Reports to: Principal

General Description: Provides instructional support services under the direct supervision of a teacher to offer targeted teaching and support to students in the classroom and on campus grounds. The Paraprofessional will work with the Covenant House Academy team to ensure that all students are working toward their academic goals.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant House Academy philosophy and mission statement in all his/her school activities.
- Administers reading and math tests to identify the level of student achievement.
- Works with the teacher to determine the instructional needs of each student.
- Provides one-on-one and small group tutoring in reading and math.
- Attends in service professional development, building and district meetings.
- Communicates with parents and families as directed by the teacher or Principal.
- Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interest, and abilities.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Helps student master equipment or instructional materials assigned by the teacher.
- Distributes and collects workbooks, papers, and other materials for instruction.
- Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
- Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
- Promotes high levels of achievement in relation to individual abilities.
- Communicates goals and academic expectations to students.
- Maintains confidentiality concerning all student information and any professional matters.
- Alerts the regular teacher to any problem or special information about an individual student.
- Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher. Works in a professional and cooperative manner with others to achieve duties and responsibilities.
- Acts in accordance to the directives and assignments given by the Principal.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Ability to reinforce the teacher's effect in the classroom
- An aptitude and working knowledge of computer courseware and hardware
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

Qualifications

- Associates Degree, Bachelor's Preferred
- Excellent oral and written communication skills
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check

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Date



Job Description

Position: Principal
Reports to: Superintendent

General Description: The Principal serves as the instructional leader for the Academy, and is responsible for the management of all aspects of the school's operation, including: educational programming, supervision and evaluation of all staff members, enrollment, recruitment and retention, and compliance with all federal, state and district laws, regulations, policies and requirements.

Primary responsibilities:

- Understands, accepts, and abides by the Covenant House Academy philosophy and mission statement in all his/her school activities.
- Interprets, enforces and develops regulations that are in agreement with Board policies, the school handbook, and state and federal law.
- Supervises all personnel assigned to the building, establishing clear expectations for role, responsibilities, and performance to ensure that all job responsibilities are met and exceeded.
- Leads school and decision making process to ensure the development of a comprehensive School Improvement Plan with annual student achievement targets, supported by parents, staff, and community members.
- Supervises the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Conducts and maintains school's performance evaluation information and its systems to ensure that site goals and objectives are achieved, and that all levels of staff adheres to District, state and federal educational standards and goals.
- Fosters positive citizen-staff-student relations and effective communication and citizen participation in the schools by maintaining positive and/or improving human relations and rapport.
- Orients and assists new staff and new students and provides opportunities for their input in the school program.
- Establishes the master schedule for instructional programs, ensuring sequential learning experiences for students.
- Collects and analyzes data regarding the needs and achievement of students, including State assessments, and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications to existing programs.
- Manages a comprehensive physical facility, identifying needs and recommending additions, modifications, and services.

- Confers, consults with and advises District, public and private agency personal and parents concerning student educational and behavior problems and alternative problem solutions.
- Manages, supervises, observes, and conducts staff professional development and staff training programs which identify and encourage leadership potential.
- Plans, develops, and provides, as required, management reports pertaining to the educational climate and the functions and activities of the school.
- Creates innovative strategies for leading and managing student enrollment, recruitment, and retention initiatives.
- Supervises and evaluates staff performance.
- Serves as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
- Acts in accordance with the directives and assignments given by the Superintendent.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Ability to lead a diverse group of employees
- Proven ability to develop sustainable partnerships with local businesses, social service agencies, and community development organizations
- An aptitude and working knowledge of computer courseware and hardware
- Demonstrates the ability to communicate effectively both orally and in writing

Qualifications

- A minimum of a Master's Degree in related field
- Valid Michigan School Administrator Certification
- Five to seven years of school leadership experience that is inclusive of alternative education
- Hold and maintain a valid driver's license and have a reliable vehicle for transportation
- Satisfactory completion of criminal history check

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Date



Job Description

Position: School Social Worker

Reports To: Director of Special Education

General Description: Provides supportive, diagnostic and consultative service to students, teachers, administration and parents/guardians/families of students with social, emotional and academic difficulties.

Primary Responsibilities

- Evaluates students to determine their need for school social work or other services
- Completes and presents a written evaluation report to parents/guardians and the local educational agency within required timelines
- Assist in the development and implementation of measurable IEP goals and objectives
- Participate in IEPT, MET and other meetings as appropriate
- Establish and maintain appropriate records, reports, and procedures including, but not limited to, behavioral data and student progress on IEP goals/objectives
- Communicate with mental health/child services or other agencies to coordinate services
- Use various software packages for communication and documentation purposes
- Conduct parent/teacher conferences as appropriate
- Makes referrals for students and parents to appropriate resources with the school or community
- Participates in Child Study, Eligibility and Special Education related meeting
- Serves as a resource to parents about the needs of students and consults with parents as needed
- Informs teachers and parents of available special services for students
- Adheres to laws and procedures involving child abuse/neglect
- Maintains an advocacy role to assure that the students' educational, social, emotional and materials needs are met according to established laws, rules, and regulations

- Provides crisis intervention services as appropriate and as requested by administrative personnel assigned to schools
- Develops effective intervention strategies for students based on knowledge and understanding of student's behavior and learning styles
- Conducts functional behavioral assessments and creates behavioral intervention plans to address student needs and target behaviors
- Counsels individual students regarding issues, which interfere with adjustment and/or performance within the educational setting
- Provide casework services to students and families
- Exhibits punctuality
- Maintains confidentiality in all student and professional matters, and works in a professional and cooperative manner with others to achieve duties and responsibilities
- Follows the dress code as stated in the employee manual
- School activities — the School Social Worker is required to attend and/ or participate in such other activities as directed by the Superintendent, Assistant Superintendent and/or Director of Special Education such as: faculty meetings (before or after school hours), open houses, commencement exercises, chaperone student activities, provide guidance for students, participate on faculty committees, study and help resolve school problems, and participate in the preparation of courses of study -- these activities demonstrate valuable support for Youth Vision Solutions
- Acts in accordance to the directives and assignments given by the Curriculum Director
- Has read and agreed to abide by the policies, directives, and guidelines as stated in all Covenant House Academies manuals pertinent to the position

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Youth Vision Solutions serves
- Knowledge of current state law/regulations regarding high school proficiency standards
- Ability to demonstrate effective liaison relationships with parents, schools, and agencies
- Leadership skills in working with individuals and groups (i.e. initiating individual or group discussion, listening, clarifying and facilitating interactions and sharing of ideas)
- Ability to manage caseload and develop an effective schedule which allows for direct service to students and families, collaboration with staff, parent/community services and program management

Qualifications

- Master's Degree in Social Work (LMSW or LLMSW)
- Must meet Michigan Department of Education requirements for full/temporary approval as a School Social Worker and licensing from the Department of Community Health

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Job Description

Position: Science Teacher
Reports to: Principal

General Description: Delivers teacher-led instruction in a blended learning environment for the purposes of supplemental enrichment, core curriculum, and credit recovery to meet a range of educational needs for at-risk and homeless youth.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant House Academy philosophy and mission statement in all his/her school activities.
- Differentiates instruction based on students' learning styles and needs and assists students in assimilating information to gain understanding and knowledge.
- Uses computers and other technology provided to assist students.
- Establishes standards for student behavior that are designed to ensure academic integrity and appropriate uses of the Internet and written communication.
- Arranges media and content to help transfer knowledge most effectively in the blended environment.
- Uses student data to inform instruction, guides and monitors students' management of their time, monitors learner progress with available tools and develops an intervention plan for unsuccessful learners.
- Demonstrates effective strategies and techniques that actively engage students in the learning process.
- Provides continuous evaluation of students to include pre-and post-testing and student input throughout each course.
- Reviews student responses to test items to identify issues related to test validity or instructional effectiveness.
- Provides timely, constructive feedback to students about assignments and questions.
- Communicates high expectations.
- Prepares and administers all standardized tests as directed.
- Maintains confidentiality concerning all student information and any professional matters.
- Gathers, maintains, and submits, as directed, all information and forms related to the use of technology.
- Keeps accurate records on each student such as grade books and progress reports, lesson plans, attendance records, and behavior/discipline records.
- Maintains the classroom environment in an orderly fashion that is conducive to effective teaching and learning.
- Serves as a role model for students and staff in demonstrating a positive attitude, appropriate attire, personal grooming, and an effective work ethic.

- Participates in appropriate in-service and workshop programs and attends all required meetings.
- Works in a professional and cooperative manner with others to achieve duties and responsibilities.
- Acts in accordance to the directives and assignments given by the Principal.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Ability to adapt and adjust instruction to create multiple paths to meet learning objectives
- Knowledge of accepted and effective techniques for working with at-risk youth with diverse family dynamics
- An aptitude and working knowledge of computer courseware and hardware
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

Qualifications

- Bachelor's Degree
- Certification in appropriate areas (Endorsement Codes: DA, DC, or DX)
- Excellent oral and written communication skills
- Proficient in computer applications
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check

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Signature

Date



Job Description

Position: Social Studies Teacher (9-12)

Reports to: Administrator

General Description:

Delivers teacher-led instruction in an online learning environment for the purposes of supplemental enrichment, core curriculum and credit recovery to meet a range of educational needs for at-risk youth.

Primary Responsibilities:

- Differentiates instruction based on students' learning styles and needs and assists students in assimilating information to gain understanding and knowledge
- Uses computers and other technology provided to assist students
- Establishes standards for student behavior that are designed to ensure academic integrity and appropriate uses of the Internet and written communication
- Arranges media and content to help transfer knowledge most effectively in the online environment
- Uses student data to inform instruction, guides and monitors students' management of their time, monitors learner progress with available tools and develops an intervention plan for unsuccessful learners
- Demonstrates effective instructional strategies and techniques that actively engage students in the learning process
- Provides continuous evaluation of students to include pre-and post-testing and student input throughout through each course
- Prepares and administers all standardized tests as directed
- Keeps accurate records on each student such as grade books and progress reports, lesson plans, attendance records, and behavior/discipline records
- Maintains the classroom environment in an orderly fashion that is conducive to effective teaching and learning

Essential Skills and Abilities:

- Ability to understand the awareness of and sensitivity to the needs of the at-risk youth and homeless and that Covenant House Academy serves
- Ability to adapt and adjust instruction to create multiple paths to meet learning objectives
- Ability to impact student achievement through mentoring, motivation, and monitoring practices
- Flexibility and adaptability
- Effective organizational skills with the ability to multitask

Qualifications:

- Bachelor's Degree
- Certification in appropriate area with a preference for dual endorsement
- Excellent oral and written communication skills
- Experience working with at-risk youth
- Satisfactory completion of criminal history check

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Signature

Date



Position: School Social Worker
Reports To: Director of Special Education
Last Updated: 4/19/2022

General Description

Provide support services to students with social, emotional, and academic difficulties, as well as diagnostic and consultative support to teachers, administration, and parents/guardians/families.

Primary Responsibilities

- Evaluate students to determine their need for school social work or other services.
- Complete and **present** a written evaluation report to parents/guardians and the local educational agency within required timelines.
- Assist in the development and implementation of measurable IEP goals and objectives.
- Participates in IEP, MET, and other meetings as appropriate.
- Establish and maintain appropriate records, reports, and procedures including, but not limited to, behavioral data and student progress on IEP goals/objectives.
- Communicate with mental health/child services or other agencies to coordinate services.
- Conduct parent/teacher conferences as appropriate.
- Make referrals for students and parents to appropriate resources with the school or community.
- Participate in Child Study, Eligibility, and Special Education related meetings.
- Serves as a resource to parents about the needs of students and consults with parents as needed.
- Inform teachers and parents of available special services for students.
- Adhere to laws and procedures involving child abuse/neglect.
- Maintain an advocacy role to assure that students' educational, social, emotional, and material needs are met according to established laws, rules, and regulations.
- Provide crisis intervention services as appropriate and as requested by administrative personnel assigned to schools.
- Develop effective intervention strategies for students based on knowledge and understanding of students' behavior and learning styles.
- Conduct functional behavioral assessments and create behavioral intervention plans to address student needs and target behaviors.
- Counsel individual students regarding issues, which interfere with adjustment and/or performance within the educational setting.
- Provide casework services to students and families.
- Participate and/or lead implementation of MTSS, PBIS, trauma-informed practices, and SEL.
- Support students identified as homeless in accordance with the McKinney-Vento Act.
- Maintain confidentiality in all student and professional matters and work in a professional and cooperative manner with others to achieve duties and responsibilities.
- Participate in other school activities such as: faculty meetings (before or after school hours), faculty committees, open houses, commencement exercises, student activities, etc.
- Abide by the policies, directives, and guidelines as stated in all Covenant House Academy manuals pertinent to the position.
- Perform other related tasks and duties as directed.

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Essential Skills and Abilities:

- Awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Able to form effective relationships with parents, schools, and agencies
- Leadership skills in working with groups (i.e. initiating group discussion, listening, clarifying and facilitating interactions, and sharing of ideas)
- Able to manage caseload and develop an effective schedule that allows for direct service to students and families, collaboration with staff, parent/community services, and program management
- Knowledge/personal experience in mindfulness or willingness to participate in mindfulness training.

Qualifications:

- Master’s Degree in Social Work (LMSW or MSW)
- Current Michigan Department of Education School Social Worker certificate

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Youth Vision Solutions

Position: Special Education Director
Reports to: Superintendent

General Description: The Special Education Director assists the Superintendent with staffing, budgeting, data collection and reporting, staff development, and program implementation and evaluation for identified special education programs; coordinates special education compliance; and serves as the districts' liaison in all matters concerning special education.

Primary Responsibilities:

- Understands, accepts, and abides by the Covenant House Academy philosophy and mission statement in all his/her school activities.
- Establish and communicate a division-wide philosophy of least restrictive environment for serving special needs students.
- Keep informed of legal requirements governing Special Education and assure that staff and programs are in total compliance with the law.
- Evaluate and recommend for continuation of employment and promotion of all personnel serving in the Special Education area.
- Assume responsibility for compiling, maintaining and filing all reports, records other documents legally required or administratively useful.
- Develop budget recommendations and provide expenditure control on established for Special Education.
- Assume responsibility for own professional growth and development; for keeping current with the literature, new research findings, and approved techniques; and attending appropriate professional meetings and conventions.
- Supervise the recruiting, interviewing, hiring, training and evaluating of all assigned Special Education personnel.
- Guide the development and implementation of long-range and short-range plans for achieving special education goals and objectives in alignment with the districts' strategic plan.
- Direct special education services for all students with disabilities and ensure that students have access to the school division's core curriculum.
- Monitor the development and implementation of all aspects of the special education program process.
- Assume responsibility for Child Find activities including the coordination of all schools' referral activities.
- Collaborate with school-based administrators and central office administrators regarding the discipline of students with disabilities.
- Facilitate and/or participate in all matters of dispute resolution with the Michigan Department of Education and the Office for Civil Rights pertaining to students with disabilities; manage mediation and due process procedures.

- Develop, monitor, supervise and manage all aspects of the annual budgets for special education and audiology services; coordinate budget requests with individual schools relative to instructional programs.
- Coordinate the implementation of federal and state grant applications and manage appropriate IDEA grants.
- Oversee and direct the allocation of special education staff to schools in accordance with state and local standards and student needs.
- Review federal and state legislation/regulations related to special education; identify and share the impact of changes on the school division.
- Maintain open lines of communication regarding special education with all interested parties; respond to concerns of parents, teachers, building and central office administrators, and community members.
- Maintain accurate database and files of former and current students served in special education.
- Conduct ongoing needs assessments, collect and analyze data, use pertinent data to refine and improve operational functions and services;
- Facilitate research regarding trends and best practices to support appropriate recommendations for student success through rigorous, innovative, and technological programming.
- Plan, implement and facilitate professional development/in-services for school staff assigned the responsibility of delivering and overseeing the special education services/process in their buildings.
- Work with Child Study Committees in developing, implementing, and evaluating proper child study procedures.
- Serve as the districts' liaison in all matters concerning special education.
- Perform related work as required by the Superintendent.

Essential Skills and Abilities:

- Ability to work collaboratively with principals to implement and monitor special education programs.
- Ability to interface with other departments to coordinate reciprocal services for achieving special education goals.
- Ability to interpret and remain current on all federal, state, and local mandates for special education and Section 504 services and to ensure that the school districts are in compliance.
- Exceptional public relations/interpersonal skills to respond to parents and advocacy groups and to serve as the school districts lead representative/contact person of programs for special needs students.
- Effective management, supervisory, team-building, and problem solving skills.
- An aptitude and working knowledge of computer courseware and hardware

Qualifications:

- Master's Degree in Special Education.
- State of Michigan approval as a Special Education Director
- Continuing Education Credit Requirement, under current Michigan law, hours or 18 State Continuing Education Clock Hours (SCECH)
- Successful experience as a classroom teacher and administrator; local school district experience preferred.

- Excellent oral and written communication skills
- Satisfactory completion of criminal history check

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Position: Special Education Teacher

Reports to: Principal

General Description: Under the direction of the school principal, the special education teacher plans and provides for appropriate learning experiences for students with disabilities in a variety of educational settings. The person in this position is responsible for creating a flexible program and learning environment that provides specialized instruction for students with disabilities, such that the students benefit from the general education curriculum to the greatest extent possible when supported with supplemental aides, accommodations, and other needed supports.

Primary Responsibilities

- Understands, accepts and abides by the Covenant House Academies philosophy and mission statement in all his/her school activities.
- Write lessons plans to accommodate IEP curriculum.
- Assists with the implementation of the IEP for each student served.
- Prepares, adapts, and delivers instructional material.
- Develops suitable curricula and effective teaching methods based on assessment of students' needs.
- Evaluates students' academic and behavioral progress.
- Supervises students in classrooms, school buildings and social-curricular activities.
- Selects appropriate texts, learning aids, materials, and supplies.
- Provides formal and informal assessment of students' academic status and learning styles.
- Works with students and teachers to identify, teach, and implement accommodations for student who are eligible for services in the general education and special education settings.
- Schedules IEP meetings as needed.
- Maintains accurate and complete student records, and prepare reports on student activities, as required by laws, school policies, and administrative regulations.
- Participates in the Child Study Team (CST).
- Continuously maintain current training and updates pertaining to administrative guidelines and compliance.
- Maintains confidentiality concerning all student information and any professional matters.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academies serves
- Competency in the administration and interpretation of academic ability testing
- Ability to use technology for documentation and preparation of professional materials

- Ability to communicate assessment results, in written and oral forms, to parents and professionals
- Ability to develop, implement, and evaluate behavior plans for use in general and special education settings
- Ability to prioritize tasks, allocate time, and maintain schedule flexibility

Qualifications

- BA or BS Degree
- Certification as Special Education Teacher
- Excellent verbal and written communication skills
- Meets education standards as applicable
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check

This job description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed at any time at the discretion of the executive management of Youth Vision Solutions.

Youth Vision Solutions is an equal opportunity employer. YVS will not discriminate against any otherwise qualified employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, age, sex, height, weight, marital status, disabilities or other legally protected status.

I acknowledge that I have received a revised copy of my job description, have reviewed it, and have been given a copy.

Signature

Date



Job Description

Position: Student Interventionist

Reports to: Principal

- **General Description:** The Student Interventionist shall serve the education process by supporting students facing challenges to successful school performance, including issues related to attendance, basic needs and homelessness. The Student Interventionist serves as a role model for students in demonstrating a positive attitude, appropriate attire, personal grooming, and a strong work ethic. The Interventionist also understands, accepts, and abides by the Covenant House Academy philosophy and mission statement in all his/her school activities.

Primary Responsibilities

- Assist students lacking basic needs, including shelter and food
- Provide referrals and recommendations for resources for food, shelter, healthcare, clothing, employment, etc. and support services
- Assist students needing transportation, including distribution of bus cards
- Work closely with students and parents to improve student attendance, punctuality and behavior, including calls, text messages and home visits to students missing school
- Counsel chronically absent students, including small-group and restorative circles
- Maintain record of student & parent communications
- Inform staff of student challenges (e.g., insecure housing) that may impact attendance and/or school performance
- Provide attendance records for probation officers & court officials
- Maintain and report 2-way communication and academic progress for student considered "dropout recovery"
- Monitor student attendance and progress
- Perform outreach to potential students/families directly, and through agencies and high schools, to assist them with a return to school
- Assist with new student orientation and placement
- Lead and assist student activities
- Provide supervision throughout the school day, including lunch, hallways, before and after school
- Serve as member of school culture, PBIS or intervention team
- Assist students in the classroom

- Assist teachers and administration as needed

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academy serves
- Knowledge of accepted and effective techniques for working with at-risk youth with diverse family dynamics
- Familiarity with school district resources, services and community agencies
- An aptitude and working knowledge of computer courseware and hardware
- Ability to impact student retention through mentoring, motivation, and monitoring practices

Qualifications

- Bachelor's Degree (preferred) in the field of social work, psychology, education, or related field
- Minimum of three years experience working with at-risk youth
- Hold and maintain a valid driver's license and have a reliable vehicle for transportation
- Demonstrated integrity, character and initiative
- Excellent oral and written communication skills
- Satisfactory completion of criminal history check

This job description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed at any time at the discretion of the executive management of Youth Vision Solutions.

