



**Mason County Promise Zone**  
**Student Success Committee Meeting Agenda**  
**Tuesday, April 25, 2022: 10 AM**  
**Location: Lakeshore Resource Network**

**Committee Chair: Monica Schuyler**

- 1) Call to order/Welcome**
- 2) Public Comment**
- 3) Approval of Agenda**
- 4) Approval of Minutes from 4-5-2022 (REF #1)**
- 5) Business:**
  - a) **Introduction of WSCC Advising Director, Adam Hatchew**
  - b) **Success Coaching Update—MCAN Completion Coach@WSCC (REF #2)**
  - c) **Homeschooled Youth**
    - i) Communications (REF #3)
    - ii) Review of numbers: WSCC enrollment (REF #4)
  - d) **To College Advisory Workgroup:** Meeting recap & notes (REF #5)
    - i) **What else does the Committee want this workgroup to work on?**
  - e) **Through College Advisory Workgroup:** Meeting was cancelled due to low RSVP; Other updates below
    - i) **Upcoming Meetings:**
      - (1) May 17: Meeting w/Annie Jacobson to discuss pre-college info sessions for grade 9-12
      - (2) May 17: Meeting w/WSCC staff to discuss WSCC-MSU Consortium processes related to Promise
    - ii) **In-Person Orientation & First Year Seminar Requirement**
      - (1) Attorneys being sought (REF#6)
    - iii) **McLean Fund for scholars:** United Way will serve as the fiduciary for assisting WSCC Promise Scholar through their Family Link program staff person, Molly McCarthy, and through Julie Dill. UW will invoice Mason CAN funds, and supply a list of students who accessed the funding and amounts along with the invoice.
    - iv) **What else does the Committee want this workgroup to work on?**
  - f) **Next Meeting:** May 23, 2022@10AM: Location: LRN
- 6) Adjourn**



**Mason County Promise Zone**  
**Student Success Committee Meeting Minutes**  
**Tuesday, April 5, 2022: 10 AM**  
**Location: Lakeshore Resource Network**

**Present:** Andrea Large (left at 11:08), Amy Pepper, Annette Quillan, Monica Schuyler, Joan Vidak; **Absent:** Vic Burwell, Kathy Surd

**Committee Chair: Monica Schuyler**

- 1) **Call to order:** Schuyler called the meeting to order at 10:01 AM.
- 2) **Public Comment:** Karen Smith introduced herself, and shared a bit of her work experience with community a college library in California that had a Promise program.
- 3) **Approval of Agenda:** Motion by Large to approve with support from Vidak; Motion carried 5-0-2.
- 4) **Approval of Minutes from 2-28-2022:** Motion by Vidak to approve with support from Quillan; Motion carried 5-0-2.
- 5) **Business:**
  - i) **Goal Language Clarification:** Objective 2.2—how are we defining 3 years?
    - (1) Members discussed this and came to the consensus that 3 years after high school graduation is the goal that the Zone can affect.
  - b) **To College Advisory Workgroup:** Meeting recap & notes: Maloney shared a recap.
    - i) **Videos:** Summer AmeriCorps workers will help with this.
    - ii) **FAFSA Grant:** Maloney shared that a grant had been received from MCAN for a FAFSA Completion Coach training on May 19<sup>th</sup> at WSCC.
    - iii) **Summer AmeriCorps:** Maloney shared the basics of what two summer workers will help with.
    - iv) **What else does the Committee want this workgroup to work on?** Comparison of YAC data and local Promise Focus Group findings could be interesting.
  - c) **Through College Advisory Workgroup:** Meeting recap & notes: Schuyler shared a recap.
    - i) **In-Person Orientation & First Year Seminar Requirement**
      - (1) Maloney reviewed IT feedback and recommended that the Books and Technology support be written into the plan, as it could require state approval. The committee felt that it could also be used as part of student success dollars without a rewrite of the plan. *Large motioned to recommend getting an attorney's advice on whether or not the Zone will need to rewrite the plan to fund a book/tech award as a part of a student success initiative that rewards participation in New Student Orientation & First Year Seminar, with support from Quillan; Motion carried 5-0-2.*
    - ii) **McLean Fund for scholars:** Maloney shared that a discussion is set for April 14<sup>th</sup> to see if this could be run through the United Way Family Link Community-Schools Coordinator at WSCC.
    - iii) **Definition of Success:** Maloney read the definitions the Through College group came up with. Members felt adding a bullet that transferring/success at another institution is also success.
    - iv) **What else does the Committee want this workgroup to work on?** No additional items added.
  - d) **MPZA National Student Clearinghouse Data:** The first report for Promise Scholars is expected 8/12/22; Pepper shared that she has a graduate student employee who may be able to help analyze NSC data.
  - e) **2.0 Removal: Next Steps/Considerations:** After a brief discussion, the committee opted to add this item to their April 25<sup>th</sup> agenda for more in-depth consideration.
  - f) **Michigan Colleges Online courses:**
    - (1) Recommendation Form: *Quillan made a motion to recommend approval of this form for use by WSCC/Promise, with support from Vidak; Motion carried 4-0-3 (Large left).*
  - g) **Next Meeting:** April 25, 2022@10AM: Location: LRN
- 6) **Adjourn:** Motion by Schuyler to adjourn at 11:42AM.

