



MUSKEGON HEIGHTS PUBLIC SCHOOLS

2603 Leahy Street • Muskegon Heights, Michigan 49444 • Phone 231-830-3221 • Fax 231-830-3560

AGENDA

WORK SESSION MEETING

BOARD OF EDUCATION
2603 LEAHY STREET
MUSKEGON HEIGHTS, MICHIGAN

CONFERENCE ROOM

MONDAY, FEBRUARY 13, 2012
6:00 P.M.

1. Call to Order
2. Roll Call
3. Secretary's Report and Approval of Minutes
4. Report from the Interim Superintendent
5. From the Board
6. Concerns of Parents/Citizens and Recognition of Guests

Adjournment

**BOARD OF EDUCATION
of the
SCHOOL DISTRICT
of the
CITY OF MUSKEGON HEIGHTS, MICHIGAN**

WORK SESSION MEETING

**MONDAY, FEBRUARY 13, 2012
6:00 P.M.**

OFFICIAL PROCEEDINGS

1. **The Work Session Meeting, Muskegon Heights Board of Education, Conference Room, 2603 Leahy Street, Muskegon Heights, Michigan, was called to order by Vice President Jenkins at 6:03 p.m.**
2. **Vice President Jenkins, instructed Secretary Brewer, to call the roll and note Board Members and Administrative Staff present.**

BOARD MEMBERS: Mr. Avery Burrel, President; Mr. Ronald Jenkins, Vice President; Mr. Franklin Brewer, Secretary; Mr. Ivory Morris, Treasurer; Mr. Nathaniel Johnson, Trustee; Mrs. Trinell Scott, Trustee; Mrs. Cassandra Kitchen, Trustee

BOARD MEMBERS ABSENT: Mr. Burrel

ADMINISTRATIVE STAFF: Mr. David L. Sipka, Interim Superintendent; Mrs. Rosie Holmes, Director of Curriculum

ADMINISTRATIVE STAFF ABSENT:

3. SECRETARY'S REPORT AND APPROVAL OF MINUTES

BE IT RESOLVED, that the minutes for the Regular Board Meeting of January 23, 2012, be approved and placed on file.

Mrs. Scott **MOVED** and Mr. Brewer **SECONDED** the adoption of the resolution:

ROLL CALL - ABS Burrel YES Jenkins YES Morris YES Brewer
YES Johnson YES Scott ABS Kitchen

4. REPORT FROM THE INTERIM SUPERINTENDENT

Mr. Sipka stated that:

1. the meeting with parents and the community will be held on Wednesday, February 15th at 6:00 p.m. in the high school auditorium. The purpose of the meeting will be to bring parents up-to-date on the status of Muskegon Heights Public Schools.
2. he met with the Speaker of the House to ask the governor to move quickly.
3. he met with Mike Flanagan twice.
4. he spoke to Chris Iamarino, attorney at Thrun Law Firm. Also, Mr. Iamarino is working with us with the Department of Treasury to pay back the State loan.
5. they are looking at moving the Head Start Program from Loftis to Lindbergh because of some problems with the building.
6. the review team has not met.
7. they are in the process to hiring a couple of people through the MAISD to help with Special Education.
8. the board members will be asked to adopt a Schools of Choice Plan.

5. FROM THE BOARD

Mrs. Scott

Mrs. Scott asked Mr. Sipka about the plan to retain our students.

6. CONCERNS OF PARENTS/CITIZENS AND RECOGNITION OF GUESTS

Michael Griffin	Cincinnati, OH
Derrick Collins	2536 Reynolds Street
Walter Watts	2020 Maffett Street
Joseph Warren	Alumni President
Belkoff	Teacher @ King School
Carl Wright	1826 Eloise Drive
Joe Moore	3359 Lemuel Street
Ozetta Aaron	2540 Maffett Street
Otto Staples	577 E. Broadway Avenue
Shamekia Johnson	450 Erickson
Mary Byrd	2023 Evanston
Tara Turner	Loftis Employee
Charlene Shanks	21__ 7 th Street
Joy Robinson	129 Woodview Drive
Charlotte Ginyard	3309 Maffett Street

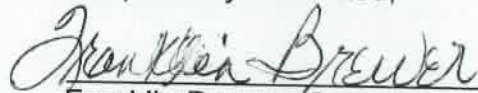
ADJOURNMENT

RESOLVED, that the Work Session Meeting for Monday, February 13, 2012, adjourned at 8:08 p.m.

