

# Newaygo County

# RESA

## Our **Mission**

**S**upport  
**E**ducation  
**R**esponsibly, through  
**V**isionary  
**I**nnovative  
**C**ooperative  
**E**fforts

# 2023-24 EMPLOYEE HANDBOOK

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## FROM THE SUPERINTENDENT

Welcome to the Newaygo County Regional Educational Service Agency, an educational service agency dedicated to improving opportunities for all students, families and community members in Newaygo County and surrounding areas. Our primary function is leadership in services and programs. We serve as a vital link between the public and private schools in Newaygo County and the Michigan Department of Education. Newaygo County public schools include Big Jackson Public School, Fremont Public Schools, Grant Public Schools, Hesperia Community Schools, Newaygo Public Schools, and White Cloud Public Schools. Private schools include Fremont Christian Schools, Grant Christian School, and Cornerstone Christian Academy.

According to the terms of the Michigan Department of Education, NC RESA is classified as an Intermediate School District. The NC RESA exists for one basic reason—to provide services to students and their families in our constituent school districts that will not only increase the efficiency and effectiveness of programming but will help educators in the schools to better serve and instruct the young people in their charge.

Our slogan is SERVICE - **S**upport **E**ducation **R**esponsibly through **V**isionary, **I**nnovative, **C**ooperative **E**fforts. Our vision is that NC RESA will provide the highest quality of educational service, from birth through career(s), serving as a responsible regional center for academic and technical education; as a partner in workforce and community development; and as a diverse and accessible community of learners.

As a member of the NC RESA team, you are critical to our mission—each person makes a difference. You are a member of a dedicated, hard-working, friendly, and responsive organization.

Our Guiding Principles are our values that impact our key strategic decisions:

1. Each learner, employee, board member, and customer can achieve their maximum potential and has the right to high expectations, a safe and secure environment, and appropriate levels of support.
2. Each employee and board member will be valued and respected as they support NC RESA in achieving its mission and realizing its vision.
3. Exemplary performance by each employee is essential to high-quality service.
4. Collaboration and communication are essential to an effective organization.
5. Quality professional learning and feedback are critical to successful job performance.
6. The utilization of valid and reliable data is essential for continuous improvement.
7. Capacity-building in schools and systems is key to sustained improvement.
8. Change is expected and is an opportunity for growth.
9. It is everyone's responsibility to demonstrate leadership in advancing a safe, secure, and positive culture.

# NC RESA CULTURE

We will serve with integrity.

We will challenge each other to embrace growth.

We will collaborate with a positive mindset.

We will be empathetic and inclusive.

We will be solution-focused.



## THE NC RESA EMPLOYEE HANDBOOK

This handbook is intended to be a guide to the policies and practices of the NC RESA; it is not a contract. Information included in this handbook is gleaned from Board policies, bylaws and administrative regulations and also from Master Agreements with the MESPA and NCEA unions. Board policies, bylaws and administrative regulations may be updated at any time and corresponding information included in this handbook will be updated at reasonable intervals. Updates from changes to Master Agreements and/or letters of agreements will be made to this handbook (as needed) once the Master Agreements and/or letters of agreements are approved by the NC RESA Administration/Board and union representatives. Should any discrepancies exist between the handbook and board policies/bylaws, administrative regulations and/or master agreements/letters of agreement, the original source document shall prevail.

It is the responsibility of each employee to become familiar with the content of this employee handbook. Every effort has been made to include at least a brief description of those factors important to all employees. Use of this handbook, in conjunction with other administrative documents will ensure that every employee has a thorough understanding of their individual responsibilities, as well as the operations of the NC RESA.

## THE HISTORY OF INTERMEDIATE SCHOOL DISTRICTS (ISDs)

From the turn of this century through approximately 1947, Michigan's local educational leadership took the form of a County School Commissioner. This was a political position nominated by each party and elected by popular vote in the spring of each off-election year. Political savvy was often more important than educational expertise. Educational funding was at the mercy of the County Board of Supervisors and was directly tied to the political environment prevailing.

A modest attempt to separate education from county politics occurred after World War II, when the state legislature appropriated a small allocation to support the new County Superintendent's Office. Unfortunately, the matching funds for this office were still provided by the County Board of Supervisors and were still subject to the political whims of the politicians. It is interesting to note that the County Board of Education members were also appointed by the County Supervisors.

At about this same time following the war, other developments were occurring which were to finally nudge education from political control. School districts were being reorganized, which resulted in either new township units or in the consolidation of neighboring village or city school districts. This general reduction in primary districts served to weaken the authority of the County Superintendent and the political structure around that office. Tremendous growth in school enrollments after the war also contributed, as even more reorganization was required, and it became necessary to build more high schools.

This new growth also began to make it apparent that not all school districts could afford to employ the specialists necessary to facilitate the instructional programs they wished to follow. A need for districts to begin to cooperate and to share resources began to evolve.

In the mid-1950s another major milestone was achieved with the passage of Public Act 18. This law provided for the public education of handicapped children. County school boards were given the authority to levy a special millage by vote of the people to support the educational programs required. With this new educational commitment, it became even more important to look at cost effectiveness of all the programs and curricula being provided within a county. No longer would it be possible to allow individual schools to reinvent the wheel.

By the early 1960s, work was well underway to fashion an educational service agency within the Michigan system which would help conserve resources and provide a range of support services to local districts. The emerging "intermediate school districts" acquired some distinguishing features, which have served the State well and which set Michigan's model well above those of other states. Some of these include the authority to tax and to share in the allocation of the mills; a great degree of freedom in selecting programs and services to provide for local districts; control over its own operating budget via a board and its own treasurer; the ability to issue resolution bonds to provide offices for the superintendent and staff; and the requirement to furnish services of a management, consultant or supervisory nature to a constituent district upon request.

ISDs have been a catalyst to make things happen in education. A growing record of achievement has served to expand the spirit of inter-district cooperation and coordination. Comparing Michigan to other states without educational service agencies shows that the latter lag far behind in special education and career-technical education. It has become obvious that the intermediate school districts do a great deal to expedite the development of programs and the delivery of educational services to students and staff of all local districts.

### NC RESA (FORMERLY NCISD) SUPERINTENDENTS:

Leon Deur – 1942 to 1972

Richard Gale – 1972 to 1980

Dr. Richard Hogancamp – 1980 to 1991

Dr. Roland Marmion – 1991 to 2002

Robert DeVries – 2002 to 2007

Dr. Lori Tubbergen Clark – 2007 to 2021

Blake J. Prewitt – 2022 to Present

## SECTION 1 – BOARD OF EDUCATION

### 1.1 – Board Meetings

The Board meeting schedule is posted in the East and South entrances of the Educational Service Center. All Board meetings, except for closed sessions, are open to the public. If an individual wants to address the Board during public participation, it is suggested, but not required, that the individual notify the Superintendent's office so that the individual can be given the procedural regulations.

### 1.2 – Board Members

Sarah Robinson, President (term to expire 2029)  
Karen Kasankiewicz, Vice President (term to expire 2025)  
Robert Schuitema, Secretary (term to expire 2029)  
Dale Twing, Treasurer (term to expire 2027)  
Reid Sherwood, Trustee (term to expire 2025)

### 1.3 – Board Policies, Bylaws and Administrative Regulations

All NC RESA Board policies, bylaws and administrative regulations are available for employees to view on the NC RESA website. The following areas are outlined for all employees in Board Policies, Bylaws, or Administrative Regulations. It is highly recommended that every employee read and understand the policies, bylaws, and regulations. The website ([www.ncresa.org](http://www.ncresa.org)) is consistently updated with the most up to date approved policies.

- Equal Employment Opportunity
- Alcohol and Drug Free Workplace
- Leaves of Absences (including FLMA)
- Whistleblower Protection Policy
- Ownership of Work
- Overnight Travel Reimbursement
- Acceptable Use
- Digital Communications
- School Safety
- Discrimination and Harassment
- HIPAA & FERPA
- Gifts to School Personnel
- Outside and/or Political Activities
- Illegal Conflicts of Interest
- Code of Ethics
- Web Accessibility
- Accessibility Issues
- Staff Rules of Conduct

## SECTION 2 – ADMINISTRATION/ORGANIZATION

### 2.1 – Administrators

Superintendent (ESC).....	Blake J. Prewitt
Chief Financial Officer (ESC).....	Jodi DeKuiper
Director of Instructional Services/CTE (CTC) .....	Bernard Brown
Director of Early Childhood Education/Elementary Learning Services (Neway) .....	Candy Wells
Director of Intervention, Prevention, & Special Education (Neway) .....	Lynette Hodges
Director of Technology Services and Security (NCATS).....	Joel Phillips
Physical Plant Management (Maintenance) .....	Brian Hable & Jody Wade
Administrator of Career/College Readiness (ESC).....	Melissa Miller

### 2.2 – Business Hours

The normal full-time work week is considered to be at least 40 hours and the basic business hours for all NC RESA facilities are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Because of the wide range of programs and services offered through the Agency, it is recognized that certain positions require slightly different schedules to fulfill responsibilities. Employees working under bargained agreements may also have different definitions of work hours. By and large, however, it is imperative that the general public have access to Agency services during the business hours established.