## Additional Incentives for Coaches

- Housing
  - Providing an overview of housing options available in the region and/or connect the candidate with housing resources
  - Offer on-campus housing
  - Provide a housing stipend to help the candidate offset housing costs
  - Relocation assistance for members who will relocate for service.
- Meals
  - Meal card to the on-campus food court or dining hall
  - Provide a food stipend or gift cards to a local grocery store
- Transportation
  - Monthly bus pass
  - Monthly gas gift card
- Other
  - Access to site-managed or other local facilities (eg. Rec center, library, computer lab)
  - Career and education support, including participation in professional conferences, trainings and classes
- Incentives
  - Setting department goals as it relates to success metrics and providing incentives when they are hit (pizza parties, coupons to local businesses, free swag, etc.)

### Long-Term Strategies

- End of Service Scholarship
- Credit for service

*Financial incentives for members may be provided by the site only under the following conditions:*

- *Support is offered and available equally to all members at a site.*
- *Cash or checks (unless for reimbursable expenses) are not given directly to the member.*
- *Gift cards are for specific purposes (transportation, food) and not cash cards.*

REF #3

4/14/22

To: Mason County Promise Board & Student Success Committee

Hello, my name is Genesis Davis. I am a graduated homeschool student who lives in Mason Country, and am planning to attend West Shore Community College in the fall. Unfortunately finances are very tight right now and I was hoping for this scholarship until I was informed that at this time Mason County Promise does not support homeschooled students.

I was told that you will be reviewing this topic in July, and that the student success committee will be reviewing even sooner on April 25th. The purpose of this email is to strongly encourage the support of students just like me who seek to higher their education but often do not go through with it because of financial hindrances.

I know for a fact that, if this was offered for homeschoolers it would greatly impact a lot of students, and many would consider college more seriously. I have a variety of friends who are homeschooled; not all, but many come from larger families who cannot afford to put their children through college, and as a result they just opt out instead. I personally am one of 5 kids and will not be receiving any monetary aid from my parents or family, therefore all the weight does fall on me to not only support myself through college but pay for college itself out of pocket as well.

I see a very large need for such a wonderful scholarship to apply for homeschool students as well as public and GED equivalent students. Many homeschool students do exceedingly well in school and would love the opportunity to go farther if the chance was presented. I believe that the homeschool community would take great pride in getting the Mason County Promise scholarship, and would strive for success.

Thank you for your time and consideration on this subject,

Genesis Davis

REF #4

Row Labels	2019		2019 Total	2020		2020 Total	2021		2021 Total
	Fall	Winter		Fall	Winter		Fall	Winter	
Lake County	1	1	2	1		1			
Manistee County	4	5	9	2	3	5			
<b>Mason County</b>	<b>5</b>	<b>4</b>	<b>9</b>	<b>6</b>	<b>8</b>	<b>14</b>	<b>8</b>	<b>6</b>	<b>14</b>
Montcalm County		1	1	1	1	2			
Oceana County	5	3	8	2		2		1	1
Other County		1	1	1	1	2	1		1
Wexford County		1	1						



