

Mount Clemens Community Schools
Fundamental
Partnership Agreement Template 2022-2025
for Round Four Partnership Districts

This partnership agreement is entered on **April 17, 2023** among the signatory partner entities, including Mount Clemens Community Schools Authorizer (if applicable)>, the Macomb Intermediate School District (MISD), and the Michigan Department of Education (MDE). According to [Section 388.1622p of the Michigan Compiled Laws](#), assignment of a district to a 3-year partnership is made by the state superintendent of public instruction. See **Appendix A** Levels of Support and District Requirements.

The above-named signatory partner entities agree that upon the commencement date of this partnership agreement, they shall collaboratively work to achieve the mutually agreed upon goals, including interim target benchmarks and aligned end target outcomes for the local education agency (LEA), both traditional public school districts and public school academies (PSA) and schools named in this document. The purpose of the agreement is to improve student achievement at Mount Clemens Community Schools.

The purposes, terms, and conditions of this agreement are as follows:

I. COMPONENTS OF THIS AGREEMENT

The signatory partner entities will collectively assess the needs defined below in **Section I.A.1-5** and develop a plan of support and interventions. Through increased collaboration and positive relationships, the signatory partners will implement Mount Clemens Community School's agreement with fidelity, resulting in improved academic achievement for all students. Within 90 days of assignment as a partnership district, signatory partner entities agree to collaboratively complete a partnership agreement that:

- A. Utilizes the Michigan Integrated Continuous Improvement Process (MICIP) to "complete a comprehensive needs assessment in collaboration with an intermediate district, community members, education organizations, and postsecondary institutions, as applicable". [Section 388.1621h of the Michigan Compiled Laws](#)

The goal requirements within the partnership agreement are generated from three state and two federal requirements. The process to generate the goal requirements are completed via the Areas of Inquiry as defined within the MICIP process and terminology. The five required Areas of Inquiry are:

State Requirements

1. The district's implementation and utilization of a multi-tiered system of supports (MTSS) to ensure it is used to appropriately inform instruction [MCL Section 388.1621h]
2. The district and school(s) building leadership and educator capacity to substantially improve student outcomes [MCL Section 388.1621h]
3. The district's classroom, instructional, operational practices, and curriculum to ensure alignment with research-based instructional practices and state curriculum standards [MCL Section 388.1621h]

Federal Requirements

4. All components in the Michigan School Index for all schools identified for Comprehensive Supports and Improvement [Every Student Succeeds Act Sec. 1111.c.4.D]
5. Resource inequities, which include a review of district and school level budgeting via the Resource Allocation Review process [Every Student Succeeds Act Sec. 1111.c.4.D]

The MICIP platform will be used annually for partnership districts to outline goal(s), strategies, and activities, including funding and communication. The identified strategies should address whole child needs. A Partnership Agreement Report will be generated via MICIP and is required to be uploaded to GEMS/MARS by June 30, 2023.

- B. Includes an academic and financial operating or intervention plan, as part of the partnership agreement, that has been approved by the state superintendent or his/her designee addressing the needs identified in the comprehensive needs assessment [MCL Section 388.1621h]. Additionally, the academic and financial operating or intervention plan must:
 1. Identify how the district's MTSS is used to inform instruction appropriately
 2. Identify how the district's talent/staff management system, including specific details regarding district and school building leadership and educator capacity, will substantially improve student outcomes
 3. Identify how the district's instructional, curriculum, and operational practices align with research-based instructional practices and state standards unless required to complete a resource allocation review; the Partnership Agreement Report produced by MICIP will serve as the academic and financial operating or intervention plan.

C. Includes aligned measurable 18-month interim target benchmarks and 36-month end target outcomes that will be achieved for each school operated by the district that is included in the partnership agreement and subject to approval by the director of the OPD. [MCL Sections 388.1621h and 388.1622p]

D. Includes two to five accountability measures:

1. For a traditional district assigned as a partnership district, accountability measures under this subdivision must include the reconstitution of the school. [MCL Section 388.1622p]
2. For a PSA assigned as a partnership district, accountability measures under this subdivision may include the reconstitution of the school. [MCL Section 388.1622p]

One or more accountability measures must be imposed no later than the following school year if the district does not achieve the measurable academic outcomes for each school operated by the district that is subject to the partnership agreement.

