



Notice of

Board of Education

Regular Board Meeting

LivingstonESA Education Center

1425 West Grand River, Howell, MI 48843

December 13, 2023

6:00 p.m.

LESA Board Minutes are located at the LESA Education Center, 1425 W. Grand River, Howell, MI 48843, 517-546-5550.

This meeting is a meeting of the Board of Education in public for the purpose of conducting the Agency's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

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

WELCOME!

The Livingston Educational Service Agency (LESA) Board of Education encourages parents, students, staff members, community members, and other interested parties to attend Board meetings. The Board represents the public and makes decisions regarding the educational practices of LESA.

THE BOARD OF EDUCATION

The Board of Education is elected biennially on the first Monday in June by a body composed of one representative of the board of each constituent district. The Board is made up of five members, each elected for a six-year term. These terms are staggered to ensure that there will always be experienced individuals serving on the Board. Board members elect a president, vice-president, secretary, treasurer, and trustee for one-year terms at their Organizational Meeting. The regular meeting dates for the remainder of the year are also set at the Organizational Meeting.

SUPERINTENDENT OF SCHOOLS

The Superintendent is appointed by the Board as its chief administrative officer. The Board delegates to the Superintendent the authority, and charges him/her with the responsibility to implement its policies; to establish necessary procedures and regulations to carry out its policies; and conduct the active administration of its educational programs. The Superintendent also acts as advisor to the Board and keeps board members informed of the needs and progress of the LESA and its constituent districts.

BOARD MEETINGS

Regular and special meetings of the Board of Education are open to the public and the news media. The Board of Education can act officially only at a public meeting when there are three or more members present. No member of the Board has the authority to act in the name of the Board outside of a legally constituted meeting.

The Board of Education may recess a regular or special meeting to meet privately in executive session to discuss only those matters permitted by statute. No official action may be taken in executive session.

THE ORDER OF BUSINESS

The order of business for all official meetings of the Board of Education shall be as follows:

1. Call to Order
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Approval of Agenda
2. Call to the Public and Correspondence
3. Consent Agenda Approval
 - A. Superintendent's Recommendations
 - B. Personnel Board Report
 - C. Financial Reports
 - D. Minutes
 - E. Superintendent's Reimbursement of Expenses (Quarterly)
4. Presentation(s)
5. Information Items
6. Action Items
7. Reports
 - A. Superintendent's Report
8. Board Discussion
9. Adjournment

Any person may address the Board under the agenda item "Call to the Public" without giving prior notice to the Board. After being recognized by the Chair, he/she must state his/her name and identify the topic on which he/she wishes to address the Board. Such an address may not require more than three (3) minutes. If the Chair wishes, additional time may be granted. The Chair may also permit persons to address the Board at other times during the meeting.

All meetings will be held in the Education Center of the LESA, 1425 West Grand River Avenue, Howell, Michigan at 6:00 p.m. unless otherwise noted:

- | | |
|--|--|
| • August 9, 2023 – Regular Meeting | • March 13, 2024 – Regular Meeting |
| • September 13, 2023 – Regular Meeting | • April 10, 2024 – Regular Meeting |
| • October 11, 2023 – Board Retreat | • April 17, 2024 – Liv. Cty. School Boards Assoc. |
| • November 8, 2023 – Regular Meeting | • May 8, 2024 – Regular Meeting and Budget Hearing |
| • December 13, 2023 – Regular Meeting | • May 22, 2024 – Special Meeting – Supt. Eval. |
| • January 10, 2024 – Regular Meeting | • June 12, 2024 – Organizational Meeting |
| • February 14, 2024 – Regular Meeting | |

**BOARD OF EDUCATION MEETING
LivingstonESA Education Center
1425 W. Grand River, Howell**

December 13, 2023 – 6:00 p.m.

Agenda

- 1. CALL TO ORDER – p. 4**
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Approval of Agenda
- 2. CALL TO THE PUBLIC AND CORRESPONDENCE**
- 3. CONSENT AGENDA APPROVAL (roll call)**
 - A. Superintendent's Recommendations – p. 5
 - B. Personnel Board Report – p. 6
 - C. Financial Reports – Appendix A – p. 21
 - D. Minutes – Appendix B – p. 63
- 4. PRESENTATION(S)**
 - A. Student Mental Health Update – 31n – Appendix C – p. 72
 - B. Equipment Evolution in CTE – Appendix D – p. 94
 - C. Update on Education/Employer Advisory Council Work – Appendix E – p. 102
- 5. ACTION ITEM(S)**
 - A. 2023-2024 Budget Amendment – p. 9
 - B. Flexible Benefits Plan – p. 15 – Appendix F – p. 110
 - C. 2023 Specialized Transportation Parking Lot Bids – p. 16
 - D. Board Policy Revisions, First Reading – p. 17, Appendix G – p. 163
- 6. REPORT(S)**
 - A. Superintendent's Report – p. 18
- 7. BOARD DISCUSSION**
 - A. AESA Conference Report – p. 19
- 8. ADJOURNMENT – p. 20**

3. CONSENT AGENDA APPROVAL

- A. Superintendent's Recommendations
- B. Personnel Board Report
- C. Financial Reports – Appendix A
- D. Minutes – Appendix B

Information Only Personnel Report Summary:

Employee Group	Budgeted Positions 07/01/23	Staff Count 10/31/23	+	—	Staff Count 11/30/23	Current Vacancies
Administrator & Supervisor	41.5	40.5	0.0	(0.0)	40.5	1.0
Classified	54.0	54.0	0.0	(1.0)	53.0	1.0
Early Childhood	91.5	78.0	0.0	(1.0)	77.0	14.5
LIPSA	189.7	177.6	1.0	(1.6)	177.0	12.7
Teacher Assistants	62.8	57.8	1.0	(1.0)	57.8	5.0
Specialized Transportation	65.0	67.0	1.0	(0.0)	68.0	-3.0
Brighton RTC	26.0	22.0	1.0	(0.0)	23.0	3.0
Hartland RTC	42.0 **	37.0	0.0	(1.0)	36.0	6.0
Howell RTC	39.0	38.0	1.0	(1.0)	38.0	1.0
Pinckney RTC	20.0	18.0	1.0	(0.0)	19.0	1.0
Total	631.5	589.9	6.0	(6.6)	589.3	42.2

(Totals do not include substitutes)

Budgeted Positions may be modified due to movement between groups.

** Hartland RTC added 2 additional Routes

Items for Board Action:

Administrator & Supervisor				
New Positions	+	—	Other	S
Classified				
New Positions	+	—	Other	Description
		1.0		Michael Holsinger, Mechanic serving Howell Public Schools, separation of employment, effective 11/25/2023.
Early Childhood				
New Positions	+	—	Other	Description
		1.0		Andrea Chatterson, 1.0 FTE, Preschool Aide, separation of employment, effective 11/10/2023.
			1.0	Katherine Grech, 1.0 FTE, Preschool Aide (from Lead Teacher), Division 3, Scale 2, Step 2, \$ 16.41/hour, effective 11/27/2023.

LIPSA				
New Positions	+	—	Other	Description
	1.0			Mary Bogos, 1.0 FTE, Moderately Cognitively Impaired Teacher, Scale 2, Step 11, \$77,594 annually, effective 11/06/2023.
		1.0		Ernest Babon, 1.0 FTE, Physical Therapist serving Fowlerville Community Schools 0.1 FTE, serving LESA Programs 0.9 FTE, separation of employment, effective 11/03/2023.
		0.6		Julie Bonanni, 0.6 FTE, Instructional Coach, separation of employment effective 11/30/2023.

Teacher Assistants				
New Positions	+	—	Other	Description
	1.0			Madison Plowman, 1.0 FTE, Teacher Assistant, Step 1, \$18.95/hour, effective 10/23/2023.
		1.0		Carlie Jones, 1.0 FTE, Teacher Assistant, separation of employment, effective 11/01/2023.

Specialized Transportation				
New Positions	+	—	Other	Description
	1.0			Chelsea Welch, 1.0 FTE Bus Driver, Step 2, \$20.41/hour, effective 11/20/2023, <i>transfer from Howell RTC.</i>

Transportation – RTC				
New Positions	+	—	Other	Description
	1.0			Michelle Stroud, 1.0 FTE, Bus Driver, Brighton RTC, Step 1, \$19.87/hour, effective 11/06/2023.
		1.0		Angela Ebel, 1.0 FTE, Bus Driver, Hartland RTC, <i>resigned to substitute status</i> , effective 11/14/2023.
	1.0			Chad Lee, 1.0 FTE, Bus Driver, Howell RTC, Step 1, \$19.87/hour effective 11/20/2023.
		1.0		Chelsea Welch, 1.0 FTE, Bus Driver, Howell RTC, <i>transfer to Specialized Transportation</i> , effective 11/20/2023.
	1.0			Mark Seng, 1.0 FTE, Bus Driver, Pinckney RTC, Step 1, \$19.87/hour, effective 10/02/2023.

Employee(s) to be hired as conditional employee(s) pursuant to the terms of Public Act 68 of 1993 and the Americans with Disabilities Act. Employment is contingent upon a clean record check and upon Board of Education being able to accommodate any disability.

4. PRESENTATION(S)

- A. Student Mental Health Update – 31n, etc.
- B. Equipment Evolution in CTE
- C. Update on Education/Employer Advisory Council Work

5. ACTION ITEM(S)

A. 2023-2024 Budget Amendment

Executive Summary:

As required by the State of Michigan, the 2023-2024 Budget is presented for amendment by the Board of Education. This amendment is intended to update the budget based on more current financial information than was known in the spring of 2023 when the budget was adopted.

This amendment anticipates a surplus in both the General Fund and Special Education Fund, resulting in increased fund balances for both. Analysis of local district fund balances indicates that our percentages are below the average observed in the County's local districts. The fund balance analysis is included as a reference. As a result, no substantial mid-year changes are recommended at this time.

Suggested Motion:

That the Board approve the attached General Appropriation Resolution.

2023-24 General Appropriation Resolution

RESOLVED, that this resolution shall be the general appropriations of the Livingston Educational Service Agency for the fiscal year beginning July 1, 2023 and ending June 30, 2024: A resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Livingston Educational Service Agency.

BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance estimated to be available for appropriation in the **General Education Fund** of the Livingston Educational Service Agency for the fiscal year beginning July 1, 2023 and ending June 30, 2024 is as follows. Included in Local Revenue is LESA's share of allocated millage in the amount of \$644,457:

Revenue:	Original Budget	1st Budget Revision	2nd Budget Revision
Local	\$821,079	\$990,509	
State	8,503,738	11,128,418	
Federal	2,630,756	2,655,839	
Payments from Other Public Schools	12,056,793	12,165,609	
Fund Modifications (Other Operating Transfers In)	5,000	5,000	
Total Revenue	<u>\$24,017,366</u>	<u>\$26,945,375</u>	
Fund Balance:			
Total Fund Balance, July 1, 2023	<u>\$2,150,740</u>	<u>\$2,642,707</u>	
Total Available to Appropriate	<u>\$26,168,106</u>	<u>\$29,588,082</u>	

BE IT FURTHER RESOLVED, that \$26,468,596 of the total available to appropriate in the **General Education Fund** is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	Original Budget	1st Budget Revision	2nd Budget Revision
Instruction:			
Basic Programs	\$3,705,668	\$3,663,175	
Added Needs	487,339	1,617,425	
Adult and Continuing	122,005	130,065	
Support Services:			
Pupil	1,814,969	1,808,279	
Instruction Staff	2,325,139	2,675,738	
General Administration	525,246	543,202	
School Administration	1,183,110	1,528,974	
Business	250,163	237,592	
Operations/Maintenance	366,442	382,617	
Transportation	9,647,713	9,739,093	
Support Services-Central	1,821,119	1,863,451	
Other (mostly food service)	225,000	225,000	
Community Services	208,699	353,870	
Payments to Other Public Schools	1,104,943	1,465,505	
Payments to Other Gov't Agencies	114,804	171,574	
Other Financing Uses	68,923	63,036	
Total Appropriated	<u>\$23,971,282</u>	<u>\$26,468,596</u>	
Ending Fund Balance:			
Total Fund Balance, June 30, 2024	<u><u>\$2,196,824</u></u>	<u><u>\$3,119,486</u></u>	

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **Special Education Fund** of the Livingston Educational Service Agency for the fiscal year beginning July 1, 2023 and ending June 30, 2024 is as follows. Included in Local Revenues is LESA's voted millage for Special Education at 3.1391 mills using a 1.0000 Millage Reduction Fraction, which will provide an estimated \$32,080,196 in revenue:

Revenue:	Original Budget	1st Budget Revision	2nd Budget Revision
Local	\$34,465,854	\$34,457,615	
State	18,227,152	19,597,181	
Federal	6,810,968	7,169,004	
Incoming Transfers & Other	474,285	489,021	
Fund Modifications (Other	60,000	40,000	
Operating Transfers In)			
Total Revenue	<u>\$60,038,259</u>	<u>\$61,752,821</u>	
Fund Balance:			
Total Fund Balance, July 1, 2023	<u>\$6,872,536</u>	<u>\$7,339,070</u>	
Total Available to Appropriate	<u>\$66,910,795</u>	<u>\$69,091,891</u>	

BE IT FURTHER RESOLVED, that \$59,947,778 of the total available to appropriate in the **Special Education Fund** is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	Original Budget	1st Budget Revision	2nd Budget Revision
Instruction:			
Added Needs	\$7,057,424	\$6,228,329	
Support Services:			
Pupil	23,342,592	23,643,296	
Instruction Staff	3,626,999	3,872,690	
General Administration	186,974	281,851	
School Administration	0	0	
Business	757,190	722,272	
Operations/Maintenance	993,980	832,929	
Transportation	5,270,535	5,299,813	
Support Services-Central	1,283,922	1,234,914	
Other	0	0	
Community Services	54,952	119,551	
Payments to Other Public Schools	16,675,040	16,776,761	
Other Financing Uses		200,001	
Operating Transfers	751,774	735,371	
Total Appropriated	<u>\$60,001,382</u>	<u>\$59,947,778</u>	
Ending Fund Balance:			
Total Fund Balance, June 30, 2024	<u>\$6,909,413</u>	<u>\$9,144,113</u>	

Explanation of Budget Changes

Note: *The resolutions above are presented in the format required by the Michigan Department of Education, which are different from the quarterly finance reports. The quarterly finance reports are presented to show categorical and non-categorical programs. The total budget amounts, therefore, are the same but the reporting structure is different.*

General Fund Revenue:

Significant Changes from Original Budget to 1st Budget Revision:

The increase in revenue of approximately \$2.9m is primarily attributed to adjustments in grant and consortium budgets. These adjustments stem from changes in the estimates made during the initial budget development and updates in grant award amounts. The most notable changes in General Fund Revenue include:

- \$1.2m increase for CTE equipment grant expenditures and corresponding revenues, awarded in the fall of 2023.
- \$607,000 increase in Early Childhood grant funding (Head Start & GSRP), primarily due to extra funding for the GSRP grant program, which expanded to a 5-day program with more instructional days.
- \$350,000 increase in CTE program expenditures and corresponding revenues because of a one-time increase in state funding for CTE programs for the 23-24 fiscal year.
- \$290,000 increase in Section 147 (MPERS offset) categorical funding which is used to offset retirement expenditures.
- \$195,000 increase in expenditures and corresponding revenues in the Great Start Collaborative program due to additional state funding allocations, including new services through the Dolly Parton Imagination Library.
- \$130,000 increase in expenditures and corresponding revenues for the Regional Transportation Collaborative. This reflects budget adjustments for actual routing and staffing needs, along with updated estimates for fuel and supply needs.
- \$98,000 increase in interest revenue due to more favorable market conditions.

Minor adjustments include property tax and State/local categorical adjustments.

General Fund Expenditures:

Significant Changes from Original Budget to 1st Budget Revision:

The total expenditures increased by approximately \$2.5m. This is primarily attributable to the changes in grant and consortium budgets discussed above, exclusive of the Section 147 funding and interest revenue.

Minor adjustments include adjustments to departmental budgets in all locations.

Special Education Fund Revenue:

Significant Changes from Original Budget to 1st Budget Revision:

The Special Education fund revenue increased by approximately \$1.7 million. This increase is primarily attributable to the following changes:

- \$875,000 increase in Section 147 funding, used to offset retirement expenditures.
- \$438,000 increase in State Special Education funding, primarily attributable to the new Special Education reimbursement formula.
- \$355,000 increase in Federal Special Education grant funding, adjusted from estimates last spring.
- \$260,000 increase in interest revenue due to more favorable market conditions.
- \$191,000 decrease in revenue from Michigan Rehabilitation Services due to a change in the scope of the ICTA agreement.

Minor adjustments include state categorical and federal grant adjustments.

Special Education Fund Expenditures:

Significant Changes from Original Budget to 1st Budget Revision:

The total expenditures decreased by approximately \$54,000, with the following notable adjustments accounting for this reduction:

- \$495,000 increase in retirement costs, with the majority of this increase offset by the Section 147 funding mentioned above.
- \$480,000 decrease in instructional expenditures to adjust for current year vacancies.
- \$170,000 decrease related to adjustments in the ICTA agreement (WRAP payments to contracted staff and students, now paid through another Agency).
- \$125,000 increase in Medicaid payments to districts, to align reimbursements with the 2022-23 MDHHS settlement.

Minor adjustments include adjustments to departmental budgets in all locations.

Fiscal Year End 2023

Local District	Fund Balance %*
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Brighton	14.9%
Fowlerville	9.7%
Hartland	25.0%
Howell	18.9%
Pinckney	20.7%

Average	17.8%
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*Per 2023 Audited Financial report:

General Fund Total Expenditures as a % of End of Year Fund Balance

5. ACTION ITEM(S)

B. Flexible Benefits Plan

Executive Summary:

The Agency worked with Ken Sachs, our employee benefits attorney from Bodman Law, to update the Section 125 Flexible Benefits plan. The overall plan defines the types of benefits that the Agency is able to offer their employees as well as the eligibility criteria for determining which employees are able to participate in the plan.

The plan was updated to reflect the changes to the Flexible Spending Account (FSA) and Health Savings Account (HSA) options that will be offered to employees beginning on January 1, 2024. The changes include:

*Offering an employer contribution to an HSA account for all non-transportation employees.

*For those employees not eligible for an HSA contribution due to Medicare enrollment, offering an FSA contribution instead.

The updated plan is included in Appendix F.

The Flexible Benefits Plan will be restated effective January 1, 2024.

Suggested Motion

That the Board approve the restated Livingston Educational Service Agency Flexible Benefits Plan, effective January 1, 2024.

5. ACTION ITEM(S)

C. 2023 Specialized Transportation Parking Lot Bids

Executive Summary:

The Specialized parking lot repaving project began in 2018. The project was split into a few phases, and we are now addressing the final phase to complete the project. The section to be repaved is where the employees park, and the pavement is in much need of repair at this time.

The Agency partnered with O'Neal Construction and the request for proposals was sent out on October 5, 2023, with a due date of October 20, 2023. The vendors were asked to provide a bid for completion of the work in 2023 and also in 2024. Five bid responses were received, as shown below:

	2023	2024
Asphalt Specialist	\$176,800	\$176,800
Best Asphalt	\$182,479	\$191,972
Joe Raica Excavating	\$212,300	\$222,915
Nagle Paving Co	\$148,390	\$148,390 (add \$9,945 for limestone)
T&M Asphalt	\$177,550	\$180,050

O'Neal Construction followed up with all vendors to confirm scope items to ensure all bids met the criteria as stated in the RFP. With scope items confirmed, it is recommended that O'Neal award the bid to Nagle Paving Co for a Spring 2024 project start. The total recommendation includes a 15% contingency in the event of unanticipated costs.

Suggested Motion

That the Board accept the bids submitted and award the project to Nagle Paving Co, with an amount not to exceed \$182,000. I also authorize the Superintendent to sign the associated contractual documents.

D. Board Policy Updates, First Reading

Executive Summary

Miller Johnson recently provided the policy update for the year. The recommended changes to the Board Policies are attached with new language shown in red and language to delete shown with ~~strikeouts~~.

Suggested Motion:

That the Board adopt the Policy updates as presented for a First Reading.

6. REPORT(S)

A. Superintendent's Report

7. BOARD DISCUSSION

A. AESA Conference Report

8. ADJOURNMENT

APPENDIX A

Financial Reports

- Check Register – November 2023
- PCard Register – November 2023
- ACH Report – November 2023

Check Register November 2023

Check Number	Check Date	Vendor Name	Inv Description	Account Amount
114215	11/3/2023	AUTO-JET MUFFLER CORP.	BUS REPAIR PARTS	\$2,724.26
114216	11/3/2023	ADVANCE AUTO PARTS Cust #1870822734Bri	TIRES/BATTERIES - BR	\$837.30
114216	11/3/2023	ADVANCE AUTO PARTS Cust #1870822734Bri	TIRES/BATTERIES - BR	-\$108.00
114217	11/3/2023	ADVANCE AUTO PARTS Cust #1870693046	BUS REPAIR PARTS	\$42.87
114217	11/3/2023	ADVANCE AUTO PARTS Cust #1870693046	BUS REPAIR PARTS	\$128.61
114218	11/3/2023	MILITZA GUADALUPE ALGREDO-HUERTA	CHILD CARE 10/26/23	\$40.00
114219	11/3/2023	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	TRAINING & DEV SVCS	\$35.00
114220	11/3/2023	AT&T CABS DEPARTMENT	LEASED LINES DP	\$152.00
114220	11/3/2023	AT&T CABS DEPARTMENT	LEASED LINES DP	\$608.00
114221	11/3/2023	BRIGHTON AREA FIRE AUTHORITY	HOWELL SCHOOLS 1ST HALF 23-24	\$27,500.00
114222	11/3/2023	CONSUMERS ENERGY PAYMENT CENTER	MAINT BLDG	\$7.75
114222	11/3/2023	CONSUMERS ENERGY PAYMENT CENTER	MAINT BLDG	\$31.01
114222	11/3/2023	CONSUMERS ENERGY PAYMENT CENTER	ADMIN	\$14.93
114222	11/3/2023	CONSUMERS ENERGY PAYMENT CENTER	ADMIN	\$134.36
114222	11/3/2023	CONSUMERS ENERGY PAYMENT CENTER	ADMIN	\$507.57
114222	11/3/2023	CONSUMERS ENERGY PAYMENT CENTER	ADMIN	\$836.00
114222	11/3/2023	CONSUMERS ENERGY PAYMENT CENTER	BUS GARAGE	\$173.13
114222	11/3/2023	CONSUMERS ENERGY PAYMENT CENTER	PATHWAY	\$445.93
114223	11/3/2023	ISABELLA DEPESTEL	CHILD CARE 10/26/23	\$40.00
114224	11/3/2023	SUSAN EIKEY	4 STAFF MOVIE TICKETS	\$20.00
114225	11/3/2023	KATE FLETCHER	COAT FOR STUDENT	\$35.00
114226	11/3/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	\$1,777.62
114226	11/3/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES	\$294.42
114226	11/3/2023	GORDON FOOD SERVICE	MISCELLANEOUS	\$7.40
114226	11/3/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	\$2,298.78
114226	11/3/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES	\$251.29
114226	11/3/2023	GORDON FOOD SERVICE	MISCELLANEOUS	\$7.40
114226	11/3/2023	GORDON FOOD SERVICE	COFFEE MACH SUPP	\$91.64
114226	11/3/2023	GORDON FOOD SERVICE	COFFEE SUPPLIES	\$366.57
114226	11/3/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES	\$66.74
114227	11/3/2023	HAROLD'S FRAME SHOP INC	BUS REPAIRS & MAINT	\$465.00
114228	11/3/2023	IRON MTN RECORDS MGT	C/S STORAGE	\$198.97
114228	11/3/2023	IRON MTN RECORDS MGT	C/S STORAGE	\$795.86

Check Register November 2023

Check Number	Check Date	Vendor Name	Inv Description	Account Amount
114229	11/3/2023	MARY JOINS	STAFF REIMBURSEMENT	\$20.00
114230	11/3/2023	KNOCK'EM OUT PEST CONTROL	LATSON RD	\$85.00
114231	11/3/2023	LAKESHORE LEARNING MATERIALS	TEACH SUPPL - Rendell	\$34.98
114232	11/3/2023	MICHIGAN SCHOOL BUSINESS OFFICIALS STE 200	LAURA O'LEWIN	\$125.00
114233	11/3/2023	CHARLOTTE MOON	CHILD CARE 10/26/23	\$40.00
114234	11/3/2023	ASHLYNN MULKA	CHILD CARE 10/26/23	\$40.00
114235	11/3/2023	JOANNE PIERCE	MILEAGE THR 10/31/23	\$203.71
114236	11/3/2023	QUADIENT LEASING USA, INC DEPT 3682	POSTAGE	\$10.69
114236	11/3/2023	QUADIENT LEASING USA, INC DEPT 3682	POSTAGE	\$21.38
114236	11/3/2023	QUADIENT LEASING USA, INC DEPT 3682	POSTAGE EXPENSE	\$85.50
114236	11/3/2023	QUADIENT LEASING USA, INC DEPT 3682	POSTAGE SPECIAL ED	\$416.82
114237	11/3/2023	STEPHANIE QUALLS	MILEAGE THR 10/26/23	\$93.14
114238	11/3/2023	SHARON M ROBERTSON	MILEAGE THR 8/30/23	\$13.62
114238	11/3/2023	SHARON M ROBERTSON	MILEAGE THR 9/29/23	\$23.78
114239	11/3/2023	ASHLEY RUTTMAN	MOVIE ADMISSIONS	\$10.00
114240	11/3/2023	ERIN SCHMIDT	MILEAGE THR 8/30/23	\$11.79
114240	11/3/2023	ERIN SCHMIDT	MILEAGE THR 9/8/23	\$24.56
114241	11/3/2023	HOPE SEMINITIS	CHILD CARE 10/26/23	\$40.00
114242	11/3/2023	SLP NOW, LLC	SLP NOW MEMBERSHIP	\$498.00
114243	11/3/2023	CONCHITA SNUVERINK	FOOD FOR STUDENTS	\$6.99
114244	11/3/2023	TERMINIX PROCESSING CTR	PATHWAY	\$72.00
114244	11/3/2023	TERMINIX PROCESSING CTR	BUS GARAGE	\$83.00
114245	11/3/2023	THRIVING MINDS BEHAVIORAL HEALTH STE. 100	SPEAKER 31N(6)	\$375.00
114246	11/3/2023	TODD'S SERVICES, INC	DAMAGE FROM BUS	\$1,355.00
114247	11/3/2023	MERRIBETH TOGNETTI	REIMBURSEMENT FALL DECO	\$74.04
114248	11/3/2023	TYLER TECHNOLOGIES INC	VERSA TRANS 23-24	\$18,259.37
114249	11/3/2023	KAILEY WHITTED	MILEAGE THR 10/19/23	\$19.60
114249	11/3/2023	KAILEY WHITTED	MILEAGE THR 10/19/23	\$29.39
114250	11/10/2023	ADVANCE AUTO PARTS Cust#730074 (or Acct 1496267)	REPAIR PARTS - PI	\$212.93
114250	11/10/2023	ADVANCE AUTO PARTS Cust#730074 (or Acct 1496267)	REPAIR PARTS - PI	\$96.96
114251	11/10/2023	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	TRAINING & DEV SVCS	\$95.00
114252	11/10/2023	AT & T 019	TELEPHONE H/S	\$8.20
114252	11/10/2023	AT & T 019	TELEPHONE GSRP	\$16.40

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114252	11/10/2023	AT & T 019	TELEPHONE ADMIN BLDG	\$65.60
114252	11/10/2023	AT & T 019	TELEPHONE	\$319.77
114253	11/10/2023	ELIZABETH BEAUDOIN	MILEAGE THR 10/31/23	\$104.80
114254	11/10/2023	CITY OF HOWELL	BUS GARAGE	\$542.60
114255	11/10/2023	LAURIE COLATRUGLIO	PSAT TESTS	\$19.79
114256	11/10/2023	DETROIT EDISON	STREET LIGHT	\$11.68
114256	11/10/2023	DETROIT EDISON	STREET LIGHT	\$46.72
114257	11/10/2023	DTE ENERGY CO REMITTANCE PROC CC0202	POLE RENTAL FEE	\$900.50
114258	11/10/2023	EVERYDAY SPEECH LLC	TEACH SUPP SLI/HA	\$563.98
114258	11/10/2023	EVERYDAY SPEECH LLC	TEACH SUPP SSW/HA	\$563.98
114259	11/10/2023	IAN FLYNN ANTHROMED LLC	C/S M.SMIT THR 10/13/23	\$3,495.22
114259	11/10/2023	IAN FLYNN ANTHROMED LLC	C/S M.SMIT THR 10/6/23	\$3,429.28
114260	11/10/2023	MARISSA GAWEL	MILEAGE THR 10/18/23	\$269.86
114261	11/10/2023	HOLLY GOODHEART	MILEAGE THR 10/27/23	\$177.90
114262	11/10/2023	SARAH HARVEY	MILEAGE THR 10/30/23	\$166.37
114263	11/10/2023	SARA HAYDEN	MILEAGE THR 10/31/23	\$36.94
114264	11/10/2023	HI-TECH SAFE & LOCK CO INC	SAFE KEYS	\$6.20
114264	11/10/2023	HI-TECH SAFE & LOCK CO INC	SAFE KEYS	\$24.80
114265	11/10/2023	HOWELL TRUE VALUE HARDWARE	BUS REPAIR PARTS	\$10.98
114266	11/10/2023	LIVINGSTON COUNTY EMS CTC PROGRAM	EMT PROGRAM 23-24	\$10,000.00
114267	11/10/2023	BECKY LUCAS	MILEAGE THR 10/31/23	\$284.53
114268	11/10/2023	MATHESON TRI-GAS, INC	BUS REPAIRS - BR	\$351.88
114269	11/10/2023	MIDLAND CREDIT MANAGEMENT, INC	CASE #183623GC	\$254.21
114270	11/10/2023	KARA NICHOLSON	MILEAGE THR 10/20/23	\$91.26
114271	11/10/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN-HO	\$145.00
114271	11/10/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN	\$90.00
114271	11/10/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN	\$90.00
114272	11/10/2023	OLIVIA RABY	MILEAGE THR 10/31/23	\$80.17
114273	11/10/2023	ERIN SCHMIDT	MILEAGE THR 10/20/23	\$97.07
114274	11/10/2023	TERMINIX PROCESSING CTR	ADMIN	\$16.20
114274	11/10/2023	TERMINIX PROCESSING CTR	ADMIN	\$64.80
114275	11/10/2023	TYLER TECHNOLOGIES INC	SOFTWARE - HO	\$4,921.07
114276	11/10/2023	WEBWORLD ADVANTAGE CANDY JONES-GUERIN	WEBSITE UPDATES	\$62.50

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114276	11/10/2023	WEBWORLD ADVANTAGE CANDY JONES-GUERIN	WEBSITE UPDATES	\$93.75
114277	11/10/2023	WWR #041047229	WWR #041047229	\$279.59
114278	11/10/2023	ELLEN ZERAFA	TALKING AAC CONF REG FEE	\$200.00
114278	11/10/2023	ELLEN ZERAFA	TALKING AAC MILEAGE	\$62.88
114279	11/17/2023	A & L PARTS INC	REPAIR PARTS - HO	\$116.00
114280	11/17/2023	ADVANCE AUTO PARTS Cust#730074 (or Acct 1496267)	REPAIR PARTS - PI	\$47.88
114280	11/17/2023	ADVANCE AUTO PARTS Cust#730074 (or Acct 1496267)	REPAIR PARTS - PI	\$66.34
114281	11/17/2023	ADVANCE AUTO PARTS Cust #1870822734Bri	REPAIR PARTS - BR	\$33.08
114282	11/17/2023	MILITZA GUADALUPE ALGREDO-HUERTA	CHILD CARE 11/9/23	\$40.00
114283	11/17/2023	LANDON ALLEN	CHILD CARE 11/9/23	\$40.00
114284	11/17/2023	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	TRAINING & DEV SVCS	\$105.00
114285	11/17/2023	AT&T STEP	LATSON RD	\$636.00
114286	11/17/2023	BLUUM OF MINNESOTA, LLC	IROVER2 BASE MODEL	\$625.00
114287	11/17/2023	AMY BUCHLER	MILEAGE THR 10/30/23	\$140.56
114288	11/17/2023	CONSUMERS ENERGY PAYMENT CENTER	LATSON RD	\$775.46
114289	11/17/2023	LEBEAU MECHANICAL LLC DBA DEAN MECHANICAL	BUILDING REPAIR & MAINT STEP	\$133.79
114290	11/17/2023	DTE ENERGY	PATHWAY	\$3,605.46
114290	11/17/2023	DTE ENERGY	MAINT BLDG	\$12.02
114290	11/17/2023	DTE ENERGY	MAINT BLDG	\$48.10
114291	11/17/2023	ERGO PLUS INC	TEACH SUPPL SCI/PATH	\$716.00
114291	11/17/2023	ERGO PLUS INC	TEACH SUPPL SCI/PATH	\$214.00
114292	11/17/2023	IAN FLYNN ANTHROMED LLC	C/S M. SMIT THR 10/27/23	\$3,385.31
114293	11/17/2023	CHRISTINE GILMORE	IPAD APP: VIVALDI FOR MODULATION	\$37.09
114294	11/17/2023	GORDON FOOD SERVICE	OTH BUS SUPPLIES - HO	\$15.96
114294	11/17/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	\$2,525.38
114294	11/17/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES	\$200.26
114294	11/17/2023	GORDON FOOD SERVICE	MISCELLANEOUS	\$7.40
114294	11/17/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	\$2,430.07
114294	11/17/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES	\$308.75
114294	11/17/2023	GORDON FOOD SERVICE	MISCELLANEOUS	\$7.40
114294	11/17/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	\$2,328.58
114294	11/17/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES	\$86.26
114294	11/17/2023	GORDON FOOD SERVICE	MISCELLANEOUS	\$7.40

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114295	11/17/2023	HARTLAND TOWNSHIP	TAX COLLECTION FEES	\$292.56
114295	11/17/2023	HARTLAND TOWNSHIP	TAX COLL FEES-SE	\$14,335.44
114296	11/17/2023	HERITAGE-CRYSTAL CLEAN, LLC	PURCHASE SVC OTHER-HO	\$266.73
114297	11/17/2023	MACKENZIE R JOHNSON	CHILD CARE 11/9/23	\$40.00
114298	11/17/2023	GARY J KAISER	MILEAGE BD 11/8/23	\$22.27
114298	11/17/2023	GARY J KAISER	MEETING 11/8/23	\$30.00
114299	11/17/2023	JILL LEUTZE	MILEAGE & MEALS	\$184.17
114300	11/17/2023	LIVINGSTON CTY COMM MENTAL HEALTH	WRAPAROUND-MATCH	\$20,000.00
114301	11/17/2023	LIVINGSTON CTY SENIOR NUTRITION PROGRAM	OCTOBER LUNCHES	\$3,610.00
114302	11/17/2023	LUANN LOY	MILEAGE BD 11/8/23	\$15.72
114302	11/17/2023	LUANN LOY	MEETING 11/8/23	\$30.00
114303	11/17/2023	MATHESON TRI-GAS, INC	OTH BUS SUPPLIES - HO	\$516.40
114304	11/17/2023	MICHIGAN HEAD START Association Suite 205	MHDS DUES	\$1,215.00
114305	11/17/2023	MICHIGAN SCHOOL BUSINESS OFFICIALS STE 200	PAYROLL AND RELATED PERSONNEL	\$90.00
114305	11/17/2023	MICHIGAN SCHOOL BUSINESS OFFICIALS STE 200	PRINCIPLES OF EDUCATION	\$90.00
114306	11/17/2023	MIDWEST MOTOR SUPPLY	OTH BUS SUPPLIES - HO	\$664.87
114307	11/17/2023	MAISY MILNE	CHILD CARE 11/9/23	\$40.00
114308	11/17/2023	PETTY CASH-GENERAL ED	PETTY CASH	\$100.00
114309	11/17/2023	ERIN SCHMIDT	MILEAGE THR 10/26/23	\$56.99
114310	11/17/2023	CHRISTINE SHOEMAKER	EPLI TRAINING START MILEAGE	\$150.65
114311	11/17/2023	KARLEE JO SQUIRES	CHILD CARE 11/9/23	\$40.00
114312	11/17/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING - HO	\$86.50
114312	11/17/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING - BR	\$43.25
114312	11/17/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING - PI	\$43.25
114312	11/17/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	MISC EXP APPL TECH	\$43.25
114312	11/17/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING LESA	\$302.75
114312	11/17/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING	\$43.25
114312	11/17/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING WALK-IN	\$173.00
114312	11/17/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	STAFF SCREENING	\$31.57
114312	11/17/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	STAFF SCREENING	\$98.18
114313	11/17/2023	VERIZON WIRELESS WAY PROGRAM	TELEPHONE EXPENSE	\$188.05
114314	11/17/2023	WM CORPORATE SERVICES, INC AS PAYMENT AGENT	TRASH REMOVAL H/S	\$368.55
114314	11/17/2023	WM CORPORATE SERVICES, INC AS PAYMENT AGENT	TRASH REMOVAL GSRP	\$122.85

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114315	11/17/2023	MELISSA WOERNER	MILEAGE THR 10/31/23	\$94.65
114316	11/30/2023	LAUREN ABBOTT	CHILD CARE 11/9/23	\$40.00
114317	11/30/2023	AMCOMM TELECOMMUNICATIONS INC	MISS DIG 10.6-10.10	\$362.75
114317	11/30/2023	AMCOMM TELECOMMUNICATIONS INC	MISS DIG	\$394.00
114317	11/30/2023	AMCOMM TELECOMMUNICATIONS INC	MISS DIG	\$886.50
114317	11/30/2023	AMCOMM TELECOMMUNICATIONS INC	LOC BANK	\$26,240.37
114318	11/30/2023	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	TRAINING & DEV SVCS	\$130.00
114318	11/30/2023	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	TRAINING & DEV SVCS	\$20.00
114319	11/30/2023	AT & T 019	TELEPHONE H/S	\$7.16
114319	11/30/2023	AT & T 019	TELEPHONE GSRP	\$14.32
114319	11/30/2023	AT & T 019	TELEPHONE ADMIN BLDG	\$57.28
114319	11/30/2023	AT & T 019	TELEPHONE	\$279.24
114320	11/30/2023	JULIE BUDDS	MI ASSOC SOCIAL WORKER CONF	\$294.24
114321	11/30/2023	CINTAS CORPORATION	BUS REPAIRS - BR	\$123.26
114322	11/30/2023	CONSUMERS ENERGY PAYMENT CENTER	HEAT BUS GARAGE	\$368.53
114322	11/30/2023	CONSUMERS ENERGY PAYMENT CENTER	MAINT BLDG	\$17.65
114322	11/30/2023	CONSUMERS ENERGY PAYMENT CENTER	MAINT BLDG	\$70.59
114322	11/30/2023	CONSUMERS ENERGY PAYMENT CENTER	PATHWAY	\$1,265.18
114322	11/30/2023	CONSUMERS ENERGY PAYMENT CENTER	ADMIN	\$22.53
114322	11/30/2023	CONSUMERS ENERGY PAYMENT CENTER	ADMIN	\$202.74
114322	11/30/2023	CONSUMERS ENERGY PAYMENT CENTER	ADMIN	\$765.89
114322	11/30/2023	CONSUMERS ENERGY PAYMENT CENTER	ADMIN	\$1,261.47
114323	11/30/2023	CRAMPTON ELECTRIC CO INC	ELECTRICIAN	\$25.80
114323	11/30/2023	CRAMPTON ELECTRIC CO INC	ELECTRICIAN	\$103.20
114324	11/30/2023	CULLIGAN WATER CONDITIONING	OFFICE SUPP DIR FO	\$17.00
114324	11/30/2023	CULLIGAN WATER CONDITIONING	OFFICE SUPP DIR FO	\$14.00
114325	11/30/2023	CYNERGY PRODUCTS	PURCHASE SVC OTHER-HO	\$538.54
114326	11/30/2023	DTE ENERGY	LATSON RD	\$772.39
114327	11/30/2023	FAS BREAK WINDSHIELD REPAIR	BUS REPAIRS - BR	\$90.00
114328	11/30/2023	IAN FLYNN ANTHROMED LLC	C/S M.SMIT THR 11/2/23	\$2,923.69
114329	11/30/2023	MEGAN GERYCZ	MILEAGE THR 11/3/23	\$15.07
114330	11/30/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	-\$46.23
114330	11/30/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	\$1,534.66

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114330	11/30/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES	\$295.82
114330	11/30/2023	GORDON FOOD SERVICE	MISCELLANEOUS	\$7.40
114330	11/30/2023	GORDON FOOD SERVICE	SUPPLIES MAINT	\$193.88
114330	11/30/2023	GORDON FOOD SERVICE	COFFEE SUPPLIES	\$775.51
114330	11/30/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES	\$76.59
114330	11/30/2023	GORDON FOOD SERVICE	MISCELLANEOUS	\$7.40
114330	11/30/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES	-\$72.08
114330	11/30/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	-\$98.12
114330	11/30/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	\$5,369.60
114330	11/30/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES	\$291.78
114330	11/30/2023	GORDON FOOD SERVICE	MISCELLANEOUS	\$7.40
114331	11/30/2023	HALO INNOVATIONS SUITE 2E	PARENT COALITION EXP GSC	\$2,740.32
114332	11/30/2023	HERITAGE-CRYSTAL CLEAN, LLC	OIL/GREASE - BR	\$260.78
114333	11/30/2023	PAUL HOULE	CDL TESTING - BR	\$52.00
114334	11/30/2023	LAKELAND ACE HARDWARE	REPAIR PARTS - PI	\$17.99
114335	11/30/2023	LAKESHORE LEARNING MATERIALS	TEACH SUPPL - Combs	\$57.39
114336	11/30/2023	LISA LAWSON	MILEAGE THR 10/31/23	\$209.80
114337	11/30/2023	LIVINGSTON COUNTY EMS CTC PROGRAM	BLS PROVIDER CARDS	\$60.00
114338	11/30/2023	MATHESON TRI-GAS, INC	REPAIR & MAINT EQ-PI	\$79.53
114339	11/30/2023	MIDLAND CREDIT MANAGEMENT, INC	CASE #183623GC	\$223.04
114340	11/30/2023	MIDWEST MOTOR SUPPLY	REPAIR PARTS - HO	\$1,191.51
114340	11/30/2023	MIDWEST MOTOR SUPPLY	OTH BUS SUPPLIES - HO	\$557.97
114341	11/30/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN-PI	\$145.00
114341	11/30/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	MISC EXPENSE/ LICENSING	\$30.00
114341	11/30/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	MISC EXPENSE/ LICENSING	\$45.00
114341	11/30/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN-HA	\$145.00
114341	11/30/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN	\$90.00
114341	11/30/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN-HO	\$145.00
114342	11/30/2023	PEOPLE DRIVEN TECHNOLOGY, INC	2 DELL LATITUDE 3540S	\$1,308.00
114343	11/30/2023	ASSA ABLOY ENTRANCE SYSTEMS, INC RECORD AUTOMATIC DOORS,	PATHWAY SCHOOL DOOR	\$3,700.00
114344	11/30/2023	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES	\$308.37
114344	11/30/2023	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES	\$337.16
114344	11/30/2023	SPARTAN STORES, LLC ATTN CASHIER	OFFICE SUPP DIR STEP	\$25.46

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114344	11/30/2023	SPARTAN STORES, LLC ATTN CASHIER	TEACH SUPP/MOCI/PATH	\$5.18
114344	11/30/2023	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES	\$294.81
114344	11/30/2023	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES	\$358.96
114344	11/30/2023	SPARTAN STORES, LLC ATTN CASHIER	TEACH SUPP/MOCI/PATH	\$38.72
114344	11/30/2023	SPARTAN STORES, LLC ATTN CASHIER	TEACH SUPPL SCI/PATH	\$11.17
114344	11/30/2023	SPARTAN STORES, LLC ATTN CASHIER	LL PD PATHWAY	\$63.96
114344	11/30/2023	SPARTAN STORES, LLC ATTN CASHIER	PARENT COALITION EXP GSC	\$43.99
114344	11/30/2023	SPARTAN STORES, LLC ATTN CASHIER	LL PD PATHWAY	\$2.78
114345	11/30/2023	TERMINIX PROCESSING CTR	BUS GARAGE	\$83.00
114345	11/30/2023	TERMINIX PROCESSING CTR	BUILDING REPAIR & MAINT	\$72.00
114346	11/30/2023	VERIZON WIRELESS	NOVEMBER PAYMENT	\$5,023.76
114347	11/30/2023	VERIZON WIRELESS Board	NOVEMBER PAYMEN	\$200.05
114348	11/30/2023	WALMART COMMUNITY/SYNCB	FINANCE CHARGE	\$10.28
114348	11/30/2023	WALMART COMMUNITY/SYNCB	TEACH SUPPL SCI/PATH	\$9.18
114348	11/30/2023	WALMART COMMUNITY/SYNCB	TEACH SUPPL SCI/PATH	\$13.13
114348	11/30/2023	WALMART COMMUNITY/SYNCB	FOOD SUPPLIES	\$21.30
114348	11/30/2023	WALMART COMMUNITY/SYNCB	NON FOOD SUPPLIES	\$190.74
114348	11/30/2023	WALMART COMMUNITY/SYNCB	TEACH SUPPL SCI/PATH	\$172.08
114348	11/30/2023	WALMART COMMUNITY/SYNCB	TEACH SUPPL SCI/PATH	\$6.54
114348	11/30/2023	WALMART COMMUNITY/SYNCB	OFFICE SUPP DIR STEP	\$125.84
114348	11/30/2023	WALMART COMMUNITY/SYNCB	TEACH SUPPL SR/HO	\$3.48
114348	11/30/2023	WALMART COMMUNITY/SYNCB	TEACH SUPPLIES H/S	\$3.48
114348	11/30/2023	WALMART COMMUNITY/SYNCB	OFFICE SUPP DIR STEP	\$8.53
114348	11/30/2023	WALMART COMMUNITY/SYNCB	SUPPLIES NURSE PA	\$11.44
114348	11/30/2023	WALMART COMMUNITY/SYNCB	FOOD SUPPLIES	\$65.32
114348	11/30/2023	WALMART COMMUNITY/SYNCB	FOOD SUPPLIES	\$51.86
114348	11/30/2023	WALMART COMMUNITY/SYNCB	NON FOOD SUPPLIES	\$113.84
114348	11/30/2023	WALMART COMMUNITY/SYNCB	TEACH SUPP/MOCI/PATH	\$103.46
114348	11/30/2023	WALMART COMMUNITY/SYNCB	FOOD SUPPLIES	\$15.94
114348	11/30/2023	WALMART COMMUNITY/SYNCB	TEACH SUPPL SCI/PATH	\$10.95
114348	11/30/2023	WALMART COMMUNITY/SYNCB	FOOD SUPPLIES	\$36.65
114348	11/30/2023	WALMART COMMUNITY/SYNCB	HEALTH SUPPLY H/S	\$54.76
114349	11/30/2023	KAILEY WHITTED	MILEAGE THR 11/2/23	\$19.44

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114349	11/30/2023	KAILEY WHITTED	MILEAGE THR 11/2/23	\$29.16
114350	11/30/2023	WWR #041047229	WWR# 041047229	\$253.93
			Subtotal Checks:	\$218,321.62
A15968	11/3/2023	ASHLEY SCHERRER	ECSE CONF 10/27/23	\$66.00
A15969	11/3/2023	ALLISON ACKERSON	MILEAGE THR 10/31/23	\$39.96
A15970	11/3/2023	APPLE INC	MARY WIESE COMP	\$1,548.00
A15971	11/3/2023	AUTO ONE OF BRIGHTON	BUS REPAIRS - BR	\$200.00
A15972	11/3/2023	AMY BAAD	TALKING AAC 2023	\$77.26
A15972	11/3/2023	AMY BAAD	MILEAGE THR 10/31/23	\$222.37
A15972	11/3/2023	AMY BAAD	CELL PHONE ASST TECH	\$68.00
A15973	11/3/2023	KIMBERLY BLAIR	C/S OCTOBER	\$1,800.00
A15974	11/3/2023	ANDRA BLOOMFIELD	MILEAGE THR 10/19/23	\$212.22
A15975	11/3/2023	BRIGHTON INSTITUTE OF COSMETOLOGY	OCTOBER	\$825.00
A15975	11/3/2023	BRIGHTON INSTITUTE OF COSMETOLOGY	OCTOBER	\$2,062.50
A15975	11/3/2023	BRIGHTON INSTITUTE OF COSMETOLOGY	OCTOBER	\$825.00
A15975	11/3/2023	BRIGHTON INSTITUTE OF COSMETOLOGY	OCTOBER	\$2,062.50
A15976	11/3/2023	BRADLEY BRUS	MILEAGE THR 10/26/23	\$40.61
A15977	11/3/2023	C & S MOTORS INC	BUS REPAIR PARTS	\$658.28
A15977	11/3/2023	C & S MOTORS INC	BUS REPAIR PARTS	\$491.34
A15977	11/3/2023	C & S MOTORS INC	REPAIR PARTS - BR	\$595.16
A15978	11/3/2023	CENTRAL OPERATIONS CENTRIC LEARNING (DBA)	WAY PROGRAM CENTRIC LEARNING	\$99,750.00
A15979	11/3/2023	CLEARY UNIVERSITY	LUNCH FOR 50 (25 BILLED TO LESA)	\$225.00
A15980	11/3/2023	CONTINENTAL LINEN SERVICES	PURCHASE SVC OTHER-BR	\$84.59
A15981	11/3/2023	CRISIS PREVENTION INST SUITE 250	TRAINING & DEV SVCS	\$1,849.00
A15982	11/3/2023	JILL DAY	MILEAGE THR 10/31/23	\$129.69
A15983	11/3/2023	MEGAN DEROO	MILEAGE THR 10/30/23	\$125.56
A15984	11/3/2023	RHONDA DRAKE	MILEAGE THR 10/31/23	\$262.00
A15985	11/3/2023	MICHELLE EAGLING	MILEAGE THR 9/26/23	\$358.94
A15985	11/3/2023	MICHELLE EAGLING	MILEAGE THR 10/26/23	\$238.42
A15986	11/3/2023	EMILY EVANS	CHILD CARE 10/26/23	\$40.00
A15987	11/3/2023	EVERYDAY SPEECH LLC	TEACH SUPP SLI/HA	\$563.98
A15987	11/3/2023	EVERYDAY SPEECH LLC	TEACH SUPP SSW/HA	\$563.98
A15987	11/8/2023	EVERYDAY SPEECH LLC	CHECK # A15987 VOIDED	-\$563.98

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A15987	11/8/2023	EVERYDAY SPEECH LLC	CHECK # A15987 VOIDED	-\$563.98
A15988	11/3/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$111.66
A15988	11/3/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$55.62
A15988	11/3/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$1,866.07
A15988	11/3/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$1,939.36
A15988	11/3/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$3,332.90
A15988	11/3/2023	HOLLAND BUS COMPANY	REPAIR PARTS - PI	\$140.88
A15989	11/3/2023	HOWELL PUBLIC SCHOOLS	OFFICE SUPP DIR HO	\$207.00
A15990	11/3/2023	SAMANTHA HOWELL	MILEAGE THR 10/27/23	\$95.30
A15991	11/3/2023	JACKSON TRUCK SERVICE 1183 LEWIS ST	REPAIR PARTS - PI	\$279.46
A15991	11/3/2023	JACKSON TRUCK SERVICE 1183 LEWIS ST	REPAIR PARTS - PI	\$239.83
A15992	11/3/2023	JEANETTE KANE	MILEAGE THR 11/1/23	\$326.25
A15993	11/3/2023	KIZCAM	500 BC RENDER	\$58.00
A15994	11/3/2023	THEODORE KROLL	CONF MILEAGE MACAE 10/18	\$46.70
A15994	11/3/2023	THEODORE KROLL	WAY MILEAGE THR 10/24/23	\$57.44
A15994	11/3/2023	THEODORE KROLL	AD ED MILEAGE THR 10/24/23	\$49.97
A15994	11/3/2023	THEODORE KROLL	ISY MILEAGE THR 10/24/23	\$128.38
A15995	11/3/2023	HEATHER KRUEGER	CONF TALKING AAC MILEAGE, REG PARKING	\$226.00
A15995	11/3/2023	HEATHER KRUEGER	CONF TALKING AAC MILEAGE, REG PARKING	\$44.54
A15996	11/3/2023	CRISTIAN LABAR	MILEAGE THR 10/30/23	\$231.28
A15997	11/3/2023	LAWSON PRODUCTS INC	REPAIR PARTS - BR	\$548.23
A15997	11/3/2023	LAWSON PRODUCTS INC	REPAIR PARTS - PI	\$475.71
A15997	11/3/2023	LAWSON PRODUCTS INC	REPAIR PARTS - PI	\$397.36
A15998	11/3/2023	LINDHOUT ASSOCIATES ARCHITECTS	LESA FEASIBILITY	\$1,937.50
A15999	11/3/2023	LIVINGSTON COUNTY SHERIFF OFFICE	SEPTEMBER	\$3,791.97
A15999	11/3/2023	LIVINGSTON COUNTY SHERIFF OFFICE	SEPTEMBER	\$375.03
A16000	11/3/2023	LIVINGSTON COUNTY UNITED WAY	OCT 23	\$625.56
A16001	11/3/2023	LORI A MAKOWSKI	MILEAGE THR 10/30/23	\$30.78
A16002	11/3/2023	MANER COSTERISAN PC Suite 1	2023 AUDIT FINAL BILL	\$400.00
A16002	11/3/2023	MANER COSTERISAN PC Suite 1	2023 AUDIT FINAL BILL	\$1,600.00
A16003	11/3/2023	KRISTIN MERGLER	MILEAGE THR 10/30/23	\$284.99
A16004	11/3/2023	MICHIGAN CLEAR WATER, LLC	SUPPLIES MAINT	\$30.00
A16004	11/3/2023	MICHIGAN CLEAR WATER, LLC	SUPPL GROUNDS/MAINT	\$120.00

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A16005	11/3/2023	MICH EDUCATION Savings Program E. NIEHAUS	OCT 23	\$100.00
A16006	11/3/2023	KRISTEN MIZAK	MILEAGE THR 10/31/23	\$339.29
A16007	11/3/2023	LISA NEWSTEAD	MILEAGE THR 10/27/23	\$280.53
A16008	11/3/2023	MARY JO PANGBORN	MILEAGE THR 9/27/23	\$68.12
A16008	11/3/2023	MARY JO PANGBORN	MILEAGE THR 8/31/23	\$37.73
A16009	11/3/2023	MALISSA PATRICK	CONF MILEAGE 10/3/23	\$68.12
A16009	11/3/2023	MALISSA PATRICK	MILEAGE THR 9/27/23	\$117.24
A16009	11/3/2023	MALISSA PATRICK	MILEAGE THR 10/31/23	\$46.50
A16010	11/3/2023	AMBER PERKINS	MILEAGE THR 10/31/23	\$309.16
A16011	11/3/2023	ANDREA J PISANI	CL - MATH LEADERS	\$2,000.00
A16011	11/3/2023	ANDREA J PISANI	CL - SCIENCE LEADERS	\$2,000.00
A16012	11/3/2023	POMP'S TIRE SERVICE, INC ATTN: AR DEPT	TIRES-TUBES-BATTERY	\$2,702.04
A16013	11/3/2023	PRESIDIO	PATHWAY DOOR	\$1,190.00
A16014	11/3/2023	PUBLIC FINANCIAL MANAGEMENT, INC PFM FINANCIAL ADVISORS LLC	ANNUAL DISCLOSURE FEE	\$1,000.00
A16015	11/3/2023	REPUBLIC SERVICES #237	PATHWAY	\$513.49
A16015	11/3/2023	REPUBLIC SERVICES #237	ADMIN	\$6.67
A16015	11/3/2023	REPUBLIC SERVICES #237	ADMIN	\$60.07
A16015	11/3/2023	REPUBLIC SERVICES #237	ADMIN	\$226.91
A16015	11/3/2023	REPUBLIC SERVICES #237	ADMIN	\$373.74
A16015	11/3/2023	REPUBLIC SERVICES #237	TRANSPORTATION	\$589.09
A16016	11/3/2023	KRISTIN RESSEGUIE	FOOD PD	\$245.75
A16017	11/3/2023	ROAD EQUIPMENT PARTS CTR	REPAIR PARTS - PI	\$525.51
A16017	11/3/2023	ROAD EQUIPMENT PARTS CTR	BUS REPAIR PARTS	\$221.74
A16017	11/3/2023	ROAD EQUIPMENT PARTS CTR	BUS REPAIR PARTS	\$50.90
A16017	11/3/2023	ROAD EQUIPMENT PARTS CTR	BUS REPAIR PARTS	-\$589.19
A16018	11/3/2023	AMBER ROBERTS	MILEAGE THR 10/31/23	\$81.55
A16019	11/3/2023	TRACIE SCHANEN	TALKING AAC CONF REG FEE & MILEAGE	\$232.00
A16020	11/3/2023	RILEY SCHMITZ	MILEAGE THR 10/30/23	\$73.62
A16021	11/3/2023	MELISSA SCHRODER	MILEAGE THR 10/27/23	\$58.95
A16021	11/3/2023	MELISSA SCHRODER	MILEAGE THR 10/27/23	\$37.99
A16021	11/3/2023	MELISSA SCHRODER	MILEAGE THR 10/27/23	\$42.58
A16021	11/3/2023	MELISSA SCHRODER	MILEAGE THR 10/27/23	\$139.52
A16021	11/3/2023	MELISSA SCHRODER	MILEAGE THR 10/27/23	\$22.27

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A16022	11/3/2023	REBECCA SMITH	MILEAGE THR 9/28/23	\$19.32
A16023	11/3/2023	SOLIANT HEALTH	C/S K.DAY, C.MISHLER THR 10/15/23	\$2,777.76
A16023	11/3/2023	SOLIANT HEALTH	C/S K.DAY, C.MISHLER THR 10/22/23	\$2,433.36
A16024	11/3/2023	PAIGE C SUTTON	MILEAGE THR 10/30/23	\$22.60
A16025	11/3/2023	TRI COUNTY SUPPLY, INC	SUPPLIES MAINT	\$10.20
A16025	11/3/2023	TRI COUNTY SUPPLY, INC	SUPPL GROUNDS/MAINT	\$40.80
A16025	11/3/2023	TRI COUNTY SUPPLY, INC	SUPPLIES MAINT	\$79.70
A16025	11/3/2023	TRI COUNTY SUPPLY, INC	SUPPL GROUNDS/MAINT	\$318.80
A16026	11/3/2023	UNIFIRST CORPORATION	PURCHASE SVC - OTHER	\$150.25
A16026	11/3/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-PI	\$60.59
A16027	11/3/2023	UNITY SCHOOL BUS PARTS	REPAIR PARTS - BR	\$486.25
A16027	11/3/2023	UNITY SCHOOL BUS PARTS	REPAIR PARTS - PI	\$212.40
A16027	11/3/2023	UNITY SCHOOL BUS PARTS	REPAIR PARTS - PI	\$278.19
A16027	11/3/2023	UNITY SCHOOL BUS PARTS	REPAIR PARTS - PI	\$162.38
A16028	11/3/2023	WASHTENAW I S D P O B 1406	DUES & FEES	\$4.00
A16028	11/3/2023	WASHTENAW I S D P O B 1406	DUES & FEES FIN	\$16.00
A16029	11/3/2023	STEPHANIE WEESE	MNA CONF	\$47.43
A16029	11/3/2023	STEPHANIE WEESE	MNA CONF	\$189.68
A16030	11/10/2023	AMAZON CAPITAL SERVICES, INC	HDMI CORDS	\$7.84
A16030	11/10/2023	AMAZON CAPITAL SERVICES, INC	HDMI CORDS	\$31.34
A16031	11/10/2023	APPLE INC	TEACH SUPP/MOCI/PATH	\$49.00
A16031	11/10/2023	APPLE INC	TEACH SUPP/MOCI/PATH	\$49.00
A16032	11/10/2023	ERNEST BABON	MILEAGE THR 10/30/23	\$39.50
A16033	11/10/2023	JULIE BLACKETT-GARZA	MILEAGE THR 10/27/23	\$47.82
A16033	11/10/2023	JULIE BLACKETT-GARZA	EPLI START TRAINING	\$132.51
A16034	11/10/2023	BRIGHTON AREA SCHOOLS BUSINESS OFFICE	1ST HALF ADDED COST	\$73,750.00
A16035	11/10/2023	C & S MOTORS INC	REPAIR PARTS - BR	\$182.28
A16036	11/10/2023	JENNIFER CARNEVALE	MILEAGE THR 10/26/23	\$60.72
A16037	11/10/2023	PLEASANNA CARTER	MILEAGE THR 9/29/23	\$129.04
A16038	11/10/2023	THE CLEANINGSMITH SERVICE & SUPPLIES INC	PATHWAY	\$7,620.00
A16038	11/10/2023	THE CLEANINGSMITH SERVICE & SUPPLIES INC	BUS GARAGE	\$1,735.00
A16039	11/10/2023	JULIE COLEMAN	MILEAGE THR 10/31	\$72.12
A16039	11/10/2023	JULIE COLEMAN	MILEAGE THR 10/30/23	\$56.40

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A16040	11/10/2023	CONTINENTAL LINEN SERVICES	PURCHASE SVC OTHER-BR	\$84.59
A16040	11/10/2023	CONTINENTAL LINEN SERVICES	PURCHASE SVC OTHER-BR	\$95.37
A16041	11/10/2023	CORRIGAN OIL CO BUS FUEL PURCHASES	FUEL - HO	\$189.56
A16041	11/10/2023	CORRIGAN OIL CO BUS FUEL PURCHASES	OIL/GREASE BUS	\$430.70
A16041	11/10/2023	CORRIGAN OIL CO BUS FUEL PURCHASES	OIL/GREASE - BR	\$346.40
A16042	11/10/2023	CORRIGAN TOWING	PURCHASE SVC OTHER-HO	\$175.00
A16043	11/10/2023	CRISIS PREVENTION INST SUITE 250	TRAINING & DEV SVCS	\$200.00
A16044	11/10/2023	JAMIE DOUGLAS	MILEAGE THR 10/27/23	\$6.08
A16044	11/10/2023	JAMIE DOUGLAS	MILEAGE THR 10/27/23	\$24.31
A16045	11/10/2023	STEPHANIE DUNHAM	MILEAGE THR 10/30/23	\$59.93
A16046	11/10/2023	ESTR PUBLICATIONS	TEACH SUPP/MOCI/PATH	\$217.00
A16047	11/10/2023	FOWLerville COMMUNITY SCHOOLS	1ST HALF ADDED COST	\$13,250.00
A16048	11/10/2023	JENNIFER GRILLS	MILEAGE THR 10/31/23	\$212.09
A16049	11/10/2023	HARTLAND CONSOLIDATED SCHOOLS	1ST HALF ADDED COST	\$68,500.00
A16050	11/10/2023	STAR HEANEY	MILEAGE THR 10/30/23	\$8.49
A16050	11/10/2023	STAR HEANEY	MILEAGE THR 10/30/23	\$12.73
A16050	11/10/2023	STAR HEANEY	MILEAGE THR 10/18/23	\$19.54
A16050	11/10/2023	STAR HEANEY	MILEAGE THR 10/18/23	\$29.32
A16051	11/10/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$476.55
A16051	11/10/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$1,951.73
A16051	11/10/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$610.20
A16051	11/10/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$1,961.26
A16051	11/10/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	-\$2,263.94
A16052	11/10/2023	HOWELL PUBLIC SCHOOLS	1ST HALF ADDED COST	\$81,250.00
A16053	11/10/2023	JACKSON TRUCK SERVICE 1183 LEWIS ST	REPAIR PARTS - PI	\$1,751.87
A16054	11/10/2023	JAMADMIN, INC JAM BEST ONE FLEET SERVICE	TIRES/BATTERIES - HO	\$3,811.77
A16055	11/10/2023	J.J. JINKLEHEIMER AND CO	TRANSP SWEATSHIRTS	\$18.00
A16055	11/10/2023	J.J. JINKLEHEIMER AND CO	TRANSP SWEATSHIRTS	\$9.00
A16056	11/10/2023	TONI JOHNSON	LITERACY MATERIALS	\$58.48
A16057	11/10/2023	JENNIFER KILLIAN	MILEAGE THR 10/30/23	\$10.01
A16057	11/10/2023	JENNIFER KILLIAN	MILEAGE THR 10/30/23	\$40.03
A16058	11/10/2023	KIZCAM	BREITENBECHER BC	\$58.00
A16058	11/10/2023	KIZCAM	PETTY BC	\$58.00

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A16059	11/10/2023	LAWSON PRODUCTS INC	BUS REPAIR PARTS	\$508.07
A16059	11/10/2023	LAWSON PRODUCTS INC	BUS REPAIR PARTS	\$110.00
A16059	11/10/2023	LAWSON PRODUCTS INC	OTH BUS SUPPLIES - HO	\$364.65
A16060	11/10/2023	LIVINGSTON COUNTY TREASURER	INSTRUCTIONAL SVCS MOCI	\$187.00
A16061	11/10/2023	CHERYL LYONS	CRAFT SUPPLY	\$2.29
A16061	11/10/2023	CHERYL LYONS	MILEAGE THR 10/31/23	\$6.48
A16062	11/10/2023	M A P T	LAURA O'LEWIN TRANSP FAC OPER	\$260.00
A16062	11/10/2023	M A P T	LAURA O'LEWIN WRITING BUS SPECS	\$95.00
A16062	11/10/2023	M A P T	LAURA O'LEWIN MAPT/MSBO COMBO	\$310.00
A16063	11/10/2023	MIDWEST AIR, LLC dba CROSSWINDS AVIATION	SEPT CLASS SESSION	\$5,133.00
A16064	11/10/2023	Miller Johnson Snell & Cummiskey PLC MILLER JOHNSON ATTORNEYS	LEGAL FEES GENL ED	\$130.00
A16064	11/10/2023	Miller Johnson Snell & Cummiskey PLC MILLER JOHNSON ATTORNEYS	LEGAL FEES SPL ED	\$1,040.00
A16065	11/10/2023	STEPHANIE MONTGOMERY	MILEAGE THR 10/17/23	\$161.79
A16066	11/10/2023	DEBORAH MOREY	MILEAGE THR 10/30/23	\$48.27
A16066	11/10/2023	DEBORAH MOREY	MILEAGE THR 10/31/23	\$12.18
A16066	11/10/2023	DEBORAH MOREY	MILEGE THR 10/11/23	\$24.56
A16067	11/10/2023	ROBIN MOUSER-TIMMERMAN	MILEAGE THR 10/31/23	\$140.43
A16068	11/10/2023	MARY JO PANGBORN	TALKING AAC REG FEE	\$200.00
A16068	11/10/2023	MARY JO PANGBORN	MILEAGE THR 10/31/23	\$85.02
A16069	11/10/2023	LORI ANN PAVLACK	MILEAGE THR 11/3/23	\$39.95
A16070	11/10/2023	CHRISTINE PAYNE	MILEGE THR 11/6/23	\$189.10
A16071	11/10/2023	PINCKNEY COMMUNITY SCHOOLS	1ST HALF ADDED COST	\$42,000.00
A16072	11/10/2023	POMP'S TIRE SERVICE, INC ATTN: AR DEPT	TIRES-TUBES-BATTERY	\$2,182.64
A16072	11/10/2023	POMP'S TIRE SERVICE, INC ATTN: AR DEPT	TIRES-TUBES-BATTERY	\$1,213.56
A16073	11/10/2023	MARGIE PORTICE	MILEAGE THR 10/31/23	\$42.58
A16074	11/10/2023	RKA PETROLEUM COMPANIES, INC	FUEL - HA	\$29,875.92
A16075	11/10/2023	ROAD EQUIPMENT PARTS CTR	REPAIR PARTS - HO	\$211.86
A16075	11/10/2023	ROAD EQUIPMENT PARTS CTR	REPAIR PARTS - BR	-\$161.60
A16076	11/10/2023	TEGAN ROOBOL	MILEAGE THR 10/31/23	\$32.42
A16077	11/10/2023	TRACIE SCHANEN	MILEGE THR 10/30/23	\$70.09
A16078	11/10/2023	ROBIN SCHUTZ	MILEAGE THR 10/31/23	\$124.12
A16079	11/10/2023	SHANNON SHY	MILEAGE THR 11/3/23	\$272.09
A16079	11/10/2023	SHANNON SHY	TRAINING MATERIALS	\$44.89

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A16080	11/10/2023	SMART BUSINESS SOURCE, LLC	OFF SUPPLIES TRANSP	\$66.88
A16080	11/10/2023	SMART BUSINESS SOURCE, LLC	OFFICE SUPPLIES - HO	\$33.90
A16081	11/10/2023	SOLIANT HEALTH	C/S K.DAY & C.MISHLER THR 10/29/23	\$2,604.00
A16082	11/10/2023	SPIRIT OF LIVINGSTON	2 CHAIR BACKS WITH LOGO EMB	\$20.00
A16083	11/10/2023	THRUN LAW FIRM	LEGAL FEES GENL ED	\$179.20
A16083	11/10/2023	THRUN LAW FIRM	LEGAL FEES SPL ED	\$716.80
A16084	11/10/2023	TRI COUNTY SUPPLY, INC	SUPPLIES MAINT	\$25.12
A16084	11/10/2023	TRI COUNTY SUPPLY, INC	SUPPL GROUNDS/MAINT	\$100.50
A16085	11/10/2023	UNIFIRST CORPORATION	BUS REPAIRS & MAINT	\$150.25
A16085	11/10/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-PI	\$125.99
A16086	11/10/2023	UNITY SCHOOL BUS PARTS	REPAIR PARTS - PI	\$448.79
A16086	11/10/2023	UNITY SCHOOL BUS PARTS	BUS REPAIR PARTS	\$344.12
A16087	11/17/2023	A PARTS WAREHOUSE LLC	REPAIR PARTS - HO	\$529.77
A16088	11/17/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Robinson	\$154.78
A16088	11/17/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Combs	\$24.95
A16088	11/17/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Stone	\$18.39
A16088	11/17/2023	AMAZON CAPITAL SERVICES, INC	HEALTH SUPPLY H/S	\$1.52
A16088	11/17/2023	AMAZON CAPITAL SERVICES, INC	MAT'L & SUPPLIES	\$2.27
A16088	11/17/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Mowers	\$5.69
A16088	11/17/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Whitaker	\$7.99
A16088	11/17/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Combs	\$13.99
A16088	11/17/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Balagna	\$94.88
A16089	11/17/2023	LEE ANN AUSTIN	MILEAGE THR 10/27/23	\$7.53
A16090	11/17/2023	B & B MECHANICAL	EQUIP MAINT & REPAIR	\$825.80
A16090	11/17/2023	B & B MECHANICAL	EQUIPMENT MAINTENANCE	\$3,303.20
A16090	11/17/2023	B & B MECHANICAL	EQUIP MAINT & REPAIR	\$349.20
A16090	11/17/2023	B & B MECHANICAL	EQUIPMENT MAINTENANCE	\$1,396.80
A16091	11/17/2023	JULIE BLACKETT-GARZA	MILEAGE THR 10/31/23	\$46.99
A16091	11/17/2023	JULIE BLACKETT-GARZA	MILEAGE THR 10/31/23	\$47.00
A16092	11/17/2023	MICHAEL BREITENBECHER	MILEAGE 10/6/23	\$16.24
A16092	11/17/2023	MICHAEL BREITENBECHER	HOMECOMING PARADE SUPPLIES	\$95.25
A16093	11/17/2023	BUYS CONSULTING LLC DBA BLND	C/S LEXI THR 9/29/23	\$11,010.00
A16094	11/17/2023	KRISTEN CAPRA	MILEAGE THR 10/31/23	\$93.01

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A16095	11/17/2023	PLEASANNA CARTER	MILEAGE THR 10/31/23	\$185.37
A16095	11/17/2023	PLEASANNA CARTER	CELL PHONE EXPENSE	\$66.91
A16096	11/17/2023	C E & A Professional Services, Inc	PHY/DRUG SCREEN-HO	\$56.00
A16097	11/17/2023	SHANNON CHAPMAN	TALKING AAC REG FEE	\$200.00
A16097	11/17/2023	SHANNON CHAPMAN	MILEAGE TALKING AAC 10/20/23	\$120.52
A16097	11/17/2023	SHANNON CHAPMAN	MILEAGE THR 10/30/23	\$26.00
A16097	11/17/2023	SHANNON CHAPMAN	MILEAGE THR 9/26/23	\$34.06
A16098	11/17/2023	MICHELLE CHARRON-WITT	MILEAGE THRU 10/31/23	\$139.84
A16099	11/17/2023	CORRIGAN OIL CO BUS FUEL PURCHASES	FUEL - HO	\$315.95
A16100	11/17/2023	CURRICULUM ASSOCIATES	SUPPLIES & MATERIALS	\$1,173.70
A16101	11/17/2023	HEIDI DANPULLO	MILEAGE THR 10/27/23	\$212.88
A16101	11/17/2023	HEIDI DANPULLO	CELL PHONE EXPENSE	\$68.00
A16102	11/17/2023	MEGAN DEROO	MASP MILEAGE THR 11/14/23	\$191.26
A16103	11/17/2023	DOWN on the FARM CHILD CARE HOME LLC	GSRP PAYMENT #1	\$12,364.37
A16104	11/17/2023	EMILY EVANS	PARENT COALITION EXP 11/8/23	\$35.00
A16104	11/17/2023	EMILY EVANS	PARENT COALITION EXP 11/8/23	\$35.00
A16104	11/17/2023	EMILY EVANS	PARENT COALITION EXP 11/8/23	\$35.00
A16105	11/17/2023	F & N CENTER, LLC	DEC LEASE PAYMENT	\$16,666.67
A16106	11/17/2023	FLEETSOFT LLC remit to	SOFTWARE	\$817.00
A16107	11/17/2023	FOWLerville SCHOOLS FOOD & NUTRITION SRVC	OCT HEAD START MEALS	\$2,560.25
A16108	11/17/2023	HAROLD E FRYER	MILEAGE BD 11/8/23	\$18.34
A16108	11/17/2023	HAROLD E FRYER	MEETING 11/8/23	\$30.00
A16109	11/17/2023	MARCY KOBY	MILEAGE THR 10/31/23	\$23.65
A16110	11/17/2023	SARA HIEBER	MILEAGE THR 10/30/23	\$205.21
A16110	11/17/2023	SARA HIEBER	AUDIOLOGY COALITION CONF	\$385.33
A16111	11/17/2023	ISABELLA HODGE	CHILD CARE 11/9/23	\$40.00
A16112	11/17/2023	HOLLAND BUS COMPANY	REPAIR PARTS - PI	\$336.12
A16112	11/17/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$32.17
A16112	11/17/2023	HOLLAND BUS COMPANY	REPAIR PARTS - PI	\$123.74
A16113	11/17/2023	PAMELA HOLLOWAY	MILEAGE THR 9/29/23	\$159.36
A16113	11/17/2023	PAMELA HOLLOWAY	MILEAGE THR 10/30/23	\$141.68
A16114	11/17/2023	EILEEN JANKOWSKI	MILEAGE BD 11/8/23	\$17.03
A16114	11/17/2023	EILEEN JANKOWSKI	MEETING 11/8/23	\$30.00

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A16115	11/17/2023	J.J. JINKLEHEIMER AND CO	RECOGNITION/ MISC	\$18.00
A16116	11/17/2023	KENSINGTON WOODS HIGH SCHOOL	MILEAGE MCAN COOR	\$149.00
A16116	11/17/2023	KENSINGTON WOODS HIGH SCHOOL	CONF WORK BASED COOR	\$408.46
A16117	11/17/2023	ASHLEY KORTE	MILEAGE THR 10/26/23	\$19.33
A16117	11/17/2023	ASHLEY KORTE	MILEAGE THR 10/26/23	\$19.32
A16117	11/17/2023	ASHLEY KORTE	MILEAGE THR 09/14/23	\$13.75
A16117	11/17/2023	ASHLEY KORTE	MILEAGE THR 09/14/23	\$13.76
A16117	11/17/2023	ASHLEY KORTE	MILEAGE THR 7/27/23	\$2.95
A16117	11/17/2023	ASHLEY KORTE	MILEAGE THR 7/27/23	\$2.95
A16118	11/17/2023	THEODORE KROLL	MCAN CONF MILEAGE 11/9/23	\$132.31
A16119	11/17/2023	LAWSON PRODUCTS INC	REPAIR PARTS - PI	\$160.31
A16119	11/17/2023	LAWSON PRODUCTS INC	REPAIR PARTS - PI	\$91.48
A16120	11/17/2023	MICH SCHOOLS ENERGY COOP	ELECTRICITY HS	\$77.20
A16120	11/17/2023	MICH SCHOOLS ENERGY COOP	ELECTRICITY GSRP	\$694.80
A16120	11/17/2023	MICH SCHOOLS ENERGY COOP	ELECTRICITY ADM BLDG	\$2,624.78
A16120	11/17/2023	MICH SCHOOLS ENERGY COOP	ELECTRICITY SPEC ED	\$4,323.17
A16120	11/17/2023	MICH SCHOOLS ENERGY COOP	ELECTRICITY HS	\$59.14
A16120	11/17/2023	MICH SCHOOLS ENERGY COOP	ELECTRICITY GSRP	\$532.28
A16120	11/17/2023	MICH SCHOOLS ENERGY COOP	ELECTRICITY ADM BLDG	\$2,010.84
A16120	11/17/2023	MICH SCHOOLS ENERGY COOP	ELECTRICITY SPEC ED	\$3,311.97
A16121	11/17/2023	KELSEY MICKUS	MILEAGE THR 11/9/23	\$22.22
A16121	11/17/2023	KELSEY MICKUS	MILEAGE THR 11/9/23	\$33.32
A16122	11/17/2023	MEREDITH KATHLEEN MORAN	MILEAGE THR 10/31/23	\$97.20
A16123	11/17/2023	TANYA MARIE NICASTRI	PARENT COALITION EXP 11/9/23	\$35.00
A16123	11/17/2023	TANYA MARIE NICASTRI	PARENT COALITION EXP 10/12/23	\$35.00
A16124	11/17/2023	PINCKNEY COMMUNITY SCHOOLS	TRANSFER-LEA FOOD SERVICE	\$742.50
A16124	11/17/2023	PINCKNEY COMMUNITY SCHOOLS	TRANSFER-LEA FOOD SERVICE	\$205.20
A16125	11/17/2023	RKA PETROLEUM COMPANIES, INC	GAS/FUEL BUS GARAGE	\$34,377.18
A16126	11/17/2023	ROAD EQUIPMENT PARTS CTR	REPAIR PARTS - HO	\$1,406.80
A16126	11/17/2023	ROAD EQUIPMENT PARTS CTR	REPAIR PARTS - HO	\$4,592.60
A16126	11/17/2023	ROAD EQUIPMENT PARTS CTR	REPAIR PARTS - HO	\$20.02
A16126	11/17/2023	ROAD EQUIPMENT PARTS CTR	REPAIR PARTS - HO	-\$258.56
A16127	11/17/2023	MELISSA SCHRODER	MILEAGE THR 11/10/23	\$70.09

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A16127	11/17/2023	MELISSA SCHRODER	MILEAGE THR 11/10/23	\$23.58
A16127	11/17/2023	MELISSA SCHRODER	MILEAGE THR 11/10/23	\$73.36
A16127	11/17/2023	MELISSA SCHRODER	MILEAGE THR 11/10/23	\$116.59
A16127	11/17/2023	MELISSA SCHRODER	MILEAGE THR 11/10/23	\$17.69
A16128	11/17/2023	REBECCA SMITH	MILEAG THR 10/31/23	\$113.97
A16129	11/17/2023	SOLIAN HEALTH	C/S K.DAY & C.MISHLER THR 11/5/23	\$2,898.48
A16130	11/17/2023	LAUREN HELEN SPENCER	MISC EXP 11/8/23	\$35.00
A16131	11/17/2023	JANINE TAYLOR	MILEAGE THR 9/29/23	\$79.12
A16132	11/17/2023	DAVID JONATHAN TOBAR	COOK CENTER ADVISORY COUNCIL	\$68.12
A16132	11/17/2023	DAVID JONATHAN TOBAR	MILEAGE THR 10/26/23	\$115.94
A16133	11/17/2023	TRANSPORTATION Accessories Co Inc	REPAIR PARTS - HO	\$461.73
A16133	11/17/2023	TRANSPORTATION Accessories Co Inc	REPAIR PARTS - HO	\$657.75
A16134	11/17/2023	TRI COUNTY SUPPLY, INC	SUPPLIES MAINT	\$322.18
A16134	11/17/2023	TRI COUNTY SUPPLY, INC	SUPPL GROUNDS/MAINT	\$1,288.70
A16135	11/17/2023	KATHRYN A TUCK	PARENT COALITION EXP 11/9/23	\$35.00
A16136	11/17/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-PI	\$54.70
A16136	11/17/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-HO	\$147.40
A16136	11/17/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-HO	\$147.40
A16137	11/17/2023	UNITY SCHOOL BUS PARTS	OTH BUS SUPPLIES - HO	\$42.81
A16137	11/17/2023	UNITY SCHOOL BUS PARTS	BUS REPAIRS - HO	\$445.00
A16137	11/17/2023	UNITY SCHOOL BUS PARTS	REPAIR PARTS - BR	\$1,561.62
A16138	11/17/2023	MELISSA USIAK	MILEAGE THR 10/12/23	\$83.19
A16138	11/17/2023	MELISSA USIAK	CELL PHONE OCT	\$68.00
A16139	11/17/2023	KATE VEINBERGS	MILEAGE THR 10/31/23	\$24.49
A16140	11/17/2023	WILLIAMS SCOTSMAN, INC WILLSCOTT	SUPPL GROUNDS/MAINT	\$304.55
A16141	11/30/2023	ABOVO VISUAL COMMUNICATIONS, LLC	TABLE COVER	\$275.00
A16142	11/30/2023	ASHLEY SCHERRER	MILEAGE THR 9/26/23	\$25.10
A16142	11/30/2023	ASHLEY SCHERRER	MILEAGE THR 9/26/23	\$25.10
A16142	11/30/2023	ASHLEY SCHERRER	MILEAGE THR 9/26/23	\$50.21
A16142	11/30/2023	ASHLEY SCHERRER	MILEAGE THR 10/31/23	\$40.58
A16142	11/30/2023	ASHLEY SCHERRER	MILEAGE THR 10/31/23	\$40.58
A16142	11/30/2023	ASHLEY SCHERRER	MILEAGE THR 10/31/23	\$81.15
A16143	11/30/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Wiley	\$199.78

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A16143	11/30/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Esper	\$32.19
A16143	11/30/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Whitaker	\$118.99
A16143	11/30/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Mowers	\$136.23
A16143	11/30/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Whitaker	\$925.66
A16144	11/30/2023	AMERICAN AQUA INC	WELLNESS COMMITTEE SUPPLIES	\$58.80
A16145	11/30/2023	APPLE INC	TEACH SUPP/MOCI/PATH	\$49.00
A16146	11/30/2023	JULIE BLACKETT-GARZA	EPLI TRAINING - START	\$115.28
A16147	11/30/2023	KIMBERLY BLAIR	C/S DEC 23	\$1,800.00
A16148	11/30/2023	ANDRA BLOOMFIELD	MILEAGE THR 11/16/23	\$225.98
A16149	11/30/2023	BRIGHTON INSTITUTE OF COSMETOLOGY	HOWELL NOVEMBER	\$2,062.50
A16149	11/30/2023	BRIGHTON INSTITUTE OF COSMETOLOGY	BRIGHTON NOV 23	\$2,062.50
A16149	11/30/2023	BRIGHTON INSTITUTE OF COSMETOLOGY	PINCKNEY NOV 23	\$825.00
A16149	11/30/2023	BRIGHTON INSTITUTE OF COSMETOLOGY	HARTLAND NOV 23	\$825.00
A16150	11/30/2023	BUYS CONSULTING LLC DBA BLND	C/S LEXIE K THR 10/31/23	\$23,650.00
A16151	11/30/2023	C E & A Professional Services, Inc	PHY/DRUG SCREEN-HO	\$381.65
A16152	11/30/2023	CONTINENTAL LINEN SERVICES	PURCHASE SVC OTHER-BR	\$95.37
A16152	11/30/2023	CONTINENTAL LINEN SERVICES	PURCHASE SVC OTHER-BR	\$95.37
A16153	11/30/2023	CORRIGAN OIL CO BUS FUEL PURCHASES	OIL/GREASE - PI	\$354.20
A16154	11/30/2023	DOWN on the FARM CHILD CARE HOME LLC	GSRP PAYMENT #2	\$5,156.16
A16155	11/30/2023	CHRISTOPHER ELDRED	MILEAGE THR 10/31/23	\$87.97
A16155	11/30/2023	CHRISTOPHER ELDRED	MILEAGE THR 9/29/23	\$88.49
A16156	11/30/2023	EMILY EVANS	CHILD CARE 11/14/23	\$35.00
A16156	11/30/2023	EMILY EVANS	TREE TOPS REIMBURSEMENT	\$90.00
A16157	11/30/2023	FIRST 1ST AYD CORPORATION	OTHER BUS SUPPLIES	\$139.04
A16158	11/30/2023	HARTLAND CONSOLIDATED SCHOOLS	CDW-G ADOBE	\$12,500.00
A16159	11/30/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$853.85
A16159	11/30/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$49.14
A16159	11/30/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$2,075.34
A16159	11/30/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$3,043.00
A16159	11/30/2023	HOLLAND BUS COMPANY	OTH BUS SUPPLIES - HO	\$3,804.73
A16159	11/30/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$168.00
A16159	11/30/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$77.06
A16159	11/30/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$150.83

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A16159	11/30/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$677.00
A16159	11/30/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	-\$172.10
A16160	11/30/2023	PAMELA HOLLOWAY	CPI TRAINING	\$65.50
A16161	11/30/2023	REBECCA HOLMAN	MCAN ANNUAL CONF	\$134.93
A16161	11/30/2023	REBECCA HOLMAN	MILEAGE THR 10/25/23	\$23.58
A16161	11/30/2023	REBECCA HOLMAN	CELL EARLY MIDDLE COLLEGE	\$68.00
A16162	11/30/2023	HOWELL PUBLIC SCHOOLS	HANNAH WILLIAMS BOWL F DROME FIELD	\$10.00
A16162	11/30/2023	HOWELL PUBLIC SCHOOLS	MAISA CLASSROOM LIBRARY	\$5,000.00
A16163	11/30/2023	MARISA TEW	MILEAGE THR 10/31/23	\$444.29
A16164	11/30/2023	JACKSON TRUCK SERVICE 1183 LEWIS ST	REPAIR PARTS - PI	\$184.62
A16165	11/30/2023	JAMADMIN, INC JAM BEST ONE FLEET SERVICE	TIRES/BATTERIES - HO	\$3,737.76
A16165	11/30/2023	JAMADMIN, INC JAM BEST ONE FLEET SERVICE	TIRES/BATTERIES - HO	\$2,278.84
A16166	11/30/2023	JOYFUL PEDIATRICS, PLLC SUITE 600	C/S OT SERVICES	\$87.00
A16166	11/30/2023	JOYFUL PEDIATRICS, PLLC SUITE 600	C/S SPEECH	\$174.00
A16167	11/30/2023	CHERYL JUDD	MILEAGE THR 10/9/23	\$11.14
A16168	11/30/2023	LAURA KIRCHGESSNER	MILEAGE THR 10/31/23	\$22.53
A16169	11/30/2023	LAWSON PRODUCTS INC	REPAIR PARTS - BR	\$35.82
A16169	11/30/2023	LAWSON PRODUCTS INC	REPAIR PARTS - PI	\$28.45
A16169	11/30/2023	LAWSON PRODUCTS INC	REPAIR PARTS - BR	\$410.15
A16169	11/30/2023	LAWSON PRODUCTS INC	REPAIR PARTS - PI	\$76.26
A16170	11/30/2023	LIVINGSTON COUNTY SHERIFF OFFICE	OCT 23	\$3,791.97
A16170	11/30/2023	LIVINGSTON COUNTY SHERIFF OFFICE	OCT 23	\$375.03
A16171	11/30/2023	LIVINGSTON COUNTY UNITED WAY	NOVEMBER 23	\$360.48
A16172	11/30/2023	ANGELA MACKENZIE	REIMBURSE FOR MEETING FOOD FOR YOUTH	\$77.94
A16173	11/30/2023	M A P T	TRAINING & DEV SVCS	\$380.00
A16174	11/30/2023	MARCO TECHNOLOGIES, LLC	NOV 23	\$832.75
A16175	11/30/2023	MICH EDUCATION Savings Program E. NIEHAUS	NOVEMBER 23	\$100.00
A16176	11/30/2023	Miller Johnson Snell & Cummiskey PLC MILLER JOHNSON ATTORNEYS	LEGAL FEES GENL ED	\$595.60
A16176	11/30/2023	Miller Johnson Snell & Cummiskey PLC MILLER JOHNSON ATTORNEYS	LEGAL FEES SPL ED	\$2,382.40
A16176	11/30/2023	Miller Johnson Snell & Cummiskey PLC MILLER JOHNSON ATTORNEYS	LEGAL FEES GENL ED	\$800.00
A16176	11/30/2023	Miller Johnson Snell & Cummiskey PLC MILLER JOHNSON ATTORNEYS	LEGAL FEES SPL ED	\$3,200.00
A16177	11/30/2023	MADELEINE NEMETH	ACCESS PLANNING 11/14/23	\$35.00
A16178	11/30/2023	TANYA MARIE NICASTRI	ACCESS PLANNING 11/14/23	\$35.00

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A16179	11/30/2023	CANDICE OLRICH	FOOD FOR WAY, WINTER COAT FOR STUDENT	\$37.22
A16179	11/30/2023	CANDICE OLRICH	FOOD FOR WAY, WINTER COAT FOR STUDENT	\$22.98
A16180	11/30/2023	PINCKNEY COMMUNITY SCHOOLS	MAISA CLASSROOM LIBRARY / I.T	\$5,000.00
A16181	11/30/2023	POMP'S TIRE SERVICE, INC ATTN: AR DEPT	TIRES/BATTERIES - BR	\$3,206.50
A16182	11/30/2023	NEW DIRECTION SOLUTIONS LLC PROCARE THERAPY	C/S K.MUNN THR 11/3/23	\$1,246.00
A16182	11/30/2023	NEW DIRECTION SOLUTIONS LLC PROCARE THERAPY	C/S K. MUNN THR 11/10/23	\$1,246.00
A16183	11/30/2023	MICHELLE RADCLIFFE	MILEAGE THR 11/20/23	\$652.38
A16184	11/30/2023	ROAD EQUIPMENT PARTS CTR	REPAIR PARTS - HO	\$188.48
A16184	11/30/2023	ROAD EQUIPMENT PARTS CTR	REPAIR PARTS - HO	\$437.60
A16185	11/30/2023	MANDY RUTZEL	MILEAGE THR 10/30/23	\$6.29
A16185	11/30/2023	MANDY RUTZEL	MILEAGE THR 10/30/23	\$25.15
A16186	11/30/2023	MELISSA SCHRODER	MILEAGE THR 11/21/23	\$47.82
A16186	11/30/2023	MELISSA SCHRODER	MILEAGE THR 11/21/23	\$58.30
A16186	11/30/2023	MELISSA SCHRODER	MILEAGE THR 11/21/23	\$85.15
A16186	11/30/2023	MELISSA SCHRODER	MILEAGE THR 11/21/23	\$17.69
A16187	11/30/2023	SEHI COMPUTER PRODUCTS, Inc	TEACH SUPP/MOCI/PATH	\$441.93
A16187	11/30/2023	SEHI COMPUTER PRODUCTS, Inc	TEACH SUPPL SCI/PATH	\$441.93
A16188	11/30/2023	SMART BUSINESS SOURCE, LLC	OFFICE SUPPLIES - BR	\$46.98
A16189	11/30/2023	SOLIANT HEALTH	C/S K.DAY, C.MISHLER THR 11/12/23	\$1,727.76
A16189	11/30/2023	SOLIANT HEALTH	C/S K.DAY, C.MISHLER THR 11/18/23	\$2,148.00
A16189	11/30/2023	SOLIANT HEALTH	C/S E. HEFFNER THR 11/19/23	\$2,092.50
A16190	11/30/2023	JANINE TAYLOR	MILEAGE THR 10/31/23	\$116.20
A16191	11/30/2023	THRUN LAW FIRM	LEGAL FEES GENL ED	\$36.00
A16191	11/30/2023	THRUN LAW FIRM	LEGAL FEES SPL ED	\$144.00
A16191	11/30/2023	THRUN LAW FIRM	LL PD HARTLAND	\$720.26
A16192	11/30/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-PI	\$54.70
A16192	11/30/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-HO	\$147.40
A16192	11/30/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-PI	\$54.70
A16193	11/30/2023	UNITY SCHOOL BUS PARTS	REPAIR PARTS - PI	\$153.32
A16193	11/30/2023	UNITY SCHOOL BUS PARTS	REPAIR PARTS - HO	\$151.64
A16194	11/30/2023	LAUREN WEBER	C/S THR 11/13/23	\$1,580.00
A16194	11/30/2023	LAUREN WEBER	C/S THR 11/13/23	\$460.00
A16195	11/30/2023	MELISSA WOERNER	TALKING AAC CONF	\$14.00

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A16196	11/30/2023	WORK SKILLS CORP	INSTRUCTIONAL SVCS MOCI	\$565.00
			Subtotal ACH:	\$735,419.37

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*	11/7/2023	BMO	Theodore J Kroll/Amzn Mktp US lg4sb81s3	\$11.84
*	11/7/2023	BMO	Theodore J Kroll/Amzn Mktp US lb60k24g3	\$6.46
*	11/7/2023	BMO	Theodore J Kroll/Amzn Mktp US Wk38w0eg3	\$23.64
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp US OI98p9d83	\$189.81
*	11/7/2023	BMO	Carrie Cowger/Gvsu Web Payments	\$40.00
*	11/7/2023	BMO	Saima Caverly/Amazon.Com 7v1hw5bi3	\$62.91
*	11/7/2023	BMO	Finance Department/Amzn Mktp US Vu4ve2rr3	\$25.99
*	11/7/2023	BMO	Brian Braden/Shiffler Equipment	\$225.95
*	11/7/2023	BMO	Brian Braden/Shiffler Equipment	\$56.49
*	11/7/2023	BMO	David Larson/Smoke And Porter	\$102.06
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$189.00
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$1.90
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$7.58
*	11/7/2023	BMO	Alice Johnson/Michaels #9490	\$57.18
*	11/7/2023	BMO	Ashley Korte/Wal-Mart #1754	\$56.08
*	11/7/2023	BMO	Ashley Korte/Wal-Mart #1754	\$53.64
*	11/7/2023	BMO	Ashley Korte/Wal-Mart #1754	\$41.44
*	11/7/2023	BMO	Ashley Korte/Cke Jonnas Market Howe	\$240.11
*	11/7/2023	BMO	Ashley Korte/Panera Bread #601936 P	\$64.63
*	11/7/2023	BMO	Cheryl Judd/Sq The Smoke Doctor	\$476.30
*	11/7/2023	BMO	Heidi Danpullo/4imprint, Inc	\$457.00
*	11/7/2023	BMO	Robin Schutz/Jimmy Johns - 764 - Mo	\$30.58
*	11/7/2023	BMO	Robin Schutz/Hungry Howies - 00056	\$77.98
*	11/7/2023	BMO	Michelle Allison/Awl Pearson Education	\$528.94