Youth Vision Solutions is an equal opportunity employer. YVS will not discriminate against any otherwise qualified employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, age, sex, height, weight, marital status, disabilities or other legally protected status.

I acknowledge that I have received a copy of my job description, have reviewed it, and have been given a copy.

Signature

Date



JOB DESCRIPTION

POSITION TITLE: President of YVS/
Superintendent of Covenant House Academies – Detroit & Grand Rapids

REPORTING TO: YVS Board of Directors

LOCATION: Detroit and Grand Rapids, MI

Youth Vision Solutions (YVS), Inc. is a Michigan nonprofit corporation that provides education management services to charter schools for children and youth who have previously dropped out, are homeless or otherwise at risk. YVS collaborates with community agencies and associations and actively participates in community efforts to improve the condition of families and children. YVS advocates on behalf of youth to raise awareness in the community about their needs. Educational management services are provided to Covenant House Academies, Detroit and Grand Rapids.

YVS' purpose is based on unconditional love, the belief that all children and youth have a right to decent living conditions, suitable education and supplemental services delivered with respect and genuine concern.

ACADEMIES

Youth Vision Solutions manages four charter schools (9-12). There are three charter schools in the city of Detroit under a public school Board, Covenant House Academies Detroit. They are Covenant House Academy East, Covenant House Academy Central and Covenant House Academy Southwest. The fourth academy is located in Grand Rapids operated by a separate Board and is named Covenant House Academy Grand Rapids. The academies are alternative charter schools and offer a learning environment where students ages 16-22 and those with special needs up to age 25 can earn high school diplomas. The schools have year-round schedules and rolling enrollment, two graduations per year, and on-line access to classwork. They are authorized by Grand Valley State University.

SCOPE AND RESPONSIBILITIES

The President is responsible for the leadership, management and administration of Youth Vision Solutions (YVS) and to serve as Superintendent of the four Charter Schools.

Basic responsibilities:

1. Satisfactorily carrying out the management contracts with the school Boards
2. Fiscal responsibility of YVS and the schools
3. Academic success of the students
4. Innovative leadership
5. Creation of an excellence-based education culture within YVS and each of the academies

Specific responsibilities:

1. Provide leadership and vision for YVS and academy staff

2. Accept ultimate responsibility for the effective and efficient operation of YVS and the academies
3. Serve as the face and voice of YVS and the academies to the general public
4. Ensure the fulfillment of compliance and performance standards in the contractual agreement with Grand Valley State University and the Michigan Department of Education
5. Design and implement strategies to ensure academic achievement, enrollment and attendance goals
6. In the short term, review and implement improved academic, enrollment, attendance and retention goals
7. Maintain fiscally responsible policies and practices. Regularly report financial status to YVS, CHA-D and CHA-GR boards of directors

EXPERIENCE / SKILLS REQUIRED

1. High energy individual who is passionate about education and disadvantaged children
2. A proven leader with 5-10 years senior top tier management experience, including financial responsibility
3. Ability to build and develop the strategic direction of YVS and the academies (in collaboration with their Boards) to meet the goals and objectives set forth by Grand Valley State University
4. Excellent interpersonal and communication skills. Ability to communicate directly and credibly with staff, faculty and community, as well as those in the educational environments
5. A history of involvement with urban communities
6. Strong listening skills and a presence that commands trust, confidence and respect; the ability to lead by influence and example
7. Working experience with governing boards is preferred
8. A preference for candidates who have worked in diverse organizations is beneficial
9. An understanding of K-12 and/or Charter school environment is preferred
10. Marketing experience is beneficial
11. Ability to regularly work collaboratively with the Executive Director of Covenant House Michigan (CHM) – the sole member of YVS to ensure Mission alignment.

EDUCATION and CERTIFICATIONS

Master's degree or equivalent preferred (Business / Education)
State of Michigan School Administrator Certificate

COMPENSATION AND BENEFITS

Compensation will be competitive and commensurate with experience.

Employee benefits include medical, dental, vision, life insurance and a 403(b) plan with a contributory element

This description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed to any time at the discretion of the Youth Vision Solutions Board of Directors.

Youth Vision Solutions, Inc., is an equal opportunity employer. YVS will not discriminate against any otherwise qualified employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, age, sex, height, weight, marital status, disabilities or other legally protected status.

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Signature

Date

SCHEDULE 7-4

METHODS OF ACCOUNTABILITY AND PUPIL ASSESSMENT

SCHEDULE 7-4

Grand Valley State University shall evaluate the success of the Academy by considering multiple areas of performance. Criteria that the Grand Valley State University Charter Schools Office will use in its evaluation shall include, but not be limited to, the performance of the Academy in the areas of student performance, board governance, organizational performance, compliance reporting, facility conditions, fiscal strength and reporting and other pertinent performance data, as required by federal and state law, the authorizing contract, or desired by the authorizer for review.

Included in this evaluation shall be the requirements of Article VI Section 6.5 of the authorizing agreement, which states:

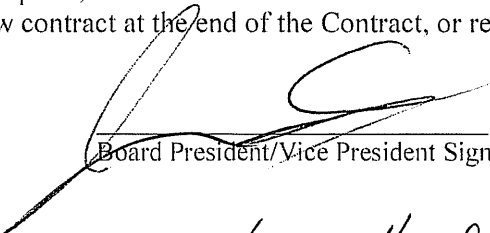
Section 6.5. Methods of Accountability and Pupil Assessment. In addition to those set forth in this Section 6.5, the Academy shall evaluate its pupils' work based on the assessment strategies identified in the Schedules. The Academy shall also assess pupil using all applicable testing that the Code or the Contract requires. The Academy shall provide the University Charter Schools Office with copies of reports, assessments, and test results concerning the following:

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

The University Board may use such reports, assessments and test results in making its decision to suspend, terminate, or not issue a new contract at the end of the Contract, or revoke the Contract.

Date:

June 17th, 2025


Board President/Vice President Signature

Secretary's Certification:

I certify that the foregoing resolution was duly adopted by the Loumont High School GR Board of Directors at a properly noticed open meeting held on the 17 day of June, 2025, at which a quorum was present.


Board Secretary

SCHEDULE 7-5

ACADEMY'S ADMISSION POLICIES AND CRITERIA

Book	Board Policies
Section	5000 BP - Students
Title	ADMISSION OF STUDENTS
Code	5111 BP
Status	Active
Adopted	July 22, 2013
Last Revised	November 13, 2018
Prior Revised Dates	11/01/16

ADMISSION OF STUDENTS

Reference:

MCL 380.502, 388.1606

Students who reside in Michigan, regardless of their citizenship or immigration status may enroll in the School as provided by law. Because space is limited, each student must enroll each year. The Board shall meaningfully communicate material information about enrollment requirements and procedures with parents, including parents who have limited proficiency in English. Access to information regarding enrollment requirements and procedures shall be available on the School's web site. Preferences will be in writing and given to:

- A. pupils who were enrolled in the School in the immediately preceding school year;
- B. siblings of enrolled students;
- C. children of a person who is employed by or at the School or who is on the Board of Directors of the School.

When maximum enrollment for a grade has been reached, applicants shall be placed on a waiting list and admitted on the basis of a lottery system.

The Educational Service Provider shall develop Administrative Procedures for the proper implementation of this policy.

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Book	Board Policies
Section	5000 BP - Students
Title	HOMELESS STUDENTS
Code	5111.01 BP
Status	Active
Adopted	July 22, 2013
Last Revised	May 8, 2017
Prior Revised Dates	9/19/17

HOMELESS STUDENTS

References:

42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)

Definitions

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the School. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The School shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The School shall regularly review and revise its policies, including school discipline policies that may impact homeless students, including those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing¹, bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Services to Homeless Children and Youth

The School will provide services to homeless students that are comparable to other students in the School, including:

- A. transportation services;
- B. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:

1. programs for children with disabilities;
2. programs for English Learners (ELs) (i.e., students with Limited English Proficiency (LEP));
3. programs in career and technical education;
4. programs for gifted and talented students;
5. school nutrition programs; and
6. before - and after-school programs.

The Board will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Educational Service Provider. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. For more information on the role of the Liaison, refer to AG 5111.01.

School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. To ensure stability, the School must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The School must:

- A. continue the student's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or
- B. enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

When determining a child or youth's best interest, the School must assume that keeping the homeless student in the school of origin is in that student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or the student if he or she is an unaccompanied youth. The school of origin is the school the student attended or enrolled in when permanently housed, including a public preschool. The school of origin also includes the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level at the school of origin.

When determining the student's best interest, the School must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth). The School also considers the school placement of siblings when making this determination.

If the School finds that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the School must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

Immediate Enrollment

The School has an obligation to remove barriers to the enrollment and retention of homeless students. A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate or previous academic records. The homeless student must also be enrolled immediately regardless of whether the student missed application or enrollment deadlines during the period of homelessness or has outstanding fines or fees.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant academic or other records. If the student needs immunization or other health records, the enrolling school must immediately refer the parent, guardian or unaccompanied youth to the local liaison, who will help obtain the immunizations, screenings or other required health records. Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or School. These records include immunization or other

required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs. Procedures for inter-State records transfer between schools should be taken into account in order to facilitate immediate enrollment.

In addition, the School will also make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs (if available). Additionally, the School should consider giving homeless children and youth's priority if there is a waitlist for these schools, programs, and activities.