Promise Student Success To College Workgroup

Meeting Notes

Monday, April 18, 2022, 1PM

Online via Zoom

Present: Brian Dotson, Laura Powers, Lynne Russell, Kathy Surd (Liaison), Joan Vidak; Staff: Jody Maloney

- 1) Partner sharing:
  - a. FAFSA Completion Coach Training through Mason College Access Network: Maloney shared materials.
  - b. Other sharing: Maloney mentioned K2C Family Night on April 27<sup>th</sup> at WSCC; VanDyke shared about KickStart Deposit Day on April 20<sup>th</sup>; Russell shared that United Way of Mason County has a Resource Coach position available on Indeed.com; Maloney shared that the Promise has a Board member position open, which can be found on their website.
- 2) Business:
  - a. Discussion: What more could the Promise do to alleviate youth stressors related to YAC survey results/Promise Focus Group findings?
    - i. Surd inquired about what impacts to support SEL related to ESSER-III funding were expected. No one had heard anything related to specific interventions, and that most expected changes related to infrastructure.
    - ii. Russell shared that the Interconnected Systems Framework will conduct a comprehensive needs assessment to identify gaps and overlap and create a more integrated approach to referral and intervention for youth mental health. Many groups are working on mental health issues, and Mental Health First Aid takes a triage approach when there is a need for consistent and more in-depth care for youth/students. Counselors felt that at least 25% of their work was related to college-going efforts, but that it was not something that could be wholly handed off to another person so that they could better support socio-emotional health needs, because it could lead to duplication/inconsistency, counseling services for student SEL needs and academic/college aspirations cannot easily be compartmentalized to exclude one or the other.
    - iii. Maloney sought feedback about doing a timeline/checklist/planning tool to build college knowledge, and communicate various college readiness milestones with students and families.
      1. There are many existing tools which families and students may or may not access outside of the classroom, such as My Big Future and Xello—it would be good to know what works—what students use, parents use, and what primarily gets used by school only.
      2. Vidak will ask Gold Coast Counseling Assn. what they've used that they feel works.
      3. Powers suggested a texting service for students/families & caregivers that provided college/career related encouragement; Powers also felt that an incentive-based term checklist for student development related to college readiness could be exciting—similar to the Book-It program.
    - iv. Maloney requested that other thoughts/ideas be sent her way.



# PROMISE CHECKLIST

## 9TH GRADE FALL



### PERSONAL DEVELOPMENT



I met the following self-set goal:

I attended a doctor, counseling, tutoring or other appointment to support my health.



### ACADEMIC ACHIEVEMENT



I achieved a 3.0 or better

I improved my grade in two or more classes

I attended academic support services

I reached a grade goal I set last term



### INVOLVEMENT



I was involved in one or more extracurricular

I am involved in a youth group outside of school

I volunteer for \_\_\_\_\_

I help my family by \_\_\_\_\_



### CAREER & COLLEGE KNOWLEDGE



I took the PSAT/M-STEP/NWEA (1pt each)

I went to Early College Night

I went to College & Career 101



**Mason County Promise Zone Authority Board**

**REQUEST FOR PROPOSAL FOR LEGAL SERVICES**

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO: Promise Zone Authority Board, Attn: Monica Schuyler, Board Chair: by email: [info@masoncountypromise.org](mailto:info@masoncountypromise.org) or by mail: 119 S. Rath Ave. Ludington, MI 49431

The Mason County Promise Zone Authority Board is a public entity with two legislatively appointed members and nine locally selected members to oversee administration of the Mason County Promise Scholarship for the defined geographic service area for Mason County, Michigan and its educational partners based in Mason County, according to its development plan approved by Michigan's Treasury office under the Michigan Promise Zone Authority Act. The Mason County Promise Zone Authority Board has no employees, but does hold contracts with local entities for holding fundraised dollars and providing administrative staffing services. Information about the Mason County Promise Zone Authority Board's state Treasury-approved development plan, goals and related services can be found at [masoncountypromise.org](http://masoncountypromise.org)

**I. GENERAL INFORMATION.**

A. Purpose. This request for proposal (RFP) is to contract for legal services to be provide the Mason County Promise Zone Authority Board for June-Dec 2022

B. Who May Respond. Attorneys who are based in and currently licensed to practice law in Michigan with current practice in general school law, municipal law, state aid-related law, and/or higher education and law firms including such attorneys, may respond to this RFP.