Mr. Johnson **MOVED** and Mrs. Scott **SECONDED** the adoption of the resolution:

YEAS - ALL NAYS - 0

Respectfully submitted,


Franklin Brewer, Secretary



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AGENDA

REGULAR BOARD MEETING

BOARD OF EDUCATION
2603 LEAHY STREET
MUSKEGON HEIGHTS, MICHIGAN

CONFERENCE ROOM

MONDAY, FEBRUARY 27, 2012
6:00 P.M.

1. Call to Order
2. Roll Call
3. Secretary's Report and Approval of Minutes
4. Action Items
 - a. Personnel Matter
 - b. Reinstatement of Expelled Student
 - c. Reinstatement of Expelled Student
 - d. PESG Clerical Contract
 - e. Deficit Elimination Plan
 - f. Board Stipend
 - g. Best Practices Incentive Resolution
 - h. Schools of Choice Resolution
 - i. Elimination of Retiree Benefits
5. Report from the Interim Superintendent
6. From the Board
7. Concerns of Parents/Citizens and Recognition of Guests
8. Closed Session
 - Negotiations

Adjournment

**BOARD OF EDUCATION
of the
SCHOOL DISTRICT
of the
CITY OF MUSKEGON HEIGHTS, MICHIGAN
REGULAR BOARD MEETING
MONDAY, FEBRUARY 27, 2012
6:00 P.M.
OFFICIAL PROCEEDINGS**

1. **The Regular Board Meeting, Muskegon Heights Board of Education, Conference Room, 2603 Leahy Street, Muskegon Heights, Michigan, was called to order by President Burrel at 6:05 p.m.**
2. **President Burrel, instructed Secretary Brewer, to call the roll and note Board Members and Administrative Staff present.**

BOARD MEMBERS: Mr. Avery Burrel, President; Mr. Ronald Jenkins, Vice President; Mr. Franklin Brewer, Secretary; Mr. Ivory Morris, Treasurer; Mr. Nathaniel Johnson, Trustee; Mrs. Trinell Scott, Trustee; Mrs. Cassandra Kitchen, Trustee

BOARD MEMBERS ABSENT: Mr. Jenkins, Mr. Morris, Mrs. Kitchen

ADMINISTRATIVE STAFF: Mr. David L. Sipka, Interim Superintendent; Mrs. Rosie Holmes, Director of Curriculum

ADMINISTRATIVE STAFF ABSENT: Mrs. Holmes

3. SECRETARY'S REPORT AND APPROVAL OF MINUTES

BE IT RESOLVED, that the minutes for the Work Session Meeting of February 13, 2012, be approved and placed on file.

Mr. Johnson **MOVED** and Mrs. Scott **SECONDED** the adoption of the resolution:

ROLL CALL - YES Burrel ABS Jenkins ABS Morris YES Brewer
 YES Johnson YES Scott ABS Kitchen

4. ACTION ITEMS

4a. PERSONNEL MATTER – STAFF TERMINATION

BE IT RESOLVED, that the Muskegon Heights Board of Education approves the termination of Sandra Sharps, Head Start Advocate, effective November 1, 2011.