### 2.3 – 2023-24 NC RESA Calendar (see Appendix B)

The 2022-23 NC RESA calendar indicates the days of service for those individuals working with instructional programs. If an employee provides services on dates other than those indicated on the calendar, arrangements must be made in advance with his/her supervisor.

### 2.4 – 2023-24 Newaygo County Common Calendar (see Appendix C)

For the purpose of on-going planning, representatives from the NC RESA and our constituent K-12 districts meet on an annual basis to determine a common calendar on a five-year basis. These calendars are available on the NC RESA website.

### 2.5– Organizational Chart

The Superintendent shall be responsible for keeping the administrative structure of the Agency up-to-date as to the goals, curricula, instructional arrangements, and changes in services, and shall recommend revisions in the structure to the Board. The Superintendent may reorganize lines of authority and revise the organizational chart.



## SECTION 3 – FACILITIES

### 3.1 – Educational Service Center

The Educational Service Center (ESC) is located at:

4747 W. 48<sup>th</sup> Street  
Fremont, MI 49412  
Phone 231.924.0381  
Fax 231.924.8817

Departments within the ESC include the Superintendent's Office, the Business Office, Learning Services, Pupil Accounting and NCATS (Newaygo County Advanced Technology Services). Space is also leased to other partners including The Gerber Foundation, Muskegon Community College, and MSU Extension.

### 3.2 – Fremont Center

The Fremont Center is located at:

4575 W. 48<sup>th</sup> Street  
Fremont, MI 49412  
Phone 231.924.5910  
Fax 231.924.1925

The Fremont Center operates two Great Start Readiness Program (GSRP) and Building Bridges preschool classrooms.

### 3.3 – Education and Activity Center

The Education and Activity Center (EAC) is located at:

4554 W. Career Pathway  
Fremont, MI 49412  
Phone 231.92  
919  
Fax 231.924.7918

The EAC houses our intensive center-based special needs programs for local students through age 26.

### 3.4 – Maintenance Building

The Maintenance Building is located at:

4490 W. Career Pathway  
Fremont, MI 49412  
Phone 231.924.8829  
Fax 231.924.8877

The Maintenance Building houses the office of Physical Plant Management.

### 3.5 – Neway Center

The Neway Center is located at:

585 Fremont Street  
Newaygo, MI 49337  
Phone 231.652.1638  
Fax 231.652.3346

The Neway Center houses all ancillary special education employees who provide services to students in our constituent districts (Speech/Language Therapists, Early Childhood Special Education Teachers, Psychologists, Social Workers, Occupational Therapists, Physical Therapists, Behavioral Specialist and Autism Spectrum Disorder Consultant), offices of our Intervention and Prevention Programs, Great Start Readiness Programs (GSRP), and Building Bridges preschool classrooms.

### 3.6 – Newaygo County Career-Tech Center

The Newaygo County Career-Tech Center (NCCTC) is located at:

4645 W. Career Pathway  
Fremont, MI 49412  
Phone 231.924.0380  
Fax 231.924.7815

The NCCTC operates our career-technical education programs for local high school students as well as direct and dual enrollment college credit for students and community members. The CTC also includes offices of our Prevention Services Programs.

### 3.7 – Newday Center

The Newday Center is located at:

465 Clay Street  
Newaygo, MI 49337  
Phone 231.652.5324

The Newday Center houses our Robotics lab and the Great Parents/Great Start Collaborative offices.

### 3.8 – White Cloud Center

The White Cloud Center is located at:

500 Adda Street  
White Cloud, MI 49349  
Phone 231.689.0791

The White Cloud Center operates Great Start Readiness Program (GSRP) and Building Bridges preschool classrooms.

## SECTION 4 – DEPARTMENTS

*The NC RESA is organized into six (6) primary departments.*

### 4.1 – Superintendent’s/Business Office

The Superintendent’s/Business Office provides services to our constituent districts in a variety of areas including, but not limited to:

- pupil accounting & auditing
- state reporting
- truancy
- homeless students’ liaison
- mail delivery service
- business office management/services
- Newaygo County Area Promise Zone Authority
- human resources
- Safe and Drug-Free School and Communities Services

Internally, the Business Office assumes responsibility for:

- payroll
- employee benefits
- budget development and management
- inventory
- accounting functions

### 4.2 – Career-Technical Education Services

The Career-Technical Education Department assists our local districts in planning and implementing quality career and technical education programs offered at the NCCTC. Assistance to our local districts includes, but is not limited to:

- coordination of career preparation, technical preparation, and Perkins grants
- career-technical education
- state and federal reporting, monitoring, and interpretation of regulations

### 4.3 – Early Childhood Education Services

The Early Childhood Education Services Department offers a variety of services to students in our local districts including, but not limited to:

- GSRP Building Bridges Preschool Programs
- Tuition-Based Building Bridges Preschool Programs
- Great Parents/Great Start Collaborative
- Early On for Birth to Age 3
- Parents as Teacher Services for Birth Through Age 8

### 4.4 – Learning Services

The Learning Services Department provides a broad range of services and activities designed to assist our local districts with:

- school improvement
- curriculum development
- Curriculum Management e-System (CMS)
- professional development
- WE CAN! – Newaygo County’s College Access Network
- Early College Newaygo County
- Career & College Access programs
- Advanced & Accelerated Programs
- SCECH offerings

## 4.5 – Special Education Services

The Special Education Department offers a variety of services to children/students with challenging disabilities. Assistance is provided to our local districts in developing and implementing programs and services for children (and their families) ages prenatal through 26 years of age. The Special Education Department provides leadership and expertise in the following areas including, but not limited to:

- behavioral concerns
- autism
- early childhood mental health, care and development
- curriculum development and implementation
- children/students with more intense medical needs
- transition from the school to the community
- a coordinated system of interagency interventions for infants and toddlers, assistance to parents in obtaining quality programming for their child(ren)
- federal and state compliance and guidance
- coordination of Medicaid eligible service reimbursement

## 4.6 – Technology Services

The Newaygo County Advanced Technology Services (NCATS) Department provides technology services for our constituent districts including, but not limited to:

- student records management
- state reporting
- technical assistance
- computer supplies and equipment
- telecommunications equipment
- AV hardware
- computer software and training
- technology planning
- voice, video and data service
- Internet service
- information security services

## SECTION 5 – WEBSITE

The NC RESA website address is [www.ncresa.org](http://www.ncresa.org). The website offers a multitude of information including, but not limited to:

- departmental/service information
- staff directory information
- Board policies, administrative regulations, and corresponding forms
- Board agendas/minutes
- job postings
- links to local school district and community websites
- the NC RESA school calendar and the county-wide school calendars
- link to Employee Access (Skyward)
- link to Educator Access (Skyward)
- incident/status change requests
- maintenance requests
- technology requests
- room schedule requests
- access to e-mail and Microsoft Outlook assistance/instructions
- voice mail/phone instructions
- resources for local district staff
- resources for students and their families

## SECTION 6 – EMERGENCY PROCEDURES

NC RESA will comply with the required number of drills (fire, tornado, and lock-down). Employees are expected to learn and follow these procedures.

### 6.1 – Crisis Management (School Safety)

The safety of students and staff in NC RESA programs is the Board's primary concern. It is our responsibility to anticipate potential dangers and to take precautions to protect students from those dangers. The ability to deal effectively with any crisis situation on NC RESA property is essential to providing a safe learning and working environment for students and staff. Each building has a "Crisis Management Plan" and a red Law Enforcement Emergency Action Plan (LEEAP) bag that provides guidance related to dealing with emergency circumstances in compliance with state law. Each building has a team in place with specific duties to assist staff and students to cope with crisis situations in the safest, most orderly way possible. In addition to fire and tornado drills, we practice for threatening or potentially threatening circumstances in and around the buildings by employing "safe mode", "lock down/shelter-in-place", and "Alert/Run-Hide-Fight" procedures.

**Safe Mode** – all outside and internal doors are locked and remain closed. Building activities are conducted as usual. No students or employees are to be involved in outdoor activities.

**Lock Down** – also known as shelter-in-place. Public school facilities are required by law to conduct three lock down drills throughout the year. Staff and students take shelter in rooms and remain out of sight from windows and doors. All doors are locked and to be opened only by authorized personnel (with keys). Rooms are to remain quiet. There is to be no use of electronic communication devices.

**Alert/Run-Hide-Fight** - Because "Lock Down" is no longer enough in the event of an active shooter, there are three basic options: run, hide, or fight. You can run away from the shooter, seek a secure place where you can hide and/or deny the shooter access, or incapacitate the shooter to survive and protect others from harm. If running out of building, staff should have their hands raised or behind their head and identify to law enforcement. If running is not a safe option, staff should hide in as safe a place as possible. Students and staff are trained to hide in a location where the walls might be thicker and have fewer windows. Staff should deny the shooter access by blockading the door with contents of the room. If door swings open to hallway build a barricade with heavy objects (tables, bookshelves, etc.) slowing access to the room. In addition, staff are trained to hide along the wall closest to the exit but out of the view from the hallway allowing for an ambush of the shooter and for possible escape if the shooter enters the room. Defending oneself against an attacker should be a last resort for staff and a personal decision for each employee.

### 6.2 – Fire Drills

Public school facilities are required by law to conduct five fire drills throughout the year. Building administrators will review procedures for fire drills at the beginning of each school year. The NC RESA "Crisis Teams" will meet yearly to review fire evacuation procedures.