E. Includes specific actions that will be taken by the district and each of its signatory partner entities to improve student achievement as measured by the Michigan School Index. [MCL Section 388.1621h]

II. PROCESS FOR COMPLETING THE PARTNERSHIP AGREEMENT

A. Assessing Needs: Engaging in a process that assesses the district's needs reveals a picture of its achievements and challenges and identifies the factors critical to its success. This includes looking at several data sources, including academic, non-academic, and district/building systems, as well as a variety of data types: achievement, demographic, perception, and process, to identify the gap between the current and desired state.

1. The district will assess needs via an iterative process on a regular basis throughout the continuous improvement cycle. The district will first look at district-wide data in the areas of inquiry and then look at the same school level data for the school(s) identified for CSI.
2. The district and school will then engage in root cause analysis around the areas of inquiry to discern the primary contributing factor(s), identify challenges or opportunities for growth, and identify assets that can be leveraged to address those opportunities.

B. Plan, Implement, and Monitor: the goal(s), strategies, and activities will provide a sense of direction, motivation, and clear focus for improvement and are a result of the needs assessment defined in **Section II.A**. The partnership district will use the MICIP process to define the goal(s), strategies and activities including specific, measurable, attainable, relevant, and time-bound (SMART) benchmarks and outcomes that address the reason(s) the district was

identified to enter a partnership agreement. The Goal area(s) will include a minimum of one aligned pair of 18-month interim target benchmarks and accompanying 36-month end target outcomes as detailed in the table found in **Section XVII**. See **Appendix C** Example Benchmarks and Outcomes Table.

1. The district and school will outline goal(s), strategies, and activities that, when implemented with fidelity, will help the district reach its goals, meet whole child needs, and achieve success.
2. The district will identify and include 18-month interim target benchmarks and 36-month end target outcomes aligned to the previously identified goals requirements. This will be completed in the table found in **Section XVII**. Requirements for benchmarks and outcomes must include the following:
 - state assessments for at least one 18-month interim target benchmark and aligned 36-month end target outcome measuring proficiency or growth [MCL 388.1622p]
 - local student data for at least one 18-month interim target benchmark and aligned 36-month end target outcome
 - process data for at least one 18-month interim target benchmark and aligned 36-month end target outcome
 - a minimum three (3) percentage point increase in proficiency on state assessments; the desired increase shall be based upon the current value and an increase that would likely result in a Michigan School Index score above the bottom 5%
 - at least one 18-month interim target benchmark and aligned 36-month end target outcome that addresses literacy
 - at least one 18-month interim target benchmark and aligned 36-month end target outcome that addresses mathematics

A partnership district will monitor and may need to adjust strategies, activities, funding, and communication to attain the final goal. It is also agreed that if or when MDE launches or utilizes any new assessment system changing the conditions of the state assessments, the 18-month interim target benchmarks and 36-month end target outcomes will be reviewed and revised, if necessary.

III. REVIEW OF BENCHMARKS, OUTCOMES, AND IDENTIFICATION

Evaluating the attainment of interim benchmark target and end outcome target measures occurs twice during the life of the partnership agreement. Each evaluation follows established business rules and includes reviewing the partnership district's capacity, fidelity, the extent of reaching the targeted population or stage of implementation (scale/reach), and the impact of identified goals.

A. Interim Target Benchmark Review (BR): attainment of interim target

Mount Clemens Community Schools Partnership

benchmarks is reviewed at the 18-month mark of the partnership agreement to determine whether schools and districts are On-Track, Off-Track with Progress, or Off-Track in meeting the goals of its partnership agreement.

- B. Summary Report and Academic Outcome Evaluation: attainment of end target outcomes are reviewed at the 36-month mark of the partnership agreement and termed PA Summary Report or a 36-month Academic Outcome Evaluation (AOE). An AOE is specific to state legislation, and federal identification levels for support to determine the application of accountability measures defined in **Section XV** of the agreement should a school within the partnership agreement be re-identified for CSI.

IV. TERMS AND CONDITIONS

Mount Clemens Community Schools retains control of the school(s) named in this agreement. The Michigan Department of Education and the partners named in this agreement will provide mutually agreed upon support to meet the benchmarks and outcomes.

V. SIGNATORY PARTNERS

The Mount Clemens Community Schools board of education president, Mount Clemens Community Schools superintendent, (including the PSA authorizer if applicable); the Macomb ISD superintendent; and the director of the Office of Partnership Districts are the signatory partners and serve as the primary decision-makers for this agreement.

VI. REQUIREMENTS OF PARTNERSHIP DISTRICTS

- A. The district will submit a district K-8 aggregated file as required by Public Act 144 of 2022 Section 104h. The submission of a district aggregated file to MI Data Hub is stated as a viable option in the MDE 2022-23 Benchmark Assessment Fact Sheet and FAQ document updated on November 3, 2022 starting on page 12. The district has provided a district K-8 aggregated file to MDE since spring 2021.
- B. The district will anonymously survey staff within the district in non-partnership schools and survey identifiable staff within partnership schools if survey questions are mutually agreed upon between each district, MISD and MDE/EPIC prior to the administration of the survey.
- C. The district will agree to participate in an EPIC qualitative data collection effort only if the superintendent and leadership team of the district, i.e. staff, union, board members, are allowed time to review and agree upon the data collection efforts and processes.
- D. Consider local school board training, potentially by the Michigan Association of School Boards (MASB) or a similar organization.

VII. PERIOD OF AGREEMENT

The partnership agreement shall commence on November 29, 2022 and expire on November 28, 2025. The partnership agreement is completed after the Academic Outcome Evaluation (AOE), or Partnership Agreement Summary Report has been completed. See **Appendix B** Partnership Agreement Timeline.

VIII. PARTNERSHIP DISTRICT ASSIGNMENT

The district is released from its partnership district assignment only when it has no schools identified for CSI, excluding alternative education schools.

IX. AMENDMENTS

This partnership agreement shall not be modified, altered, or amended except by a written agreement duly executed by all signatory parties to this agreement in accordance with the terms hereof.

X. SUCCESSORS and ASSIGNS

The covenants, conditions, and agreements in this partnership agreement shall be binding upon and inure to the benefit of each party, their respective legal representatives, successors, and assignees.

XI. NO INDEMNIFICATION

There shall be no indemnification of any party by any other in regard to liabilities arising out of the functions covered by this agreement. All parties shall be responsible for their liabilities and defense as determined by law.

XII. NOTICES

Any notice to be given in connection with any of the terms or provisions of this agreement shall be in writing and be given in person, by facsimile transmission, courier delivery service or by mail, or electronic delivery with receipt notification, and shall become effective (a) on delivery if given in person, (b) on the date of delivery if sent by unsecured e-mail, facsimile transmission or other similar unsecured electronic methods or by courier delivery service, or (c) four business days after being deposited in the mail, with proper postage for first-class registered or certified mail, prepaid. Until notified in writing by the appropriate party of a change to a different address, notices shall be addressed as follows:

If to the District:

Mount Clemens Community School
District
155 Cass Avenue
Mount Clemens, MI 48043
Attn: Ms. Monique Beels, Superintendent
Mr. Earl Rickmand, President, Board of
Education

If to Michigan Department of Education:

Michigan Department of
Education 608 West Allegan
Street
P.O. Box 30008
Lansing, MI 48909
Attn: Dr. William Pearson, Director of
OPD

If to the Intermediate School District:

Macomb Intermediate School District
44001 Garfield Road
Clinton Township, MI 48038
Attn: Mr. Michael DeVault, ISD
Superintendent

XIII. ADDITIONAL PARTNERS

The following entities have been identified and have agreed to serve as additional partners in pursuit of achieving the purposes of this agreement:

A. N/A

XIV. SCHOOLS IDENTIFIED FOR SUPPORT BY THIS AGREEMENT

A. Schools identified for CSI listed below must identify aligned 18-month interim target benchmarks and 36-month end target outcomes in **Section XVII** Goals, Interim Target Benchmarks, and End Target Outcomes.

1. Mount Clemens High School

B. Schools identified for Additional Targeted Support (ATS), or Targeted Support and Improvement (TSI), or Comprehensive Support and Improvement (CSI) that do not meet criteria for entering a partnership agreement listed below are included in the supports provided by the OPD. These schools are not subject to benchmarks, outcomes, or accountability measures defined in this agreement. OPD supports include guidance in completing ESSA required plans via MICIP.

1. Mount Clemens Middle School

XV. SCHOOL ACCOUNTABILITY MEASURES [MCL Section 388.1622p]

For each school listed in **Section XIV.A** that is re-identified for CSI and achieves one-third or less of local and state assessment academic 36-month end target outcome measures as defined in **Section XVIII**, Mount Clemens Community Schools, Macomb Intermediate School District, and MDE will impose one of the mutually agreed upon measures:

A. Reconstitute as defined in [MCL Section 388.1622p] for districts and [MCL Section 380.507](#), [MCL Section 380.528](#), and [MCL Section 380.561](#) for public school academies, or

B. The district shall agree on a new date, with the agreement of MDE, by which the 36-month end target outcome must be met, in addition, to a review of a longitudinal study of student performance on local and state assessments conducted by the MISD to compare the identified school(s) during the three years of the partnership agreement implementation to the student performance from spring 2022.

C. The district will make significant changes to the instructional and noninstructional programming of the school based on the needs identified through a needs assessment review of data in a manner agreed upon between the district and MISD, or,

D. The district will review whether the current principal of the school should remain as principal or be replaced.

Mount Clemens Community Schools Partnership

If applicable, at the end of this agreement, school accountability measures are to be imposed no later than the 2026-2027 school year. The implementation of the selected accountability measure(s) will be incorporated in the subsequent partnership agreement via benchmarks and outcomes, or assurances.

XVI. ASSURANCE OF ACTIONS

- A. Mount Clemens Community Schools BOARD OF EDUCATION ACTIONS TO BE TAKEN:
1. Support the superintendent
 2. Ensure that the school/district community is meaningfully engaged in the implementation of the partnership agreement.
- B. Mount Clemens Community Schools SUPERINTENDENT ACTIONS TO BE TAKEN:
1. Provide updates as defined by the OPD level of support to the board of education regarding the status of the district's implementation of this partnership agreement.
 2. Ensure that the school/district community is meaningfully engaged in the implementation of this agreement.
 3. Schedule meetings with the partnership agreement liaison and partners to discuss progress on the partnership agreement implementation.
 4. [OPTIONAL] Convene community meeting(s) and provide attendees with an update regarding the status of the school/district as it relates to the implementation of the partnership agreement and the achievement of the interim target benchmarks and end target outcomes.
- C. Macomb Intermediate School District ACTIONS TO BE TAKEN:
1. Create and implement Regional Assistance Grant (RAG) service plan in conjunction with the partnership agreement and actively support Mount Clemens Community School District.
 2. Support the applicable terms of this Agreement and will continue to implement any action applicable pursuant to the Partnership Agreement between MISD and Mount Clemens Community Schools, dated, April 17, 2023, which terms and conditions are not affected by this Agreement and are incorporated herein by reference.
 3. Partner with the district to discover data and create an Index Data Story that leads to a sound Partnership Agreement Plan with alignment to MICIP Goal(s). MISD will provide the necessary support for the district to build a foundation to ensure a systematic approach to increase opportunity for student growth and to develop the implementation of strategies with fidelity and to initiate the monitoring and evaluation systems of those strategies.

Mount Clemens Community Schools Partnership

4. Affirm identified Goal(s) represent the thirty-six month targets for academic proficiency and growth. The benchmarks represent the work that will be done in order to move the Partnership School to meet or exceed the goals.
5. It is also agreed that if or when MDE launches or utilizes any new assessment system (M-STEP or SAT) changing the conditions of the state assessments and MI School Index, the benchmarks and outcomes will be reviewed and revised, if necessary.

D. MDE ACTIONS TO BE TAKEN:

1. Assign a partnership agreement liaison (PAL) who will serve as the primary point of contact for <district name> and will be meaningfully engaged in the implementation of the partnership agreement.
2. Assign a team of individuals from other MDE offices with expertise in comprehensive school and district improvement to ensure that resources are being used as efficiently and effectively as possible to improve student academic achievement and to ensure district financial stability. [MCL Section 388.1621h]

XVII. GOALS, INTERIM TARGET BENCHMARKS, AND END TARGET OUTCOMES

The partnership district will define goal areas resulting from the district's areas of inquiry. Each goal area will include a minimum of one aligned pair of 18-month interim target benchmarks and 36-month end target outcomes.

- A. District must have at least three and at most nine goal areas.
- B. One or more goal areas must include at least one aligned pair of 18-month interim target benchmarks and 36-month end target outcomes that measure proficiency or growth that puts students on track to be proficient. [MCL Section 388.1622p]
- C. Must include at least one 18-month interim target benchmark and aligned 36-month end target outcome based on:
 - 1. state assessment results,
 - 2. process data, and
 - 3. local student data
- D. Must include at least one 18-month interim target benchmark and aligned 36-month end target outcome to address literacy, and one 18-month interim target benchmark and aligned 36-month end target outcome to address mathematics.
- E. Districts are required to indicate goal alignment with Michigan's Top Ten Strategic Education Plan (SEP) if applicable.

Michigan's Top Ten Strategic Education Plan Goals:

- 1. Expand early childhood learning opportunities
- 2. Improve early literacy achievement
- 3. Improve the health, safety, and wellness of all learners
- 4. Expand secondary learning opportunities for all students
- 5. Increase the percentage of all students who graduate from high school
- 6. Increase the percentage of adults with a post-secondary credential
- 7. Increase the numbers of certified teachers in areas of shortage
- 8. Provide adequate and equitable school funding

Benchmarks and Outcomes Table

#	Goal Area	Building Name	Building Code	Type	SEP Goal #	Data Source & Evidence	36-month End Target Outcomes	18-month Interim Target Benchmarks
1	The district will implement a curriculum/instruction/assessment system in READING to include target outcomes, models of tiered instruction, and aligned assessments to increase the proficiency of students.	Mount Clemens High School	02624	State	5	FAY Students & MSTEP Report/School Index	The percentage of full academic year students on track to meet or exceed the ELA grade level proficiency will increase by 3.0% as measured on the ELA 2024-25 state assessment as compared to 2021-22 school year.	The percentage of full academic year students on track to meet or exceed the ELA grade level proficiency will increase by 1.0% as measured on the ELA 2023-24 state assessment as compared to 2021-22 school year.
2	The district will implement a curriculum/instruction/assessment system in READING to include target outcomes, models of tiered instruction, and aligned assessments to increase the proficiency of students.	Mount Clemens High School	02624	Local	5	FAY Students & NWEA	The percentage of full academic year students who will meet or exceed their NWEA Reading growth projection in 2024-25 will increase by 45% as compared to the 2021-22 school year.	The percentage of full academic year students who will meet or exceed their NWEA Reading growth projection in 2023-24 will increase by 30% as compared to the 2021-22 school year.