Transportation

The School provides homeless students with transportation services that are comparable to those available to non-homeless students. The School also provides or arranges for transportation to and from the school of origin at the parent or guardian's request, or the liaison's request in the case of an unaccompanied youth. Transportation is arranged promptly to allow for immediate enrollment and will not create barriers to a homeless student's attendance, retention, and success. The following procedures also apply subject to a determination of the student's best interest:

- A. If the homeless student moves but continues to live within the area covered by the School's charter, the School is considered the school of origin and the school of residence and, therefore, transportation will be provided or arranged for the student's transportation to or from the school of origin by the Academy.
- B. If the homeless student moves to an area outside of the School's charter, though continuing his/her education at the school of origin, the School and the public school district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the School and the public school district cannot agree upon such a method, the responsibility and costs will be shared equally.
- C. When the student obtains permanent housing, transportation shall be provided to and from the school of origin until the end of the school year.

The School determines the mode of transportation in consultation with the parent or guardian and based on the best interest of the student.

In accordance with Federal law, the above transportation requirements still apply during the resolution of any dispute. The School will work with the State to resolve transportation disputes with other Academies. If the disputing School is in another State, the School will turn to the State for assistance as Federal guidance says that both States should try to arrange an agreement for the Academies.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian or unaccompanied youth regarding eligibility, school selection, or enrollment of a homeless student, the School must follow its dispute resolution procedures, consistent with the State's procedures. If such a dispute occurs, the School will immediately enroll the homeless student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. The student will receive all services for which they are eligible until all disputes and appeals are resolved.

Pursuant to State, School and Board of Directors policies, the School will provide the parent, guardian or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the School or State, along with a written explanation of appeal rights.

The School's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including 1) a description of the proposed or refused action by the school, 2) an explanation of why the action is proposed or refused, 3) a description of other options the school considered and why those options were rejected, 4) a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources, and 5) an appropriate timeline to ensure deadlines are not missed. The School must also include contact information for the Liaison and the State Coordinator, and a brief description of their roles. The School will also refer the parent, guardian or unaccompanied youth to the Liaison, who will carry out the dispute resolution process.

The School ensures that all decisions and notices are drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities. For children and youth and/or parents or guardians who are English learners or whose dominant language is not English, the School will provide translation and interpretation services in connection

with all phases of the dispute resolution process pursuant to federal laws. The School will also provide electronic notices via email if the parent, guardian or unaccompanied youth has access to email followed by a written notice provided in person or sent by mail.

Homeless Children in Preschool

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs, including Head Start programs, administered by the School. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the School takes into account the same factors as it does for any student, regardless of age. It also considers pre-school age specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The School must also provide transportation services to the school of origin for a homeless child attending preschool. It is the School's responsibility to provide the child with transportation to the school of origin even if the homeless preschooler who is enrolled in a public preschool in the School moves to another School that does not provide widely available or universal preschool.

Public Notice

In addition to notifying the parent or guardian of the homeless student or the unaccompanied youth of the applicable rights described above, the School shall post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the School shall post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in a manner and form understandable to the parents and guardians and unaccompanied youths.

Records

The local liaison will assist the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained, subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and Policy 8330, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under FERPA. The School shall incorporate practices to protect student privacy as described in AG 5111.01, AG 8330, and in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

1 According to nonregulatory guidance from the U.S. Department of Education (ED), standards for adequate housing may vary by locality. Please see ED guidance for factors to consider when determining whether a child or youth is living in "substandard housing."

Education for Homeless Children and Youth Programs, Non-Regulatory Guidance, U.S. Department of Education (ED), Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, at A-3 (July 27, 2016).

Book	Board Policies
Section	5000 BP - Students
Title	FOREIGN AND FOREIGN-EXCHANGE STUDENTS
Code	5114 BP
Status	Active
Adopted	August 18, 2015

FOREIGN AND FOREIGN-EXCHANGE STUDENTS

Reference:

M.C.L. 380.504(3)
8 C.F.R. 214 et seq.
8 U.S.C. 1101 (Immigration Reform and Control Act)
M.C.L. 380.1147
1985 O.A.G. 6316
Plyler v Doe, 457 U.S. 202 (1982)

The Board of Directors recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign students as members of the student body of this School.

In accordance with other admissions policies, the Board will permit the admission of foreign students and foreign-exchange students (from recognized and approved student exchange programs) who are either deemed legal residents of the State of Michigan under applicable law or are permitted under MCL 380.504(3).

Student and Exchange Visitor Program for Nonimmigrant Students with F-1 Visas

Provided such petition is not prohibited by the School's authorizer, the Board authorizes the School to petition for approval to provide a Student and Exchange Visitor Program (SEVP). As an authorized SEVP provider, the School will issue the certificate of eligibility to nonimmigrant students who complete the application process successfully, which will enable them to apply for an F-1 Visa. All students entering under this section must be deemed residents of the State of Michigan or be permitted under MCL 380.504(3).

Participation by nonimmigrant students in this program will be consistent with Federal law that requires the following:

- A. the student possess sufficient English language proficiency to participate in the high school curriculum
- B. the student's participation does not exceed an academic year
- C. the student pays to the Board the full amount of tuition prior to the commencement of the academic term of attendance
- D. the student otherwise maintains his/her lawful temporary immigration status

Other Nonimmigrant Students

This policy does not apply to nonimmigrant students with citizenship in countries other than the United States who are not participating in an approved exchange visitor program or who are not sponsored by the School so they can attend the School as participants in the student and exchange visitor program (SEVP) on a valid F-1 visa.

All other nonimmigrant students with citizenship in countries other than the United States who seek to enroll in the School are subject to State law and the School's policies regarding enrollment and, if applicable, tuition. All such students must be deemed to be residents of the State of Michigan under applicable law or be permitted under MCL 380.504(3).

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Book	Board Policies
Section	5000 BP - Students
Title	EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN
Code	5111.02 BP
Status	Active
Adopted	July 22, 2013

EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN

Reference:

Interstate Compact on Educational Opportunity for Military Children
MCL 3.1041

Children of an active duty member of the United States armed services shall be entitled to all of the rights and protections afforded under the Interstate Compact on Educational Opportunity for Military Children (Compact).

The intent of this policy is to minimize the potential challenges to educational success for children of military families because of frequent moves and deployment of their parents by:

- A. facilitating the timely enrollment and placement of children of military families in educational and other school programs and activities;
- B. facilitating the on-time graduation of children of military families; and
- C. providing for the uniform collection and sharing of information between and among schools and military families.

The Educational Service Provider shall maintain guidelines for implementation of this policy which are consistent with the Compact and State law.

The guidelines shall apply to children of military families within the state as well as between member states.

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Book	Board Policies
Section	5000 BP - Students
Title	CHILDREN AND YOUTH IN FOSTER CARE
Code	5111.03 BP
Status	Active
Adopted	September 19, 2017

CHILDREN AND YOUTH IN FOSTER CARE

References:

45 C.F.R. 1355.20

The Board of Directors recognizes the importance of educational stability for children and youth in foster care. Further, the Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and supports in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, the School will collaborate with the Michigan Department of Education (MDE), other School's, and the appropriate child welfare agencies to provide educational stability for children and youth in foster care.

Definitions

Children who meet the Federal definition of "in foster care" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the School. To that end, students in foster care will not be stigmatized or segregated on the basis of their status. The School shall establish safeguards that protect foster care students from discrimination on the basis of their foster care status or other of the recognized Protected Classes (Policy 2260). The School shall regularly review and revise its policies, including academy discipline policies that may impact students in foster care.

Consistent with the Fostering Connections Act, "foster care" means 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in:

- A. foster family homes;
- B. foster homes of relatives;
- C. group homes;
- D. emergency shelters;
- E. residential facilities;
- F. child care institutions; and
- G. preadoptive homes.

A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made. (45 C.F.R. 1355.20 (a)).

School Stability

The School shall remove barriers to the enrollment and retention of children and youth in foster care in the School. Foster care students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, academy records, and other documentation.

The School shall meet the Title I requirements for educational stability for children and youth in foster care, including those awaiting foster care placement. The School shall identify which students are in foster care and shall collaborate with State and tribal child welfare agencies to provide educational stability for these children and youth. School staff will work closely with child welfare agency personnel to develop and implement processes and procedures that include these enrollment safeguards:

- A. a child/youth in foster care shall remain in his/her academy of origin, unless it is determined that remaining in the academy of origin is not in that child's best interest;
- B. if it is not in the child's best interest to stay in his/her academy of origin, the child shall be immediately enrolled in the determined new academy even if the child is unable to produce records normally required for enrollment; and
- C. the new (enrolling) academy shall immediately contact the academy of origin to obtain relevant academic and other records, including the student's Individualized Education Program (IEP) if applicable. (ESEA Section 1111(g)(1)(E)(i)-(iii)).

School of Origin

The School of origin is the academy in which a student is enrolled at the time of placement in foster care. If a student's foster care placement changes, the academy of origin would then be considered the academy in which the child is enrolled at the time of the placement change. A student in foster care shall remain in his/her academy of origin, if it is determined to be in the student's best interest, for the duration of the student's placement in foster care.

When a student exits foster care, the School will continue to prioritize the student's educational stability in determining placement, supports, and services deemed to be in the child's best interests.

A student who has exited foster care shall be permitted to remain in the academy of origin until the end of the academy year.

Best Interest Determination

In making the best interest determination, the School will follow the guidelines established by MDE and the State or tribal custodial agencies. The School shall utilize the prescribed process in conjunction with local custodial agencies in making best interest determinations, and shall make such determination within five (5) academy days of the child's placement in foster care or change in child's living arrangement. Once a determination is made the School shall provide the decision in writing to all relevant parties, in collaboration with the appropriate custodial agency. When making decisions regarding educational placement of students with disabilities under IDEA and Section 504, the School shall provide all required special educational and related services and supports provided in the least restrictive placement where the child's unique needs, as described in the student's IEP or Section 504 plan, can be met.

If there is a dispute regarding whether the educational placement of a child in foster care is in the best interest of that child, the dispute resolution process established by the Michigan Department of Education (MDE) shall be used.

The School's representatives shall collaborate fully in this process, considering relevant information regarding academic programming and related service needs of the child, and advocating for what the School believes is in the best interest of the child.

To the extent feasible and appropriate, the child will remain in his/her academy of origin while disputes are being resolved in order to minimize disruption and reduce the possible number of moves between academies. (ESEA Section 1111(g)(1)(E)(i)).

Since the custodial agency holds ultimate legal responsibility for making the best interest determination for the foster child in their care, if the dispute cannot be resolved, the custodial agency will make the final determination. Such final determination will be made within five (5) academy days of the child's placement in foster care or change in the child's living arrangement.