Mrs. Scott MOVED and Mr. Brewer SECONDED the adoption of the resolution:

ROLL CALL - YES Burrel ABS Jenkins ABS Morris YES Brewer
YES Johnson YES Scott ABS Kitchen

4b. REINSTATEMENT OF EXPELLED STUDENT

BE IT RESOLVED, that the Muskegon Heights Board of Education approves the recommendation of the Disciplinary Hearing Committee to deny reinstatement of Student A to Muskegon Heights Public Schools. This denial does not prohibit Student A from attending any other school district in the County of Muskegon or the State of Michigan.

Mrs. Scott MOVED and Mr. Brewer SECONDED the adoption of the resolution:

ROLL CALL - YES Burrel ABS Jenkins ABS Morris YES Brewer
YES Johnson YES Scott ABS Kitchen

4c. REINSTATEMENT OF EXPELLED STUDENT

BE IT RESOLVED, that the Muskegon Heights Board of Education approves the recommendation of the Disciplinary Hearing Committee to deny reinstatement of Student B to Muskegon Heights Public Schools. This denial does not prohibit Student B from attending any other school district in the County of Muskegon or the State of Michigan.

Mrs. Scott MOVED and Mr. Brewer SECONDED the adoption of the resolution:

ROLL CALL - YES Burrel ABS Jenkins ABS Morris YES Brewer
YES Johnson YES Scott ABS Kitchen

4d. PESG CLERICAL CONTRACT

BE IT RESOLVED, that the Muskegon Heights Board of Education approves the contract with PESG to provide clerical services, effective March 1, 2012.

Mrs. Scott MOVED and Mr. Johnson SECONDED the adoption of the resolution:

ROLL CALL - YES Burrel ABS Jenkins ABS Morris YES Brewer
YES Johnson NO Scott ABS Kitchen

4e. DEFICIT ELIMINATION PLAN

BE IT RESOLVED, that the Muskegon Heights Board of Education approves the deficit elimination plan that was submitted to the Department of Education and/or Treasury.

Mr. Johnson MOVED and Mr. Brewer SECONDED the adoption of the resolution:

ROLL CALL - YES Burrel ABS Jenkins ABS Morris YES Brewer
 YES Johnson NO Scott ABS Kitchen

4f. BOARD STIPEND

BE IT RESOLVED, that the members of the Muskegon Heights Board of Education approves not accepting a stipend for attending meetings.

Mrs. Scott MOVED and Mr. Johnson SECONDED the adoption of the resolution:

ROLL CALL - YES Burrel ABS Jenkins ABS Morris YES Brewer
 YES Johnson YES Scott ABS Kitchen

4g. BEST PRACTICES INCENTIVE RESOLUTION (SEE ATTACHMENT 4G)

BE IT RESOLVED, that the Muskegon Heights Board of Education approves the attached Best Practices Incentive resolution.

Mrs. Scott MOVED and Mr. Brewer SECONDED the adoption of the resolution:

ROLL CALL - YES Burrel ABS Jenkins ABS Morris YES Brewer
 YES Johnson YES Scott ABS Kitchen

4h. SCHOOLS OF CHOICE RESOLUTION (SEE ATTACHMENT 4H)

BE IT RESOLVED, that the Muskegon Heights Board of Education approves the attached Schools of Choice resolution.

Mrs. Scott MOVED and Mr. Brewer SECONDED the adoption of the resolution:

ROLL CALL - YES Burrel ABS Jenkins ABS Morris YES Brewer
 YES Johnson NO Scott ABS Kitchen

4i. ELIMINATION OF RETIREE BENEFITS

BE IT RESOLVED, that the Muskegon Heights Board of Education approves the elimination of retiree benefits (co-pay for health insurance and retirement incentive).

Mr. Brewer **MOVED** and Mrs. Scott **SECONDED** the adoption of the resolution:

ROLL CALL - YES Burrel ABS Jenkins ABS Morris YES Brewer
 YES Johnson YES Scott ABS Kitchen

5. REPORT FROM THE INTERIM SUPERINTENDENT

6. FROM THE BOARD

7. CONCERNS OF PARENTS/CITIZENS AND RECOGNITION OF GUESTS

Sonya Hernandez	1053 Beeker Road
Louella Bailey	1410 E. Parnell
Shawndra Sain	3188 Fielstra Drive
Walter Watts	2022 Maffett Street

8. CLOSED SESSION

- Negotiations

8a. BE IT RESOLVED, that the Muskegon Heights Board of Education moved into closed session at 6:30 p.m.

Mr. Johnson **MOVED** and Mr. Brewer **SECONDED** the adoption of the resolution:

ROLL CALL - YES Burrel ABS Jenkins ABS Morris YES Brewer
 YES Johnson YES Scott ABS Kitchen

8b. BE IT RESOLVED, that the Muskegon Heights Board of Education moved out of closed session at 7:20 p.m.

Mr. Johnson **MOVED** and Mrs. Scott **SECONDED** the adoption of the resolution:

ROLL CALL - YES Burrel ABS Jenkins ABS Morris YES Brewer
 YES Johnson YES Scott ABS Kitchen

ADJOURNMENT


RESOLVED, that the Regular Board Meeting for Monday, February 27, 2012, adjourned at 7:25 p.m.

Mrs. Scott **MOVED** and Mr. Brewer **SECONDED** the adoption of the resolution:

YEAS - ALL

NAYS - 0

Respectfully submitted,


Franklin Brewer, Secretary

**Best Practices Incentive
School Board Resolution**

WHEREAS, Section 22f of the State School Aid Act provides \$100 per pupil one-time grants to districts that satisfy at least 4 of 5 best practices criteria not later than June 1, 2012 [MCL 388.1622f].

WHEREAS, the board of education of Muskegon Heights Public Schools desires to receive the \$100 per pupil incentive payment.

WHEREAS, the Muskegon Heights Public Schools has satisfied at least 4 of 5 best practices criteria.

WHEREAS, eligibility for the incentive payment is contingent upon adopting a resolution that states the district has complied with at least 4 of 5 of the best practice criteria.

Now, therefore, be it resolved as follows:

1. The board of education of Muskegon Heights Public Schools certifies that the district has complied with the following requirements:
 - The district is the designated policy holder for medical benefit plan(s) pursuant to Section 22f(1)(b).
 - The district will develop and/or continue to implement a Service Consolidation Plan pursuant to Section 22f(1)(c). A copy of the school board signed resolution agreeing to develop a service consolidation plan is attached. We agree to send MDE a status report on the development/implementation of the plan by February 1st each year.
 - The district has obtained a competitive bid on non-instructional services pursuant to Section 22f(1)(d).
 - The district will provide a link on the district's home page to the url for the MI School Data Portal which will contain the required dashboard indicators pursuant to Section 22f(1)(e). If certain data elements for our district are unavailable from State data collections, we agree to provide those data in the form and manner determined by MDE.
2. The board of education of Muskegon Heights Public Schools authorizes and directs its secretary to file this resolution with the State Aid and School Finance Office of the Michigan Department of Education.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Resolved this 27th day of February, 2012.

Roll Call Vote: Passed: _____ Failed: _____

Name	Name	Name
Name	Name	Name
Name		

SERVICE CONSOLIDATION PLAN AGREEMENT

BETWEEN
THE MICHIGAN DEPARTMENT OF EDUCATION
AND
MUSKEGON HEIGHTS PUBLIC SCHOOLS

Muskegon Heights Public Schools agrees to develop a Service Consolidation Plan to reduce school operating costs that is compliance with MDE Service Consolidation Guidance distributed on June 30, 2011.

The Muskegon Heights Public Schools Board of Education resolution approving this agreement is attached.

District Superintendent

Date

School Board President

Date

MDE has received the board resolution and district certified agreement that the district will develop a Service Consolidation Plan to reduce school operating costs in compliance with MDE guidance. As a result, I will consider that the district has met the initial criteria in MCL 388.1622f(1)(c); one of four practices necessary to receive the 2011-12 State School Aid Best Financial Practice Incentive Funds. I reserve the right to have my staff subsequently review the actual service consolidation plans and financial records of the district as part of another MDE onsite fiscal monitoring visit to assess the efficiency and effectiveness of the service consolidation plan.