Mount Clemens Community Schools Partnership

#	Goal Area	Building Name	Building Code	Type	SEP Goal #	Data Source & Evidence	36-month End Target Outcomes	18-month Interim Target Benchmarks
3	The district will implement a curriculum/instruction/assessment system in READING to include target outcomes, models of tiered instruction, and aligned assessments to increase the proficiency of students.	Mount Clemens High School	02624	Local	5	FAY Students & On Track Graduation Reporting	The percentage of full academic year students on track to graduate in spring 2025 will increase by 3% as compared to those who were on-track in spring 2022.	The percentage of full academic year students on track to graduate in spring 2024 will increase by 1% as compared to those who were on-track in spring 2022.
4	The district will implement a curriculum/instruction/assessment system in Math to include target outcomes, models of tiered instruction, and aligned assessments to increase the proficiency of students.	Mount Clemens High School	02624	State	5	FAY Students & MSTEP	The percentage of full academic year students on track to meet or exceed the mathematics grade level proficiency will increase by 3.0% as measured on the mathematics 2024-25 state assessment as compared to 2021-22 school year.	The percentage of full academic year students on track to meet or exceed the mathematics grade level proficiency will increase by 1.0% as measured on the mathematics 2023-24 state assessment as compared to 2021-22 school year.

Mount Clemens Community Schools Partnership

#	Goal Area	Building Name	Building Code	Type	SEP Goal #	Data Source & Evidence	36-month End Target Outcomes	18-month Interim Target Benchmarks
5	The district will implement a curriculum/instruction/assessment system in Math to include target outcomes, models of tiered instruction, and aligned assessments to increase the proficiency of students.	Mount Clemens High School	02624	Local	5	FAY Students & NWEA	The percentage of full academic year students who will meet or exceed their NWEA Mathematics growth projection in 2023-24 will increase by 45% as compared to the 2021-22 school year.	The percentage of full academic year students who will meet or exceed their NWEA Mathematics growth projection in 2023-24 will increase by 30% as compared to the 2021-22 school year.
6	The district will implement a data based decision making process to include models of tiered instruction and aligned assessments to increase the proficiency of students.	Mount Clemens High School	02624	Process	5	Agendas, notes, files, rosters	By June 30, 2025, we will implement a data based decision making process in order to increase student achievement and the graduation rate, as measured by a tool consistent with Implementation Science.	By June 30, 2024, we will select, develop, and partially implement a data based decision making process in order to increase student achievement and the graduation rate, as measured by a tool consistent with Implementation Science.

Mount Clemens Community Schools Partnership

#	Goal Area	Building Name	Building Code	Type	SEP Goal #	Data Source & Evidence	36-month End Target Outcomes	18-month Interim Target Benchmarks
7	The district will implement a data based decision making process to include models of tiered instruction and aligned assessments to increase the proficiency of students.	Mount Clemens High School	02624	Process	5	Agendas, notes, files, rosters	By June 30, 2025, we will implement a walkthrough tool in order to increase teacher efficacy, student achievement, and the graduation rate, as measured by a tool consistent with Implementation Science.	By June 30, 2024, we will select, develop, and partially implement a walkthrough protocol in order to increase teacher efficacy, student achievement, and the graduation rate, as measured by a tool consistent with Implementation Science.
8		Mount Clemens High School	02624	Process	5	Agendas, notes, files, rosters	By June 30, 2025, we will implement a data based decision making rubric in order to measure our data based decision making process meeting at least six (6) times per year (as measured by our team meeting agendas and notes).	By June 30, 2024, we will select, develop, and partially implement an implementation rubric in order to measure our data based decision making process meeting at least three (3) times per year (as measured by our team meeting agendas and notes).

Mount Clemens Community
Schools Partnership
Agreement

The persons who have executed this agreement represent that they are duly authorized to execute this agreement on behalf of the party for whom they are signing.

Signatory Partner Entities-Required

District Superintendent		District Board President	
Signature	<i>Monique Beels</i>	Signature	<i>Earl C. Rickman</i>
Printed Name	Monique Beels	Printed Name	EARL C. Rickman
Date	04/13/2023	Date	4/13/23
ISD Superintendent		PSA Authorizer (if applicable)	
Signature	<i>Michael R. DeVault</i>	Signature	
Printed Name	Michael R. DeVault	Printed Name	
Date	04/13/23	Date	
Michigan Department of Education			
Signature	<i>William A. Pearson</i>		
Printed Name	William A. Pearson		
Date	5/10/2023		

Appendix A Levels of Support and District Requirements
(From OPD’s Comprehensive Guide)

Expectation	Fundamental	Essential	Intensive	Responsible Party
Liaison schedules on-site meetings with district leadership to review partnership agreement progress	Every other month (minimum)	Monthly (minimum)	Twice a month	OPD
Liaison schedules on-site meetings with district leadership and ISD representatives to review partnership agreement progress	Quarterly	Every other month	Monthly (Includes OPD director/ asst. director)	OPD
OPD director or assistant director conducts school visits	Twice a Year	Quarterly	Monthly	OPD
OPD director or assistant director participates in writing the partnership agreement	Not Applicable	Not Applicable	Applicable	OPD
District superintendent conducts presentation(s) at local school board meetings regarding partnership agreement progress	Not Applicable	Annually	Semi-Annually	District
Required to consider local school board training, potentially by MASB or a similar organization	Not Applicable	Not Applicable	Applicable	District

Appendix A Levels of Support and District Requirements
(From OPD’s Comprehensive Guide)

Expectation	Fundamental	Essential	Intensive	Responsible Party
Districts must disaggregate data at the school level to determine areas of need.	√	√	√	District
Districts must participate in MI Data Hub.	√	√	√	District
Districts are required to complete surveys as requested by OPD, including EPIC’s annual survey.	√	√	√	District
Districts must develop 18-month interim target benchmarks and aligned 36-month end target outcomes.	√	√	√	District
Districts must include accountability measures in the partnership agreement; traditional districts must include “reconstitution”; PSAs may include “reconstitution.”	√	√	√	District
Districts must include specific actions to be taken by all partners in the partnership agreement.	√	√	√	District
Districts are encouraged to have at least one community partner based on the needs assessment in the partnership agreement.	√	√	√	District
Districts/Liaisons are to ensure a representative from MDE, OPD, and the ISD attends partnership agreement meetings.	√	√	√	District OPD
Liaison facilitates the completion of a needs assessment utilizing MICIP and assists the district in developing the partnership agreement.	√	√	√	OPD
Liaison facilitates Benchmark Review (BR) and AOE preparation.	√	√	√	OPD
Liaison facilitates 21(h) requests to ensure alignment with the partnership agreement.	√	√	√	OPD

Appendix B Partnership Agreement Development Timeline

(From OPD’s Comprehensive Guide)

Action Item	When	How	Responsible Party
Schools Identified for CSI, ATS, TSI Support	November 10, 2022	MDE Memorandum	Office of Educational Assessment and Accountability
Notification and Assignment as Partnership District (CSI Schools)	November 29, 2022	OPD Letter	OPD Director
Partnership Agreement (PA) Assignment - Levels of Support Webinar	December 12, 2022 AM December 14, 2022 AM December 14, 2022 PM	Virtual	OPD
Introductory Meeting w/Assigned PAL, OPD Director, or Asst. Director (if applicable), and District Superintendent/PSA School Leader	December 15, 2022 – January 13, 2023	Virtual or In-Person	OPD PAL OPD Director or Asst. Director*
Partnership Agreement Development Meeting	December 16, 2022 – February 3, 2023	In-Person	OPD PAL OPD Director or Asst. Director*
Intermediate Meetings to Complete MICIP Needs Assessment, Develop, and Complete PA	December 19, 2022 – April 14, 2023	In-Person	District ISD/RESA OPD PAL OPD Director or Asst. Director*
Obtain Signatures for PA and submit it to the MDE	By April 17, 2023	TBD by District	District PAL Superintendent/ PSA School Leader
PA Implementation	No Later Than April 18, 2023	Signatures of required parties	

*If applicable