
COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
07/10/20

Name of District: Ithaca Public Schools & Ithaca Early Childhood Center

Address of District: 710 N. Union Street, Ithaca MI 48847

District Code Number: 29060

License number for Early Childhood is DC290021432

Web Address of the District: ithacaschools.net

Name of Intermediate School District: Gratiot-Isabella RESD

Name of Authorizing Body (if applicable):

Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by

August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department

of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.

- The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A.** The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19

Response Plan submitted in April. You may want to update and link to this plan in your response below.

Ithaca Public Schools will be using a combination of virtual and paper/pencil. If a student chooses to do virtual education one chromebook will be issued per family to help the need of devices in order for students to be able to continue their education. At grades PK-2nd grade the virtual program (LMS) teachers will be using to educate their students is Seesaw. In grades 3-12 students and staff will be using Google Classroom. Hotspots will be strategically placed throughout the district to allow students and staff internet access if they cannot access from home. For students that are still unable to do virtual learning due to internet access will have access to instructional materials through a weekly instructional packet. Instructional materials (i.e. paper, pencils, etc) will be made available to families. All students will have access to grade-level/course textbooks/resources as needed to complete their work. The district will do everything it can to meet student/family needs and allow for full participation.

Teachers/Staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Remind) or through weekly phone calls. For students with technology access teachers will also communicate multiple times each week through the instructional platform (i.e. Google Classroom, SeeSaw), with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will provide instructional packets that focus on essential content, building relationships, and maintaining connections. We will encourage relationships between students through technology (virtual meetings, email), by phone or text, or by having students write letters to classmates.

For students with technology access, content will be delivered through the online platform, (Seesaw, Google Classroom). Teachers will be accessible for virtual meetings/office hours at least once per week and instruction through pre-made videos/lessons multiple times per week. For those students without technology, the main mode of delivery will be through hard copy instructional packets. This will be supplemented with phone conferencing to support instruction. The instructional packets will be provided during meal distribution or scheduled time for pick up.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. Google Classroom, Seesaw, Edgenuity). Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional packets will be collected each week during meal distribution or scheduled drop off times. Teachers will review the instructional packet and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed. If the student is not doing meal distribution or pick-up, packets may be mailed in to be returned (envelopes and postage would be provided by the district).

The plan will be communicated through our School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district and building Facebook pages.

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. The students will be given credit or no-credit. For students enrolled in CTE programs we will

work with the CTC Principal/Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections.

The counselors will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

B. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Face coverings** (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
 - i. All staff and all students in grades preK-12 when on a school bus.
 - ii. All staff and all students in grades preK-12 when in indoor hallways and common areas.
 - iii. All staff when in classrooms.
 - iv. All students in grades 6 and up when in classrooms.
 - v. All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
- Fabric face coverings may be worn by students and staff members on a daily basis.
- Face Coverings will be placed on busses for students needing one.
- We will make every attempt to provide clear face coverings to preK-5 teachers with the requirement to wear the clear face covering during instruction. Any other teacher at any grade level may also request a clear face covering if they so choose.
- Individuals (staff or students) who claim medical exemption will need to meet with the district Health Safety Team/Principal to provide rationale and documentation. (Begins Aug. 24 and continues throughout the school year)
- Exempted individuals will be recorded in a master database. A list will be given to all teachers to keep in their rooms for subs.
- Grades 6-12 will be required to wear coverings all day unless eating.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher,

paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in PowerSchool.

- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration or school safety officer. Continue removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- Guests to the school building (Parents, presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.
- Breakfast GSRP will eat in the classroom. PK-2 will eat in the cafeteria spread out in grade level. 3rd-12th grades will be eating in the cafeteria spread out in the cafeteria. Lunches at GSRP-2nd grade will be in their classroom, for 3rd-6th grades students will be in the cafeteria in their cohort groups and jr./Sr. High will allow only 4 students to a round table. Markers will be on the floor to maintain the 6 feet while students are in line for food. Food, beverages, and elacarte will be handed to students.
- Playgrounds will be divided to allow students to social distance and remove masks. It will be supervised by playground aides.
- Hallways will have direction arrows, so the traffic flow is in one direction and keeps students moving so they are not congregating in the hallways.
- Classrooms that are able will get rid of extra furniture to make room to spread desks out for social distancing.
- Classes will be dismissed at staggered times at the end of the day.

2. Hygiene

Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

- Every classroom will be supplied with a fixed or portable handwashing station.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include
 - Hand-washing schedule
 - Room and materials cleaning schedule
- Teacher will teach students the following on the first day of school and reinforce weekly or more often as needed
 - proper handwashing on the first day of school and reinforce weekly or more often if needed
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Sharing school supplies will be limited, and each student will have their own supply box for materials.

- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.

3. Cleaning

Please describe how you will implement the **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27).

- District and building level administration will review all guidance related to cleaning and disinfecting the buildings.
- Custodians will keep the maintenance director apprised of supplies and need to order.
- Doors to classrooms will be left open as much as possible. This will lower the risk of too many hands touching door handles.
- Disinfectant solutions, towels or wipes will be strategically placed in classrooms, libraries, computers, etc., so desk, doors, flat surfaces could be cleaned after every class period when students leave the room before a new group of students enter the room.
- Windows will be open while the cleaning is taking place.
- At the lower grade level classrooms cleaning and disinfection supplies will be locked away in storage or place above reach of the students.
- Gloves will be placed next to the cleaning supplies to use while cleaning.
- Each room will have a chart with time, date and initials of when the room is disinfected.