Superintendent of Public Instruction

Date

cc: Intermediate School District Superintendent



MUSKEGON HEIGHTS PUBLIC SCHOOLS

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Attachment 4H

Schools of Choice Resolution 2012-13

Muskegon Heights Public Schools has chosen to participate
in the Muskegon Area Intermediate School District's
Collaborative Schools of Choice Plan
for the 2012-13 School Year

Board Secretary

Date

The Muskegon Area Intermediate School District

**COLLABORATIVE
SCHOOLS OF CHOICE PLAN**

A plan that offers parents and students a choice to attend other public schools in the Muskegon Area Intermediate School District outside of their district of residence

The Muskegon Area Intermediate School District

**COLLABORATIVE
SCHOOLS OF CHOICE PLAN**

Effective Beginning with the 1998-99 School Year

INTRODUCTION

The Muskegon Area Intermediate School District Collaborative Schools of Choice Plan was developed through a process which included careful study, thoughtful discussion, and continual review. This plan supports the goal of providing quality educational options for students within the Muskegon Area Intermediate School District.

An important feature of the Muskegon Area Intermediate School District Collaborative Schools of Choice Plan is its cooperative development among the constituent public school districts within the MAISD. This spirit of cooperation propelled the idea of choice into a workable plan. The plan was initiated as a one-year pilot during the 1997-98 school year and went into effect with the 1998-99 school year, to be renewed annually.

Any changes to this plan are to be made no later than the February MAPSSA Meeting (to be in place the next academic year).

The Muskegon Area Intermediate School District

COLLABORATIVE SCHOOLS OF CHOICE PLAN

Acceptance of Students

- Each district within the Muskegon Area Intermediate School District may accept students based on district-identified capacity by grade level, class section, and building.
- Enrollment is open, but if demand for student placement exceeds space available, a random draw will be used to determine which choice students will be allowed into the district.
- Districts will unconditionally release students and will conditionally accept students based on district established criteria.
- There is no cap on the number of students leaving the resident district to attend another district within the MAISD under this choice plan.
- Districts will refuse to accept expelled students, but may accept suspended students or students with excessive absences. This decision will be based upon receiving district criteria.
- It is agreed that districts will not discriminate when accepting students under this choice plan. [See Appendix A]
- School Choice transfers will be made for academic purposes, and in the best interest of the student.
- Choice applications will be taken between the 2nd Monday in April and the 2nd Monday in May. Notification of acceptance or non-acceptance will be sent to the parent by the 1st Monday in June. Students must enroll in the receiving school district at the beginning of the school year, and are expected to make a one-year commitment to remain in the district.

Decision Process

- If, based upon new enrollment figures, a district still has openings after the 2nd Monday in May, the district may fill the openings from applications received by the May deadline. Students within this group of applicants may be accepted as choice students until the 1st Friday after Labor Day. The number of choice students accepted cannot exceed the number of publicly identified openings (by grade).
- Siblings of current choice students may be given preference for identified openings if local guidelines allow.
- A random drawing will be held if demand for placement exceeds availability.
- After the 1st Friday after Labor Day, local district policy prevails regarding student transfers.
- Annually, choice students must indicate their intention for continued enrollment in the choice district.

Graduation Requirements, Promotion, Curriculum, Credits

- Choice students must meet graduation, promotion, curriculum, and credit requirements of the receiving district.

Attendance

- Choice students are expected to remain in the receiving district for one school year, with no mid-year transfers. If a district accepts a choice student, that [choice] district is expected to serve the student for the entire school year.
- Districts will only offer choice openings during the spring application period for the start of each school year.

