

CONTRACT AMENDMENT NO. 2

BETWEEN

BAY MILLS COMMUNITY COLLEGE BOARD OF REGENTS
(AUTHORIZING BODY)

AND

FLEXTech HIGH SCHOOL – SHEPHERD
(PUBLIC SCHOOL ACADEMY)

CONTRACT AMENDMENT NO. 2
FLEXTECH HIGH SCHOOL – SHEPHERD

In accordance with Article IX of the Terms and Conditions, incorporated as part of the Contract to Charter a Public School Academy and Related Documents, issued by the **BAY MILLS COMMUNITY COLLEGE BOARD OF REGENTS** ("College Board") to **FLEXTECH HIGH SCHOOL –SHEPHERD** ("Academy") on July 1, 2018 ("Contract"), the parties agree to amend the Contract as follows:

1. Amend Contract Schedule 7c: Educational Programs, by adding the Michigan Department of Education's approval of the Academy's Early College Program, attached as Exhibit A, and the Academy's description of the Early College Program in the Early College Student Application, attached as Exhibit B.
2. Amend Contract Schedule 7d: Curriculum, by adding the Program of Study 2020-2021 chart entitled Michigan Transfer Agreement (MTA) Pathway Mid Michigan College (MID) & FlexTech High School – Shepherd, attached as Exhibit C. This chart shows the five-year program of study for participants in the Early College Program. Descriptions of all college classes listed in the Program of Study can be found by searching: <https://www.midmich.edu/academics/programs-of-study>.
3. Amend Contract Schedule 7: Age or Grade Range, by substituting the current Age of Grade Range with the Amended Age or Grade Range, attached as Exhibit D.

This amendment is hereby acknowledged by the College Board and the Academy through their authorized designees. These amendments are effective July 1, 2020.



By: Mariah Wanic, Director of
Charter Schools
Bay Mills Community College
Designee of the College Board

Dated: 7/15/2020



By: Dawn Thomas, Board President
FlexTech High School – Shepherd
Academy Board Designee

Dated: 7/14/2020

Exhibit A



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: March 18, 2020

TO: Phil Janis, Principal
FlexTech High School - Shepherd

FROM: Lisa Seigel, EMC Education Consultant
Office of Career and Technical Education

SUBJECT: Early Middle College Program Application Fall of 2020

Thank you for your application to establish the FlexTech High School - Shepherd Early Middle College Program. Your application is approved to open in the fall of 2020. Congratulations – it looks like a great plan for the students. Please email a copy of the approved Board of Directors meeting minutes from the February 26, 2020, meeting to me as soon as they are available.

The students who participate in your program must be designated in the MSDS by using the Early Middle College (EMC) participant code **3500**. It is important that you use this code for EMC students so that they are put into a 5-year graduation cohort by CEPI. You can begin to code your students during the Fall 2020 MSDS General Collection.

Please keep in mind that MDE will no longer allow new EMCs to code their senior students during the first year of operation. In the fall of 2020, you can code 9th, 10th and 11th graders who are participating in your EMC.

Please note that Pupil Accounting rules and the Dual Enrollment laws require that for a district to receive funding for a 5th year pupil, they must not be otherwise eligible to graduate and must enroll in one course required to receive the diploma. Moreover, the Michigan Merit Curriculum requirement states that a pupil must take and successfully pass a math or a math-related course in their final year high school. For EMC students, the final year is the 5th year. Therefore, please make sure your students satisfy this requirement.

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER
TIFFANY D. TILLEY – NASBE DELEGATE • JUDITH PRITCHETT
LUPE RAMOS-MONTIGNY • NIKKI SNYDER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 833-633-5788

Also, be reminded that as a new EMC Program you have committed to the following assurances:

