



# Lincoln Consolidated Schools

**BOARD OF EDUCATION**

**REGULAR MEETING**

**JANUARY 23, 2024**

**Electronic Packet**

**LINCOLN CONSOLIDATED SCHOOLS  
Ypsilanti, Michigan**

**BOARD OF EDUCATION MEETING**

**January 23, 2024**

**6:00 p.m.**

**Boardroom-Lincoln High School**

**CONSENT AGENDA**

**1.0 CALL TO ORDER**

**2.0 ROLL CALL**

**3.0 ESTABLISHMENT OF QUORUM**

**4.0 PLEDGE TO FLAG**

**5.0 BOARD PRESENTATIONS**

- 5.1 Employee of the Month
- 5.2 School Board Recognition
- 5.3 Curriculum & Instruction Presentation

**6.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

- 6.1 Superintendent's Report
- 6.2 Technology Report
- 6.3 Human Resources Report
- 6.4 Finance Report
  - 6.4.1 December Enrollment Report
  - 6.4.2 December Food Service Report

**7.0 BOARD REPORTS/CORRESPONDENCE**

- 7.1 Board Executive Committee
- 7.2 Board Performance Committee Report
- 7.3 Board Planning Committee Report
- 7.4 Board Finance Committee Report
- 7.5 Board Reports

**8.0 PUBLIC COMMENT**

- 8.1 Response to Prior Public Comment

8.2 Public Comment

**9.0 CONSENT AGENDA**

- 9.1 Minutes of Previous Meeting
  - 9.1.1 Regular Meeting December 11, 2023
  - 9.1.2 Closed Session December 11, 2023
  - 9.1.3 Organizational Meeting January 8, 2024
- 9.2 December 2023 Finance Report
- 9.3 December 2023 Check Register
- 9.4 December 2023 Trust and Agency
- 9.5 Personnel Transactions

**10.0 CLOSED SESSION**

- 10.1 LEAO Negotiations

**11.0 NEW BUSINESS**

- 11.1 LEAO Contract
- 11.2 Student Discipline
  - 11.2.1 Student #1
- 11.3 Board of Education Committee Meeting Schedule
- 11.4 Bus Purchase
- 11.5 Student Trip
  - 11.5.1 Middle School Choir Cedar Point
  - 11.5.2 Robotics

**12.0 OLD BUSINESS**

- 12.1 New Curriculum Courses
- 12.2 Miller Johnson Policy Updates

**13.0 ADJOURNMENT**

**What is a consent agenda?**

A consent agenda groups the routine, procedural, informational, and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision making or action, are handled as usual.

**Why would an organization want to use a consent agenda?** Consent agendas are popular with many organizations because they help streamline meetings and allow the focus to be on substantive issues.

**What does it mean if we adopt a consent agenda?**

- Documentation for consent items must be provided to the board prior to meetings so that directors feel confident that their vote reflects attention to their duty of care.
- Board members are encouraged to ask prior to the meeting all the questions that they want related to consent agenda items. • If it is determined that an item on the consent portion of the agenda actually requires action or a decision that item should be removed from the consent portion of the agenda and raised later in the meeting.
- Any board member can request that an item be moved to the full agenda.
- A vote on the single motion applies to all the items on the consent portion of the agenda.

**TO:** Board of Education

**FROM:** Robert Jansen, Superintendent

**DATE:** January 18, 2024

**SUBJECT:** Board of Education Meeting  
January 23, 2024  
6:00 p.m.

**AGENDA/EXPLANATORY NOTES**  
**CONSENT AGENDA**

**1.0 CALL TO ORDER**

**2.0 ROLL CALL**

**3.0 ESTABLISHMENT OF QUORUM**

**4.0 PLEDGE TO FLAG**

**5.0 BOARD PRESENTATIONS**

- 5.1 Employee of the Month  
Roger Moon for Employee of the Month.

He is absolutely amazing! He's dependable, thorough, expedient, and keeps the Middle School in top shape. He comes in after hours and works to ensure that the building is maintained immaculately. The Middle School has never looked so good! We are eternally grateful for all the work and extra care that Roger provides on a daily basis. He is well-liked and is always pleasant even with the dirtiest jobs at hand. Roger is quick to help anyone who needs it, and is an absolute joy of a human being.

Lori Ferguson  
Middle School, Assistant Principal

- 5.2 School Board Recognition
- 5.3 Curriculum & Instruction Presentation  
Presented by Karensa Smith

**6.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

- 6.1 Superintendent's Report
- 6.2 Technology Report
- 6.3 Human Resources Report
- 6.4 Finance Report
- 6.4.1 December Enrollment Report  
Report included in Board packet.
  - 6.4.2 December Food Service Report  
Report included in Board packet.

**7.0 BOARD REPORTS/CORRESPONDENCE**

- 7.1 Board Executive Committee
- 7.2 Board Performance Committee Report
- 7.3 Board Planning Committee Report
- 7.4 Board Finance Committee Report
- 7.5 Board Reports

## **8.0 PUBLIC COMMENT**

- 8.1 Response to Prior Public Comment
  - No Prior Public Comment
- 8.2 Public Comment  
Board of Education Public Comment Statement

This is the time set aside by the Board to hear from you, the members of our community. 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 board meeting.

Please sign in completing your contact information. Limit individual comments to 5 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 reserves the right to limit the total public comment to 30 minutes in any meeting.
2. The Board of Education will limit each speaker to one opportunity to speak during any public comment period.
3. The Board of Education President, or the President's delegee (such as the Superintendent or another District administrator) will respond to your comment.
4. 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.

## **9.0 CONSENT AGENDA**

- 9.1 Minutes of Previous Meeting
  - 9.1.1 Regular Meeting December 11, 2023
  - 9.1.2 Closed Session December 11, 2023
  - 9.1.3 Organizational Meeting January 8, 2024  
Enclosed are the minutes of the December 11, 2023, Regular Meeting and Closed Session. Also, the January 8, 2024 Organizational Meeting as presented.
- 9.2 December 2023 Finance Report  
Enclosed are the December 2023 Financial Reports. The Superintendent recommends approval as presented.

9.3 December 2023 Check Register  
Enclosed is the December 1-31, 2023, check register in the amount of \$1,959,033.72. The Superintendent recommends approval as presented.

9.4 December 2023 Trust and Agency  
Enclosed is the December 2023, Trust & Agency Report. The Superintendent recommends approval as presented.

9.5 Personnel Transactions

<b>ACTION ITEMS</b>					
<b>Name</b>	<b>Position/Building</b>	<b>Date of Hire</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Nathalie Ruelle	Spec Ed Teacher/Brick Elementary	12/11/2023		NEW HIRE	BA Step 5
Desiree Jarvis	Bus Aide/Transportation	12/11/2023		NEW HIRE	
Shawndell Williams	Bus Driver/Transportation	12/4/2023	12/8/2023	Resignation	
Maclaren Williams	PAC student worker	12/8/2023		NEW HIRE	
Sandra Amrhein	Noon Supervisor/Childs Elementary	9/11/2019	12/1/2023	Resignation	Clean up
Pat Jackson	Noon Supervisor/Childs Elementary	9/18/2019	12/1/2023	Resignation	Clean up
Therese Mauder	Noon Supervisor/Childs Elementary	11/17/2015	12/21/2023	Resignation	Clean up
DeTwan Thornton	Bus Driver/Transportation	9/27/2023	12/4/2023	Transfer	from Aide to Driver
Jen Watson	Noon Supervisor/Childs Elementary	9/4/2018	12/1/2023	Resignation	Clean up
Sherry Smith	Paraprofessional/Lincoln Middle School	11/11/1996	12/31/2023	Retirement	
Grant Gifford	PE Teacher/Bishop Elementary	8/21/2023	12/22/2023	Resignation	
Sheyanne Ball	Noon Supervisor/Model Elementary	10/2/2022	12/31/2023	Resignation	Clean up
Laura Good	Noon Supervisor/Model Elementary	8/29/2022	12/31/2023	Resignation	Clean up
Jessica Ludwig	Noon Supervisor/Model Elementary	11/28/2022	12/31/2023	Resignation	Clean up
Abagale Smith	ECSE Paraprofessional/Model Elementary	1/18/2024	1/18/2024	NEW HIRE	
Contance Hunt	ECSE Paraprofessional/Model Elementary	12/1/2022	1/23/2024	Transfer	from Noon Supervisor
Lauren Vandierendonck	4/5 Teacher/Bishop Elementary School	08/21/2023	1/10/2024	Resignation	
<b>Name</b>	<b>Position/Building</b>	<b>Start Leave Date</b>	<b>Return to Work Date</b>	<b>Status</b>	<b>Approved/Not Approved</b>
William Montague	Teacher/Lincoln Middle School	12/21/2023	1/15/2023	FMLA	
Chris Grajczyk	Customer Service Specialist/Central Office	11/28/2023	12/18/2023	FMLA	
Kim Kratzer	Clerk/LAB	12/12/2023	1/8/2024	FMLA	
Terrance Johnson	Paraprofessional/Lincoln High School	1/23/2024	INTERMITTENT	FMLA	
Chasity Korte	Paraprofessional/Model Elementary	12/11/2023	12/20/2023	FMLA	
Robert Jansen	Superintendent/Central Office	approx 1/16/2024	INTERMITTENT	FMLA	
Shawn McDaniel	Paraprofessional/Bishop Elementary	1/9/2024	INTERMITTENT	FMLA	
Geraldine Buford	Bus Aide/Transportation	1/17/2024	3-6 months	FMLA	
Kathy Deskins	Paraprofessional/Childs Elementary	1/16/2024	Approx 4/30/2024	Med Leave	

Michelle Johnson	Bus Driver/Transportation	1/8/2024	INTERMITTENT	FMLA	
Danielle Cole	Teacher/Bishop Elementary School	1/22/2024	3/4/2024	FMLA	

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

**10.0 CLOSED SESSION**

10.1 LEAO Negotiations

It will be necessary to enter closed session to discuss LEAO 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.**

Mrs. Czachorski \_\_\_\_\_  
Mrs. LaBombarbe \_\_\_\_\_  
Mr. Bentley \_\_\_\_\_  
Mr. Rollins \_\_\_\_\_  
Ms. Sparks \_\_\_\_\_  
Mr. Moore \_\_\_\_\_  
Mrs. Smith \_\_\_\_\_

Time: \_\_\_\_\_/\_\_\_\_\_

**11.0 NEW BUSINESS**

11.1 LEAO Contract

**RECOMMENDED MOTION: I move that we approve the LEAO Contract renewal for one year beginning January 1, 2024, through December 31, 2024, as presented.**

11.2 Student Discipline

11.2.1 Student #1

The Board Discipline Committee met on January 11, 2024, to conduct a disciplinary hearing for Student #1 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

**RECOMMENDED MOTION: I move that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #1 as presented.**

11.3 Board of Education Committee Meeting Schedule

The Superintendent and Committee Chairs recommend approval as presented.

**RECOMMENDED MOTION: I move that we approve the Board of Education Committee Meeting Schedule for 2024 as presented.**

11.4 Bus Purchase

PURPOSE

The transportation department is seeking to purchase three new school buses from Midwest Transit Equipment, INC. The buses are two (2) regular education buses and one (1) Special Education bus equipped with some new safety measures that include strobing overhead 8-way light systems, LED bright lights for the interior, inner and outer Intercom speakers, and many more options. We are also having the first *air-conditioned* regular education buses to move forward with the way the Industry is going which will help with summer school routes. Each bus would cost \$154,945 for Gen ED buses and \$172,701 for the Special Education bus totaling \$485,984. The goal of the transportation department is to move forward with new safety improvements for all newly purchased buses..

#### ANALYSIS

*Purchasing* these new 2024 buses will put the rest of the 2011 buses out of use and have the entire fleet of newer buses. This will help with breakdowns and *the* cost of maintenance. In addition, these new safety standards and air conditioning added to all new buses purchased will make our fleet of buses better than our surrounding districts. We also want to continue to purchase IC buses so that our parts and training remain specifically one type of bus, *saving* the district money and time *In* training.

#### 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*:

1. The Superintendent approves the purchase of the three (3) new school buses from Midwest Transit Equipment, Inc. at a total cost of \$485,984. This is presented for information only; Board action will be requested at a subsequent meeting.

#### 11.5 Student Trip

##### 11.5.1 Middle School Choir Cedar Point

Middle and High Schools Choir annual reward tri to Cedar Point. Information is included in your Board packet, please review. This is presented for information only; Board action will be requested at a subsequent meeting.

##### 11.5.2 Robotics

The Robotics Team will be attending the Berrien Springs District Competition February 29-March 2, 2024. This is an overnight trip. Information is included in your Board packet, please review. This is presented for information only; Board action will be requested at a subsequent meeting.

#### 12.0 OLD BUSINESS

##### 12.1 New Curriculum Courses

New Course Proposals for the High School - Engineering Design and Development, Mandarin Chinese I, Philosophy and Lincoln Peers Connecting

All of the courses were brought to the Curriculum Leaders by high school teachers. The Curriculum Leaders reviewed the course proposals, sent them both back requesting clarification/modifications, and reviewed them again. Based on what the Curriculum Leaders observed in the revised proposals, they were approved.

Engineering Design and Development (EDD) is the capstone course in the PLTW high school engineering program. It is an open-ended engineering research course in which students work in teams to design and develop an original solution to a well-defined and justified open-ended problem by applying an engineering design process. Since the projects on which students work can vary with student interest and the curriculum focuses on problem solving, EDD is appropriate for students who are interested in any technical career path. EDD should be taken as the final capstone PLTW course since it requires application of the knowledge and skills introduced during the PLTW foundation courses.

Mandarin Chinese I - students will begin acquiring the language and discovering the cultures of Mandarin speakers. Students will develop listening, speaking, reading, and writing skills through comprehensible input and authentic resources. Upon successful completion of this course, students would be eligible for Mandarin Chinese II.

Philosophy - The course introduces students to the foundational theories and methods of philosophical analysis, emphasizing critical examination of some fundamental principles and problems of philosophy, with examples from the major areas of philosophy: metaphysics, epistemology, religion, semantics and ethics.

Lincoln Peers Connecting -The main purpose of this course is to have typically developing peers participate with students with ASD throughout the school day in both academic and nonacademic settings, modeling age-appropriate academic and social behavior and promoting improved outcomes in the areas of

independence and socialization.  
Board action is requested.

**RECOMMENDED MOTION: I move that we approve the New Curriculum Courses Proposals for the High School - Engineering Design and Development, Mandarin Chinese I, Philosophy and Lincoln Peers Connecting as presented.**

#### 12.2 Miller Johnson Policy Updates

The attached memo contains recommended updates/modifications to all MJ School Policy Services policy manuals 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.

The volume of legislative changes this year are larger than in recent memory. With the legislature adjourning *sine die* on Tuesday, November 14, 2023, many impactful changes will take effect on **February 13, 2024**. We recommend MJ School Policy Services clients review and plan to implement policy and administrative regulation updates before February 13, 2024. This may require the Board of Education to waive a first reading of the Bylaws and Policies, pursuant to Board Policy 1003. Similarly, the Superintendent should provide notice to the Board of Education of revised administrative regulations no later than January 12, 2024, to ensure they are effective before February 13, 2024.

**RECOMMENDED MOTION: I move that we approve the Miller Johnson Policy and Administrative Regulation Updates as presented by the Superintendent and Planning Committee.**

### 13.0 ADJOURNMENT

#### What is a consent agenda?

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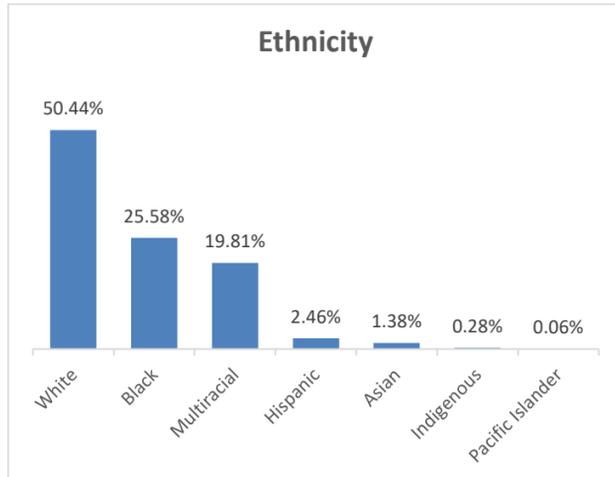
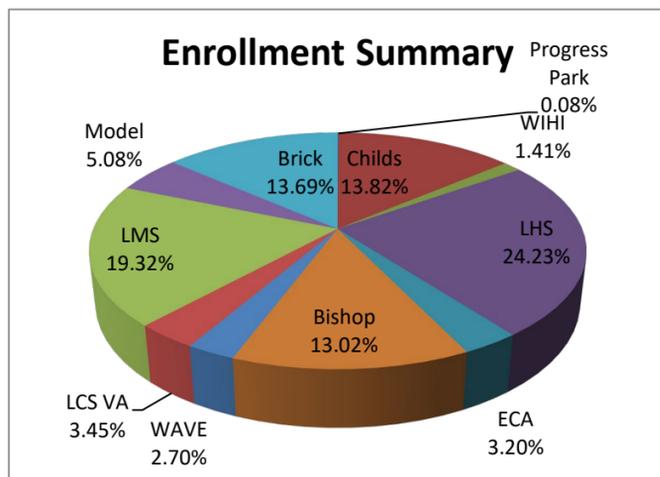
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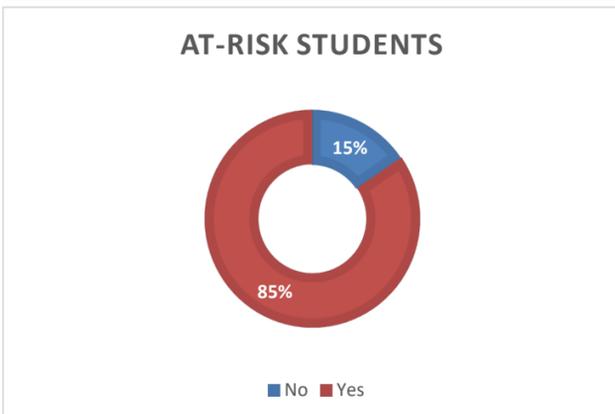
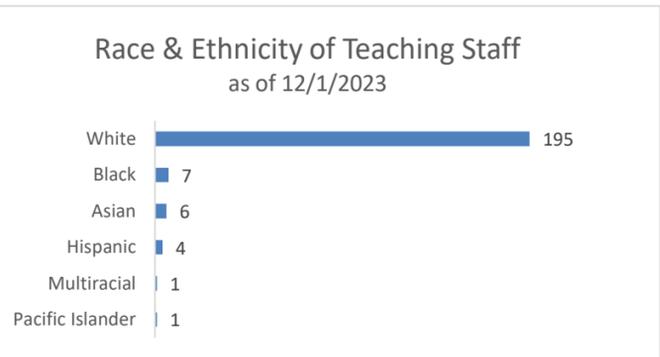
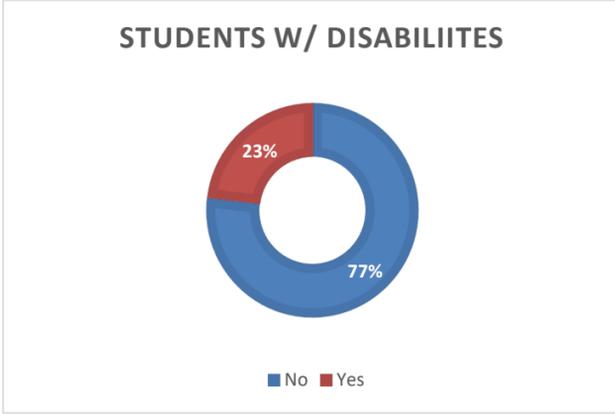
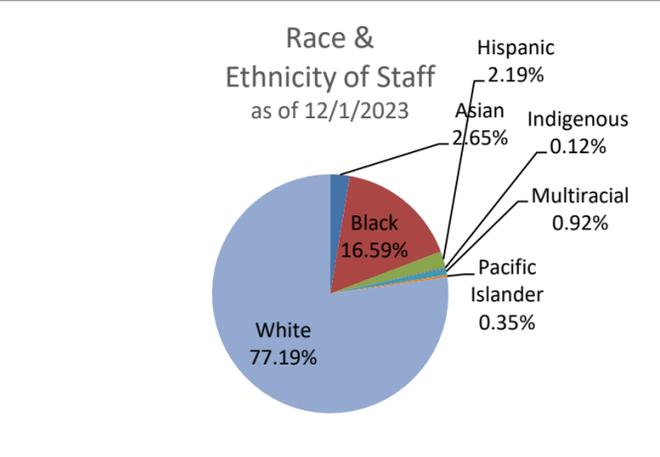
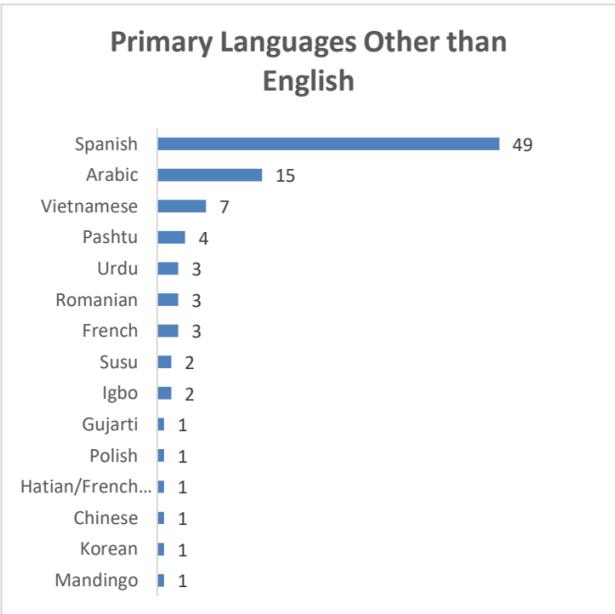
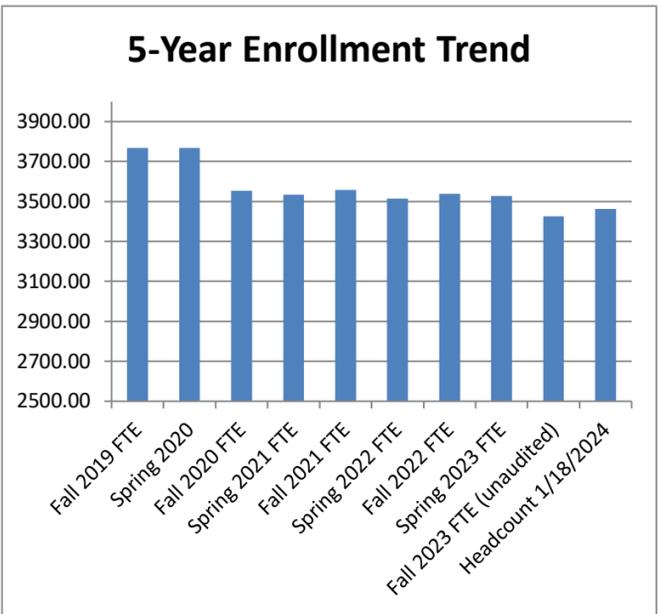
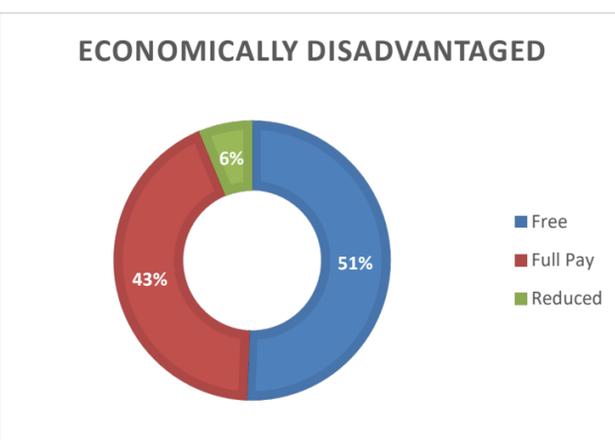
### Enrollment Summary 1/18/2024

<b>Model</b>	<b>184</b>
Comm Based	9
Early On	10
ECSE	23
Evaluation	17
Headstart	14
GSRP	111
<b>Bishop</b>	<b>472</b>
K	96
1	77
2	73
3	78
4	80
5	68
<b>Brick</b>	<b>496</b>
K	87
1	94
2	68
3	97
4	72
5	78
<b>Childs</b>	<b>501</b>
K	89
1	72
2	72
3	97
4	84
5	87
<b>LMS</b>	<b>700</b>
6	236
7	246
8	218
<b>LHS</b>	<b>878</b>
9	229
10	213
11	242
12	194
<b>LCS VA</b>	<b>125</b>
K	2
1	3
2	6
3	3
5	4
6	5
7	9
8	15
9	5
10	23
11	26
12	24
<b>Progress Park</b>	<b>3</b>
10	2
11	1
<b>ECA</b>	<b>116</b>
9	24
10	27
11	22
12	43
<b>WAVE</b>	<b>98</b>
8	3
9	6
10	54
11	9
12	26
<b>WIHI</b>	<b>51</b>
9	8
10	12
11	19
12	12
<b>Grand Total</b>	<b>3624</b>



Year	FTE
Fall 2019 FTE	3768.72
Spring 2020	3767.50
Fall 2020 FTE	3552.61
Spring 2021 FTE	3533.67
Fall 2021 FTE	3557.53
Spring 2022 FTE	3514.23
Fall 2022 FTE	3538.49
Spring 2023 FTE	3527.13
Fall 2023 FTE (unaudited)	3426.37
Headcount 1/18/2024	3463.00

\*GSRP/Headstart Counted Separately



## Planning Committee Minutes

December 11, 2023

### 1. Members Present

Jennifer LaBombarbe, Lauren Smith, Allie Sparks, Bob Jansen, Paula Robinette, Phil Bongiorno

### 2. Chair LaBombarbe called the meeting to order at 4:34pm

### 3. Old Business

#### a. Bond Review -

i. Update on Stadium building - Finishing up the hot water piping. Inspection is tomorrow for rough wall inspection, then insulation then sheetrock. Paint mechanical and equipment room to set hot water heater. Finish final grade around the building and put the fence back up and return the rental fence.

b. Bessie Hoffman - Have not heard anything about our grant that we submitted for. Someone is coming out to do a write up of the history of the building. Senator Camillary meeting with the student leadership team.

c. Augusta Township Water Issue - No new information on this

d. Develop a Campus Usage Plan - In February we will begin reviewing one building a month to create a plan for usage and long term strategic plan.

e. Facilities Manual - Is located in the 5 year plan drive. Phil has completed the breakdowns of facility repairs. He will put the documents he handed out into the 5 year plan drive.

f. MJ Policy Updates - Bob Jansen and Paula Robinette will have the Administrative Regulations to us by January 12, 2024 so that they can be in place before the February 13 deadline. If you have any questions on the policy updates they sent please email Bob and Jennifer before January 16, 2024. We will vote on these at our January 22, 2024 meeting.