Co-Curricular Activities

- The Schools of Choice Plan is intended to provide students options for academic purposes. Students who wish to participate in interscholastic athletics must follow the rules and regulations of the Michigan High School Athletic Association (MHSAA). Students entering grades 10-12, who transfer by choice from one school to another, will not be eligible to participate in interscholastic athletics for one full semester under the MHSAA transfer policy.
- Choice students may participate in co-curricular activities in the receiving district under the same conditions as all other students.

Special Education

- The receiving district is responsible for special education costs and services. There is an exception: special education costs which exceed the foundation allowance will be the responsibility of the district of residence for students who are placed in a multi-district program or center program only during their first year in the choice district.

Tuition and Foundation Allowance

- No tuition will be charged to choice students.
- The foundation allowance for a choice student will be paid based upon the foundation allowance of the district of residence.

Transportation

- Transportation outside the receiving district will not be provided (except in the case of a special education student whose IEP determines that special transportation is required). Transportation within the receiving district may be provided if there is bus capacity, and according to district guidelines.

Recruitment

- There will be no direct solicitation to recruit nonresident students through Schools of Choice in Muskegon County. [See Appendix C]

Foreign Exchange Students

- If a foreign exchange student resides in the home of a choice student, that foreign exchange student may attend the choice district with the approval of the Superintendent of the choice district. If there is no choice student in the home, the exchange student would attend the resident district.

Appendix A

A nonresident applicant residing within the same intermediate district shall not be granted or refused enrollment based on intellectual, academic, artistic, or other ability, talent, or accomplishment, or lack thereof, or based on a mental or physical disability, except that a district may refuse to admit a nonresident applicant if the applicant does not meet the same criteria, other than residence, that an applicant who is a resident of the district must meet to be accepted for enrollment in a grade or a specialized, magnet, or intra-district choice school or program to which the applicant applies.

A nonresident applicant residing within the same intermediate district shall not be granted or refused enrollment based upon religion, race, color, national origin, sex, height, weight, marital status, or athletic ability, or, generally, in violation of any state or federal law prohibiting discrimination.

Source: Schools of Choice Legislation, Section 105

Appendix B

Waiver For Under Twenty (20) Year Old Pupils Attending Adult Education Programs

School districts have agreed to release the membership for any pupil who is at least 18 and under 20 years of age as of the 1st Friday after Labor Day of the school year to any adult education program within the County of Muskegon for which the pupil is qualified and to which he/she applies for enrollment.

Enrollment procedures and requirements into adult education programs for pupils less than 18 years of age as of the 1st Friday after Labor Day of the school year shall follow normal, approved choice procedures and/or district policies.

Appendix C

Recruitment

No direct solicitation to recruit nonresident students includes no door-to-door campaigns in a school district (other than your own); no letters/newsletters to nonresident parents; no billboards or mass media targeted to nonresidents which include the word "choice," "select," or "make."

**COLLABORATIVE
SCHOOLS OF CHOICE PLAN**

For Internal Use

TIMELINE

Any changes to this plan are to be made no later than the February MAPSSA Meeting (to be in place the next academic year).

**2nd Monday
in February**

Deadline for local districts to notify the MAISD of grade-level openings for the following school year.

**3rd Monday
In March**

Application materials available from local school district office or MAISD.

**2nd Monday
in April**

Application deadline for choice students. Choice districts will mail yellow copy of application to resident district.

**2nd Monday
in May**

Notification of acceptance or non-acceptance will be sent to parent. The yellow copy of the notification of acceptance/non-acceptance will be sent to the resident district.

**1st Monday
in June
(or as soon as
possible for identified
vacancies)**

If, based upon new enrollment figures, a district still has openings, the district may fill the openings with students who applied by the 2nd Monday in May.

to **2nd Monday in May
the 1st Friday after Labor Day**

Parents verify attendance in Choice District.

by **2nd Monday
in June
(or as soon as
possible for identified
vacancies)**

Local district policy prevails.

after **the 1st Friday after Labor Day**

**Best Practices Incentive
School Board Resolution**

WHEREAS, Section 22f of the State School Aid Act provides \$100 per pupil one-time grants to districts that satisfy at least 4 of 5 best practices criteria not later than June 1, 2012 [MCL 388.1622f].