Each employee will review fire procedures within his/her classroom/program/office and review building fire evacuation procedures.

#### **PROCEDURES:**

1. Each room must have a sign indicating the fire exit.
2. Students should shut off any equipment, move quickly through the fire exits and away from the building while staying in a group.
3. Staff should turn off the main electrical switches and close the exit doors.
4. Each teacher shall count and verify the number of students in his/her class.
5. Teachers shall have their record books with them so that attendance can be taken once the students and staff are safely outside the building.
6. The building supervisor will notify students when it is safe to return to respective buildings.

### 6.3 – Severe Weather (Tornado) Drills

Each year public school facilities are required by law to conduct two severe weather drills. Building administrators will review procedures with staff for severe weather drills at the beginning of each year and prior to tornado season. Each instructor will review severe weather drill procedures with their students, including alarm recognition and safety areas. The number of potential tornado conditions may be so numerous during the tornado season that it may not be operationally or educationally practical to dismiss school each time one is announced.

Each teacher shall familiarize students with the following terms and procedures:

“TORNADO WATCH” is a term used in an area when tornados may possibly occur during the next several hours. Following a “WATCH” notice, the administrator will turn on his/her battery-powered radio, post lookouts and receive further instructions.

“TORNADO WARNING” means that a tornado has been sighted in the area. There is a strong possibility that a tornado may occur. Immediately take safety precautions. If a “TORNADO WARNING” is given, students will immediately be sent to the designated shelter areas within the school buildings and await further instructions. If a “TORNADO WARNING” comes at regular dismissal time, the students shall remain on campus and will be sent to a designated shelter area until an “all clear” is given. No student will be sent home or allowed to leave unless the local school or parent makes such request by notifying administration.

#### PROCEDURES:

1. All students are to move quickly and quietly to their designated shelter areas.
2. Before leaving classroom areas, staff should see that all open flames are extinguished, and electric power is turned off.
3. Teachers are to remain with their class in the shelter areas.
4. Teachers should have their record books with them so that attendance can be taken.
5. It is critical that all staff assist each other with students who are in wheelchairs or need special consideration.

## SECTION 7 – HUMAN RESOURCES

### 7.1 – Evaluation

To continuously strive for the improvement of Agency programs, to stress the importance of personal improvement, and to ensure individual awareness of performance factors of both a positive and negative nature, the Board has established a formal system of employee evaluation. Agency employees shall be evaluated in accordance with appropriate master agreements, Board policy and/or employee contracts/agreements, and in compliance with Section 1249 of the Revised School Code. Formal evaluations shall be recorded on the appropriate forms or electronic software. Evaluations shall be reviewed with the employee by him/her prior to submitting it for administrative review and/or inclusion in the employee's personnel file. An employee who disagrees with his/her evaluation may request, in writing, to have a statement of disagreement filed with the evaluation.

### 7.2 – Family and Medical Leave Act

The Family and Medical Leave (FMLA) of 1993 allows for an individual to be absent from work under the following circumstances:

1. For the birth, adoption or acceptance of a child for foster care.
2. To care for an immediate family member (spouse, child or parent) with a serious health condition.
3. For medical leave when the employee is unable to work because of a serious health condition.

Every employee who has worked for the NC RESA for at least twelve (12) months and who has worked at least 1,250 hours during that twelve (12) month period is eligible to apply for an FMLA leave.

Eligible employees may be granted up to a total of twelve (12) workweeks of unpaid leave during a defined twelve (12) month period. Employees are required to use accrued paid sick leave, personal leave or vacation leave for all time that is medically necessary for recovery; the number of paid leave days will be dependent upon a doctor's order.

When an FMLA leave is foreseeable, an employee must provide thirty (30) days advance notice and certification from a health care provider, attesting to the nature and severity of the medical condition. An "FMLA Leave Request Form" and electronic status change form must be completed and approved.

While on an FMLA leave, group health insurance coverage will be maintained, if such insurance was provided to the employee prior to the leave, on the same terms as if the employee had continued to work. If applicable, arrangements will be made for employees to pay for their share of the health insurance premiums while on leave. In some cases, the NC RESA may recover premiums paid to maintain health coverage for an employee who fails to return to work from an FMLA leave.

At the conclusion of an FMLA leave, the employee shall be returned to the same or equivalent position. If the employee does not return as scheduled, termination from the position may result.

If an employee reaches five (5) continuous absences for illness, paperwork for an FMLA leave will automatically be generated from the Human Resources Department for individuals who qualify for this benefit.

The Superintendent reserves all rights to require proper documentation of all leaves under the FMLA and Board policy.

### 7.3 – Personnel Records

Personnel files of both current and past employees are maintained in the Human Resources Department. At a minimum, the file of each active employee contains:

- an original application/resume
- recommendations for employment
- dates of employment
- required transcripts/certifications
- performance evaluations
- I-9 form and supporting documentation
- criminal history information
- 1230b unprofessional conduct forms
- signed contracts (if applicable)
- Internet/computer consent forms
- insurance applications (if applicable)

Personnel files shall be kept confidential and in a secured location. Access shall be limited to the employee, others designated to view personnel files in the course of Agency business, and/or other persons or entities only with the informed written consent of the employee or by subpoena, court order or public law provision.



## 7.4 – Probationary Status

NCEA:

All NCEA members who are eligible for tenure shall serve a probationary period specified in the Teacher Tenure Act. All NCEA members who are not eligible for tenure shall serve a probationary period as specified in the NCEA Master Agreement.

MESPA:

All MESPA members, upon initial employment, are subject to a sixty (60) work-day probationary period according to the master agreement, with a possible thirty (30) work-day extension if deemed necessary by the Superintendent.

## 7.5 – Temporary Employees

The NC RESA, at times, hires “temporary” employees to fill short-term employment needs for specific project-related activities. The Superintendent must approve all such positions and establish compensation based upon current labor market information. Temporary employees are subject to all rules and regulations applicable to regular employees. They are “at will” employees and are subject to termination accordingly. Temporary employees are not eligible for benefits customarily provided to regular employees.

## 7.6 – Unemployment Insurance

Unemployment insurance for NC RESA employees is funded entirely by the NC RESA. Payments and benefits under this insurance plan are under the control of the State of Michigan. Detailed information concerning unemployment benefits, eligibility requirements, credit periods, etc. may be obtained from any Michigan Works office. Summer breaks and holiday breaks do not constitute a break in service.

## 7.7 – Workers’ Compensation and Injury Reports

The Board feels that it is imperative to make every reasonable effort to ensure a safe learning and working environment for students and employees of the Agency. Workers’ compensation is designed to protect employees from loss of wages incurred because of an injury or illness directly attributable to employment. To that end, and to be sure that legitimate employee claims for workers’ compensation can be expedited, all accidents and/or injuries **must** be reported in a timely manner (within 24 hours is suggested by our worker’s compensation carrier). If an injury is not reported in a timely manner, benefits and wages may be affected.

Following an accidental on-the-job injury, a “work-related injury report” **must be submitted electronically** on the [www.ncresa.org](http://www.ncresa.org) website and an immediate follow-up call must be made to Human Resources Department at extension 8853 to alert administration that an incident report has been completed. Copies of incident reports SHALL NOT be kept in building offices or classrooms. The Human Resources office will then process the workers’ compensation claim with the Agency’s workers’ compensation insurance carrier. The State of Michigan’s Workers’ Compensation law requires employees to seek treatment by an approved medical provider for the first 28 days of medical care. For NC RESA, our approved medical provider is the Occupational Medicine department at Spectrum Health Medical Group (formerly Pine Medical). The telephone number for Occupational Medicine is 231-924-6095. If you go to a medical provider other than occupational medicine, your claim may be denied. Chiropractors are not covered by worker’s compensation.

## 7.8 – Reporting Crimes and Convictions

Pursuant to law, any person employed by the Agency or who regularly and continuously works under contract in any of the Agency’s schools that is charged with a crime listed in MCL 380.1535a(1) is **REQUIRED** to notify the Agency and the Department of Education that he or she has been charged with the crime (see below) within three (3) business days.

Any person who reports being charged with a crime, and who is subsequently not convicted, may request that the Agency and the Department of Education delete the report from its records. Upon such request, the Agency shall delete the report.

Any person employed by the Agency or who regularly and continuously works under contract in any of the Agency’s schools that pleads guilty, no contest, or is convicted of a crime listed in MCL 380.1535a(1) shall immediately notify the court and prosecuting attorney that he or she is employed with the Agency. The person must also notify the Superintendent and the Department of Education that he or she has been convicted of the crime.