All notifications and reports regarding foster care placement, changes in academy enrollment, transportation services, and changes in the child's living arrangements shall be provided to the affected parties, in writing, in accordance with the forms, procedures, and requirements of the MDE and the State or tribal custodial agencies.

Local Point of Contact

The Educational Service Provider shall designate and make public a local point of contact who will perform the duties as assigned by the Educational Service Provider. The point of contact shall serve as a liaison to coordinate with child protection agencies, lead the development of a process for making the best determination for a student, facilitate the transfer of records, and oversee the enrollment and regular academy attendance of students in foster care.

Records

The School shall provide privacy protections for children and families and shall facilitate appropriate data-sharing pertaining to children in foster care between child welfare and educational agencies, in accordance with the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 – Student Records.

Services to Children and Youth in Foster Care

Foster care children and their families shall be provided equal access to the educational services for which they are eligible comparable to other students in the School including:

- A. educational services for which the student in foster care meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- B. preschool programs;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students;
- E. academy nutrition programs; and
- F. before - and after-academy programs.

Transportation Services

The School must ensure that transportation is provided for children in foster care consistent with the procedures developed by the School in collaboration with the State or local child welfare agency. These requirements apply whether or not the LEA already provides transportation for children who are not in foster care.

In order for a student in foster care in his/her academy of origin, when in his/her best interest, transportation services shall be provided, arranged, and funded for the duration of the child's placement in foster care. The School's transportation services will provide that:

- A. Children in foster care needing transportation to their academies of origin will promptly receive that transportation in a cost effective manner and in accordance with Section 475(4)(A) of the Social Security Act; and
- B. If there are additional costs incurred in providing transportation to the academy of origin, the School shall provide such transportation if 1) the local child welfare agency agrees to reimburse the School for the cost of such transportation; 2) the School agrees to pay for the cost; or 3) the School and the local child welfare agency agree to share the cost. (ESEA 1112(c)(5)(B)).

Additional costs incurred in providing transportation to the academy of origin should reflect the difference between what the School would otherwise spend to transport a student to his/her assigned academy and the cost of transporting the foster care student to the academy of origin. The School will collaborate with the State Education Agency (SEA), other LEAs, and child welfare agencies to pursue possible funding sources and arrangements to deal with transportation costs.

Since foster care placements may occur across School, county, or State boundary lines, coordination among multiple agencies may be necessary. The School will work with appropriate State and local agencies to address such placement and transportation issues that arise. The School shall provide or arrange for adequate and appropriate transportation to and from the academy of origin while any disputes are being resolved.

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or academy success of children and youth in foster care.

© National Charter Schools Institute

SCHEDULE 7-6

SCHOOL CALENDAR AND SCHOOL DAY SCHEDULE

APPROVED

Covenant High School - Grand Rapids 25-26 School Calendar

July, 2025					Days
M	T	W	R	F	
	1	2	3	4	
7	8	9	10	11	Full 12
14	15	16	17	18	
21	22	23	24	25	PD 0
28	29	30	31		

November, 2025					Days
M	T	W	R	F	
3	4	5	6	7	
10	11	12	13	14	Full 15
17	18	19	20	21	
24	25	26	27	28	PD 1

March, 2026					Days
M	T	W	R	F	
2	3	4	5	6	
9	10	11	12	13	Full 21
16	17	18	19	20	
23	24	25	26	27	PD 1
30	31				

August, 2025					Days
M	T	W	R	F	
				1	
4	5	6	7	8	Full 12
11	12	13	14	15	
18	19	20	21	22	PD 2
25	26	27	28	29	

December, 2025					Days
M	T	W	R	F	
1	2	3	4	5	
8	9	10	11	12	Full 14
15	16	17	18	19	
22	23	24	25	26	PD 0
29	30	31			

April, 2026					Days
M	T	W	R	F	
		1	2	3	
6	7	8	9	10	Full 15
13	14	15	16	17	
20	21	22	23	24	PD 0
27	28	29	30		

September, 2025					Days
M	T	W	R	F	
1	2	3	4	5	
8	9	10	11	12	Full 21
15	16	17	18	19	
22	23	24	25	26	PD 0
29	30				

January, 2026					Days
M	T	W	R	F	
			1	2	
5	6	7	8	9	Full 19
12	13	14	15	16	
19	20	21	22	23	PD 0
26	27	28	29	30	

May, 2026					Days
M	T	W	R	F	
				1	
4	5	6	7	8	Full 18
11	12	13	14	15	
18	19	20	21	22	PD 1
25	26	27	28	29	

October, 2025					Days
M	T	W	R	F	
		1	2	3	
6	7	8	9	10	Full 21
13	14	15	16	17	
20	21	22	23	24	PD 0
27	28	29	30	31	

February, 2026					Days
M	T	W	R	F	
2	3	4	5	6	
9	10	11	12	13	Full 19
16	17	18	19	20	
23	24	25	26	27	PD 0

June, 2026					Days
M	T	W	R	F	
1	2	3	4	5	
8	9	10	11	12	Full 13
15	16	17	18	19	
22	23	24	25	26	PD 1
29	30				

No Students = x – School Closed, x – Admin Only & x – Staff Only for PD = **No Students**
4/17

x – Open House / Conferences
9/9 ~ 10/30 & 3/5

x – Count Days
10/1 & 2/11

x – Graduations
12/16 & 6/16

July 8, 2025 = Student's First Day

June 17, 2026 = Student's Last Day

Total PD Days : 6
{ 8am - 3pm }
Aug 18
Aug 25
Nov 4
Mar 20
May 8
June 18

Total Instructional Days = 200
Total Instructional hours = 1,100

Kent ISD Common Calendar Agreement 2025-2026

Thanksgiving Break: 11/26/25 to 11/28/25

Winter Break: 12/22/25 to 1/02/26

Spring Break 4/3/26 to 4/10/26

APPROVED

Covenant High School - Grand Rapids 25-26 School Calendar

Term 1	7/8/2025	9/23/2025	40	school days
Term 2	9/24/2025	11/24/2025	40	school days
Term 3	11/25/2025	2/9/2026	40	school days
Term 4	2/10/2026	4/16/2026	40	school days
Term 5	4/20/2026	6/17/2026	40	school days
			200	school days

77	Calendar days
61	Calendar days
76	Calendar days
65	Calendar days
58	Calendar days

Student Day	8:30 AM	2:00 PM	5:30	
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Teacher Day	8:10 AM	3:10 PM	7:00	August 19, 2025 - June 17, 2026
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Teacher (Summer) Day	8:10 AM	2:10 PM	6:00	July 8 - August 14, 2025
PD & Mtg Days	8:00 AM	3:00 PM	7:00	Professional Development Schedule

Mon - Fri Schedule	start	end	total (h:m)	
Breakfast	8:15 AM	8:30 AM	0:15	
1st Hour	8:30 AM	10:30 AM	2:00	
passing	10:30 AM	10:32 AM	0:02	
2nd Hour Guided Study	10:32 AM	11:58 AM	1:26	
passing	11:58 AM	12:00 PM	0:02	
3rd hour	12:00 PM	2:00 PM	2:00	

SCHEDULE 7-7

AGE/GRADE RANGE OF PUPILS ENROLLED

AGE OR GRADE RANGE FOR PUPILS TO BE ENROLLED

The Academy will enroll students in ninth through twelfth grade that are age appropriate.

SCHEDULE 7-8

**ADDRESS AND DESCRIPTION OF PROPOSED PHYSICAL PLANT; LEASE
OR DEED FOR PROPOSED SITE; OCCUPANCY CERTIFICATE**



COVENANT HIGH SCHOOL GRAND RAPIDS

Building Description

Covenant High School Grand Rapids, 50 Antoine SW, Grand Rapids, Michigan 49507: The Grand Rapids academy is a brick structure (37,803 total square feet), flat roof, circa 1960, situated in a residential neighborhood one block south of Franklin and one block west of Division Avenue. This is a two-story building with tiled floors. The building is situated on a two square acre parcel that shares a community park operated by the City of Grand Rapids. The academy is a combination of computer labs and direct instruction classrooms. The former elementary school building is owned by Covenant House Michigan and was purchased from the Grand Rapid Public Schools in 2013. Major renovations to the structure are underway currently, which will include the installation of central air conditioning, internet connectivity wiring, restroom facility adjustments to high school students, and general cosmetic upgrades.

LEASE AGREEMENT ADDENDUM

This Addendum, effective as of the 1st day of July, 2020, is to amend the Lease Agreement by and between Covenant House Michigan, a non-profit Michigan corporation (“Lessor”), and Covenant House Academy Grand Rapids, a Michigan public school academy (the “Lessee”), dated July 1, 2013, as amended, (the “Lease Agreement”), with reference to the following facts:

- A. Lessee is a Michigan public school academy which is authorized by Grand Valley State University (“GVSU”) pursuant a charter school contract (“Charter Contract”) dated July 1, 2020.
- B. The purpose of this Addendum is to modify and amend the Lease Agreement between the Academy to comply with certain requirements of the Charter Contract.

Now therefore, for good and valuable consideration the sufficiency and receipt of which is acknowledged, it is agreed:

1. Amendment.

Section 2 of the Lease Agreement is hereby amended by the addition of subsection 2(D), which to state as follows:

Notwithstanding any provision in this Lease Agreement to the contrary, Lessee may terminate this Lease Agreement without cost or penalty to the Lessee, in the event that the Lessee is required to close and cease its operations as a Michigan public school academy in the Leased Premises (i) pursuant to a notice issued by the Michigan Department of Education under Section 507 of the Revised School Code (the “Code”), MCL 380.507; or (ii) pursuant to a reconstitution by GVSU pursuant to Section 507 of the Code, MCL 380.507 and the terms and conditions of the Charter Contract between GVSU and Lessee. Further, Lessor shall have no recourse against the Lessee or the GVSU Board for implementing the site closure or reconstitution. Nothing in this paragraph shall prevent the Lessor from receiving lease payments owed prior to site closure or reconstitution, or relieve the Lessee from paying any costs or expenses owed under the Lease Agreement prior to site closure or reconstitution.

2. Interpretation.

All terms and conditions this Addendum shall supersede and/or supplement the terms and conditions of the Lease Agreement and where inconsistent, the terms and conditions of this Addendum shall prevail. Unless specifically modified or amended by the terms and conditions of this addendum, all other provisions of the Lease Agreement shall remain unchanged and enforceable as written. All capitalized terms in this Addendum shall have the meaning ascribed to them in the Lease Agreement.