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2. The board of education of Muskegon Heights Public Schools authorizes and directs its secretary to file this resolution with the State Aid and School Finance Office of the Michigan Department of Education.

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

Resolved this 27th day of February, 2012.

Roll Call Vote: Passed: _____ Failed: _____

Name

Name

Name

Name

Name

Name

Name

SERVICE CONSOLIDATION PLAN AGREEMENT

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THE MICHIGAN DEPARTMENT OF EDUCATION
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Date

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Superintendent of Public Instruction

Date

cc: Intermediate School District Superintendent



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- Transportation outside the receiving district will not be provided (except in the case of a special education student whose IEP determines that special transportation is required). Transportation within the receiving district may be provided if there is bus capacity, and according to district guidelines.

Recruitment

- There will be no direct solicitation to recruit nonresident students through Schools of Choice in Muskegon County. [See Appendix C]

Foreign Exchange Students

- If a foreign exchange student resides in the home of a choice student, that foreign exchange student may attend the choice district with the approval of the Superintendent of the choice district. If there is no choice student in the home, the exchange student would attend the resident district.

Appendix A

A nonresident applicant residing within the same intermediate district shall not be granted or refused enrollment based on intellectual, academic, artistic, or other ability, talent, or accomplishment, or lack thereof, or based on a mental or physical disability, except that a district may refuse to admit a nonresident applicant if the applicant does not meet the same criteria, other than residence, that an applicant who is a resident of the district must meet to be accepted for enrollment in a grade or a specialized, magnet, or intra-district choice school or program to which the applicant applies.

A nonresident applicant residing within the same intermediate district shall not be granted or refused enrollment based upon religion, race, color, national origin, sex, height, weight, marital status, or athletic ability, or, generally, in violation of any state or federal law prohibiting discrimination.

Source: Schools of Choice Legislation, Section 105

Appendix B

Waiver For Under Twenty (20) Year Old Pupils Attending Adult Education Programs

School districts have agreed to release the membership for any pupil who is at least 18 and under 20 years of age as of the 1st Friday after Labor Day of the school year to any adult education program within the County of Muskegon for which the pupil is qualified and to which he/she applies for enrollment.

Enrollment procedures and requirements into adult education programs for pupils less than 18 years of age as of the 1st Friday after Labor Day of the school year shall follow normal, approved choice procedures and/or district policies.

Appendix C

Recruitment

No direct solicitation to recruit nonresident students includes no door-to-door campaigns in a school district (other than your own); no letters/newsletters to nonresident parents; no billboards or mass media targeted to nonresidents which include the word "choice," "select," or "make."

**COLLABORATIVE
SCHOOLS OF CHOICE PLAN**

For Internal Use

TIMELINE

Any changes to this plan are to be made no later than the February MAPSSA Meeting (to be in place the next academic year).

**2nd Monday
in February**

Deadline for local districts to notify the MAISD of grade-level openings for the following school year.

**3rd Monday
In March**

Application materials available from local school district office or MAISD.

**2nd Monday
in April**

Application deadline for choice students. Choice districts will mail yellow copy of application to resident district.

**2nd Monday
in May**

Notification of acceptance or non-acceptance will be sent to parent. The yellow copy of the notification of acceptance/non-acceptance will be sent to the resident district.

**1st Monday
in June
(or as soon as
possible for identified
vacancies)**

If, based upon new enrollment figures, a district still has openings, the district may fill the openings with students who applied by the 2nd Monday in May.

**to 2nd Monday in May
the 1st Friday after Labor Day**

Parents verify attendance in Choice District.

**by 2nd Monday
in June
(or as soon as
possible for identified
vacancies)**

Local district policy prevails.

after the 1st Friday after Labor Day