C. Instructions on Proposal Submission.

1. Closing Submission Date. Proposals must be submitted no later than May 31, 2022.

2. Inquiries. Inquiries concerning this RFP should be e-mailed to: [info@masoncountypromise.org](mailto:info@masoncountypromise.org)

3. Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Mason County Promise Zone Authority Board.

4. Instructions to Prospective Attorneys/Firms. Your proposal should be emailed to [info@masoncountypromise.org](mailto:info@masoncountypromise.org), directed to the attention of the Mason County Promise Zone Authority Board, Attn: Monical Schuyler, Board Chair, with the subject line: Legal Service Proposal; or mailed and addressed as follows: Mason County Promise Zone Authority Board, Attn: Monica Schuyler, Board Chair, 119 S. Rath Ave., Ludington, MI 49431





5. Right to Reject. The Mason County Promise Zone Authority Board reserves the right to reject any and all proposals received in response to this RFP. The accepted proposal will be drafted based upon the factors described in this RFP.

6. Notification of Award. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, by email of an unsuccessful proposal. It is expected that the agreed-upon proposal shall assist the Mason County Promise Zone in determining parameters for State Education Tax capture funds for Educational Activities beyond the approved scholarship can be used. **All proposals should provide the fee schedule for any of the following services available from the legal service provider for a 12-month retainer, a 6 month retainer, and/or a month-to-month contract.**

II. SCOPE OF SERVICES. The Offeror shall be readily available to perform legal services, as requested by the Mason County Promise Zone Authority Board related to the following: Michigan's Promise Zone Authority Act (preferred), and/or at least one of the following: general school law, municipal law, state aid-related law, and/or higher education law.

LEGAL SERVICES DESIRED: 1. Advise on administration and use of State Education Tax funding related to educational improvement activities. 2. Other legal services as needed.

The attorney or firm shall be prepared to submit detailed billing statements for all services billed at agreed upon increments (annual retainer fee broken down into a monthly rate; monthly rate; hourly rate, if any, broken down into time increments of no more than a quarter hour, etc). Offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

III. PROPOSAL CONTENTS. The Offeror, in its proposal, shall, as a minimum, include the following;

A. Legal Experience. The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to Mason County Promise Zone Authority Board.

B. Experience should include the following categories:

1. Experience advising Promise Zone Authority Boards or educational or municipal partners who administer SET funds related to Promise Scholarships.

2. Experience advising clients conducting similar programs and government-funded services.

C. Organization, Size, Structure, and Areas of Practice. If the Offeror should describe its organization, size, structure, areas of practice, and office location nearest to Mason County, Michigan.

D. Attorney Qualifications. The Offeror should have experience in one or more the following areas: Promise Zone Authority Act (preferred), public school law, higher education law, municipal law,



State Education Tax laws; The Offeror should describe the qualifications of any attorney(s) to be assigned to the representation. Descriptions should include (links to website information that describe the following are acceptable):

1. Professional and education background of each attorney.
2. Overall supervision to be exercised (if applicable).
3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes (or related links) of attorneys likely to be assigned to the representation.

E. Price. The Offeror's proposed price should include a fee schedule for any of the following services available from the legal service provider for a 12-month retainer, a 6 month retainer, and/or a month-to-month contract, that would be charged to advise on the aforementioned work. The Mason County Promise Authority Board and its Director acting on behalf of the Board reserve the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

#### IV. PROPOSAL EVALUATION

A. Submission of Proposals: Proposals should be submitted in PDF form by email to the Mason County Promise Zone Authority Board at [info@masoncountypromise.org](mailto:info@masoncountypromise.org) no later than May 31, 2022 at 5PM.

B. Evaluation Procedure and Criteria. The Mason County Promise Zone Authority Board and/or its committees will review proposals and make recommendations to the full Board for final approval.

The Chair, Director, Executive Committee and/or full Mason County Promise Zone Authority Board may request a meeting with some qualified Offerors prior to final selection. The successful offeror will be notified subsequent to Board approval of their selection, and all unsuccessful offerors will be notified thereafter.