1. The Early Middle College (EMC) will provide a unique cohort environment for students, integrate a 'career and college readiness' curricula, and provide guidance and counseling specifically designed to support EMC students.
2. All EMC students must have the participation code of 3500 in MSDS by the Center for Educational Performance and Information (CEPI) Fall General Collection certification deadline of the student's 11th grade. The deadline date is set in statute. You may find deadlines and reporting assistance here: <https://cepi.state.mi.us/msds/>.
3. It is understood that a pattern of irregularities in data submission and/or data omission may result in the EMC being placed on probation or closed.
4. The EMC is responsible to make sure participating districts are aware of the coding requirements and the districts responsibility to properly code the EMC student in each collection. Districts will not be allowed to code a student after the Fall General Collection certification deadline. Students who are not reported on-time with the 3500-participation code:
 - Will not be eligible to generate funding under Section 6(4)(kk) of the State School Aid Act.
 - Will not be eligible to generate funding under Section 61b CTE EMC programs of the State School Aid Act.
 - Will not be eligible to generate EMC FTE foundation allowance for the student's fifth year of study. However, other fifth year FTE options exist within dual enrollment, but the student will be off-track for graduation by participating in a fifth year.
5. It is understood that EMC students will have a fifth year to fulfill diploma and degree/certificate requirements. One grade level must be reported for two consecutive school years. **Grade 12 is the only grade level expected to be reported twice in consecutive school years.** This means that sequence of grade levels reported for an EMC student, over the course of their high school and 5th year, is expected to be 9, 10, 11, 12, 12.
6. It is understood that EMC students should not be moved in and out of the five-year cohort once identified.
7. EMC students will annually update their Educational Development Plan (EDP) to reflect EMC academic plans and have a description of the EMC program built into their EDP graduation requirements.
8. To prepare for a successful Pupil Accounting Audit, the local school district will keep the following documentation on file for each EMC student:

- a. Annually updated EDP clearly showing EMC participation.
 - b. Student schedule that matches the five-year program of study.
 - c. The Program of Study including showing the Michigan Merit Curriculum (MMC) requirements, the degree, certificate, or 60 transferrable credits. It must also clearly indicate that the student must successfully complete a math or math related course during the fifth year as a condition of high school graduation.
 - d. Evidence of credential obtained by the student i.e., copy of the college transcript showing attainment of an Associate Degree.
9. EMC students will be considered '**on-time**' graduates by earning a high school diploma while also earning an associate degree, a Michigan Early Middle College Association (MEMCA) technical certificate*, a professional certification, the right to participate in a registered apprenticeship or 60 transferable college credits. An exit status code of 40 would be entered in the MSDS.
 10. EMC students will be considered '**off track**' graduates by earning a high school diploma but NOT earning an associate degree, a MEMCA technical certificate*, a professional certification, the right to participate in a registered apprenticeship or 60 transferable college credits. An exit status code of 41 would be entered in the MSDS.
 11. EMC programs and schools will submit all required reporting. In the case of a school within a school, this means separate reporting requirements for the high school and the EMC.
 12. The EMC will ensure students will have access, at the school and/or college, to USDA-approved breakfast and lunch facilities daily, including Free and Reduced lunch access for those students who qualify.
 13. EMC member districts, postsecondary partners, EMC staff, and school building codes will be verified and updated in the Educational Entity Master (EEM) each year and reported to the Michigan Department of Education (MDE) by the date requested.
 14. It is understood that State School Aid Section 6(4)m requires that students must not be otherwise eligible for high school graduation to participate in a fifth year of high school and that Section 3(f) of the Postsecondary Enrollment Options Act and Section 3(g) of the Career and Technical Preparation Act require that students be enrolled in at least one high school course required for graduation which must be a high school or dual enrollment math or math-related course. A math or math related course must be successfully completed in the fifth year to meet the Michigan Merit Curriculum graduation requirements.
 15. The EMC design team certifies that it will regularly and accurately report student data (including dual enrollment statistics) through CEPI as prescribed by CEPI officials.

16. The EMC agrees to be monitored by MDE officials with scheduled or unscheduled visitations throughout the course of its operation for on-site technical assistance, discovery of promising practices, and quality improvement.
17. To ensure optimal opportunities and on-track graduation, the EMC has the option to present their Career and College Readiness Curriculum, for approval by the MEMCA Leadership Council, before its first EMC cohort graduation. This approval will allow the EMC the right to confer the MEMCA Technical Certificate. This certificate will support those students who may **not** graduate with an associate degree, a professional certification, the right to participate in a registered apprenticeship or 60 transferable college credits.
18. The EMC will comply with all MDE requirements and requirements under any applicable rules, laws, or public acts.
19. The EMC agrees to share these assurances and data reporting requirements with all participating schools lead administrators and their Pupil Accounting personnel.
20. The EMC agrees to have a signed Memorandum of Understanding (MOU) with each postsecondary partner. For consortia the EMC agrees to have a signed MOU with each participating agency.
21. The EMC will maintain a copy of the local district Board minutes, where approval of the 5-year program of study as a requirement for high school graduation which includes a math or math related course, which must be taken and successfully completed in the fifth year to meet the Michigan Merit Curriculum requirements.
22. The EMC will stay abreast of current EMC research.

Many times, college courses begin before June 30 and end after June 30. If you would like to provide students the opportunity to start taking college courses before Labor Day, you may apply for a waiver. You may do so at the link below. Questions related to this application may be sent to Chad Urchike at urchikec1@michigan.gov.

Should the local school board wish to request a waiver to Section 1284b (MCL 380.1284b) of the State School Aid Code, allowing the district to serve students and begin full operation before Labor Day, to accommodate students in the Early Middle College, you may apply here:

<https://fs10.formsite.com/SASF/form5/index.html>.

Finally, during the first year of your EMC Program operation, you will be invited to participate in a Cluster I Workshop designed exclusively for new EMCs. The purpose of the workshop will be to assess your start-up activities, review expectations, and provide any assistance you might need. In the meantime, I would encourage your staff to attend the technical assistance meetings that are conducted during the year by MEMCA and MDE.

Phil Janis
Page 5
March 18, 2020

Please feel free to contact me at 517-241-2072 or at seigell@michigan.gov if you have questions, need clarification or assistance. I would be happy to help.

cc: Lindsay Golden, Mid Michigan College
Dr. Sarah Pazur, Superintendent FlexTech High Schools
Dr. Chery Wagonlander, MEMCA

Exhibit B



FlexTech High School - Shepherd Early Middle College Student Application

Student Name: _____

Birthdate: _____

Graduation Class: _____

Phone Number: _____

FlexTech E-mail address: _____

Mid Michigan College Program of Interest: _____

Academic Considerations

Cumulative GPA: _____

Other College Credits Earned to Date: _____

Program of Interest: _____

Test Result Considerations (This will be completed by FlexTech High School staff)

PSAT or SAT Score: _____

Enrollment Agreement

I, _____, Parent/Guardian give permission for my child to enroll in the FlexTech High School - Shepherd Early Middle College (FSEMC). My child and I understand that FSEMC students must meet the above requirements to enroll and remain in the program through the conclusion of their 5th year.

Student Signature: _____

Parent/Guardian Signature: _____

FlexTech High School - Shepherd Early Middle College Information Sheet



The state of Michigan traditionally expects high schools to graduate students within four years. A primary characteristic of early college high schools is that the state grants them an additional year of per pupil funding they can use to help students earn post-secondary credit in addition to a high school diploma. Through the FlexTech High School - Shepherd Early Middle College, we are able to offer our students funding and support to earn up to an associate's degree in addition to a high school diploma in five years.

Considerations for Enrollment into the FSEMC

Any FlexTech High School - Shepherd student can apply to the Early College program during the beginning of their 11th grade year. Students acceptance into the program is ultimately up to the administrator's discretion. Additional considerations include:

- The application is submitted before September of the student's 11th grade school year
- Academic standing
- Attendance
- Discipline
- Previous college course performance

Requirements for Students to Complete the FSEMC Program

State of Michigan High School Merit Curriculum and FlexTech High School -Shepherd graduation requirements **AND at least one the following:**

- Earn Associate's Degree
- Earn 60+ college credits
- The completion of a professional certificate from Mid Michigan College

FSEMC Rules & Requirements

Students will start 11th grade with a blended schedule of both high school and college classes. Their college plan is individualized to their own goals. During the 5th year, students must enroll as a full time student at Mid Michigan College. Students will need to meet with an advisor from FlexTech High School and a MMC advisor regularly. Students will also need to meet with a MMC advisor to choose a college degree pathway, and although the goal is for all students to earn an associate's degree or an equivalent, the actual number of college credits earned is dependent on the student's schedule and is based on their individual plan.

During the 5th year students are not eligible for FlexTech High School athletics or clubs, but may participate in school sanctioned events as a guest of another student. Early College students can still apply for specific scholarships in their senior year of high school, as well as some scholarships in their 5th year. In order for a course to be transferable to another academic



institution, you must earn a grade of a “C” or higher. Once a student enrolls into a college course, their college GPA has begun to calculate.

Costs

FlexTech High School - Shepherd takes care of the following costs:

- Tuition, books, and fees (Maximum of five classes per semester). This excludes summer classes and remedial courses.

Dual enrollment laws state that the school MUST charge students for all related costs of a failed or withdrawn course. Please make sure that you are seeking help if you start to struggle in a course. Failed and withdrawn courses can affect future financial aid. Students are not allowed to withdraw from courses without seeking administrative approval. The diploma will be held if the student does not return books and pay any dues they have accrued.