### 4. New Business

a. none

5. Other - Bemis Farms contract has not been updated in several years and has not gone out for RFP since they started in roughly 2001. A contract is being updated and will be going out for RFP in February 2024. Phil Bongiorno had a discussion with them this morning about their contract and the plans of going out for RFP.

### 6. Adjournment – 5:55 pm

Next meeting TBD

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR**  
**MEETING**  
**December 11, 2023**  
**6:00 p.m.**  
**District Boardroom-Lincoln High School**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Jennifer Czachorski, President  
Jennifer LaBombarbe, Vice President  
Allie Sparks, Secretary  
Thomas Rollins, Treasurer  
Matt Bentley, Trustee  
Jason Moore, Trustee  
Lauren Smith, Trustee

**ADMINISTRATORS PRESENT**

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

**OTHERS PRESENT**

Edgar Brown, Jim Harless, Nicole Davis and Anthony Davis

**1.0 CALL TO ORDER**

President Czachorski called the meeting to order at 6:03 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 BOARD PRESENTATIONS**

**5.1 Employee of the Month**

It is with great pleasure that I am nominating Nicole Davis for Employee of the Month. Mrs. Davis is an exceptional paraprofessional and team member at Brick Elementary.

Nicole Davis works with our most challenging and special students at Brick. She goes above and beyond in supporting not just the student's here but all of our staff members. She is hardworking and dedicated to making our Brick community the best place to be. She is the first one to volunteer and goes the extra mile to make sure that our families get what they need. She does this with a smile on her face and she does it because it is simply the right thing to do.

On top of her "day" job, Nicole Davis has run the district's Bookmobile. The hours and work that goes into this are substantial and when asked why, she said "because I love doing it." Under her guidance with the Bookmobile, more than 300 books have been put into the hands of the students in the Lincoln

Consolidated Schools community. This number continues to grow and it couldn't make Mrs. Davis prouder.

Mrs. Davis does all of these things because she cares about our LCS community. She is a parent, a friend, a volunteer and a staff member in this community. We are lucky to have her.

Respectfully submitted,  
Cassandra Coker

5.2 Chartwell Food Service Presentation  
Presented by Zach Roberts  
Food Service Updated

- Fall Health Inspections
  - All is good aside from some minor corrections
- Staffing
  - Happy to report full staff and 2 floats.
- Excess Fund Spend Down
  - Equipment Delivery and Installation set for Christmas Break
- Serv Safe Certification
  - Every kitchen has a certified manager

Numbers compared to last year: Adult Meals, A La Carte, Lunch and Breakfast are all up considerably. Student outreach attempts include student surveys for elementary students and Discovery Kitchen for secondary students.

Locally sourced food grants include \$.10 a meal grant and supply chain assistant grant.

Global Eats

- Highlights foods from different regions of the world. Encourages students to venture outside the norms
- Directly ties into the districts vision of global citizens
- Offers new and exciting foods that are not typical of a school meal

5.3 2023-2024 Budget Amendment Presentation  
Presented by Adam Snapp

**Revenue**

**Property taxes/local rev** Change due to increased property tax value from May of 2023 to November 2023, interest revenue coming in higher than expected.

**State sources** Change due to UAAL (\$350k), District Transportation Costs offset (500k), At-risk revenue increase =expense increase (\$838k), loss of 100 FTE (\$550k). Budgeted the use of 35a(5) Early lit grant.

**Federal sources** 23/23 Title grant amount

**Inter-district sources** No change currently in ACT 18 or Medicaid. ISD provides this information as the year goes on and estimated special education costs submitted to the ISD around the Dec/Jan timeframe. GSRP increased by \$125k

**Expenditures**

**Payroll Related Changes -**

- ORS rates increased from an average of 28.5% to 30.67% for the District. This resulted in an increase in retirement costs of about \$650k. This is spread over all line items.
- UAAL increase from PY of \$350k. This is spread over all line items.
- At-risk payroll related costs of \$400k (100% grant funded)
- New positions (non-affiliated) in special education, maintenance, and communications (\$150K)
- Historically, transportation staff averaged 6 hours per day. Increased that to 7 hours per day to match current activity. (\$200k)

**Non-payroll Changes -**

- \$300k for current WEOC costs. This is updated mid year
- \$400k for additional PD through At-risk (100% grant funded)
- \$75k for election costs
- \$118k in maintenance for major repairs, new position, ADA compliance in HS.

- \$25k in special education for needed supplies and materials identified during the year
- \$75k in Title costs for the 22/23 year and changes to 23/24 grant

**Additional Notes:**

- Amount for unfilled positions Approximately \$775k for special education and drivers/aides
- Student FTE Stabilization Approximately \$400k of additional revenue.
- Safety grant Not included in budget yet until projects are known and costed.
- 31aa mental health Could be affected by community involvement.

**6.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

6.1 Superintendent's Report

- Happy birthday Treasurer Rollins!
- Men of Lincoln will meet in room 200 on December 19<sup>th</sup> at 6:00pm.
- Strategic Plan breakout groups have been meeting to continue in the next step in the process.
- Our Eastern Michigan partnership is continuing to grow with our first graduates from the para to teacher program.

6.2 Finance Report

6.2.1 November Enrollment Report  
Board report was included in Board packet.

6.2.2 November Food Service Report  
Board report was included in Board packet.

6.3 Curriculum & Instruction Report  
Curriculum

In January, an update will be given to the Board on the new curricular resources we purchased for this year and an update on programming

PLC updates

- Our Curriculum Leaders are doing a nice job of facilitating their DCT meetings which occur twice/month. They are working on completing two units of a guaranteed and viable curriculum on the approved templates by the end of the first semester.
- We discussed having a structured EdCamp for our February professional Learning day so we conducted a survey for feedback on the wanted sessions. We will finalize the plan based on the results.

Professional Learning updates

- We will revisit Restorative Practices/Circles on our 1 hour January professional learning day with an overview/refresher on proactive and responsive circles, time for questions, and answers, as well as time for break out sessions to hear from champion individuals in the buildings. Dr. Allen will lead this session.

Equity

- On November 28, 2023, the district Equity Planning Committee had their first meeting to begin the work of creating the district's Equity Plan. The committee consists of staff, parents, community members and students.

MTSS (Multi-Tiered System of Supports) Update

- Cohort One Schools (Bishop and the HS) completed the Tiered Fidelity Inventory in October which measures the extent to which school personnel are applying the core features of school-wide positive behavioral interventions and supports (SWPBIS). Each school made slight increases from the previous spring. They also created processes/procedures for Check-in/Check Out and are inputting their referral data in the SWIS platform so data can be drilled down and analyzed.
- At the Cohort 2 Schools (Brick, Childs, and the Middle School), School Leadership Teams have been formed. They have participated in an orientation session as well as their first PBIS training.

## Grants Updates

### Consolidated Application

- Over Winter Break, I will be working on the Title I, II, III EL and Immigrant, and Title IV amendments for the 23-24 consolidated application

## 7.0 BOARD REPORTS/CORRESPONDENCE

### 7.1 Board Executive Committee

The Executive Committee met on December 4, 2023 and will meet next after the Organizational meeting.

### 7.2 Board Performance Committee Report

The Performance Committee won't meet again until after the organizational meeting.

### 7.3 Board Planning Committee Report

The Planning Committee met on December 11, 2023 to review a policy update. The next meeting will be held after the Organizational meeting.

### 7.4 Board Finance Committee Report

The Finance Committee met on December 4, 2023 and will not meet again until after the Organizational meeting.

### 7.5 Board Reports

- Men of Lincoln will be holding a meeting on December 19th at 6:00 pm in Room 200 of the High School. All men of the community are welcome to come and hear of the activities and opportunities that currently exist for the group to participate in.
- Congratulations to Karensa Smith on being awarded the 2024 National Association of Federal Education Program Administrators (NAFEPA) State Leadership Award. This recognition celebrates her exceptional leadership in enhancing our educational programs and her dedication to equipping students for the future. Karensa's commitment to educational excellence and her impact on students and educators have been outstanding.

## 8.0 PUBLIC COMMENT

### 8.1 Response to Prior Public Comment

- Jim Harless, resident, concerned over a Facebook post that he believed had Lincoln equipment for sale. Mr. Jansen called Mr. Harless.

### 8.2 Public Comment

Board of Education Public Comment Statement

This is the time set aside by the Board to hear from you, the members of our community. 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 board meeting.

Please sign in completing your contact information. Limit individual comments to 5 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 reserves the right to limit the total public comment to 30 minutes in any meeting.
2. The Board of Education will limit each speaker to one opportunity to speak during any public comment period.

3. The Board of Education President, or the President's delegee (such as the Superintendent or another District administrator) will respond to your comment.
  4. 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.
- No Public Comment.

## 9.0 CONSENT AGENDA

### 9.1 Minutes of Previous Meeting

#### 9.1.1 Regular Meeting November 27, 2023

#### 9.1.2 Closed Session November 27, 2023

Enclosed are the minutes of the November 27, 2023, Regular Meeting and November 27, 2023, Closed Session as presented.

### 9.2 Student Trips

#### 9.2.1 Bishop Elementary–Spain Cultural Experience

We are requesting approval from the LCS BOE for current 5th grade students attending Bishop Elementary and potentially any former Bishop student currently in 7th or 8th grade that missed this opportunity due to Covid to be granted permission to participate in our newly redesigned “reestablished” Spain Cultural Experience program. The Bishop Cultural Experience strives to educate the whole child by fostering an understanding of other cultures and building their sensitivity to people who are different. It is an opportunity to give students a fuller worldview shaping their choices, increasing their independence and building their confidence throughout their lives. Spain Cultural Excursion 2024

The plan for this cultural experience includes a nine day cultural experience in which Bishop students travel to Madrid, Spain from May 8th - May 16th, 2024.

We have assembled a great team of administrators, teachers and parents to plan this trip. Our Spain Cultural Exchange Experience Committee investigated several different travel companies, and made the decision to work with Bob Rogers Travel for all of our planning, travel, financial planning, and travel insurances. This experience is fully backed by myself as the principal of Bishop Elementary, and Mr. Robert Jansen our current Superintendent of schools, and former Bishop principal. We have bilingual teachers available to assist with language and some of our teachers have studied abroad in Madrid.

The benefits of this program are immense; for our students, it allows them an opportunity to use the language skills they have worked so hard to gain and in working towards global citizens and building compassion and empathy for people around the world making them the peacemakers of our future. We see the benefits to our community as we strive to show them the great place that is Ypsilanti and Lincoln Consolidated Schools.

### 9.3 November 2023 Finance Report

Enclosed are the November 2023 Financial Reports. The Superintendent recommends approval as presented.

### 9.4 November 2023 Check Register

Enclosed is the November 1-30, 2023, check register in the amount of \$2,447,945.46. The Superintendent recommends approval as presented.

### 9.5 November 2023 Trust and Agency

Enclosed is the November 2023, Trust & Agency Report. The Superintendent recommends approval as presented.

9.6 Personnel Transactions

<b>ACTION ITEMS</b>					
<b>Name</b>	<b>Position/Building</b>	<b>Date of Hire</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Ronda Selter	Teacher/Model Early Childhood	12/4/2023		Return Retiree	
Shawndell Williams	Bus Driver/Transportation	11/28/2023		New Hire	
Timothy Peiter	Teacher/Lincoln High School	10/16/2023	11/27/2023	Resignation	
Brian Westphal	PAC Tech Leader/Performing Arts	12/1/2023		New Hire	
Melissa Buie	ECSE Teacher/Model Early Childhood	12/11/2023		New Hire	BA Step 3
Nola Davenport	PAC Student Worker	12/4/2023		New Hire	
<b>Name</b>	<b>Position/Building</b>	<b>Start Leave Date</b>	<b>Return to Work Date</b>	<b>Status</b>	<b>Approved/Not Approved</b>
Dani Weathers	Teacher/Lincoln Middle School	11/29/2023	1/8/2024	FMLA	

It was moved by LaBombarbe and seconded by Bentley that we accept the Consent Agenda as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

**10.0 NEW BUSINESS**

10.1 New Curriculum Courses

New Course Proposals for the High School - Engineering Design and Development, Mandarin Chinese I, Philosophy and Lincoln Peers Connecting

All of the courses were brought to the Curriculum Leaders by high school teachers. The Curriculum Leaders reviewed the course proposals, sent them both back requesting clarification/modifications, and reviewed them again. Based on what the Curriculum Leaders observed in the revised proposals, they were approved.

Engineering Design and Development (EDD) is the capstone course in the PLTW high school engineering program. It is an open-ended engineering research course in which students work in teams to design and develop an original solution to a well-defined and justified open-ended problem by applying an engineering design process. Since the projects on which students work can vary with student interest and the curriculum focuses on problem solving, EDD is appropriate for students who are interested in any technical career path. EDD should be taken as the final capstone PLTW course since it requires application of the knowledge and skills introduced during the PLTW foundation courses.

Mandarin Chinese I - students will begin acquiring the language and discovering the cultures of Mandarin speakers. Students will develop listening, speaking, reading, and writing skills through comprehensible input and authentic resources. Upon successful completion of this course, students would be eligible for Mandarin Chinese II.

Philosophy - The course introduces students to the foundational theories and methods of philosophical analysis, emphasizing critical examination of some fundamental principles and problems of philosophy, with examples from the major areas of philosophy: metaphysics, epistemology, religion, semantics and ethics.

Lincoln Peers Connecting -The main purpose of this course is to have typically developing peers participate with students with ASD throughout the school day in both academic and nonacademic settings, modeling age-appropriate academic and social behavior and promoting improved outcomes in

the areas of independence and socialization.

Please see attached information for links. This was presented for information only; Board action will be requested at a subsequent meeting.

## 11.0 OLD BUSINESS

### 11.1 SEAB (Sexual Education Advisory Board) Middle School Curriculum

- The role of the SEAB by the State of Michigan  
Establish program goals and objectives for pupil knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases. This subdivision does not prohibit a school district from establishing additional program goals and objectives that are not contrary to this section, section 1169, or section 1507b.
- Review the materials and methods of instruction used and make recommendations to the board of the school district for implementation. The advisory board shall take into consideration the school district's needs, demographics, and trends, including, but not limited to, teenage pregnancy rates, sexually transmitted disease rates, and incidents of student sexual violence and harassment.
- At least once every 2 years, evaluate, measure, and report the attainment of program goals and objectives established under subdivision (a). The board of a school district shall make the resulting report available to parents in the school district. §380.1507(5a)

Board action was requested.

It was moved by LaBombarbe and seconded by Moore that we approve the SEAB (Sexual Education Advisory Board) Middle School Curriculum as recommended by the SEAB Committee and the Superintendent as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

### 11.2 Transportation Truck Purchase

The service truck for the Transportation Department. The current truck is not road legal or road worthy. It is also not D.O.T. compliant and there is a dire need for replacement .

The transportation department is in need of a service truck to improve our response times to hazardous and/or emergency-situations. We use this service truck to rescue buses from ditches, sliding off roads, flat tires, stall outs, and various other mechanical issues. This will allow us to keep kids safe and rescue them in a timely manner. We currently have a service truck with the capability to do these tasks, however the vehicle is no longer road worthy. We went out to save a bus from the ditch on April 11, 2023 and while in route the headlights fell out of the service truck and on to the road. While I was following behind vehicle, I observed that the vehicle has no working lights or brake lights. This is very dangerous. Currently we are using a 1996 Ford E350 with about 134,000 miles, however the body is almost completely rusted through. See attached list of repairs needed.

We have made a list of all the parts that are needed to get vehicle road worthy and legal. Please see the attached list as it was given to us by Gene Butman Ford. Gene Butman would provide the parts and our mechanics would do the work. We would like to have this vehicle for 23/24 school year as this vehicle will be used to assist during the winter months. We have found several trucks that could be used for this. They range in price from \$25,000 to \$50,000. We have received a partial parts quote for \$4437.72 from Gene Butman and this does not even address the completely rusted through body of the vehicle. The labor to fix this vehicle would be approximately \$4500 - \$8000.00. We would like to potentially purchase this vehicle from the remaining funds in the 2022/2023 school year if possible.

Board action was requested.

It was moved by LaBombarbe and seconded by Bentley that we approve the purchase of the Transportation Department's service truck as presented.

Ayes: 6  
Nays: 1 (Rollins)  
Motion carried 6-1

11.3 Board Operating Procedures  
Open Board discussion about Board Operating Procedures.

11.4 2023-2024 Budget Amendment

**Revenue**

**Property taxes/local rev** Change due to increased property tax value from May of 2023 to November 2023, interest revenue coming in higher than expected.

**State sources** Change due to UAAL (\$350k), District Transportation Costs offset (500k), At-risk revenue increase = expense increase (\$838k), loss of 100 FTE (\$550k). Budgeted the use of 35a(5) Early lit grant.

**Federal sources** 23/23 Title grant amount

**Inter-district sources** No change currently in ACT 18 or Medicaid. ISD provides this information as the year goes on and estimated special education costs submitted to the ISD around the Dec/Jan timeframe. GSRP increased by \$125k

**Expenditures**

**Payroll Related Changes -**

- ORS rates increased from an average of 28.5% to 30.67% for the District. This resulted in an increase in retirement costs of about \$650k. This is spread over all line items.
- UAAL increase from PY of \$350k. This is spread over all line items.
- At-risk payroll related costs of \$400k (100% grant funded)
- New positions (non-affiliated) in special education, maintenance, and communications (\$150K)
- Historically, transportation staff averaged 6 hours per day. Increased that to 7 hours per day to match current activity. (\$200k)

**Non-payroll Changes -**

- \$300k for current WEOC costs. This is updated mid year
- \$400k for additional PD through At-risk (100% grant funded)
- \$75k for election costs
- \$118k in maintenance for major repairs, new position, ADA compliance in HS.
- \$25k in special education for needed supplies and materials identified during the year
- \$75k in Title costs for the 22/23 year and changes to 23/24 grant

**Additional Notes:**

- Amount for unfilled positions Approximately \$775k for special education and drivers/aides
- Student FTE Stabilization Approximately \$400k of additional revenue.
- Safety grant Not included in budget yet until projects are known and costed.
- 31aa mental health Could be affected by community involvement.

Board action was requested.

It was moved by Bentley and seconded by Moore that we approve the 2023-2024 Budget Amendment as presented by the Finance Director.

Ayes: 7  
Nays: 0  
Motion carried 7-0

11.5 Organizational Meeting Date

A motion is requested Monday evening to schedule the Organizational Meeting for Monday, January 8, 2024, at 6:00 pm.

It was moved by LaBombarbe and seconded by Moore that we schedule the Board Organizational Meeting for Monday, January 8, 2024, at 6:00 pm.

Ayes: 7  
Nays: 0

Motion carried 7-0

11.6 Concentric

Lincoln Consolidated Schools provides an exemplary educational experience where students develop the foundation for lifelong learning. CES is an education consulting organization that supports schools in creating collaborative and functioning systems by providing a comprehensive Student Support Services framework that allows schools to develop and maintain an effective academic, social, and behavioral infrastructure that increases student achievement and ensures student learning. CES, in collaboration with

the district and schools agrees to provide the implementation of the Home Visit Framework, professional development/technical assistance, and licensing of the Concentric Home Visit and Student Re-Engagement

App. The period of the engagement will be September 2023 thru June 30, 2024

Home Visit Framework: The Home Visit Framework is a tiered approach used by schools to provide comprehensive school-wide preventive strategies, strategic interventions, and support for all students.

The

primary goals of the Home Visit Framework are to assess, evaluate, and re-engage students in school by building meaningful support.

Home Visit and Student Re-Engagement App: The Concentric Home Visit and Student Re-Engagement App is a web and mobile application that collects, stores, and shares home visit outcome data with school and district personnel. School and district personnel will be trained and have access to data collected and stored for home visits.

Multi-Tiered Systems of Support (MTSS) Meetings: The Concentric Student Support framework is designed to support a structured MTSS program. Through the MTSS meetings, Concentric ensures that students are getting the tiered support to meet their needs. We partner with administrative teams to help design their tiered supports and produce a resource map.

Please see the attached document. Grant funds have been secured to cover the cost. Board action was requested.

It was moved by LaBombarbe and seconded by Moore that we approve the one-year contract for the 2023-2024 school year with Concentric as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

11.7 Superintendent Evaluation and Contract Extension

The Board of Education evaluated the Superintendent on November 20, 2023, using the Michigan Association of School Board's Evaluation Tool. The outcome of the evaluation resulted in an "Effective" rating for the Superintendent. Mr Jansen's contract will be extended through June 30 2028. We thank Mr. Jansen for his service, and dedication to Lincoln Consolidated Schools. Board action was requested.

It was moved by LaBombarbe and seconded by Bentley that we accept the Superintendent's rating as "Effective" for the 2023-2024 school year and extend the Superintendent's contract for one year through June 30, 2028 as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

**12.0 CLOSED SESSION**

12.1 Negotiations

It will be necessary to enter Closed Session to discuss Negotiations, not to return to open session.

Pursuant to Sections 8(c) of the Open Meetings Act, it was moved by LaBombarbe and seconded by Bentley that we enter closed session to discuss Negotiations, not to return to open session.

A roll call vote was necessary.

Ayes: 7 Sparks, LaBombarbe, Rollins, Bentley, Smith Czachorski and Moore  
Nays: 0  
Motion carried 7-0

### 13.0 ADJOURNMENT

President Czachorski declared the meeting adjourned at 8:01pm.

#### What is a consent agenda?

A consent agenda groups the routine, procedural, informational, and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision making or action, are handled as usual.

**Why would an organization want to use a consent agenda?** Consent agendas are popular with many organizations because they help streamline meetings and allow the focus to be on substantive issues.

#### What does it mean if we adopt a consent agenda?

- Documentation for consent items must be provided to the board prior to meetings so that directors feel confident that their vote reflects attention to their duty of care.
- Board members are encouraged to ask prior to the meeting all the questions that they want related to consent agenda items. • If it is determined that an item on the consent portion of the agenda actually requires action or a decision that item should be removed from the consent portion of the agenda and raised later in the meeting.
- Any board member can request that an item be moved to the full agenda.
- A vote on the single motion applies to all the items on the consent portion of the agenda.

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / ORGANIZATIONAL MEETING**  
**Monday, January 8, 2024**  
**6:00 p.m.**  
**Boardroom-Lincoln High School**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Jennifer Czachorski, President  
Jennifer LaBombarbe, Vice President  
Allison Sparks, Secretary  
Thomas Rollins, Treasurer  
Matt Bentley, Trustee  
Lauren Smith, Trustee  
Jason Moore, Trustee

**ADMINISTRATORS PRESENT**

Karensa Smith, Curriculum & Instruction Director  
Paula Robinette, Human Resources Director

**OTHERS PRESENT**

Cassandra Coker

**1.0 CALL TO ORDER**

President Mrs. Czachorski called the meeting to order at 6:03 p.m.

**2.0 ROLL CALL**

Roll call showed all Board members 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 PUBLIC COMMENT**

5.1 Previous Public Comment

- No prior Public Comment

5.2 Public Comment

Board of Education Public Comment Statement

This is the time set aside by the Board to hear from you, the members of our community. 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 board meeting.

Please sign in completing your contact information. Limit individual comments to 5 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment.

1. The Board of Education reserves the right to limit the total public comment to 30 minutes in any meeting
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- Mike McVey, Saline Board of Education Trustee, attended to invite Lincoln's Board to upcoming events.

## 6.0 ORGANIZATIONAL ITEMS

### 6.1 Statement of Organization

It was moved by LaBombarbe and seconded by Sparks that we declare the official name of the school district to be Lincoln Consolidated Schools, Washtenaw County and the district operates as a general powers school district. It was further moved that we approve the Bylaws as contained in Section 1000 of the Board Policy Manual and seven Board members, each serving six-year terms, are the governing body of the district.

Ayes: 7

Nays: 0

Motion carried 7-0

### 6.2 Election of Officers

#### **President**

LaBombarbe nominated Jennifer Czachorski for the office of President of the Board of Education. Rollins supported the nomination.

With no further nominations, it was moved by LaBombarbe and seconded by Rollins that we close nominations and elect Jennifer Czachorski to the office of President of the Lincoln Board of Education by acclamation.

Ayes: 7

Nays: 0

Motion carried 7-0

#### **Vice President**

Bentley nominated Jennifer LaBombarbe for the office of Vice President of the Board of Education. Moore supported the nomination.

With no further nominations, it was moved by Bentley and seconded by Moore that we close nominations and elect Jennifer LaBombarbe to the office of Vice President of the Lincoln Board of Education by acclamation.

Ayes: 7

Nays: 0

Motion carried 7-0

#### **Secretary**

LaBombarbe nominated Allison Sparks for the office of Secretary of the Board of Education. Moore supported the nomination.

With no further nominations for the office of Secretary, it was moved by LaBombarbe and seconded by Moore that we close nominations and elect Allison Sparks to the office of Secretary of the Board of Education by acclamation.

Ayes: 7  
Nays: 0  
Motion carried 7-0

**Treasurer**

LaBombarbe nominated Thomas Rollins for the office of Treasurer of the Board of Education. Bentley supported the nomination.

With no further nominations for the office of Treasurer, it was moved by LaBombarbe and seconded by Bentley that we close nominations and elect Thomas Rollins to the office of Treasurer of the Board of Education by acclamation.

Ayes: 7  
Nays: 0  
Motion carried 7-0

**WASB (Washtenaw Association of School Boards) Representative**

LaBombarbe nominated Thomas Rollins to serve as the Lincoln representative for the Washtenaw Association of School Boards. Bentley supported the nomination.

With no further nominations for WASB Representative, it was moved by LaBombarbe and seconded by Bentley that we close nominations and elect Thomas Rollins to serve as the Lincoln WASB Representative by acclamation.

Ayes: 7  
Nays: 0  
Motion carried 7-0

**LRN (Legislative Relations Network) Representative**

LaBombarbe nominated Allison Sparks to serve as the Lincoln representative for the Legislative Relations Network. Bentley supported the nomination.

With no further nominations for LRN Representative, it was moved by LaBombarbe and seconded by Bentley that we close nominations and elect Allison Sparks to serve as the Lincoln LRN Representative by acclamation.

The final slate of officers included:

Jennifer Czachorski, President  
Jennifer LaBombarbe, Vice President  
Allison Sparks, Secretary & LRN Representative  
Thomas Rollins, Treasurer & WASB Representative  
Jason Moore, Trustee  
Matt Bentley, Trustee  
Lauren Smith, Trustee

- 6.3 Designation of Meeting Dates, Times, and Place  
Board members were provided with the resolution establishing the schedule of 2024 Board meetings.

It was moved by LaBombarbe and seconded by Rollins that we adopt the resolution establishing the 2024 Board meetings as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 6.4 Establishment of Legally Required Committees  
It was moved by LaBombarbe and seconded by Sparks that we establish standing Board committees to include the Board Executive Committee, Board Planning Committee, Board Performance Committee, and Board Finance Committee.

Ayes: 7  
Nays: 0  
Motion carried 7-0

Mrs. Czachorski finalized committees and other appointments as follows:

**Board Executive Committee**

Jennifer Czachorski, Chair  
Jennifer LaBombarbe  
Matt Bentley

**Board Planning Committee**

Jennifer LaBombarbe, Chair  
Allison Sparks  
Lauren Smith

**Board Performance Committee**

Matt Bentley, Chair  
Thomas Rollins  
Jason Moore

**Board Finance Committee**

Thomas Rollins, Chair  
Jason Moore  
Jennifer LaBombarbe

**School Board Representative**

Bishop- Thomas Rollis  
Childs- Jason Moore  
Model- Lauren Smith  
Brick- Jennifer LaBombarbe  
Middle School- Matt Bentley  
High School- Allison Sparks  
District/Virtual Academy- Jennifer Czachorski

**Applicant Review Committee**

Matt Bentley  
Allison Sparks  
Lauren Smith

- 6.5 Designation of School Legal Counsel  
It was moved by LaBombarbe and seconded by Sparks that we designate Beier Howlett, Miller Johnson and Thrun Law Firm to serve as the district's legal counsel as recommended.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 6.6 Designation of District Auditors  
It was moved LaBombarbe by and seconded by Sparks that we appoint the accounting firm Lewis & Knopf to perform the annual audit as recommended.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 6.7 Designation of Depositories

It was moved by LaBombarbe and seconded by Moore the below indicated agencies are designated as the depositories for the funds and (accounts) as indicated:

**MICHIGAN LIQUID ASSET FUND**

General Operating Fund (Checking/Savings)  
General Operating Fund (Payroll Checking)  
General Operating Fund-Flex Spending/Employee Healthcare (Checking)  
Community Services Fund (Savings)  
Debt Retirement Funds (Savings)  
School Service Fund-Athletics (Checking/Savings)  
School Service Fund-Food Service (Savings)  
Capital Projects Funds (Savings)  
Trust/Agency Fund (Checking)  
General Operating Fund Investments  
Debt Retirement Funds Investments  
Capital Projects Fund Investments  
Trust/Agency Fund Investments

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 6.8 Designation of Signatories  
Board members were provided with a resolution designating signatories.

It was moved by LaBombarbe and seconded by Sparks that we adopt the resolution designating signatories as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 6.9 Appointment of School Administrator to Administer School Elections  
Constitutional Oath of Office Elections Administrator was administered to Mr. Robert Jansen, Superintendent.

It was moved by LaBombarbe and seconded by Sparks that we appoint Robert Jansen to serve as administrator for school elections.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 6.10 Appointment of School Administrator to Assume Specified Responsibilities of the Board Secretary  
It was moved by LaBombarbe and seconded by Rollins that we appoint the Administrative Assistant to the Superintendent to assume specified responsibilities of the Board Secretary as recommended.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 6.11 Determination of Fee Charged to Individuals Requesting Notice of Board Meetings  
It was moved by LaBombarbe and seconded by Sparks that we utilize the FOIA fee structure to charge individuals requesting notice of Board meetings as recommended.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 6.12 Designation of Electronic Transfer Officer (ETO)

It was moved by LaBombarbe and seconded by Sparks that we designate the Director of Finance to serve as the District Electronic Transfer Officer (ETO) as recommended.

Ayes: 7

Nays: 0

Motion carried 7-0

6.13 Reaffirm Board of Education Code of Conduct

Each Board of Member Trustee shall reaffirm the Board of Education Code of Conduct yearly.

It was moved by LaBombarbe and seconded by Sparks that we reaffirm the Board of Education Code of Conduct as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

**8.0 ADJOURNMENT**

It was moved by LaBombarbe and seconded by Smith that we adjourn the meeting at 6:34 p.m.

Ayes: 7

Nays: 0

Motion carried 7-0

## LINCOLN CONSOLIDATED SCHOOLS

### Schedule of Revenues and Expenditures

Budget and Actual - General Fund

For the Month Ended December 31, 2023

	Amended Budget	Actual	Actual Over (Under) Final Budget	Percent Actual of Budget
<b>Revenues</b>				
Local sources:				
Property taxes	5,274,339	\$ 3,337,348	\$ (1,936,991)	63.3%
Other local sources	413,163	323,794	(89,369)	78.4%
State sources	41,299,506	10,993,738	(30,305,768)	26.6%
Federal sources	2,499,066	758,797	(1,740,269)	30.4%
Interdistrict revenue	8,544,045	3,703,397	(4,840,648)	43.3%
<b>Total revenues</b>	<u>58,030,119</u>	<u>19,117,074</u>	<u>(38,913,045)</u>	<u>32.9%</u>
<b>Expenditures</b>				
Instruction:				
Basic programs	24,821,507	10,112,765	(14,708,742)	40.7%
Added needs	9,951,124	3,595,433	(6,355,691)	36.1%
<b>Total instruction</b>	<u>34,772,631</u>	<u>13,708,198</u>	<u>(21,064,433)</u>	<u>39.4%</u>
Support services:				
Pupil	6,793,209	2,292,728	(4,500,481)	33.8%
Instructional support	2,066,783	1,102,550	(964,233)	53.3%
General administration	735,659	313,166	(422,493)	42.6%
School administration	2,405,658	962,925	(1,442,733)	40.0%
Business	959,390	498,997	(460,393)	52.0%
Maintenance	5,509,585	3,059,250	(2,450,335)	55.5%
Transportation	4,368,993	1,872,894	(2,496,099)	42.9%
Central services	2,679,973	950,937	(1,729,036)	35.5%
<b>Total support services</b>	<u>25,519,250</u>	<u>11,053,447</u>	<u>(14,465,803)</u>	<u>43.3%</u>
Athletics	<u>1,103,301</u>	<u>507,410</u>	<u>(595,891)</u>	<u>46.0%</u>
Community service	<u>126,435</u>	<u>56,489</u>	<u>(69,946)</u>	<u>44.7%</u>
Debt service:				
Principal	35,361	23,359	(12,002)	66.1%
Interest expense	975	865	(110)	88.7%
	<u>36,336</u>	<u>24,224</u>	<u>(12,112)</u>	<u>66.7%</u>
<b>Total expenditures</b>	<u>61,557,953</u>	<u>25,349,768</u>	<u>(36,208,185)</u>	<u>41.2%</u>
<b>Other financing sources</b>				
Transfers in	37,000	7,000	(30,000)	18.9%
Transfers out	2,000	154	(1,846)	7.7%
<b>Total other financing sources</b>	<u>39,000</u>	<u>7,154</u>	<u>(31,846)</u>	<u>18.3%</u>
<b>Revenues over (under) expenditures</b>	<u>\$ (3,488,834)</u>	<u>\$ (6,225,540)</u>		

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 December 31, 2023**

F/S Caption	Function	Code	Values		Percent Used
			Sum of Final Budget	Sum of Final	
Instruction	1111	Salary	5,000,759	1,854,884	
		Fringes	3,790,303	1,434,170	
		Non-payroll	1,236,445	742,755	
	<b>1111 Total</b>		<b>10,027,507</b>	<b>4,031,809</b>	<b>40%</b>
	1112	Salary	2,436,767	866,659	
		Fringes	1,903,328	707,020	
		Non-payroll	399,600	188,335	
	<b>1112 Total</b>		<b>4,739,695</b>	<b>1,762,014</b>	<b>37%</b>
	1113	Salary	2,642,754	925,343	
		Fringes	2,037,148	727,074	
		Non-payroll	3,687,148	1,857,724	
	<b>1113 Total</b>		<b>8,367,050</b>	<b>3,510,141</b>	<b>42%</b>
	1118	Salary	737,026	258,694	
		Fringes	674,499	252,586	
		Non-payroll	16,000	37,790	
<b>1118 Total</b>		<b>1,427,525</b>	<b>549,070</b>	<b>38%</b>	
1119	Salary	159,776	159,777		
	Fringes	83,801	83,801		
	Non-payroll	16,153	16,153		
<b>1119 Total</b>		<b>259,730</b>	<b>259,731</b>	<b>100%</b>	
<b>Instruction Total</b>		<b>24,821,507</b>	<b>10,112,765</b>	<b>41%</b>	
Added needs	1122	Salary	3,639,497	1,200,586	
		Fringes	3,207,427	1,150,059	
		Non-payroll	350,005	115,235	
	<b>1122 Total</b>		<b>7,196,929</b>	<b>2,465,880</b>	<b>34%</b>
	1125	Salary	1,336,881	441,155	
		Fringes	1,099,682	352,925	
Non-payroll		317,632	335,473		
<b>1125 Total</b>		<b>2,754,195</b>	<b>1,129,553</b>	<b>41%</b>	
<b>Added needs Total</b>		<b>9,951,124</b>	<b>3,595,433</b>	<b>36%</b>	

**Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended December 31, 2023**

F/S Caption	Function	Code	Values		Percent Used
			Sum of Final Budget	Sum of Final	
Student services	1212	Salary	580,776	221,304	
		Fringes	508,698	198,990	
		Non-payroll	-	-	
	<b>1212 Total</b>		<b>1,089,474</b>	<b>420,294</b>	<b>39%</b>
	1213	Non-payroll	620,500	177,776	
	<b>1213 Total</b>		<b>620,500</b>	<b>177,776</b>	<b>29%</b>
	1214	Salary	149,759	47,734	
		Fringes	109,236	38,884	
		Non-payroll	421,500	110,872	
	<b>1214 Total</b>		<b>680,495</b>	<b>197,490</b>	<b>29%</b>
	1215	Salary	807,160	245,283	
		Fringes	617,291	173,521	
		Non-payroll	277,000	106,138	
	<b>1215 Total</b>		<b>1,701,451</b>	<b>524,942</b>	<b>31%</b>
	1216	Salary	620,593	207,302	
		Fringes	501,622	178,284	
		Non-payroll	150,000	14,364	
	<b>1216 Total</b>		<b>1,272,215</b>	<b>399,950</b>	<b>31%</b>
	1218	Salary	572,268	218,115	
		Fringes	433,929	175,983	
		Non-payroll	4,000	3,911	
	<b>1218 Total</b>		<b>1,010,197</b>	<b>398,009</b>	<b>39%</b>
	1219	Salary	222,025	87,782	
		Fringes	196,852	84,802	
		Non-payroll	-	1,683	
	<b>1219 Total</b>		<b>418,877</b>	<b>174,267</b>	<b>42%</b>
<b>Student services Total</b>			<b>6,793,209</b>	<b>2,292,728</b>	<b>34%</b>

Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended December 31, 2023

F/S Caption	Function	Code	Values		Percent Used
			Sum of Final Budget	Sum of Final	
Instructional support	1221	Salary	147,179	68,096	
		Fringes	102,803	46,639	
		Non-payroll	325,248	132,617	
	<b>1221 Total</b>		<b>575,230</b>	<b>247,352</b>	<b>43%</b>
	1222	Salary	139,850	14,994	
		Fringes	144,048	13,880	
		Non-payroll	-	2,976	
	<b>1222 Total</b>		<b>283,898</b>	<b>31,850</b>	<b>11%</b>
	1226	Salary	541,300	268,688	
		Fringes	398,102	181,577	
Non-payroll		268,253	373,083		
<b>1226 Total</b>		<b>1,207,655</b>	<b>823,348</b>	<b>68%</b>	
<b>Instructional support Total</b>		<b>2,066,783</b>	<b>1,102,550</b>	<b>53%</b>	
Business Admin	1252	Salary	94,226	42,263	
		Fringes	75,473	32,340	
		Non-payroll	700,400	340,524	
	<b>1252 Total</b>		<b>870,099</b>	<b>415,127</b>	<b>48%</b>
	1259	Non-payroll	89,291	83,870	
<b>1259 Total</b>		<b>89,291</b>	<b>83,870</b>	<b>94%</b>	
<b>Business Admin Total</b>		<b>959,390</b>	<b>498,997</b>	<b>52%</b>	
General Admin	1231	Non-payroll	266,000	98,305	
	<b>1231 Total</b>		<b>266,000</b>	<b>98,305</b>	<b>37%</b>
	1232	Salary	254,530	123,716	
		Fringes	189,378	84,483	
Non-payroll		25,751	6,662		
<b>1232 Total</b>		<b>469,659</b>	<b>214,861</b>	<b>46%</b>	
<b>General Admin Total</b>		<b>735,659</b>	<b>313,166</b>	<b>43%</b>	
Central	1282	Salary	79,000	39,800	
		Fringes	66,145	31,566	
		Non-payroll	147,450	77,537	
	<b>1282 Total</b>		<b>292,595</b>	<b>148,903</b>	<b>51%</b>
	1283	Salary	255,934	119,231	
		Fringes	193,005	86,818	
		Non-payroll	328,276	143,256	
	<b>1283 Total</b>		<b>777,215</b>	<b>349,305</b>	<b>45%</b>
	1284	Non-payroll	1,610,163	452,729	
	<b>1284 Total</b>		<b>1,610,163</b>	<b>452,729</b>	<b>28%</b>
<b>Central Total</b>		<b>2,679,973</b>	<b>950,937</b>	<b>35%</b>	

Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended December 31, 2023

F/S Caption	Function	Code	Values		Percent Used
			Sum of Final Budget	Sum of Final	
Operations and maint	1261	Salary	59,687	10,099	
		Fringes	7,116	1,392	
		Non-payroll	5,282,782	2,973,569	
		<b>1261 Total</b>	<b>5,349,585</b>	<b>2,985,060</b>	<b>56%</b>
	1266	Non-payroll	160,000	74,190	
	<b>1266 Total</b>		<b>160,000</b>	<b>74,190</b>	<b>46%</b>
<b>Operations and maint Total</b>			<b>5,509,585</b>	<b>3,059,250</b>	<b>56%</b>
Interest exp	1252	Non-payroll	975	865	
		<b>1252 Total</b>	<b>975</b>	<b>865</b>	<b>89%</b>
<b>Interest exp Total</b>			<b>975</b>	<b>865</b>	<b>89%</b>
Principal Admin	1241	Salary	1,332,466	542,352	
		Fringes	1,072,442	420,442	
		Non-payroll	750	131	
		<b>1241 Total</b>	<b>2,405,658</b>	<b>962,925</b>	<b>40%</b>
<b>Principal Admin Total</b>			<b>2,405,658</b>	<b>962,925</b>	<b>40%</b>
Principal	1252	Non-payroll	35,361	23,359	
		<b>1252 Total</b>	<b>35,361</b>	<b>23,359</b>	<b>66%</b>
<b>Principal Total</b>			<b>35,361</b>	<b>23,359</b>	<b>66%</b>
Transportation	1271	Salary	1,593,954	676,548	
		Fringes	1,386,993	548,869	
		Non-payroll	1,388,046	647,477	
		<b>1271 Total</b>	<b>4,368,993</b>	<b>1,872,894</b>	<b>43%</b>
<b>Transportation Total</b>			<b>4,368,993</b>	<b>1,872,894</b>	<b>43%</b>
Athletics	1293	Salary	314,500	153,427	
		Fringes	203,300	96,825	
		Non-payroll	585,501	257,158	
		<b>1293 Total</b>	<b>1,103,301</b>	<b>507,410</b>	<b>46%</b>
<b>Athletics Total</b>			<b>1,103,301</b>	<b>507,410</b>	<b>46%</b>
Comm Ed Exp	1331	Salary	62,893	30,260	
		Fringes	56,303	25,947	
		Non-payroll	5,628	282	
		<b>1331 Total</b>	<b>124,824</b>	<b>56,489</b>	<b>45%</b>
		1361	Non-payroll	1,611	-
	<b>1361 Total</b>	<b>1,611</b>	<b>-</b>	<b>0%</b>	
<b>Comm Ed Exp Total</b>			<b>126,435</b>	<b>56,489</b>	<b>45%</b>
<b>Grand Total</b>			<b>61,557,953</b>	<b>25,349,768</b>	<b>41%</b>

Lincoln Consolidated Schools  
Maintenance Budget Detailed  
For the Six Months Ending December 2023

Object	G/L Account	Account Name	Values		Percent Used
			Budget	Sum of Final	
4110	11-1261-4110-000-0000-0000-0000	Land and Building - District	20,000	33,579	①
	11-1261-4110-000-0000-00308-0000	Land and Building - Bishop	10,000	4,623	★
	11-1261-4110-000-0000-00691-0000	Land and Building - Bessie	5,000	3,049	
	11-1261-4110-000-0000-02186-0000	Land and Building - Brick	50,000	14,443	
	11-1261-4110-000-0000-02187-0000	Land and Building - High School	75,000	103,912	②
	11-1261-4110-000-0000-05166-0000	Land and Building - Middle School	30,000	24,037	★
	11-1261-4110-000-0000-05235-0000	Land and Building - Model	10,000	4,628	
	11-1261-4110-000-0000-09147-0000	Land and Building- Transportation	10,000	2,788	
	11-1261-4110-000-0000-09148-0000	Land and Building - Childs	10,000	15,742	14
<b>4110 Total</b>			<b>220,000</b>	<b>206,801</b>	<b>94%</b>
4111	11-1261-4111-000-0000-00000-0000	Enviro-Clean - District	571,834	281,832	
	11-1261-4111-000-0000-00308-0000	Enviro-Clean - Bishop	153,354	78,743	
	11-1261-4111-000-0000-02186-0000	Enviro-Clean -Brick	252,450	129,626	
	11-1261-4111-000-0000-02187-0000	Enviro-Clean - High School	497,054	255,222	
	11-1261-4111-000-0000-05166-0000	Enviro-Clean - Middle School	256,374	131,642	
	11-1261-4111-000-0000-05235-0000	Enviro-Clean - Model	118,659	60,928	
	11-1261-4111-000-0000-09147-0000	Enviro-Clean - Transportation	5,997	3,079	
	11-1261-4111-000-0000-09148-0000	Enviro-Clean - Childs	153,354	78,743	
	11-1261-4111-000-0000-00000-1263	Contracted Service - Custodial	-	-	
<b>4111 Total</b>			<b>2,009,076</b>	<b>1,019,815</b>	<b>51%</b>
4112	11-1261-4112-000-0000-00000-0000	Contr Svc Air Qual Review - District	10,000	7,535	③
	11-1261-4112-000-0000-00308-0000	Contracted Service - HVAC - Bishop	80,000	32,975	★
	11-1261-4112-000-0000-02186-0000	Contracted Service - HVAC - Brick	60,000	59,444	④
	11-1261-4112-000-0000-02187-0000	Contracted Service - HVAC - High School	122,500	69,060	⑤
	11-1261-4112-000-0000-05166-0000	Contracted Service - HVAC - Middle School	157,000	32,974	★
	11-1261-4112-000-0000-05235-0000	Contracted Service - HVAC - Model	77,500	43,714	★
	11-1261-4112-000-0000-09147-0000	Contracted Service - HVAC - Transportation	40,000	32,974	
	11-1261-4112-000-0000-09148-0000	Contracted Service - HVAC Childs	40,000	32,974	
<b>4112 Total</b>			<b>587,000</b>	<b>311,650</b>	<b>53%</b>
4113	11-1261-4113-000-0000-00000-0000	Contracted Service - Cintas/Pest Control - District	2,500	261	☑
	11-1261-4113-000-0000-00308-0000	Contracted Service - Cintas/Pest Control - Bishop	5,500	3,867	☑
	11-1261-4113-000-0000-02186-0000	Contracted Service - Cintas/Pest Control - Brick	3,500	3,217	☑
	11-1261-4113-000-0000-02187-0000	Contracted Service - Cintas/Pest Control - High School	18,500	12,709	☑
	11-1261-4113-000-0000-05166-0000	Contracted Service - Cintas/Pest Control - Middle School	6,000	3,795	☑
	11-1261-4113-000-0000-05235-0000	Contracted Service - Cintas/Pest Control - Model	3,000	1,617	☑
	11-1261-4113-000-0000-09147-0000	Contracted Service - Cintas/Pest Control - Transportation	1,500	484	☑
	11-1261-4113-000-0000-09148-0000	Contracted Service - Cintas/Pest Control - Childs	5,010	3,428	☑
<b>4113 Total</b>			<b>45,510</b>	<b>29,378</b>	<b>65%</b>
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	5,000	-	
	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	35,847	25,848	⑩
	11-1261-4114-000-0000-02187-0000	Land and Building - Major Repairs - High School	75,476	67,659	⑥
	11-1261-4114-000-0000-05166-0000	Land and Building - Major Repairs - Middle School	10,000	7,212	⑦
	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	23,222	11
<b>4114 Total</b>			<b>151,323</b>	<b>123,941</b>	<b>82%</b>
4191	11-1261-4191-000-0000-00000-0000	Maint Spec Proj - District	35,000	18,000	
	11-1261-4191-000-0000-00308-0000	Maint Spec Proj - Bishop	30,598	27,500	13
	11-1261-4191-000-0000-02186-0000	Maint Spec Proj - Brick	26,162	-	
	11-1261-4191-000-0000-02187-0000	Maint Spec Proj - High School	72,345	71,740	⑨
	11-1261-4191-000-0000-05166-0000	Maint Spec Proj - Middle School	125,177	161,537	12
	11-1261-4191-000-0000-09148-0000	Maint Spec Proj - Childs	25,431	-	
	11-1261-4191-000-0000-05235-0000	Maint Spec Proj - Model	9,513	-	
11-1261-4191-000-0000-09147-0000	Maint Spec Proj - Transportation	19,341	-		
<b>4191 Total</b>			<b>343,567</b>	<b>278,777</b>	<b>81%</b>
<b>Grand Total</b>			<b>3,356,476</b>	<b>1,970,362</b>	<b>59%</b>

Lincoln Consolidated Schools  
Tick mark Legend for Maintenance Summary Table  
For the Six Months Ending December 2023

- ★ Areas where items have been identified and communicated to the BOE by the facilities department. Projects in process and once completed will be expensed. See Facilities Board Update
- ☑ In talks with Cintas to get group prices through Omnia (similar to REMC). Also have halted rug changing over the summer
  
- ① Plumbing supplies for the whole District. Purchase of ceiling tiles.
- ② This includes \$12k of bleacher repair that was started in the 22/23 school year but parts prevented finishing. This was done and paid in July of 2023. There is \$10,935 in vandalism which included repairs to the fields when someone did donuts in the winter and also painting in the high school when someone used markers on the walls. Smaller amounts for supplies (pool) and repairs.
- ③ Contractor on site to review the controls of the HVAC for the District and also parts purchased for inventory purposes.
- ④ Boiler/controller repairs
- ⑤ Several small, yet expensive, repairs to various areas in the high school
- ⑥ \$21k for graffiti removal and \$8k for sidewalk repairs
- ⑦ Repair the fire systems in the building
- ⑧ Parking lot seal coat and crack fill & east gym floor refinishing
- ⑩ Mystery Hall boys bathroom repairs for \$15,000. Pencil box classroom repairs \$10,848.
- 11 Concrete repairs for \$12,120
- 12 Completion of seal coat/crack fill and Media Center Roof repairs, however, significant work was also completed for a new gym compressor and condensor coil replacement totaling \$42,917. These 2 items were not included in the original special projects.
- 13 Bishop boiler replacement for \$27,500. Not originally includes in special projects
- 14 Work on retention pond (\$6,700), plumbing work (\$3,800), and quiet room wall pads (\$3,500)

**Lincoln Consolidated Schools  
Special Projects  
For the 23-24 Fiscal Year**

	Finance Committee Approved	Status
<b>Bishop</b>		
2 hallway doors installed	\$ 15,000	Encumbered
Seal coat, crack fill, and stripe parking lot	15,598	In Spring
	<u>30,598</u> Total	
<b>Brick</b>		
Gym Floor refinishing	1,500	In summer 2024
Seal coat/crack fill parking lot	24,662	In Spring
	<u>26,162</u> Total	
<b>Childs</b>		
Seal Coat/Crack fill parking lots	25,431	In Spring
	<u>25,431</u> Total	
<b>Model</b>		
Seal Coat/Crack fill parking lots	9,513	In Spring
	<u>9,513</u> Total	
<b>Middle School</b>		
Seal Coat/Crack Fill stripe lots	22,344	Complete
Resurface gym floor	4,833	In summer 2024
Media Center roof repairs	98,000	Complete
	<u>125,177</u> Total	
<b>High School</b>		
Seal coat/Crack fill stripe parking lots	57,225	Complete
Resurface gym floors	15,120	Done
	<u>72,345</u> Total	
<b>Transportation</b>		
Seal coat/Crack fill stripe parking lots	19,341	In Spring
	<u>19,341</u> Total	
<b>District</b>		
Guard rail installed at PAC retention pond	35,000	Encumbered
	<u>35,000</u> Total	
<b>Total Projects</b>	<u><u>\$ 343,567</u></u> Total	

Lincoln Consolidated Schools  
Maintenance Detail  
For the Month of December 31, 2023

Sum of Actual Balance				Month
Account Name	Vendor Name	Description	Reference	December
Land and Building - Brick	LOWE'S	Hardware supplies	EFT	17
<b>Land and Building - Brick Total</b>				<b>17</b>
Land and Building - District	WOLVERINE SUPPLY INC	Supplies	Check	881
	A&S SEAL COATING, LLC.	Parking lot large patch work	Check	4,500
	AMAZON CAPITAL SERVICES	Supplies	EFT	371
	CRAWFORD DOOR SALES	Maint - garage door repairs	EFT	328
<b>Land and Building - District Total</b>				<b>6,080</b>
Land and Building - High School	B & B POOLS & SPAS	LHS - flow sensor	EFT	480
		LHS - pool chemicals	EFT	2,262
	JOHNSON CONTROLS FIRE PROTECTION, NUCO2	LHS - repairs	Check	2,271
		LHS - CO2 Bulk	EFT	288
	WOLVERINE SUPPLY INC	LMS - supplies	Check	804
		Supplies	Check	745
	IDN-HARDWARE SALES INC	Special Education Door replacement	Check	3,049
	AMAZON CAPITAL SERVICES	LHS - TV	EFT	220
		LHS - Fire exit only signs	EFT	21
	PLUMBERS SERVICE, INC.	LHS - cabled sanitary line	Check	390
	GRAINGER INC, W W	LHS - Local door alarm	EFT	209
	SOUND COM SYSTEMS	LHS - repairs	EFT	252
	LOWE'S	LHS - Hardware supplies	EFT	382
<b>Land and Building - High School Total</b>				<b>11,372</b>
Land and Building - Middle School	GOYETTE MECHANICAL	LMS - repairs	EFT	5,614
	WOLVERINE SUPPLY INC	Supplies	Check	615
	FBM INC	LMS - ceiling tiles	EFT	1,317
	AMAZON CAPITAL SERVICES	LMS - Replacement TV	EFT	380
	GRAINGER INC, W W	LMS - hand drum pump	EFT	255
	NATIONAL TIME & SIGNAL CORP	LMS - clock repairs	EFT	3,614
<b>Land and Building - Middle School Total</b>				<b>11,795</b>
Land and Building - Model	SONITROL GREAT LAKES - MICHIGAN	Model - battery security systems	EFT	256
	HURON VALLEY TELECOMMUNICATIONS,	Model - Data drops	Check	331
<b>Land and Building - Model Total</b>				<b>587</b>
Enviro-Clean - Bishop	ENVIRO-CLEAN	Monthly Custodial Services	EFT	13,124
<b>Enviro-Clean - Bishop Total</b>				<b>13,124</b>
Enviro-Clean - Childs	ENVIRO-CLEAN	Monthly Custodial Services	EFT	13,124
<b>Enviro-Clean - Childs Total</b>				<b>13,124</b>

Lincoln Consolidated Schools  
Maintenance Detail  
For the Month of December 31, 2023

Sum of Actual Balance				Month
Account Name	Vendor Name	Description	Reference	December
Enviro-Clean - District	ENVIRO-CLEAN	Grounds/Special Events	EFT	44,667
<b>Enviro-Clean - District Total</b>				<b>44,667</b>
Enviro-Clean - High School	ENVIRO-CLEAN	Monthly Custodial Services	EFT	42,537
<b>Enviro-Clean - High School Total</b>				<b>42,537</b>
Enviro-Clean - Middle School	ENVIRO-CLEAN	Monthly Custodial Services	EFT	21,940
<b>Enviro-Clean - Middle School Total</b>				<b>21,940</b>
Enviro-Clean - Model	ENVIRO-CLEAN	Monthly Custodial Services	EFT	10,155
<b>Enviro-Clean - Model Total</b>				<b>10,155</b>
Enviro-Clean - Transportation	ENVIRO-CLEAN	Monthly Custodial Services	EFT	513
<b>Enviro-Clean - Transportation Total</b>				<b>513</b>
Enviro-Clean -Brick	ENVIRO-CLEAN	Monthly Custodial Services	EFT	21,604
<b>Enviro-Clean -Brick Total</b>				<b>21,604</b>
Contracted Service - HVAC - Brick	CAMPBELL, INC.	repairs	EFT	219
		HVAC Labor December 2023	EFT	2,059
<b>Contracted Service - HVAC - Brick Total</b>				<b>2,278</b>
Contracted Service - HVAC - Bishop	CAMPBELL, INC.	repairs	EFT	219
		HVAC Labor December 2023	EFT	2,059
<b>Contracted Service - HVAC - Bishop Total</b>				<b>2,278</b>
Contracted Service - HVAC - High School	CAMPBELL, INC.	repairs	EFT	219
		HVAC Labor December 2023	EFT	2,059
	CURRENT ELECTRIC MOTOR SUPPLY	LHS - Motor Replacement	EFT	2,119
		LHS - bearing assembly	EFT	2,950
	GRAINGER INC, W W	LHS - parts	EFT	232
<b>Contracted Service - HVAC - High School Total</b>				<b>7,579</b>
Contracted Service - HVAC Childs	CAMPBELL, INC.	repairs	EFT	219
		HVAC Labor December 2023	EFT	2,059
<b>Contracted Service - HVAC Childs Total</b>				<b>2,278</b>
Contracted Service - HVAC - Transportation	CAMPBELL, INC.	repairs	EFT	219
		HVAC Labor December 2023	EFT	2,059
<b>Contracted Service - HVAC - Transportation Total</b>				<b>2,278</b>

Lincoln Consolidated Schools  
Maintenance Detail  
For the Month of December 31, 2023

Sum of Actual Balance				Month
Account Name	Vendor Name	Description	Reference	December
Contracted Service - HVAC - Middle School	CAMPBELL, INC.	repairs	EFT	219
		HVAC Labor December 2023	EFT	2,059
<b>Contracted Service - HVAC - Middle School Total</b>				<b>2,278</b>
Contracted Service - HVAC - Model	CAMPBELL, INC.	repairs	EFT	219
		HVAC Labor December 2023	EFT	2,059
<b>Contracted Service - HVAC - Model Total</b>				<b>2,278</b>
Contracted Service - Cintas/Pest Control - Bishop	CINTAS LOCATION #300	Bishop - AED	EFT	89
		Bishop - walk off mats	EFT	662
	INSECTECH INC.	Bishop - pest control	EFT	72
<b>Contracted Service - Cintas/Pest Control - Bishop Total</b>				<b>823</b>
Contracted Service - Cintas/Pest Control - Brick	CINTAS LOCATION #300	Brick - AED machine	EFT	178
		Brick - walk off mats	EFT	384
	INSECTECH INC.	Brick - pest control	EFT	72
<b>Contracted Service - Cintas/Pest Control - Brick Total</b>				<b>634</b>
Contracted Service - Cintas/Pest Control - Childs	CINTAS LOCATION #300	Childs - AED	EFT	89
		Childs - walk off mats	EFT	593
	INSECTECH INC.	Childs - pest control	EFT	72
<b>Contracted Service - Cintas/Pest Control - Childs Total</b>				<b>754</b>
Contracted Service - Cintas/Pest Control - High School	CINTAS LOCATION #300	LHS - AED machine	EFT	107
		LHS - AED machines	EFT	356
		LHS - first aid supplies	EFT	443
		LHS - walk off mats	EFT	1,787
	INSECTECH INC.	LHS - pest control	EFT	220
<b>Contracted Service - Cintas/Pest Control - High School Total</b>				<b>2,913</b>
Contracted Service - Cintas/Pest Control - Middle School	CINTAS LOCATION #300	LMS - AEDs	EFT	178
		LMS - walk off mats	EFT	689
	INSECTECH INC.	LMS - pest control	EFT	180
<b>Contracted Service - Cintas/Pest Control - Middle School Total</b>				<b>1,047</b>
Contracted Service - Cintas/Pest Control - Model	CINTAS LOCATION #300	Model - AED	EFT	89
		Model - walk off mats	EFT	204
	INSECTECH INC.	Model - pest control	EFT	72
<b>Contracted Service - Cintas/Pest Control - Model Total</b>				<b>365</b>

Lincoln Consolidated Schools  
Maintenance Detail  
For the Month of December 31, 2023

Sum of Actual Balance				Month
Account Name	Vendor Name	Description	Reference	December
Contracted Service - Cintas/Pest Control - Tran	CINTAS LOCATION #300	Transportation - AED	EFT	107
	INSECTECH INC.	Transportation - pest control	EFT	48
<b>Contracted Service - Cintas/Pest Control - Transportation Total</b>				<b>155</b>
Land and Building - Major Repairs - High School	H & S ENGINEERING INC	LHS - bleacher repairs	EFT	7,980
		LHS - basketball cable repairs	EFT	6,700
<b>Land and Building - Major Repairs - High School Total</b>				<b>14,680</b>
Land and Building - Major Repairs - Childs	DUNRITE RENTALS LLC	Childs - retention pond drain cleaning	Check	6,000
<b>Land and Building - Major Repairs - Childs Total</b>				<b>6,000</b>
Maint Spec Proj - High School	FLOOR CARE CONCEPTS & SUPPLY	LHS - East Gym floor refinishing	(blank)	-
<b>Maint Spec Proj - High School Total</b>				<b>-</b>
Maint Spec Proj - Middle School	CAMPBELL, INC.	LMS - Gym compressor replacement proje	EFT	27,178
		LMS - condenser coil replacement	EFT	15,739
<b>Maint Spec Proj - Middle School Total</b>				<b>42,917</b>
Maint Spec Proj - District	A&S SEAL COATING, LLC.	Lincoln Trail - Crack Filling	Check	18,000
<b>Maint Spec Proj - District Total</b>				<b>18,000</b>
Maint Spec Proj - Bishop	CAMPBELL, INC.	Bishop - Boiler Repairs	EFT	27,500
<b>Maint Spec Proj - Bishop Total</b>				<b>27,500</b>
<b>Grand Total</b>				<b>334,551</b>

Lincoln Consolidated Schools  
Subbing Costs Budget to Actual  
For the Six Months Ending December 2023

Building	Account Name	Values		Percent Used
		Sum of Final Budget	Sum of Final	
Admin	Secretary Sub	-	-	
	Teacher Subs	-	-	
<b>Admin Total</b>		-	-	<b>N/A</b>
Bishop	Para Subs	3,153	5,549	
	Secretary Sub	-	131	
	Teacher Subs	152,230	73,329	
<b>Bishop Total</b>		<b>155,383</b>	<b>79,009</b>	<b>51%</b>
Brick	Para Subs	4,000	1,851	
	Secretary Sub	500	-	
	Teacher Subs	126,000	54,864	
<b>Brick Total</b>		<b>130,500</b>	<b>56,715</b>	<b>43%</b>
Childs	Para Subs	2,750	7,785	
	Secretary Sub	-	-	
	Teacher Subs	94,000	31,752	
<b>Childs Total</b>		<b>96,750</b>	<b>39,537</b>	<b>41%</b>
High School	Para Subs	1,500	917	
	Secretary Sub	500	-	
	Teacher Subs	168,278	95,487	
<b>High School Total</b>		<b>170,278</b>	<b>96,404</b>	<b>57%</b>
Middle School	Para Subs	16,500	16,063	
	Teacher Subs	82,493	46,047	
<b>Middle School Total</b>		<b>98,993</b>	<b>62,110</b>	<b>63%</b>
Model	Para Subs	500	4,706	
	Teacher Subs	15,500	18,994	①
<b>Model Total</b>		<b>16,000</b>	<b>23,700</b>	<b>148%</b>
<b>Grand Total</b>		<b>667,904</b>	<b>357,475</b>	<b>54%</b>

Lincoln Consolidated Schools  
Costs for New Curriculum  
For the Six Months Ending December 2023

Building	Account Name	Values		Percent Used
		Sum of Final Budget	Sum of Final	
Admin	New Curriculum	175,000	-	
<b>Admin Total</b>		<b>175,000</b>	<b>-</b>	<b>0%</b>
Bishop	New Curriculum	150,000	116,256	①
<b>Bishop Total</b>		<b>150,000</b>	<b>116,256</b>	<b>78%</b>
Brick	New Curriculum	150,000	195,548	①
<b>Brick Total</b>		<b>150,000</b>	<b>195,548</b>	<b>130%</b>
Childs	New Curriculum	125,000	191,461	①
<b>Childs Total</b>		<b>125,000</b>	<b>191,461</b>	<b>153%</b>
High School	New Curriculum	100,000	124,965	
<b>High School Total</b>		<b>100,000</b>	<b>124,965</b>	<b>125%</b>
Middle School	New Curriculum	100,000	(5,404)	
<b>Middle School Total</b>		<b>100,000</b>	<b>(5,404)</b>	<b>-5%</b>
<b>Grand Total</b>		<b>800,000</b>	<b>622,826</b>	<b>78%</b>

① Some of these curriculum costs should have been charged to the Early Literacy grant. Working with curriculum to get those costs moved out.

Lincoln Consolidated Schools  
Supplies by Building  
For the Six Months Ending December 2023

Building	Account Name	Values		Percent Used
		Sum of Final Budget	Sum of Final	
Admin	Office Supplies	14,250	6,150	
	Sp Ed Tchng Supplies	-	-	
	Teaching/Testing Supplies and Materials	11,328	18,039	
<b>Admin Total</b>		<b>25,578</b>	<b>24,189</b>	<b>95%</b>
Bishop	Office Supplies	1,500	1,254	
	Sp Ed Tchng Supplies	-	-	
	Teaching/Testing Supplies and Materials	45,590	30,803	
<b>Bishop Total</b>		<b>47,090</b>	<b>32,057</b>	<b>68%</b>
Brick	Office Supplies	500	107	
	Sp Ed Tchng Supplies	-	239	
	Teaching/Testing Supplies and Materials	60,797	32,910	
<b>Brick Total</b>		<b>61,297</b>	<b>33,256</b>	<b>54%</b>
Childs	Office Supplies	1,500	1,727	
	Sp Ed Tchng Supplies	-	-	
	Teaching/Testing Supplies and Materials	55,000	21,317	
<b>Childs Total</b>		<b>56,500</b>	<b>23,044</b>	<b>41%</b>
High School	Office Supplies	1,500	1,356	
	Sp Ed Tchng Supplies	-	-	
	Teaching/Testing Supplies and Materials	86,500	120,560	①
<b>High School Total</b>		<b>88,000</b>	<b>121,916</b>	<b>139%</b>
Middle School	Office Supplies	-	3,257	
	Sp Ed Tchng Supplies	-	40	
	Teaching/Testing Supplies and Materials	80,983	20,346	
<b>Middle School Total</b>		<b>80,983</b>	<b>23,643</b>	<b>29%</b>
Model	Office Supplies	500	66	
	Sp Ed Tchng Supplies	-	-	
	Teaching/Testing Supplies and Materials	14,500	4,604	
<b>Model Total</b>		<b>15,000</b>	<b>4,670</b>	<b>31%</b>
Transportation	Office Supplies	1,000	2,217	
<b>Transportation Total</b>		<b>1,000</b>	<b>2,217</b>	<b>222%</b>
VLA	Teaching/Testing Supplies and Materials	5,000	647	
<b>VLA Total</b>		<b>5,000</b>	<b>647</b>	<b>13%</b>
#N/A	Teaching/Testing Supplies and Materials	-	-	
<b>#N/A Total</b>		<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Grand Total</b>		<b>380,448</b>	<b>265,639</b>	<b>70%</b>

① Contacted High School Principal to go over the significant amount over budget for supplies.

Lincoln Consolidated Schools  
Utilities by Location  
For the Six Months Ending December 2023

Building	Account Name	Values		Percent Used
		Sum of Final Budget	Sum of Final	
Admin	Electricity	8,500	2,923	
	Natural Gas	12,500	369	
	Waste and Trash Disposal	2,100	1,069	
	Water Sewage	9,000	3,330	
<b>Admin Total</b>		<b>32,100</b>	<b>7,691</b>	<b>24%</b>
Bessie	Electricity	22,500	4,659	
	Natural Gas	10,000	1,941	
	Waste and Trash Disposal	-	265	
	Water Sewage	2,000	1,052	
<b>Bessie Total</b>		<b>34,500</b>	<b>7,917</b>	<b>23%</b>
Bishop	Electricity	62,500	35,912	
	Natural Gas	30,000	1,326	
	Waste and Trash Disposal	5,500	3,724	
	Water Sewage	20,000	12,582	
<b>Bishop Total</b>		<b>118,000</b>	<b>53,544</b>	<b>45%</b>
Brick	Electricity	85,000	57,353	
	Natural Gas	40,000	2,636	
	Waste and Trash Disposal	10,500	5,913	
	Water Sewage	25,000	14,477	
<b>Brick Total</b>		<b>160,500</b>	<b>80,379</b>	<b>50%</b>
Childs	Electricity	110,000	65,356	
	Natural Gas	33,500	2,016	
	Waste and Trash Disposal	5,400	3,185	
	Water Sewage	12,000	8,231	
<b>Childs Total</b>		<b>160,900</b>	<b>78,788</b>	<b>49%</b>
High School	Electricity	300,000	189,720	
	Natural Gas	110,000	17,597	
	Waste and Trash Disposal	17,500	8,730	
	Water Sewage	155,000	59,353	
<b>High School Total</b>		<b>582,500</b>	<b>275,400</b>	<b>47%</b>
Middle School	Electricity	145,000	84,776	
	Natural Gas	45,000	4,016	
	Waste and Trash Disposal	9,000	4,608	
	Water Sewage	20,000	15,590	
<b>Middle School Total</b>		<b>219,000</b>	<b>108,990</b>	<b>50%</b>
Model	Electricity	47,500	20,782	
	Natural Gas	17,500	1,011	
	Waste and Trash Disposal	3,500	2,013	
	Water Sewage	4,000	5,343	
<b>Model Total</b>		<b>72,500</b>	<b>29,149</b>	<b>40%</b>
Transportation	Electricity	30,000	14,447	
	Natural Gas	17,500	485	
	Waste and Trash Disposal	2,000	715	
	Water Sewage	10,000	6,752	
<b>Transportation Total</b>		<b>59,500</b>	<b>22,399</b>	<b>38%</b>
<b>Grand Total</b>		<b>1,439,500</b>	<b>664,257</b>	<b>46%</b>

## Lincoln Consolidated Schools

### Lincoln Athletic Building

#### December Finance Report

For the Six Months Ending December 31, 2023

	Actual as of December 31, 2022	2023-24 Amended Budget	Actual as of December 31, 2023
<b>Revenue</b>			
Fitness memberships	\$ 39,507	\$ 86,000	\$ 41,858
Indoor turf revenue	69,458	211,260	62,020
Indoor track rental	5,420	28,680	10,080
Batting cages	250	8,625	-
Gym rentals	10,303	45,165	12,945
Baseball/softball revenue	1,813	1,913	6,469
Track meet revenue	15,408	263,073	34,332
Concessions	-	25,035	-
Stadium rental	700	700	900
LAB	-	-	2,205
Outdoor field rental	-	-	200
Miscellaneous revenue	583	700	405
<b>Total revenues</b>	<b>143,440</b>	<b>671,151</b>	<b>171,414</b>
<b>Expenditures</b>			
Salaries	41,252	111,000	47,547
Benefits	10,974	37,485	10,342
Contracted service	25,770	103,268	77,204
<b>Operations:</b>			
Utilities	5,469	47,000	5,135
Maintenance	37,784	40,000	69,337
Athletic officials	-	82,500	12,776
Software	1,439	5,000	336
Office supplies	497	1,100	331
Dues and fees	3,985	12,000	5,636
Concession expense	-	9,500	-
Purchased services	819	2,000	-
Miscellaneous expense	2,900	1,150	457
Equipment	5,696	17,750	5,512
<b>Total expenditures</b>	<b>136,585</b>	<b>469,753</b>	<b>234,615</b>
<b>Revenues over expenditures</b>	<b>6,855</b>	<b>201,398</b>	<b>(63,201)</b>
<b>Estimated beginning fund balance</b>	<b>216,901</b>	<b>223,756</b>	<b>223,756</b>
<b>Estimated ending restricted fund balance</b>	<b>\$ 223,756</b>	<b>\$ 425,154</b>	<b>\$ 160,555</b>

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

Lincoln Consolidated Schools  
**Payment Register**

From Payment Date: 12/1/2023 - To Payment Date: 12/31/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163944775 - A/P Checking									
Check									
122100	12/06/2023	Open			Accounts Payable	AA HURON HS ATHLETIC BOOSTER CLB	\$810.00		
122101	12/06/2023	Open			Accounts Payable	AIRPORT COMMUNITY SCHOOLS	\$75.00		
122102	12/06/2023	Open			Accounts Payable	ANN ARBOR SKYLINE BOOSTER CLUB	\$200.00		
122103	12/06/2023	Open			Accounts Payable	CHURCH OF THE DIVINE CHILD	\$500.00		
122104	12/06/2023	Open			Accounts Payable	DAVID C. BRUNELL P41265	\$304.17		
122105	12/06/2023	Open			Accounts Payable	FATHER GABRIEL RICHARD HIGH SCHOOL	\$135.00		
122106	12/06/2023	Open			Accounts Payable	GRASS LAKE COMMUNITY SCHOOLS	\$200.00		
122107	12/06/2023	Open			Accounts Payable	GREAT LAKES MOTORCOACH INC	\$3,715.00		
122108	12/06/2023	Open			Accounts Payable	HURON SCHOOL DISTRICT	\$380.00		
122109	12/06/2023	Open			Accounts Payable	HURON VALLEY TELECOMMUNICATIONS, INC.	\$331.42		
122110	12/06/2023	Open			Accounts Payable	JOE H. TANNER BASEBALL PRODUCTS	\$1,096.00		
122111	12/06/2023	Open			Accounts Payable	MI-PSUG	\$499.00		
122112	12/06/2023	Open			Accounts Payable	MIDLAND FUNDING LLC	\$247.52		
122113	12/06/2023	Open			Accounts Payable	MILAN AREA SCHOOLS	\$225.00		
122114	12/06/2023	Open			Accounts Payable	MILLER, RYAN	\$311.78		
122115	12/06/2023	Open			Accounts Payable	MiSDU	\$1,471.25		
122116	12/06/2023	Open			Accounts Payable	OPTIMISITIC PSYCHOLOGY LLC	\$6,400.00		
122117	12/06/2023	Open			Accounts Payable	PBISApps.org	\$525.00		
122118	12/06/2023	Open			Accounts Payable	SCHOOL DISTRICT OF THE CITY OF LINCOLN PARK	\$200.00		
122119	12/06/2023	Open			Accounts Payable	SOUTHEASTERN CONFERENCE	\$200.00		
122120	12/06/2023	Open			Accounts Payable	STENGER & STENGER	\$138.76		
122121	12/06/2023	Open			Accounts Payable	TAMMY J. TERRY	\$1,446.92		
122122	12/06/2023	Open			Accounts Payable	THEMES & VARIATIONS INC	\$174.95		
122123	12/06/2023	Open			Accounts Payable	VERIZON WIRELESS	\$1,137.78		
122124	12/06/2023	Open			Accounts Payable	WASTE MANAGEMENT	\$6,548.81		
122125	12/06/2023	Open			Accounts Payable	WESTERN SCHOOL DISTRICT	\$200.00		
122126	12/06/2023	Open			Accounts Payable	WILSON, CANDIE, M	\$26.20		
122127	12/06/2023	Open			Accounts Payable	WYANDOTTE ATHLETIC DEPARTMENT	\$100.00		
122128	12/13/2023	Open			Accounts Payable	COMPETITIVE CHEER COACHES ASSOC. OF MI	\$125.00		
122129	12/22/2023	Open			Accounts Payable	A&S SEAL COATING, LLC.	\$22,500.00		
122130	12/22/2023	Open			Accounts Payable	CARE TRANSPORT	\$635.00		
122131	12/22/2023	Open			Accounts Payable	DUNRITE RENTALS LLC	\$6,000.00		
122132	12/22/2023	Open			Accounts Payable	FINDING NICOLE LC	\$3,000.00		
122133	12/22/2023	Open			Accounts Payable	HURON VALLEY TELECOMMUNICATIONS, INC.	\$745.93		
122134	12/22/2023	Open			Accounts Payable	IDN-HARDWARE SALES INC	\$3,049.00		
122135	12/22/2023	Open			Accounts Payable	JACKSON PUBLIC SCHOOLS	\$250.00		
122136	12/22/2023	Open			Accounts Payable	JOHNSON, JOSEPH , M	\$651.00		
122137	12/22/2023	Open			Accounts Payable	JOHNSON CONTROLS FIRE PROTECTION, LP.	\$5,924.32		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
122138	12/22/2023	Open			Accounts Payable	KOCH & WHITE	\$1,267.00		
122139	12/22/2023	Open			Accounts Payable	LE, KIM, J	\$600.00		
122140	12/22/2023	Open			Accounts Payable	LEWIS & KNOFF, PC	\$26,500.00		
122141	12/22/2023	Open			Accounts Payable	MEDCOMP USA INC.	\$355.00		
122142	12/22/2023	Open			Accounts Payable	MONROE PUBLIC SCHOOLS	\$500.00		
122143	12/22/2023	Open			Accounts Payable	NAFEPA	\$645.00		
122144	12/22/2023	Open			Accounts Payable	NEFF	\$253.45		
122145	12/22/2023	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF MI, P.C.	\$1,116.08		
122146	12/22/2023	Open			Accounts Payable	OPTIMISITIC PSYCHOLOGY LLC	\$6,440.00		
122147	12/22/2023	Open			Accounts Payable	PCLIQUIDATIONS.COM	\$999.80		
122148	12/22/2023	Open			Accounts Payable	PLUMBERS SERVICE, INC.	\$390.00		
122149	12/22/2023	Open			Accounts Payable	STATE OF MICHIGAN	\$81.00		
122150	12/22/2023	Open			Accounts Payable	SUNBELT RENTALS	\$317.75		
122151	12/22/2023	Open			Accounts Payable	TRINITY HEALTH LIVONIA HOSPITAL	\$5,180.00		
122152	12/22/2023	Open			Accounts Payable	VWR INTERNATIONAL LLC	\$786.56		
122153	12/22/2023	Open			Accounts Payable	WASTE MANAGEMENT	\$1,322.98		
122154	12/22/2023	Open			Accounts Payable	WILTSE ELECTRIC SERVICE, INC.	\$35,000.00		
122155	12/22/2023	Open			Accounts Payable	WOLVERINE SUPPLY INC	\$3,044.78		
122156	12/22/2023	Open			Accounts Payable	MIDLAND FUNDING LLC	\$302.34		
122157	12/22/2023	Open			Accounts Payable	MiSDU	\$1,489.75		
122158	12/22/2023	Open			Accounts Payable	STENGER & STENGER	\$164.24		
122159	12/22/2023	Open			Accounts Payable	TAMMY J. TERRY	\$1,446.92		
Type Check Totals:							\$158,682.46		
60 Transactions									
<b>EFT</b>									
11691	12/07/2023	Open			Accounts Payable	DTE ENERGY	\$6,117.82		
11692	12/07/2023	Open			Accounts Payable	DTE ENERGY	\$80.12		
11693	12/07/2023	Open			Accounts Payable	DTE ENERGY	\$502.69		
11694	12/06/2023	Open			Accounts Payable	AMERICAN READING COMPANY INC	\$31,150.00		
11695	12/06/2023	Open			Accounts Payable	ANGELOSANTO, RORY	\$780.00		
11696	12/06/2023	Open			Accounts Payable	APPLE, INC.	\$2,625.00		
11697	12/06/2023	Open			Accounts Payable	BANCROFT, RICHARD	\$38.20		
11698	12/06/2023	Open			Accounts Payable	BELL, EBONY	\$26.20		
11699	12/06/2023	Open			Accounts Payable	BELLORE, SUZANNE	\$6,459.00		
11700	12/06/2023	Open			Accounts Payable	BONGIORNO, PHIL	\$456.75		
11701	12/06/2023	Open			Accounts Payable	BOWLING, PAUL	\$3,919.60		
11702	12/06/2023	Open			Accounts Payable	CAMPBELL, INC.	\$27,178.00		
11703	12/06/2023	Open			Accounts Payable	CDW-GOVERNMENT INC	\$573.05		
11704	12/06/2023	Open			Accounts Payable	CINTAS LOCATION #300	\$2,152.99		
11705	12/06/2023	Open			Accounts Payable	COMCAST CABLE COMMUNICATIONS INC	\$248.85		
11706	12/06/2023	Open			Accounts Payable	CONSTELLATION NEWENERGY- GAS DIVISION, LLC	\$9,896.88		
11707	12/06/2023	Open			Accounts Payable	EDDINGER, MELISSA	\$484.36		
11708	12/06/2023	Open			Accounts Payable	ENVIRO-CLEAN	\$182,674.21		
11709	12/06/2023	Open			Accounts Payable	ESPINOZA, BARBARA	\$25.94		
11710	12/06/2023	Open			Accounts Payable	ESS MIDWEST INC	\$49,039.85		
11711	12/06/2023	Open			Accounts Payable	FPS Services LLC	\$42,673.60		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11712	12/06/2023	Open			Accounts Payable	GAME ONE	\$918.30		
11713	12/06/2023	Open			Accounts Payable	GDI TRANSPORTATION, INC.	\$2,053.20		
11714	12/06/2023	Open			Accounts Payable	GPS Educational Services	\$20,630.08		
11715	12/06/2023	Open			Accounts Payable	GRAINGER INC, W W	\$209.04		
11716	12/06/2023	Open			Accounts Payable	GURGANUS, KYLA	\$47.48		
11717	12/06/2023	Open			Accounts Payable	H & S ENGINEERING INC	\$7,980.00		
11718	12/06/2023	Open			Accounts Payable	HOWELL NATURE CENTER	\$1,264.00		
11719	12/06/2023	Open			Accounts Payable	JEFFERSON, RICKY	\$26.20		
11720	12/06/2023	Open			Accounts Payable	JOHNSON, JONATHAN	\$510.00		
11721	12/06/2023	Open			Accounts Payable	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.	\$3,384.84		
11722	12/06/2023	Open			Accounts Payable	KONICA MINOLTA PREMIER FINANCE	\$82.86		
11723	12/06/2023	Open			Accounts Payable	MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION INC.	\$60.00		
11724	12/06/2023	Open			Accounts Payable	MIDDLE CITIES RISK MGMT TRUST	\$10,351.50		
11725	12/06/2023	Open			Accounts Payable	MILLER JOHNSON	\$4,000.00		
11726	12/06/2023	Open			Accounts Payable	MULLINS, APRIL	\$26.20		
11727	12/06/2023	Open			Accounts Payable	MYRICK, ROBIN	\$783.92		
11728	12/06/2023	Open			Accounts Payable	NATIONAL TRAILS LLC	\$514.00		
11729	12/06/2023	Open			Accounts Payable	NUCO2	\$112.14		
11730	12/06/2023	Open			Accounts Payable	PALS INTERNATIONAL	\$280.13		
11731	12/06/2023	Open			Accounts Payable	PARKWAY SERVICES, INC	\$580.00		
11732	12/06/2023	Open			Accounts Payable	PEDIATRIC THERAPY ASSOCIATES	\$68,496.00		
11733	12/06/2023	Open			Accounts Payable	PFM FINANCIAL ADVISORS LLC	\$1,000.00		
11734	12/06/2023	Open			Accounts Payable	PINE VIEW GOLF COURSE	\$300.00		
11735	12/06/2023	Open			Accounts Payable	PRESIDIO NETWORKED SOLUTIONS GROUP	\$18,642.70		
11736	12/06/2023	Open			Accounts Payable	QUADIENT	\$110.85		
11737	12/06/2023	Open			Accounts Payable	RED SKY TECHNOLOGIES INC.	\$100.00		
11738	12/06/2023	Open			Accounts Payable	REKOWSKI, CHRISTIAN	\$36.00		
11739	12/06/2023	Open			Accounts Payable	SCHOOL SPECIALTY LLC	\$1,445.65		
11740	12/06/2023	Open			Accounts Payable	SENTINEL TECHNOLOGIES	\$875.00		
11741	12/06/2023	Open			Accounts Payable	SMITH, KAREN SA, CORLEE	\$106.63		
11742	12/06/2023	Open			Accounts Payable	SOLIANT HEALTH	\$12,754.00		
11743	12/06/2023	Open			Accounts Payable	SPORTDECALS	\$1,369.60		
11744	12/06/2023	Open			Accounts Payable	STADIUM TROPHY, INC.	\$79.96		
11745	12/06/2023	Open			Accounts Payable	STARR AND ASSOCIATES	\$2,500.00		
11746	12/06/2023	Open			Accounts Payable	STRATEGIC INTERVENTION SOLUTIONS LLC	\$9,000.00		
11747	12/06/2023	Open			Accounts Payable	SUMPTER ACE HARDWARE	\$742.97		
11748	12/06/2023	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$1,207.68		
11749	12/06/2023	Open			Accounts Payable	THOMPSON, SUZANNE, MARIE	\$81.00		
11750	12/06/2023	Open			Accounts Payable	THRUN LAW FIRM, P.C.	\$4,452.51		
11751	12/06/2023	Open			Accounts Payable	TKACH, BROOKE	\$84.40		
11752	12/06/2023	Open			Accounts Payable	UNITED IMAGE GROUP	\$390.00		
11753	12/06/2023	Open			Accounts Payable	UNITY SCHOOL BUS PARTS	\$410.80		
11754	12/06/2023	Open			Accounts Payable	WAGWORKS INC	\$100.00		
11755	12/06/2023	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$17,831.92		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11756	12/06/2023	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$8,102.00		
11757	12/06/2023	Open			Accounts Payable	YPSILANTI COMMUNITY SCHOOLS	\$200.00		
11758	12/08/2023	Open			Accounts Payable	HEALTHEQUITY, INC	\$7,964.66		
11759	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$9.89		
11760	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$374.47		
11761	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$182.27		
11762	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$70.55		
11763	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$70.19		
11764	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$15.10		
11765	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$180.38		
11766	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$351.81		
11767	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$627.41		
11768	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$420.79		
11769	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$1,213.37		
11770	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$1,077.78		
11771	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$290.00		
11772	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$219.99		
11773	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$42.95		
11774	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$255.40		
11775	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$12.39		
11776	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$75.96		
11777	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$7,381.09		
11778	12/06/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$69.32		
11779	12/19/2023	Open			Accounts Payable	DTE ENERGY	\$8,153.71		
11780	12/19/2023	Open			Accounts Payable	DTE ENERGY	\$8,776.22		
11781	12/19/2023	Open			Accounts Payable	DTE ENERGY	\$3,851.87		
11782	12/19/2023	Open			Accounts Payable	DTE ENERGY	\$46,773.01		
11783	12/19/2023	Open			Accounts Payable	DTE ENERGY	\$1,197.31		
11784	12/22/2023	Open			Accounts Payable	ABSOPURE WATER CO. LLC	\$75.80		
11785	12/22/2023	Open			Accounts Payable	AMERICAN READING COMPANY INC	\$8,650.00		
11786	12/22/2023	Open			Accounts Payable	B & B POOLS & SPAS	\$2,741.96		
11787	12/22/2023	Open			Accounts Payable	BANCROFT, RICHARD	\$42.00		
11788	12/22/2023	Open			Accounts Payable	BAXTER, AMY	\$92.05		
11789	12/22/2023	Open			Accounts Payable	BELL, EBONY	\$6.00		
11790	12/22/2023	Open			Accounts Payable	BELLORE, SUZANNE	\$1,175.00		
11791	12/22/2023	Open			Accounts Payable	BENCHMARK MARKETING AND DESIGN LLC	\$220.00		
11792	12/22/2023	Open			Accounts Payable	BROADSPIRE SERVICES INC	\$550.00		
11793	12/22/2023	Open			Accounts Payable	BUSH, GEOFFRY, L.	\$105.00		
11794	12/22/2023	Open			Accounts Payable	CAMPBELL, INC.	\$141,461.50		
11795	12/22/2023	Open			Accounts Payable	CARL, LAURA	\$102.05		
11796	12/22/2023	Open			Accounts Payable	CDW-GOVERNMENT INC	\$16,704.37		
11797	12/22/2023	Open			Accounts Payable	CHARTWELLS DINING	\$164,229.17		
11798	12/22/2023	Open			Accounts Payable	CINTAS LOCATION #300	\$5,223.98		
11799	12/22/2023	Open			Accounts Payable	COURY, VICKI	\$474.22		
11800	12/22/2023	Open			Accounts Payable	CRAWFORD DOOR SALES	\$328.00		
11801	12/22/2023	Open			Accounts Payable	CROSS, FRANCIS	\$34.39		
11802	12/22/2023	Open			Accounts Payable	CURRENT ELECTRIC MOTOR SUPPLY	\$5,069.00		

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11803	12/22/2023	Open			Accounts Payable	DAY, LORAIN E	\$66.00		
11804	12/22/2023	Open			Accounts Payable	DOUGLAS, TOREY	\$80.00		
11805	12/22/2023	Open			Accounts Payable	EMS LINQ INC	\$9,461.22		
11806	12/22/2023	Open			Accounts Payable	ENVIRO-CLEAN	\$5,724.95		
11807	12/22/2023	Open			Accounts Payable	FBM INC	\$1,317.20		
11808	12/22/2023	Open			Accounts Payable	FENIX DETROIT SOUTH PARTS & SERVICE	\$795.58		
11809	12/22/2023	Open			Accounts Payable	FLOOR CARE CONCEPTS & SUPPLY	\$16,740.00		
11810	12/22/2023	Open			Accounts Payable	FLOR-DRI SUPPLY COMPANY, INC.	\$3,141.88		
11811	12/22/2023	Open			Accounts Payable	GAME ONE	\$942.52		
11812	12/22/2023	Open			Accounts Payable	GDI TRANSPORTATION, INC.	\$1,711.00		
11813	12/22/2023	Open			Accounts Payable	GIARDINI, JESSICA	\$138.00		
11814	12/22/2023	Open			Accounts Payable	GOERLITZ, JESSICA	\$55.00		
11815	12/22/2023	Open			Accounts Payable	GOYETTE MECHANICAL	\$5,613.90		
11816	12/22/2023	Open			Accounts Payable	GPS Educational Services	\$13,900.96		
11817	12/22/2023	Open			Accounts Payable	GRAINGER INC, W W	\$523.79		
11818	12/22/2023	Open			Accounts Payable	H & S ENGINEERING INC	\$6,700.00		
11819	12/22/2023	Open			Accounts Payable	HOBART SERVICE	\$1,590.68		
11820	12/22/2023	Open			Accounts Payable	HUNTINGTON NATIONAL BANK	\$500.00		
11821	12/22/2023	Open			Accounts Payable	IMAGINE LEARNING, INC.	\$23,265.00		
11822	12/22/2023	Open			Accounts Payable	INSECTECH INC.	\$818.00		
11823	12/22/2023	Open			Accounts Payable	INTEGRATED DESIGNS, INC.	\$2,778.00		
11824	12/22/2023	Open			Accounts Payable	J W PEPPER	\$170.65		
11825	12/22/2023	Open			Accounts Payable	JOHNSON, JONATHAN	\$430.00		
11826	12/22/2023	Open			Accounts Payable	JOHNSON, MICHELLE	\$42.00		
11827	12/22/2023	Open			Accounts Payable	KONE INC	\$635.64		
11828	12/22/2023	Open			Accounts Payable	KONICA MINOLTA BUSINESS SOLUTIONS - PA	\$73.58		
11829	12/22/2023	Open			Accounts Payable	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.	\$177.95		
11830	12/22/2023	Open			Accounts Payable	LOWE'S	\$3,419.90		
11831	12/22/2023	Open			Accounts Payable	MARINO, SIMEONE	\$651.00		
11832	12/22/2023	Open			Accounts Payable	MILLER JOHNSON	\$10,124.50		
11833	12/22/2023	Open			Accounts Payable	MULLINS, APRIL	\$12.00		
11834	12/22/2023	Open			Accounts Payable	NATIONAL TIME & SIGNAL CORP	\$3,614.27		
11835	12/22/2023	Open			Accounts Payable	NCS PEARSON INCORPORATED	\$1,228.70		
11836	12/22/2023	Open			Accounts Payable	NUCO2	\$175.37		
11837	12/22/2023	Open			Accounts Payable	OUTDOOR EXPERTS, INC.	\$137.00		
11838	12/22/2023	Open			Accounts Payable	PAPA'S PAINTING, LLC.	\$4,900.00		
11839	12/22/2023	Open			Accounts Payable	PRINT GIANTS	\$792.00		
11840	12/22/2023	Open			Accounts Payable	REHMANN	\$52,500.00		
11841	12/22/2023	Open			Accounts Payable	RIVERSIDE INSIGHTS	\$568.70		
11842	12/22/2023	Open			Accounts Payable	SCHOOL SPECIALTY LLC	\$189.07		
11843	12/22/2023	Open			Accounts Payable	SENTINEL TECHNOLOGIES	\$312.50		
11844	12/22/2023	Open			Accounts Payable	SMITH, ABIGAIL, L	\$869.59		
11845	12/22/2023	Open			Accounts Payable	SMITH, KARENSA, CORLEE	\$103.10		
11846	12/22/2023	Open			Accounts Payable	SOLIANT HEALTH	\$20,806.40		
11847	12/22/2023	Open			Accounts Payable	SONITROL GREAT LAKES - MICHIGAN	\$7,453.30		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11848	12/22/2023	Open			Accounts Payable	SOUND COM SYSTEMS	\$252.00		
11849	12/22/2023	Open			Accounts Payable	STANDARD PRINTING	\$616.00		
11850	12/22/2023	Open			Accounts Payable	STRATEGIC INTERVENTION SOLUTIONS LLC	\$6,000.00		
11851	12/22/2023	Open			Accounts Payable	SUMPTER ACE HARDWARE	\$659.33		
11852	12/22/2023	Open			Accounts Payable	THE COLLEGE BOARD	\$612.00		
11853	12/22/2023	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$450.75		
11854	12/22/2023	Open			Accounts Payable	THOMPSON, SUZANNE, MARIE	\$130.80		
11855	12/22/2023	Open			Accounts Payable	TKACH, BROOKE	\$43.64		
11856	12/22/2023	Open			Accounts Payable	UNITED IMAGE GROUP	\$1,250.00		
11857	12/22/2023	Open			Accounts Payable	WASHTENAW COMMUNITY COLLEGE	\$2,499.50		
11858	12/22/2023	Open			Accounts Payable	WASHTENAW COUNTY CONSORTIUM	\$473,613.73		
11859	12/22/2023	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$28,993.00		
11860	12/22/2023	Open			Accounts Payable	WESTERN PSYCHOLOGICAL SERVICES	\$74.00		
11861	12/22/2023	Open			Accounts Payable	WESTFALL, CHRISTOPHER	\$307.46		
11862	12/22/2023	Open			Accounts Payable	WINDSTREAM	\$2,471.00		
11863	12/22/2023	Open			Accounts Payable	FPS Services LLC	\$36,749.00		
11864	12/22/2023	Open			Accounts Payable	HEALTH EQUITY, INC	\$7,706.15		
11865	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$117.55		
11866	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$362.16		
11867	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$299.85		
11868	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$49.99		
11869	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$6,104.03		
11870	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$732.17		
11871	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$132.98		
11872	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$818.95		
11873	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$153.96		
11874	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$79.51		
11875	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$331.04		
11876	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$191.25		
11877	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$108.77		
11878	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$34.90		
11879	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$796.75		
11880	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$65.99		
11881	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$370.24		
11882	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$224.06		
11883	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$3,554.75		
11884	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$2,979.42		
11885	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$71.06		
11886	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$379.90		
11887	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$519.98		
11888	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$4,776.60		
11889	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$371.42		
11890	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$379.99		
11891	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$21.42		
11892	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$124.27		

Lincoln Consolidated Schools

# Payment Register

From Payment Date: 12/1/2023 - To Payment Date: 12/31/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11893	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$89.99		
11894	12/20/2023	Open			Accounts Payable	AMAZON CAPITAL SERVICES	\$150.00		
Type EFT Totals:									
7163944775 - A/P Checking Totals							\$1,800,351.26		

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	60	\$158,682.46	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>60</b>	<b>\$158,682.46</b>	<b>\$0.00</b>

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	204	\$1,800,351.26	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>204</b>	<b>\$1,800,351.26</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	264	\$1,959,033.72	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>264</b>	<b>\$1,959,033.72</b>	<b>\$0.00</b>

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	60	\$158,682.46	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>60</b>	<b>\$158,682.46</b>	<b>\$0.00</b>

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	204	\$1,800,351.26	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>204</b>	<b>\$1,800,351.26</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	264	\$1,959,033.72	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>264</b>	<b>\$1,959,033.72</b>	<b>\$0.00</b>

Lincoln Consolidated Schools

# Payment Register

From Payment Date: 12/1/2023 - To Payment Date: 12/31/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163945137 - Trust & Agency Checking									
<u>Check</u>									
22424	12/01/2023	Open			Accounts Payable	GREAT LAKES COCA-COLA DISTRIBUTION	\$1,097.25		
22425	12/01/2023	Open			Accounts Payable	REGENTS OF THE UNIVERSITY OF MICHIGAN	\$336.50		
22426	12/08/2023	Open			Accounts Payable	DO APPAREL	\$735.00		
22427	12/08/2023	Open			Accounts Payable	FOLEY, DOMINIQUE	\$30.00		
22428	12/08/2023	Open			Accounts Payable	MICHIGAN WRESTLING ASSOCIATION , CHRIS , DUNHAM	\$70.00		
22429	12/08/2023	Open			Accounts Payable	WORLD'S FINEST CHOCOLATE, INC.	\$120.00		
Type Check Totals:					6 Transactions		\$2,388.75		
<u>EFT</u>									
1755	12/01/2023	Open			Accounts Payable	JONES, MARSHA, KAY	\$109.97		
1756	12/01/2023	Open			Accounts Payable	PRINT GIANTS	\$684.00		
1757	12/08/2023	Open			Accounts Payable	COKER, CASSANDRA	\$203.00		
1758	12/08/2023	Open			Accounts Payable	HEIKKINEN PRODUCTIONS	\$264.00		
1759	12/08/2023	Open			Accounts Payable	MELCHER, CARRIE	\$519.13		
1760	12/08/2023	Open			Accounts Payable	PRINT GIANTS	\$232.00		
1761	12/08/2023	Open			Accounts Payable	SPERLE, CHRISTINA	\$635.73		
1762	12/15/2023	Open			Accounts Payable	BRANN, CRAIG	\$1,190.00		
1763	12/15/2023	Open			Accounts Payable	GAME ONE	\$795.00		
1764	12/15/2023	Open			Accounts Payable	GOLF TEAM PRODUCTS	\$1,865.00		
1765	12/15/2023	Open			Accounts Payable	PRINT GIANTS	\$3,120.10		

Lincoln Consolidated Schools

# Payment Register

From Payment Date: 12/1/2023 - To Payment Date: 12/31/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1766	12/15/2023	Open			Accounts Payable	ROBINSON, DWAYNE	\$400.00		
Type EFT Totals:									
7163945137 - Trust & Agency Checking Totals							\$10,017.93		

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	6	\$2,388.75	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>6</b>	<b>\$2,388.75</b>	<b>\$0.00</b>

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	12	\$10,017.93	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>12</b>	<b>\$10,017.93</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	18	\$12,406.68	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>18</b>	<b>\$12,406.68</b>	<b>\$0.00</b>

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	6	\$2,388.75	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>6</b>	<b>\$2,388.75</b>	<b>\$0.00</b>

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	12	\$10,017.93	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>12</b>	<b>\$10,017.93</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	18	\$12,406.68	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>18</b>	<b>\$12,406.68</b>	<b>\$0.00</b>

<b>ACTION ITEMS</b>					
<b>Name</b>	<b>Position/Building</b>	<b>Date of Hire</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Nathalie Ruelle	Spec Ed Teacher/Brick Elementary	12/11/2023		NEW HIRE	BA Step 5
Desiree Jarvis	Bus Aide/Transportation	12/11/2023		NEW HIRE	
Shawndell Williams	Bus Driver/Transportation	12/4/2023	12/8/2023	Resignation	
Maclaren Williams	PAC student worker	12/8/2023		NEW HIRE	
Sandra Amrhein	Noon Supervisor/Childs Elementary	9/11/2019	12/1/2023	Resignation	Clean up
Pat Jackson	Noon Supervisor/Childs Elementary	9/18/2019	12/1/2023	Resignation	Clean up
Therese Mauder	Noon Supervisor/Childs Elementary	11/17/2015	12/21/2023	Resignation	Clean up
DeTwan Thornton	Bus Driver/Transportation	9/27/2023	12/4/2023	Transfer	from Aide to Driver
Jen Watson	Noon Supervisor/Childs Elementary	9/4/2018	12/1/2023	Resignation	Clean up
Sherry Smith	Paraprofessional/Lincoln Middle School	11/11/1996	12/31/2023	Retirement	
Grant Gifford	PE Teacher/Bishop Elementary	8/21/2023	12/22/2023	Resignation	
Sheyanne Ball	Noon Supervisor/Model Elementary	10/2/2022	12/31/2023	Resignation	Clean up
Laura Good	Noon Supervisor/Model Elementary	8/29/2022	12/31/2023	Resignation	Clean up
Jessica Ludwig	Noon Supervisor/Model Elementary	11/28/2022	12/31/2023	Resignation	Clean up
Abagale Smith	ECSE Paraprofessional/Model Elementary	1/18/2024	1/18/2024	NEW HIRE	
Contance Hunt	ECSE Paraprofessional/Model Elementary	12/1/2022	1/23/2024	Transfer	from Noon Supervisor
Lauren Vandierendonck	4/5 Teacher/Bishop Elementary School	08/21/2023	1/10/2024	Resignation	
<b>Name</b>	<b>Position/Building</b>	<b>Start Leave Date</b>	<b>Return to Work Date</b>	<b>Status</b>	<b>Approved/Not Approved</b>
William Montague	Teacher/Lincoln Middle School	12/21/2023	1/15/2023	FMLA	
Chris Grajczyk	Customer Service Specialist/Central Office	11/28/2023	12/18/2023	FMLA	
Kim Kratzer	Clerk/LAB	12/12/2023	1/8/2024	FMLA	
Terrance Johnson	Paraprofessional/Lincoln High School	1/23/2024	INTERMITTENT	FMLA	
Chasity Korte	Paraprofessional/Model Elementary	12/11/2023	12/20/2023	FMLA	
Robert Jansen	Superintendent/Central Office	approx 1/16/2024	INTERMITTENT	FMLA	
Shawn McDaniel	Paraprofessional/Bishop Elementary	1/9/2024	INTERMITTENT	FMLA	
Geraldine Buford	Bus Aide/Transportation	1/17/2024	3-6 months	FMLA	
Kathy Deskins	Paraprofessional/Childs Elementary	1/16/2024	Approx 4/30/2024	Med Leave	
Michelle Johnson	Bus Driver/Transportation	1/8/2024	INTERMITTENT	FMLA	
Danielle Cole	Teacher/Bishop Elementary School	1/22/2024	3/4/2024	FMLA	

RESOLUTION

Motion by \_\_\_\_\_ and supported by \_\_\_\_\_ that we adopt the following schedule of Board of Education committee meetings for the 2024 calendar year.

Ayes: 0  
Nays: 0  
Absent: 0 Motion Carried 0-0

<b>Board Executive Committee</b> Jennifer Czachorski, Chair Jennifer LaBombarbe Matt Bentley		<b>Board Performance Committee</b> Matt Bentley, Chair Thomas Rollins Jason Moore		<b>Board Planning Committee</b> Jennifer LaBombarbe, Chair Allison Sparks Lauren Smith		<b>Board Finance Committee</b> Thomas Rollins, Chair Jason Moore Jennifer LaBombarbe	
2024 Meeting Schedule		2024 Meeting Schedule		2024 Meeting Schedule		2024 Meeting Schedule	
DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME
January 16 (Tuesday)	5:30 p.m.	February 26	4:30 p.m.	February 12	4:30 p.m.	February 05	4:00 p.m.
February 05	5:30 p.m.	March 11	4:30 p.m.	March 11	4:30 p.m.	April 01	4:00 p.m.
February 20 (Tuesday)	5:30 p.m.	April 22	4:30 p.m.	April 08	4:30 p.m.	May 06	4:00 p.m.
March 04	5:30 p.m.	June 10	4:30 p.m.	May 13	4:30 p.m.	June 03	4:00 p.m.
April 01	5:30 p.m.	September 23	4:30 p.m.	June 10	4:30 p.m.	August 05	4:00 p.m.
April 15	5:30 p.m.	October 14	4:30 p.m.	August 12	4:30 p.m.	September 16	4:00 p.m.
May 06	5:30 p.m.	November 11	4:30 p.m.	September 09	4:30 p.m.	October 21	4:00 p.m.
June 03	5:30 p.m.			October 28	4:30 p.m.	November 04	4:00 p.m.
June 17	5:30 p.m.			November 11	4:30 p.m.	December 02	4:00 p.m.
August 05	5:30 p.m.			December 09	4:30 p.m.		
August 19	5:30 p.m.						
August 29 (Thursday)	5:30 p.m.						
September 16	5:30 p.m.						
October 07	5:30 p.m.						
October 21	5:30 p.m.						
November 04	5:30 p.m.						
November 18	5:30 p.m.						
December 02	5:30 p.m.						

APPROVED BY:

**DRAFT**

  
Allison Sparks, Secretary, Board of Education  
Lincoln Consolidated Schools

Date: January 23, 2024

Upon request to the Superintendent the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.

# LINCOLN

## CONSOLIDATED SCHOOLS

### REQUEST FOR PURCHASE PROPOSAL SCHOOL BUSES FOR 2024-2025 SCHOOL YEAR

Nov 6, 2023

The transportation department is recommending the adoption of the following recommendations contained in the report dated *November 6, 2023*, 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 two (2) regular education buses and one (1) Special Education bus equipped with some new safety measures that include strobing overhead 8-way light systems, LED bright lights for the interior, inner and outer intercom speakers, and many more options. We are also having the first *air-conditioned* regular education buses to move forward with the way the industry is going *which* will help with summer school routes. Each bus would cost **\$154,945 for Gen ED buses and \$172,701 for the Special Education bus totaling \$485,984**. The goal of the transportation department is to move forward with new safety improvements for all newly purchased buses..

#### 2. ANALYSIS

*Purchasing* these new 2024 buses will put the rest of the 2011 buses out of use and have the entire fleet of newer buses. This will help with breakdowns and *the* cost of maintenance. In addition, these new safety standards and air conditioning added to all new buses purchased will make our fleet of buses better than our surrounding districts. We also want to continue to purchase IC buses so that our parts and training remain specifically one type of bus, *saving* the district money and time *in* training.

#### 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*:

1. The Superintendent approves the purchase of the three (3) new school buses from Midwest Transit Equipment, Inc. at a total cost of **\$485,984**.

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*Jason Fredenburg*  
*Director of Transportation,*  
*Lincoln Schools*

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*Robert Jansen*  
*Superintendent Lincoln Schools*

Agenda Item 11.4  
 January 23, 2024

**Michigan Bus Purchasing**  
**Price Comparison Report - Spec #20127**  
 Nov 03, 2023 3:49 PM

**Buying Organization** Midwest Transit  
 15580 US Highway 27 N  
 Marshall MI 49068  
 Notes SK- Director F 77 pass SN Nex Gen  
 Product Category **Special Needs (2023-24 Phase 1)**  
 Product 77 Passenger  
 Quantity 1

	Option	Option SKU	Buyer Comments	Hoekstra	Holland	Midwest Transit
<b>Product Base Price</b>				<b>\$145,198.00</b>	<b>\$133,731.00</b>	<b>\$150,968.00</b>
<b>Chassis Options</b>						
<b>Alternator</b>						
320-amp, Leece-Neville		C125		\$551.00	\$441.00	\$578.00
<b>Axle, Rear: minimum load</b>						
21,000 lbs.		C152		\$11.00	N/A	S/E
<b>Brake Dust Shield</b>						
Brake dust shield on all wheels		C170		S/E	S/E	N/C
<b>Brakes, ESC</b>						
Electronic Stability Control for Air Brakes		C172		S/E	S/E	S/E
<b>Brakes, Traction Control</b>						
For air brakes		C184		S/E	S/E	S/E
<b>Brakes, Parking</b>						
Bendix Intellipark Electronic (for air and hydraulic)		C179		\$448.00	N/A	N/C
<b>Engine</b>						
Cummins ISB 250 hp w/PTS2500 trans		C203		\$1,099.00	\$3,575.00	\$183.00
<b>Fan Drive</b>						
Electromagnetic On/Off Type		C195		\$98.00	S/E	S/E
<b>Fuel Tank</b>						
Increase to 100-gallon diesel tank		C251		\$352.00	\$364.00	\$387.00
<b>Full Instrumentation Package (Engine)</b>						
Low Coolant indicator with audible alarm		C260		S/E	N/A	S/E
<b>Paint, Wheels</b>						
Wheels finish coated black inside and out		C300		S/E	N/C	(\$44.00)

**Switches, Ignition**

Keyed alike

C350 N/C \$5.00 \$21.00

**Tires**

255/70R22.5, Hankook

C387 (\$612.00) (\$466.00) (\$693.00)

**Turn Signals**

Fender-mounted

C421 S/E S/E \$117.00

**Warranty, Towing**

5 years/100,000 miles

C470 \$920.00 \$850.00 \$560.00

**Winter Warmup Equipment**

Winter front

C490 \$33.00 \$100.00 S/E

**Body Options**

**Air Conditioning, In Dash**

For driver only

B110 \$1,361.00 N/A S/E

**Air Conditioning**

*Thermo King Michigan TM-552-MS, center-plenum, dual discharge system w/TM-21 compressor, 103,000 BTU (includes 5-yr warranty)*

B129 \$16,900.00 — —

Trans Air Manf, 120,000 BTU, front and rear flush in-wall evaporator, rooftop condenser

B143 N/A \$9,925.00 \$9,017.00

**All Light Monitor System**

Add all light monitor system

B160 S/E S/E S/E

**Battery Cut Off Switch**

Add battery cut off switch

B190 S/E \$154.00 \$74.00

**Door, Entrance**

Electric, double out, split type

B260 (\$169.00) \$325.00 (\$232.00)

**Exit, Evacuation Step**

Step & handle at rear door

B310 \$225.00 S/E \$108.00

**Fenderettes**

Rubber fenderettes

B351 \$74.00 \$140.00 \$58.00

**Floor Covering**

1 piece, black

B372 \$609.00 N/A \$272.00

**Lettering and Trim**

Replace 2" tape w/6" Scotchlite tape

B451 \$211.00 \$150.00 \$107.00

**Light Visor**

Overhead flasher light visor

B455 S/E S/E N/C

**Light, Exterior**

Light check system

B460 S/E S/E S/E

**Lights, Interior**

LED Interior Dome Lights

B465 \$31.00 \$441.00 S/E

**Mirror, Timer**

Timer for heated mirror

B525 S/E S/E S/E

**Mirrors, Crossview**

MirrorLite High Definition, heated	B531	N/A	N/A	\$22.00
Mirrors, Crossview, Arms				
Stainless steel arms	B555	S/E	\$38.00	\$55.00
Mirrors, Rearview				
Rosco Open View ES, remote, heated, split view	B575	\$178.00	\$265.00	\$116.00
Mirrors, Rearview, Arms				
Stainless steel arms	B590	S/E	\$38.00	\$75.00
Noise Reduction System				
Perforated ceiling, full bus	B595	S/E	\$641.00	S/E
Paint, Roof				
White, polyurethane	B605	\$355.00	\$220.00	\$330.00
Power Source				
12-volt power source in driver's area	B615	N/C	S/E	\$34.00
Radio & Public Address System				
AM/FM radio, PA System inside & outside	B623	\$589.00	\$587.00	\$238.00
Rust Proofing				
All interior doors	B645	S/E	S/E	S/E
Rust Proofing, Stepwell				
Anti-corrosion spray coating, inside & outside	B647	\$244.00	\$348.00	S/E
Sashes, Side				
Painted flat black	B650	S/E	\$145.00	\$260.00
School Bus Sign				
LED - First Light Safety	B651	\$1,421.00	\$1,298.00	\$1,283.00
Seat, Driver's				
National, air ride w/1 arm rest	B664	\$137.00	\$225.00	\$32.00
Seat, Driver's, Belt				
Driver's belt, blaze orange	B676	\$44.00	N/C	S/E
Seats, Child Restraint				
39"CCr, track mount (per seat) (Qty: 8)	B691	—	\$11,016.00	—
SynTec S3C, 39" track mount (per seat) (Qty: 8)	B700	\$3,424.00	—	—
IMM/Gen4, track mount (per seat) (Qty: 8)	B679	N/A	N/A	\$3,032.00
Seats, Passenger: Color				
Gray	B713	S/E	S/E	S/E
Seats, Track-mounted				
39" seat w/3 seatbelts (per seat) (Qty: 10)	B732	\$3,400.00	\$4,500.00	\$2,380.00
Severe Service Package				
Must meet Colorado Racking Test	B740	S/E	S/E	N/C
Step Tread				
Pebble tread w/non-metal backing	B752	\$27.00	\$305.00	S/E
Storage Compartment Driver's Area				



Agenda Item  
 1.1.4  
 January 23, 2024

**Michigan Bus Purchasing**  
**Price Comparison Report - Spec #20126**  
 Nov 03, 2023 4:03 PM

**Buying Organization** Midwest Transit  
 15580 US Highway 27 N  
 Marshall MI 49068  
  
 Notes SK Director F 77 pass Next Gen  
 Product Category **Conventional (2023-24 Phase 1)**  
 Product 77 Passenger  
 Quantity 2

	Option	Option SKU	Buyer Comments	Hoekstra	Holland	Midwest Transit
<b>Product Base Price</b>				<b>\$134,630.00</b>	<b>\$125,742.00</b>	<b>\$137,936.00</b>
<b>Chassis Options</b>						
Alternator						
320-amp, Leece-Neville		C125		\$551.00	\$463.00	\$578.00
Axle, Rear: minimum load						
21,000 lbs.		C152	S/E		N/A	S/E
Brake Dust Shield						
Brake dust shield on all wheels		C170	S/E		S/E	N/C
Brakes, ESC						
Electronic Stability Control for Air Brakes		C172	S/E		S/E	S/E
Brakes, Parking						
Bendix Intellipark Electronic parking brake (air and hydraulic)		C179		\$448.00	N/A	N/C
Brakes, Traction Control						
For air brakes		C184	S/E		S/E	S/E
Engine						
Cummins ISB 250 hp w/PTS2500 trans		C203		\$1,099.00	\$3,575.00	\$183.00
Fan Drive						
Electromagnetic On/Off Type		C195		\$98.00	S/E	S/E
Fuel Tank						
Increase to 100-gallon diesel tank		C251		\$352.00	\$364.00	\$387.00
Full Instrumentation Package (Engine)						
Low Coolant indicator with audible alarm		C260	S/E		S/E	S/E
Paint, Wheels						
Wheels finish coated black inside and out		C300	S/E		N/C	(\$44.00)

**Rust Proofing**

Rust proofing fuel tank anticorrosion spray coating

**Switches, Ignition**

Keyed alike

**Tires**

11R22.5 steer fr; mud/snow rear, Goodyear

**Turn Signals**

Fender-mounted

**Warranty, Towing**

5 years/100,000 miles

**Winter Warmup Equipment**

Winter front

**Body Options**

**Air Conditioning, In Dash**

For driver only

**Air Conditioning**

*Thermo King Michigan TM-552-MS, center-plenum, dual discharge system wTM-21 compressor, 103,000 BTU (includes 5-yr warranty)*

Trans Air Manf, 120,000 BTU, front and rear flush in-wall evaporator, roof top condenser

**All Light Monitor System**

Add all light monitor system

**Battery Cut Off Switch**

Add battery cut off switch

**Bus Lock Up System**

All doors

**Door, Entrance**

Electric, double out, split type

**Exit, Emergency Window**

Increase from 2 to 4

**Exit, Evacuation Step**

Step & handle at rear door

**Fenderettes**

Rubber fenderettes

**Floor Covering**

1 piece, black

**Heater, Mid-body Rear**

80,000 BTU

**Lettering and Trim**

Replace 2" tape w/6" Scotchlite tape

**Light Visor**

C315	\$478.00	\$192.00	\$192.00
C350	N/C	\$5.00	\$21.00
C373	N/A	(\$202.00)	\$153.00
C421	S/E	S/E	\$117.00
C470	\$920.00	\$850.00	\$560.00
C490	\$33.00	\$100.00	S/E
B110	\$1,361.00	N/A	S/E
B129	\$16,900.00	—	—
C143	N/A	\$9,925.00	\$9,017.00
B160	S/E	S/E	S/E
B190	S/E	\$154.00	\$74.00
B222	\$123.00	\$259.00	\$73.00
B260	(\$169.00)	\$325.00	(\$232.00)
B290	S/E	\$25.00	S/E
B310	\$225.00	S/E	\$108.00
B351	\$74.00	\$140.00	\$58.00
B372	\$704.00	N/A	\$272.00
B431	\$339.00	\$474.00	\$314.00
B451	\$211.00	\$150.00	\$107.00

Overhead flasher light visor	B455	S/E	S/E	N/C
Light, Exterior				
Light check system	B460	S/E	S/E	S/E
Lights, Interior				
LED Interior Dome Lights	B465	\$31.00	\$441.00	S/E
Mirrors, Crossview				
MirrorLite High Definition, heated	B531	N/A	N/A	\$22.00
Mirrors, Crossview, Arms				
Stainless steel arms	B555	S/E	\$38.00	\$55.00
Mirrors, Rearview				
Rosco Open View ES, remote, heated, split view	B575	\$178.00	\$265.00	\$116.00
Mirrors, Rearview, Arms				
Stainless steel arms	B590	S/E	\$38.00	\$75.00
Noise Reduction System				
Perforated ceiling, full bus	B595	S/E	\$641.00	S/E
Paint, Roof				
White, polyurethane	B605	\$355.00	\$220.00	\$330.00
Power Source				
12-volt power source in driver's area	B615	N/C	S/E	\$34.00
Radio & Public Address System				
AM/FM radio, PA System inside & outside	B623	\$589.00	\$597.00	\$238.00
Rust Proofing				
All interior doors	B645	S/E	S/E	S/E
Rust Proofing, Stepwell				
Anti-corrosion spray coating, inside & outside	B647	\$244.00	\$348.00	S/E
Sashes, Side				
Painted flat black	B650	S/E	\$145.00	\$260.00
School Bus Sign				
LED First Light Safety	B651	\$1,421.00	\$1,298.00	\$1,152.00
Seat, Driver's				
National, air ride w/1 arm rest	B664	\$137.00	\$225.00	\$32.00
Seat, Driver's Belt				
Driver's belt, blaze orange	B676	\$44.00	N/C	S/E
Seats, Child Restraint				
39"CCr, floor mount (per seat) (Qty: 8)	B690	—	\$6,760.00	—
SynTec S3C, 39" floor mount (per seat) (Qty: 8)	B699	\$2,296.00	—	—
IMM/BTI, floor mount (per seat) (Qty: 8)	B678	N/A	N/A	\$2,296.00
Seats, Passenger: Color				
Gray	B713	S/E	S/E	S/E
Severe Service Package				

Must meet Colorado Racking Test  
 Step Tread  
 Pebble tread w/non-metal backing  
 Storage Compartment Driver's Area  
 Over drivers sash window  
 Storage Pouch  
 Mounted on barrier behind driver  
 Warning System-Driver Alert  
 Transpec Driver Alert Model 7500

B740	S/E	S/E	N/C
B752	\$27.00	\$305.00	S/E
B781	S/E	\$125.00	\$89.00
B782	\$21.00	\$16.00	\$44.00
B805	\$408.00	\$440.00	\$328.00
<b>Configured Price</b>		<b>\$164,128.00</b>	<b>\$154,443.00</b>
			<b>\$154,945.00</b>

**Dealer Options**

2 way radio, installed by EMI  
 ProVision DVR system installed by ProVision

			\$1,131.00
			\$0.00
	<b>Hoekstra</b>	<b>Holland</b>	<b>Midwest Transit</b>
<b>Unit Price</b>	<b>\$164,128.00</b>	<b>\$154,443.00</b>	<b>\$156,076.00</b>
<b>Total Price</b>	<b>\$328,256.00</b>	<b>\$308,886.00</b>	<b>\$312,152.00</b>
<b>Grand Total</b>	<b>\$328,256.00</b>	<b>\$308,886.00</b>	<b>\$312,152.00</b>

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School Policy Services

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TO: MJ Policy Service Clients

FROM: MJ School Policy Services

DATE: November 20, 2023

RE: Policy Manual and Administrative Regulations Update – November 2023

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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 manuals 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.

The volume of legislative changes this year are larger than in recent memory. With the legislature adjourning *sine die* on Tuesday, November 14, 2023, many impactful changes will take effect on **February 13, 2024**. We recommend MJ School Policy Services clients review and plan to implement policy and administrative regulation updates before February 13, 2024. This may require the Board of Education to waive a first reading of the Bylaws and Policies, pursuant to Board Policy 1003. Similarly, the Superintendent should provide notice to the Board of Education of revised administrative regulations no later than January 12, 2024, to ensure they are effective before February 13, 2024.

**PLEASE NOTE:** All updates are numbered individually (i.e., Update 16.01). Updates to Policy are highlighted in **green**. Updates to Administrative Regulations are highlighted in **blue**. Additions to policy or AR are shown in **blue**. Deletions are shown in **red**.

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).

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## INTRODUCTION – 0000 Series

There are no recommended updates for this section.

## BYLAWS – 1000 Series

### **Update 16.01 (Policy 1001 – Organization and Functioning of the Board)**

*Several of our policy clients have reported increasing public scrutiny of financial decisions in recent months. As such, we have revised the Board of Education reimbursement standards to provide clarity and transparency.*

**Reimbursement of Expenses** In addition to compensation for meeting attendance, Board members will be reimbursed for actual and necessary expenses incurred in the discharge of their official duties, as well as for attending Board approved activities and functions. [Actual and necessary expenses are those that relate to functions that have been directed by, or are necessary to, the discharge of those duties.](#) Board members are expected to exercise good judgment and ensure that expenditures incurred are reasonable, necessary, and in the best interest of the School District.

[Concerns as to the reasonableness of an expense submitted for reimbursement will be presented by the Superintendent to the Board President. If the Board President believes the submitted reimbursement exceeds the bounds of reasonableness, the reimbursement of the expense will be submitted to the Board for approval before being paid. Board members will not be reimbursed for discretionary activities, entertainment expenses, purchasing alcoholic beverages, or expenses of spouses, other family members or guests accompanying Board members in discharging their official duties or performing authorized functions. The Board may approve reimbursement for other activities upon request.](#)

~~Board members will not be reimbursed for entertainment expenses or the purchase of alcoholic beverages.~~

### **Update 16.02 (Policy 1001 – Organization and Functioning of the Board)**

*This update is being provided to make it clear that the indemnification of the Board of Education and any individual Board members does not result in any waiver to assert governmental immunity.*

**Indemnification** ~~The~~ [Without waiving governmental immunity, the](#) School District will indemnify the Board and individual Board members to the extent permitted by law. The School District will also purchase and keep in effect insurance policies for the defense and indemnification of the Board and individual Board members.

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## STUDENTS – 2000 Series

### **Update 16.03 (Policy 2003 – Education Records)**

*Given the rise in requests for disclosure of directory information, along with an increase in parent concerns about the disclosure of such information, we have amended an expanded the associated policy on this topic to include “Limited Directory Information.”*

**Directory Information** The Board designates the following student record information as *directory information*:

- A student’s name, address, and telephone number;
- A student’s photograph;
- A student’s birth date and place of birth;
- A student’s participation in School District related programs and extracurricular activities;
- A student’s academic awards and honors;
- A student’s height and weight, if a member of an athletic team;
- A student’s honors and awards; and
- A student’s dates of attendance and date of graduation.

Such information may be released by the School District, upon request, unless a parent or adult student has made timely objection, in writing, in accordance with [FERPA](#).

### **Limited Directory Information**

The Board designates photographs, videos, or other media containing a student’s image or likeness (student images) and District-issued student electronic mail addresses (email addresses) as Limited Use Directory Information. Limited Use Directory Information may only be used for the following:

- Publication in official District publications, on social media sites, or websites hosted or maintained by, on behalf of, or for the benefit of the District, including the District’s internal email system;
- District officials who have access, consistent with FERPA, to such information in conjunction with a legitimate educational interest; and

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- [External parties contractually affiliated with the District if such affiliation requires sharing Limited Use Directory Information.](#)

## **Update 16.04 (Policy 2005 – Communication)**

*Many policy clients have reported inquiries from internal groups about the posting and distribution of materials on school grounds. Revisions are provided to this section to bring additional clarity to the rules surrounding this topic.*

**Distribution and Posting of Materials** ~~The p~~osting and ~~distributing~~ ~~on~~ ~~of~~ materials on School District ~~premises~~ ~~property~~ is prohibited, unless the materials are generated by the School District itself or provide factual information about School District's academic or extracurricular activities. All postings and materials ~~to be distributed~~ require ~~the~~ prior written approval of the building administrator or his/her designee.

The Superintendent, in consultation with building administrators, may develop and implement regulations for the posting and distribution of other information. In all cases, the School District prohibits the posting or distribution of literature that violates **[7008-AR/7000.08AR]** or otherwise:

- Is libelous, defamatory, obscene, lewd, vulgar, or profane;
- Violates federal, state, or local laws;
- Advocates the use or availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as ~~tobacco~~ [smoking \(including tobacco, vaping, marijuana\)](#), alcohol, or illegal drugs;
- Incites violence;
- Interferes with or advocates interference with the rights of any individual or the orderly operation of the schools and their programs;
- Is primarily of a commercial nature, including but not limited to material that primarily seeks to advertise products or services; or
- The primary purpose of which is fundraising, except as approved in advance by the Superintendent.

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## CURRICULUM AND INSTRUCTION – 3000 Series

There are no recommended updates for this section.

## PERSONNEL – 4000 Series

### **Update 16.05 (Administrative Regulation 4003 – Condition of Employment)**

*Recent regulatory changes related to school bus drivers necessitate a major revision to Administrative Regulation 4003, as detailed herein. While we do not delight in such an extensive overhaul of one administrative regulation, strict compliance with the regulatory requirements creates an obligation to undertake these revisions.*

**Omnibus Transportation Employees** School District employees who operate commercial motor vehicles or who are required to hold a commercial driver’s license (CDL) ~~in connection with their job duties as part of their District employment (Driver(s)) must be medically certified as physically qualified to do so and~~ are subject to the School District’s alcohol and controlled substances testing program<sup>1</sup>. Prospective employees for Driver positions ~~that require a CDL are subject~~ must agree to pre-employment testing and pre-employment query via the ~~National Drug and Alcohol Clearinghouse~~ Clearinghouse ~~Federal Motor Carrier Safety Administration (FMCSA) National Drug and Alcohol Clearinghouse~~ (Clearinghouse). For purposes of this part, “alcohol” and “controlled substances” are defined by 49 C.F.R. § 382.107. Unless excepted by law, no Driver may operate a school vehicle if their blood alcohol concentration is 0.04 or higher or if they are under the influence of a controlled substance. Drivers are subject to the other use restrictions set forth in 49 C.F.R. Part 382. The School District will select the vendor to provide drug and alcohol testing under this section. Self-administered tests do not meet the requirements of this procedure. Drivers should direct questions regarding this Regulation to [insert name or position title].

Drivers who refuse to participate in the testing program will be dismissed or have their job offer revoked.

**Pre-Employment Testing and Query.** ~~Alcohol and controlled substances testing is required prior to the first time a driver begins to~~ Prior to beginning work for the School District ~~in a position requiring a CDL. Prospective employees who have been offered employment in positions involving the operation of a commercial motor vehicle, Drivers must submit a verified, negative alcohol and controlled substance test results, which must have been taken within thirty days prior to hire or assignment. This requirement applies both to prospective new employees and current employees reassigned to such Driver positions are subject to pre-employment testing.~~ Employment or promotion offers for ~~driver~~ Driver positions ~~will be~~ are conditioned on ~~completing an~~ negative alcohol and controlled substances test ~~with negative~~ results.

<sup>1</sup> MCL §§ 257.1849, 257.1853 (citing 49 C.F.R. Parts 40 and 382).

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~~A person hired by the School District for a position requiring a CDL, or newly assigned to a position requiring a CDL, will not be permitted to report for work unless he/she has received a verified negative controlled substances test result.~~

The School District may, at its discretion, choose not to require pre-employment controlled substances testing ~~where if~~ the applicant has ~~recently~~ undergone drug testing for another employer or prospective employer ~~within thirty days of hire or assignment~~. Any decision not to require testing will be made in strict compliance with ~~Federal Highway Administration (FHWA)~~ FMCSA regulations.

~~The~~ Within fourteen days after the first time a Driver performs work required a CDL (“Drive,” “Drives,” or “Driving”), the School District ~~will~~must obtain and review ~~information on prior FHWA-mandated any FMCSA-mandated positive alcohol tests with results of 0.04 or higher, and~~ controlled ~~substance test, and/or refusal to test~~ substances testing from any employer for which the ~~driver Driver~~ performed safety-sensitive functions in the previous two years. ~~Information concerning positive controlled substance tests, alcohol tests with results of 0.04 or higher, and refusals to test must be obtained and reviewed no later than fourteen (14) days after the first time a driver performs work requiring a CDL. In addition, the~~The School District will conduct a full pre-employment query via the Clearinghouse for all prospective ~~drivers. Prospective drivers are required, as Drivers. As~~ a condition of employment, ~~to prospective Drivers must~~ provide the School District with a release for such information and, ~~for the Clearinghouse,~~ submit electronic consent through the Clearinghouse granting the School District access to ~~his/her~~ their records.

**Annual Query<sup>2</sup>.** The School District ~~will~~ must annually conduct ~~an annual query via a limited or full search of~~ the Clearinghouse for all employee school bus drivers ~~each Driver as required by law. If, as part of its annual search, the District locates Driver records of which it was not aware, it must address the failure to report as appropriate with the relevant Driver.~~

**Random Testing.** ~~The~~ Throughout each twelve-month period, the School District will conduct random alcohol testing ~~at an annual rate that is equal to~~ of at least 10% of the ~~average~~ number of ~~School District driver Driver~~ positions. ~~Random~~ The School District will conduct random controlled substances testing ~~will be conducted~~ at an annual rate equal to at least 50% of the number of ~~driver Driver~~ positions. These required random testing rates are set by the ~~FHWA~~FMCSA and are subject to change.

Drivers will be randomly selected for testing by a scientifically valid method so that each ~~driver Driver~~ will have an equal chance of being tested each time selections are made. Random tests will not be announced in advance and will be spaced throughout the calendar year.

~~Drivers~~ Upon notification of being selected for random testing, Drivers must proceed immediately to the testing site ~~upon notification of being selected~~. The School District will ~~make the necessary arrangements to have a~~ arrange for substitute employee ~~available to permit the random Drivers so selected Drivers may attend the~~ testing ~~to occur~~.

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<sup>2</sup> 49 C.F.R. § 482.701(b)

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## School Policy Services

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Drivers will only be randomly tested for the presence of alcohol immediately prior to Driving, when they are driving Driving or preparing to ~~drive a commercial motor vehicle~~ Drive, or immediately after Driving for the School District, ~~or immediately prior to or immediately after such activity.~~

~~In the event a driver~~ If a Driver who is selected for ~~a random~~ alcohol and/or controlled substances ~~test testing~~ is absent from work on the day or time of the scheduled test, the School District may select another ~~driver~~ Driver for testing. ~~The School District may choose to keep the original selection confidential until the driver returns, if the driver~~ If the Driver is absent when the testing selections are announced, but is expected to be available for testing during the current designated testing period, the School District may keep the original selection confidential until the Driver returns to duty.

**Reasonable Suspicion Testing.** ~~The School District will require a driver to~~ Drivers must submit to ~~an~~ alcohol or controlled substances ~~test testing~~ where ~~the a~~ School District supervisor [recommend including specific title] has reasonable suspicion that the ~~driver~~ Driver has violated alcohol or controlled substances prohibitions. ~~The reasonable~~ Any employee may report suspicion ~~determination must be made by a supervisor or~~ of a violation; however only a School District supervisor or administrator who has received mandated training<sup>3</sup>. ~~The~~ may make the reasonable suspicion determination. ~~The person~~ aking the reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the ~~driver~~ Driver. Reasonable suspicion for controlled substances use may also be based on indications of chronic and withdrawal effects of the controlled substances.

~~A written record will be made of~~ Within twenty-four hours of the observations or before the results of an alcohol or controlled substance reasonable suspicion test are released, whichever is earlier, the School District will record in writing the observations leading to ~~a~~ the reasonable suspicion test ~~and, which record must be~~ signed by the supervisor or School District administrator who made the observations. ~~In the case of controlled substances tests, such a record will be made within twenty-four (24) hours of the observations, or before the results of the test are released, whichever is earlier.~~

The School District will remove the Driver from driving functions at least until the verified test results are reported or as specified below. All tests should be administered as soon as practicable in the particular circumstances.

**Reasonable Suspicion Alcohol Testing.** ~~A driver will be required to submit to an alcohol test when the School District supervisor or administrator has reasonable suspicion that the driver has violated alcohol prohibitions. Mere possession of alcohol is not considered reasonable suspicion for testing. In order to warrant reasonable~~ Reasonable suspicion alcohol testing, ~~the~~ observations must be made during, just before, or just after the period of the work day in which the ~~driver~~ Driver is subject to alcohol prohibitions. Simply possessing alcohol is not enough to require reasonable suspicion testing. The test ~~should~~ must be administered as soon as practicable following the observation. ~~The School District will not attempt to test if the testing is not to be administered, but~~

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<sup>3</sup> 49 C.F.R. § 382.603 (at least sixty minutes of training on alcohol misuse and at least an additional sixty minutes of training on controlled substances use).

<sup>4</sup> 49 C.F.R. § 382.307.

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no later than within eight (8) hours of the observation. ~~If a reasonable suspicion alcohol test cannot be administered within two hours following the observation, the District must create and maintain a record explaining why.~~

If reasonable suspicion exists, the ~~driver may not, under any circumstances,~~ Driver shall not drive for the School District until an alcohol test is administered and the ~~driver's~~ Driver's blood alcohol concentration measures less than 0.02, or ~~not less than 24~~ at least twenty-four hours have elapsed following the reasonable suspicion determination.

~~**Reasonable Suspicion Controlled Substances Testing.** A driver will be required to submit to a controlled substances test when a School District supervisor or administrator has reasonable suspicion the driver has violated controlled substances prohibitions. The School District will remove the driver from driving functions at least until the verified test results are reported. The test should be administered as soon as practicable in the particular circumstances.~~

A Driver with a blood alcohol level equal to or greater than 0.02, but less than 0.04, may not return to duty until the start of the Driver's next regularly scheduled duty period, but not less than twenty-four hours from administration of the test.<sup>5</sup>

**Post-Accident Testing.** ~~Where~~<sup>6</sup> Unless excepted by law, where a commercial motor vehicle being operated for the School District is involved in an accident, the School District shall, as soon as ~~reasonably~~ practicable under the circumstances, test the following Drivers for alcohol and controlled substances: any ~~driver:~~ Driver who was driving, if the accident involved the loss of human life; ~~or, any Driver~~ who receives a citation for a moving traffic violation arising from the accident.

Immediately following an accident, the ~~driver~~ Driver must ~~contact his/her~~ inform their supervisor or a School District administrator of the accident. The ~~driver~~ Driver must remain available for testing. ~~This requirement should not be construed to require a delay of, except that Drivers may leave the scene of an accident to seek~~ necessary medical attention for injured persons ~~following an accident, to prohibit a driver from leaving the scene of an accident for the period necessary,~~ to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

~~Alcohol~~ The School District must order the Driver to complete post-accident alcohol and controlled substances testing ~~will be conducted~~ as soon as reasonably possible under the circumstances. If an alcohol test is not administered within eight hours following the accident, or a controlled substances test is not administered within ~~32~~ thirty-two hours following an accident, the School District will not ~~attempt to continue to request or~~ administer the test. In either instance, the School District will prepare and maintain a record of any reasons why a test is not administered within two hours of the accident.

~~The results of a breath~~ Breath or blood test results for ~~the use of~~ alcohol use, or a urine test results for ~~the use of~~ controlled substances ~~which issue~~ use that are administered by federal, state, and/or

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<sup>5</sup> 49 C.F.R. § 382.505(a).

<sup>6</sup> 49 C.F.R. § 303(d).

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local officials having independent authority to conduct the test, ~~shall be considered to~~ meet the requirements of this procedure if the results are released to the School District.

**Return to Duty and Follow-Up Testing.** ~~If the School District continues to employ a driver<sup>7</sup> Any Driver~~ who has tested positive for alcohol or controlled substances, or has otherwise violated this ~~Administrative~~ Regulation, ~~the driver~~ will be subject to testing before ~~he or she can again drive they may return to Driving~~ for the School District. The ~~driver~~ Driver may also be subject to ~~follow up~~ additional testing ~~following the return after returning~~ to duty.

~~**Return to Duty Testing.** A driver who has engaged in prohibited alcohol use must undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 before returning to duty as a driver. A driver who has engaged in the use of prohibited controlled substances must undergo a return to duty controlled substances test with a verified negative result before returning to duty as a driver.~~

Before returning to duty, any Driver who has violated the alcohol use prohibition must have a verified test indicating a blood alcohol concentration of less than 0.02. A Driver who has violated the controlled substances prohibition must have a verified negative return to duty test result before returning to duty.

~~The driver~~ In order to return to Driving at the School District, and prior to taking any required return-to-duty alcohol or controlled substance test, the Driver must also be evaluated by a substance abuse professional ("SAP") and successfully participate in any prescribed assistance program ~~that is prescribed. The~~ Before the Driver may return to work, the School District must ~~be provided with~~ receive a written statement from the SAP that the employee has been evaluated and has complied with any prescribed rehabilitation ~~before the employee will be permitted. Notwithstanding this provision, and subject to any applicable Collective Bargaining Agreement, the School District is not required~~ to return the Driver to work after they meet these requirements.

**Follow-Up Testing<sup>8</sup>.** Following a determination by a SAP that ~~a driver is in need of~~ Driver needs assistance ~~in~~ resolving problems associated with alcohol misuse and/or ~~use of~~ controlled substances use, the School District will ~~ensure that the driver is subject to~~ conduct unannounced follow-up alcohol and/or controlled substances testing of that Driver as directed by the SAP. ~~At The District shall conduct at least six (6) unannounced tests shall be conducted during the first twelve (12) months following the driver's~~ Driver's return to duty. Follow-up Driving. The District will conduct follow-up alcohol testing ~~will be conducted only when the employee is driving of Drivers only immediately prior to Driving, when they are Driving or preparing to drive a commercial motor vehicle Drive, or immediately after Driving for the School District, or immediately prior to or immediately after such activity. The District's random testing program and/or any cancelled tests may not be used to meet this requirement.~~

**Refusal to Test.<sup>9</sup>** As set forth by federal regulations and subject to any limitations therein, a Driver has refused to take a controlled substance or alcohol test if they: fail or decline to take an employer

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<sup>7</sup> [49 C.F.R. § 382.309 \(citing 49 C.F.R. Part 40, Subpart O\).](#)

<sup>8</sup> [49 C.F.R. § 382.311 \(citing 49 C.F.R. Part 40, Subpart O\).](#)

<sup>9</sup> [49 C.F.R. §§ 40.191, 40.261.](#)

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required test; fail to appear for any test within a reasonable time (as determined by the School District); fail to remain at the testing site until the testing process is complete (except for pre-employment testing); fail to provide a specimen; fail to permit observation or monitoring of providing the specimen or fail to follow an observer's instructions; fail to provide a sufficient amount of specimen when directed; fail to undergo a medical examination or evaluation as part of insufficient specimen procedures; fail to cooperate with any part of the testing process; admit to the collector that they used an adulterated or substituted specimen. For alcohol tests, refusal to test also includes refusal to complete Step 2 on the alcohol test form (ATF).

**Reporting Requirements.** The School District will report necessary ~~driver~~Driver information to the Clearinghouse consistent with applicable laws.

**Recordkeeping.** ~~The<sup>10</sup> If the~~ School District ~~will retain~~maintains a valid Clearinghouse registration, it is not required to maintain physical records of ~~all~~ queries conducted and information received from the Clearinghouse ~~for three years.~~ The School District shall maintain all other records relating to its alcohol misuse and controlled substance use prevention programs as required by state and federal law.

## **Update 16.06 (Policy 4003 – Conditions of Employment)**

*Much attention has been given to the actions of the Michigan Legislature and the revisions to staffing, layoff, and recall paradigms in Michigan. The Legislature's revision of Section 1248 of the Revised School Code will become effective July 1, 2024, and requires each School District to adopt "clear and transparent" procedures for personnel decisions.*

*While the revision to Section 1248 will not be effective until July 1 (and schools will still be obligated to adhere to the current version until then), the removal of the prohibited subject of bargaining regarding personnel decisions accelerates the importance of adopting such procedures before February 13, 2024, because it will set the status quo for any demands to bargain.*

**Staffing, Layoff, and Recall of Teachers** This policy relates to all teachers working for the School District as defined by the Michigan Teachers' Tenure Act, MCL 38.71, et seq. As used in this policy, the term "personnel decision" refers to any situation where the School District is:

- ~~Conducting a staffing or program reduction or any other personnel determination resulting in the elimination of a position;~~
- ~~Conducting a recall from a staffing or program reduction; or~~

<sup>10</sup> 49 C.F.R. §§ 382.401, 382.701(e).

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- ~~Any other personnel determination resulting in the elimination of a position, or in hiring after a staffing or program reduction, or any other personnel determination resulting in the elimination of a position.~~
- Filling a vacancy;
- Placing a teacher in a classroom;
- Conducting a staffing reduction;
- Conducting a program reduction, or;
- Any other decision resulting in the elimination of a position.

The Superintendent will adopt clear and transparent procedures for all personnel decisions governed by Section 1248 of the Revised School Code. When adopting such procedures, length of service shall not be the sole factor in personnel decisions, and may only be considered as a tiebreaker if a personnel decision involves 2 or more employees and all other factors distinguishing those employees from each other are equal.

~~All Personnel~~ decisions ~~must~~ will be based on ~~the following~~ relevant factors, ~~in order of priority including, but not limited to:~~

- ~~Individual performance;~~
- ~~Significant, relevant accomplishments and contributions, and~~
- ~~Relevant special training.~~
- Effectiveness, as measured using the performance evaluation system required by law;
- The teacher's length of service in a grade level or subject area;
- The teacher's disciplinary record, and;
- Relevant special training, which may be based on completion of relevant training other than professional development or continuing education that is required by the School District or by law, and integration of that training into instruction in a meaningful way.

Subject to the limitations set forth herein through policy or regulation, the Superintendent has sole authority to determine teacher placement, the existence of a teacher vacancy, or to implement a personnel or program reduction.

~~The focus of personnel decisions will be the retention of effective teachers. Length of service or tenure status will not be a consideration unless the factors described above are found to be equal,~~

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~~and, then, only at the discretion of the Superintendent. No teacher who has received a rating of ineffective on his/her last year-end evaluation will be given any preference that would result in that teacher being retained over a teacher who received a performance rating other than ineffective.~~

~~The Superintendent will develop and implement regulations or practices necessary to ensure implementation of this policy in accordance with Michigan law.~~

## **Update 16.07 (Administrative Regulation 4003.1-AR – Teacher Placements)**

*Below is a recommended administrative regulation governing Teacher Placement to comply with the revisions to Section 1248 of the Revised School Code. School Districts may opt to remove the highlighted language below or to reorder the bullet points below at their discretion. Removing the highlighted language will create additional flexibility but will represent a greater risk that the procedure will not be considered “clear and transparent” as required by the revised Section 1248. Please note this is a NEW administrative regulation to be added to the Administrative Regulation Manual.*

### **4003.1-AR Teacher Placements**

**Definition.** Teacher placement is the determination of the classroom teaching assignment for a teacher.

In order to be eligible for a teaching assignment, the teacher must be qualified for the teaching assignment, based on the criteria set by the Superintendent, and have the appropriate certification. In the absence of a qualified teacher with appropriate certification, the School District may consider the ability to obtain an appropriate permit.

Between qualified candidates, teacher placement will be based on the following criteria, in order:

- Teacher certification, including whether such teacher placement decision will result in a classroom section not having a certified teacher.
- The school schedule;
- The prior year effectiveness of teachers qualified for the assignment.
- The teacher’s disciplinary record;
- The teacher’s attendance record;
- Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;

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- [The recency or relevance of a teacher's experience in a grade level or subject area](#)
- [The teacher's length of service in a grade level or subject area. Length of service in a grade level or subject area will be made up of two components:](#)
  - [Current length of service in the assignment, and;](#)
  - [Lifetime length of service in the assignment.](#)

[Teachers with no relevant special training, or service time with a particular teaching assignment are not qualified candidates for purposes of teacher placement and will only be considered for placement in the teaching assignment if there are no other qualified candidates.](#)

## **[OPTION B]**

[May also add the below bullet to the list of criteria. There is some potential risk in doing so as it may be considered overly subjective to be "clear and transparent."](#)

- [A review of the domains or sub-parts of a teacher's prior year evaluation for ratings relevant to a specific placement;](#)

## **Update 16.08 (Administrative Regulation 4003.2-AR – Teacher Vacancies)**

*Below is a recommended administrative regulation governing Teacher Vacancies to comply with the revisions to Section 1248 of the Revised School Code. School Districts may opt to remove the highlighted language below, or to reorder the bullet points below in their discretion. Removing the highlighted language will create additional flexibility, but will represent a greater risk that the procedure will not be considered "clear and transparent" as required by the revised Section 1248. Please note this is a NEW administrative regulation to be added to the Administrative Regulation Manual.*

## **4003.2-AR Teacher Vacancies**

[Definition. A teacher vacancy does not exist unless all the following criteria are met:](#)

- [The position is subject to Section 1249 of the Revised School Code;](#)
- [The vacancy is posted by the School District in a manner which invites applicants.](#)

[A teacher vacancy may be created by the following, subject to approval by the Superintendent:](#)

- [Transfer of an internal teaching candidate to a vacant position;](#)
- [A leave of absence is extended beyond sixty school days;](#)

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- An unplanned resignation or departure occurs which will require a substitute for sixty or more school days;
- The addition of a new classroom section.

No vacancy will be created when a position is first unfilled beginning in the second half of the school year, unless approved by the Superintendent.

The Superintendent may close any vacancy in their sole discretion at any time.

#### Internal Candidates:

- The top qualified internal candidate, plus other internal candidates in the discretion of the Superintendent, will be provided an opportunity to interview for any vacancy

#### Selection Process to Fill a Vacancy:

- The Superintendent's most highly rated and qualified candidate will be selected for any vacancy.
- In the event that an internal candidate is the most highly rated qualified candidate, before filling the vacancy with the internal candidate, the Superintendent shall consider the likelihood of filling any vacancy created by the selection of the internal candidate and the impact such vacancy will have on the instructional program. If the Superintendent determines the selection of the internal candidate will negatively impact the instructional program, the Superintendent may select the next most highly rated and qualified candidate.
- In the absence of a qualified candidate, the Superintendent may select a candidate who best demonstrates the following:
  - Ability to obtain temporary or alternative credentialing to be qualified for the position
  - Commitment to the profession of teaching
  - Commitment to the school community
  - Commitment to the student body

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## **Update 16.09 (Administrative Regulation 4003.3-AR – Staffing Reductions)**

*Below is a recommended administrative regulation governing Teacher Staffing Reductions to comply with the revisions to Section 1248 of the Revised School Code. School Districts may opt to remove the highlighted language below, or to reorder the bullet points below in their discretion. Removing the highlighted language will create additional flexibility, but will represent a greater risk that the procedure will not be considered “clear and transparent” as required by the revised Section 1248. Please note this is a NEW administrative regulation to be added to the Administrative Regulation Manual.*

### **4003.3-AR Staffing Reductions**

**Definition.** A staffing reduction is the decision to eliminate curricular sections or positions that will result in a reduction in the hours worked (FTE) of one or more teachers.

The Superintendent has the sole authority to determine and conduct a staffing reduction. The Superintendent will conduct any staffing reduction based on the department and location, using following criteria, in order:

- The District shall reduce staff starting with the teacher with the lowest Effectiveness Rating and proceeding toward the teacher with the highest Effectiveness Rating in the department, unless such reduction will result in a classroom section not having a certified teacher.
- Teacher certification. In the absence of a teacher with appropriate certification, the School District may consider the ability to obtain an appropriate permit
- The teacher’s disciplinary record;
- The teacher’s attendance record;
- Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;
- The teacher’s length of service in a grade level or subject area. The School District will only consider a teacher’s continuous and current length of service in a grade level or subject area.

Teachers with no relevant special training, or service time with a particular teaching assignment are not qualified candidates for purposes of a staffing reduction and will only be considered for such placement if there are no other qualified candidates.

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## **Update 16.10 (Administrative Regulation 4003.4-AR – Program Reductions)**

*Below is a recommended administrative regulation governing Program Reductions to comply with the revisions to Section 1248 of the Revised School Code. Please note this is a NEW administrative regulation to be added to the Administrative Regulation Manual.*

### **4003.4-AR Program Reductions**

**Definition.** A program reduction is the decision to eliminate curricular courses or courses of study.

The Superintendent has the sole authority to determine and conduct a program reduction.

Program reductions will be carried out in the following manner:

- Upon the decision to implement a program reduction, the Superintendent will review impacted staff and evaluate whether they are qualified, as defined by the Teacher Placement Procedure. Teachers with an effectiveness rating of effective or highly effective will displace others in another School District program with a rating other than effective or highly effective.

## **Update 16.11 (Administrative Regulation 4003.5-AR – Recall Process)**

*Below is a recommended administrative regulation governing Teacher Recall Process to comply with the revisions to Section 1248 of the Revised School Code. School Districts may opt to remove the highlighted language below, or to reorder the bullet points below in their discretion. Removing the highlighted language will create additional flexibility, but will represent a greater risk that the procedure will not be considered “clear and transparent” as required by the revised Section 1248. Please note this is a NEW administrative regulation to be added to the Administrative Regulation Manual.*

### **4003.5-AR Recall Process**

**Definition.** A recall is when teachers that are placed on layoff become eligible to return to work at the School District.

The right to recall expires three years after the layoff becomes effective. Only teachers on layoff that are qualified for a vacancy are eligible for recall.

The right to recall is different based on the teacher’s most recent evaluation rating.

- **Effective or Highly Effective:** Teacher will be offered the opportunity to return to a vacancy for which they are qualified

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- Minimally Effective or Developing: Teacher will be offered the opportunity to interview for a vacancy for which they are qualified
- Ineffective or Needing Support: Teacher will be notified of a vacancy for which they are qualified and the teacher may submit application materials for consideration by the Superintendent or designee

Eligibility for recall will be determined based on the following criteria, **in order**:

- The teacher with the highest evaluation rating will be eligible first, proceeding to the lowest evaluation rating
- If two teachers are being considered and share the same evaluation rating, then the Superintendent must compare the potential individuals using each of the elements of the standards as set out below, subject to Section 1248 of the Revised School Code. Only when all elements within one level are equal and the candidates cannot be differentiated should the Superintendent or his/her designee move to the next level.
  - The teacher's disciplinary record;
  - The teacher's attendance record;
  - Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;
  - The teacher's length of service in the grade level or subject area where the vacancy exists.

## **Update 16.12 (Policy 4004 – Evaluations, Discipline and Discharge, Resignations)**

*Senate Bill 395 is expected to be signed into law by Governor Whitmer. Many of the legislative changes will take place for the 2024-2025 school year. The revisions to Policy 4004 reflect a codification of existing legal requirements to constitute a starting point for bargaining when the prohibited subjects repeal takes effect in February, 2024. See Update 16.12 for corresponding revisions to the Administrative Regulations.*

**Performance Evaluations** All teachers and administrators can improve their performance and should strive for excellence in order to provide the best possible education for the students of the School District. To that end, the School District will use a rigorous, transparent, and fair evaluation system for all teachers and administrators. This system will comply with Michigan law and include annual year-end evaluations for all teachers and administrators, unless otherwise permitted by Michigan law. The Superintendent will provide inter-rater reliability training for all evaluators as required by law.

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The evaluation system is intended to be used to improve the performance of all teachers and administrators and encourage professional growth. The system will be used, at a minimum, to inform decisions on the effectiveness and development of teachers, and to grant tenure or full certification, and to remove ineffective tenured and untenured teachers. ~~The system is also intended to result in the separation from employment of those teachers and administrators who, after notice and an opportunity to improve, are found to continue to be ineffective.~~ The Superintendent will develop and implement any legally-compliant administrative regulations necessary to put this policy into effect with the involvement of teachers and school administrators. The regulations will use legally-compliant criteria to deem teachers and administrators unevaluated.

The Superintendent is authorized to promulgate regulations based on changes of the law governing evaluations.

**Ineffective Teachers** Teachers will receive ratings ~~pursuant to the School District's evaluation policy and administrative regulations~~ as prescribed by law. Any teacher rated ineffective less than effective on a year-end evaluation will be placed on an individualized development plan (IDP). That teacher will be evaluated mid-year during the next school year, in addition to receiving a year-end evaluation. If the teacher continues to be found ineffective less than effective after a second year for three consecutive years, the School District will act to discharge the teacher, either through termination (if probationary) or the filing of tenure charges (if tenured), unless special circumstances are found to exist.

## **Update 16.13 (Administrative Regulation 4004-AR – Evaluations, Discipline and Discharge, Resignations)**

*Below is a recommended codification of existing legal requirements to create a status quo in advance of the repeal of prohibited subjects.*

### **Evaluations**

Effective July 1, 2024, the evaluation tools for both administrators and teachers will be reclassified to have three ratings: effective, developing, and needing support. Student growth components for both administrators and teachers will be calculated based on the requirements of the Revised School Code. Any disputes regarding evaluations will be subject to the dispute process in Section 1249 of the Revised School Code.

**Administrators.** The Superintendent will evaluate administrators annually using the [insert name of tool]. Beginning in the 2024-2025 school year, for the first three years a school administrator is in a new administrative position, the Superintendent will assign a mentor to the school administrator. The Superintendent will, for each year the administrator is evaluated, conduct a midyear progress report.

**Teachers.** Building principals will evaluate teachers annually using the [insert name of tool]. All teacher evaluations require at least two observations and at least one observation will be unscheduled. Any midyear progress meetings conducted by Administrators will review relevant student achievement data. The evaluation system will rate teachers with ratings as required by

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[Section 1249 of the Revised School Code. Administrators will provide written feedback to teachers as required by law.](#)

[Beginning in the 2024-2025 school year, classroom observations must be for a minimum of fifteen minutes, but need not be an entire class period. One observation will be unscheduled. Building principals will meet with teachers following observations and provide written observation feedback within thirty \(30\) days of the observation.](#)

**Employees Whose Evaluations are Not Governed by Section 1249 of the Revised School Code.** The Superintendent will determine the manner in which such employees are evaluated.

## **Update 16.14 (Policy 4005 – Other Matters of Employment)**

*Minor modifications are offered for the Whistleblower Protection Policy to provide clarity and compliance with Michigan law.*

**Whistleblower Protection Policy** Employees are expected to report suspected unlawful activity in the School District. [They shall not be subject to](#) ~~without fear of~~ [retaliation for such reporting](#). The Superintendent will develop regulations to inform employees of the protections and obligations that exist under the [Michigan Whistleblowers' Protection Act, MCL 15.361, et seq.](#) The regulations will include a procedure for reporting alleged violations.

## **BUSINESS – 5000 Series**

There are no recommended updates for this section.

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

### **Update 16.15 (Policy 6002 – Threat Assessment)**

*Like all of our policy clients, we are aware of the Guidepost Report on the Oxford High School shooting and the myriad of recommendations made within the Report. While we take no position on the accuracy of those conclusions, nor do we endorse all of the recommendations made in the Report, we have attempted to thoughtfully consider some of the issues/concerns/opportunities raised in the Report to enhance our existing policy structure. With that objective in mind, the following proposed revisions are offered for consideration.*

#### **Threat Assessment and Suicide Intervention**

The Superintendent will develop a threat assessment [and suicide intervention](#) protocol aimed at addressing situations which may pose a threat to the health, safety, and welfare of [themselves or](#) the school community. The goal of the threat assessment [and 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.

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## **Update 16.16 (Administrative Regulation 6002-AR – Threat Assessment)**

*To buttress the recommendations in Update 16.14 above, the corresponding administrative regulation is amended to provide information relative to suicide intervention, along with other selected recommendations from the Guidepost Report.*

### **Threat Assessment and Suicide Intervention**

Policy 6002 provides for the development of a threat assessment [and suicide intervention](#) protocol intended to assist school staff in responding the situations that arise in the operation of the school which pose a threat to the health, safety, and welfare of the school community. This administrative regulation is intended to outline that protocol and the expectations of staff.

1. The Superintendent shall establish, for each school, a threat assessment [and suicide intervention](#) team, for the assessment of and intervention with individuals whose behavior may pose a threat to [themselves or](#) the safety of school staff or students.
2. [The Superintendent shall develop or acquire a threat assessment and suicide intervention tool or form to guide threat assessment and suicide intervention which is consistent with the U.S. Secret Service and Department of Homeland Security's "Enhancing School Safety Using a Threat Assessment Model."](#)
3. A threat assessment team may serve one or more schools as determined by the Superintendent.
4. Each team shall include persons with expertise in school administration, counseling, instruction, and law enforcement and, in the case of any school in which a school resource officer is employed, at least one such school resource officer. The team may include persons with other areas of expertise. [Members of the threat assessment and suicide intervention team will be provided training in the use of any threat assessment tool.](#)
5. Each team shall:
  - a. Provide guidance [and training](#) to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self, [including training that a student's communication or behaviors might suggest either that an individual may cause physical harm or presents a potential threatening situation and that the threat assessment and suicide intervention team must inquire about the student's access to weapons with the student and when contacting the parent;](#)
  - b. [Identify one or two members of the threat assessment and suicide intervention team who can, if necessary, operate or use any video surveillance system, and obtain training for that team member if necessary;](#)
  - c. [Identify one or two members of the threat assessment and suicide intervention team who can, if necessary because of the volume of threat assessments, filter reports of concerning](#)

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[conduct with authority to elevate concerns to the full threat assessment and suicide intervention team for review;](#)

- d. Identify members of the school community to whom threatening behavior should be reported; and
  - e. Recommend school board policies for the assessment of and intervention with individuals whose behavior poses a threat to the safety of school staff or students.
6. The Superintendent may establish a committee charged with oversight of the threat assessment [and suicide intervention](#) team(s). An existing committee may be designated to assume the oversight responsibility. Any such committee established for oversight of the threat assessment team(s) shall include individuals with expertise in human resources, education, school administration, mental health, and law enforcement.
  7. All school division employees, volunteers, and contractors are required to report any expressed threat(s) or behavior(s) that may represent a threat to the community, school, or self.
  8. In cases where determined to be appropriate, teams shall follow established procedures for referrals to community services boards or health care providers for evaluation or treatment.
  9. Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur as required by school board policy and Michigan law.
  10. Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, the threat assessment team shall immediately report its determination to the Superintendent. The Superintendent shall immediately attempt to notify the student's parent or legal guardian.
  11. Nothing in this regulation shall preclude school division personnel from acting immediately to address an imminent threat.
  12. Nothing in this policy regulation preclude the threat assessment [and suicide intervention](#) team from notifying the Superintendent of any individual (other than a student) who poses a threat of violence or physical harm to self or others.
  13. Upon a preliminary determination by the threat assessment [and suicide intervention](#) team that an individual poses a threat of violence to self or others, exhibits significantly disruptive behavior, or has a need for assistance, members of the threat assessment [and suicide intervention](#) team may request and obtain criminal history record information (of adults and juveniles) and health records.
  14. Unless required by law, no member of a threat assessment [and suicide intervention](#) team shall re-disclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

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15. The threat assessment [and suicide intervention](#) team may not maintain the criminal history record printed from the system access terminal, nor may they make copies of it.
16. Juvenile delinquency or criminal history information may not be placed in a student's central educational/scholastic record unless the school is taking disciplinary action related to the incidents. School staff (including members of the threat assessment team) with a legitimate educational interest may store information about such incidents in records they maintain that are separate from the student's educational/scholastic record.

## **Update 16.17 (Policy 6006, Tobacco-Free Environment)**

*As the daily battle against vaping and other student consumption wages, we have offered revisions to Policy 6006 which is aimed at addressing such student misdeeds.*

### **6006 Substance Tobacco-Free Environment**

The use of all [alcohol](#), tobacco products, [and controlled drugs](#) on School District property [or during on any school-sponsored activity](#) is prohibited. [This includes, but is not limited to, In addition, the](#) use of electronic cigarettes, vaporizers ("[vapes](#)"), [marijuana etc. is are also prohibited.](#) For purposes of this policy, "School District property" includes all school buildings, areas adjacent to school buildings, athletic fields, pupil transportation vehicles, and parking lots. This prohibition applies to students, employees, and visitors to the school or school campus and applies [regardless of](#) whether ~~or not~~ school is in session. The term "tobacco" includes any kind of lighted pipe, cigar, cigarettes, ~~or~~ any other lighted smoking materials, ~~as well as~~ chewing products, and snuff. "Electronic Cigarettes" and "Vaporizers" means any device that simulates smoking any type of product, regardless [of](#) whether they are manufactured, distributed, marketed, or sold as e-cigarettes, or under any product name or descriptor.

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

There are no recommended updates for this section.

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## GENERAL POLICIES – 8000 Series

### **Update 16.18 (Policy 8001 – Acceptable Use)**

*We recognize that the use of Artificial Intelligence resources by staff and students are an emerging and rapidly changing area, which may ultimately be subject to extensive government regulation. Many policy clients have asked, however, for a starting point which attempts to place some reasonable structure on use, application, etc. The proposed policy provides same.*

#### Artificial Intelligence

The Superintendent may develop administrative regulations governing the use of generative artificial intelligence, large language models, or other similar technology. Administrative regulations may consider data privacy, training, acceptable use, and student use of such technology.

### **Update 16.19 (Administrative Regulation 8001-AR - Acceptable Use)**

*Consistent with the proposed policy above, this is the proposed administrative regulation to accompany same.*

#### Artificial Intelligence

The School District's [Role/Title] will be responsible for overseeing the ongoing review of Artificial Intelligence tools. The School District will comply with industry-standard data protection when engaging with any contractor which will use school district data. The use of all tools is subject to the terms of the District's Acceptable Use Agreement, and student use of such tools is subject to the terms of the Student Code of Conduct.

The School District's [insert responsible administrator] will provide appropriate training to staff in the use of large language models and generative artificial intelligence. Training will provide guidance on the risks of using AI tools and acceptable uses.

[OPTIONAL: The use of large language models or generative artificial intelligence by students and staff is limited to tools which have been approved by the Superintendent]

[OPTIONAL: The use of large language models or generative artificial intelligence by staff is prohibited until the staff receives appropriate training]

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## **Update 16.20 (Policy 8002 – Americans with Disabilities Act (ADA) Section 504 of the Rehabilitation Act of 1973 (Section 504))**

*Many of our policy clients have asked for a clear policy statement indicating that emotional support animals do not constitute service animals. While covered by the ADA, the revisions to Policy 8002 provide such clarity.*

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: [\[insert link\]](#).

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.

~~As it relates to the presence of service animals on School District property, such~~ Service Animals ~~will be~~ [are permitted-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.](#)

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!