3. Binding Effect.

The parties affirm that they have read and understand, and agree with the terms of the Lease Agreement and this Addendum. The terms and conditions of this Addendum shall be binding upon the parties hereto, their successors and permitted assigns.

Covenant House Michigan

By: _____

Its: Board President

Dated: October __, 2020

Covenant House Academy Grand Rapids

By: Jason Coppins

Its: Board President

Dated: October 13, 2020

Btw CHM &
CH-GR Academy

LEASE AGREEMENT

THIS LEASE AGREEMENT (this "Lease") is effective this 1st day of July, 2013, (the "Effective Date"), by and between COVENANT HOUSE MICHIGAN, a non-profit Michigan corporation, hereinafter called "Lessor", and Covenant House Academy Grand Rapids, a non-profit Michigan corporation established as a Michigan public school academy, hereinafter called "Lessee".

WITNESSETH:

1. **LEASED PREMISES.** Lessor hereby demises and leases to Lessee and Lessee hereby accepts and hires from Lessor that certain premises located at 50 Antoine Street, SW Grand Rapids, Michigan, Parcel NO.41-13-36-430-031 more particularly described on Exhibit A hereto and made a part hereof (the "Leased Premises"). The Leased Premises is leased to Lessee in its "AS IS" condition, without representation or warranty by Lessor.

2. TERM.

(A) **TERM.** The Term shall commence on the Effective Date, and shall remain in effect until June 30, 2018.

(B) **SURRENDER AT END OF TERM; WAIVER.** Lessee shall immediately surrender possession of the Leased Premises at the expiration of the Term hereof or upon its prior termination. Lessee shall return the Leased Premises broom clean and free of debris, and in the same condition as it was on the Effective Date, subject to the permitted Alterations (as hereinafter defined). Upon the termination of this Lease and at the request of Lessor, Lessee shall sign an acknowledgement of termination.

(C) **HOLDING OVER.** Lessee shall not remain in possession of the Leased Premises after the termination of this Lease without the prior written consent of Lessor, which may be withheld in Lessor's sole and absolute discretion. Unless otherwise agreed in writing, any holdover occupancy by Lessee shall be deemed to be on a month-to-month basis at a rental rate equal to 200% of the rental rate otherwise in effect, plus all Additional Rent required pursuant to the terms of this Lease.

3. RENT.

(A) **BASIC RENT.** Lessee agrees to pay to Lessor, in lawful money of the United States of America, annual rent of \$150,000.00, payable in equal monthly installments of \$12,500.00, in advance and without notice, demand or set off ("Basic Rent"). The Basic Rent shall be due on the first day of each month during the Term. In addition to the Base Rent, Lessee shall pay supplemental rent ("Supplemental Rent") at an annualized rate of \$1,000.00 for each student in excess of 150 enrolled in Lessee, with an understanding that the Supplemental Rent shall not exceed \$100,000.00 annually.

(B) **LATE CHARGE.** If any monthly Basic Rent is not paid on or before the fifth (5th) day of the month, at Lessor's option, a monthly late charge of five percent (5%) of the monthly Basic Rent shall be due and payable by Lessee as Additional Rent for each and every month that said monthly Basic Rent is delinquent.

© **LESS THAN A MONTH.** In the event that this Lease commences on a day other than the first day of a month or terminates on a day other than the last day of a month, the rent for such partial month(s) shall be prorated based upon a 30-day month and shall be payable on the commencement date or on the first day of the last month as the case may be.

(D) **ADDITIONAL RENT.** In addition to Basic Rent, Lessee shall promptly pay to Lessor all other sums of money and charges which have been designated herein as Additional Rent. Basic Rent and Additional Rent are sometimes referred to together in this Lease as "Rent."

4. UTILITIES AND SERVICES.

(A) **UTILITIES.** Tenant shall be responsible for the payment of all utilities servicing the Leased Premises and shall pay for the same within twenty (20) days after receipt of any and all invoices therefor or after demand by Lessor.

(B) **INTERRUPTION OF SERVICES.** This Lease shall not be affected and there will be no diminution or abatement of rent or other payments and no constructive eviction shall be claimed or allowed because of the interruption or curtailment of any services or utilities in or to the Leased Premises or from improvements made to the same.

5. USE AND PROHIBITED USES.

(A) **USE.** Lessor makes no representation or warranties about the current zoning classification of the Leased Premises. Lessee hereby acknowledges and agrees that it is Lessee's sole responsibility to obtain any and all local, state and federal permits and licenses required for Lessee's occupancy and use of the Leased Premises which shall be used exclusively for the operation of a Michigan public school academy.

(B) **PROHIBITED USES.** Lessee shall not use the Leased Premises for any illegal purpose or any purpose which shall constitute a nuisance nor do or suffer anything to be done in or about the Leased Premises which will violate any laws, ordinances, rules, regulations or orders imposed or issued by any governmental entity or agency.

6. LESSEE'S OBLIGATIONS. Lessee shall:

(A) Not permit any person on the Leased Premises to willfully or wantonly destroy, deface, damage, impair or remove any part of the structure of the Leased Premises or the facilities, equipment or appurtenances thereto or used in common nor shall Lessee do any such thing.

(B) Not cause liens of any kind (whether for materials, wages, labor or services) to be placed against the Leased Premises. If any such liens are filed, with or without Lessee's knowledge, Lessee shall immediately, at Lessee's sole cost and expense, take whatever action is necessary to cause such liens to be satisfied and discharged. Lessee shall obtain and file appropriate lien waivers prior to the commencement of any work by Lessee in the Leased Premises.

© Indemnify and save harmless Lessor from any and all loss, cost, expense and damages of any nature, arising out of or in any manner related to Lessee's breach of any of its covenants and obligations hereunder or to Lessee's use and occupancy of the Leased Premises.

(D) Not, and shall cause all of its employees, invitees, contractors, subcontractors, licensees, subtenants or agents, not to, store, use, dispose of or release (either with or without negligence) any biologically or chemically active or other Hazardous Substances and Materials on or about the Leased Premises. Without limitation, Hazardous Substances and Materials shall include asbestos, petroleum-based products, explosives and those described in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq., the Resources Conservation and Recovery Act, as amended, 42 U.S.C. Section 6901, et seq., or any other federal, state or local laws, ordinances or regulations and the regulations relating to environmental regulations or hazardous activities. Lessee shall indemnify and hold harmless Lessor from any and all claims, damages, fines, judgments, penalties, costs, liabilities, or losses (including any all sums paid for attorney's fees, consultant and expert fees) arising during or after the Term as a result of any such Hazardous Substances and Materials.

7. MAINTENANCE AND REPAIRS.

(A) **BY LESSOR.** Lessor shall have no repair or maintenance obligations pertaining to the Leased Premises.

(B) BY LESSEE.

(1) **Maintenance and Repair Responsibility.** At its sole cost and expense, Lessee shall at all times maintain the Leased Premises in a neat, clean and orderly condition including the interior surfaces of the ceilings, walls, floors, carpeting and doors, and shall maintain, repair and replace, if necessary for the operation of Lessee's business, servicing the Leased Premises, including plumbing, electric and heating, ventilating and air-conditioning (HVAC) systems. Lessee shall at all times and at its sole cost and expense, maintain in a neat, clean and orderly condition and repair all fixtures, appliances and special facilities installed by or for Lessee. Lessee shall at all times maintain the parking areas, sidewalks and outside areas in a neat, broom clean condition, free of debris, snow and ice. Lessee shall be solely responsible for all repairs, including alterations to the Leased Premises which may be required by any governmental or public authority or agency or insurer during the Term hereof and thereafter if Lessee remains in possession. Lessee's obligations hereunder shall also include obtaining any and all local, state and federal permits and licenses required for Lessee's occupancy and use of the Leased Premises.

(2) **Alterations.** Lessee shall not make any alterations, additions or replacements to the Leased Premises, without the written consent of Lessor, which may be withheld in Lessor's sole and absolute discretion. In addition, any Alterations, shall be subject to specific requirements imposed by Lessor, including without limitation, (i) satisfactory contract terms and conditions with a responsible contractor including, without limitation, necessary lien

rights and indemnity obligations; and (ii) satisfactory proof of insurance coverage naming Lessor as an additional insured.

(C) FAILURE BY LESSEE. In the event that Lessee fails in any material obligation it may have under this Section 7 to maintain the Leased Premises in good order, condition and repair, Lessor may give written notice to Lessee to perform the work which is reasonably required to remedy the situation. If Lessee fails to commence such work within ten (10) days following the giving of such notice and to diligently prosecute the same to completion, Lessor may do either or both of the following: (i) enter the Leased Premises, perform such work and charge Lessee for the cost thereof as Additional Rent; (ii) treat such failure as an Event of Default under Section 15(A)(2) and, upon compliance therewith, proceed to exercise any of Lessor's remedies set forth in Section 15.

(D) EMERGENCY REPAIRS. Notwithstanding anything in subsection 7(c) to the contrary, if any emergency repairs are required and Lessee fails to complete the same, Lessor shall have the right, but not the obligation to make the emergency repairs necessary. Lessor may enter the Leased Premises, perform such emergency repair(s) and charge Lessee for the cost thereof as Additional Rent.

(E) NON-LIABILITY OF LESSOR. Lessor shall not be liable for any injury to or interference with Lessee's business arising from the performance of any repairs, maintenance or improvements in or the Leased Premises or to any appurtenances or equipment therein; provided, however, that Lessor shall perform all such work with due diligence and in a manner so as to minimize interference with Lessee's business.

(F) OWNERSHIP OF ALTERATIONS. If Closing does not occur per the Agreement of Sale and unless otherwise agreed to in writing, all Alterations, additions or improvements constituting any part of the structure of the Leased Premises shall become the property of Lessor at the end of the Term hereof or upon prior termination of this Lease and shall remain in and be surrendered with the Leased Premises, without disturbance or injury.

8. ACCESS BY LESSOR. Lessor hereby reserves the right on behalf of itself, its employees and agents to enter the Leased Premises at all reasonable times for the purposes of inspection, making repairs or improvements or to exhibit the Leased Premises to prospective tenants, purchasers, mortgagees, appraisers, insurers, contractors or workmen without liability to Lessee for any loss of quiet enjoyment of the Leased Premises. Except in the event of an emergency, Lessor shall give prior oral or written notice to Lessee before any such entry.

9. LESSEE'S INSURANCE.

(A) INSURANCE COVERAGE. Unless otherwise agreed, during the Term, Lessee agrees to maintain insurance and also shall provide coverage for its contractors/subcontractors or require any contractors/subcontractors it may engage to maintain, at the Lessee's and/or its contractors/subcontractor's sole cost and expense, all insurance coverage as required by federal or state law, including worker's compensation insurance and any additional insurance amounts and coverage sufficient to cover Lessee's and contractor's/subcontractor's obligations and liabilities

(contractual liability) under and arising out of this Agreement and in compliance with the following minimum insurance amounts:

1. Commercial General Liability \$2,000,000 per occurrence and \$4,000,000 annual aggregate - B-dily Injury, Property Damage, Blanket Contractual Liability (including tort liability assumed under this agreement), products and completed operations, and personal and advertising injury with coverage as least as broad as the most recently issued ISO liability form
2. Workers' Compensation Statutory -- Required by laws of state(s) in which Work is performed, and state(s) where workers are furnished, and state of the principal place of business of the seller complying with all state laws and provided for federally mandated coverage of similar kinds for employees of seller, engaged in or with respect to the operations encompassed by this agreement in such amount as may be required by statute or law
3. Employers' Liability \$1,000,000 per person/disease/accident;
4. Commercial Automobile Liability \$2,000,000 Combined Single Limit - B-dily Injury, Property Damage, and/or Death arising out of the ownership, maintenance, or use of all owned, non-owned, and hired motor vehicles including loading and unloading
5. Umbrella/Excess Liability \$3,000,000 per occurrence and annual aggregate
6. Owner's Protective Liability \$2,000,000 per occurrence and \$4,000,000 annual aggregate - B-dily Injury, Property Damage, Blanket Contractual Liability (including tort liability assumed under this agreement), products and completed operations, and personal and advertising injury with coverage as least as broad as the most recently issued ISO liability form
7. "All Risk" Property Insurance Covering 100% replacement cost for real and personal property located at the Leased Premises providing protection against all risks covered by fire and extended coverage insurance, including, but not limited to, vandalism, malicious mischief, flood, windstorm (whether or not it is named), 18-months loss of rents, 12-months, business interruption, and earth movement.

The requirement for "All Risk" property insurance will go in to effect on September 24, 2012.

Lessee and/or Lessee's contractors/subcontractors shall be required to name Lessor and its successors, affiliates, subsidiaries, and/or assigns as an additional insured coverage under Item 1, 3, 4, 5, and 6 above, as applicable. On item 7 above, Lessee and/or Lessee's contractor's/subcontractor's shall name Lessor as loss payee.

All of Lessee's and/or Lessee's contractors/subcontractor's policies will provide coverage on a primary and noncontributory basis, with respect to any act, actions, omissions, negligence and/or willful misconduct of the Lessee, including, but not limited to, their agents, employees, representatives, affiliates, director's, officer's, and/or contractors/subcontractors. Each policy of the Lessee, as well as each policy of any contractors/subcontractors, shall contain a full separation of insured's (or severability) clause, with the exception of payment of premium, which will be the responsibility of the First Named Insured.

Lessee and/or Lessee's contractors/subcontractors shall provide certificates of such insurance coverage plus evidence of workers' compensation insurance as required by law, to Lessor. Such certificates shall provide for at least thirty (30) days' notice to Lessor of changes in the terms of Lessee's and/or contractors/subcontractor's policies.

Lessor does not in any way represent that the types or the limits of insurance specified above are sufficient or adequate to protect Lessee's and/or any contractors/subcontractors, interests or liabilities. Lessee and/or contractors/ subcontractors, shall be solely responsible for assuring that its agents, employees, designees, subsidiaries and subcontractors that might be involved in the Work are adequately insured to protect Lessee's and/or any contractors/subcontractors interests. The limits listed above represent the minimum requirements and are not intended in any way to limit the liability of the Lessee and/or any contractors/ subcontractors.

(B) WAIVER OF SUBROGATION. Lessee agrees to waive, and to have each of its Insurance Companies endorse each applicable insurance policy to waive, all rights of subrogation against Lessor, including, but not limited to the Lessor's agents, officers, directors, and employees.

10. DAMAGES BY FIRE OR OTHER CASUALTY.

(A) PARTIAL DAMAGE. If, through no fault or negligence of Lessee, its employees, business patrons or invitees, the Leased Premises shall be partially damaged by fire or other casualty but not to such extent as to render the same wholly untenable, repairs shall be made by Lessor as soon as reasonably may be done and the Rent shall be equitably apportioned according to the square footage of the Leased Premises rendered unusable from the date of such fire or casualty until the same are restored.

(B) LESSOR'S RIGHT TO TERMINATE. If, however, in such event the damage by fire or other casualty shall be so extensive as to render the Leased Premises wholly untenable, Lessor shall have the option of terminating this Lease. In the event of such termination, Lessor shall refund to Lessee any Rent allocable to the period subsequent to the occurrence of said fire or other casualty. Lessee shall thereupon surrender possession of the Leased Premises and all keys and personal property to Lessor.

11. WAIVER OF SUBROGATION. Neither Lessor nor Lessee shall be liable to the other nor to any insurer of the other party claiming by way of subrogation through or under either one with respect to any loss, damage, injury or death to the extent that either party shall be reimbursed or has the right to be reimbursed out of hazard insurance carried by Lessor or by Lessee, as the case may be, with respect to such loss, damage, injury or death. In the event that their respective insurance policies do not already provide for waiver of subrogation, Lessor and Lessee each agree to obtain a waiver of subrogation endorsement from their respective insurers.

12. ASSIGNMENT; SUBLETTING. Lessee shall not sublet or assign the Leased Premises or any part thereof, nor transfer possession or occupancy thereof to any person, corporation, partnership or association, nor advertise the same in any newspaper or other place, nor transfer or encumber this Lease Agreement without the prior written consent of Lessor, which consent may be withheld by Lessor in its sole and absolute discretion; nor shall any assignment hereof be effected by operation of law or otherwise without such consent.

13. SIGNS. Unless specifically approved in writing by Lessor in advance, no sign, placard, picture, advertisement, name or notice shall be displayed, printed or affixed to the outside or inside of the building located at the Leased Premises, the Leased Premises or in the vicinity of the same. Upon the expiration or earlier termination of this Lease, Lessee hereby agrees to remove all signs erected by Lessee and repair any damage caused thereby and otherwise leave the area of the sign in a neat and clean condition.

14. CONDEMNATION.

(A) TAKING. In the event that all or a part of the Leased Premises shall be taken by eminent domain or conveyed in lieu thereof (a "Taking"), Lessor may terminate this Lease.

(B) WAIVER BY LESSEE; RELOCATION DAMAGES. Lessee waives all claims against Lessor by reason of the complete or partial taking of the Leased Premises and hereby relinquishes and assigns unto Lessor any rights and damages to which Lessee might otherwise be entitled for condemnation of the leasehold estate created by this Lease; provided, however, that Lessee shall nevertheless be entitled to make any claims which Lessee may have against the condemning authority for relocation damages, damages for tenant improvements and any other payments lawfully due tenants as such, without diminution of the sums due Lessor.

15. LESSEE'S DEFAULT.

(A) EVENTS OF DEFAULT. Any one or more of the following shall constitute an "Event of Default" under this Lease:

(1) Payment Default. Failure by Lessee to pay any installment of Basic Rent, Additional Rent or of any other sum provided for under this Lease for a period of five (5) days after the same is due.

(2) Hazardous Conditions. Failure by Lessee to perform or observe any other covenant or condition of this Lease which is of such nature as to create or cause a situation which

is hazardous to Lessor or to other tenants, persons or businesses or which may result in civil or criminal penalties being imposed upon Lessor or Lessee, Lessee shall cure such default as soon as possible but in no event later than forty-eight (48) hours after receipt of notice thereof. If Lessor is unable to serve notice on Lessee after making reasonable efforts to do so, Lessor may, at its option, correct such condition and charge Lessee for the cost thereof as Additional Rent or exercise any other of Lessor's remedies herein set forth.

(3) **Non-Payment Default.** Failure by Lessee to perform or observe in any material respect any other covenant or condition contained in this Lease which failure shall continue for a period of ten (10) days after written notice thereof by Lessor to Lessee.

(4) **Assignment For Benefit Of Creditors.** An assignment by Lessee for the benefit of creditors or the appointment of a receiver for Lessee by legal proceedings or otherwise.

(5) **Bankruptcy.** Institution of bankruptcy proceedings by Lessee, or institution of bankruptcy proceedings against Lessee which are not withdrawn or dismissed within sixty (60) days after the institution of such proceedings.

(B) **ACCELERATION OF RENT; LEASE TERMINATION.** In the event that Lessee commits, or allows an Event of Default to occur, the entire Rent for the balance of the Term shall, at Lessor's option, immediately become due and payable as if by the terms of this Lease it were all payable in advance. In such event, Lessor shall serve upon Lessee written notice of such acceleration. At such time Lessor may also serve on Lessee written notice as to the effective date of termination of the Term of this Lease. In such event Lessee shall have no right to avoid such termination by payment of any sum due or by the performance of any condition, term or covenant broken. Lessee shall, however, thereupon surrender quiet and peaceable possession of the Leased Premises to Lessor. Notwithstanding any statute, rule of law or decision of any court to the contrary, Lessee shall remain liable, even after termination of this Lease, for Basic Rent, any other sums due hereunder, and accelerated rent due or to become due hereunder and for all damages caused by any or all of Lessee's non-payment defaults under this Lease.

(C) **RE-ENTRY; RE-LETTING.** In case this Lease shall be terminated as aforesaid, then Lessor, may, without notice, re-enter the Leased Premises by aid of legal process and terminate all services. Lessor shall use commercially reasonable efforts to attempt to re-let the Leased Premises or any part or parts thereof. Such re-letting may at Lessor's option be for a term which is less than or exceeds the period which would otherwise have constituted the balance of the Term of this Lease, and Lessor may grant concessions or free rent or make improvements or additions to the Leased Premises in order to facilitate a re-letting of the same, so long as Lessor's actions are commercially reasonable; provided, however, that Lessor may, without violating its obligations hereunder, attempt to lease other comparable unleased space prior to attempting to relet the Leased Premises. Lessor shall receive and collect all rents received from such re-letting (during the balance of the Term of this Lease) and shall first apply such rents against the expenses which Lessor may have incurred in recovering possession of the Leased Premises, placing the same in good order and condition for re-letting and such other expenses including attorneys' fees and other legal costs which Lessor may have incurred in connection with such repossession, and apply the remaining rentals as credits against all rentals due and owing from

Lessee to Lessor. The balance, if any, may be retained by Lessor. No such re-entry by Lessor shall be deemed to be an acceptance of surrender by Lessee of this Lease or of the Leased Premises.

(D) ACCEPTANCE OF DELINQUENT RENTALS. The acceptance by Lessor of delinquent rentals hereunder with knowledge of a breach by Lessee of any covenant herein or condition broken shall not in and of itself be deemed a waiver of such breach or condition broken, and any pending eviction proceedings or actions for monetary damages may be prosecuted further by Lessor without prejudice based upon this action alone.

(E) CUMULATIVE REMEDIES. All of Lessor's remedies herein set forth (or provided by law) shall be cumulative and not exclusive and may be pursued simultaneously or separately at the sole option of Lessor.

16. PREVAILING PARTY-ATTORNEY'S FEES & LEGAL COSTS. Where litigation is instituted as between Lessor and Lessee for any cause arising under this Lease or in any manner related hereto, the prevailing party in such litigation shall be entitled to recover in addition to all other legal damages, the reasonable expenses of such litigation including attorneys' fees and other legal costs.

17. EXCULPATION. Lessor shall not be liable for any injury or damage to any property at any time on or about the Leased Premises from any cause whatsoever (including but not limited to water, rain, snow or ice which may leak into or issue from the Leased Premises or from pipes or plumbing in the same) excepting any injury or damage resulting from the willful, grossly negligent or illegal conduct of Lessor, its employees, agents or invitees. There shall be no personal liability on the part of the Lessor, Lessor's beneficiaries or any successor in interest with respect to this Lease. Lessee shall look solely to the equity of the then owner of the Leased Premises for the satisfaction of any remedies of the Lessee in the event of any claim against Lessor or breach by Lessor of any of its obligations hereunder.

18. WAIVER OF NONPERFORMANCE. Failure by either Lessor or Lessee to exercise any of the respective rights hereunder upon nonperformance by the other party of any condition, covenant or provision herein contained shall not be construed as a waiver thereof, nor shall the defective performance (or waiver of nonperformance) of any such condition, covenant or provision by the other party be construed as a waiver of the rights of the non-defaulting party as to any subsequent defective performance or nonperformance hereunder.

19. ENTIRE CONTRACT. This Lease constitutes the entire contract between the parties hereto and there are no understandings, promises, representations or warranties, oral or written, relating to the subject matter of this Lease, which exist or bind any of the parties hereto, their respective heirs, executors, administrators, successors or assigns, except as set forth herein. No amendment, change or addition to this lease shall be binding upon Lessor or Lessee unless reduced to writing and signed by both parties.

20. APPLICABLE LAW. It is mutually understood and agreed that this Lease shall be interpreted in accordance with the laws of the State of Michigan and that no presumption shall

be deemed to exist in favor of or against either party hereto as a result of the preparation or negotiation of the same.

21. SEVERABILITY. If any particular term, covenant or provision of this Lease shall be determined to be invalid and unenforceable, the same shall not affect the remaining provisions of this Lease which shall nevertheless remain in full force and effect.

22. CONSTRUCTION. All words herein referring to Lessor or to Lessee shall be taken to be of such gender and number as the circumstances may require and if the Lessee be more than one person, the provisions hereof shall be taken to bind and apply to them jointly and severally.

23. NOTICE. Whenever in this Lease there shall be required or permitted that notice or demand be given or served to either party to this Lease, such notice or demand shall be given in writing, by certified or registered U.S. Mail, return receipt requested, by recognized overnight courier with receipt delivery, or by facsimile transmission, to the applicable address or addresses set forth herein, or to such other addresses as may be designated by notice given pursuant to this Section. All notices shall be deemed given when delivered to the applicable address or addresses or when such deliver is refused, as indicated by return receipts or other evidence:

If to Lessor: Covenant House Michigan
2959 Martin Luther King Blvd
Detroit, MI 48208
Telephone: (313) 463-2000

If to Lessee: Covenant House Academy Grand Rapids
50 Antoine St. SW
Grand Rapids, MI 49507

24. COUNTERPARTS. This Lease may be signed in counterparts, each of which shall be deemed an original and all of which when taken together shall constitute one instrument.

[Remainder of page intentionally left blank]

[Signature page to Lease]

WITNESS the due execution of these presents by duly qualified and authorized officers or representatives of each party, in duplicate originals, as of the day and year first above written.

WITNESS/ATTEST:

LESSOR:

COVENANT HOUSE MICHIGAN

By: _____

LESSEE:

Covenant House Academy Grand Rapids

By: _____

Vice President

EXHIBIT A

Lots 2 through 15, Block 4, Antoine Campau's 2nd Addition to the City of Grand Rapids, Kent County, Michigan, as recorded in Liber 2 of Plats, Page 45, Kent County Records, together with the East ½ of that portion of vacated Ionia Avenue adjacent to the West and the North ½ of vacated Ryerson Street adjacent to the South.

Described on the tax roll as follows:

Part of Block 4 and part of vacated portions of Ionia Avenue and Ryerson Street in Antoine Campau's 2nd Addition, City of Grand Rapids, Kent County, Michigan, described as:
Commencing at the Northeast corner of Lot 2, Block 4 of said 2nd Addition; thence South along the East lines of Lots 2 and 15, Block 4 and the East line of said Lot 15 extended South to centerline of vacated portion of Ryerson Street; thence West along said centerline to the centerline of vacated portion of Ionia Avenue; thence North along centerline of Ionia Avenue to South line of Antoine Street/66 feet wide; thence East to Beginning.

AMENDMENT TO LEASE AGREEMENT

Effective March 1, 2018, **Covenant House Michigan**, a non-profit Michigan corporation, 2959 Martin Luther King Boulevard, Detroit, Michigan 48208 ("Lessor"), and **Covenant House Academy Grand Rapids**, a non-profit Michigan corporation established as a Michigan Public School Academy, 50 Antoine Street, S.W., Grand Rapids, Michigan 49507 ("Lessee"), hereby amend the Lease Agreement with an effective date of July 1, 2013 between the parties (the "Lease") as follows;

1. Leased Premises. Exhibit A attached to the Lease is hereby superseded and made null and void by this amendment, and Paragraph 1, "Leased Premises," is hereby amended to read in its entirety as follows:

1. **LEASED PREMISES.** Lessor hereby demises and leases to Lessee and Lessee hereby accepts and hires from Lessor a portion of the real property and improvements situated in Grand Rapids, Michigan, commonly known as 50 Antoine Street, S.W., described as (1) the entirety of the existing school building containing approximately 37,803 square feet; (2) the outdoor area in front of the building extending north to Antoine Street, beginning at the Northeast corner of the building and extending west to the property line, except for the drive but including approximately 16 parking spaces located adjacent to Antoine Street; and (3) the outdoor area extending West of the building to the West property line, as shown on Exhibit A (the "Leased Premises"). Lessee shall also have a right to non-exclusive use of the drive connecting to Antoine Street depicted as "shared use area" on the sketch attached hereto as Exhibit A, and a right of access across Lessor's non-leased premises to provide access to the rear of the building. Notwithstanding Paragraph 7(B)(1) of the Lease, Lessor at its expense shall provide snow and ice removal and lawn care for all lawn, parking, and sidewalk areas on the Leased Premises.

2. Term. Paragraph 2(A) of the Lease, "Term," is hereby amended to read in its entirety as follows:

(A) **TERM.** The Term shall commence on the Effective Date, and shall remain in effect until June 30, 2020. The lease shall be automatically extended thereafter on the same terms and conditions without action by either party for period coterminous with the period for which Lessor's Authorizer hereafter from time to time renews or extends its contract to operate as a Public School Academy, but not later than June 30, 2027.

3. Rent. Effective July 1, 2018, and throughout the Lease Term, Paragraph 3(A) of the Lease, "Basic Rent," is hereby amended to read in its entirety as follows:

(A) **BASIC RENT.** Lessee agrees to pay to Lessor, in lawful money of the United States of America, annual rent of \$212,500.00, payable in equal monthly installments of \$17,708.33, in advance and without notice, demand or set off ("**Basic Rent**"). The monthly installments of Basic Rent shall be due on the first day of each month during the Term.

4. Defined Words. The words used in this Lease Agreement shall have the same meanings described in the Lease.

5. Confirmation of Lease. Except as amended herein, the Lease remains in full force and effect, according to the terms thereof. Without limiting the generality of the foregoing, the rent shall continue at the existing rate through June 30, 2018, at which time it shall be reduced as provided by this amendment.

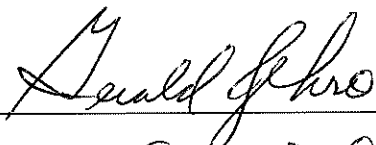
6. Counterparts. This Amendment to Lease may be signed in counterparts, each of which shall be deemed an original, all of which when taken together shall constitute one instrument.

The undersigned duly qualified officers of each party hereby execute this Amendment, to be effective as of the last of the two signatures of the parties.

LESSOR:

COVENANT HOUSE MICHIGAN

Dated: 4/11/18

By: 

Its: Executive Director

LESSEE:

COVENANT HOUSE ACADEMY GRAND RAPIDS

Dated: 4/10/18

By:  (Daren Coffens)

Its: Board President

CERTIFICATE OF USE AND OCCUPANCY

PERMANENT

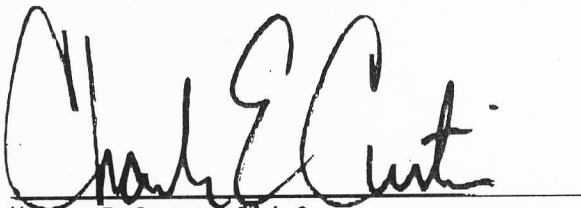
**Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes/Building Division**

**P. O. Box 30254
Lansing, MI 48909
(517) 241-9317**

**Building Permit No. B035581
Covenant House Academy Grand Rapids
50 SW Antoine Street
Grand Rapids, Michigan
Kent County**

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

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



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

November 22, 2013