*MCL 380.1535a(1) includes a conviction for any felony and any of the following misdemeanors: 1) criminal sexual conduct in the fourth degree or an attempt to commit criminal sexual conduct in the fourth degree; 2) child abuse in the third or fourth degree, or any attempt to commit child abuse in the third or fourth degree; 3) a misdemeanor involving cruelty, torture, or indecent exposure involving a child; 4) a misdemeanor violation of Section 7410 of the Public Health Code (concerning*

*distribution of marijuana to minors near school property); 5) a violation of section 115, 141a, 145a, 335a, or 359 of the Michigan Penal Code (concerning breaking and entering; consumption or possession of alcohol by minors, or controlled substances at social gatherings; soliciting a child for immoral purposes; indecent exposure; and damage to vacant buildings); or a misdemeanor violation of section 81, 81a, or 145d of the Michigan Penal Code (including assault and battery; domestic assault; assault and infliction of serious injury; and using the Internet to commit a crime against a minor); 6) a misdemeanor violation of Section 701 of the Michigan Liquor Control Act (concerning the prohibition of liquor sales to minors); 7) any misdemeanor that is a listed offense; and 8) a violation of a substantially similar law of another state, of a political subdivision of this state or another state, or of the United States – as amended by 2005 PA 130.*

## 7.9 – Emergency Contact Information

Employees are encouraged to make sure emergency contact information is up to date in Skyward's Employee Access system. This information will help the administration contact family members in the event of an emergency.

## SECTION 8 – LEAVES OF ABSENCE

*All leaves must be requested via Employee Access (Skyward). Potential long-term (3 or more consecutive days) leaves must be reported to Human Resources immediately.*

*All available leave time, as stated in master agreements and/or benefit information, will be converted to hours (in Skyward) based on each employee's scheduled hours per day.*

### 8.1 – Bereavement (Employee Access Code “BEREA”)

Unless otherwise agreed to in the Master Agreements or contracts/agreements, each employee of the NC RESA may be granted up to six (6) paid bereavement days per year in the event of the death of the employee's spouse, child, parent, brother, sister, grandchild, grandparent, stepchild, stepparent, stepbrother, stepsister, daughter-in-law, son-in-law, brother-in-law, sister-in-law, spouse's parent or spouse's grandparent. If additional time is needed to tend to details surrounding the death, the Superintendent may approve additional days, charged against available personal or sick days. (Employee Access Code “BEREA+). Employees must include the relation of the deceased to determine eligibility for bereavement leave.

### 8.2 – Jury Duty/Court Subpoenas (Employee Access Code “JURY”)

If an employee is summoned for jury duty, he/she will be excused to serve with no leave time charged. Employees will receive their regular daily wages, but shall remit their jury duty pay received from the court to the Payroll Department. Typically, jury duty pay is \$25 for a full day or \$12.50 for a half day. Employees shall keep the mileage reimbursement (from the court).

If an employee is subpoenaed by a court to appear for a work-related court case, the employee will be excused with no leave time charged. If an employee is subpoenaed by a court to appear for a personal court case, the employee must request a personal and/or vacation day. If the employee has exhausted all personal and/or vacation days, the time must be taken without pay.

If summoned, employees should contact the Human Resources Department to request the allocation of jury duty/court subpoena time in Skyward.

### 8.3 – Inclement Weather Day (Employee Access Code “SNOW”)

Although inclement weather days are not requested leave time, if school is cancelled and employees are not required to report to work, hourly employees must enter an inclement weather day into the leave request system.

### 8.4 – Maternity Leave

Maternity leave is available to all female employees of the Agency. Earned sick leave or vacation leave may be applied as a means of receiving compensation during the requested leave period. When sick leave and/or vacation leave is exhausted, maternity leave becomes a leave without pay.

The beginning date of a maternity leave must be determined by the employee's doctor. An employee will only receive paid leave for the dates in which the doctor determines an employee must be absent from work unless she has formally applied for and is eligible for an FMLA leave and sick/vacation days are available. If an employee wishes to be absent beyond the return date established by the doctor and has not formally requested an FMLA leave or is not eligible for an FMLA leave, such time will be without pay.

### 8.5 – Military Leave

Employees required to perform active duty, training or to perform emergency duty in the Armed Forces of the United States or National Guard, shall be granted a leave of absence without pay or benefits for the period of such training or emergency duty upon request and the presentation of proper documentation from the employee's commanding officer. The seniority and re-employment rights of any employee who performs such active duty or who is inducted into the Armed Forces of the United States shall be in accordance with federal and state laws governing such re-employment rights in effect at the time the individual seeks re-employment with the NC RESA.

### 8.6 – Other Leaves of Absence

Other types of leaves not listed in this handbook may be obtainable according to master agreements and/or superintendent approval. Refer to master agreements for information relating to other types of leaves (i.e., sabbatical leave, medical leave, child-care leave, extended leave, etc.) Employees should contact the Payroll Department for the appropriate leave code to enter into the leave request system for all “other” leaves of absence.

## 8.7 – Personal Leave (Employee Access Code “PERSO”)

Dependent upon master agreements and/or contracts/agreements, some employees may be granted personal leave days to handle personal emergencies or matters of importance that cannot be taken care of outside of normal business hours. The NC RESA reserves the right to deny personal leave requests to ensure adequate staffing to meet the educational needs of students. Refer to master agreements and/or contracts/agreements for specific language regarding personal leave days taken around holidays and/or vacation periods.

## 8.8 – Professional Development (see codes below)

Employees desiring to attend a conference or meeting outside of NC RESA must submit an electronic leave request. The Employee Access codes will vary depending upon the type of conference/meeting (see below). Please submit your leave requests well in advance for professional development opportunities...PLAN AHEAD!

- Code “OUDI” should be used for attendance at meetings other than NC RESA meetings (i.e., meetings in Lansing, Grand Rapids, etc.)
- Code “PROF” should be used for attendance at one-day conferences/workshops within the State of Michigan (i.e., in Lansing, Grand Rapids, etc.) Student competitions should not be coded as professional development. Please use OUDI, OVRNT, or OUTST for absences related to student competitions.
- Code “OVRNT” should be used for attendance at conferences/workshops that are within the State of Michigan, but overnight accommodations are required either because the conference extends over a two (2) day period or because travel to the conference is not feasible in one (1) day (i.e., Detroit, upper peninsula, etc.) All overnight requests must be approved by the Board or Designee (Superintendent) under Section 380.621a of the Revised School Code.
- Code “OUTST” should be used for attendance at conferences/workshops that are outside of the State of Michigan. All out-of-state conference requests MUST receive Board approval, if the conference is overnight, so employees should plan accordingly. If the Superintendent’s office is not made aware of potential out-of-state/overnight conference requests in time to be placed on a Board meeting agenda, the request MAY be denied.

Section 380.621a of the Revised School Code also requires that for all overnight travel, pre-travel estimated expenses and post-travel actual expenses must be submitted. Pre-travel expense information should be entered in the “description” section in the electronic leave request system. Board Form 1162, the Post-Travel Conference Request Form” or the “Travel and Expense Voucher” form must be completed upon an employee’s return with detailed documentation to support the actual expenses. Refer to Section 10.6 for instructions on submitting reimbursement requests.

## 8.9 – Sick Leave (Employee Access Code “SICK”)

The NC RESA grants sick leave to eligible employees who become ill, injured, or disabled or whose eligible dependent (per the Paid Medical Leave Act) becomes ill, injured, or disabled. The number of sick leave days an employee receives and the date(s) sick leave is awarded is dictated by master agreements, contracts/agreements, and/or the Paid Medical Leave Act.

## 8.10 – Vacation Leave (Employee Access Code “VACAT”)

Full-time/full-year MESPA members and certain non-union members are eligible for vacation leave. Vacation leave benefits are determined by the MESPA master agreement and/or contracts/agreements. The NC RESA reserves the right to deny any vacation leave requests to ensure adequate staffing to meet the educational needs of students.

## SECTION 9 – PAYROLL

### 9.1 – Direct Deposit/Paychecks/Payroll Schedule

Paper checks will only be issued to students and/or temporary employees who do not have a checking/savings account. All other employees shall be required to receive wages via direct deposit. All employees shall be paid bi-weekly. The number of pays per year for instructors and year-round salaried employees is twenty-six (26). In order to accommodate the bi-weekly pay schedule, there will be years in which 27 pays will be necessary.

All salaries, supplements and payments for extra duties shall be paid through the payroll office. No payments shall be made directly to any employee (for services rendered) from any supplementary school fund. No employee shall be paid in advance of services rendered.

### 9.2 – Leave Requests

All leave requests must be entered and approved prior to the payday in which the time is being requested. Maintaining up-to-date time off information is important for accuracy in the payroll system. For employees who submit electronic time sheets, if you submit your electronic time sheet without first having time off approved, the time off will not be included in the electronic time sheet and you may not receive pay.

### 9.3 – Payroll Deductions

The NC RESA offers various options for payroll deductions. No deductions shall be taken without the written consent of the employee with the exception of mandatory state, federal taxes, court orders and MPSERS retirement contributions. Information on payroll deductions is available from the business office.

### 9.4 – Social Security

Every employee's personal contribution to the Social Security system is matched by the employer as required under the Federal Insurance Contributions Act (FICA) for old age, disability, survivor's insurance, and under certain circumstances, for the employee's dependents in the event of the employee's death. The employee's contribution is made by payroll deduction and is determined by wages earned and current federal law.

### 9.5 – Timesheets

Hourly employees are required to complete either electronic time sheets or paper time sheets, depending upon their position and/or the nature of the assignment (i.e., preschool CDAs subbing in another classroom). An employee is the only one who can enter his/her individual time worked. Under no circumstances should employees enter time for each other. When reporting to work, employees should not "punch in" more than seven (7) minutes before his/her starting time.

All time sheets, paper and electronic, are due to your supervisor by 5:00 on the Friday prior to each payday. Time sheets received after this time/date may not be processed until the following payday. Special payrolls will not be processed for late time sheets.

### 9.6 – 403b Accounts

If you are interested in contributing to a personal 403b account, certain agencies have been approved by the NC RESA Board of Education to allow employees to contribute through payroll deduction. The list of agencies is available in the Human Resources or Payroll Department.

## SECTION 10 – BUSINESS OFFICE INFORMATION

### 10.1 – Fraud Prevention and Investigation

The Board expects all employees, Board members, consultants, vendors, contractors, and other parties maintaining any business relationship with NC RESA to act with integrity, due diligence, and in accordance with all laws in their duties involving the Agency's fiscal resources. The NC RESA is entrusted with public dollars and no person connected with the Agency should do anything to erode that trust. Any employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to his/her immediate supervisor and/or the Superintendent.

### 10.2 – Fund Raising and Student Activity Fund

Per Board Policy, all fund-raising events must be approved by a member of the executive team or the Superintendent at least one (1) month in advance of the event. The custodian of the funds shall be responsible for making reports of the student activity fund to the Superintendent as requested, but in no event, less than once per semester. Refer to Board Policy for specific details.

### 10.3 – Monies in School Buildings

To assure the safekeeping of monies collected by employees or students, the following procedures shall be followed:

- All monies shall be properly receipted, accounted for, and directed immediately to the proper location for deposit.
- No money shall be left overnight in desks, lockers, or other such repositories.
- All money left overnight in buildings shall be placed in a locked container in the school safe.
- The accounts payable department shall arrange to make a daily deposit of funds.
- The building secretary will verify all activity account deposits. A deposit slip will be prepared. The money and the deposit slip will be placed in a bank deposit bag and locked.
- The bag will be delivered to Educational Service Center before noon each day.
- The accounts payable department will take the locked bag to the bank.
- The bank will unlock the bag and verify the deposit.
- If the counted deposit is the same as the deposit slip, the bank will issue a receipt along with the unlocked bag.
- If the counted deposit is not the same as the deposit slip, the bank teller will put the deposit slip and the money back into the bag. She/He will then lock the bag.
- The locked bag will be returned to the building secretary and request the deposit to be recounted.

The NC RESA will not be responsible for monies remaining unsecured in school buildings overnight.

### 10.4 – Purchasing Goods and Services

#### PURCHASING GOODS:

A purchase order is the document which authorizes a vendor to deliver goods or services required for the operation of NC RESA facilities and/or programs. Whenever possible, purchases shall require an approved purchase order before a vendor can be notified that the NC RESA is buying a product or a service.

Purchase order requisitions are to be entered electronically and are processed in the business office daily. Requisitions must include the complete vendor's name, address and account number(s) to be charged. If a vendor does not appear in the system, the business office should be contacted.

Employees are prohibited from making purchases through the Agency for personal use.

#### PURCHASING SERVICES:

The purchase of a personal professional service, such as a meeting presenter, requires the execution of a contract between the service provider and the NC RESA. All contracts are to be established in consultation with the Superintendent's office and only the Superintendent can sign as the authorized signature.

#### CONFLICT OF INTEREST:

Employees in a position to influence decisions on purchases shall not have a personal financial interest either directly or indirectly in purchasing for the Agency or benefit directly or indirectly from any financial transaction unless that interest has been fully disclosed and the person involved has removed himself/herself from the decision-making process. All administrators deemed to be able to influence the purchase of any goods or services shall sign and file a conflict-of-interest disclosure document.

## 10.5 – Receipt of Shipments

When goods are received, the person accepting the delivery should notify the person or department who/that initiated the purchase order. If this is not apparent, the Business Office should be notified. The individual who originated the purchase order should examine the merchandise delivered and check it against the packing slip. Verification of correct delivery is accomplished by signing and dating the packing slip and submitting it to the Business Office. If a discrepancy is found, the individual who placed the order should make clarifications with the vendor and alert the Business Office. Employees who receive and open an order which includes any possible type of chemical should search the package for an MSDS, check to see if an existing MSDS is already on file, or search online for a current MSDS for that product. Once the MSDS is available, it should be placed in the MSDS book for that building and a copy sent to the Maintenance Secretary. The Maintenance Secretary is available for assistance through this process, if needed.

## 10.6 – Reimbursement of Expenses

Employees who incur expenses in carrying out their authorized duties shall be reimbursed, via direct deposit, by the Agency to the extent approved or provided under law, in Board policies, or master agreements upon submission of an approved expense reimbursement form and appropriate documentation/receipts. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense. NC RESA will pay for eligible mileage reimbursement at the federal mileage reimbursement rate.

Meal reimbursements will not be allowed on a school card, unless pre-approved by the Supervisor. Meal expenses will not exceed \$60 per day or \$40 per meal, and tipping is a maximum of 20%. Detailed receipts are required. If you do not have a detailed receipt, you will be invoiced to return the funds to the school.

Reimbursement forms must be turned in to the supervisor in the month following the month the travel or expense was incurred, NO EXCEPTIONS.

Any sales tax paid to vendors by an employee on a work-related purchase will not be reimbursed to the employee. Expense reimbursement forms received after June 30<sup>th</sup> may not be processed. Employees must submit expense reimbursement requests by June 15<sup>th</sup> to allow time for processing before the end of the fiscal year.

## 10.7 – Security

NC RESA owns and operates several valuable facilities which contain expensive furnishings, fixtures and equipment. Consequently, the security of NC RESA property and the safety of its employees are of paramount concern. Security devices and measures, such as, but not limited to, video cameras, audio surveillance devices, motion detectors, metal detectors (stationary or portable) and alarms, may be installed in any or all Agency facilities or in Agency vehicles to protect personnel, students, and property.

Outside lighting and/or video surveillance devices may be installed and maintained at each Agency facility to provide illumination and observation of the immediate grounds. An adequate access control system has been established to limit building access to authorized individuals and will safeguard against the potential entrance into buildings by unauthorized personnel. The NC RESA shall cooperate with all law enforcement agencies in enforcing security measures.

## 10.8 – Supplies and Materials

If an employee needs to purchase supplies and/or materials to be used in the course of his/her duties, he/she must first check with the immediate supervisor and then follow the requisition/purchase order process.

## 10.9 – Use of Agency Credit/Purchase Cards

At the discretion of the Superintendent, Agency employees may use Agency credit/purchase cards for the purchase of goods and/or services needed for official business of the Agency. Credit/purchase cards must be checked out of the Business Office with the assistance of authorized business office employees. Proper itemized documentation for purchases made with Agency credit/purchase cards MUST be returned to the Business Office. If proper itemized documentation is not received, the employee may be held responsible for the charges. The use of credit cards for automatic renewable items is not allowed, unless approved.

## 10.10 – Fundraiser Money

Fundraiser money must be secured by the staff member and turned over to your administrator every day. Purchases may not be made from cash received through a fundraiser. Fundraisers include collecting funds for student dues and activities.

## SECTION 11 – THINGS TO KNOW

### 11.1 – Arrangements for Substitutes

Whenever a teacher, teacher aide or paraprofessional is to be absent from teaching duties, he/she shall use the sub calling system, notify the building administrator or program director as early as possible, or shall arrange to have some other responsible person use the sub calling system and notify the building administrator or program director as early as possible of the teacher's inability to report for work.)

### 11.2 – First Aid/AEDs

The NC RESA may provide appropriate first aid, CPR and AED training for identified personnel. Only those school employees who have received qualified training, and then only in case of an emergency, may administer first aid and CPR to students. School employees shall not attempt to treat any student injury after the initial treatment of emergency first aid. First aid shall be limited to the applying of simple bandages or infection preventatives and to any justifiable emergency aid such as stopping excessive bleeding to prevent further injury, disability, or death. Neither diagnosis nor treatment, except under emergency conditions, are within the responsibilities of school personnel, since school personnel are not trained to make what are essentially medical decisions. The NC RESA will not assume liability for employees acting outside the scope of their authority.

The NC RESA has acquired AED units for use by qualified and trained personnel in the schools and for use at events hosted by the NC RESA. Employees will be authorized to utilize an AED only after successfully completing initial and recurrent training courses as approved by the American Heart Association for AEDs and CPR.

### 11.3 – Grant Procedures

The following grant procedures shall be followed:

1. Prior to writing the grant, the grant writer will consult with his/her immediate supervisor to:
  - a) assure that the grant is in compliance with the mission of the NC RESA
  - b) assure that the grant posts no conflicts within the organization
2. Write the grant
3. When the grant is completed, including proofing and editing, provide copies of the grant to:
  - a) the NC RESA Superintendent's office (both the original and one copy) to the attention of Brenda Burt, Executive Administrative Assistant to the Superintendent
  - b) your immediate supervisor (one copy)

*GRANT APPLICATIONS ARE DUE TO THE SUPERINTENDENT'S OFFICE **ONE WEEK** PRIOR TO THE GRANT'S FINAL DUE DATE.*

4. The Superintendent's office will:
  - a) review the grant and provide signature(s) for approval (if approved)
  - b) submit the grant to the funding organization
  - c) house copies of all grant applications, award letters and final evaluations
5. Upon receiving the grant award, the Grant Writer will receive notification from the Superintendent's Office and will be required to:
  - a) send a thank you note to the granting institution, if from Newaygo County
  - b) submit mid-point and final evaluations in a timely fashion to the Superintendent's office **one week prior** to each due date (Brenda Burt will send you an electronic reminder ten (10) days prior to the evaluation due date.)

### 11.4 – ID Badges

All NC RESA employees shall be required to always wear a district-issued name badge during employment. Badges may be obtained through the Human Resources Department.

### 11.5 – Inclement Weather Procedures

NC RESA programs will be cancelled based upon Newaygo County K-12 districts cancelations. On occasion, school may be delayed due to inclement weather. The announcement will be made through the REMIND app on your cell phone, on the radio and by TV on WZZM-TV13 and WOTV-8. The decision will usually be made by 7:15 a.m. Staff who report to a



local school district will follow the cancellation schedule of the local district. Refer to master agreements or benefit information for further details regarding inclement weather days.

### 11.6 – Mail Delivery Service

The NC RESA offers a mail delivery service between each NC RESA facility and our local public-school districts. It is recommended that all mail be inserted in large envelopes and labeled with the recipient's name, location, and date. The mail delivery service between NC RESA facilities operates daily. The mail delivery service between NC RESA and local public-school districts typically operates one (1) day per week during the school year only.

### 11.7 – Maintenance Requests

Requests for general maintenance and custodial work must be submitted via the electronic maintenance request system on the NC RESA website. Individual requests (phone calls) to the Maintenance Department to request custodial services will not be processed unless it is an emergency. Emergency situations, however, should first be reported to an employee's immediate supervisor.

### 11.8 – Media Coverage

The only official spokesperson for the NC RESA is the Superintendent. The Superintendent must approve all news releases, interviews, etc.

If an employee is approached by the news media, he/she shall work with his/her immediate supervisor to discuss/secure permission for any media coverage believed to be appropriate. Employees are not to provide any news release or information related to their work assignment to the media without prior approval of their immediate supervisor.

If an employee wishes to initiate a feature story for the news media, he/she should discuss the story with his/her immediate supervisor. Instructors are asked not to contact the media directly, but to work through their immediate supervisor on all news releases and feature stories.

Department or classroom newsletters may be published. Classroom newsletters must be shared with the appropriate immediate supervisor prior to distribution. The purpose of newsletters should be to provide citizens throughout Newaygo County with information regarding NC RESA operations, its students, and related events.

for any cause is prohibited except as they relate to school or program-sponsored activities.

### 11.9 – Technical Requests

Requests for technical services must be submitted via the electronic technical request system on the NC RESA website. Individual requests (phone calls) to NCATS to request technology services will not be processed unless it is an emergency. Emergency situations, however, should first be reported to an employee's immediate supervisor.

### 11.10 – Volunteers

Volunteers are welcome in NC RESA programs and facilities and shall be assigned to a school or program only upon the request of the teacher or program supervisor.

The purpose of a volunteer is:

- to increase the educational attainment of students,
- to provide enrichment experiences beyond those that the school or program can provide, and
- to promote greater community involvement in the academic and co-curricular programs of the NC RESA.

Volunteers shall only serve in an auxiliary capacity under the direction and supervision of the program director or other certified school or program personnel. A volunteer is not a substitute for a member of the school or program but does supply supplemental and supportive services. Volunteers are prohibited from having access to confidential files and records. All volunteers must complete the Volunteer Agreement, Volunteer Application, and Criminal History Check Authorization on an annual basis. These forms are available on the NC RESA website under "Staff Forms".

### 11.11 – Work-Related Travel

Certain employees shall be authorized by their immediate supervisor to travel locally in the performance of their duties and submit a Travel & Expense Voucher form for reimbursement without completing an on-line leave request (i.e., speech pathologists, psychologists, etc.) The Board shall provide reimbursement for such mileage expenses when approved by the Superintendent and/or immediate supervisor. Local travel as authorized under these regulations is to be recorded daily and submitted to the business office at the end of each month for reimbursement. If such travel is less than 100 miles per semester, reimbursement may be requested at the end of the semester. The Travel & Expense Voucher form must include,

date, destination, purpose of travel, and number of miles for each trip. For travel from building to building through Newaygo County school facilities, employees should refer to the mileage chart in Appendix E.

For travel to conferences/meetings, mileage reimbursement should be calculated on the shortest distance between the employee's home or office. Please refer to section 8.8 regarding leave codes that **must** be entered in Skyward for various work-related travel/time-off.

All mileage reimbursement should be submitted by June 15<sup>th</sup> to allow for processing before the end of the fiscal year.

### 11.12 – Agency Expenditure of Funds

Newaygo County RESA funds or other public funds under the control of the Newaygo County RESA may not be used for purchase of any of the following.

- alcoholic beverages
- jewelry
- gifts
- fees for golf (or other leisure activities)
- any item for which the purchase or possession is illegal

### 11.13 – Student Interns

If teachers/instructors/ancillary staff wish to have a college student intern in their classroom/program, the Request for Student Intern must be completed and approved, *in advance*. College student interns should not begin until all appropriate paperwork is on file in the Human Resources office.

## SECTION 12 - INSTRUCTIONAL PROGRAMS/STUDENTS

### 12.1 – Child Abuse and Neglect – Duty to Report

One of the most important responsibilities of every employee of the NC RESA is to protect the health and welfare of all students. A part of that responsibility is to be aware of potentially abusive or neglectful situations and to report them immediately when they are suspected. Any employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect **will immediately report**, or cause a report to be made, to the Department of Human Services, and then to their immediate supervisor.

### 12.2 – Treatment, Care and Service of our Students

NC RESA is entrusted every day with the education and care of our students; we act in the place of the parents and guardians who rely on us while they are at home or at work. We endeavor to provide our students with an environment which promotes the highest practicable attainment of their individualized educational goals, physical, psychological, emotional and social well-being while in our care. Our standards of high quality service and exemplary performance by each employee include the expectation that students are treated with appropriately high standards of care and respect, and without unnecessary, excessive or unreasonable physical force or roughness. At all times, we must be responsive to our students' needs and be sure that care is taken to maintain the personal dignity and respect of each student.

Our employees should always show courtesy, respect and a positive attitude to students, families, visitors and staff, and act in accordance with our training, best practices, and applicable laws, Board policies, rules and regulations. Consistent with our SERVICE slogan, the Agency relies on each employee to serve our students every day in a caring and committed environment.

#### **Reporting Your Concerns**

The Agency believes that it best serves our students and staff to create an environment in which there is timely, personal resolution of perceived problems, concerns, or misunderstandings. In addition to State law reporting requirements, all NC RESA employees are expected to immediately report any violations of our Agency's standards or expectations about student care or services to an Agency supervisor, and to fully cooperate in any ensuing investigation. Upon substantiation of violation of our standards or expectations, employees are subject to appropriate counseling and/or discipline up to and including dismissal and/or legal action may be taken.

Employees who make reports will be treated respectfully and with as much confidentiality as is reasonably permitted by the situation. The Agency will not tolerate retaliation or retribution against anyone for making a good faith report or supplying information about their concerns; nor will the Agency tolerate bad faith or knowingly false reports as a form of retribution. If you feel that you are subject to retribution for a good faith report, or that you are a victim of a false report, you are expected to immediately notify your supervisor or other Agency management.

#### **Use of Seclusion and Restraint**

Pursuant to Section 1307a of the Michigan Revised School Code, MCL 380.1307a, 2016, the Board of the Newaygo County Regional Educational Service Agency ("District") shall adopt and implement a local policy that is consistent with the policy issued by the Michigan Department of Education in connection with the requirements of Public Act 394 regarding restrictions on the use of seclusion and restraint in public schools. This policy is to accomplish the following objectives:

- Promote the care, safety, welfare and security of the school community and the dignity of each pupil.
- Encourage the use of proactive, effective, evidenced- and researched-base strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all pupils.
- Ensure that seclusion and physical restraint are used only as a last resort in an emergency and are subject to diligent assessment, monitoring, documentation and reporting by trained personnel.
- The key terms used in this policy, including but not limited to, "seclusion," "restraint," "emergency seclusion," and "emergency physical restraint" are the same definitions used in Section 1307h of the Michigan Revised School Code, MCL 380.1307h. The term "department" refers to the Michigan Department of Education.

Consistent with Public Act 394 and the policy issued by the Michigan Department of Education, the Superintendent and/or his/her designee is directed to develop administrative regulations to implement the requirements of Public Act 394 in regard to the use of seclusion and restraint, including identification of prohibited practices, permissible use of emergency seclusion and physical restraint; procedures for documenting and reporting the use of emergency seclusion and/or restraint; procedures for the development and implementation of emergency intervention plans for students who pose a substantial risk of creating an emergency situation that could result in the use of emergency seclusion or emergency physical restraint;

requirements for data collection in connection with the use of any seclusion and/or restraint, and the implementation of a comprehensive training framework for school personnel who have regular contact with pupils and for key identified personnel who are generally available for an emergency situation.

### 12.3 – Field Trips and Excursions

Field trips and excursions are encouraged when a reasonable educational objective can be established. By no later than November 1<sup>st</sup> of each school year, instructors will commit to potential participation in student organizations and participation on regional, state, and national competitions through a written e-communication with the Superintendent's Office. After November 1<sup>st</sup>, instructors who have not expressed intent for their program to participate will not be considered for instructor or student participation in regional, state, or national competitions for the school year. If partnering with another CTC program, both programs must commit their involvement by November 1. All trips to foreign countries and overnight trips must be approved in advance by the Board. All chaperones who are not NC RESA employees must complete the Volunteer Agreement, Volunteer Application, and Criminal History Check Authorization prior to the event and on an annual basis (only one set of forms required per year). These forms are available on the NC RESA website under "Staff Forms".

### 12.4 – School Ceremonies and Observances

#### OPENING EXERCISES:

Classrooms may open the school day with appropriate exercises; such exercises may include the pledge to the ex, patriotic songs, and reading of excerpts of material, which will implement the development of moral values, patriotism, and high standards of conduct. A student who expresses a religious objection to repeating the pledge to the flag shall not be required to participate. However, such students shall not cause a disturbance or interfere with the participation of others.

#### RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS:

Employees of the Agency shall neither promote nor disparage any religious belief or non-belief. The Board encourages all students and staff members to appreciate and to be tolerant of each other's religious views. Employees may be excused from participating in practices that are contrary to their religious beliefs unless there are clear issues and overriding concerns that would prevent it.

### 12.5 – Student Injuries

In the event a student is injured in an NC RESA facility, while participating in NC RESA programs, or given an epi-pen injection due to an allergic reaction, an on-line injury report form **must** be completed by the employee who witnessed the incident or by the employee's immediate supervisor with input from the witness. Such report **must** be completed and submitted to the Superintendent's office within 24 hours of the occurrence.

### 12.6 – Student Photographs

#### COMMERCIAL PHOTOGRAPHERS:

The Board allows the practice of contracting with commercial photographers to take student pictures and make them available to parent(s)/guardian(s) as a part of the total school program.

The school may contract with commercial photographers to take pictures of students for specific purposes such as class pictures, student records, or identification cards.

No student shall be required to have his/her picture taken by school contracted commercial photographers and shall not be pressured for the purchase of photographs. Students may substitute photographs taken by photographers of their choice to be used in yearbooks or for official school records. The school may establish reasonable specifications for such pictures.

#### OTHER PHOTOGRAPHIC OR VIDEO IMAGES:

Permission to shoot close-up pictures of students via regular film or digital imaging, or to videotape students participating in school-related activities, and to identify those students, may be granted to the media (newspapers and television stations) only with parental approval for students less than eighteen (18) years of age.

Parental approval also shall be required before pictures of students may be used, or students identified, in non-school publications except for photographs or video images taken by news media in the normal course of news coverage of NC RESA activities.

## SECTION 13 – TRANSPORTATION

### 13.1 – Personal and Business Transportation Services

The Superintendent is authorized to determine the extent to which Agency owned vehicles might be used for official school business. Such vehicles shall not be used for personal travel unless expressly approved by the Board. Drivers of school-owned vehicles shall be properly licensed and maintain a satisfactory driving record as determined by the Superintendent.

The use of privately owned vehicles for school business must be approved in writing by the Superintendent and/or Directors. The permission may be a standing permit for those who use their own cars regularly for school purposes (i.e., administrators, speech/language pathologists, psychologists, etc.).

Employees who use their privately owned vehicles for school business shall be required to maintain minimum insurance coverage for liability and property damage, which shall be the primary coverage. Employees shall provide a copy of their driver's license to the Human Resources Department, upon request, for validation purposes. The school non-ownership insurance shall provide the secondary coverage. School non-ownership coverage shall not apply unless the employee has been given the authorization described above.

Reimbursable mileage shall be according to a rate approved by the Board and the driver shall possess a valid Michigan driver's license before any reimbursement shall be made. In no instance shall mileage reimbursement be claimed for travel for any purpose other than for Agency business.

Employees are forbidden to transport students for school purposes without authorization by the Superintendent and/or designee. If transporting students in a private vehicle is authorized, the driver **MUST** be at least 21 years of age.

A student shall not be sent on school errands with his/her motor vehicle, an employee's motor vehicle, or an Agency-owned motor vehicle. Additionally, students should not be allowed to drive other students in an emergency situation (i.e., emergency room).

No teacher or other employee shall be authorized to drive a van or bus to transport students unless properly licensed and qualified to drive such vehicle as determined by the Michigan Department of Education.

When Agency-owned vehicles, which are equipped with seatbelts, are used to transport students, it is required that the number of passengers is limited to the number of seatbelts available and that seatbelts shall be used when the vehicle is operative.

### 13.2 – School Vehicles

Agency owned or leased vehicles shall not be loaned, leased, or subcontracted to any person, groups of persons or organizations except as allowed by law and subject to Board approval.

No public funds shall be spent by the Board to hire, rent, or lease any form of transportation to be used by any student, school employee, patron, or any organization to transport anyone to or from a religious activity.

Every driver shall have authority and responsibility for the passengers riding in school vehicles.

At the end of every route driven, every driver shall do a thorough inspection of the van or any vehicle used for transporting students for any reason, to be certain that no students or any other passengers remain in the vehicle. Any driver failing to adhere to Board Policy or administrative regulation shall be subject to disciplinary action as determined by the Superintendent.

If an employee is involved in a motor vehicle accident involving a school vehicle, a police report must be filed while at the scene of the accident. A follow-up call to the employee's supervisor shall be made immediately thereafter.

# Appendix A – Payroll Calendar – 2022-23

<u>July 2023</u>						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<u>August 2023</u>						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

<u>September 2023</u>						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

<u>October 2023</u>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<u>November 2023</u>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

<u>December 2023</u>						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<u>January 2024</u>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<u>February 2024</u>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

<u>March 2024</u>						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<u>April 2024</u>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

<u>May 2024</u>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

<u>June 2024</u>						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

<u>July 2024</u>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<u>August 2024</u>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Electronic time sheets are due to your supervisor each Friday!**

**Late time sheets will not be processed until the following payroll!**

**Paper time sheets are due to your supervisor on the Friday prior to payroll Friday.**

# Appendix B - NC RESA 2023-24 School Year Calendar

<u>July 2023</u>						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<u>August 2023</u>							T-8 S-4
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

<u>September 2023</u>							T-19 S-19
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

<u>October 2023</u>							T-22 S-22
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

<u>November 2023</u>							T-20 S-20
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

<u>December 2023</u>							T-13 S-13
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

<u>January 2024</u>							T-21 S-21
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				



<u>February 2024</u>							T-20 S-19
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29			

<u>March 2024</u>							T-20 S-20
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							


<u>April 2024</u>							T-17 S-17
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

<u>May 2024</u>							T-22 S-22
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

<u>June 2024</u>							T-5 S-
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

 FIRST DAY/LAST DAY – Aug 28; June 7  NO SCHOOL – Sept 1

 PROFESSIONAL DEVELOPMENT DAYS **187 Teacher Days**  
- Aug 22-25; Feb 19 (no students) **Student Days**

 HOLIDAYS/BREAKS – Sept 4; Nov 23-24;  
Dec 20-Jan 2; Feb 16; March 29-April 5;  
May 27

# Appendix C – Newaygo 2023-24 Common Calendar

<u>July 2023</u>						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<u>August 2023</u>						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

<u>September 2023</u>						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

<u>October 2023</u>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<u>November 2023</u>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

<u>December 2023</u>						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<u>January 2024</u>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<u>February 2024</u>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		


<u>March 2024</u>						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						


<u>April 2024</u>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

<u>May 2024</u>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	


<u>June 2024</u>						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

 FIRST DAY/LAST DAY – Aug 28

 NO SCHOOL – Sept 1

 PROFESSIONAL DEVELOPMENT/FLEX DAYS - Aug 21-25; Jan 22, Feb 16, 19; April 19

**Last day of school to be determined by each district.**

 HOLIDAYS/BREAKS – Sept 4; Nov 23-24; Dec 20-Jan 2; March 29-April 5; May 27



## Appendix E – Mileage Distance Between Newaygo County Facilities (part 1)

Facility	Address	Big Jackson	Pine Street Center	Pathfinder Elementary	Daisy Brook Elementary	Fremont Middle School	Fremont High School	Quest	Fremont Bus/Maint	Grant Primary Center	Grant Elementary	Grant Middle School	Grant High School	Grant Administration	Grant Bus Garage	Hesperia Campus
Big Jackson School	4020 13 Mile Road, Paris		30.5	31.8	31.4	31.7	30.6	31.7	32.3	33.3	32.6	33.0	32.8	33.3	33.3	29.1
Pine Street Center	450 E. Pine St., Fremont	30.5		1.4	1.0	.8	.5	.8	1.4	17.4	16.7	17.1	16.8	17.4	17.4	12.3
Pathfinder Elementary	109 W. 44 <sup>th</sup> St., Fremont	31.8	1.4		.4	.9	.9	1.0	1.5	18.4	17.7	18.2	18.0	18.4	18.4	10.9
Daisy Brook Elementary	502 N. Division, Fremont	31.4	1.0	.4		.9	.8	.1	.8	17.8	17.1	17.6	17.4	17.8	17.8	11.7
Fremont Middle School	500 Woodrow, Fremont	31.7	.8	.9	.9		.8	.1	.7	17.7	17.5	17.3	17.8	17.8	17.8	11.8
Fremont High School	5421 S. Warner Ave., Fremont	31.3	.7	1.7	1.3	1.1		1.2	1.6	16.7	16	16.4	16.1	16.7	16.7	12.6
Quest	350 W. Cedar St., Fremont	31.7	.8	1.0	.1	.1	.8		.8	17.8	17.1	17.6	17.4	17.8	17.8	11.7
Fremont Bus/Maintenance	616 Lake St., Fremont	32.3	1.4	1.5	.8	.7	1.4	.8		17.8	17.1	17.5	17.4	17.8	17.8	11.3
Grant Primary Center	12085 S. Elder, Grant	33.3	17.4	18.4	17.8	17.7	17.5	17.8	17.8		.7	.8	1.2	.1	.9	31.4
Grant Elementary	156 E. State St., Grant	32.6	16.7	17.7	17.1	17.5	16.8	17.1	17.1	.7		.4	.5	.7	.7	30.7
Grant Middle School	96 E.120 <sup>th</sup> St., Grant	33.0	17.1	18.2	17.6	17.3	17.3	17.6	17.5	.8	.4		1.0	.8	.3	29.8
Grant High school	331 E. State St., Grant	32.8	16.8	18.0	17.4	17.8	17.1	17.4	17.4	1.2	.5	1.0		1.2	1.2	28.9
Grant Administration	12192 S. Elder, Grant	33.3	17.4	18.4	17.8	17.8	17.5	17.8	17.8	.1	.7	.8	1.2		.9	30.1
Grant Bus Garage	300 E. 120 <sup>th</sup> St., Grant	33.3	17.4	18.4	17.8	17.8	17.5	17.8	17.8	.9	.7	.3	1.2	.9		30.1
Hesperia Campus	96 S. Division, Hesperia	29.1	12.3	10.9	11.7	11.8	11.8	11.7	11.3	31.4	30.7	29.8	28.9	30.1	30.1	
Newaygo Elem School	29 E. Post St., Newaygo	26.8	10.8	11.9	11.3	11.2	11.0	11.3	11.3	7.3	7.0	7.1	6.8	7.3	7.3	22.7
Newaygo Middle School	850 E. 76 <sup>th</sup> St., Newaygo	27.2	11.3	12.3	11.9	11.7	11.4	11.7	11.7	8.5	7.8	8.2	7.9	8.5	8.5	23.2
Newaygo High School	200 East St., Newaygo	27.2	11.2	12.3	11.7	11.6	11.4	11.7	11.7	6.8	6.1	6.5	6.2	6.7	6.7	23.2
Newaygo Administration	360 S. Mill St., Newaygo	27.2	11.2	12.3	11.7	11.6	11.4	11.7	11.7	6.8	6.1	6.5	6.2	6.7	6.7	23.2
Career-Tech Center	4645 W. Career Pathway, Fremont	29.9	1.2	2.1	1.7	1.9	1.2	2.0	2.6	18.6	17.9	18.3	18.1	18.6	18.6	13.0
EAC	4554 W. Career Pathway, Fremont	29.9	1.2	2.1	1.9	2.1	1.4	2.2	2.8	18.4	17.7	18.1	17.9	18.4	18.4	13.2
Neway Center	585 Fremont St., Newaygo	26.7	9.2	10.2	9.8	9.6	9.3	9.7	9.6	8.2	7.5	7.9	7.6	8.2	8.2	21.1
Fremont Center	4575 W. 48 <sup>th</sup> St., Fremont	29.7	1.4	2.3	1.9	2.1	1.4	2.2	2.8	18.4	17.7	18.1	17.9	18.4	18.4	13.2
Educational Service Center	4747 W. 48 <sup>th</sup> St., Fremont	29.9	1.2	2.1	1.7	1.9	1.2	2.0	2.6	18.6	17.9	18.3	18.1	18.6	18.6	13.0
Enterprise Building/Newday	465 Clay St., Newaygo	27.2	11.2	12.3	11.9	11.6	11.4	11.7	11.7	6.7	6.0	6.5	6.2	6.7	6.7	23.2
NC RESA Maintenance	4490 W. Career Pathway, Fremont	29.9	1.2	2.1	1.7	1.9	1.2	2.0	2.6	18.6	17.9	18.3	18.1	18.6	18.6	13.0
White Cloud Campus	555 E. Wilcox Ave., White Cloud	17.4	13.4	14.5	13.9	14.2	13.4	14.2	15.3	17.1	16.4	16.9	16.6	17.1	17.1	15.5

## Appendix E – Mileage Distance Between Newaygo County Facilities (part 2)

Facility	Address	Newaygo Elementary School	Newaygo Middle School	Newaygo High School	Newaygo Administration	Career-Tech Center	EAC	Neway Center	Fremont Center	Educational Service Center	Enterprise Building/Newday	NC RESA Maintenance	White Cloud Campus
Big Jackson School	4020 13 Mile Road, Paris	26.8	27.2	27.2	27.2	29.9	29.9	26.7	29.7	29.9	27.2	29.9	17.4
Pine Street Center	450 E. Pine St., Fremont	10.8	11.3	11.2	11.2	1.2	1.4	9.2	1.4	1.2	11.2	1.2	13.4
Pathfinder Elementary	109 W. 44 <sup>th</sup> St., Fremont	11.9	12.3	12.3	12.3	2.1	2.3	10.2	2.3	2.1	12.3	2.1	14.5
Daisy Brook Elementary	502 N. Division, Fremont	11.3	11.9	11.7	11.7	1.7	1.9	9.8	1.9	1.7	11.9	1.7	13.9
Fremont Middle School	500 Woodrow, Fremont	11.2	11.7	11.6	11.6	1.9	2.1	9.6	2.1	1.9	11.6	1.9	14.2
Fremont High School	5421 S. Warner Ave., Fremont	10.1	10.6	10.5	10.7	2	2	8.5	2.1	2	10.5	2	14.2
Quest	350 W. Cedar St., Fremont	11.3	11.7	11.7	11.7	2.0	2.2	9.7	2.2	2.0	11.7	2.0	14.2
Fremont Bus/Maintenance	616 Lake St., Fremont	11.3	11.7	11.7	11.7	2.6	2.8	9.6	2.8	2.6	11.7	2.6	15.3
Grant Primary Center	12085 S. Elder, Grant	7.3	8.5	6.8	6.8	18.6	18.4	8.2	18.4	18.6	6.7	18.6	17.1
Grant Elementary	156 E. State St., Grant	7.0	7.8	6.1	6.1	17.9	17.7	7.5	17.7	17.9	6.0	17.9	16.4
Grant Middle School	96 E. 120 <sup>th</sup> St., Grant	7.1	7.2	6.5	6.5	18.3	18.1	7.9	18.1	18.3	6.5	18.3	16.9
Grant High school	331 E. State St., Grant	6.8	7.9	6.2	6.2	18.1	17.9	7.6	17.9	18.1	6.2	18.1	16.6
Grant Administration	12192 S. Elder, Grant	7.3	8.5	6.7	6.7	18.6	18.4	8.2	18.4	18.6	6.7	18.6	17.1
Grant Bus Garage	300 E. 120 <sup>th</sup> St., Grant	7.3	8.5	6.7	6.7	18.6	18.4	8.2	18.4	18.6	6.7	18.6	17.1
Hesperia Campus	96 S. Division, Hesperia	22.7	23.2	23.2	23.2	13.0	13.2	21.1	13.2	13.0	23.2	13.0	15.5
Newaygo Elem School	29 E. Post St., Newaygo		1.0	.6	.6	12.0	12.0	1.6	11.8	12.0	.6	12.0	10.6
Newaygo Middle School	850 E. 76 <sup>th</sup> St., Newaygo	1.0		1.0	1.0	12.5	12.5	2.1	12.3	12.5	1.0	12.5	11.0
Newaygo High School	200 East St., Newaygo	.6	1.0		.1	12.4	12.4	2.0	12.2	12.4	.2	12.4	11.0
Newaygo Administration	360 S. Mill St., Newaygo	.6	1.0	.1		12.4	12.4	2.0	12.2	12.4	.2	12.4	11.0
Career-Tech Center	4645 W. Career Pathway, Fremont	12.0	12.5	12.4	12.4		.1	8.3	.2	--	12.4	--	12.2
EAC	4554 W. Career Pathway, Fremont	12.0	12.5	12.4	12.4	.1		8.1	.2	.2	12.6	.2	12.0
Neway Center	585 Fremont St., Newaygo	1.6	2.1	2.0	2.0	8.3	8.1		8.1	8.3	2.0	8.3	10.5
Fremont Center	4575 W. 48 <sup>th</sup> St, Fremont	11.8	12.3	12.2	12.2	.2	.2	8.1		.2	12.6	.1	12.0
Educational Service Center	4747 W. 48 <sup>th</sup> St., Fremont	12.0	12.5	12.4	12.4	--	.2	8.3	.2		12.4	.2	12.2
Enterprise Building/Newday	465 Clay St., Newaygo	.6	1.0	.2	.2	12.4	12.6	2.0	12.6	12.4		12.4	11.0
NC RESA Maintenance	4490 W. Career Pathway, Fremont	12.0	12.5	12.4	12.4	--	.2	8.3	.1	.2	12.4		12.0
White Cloud Campus	555 E. Wilcox Ave., White Cloud	10.6	11.0	11.0	11.0	12.2	12.0	10.5	12.0	12.2	11.0	12.0	