4. Athletics

Please describe how you will implement the **requirements** for athletics protocols from the *Return to School Roadmap* (p. 27).

- All athletic programs will follow the MHSAA guidelines.
- Students will use proper hand sanitizer before and after each practice. It will also be recommended that during water breaks, etc athletes and coaches also use hand sanitizer during this time.
- There will be cleaning supplies to disinfect all equipment before and after every practice or game. There will be a check sheet to verify this is being done.
- All athletes, coaches and bus drivers will wear face coverings on buses to and from games, scrimmages. Athletes and coaches will not be allowed on buses for transportation without face coverings unless they fall under the exemption allowed by the state.
- Before each practice or games coaches and players will be asked questions on how they are feeling and temperatures will be taken.
- Spectatures will be required to wear face coverings and markings in bleachers will indicate where they are to sit to keep the social distancing.
- There will be no pregame or post game handshakes or fist pumps. Coaches and athletes will acknowledge the other team by tipping their hats, helmets, or a wave.

5. Screening

Please describe how you will implement the **requirements** for screening protocols from the *Return to School Roadmap* (p. 24).

- Ithaca Public Schools will be following the recommendations from our local public health.
- A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District Pandemic Response Team and the Health Department along with the status of any referrals from the prior month.

- Each school building will identify a remote and secluded room. This room will be outfitted with appropriate PPE face shields, face coverings or surgical masks, gloves, sanitizing wipes, etc.
- Each building will have an identified room and staffing for quarantine.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- A designated person (office staff) will contact the student/family after removal until test results are provided and verified before the student can return to school.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self assessment at home prior to coming to work.
- Staff who are unable to work due to displaying COVID-19 symptoms set by the Health department will be required to report this to the school through the health form as well as through AESOP. The school Human Resources will monitor this form and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.
- Positive tests for staff members will result in a required quarantine away from school for up to 14 days or recommendations from the Health Department and or doctor. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.

6. Testing

Please describe how you will implement the **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

- Any student or staff with COVID-19 symptoms will be sent home and it will be strongly recommended they be tested. School will communicate with our local health department of any possible cases. We will follow their instructions and protocols they recommend at the time.

7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

- All drivers (unless there is a situation it is not safe for a driver to be wearing one.) and students must wear face coverings at all times on the bus.
- Hand sanitizers/hand wipes will be at the front of the bus and drivers will ask everyone entering the bus to use the hand sanitizer as they enter the bus.
- Buses will have sanitizer wipes on the bus. Seats, windows and drivers area will be cleaned before every route.
- There will be a checklist with date, time and initial that this has been done.

C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

Ithaca Public Schools will be using a combination of face to face or virtual and paper/pencil. If a student chooses to not come to school and do virtual education one chromebook will be issued per family to

help the need for devices in order for students to be able to continue their education. At grades PK-2nd grade the virtual program teachers will be using to educate their students is Seesaw. In grades 3-12 students and staff will be using Google Classroom. Hotspots will be strategically placed throughout the district to allow students and staff internet access if they cannot access from home. For students that are still unable to do virtual learning due to lack of internet access, access to instructional materials will be provided through a weekly instructional packet. Instructional materials (i.e. paper, pencils, etc) will be made available to families. All students will have access to grade-level/course textbooks/resources as needed to complete their work. The district will do everything it can to meet student/family needs and allow for full participation.

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The counselors will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

- Provide adequate supplies to support healthy hygiene behaviors. Signs for healthy behaviors will stay up in the buildings.
- Continue to reinforce proper handwashing.
- Continue to educate students to cough and sneeze in their elbow or to cover with a tissue.
- Students or staff who become ill with symptoms of COVID-19 will be sent home.
- Symptomatic students or staff should stay home until recovered according to CDC guidelines.
- Cafeteria staff will use barrier protection.
- Students, teachers, and cafeteria staff wash hands before and after every meal.
- Athletic equipment will be disinfected.
- Buses will be cleaned and disinfected.
- Notify the health department.
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious.
- Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school
- Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

- Facial coverings would be worn by staff except meals.
- Facial coverings should always be worn in hallways and common areas by preK-12 students in the building except for meals.
- Indoor spectator events are limited to 50 people. Large scale outdoor limited to 250 people.
- The bus driver, staff, and all students in grades preK-12 if medically feasible, should wear facial coverings while on the bus.

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

Due to the size of our classrooms we will not be able to do the social distancing of 6 feet. South Elementary will have 2 students from the same grade cohort share one large locker due to not enough lockers or space to allow for individual lockers.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 3,2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: <https://bit.ly/3ab8y0N>

Link to the approved Plan posted on the District/PSA/nonpublic school website: <https://bit.ly/3fGorNO>

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.

Name of District/PSA/Nonpublic Leader Submitting Plan: Sarah Kettelhohn, Interim Superintendent

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:

Date Submitted to State Superintendent and State Treasurer: