

# *Regular Meeting*



**Board of Education**  
**Lincoln Consolidated Schools**

**April 21, 2025**





**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**

**BOARD OF EDUCATION MEETING**  
**April 28, 2025**  
**6:00 p.m.**  
**Boardroom-Lincoln High School**

**REGULAR MEETING**

**1.0 CALL TO ORDER**

**2.0 ROLL CALL**

**3.0 ESTABLISHMENT OF QUORUM**

**4.0 PLEDGE TO FLAG**

**5.0 PRESENTATIONS**

5.1 Student Trip Paris/Barcelona

5.2 Employee of the Month

**6.0 SUPERINTENDENT AND STAFF CORRESPONDENCE**

6.1 Superintendent's Report

6.2 Finance Report

6.2.1 March Enrollment Report

6.2.2 March Food Service Report

**7.0 PUBLIC COMMENT**

**8.0 CONSENT AGENDA**

8.1 Minutes of Previous Meeting

8.1.1 Regular Meeting March 17, 2025

8.1.2 Study Session April 7, 2025

8.1.3 Committee of the Whole, April 17, 2025

8.1.4 Closed Session, April 17, 2025

8.2 Student Trips

8.2.1 Brick 5<sup>th</sup> Grade Camp

8.2.2 Childs 5<sup>th</sup> Grade Camp

8.3 March 2025 Finance Report



- 8.4 March 2025 Check Register
- 8.5 March 2025 Trust & Agency
- 8.6 Personnel Transactions

## **9.0 BUSINESS MATTERS**

- 9.1 Website & App Proposal-Apptegy
- 9.2 Miller Johnson Policy Update
- 9.3 District Summer School 24-25 School Year
- 9.4 Bessie Hoffman Renovation
- 9.5 Equipment Lease-Operational Vehicles
- 9.6 Michigan Department of Transportation Performance Resolution
- 9.7 WISD Resolution to Consider Designation of Electoral Representative
- 9.8 25-26 Bus Purchase
- 9.9 25-26 Transportation Cameras Purchase

## **10.0 CLOSED SESSION**

- 10.1 Negotiations

## **11.0 ADJOURNMENT**

Board of Education Public Comment Statement:

We invite you to address the Board with comments, questions or concerns regarding board actions, policies, or other issues not resolved through appropriate administrative channels. The Board may not immediately respond to concerns presented at this meeting; however, we will respond to inquiries on or before the next regular board meeting.

**Please fill out the attendance form including your email and phone number. Comments will be limited to 3 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment.**

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Rules for Public Comment:

1. The Board of Education will limit each speaker to one opportunity to speak during any public comment period
2. The Board of Education President, or the President's delegee will respond to your comment
3. The Presiding officer may: A) prohibit public comments which are frivolous, repetitive, or harassing; B) interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant; C) request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting; D) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting, and; E) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.



**TO:** Board of Education

**FROM:** Robert Jansen, Superintendent

**DATE:** April 16, 2025

**SUBJECT:** Board of Education Meeting  
~~April 21, 2025~~ (Date change April 28, 2025)  
6:00 p.m.  
Boardroom - Lincoln High School



**AGENDA/EXPLANATORY NOTES**

**1.0 CALL TO ORDER**

**2.0 ROLL CALL**

**3.0 ESTABLISHMENT OF QUORUM**

**4.0 PLEDGE TO FLAG**

**5.0 PRESENTATIONS**

- 5.1 Student Trip Paris/Barcelona  
Students and staff present appreciation for their trip

- 5.2 Employee of the Month  
It is with great pleasure that I nominate paraprofessional Eun-Sook McDonald as LCS' Employee of the Month

Over the years, I have been impressed with her dedication and strong work ethic. It is outstanding! She consistently leads with kindness in all her interactions. She goes the extra mile in her efforts and is a true team player. Her commitment to putting students first is evident in the nurturing environment she creates. She ensures that every child feels valued and supported.

Mrs. McDonald's conscientious nature is reflected in her impressive attendance record, as she rarely misses a day of work. Beyond her role in the classroom, Mrs. McDonald actively engages with the community, reinforcing her belief in the power of education. She is a supporter of not only her students but also the staff and families.

Mrs. McDonald has a strong ethical framework and maintains high expectations for all her students. She believes that every child has the potential to succeed and works tirelessly to help them reach their goals. Her unwavering commitment to excellence inspires those around her, making her an invaluable asset to the educational community.

Mrs. McDonald could be LCS' Employee of the Month every month because she is that incredible. Our Brick Community has been lucky in getting to work with her for so many years.

Thank you,  
Cassandra Coker



## **6.0 SUPERINTENDENT AND STAFF CORRESPONDENCE**

- 6.1 Superintendent's Report
- 6.2 Finance Report
  - 6.2.1 March Enrollment Report  
Report included in Board packet
  - 6.2.2 March Food Service Report  
Report included in Board packet

## **7.0 PUBLIC COMMENT**

- **No previous Public Comment**

Please fill out the attendance form including your email and phone number. Comments will be limited to 3 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment. A list of complete guidelines are listed on the agenda.

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## **8.0 CONSENT AGENDA**

- 8.1 Minutes of Previous Meeting
  - 8.1.1 Regular Meeting March 17, 2025
  - 8.1.2 Study Session April 7, 2025
  - 8.1.3 Committee of the Whole, April 17, 2025
  - 8.1.4 Closed Session, April 17, 2025  
Enclosed are the minutes of March 17, 2025, Regular Meeting, April 7, 2025, Study Session Meeting and April 17, 2025, Committee of the Whole Meeting and Closed Session as presented.
- 8.2 Student Trips
  - 8.2.1 Brick 5<sup>th</sup> Grade Camp
  - 8.2.2 Childs 5<sup>th</sup> Grade Camp  
The group will leave Childs and Brick Elementary on Wednesday, May 14th at around 9:15 and travel to the Howell Nature Center. The students will eat a sack lunch, which they will bring with them, when we arrive at the Nature Center. After lunch, the students will participate in various cross-curricular programs and activities throughout the afternoon. The group will eat dinner, which will be catered by the Nature Center. Following dinner, the students will participate in a dance party. The students will sleep on bunk beds in cabins at the Nature Center divided by gender. There will be adult chaperones sleeping in each cabin. In the morning, the group will eat breakfast, which will be catered by the Nature Center. The remainder of the day will be similar to the first day with programs and activities in the morning, afternoon, and evening, with lunch and dinner catered by the Nature Center. In the morning, the group will eat breakfast, which will be catered by the Nature Center. After breakfast, the students will again participate in a variety of cross-curricular programs and activities. The group will eat lunch catered by the Nature Center. Shortly after lunch, the group will board buses and return to Childs Elementary on Friday, May 16th.  
  
Childs Cost-Students \$160 and Adults \$150  
Brick Cost-Covered by Title I
- 8.3 March 2025 Finance Report  
Enclosed are the March 2025 Financial Reports. The Superintendent recommends approval as presented.
- 8.4 March 2025 Check Register  
Enclosed is the March 1-31, 2025, check register in the amount of \$2,864,785.03. The Superintendent recommends approval as presented.
- 8.5 March 2025 Trust & Agency  
Enclosed is the March 2025 Trust & Agency Report. The Superintendent recommends approval as presented.



- 8.6 Personnel Transactions  
*Please see attached sheet*

**RECOMMENDED MOTION: I move that we accept the Consent Agenda as presented.**

## **9.0 BUSINESS MATTERS**

- 9.1 Website & App Proposal-Apptegy  
Following our evaluation, the team recommends the adoption of Apptegy as the district's unified communication platform, pending final reference checks. Apptegy stood out for its clean and intuitive user interface, streamlined back-end experience for staff, comprehensive support and training offerings, and strong integration with PowerSchool

**Next Steps**

Upon approval, the district will begin onboarding with Apptegy to ensure full implementation by the start of the 2025–26 school year. Staff and family training will be prioritized throughout the transition process to ensure a smooth and effective rollout.

We appreciate your consideration and support in helping us improve communication, equity, and engagement across our school community.

**RECOMMENDED MOTION: I move that that the district contract with Apptegy in the amount of \$37,525.00 for the implementation and use of a unified communication system beginning with the 2025–2026 school year to be funded through the Stronger Connections Grant**

- 9.2 Miller Johnson Policy Update  
Policy manual updates were reviewed by the Board of Education at January's Study Session. The item was moved forward for Board approval.

**RECOMMENDED MOTION: I move that we approve the Miller Johnson Policy Manual Update as presented.**

- 9.3 District Summer School 24-25 School Year  
Please read complete insert

**Elementary Summer School**

**Vision:**

Provide historically marginalized students with the opportunity to maintain and improve skills taught during the previous school year and increase their academic achievement level in targeted language arts and math instruction in grades K-5 NWEA and standards/skills deficit areas district wide.

**Rationale:**

Spring 2024 M-STEP data and Fall 2024 NWEA scores show that achievement gaps in specific populations (Economically Disadvantaged, African American, Hispanic, EL, and Special Education students) still exist. We need to continue to address these areas so that all of our students are successful. Summer school data from previous years has shown success for our historically marginalized population in reducing summer loss and showing growth. We would like to continue to provide them this opportunity for growth this summer.

**Midde School Summer School**

**Vision:**

Provide historically marginalized students with the opportunity to maintain and improve skills taught during the previous school year and increase their academic achievement level in targeted language arts and math instruction in grades 6-8 NWEA and standards/skill deficit areas.

**Rationale:**

Spring 2024 M-STEP and Fall 2024 NWEA scores show that achievement gaps in specific populations (Economically Disadvantaged, African American, Hispanic, EL, and Special Education student) still exist. We need to continue to address these areas so that all of our students are successful. School data from previous years has shown success for our historically marginalized population in reducing summer loss and showing growth. We would like to continue to provide them this opportunity for growth.



### **High School Summer School**

#### **Vision:**

Provide at-risk students the opportunity to recover lost credit and improve academic skills. Proposed courses will include Language Arts, Science, Math, and Social Studies for grades 9th – 12th.

#### **Rationale:**

According to current Powerschool records, there is a significant number of Lincoln students that are off-track to graduate on time with their 4 year cohort class. During the 2024-25 school year, we will identify approximately students not currently on track to graduate with their 4 year group (more precise counts will be determined after exams). We will need to offer this summer program to help address the credit deficit. It is the goal for this learning summit to provide students an opportunity to earn up to 2 full credits in core content. Our hopes are:

- To help students regain credits to regain eligibility to graduate with the 4 year cohort
- To help students move on to the next level of specific subject areas
- To decrease student failure rates and drop-out rates
- To increase knowledge and improve MME/ACT success and increase overall test scores
- To help build positive self concept

**RECOMMENDED MOTION: I move that we approve the recommendation for District Summer School as presented.**

#### 9.4 Bessie Hoffman Renovation

##### **Bessie Hoffman Renovation Proposal:**

To renovate Bessie Hoffman School, a 44,000-square-foot facility, by utilizing the plan created to spark in the overall objective to transition Bessie Hoffman into a career exploration center. The project includes upgrades to three classrooms, the gymnasium, restrooms, and select building-wide systems, as well as exterior improvements.

All lighting improvements, and HVAC repairs are recommended to be funded separately through an energy savings bond. Ceiling tile replacement is limited to 20,000 sq ft at a reduced rate, Wi-Fi is targeted to 5,000 sq ft, and internal resources will handle flooring refinishing and deep cleaning to minimize costs. Work will begin on May 1, 2025, and conclude by August 1, 2025.

##### **Recommendation**

We request approval for a budget of \$372,000, excluding all lighting improvements and HVAC repairs (to be funded via an energy savings bond), with ceiling tile replacement limited to 20,000 sq ft at \$1/sq ft, Wi-Fi targeted to 5,000 sq ft, restroom renovations optimized, and flooring refinishing and deep cleaning handled internally. This approach maximizes efficiency and leverages existing resources and alternative funding. Funding may be sourced from district reserves, grants, or other mechanisms, pending board approval, with potential payback utilizing the sinking fund millage. A small contingency (e.g., 5%, or \$18,600) is recommended but not included to maintain the minimum cost.

**RECOMMENDED MOTION: I move that we approve the Bessie Hoffman Renovation project as recommended by the Superintendent.**

#### 9.5 Equipment Lease-Operational Vehicles

##### **Sinking Fund: Equipment Lease - Operational Vehicles:**

We propose acquiring seven new Ford F-250 trucks to replace the district's aging fleet, utilizing the \$29 million sinking fund millage and proceeds from selling the current fleet (\$40,000-\$48,000). Through the State of Michigan Vehicle and Equipment Purchase Program, the district can buy outright or lease-to-own over five years, with a plan to sell the leased trucks after six years and repeat the process. This strategy ensures a modern fleet every six years, maximizes savings, and delivers \$500,000-\$750,000 in 10-year benefits, aligning with fiscal and operational goals.

##### **Recommendation**

Annual costs (\$47,900-\$76,900 Year 1; \$59,500-\$66,500 Years 2-5) fit within \$2.9M/year, leaving funds for other projects. Selling after 6 years recovers \$84,000-\$119,000, reducing net costs and enabling a new cycle. Over 10 years, the district gains \$500,000-\$750,000 in savings and assets, with a modern fleet throughout. Outright purchase, while viable, ties up more upfront funds without the renewal benefit.



**RECOMMENDED MOTION: I move that we approve the Equipment Lease-Operational Vehicles funded by the Sinking Fund as presented**

- 9.6 Michigan Department of Transportation Performance Resolution  
Resolution included in Board documents

**RECOMMENDED MOTION: I move that we approve and execute the Michigan Department of Transportation Performance Resolution as required by the Michigan Department of Transportation Department.**

- 9.7 WISD Resolution to Consider Designation of Electoral Representative  
The biennial election for the Washtenaw Intermediate School District (WISD), to elect three board members for two six-year terms and one two-year term, will be held on **June 2, 2025, at 6:00 p.m.** By law, the body electing intermediate school district board members will be composed of one representative of the board from each constituent district who shall be designated by the constituent board. The board shall **consider** the resolution at not less than one public meeting before adopting the resolution. This can be done **prior to May 12, 2025**. To be in compliance with the law, **between Monday, May 12, 2025, and Monday, June 2, 2025**, a local constituent Board of Education must **adopt** a resolution to select its voting representative and identify the candidates it supports.

There are two resolutions enclosed for your use – one to consider the resolution to designate the school district's election representative to be used at the first meeting and one to adopt the appointment of the representative and designating the candidates for which the representative's vote is to be initially cast to be used at the second meeting.

The members elected to the Washtenaw Intermediate School District Board of Education will begin their six-year term on July 1, 2025. Not more than two members of the Intermediate School District board shall be from the same local school district. The terms that are expiring this year are that of Diane Hockett (Ann Arbor) and Mary Jane Tramontin (Ann Arbor). A third seat with a term ending in 2027 is open due to resignation last year. It is currently occupied by Dorcas Musili (Ypsilanti). Members continuing on the Washtenaw Intermediate School District board include one member from Chelsea and one member from Lincoln. You will receive an official list of candidates that have filed with the Washtenaw County Clerk's office for the open positions, after the **May 5, 2025** filing deadline.

**RECOMMENDED MOTION: I move that we approve the Board to consider a resolution to appoint \_\_\_\_\_ as the designated representative of this District for the electoral body of the ISD biennial election to be held June 2, 2025, and \_\_\_\_\_ as an alternate in the event the designated representative is unable to attend.**

- 9.8 25-26 Bus Purchase

**PURPOSE**

The transportation department is seeking to purchase three new school buses from Midwest Transit Equipment, Inc. The buses are three (3) general education buses All three buses will be equipped with air conditioning, LED 8-way light system and the news technology package for school buses. They will also have fully lit "School Bus" signs in the front and rear of the bus to identify them on dark roads that are not well lit. This package will also contain fully illuminated stop signs instead of the traditional 2 flashing lights. Each bus will cost \$170,021. The goal of these purchases is to begin replacing the IO buses that will reach their IO-year life span within the next 3 years.

**ANALYSIS**

Purchasing these new 2026/2027 buses will begin addressing the aging fleet. We have 10 2017 buses that will reach their life span in the next 2 years. Parts for these older buses will become more difficult as the fleet gets older. This should help with the cost of maintenance, breakdowns, and rusty frames. All new buses are being purchased with reinforced frames to address our terrible backroads and assist in keeping the buses certified through state inspections.



### **Recommendation**

It is my recommendation to purchase these new buses and continue to improve the overall age of our bus fleet. It is recommended that the Superintendent approve the purchase of the three buses (3) new school buses from Midwest Transit Equipment, Inc. at the total cost of \$510,063

**RECOMMENDED MOTION: I move that we approve the purchase of three new Midwest Transit Equipment, Inc. buses funded by the Sinking Fund costing \$510,063.00 as presented by the Transportation Director and Superintendent.**

#### **9.9 25-26 Transportation Cameras Purchase**

The transportation department is seeking to purchase a new camera system for all our school buses. The current cameras that were purchased from Pro-Vision in 2019 are no longer made and can no longer be replaced or serviced. We are looking to stay with the current vendor and upgrade to the current technology that is available.

### **ANALYSIS**

The new camera system will have panoramic views so we can cover more of the bus with less equipment. We will also have Cloud Connect which will allow us to download the video clips directly to our computer without going out to the bus and pulling the SD card every time we need to watch the clips. There is an option for us to be able to log into a bus and be able to view the passengers and drivers in real time. Pro-Vision gave us a large discount due to the contract they signed with my introduction to Ann Arbor Public Schools. Pro-Vision removed \$48,892 from the quote as a result. We were given 2 purchase options by them.

1. Option 1- Purchase the cameras out right at the cost of \$119,612 and they will come with a 5-year warranty. There is an annual fee of \$8,160 per year for the software and tech support.
2. Option 2- Pay a yearly fee of \$41,208 and at the end of 5 years they will come out and fully upgrade all cameras in the fleet with the latest technology and we will renew the yearly fee for 5 more years. Included in this fee is warranty and tech support.

### **Recommendation**

It is my recommendation to purchase these new cameras, which includes the Cloud Connect software from Pro-vision at the total cost of \$119,612

**RECOMMENDED MOTION: I move that we approve the purchase of Transportation Cameras funded by the Sinking Fund from Pro-Vision in the amount of \$119,612.00 presented by the Transportation Director and the Superintendent.**

## **10.0 CLOSED SESSION**

### **10.1 Negotiations**

It will be necessary to enter closed session to discuss Negotiations, to return to open session.

A roll call vote will be necessary.

**RECOMMENDED MOTION: Pursuant to Sections 8(c) of the Open Meetings Act, I move that we enter Closed Session to discuss Negotiations, to return to open session.**

## **11.0 ADJOURNMENT**



Dear Mr. Jansen,

It is with great pleasure that I nominate paraprofessional Eun-Sook McDonald as LCS' Employee of the Month.

Over the years, I have been impressed with her dedication and strong work ethic. It is outstanding! She consistently leads with kindness in all of her interactions. She goes the extra mile in her efforts and is a true team player. Her commitment to putting students first is evident in the nurturing environment she creates. She ensures that every child feels valued and supported.

Mrs. McDonald's conscientious nature is reflected in her impressive attendance record, as she rarely misses a day of work. Beyond her role in the classroom, Mrs. McDonald actively engages with the community, reinforcing her belief in the power of education. She is a supporter of not only her students but also the staff and families.

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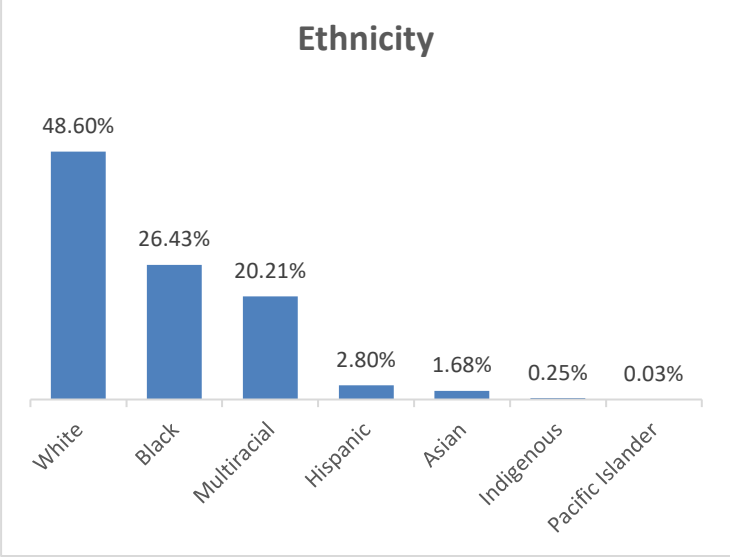
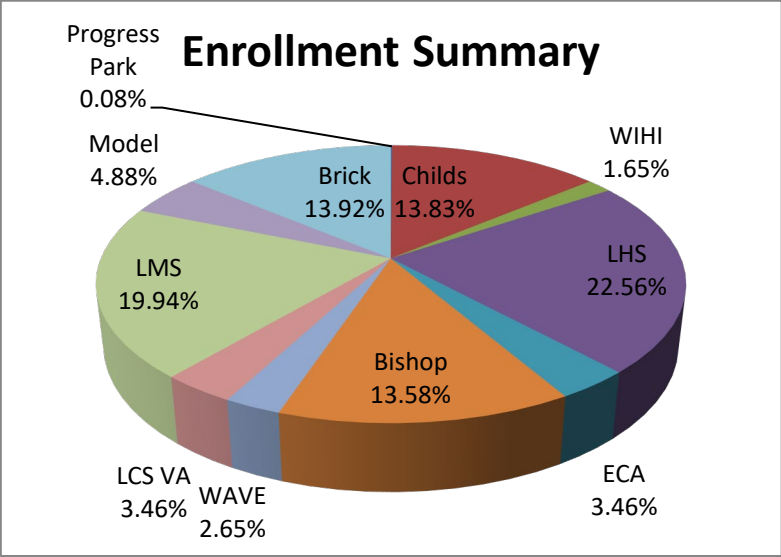
Thank you,

Cassandra Coker



Enrollment Summary  
4.17.25

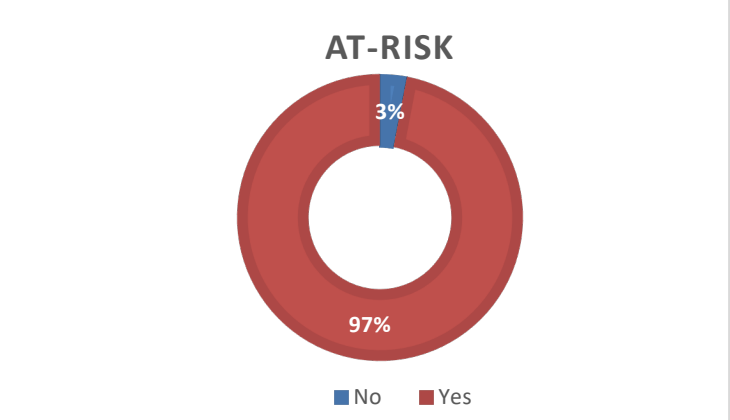
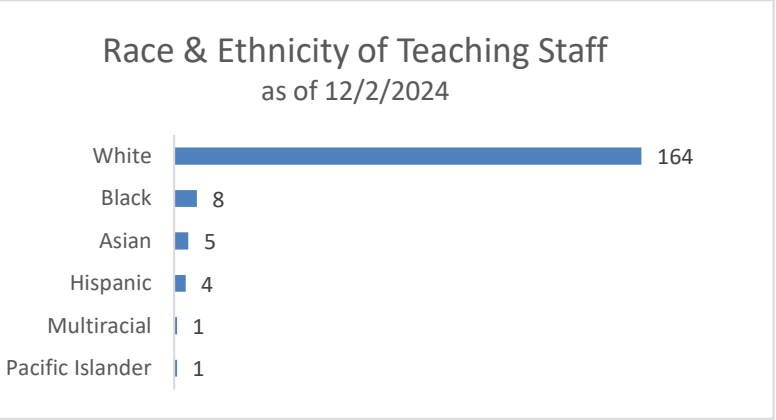
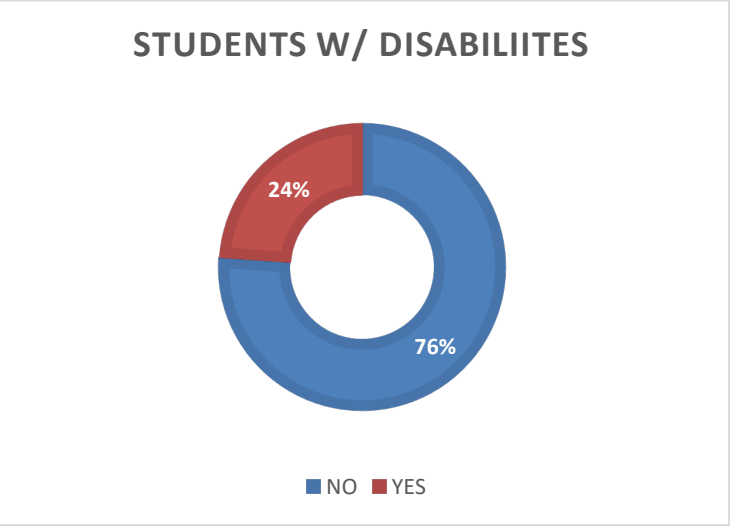
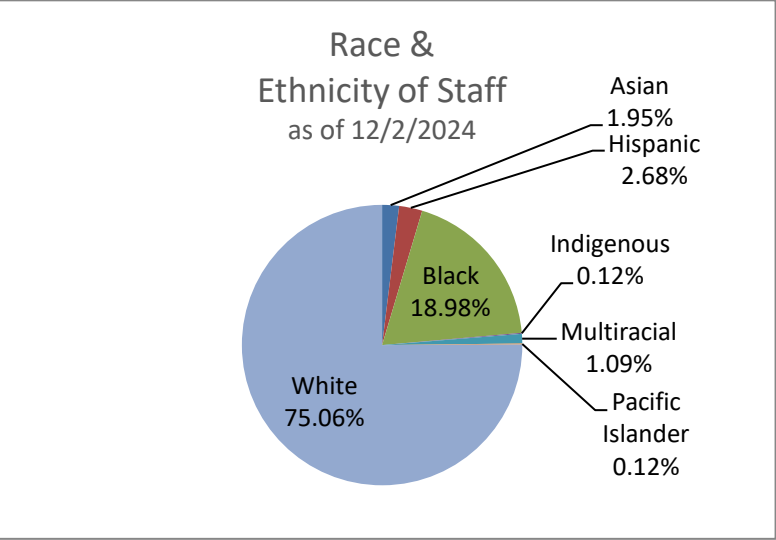
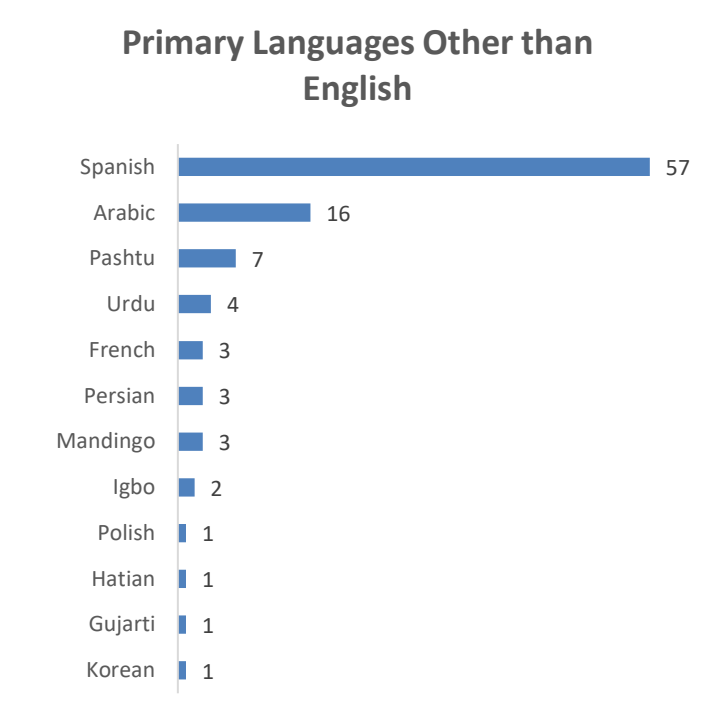
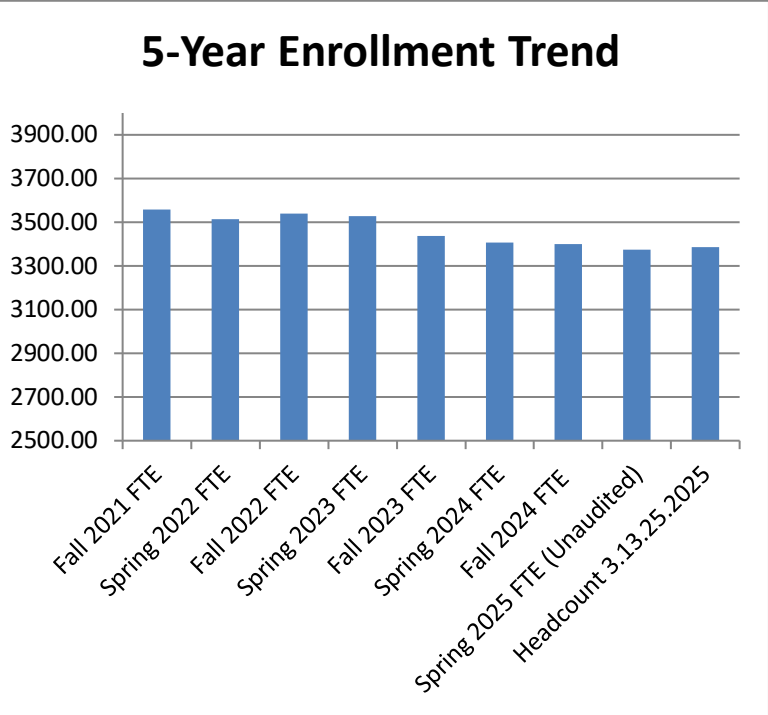
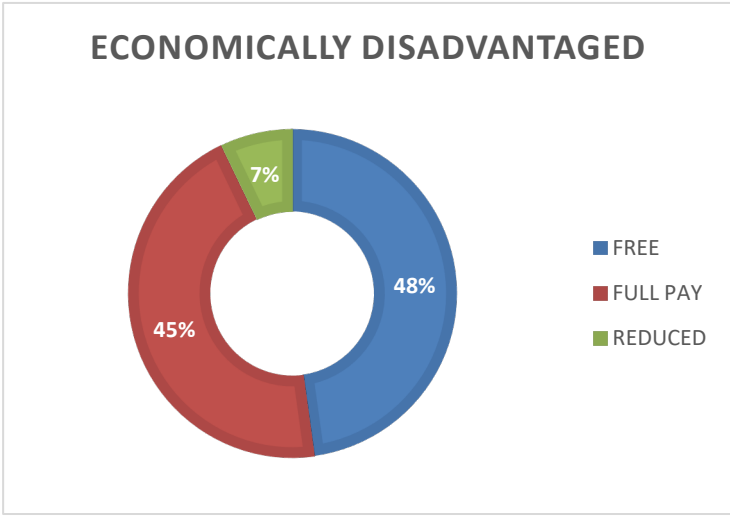
Model	212
Comm Based	22
Evaluation	34
GSRP	103
ECSE	16
HeadStart	37
Bishop	488
K	102
1	76
2	74
3	75
4	77
5	84
Brick	498
K	86
1	72
2	87
3	73
4	101
5	79
Childs	515
K	89
1	79
2	79
3	82
4	98
5	88
LMS	695
6	228
7	228
8	239
LHS	766
9	198
10	184
11	177
12	207
LCS VA	147
K	2
1	3
2	6
3	3
4	2
5	1
6	9
7	9
8	14
9	15
10	27
11	23
12	33
Progress Park	3
11	2
12	1
ECA	115
9	25
10	26
11	30
12	34
WAVE	92
8	5
9	7
10	40
11	10
12	30
WIHI	52
9	13
10	10
11	12
12	17
Grand Total	3583



**5-Year Enrollment Trend**

	FTE
Fall 2021 FTE	3557.53
Spring 2022 FTE	3514.23
Fall 2022 FTE	3538.49
Spring 2023 FTE	3527.13
Fall 2023 FTE	3436.15
Spring 2024 FTE	3407.17
Fall 2024 FTE	3400.30
Spring 2025 FTE (Unaudited)	3373.86
Headcount 3.13.25.2025	3387.00

\*GSRP/Headstart Counted Separately







## **Lincoln Consolidated Monthly School Board Report: Food Services**

**Date:** 4/16/2025

**Prepared by:** Zachary Roberts, DDS

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Good evening, Board Members.

I'm pleased to provide an update on our food service program:

### **Spring Health Inspections**

All spring health inspections across the district have been completed. I'm happy to report that there were no major findings. Only one follow-up visit is required, and that is for the High School West kitchen due to the lack of an air gap on the ice machine. This issue has already been resolved. .

### **Food Service Licenses Renewed**

Our Washtenaw County Food Service Licenses have been successfully renewed and purchased for all district kitchens, ensuring we remain fully compliant with local regulations.

### **Participation Incentive – Bike Giveaway**

To encourage more students to participate in our breakfast and lunch programs, we've launched an exciting incentive: two mountain bike giveaways! Students are automatically entered to win a bike each time they eat a school breakfast or lunch. Every meal counts as one entry, and we're already seeing a boost in engagement and enthusiasm around meal times.

### **Student Choice Event – Elementary Level**

We recently held Student Choice events at our elementary schools, giving students the opportunity to vote for a new menu item. The winner was General Tso's Chicken! This popular dish will appear on the elementary menu for the very first time on April 17, 2025. We're excited to hear feedback from our students and are proud to bring more student voice into menu planning.

### **School Lunch Hero Day – May 2, 2025**

On Friday, May 2nd, we'll be celebrating School Lunch Hero Day, a time to recognize and honor the hardworking food service staff who serve our students every day with care, dedication, and a smile. We encourage everyone in the district to take a moment to thank their kitchen teams for the incredible work they do to nourish and support our school communities.

Thank you for your time and support. I welcome any questions you may have.





**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR MEETING**  
**March 17, 2025**  
**6:00 p.m.**  
**District Boardroom-Lincoln High School**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Jennifer LaBombarbe, President  
Matthew Bentley, Vice President  
Jason Moore, Treasurer  
Lauren Smith, Secretary  
Jennifer Czachorski, Trustee  
Alisa Soos, Trustee  
JaVon Jason, Trustee

**ADMINISTRATORS PRESENT**

Robert Jansen, Superintendent  
Karensa Smith, Assistant Superintendent Curriculum & Instruction  
Paula Robinette, Human Resources Director  
Adam Snapp, Finance Director

**OTHERS PRESENT**

**1.0 CALL TO ORDER**

President LaBombarbe called the meeting to order at 6:05 pm.

**2.0 ROLL CALL**

Roll call showed all Board Members were present.

**3.0 ESTABLISHMENT OF QUORUM**

A quorum was established.

**4.0 PLEDGE TO FLAG**

The Pledge of Allegiance was recited by the Board and audience members.

**5.0 SUPERINTENDENT AND STAFF CORRESPONDENCE**

**5.5 Superintendent's Report**

- Kindergarten information night will be held on Wednesday, March 19, 2025.
- Our first Lil Splitters event was very successful with more than 30 kids participating.
- Lots of exciting events on the horizon with the future of Lincoln and addressing some structural changes needed.
- Both the WISD Technology contract and the Rehman contract are approaching the end of their terms and will need to be revisited.



- 5.6 Finance Report
  - 5.6.1 February Enrollment Report  
Board reports were included in the Board packet.
  - 5.6.2 February Food Service Report  
Board reports were included in the Board packet.

## 6.0 PUBLIC COMMENT

- No previous Public Comment

**Please fill out the attendance form including your email and phone number. Comments will be limited to 3 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment. A list of complete guidelines are listed on the agenda.**

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## 7.0 CONSENT AGENDA

- 7.5 Minutes of Previous Meeting
  - 7.5.1 Regular Meeting February 24, 2025
  - 7.5.2 Study Session March 3, 2025
  - 7.5.3 Committee of the Whole, March 10, 2025
  - 7.5.4 Closed Session, March 10, 2025  
The minutes of February 24, 2025, Regular Meeting, March 3, 2025, Study Session Meeting and March 10, 2025, Committee of the Whole Meeting and Closed Session as presented.
- 7.6 Student Trips
  - 7.6.1 High School Varsity Track  
The High School Varsity Trach Team has an opportunity to compete at a higher level in Cleveland Heights, Ohio. This trip is not overnight, and students will return on the same day. Fully approved under MHSAA regulations.
- 7.7 February 2025 Finance Report  
Enclosed are the February 2025 Financial Reports. The Superintendent recommends approval as presented.
- 7.8 February 2025 Check Register  
Enclosed is the February 1-28, 2025, check register in the amount of \$2,283,117.90. The Superintendent recommends approval as presented.
- 7.9 February 2025 Trust & Agency  
Enclosed is the February 2025 Trust & Agency Report. The Superintendent recommends approval as presented.
- 7.10 Personnel Transactions  
*Personnel Transaction were provided in informational packet*

It was moved by Bentley and seconded by Moore that we accept the Consent Agenda as presented.  
Ayes: 7  
Nays: 0  
Motion carried 7-0

## 8.0 BUSINESS MATTERS

- 8.5 Non-Affiliate Contract Extension  
Below are recommendations for Non-Affiliate contract extensions

Bentley, Donna-Community Engagement Coordinator  
Bongiorno, Philip-Facilities Director 14  
Callahan, Erin-Supervisor of Student Services



Coury, Vicki-Director of Communication and Information Services  
Cox, Michelle-Parent Coordinator  
Crowley, Jessica-STEM Coordinator  
Davidson, Laura-Human Resources Admin Assistant  
Fredenburg, Jason-Transportation Director  
Keelan, Marlayna-Parent Coordinator  
Millett, Justin-Transportation Dispatcher  
Moffett, Kaitlin-Assistant Athletic Director  
New, Thomas-Maintenance Supervisor  
Robinette, Paula-Human Resources Director  
Scott, Sharon-Administrative Assistant to the Assistant Superintendent  
Smith, Karensa-Assistant Superintendent Curriculum and Instruction  
Smith, Ty-Administrative Assistant to the Superintendent and Board of Education  
Veihl, Lori-Human Resources Generalist  
Westfall, Christopher-Athletic Director  
Williams, Robert-Student Services Director

It was moved by Czachorski and seconded by Moore that we approve the Non-Affiliate Contract Extensions through June 30, 2026, as presented.

Ayes: 6  
Nays: 0  
Abstained: 1  
Motion carried 6-0-1 (Bentley)

8.6 LAA Individual Contract Extension  
Below are recommendations for LAA Contract extensions

Wendy Bridges	Principal, High School
Cassandra Coker	Principal, Brick Elementary
Lori Ferguson	Assistant Principal, Middle School
Carrie Melcher	Assistant Principal, High School
Kerry Shelton	Principal, Model Early Childhood Center
Regina Winborn	Assistant Principal, High School
Laurin Maurer	Principal, Childs
Sonya Williams	Principal, Middle School

It was moved by Bentley and seconded by Moore that we approve the LAA Contract Extensions through June 30, 2026, as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

8.7 Student Device Acceptable Use Agreement

It was moved by Bentley and seconded by Moore that the Board accept and approve the Student Device Acceptable Use Agreement for annual implementation at the building level to establish student expectations for the use of school-owned devices.

Ayes: 7  
Nays: 0  
Motion carried 7-0



8.8 2024-25 Budget Amendment

**Revenues**

**Amount**

**Local revenue**

Increase in approved Toyota grants	\$ 122,500
Increase in expected interest revenue	25,000
Changes in general admissions/contributions	6,700

**State revenue**

At-risk to match expenditures	67,500
MPERS offsets from the State adjustment	290,000
147c2 one-time payment (expenditures to match)	558,000
Special education obligation adjustment	113,500
Changes in other small categorical state aid	64,200

**Federal revenue**

Change to match expected expenditures	44,600
---------------------------------------	--------

**Inter-district revenue**

Medicaid from the 23/24 services provided	(29,100)
Act 18 settlement from the 23/24 year	182,000
GSRP program expected revenue	<u>75,900</u>

\$ 1,520,800

**Expenditures**

Change in budgeted salary costs	\$ (67,000)
---------------------------------	-------------

Change in insurance costs for new elections (spread throughout)	110,000
-----------------------------------------------------------------	---------

Changes in retirement and taxes (spread throughout)	567,000
-----------------------------------------------------	---------

Change in federal non-payroll items (professional development, supplies)	70,700
--------------------------------------------------------------------------	--------

Change in Toyota grant non-payroll expenditures	<u>38,700</u>
-------------------------------------------------	---------------

\$ 719,400

- Budgeted amount for vacant positions will be reduced once the new high **546,661** school principal is onboard.
- IT is working with our district phone system provider (Windstream) to get credits back on our phone bills from the beginning of the school year. While credits have appeared, costs are higher now than all of the last year **\$30-\$40K**



It was moved by Bentley and seconded by Moore that we approve the 2024-2025 Budget Amendment as presented by the Finance Director.

Ayes: 7

Nays: 0

Motion carried 7-0

8.9 Aeronautics/Aviation/Aerospace Science and Technology High School Course

This course was brought to the Curriculum Leaders by Ryan Rowe, CTE Director for the county, as there is expansion in CTE on this side of the county. The administrators reviewed the course proposal, asked questions, and approved the course. It was then taken to the Curriculum Leaders who reviewed the course proposal, asked questions, and approved it.

Aeronautics/Aviation/Aerospace Science and Technology, a state-approved CTE program, focuses on the general study of aviation and the aviation industry, including in-flight and ground support operations.

Please see attached information

It was moved by Bentley and seconded by Czachorski that we approve the Aeronautics/Aviation/Aerospace Science and Technology High School Course as presented by the Curriculum Department.

Ayes: 7

Nays: 0

Motion carried 7-0

**9.0 BOARD OF EDUCATION WORKSHOP-STAFFING**

Vicki Coury provided a presentation following scheduled meetings with elementary, middle, and high school staff and administration regarding the planning and assessment of staffing needs for the 2025-26 school year. These discussions are conducted annually and evolve in response to fluctuations in student enrollment. At this time, specific staffing requirements have not been finalized. Various options were presented, and structural deficiencies were addressed as part of the ongoing process.

**~~10.0 CLOSED SESSION~~**

~~10.5 Negotiations-~~

Closes Session was not needed

**11.0 ADJOURNMENT**

It was moved by Czachorski and seconded by Bentley that we adjourn the meeting at 7:50 p.m.

Ayes: 7

Nays: 0

Motion carried 7-0

President LaBombarbe declared the meeting adjourned.

Board of Education Public Comment Statement:

We invite you to address the Board with comments, questions or concerns regarding board actions, policies, or other issues not resolved through appropriate administrative channels. The Board may not immediately respond to concerns presented at this meeting; however, we will respond to inquiries on or before the next regular board meeting.

**Please fill out the attendance form including your email and phone number. Comments will be limited to 3 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment.**

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Rules for Public Comment:

1. The Board of Education will limit each speaker to one opportunity to speak during any public comment period
2. The Board of Education President, or the President's designee will respond to your comment



3. The Presiding officer may: A) prohibit public comments which are frivolous, repetitive, or harassing; B) interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant; C) request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting; D) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting, and; E) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.





**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / STUDY SESSION**  
**April 7, 2025**  
**5:00 p.m.**  
**District Boardroom-Lincoln High School**

**OFFICIAL MINUTES-STUDY SESSION**

**BOARD MEMBERS PRESENT**

Jennifer LaBombarbe, President  
Matthew Bentley, Vice President  
Jason Moore, Treasurer (arrived at 5:17pm)  
Lauren Smith, Secretary  
Jennifer Czachorski, Trustee  
Alisa Soos, Trustee  
JaVon Jason, Trustee (Exited meeting at 6:30pm)

**ADMINISTRATORS PRESENT**

Robert Jansen, Superintendent  
Paula Robinette, Human Resources Director  
Karensa Smith, Assistant Superintendent Curriculum & Instruction  
Adam Snapp, Finance Director  
Vicki Coury, Information & Communications Director  
Phil Bongiorno, Facilities Director  
Solomon Zheng, Technology Director

**OTHERS PRESENT**

**1.0 CALL TO ORDER**

President LaBombarbe called the meeting to order at 5:03 pm.

**2.0 ROLL CALL**

Roll call showed all Board Members were present.

**3.0 ESTABLISHMENT OF QUORUM**

A quorum was established.

**4.0 PLEDGE TO FLAG**

The Pledge of Allegiance was recited by Board and audience members.

**5.0 PRESENTATIONS**

5.5 Childs Elementary Presentation  
Enrollment-510  
Male/Female-264-246  
Special Education-129 25%  
Demographics-African American 23%, Asian - 2%, Caucasian 52%, Hispanic %, Multiracial 22%



- Childs Reading Proficiency- Fall 24 to Winter 25 **Goal set on 9/2024:** By June 2025, increase the percentage of students reading at proficient IRLA levels from 32% to 40% and decrease the percentage of students reading at emergency IRLA levels from 25% to 20%.
- Academic Response-MTSS-32 students, Intervention-48 reading intervention students and 41 math intervention students
- Behavioral Data
  - 312 referrals (141 from students receiving intervention through IEP)
  - 32 suspensions; 10 students suspended
  - Students with 5 or more referrals- All receiving support through IEP, MTSS, Bridge Team, Adult Mentoring, CICO, Alternative Recess Options, Restorative Practices

#### 5.6 Technology Presentation

- Infrastructure- New network core, fiber project initial planning starting, phones are much more stable, implementing new PA system
- Current software- Windows 10, ChromeOS, A few Macs... but a lot of iPads, Clever → over 30 connected platforms and our network enables our staff to use over 300 resources
- Still working on-keeping student devices in service, updating legacy hardware and more network infrastructure

### 6.0 PUBLIC COMMENT

- No previous Public Comment

**Please fill out the attendance form including your email and phone number. Comments will be limited to 3 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment. A list of complete guidelines are listed on the agenda.**

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- Eric John Roberts spoke to the Board about his run for the Washtenaw ISD Board of Education.

### 7.0 SUPERINTENDENT UPDATE

- Mr Jansen was in San Diego, California to attend the ASU-GSV Conference
- Technology Contract is being analyzed to determine next steps
- We have formed a Sinking Fund Committee to analyze priority and assessments
- Meeting structure will be adjusted moving forward to balance time spent at each meeting.

### 8.0 COMMITTEE OF THE WHOLE

#### 8.1 Executive Committee

8.1.1 Virtual Academy Data (D)-President LaBombarbe  
Presented by Karensa Smith (*moved to April 14<sup>th</sup> COTW*)

8.1.2 Cell Phone Policy (N)-Discussion Update per President LaBombarbe  
Inserted are the current Miller Johnson AR-Acceptable Use Policy and Elementary, Middle and High School's current cell phone guidelines taken from each building's handbook.

*President LaBombarbe asked Karensa Smith to have all levels make their cell phone in the same format as the Elementary's is currently and start implemented for the 25-26 school year.*

*Jason left at 6:30pm*

8.1.3 Website & App (N) Update per President LaBombarbe  
Presented proposal by Vicki Coury



*This recommendation shall move to the Regular Meeting agenda on April 21, 2025, for approval. President LaBombarbe asked that Vicky Coury submit timeline the Committee of the Whole on April 14, 2025*

- 8.2 Finance Committee
  - 8.2.1 Finance Report Update (D)-Adam Snapp  
Reports included in Board inserts.
- 8.3 Performance & Policy Committee
  - 8.3.1 Human Resource Update & Personnel Transactions (D)-Paula Robinette
    - 8.3.1.1 Miller Johnson Policy Manual Update (N)-Committee

*This recommendation shall move to the Regular Meeting agenda on April 21, 2025, for approval. Two small corrections that will be available in the packet for April 21, 2025, Regular Meeting.*

- 8.3.2 Curriculum & Instruction Update (D)-Karensa Smith
  - 8.3.2.1 Summer School 2024-25 School Year (N)-Karensa Smith  
Please read complete insert

#### **Elementary Summer School**

##### **Vision:**

Provide historically marginalized students with the opportunity to maintain and improve skills taught during the previous school year and increase their academic achievement level in targeted language arts and math instruction in grades K-5 NWEA and standards/skills deficit areas district wide.

##### **Rationale:**

Spring 2024 M-STEP data and Fall 2024 NWEA scores show that achievement gaps in specific populations (Economically Disadvantaged, African American, Hispanic, EL, and Special Education students) still exist. We need to continue to address these areas so that all of our students are successful. Summer school data from previous years has shown success for our historically marginalized population in reducing summer loss and showing growth. We would like to continue to provide them this opportunity for growth this summer.

#### **Midde School Summer School**

##### **Vision:**

Provide historically marginalized students with the opportunity to maintain and improve skills taught during the previous school year and increase their academic achievement level in targeted language arts and math instruction in grades 6-8 NWEA and standards/skill deficit areas.

##### **Rationale:**

Spring 2024 M-STEP and Fall 2024 NWEA scores show that achievement gaps in specific populations (Economically Disadvantaged, African American, Hispanic, EL, and Special Education student) still exist. We need to continue to address these areas so that all of our students are successful. School data from previous years has shown success for our historically marginalized population in reducing summer loss and showing growth. We would like to continue to provide them this opportunity for growth.

#### **High School Summer School**

##### **Vision:**

Provide at-risk students the opportunity to recover lost credit and improve academic skills. Proposed courses will include Language Arts, Science, Math, and Social Studies for grades 9th – 12th.



**Rationale:**

According to current Powerschool records, there is a significant number of Lincoln students that are off-track to graduate on time with their 4-year cohort class. During the 2024-25 school year, we will identify approximately students not currently on track to graduate with their 4 y-ar group (more precise counts will be determined after exams). We will need to offer this summer program to help address the credit deficit. It is the goal for this learning summit to provide students with an opportunity to earn up to 2 full credits in core content. Our hopes are:

- To help students regain credits to regain eligibility to graduate with the 4 year cohort
- To help students move on to the next level of specific subject areas
- To decrease student failure rates and drop-out rates
- To increase knowledge and improve MME/ACT success and increase overall test scores
- To help build positive self-concept

*This recommendation shall move to the Regular Meeting agenda on April 21, 2025, for approval.*

8.4 Building & Site Committee

8.4.1 Facilities & Grounds Update (D)-Phil Bongiorno-

8.4.1.1 Updates-Community Ed Summer Camp (D), Filter First Legislation Grant Award (D), Energy Savings Bond Update (D)

8.4.1.2 Proposals

8.4.1.2.1 Bessie Hoffman Proposal (N)

**Bessie Hoffman Renovation Proposal:**

To renovate Bessie Hoffman School, a 44,000-square-foot facility, by utilizing the plan created to spark in the overall objective to transition Bessie Hoffman into a career exploration center. The project includes upgrades to three classrooms, the gymnasium, restrooms, and selecting building-wide systems, as well as exterior improvements.

All lighting improvements, and HVAC repairs are recommended to be funded separately through an energy savings bond. Ceiling tile replacement is limited to 20,000 sq ft at a reduced rate, Wi-Fi is targeted to 5,000 sq ft, and internal resources will handle flooring refinishing and deep cleaning to minimize costs. Work will begin on May 1, 2025, and conclude by August 1, 2025.

**Recommendation**

We request approval for a budget of \$372,000, excluding all lighting improvements and HVAC repairs (to be funded via an energy savings bond), with ceiling tile replacement limited to 20,000 sq ft at \$1/sq ft, Wi-Fi targeted to 5,000 sq ft, restroom renovations optimized, and flooring refinishing and deep cleaning handled internally. This approach maximizes efficiency and leverages existing resources and alternative funding. Funding may be sourced from district reserves, grants, or other mechanisms, pending board approval, with potential payback utilizing the sinking fund milage. A small contingency (e.g., 5%, or \$18,600) is recommended but not included to maintain the minimum cost.

*This recommendation shall move to the Regular Meeting agenda on April 21, 2025, for approval. Lay-out with maps will be provided in the Regular Meeting packet for April 21, 2025.*



#### 8.4.1.2.2 Concession Operations Proposal (N)

##### **Concession Operations Proposal:**

We are recommending a strategy for managing concession services at Lincoln Schools. After assessing our current operations and exploring external options, I have outlined three distinct approaches. Each option includes its operational plan, financial implications, and feasibility, concluding with a recommendation for the best path forward.

##### **Recommendation**

We recommend partnering with Sheena and Lenny's Franchise Group for the following reasons:

1. Reliability: Their professional staffing ensures concessions operate consistently for every event.
2. Community Fit: Their local roots and diverse offerings align with our values and appeal to our community.
3. Balanced Financials: A 10% commission provides steady revenue without the district bearing full operational risk.
4. Turnkey Solution: Their equipment plan and expertise allow an immediate start, minimizing district workload. To optimize costs, I suggest conducting a complete inventory of existing district equipment to identify reusable items, potentially reducing their \$182,669.25 investment to \$120,000-\$150,000.

*Additional information was requested at the Committee of the Whole meeting on April 14, 2025.*

#### 8.4.1.2.3 Sinking Fund-Operational Vehicles (N)

##### **Sinking Fund: Equipment Lease - Operational Vehicles:**

We propose acquiring seven new Ford F-250 trucks to replace the district's aging fleet, utilizing the \$29 million sinking fund millage and proceeds from selling the current fleet (\$40,000-\$48,000). Through the State of Michigan Vehicle and Equipment Purchase Program, the district can buy outright or lease-to-own over five years, with a plan to sell the leased trucks after six years and repeat the process. This strategy ensures a modern fleet every six years, maximizes savings, and delivers \$500,000-\$750,000 in 10-year benefits, aligning with fiscal and operational goals.

##### **Recommendation**

- Preferred Option: Lease-to-Own (5 Years) with 6-Year Sale Cycle.
  - o Rationale: Annual costs (\$47,900-\$76,900 Year 1; \$59,500-\$66,500 Years 2-5) fit within \$2.9M/year, leaving funds for other projects. Sales after 6 years recovers \$84,000-\$119,000, reducing net costs and enabling a new cycle. Over 10 years, the district gains \$500,000-\$750,000 in savings and assets, with a modern fleet throughout. Outright purchase, while viable, ties up more upfront funds without the renewal benefit.

*This recommendation shall move to the Regular Meeting agenda on April 21, 2025, for approval.*



8.4.1.2.4 RFP-Asphalt

Lincoln Consolidated School District is seeking bids for the replacement of the parking lot of Lincoln High School (7425 Willis Road, Ypsilanti, MI, 48197), Lincoln Middle School (8744 Whittaker Road, Ypsilanti, MI 48197), Lincoln Transportation Center (8622 Whittaker Road, Ypsilanti, MI. 48197), as well as all of Lincoln Trail roadway, and the portion of Railsplitter Dr, from the 4-way stop near the middle school to the Willis road entranceway.

*This recommendation shall move to the Committee of the Whole meeting on May 12, 2025 and the Regular Meeting agenda on May 19, 2025, for approval after the RFP process is complete.*

8.4.2 Technology Update (D)-Solomon Zheng

8.4.2.1 Technology Inventory Details (D) per President LaBombarbe

An updated Technology Inventory chart was presented and discussed.

8.4.2.2 Michigan Department of Transportation Performance Resolution (N)  
Resolution inserted.

*This recommendation shall move to the Regular Meeting agenda on April 21, 2025, for approval.*

**9.0 OTHER BUSINESS**

No other addition business

**~~10.0 CLOSED SESSION~~**

**~~10.1 Negotiations~~**

Closed Session was not needed

**11.0 ADJOURNMENT**

It was moved by Czachorski and seconded by Bentley that we adjourn the meeting at 8:55 p.m.

Ayes: 6

Nays: 0

Motion carried 6-0

President LaBombarbe declared the meeting adjourned.





**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / STUDY SESSION**  
**April 14, 2025**  
**6:00 p.m.**  
**District Boardroom-Lincoln High School**

**OFFICIAL MINUTES-COMMITTEE OF THE WHOLE**

**BOARD MEMBERS PRESENT**

Jennifer LaBombarbe, President  
Matthew Bentley, Vice President  
Lauren Smith, Secretary  
Jason Moore, Treasurer  
Alisa Soos, Trustee  
JaVon Jason, Trustee

**ADMINISTRATORS PRESENT**

Robert Jansen, Superintendent  
Paula Robinette, Human Resources Director  
Adam Snapp, Finance Director  
Vicki Coury, Communication and Information Services Director  
Robert Williams, Student Services Director

**OTHERS PRESENT**

Dan Makarewich and Erin Callahan

**1.0 CALL TO ORDER**

President LaBombarbe called the meeting to order at 6:03 pm.

**2.0 ROLL CALL**

Roll call showed all Board Members were present with the exception of Czachorski.

**3.0 ESTABLISHMENT OF QUORUM**

A quorum was established.

**4.0 PLEDGE TO FLAG**

The Pledge of Allegiance was recited by Board and audience members.

**5.0 PUBLIC COMMENT**

- No Previous Public Comment

**Please fill out the attendance form including your email and phone number. Comments will be limited to 3 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment. A list of complete guidelines are listed on the agenda.**

- No Public Comment



## 6.0 SUPERINTENDENT UPDATE

- Mr. Jansen returned from San Diego, California after attending the ASU-GSV Conference
- Technology Contract is being analyzed to determine the next steps
- Commencement is June 6th

## 7.0 COMMITTEE OF THE WHOLE

### 7.1 Executive Committee

#### 7.1.1 Quarterly Updates:

##### 7.1.1.1 Student Trips

###### 7.1.1.1.1 Brick 5<sup>th</sup> Grade Camp

###### 7.1.1.1.2 Childs 5<sup>th</sup> Grade Camp

The group will leave Childs and Brick Elementary on Wednesday, May 14th at around 9:15 and travel to the Howell Nature Center. The students will eat a sack lunch, which they will bring with them, when we arrive at the Nature Center. After lunch, the students will participate in various cross-curricular programs and activities throughout the afternoon. The group will eat dinner, which will be catered by the Nature Center. Following dinner, the students will participate in a dance party. The students will sleep on bunk beds in cabins at the Nature Center divided by gender. There will be adult chaperones sleeping in each cabin. In the morning, the group will eat breakfast, which will be catered by the Nature Center. The remainder of the day will be similar to the first day with programs and activities in the morning, afternoon, and evening, with lunch and dinner catered by the Nature Center. In the morning, the group will eat breakfast, which will be catered by the Nature Center. After breakfast, the students will again participate in a variety of cross-curricular programs and activities. The group will eat lunch catered by the Nature Center. Shortly after lunch, the group will board buses and return to Childs Elementary on Friday, May 16th.

*Both items will move forward to the Regular Meeting agenda on April 21, 2025.*

##### 7.1.1.2 Virtual Academy Data Updated-Karensa Smith Provided by Karensa Smith

Data pieces will be provided by Karensa Smith over the next few weeks. Ms. Smith informed the Board of a platform change going forward.

##### 7.1.1.3 Marketing and Enrollment-Vicky Coury

Over the past several months, Lincoln Consolidated Schools has continued to implement a dynamic and engaging set of marketing and enrollment strategies aimed at supporting strong student recruitment across all grade levels.

- **Parent Information Nights** were held at every level—Lincoln High School, Lincoln Middle School, and our elementary buildings—giving families the opportunity to meet staff, ask questions, and learn more about academic offerings and student supports in a welcoming, informative setting.
- We also successfully hosted our **Kindergarten Roundup**, welcoming over 70 incoming kindergarteners. A second Roundup is scheduled for August, and we anticipate additional enrollment from students advancing from the **Model Early Childhood Center**. Based on current interest and trends, we are **on track with expected kindergarten enrollment** at this point in the year.
- Beginning in May, we will launch our **digital enrollment campaign**, with targeted **Facebook and Instagram ads** running through August. These campaigns are designed to generate prospective family leads, which will be



followed up on directly by staff to offer personalized support throughout the enrollment process.

- As part of our **Centennial celebration**, we are highlighting student and community involvement through signature district events, including the **K–12 District Art Show** on **May 7 from 5–7 p.m.** in the **LHS West Gym**, and the **Centennial Social and Time Capsule Dedication** on **May 17 from 10 a.m. to noon** at the **Lincoln Statue at Brick Elementary**.
- To continue building strong community connections throughout the summer, we are again partnering with the Bookmobile to present **Reading in the Park** events on **June 17** and **August 5**, promoting literacy and family engagement in a fun, accessible environment.
- Lastly, we've launched **Lil Splitter Time**, a new weekly early learning opportunity held **Thursday mornings at The LAB**. With consistent participation from local families, this program offers a nurturing space for our youngest learners and their caregivers to connect, explore, and grow together.

- 7.1.1.3.1 Website & App-Apptegy- Update from Study Session-April 7<sup>th</sup>  
Information requested at April 7<sup>th</sup> Study Session is provided in this week's packet.

*This recommendation shall move to the Regular Meeting agenda on April 21, 2025, for approval.*

7.1.1.4 Student Services-Robert Williams

**Mi-Access Rubric Training and Implementation**

- Special education (SE) providers have received training on the MDE-OSE Mi-Access Eligibility Rubric and are determining student participation in state-level assessments through the IEP process.
- Superintendent Jansen communicated this requirement to all staff on April 9, 2025.
- SE administration met with all instructional staff on April 9, 2025, to provide historical context and review relevant legal requirements.
- Lincoln Consolidated Schools has completed district-level actions related to SE discipline data for the 2024–2025 school year. The WISD must complete a file review for final closeout.
- We are currently reviewing SE enrollment and staffing levels for the upcoming school year. As of April 11, 2025, there are 859 students with IEPs.

**Training**

- The new paraeducator guidelines are being piloted with teams across the district.
- Elementary SE providers will receive ARC training on April 22.
- Paraeducator training in SE topics—including behavior management, and data collection—will be offered on April 22.

7.1.1.5 Transportation-Jason Fredenburg (Justin Millett will be in attendance for Jason)

7.1.1.5.1 Bus Purchase  
PURPOSE

The transportation department is seeking to purchase three new school buses from Midwest Transit Equipment, Inc. The buses are three (3) general education buses All three buses will be equipped with air conditioning, LED 8-way light system and the news technology package for school buses. They will also have fully lit "School Bus" signs in the front and rear of the bus to identify them on dark roads that are not well lit. This package will also



contain fully illuminated stop signs instead of the traditional 2 flashing lights. Each bus will cost \$170,021. The goal of these purchases is to begin replacing the IO buses that will reach their IO-year life span within the next 3 years.

#### ANALYSIS

Purchasing these new 2026/2027 buses will begin addressing the aging fleet. We have 10 2017 buses that will reach their life span in the next 2 years. Parts for these older buses will become more difficult as the fleet gets older. This should help with the cost of maintenance, breakdowns, and rusty frames. All new buses are being purchased with reinforced frames to address our terrible backroads and assist in keeping the buses certified through state inspections.

#### Recommendation

It is my recommendation to purchase these new buses and continue to improve the overall age of our bus fleet. It is recommended that the Superintendent approve the purchase of the three buses (3) new school buses from Midwest Transit Equipment, Inc. at the total cost of \$510,063

*This recommendation shall move to the Regular Meeting agenda on April 21, 2025, for approval.*

#### 7.1.1.5.2 Bus Cameras Purchase

##### PURPOSE

The transportation department is seeking to purchase a new camera system for all our school buses. The current cameras that were purchased from Pro-Vision in 2019 are no longer made and can no longer be replaced or serviced. We are looking to stay with the current vendor and upgrade to the current technology that is available.

##### ANALYSIS

The new camera system will have panoramic views so we can cover more of the bus with less equipment. We will also have Cloud Connect which will allow us to download the video clips directly to our computer without going out to the bus and pulling the SD card every time we need to watch the clips. There is an option for us to be able to log into a bus and be able to view the passengers and drivers in real time. Pro- Vision gave us a large discount due to the contract they signed with my introduction to Ann Arbor Public Schools. Pro-Vision removed **\$48,892** from the quote as a result. We were given 2 purchase options by them.

- I. **Option 1-** Purchase the cameras out right at the cost of \$119,612 and they will come with a 5-year warranty. There is an annual fee of \$8,160 per year for the software and tech support.
2. **Option 2-** Pay a yearly fee of \$41,208 and at the end of 5 years they will come out and fully upgrade all cameras in the fleet with the latest technology and we will renew the yearly fee for 5 more years. Included in this fee is warranty and tech support.

#### Recommendation

It is my recommendation to purchase these new cameras, which includes the Cloud Connect software from Pro-vision at the total cost of **\$119,612**



*This recommendation shall move to the Regular Meeting agenda on April 21, 2025, for approval.*

7.2 Finance Committee

7.2.1 WISD Resolution to Consider Designation of Electoral Representative

The biennial election for the Washtenaw Intermediate School District (WISD), to elect three board members for two six-year terms and one two-year term, will be held on **June 2, 2025, at 6:00 p.m.** By law, the body electing intermediate school district board members will be composed of one representative of the board from each constituent district who shall be designated by the constituent board. The board shall **consider** the resolution at not less than one public meeting before adopting the resolution. This can be done prior to May 12, 2025. To be in compliance with the law, between **Monday, May 12, 2025, and Monday, June 2, 2025**, a local constituent Board of Education must **adopt** a resolution to select its voting representative and identify the candidates it supports.

The members elected to the Washtenaw Intermediate School District Board of Education will begin their six-year term on July 1, 2025. Not more than two members of the Intermediate School District board shall be from the same local school district. The terms that are expiring this year are that of Diane Hockett (Ann Arbor) and Mary Jane Tramontin (Ann Arbor). A third seat with a term ending in 2027 is open due to resignation last year. It is currently occupied by Dorcas Musili (Ypsilanti). Members continuing on the Washtenaw Intermediate School District board include one member from Chelsea and one member from Lincoln. You will receive an official list of candidates that have filed with the Washtenaw County Clerk's office for the open positions, after the May 5, 2025 filing deadline.

*This recommendation shall move to the Regular Meeting agenda on April 21, 2025, for Consideration of Designation of Electoral Representative. Jason Moore and JaVon Jason (alternat)*

7.3 Performance & Policy Committee

- No update needed

7.4 Building & Site Committee

7.4.1 Middle School Traffic Flow (D) Jason Fredenburg, Sonya Williams and Phil Bongiorno

*President LaBombarbe asked that all involved parties attend the Study Session on May 5<sup>th</sup> to go over their plan and ideas for implementation at the beginning of the 25-26 school year.*

7.4.2 Concession Operations Proposal (N) Update from Study Session-April 7<sup>th</sup>

*The idea is still in negotiations and a contract written prior to being recommended for the agenda. This is still in process and will be revisited and the May 5<sup>th</sup> Study Session*

7.4.3 Bessie Hoffman Maps (N) Update from Study Session-April 7<sup>th</sup>

*This recommendation shall move to the Regular Meeting agenda on April 21, 2025, for approval. Mr. Jansen will contact Ryan Roe to clarify the use of Bessie Hoffman.*

8.0 OTHER BUSINESS

- No additional business

9.0 CLOSED SESSION

9.1 Negotiations

It was necessary to enter closed session to discuss Negotiations, to return to open session.

A roll call vote was necessary.



Pursuant to Sections 8(c) of the Open Meetings Act, it was moved by Bentley and seconded by Moore that we enter Closed Session to discuss Negotiations, to return to open session.

Ayes: 6 LaBombarbe, Bentley, Soos, Jason, Smith and Moore  
Nays: 0  
Motion carried 6-0

Entered Closed Session 7:42pm/Returned to Open Session 8:59pm

#### **10.0 ADJOURNMENT**

It was moved by Moore and seconded by Bentley that we adjourn the meeting at 9:00 p.m.

Ayes: 6  
Nays: 0  
Motion carried 6-0

President LaBombarbe declared the meeting adjourned.



## LINCOLN CONSOLIDATED SCHOOLS

### Schedule of Revenues and Expenditures

Budget and Actual - General Fund

For the Month Ended March 31, 2025

	Amended Budget	Actual	Actual Over (Under) Final Budget	Percent Actual of Budget
<b>Revenues</b>				
Local sources:				
Property taxes	5,536,426	\$ 5,041,686	\$ (494,740)	91.1%
Other local sources	1,083,067	838,367	(244,700)	77.4%
State sources	41,595,772	23,468,041	(18,127,731)	56.4%
Federal sources	3,047,870	2,178,965	(868,905)	71.5%
Interdistrict revenue	9,966,849	5,255,655	(4,711,194)	52.7%
<b>Total revenues</b>	<b>61,229,984</b>	<b>36,782,714</b>	<b>(24,447,270)</b>	<b>60.1%</b>
<b>Expenditures</b>				
Instruction:				
Basic programs	24,145,278	14,672,660	(9,472,618)	60.8%
Added needs	10,885,395	7,035,832	(3,849,563)	64.6%
<b>Total instruction</b>	<b>35,030,673</b>	<b>21,708,492</b>	<b>(13,322,181)</b>	<b>62.0%</b>
Support services:				
Pupil	6,521,432	4,056,362	(2,465,070)	62.2%
Instructional support	2,790,679	1,896,896	(893,783)	68.0%
General administration	686,879	473,105	(213,774)	68.9%
School administration	2,378,855	1,508,309	(870,546)	63.4%
Business	906,496	692,868	(213,628)	76.4%
Maintenance	6,398,491	5,092,672	(1,305,819)	79.6%
Transportation	4,406,689	3,162,009	(1,244,680)	71.8%
Central services	2,578,109	1,672,047	(906,062)	64.9%
<b>Total support services</b>	<b>26,667,630</b>	<b>18,554,268</b>	<b>(8,113,362)</b>	<b>69.6%</b>
Athletics	1,174,521	711,252	(463,269)	60.6%
Community service	132,825	104,528	(28,297)	78.7%
<b>Total expenditures</b>	<b>63,005,649</b>	<b>41,078,540</b>	<b>(21,927,109)</b>	<b>65.2%</b>
<b>Other financing sources</b>				
Transfers in	37,000	-	(37,000)	0.0%
Transfers out	(2,000)	-	2,000	0.0%
<b>Total other financing sources</b>	<b>35,000</b>	<b>-</b>	<b>(35,000)</b>	<b>0.0%</b>
<b>Revenues over (under) expenditures</b>	<b>\$ (1,740,665)</b>	<b>\$ (4,295,826)</b>		

For internal use only. These financial statements have not been audited, and no assurance is provided.



Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended March 31, 2025

F/S Caption	Function	Code	Values		Percent Used
			Sum of Final Budget	Sum of Final	
Instruction	1111	Salary	5,060,347	2,957,723	
		Fringes	3,639,989	2,250,355	
		Non-payroll	1,508,381	751,423	
	1111 Total		10,208,717	5,959,501	58%
	1112	Salary	2,098,965	1,229,979	
		Fringes	1,517,086	983,838	
		Non-payroll	511,589	254,496	
	1112 Total		4,127,640	2,468,313	60%
	1113	Salary	2,554,498	1,612,977	
		Fringes	1,749,340	1,154,694	
		Non-payroll	3,680,903	2,350,304	
	1113 Total		7,984,741	5,117,975	64%
	1118	Salary	797,446	476,616	
		Fringes	745,043	455,847	
		Non-payroll	6,000	3,235	
	1118 Total		1,548,489	935,698	60%
	1119	Salary	149,165	114,847	
		Fringes	73,526	62,456	
		Non-payroll	53,000	13,870	
	1119 Total		275,691	191,173	69%
Instruction Total			24,145,278	14,672,660	61%
Added needs	1122	Salary	3,932,280	2,445,708	
		Fringes	3,215,628	2,014,835	
		Non-payroll	316,400	207,281	
	1122 Total		7,464,308	4,667,824	63%
	1125	Salary	1,344,104	811,367	
		Fringes	1,078,194	676,169	
		Non-payroll	781,953	663,659	
	1125 Total		3,204,251	2,151,195	67%
	1221	Salary	77	-	
	1221 Total		77	-	0%
	1127	Salary	1,665	1,665	
		Fringes	848	930	
		Non-payroll	214,246	214,218	
	1127 Total		216,759	216,813	100%
Added needs Total			10,885,395	7,035,832	65%



Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended March 31, 2025

F/S Caption	Function	Code	Values		Percent Used
			Sum of Final Budget	Sum of Final	
Student services	1212	Salary	500,652	322,732	
		Fringes	406,798	272,591	
		Non-payroll	70,313	175	
	1212 Total		977,763	595,498	61%
	1213	Non-payroll	573,206	369,395	
		1213 Total		573,206	369,395
	1214	Salary	152,250	89,890	
		Fringes	107,380	68,457	
		Non-payroll	221,015	268,661	
	1214 Total		480,645	427,008	89%
	1215	Salary	789,170	472,070	
		Fringes	501,937	313,302	
		Non-payroll	191,500	97,935	
	1215 Total		1,482,607	883,307	60%
	1216	Salary	703,983	413,139	
		Fringes	532,552	329,019	
		Non-payroll	-	-	
	1216 Total		1,236,535	742,158	60%
	1218	Salary	690,373	400,648	
		Fringes	483,788	301,143	
		Non-payroll	5,750	1,331	
	1218 Total		1,179,911	703,122	60%
	1219	Salary	282,280	160,711	
		Fringes	258,261	161,439	
		Non-payroll	50,224	13,724	
	1219 Total		590,765	335,874	57%
Student services Total			6,521,432	4,056,362	62%
Instructional support	1221	Salary	299,687	116,000	
		Fringes	173,353	75,016	
		Non-payroll	377,693	267,501	
	1221 Total		850,733	458,517	54%
	1222	Salary	236,025	149,548	
		Fringes	166,791	113,552	
		Non-payroll	6,750	915	
	1222 Total		409,566	264,015	64%
	1226	Salary	598,790	445,910	
		Fringes	416,101	297,620	
		Non-payroll	515,489	430,834	
	1226 Total		1,530,380	1,174,364	77%
	1227	Non-payroll	-	-	
		1227 Total		-	-
Instructional support Total			2,790,679	1,896,896	68%



Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended March 31, 2025

F/S Caption	Function	Code	Values		Percent Used
			Sum of Final Budget	Sum of Final	
Business Admin	1252	Salary	50,689	35,868	
		Fringes	47,476	32,549	
		Non-payroll	716,750	535,170	
	1252 Total		814,915	603,587	74%
	1259	Non-payroll	91,581	89,281	
	1259 Total		91,581	89,281	97%
Business Admin Total			906,496	692,868	76%
General Admin	1231	Non-payroll	181,550	134,676	
		1231 Total		181,550	134,676
	1232	Salary	268,874	194,123	
		Fringes	207,305	128,041	
		Non-payroll	29,150	16,265	
	1232 Total		505,329	338,429	67%
General Admin Total			686,879	473,105	69%
Central	1282	Salary	81,970	61,453	
		Fringes	64,319	47,109	
		Non-payroll	149,000	78,577	
	1282 Total		295,289	187,139	63%
	1283	Salary	273,983	198,921	
		Fringes	210,008	152,877	
		Non-payroll	209,814	163,414	
	1283 Total		693,805	515,212	74%
	1284	Non-payroll	1,589,015	969,696	
	1284 Total		1,589,015	969,696	61%
Central Total			2,578,109	1,672,047	65%
Operations and maint	1261	Salary	119,369	84,493	
		Fringes	60,602	40,635	
		Non-payroll	5,940,855	4,821,488	
	1261 Total		6,120,826	4,946,616	81%
	1266	Non-payroll	277,665	146,056	
	1266 Total		277,665	146,056	53%
Operations and maint Total			6,398,491	5,092,672	80%
Principal Admin	1241	Salary	1,348,167	867,237	
		Fringes	1,030,538	641,072	
		Non-payroll	150	-	
	1241 Total		2,378,855	1,508,309	63%
Principal Admin Total			2,378,855	1,508,309	63%
Transportation	1271	Salary	1,662,356	1,125,487	
		Fringes	1,322,520	860,890	
		Non-payroll	1,421,813	1,175,632	
	1271 Total		4,406,689	3,162,009	72%
Transportation Total			4,406,689	3,162,009	72%



**Lincoln Consolidated Schools**  
**Budget to Actual by Function For the Month Ended March 31, 2025**

F/S Caption	Function	Code	Values		Percent Used
			Sum of Final Budget	Sum of Final	
Athletics	1293	Salary	412,086	240,579	
		Fringes	234,335	133,729	
		Non-payroll	528,100	336,944	
		1293 Total	1,174,521	711,252	61%
	Athletics Total		1,174,521	711,252	61%
Comm Ed Exp	1331	Salary	61,963	46,659	
		Fringes	55,255	41,429	
		Non-payroll	7,402	1,846	
		1331 Total	124,620	89,934	72%
	1361	Non-payroll	8,205	7,191	
	1361 Total	8,205	7,191	88%	
	1351	Salary	-	5,044	
		Fringes	-	2,359	
		1351 Total	-	7,403	0%
Comm Ed Exp Total		132,825	104,528	79%	
Grand Total		63,005,649	41,078,540	65%	



Lincoln Consolidated Schools  
Maintenance Budget Detailed  
For the Nine Months Ending March 2025

Object	G/L Account	Account Name	Values		Percent Used
			Budget	Sum of Final	
4110	11-1261-4110-000-0000-00000-0000	Land and Building - District	55,000	44,057	①
	11-1261-4110-000-0000-00308-0000	Land and Building - Bishop	35,000	33,889	
	11-1261-4110-000-0000-00691-0000	Land and Building - Bessie	10,000	6,682	
	11-1261-4110-000-0000-02186-0000	Land and Building - Brick	40,000	38,994	
	11-1261-4110-000-0000-02187-0000	Land and Building - High School	137,500	150,906	②
	11-1261-4110-000-0000-05166-0000	Land and Building - Middle School	45,000	36,429	
	11-1261-4110-000-0000-05235-0000	Land and Building - Model	15,000	16,591	③
	11-1261-4110-000-0000-09147-0000	Land and Building- Transportation	15,000	4,450	
	11-1261-4110-000-0000-09148-0000	Land and Building - Childs	25,000	27,109	⑤
4110 Total			377,500	359,107	95%
4111	11-1261-4111-000-0000-00000-0000	Enviro-Clean - District	575,000	406,868	
	11-1261-4111-000-0000-00308-0000	Enviro-Clean - Bishop	157,000	122,551	
	11-1261-4111-000-0000-02186-0000	Enviro-Clean - Brick	257,000	203,449	
	11-1261-4111-000-0000-02187-0000	Enviro-Clean - High School	500,000	411,717	
	11-1261-4111-000-0000-05166-0000	Enviro-Clean - Middle School	260,000	209,472	
	11-1261-4111-000-0000-05235-0000	Enviro-Clean - Model	120,000	94,410	
	11-1261-4111-000-0000-09147-0000	Enviro-Clean - Transportation	6,500	4,906	
	11-1261-4111-000-0000-09148-0000	Enviro-Clean - Childs	155,000	122,551	
4111 Total			2,030,500	1,575,924	78%
4112	11-1261-4112-000-0000-00000-0000	Contr Svc Air Qual Review - District	10,500	10,716	
	11-1261-4112-000-0000-00308-0000	Contracted Service - HVAC - Bishop	65,000	42,477	
	11-1261-4112-000-0000-02186-0000	Contracted Service - HVAC - Brick	90,000	56,561	
	11-1261-4112-000-0000-02187-0000	Contracted Service - HVAC - High School	125,000	107,128	
	11-1261-4112-000-0000-05166-0000	Contracted Service - HVAC - Middle School	110,000	47,794	
	11-1261-4112-000-0000-05235-0000	Contracted Service - HVAC - Model	75,000	28,910	
	11-1261-4112-000-0000-09147-0000	Contracted Service - HVAC - Transportation	60,000	31,249	
	11-1261-4112-000-0000-09148-0000	Contracted Service - HVAC Childs	60,000	44,006	
4112 Total			595,500	368,841	62%
4113	11-1261-4113-000-0000-00000-0000	Contracted Service - Cintas/Pest Control - District	5,300	5,050	
	11-1261-4113-000-0000-00308-0000	Contracted Service - Cintas/Pest Control - Bishop	9,300	5,378	
	11-1261-4113-000-0000-02186-0000	Contracted Service - Cintas/Pest Control - Brick	8,500	4,409	
	11-1261-4113-000-0000-02187-0000	Contracted Service - Cintas/Pest Control - High School	21,500	18,512	
	11-1261-4113-000-0000-05166-0000	Contracted Service - Cintas/Pest Control - Middle School	10,500	6,648	
	11-1261-4113-000-0000-05235-0000	Contracted Service - Cintas/Pest Control - Model	5,500	3,617	
	11-1261-4113-000-0000-09147-0000	Contracted Service - Cintas/Pest Control - Transportation	5,000	2,656	
	11-1261-4113-000-0000-09148-0000	Contracted Service - Cintas/Pest Control - Childs	8,500	6,290	
4113 Total			74,100	52,560	71%
4114	11-1261-4114-000-0000-00000-0000	Land and Building - Major Repairs - District	5,000	-	
	11-1261-4114-000-0000-00308-0000	Land and Building - Major Repairs - Bishop	26,328	21,328	⑥
	11-1261-4114-000-0000-00691-0000	Land and Building - Major Repairs - Bessie	5,000	-	
	11-1261-4114-000-0000-02186-0000	Land and Building - Major Repairs - Brick	5,000	-	
	11-1261-4114-000-0000-02187-0000	Land and Building - Major Repairs - High School	11,150	6,150	④
	11-1261-4114-000-0000-05166-0000	Land and Building - Major Repairs - Middle School	5,000	-	
	11-1261-4114-000-0000-05235-0000	Land and Building - Major Repairs - Model	5,000	-	
	11-1261-4114-000-0000-09147-0000	Land and Building - Major Repairs - Transportation	5,000	-	
	11-1261-4114-000-0000-09148-0000	Land and Building - Major Repairs - Childs	5,000	-	
4114 Total			72,478	27,478	38%
4191	11-1261-4191-000-0000-00000-0000	Maint Spec Proj - District	41,084	41,084	★
	11-1261-4191-000-0000-00308-0000	Maint Spec Proj - Bishop	18,225	18,225	★
	11-1261-4191-000-0000-02186-0000	Maint Spec Proj - Brick	21,900	21,900	★
	11-1261-4191-000-0000-02187-0000	Maint Spec Proj - High School	157,128	176,563	★
	11-1261-4191-000-0000-05166-0000	Maint Spec Proj - Middle School	10,607	10,607	★
	11-1261-4191-000-0000-09148-0000	Maint Spec Proj - Childs	42,740	42,740	★
	11-1261-4191-000-0000-05235-0000	Maint Spec Proj - Model	6,950	6,950	★
	11-1261-4191-000-0000-09147-0000	Maint Spec Proj - Transportation	23,900	23,900	★
4191 Total			322,534	341,969	106%
Grand Total			3,472,612	2,725,879	78%

★ See Special Project workpaper



**Lincoln Consolidated Schools**  
**Tick mark Legend for Maintenance Summary Table**  
**For the Nine Months Ending March 2025**

- ① Main expenditures supplies for building needs, some minor parking long seal coating, district signage and equipment rental.
- ② Pool and building supplies, painting, electrical work, and equipment rental. No large or significant items notes in detail.
- ③ Pavilion assembly, equipment rental, and plumbing supplies
- ④ Manhole repair
- ⑤ Fire sprinkler systems inspection and repair,
- ⑥ Plumbing repairs and concrete work



Lincoln Consolidated Schools  
Special Projects  
For the 24-25 Fiscal Year

	Finance Committee Approved	Added From PY	Amount Paid	Expected Finished Cost	Status
<b>High School</b>					
Adding security wall to main entrance	\$ 6,500	\$ -	\$ -	6,500	Not started
Move virtual academy to 300 wing	5,000	-	-	-	Complete
Replace concrete in front entrance of building	27,200	-	28,200	28,200	Complete - additional cost for stone replacemen
Replace concrete by east gym entrance	69,948	-	66,448	66,448	Complete
Epoxy tile on pool deck	21,580	-	-	-	Likely not started until after June 30, 2025
CTE Classroom renovation	60,000	-	68,435	68,435	In process. Waiting for bay door and room set
Finishing up HS gym floor	-	-	5,780	5,780	Finish gym floor
High School parking lot striping (Carried over)	-	5,200	5,200	5,200	Completed
Tennis court repairs	25,000	-	25,000	25,000	Complete
Tennis court repairs - material for extra coats	-	-	14,084	14,084	Complete
PAC Updates - projector and screen design services/inspections	-	-	2,500	-	Complete
<b>Middle School</b>					
Paint cafeteria - food service funds	21,500	-	-	28,800	Completed - extra cost for cove base/windows
Middle School parking lot striping (Carried over))	-	1,500	1,500	1,500	Completed
Resurface gym floors	-	4,833	9,107	9,107	Did whole gym floor, not just court
<b>Childs Elementary</b>					
HVAC - add louvers for proper airflow	21,715	-	21,715	21,715	Completed
Seal coat/crack fill (Carried over)	-	25,431	21,025	21,025	Completed
<b>Bishop Elementary</b>					
Seal coat/crack fill (Carried over)	-	15,598	18,225	18,225	Completed
<b>Brick Elementary</b>					
Seal coat/crack fill (Carried over)	-	24,662	21,900	21,900	Completed
<b>Model Elementary</b>					
Seal coat/crack fill (Carried over)	-	9,513	6,950	6,950	Completed
<b>Transportation</b>					
Seal coat/crack fill (Carried over)	-	19,341	23,900	16,200	Completed
<b>District</b>					
Retention pond clean-out (model & bishop)	10,000	-	-	10,000	Scheduled to happen by November
Seal coat/crack fill (Carried over)	-	-	2,000	2,000	Completed
Replace roof and siding on press box	7,500	-	-	7,500	Damaged by storm. Insurance claim
	275,943	106,078	341,969	384,569	
Less food service expenses	(21,500)			(28,800)	
<b>Total general fund</b>	<u>\$ 254,443</u>			<u>\$ 355,769</u>	



Lincoln Consolidated Schools  
Maintenance Detail  
For the Month of March 31, 2025

Sum of Actual Balance				Month
Account Name	Vendor Name	Description	Reference	March
Land and Building - Bishop	AMAZON CAPITAL SERVICES	Building Supplies - Chairs	EFT	1,068
	SONITROL GREAT LAKES - MICHIGAN	Security Systems Contract	EFT	955
	A.F. SMITH ELECTRIC, INC.	Bishop Electrical Repair	EFT	4,208
	GRAINGER INC, W W	Maintenance Supplies	EFT	78
	SHERWIN WILLIAMS	Boiler Room Paint	EFT	257
<b>Land and Building - Bishop Total</b>				<b>6,566</b>
Land and Building - Brick	AMAZON CAPITAL SERVICES	Building Supplies - Chairs	EFT	1,068
	SONITROL GREAT LAKES - MICHIGAN	Security Systems Contract	EFT	955
	KONE INC	Elevator Maint	EFT	236
	A.F. SMITH ELECTRIC, INC.	Brick Elec Repairs	EFT	3,511
	GRAINGER INC, W W	Maintenance Supplies	EFT	78
	SHERWIN WILLIAMS	Boiler Room Paint	EFT	257
<b>Land and Building - Brick Total</b>				<b>6,105</b>
Land and Building - High School	NUCO2	CO2 Pool	EFT	483
	AMAZON CAPITAL SERVICES	Building Supplies - Chairs	EFT	1,069
	SONITROL GREAT LAKES - MICHIGAN	Security Systems Contract	EFT	955
		Security System LHS	EFT	7,028
		Security System LHS	EFT	54
	KONE INC	Elevator Maint	EFT	229
	A.F. SMITH ELECTRIC, INC.	LHS Electrical Repair	EFT	2,321
	GRAINGER INC, W W	Maintenance Supplies	EFT	78
	JOHNSON CONTROLS FIRE PROTECTION,	Fire Protection	EFT	533
	A & R TOTAL CONSTRUCTION CO., INC.	Recepticals Install Board Room	EFT	750
	SHERWIN WILLIAMS	Boiler Room Paint	EFT	257
	QUALIFIED ABATEMENT SERVICES, INC.	Asbestos Abatement LHS	EFT	1,500
<b>Land and Building - High School Total</b>				<b>15,256</b>
Land and Building - Middle School	AMAZON CAPITAL SERVICES	Building Supplies - Chairs	EFT	1,069
	SONITROL GREAT LAKES - MICHIGAN	Security Systems Contract	EFT	955
		Security System LMS	EFT	280
	GRAINGER INC, W W	Maintenance Supplies	EFT	78
	BENCHMARK MARKETING AND DESIGN LL	LMS Privacy Window Cling	EFT	705
	SHERWIN WILLIAMS	Boiler Room Paint	EFT	257
<b>Land and Building - Middle School Total</b>				<b>3,344</b>
Land and Building - Model	AMAZON CAPITAL SERVICES	Building Supplies - Chairs	EFT	1,069
	SONITROL GREAT LAKES - MICHIGAN	Security Systems Contract	EFT	955
	GRAINGER INC, W W	Maintenance Supplies	EFT	78
	SHERWIN WILLIAMS	Boiler Room Paint	EFT	257
<b>Land and Building - Model Total</b>				<b>2,359</b>
Land and Building - Bessie	SONITROL GREAT LAKES - MICHIGAN	Security Systems Contract	EFT	955
	CINTAS LOCATION #300	Cintas Service	EFT	134
	KONE INC	Elevator Maint	EFT	229
	WASHTENAW GLASS CO	Window Replacement Bessie	EFT	2,395
<b>Land and Building - Bessie Total</b>				<b>3,714</b>



Lincoln Consolidated Schools  
Maintenance Detail  
For the Month of March 31, 2025

Sum of Actual Balance				Month
Account Name	Vendor Name	Description	Reference	March
Enviro-Clean - Bishop	ENVIRO-CLEAN	Monthly Custodial Services	EFT	13,617
<b>Enviro-Clean - Bishop Total</b>				<b>13,617</b>
Land and Building- Transportation	SONITROL GREAT LAKES - MICHIGAN	Security Systems Contract	EFT	955
	CRAWFORD DOOR SALES	Door Repairs	EFT	2,057
<b>Land and Building- Transportation Total</b>				<b>3,012</b>
Land and Building - Childs	AMAZON CAPITAL SERVICES	Building Supplies - Chairs	EFT	1,069
		Shelving/Flag - Childs	EFT	96
	SONITROL GREAT LAKES - MICHIGAN	Security Systems Contract	EFT	955
		Security System Childs	EFT	280
	GRAINGER INC, W W	Maintenance Supplies	EFT	78
	SHERWIN WILLIAMS	Boiler Room Paint	EFT	257
<b>Land and Building - Childs Total</b>				<b>2,735</b>
Enviro-Clean - Childs	ENVIRO-CLEAN	Monthly Custodial Services	EFT	13,617
<b>Enviro-Clean - Childs Total</b>				<b>13,617</b>
Enviro-Clean - District	ENVIRO-CLEAN	Grounds/Special Events	EFT	45,208
<b>Enviro-Clean - District Total</b>				<b>45,208</b>
Enviro-Clean - High School	ENVIRO-CLEAN	Monthly Custodial Services	EFT	45,746
<b>Enviro-Clean - High School Total</b>				<b>45,746</b>
Enviro-Clean - Middle School	ENVIRO-CLEAN	Monthly Custodial Services	EFT	23,275
<b>Enviro-Clean - Middle School Total</b>				<b>23,275</b>
Enviro-Clean - Model	ENVIRO-CLEAN	Monthly Custodial Services	EFT	10,490
<b>Enviro-Clean - Model Total</b>				<b>10,490</b>
Enviro-Clean - Transportation	ENVIRO-CLEAN	Monthly Custodial Services	EFT	545
<b>Enviro-Clean - Transportation Total</b>				<b>545</b>
Enviro-Clean -Brick	ENVIRO-CLEAN	Monthly Custodial Services	EFT	22,605
<b>Enviro-Clean -Brick Total</b>				<b>22,605</b>
Contracted Service - Cintas/Pest Control - Distr	CINTAS LOCATION #300	Cintas Service	EFT	627
<b>Contracted Service - Cintas/Pest Control - District Total</b>				<b>627</b>
Contracted Service - Cintas/Pest Control - Bishop	CINTAS LOCATION #300	Cintas Service	EFT	587
<b>Contracted Service - Cintas/Pest Control - Bishop Total</b>				<b>587</b>
Contracted Service - HVAC - Brick	GUARDIAN PLUMBING & HEATING, INC	HVAC	EFT	2,600
<b>Contracted Service - HVAC - Brick Total</b>				<b>2,600</b>
Contracted Service - Cintas/Pest Control - Brick	CINTAS LOCATION #300	Cintas Service	EFT	400
<b>Contracted Service - Cintas/Pest Control - Brick Total</b>				<b>400</b>
Contracted Service - Cintas/Pest Control - High School	CINTAS LOCATION #300	Cintas Service	EFT	2,719
<b>Contracted Service - Cintas/Pest Control - High School Total</b>				<b>2,719</b>
Maint Spec Proj - High School	A & R TOTAL CONSTRUCTION CO., INC.	Robotics Room Flooring	EFT	19,880
<b>Maint Spec Proj - High School Total</b>				<b>19,880</b>
Contracted Service - Cintas/Pest Control - Middle School	CINTAS LOCATION #300	Cintas Service	EFT	1,101
	INSECTECH INC.	Pest Management	EFT	180
<b>Contracted Service - Cintas/Pest Control - Middle School Total</b>				<b>1,281</b>



Lincoln Consolidated Schools  
Maintenance Detail  
For the Month of March 31, 2025

Sum of Actual Balance				Month
Account Name	Vendor Name	Description	Reference	March
Contracted Service - Cintas/Pest Control - Model	CINTAS LOCATION #300	Cintas Service	EFT	378
<b>Contracted Service - Cintas/Pest Control - Model Total</b>				<b>378</b>
Contracted Service - Cintas/Pest Control - Transportation	CINTAS LOCATION #300	Cintas Service	EFT	308
	INSECTECH INC.	Pest Management	EFT	48
<b>Contracted Service - Cintas/Pest Control - Transportation Total</b>				<b>356</b>
Contracted Service - Cintas/Pest Control - Childs	CINTAS LOCATION #300	Cintas Service	EFT	605
	INSECTECH INC.	Pest Management	EFT	72
<b>Contracted Service - Cintas/Pest Control - Childs Total</b>				<b>677</b>
Contracted Service - HVAC - High School	HURON VALLEY TELECOMMUNICATIONS,	LHS HVAC	Check	2,399
	GUARDIAN PLUMBING & HEATING, INC	HVAC	EFT	7,061
	GEM INC.	HVAC	EFT	7,462
<b>Contracted Service - HVAC - High School Total</b>				<b>16,921</b>
Contracted Service - HVAC - Model	GUARDIAN PLUMBING & HEATING, INC	Model HVAC	EFT	8,394
<b>Contracted Service - HVAC - Model Total</b>				<b>8,394</b>
Contracted Service - HVAC Childs	KOCH & WHITE	HVAC	Check	1,356
<b>Contracted Service - HVAC Childs Total</b>				<b>1,356</b>
<b>Grand Total</b>				<b>274,368</b>



Lincoln Consolidated Schools  
Subbing Costs Budget to Actual  
For the Nine Months Ending March 2025

Building	Account Name	Values		Percent Used
		Sum of Final Budget	Sum of Final	
Admin	Secretary Sub	15,000	13,022	
	Teacher Subs	500	-	
<b>Admin Total</b>		<b>15,500</b>	<b>13,022</b>	<b>84%</b>
Bishop	Para Subs	35,500	21,173	
	Secretary Sub	350	-	
	Teacher Subs	143,600	85,501	
<b>Bishop Total</b>		<b>179,450</b>	<b>106,674</b>	<b>59%</b>
Brick	Para Subs	5,800	3,171	
	Secretary Sub	-	-	
	Teacher Subs	122,250	77,454	
<b>Brick Total</b>		<b>128,050</b>	<b>80,625</b>	<b>63%</b>
Childs	Para Subs	16,950	12,180	
	Secretary Sub	-	-	
	Teacher Subs	91,750	63,761	
<b>Childs Total</b>		<b>108,700</b>	<b>75,941</b>	<b>70%</b>
High School	Para Subs	1,000	-	
	Secretary Sub	15,000	13,699	
	Teacher Subs	190,750	122,547	
<b>High School Total</b>		<b>206,750</b>	<b>136,246</b>	<b>66%</b>
Middle School	Para Subs	20,000	11,023	
	Teacher Subs	105,500	75,447	
<b>Middle School Total</b>		<b>125,500</b>	<b>86,470</b>	<b>69%</b>
Model	Para Subs	15,000	10,282	
	Teacher Subs	60,500	30,768	
<b>Model Total</b>		<b>75,500</b>	<b>41,050</b>	<b>54%</b>
<b>Grand Total</b>		<b>839,450</b>	<b>540,028</b>	<b>64%</b>



Lincoln Consolidated Schools  
Costs for New Curriculum  
For the Nine Months Ending March 2025

Building	Account Name	Values		Percent Used
		Sum of Final Budget	Sum of Final	
Admin	New Curriculum	-	-	
<b>Admin Total</b>		-	-	<b>N/A</b>
Bishop	Textbooks	-	-	
Bishop	New Curriculum	100,000	11,058	
<b>Bishop Total</b>		<b>100,000</b>	<b>11,058</b>	<b>11%</b>
Brick	Textbooks	-	-	
Brick	New Curriculum	100,000	8,669	
<b>Brick Total</b>		<b>100,000</b>	<b>8,669</b>	<b>9%</b>
Childs	Textbooks	-	-	
Childs	New Curriculum	200,000	17,808	
<b>Childs Total</b>		<b>200,000</b>	<b>17,808</b>	<b>9%</b>
High School	New Curriculum	200,000	81,965	
<b>High School Total</b>		<b>200,000</b>	<b>81,965</b>	<b>41%</b>
Middle School	New Curriculum	200,000	9,381	
<b>Middle School Total</b>		<b>200,000</b>	<b>9,381</b>	<b>5%</b>
<b>Grand Total</b>		<b>800,000</b>	<b>128,881</b>	<b>16%</b>



Lincoln Consolidated Schools  
Supplies by Building  
For the Nine Months Ending March 2025

Building	Account Name	Values		Percent Used
		Sum of Final Budget	Sum of Final	
Admin	Office Supplies	10,500	9,805	
	Sp Ed Tchng Supplies	-	-	
	Teaching/Testing Supplies and Materials	99,814	95,835	①
<b>Admin Total</b>		<b>110,314</b>	<b>105,640</b>	<b>96%</b>
Bishop	Office Supplies	3,000	690	
	Sp Ed Tchng Supplies	-	-	
	Teaching/Testing Supplies and Materials	195,340	156,727	②
<b>Bishop Total</b>		<b>198,340</b>	<b>157,417</b>	<b>79%</b>
Brick	Office Supplies	1,500	-	
	Sp Ed Tchng Supplies	500	-	
	Teaching/Testing Supplies and Materials	198,203	146,819	②
<b>Brick Total</b>		<b>200,203</b>	<b>146,819</b>	<b>73%</b>
Childs	Office Supplies	2,000	981	
	Sp Ed Tchng Supplies	-	-	
	Teaching/Testing Supplies and Materials	204,039	101,538	②
<b>Childs Total</b>		<b>206,039</b>	<b>102,519</b>	<b>50%</b>
High School	Office Supplies	2,500	3,005	
	Sp Ed Tchng Supplies	-	-	
	Teaching/Testing Supplies and Materials	138,649	83,877	
<b>High School Total</b>		<b>141,149</b>	<b>86,882</b>	<b>62%</b>
Middle School	Office Supplies	5,500	6,023	
	Sp Ed Tchng Supplies	-	-	
	Teaching/Testing Supplies and Materials	67,353	57,380	
<b>Middle School Total</b>		<b>72,853</b>	<b>63,403</b>	<b>87%</b>
Model	Office Supplies	500	268	
	Sp Ed Tchng Supplies	-	-	
	Teaching/Testing Supplies and Materials	19,000	12,116	
<b>Model Total</b>		<b>19,500</b>	<b>12,384</b>	<b>64%</b>
Transportation	Office Supplies	5,000	1,724	
	Teaching/Testing Supplies and Materials	-	-	
<b>Transportation Total</b>		<b>5,000</b>	<b>1,724</b>	<b>34%</b>
VLA	Teaching/Testing Supplies and Materials	1,750	628	
<b>VLA Total</b>		<b>1,750</b>	<b>628</b>	<b>36%</b>
Lincoln Athletic Bldg	Teaching/Testing Supplies and Materials	-	-	
<b>Lincoln Athletic Building Total</b>		<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Grand Total</b>		<b>955,148</b>	<b>677,416</b>	<b>71%</b>

① New curriculum costs. Amendment to move budget in process.



Lincoln Consolidated Schools  
Utilities by Location  
For the Nine Months Ending March 2025

Building	Account Name	Values		Percent Used
		Sum of Final Budget	Sum of Final	
Admin	Electricity	84,500	63,146	
	Natural Gas	10,000	3,394	
	Waste and Trash Disposal	3,500	4,078	
	Water Sewage	9,500	4,585	
<b>Admin Total</b>		<b>107,500</b>	<b>75,203</b>	<b>70%</b>
Bessie	Electricity	13,000	8,775	
	Natural Gas	10,000	7,728	
	Waste and Trash Disposal	750	258	
	Water Sewage	4,000	1,588	
<b>Bessie Total</b>		<b>27,750</b>	<b>18,349</b>	<b>66%</b>
Bishop	Electricity	60,000	47,176	
	Natural Gas	30,000	12,256	
	Waste and Trash Disposal	8,500	5,808	
	Water Sewage	30,000	17,028	
<b>Bishop Total</b>		<b>128,500</b>	<b>82,268</b>	<b>64%</b>
Brick	Electricity	100,000	81,904	
	Natural Gas	35,000	20,692	
	Waste and Trash Disposal	15,000	6,216	
	Water Sewage	32,500	18,093	
<b>Brick Total</b>		<b>182,500</b>	<b>126,905</b>	<b>70%</b>
Childs	Electricity	120,000	104,193	
	Natural Gas	25,000	11,607	
	Waste and Trash Disposal	8,000	6,548	
	Water Sewage	20,000	11,548	
<b>Childs Total</b>		<b>173,000</b>	<b>133,896</b>	<b>77%</b>
High School	Electricity	315,000	288,521	
	Natural Gas	100,000	74,762	
	Waste and Trash Disposal	21,000	11,939	
	Water Sewage	110,000	55,015	
<b>High School Total</b>		<b>546,000</b>	<b>430,237</b>	<b>79%</b>
Middle School	Electricity	150,000	129,976	
	Natural Gas	40,000	25,556	
	Waste and Trash Disposal	11,500	5,991	
	Water Sewage	35,000	21,154	
<b>Middle School Total</b>		<b>236,500</b>	<b>182,677</b>	<b>77%</b>
Model	Electricity	40,000	32,982	
	Natural Gas	15,000	7,305	
	Waste and Trash Disposal	5,000	2,702	
	Water Sewage	14,000	7,191	
<b>Model Total</b>		<b>74,000</b>	<b>50,180</b>	<b>68%</b>
Transportation	Electricity	30,000	22,150	
	Natural Gas	15,000	6,656	
	Waste and Trash Disposal	2,500	1,001	
	Water Sewage	16,000	8,819	
<b>Transportation Total</b>		<b>63,500</b>	<b>38,626</b>	<b>61%</b>
<b>Grand Total</b>		<b>1,539,250</b>	<b>1,138,341</b>	<b>74%</b>



## Lincoln Consolidated Schools

### Lincoln Athletic Building

#### March Finance Report

For the Nine Months Ending March 31, 2025

	Actual as of March 31, 2024	Final June 30, 2024	2024-25 Budget	Actual as of March 31, 2025
<b>Revenue</b>				
Fitness memberships	\$ 65,481	\$ 82,974	\$ 85,000	\$ 80,170
Indoor turf revenue	207,620	217,800	206,000	270,570
Indoor track rental	30,860	59,105	63,000	61,440
Batting cages	-	-	-	2,660
Gym rentals	24,005	47,490	40,000	31,523
Baseball/softball revenue	5,994	10,344	15,000	7,045
Track meet revenue	165,119	232,332	165,000	162,464
Concessions	3,071	4,181	20,000	13,260
Stadium rental	900	1,695	1,500	-
LAB	2,205	2,205	1,500	2,655
Outdoor field rental	200	995	200	-
Miscellaneous revenue	405	8,832	9,500	320
<b>Total revenues</b>	<b>505,859</b>	<b>667,953</b>	<b>606,700</b>	<b>632,107</b>
<b>Expenditures</b>				
Salaries	74,519	104,257	109,500	52,129
Benefits	16,484	33,329	39,750	13,364
Contracted service	140,297	159,226	167,500	98,050
<b>Operations:</b>				
Utilities	31,940	31,266	47,000	27,498
Maintenance	73,246	75,426	50,000	10,189
Athletic officials	79,132	79,133	85,000	49,556
Software	2,097	2,220	5,000	3,048
Office supplies	414	414	1,100	-
Dues and fees	12,639	18,324	12,000	10,022
Concession expense	3,139	3,139	9,500	9,974
Purchased services	2,069	2,069	2,000	1,920
Miscellaneous expense	1,252	3,181	1,150	8,614
Equipment	7,802	22,385	17,750	15,781
<b>Total expenditures</b>	<b>445,032</b>	<b>534,369</b>	<b>547,250</b>	<b>300,144</b>
<b>Revenues over expenditures</b>	<b>60,827</b>	<b>133,584</b>	<b>59,450</b>	<b>331,962</b>
<b>Estimated beginning fund balance</b>	<b>399,222</b>	<b>399,222</b>	<b>532,806</b>	<b>532,806</b>
<b>Estimated ending restricted fund balance</b>		<b>\$ 532,806</b>	<b>\$ 592,256</b>	<b>\$ 864,768</b>

For internal use only. These financial statements have not been audited, and no assurance is provided.



# Payment Register

From Payment Date: 3/1/2025 - To Payment Date: 3/31/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163944775 - A/P Checking									
<u>Check</u>									
122859	03/07/2025	Open			Accounts Payable	KENNETH I KOHN	\$100.00		
122860	03/07/2025	Open			Accounts Payable	MiSDU	\$2,137.29		
122861	03/07/2025	Open			Accounts Payable	SHERMETA, ADAMS, & VON ALLMEN, P.C.	\$166.90		
122862	03/07/2025	Open			Accounts Payable	TAMMY J. TERRY	\$100.00		
122863	03/13/2025	Open			Accounts Payable	MIDWEST TRANSIT EQUIP OF MICH	\$156,076.00		
122864	03/13/2025	Open			Accounts Payable	MIDWEST TRANSIT EQUIP OF MICH	\$173,832.00		
122865	03/13/2025	Open			Accounts Payable	MIDWEST TRANSIT EQUIP OF MICH	\$156,076.00		
122866	03/14/2025	Open			Accounts Payable	ALBOUM TRANSLATION SERVICES	\$3,596.20		
122867	03/14/2025	Open			Accounts Payable	BROMBERG & ASSOCIATES LLC	\$3,430.08		
122868	03/14/2025	Open			Accounts Payable	BURCH, JILL, ELIZABETH	\$2,413.29		
122869	03/14/2025	Open			Accounts Payable	CARE TRANSPORT	\$2,560.00		
122870	03/14/2025	Open			Accounts Payable	FP MAILING SOLUTIONS	\$216.00		
122871	03/14/2025	Open			Accounts Payable	HURON VALLEY TELECOMMUNICATIONS, INC.	\$2,398.50		
122872	03/14/2025	Open			Accounts Payable	IGNITE NATION	\$16,500.00		
122873	03/14/2025	Open			Accounts Payable	INSIGHT INSTITUTE OF NEUROSURGERY AND NEUROSICNE	\$131.64		
122874	03/14/2025	Open			Accounts Payable	KOCH & WHITE	\$2,303.17		
122875	03/14/2025	Open			Accounts Payable	MOYER, CRISTAL	\$32.70		
122876	03/14/2025	Open			Accounts Payable	MULLINS AUTO SUPPLY	\$599.96		
122877	03/14/2025	Open			Accounts Payable	MUSIC THEATRE INTERNATIONAL	\$1,180.00		
122878	03/14/2025	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF MI, P.C.	\$730.27		
122879	03/14/2025	Open			Accounts Payable	RAYMAR INC.	\$4,254.00		
122880	03/14/2025	Open			Accounts Payable	SOUTHGATE COMMUNITY SCHOOLS	\$125.00		
122881	03/14/2025	Open			Accounts Payable	ST JOSEPH MERCY HOSPITAL	\$67.78		
122882	03/14/2025	Open			Accounts Payable	SUMPTER TOWNSHIP WATER	\$370.92		
122883	03/14/2025	Open			Accounts Payable	TRINITY HEALTH LIVONIA HOSPITAL	\$1,113.00		
122884	03/14/2025	Open			Accounts Payable	VERIZON WIRELESS	\$1,149.02		
122885	03/14/2025	Open			Accounts Payable	WASTE MANAGEMENT	\$6,091.13		
122886	03/14/2025	Open			Accounts Payable	WEST BRANCH-ROSE CITY AREA SCHOOLS	\$500.00		
122887	03/20/2025	Open			Accounts Payable	GOLDEN CORRAL	\$392.45		
122888	03/24/2025	Open			Accounts Payable	KENNETH I KOHN	\$100.00		
122889	03/24/2025	Open			Accounts Payable	SHERMETA, ADAMS, & VON ALLMEN, P.C.	\$19.53		
122890	03/24/2025	Open			Accounts Payable	TAMMY J. TERRY	\$100.00		
122891	03/28/2025	Open			Accounts Payable	ALBOUM TRANSLATION SERVICES	\$648.32		
122892	03/28/2025	Open			Accounts Payable	AUGUSTA TOWNSHIP-UTILITY	\$34,416.92		
122893	03/28/2025	Open			Accounts Payable	CENGAGE LEARNING	\$231.00		
122894	03/28/2025	Open			Accounts Payable	CHELSEA SCHOOL DISTRICT	\$100.00		
122895	03/28/2025	Open			Accounts Payable	DAMAND PROMOTIONS	\$543.91		



# Payment Register

From Payment Date: 3/1/2025 - To Payment Date: 3/31/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
122896	03/28/2025	Open			Accounts Payable	DEXTER COMMUNITY SCHOOLS	\$200.00		
122897	03/28/2025	Open			Accounts Payable	ELEVATE K12	\$17,600.00		
122898	03/28/2025	Open			Accounts Payable	HURON SCHOOL DISTRICT	\$250.00		
122899	03/28/2025	Open			Accounts Payable	IMPRESSION 5 SCIENCE CENTER	\$988.00		
122900	03/28/2025	Voided/Reissued	Incorrect Vendor	03/28/2025	Accounts Payable	MICHIGAN DEPARTMENT OF NATURAL RESOURCES	\$304.00		
122901	03/28/2025	Open			Accounts Payable	STATE OF MICHIGAN	\$450.00		
122902	03/28/2025	Open			Accounts Payable	STATE OF MICHIGAN	\$1,050.00		
122903	03/28/2025	Open			Accounts Payable	SUMPTER TOWNSHIP WATER	\$187.15		
122904	03/28/2025	Open			Accounts Payable	SUNBELT STAFFING, LLC	\$4,817.60		
122905	03/28/2025	Open			Accounts Payable	WESTCOM WIRELESS INC	\$613.00		
122906	03/27/2025	Open			Accounts Payable	STATE OF MICHIGAN	\$304.00		
122907	03/31/2025	Open			Accounts Payable	MICHIGAN MOTORCOACH LLC	\$3,266.00		
Type Check Totals:					49 Transactions		\$604,832.73		
<u>EFT</u>									
15213	03/07/2025	Open			Accounts Payable	HEALTH EQUITY, INC	\$11,571.48		
15214	03/04/2025	Open			Accounts Payable	OFFICE OF RETIREMENT SERVICES (ORS)	\$431,221.95		
15216	03/07/2025	Open			Accounts Payable	ASPIRE FINANCIAL SERVICES LLC	\$43,741.73		
15217	03/12/2025	Open			Accounts Payable	DTE ENERGY	\$65.12		
15218	03/12/2025	Open			Accounts Payable	DTE ENERGY	\$706.82		
15219	03/12/2025	Open			Accounts Payable	DTE ENERGY	\$6,251.81		
15220	03/12/2025	Open			Accounts Payable	DTE ENERGY	\$8,423.20		
15232	03/14/2025	Open			Accounts Payable	A & R TOTAL CONSTRUCTION CO., INC.	\$20,630.11		
15233	03/14/2025	Open			Accounts Payable	A.F. SMITH ELECTRIC, INC.	\$10,040.33		
15234	03/14/2025	Open			Accounts Payable	ALTERNATIVE SAFETY & TESTING SOLUTIONS	\$610.00		
15235	03/14/2025	Open			Accounts Payable	AMERICAN ARBITRATION ASSOC.	\$375.00		
15236	03/14/2025	Open			Accounts Payable	AMERICAN READING COMPANY INC	\$48,350.00		
15237	03/14/2025	Open			Accounts Payable	ATLANTIC WELDING SUPPLY	\$29.50		
15238	03/14/2025	Open			Accounts Payable	BAKER, EMMY	\$487.31		
15239	03/14/2025	Open			Accounts Payable	BEAVER RESEARCH COMPANY	\$364.56		
15240	03/14/2025	Open			Accounts Payable	BELLORE, SUZANNE	\$5,000.00		
15241	03/14/2025	Open			Accounts Payable	BENCHMARK MARKETING AND DESIGN LLC	\$705.00		
15242	03/14/2025	Open			Accounts Payable	BROADSPIRE SERVICES INC	\$575.11		
15243	03/14/2025	Open			Accounts Payable	BTL LLC	\$1,000.00		
15244	03/14/2025	Open			Accounts Payable	BUSH, GEOFFRY, L.	\$351.00		
15245	03/14/2025	Open			Accounts Payable	CHARTWELLS DINING	\$140,604.58		
15246	03/14/2025	Open			Accounts Payable	CI SOLUTIONS	\$285.00		
15247	03/14/2025	Open			Accounts Payable	CINTAS LOCATION #300	\$9,189.97		
15248	03/14/2025	Voided	Direct Deposit rejected	03/26/2025	Accounts Payable	CLARK-DENSON, JENNIFER	\$75.00		
15249	03/14/2025	Open			Accounts Payable	COMCAST CABLE COMMUNICATIONS INC	\$258.85		
15250	03/14/2025	Open			Accounts Payable	COMPASS MINERALS AMERICA INC	\$5,511.27		
15251	03/14/2025	Open			Accounts Payable	CRAWFORD DOOR SALES	\$2,057.00		
15252	03/14/2025	Open			Accounts Payable	CRISIS PREVENTION INSTITUTE	\$200.00		



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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
15253	03/14/2025	Open			Accounts Payable	CUSTOMINK, LLC	\$1,873.20		
15254	03/14/2025	Open			Accounts Payable	DAY, LORAIN, E	\$351.00		
15255	03/14/2025	Open			Accounts Payable	DUNRITE RENTALS LLC	\$2,475.00		
15256	03/14/2025	Open			Accounts Payable	ECE SUBHUB	\$1,929.53		
15257	03/14/2025	Open			Accounts Payable	ELECTROCOMM	\$1,017.50		
15258	03/14/2025	Open			Accounts Payable	ELITE TRAUMA CLEAN-UP INC	\$310.00		
15259	03/14/2025	Open			Accounts Payable	ENVIRO-CLEAN	\$197,506.23		
15260	03/14/2025	Open			Accounts Payable	ESPINOZA, BARBARA	\$42.28		
15261	03/14/2025	Open			Accounts Payable	ESS MIDWEST INC	\$26,008.93		
15262	03/14/2025	Open			Accounts Payable	FLINN SCIENTIFIC	\$247.67		
15263	03/14/2025	Open			Accounts Payable	FLOR-DRI SUPPLY COMPANY, INC.	\$5,833.38		
15264	03/14/2025	Open			Accounts Payable	GEM INC.	\$7,461.52		
15265	03/14/2025	Open			Accounts Payable	GPS Educational Services	\$15,491.65		
15266	03/14/2025	Open			Accounts Payable	GRAINGER INC, W W	\$644.47		
15267	03/14/2025	Open			Accounts Payable	GUARDIAN PLUMBING & HEATING, INC	\$18,055.64		
15268	03/14/2025	Open			Accounts Payable	HOBART SERVICE	\$635.50		
15269	03/14/2025	Open			Accounts Payable	IMAGINE LEARNING LLC	\$4,250.00		
15270	03/14/2025	Open			Accounts Payable	IMPERIAL SUPPLIES LLC	\$364.62		
15271	03/14/2025	Open			Accounts Payable	INSECTECH INC.	\$602.00		
15272	03/14/2025	Open			Accounts Payable	J W PEPPER	\$578.38		
15273	03/14/2025	Open			Accounts Payable	JACKSON TRUCK SERVICE, INC.	\$1,458.30		
15274	03/14/2025	Open			Accounts Payable	JOHNSON CONTROLS FIRE PROTECTION, LP.	\$533.26		
15275	03/14/2025	Open			Accounts Payable	KONE INC	\$692.88		
15276	03/14/2025	Open			Accounts Payable	LENAWEE FUELS, INC.	\$27,645.84		
15277	03/14/2025	Open			Accounts Payable	LINDE GAS & EQUIPMENT INC.	\$4,515.00		
15278	03/14/2025	Open			Accounts Payable	LIVINGROOTS DESIGN LLC	\$140.00		
15279	03/14/2025	Open			Accounts Payable	MAURER, LAURA	\$35.88		
15280	03/14/2025	Open			Accounts Payable	MAYAKA, MANASSE	\$200.00		
15281	03/14/2025	Open			Accounts Payable	MIDWEST TRANSIT EQUIP OF MICH	\$5,268.21		
15282	03/14/2025	Open			Accounts Payable	MILLER JOHNSON	\$1,220.00		
15283	03/14/2025	Open			Accounts Payable	MOFFETT, KAITLIN	\$99.90		
15284	03/14/2025	Open			Accounts Payable	NUCO2	\$482.63		
15285	03/14/2025	Open			Accounts Payable	OCCMED CONNECT LLC	\$415.00		
15286	03/14/2025	Open			Accounts Payable	OPTIMISTIC PSYCHOLOGY LLC	\$4,590.00		
15287	03/14/2025	Open			Accounts Payable	PEDIATRIC THERAPY ASSOCIATES	\$66,000.00		
15288	03/14/2025	Open			Accounts Payable	PFM FINANCIAL ADVISORS LLC	\$1,000.00		
15289	03/14/2025	Open			Accounts Payable	PROPIO LS, LLC	\$20.06		
15290	03/14/2025	Open			Accounts Payable	PUBLIC PROGRESS LLC	\$16,330.14		
15291	03/14/2025	Open			Accounts Payable	QUALIFIED ABATEMENT SERVICES, INC.	\$1,500.00		
15292	03/14/2025	Open			Accounts Payable	REHMANN	\$53,583.33		
15293	03/14/2025	Open			Accounts Payable	ROBINETTE, PAULA, M.	\$121.24		
15294	03/14/2025	Open			Accounts Payable	SCHOOL SPECIALTY LLC	\$113.42		
15295	03/14/2025	Open			Accounts Payable	SELKING INTERNATIONAL & IDEALEASE	\$4,431.32		
15296	03/14/2025	Open			Accounts Payable	SHERWIN WILLIAMS	\$3,841.65		
15297	03/14/2025	Open			Accounts Payable	SHRADER TIRE & OIL	\$6,037.30		



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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
15298	03/14/2025	Open			Accounts Payable	SMITH, ABIGAIL, L	\$35.64		
15299	03/14/2025	Open			Accounts Payable	SMITH, KARENSA, CORLEE	\$220.62		
15300	03/14/2025	Open			Accounts Payable	SOLANT HEALTH	\$4,860.00		
15301	03/14/2025	Open			Accounts Payable	SONITROL GREAT LAKES - MICHIGAN	\$15,284.39		
15302	03/14/2025	Open			Accounts Payable	SOUTHPAW ENTERPRISES INC.	\$495.75		
15303	03/14/2025	Open			Accounts Payable	SPIVEY, JEANETTE	\$15.93		
15304	03/14/2025	Open			Accounts Payable	STRATEGIC INTERVENTION SOLUTIONS LLC	\$101,608.00		
15305	03/14/2025	Open			Accounts Payable	SUMPTER ACE HARDWARE	\$313.32		
15306	03/14/2025	Voided	Direct Deposit rejected	03/26/2025	Accounts Payable	SUNBELT STAFFING, LLC	\$2,384.00		
15307	03/14/2025	Open			Accounts Payable	SYNOVIA SOLUTIONS, LLC	\$11,825.00		
15308	03/14/2025	Open			Accounts Payable	TAYLOR, TANYA	\$96.00		
15309	03/14/2025	Open			Accounts Payable	THE PARTY RENTAL GUYS LLC	\$8,454.00		
15310	03/14/2025	Open			Accounts Payable	THE POND GUY INC	\$3,186.00		
15311	03/14/2025	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$847.25		
15312	03/14/2025	Open			Accounts Payable	THOMPSON, SUZANNE, MARIE	\$204.00		
15313	03/14/2025	Open			Accounts Payable	TRANSFINDER CORPORATION	\$7,980.00		
15314	03/14/2025	Open			Accounts Payable	TRANSPORTATION ACCESSORIES CO	\$341.67		
15315	03/14/2025	Open			Accounts Payable	UNITY SCHOOL BUS PARTS	\$3,093.01		
15316	03/14/2025	Open			Accounts Payable	VESCO OIL CORPORATION	\$132.25		
15317	03/14/2025	Open			Accounts Payable	WALL STREET TOWING	\$4,960.00		
15318	03/14/2025	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$15,402.08		
15319	03/14/2025	Open			Accounts Payable	WASHTENAW GLASS CO	\$2,395.30		
15320	03/14/2025	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$24,421.02		
15321	03/14/2025	Open			Accounts Payable	WEINGARTZ	\$564.35		
15322	03/14/2025	Open			Accounts Payable	WINDSTREAM	\$1,208.03		
15323	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$1,519.81		
15324	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$131.80		
15325	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$59.13		
15326	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$20.44		
15327	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$14.48		
15328	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$39.01		
15329	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$13.99		
15330	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$21.84		
15331	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$659.00		
15332	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$399.00		
15333	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$3,205.43		
15334	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$328.67		
15335	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$655.97		
15336	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$2,670.84		
15337	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$534.59		
15338	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$21.99		
15339	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$79.44		
15340	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$111.96		
15341	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$95.92		



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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
15342	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$339.72		
15343	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$1,157.00		
15344	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$379.80		
15345	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$79.99		
15346	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$799.90		
15347	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$884.51		
15348	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$319.47		
15349	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$65.98		
15350	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$185.14		
15351	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$65.78		
15352	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$322.35		
15353	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$33.66		
15354	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$2,868.57		
15355	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$21.99		
15356	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$37.76		
15357	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$641.44		
15358	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$33.99		
15359	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$1,755.37		
15360	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$18.09		
15361	03/13/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$206.55		
15362	03/24/2025	Open			Accounts Payable	ASPIRE FINANCIAL SERVICES LLC	\$44,501.31		
15363	03/26/2025	Open			Accounts Payable	DTE ENERGY	\$141.79		
15364	03/26/2025	Open			Accounts Payable	DTE ENERGY	\$37.51		
15365	03/26/2025	Open			Accounts Payable	DTE ENERGY	\$8,562.87		
15366	03/26/2025	Open			Accounts Payable	DTE ENERGY	\$9,584.48		
15367	03/26/2025	Open			Accounts Payable	DTE ENERGY	\$4,433.70		
15368	03/26/2025	Open			Accounts Payable	DTE ENERGY	\$569.86		
15369	03/26/2025	Open			Accounts Payable	DTE ENERGY	\$454.61		
15370	03/26/2025	Open			Accounts Payable	DTE ENERGY	\$1,583.53		
15371	03/26/2025	Open			Accounts Payable	DTE ENERGY	\$47,065.83		
15372	03/28/2025	Open			Accounts Payable	4 Imprint, Inc.	\$2,013.86		
15373	03/28/2025	Open			Accounts Payable	ALJAMMALI, LARA	\$151.20		
15374	03/28/2025	Open			Accounts Payable	APPLE, INC.	\$17.50		
15375	03/28/2025	Open			Accounts Payable	ASPIRE FINANCIAL SERVICES LLC	\$3,850.53		
15376	03/28/2025	Open			Accounts Payable	BAXTER, AMY	\$40.50		
15377	03/28/2025	Open			Accounts Payable	BOTERENBROOD, JANE	\$107.80		
15378	03/28/2025	Open			Accounts Payable	CINTAS LOCATION #300	\$140.00		
15379	03/28/2025	Open			Accounts Payable	CLARK-DENSON, JENNIFER	\$150.00		
15380	03/28/2025	Open			Accounts Payable	CONSTELLATION NEWENERGY- GAS DIVISION, LLC	\$58,698.17		
15381	03/28/2025	Open			Accounts Payable	CRAFT, HAILEY	\$155.50		
15382	03/28/2025	Open			Accounts Payable	DAIGNEAU, JENNIFER	\$99.66		
15383	03/28/2025	Open			Accounts Payable	DESJARDIN, JULIE	\$63.14		
15384	03/28/2025	Open			Accounts Payable	ECE SUBHUB	\$1,936.83		
15385	03/28/2025	Open			Accounts Payable	ESS MIDWEST INC	\$25,273.40		
15386	03/28/2025	Open			Accounts Payable	FIBER LINK, INC.	\$8,778.63		
15387	03/28/2025	Open			Accounts Payable	GRIFFITHS, STACEY	\$99.46		
15388	03/28/2025	Open			Accounts Payable	GRISSOM, JAMES	\$94.80		
15389	03/28/2025	Open			Accounts Payable	GURGANUS, KYLA	\$35.70		
15390	03/28/2025	Open			Accounts Payable	HAMEL, ALEXIS	\$71.40		



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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
15391	03/28/2025	Open			Accounts Payable	HAMMONDS, MICHELLE	\$115.98		
15392	03/28/2025	Open			Accounts Payable	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.	\$1,124.41		
15393	03/28/2025	Open			Accounts Payable	LAKESHORE LEARNING MATERIALS	\$171.92		
15394	03/28/2025	Open			Accounts Payable	MOFFETT, KAITLIN	\$347.20		
15395	03/28/2025	Open			Accounts Payable	MOORE, KATLIN	\$95.87		
15396	03/28/2025	Open			Accounts Payable	OPTIMISTIC PSYCHOLOGY LLC	\$6,332.50		
15397	03/28/2025	Open			Accounts Payable	POCOCK, JENNIFER	\$435.60		
15398	03/28/2025	Open			Accounts Payable	ROE, RICHARD	\$101.92		
15399	03/28/2025	Open			Accounts Payable	ROEDER, LUWONA	\$70.24		
15400	03/28/2025	Open			Accounts Payable	RUPER, CHRISTI	\$95.35		
15401	03/28/2025	Open			Accounts Payable	SANCHO, ROCHELLE, W	\$100.00		
15402	03/28/2025	Open			Accounts Payable	SCHNAKENBERG, REBECCA	\$136.90		
15403	03/28/2025	Open			Accounts Payable	SCHOOL SPECIALTY LLC	\$83.15		
15404	03/28/2025	Open			Accounts Payable	SOLIANT HEALTH	\$5,400.00		
15405	03/28/2025	Open			Accounts Payable	STADIUM TROPHY, INC.	\$7,351.99		
15406	03/28/2025	Open			Accounts Payable	SZUBIELAK, TAMMY	\$54.60		
15407	03/28/2025	Open			Accounts Payable	TAYLOR, TANYA	\$35.25		
15408	03/28/2025	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$329.90		
15409	03/28/2025	Open			Accounts Payable	THRUN LAW FIRM, P.C.	\$11,915.70		
15410	03/28/2025	Open			Accounts Payable	TRAFERA, LLC	\$480.00		
15411	03/28/2025	Open			Accounts Payable	VARNEY, MELISSA	\$52.43		
15412	03/28/2025	Open			Accounts Payable	VITAL RECORDS CONTROL	\$472.53		
15413	03/28/2025	Open			Accounts Payable	WAGEWORKS INC	\$100.00		
15414	03/28/2025	Open			Accounts Payable	WASHTENAW COUNTY CONSORTIUM	\$521,832.86		
15415	03/28/2025	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$15,460.00		
15416	03/28/2025	Open			Accounts Payable	WINDSTREAM	\$2,691.39		
15417	03/31/2025	Open			Accounts Payable	THOMPSON, SUZANNE, MARIE	\$87.50		



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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
Type EFT Totals:					193 Transactions		\$2,259,952.30		
7163944775 - A/P Checking Totals									
				Checks	Status	Count	Transaction Amount	Reconciled Amount	
					Open	48	\$604,528.73	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	1	\$304.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	49	\$604,832.73	\$0.00	
				EFTs	Status	Count	Transaction Amount	Reconciled Amount	
					Open	191	\$2,257,493.30	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	2	\$2,459.00	\$0.00	
					Total	193	\$2,259,952.30	\$0.00	
				All	Status	Count	Transaction Amount	Reconciled Amount	
					Open	239	\$2,862,022.03	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	3	\$2,763.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	242	\$2,864,785.03	\$0.00	
Grand Totals:									
				Checks	Status	Count	Transaction Amount	Reconciled Amount	
					Open	48	\$604,528.73	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	1	\$304.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	49	\$604,832.73	\$0.00	
				EFTs	Status	Count	Transaction Amount	Reconciled Amount	
					Open	191	\$2,257,493.30	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	2	\$2,459.00	\$0.00	
					Total	193	\$2,259,952.30	\$0.00	
				All	Status	Count	Transaction Amount	Reconciled Amount	
					Open	239	\$2,862,022.03	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	3	\$2,763.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	242	\$2,864,785.03	\$0.00	



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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163945137 - Trust & Agency Checking									
<u>Check</u>									
22582	03/07/2025	Open			Accounts Payable	GREAT LAKES COCA-COLA DISTRIBUTION	\$331.40		
22583	03/07/2025	Open			Accounts Payable	SUN & SNOW SPORTS INC.	\$362.50		
22584	03/14/2025	Open			Accounts Payable	KREATIVE SQUAD LLC	\$495.00		
22585	03/14/2025	Open			Accounts Payable	SUNBELT RENTALS	\$741.22		
22586	03/14/2025	Open			Accounts Payable	WORLD'S FINEST CHOCOLATE, INC.	\$4,116.00		
22587	03/21/2025	Open			Accounts Payable	FLUCKS, PAM	\$82.41		
22588	03/28/2025	Open			Accounts Payable	ALL DAY VINYL LLC	\$336.00		
22589	03/28/2025	Open			Accounts Payable	AUBREES'S PIZZERIA & GRILL	\$980.90		
22590	03/28/2025	Open			Accounts Payable	MICHIGAN MOTORCOACH LLC	\$318.00		
22591	03/28/2025	Open			Accounts Payable	SALES, SARAH	\$1,500.00		
22592	03/28/2025	Open			Accounts Payable	TAG-UP	\$74.58		
22593	03/28/2025	Open			Accounts Payable	VIRGIL MINGAS	\$400.00		
Type Check Totals:							\$9,738.01		
<u>EFT</u>									
2323	03/07/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$104.93		
2324	03/07/2025	Open			Accounts Payable	MILLER, DANEYA	\$1,008.00		
2325	03/07/2025	Open			Accounts Payable	NATIONAL TRAILS LLC	\$2,706.00		
2326	03/07/2025	Open			Accounts Payable	PRINT GIANTS	\$1,932.94		
2327	03/07/2025	Open			Accounts Payable	RIDDELL / ALL AMERICAN SPORTS CORP.	\$40.00		
2328	03/07/2025	Open			Accounts Payable	STADIUM TROPHY, INC.	\$122.49		
2329	03/07/2025	Open			Accounts Payable	WESTFALL, CHRISTOPHER	\$309.16		
2330	03/14/2025	Open			Accounts Payable	BARRETT, SCOTT	\$132.40		
2331	03/14/2025	Open			Accounts Payable	MILAN EMBROIDERY LLC	\$1,113.25		
2332	03/14/2025	Open			Accounts Payable	PRINT GIANTS	\$224.50		
2333	03/14/2025	Open			Accounts Payable	RIDDELL / ALL AMERICAN SPORTS CORP.	\$20.00		
2334	03/14/2025	Open			Accounts Payable	STADIUM TROPHY, INC.	\$79.96		
2335	03/14/2025	Open			Accounts Payable	WILLIAMS , SONJA	\$108.52		
2346	03/21/2025	Open			Accounts Payable	TUCKER, SETH	\$42.36		
2347	03/21/2025	Open			Accounts Payable	VARGO, DIANE	\$118.72		
2348	03/21/2025	Open			Accounts Payable	WILLIAMS , SONJA	\$435.30		
2349	03/28/2025	Open			Accounts Payable	DO APPAREL	\$585.00		
2350	03/28/2025	Open			Accounts Payable	JONES SCHOOL SUPPLY CO.	\$292.64		
2351	03/28/2025	Open			Accounts Payable	MELCHER, CARRIE	\$647.37		
2352	03/28/2025	Open			Accounts Payable	PATHAK, VINTI	\$230.21		
2353	03/28/2025	Open			Accounts Payable	PRINT GIANTS	\$3,462.79		
2354	03/28/2025	Open			Accounts Payable	ROE, RICHARD	\$2,537.11		
2355	03/28/2025	Open			Accounts Payable	SCHOLASTIC BOOK FAIRS	\$3,548.73		



# Payment Register

From Payment Date: 3/1/2025 - To Payment Date: 3/31/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
2356	03/28/2025	Open			Accounts Payable	TUCKER, SETH	\$381.66		
Type EFT Totals:					24 Transactions		\$20,184.04		
7163945137 - Trust & Agency Checking Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	12	\$9,738.01	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	12	\$9,738.01	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	24	\$20,184.04	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	24	\$20,184.04	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	36	\$29,922.05	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	36	\$29,922.05	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	12	\$9,738.01	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	12	\$9,738.01	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	24	\$20,184.04	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	24	\$20,184.04	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	36	\$29,922.05	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	36	\$29,922.05	\$0.00



Name	Position/Building	Date of Hire	Effective Date	Status	Major/Step
Dominique Hernandez	Teacher/Bishop Elementary	3/12/2025		New Hire	BA Step 3
Tyrone Coleman	Counselor/Virtual Academy	7/10/2023	3/31/2025	Resignation	
Shannon Brown	Bus Driver/Transportation	11/24/2024	4/3/2025	Termination	
Jordan Westfall	Receptionist/LAB	04/04/2025		New Hire	
William Kit Moran	Principal - Retiree/Lincoln High S	8/19/2024	4/1/2025	Temporary Assignment Ended	
Amber Abner	Bus Driver/Transportation	4/14/2025		New Hire	





**To:** Robert Jansen, Superintendent & Lincoln Board of Education  
**From:** Vicki Coury, Director of Communications & Information Services  
**Date:** April 4, 2025  
**Subject:** Unified Communications Solution Recommendation

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## Project Overview

Over the past several months, our team has conducted a comprehensive review of unified communication solutions to better meet the needs of our families, staff, and community. The goal has been to identify a single, streamlined platform that can consolidate mass communications, classroom and building-level messaging, language translation, and community engagement tools.

Our evaluation team consisted of the following members:

- Vicki Coury, Communications Goal Committee
- Donna Bentley, Communications Goal Committee
- Kim Kratzer, Communications Goal Committee
- Paul Bowling, Theatre Dept/LHS
- Katie Moffet, Athletics
- Collette Drew, Secretary

We reviewed and compared four communication solutions:

1. **ParentSquare (Engage)**
2. **Apptegy (Thrillshare)**
3. **Current model: SchoolMessenger + Smore + Foxbright**

## Evaluation Criteria

Each solution was evaluated based on the following criteria:

- **Ease of Use** for staff, families, and administrators
- **Translation Capabilities** for multilingual families
- **Integration** with PowerSchool and other systems
- **Mobile App Functionality**
- **Consolidation of Tools**
- **Two-Way Communication** Features



- Reporting and Analytics
- Cost and Value

### Summary of Findings

Platform	Strengths	Limitations
<b>ParentSquare</b>	<ul style="list-style-type: none"> <li>● Comprehensive, all-in-one communication solution</li> <li>● Best-in-class language translation</li> <li>● User-friendly interface</li> <li>● Integration with PowerSchool</li> <li>● Robust mobile app</li> <li>● Two-way messaging</li> <li>● Volunteer and permission form management</li> <li>● Automated attendance alerts</li> </ul>	None noted; meets or exceeds all needs
<b>Apptegy</b>	<ul style="list-style-type: none"> <li>● Comprehensive, all-in-one communication solution</li> <li>● Best-in-class language translation</li> <li>● User-friendly interface</li> <li>● Integration with PowerSchool</li> <li>● Branded mobile app</li> <li>● Automated attendance alerts</li> <li>● Emphasis on branding and website design</li> </ul>	None noted; meets or exceeds all needs
<b>Current Model (SchoolMessenger + Smore + Foxbright)</b>	Known platforms, already in use	Fragmented system, inconsistent user experience, weak two-way communication, outdated translation options, higher cumulative cost



## Cost and Funding

Platform	Products	Costs
<b>ParentSquare: Engage Premium Package with Smart Sites</b>	Mass Communications Small Group Communications Website Newsletter ParentSquare App Secure Document Delivery	Implementation: \$6,150 Annual:\$20,806.50
<b>Apptegy: Thrillshare</b>	Mass Communications Small Group Communications Website Newsletter Branded App	Implementation: \$8,550 Annual: \$19,050
<b>Current Model (SchoolMessenger + Smore + Foxbright)</b>	Mass Communications Small Group Communications Website Newsletter Branded App	Implementation: \$0 Annual: \$15,684

Implementation and first-year costs will be fully covered by the **Stronger Connections Grant** from the Michigan Department of Education. This provides the district with a risk-free opportunity to implement and evaluate the platform with full support and training.

## Preliminary Recommendation: Apptegy

Following our evaluation, the team recommends the adoption of **Apptegy** as the district's unified communication platform, pending final reference checks. Apptegy stood out for its clean and intuitive user interface, streamlined back-end experience for staff, comprehensive support and training offerings, and strong integration with PowerSchool

## Next Steps

Upon approval, the district will begin onboarding with Apptegy to ensure full implementation by the start of the **2025–26 school year**. Staff and family training will be prioritized throughout the transition process to ensure a smooth and effective rollout.

We appreciate your consideration and support in helping us improve communication, equity, and engagement across our school community.





## II. Order Form

Client Name: Lincoln Consolidated Schools, MI

Address: 7425 Willis Rd, Ypsilanti

Email: jansenr@lincolnk12.org

Michigan 48197

Phone: 17344847000

Description	Price	Qty	Subtotal
<b>Mobile App Development (one-time)</b> One-time app development for iOS and Android apps for the District *Billed one-time	\$12,400	1	\$12,400
<b>App Development Discount (one-time)</b> Discounting app development for agreement signed by 04.30.2025	-\$3,850	1	-\$3,850
<b>Thrillshare (annual)</b> Thrillshare Publishing Platform (desktop and mobile) for ~3500 students *Billed and payable in full annually *For Clients that elect automatic renewal, pricing subject to 5% annual increases after last year of initial purchased term (see MSA for more info)	\$19,050	1	\$19,050
<b>Rooms Professional Development (one-time)</b> Training and support *Billed one-time	\$6,250	1	\$6,250
<b>Rooms Development Discount (one-time)</b> Discounting Thrillshare rooms development cost for agreement signed by 4.30.2025	-\$6,250	1	-\$6,250
<b>Rooms (annual)</b> Thrillshare Rooms Publishing Platform (desktop and mobile) for ~3500 students *Billed and payable in full annually *Discounted from \$11,775 *For Clients that elect automatic renewal, pricing subject to 5% annual increases after last year of initial purchased term (see MSA for more info)	\$6,600	1	\$6,600
<b>Annual Access to Thrillshare Media - Engage (annual)</b> Newsletters, Forms, and ongoing Training and support *Billed and payable in full annually *For Clients that elect automatic renewal, pricing subject to 5% annual increases after last year of initial purchased term(see Terms for more info)	\$3,325	1	\$3,325
<b>Website design and hosting</b> Up to 1 re-design per contract year Included in Thrillshare cost	\$0	1	\$0
<b>Alerts</b> Text, voice, and email alerts *Subject to restrictions, including character limits per SMS message (see MSA for more info)	\$0	1	\$0
<b>Support, service, and training</b>	\$0	1	\$0
<b>Static content migration</b>	\$0	1	\$0





### III. Payment Schedule

Payment Schedule: Payable subject to the terms of Agreement	Amount
Total of the above, collectively, the "Services"	\$37,525.00
Billed after signature	\$8,550 (One-Time Development)
July 1, 2025 ("Client Start Date")	\$28,975 (annual)
July 1, 2026	\$28,975 (annual, if renewed) *Subject to 5% increase for renewal

This Order Form and Master Services Agreement (collectively, the "**Agreement**") between Apptegy, Inc. ("**Apptegy**"), and the client listed above ("**Client**") is effective as of the date of Client's signature below. This Agreement includes and incorporates the above Order Form, as well as the attached Master Services Agreement ("**MSA**"). By signing below, Client acknowledges receipt of this Agreement, including the Order Form and the MSA, and hereby accepts and agrees to be bound by this Agreement.

**Client**

By:  SIGNATURE  
Robert Jansen

By:

Name: Robert Jansen

Title: Superintendent

Date:

Date

**Apptegy, Inc.**

By:   
2025-04-19 12:56:34 (GMT)

Name: Jesse Garcia

Title: Sales Representative



# MILLER JOHNSON



## School Policy Services

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TO: MJ Policy Service Clients

FROM: MJ School Policy Services

DATE: March 5, 2025

RE: Policy Manual and Administrative Regulations Update – March 2025

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Thank you for choosing MJ School Policy Services for your school policy needs. This memo contains recommended updates/modifications to all MJ School Policy Services policy and administrative regulations manuals. Proposed revisions are presented by section, with a specific update number for ease of reference, along with a narrative providing the basis for the contemplated modification.

We appreciate your patience as these updates have been compiled. We are aware that there have been a number of topics addressed in recent Executive Orders, Dear Colleague Letters, legislative action, court cases, and more. Distilling all of this information into actionable revisions is a tall order. Thank you for placing your faith in us to help you navigate these tumultuous waters. To that end, we recognize this is a challenging time from a governance standpoint. Rest assured, we will continue to stay on top of all the developments and will send updates as appropriate and needed.

**PLEASE NOTE:** All updates are numbered individually (i.e., Update 19.01). Additions to the language in policy or AR are shown in **red**. Deletions are shown in **blue**. Areas highlighted in **yellow** require additional information from you, to complete the update.

As each district policy manual and administrative regulations manual is unique and modified consistent with school district priority and prerogative, recommended modifications may already be contained in your completed manuals. If you have any questions regarding the suggested revisions outlined herein and how they may/may not fit with your existing manuals, please contact us at [Policy@MillerJohnson.com](mailto:Policy@MillerJohnson.com).

If you are behind on policy updates and need support getting your manuals into compliance, PLEASE reach out to our office for support.



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School Policy Services

## **POLICY UPDATES**

### **INTRODUCTION – 0000 Series**

There are no recommended policy updates for this section.

### **BYLAWS – 1000 Series**

There are no recommended policy updates for this section.

### **STUDENTS – 2000 Series**

#### **Update 19.01 (Policy 2006 – Behavior)**

*A number of states and some school districts have taken action to ban cell phones during the school day. We are aware that such a proposal is under consideration in Michigan – though, as of this memo, it has not been adopted. For districts that want to consider such a prohibition, we provide below an updated version of the “Personal Electronic Devices” policy that has been a staple of our baseline Policy Manual for some time.*

**Personal Electronic Devices** The School District reserves the right to prohibit the possession or use of personal electronic devices on School District property or at School District-related functions. For purposes of this Policy, “personal electronic device” means a privately owned device that is used for audio, video, or text communications, including cell phones, personal laptops, smartwatches and other wireless device connections.

**Away-for-the-Day Requirements.** Students are not permitted to use personal electronic devices only as follows: during the school day unless required by law. Personal electronic devices must be turned off and kept out of sight in lockers or cubbies.

- ~~• Before and after the regular school day.~~
- ~~• During the student's scheduled lunch time.~~
- ~~• As directed by a teacher or other professional staff member for educational purposes.~~

~~Students may possess personal electronic devices on their person but the devices must be powered off and kept out of sight in backpacks/purses or lockers except during the times, above.~~

The Superintendent may develop administrative regulations ~~to further control student possession and use of personal electronic devices~~ consistent with this policy.



# MILLER JOHNSON

## School Policy Services

**Recording and Broadcast.** Students may not use personal electronic devices to broadcast or record audio, images, or video of any student, staff member, or other person in the school or while attending school-related activity, unless the student has received permission from the person(s) to be broadcasted or recorded. This prohibition does not apply to curricular or extra-curricular activities for which personal recording is generally permitted (e.g., athletic events, arts performances, etc.).

### CURRICULUM AND INSTRUCTION – 3000 Series

There are no recommended policy updates for this section.

### PERSONNEL – 4000 Series

There are no recommended policy updates for this section.

### BUSINESS – 5000 Series

#### **Update 19.02 (\*NEW\* Policy 5014 – Supplement, Not Supplant (Perkins V))**

*On January 16, 2025, MDE issued a memorandum stating that it will require every Perkins V Grant Region to establish and adopt a policy regarding the supplement, not supplant requirement under Perkins V. Each region must have the board policy adopted by August 1, 2025. The region is considered to be the fiscal agent of the Perkins funding, which is generally the Intermediate School District (ISD). Therefore, this policy is directed towards the ISD to determine if they need to adopt such a policy for the region, not the local school district.*

**General** The [ISD/School District] is committed to adhering to the fiscal requirements set forth by the U.S. Department of Education's Perkins grant funds, as administered by the Michigan Department of Education's Office of Career and Technical Education (MDE-OCTE). Pursuant to the Perkins V law (20 U.S. Code § 2301), the [ISD/School District] will ensure that Perkins funds are used to supplement, not supplant, non-federal funds.

**Definitions** For purposes of this policy, "supplement" means "to add to or enhance existing non-federal funds" and "supplant" means to replace or take the place of non-federal funds with federal funds.

**Use of Funds** Perkins funds will be used to provide additional services, programs, or activities that are above and beyond what is already provided with non-federal funds.

**Prohibited Uses** Prohibited uses will be assumed when a region uses Perkins funds to provide services that the region is required to make available under a state or local law; or a region uses Perkins funds to provide services that the region provided with non-federal funds in the prior year; or a region uses Perkins funds to provide services to CTE students, and the same services were provided to non-CTE students using non-federal funds.



# MILLER JOHNSON

## School Policy Services

**Rebuttable Presumption** These presumptions are rebuttable if a [ISD/School District] can demonstrate that it would not have provided the services in question with non-federal funds had the Perkins funds not been available.

**Monitoring and Compliance** The [ISD/School District] will establish procedures to monitor the use of Perkins funds to ensure compliance with this policy. The [ISD/School District] will participate in the required technical review, assistance, and compliance monitoring conducted by MDE-OCCE.

### FACILITIES AND OPERATIONS – 6000 Series

#### Update 19.03 (Policy 6002 – Safety and Security)

*The Governor recently signed legislation that enhanced classroom safety for students and educators by establishing a behavior threat assessment and management team. This team will monitor students' concerning behaviors, implement supportive measures to mitigate potential threats, and provide students with the tools they need to thrive. The District must implement the noted provision by October 1, 2026.*

#### **Generally**

School District facilities and grounds will be kept safe and secure. Such facilities and grounds should also be maintained as clean and attractive. The Superintendent will develop and implement a maintenance program for the safe and efficient operation of the School District. The program will provide for the regular inspection and periodic maintenance of all School District facilities and be compliant with all applicable safety, health, and environmental requirements.

The School District will undertake reasonable cooperative efforts with law enforcement agencies. The Superintendent and building administrators have the responsibility and authority to determine when the presence or assistance of law enforcement officers is necessary on School District premises and School-related functions.

#### **Behavior Threat Assessment and Management Team Suicide Intervention**

The Superintendent will develop a **behavior** threat assessment and **management team, including duties suicide intervention protocol** aimed at addressing situations which may pose a threat to the health, safety, and welfare of themselves or the school community **pursuant to MCL 380.1308e**. The goal of the **behavior** threat assessment and **management team suicide intervention process** is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to any student or staff member being assessed.



# MILLER JOHNSON

## School Policy Services

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### **Update 19.04 (Policy 6003 – Firearms and Other Weapons)**

*The Governor recently signed legislation aimed to protect students from gun violence by mandating that information on the safe storage of firearms, developed by the Michigan Department of Health and Human Services by July 1, 2025, be distributed to parents of students by Districts beginning October 1, 2025, and every October 1 thereafter.*

**Generally** To the full extent permitted by law, the District prohibits firearms and other weapons on District premises and at District-related functions, without prior, written approval from the District's Superintendent. District employees and students who violate this policy are subject to discipline, including permanent expulsion or discharge. Others who violate this policy are subject to being banned from District premises and District-related functions. The District reserves the rights to report to police authorities any person who violates this policy.

**Safe Storage of Firearms** Beginning October 1, 2025, and every October 1 thereafter, the District shall distribute (by electronic or mail) information regarding the safe storage of firearms, developed by the Michigan Department of Health and Human Services, to the parent or legal guardian of each student enrolled in the District. By not later than October 1, 2025, the District shall post links to the Michigan Department of Education's webpages describing the English, Spanish, and Arabic versions of the informational notice on the website of the District.

### **Update 19.05 (Policy 6004 – School Crisis, Response, and Closure)**

*The Governor recently signed legislation that requires a standardized response terminology to be used by schools in response to emergency situations, developed by the Department of State Police by July 1, 2026. The District must implement the standardized response terminology beginning with the 2026-2027 school year.*

The Board strives to provide a safe learning environment for students, staff, and other members of the school community. The Superintendent will develop a school crisis response plan to be implemented in the event of an emergency. Beginning with the 2026-2027 school year, the District shall adopt and implement the standardized response terminology developed by the department of state police, in collaboration with the school safety and mental health commission.

The Superintendent is authorized to close schools in the case of inclement weather or other emergencies when it is unsafe for students to travel to or attend school.

## **SCHOOL AND COMMUNITY RELATIONS – 7000 Series**

There are no recommended policy updates for this section.



# MILLER JOHNSON

School Policy Services

## GENERAL POLICIES – 8000 Series

### Update 19.06 (Policy 8002 – Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504))

*We have seen a dramatic increase in districts seeking policy statements on therapy dogs. Such animals are different, of course, from service animals, which are expressly addressed by the ADA (please note that in prior updates, we provided both policy language and an administrative regulation related to service animals). For those districts utilizing therapy dogs at school, the following policy update (and accompanying administrative regulation note in Update 19.10) is recommended for adoption.*

In accordance with [Section 504 of the Rehabilitation Act of 1973](#) (Section 504), and [Title II of the Americans with Disabilities Act](#) (ADA), the School District will ensure that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination. The School District does not discriminate in admission or access to, participation in, or treatment of students with disabilities in its programs and activities. Similarly, the School District does not discriminate against any job applicant or employee with a disability in any term or condition of employment or in the recruitment process.

The District has developed guidelines for providing a free appropriate public education (FAPE) to students under Section 504 and the ADA, which may be accessed by clicking on the following link: [\[insert link\]. LincolnK12.org](#)

The Superintendent appoints: [\[insert name and position\]](#) to serve as the School District's Compliance Officer for employment issues arising under Section 504 and the ADA; and, [\[insert name and position\]](#) to serve as the School District's Compliance Officer for FAPE and other accessibility issues arising under Section 504 and the ADA. The Superintendent will develop a complaint procedure for the processing and early disposition of alleged violations of the policy.

Service Animals are allowed on School District property to the extent required or permitted by law. For any requests to have non-service animals on school grounds, the Superintendent shall develop administrative regulations for the review and approval of such requests. Emotional support animals are not considered Service Animals for purposes of this policy. This policy applies to employees, students, volunteers, and visitors.

The District permits the use of Therapy Animals in a manner consistent with the administrative regulations developed by the Superintendent.

Robert Williams →  
Director of  
Student  
Services

Paula Robinette, Director of Human Resources



# MILLER JOHNSON

School Policy Services

## ADMINISTRATIVE REGULATION UPDATES

### STUDENTS – 2000-AR Series

#### **Update 19.07 (Administrative Regulation 2006-AR, Behavior)**

*This \*new\* administrative regulation accompanies the revisions to the Personal Electronic Devices policy noted in Update 19.01.*

**Personal Electronic Devices** Student use of a personal electronic devices during the school day is permitted only to comply with legal obligations pursuant to the Americans with Disabilities Act, Section 504, or a student's Individualized Education Plan, or any other purpose required by law.

Students may request permission to use a personal electronic device during the school day by submitting the request in writing to the position. The written request must describe the required uses of the personal electronic device and appropriate documentation from a licensed physician or the student's case manager.

Building Principal

### CURRICULUM AND INSTRUCTION – 3000-AR Series

There are no recommended administrative regulation updates for this section.

### PERSONNEL – 4000-AR Series

#### **Update 19.08 (Administrative Regulation 4003-AR, Conditions of Employment)**

*As has been well-chronicled, the Michigan Legislature has made adjustments to the Earned Sick Time Act (ESTA). The updates noted below are split into the "Frontload Method" and "Hourly Accrual Method" to address whatever methodology your district utilizes. Please note that we have determined that no changes to our existing ESTA policy (4003) are required at this time.*

#### **[Frontload Method]**

**Earned Sick Time** Unless specifically enumerated by a collective bargaining agreement, contract, or handbook, Eligible full-time employees will be provided 72 hours or more of sick time (EST) which may be used consistent with the Earned Sick Time Act (ESTA) earned sick time (EST) per benefit year. The School District's benefit year begins on insert date. Eligible employees hired after the beginning of the benefit year and part-time employees will be provided EST on a pro-rata basis depending on the month hired or position full-time-equivalent. Eligible employees may not carry over EST from one benefit year to the next. Days when school is closed will not be considered closed due to a public health emergency unless specifically designated as such by the School District's Superintendent. EST must be used in increments consistent with the School District's payroll system one hour increments. EST may not be used except in the manner permitted by Michigan's Earned Sick Time Act (ESTA). Eligible employees are required to follow all rules for



# MILLER JOHNSON

## School Policy Services

calling in to report absences, tardiness, or leaving early. When foreseeable, employees must provide at least seven days' notice, or as soon as practicable if such notice is impossible. Eligible employees who use or wish to use EST may be required to provide documentation acceptable to the School District after more than three consecutive absences to determine EST is being used only for reasons permitted by Michigan law. EST has no cash value and accrued but unused time shall be forfeited upon separation from employment.

**Positions Ineligible for ESTA.** In addition to unpaid trainees or interns, individuals employed in accordance with the Youth Employee Standards Act, and public officials, the [Position Title] may designate certain positions as ineligible to earn EST because they are permitted to schedule their own working hours. The School District is prohibited from taking adverse personnel action against an employee in these positions for the sole purpose that the employee does not schedule a minimum number of working hours. The following positions are ineligible to earn EST:

- Coaches
- Game Workers
- Daily Substitutes

### [Hourly Accrual Method]

**Earned Sick Time** Unless specifically enumerated by a collective bargaining agreement, contract, or handbook, Eligible employees will accrue earned sick time (EST) at the rate of one hour for every 30 hours worked. Eligible employees may not use more than 72 hours of EST during a benefit year. The School District's benefit year begins on [insert date]. Eligible employees may carry over up to 72 hours of accrued and unused EST from one benefit year to the next, but in no case may an employee use more than 72 hours of EST in any benefit year. Days when school is closed will not be considered closed due to a public health emergency unless specifically designated as such by the School District's Superintendent. ~~EST may not be used except in the manner permitted by Michigan's Earned Sick Time Act (ESTA).~~ EST must be used in increments consistent with the School District's payroll system one hour increments. Eligible employees are required to follow all rules for calling in to report absences, tardiness, or leaving early. When foreseeable, employees must provide at least seven days' notice, or as soon as practicable if such notice is impossible. Eligible employees who use or wish to use EST will be required to provide documentation acceptable to the School District after more than three consecutive absences to determine EST is being used only for reasons permitted by Michigan law. EST has no cash value and accrued but unused time shall be forfeited upon separation from employment.

*Superintendent or designee*

**Positions Ineligible for ESTA.** In addition to unpaid trainees or interns, individuals employed in accordance with the Youth Employee Standards Act, and public officials, the [Position Title] may designate certain positions as ineligible to earn EST because they are permitted to schedule their own working hours. The School District is prohibited from taking adverse personnel action against an employee in these positions for the sole purpose that the employee does not schedule a minimum number of working hours. The following positions are ineligible to earn EST:

- Coaches
- Game Workers
- Daily Substitutes

*Adam Blaylock advises that we leave this language as is.*



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## **BUSINESS – 5000-AR Series**

There are no recommended administrative regulation updates for this section.

## **FACILITIES AND OPERATIONS – 6000-AR Series**

There are no recommended administrative regulation updates for this section.

## **SCHOOL AND COMMUNITY RELATIONS – 7000-AR Series**

### **Update 19.09 (Administrative Regulation 7010-AR – School Visitors)**

*Under the Trump administration, significant attention has shifted to identifying and removing individuals who are in the country illegally. Combined with the removal of perceived “protected” status for schools, this enforcement focus has created concern for some school staff and many school community members. To address the obligations of the school district in responding to administrative agencies seeking to enforce immigration directives, we provide the following \*new\* administrative regulation to buttress the existing policy on School Visitors.*

In addition to typical visitors to a school building, officials/agents from federal agencies such as Immigration and Customs Enforcement (ICE) or Homeland Security (HS) may appear on school grounds for purposes of engaging in enforcement activity. If an ICE or HS official/agent arrives at the school to engage in enforcement activity, building staff should adhere to the following protocol:

#### **Initial Interaction:**

- Politely greet the law enforcement officer at the school's main entrance.
- Request to see official identification and inquire about the purpose of their visit.
- Inform the officer that you will need to notify the school administrator for supervisory review.

#### **Obtain Documentation:**

- Ask the officer to provide any legal documents authorizing their action, such as a warrant. Make photocopies for review process.
- Obtain officer name, contact, agency, badge number (do not attempt to photocopy an official badge or Government ID).
- Do not share information or consent to access without legal review.

#### **Contact School Administration:**

- Politely ask officer to wait while you notify school administration.
- Immediately contact the principal or designated administrator to apprise them of the situation and provide documentation for legal review process.



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## Legal Consultation:

- The administrator should promptly reach out to the Superintendent for guidance on how to proceed, ensuring that all actions comply with current laws and district policies.
- The Superintendent will contact legal counsel with any questions/clarifications.

## Maintain Confidentiality:

- Do not disclose any information about students or staff without proper authorization.
- Ensure that any intake process discussions regarding the situation are conducted discreetly to protect the privacy of individuals involved.

## Await Further Instructions:

- Politely inform the officer that the school is consulting with legal counsel and that they will receive a response shortly.
- Explain that school procedures and federal privacy laws (e.g., FERPA) require verification before sharing any information.
- Do not give consent to the officer to proceed with any enforcement action on school premises until authorized by the school administration in consultation with legal counsel.

## Post-Interaction:

- Record the details of the interaction in a written summary, including reference to any legal documents presented. Retain officer's name, badge number, agency, and stated reason for visit.

## **GENERAL POLICIES – 8000-AR Series**

### **Update 19.10 (Administrative Regulation 8002-AR – Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504))**

*This \*new\* administrative regulation coincides with the policy update on therapy dogs noted in Update 19.06 above.*

**Therapy Animals** Therapy animals are professionally trained dogs for, and are actively used for, therapy purposes. Their responsibility is to provide psychological or physiological therapy to individuals other than their handlers. These animals have stable temperaments and friendly, easy-going personalities. Therapy animals are encouraged to interact with a variety of people while they are on-duty.

- Therapy animals may be used in well-defined and very limited instances when a clear benefit for students can be demonstrated. Such instances shall normally be non-reoccurring.
- All therapy animals and owners shall be tested and accredited by Therapy Dogs International or a comparable authority as determined by the Administration.
- Employees of the District wishing to use a therapy animal must provide, on an annual basis, the following to the Superintendent/Designee:



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- Proof of current inoculations;
- Proof of health, such as a current health certificate from a veterinarian;
- Documentation of adequate liability insurance.

**Animal Control Requirements** All service animals must be properly vaccinated, licensed, and otherwise compliant with all state, county, and/or local animal control or public health requirements.

**Approval** Employees wishing to use a therapy animal must obtain the approval of the building principal, and adequately document the specific and appropriate educational purpose to be fulfilled through the use of the therapy animal, the frequency of visits, and the anticipated timeframe for the activity.

Therapy animals are not considered a reasonable accommodation under the Americans with Disabilities Act (ADA).

Requests for the use of a therapy animal on District property must, whenever possible, be made no less than three (3) weeks prior to the proposed use of the therapy animal. Under no circumstances may a therapy animal be on District property without the prior approval of the Superintendent's Office.

The Building Principal shall notify parents on an annual basis regarding the presence of therapy animals in the school building.

**Supervision and Care** The owner or handler of a therapy animal is solely responsible for all aspects of the animal's supervision and care, including feeding, exercising, and clean up. Therapy animals must wear proper identification and must be harnessed, leashed, or other form of restraint mechanism. The handler or designated employee is responsible for the disposal of any animal waste.

**Removal or Exclusion** The District retains discretion to exclude or remove a therapy animal from its property if:

- the therapy animal is out of control and /or the animal's handler does not effectively control the therapy animal's behavior, or
- the therapy animal is not housebroken; or
- the therapy animal's presence or behavior fundamentally interferes with the function of the School, or
- the therapy animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.

**Injuries or Damage to School District Property** The therapy animal's owner or handler is solely liable for any damage the animal might cause to School District property or injury to personnel, students, or others caused by the therapy animal.



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**General Provisions** Whenever an animal will be in a school, the school nurse shall be contacted to determine whether there are students with known allergies in the areas where the animal will be. If allergies exist, parents/guardians must be contacted for further direction.

No animals, other than service animals, may be transported on school buses.

Employees or students who have been bitten by an animal shall report such incident to the principal and the nurse immediately. The principal shall notify the Health Department if the injury merits medical follow-up. The Health Department should determine appropriate actions to be followed if a serious injury results.

Wild animals may not be brought on District premises unless the animal is under the direct supervision of a trained representative of a conservation agency or public zoo.

The Principal must approve any classroom pets and visits to the school by any other domesticated animal

### **Update 19.11 (8007.3-AR Sexual Harassment Under Title IX – Employees and Students)**

*The topsy-turvy world of Title IX compliance has continued in recent weeks with a raft of interpretation changes and the elimination of the Biden 2024 regulations. The sum total of these modifications is that districts should go back to using the 2020 Title IX regulations for enforcement purposes, including the administrative regulations that each district had in place from August 14, 2020 to August 1, 2024. To facilitate this transition back to the prior regulations, we have completed a comprehensive review of our most-recent version of the 2020 regulations and have updated as appropriate and included below. Accordingly, please use the regulation below in its entirety and replace the existing 8007.3-AR (Sexual Harassment Under Title IX, Employees and Students) with the text below.*

**Generally** This Administrative Regulation sets forth the procedure the School District follows to investigate and resolve complaints of sexual harassment made against School District employees or students within any education program or activity of the School District, as required by Title IX. Administrative Regulations 8007.1-AR and 8007.2-AR apply to discrimination and harassment on other bases.

The School District's Title IX Coordinator is responsible for implementing 8007.3-AR. The Title IX Coordinator will ensure his/her contact information is posted on the School District's website, included in the School District's annual notifications document, and published in every handbook and catalogue distributed to parents and students.

### **Definitions for 8007.3-AR**

**"Complainant"** means an individual who is reported to have experienced conduct that could constitute sexual harassment under Title IX.

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**“Respondent”** means the person who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

**“Investigator”** means a person the Title IX Coordinator has appointed to investigate allegations of sexual harassment against Respondent.

**“Sexual Harassment”** means conduct on the basis of sex that falls within one or more of the following categories:

- An employee of the School District conditioning an aid, benefit, or service on Complainant’s participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies Complainant equal access to the School District’s education program or activity; or,
- “Sexual assault” as defined in [20 USC 1092\(f\)\(6\)\(A\)\(v\)](#), “dating violence” as defined in [34 USC 12291\(a\)\(10\)](#), “domestic violence” as defined in [34 USC 12291\(a\)\(8\)](#), or “stalking” as defined in [34 USC 12291\(a\)\(30\)](#).

**“Supportive Measures”** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Any supportive measures provided to the complainant or respondent will remain confidential, to the extent that maintaining such confidentiality would not impair the ability of the School District to provide the supportive measures.

**Duty to Respond to Known or Reported Sexual Harassment** The School District has a duty to respond to allegations of sexual harassment any time a School District employee has notice of sexual harassment or receives a report of alleged sexual harassment. All School District employees are required to promptly report all incidents and/or allegations of sexual harassment to the Title IX Coordinator.

Absent extenuating circumstances, within two (2) days, the Title IX Coordinator will contact Complainant (and/or Complainant’s parent/guardian(s), as appropriate) to discuss how to resolve their concerns, including the option and process for filing a formal complaint. The Title IX Coordinator will also discuss the availability of supportive measures, with or without the filing of a formal complaint. The Title IX Coordinator will consider Complainant’s wishes with respect to supportive measures as well as whether supportive measures are reasonably available and appropriate to restore or preserve Complainant’s access to the School District’s programs or



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activities without unreasonably burdening Respondent. When the Title IX Coordinator notifies Respondent (and/or Respondent's parent/guardian) of Complainant's allegations, the Title IX Coordinator will also discuss the availability of supportive measures with Respondent and consider Respondent's wishes with respect to supportive measures as well as whether supportive measures are reasonably available and appropriate to restore or preserve Respondent's access to the School District's programs or activities without unreasonably burdening Complainant. The Title IX Coordinator will be responsible for offering and coordinating effective implementation of supportive measures.

Action to remove a student-Respondent from the School District's program or activity prior to a final decision is not a supportive measure. However, the Title IX Coordinator may temporarily remove a student-Respondent from the School District on an emergency basis if, after an individualized risk assessment takes place, the Title IX Coordinator determines that the student-Respondent poses an immediate threat to the physical health or safety of Complainant or any other person. In such cases, upon removal, the Title IX Coordinator will provide the student-Respondent with notice and an opportunity to challenge the temporary removal at the earliest possible date. Any removal of a student-Respondent with a disability shall also comply with federal law, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act.

When the Respondent is an employee, the Title IX Coordinator may, after consulting with the School District's chief human resources officer, place the Respondent-employee on temporary administrative leave. A temporary removal or administrative leave will end when a final decision is reached.

If, as an initial matter, it is clear that the reported sexual harassment is not covered by Title IX because (1) the allegations, even if true, do not rise to the level of sexual harassment; (2) the alleged sexual harassment occurred outside of the School District's program or activities; or (3) the alleged sexual harassment occurred outside of the United States, the Title IX Coordinator will explain how that could impact disposition of a formal complaint as well as how other School District policies, administrative guidelines, or codes of conduct may apply.

**Formal Complaint** A Complainant (or parent/guardian of a student-Complainant) may file a formal complaint. The Title IX Coordinator may file a formal complaint even if Complainant declines to do so. The formal complaint will include: the names of Complainant and Respondent, or identifying information if Respondent's name is unknown; as complete a description of the alleged sexual harassment as is available, including dates, times, and places; actual and potential witnesses; actual and potential relevant documents, data, and other items; and the signature of the person making the complaint or the Title IX Coordinator.

## **Response to Formal Complaint and Grievance Procedure.**

*Generally.* The Title IX Coordinator will ensure that, at every step of the Grievance Procedure, the parties are treated equitably; all information and evidence is evaluated objectively; and, there are no conflicts of interest affecting the Title IX Coordinator or any informal resolution facilitator, Investigator, Decision-Maker, or any individual resolving an appeal.



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**Notice.** Upon receiving or filing a formal complaint, the Title IX Coordinator will issue a notice to Complainant and Respondent. The notice will include:

- Information about the School District's grievance procedure, including any informal resolution process;
- Notice of the allegations potentially constituting sexual harassment, including sufficient details and time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known; the conduct allegedly constituting sexual harassment; and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Notification that the parties may have an advisor of their choice, who may (but is not required to be) an attorney and who may inspect and review evidence.
- Notification of any provision in the School District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the investigation, the School District decides to investigate allegations that were not included in the original notice, the Title IX Coordinator will notify Complainant and Respondent of the additional allegations.

**Dismissal.** The Title IX Coordinator must dismiss a formal complaint if the allegations: do not establish sexual harassment under Title IX, even if they are true; did not occur in connection with the School District's programs and services; or, did not occur in the United States. The Title IX Coordinator may dismiss a formal complaint, in whole or in part, if: Complainant withdraws some or all of the allegations; Respondent's employment or enrollment in the School District ends; or specific circumstances prevent the School District from gathering sufficient relevant evidence to reach a decision on the formal complaint. The School District's Title IX Coordinator will notify Complainant and Respondent, in writing, if a formal complaint is dismissed, including an explanation for the dismissal. The Complainant or Respondent may appeal the dismissal.

**Informal Resolution** At any point between the filing of the formal complaint and the decision-maker reaching a determination of responsibility, the parties may voluntarily agree to participate in an informal resolution process. The informal resolution process must be completely voluntary, and may not be initiated until:

- the parties have been provided notice of their rights by delivery of the applicable anti-harassment policy and 8007.3-AR;
- the parties have been informed of the consequences of informal resolution, including that it may preclude the resumption of a formal complaint investigation arising from the same allegations and that records may be maintained and shared; and



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- the parties have voluntarily consented to informal resolution, in writing.

Any informal resolution process will be completed within fifteen (15) days of the parties' agreement to participate, absent good cause or written agreement of the parties and the Title IX Coordinator to extend the timeline.

**Investigation** The Title IX Coordinator or designee (the Investigator) will investigate a formal complaint. The burden of undertaking and completing the investigation rests on the School District. The Investigator will presume Respondent is not responsible unless a final decision against Respondent is reached. The Investigator will not require, seek, or rely on privileged information without consent of the privilege-holder.

Within five (5) days after the Investigator provides Respondent with notice of the formal complaint, Respondent may file a written response. The Investigator will provide a copy of any written response to the Complainant. Regardless of whether Respondent files a written response, the Investigator will undertake an investigation that will include, but not be limited to:

- interviewing Complainant and Respondent, unless they refuse to be interviewed or fail to timely respond to the Investigator's interview request;
- interviewing relevant witnesses and other potentially relevant witnesses who Complainant or Respondent request, unless the witness refuses to be interviewed or fails to timely respond to the Investigator's interview request;
- obtaining, to the extent they are available, all relevant documents, data, and other items identified by Claimant, Respondent, and witnesses;
- preparing an investigative report that fairly summarizes the interviews and relevant evidence; and,
- providing the investigative report to the parties simultaneously.

Neither Complainant nor Respondent are required to participate in the investigation process, including interviews. The Investigator will not draw any negative inferences based solely on a Complainant's or Respondent's lack of participation, but participation is encouraged so that the Investigator has the benefit of hearing the perspective of all parties. The School District will not interfere with the parties' ability to discuss the allegations or gather and present evidence.

Prior to finalizing the investigative report, the Title IX Coordinator or Investigator will send each party and their advisor(s) a copy of all of the evidence directly related to the allegations of sexual harassment in the formal complaint. The parties will have up to ten (10) days to review the evidence and submit a written response, which the Investigator will consider prior to completing the investigation report. Absent good cause, the investigation report will be completed with sixty (60) days. The Title IX Coordinator will, upon completing or receiving the Investigator's Report, simultaneously send a copy to Complainant, Respondent, and their advisors, if any, and allow for a written response.



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The Title IX Coordinator will also send a copy of the Investigation Report to the Decision-maker, and notify the parties of their right, within ten (10) days, to: submit relevant written questions that the party wants the Decisionmaker to ask a party or witness; receive answers to any such written relevant questions; and allow for additional, limited follow-up questions from each party. Any questions or evidence about Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they are offered to prove that someone other than Respondent committed the conduct alleged by Complainant; or they concern specific incidents of Complainant's prior sexual behavior with respect to Respondent and are offered to prove consent. If the Decision-maker declines to ask a party or witness a question, the Decision-maker will provide a written explanation to the party who posed the question.

The Title IX Coordinator may permit a delay or extension of the investigative timelines for good cause. If this occurs, the Title IX Coordinator will notify Complainant and Respondent of the delay or extension and reason for it. Separately, if Respondent is a School District employee, the Title IX Coordinator will review any applicable collective bargaining agreement and grant any required adjournment of the investigative timelines.

**Decision.** The Title IX Coordinator will appoint a Decision-Maker, who is not the Title IX Coordinator or Investigator. The Decision-Maker will objectively review the investigation report and relevant evidence gathered through the investigation process. Credibility determinations, if any, will not be based on an individual's status as Complainant, Respondent, or witness. The Decision-Maker will not hold Respondent responsible unless a preponderance of the evidence establishes Respondent sexually harassed Complainant. Absent extenuating circumstances, the Decision-Maker will issue a decision within ten (10) days of receiving the investigation report and evidence and will provide the decision to Complainant and Respondent simultaneously. The decision will include: Complainant's allegations; procedural steps taken with respect to the allegations; findings of fact; the application of the applicable anti-harassment policy, this 8007.3-AR, and the School District's Student Code of Conduct to the facts; and a statement of all rationale for the result as to each allegation, including determinations of responsibility, disciplinary sanctions, whether Complainant will be provided remedies to restore or preserve equal access to the School District's education programs and activities, and the procedure and bases for appeal. Upon a finding of responsibility, sanctions for Respondent-students may range from administrative intervention to permanent expulsion. Sanctions for Respondent-employees may range from counseling to discharge. Sanctions for Respondent-Board members may range from censure to a petition to the Governor for removal from the Board of Education. Remedies may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

**Appeal.** Within five (5) days of the Decision-Maker sending the decision to the parties and any advisors, Complainant or Respondent may appeal the Decision-Maker's decision by filing an appeal with the Superintendent on one or more of the following bases:

- Procedural irregularity that affected the outcome;



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- New evidence being discovered that was not reasonably available at the time of the determination or dismissal; or
- A conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent by the Investigator, Title IX Coordinator or Decision-Maker that affected the outcome of the grievance process.

The Superintendent will provide notice to the opposite party if an appeal is filed, including a copy of the appeal, and an opportunity to respond. The appeal must include all of the reasons the appealing party disagrees with the decision as it relates to the permissible bases for appeal. The Superintendent will review the appeal, and after considering the appeal, the decision, and any other relevant evidence or information relevant to the appeal, may either: (1) affirm the decision, in whole or in part, or (2) reverse the decision, in whole or in part. The Superintendent may also remand the decision, in whole or in part, for additional investigation by the original or a different Investigator and/or further consideration by the original or a different Decision-Maker. Absent extenuating circumstances, the Superintendent will issue the appeal decision within ten (10) days of receiving the appeal or response, if any, and provide his/her decision to the parties simultaneously. The grievance process is complete and a final decision is reached when no timely appeal is taken or after the appeal process is completed.

**Training** The Title IX Coordinator will ensure that the Title IX Coordinator, all informal resolution facilitators, Investigators, and Decision-Makers (including those who resolve appeals) receive the following training: the definition of sexual harassment; the scope of the School District's programs and activities; how to determine whether information and evidence is relevant, including the application of Title IX's "rape-shield" provision; the grievance process, including how to conduct an investigation, how to prepare a fair summary of evidence gathered during an investigation, how to prepare a decision, and how to resolve an appeal; and, how to serve impartially, including avoiding prejudgment of facts, conflicts of interest, and bias. The Title IX Coordinator is responsible for ensuring the School District's training and training materials are posted on the School District's website.

**Confidentiality and Retaliation** Except as required or permitted by law, the School District will keep confidential the identity of any individual who makes a report or complaint of sexual harassment, any individual who is identified as a potential or actual Complainant or Respondent, and any witness. Neither the School District nor any other person may retaliate against an individual who has made a report or formal complaint or participated or refused to participate in an investigation or other proceeding under this Administrative Regulation.

**Filing with OCR or EEOC** An employee or student alleging harassment may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

United States Department of Education  
Office for Civil Rights  
Cleveland Office  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
(216) 522-4970



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FAX: (216) 522-2573  
TDD: (216) 522-4944  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)  
Web: <http://www.ed.gov/ocr>

An employee alleging sexual harassment against another employee or supervisor may also, or instead, file a complaint with:

United States Department of Labor  
Equal Employment Opportunity Commission  
Detroit Field Office  
477 Michigan Avenue, Room 865  
Detroit, Michigan 48226

or

State of Michigan  
Department of Civil Rights  
Cadillac Place, Suite 3-600  
3054 West Grand Boulevard  
Detroit, Michigan 48202

**Cooperation with Law Enforcement Agencies** In certain instances, an allegation of sexual harassment may be investigated as a criminal matter. To the extent permitted by law, the School District will comply with law enforcement requests for cooperation.

**Record Retention** The School District will retain, for at least seven (7) years: all training materials; all reports received by the Title IX Coordinator and actions taken in response to such reports, including why any decision not to provide supportive services was not clearly unreasonable; and, all formal complaints, documents, and other items (including data) arising from formal complaints or investigations conducted pursuant to this Administrative Regulation, including investigative reports and related documents, decisions, appeals and appeal decisions, and informal resolutions.

As always, if you have any questions regarding the proposed updates, please don't hesitate to contact us by emailing [Policy@MillerJohnson.com](mailto:Policy@MillerJohnson.com). Thank you!





## Elementary Summer School Proposal/Summer 2025

Proposed by: Karensa Smith - Assistant Superintendent - Curriculum and Instruction

Project Name: 2025 Lincoln Learning Camp

Grade Levels: Kindergarten to 5<sup>th</sup> Grade

Subjects: Reading and Mathematics Grades K-5

Cost to Parents: \$0 (31a At-Risk/Title I Funded/23g grant funded)

### **Program Description**

#### **Vision:**

Provide historically marginalized students with the opportunity to maintain and improve skills taught during the previous school year and increase their academic achievement level in targeted language arts and math instruction in grades K-5 NWEA and standards/skills deficit areas district wide.

#### **Rationale:**

Spring 2024 M-STEP data and Fall 2024 NWEA scores show that achievement gaps in specific populations (Economically Disadvantaged, African American, Hispanic, EL, and Special Education students) still exist. We need to continue to address these areas so that all of our students are successful. Summer school data from previous years has shown success for our historically marginalized population in reducing summer loss and showing growth. We would like to continue to provide them this opportunity for growth this summer.



**Lincoln Learning Camp Goals:**

Increase summer early intervention opportunities for our historically marginalized student populations.

Help close the achievement gap

Reduce summer loss on the NWEA Reading assessment.

Reduce summer loss on the NWEA Math assessment.

Increase the use of best practice implementation of language arts and mathematics through staff training for summer school.

**Lincoln Learning Camp Curriculum/Programming:**

Over the four week course of study in language arts, students will work through the following programs (modifications could be made based on data and programming) which are currently used in the district: ARC Reading Core, LLI Reading, Phonics First, Lexia Core 5, and Half-Pint Decodable Readers. All students enrolled in the language arts academy grades K-5 will work within these programs on skills determined by assessments completed in their buildings prior to summer school. The Lexia Core 5 program creates a personalized learning path for each student based on assessment data within the program. These reading programs use research-based and effective strategies to support and improve student reading skills. The teachers trained for the summer program can continue to use the techniques within existing curricular structures as well throughout the school year.

The Elementary Summer School Program will utilize the math intervention program from Strategic Intervention Solutions. The students will be provided with a powerful, comprehensive review of grade level concepts and skills focusing on the grade level power standards. Using motivating games, problem solving activities, and math vocabulary reinforcement students will increase their math abilities and gain confidence.

All of the aforementioned programs reinforce the skills and concepts addressed in the Common Core State Standards. We will compare the students NWEA spring and fall assessment to determine growth.

Students will also engage in STEM, social-emotional learning, social justice, and identity lessons.

**Lincoln Learning Camp Budget**

The Lincoln Learning Camp will be funded out of the At-Risk (31a), Title I, and the 23g Michigan Kids Back on Track grants. NOTE: If Paraprofessional services are provided, they will be funded completely by the Special Education Department.

**Timeline for Implementation**

Monday, June 23 – Thursday, July 17, 2025. Students will meet Monday through Thursday from 9:00 AM –3:00 PM, with staff working from 8:30AM-3:30PM at Bishop Elementary. The intent of these dates is to kick-start our students with the highest needs prior to the beginning of the school year, and to have them academically more prepared for the fall.



### **Lincoln Learning Camp Description of Participation**

The following criteria have been set to target our students with the most need for language arts (K-5) and mathematics (K-5) intervention. Students identified using the criteria set below will be notified via emails and/or phone calls. A due date will be established to commit to summer school and slots will be filled. If all slots are not filled at a particular grade level, then additional invitations will be sent using the next level of eligibility criteria. If a particular building does not use all of its slots, then the remaining buildings based on academic need will be given the slots for their students.

#### **For grades K through 2:**

Students who scored below the 25<sup>th</sup> percentile on the NWEA will be selected first along with teacher recommendation. If slots are not filled based on this criteria set, students who scored in the LoAvg percentile along with teacher recommendations will be the next criteria set for students following the At-Risk (31A) Needs Assessment guidelines to receive an invitation.

#### **For grades 3 through 5:**

Students who scored below the 25<sup>th</sup> percentile on the NWEA will be selected first. If slots are not filled based on this criteria set, students who scored in the LoAvg percentile along with teacher recommendations will be the next criteria set for students following the At-Risk (31A) Needs Assessment guidelines to receive an invitation.

#### **Lincoln Learning Camp Slot Allocations:**

##### **Grades K-5**

Bishop	90 students per building
Brick	90 students per building
Childs	90 students per building

**Total Elementary Program Allocation          270 Students (will be based on criteria and interest)**

### **Summer Skills Academy Camp Program Assessment**

- NWEA Assessment Data
  - Reading scores Spring/Fall (grades K-5)
  - Math scores Spring/Fall (grades K-5)
- Perception data





## Middle School Summer School Proposal /Summer 2025

Proposed by: Karensa Smith – Assistant Superintendent - Curriculum & Instruction

Project Name: All Star Summer Success

Grade Levels: 6<sup>th</sup>-8<sup>th</sup> grade

Subjects: ELA and Mathematics Grades 6-8

Cost to Parents: \$0 (31a At-Risk Funded)

### **Program Description**

#### **Vision:**

Provide historically marginalized students with the opportunity to maintain and improve skills taught during the previous school year and increase their academic achievement level in targeted language arts and math instruction in grades 6-8 NWEA and standards/skill deficit areas.



**Rationale:**

Spring 2024 M-STEP and Fall 2024 NWEA scores show that achievement gaps in specific populations (Economically Disadvantaged, African American, Hispanic, EL, and Special Education student) still exist. We need to continue to address these areas so that all of our students are successful. School data from previous years has shown success for our historically marginalized population in reducing summer loss and showing growth. We would like to continue to provide them this opportunity for growth.

**Summer Success Goals:**

Increase summer early intervention opportunities for our historically marginalized student populations

Reduce summer loss on the NWEA Reading Assessment

Reduce summer loss on the NWEA Math assessment

Increase the use of best practice implementation for language arts and mathematics through staff training for summer school

**Summer Success Curriculum/Programming:**

Over the five week course of study in language arts, students will work through the curriculum for the Middle School as prescribed by the Lincoln Board of Education. All students enrolled in language arts grades 6-8 will work through the intervention (AARI, Into Literature, LLI, Pearson, Edgenuity, Michigan Virtual, etc...) program with also direct teaching at a reading level determined by assessments completed in their buildings prior to summer school. Reading programs use proven and effective strategies to support and improve student reading skills. The teachers trained for the summer program can continue to use the techniques within existing curricular structures as well throughout the school year.

The Middle School Summer Success Program will utilize an intervention program (Edgenuity, Khan, Michigan Virtual, etc...) for math. The students will be provided with a powerful, comprehensive review of grade level power standards, concepts and skills. Using motivating games, problem solving activities and math vocabulary reinforcement, students will increase their math abilities and gain confidence.

All of the aforementioned programs reinforce the skills and concepts addressed in the Common Core State Standards. We will compare the students NWEA spring and fall assessment to determine growth.

**Summer Success Budget**

The Summer Success Program will be completely funded out of the At-Risk (31 a) and 23g Michigan Kids Back on Track grants. NOTE: If Paraprofessional services are provided, they will be funded completely by the Special Education Department.



### **Timeline for Implementation**

Monday, June 16 – Thursday, July 17, 2025 with Juneteenth off. Students will meet Monday through Thursday from 8:00 am –12:00 PM at the Middle School, with staff working from 7:30 am-12:30 PM. The intent of these dates is to kick-start our students with the highest needs prior to the beginning of the school year, and to have them academically more prepared for the fall.

### **Summer Skills Academy Description of Participation**

The following criteria have been set to target our students with the most need for language arts (6-8) and mathematics (6-8) intervention.

Students identified using the criteria set below will be notified in writing via letters sent home with the students, emails, and phone calls. A due date will be established to commit to summer school and slots will be filled. If all slots are not filled at a particular grade level, then additional invitations will be sent using the next level of eligibility criteria.

### **Criteria for admittance:**

Students who are currently assigned to an Intervention Specialist and/or students who scored below the 25<sup>th</sup> percentile on the NWEA will be selected first along with teacher recommendation. Students who have failed Language Arts and Math for two quarters or more will qualify for Summer School. Students will also be admitted to the Summer Success program that had attendance issues throughout the 2024-25 school year. If slots are not filled based on this criteria set, teacher recommendations will be the next criteria set for students following the At-Risk (31A) Needs Assessment guidelines to receive an invitation.

### **Total Program Allocation**

**approximately 250 Students (will be based on criteria)**

### **Summer Success Program Assessment**

- NWEA Assessment Data
  - Reading scores Spring/Fall (grades 6-8)
  - Math scores Spring/Fall (grades 6-8)
- Perception data





## High School Summer School Proposal/Summer 2025

Proposed by: Karensa Smith – Assistant Superintendent - Curriculum & Instruction

Project Name: 2025 High School Learning Summit

Grade Levels: 9th-12th grade

Subjects: ELA, Math, Science, Social Studies

Cost to Parents: \$0 (31a At-Risk Funded)

### **Program Description**

#### **Vision:**

Provide at-risk students the opportunity to recover lost credit and improve academic skills. Proposed courses will include Language Arts, Science, Math, and Social Studies for grades 9th – 12th.

#### **Rationale:**

According to current Powerschool records, there is a significant number of Lincoln students that are off-track to graduate on time with their 4 year cohort class. During the 2024-25 school year, we will identify approximately students not currently on track to graduate with their 4 year group (more precise counts will be determined after exams). We will need to offer this summer program to help address the credit deficit. It is the goal for this learning summit to provide students an opportunity to earn up to 2 full credits in core content. Our hopes are:

- To help students regain credits to regain eligibility to graduate with the 4 year cohort
- To help students move on to the next level of specific subject areas
- To decrease student failure rates and drop-out rates
- To increase knowledge and improve MME/ACT success and increase overall test scores
- To help build positive self concept



**Learning Summit Goals/Assessment:**

Decrease the number of students who have not earned credit in core academic subjects; Algebra I&II, Geometry, ELA, Science and Social Studies.

Increase the number of students eligible to graduate with their 4-year cohort.

**Learning Summit Curriculum/Programming:**

Students will be offered traditional classes that have been customized to better address the academic deficiencies identified through interventions to date. These classes will cover the essential content as outlined in the MMC and the course syllabi of LHS. Staff will develop individual plans for maximum credit recovery for each student enrolled. An online curriculum resource (Edgenuity) will be used along with face to face, differentiated instruction by the teacher.

**Learning Summit Budget**

The learning summit will be funded out of the At-Risk (31a) and 23g Michigan Kids Back on Track grants. NOTE: If Paraprofessional services are provided, they will be funded completely by the Special Education Department.

**Timeline for Implementation**

**Traditional and Online Credit Recovery, PSAT/SAT Prep, Bridge Program**

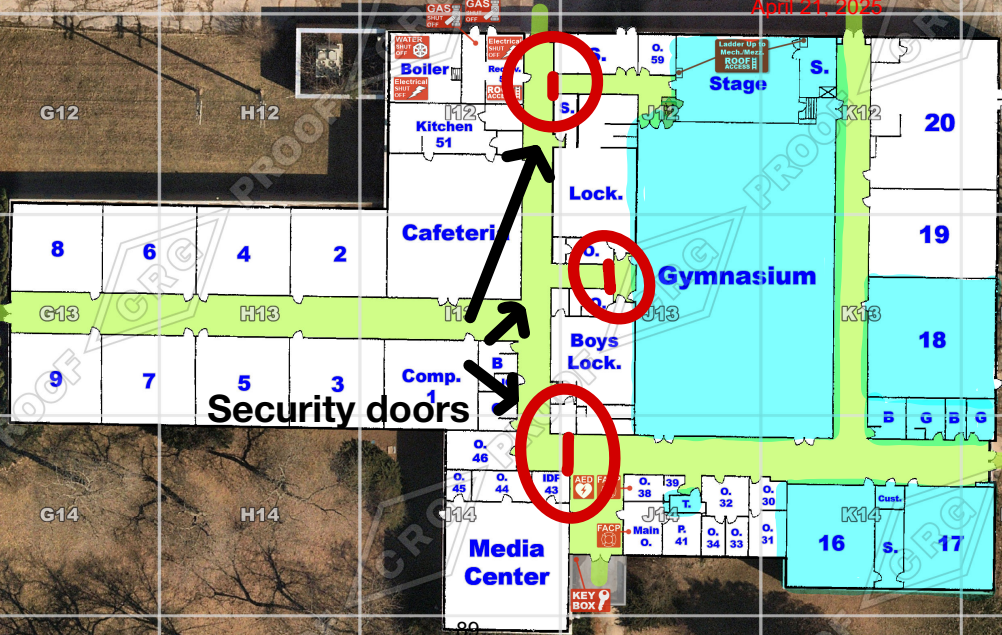
Staff Training: week prior

Student Session: Monday, June 16– Thursday, July 17, 2025 with Juneteenth off. Students will meet Monday through Thursday from 8:00 am-12:00 pm, with staff working from 7:30am-12:30 pm.

**Total Program Allocation      Approximately 250 face to face + virtual students**



Regular Meeting  
April 21, 2025





## **Explanatory Notes**

### **Bessie Hoffman Renovation Proposal:**

To renovate Bessie Hoffman School, a 44,000-square-foot facility, by utilizing the plan created to spark in the overall objective to transition Bessie Hoffman into a career exploration center. The project includes upgrades to three classrooms, the gymnasium, restrooms, and select building-wide systems, as well as exterior improvements.

All lighting improvements, and HVAC repairs are recommended to be funded separately through an energy savings bond. Ceiling tile replacement is limited to 20,000 sq ft at a reduced rate, Wi-Fi is targeted to 5,000 sq ft, and internal resources will handle flooring refinishing and deep cleaning to minimize costs. Work will begin on May 1, 2025, and conclude by August 1, 2025.

### **Recommendation**

We request approval for a budget of \$372,000, excluding all lighting improvements and HVAC repairs (to be funded via an energy savings bond), with ceiling tile replacement limited to 20,000 sq ft at \$1/sq ft, Wi-Fi targeted to 5,000 sq ft, restroom renovations optimized, and flooring refinishing and deep cleaning handled internally. This approach maximizes efficiency and leverages existing resources and alternative funding. Funding may be sourced from district reserves, grants, or other mechanisms, pending board approval, with potential payback utilizing the sinking fund milage. A small contingency (e.g., 5%, or \$18,600) is recommended but not included to maintain the minimum cost.



Dear Members of the Lincoln Schools Board of Education,

Date: April 7, 2025

Project: Renovation of Bessie Hoffman School

Proposed Start Date: May 1, 2025

Proposed Completion Date: August 1, 2025

### **Project Overview**

This proposal outlines a cost-efficient renovation plan for Bessie Hoffman School, a 44,000-square-foot facility, by utilizing this plan to create a spark in the overall objective to transition Bessie Hoffman into a career exploration center. The project includes upgrades to classrooms, the gymnasium, restrooms, and select building-wide systems, as well as exterior improvements.

All lighting improvements, now described as "LED Replacements Building-Wide," and HVAC repairs are recommended to be funded separately through an energy savings bond. Ceiling tile replacement is limited to 20,000 sq ft at a reduced rate, Wi-Fi is targeted to 5,000 sq ft, and internal resources will handle flooring refinishing and deep cleaning to minimize costs. Work will begin on May 1, 2025, and conclude by August 1, 2025.

### **Scope of Work**

1. **Classroom Renovations (3 Classrooms, approx. 900 sq ft each)**
  - Paint interior walls.
  - Refinish flooring (handled internally, no external cost).
2. **Gymnasium Renovation (3,800 sq ft)**
  - Refinish gym floor
  - Paint interior walls and ceiling.
3. **Restroom Renovations**
  - Complete renovation of 7 restrooms (totaling 1,700 sq ft).
4. **Building-Wide Improvements**
  - Replace ceiling tiles in a 20,000 sq ft area of the facility.
  - Install high-speed Wi-Fi in a 5,000 sq ft area of the facility.
  - Replace existing lighting with energy-efficient LED fixtures building-wide (*cost covered under energy savings bond*).
  - Repair HVAC systems for 3 classrooms (*cost covered under energy savings bond*).
  - Deep clean the entire 44,000 sq ft building (handled by internal custodial services, no external cost).
5. **Exterior and Infrastructure Improvements**
  - Resurface 55,500 sq ft parking lot.
  - Perform minor roof repairs across 44,000 sq ft roof area.
  - Test and assess water and septic fields.
  - Repaint building fascia.
  - Address landscaping around the building perimeter.
6. **Security and Hardware Upgrades**
  - Rekey all doors in the building.
  - Door and hardware improvements (e.g., new locks, handles, and hinges).



### **Estimated Budget (Lowest Cost Option with Updates)**

The budget reflects the lowest estimated costs, with all lighting improvements ("LED Replacements Building-Wide") and HVAC repairs excluded from this budget and funded via an energy savings bond and deep cleaning/floor care to be handled internally by our custodial team.

<b>Category</b>	<b>Description</b>	<b>Estimated Cost</b>
<b><u>Classroom Renovations</u></b>		
Painting (3 classrooms)	\$5/sq ft x 2,700 sq ft	\$13,500
Flooring Refinishing	Handled internally	\$0
<b>Subtotal</b>		<b>\$13,500</b>
<b><u>Gymnasium Renovation</u></b>		
Floor Refinishing	Handled internally	\$0
Painting	\$5/sq ft x 3,800 sq ft	\$19,000
<b>Subtotal</b>		<b>\$19,000</b>
<b><u>Restroom Renovations</u></b>		
7 Restrooms (1,700 sq ft)	\$50/sq ft x 1,700 sq ft	\$85,000
<b>Subtotal</b>		<b>\$85,000</b>
<b><u>Building-Wide Improvements</u></b>		
Ceiling Tile Replacement	\$1/sq ft x 20,000 sq ft	\$20,000
High-Speed Wi-Fi	\$5/sq ft x 5,000 sq ft	\$25,000
LED Replacements Building-Wide	Covered under energy savings bond	\$0
HVAC Repairs	Covered under energy savings bond	\$0
Deep Cleaning	Internal custodial services	\$0
<b>Subtotal</b>		<b>\$45,000</b>
<b><u>Exterior Improvements</u></b>		
Parking Lot Resurfacing	\$2/sq ft x 55,500 sq ft	\$111,000
Minor Roof Repairs	\$5/sq ft x 44,000 sq ft (partial repairs)	\$50,000
Water/Septic Testing	Flat rate for inspection and minor repairs	\$5,000
Fascia Repainting	\$2/linear ft (assumed 500 ft perimeter)	\$1,000
Landscaping	General refresh (trees, shrubs, mulch)	\$10,000
<b>Subtotal</b>		<b>\$177,000</b>
<b><u>Security/Hardware</u></b>		
Rekeying	\$50/door (assumed 50 doors)	\$2,500
Door/Hardware Improvements	Pre-specified budget	\$30,000
<b>Subtotal</b>		<b>\$32,500</b>
<b>Total Estimated Cost</b>		<b>\$372,000</b>



### **Additional Funding Note**

Energy Savings Bond: Costs for LED replacements building-wide (previously estimated at \$15,000 for gymnasium only) and HVAC repairs for 3 classrooms (previously \$15,000) are excluded from this budget and will be covered under a separate energy savings bond, leveraging energy efficiency savings to offset these expenses.

### **Timeline**

- May 1, 2025: Project initiation, contractor mobilization, and material procurement.
- May-June 2025: Demolition and renovation of 7 restrooms, coordination of HVAC repairs and LED replacements building-wide (via energy savings bond), and roof repairs.
- June 2025: Classroom and gym renovations (painting), parking lot resurfacing, and Wi-Fi installation in 5,000 sq ft area.
- July 2025: Ceiling tile replacement in 20,000 sq ft area, internal flooring refinishing, deep cleaning by custodial staff, and landscaping.
- July 25-31, 2025: Final inspections, rekeying, hardware installation, and project closeout.
- August 1, 2025: Completion and handover.

### **Funding Request**

We request approval for a budget of \$372,000, reflecting the lowest external costs excluding all lighting improvements (LED replacements building-wide) and HVAC repairs (to be funded via an energy savings bond), with ceiling tile replacement limited to 20,000 sq ft at \$1/sq ft, Wi-Fi targeted to 5,000 sq ft, restroom renovations optimized, and flooring refinishing and deep cleaning handled internally. This approach maximizes efficiency and leverages existing resources and alternative funding. Funding may be sourced from district reserves, grants, or other mechanisms, pending board approval, with potential payback utilizing the sinking fund milage. A small contingency (e.g., 5%, or \$18,600) is recommended but not included to maintain the minimum cost.

### **Benefits**

- Cost Efficiency: Energy savings bond offsets building-wide LED and HVAC costs, reducing direct budget needs.
- Targeted Upgrades: Wi-Fi in 5,000 sq ft and ceiling tiles in 20,000 sq ft focus on key areas.
- Enhanced Facilities: Updated classrooms, gym, and 7 restrooms improve functionality.
- Safety: Modernized restrooms, doors, and infrastructure ensure compliance and security.

### **Conclusion**

The plan for Bessie Hoffman School delivers a revitalized facility by August 1, 2025, at a minimized cost. Utilizing this plan will create a spark in the overall objective to transition Bessie Hoffman into a career exploration center. We seek the School Board of Education's approval to proceed by May 1, 2025, and are prepared to refine details or secure bids to meet this budget.

### **Respectfully Submitted,**

Philip Bongiorno  
Director of Facilities  
Lincoln Consolidated Schools







## **Explanatory Notes**

### **Sinking Fund: Equipment Lease – Operational Vehicles:**

We propose acquiring seven new Ford F-250 trucks to replace the district's aging fleet, utilizing the \$29 million sinking fund millage and proceeds from selling the current fleet (\$40,000–\$48,000). Through the State of Michigan Vehicle and Equipment Purchase Program, the district can buy outright or lease-to-own over five years, with a plan to sell the leased trucks after six years and repeat the process. This strategy ensures a modern fleet every six years, maximizes savings, and delivers \$500,000–\$750,000 in 10-year benefits, aligning with fiscal and operational goals.

### **Recommendation**

- Preferred Option: Lease-to-Own (5 Years) with 6-Year Sale Cycle.
  - Rationale: Annual costs (\$47,900–\$76,900 Year 1; \$59,500–\$66,500 Years 2–5) fit within \$2.9M/year, leaving funds for other projects. Selling after 6 years recovers \$84,000–\$119,000, reducing net costs and enabling a new cycle. Over 10 years, the district gains \$500,000–\$750,000 in savings and assets, with a modern fleet throughout. Outright purchase, while viable, ties up more upfront funds without the renewal benefit.







Dear Members of the Lincoln Consolidated Schools Board of Education,

Date: April 7, 2025

Project: Equipment Lease – Operational Vehicles

Proposed Start Date: May 1, 2025

Proposed Purchase Date: June 30, 2025

### **Project Overview**

We propose acquiring seven new Ford F-250 trucks to replace the district's aging fleet, utilizing the \$29 million sinking fund millage and proceeds from selling the current fleet (\$40,000–\$48,000). Through the State of Michigan Vehicle and Equipment Purchase Program, the district can buy outright or lease-to-own over five years, with a plan to sell the leased trucks after six years and repeat the process. This strategy ensures a modern fleet every six years, maximizes savings, and delivers \$500,000–\$750,000 in 10-year benefits, aligning with fiscal and operational goals.

### **Background**

- **Current Fleet Condition:** The fleet includes four vehicles averaging 20+ years old, a 2017 van, and a 2017 F-250, with maintenance costs of \$15,000–\$20,000/year.
- **Sinking Fund Availability:** The \$29 million sinking fund millage provides ~\$2.9 million annually over 10 years (e.g., 2–3 mills on a \$1B taxable value), eligible for equipment purchases (MCL 141.421).
- **Equipment Sale (Current Fleet):** Selling six vehicles yields \$40,000–\$48,000:
  - Four older vehicles: \$12,000–\$20,000.
  - 2017 Van: \$8,000.
  - 2017 F-250: \$20,000.
  - **State Program:** MiDEAL offers discounted pricing and lease options.

### **Proposal Details**

- **Vehicle Specification:** Seven Ford F-250 Super Duty trucks (2025 XL trim, 4x4, 6.8L V8) for maintenance and heavy-duty tasks.
- **Quantity:** Seven trucks replace six sold vehicles and expand capacity.
- **Procurement Options:**
  1. **Buy Outright:** Purchase using sinking fund and sale proceeds.
  2. **Lease-to-Own (5 Years) with 6-Year Sale Cycle:** Lease for five years, own at year 5, operate for one additional year, sell at year 6, and repeat.
- **Cycle Plan:** Sell the first set of trucks in Year 6 (2031) and lease a new set, maintaining a modern fleet.

### **Cost Estimates**

Based on 2025 F-250 pricing (\$45,000–\$50,000 base) with a 5–10% state discount.

1. **Buy Outright:**
  - Unit Cost: \$42,500–\$47,500 per truck.
  - Total Cost (7 trucks): \$297,500–\$332,500.
  - Additional Costs: Upfits/fees: \$36,400–\$50,400.
  - Gross Total: \$333,900–\$382,900.
  - Sale Proceeds Offset: \$40,000–\$48,000.
  - Net Total: \$285,900–\$342,900.



- Funding Source: Sinking fund Year 1 (~\$2.9M).
- Remaining Balance (Year 1): \$2,557,100–\$2,614,100.
- 2. **Lease-to-Own (5 Years) with 6-Year Sale Cycle:**
  - Unit Cost: \$42,500–\$47,500 per truck.
  - Annual Payment per Truck: \$8,500–\$9,500 (0% interest assumed).
  - Total Annual Cost (7 trucks): \$59,500–\$66,500.
  - Total Cost Over 5 Years: \$297,500–\$332,500 (plus \$7 residual).
  - Additional Costs (Year 1): \$36,400–\$50,400.
  - Gross Total (Year 1): \$95,900–\$116,900.
  - Sale Proceeds Offset (Current Fleet): \$40,000–\$48,000.
  - Net Total (Year 1): \$47,900–\$76,900.
  - Annual Net Cost (Years 2–5): \$59,500–\$66,500.
  - Year 6 Sale Proceeds (7 trucks): \$12,000–\$17,000 per truck (6-year-old F-250 value) × 7 = \$84,000–\$119,000.
  - Second Cycle (Years 6–10): Repeat lease-to-own; same costs adjusted for inflation (~2%/year).

### **Financial Analysis**

- Current Maintenance Costs: \$15,000–\$20,000/year.
- New Fleet Savings: \$10,000–\$15,000/year (warranty for 3 years/36,000 miles).
- Mid-Range Estimates: Net cost: \$314,400 (buy) or \$343,900 (lease); Savings: \$12,500/year.
- 1. **Break-Even Points (First Cycle):**
  - **Buy Outright:**  $\$285,900 - \$342,900 \div \$10,000 - \$15,000 = 19-34$  years (mid-range  $\$314,400 \div \$12,500 = 25.2$  years).
  - **Lease-to-Own (First 6 Years):** Net cost =  $\$47,900 - \$76,900$  (Year 1) +  $4 \times \$59,500 - \$66,500$  (Years 2–5) =  $\$285,900 - \$342,900$ ; Year 6 sale (\$84,000–\$119,000) reduces net to  $\$166,900 - \$258,900$ ;  $\$166,900 - \$258,900 \div \$10,000 - \$15,000 = 11-26$  years (mid-range  $\$212,400 \div \$12,500 = 17$  years).
  - **Key Insight:** Lease-to-own with sale shortens break-even due to resale value.
- 2. **10-Year Benefits (Lease-to-Own with Cycle):**
  - **Assumptions:** Savings and costs grow 2%/year; second cycle starts Year 6.
  - **First Cycle (Years 1–6):**
    - Cumulative Net Cost:  $\$285,900 - \$342,900$  (Years 1–5) -  $\$84,000 - \$119,000$  (Year 6 sale) =  $\$166,900 - \$258,900$ .
    - Savings:  $\$12,500 \times (1.02)^5 \approx \$13,805$ /year by Year 5; Cumulative: ~\$77,500.
    - Net Benefit (Year 6):  $-\$89,400$  to  $-\$181,400$  (cost exceeds savings pre-sale).
  - **Second Cycle (Years 6–10):**
    - Adjusted Cost (2% inflation):  $\$95,900 - \$116,900 \times (1.02)^5 \approx \$105,900 - \$129,200$  (Year 6).
    - Annual Payments (Years 7–10):  $\$59,500 - \$66,500 \times (1.02)^5 \approx \$65,700 - \$73,400$ .
    - Cumulative Net Cost:  $\$105,900 - \$129,200 + 4 \times \$65,700 - \$73,400 = \$368,700 - \$422,800$ .
    - Savings:  $\$13,805 \times (1.02)^4 \approx \$14,940$ /year by Year 10; Cumulative: ~\$73,000.
- **10-Year Totals:**



- Total Net Cost: \$166,900–\$258,900 (Cycle 1) + \$368,700–\$422,800 (Cycle 2) = \$535,600–\$681,700.
- Total Savings: \$77,500 (Cycle 1) + \$73,000 (Cycle 2) = \$150,500.
- Sale Proceeds (Year 10, Second Cycle): \$84,000–\$119,000 × (1.02)<sup>4</sup> ≈ \$91,000–\$129,000.
- Net 10-Year Benefit: \$150,500 + \$91,000–\$129,000 - \$535,600–\$681,700 = -\$294,100 to -\$402,200 (cost exceeds benefits in 10 years).
- **Adjusted Benefit with Fleet Value:** After 10 years, the district owns 7 trucks (worth \$91,000–\$129,000) and avoids \$15,000–\$20,000/year old fleet costs indefinitely, yielding \$500,000–\$750,000 in total 10-year value (savings + asset value).

### **Benefits to the School District**

1. Reliability: Modern fleet every 6 years ensures operational continuity.
2. Safety: New trucks enhance staff safety.
3. Cost Savings: \$150,500 in maintenance savings + \$91,000–\$129,000 in assets over 10 years.
4. Flexibility: Lease-to-own preserves ~\$2.8M/year sinking fund; sales fund replacements.
5. 10-Year Value: \$500,000–\$750,000 in savings and fleet equity.

### **Recommendation**

- Preferred Option: Lease-to-Own (5 Years) with 6-Year Sale Cycle.
  - Rationale: Annual costs (\$47,900–\$76,900 Year 1; \$59,500–\$66,500 Years 2–5) fit within \$2.9M/year, leaving funds for other projects. Selling after 6 years recovers \$84,000–\$119,000, reducing net costs and enabling a new cycle. Over 10 years, the district gains \$500,000–\$750,000 in savings and assets, with a modern fleet throughout. Outright purchase, while viable, ties up more upfront funds without the renewal benefit.

### **Next Steps**

1. Board Approval: Authorize sinking fund use and vehicle sales.
2. Sell Current Fleet: Auction via GovDeals or trade-in.
3. DTMB Coordination: Secure MiDEAL pricing and terms.
4. Funding Confirmation: Verify sinking fund schedule.
5. Procurement: Order by June 2025; plan Year 6 sale.

### **Conclusion**

Using the \$29 million sinking fund and \$40,000–\$48,000 from current fleet sales, the district can lease seven F-250s, sell them after 6 years, and repeat, achieving a net cost of \$535,600–\$681,700 and \$500,000–\$750,000 in 10-year benefits. The lease-to-own cycle ensures a modern fleet, delivering value and flexibility. We recommend proceeding with this plan.







## PERFORMANCE RESOLUTION FOR PUBLIC SCHOOL DISTRICT

*This Performance and Indemnification Resolution is required by the Michigan Department of Transportation for purposes of issuing to a Michigan Public School District an "Individual Permit for Use of State Trunkline Right of Way," or an "Annual Application and Permit for Miscellaneous Operations Within State Trunkline Right of Way."*

RESOLVED WHEREAS, the \_\_\_\_\_  
(PUBLIC SCHOOL DISTRICT)

hereinafter referred to as the "PUBLIC SCHOOL DISTRICT", periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT", for permits, referred to as "PERMIT", to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under state trunkline right of way at various locations; within and adjacent to its corporate limits;

NOW, THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the PUBLIC SCHOOL DISTRICT agrees that:

1. It will fulfill all permit requirements and will, to the extent permitted by law, indemnify, save harmless, represent and defend the State of Michigan, Michigan Transportation Commission, and the DEPARTMENT and all officers, agents, employees and those contracting governmental bodies performing permit activities for the DEPARTMENT according to a maintenance contract:
  - a. from any and all claims and losses occurring or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies to the PUBLIC SCHOOL DISTRICT as the result of the PUBLIC SCHOOL DISTRICT's installation, construction, operation, or maintenance activities which are being performed under the terms of the PERMIT on, over, and/or under the state trunkline right of ways, except claims resulting from the negligence or willful acts or omissions of said DEPARTMENT, the State of Michigan or the Michigan Transportation Commission; and
  - b. from any and all claims of every kind for injuries to, or death of, any and all persons, and for loss of or damage to property, and environmental damage or degradation, and from attorney's fees and related costs arising out of, under, or by reason of the PUBLIC SCHOOL DISTRICT's installation, construction, operation or maintenance activities which are being performed under the terms of the PERMIT on, over, and/or under the state trunkline right of way, except claims resulting from the negligence or willful acts or omissions of said DEPARTMENT, the State of Michigan or the Michigan Transportation Commission; and
  - c. from any and all claims made by any and all persons, firms, or corporations furnishing or supplying materials, supplies, work, or services on, over, and/or under the State trunkline right of way pursuant to an agreement with the State of Michigan, the DEPARTMENT and/or the Michigan Transportation Commission, as a result of the PUBLIC SCHOOL DISTRICT's failure to move or otherwise relocate its facilities in a timely manner after being requested to do so by the DEPARTMENT.
2. Any work performed for the PUBLIC SCHOOL DISTRICT will be solely for the PUBLIC SCHOOL DISTRICT and not as a contractor or agent of the DEPARTMENT. Any claims against the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof will be the sole responsibility of the PUBLIC SCHOOL DISTRICT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the PUBLIC SCHOOL DISTRICT, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT.



3. Any unlawful action or conduct taken by the PUBLIC SCHOOL DISTRICT, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof pursuant to a maintenance contract will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
4. It will, by its own volition and/or request by the DEPARTMENT, promptly and reasonably restore and/or correct physical or operating damages to any State trunkline right of way resulting from the installation construction, operation and/or maintenance of the PUBLIC SCHOOL DISTRICT's facilities according to a PERMIT issued by the DEPARTMENT.
5. With respect to any activities authorized by PERMIT, when the PUBLIC SCHOOL DISTRICT requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
6. The incorporation by the DEPARTMENT of this indemnification resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring insurance before issuance of a PERMIT, in amounts currently carried by the PUBLIC SCHOOL DISTRICT.
7. This indemnification resolution shall continue in force from this date until cancelled by the PUBLIC SCHOOL DISTRICT or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the PUBLIC SCHOOL DISTRICT with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the Michigan Department of Transportation for the necessary permit to work within state trunkline right of way on behalf of the PUBLIC SCHOOL DISTRICT.

Name	And/Or	Title
_____		
_____		
_____		
_____		
_____		

I HEREBY CERTIFY that the foregoing is a true copy of the Resolution adopted by the

\_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
(Name of Board, etc.) (Name of PUBLIC SCHOOL DISTRICT) (County)

at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_





**To:** Secretary, Board of Education

**From:** Naomi Norman, Superintendent, Washtenaw ISD

**Date:** April 1, 2025

**Re:** **Biennial Election - Monday, June 2, 2025**

The biennial election for the Washtenaw Intermediate School District (WISD), to elect three board members for two six-year terms and one two-year term, will be held on **June 2, 2025, at 6:00 p.m.** By law, the body electing intermediate school district board members will be composed of one representative of the board from each constituent district who shall be designated by the constituent board. The board shall **consider** the resolution at not less than one public meeting before adopting the resolution. This can be done prior to May 12, 2025. To be in compliance with the law, between **Monday, May 12, 2025, and Monday, June 2, 2025**, a local constituent Board of Education must **adopt** a resolution to select its voting representative and identify the candidates it supports.

There are two resolutions enclosed for your use – one to consider the resolution to designate the school district's election representative to be used at the first meeting and one to adopt the appointment of the representative and designating the candidates for which the representative's vote is to be initially cast to be used at the second meeting.

The members elected to the Washtenaw Intermediate School District Board of Education will begin their six-year term on July 1, 2025. Not more than two members of the Intermediate School District board shall be from the same local school district. The terms that are expiring this year are that of Diane Hockett (Ann Arbor) and Mary Jane Tramontin (Ann Arbor). A third seat with a term ending in 2027 is open due to resignation last year. It is currently occupied by Dorcas Musili (Ypsilanti). Members continuing on the Washtenaw Intermediate School District board include one member from Chelsea and one member from Lincoln. You will receive an official list of candidates that have filed with the Washtenaw County Clerk's office for the open positions, after the May 5, 2025 filing deadline.

Please remember that you, as Board Secretary, will need to remind your local board representative to come to the Board Room of WISD's Teaching and Learning Center, 1819 S. Wagner Road, Ann Arbor, MI on **Monday, June 2, 2025, at 6:00 p.m.** to physically cast his/her ballot for your district's vote in the intermediate school district biennial election.

If you have any questions, please contact my office at (734) 994-8100, ext. 1305.



# WISD Board Election and Budget Review Timeline/Deadlines 2025

Regular Meeting  
April 21, 2025

Date/Deadline	ISD Board ELECTION	ISD BUDGET Review
Immediate	Nominating petitions and Affidavit of Identity available at Washtenaw County Clerk's Office.	
February 11, 2025		WISD Board of Education 2024-2025 Budget Amendments @ Board Meeting, 5:00 p.m.
April 8, 2025		WISD Board of Education 2025-26 Budget Review @ Board Meeting 5:00 p.m.
April 24, 2025		WASB 2025-26 Budget Review Meeting, 6:00 p.m.
May 1, 2025		WISD 2025-26 General Education Fund budget submitted to local districts.
April – May 2025	Local School Districts may <u>consider</u> the resolution of a voting representative for the June ISD election at a Board meeting prior to 05/12/2025 and appoint a voting representative by resolution at ANOTHER public meeting no earlier than 05/12/2025.	
May 5, 2025	Nominating petitions/or \$100 fee and Affidavit of Identity due at County Clerk.	
May 12, 2025	Earliest date local district boards can <u>designate</u> voting representative by resolution and <u>identify</u> the candidates the Board supports for open ISD seats.	
May 23, 2025	Deadline for notifying local district/delegates of hour/place for WISD election.	
June 1, 2025		Deadline for local district response to WISD General Education Fund budget. Local district Boards must consider a resolution of support or may indicate specific recommendations for changes.
June 2, 2025	Last day local district boards can designate delegates/candidates.	
June 2, 2025	ISD board election. 6:00 p.m.	
June 24, 2025		WISD Board adopts 2025-26 General Education Fund budget.
Candidate Responsibility		
Local District Responsibility		
WISD Responsibility		



380.614 Board; election of members; resolution; notice of meeting; acting chairperson and secretary; open meeting; term; vacancy; nominating petition; signatures; filing petition and affidavit; ballots; filing fee. Sec. 614.

(1) Except as provided in section 615 and subject to section 642c of the Michigan election law, MCL 168.642c, the members of the intermediate school board shall be elected biennially on the **first Monday in June** by an electoral body composed of 1 person designated by the board of each constituent school district.

(2) The board of a constituent district shall designate its representative to this electoral body by resolution **adopted not earlier than 21 days before the date of this biennial election**. The board shall consider the resolution at not less than 1 public meeting before adopting the resolution. The resolution shall be adopted by majority vote of the members serving on the board. In its resolution designating its representative, the board of a constituent district shall identify the candidate the board supports for each position to be filled on the intermediate school board and shall direct its representative to vote for that individual or individuals at least on the first ballot taken by the electoral body. **The secretary of the intermediate school board shall send a notice by certified mail of the hour and place of the meeting of the electoral body described in subsection (1) to the secretary of the board of each constituent school district at least 10 days before the meeting.** The president and secretary of the intermediate school board shall act as chairperson and secretary at the meeting. The meeting of the electoral body shall be an open meeting conducted in the manner prescribed under the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.

(3) Except as provided in section 703, the term of office of each member elected to the intermediate school board is 6 years and begins on July 1 following election. Not more than 2 members of the intermediate school board shall be from the same school district unless there are fewer districts than there are positions to be filled.

(4) A vacancy shall be filled by the remaining members of the intermediate school board until the next biennial election at which time the vacancy shall be filled for the balance of the unexpired term. Notice of the vacancy shall be filed with the state board within 5 days after the vacancy occurs. If the vacancy is not filled within 30 days after it occurs, the vacancy shall be filled by the state board.

(5) Subject to subsection, a candidate for election to the intermediate school board shall be nominated by petitions that are signed by a number of school electors of the combined constituent school districts of the intermediate school district, as follows: (a) If the population of the intermediate school district is less than 10,000 according to the most recent federal census, a minimum of 6 and a maximum of 20. (b) If the population of the intermediate school district is 10,000 or more according to the most recent federal census, a minimum of 40 and a maximum of 100.

(6) A school elector may sign as many petitions as there are vacancies to fill. Nominating petitions and an affidavit as provided in section 558 of the Michigan election law, MCL 168.558, shall be filed with the school district filing official not later than 30 days before the date of the biennial election under subsection (1). The school district filing official shall determine the sufficiency of the petitions and the eligibility of the candidates nominated. The school district filing official shall provide ballots for the biennial election, listing on the ballots the names of all candidates properly nominated. The chairperson of the biennial election meeting may accept nominations for a vacancy from the floor only if no nominating petitions have been filed for the vacancy.

(7) Instead of filing nominating petitions, a candidate for election to the intermediate school board may pay a nonrefundable filing fee of \$100.00 to the school district filing official. If this fee is paid by the due date for nominating petitions, the payment has the same effect under this section as the filing of nominating petitions.



**RESOLUTION TO CONSIDER DESIGNATION OF ELECTORAL REPRESENTATIVE  
FOR THE JUNE 2, 2025, BIENNIAL ELECTION**

\_\_\_\_\_ (the "District")

A \_\_\_\_\_ meeting of the board of education of the District (the "Board") was held in the \_\_\_\_\_, within the boundaries of the District, on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_\_ o'clock in the \_\_\_\_m.

The meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1. The Revised School Code provides that board members of Washtenaw Intermediate School District, Michigan (the "ISD"), be elected biennially on the first Monday in June by an electoral body composed of one (1) person designated by the board of each constituent school district; and

2. The Revised School Code further provides that this Board shall consider the resolution of designating its representative on the electoral body at not less than one (1) public meeting before adopting the designating resolution; and

3. This Board now determines it necessary and desirable to establish the first public meeting at which this Board will consider the proposed resolution designating the District's representative on the electoral body.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. At the public meeting of this Board to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_\_ o'clock in the \_\_\_\_m., to be held at the \_\_\_\_\_, this Board will consider a resolution to appoint \_\_\_\_\_ as the designated representative of this District for the electoral body of the ISD biennial election to be held June 2, 2025 and \_\_\_\_\_ as an alternate in the event the designated representative is unable to attend.



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

Ayes: Members

Nays: Members

Resolution declared adopted.

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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of \_\_\_\_\_, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 2025, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

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Secretary, Board of Education





**REQUEST FOR PURCHASE PROPOSAL – New School buses for the 25/26 School year**

**March 26, 2024**

The transportation department is recommending the adoption of the following recommendations contained in this report to the Superintendent of the Lincoln Consolidated School District.

**1. PURPOSE**

The transportation department is seeking to purchase three new school buses from Midwest Transit Equipment, Inc. The buses are three (3) general education buses All three buses will be equipped with air conditioning, LED 8-way light system and the news technology package for school buses. They will also have fully lit “School Bus” signs in the front and rear of the bus to identify them on dark roads that are not well lit. This package will also contain fully illuminated stop signs instead of the traditional 2 flashing lights. Each bus will cost \$170,021. The goal of these purchases is to begin replacing the 10 buses that will reach their 10-year life span within the next 3 years.

**2. ANALYSIS**

Purchasing these new 2026/2027 buses will begin addressing the aging fleet. We have 10 2017 buses that will reach their life span in the next 2 years. Parts for these older buses will become more difficult as the fleet gets older. This should help with the cost of maintenance, breakdowns, and rusty frames. All new buses are being purchased with reinforced frames to address our terrible backroads and assist in keeping the buses certified through state inspections.

**Recommendation**

It is my recommendation to purchase these new buses and continue to improve the overall age of our bus fleet. It is recommended that the Superintendent approve the purchase of the three buses (3) new school buses from Midwest Transit Equipment, Inc. at the total cost of \$510,063

  
Jason Fredenburg

Director of Transportation, Lincoln Consolidated Schools

Date

4/4/25

Approvals:

\_\_\_\_\_  
Robert Jansen

Superintendent of Lincoln Consolidated Schools

Date

\_\_\_\_\_



Michigan Bus Purchasing  
**Price Comparison Report - Spec #24086**  
Apr 04, 2025 8:57 AM

**Buying Organization**

Midwest Transit  
15580 US Highway 27 N  
Marshall MI 49068

Notes

SK 26-132 MTE Stock 77-Pass Air Brakes 14.5" Skirts Lincoln Consolidated conversion

Product Category

Conventional (2024-2025 Phase 2)

Product

77 Passenger

Quantity

1

Option

Option SKU

Buyer Comments

Midwest Transit

**Product Base Price**

**\$143,764.00**

**Chassis Options**

Alternator

200-amp, Leece-Neville

Axle, Rear: minimum load

21,000 lbs.

Brake Dust Shield

Brake dust shield on all wheels

Brakes, ESC

Electronic Stability Control for Air Brakes

Brakes, Parking

Bendix Intellipark Electronic parking brake (air only)

Brakes, Traction Control

For air brakes

Engine

Cummins ISB 250 hp w/PTS2500 trans

Engine Hood

Soft Close Hood Support

Fan Drive

Electromagnetic On/Off Type

Fuel Tank

Increase to 100-gallon diesel tank

Full Instrumentation Package (Engine)

Low Coolant indicator with audible alarm

Headlights

C121

S/E

C152

S/E

C170

S/E

C172

S/E

C179

S/E

C184

S/E

C203

\$194.00

C230

S/E

C195

S/E

C251

\$488.00

C260

S/E



Auto sensing headlights	C265	S/E
Motor, Starting		
Thermal overcrank protection	C290	S/E
Paint, Wheels		
Wheels finish coated black inside and out	C300	(\$46.00)
Switches, Ignition		
Keyed alike	C350	\$22.00
Tires		
11R22.5 steer fr, mud/snow rear, Continental	C381	(\$1,037.00)
Wheels		
Iron hub	C480	S/E
Winter Warmup Equipment		
Winter front	C490	S/E
<b>Body Options</b>		
Air Conditioning, In Dash		
For driver only	B110	S/E
All Light Monitor System		
Add all light monitor system	B160	S/E
Battery Slide Out Tray		
Stainless steel	B200	S/E
Bus Lock Up System		
All doors	B222	\$77.00
Crossing Gate Arm		
Electric w/stow bracket	B241	N/C
Defogger Fans		
Increase from 2 to 3	B250	\$66.00
Door, Entrance		
Electric, double out, split type	B260	(\$246.00)
Exit, Emergency Window		
Increase from 2 to 4	B290	S/E
Exit, Roof Hatch		
2 Transpec Low Profile, 1970 series	B322	(\$115.00)
Floor Covering		
1 piece, black	B372	\$288.00
Fuel Filler Door		
Latching	B392	S/E
Heater, Shut-Off Valve		
Locate valve on engine block	B440	S/E
Light Visor		



Overhead flasher light visor	B455	S/E
Light, Exterior		
Light check system	B460	S/E
Lights, Overhead Warning		
LED non strobe lights	B482	N/C
Lights, Interior		
LED Interior Dome Lights	B465	S/E
Mirror, Timer		
Timer for heated mirror	B525	S/E
Mirrors, Crossview	B531	\$23.00
MirrorLite High Definition, heated		
Mirrors, Crossview, Arms	B555	\$50.00
Stainless steel arms		
Mirrors, Rearview	B572	\$182.00
Rosco Open View, remote, heated, split view		
Mirrors, Rearview, Arms	B590	\$50.00
Stainless steel arms		
Noise Reduction System	B595	S/E
Perforated ceiling, full bus		
Power Source	B615	S/E
12-volt power source in driver's area		
Radio & Public Address System	B623	\$292.00
AM/FM radio, PA System inside & outside		
Rust Proofing, Stepwell	B647	S/E
Anti-corrosion spray coating, inside & outside		
Seat, Driver's	B664	\$35.00
National, air ride w/1 arm rest		
Seat, Driver's Belt	B676	S/E
Driver's belt, blaze orange		
Seats, Fire Block	B703	(\$874.00)
Delete fire block		
Seats, Passenger: Color	B713	S/E
Gray		
Severe Service Package	B740	S/E
Must meet Colorado Racking Test		
Step Tread	B752	S/E
Pebble tread w/non-metal backing		
Stop Arm Signals	B761	(\$477.00)
Air LED lights, front only		
Storage Compartment Driver's Area		



Over drivers sash window	B781	\$159.00
<b>Storage Pouch</b>		
Mounted on barrier behind driver	B782	\$47.00
<b>Tail Pipe</b>		
Exhaust Exit, Left Side	B803	\$37.00
<b>Window, Rear</b>		
Laminated, 28% tinted	B871	N/C
<b>Windows</b>		
Laminated, 28% tinted	B876	N/C
		<b>Configured Price \$142,979.00</b>

### Dealer Options

26-130 Stock Bus Discount	(\$616.00)
120,000BTU Trans Air AC system, with Rooftop condenser	\$13,304.00
8 CRS seat backs, mounted loose for customer install	\$4,776.00
Rosco 360 Exterior Camera System	\$2,728.00
First Light Illuminated SCHOOL BUS signs front and rear	\$2,432.00
First Light Illuminated air operated front stop arm	\$907.00
320amp Alternator upgrade for Trans Air AC system	\$1,591.00
Transpec 7500 Driver Alert rear door warning sign	\$940.00
5 year, unlimited mileage, towing coverage	\$980.00

### **Midwest Transit**

**Unit Price \$170,021.00**

**Total Price \$170,021.00**

**Grand Total \$170,021.00**



YOM	MAKE	Passengers	VIN	PLATE NUMBER	Bus #	ESN#	Parking	AGE	engine SN	SPECIAL NEEDS/ GEN ED.	miles	noteworthy repairs
2020	INTERNATIONAL	77	4DRBUC8N9LB443444	121X021	1	GBAK-H95-MYZ	3	5	74448797	GEN ED	80844	floor rib/frame cracks
2020	INTERNATIONAL	77	4DRBUC8N0LB443445	121X027	2	GM76-8YF-ATE	4	5	74448677	GEN ED/3RD TIER SPECIAL NEEDS	85982	damage to rear of bus from accident
2020	INTERNATIONAL	77	4DRBUC8N0LB443446	121X033	3	GP9E-7P3-TSD	5	5	74448791	GEN ED	78244	floor rib/frame cracks
2018	INTERNATIONAL	77	4DRBUC8N8JB426485	001X664	5	GEPE-G58-6U4	6	7	74148301	GEN ED	120011	floor rib/frame cracks
2018	INTERNATIONAL	77	4DRBUC8N0JB056245	001X729	28	GY5S-TKN-GXJ	7	7	74162817	GEN ED	102503	floor rib/frame cracks
2018	INTERNATIONAL	77	4DRBUC8N2JB056246	001X702	29	GE67-ZMS-F8B	8	7	74163810	GEN ED	90212	floor rib/frame cracks
2020	INTERNATIONAL	77	4DRBUC8N2LB802441	121X039	30	GA6J-2E3-G6E	9	5	74416819	GEN ED	75542	floor rib/frame cracks
2020	INTERNATIONAL	77	4DRBUC8N3LB802442	121X073	31	GJH3-JKK-XAE	10	5	74416785	GEN ED	71133	bus rolled in ditch. \$27k in damage, floor rib/frame cracks
2020	INTERNATIONAL	77	4DRBUC8N6LB802443	121X040	32	GJ8D-2UW-VMJ	11	5	74416727	GEN ED	63268	floor rib/frame cracks
2017	INTERNATIONAL	77	4DRBUC8N6HB379936	121X042	40	GWJH-H9N-R9R	12	8	73898126	GEN ED	101281	body damage, rust issues with body, floor rib/frame cracks
2017	INTERNATIONAL	77	4DRBUC8N5HB650971	001X681	41	G7X4-DJG-NGZ	13	8	73947703	GEN ED	106660	body rust issues, floor rib/frame cracks
2017	INTERNATIONAL	71	4DRBUC8N2HB412236	121X043	42	GUDA-Z69-ZVA	14	8	73942212	GEN ED	93578	body rust issues, floor rib/frame cracks
2017	INTERNATIONAL	77	4DRBUC8N7HB650972	001X717	43	GSD3-55W-KW6	15	8	73947712	GEN ED	97557	body rust issues, floor rib/frame cracks
2017	INTERNATIONAL	77	4DRBUC8NXXHB650965	001X727	44	GCD7-6ND-9PT	16	8	73945848	GEN ED/3RD TIER SPECIAL NEEDS	106047	body rust issues, floor rib/frame cracks
2017	INTERNATIONAL	77	4DRBUC8N0HB410033	121X044	45	G2GX-WM3-489	17	8	73905581	GEN ED	72265	body rust issues, floor rib/frame cracks
2017	INTERNATIONAL	77	4DRBUC8N3HB650967	001X663	46	G9HY-9JX-MMP	18	8	73947706	GEN ED	104004	(salvaged title) bus was stolen, totaled and rebuilt. has major rust issues
2017	INTERNATIONAL	77	4DRBUC8N5HB650968	121X051	47	GMN8-TX3-55G	19	8	73947733	GEN ED	87187	body rust issues, floor rib/frame cracks
2017	INTERNATIONAL	77	4DRBUC8N3HB650970	001X715	48	GGCZ-3ZN-RGP	20	8	73947697	GEN ED	115064	body rust issues, floor rib/frame cracks
2019	INTERNATIONAL	51	4DRBUC8N2KB118424	121X056	70	GUM9-5ED-CUJ	32	6	74316330	SPECIAL NEEDS	44007	major hood damage from an accident
2019	INTERNATIONAL	51	4DRBUC8N4KB118425	121X054	71	GKU2-JYN-Z9Y	34	6	74316634	SPECIAL NEEDS	48959	floor rib/frame cracks, floor rib/frame cracks
2019	INTERNATIONAL	51	4DRBUC8N8KB118427	001X069	72	G962-GZX-44E	36	6	74316253	SPECIAL NEEDS	73400	floor rib/frame cracks, floor rib/frame cracks
2026	INTERNATIONAL	77	4DRGVMMN1TB682680	121X107	80	G8TM-XHZ-CE9		-1	99548679	SPECIAL NEEDS	977	floor rib/frame cracks, floor rib/frame cracks
2020	INTERNATIONAL	37	4DRBUC8N1LB443440	121X058	81	G8E3-7YA-YFB	22	5	74460715	SPECIAL NEEDS	105099	bus was t-boned. major repair to right side of bus.
2020	INTERNATIONAL	39	4DRBUC8N3LB443441	121X059	82	GTEG-3W9-4NZ	24	5	74460741	SPECIAL NEEDS	65381	rear axle diff. cracks
2020	INTERNATIONAL	39	4DRBUC8N5LB443442	121X060	83	GXGU-XVY-6XV	26	5	74460597	SPECIAL NEEDS	99579	rear axle diff. cracks
2020	INTERNATIONAL	39	4DRBUC8N7LB443443	121X057	84	GBEY-D7J-SBE	28	5	74460390	SPECIAL NEEDS	100976	rear axle diff. cracks
2018	INTERNATIONAL	40	4DRBUC8N4JB056278	001X726	86	GT9H-6FJ-Y73	30	7	74172229	SPECIAL NEEDS	123224	floor rib/frame cracks
2018	INTERNATIONAL	40	4DRBUC8NXXJB426486	001X693	93	GVUJ-MNU-2FM	38	7	74168245	SPECIAL NEEDS	107780	windsheild, floor rib/frame cracks
2017	INTERNATIONAL	41	4DRBUC8N0HB718092	121X053	97	GU59-6RM-9E2	40	8	73973664	SPECIAL NEEDS	79240	floor rib/frame cracks
2023	INTERNATIONAL	77	4DRBUC8N5RB728005	121X077	7	GF5V-FYG-2ES		2	99117142	GEN ED	26176	windsheild, floor rib/frame cracks
2023	INTERNATIONAL	77	4DRBUC8N7RB728006	121X078	8	G7RT-S62-73T		2	99122012	GEN ED	20637	windsheild, floor rib/frame cracks
2023	INTERNATIONAL	77	4DRBUC8N9RB728007	121X079	9	GNKG-63D-J3T		2	99117307	GEN ED	14179	
2026	INTERNATIONAL	66	4DRGVMMN1TB682677	121X104	10	GJ4J-VZ5-4JS		-1	99538120	GEN ED	970	
2025	INTERNATIONAL	77	4DRGVMMN5S8470248	121X088	11	G4AC-7UN-6SX		2		GEN ED	955	
2019	FORD- TRANSIT	10	1FMZK1CM5KKB31397	001X716	Van 1	GU5A-TGE-GMA		6			31051	
2019	FORD- TRANSIT	10	1FMZK1CM5KKB31398	121X061	Van 2	GR5C-8AE-XYP		6			25409	
2024	TOYOTA SIENNA	8	5TDKSKFC7R5138886	121X084	VAN 03	GB7DD5XU7R					2614	
2024	TOYOTA SIENNA	8	5TDKSKFC7R5138743	121X086	VAN 04	GTMPCB85WE					1014	
2024	TOYOTA SIENNA	8	5TDKSKFC7R5138855	121X085	VAN 05	GCUR6T7NGN					2669	

RETIRED OR OUT OF SERVICE EQUIPMENT												
1996	FORD E350	19	1FDJE37F5THA42450					28	REtired			
2003	CHEVROLET	12	1GAGG290431112108					21	SOLD			
2011	INTERNATIONAL	60	4RBUAANXC8598406		91			11	SCRAPPED			
2008	INTERNATIONAL	60	4DRBUAAP89B097007		90			14	SCRAPPED			
2009	INTERNATIONAL	77	4DRBUAAN9BB258775		17			13	SCRAPPED			
2011	INTERNATIONAL	77	4DRBUAAN0BB258776	121X068	19	4871116439	49	11	SCRAPPED			
2011	INTERNATIONAL	77	4DRBUAAN0BB258857	121X071	22	4871116353	50	11	SCRAPPED			
2011	INTERNATIONAL	77	4DRBUAAN4BB258778	121X072	27			11	Retired			
2011	INTERNATIONAL	77	4DRBUAAN1BB258771	121X065	12	4871116362	44	11	SCRAPPED			
2011	INTERNATIONAL	77	4DRBUAAN3BB258772	121X066	14	4871116374	45	11	REtired			
2011	INTERNATIONAL	77	4DRBUAAN5BB258773	121X067	15	4871116373	46	11	REtired			
2011	INTERNATIONAL	77	4DRBUAAN7BB258774	121X069	16	4871116354	47	11	REtired			





**REQUEST FOR PURCHASE PROPOSAL – New School Bus Camera System for the 25/26 School year**

**March 26, 2024**

The transportation department is recommending the adoption of the following recommendations contained in this report to the Superintendent of the Lincoln Consolidated School District.

**1. PURPOSE**

The transportation department is seeking to purchase a new camera system for all our school buses. The current cameras that were purchased from Pro-Vision in 2019 are no longer made and can no longer be replaced or serviced. We are looking to stay with the current vendor and upgrade to the current technology that is available.

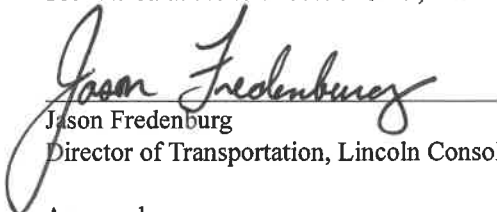
**2. ANALYSIS**

The new camera system will have panoramic views so we can cover more of the bus with less equipment. We will also have Cloud Connect which will allow us to download the video clips directly to our computer without going out to the bus and pulling the SD card every time we need to watch the clips. There is an option for us to be able to log into a bus and be able to view the passengers and drivers in real time. Pro-Vision gave us a large discount due to the contract they signed with my introduction to Ann Arbor Public Schools. Pro-Vision removed \$48,892 from the quote as a result. We were given 2 purchase options by them.

1. **Option 1-** Purchase the cameras out right at the cost of \$119,612 and they will come with a 5-year warranty. There is an annual fee of \$8,160 per year for the software and tech support.
2. **Option 2-** Pay a yearly fee of \$41,208 and at the end of 5 years they will come out and fully upgrade all cameras in the fleet with the latest technology and we will renew the yearly fee for 5 more years. Included in this fee is warranty and tech support.

**Recommendation**

It is my recommendation to purchase these new cameras, which includes the Cloud Connect software from Pro-Vision at the total cost of **\$119,612**

  
Jason Fredenburg  
Director of Transportation, Lincoln Consolidated Schools

Date 4/4/25

Approvals:

\_\_\_\_\_  
Robert Jansen  
Superintendent of Lincoln Consolidated Schools

Date \_\_\_\_\_



# PRO-VISION® PRICE QUOTE

8625-B Byron Commerce Dr.  
Byron Center, MI 49315

PREPARED BY:  
Justin Hall

PREPARED FOR:  
Lincoln Consolidated Schools

QUOTE #:  
MASQ38551

provisionusa.com  
800-576-1126

DATE:  
03/31/2025

Description	Part #	Qty	Annual Unit Price	Annual Ext. Price
<b>Option II: Bundled Solution with AlwaysSafe Program</b>				
Hardware, Software, Professional Installation, Support and Warranty				
Renewed Every 60-Month Cycle @ Fixed Annual Price				
Transit Bundle 2 Installed @ \$1,212 / Year	TSBNDL2-INST-V 2	34	\$1,212	\$41,208.00
Includes: DVR-908LP4-512, DVR-922, PC-1929, Cloud Connect, Professional Installation, System Removal				
<b>9-Channel, Solid-State Ranger DVR w/ 512GB Storage</b>				
<b>Hardware Kit: (4) HD Internal Cameras + Forward-Facing Camera</b>				
<b>HD Stop-Arm V2 - (Triple Lens w/ Motion Trigger Activation)</b>				
<b>All Cabling, Antennas, Cages, and Components</b>				
<b>CloudConnect: Remote Video Management Software</b>				
<b>Lifetime Access to Product Specialists and Technical Support Team (Free)</b>				
<b>Professional On-Site Installation (Every 60-Months)</b>				
<b>Free Product &amp; Software Training Available (Free)</b>				
<b>Five-Year Warranty on All Hardware</b>				
<b>Lifetime Warranty on All Cables &amp; Cards</b>				
<b>Additional Service &amp; Maintenance Agreements Available Upon Request *</b>				
<b>Local Pro-Vision Rep - JUSTIN HALL - Available @ 616-322-5869</b>				



Annual Total \$41,208.00

Contract Total: \$206,040.00

#### Options & Accessories:

#### NOTES:

#### TERMS:

General Terms: PRO-VISION® Solutions, LLC. ships all orders UPS Ground. Service or carrier change will result in additional charges. Shipping & Handling and tax, if taxable, is not included unless specified. Quote is valid for 30 days. Purchase price is USD and FOB Byron Center, MI. Product Invoice Net 30 Day Terms. (excludes installation and SecuraMax Server). Terms do not apply to leases or credit card payments. 50% Deposit Required for Installation. Final Installation/Service Payment is due on Receipt of Invoice. Product to be installed by PRO-VISION® and Service Deposit must be paid for prior to scheduling of install/service work. Minimum Service Deposit Required for Service Work. Install rates based on a single location with minimum access of 12 hrs/days, 7 days/week. Additional fees may apply if installation location does not comply with our defined service facility requirements. Past due invoices will be subject to a 1.5% per month Finance Charge. All transactions are subject to final PRO-VISION® Management Approval.

Unused product in original packaging may be returned and/or exchanged up to 60 days from invoice date. Returns and exchanges must be issued a Return Authorization Number (RMA) prior to returning. All returns and exchanges must be inspected prior to account credit issuance less restocking fee of 10% for exchanges and 25% for returns.

Leasing: Installment Purchase Option Application must be submitted for final management approval. Rates are subject to change without notice until application is approved. Shipping & Handling and tax, if taxable, is not included in quoted Installment Purchase Option Rates. Shipping & Handling will be included in Installment Purchase Option Application. One advance payment equal to the total monthly rate is required with approved final Installment Purchase Option Documents.

SecuraMax®: Plan Price per Month Based on Service Contract for the specified length. Service Contract and End User License Agreement (EULA) required. Additional terms specified in Service Contract and EULA. Hardware using SecuraMax must be paid for prior to deployment. Protection Plan Claims Subject to Deductible.



# PRO-VISION® PRICE QUOTE

8625-B Byron Commerce Dr.  
Byron Center, MI 49315

PREPARED BY:  
Justin Hall

PREPARED FOR:  
Lincoln Consolidated Schools

QUOTE #:  
MASQ36405

provisionusa.com  
800-576-1126

DATE:  
03/31/2025

Description	Part #	Qty	Unit Price	Ext. Price
<b>Option I: Traditional Purchasing Method (CloudConnect)</b>				
1080p AHD Hybrid DVR Base KIT with (4) Cameras [256GB] Includes: (4) AHD Ultra-Wide Low Profile Cameras - Ranger AHD DVR - 256GB SDXC Card - Lockable Cage - 5M AHD Cable - (5) 10M AHD Cables - GPS Antenna - Event Marker Button -User Guide	DVR-908LP4-256	34	\$1,205	\$40,970.00
AHD Forward Facing Camera KIT Includes: Camera and 5m AHD Cable (PX-1942)	DVR-922	34	\$212	\$7,208.00
HD Stop Arm Camera Gen2	PC-1929	34	\$630	\$21,420.00
CloudConnect - Five Year Device License @ \$240/Year (YEAR ONE)	CLDC-5YR /60Mo	34	\$240	\$8,160.00
Sum of 5-Year Total is \$1,200/Vehicle				
Professional On-Site Installation	PV-INSTALL	34	\$1,231	\$41,854.00
<b>ADDITIONAL COMPONENTS</b>				
Five Year Warranty (Lifetime Warranty for all Cards and Cables)	WARRANTY	1	\$0	\$0.00
Lifetime Tech Support - Access to In-House Product Team	SUPPORT	1	\$0	\$0.00
Personal Michigan PV Rep - JUSTIN HALL -Available at: 616-322-5869	REP	1	\$0	\$0.00

## 30% in Total Discounts per Ann Arbor Referral (See Below)

Total	\$119,612.00
(Options Not Included)	
MSRP:	\$168,504.00
Savings:	\$48,892.00

### Options & Accessories:

### HARDWARE LEASE / INSTALLMENT PURCHASE OPTIONS:

60 Month Installment Purchase Option (per unit/month) \$  
Above Option with Installation (per unit/month) \$

Lease price based on total product purchase divided by the total number of systems.



## NOTES:

## TERMS:

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