Graduation Ceremonies

The actual diploma is earned and awarded after the completion of the fifth year. If students are in good standing and have satisfied all High School requirements except for the fifth year math requirement they are permitted to walk with “their class” as seniors after their fourth year of high school. They will receive the diploma cover as all graduates do. However, they would not receive the actual diploma until the additional requirements have been met after the fifth year. After the fifth year, cohort groups will have the option for their own ceremony together. When a student commits to the Early College program they forfeit their status as valedictorian/salutatorian/top ten of their senior class due to their graduation date change.

FlexTech High School Early Middle College Fifth Year

This program is designed to be individualized for each student, and that is taken into consideration as to how your fifth year schedule is arranged. You will take all your classes at Mid Michigan College like a traditional freshman in college. You get to choose the courses you will be taking after meeting with a College advisor and an advisor from FlexTech High School.

Success in College Classes

Since college classes do not generally meet officially each day, missing a college class can have a HUGE impact on students’ academic performance. Missing a group presentation day or a major laboratory day could have devastating consequences. If a student is ever absent from a



college class due to an appointment/event, he/she MUST arrange in advance with the professor.

If a student is too ill to attend class, it is his/her responsibility to contact the professor via phone or email. Professors will list their individual policies for attendance in their course syllabus. Failure to attend college classes may result in the loss of credit and/or administrative action leading up to possible removal of your participation in the FSEMC. College courses operate on MMC's calendar which can be found at www.midmich.edu. This includes web-based courses.

Students are expected to follow the calendar of whichever courses they are enrolled in. If a student is taking courses on both FlexTech High School - Shepherd's campus and MMC's campus, then both calendars will be in effect. If FlexTech High School - Shepherd has a "snow day," then courses on FlexTech High School - Shepherd's campus are cancelled. However, if students have a course on MMC's campus and they have not been cancelled, then students are expected to attend their course as scheduled.

On the first day of class, students' college professors will pass out their syllabi. Students should read the syllabus thoroughly and ask questions if they are unclear about any of the contents. Unlike high school courses where students are reminded multiple times about assignments and due dates, college professors will tell a student it is his/her responsibility to know based upon the information in the syllabus. The course syllabus is the single most important thing your professor will give you. Be sure to understand the professor's policy on electronic devices in the classroom. Keep track of grades. Students should check their academic progress often and seek help if necessary. MMC has services available to all students free of charge. Students should communicate with the professor regularly.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

FlexTech High School - Shepherd Early Middle College Parent Commitment

I am fully aware that my student, _____, has now committed to be part of the FlexTech High School - Shepherd Early Middle College. As part of the program, I am aware that my student will not receive their high school diploma until all



program requirements have been met. There are two options for FSEMC students. Students can earn an Associates degree or 60 college credits.

When a student commits to the Early College program, they are committed to a fifth year and forfeit their status as valedictorian/salutatorian of their senior class due to their graduation date change. I understand that my student is not able to apply for FAFSA and/or receive financial aid while they participate in the FSEMC program. We understand by filling out a FAFSA during this time we risk the chance of not receiving future governmental assistance. FAFSA can only be completed in the fall of the fifth year. I have been informed that my student will be getting their college books for free. However, if my student does not return the college book(s) we will be required to pay the full cost of the textbooks.

We, the family, are aware that if our student fails or withdraws from a college course, we will be responsible for paying back any and all fees associated with that course including the cost of textbooks. These costs average about \$650 per 3 credit course and may be higher for courses that are more credit hours. We understand if our financial obligations are not met, our student will not be allowed to enroll in another college class. We are also aware that a grade of a "C" or better must be earned by my student in order for the course to be transferable to another higher learning institution.

Parent Signature: _____ Date: _____

FlexTech High School - Shepherd Early Middle College Student Commitment

I am fully aware that I, _____, have now committed to be part of the FlexTech High School - Shepherd Early Middle College. As part of the program, I am aware that I will not receive my high school diploma until all program requirements have been met, including but not limited to: enrollment with FlexTech High School - Shepherd for 5 years (or equivalent after transferring to FTHS), meeting the FlexTech High



School - Shepherd graduation requirements, and earning an associates degree or 60 college credits.

I am aware that I forfeit my status as valedictorian/salutatorian of my senior class due to the change of my graduation year. I understand that I am not able to apply for FAFSA and/or receive financial aid while I participate in the Shepherd Early College program. I understand by filling out a FAFSA during this time brings a risk of not receiving future governmental assistance. FAFSA can only be completed beginning in the fall of my fifth year.

I have been informed that I will be getting my college books at no cost. However, if I do not return the college book(s), I will be held responsible for repaying the full cost of the textbooks. I am also aware that if I fail or withdraw from a course I will be held responsible for all tuition and fees associated with that course. I understand that I will not be able to register for another college course until all tuition and fees have been paid. I am aware that a grade of a "C" or better must be earned in a course in order for it to be transferable to another institution of higher learning.

I understand the importance of seeking help if I start to struggle in a course. Lastly, I am aware that it is my responsibility to contact the advisor at FlexTech High School - Shepherd regularly. I also understand I need to be in contact with my MMC advisor regularly. Contact and effective communication should be made promptly in regards to changes in my program of study and/or course schedule, as well as if I start to struggle with any course.

Student Signature: _____ Date: _____

Student Letter of Interest

FlexTech High School - Shepherd Early Middle College is an opportunity to help you receive free college education. Please write a letter describing why you should be accepted into the FSEMC Program. Please discuss your future goals, motivation/commitment to the program and any other topics you feel would set you apart from other applicants. Return to the FlexTech High School main office before noon on Friday, June 12th, 2020.

Exhibit C

**MICHIGAN TRANSFER AGREEMENT (MTA) PATHWAY
MID MICHIGAN COLLEGE (MID) & FLEX TECH HIGH SCHOOL - SHEPHERD**

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12 A</u>	<u>Grade 12 B</u>
English 9 (1 CR)	World Language (1 CR)	Algebra II (1 CR)	Mid - ENG 111- 3(3-0) - Fall	Student must take one full credit of math to fulfill MDE MMC requirements. Students would take 15 credits per semester based on intended degree/pathway (30 total credits in year 5).
Algebra I (1 CR)	English 10 (1 CR)	English 11 (1 CR)	Mid Courses	
Biology (1 CR)	Geo-Algebra (1 CR)	Environmental Science (1 CR)	Mid - MAT 104 or 212 - 3(3-0) –Fall SCI 200 – Has prerequisites	
World History (1 CR)	Chemistry (1 CR)	Economics/Government (1/2 CR Each)	Mid – ENG 112 -3(3-0) – Winter Mid -MAT 105 – 3(3-0) – Winter Mid – GEL 101 4(3-2) - Winter	
Art (1 CR)	US History (1 CR)	Mid - POL 201 – 3(3-0) – Fall or Mid - PSY 101 – 3(3-0) - Fall Mid - SPN 102 – 4(4-0) - Winter	Elective Course(s) (2 ½ Cr) *Students potentially have 5 Mid classes they could take (fall and winter). They would need at least 2 courses in the Humanities and 1 course in the Social Sciences to complete the MTA.	
PE/Health (½ CR Each)	Art (1 CR)	Mid - COM 101- 3(3-0) – Fall	*Refer to the college catalog for these three additional MTA courses.	
If dual students are academically and socially prepared, they may take Mid courses during the 9th grade year.	If dual students are academically and socially prepared, they may take Mid courses during the 10th grade year.			
FLEX TECH TOTAL CREDIT 6	FLEX TECH TOTAL CREDIT 6	FLEX TECH TOTAL CREDIT 6	FLEX TECH TOTAL CREDIT 6	

**MICHIGAN TRANSFER AGREEMENT (MTA) PATHWAY
MID MICHIGAN COLLEGE (MID) & FLEX TECH HIGH SCHOOL - SHEPHERD**

Students who wish to earn a degree from Mid, or simply take advantage of dual enrollment opportunities as an extension of their high school curriculum, would benefit from the following classes:

- COM 101, CIS 100, MAT, ENG 111, HUM 200 (taken on the college campus), and SSC 200 (taken on the college campus).

Students should also work closely with an advisor/mentor at Mid to ensure that all MTA or degree requirements have been met.

Contact/Billable Hours

Using the following example, BIO 101 4(3-2):

4 = the number of credits the student earns after successfully completing the course.

3 = the number of lecture contact hours

2 = the number of lab contact hours

Based on this example, the total number of contact/billable hours = 5.

Exhibit D

Section 7H: AGE OR GRADE RANGE OF PUPILS

The Academy will enroll students in eighth grade through twelfth grade. The Academy may add grades with the prior written approval of the Charter Schools Office Director or the College Board.

The Academy was approved by the Michigan Department of Education to begin an Early College Program (ECP), starting in the 2020-2021 school year. Students enrolling in the program by the fall of 11th grade undertake a fifth year of study, culminating in a high school diploma and college credit (up to an Associate's Degree).