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*	11/7/2023	BMO	Carol Braden/Amazon.Com Bc8wl2jy3	\$47.42
*	11/7/2023	BMO	Ashley Korte/Amzn Mktp US 570cq04m3	\$19.79
*	11/7/2023	BMO	Alice Johnson/Walmart.Com 8009666546	\$158.47
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$61.46
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$15.37
*	11/7/2023	BMO	Saima Caverly/Byrum Ace Hardware 5 L	\$3.58
*	11/7/2023	BMO	Malissa Patrick/Ce Physicaltherapy.Com	\$129.00
*	11/7/2023	BMO	Candice Olrich/Scholastic Education	\$20.00
*	11/7/2023	BMO	Candice Olrich/Scholastic Education	\$20.00
*	11/7/2023	BMO	Sara Leggett/Oakland Schools	\$66.00
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp US Kv6b068y3	\$56.04
*	11/7/2023	BMO	Kristin Resseguie/Amzn Mktp US Mw9fq75u3	\$74.11
*	11/7/2023	BMO	Kristin Resseguie/Amzn Mktp US 9s80y4wv3	\$1,486.00
*	11/7/2023	BMO	David Larson/Tst Pearls New Orlean	\$29.37
*	11/7/2023	BMO	Cheryl Judd/Georges Coney Grill	\$494.45
*	11/7/2023	BMO	Marci Moloney/Srfax 866-554-0263	\$1.45
*	11/7/2023	BMO	Michelle Allison/Awl Pearson Education	\$245.92
*	11/7/2023	BMO	Carol Braden/Amazon.Com Zw4bz5ao3	\$83.92
*	11/7/2023	BMO	Carol Braden/Amazon.Com Zw4bz5ao3	\$20.98
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US Om30z2z33	\$81.97
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US TI5376843	\$950.00
*	11/7/2023	BMO	Carol Braden/Amazon.Com 8t3719io3	\$548.00
*	11/7/2023	BMO	Carol Braden/Crisis Prevention Inst	\$1,849.00
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US Ph1me5xg3	\$39.99

PCARD Register November 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Carol Braden/Amazon.Com	-\$104.90
*	11/7/2023	BMO	Robin Schutz/Speedway 08770 Howell	\$100.00
*	11/7/2023	BMO	Rebecca Holman/Howell Area Chamber Of	\$35.00
*	11/7/2023	BMO	Kristin Resseguie/Amzn Mktp US Bf4mv2fw3	\$374.43
*	11/7/2023	BMO	Kristin Resseguie/Aac Learning Journey	\$129.00
*	11/7/2023	BMO	Laura Spadoni/Mde Educator License	\$45.00
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp US Oj6ir8ur3	\$16.64
*	11/7/2023	BMO	Sara Leggett/Amzn Mktp US Bs6u13i83	\$17.99
*	11/7/2023	BMO	Sara Leggett/Amazon.Com 6931b6qs3	\$6.41
*	11/7/2023	BMO	Candice Olrich/Sc National Flag Foot	\$188.47
*	11/7/2023	BMO	Theodore J Kroll/Ncs Ged Exam	\$500.00
*	11/7/2023	BMO	Mark Rogers/Web Networksolutions	\$1.60
*	11/7/2023	BMO	Mark Rogers/Web Networksolutions	\$6.38
*	11/7/2023	BMO	Kristin Resseguie/Jonnas Market	\$364.36
*	11/7/2023	BMO	Finance Department/Amazon.Com Ap0ku3173	\$20.72
*	11/7/2023	BMO	Finance Department/Amazon.Com Tp7q44yz1	\$202.31
*	11/7/2023	BMO	Finance Department/Simpletexting.Com	\$31.20
*	11/7/2023	BMO	Finance Department/Simpletexting.Com	\$7.80
*	11/7/2023	BMO	Brian Braden/Howell Tv Hdw	\$19.86
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$75.28
*	11/7/2023	BMO	Omega Rainer/Amazon.Com Qo1236pt3	\$28.95
*	11/7/2023	BMO	Maggie Narayan/Amzn Mktp US 7w0k60zs3	\$19.95
*	11/7/2023	BMO	Nadia Neubacher/Awl Pearson Education	\$208.50
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US Td3pt5fb1	\$16.14

PCARD Register November 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Michelle Allison/Amzn Mktp US Lr4343453	\$84.13
*	11/7/2023	BMO	Ashley Korte/Tropical Smoothie Cafe	\$82.80
*	11/7/2023	BMO	Brian Braden/Howell Tv Hdw	\$1.76
*	11/7/2023	BMO	Brian Braden/Howell Tv Hdw	\$7.03
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp US Td1ze44p2	\$78.65
*	11/7/2023	BMO	Theodore J Kroll/Jersey Mikes 31060	\$12.97
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp US Rz6j86o13	\$33.95
*	11/7/2023	BMO	Theodore J Kroll/North Grand Ramp Tiba	\$30.00
*	11/7/2023	BMO	Theodore J Kroll/North Grand Ramp Tiba	\$51.00
*	11/7/2023	BMO	Theodore J Kroll/North Grand Ramp Tiba	\$15.00
*	11/7/2023	BMO	Theodore J Kroll/Doubletree Hotels	\$478.29
*	11/7/2023	BMO	Theodore J Kroll/Doubletree Hotels	\$478.29
*	11/7/2023	BMO	Theodore J Kroll/Doubletree Hotels	\$478.29
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$300.00
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$1,200.00
*	11/7/2023	BMO	Omega Rainer/Amzn Mktp US Fr8kd8tw3	\$36.98
*	11/7/2023	BMO	Omega Rainer/Amazon.Com E05g91e13	\$10.84
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	-\$236.60
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	-\$946.38
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	-\$3.80
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	-\$15.22
*	11/7/2023	BMO	Malissa Patrick/Amzn Mktp US Td02l0cc2	\$122.81
*	11/7/2023	BMO	Ashley Korte/Grand Traverse Pie Com	\$280.80
*	11/7/2023	BMO	Rebecca Holman/Meijer # 172	\$80.15

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Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Robin Schutz/Gfs Store #0116	\$107.14
*	11/7/2023	BMO	Robin Schutz/Interstate Books4school	\$133.00
*	11/7/2023	BMO	Judith Paulsen/Tst Tomato Brothers	\$83.94
*	11/7/2023	BMO	Judith Paulsen/Wal-Mart #1754	\$54.59
*	11/7/2023	BMO	Judith Paulsen/Sq The Smoke Doctor	\$342.58
*	11/7/2023	BMO	Rebecca Holman/Target 00009225	\$55.99
*	11/7/2023	BMO	Michelle Allison/U Oregon Online Paymnt	\$49.99
*	11/7/2023	BMO	Michelle Allison/Michigan Association O	\$250.00
*	11/7/2023	BMO	Carol Braden/Apple.Com/Us	\$200.00
*	11/7/2023	BMO	Carol Braden/Mde Educator License	\$45.00
*	11/7/2023	BMO	Lori Waite/Amzn Mktp US Td62a6z90	\$27.99
*	11/7/2023	BMO	Lori Waite/Amzn Mktp US Tp0te41m1	\$72.63
*	11/7/2023	BMO	Ashley Korte/Wal-Mart #1754	\$48.30
*	11/7/2023	BMO	Ashley Korte/Amazon.Com Tp2qn5742	\$5.56
*	11/7/2023	BMO	Ashley Korte/Amazon.Com Tp2qn5742	\$5.31
*	11/7/2023	BMO	Ashley Korte/Amazon.Com Tp2qn5742	\$4.11
*	11/7/2023	BMO	Brian Braden/The Home Depot #2751	\$106.84
*	11/7/2023	BMO	Brian Braden/The Home Depot #2751	\$26.71
*	11/7/2023	BMO	Finance Department/Amzn Mktp US Tp6969vc1	\$9.96
*	11/7/2023	BMO	Finance Department/Amzn Mktp US Tp6969vc1	\$39.84
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp US Tp8bb4232	\$69.94
*	11/7/2023	BMO	Theodore J Kroll/North Grand Ramp Tiba	\$15.00
*	11/7/2023	BMO	Theodore J Kroll/North Grand Ramp Tiba	\$18.00
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp Us	-\$311.99

PCARD Register November 2023

Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Theodore J Kroll/Vets Ace Hdwe	\$29.57
*	11/7/2023	BMO	Kristin Resseguie/Amzn Mktp Us	-\$26.09
*	11/7/2023	BMO	Finance Department/Msbo	\$20.00
*	11/7/2023	BMO	Finance Department/Msbo	\$80.00
*	11/7/2023	BMO	Finance Department/Event Brustein & Mana	\$125.00
*	11/7/2023	BMO	David Larson/Wizer Inc	\$3,307.50
*	11/7/2023	BMO	David Larson/Eb 2023 Maeds Fall Co	\$250.00
*	11/7/2023	BMO	Rosanna Hamilton/Amzn Mktp Us	-\$69.99
*	11/7/2023	BMO	Lori Waite/Amazon.Com Tp2646qd2	\$149.99
*	11/7/2023	BMO	Lori Waite/Spirit Ai 48703665740850	-\$1,005.78
*	11/7/2023	BMO	Michelle Allison/Amazon.Com Td4134cp0	\$28.95
*	11/7/2023	BMO	Lori Waite/Amzn Mktp US Tp1y81n71	\$150.92
*	11/7/2023	BMO	Michelle Allison/Awl Pearson Education	\$140.00
*	11/7/2023	BMO	Carol Braden/Amazon.Com Tp4ev6nl1	\$104.90
*	11/7/2023	BMO	Lori Waite/Amzn Mktp US Te53a8do1	\$123.85
*	11/7/2023	BMO	Lori Waite/Amzn Mktp US Tp20r2hc2	\$9.99
*	11/7/2023	BMO	Lori Waite/Amzn Mktp US Tp03g4nz1	\$37.27
*	11/7/2023	BMO	Lori Waite/Amzn Mktp US Tp2n80ng1	\$34.99
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US Te4ea07x1	\$116.45
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US Te4ea07x1	\$29.11
*	11/7/2023	BMO	Lori Waite/Spirit Ai 48703665740850	\$1,005.78
*	11/7/2023	BMO	Lori Waite/Amzn Mktp US Tp7wy14q1	\$369.02
*	11/7/2023	BMO	Doug Haseley/Paypal Arclivingst	\$30.00
*	11/7/2023	BMO	Judith Paulsen/Dailypress & Argus	\$11.99

PCARD Register November 2023

Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Ashley Korte/Amazon.Com Tp9ry4vs2	\$71.11
*	11/7/2023	BMO	Laura Saline/Amzn Mktp US Tp5st2hk0	\$7.99
*	11/7/2023	BMO	Ashley Korte/Ascd	\$59.00
*	11/7/2023	BMO	Ashley Korte/Qdoba 2876 Catering	\$555.00
*	11/7/2023	BMO	Brian Braden/Vgs Food Center 1920	\$7.00
*	11/7/2023	BMO	Brian Braden/Vgs Food Center 1920	\$27.99
*	11/7/2023	BMO	Finance Department/Amzn Mktp US Tp00707I0	\$14.80
*	11/7/2023	BMO	Finance Department/Amzn Mktp US Tp00707I0	\$59.20
*	11/7/2023	BMO	Candice Davies/Som Lara Cclb License	\$75.00
*	11/7/2023	BMO	Cole Gremore/Amzn Mktp Us	-\$6.99
*	11/7/2023	BMO	Mark Rogers/Amzn Mktp US Tp4mw84c1	\$16.00
*	11/7/2023	BMO	Mark Rogers/Amzn Mktp US Tp4mw84c1	\$63.99
*	11/7/2023	BMO	Mark Rogers/Apple.Com/Us	\$9.80
*	11/7/2023	BMO	Mark Rogers/Apple.Com/Us	\$39.20
*	11/7/2023	BMO	Theodore J Kroll/Amzn Mktp US Tp5120mb2	\$6.79
*	11/7/2023	BMO	Theodore J Kroll/Biggby Coffee #349	\$6.61
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp US Te7rj22e1	\$311.99
*	11/7/2023	BMO	Saima Caverly/Eb Livestream Talking	\$100.00
*	11/7/2023	BMO	Michelle Radcliffe/Event 2024 Michigan C	\$300.00
*	11/7/2023	BMO	Saima Caverly/Amazon.Com Tp1fl7t02	\$88.34
*	11/7/2023	BMO	Candice Olrich/Wm Supercenter #1754	\$445.81
*	11/7/2023	BMO	Malissa Patrick/Awl Pearson Education	\$1,262.89
*	11/7/2023	BMO	Malissa Patrick/Treetops Reservations	\$148.99
*	11/7/2023	BMO	Candice Olrich/Howell Area Parks And	\$30.00

PCARD Register November 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Malissa Patrick/Super Duper Publicatio	\$325.00
*	11/7/2023	BMO	R Michael Hubert/Sq Black Iron Coffee	\$14.44
*	11/7/2023	BMO	Alana Anderson/In Association Of Adm	\$225.00
*	11/7/2023	BMO	Alana Anderson/In Association Of Adm	\$225.00
*	11/7/2023	BMO	Alana Anderson/In Association Of Adm	\$225.00
*	11/7/2023	BMO	Mark Rogers/Amzn Mktp US Tp2r34af0	\$2.88
*	11/7/2023	BMO	Mark Rogers/Amzn Mktp US Tp2r34af0	\$11.51
*	11/7/2023	BMO	Cole Gremore/Amzn Mktp US Tp0z86jj0	\$98.91
*	11/7/2023	BMO	Candice Davies/Teachstone Pre-K Clas	\$2,325.00
*	11/7/2023	BMO	Finance Department/Amzn Mktp US Tp6q49n22	\$45.58
*	11/7/2023	BMO	Finance Department/Amzn Mktp US Tp6q49n22	\$11.40
*	11/7/2023	BMO	Heidi Danpullo/4imprint, Inc	\$1,324.42
*	11/7/2023	BMO	Laura Saline/Association For Career	\$100.00
*	11/7/2023	BMO	Robin Schutz/Vgs Food Center 1920	\$59.40
*	11/7/2023	BMO	Carol Braden/Hi Grand Rapids B4	\$151.80
*	11/7/2023	BMO	Carol Braden/Mde Educator License	\$45.00
*	11/7/2023	BMO	Carol Braden/Mde Educator License	\$45.00
*	11/7/2023	BMO	Carol Braden/Mde Educator License	\$45.00
*	11/7/2023	BMO	Carol Braden/Mde Educator License	\$45.00
*	11/7/2023	BMO	Carol Braden/Mde Educator License	\$45.00
*	11/7/2023	BMO	Carol Braden/Mde Educator License	\$45.00
*	11/7/2023	BMO	Lori Waite/Srfax 866-554-0263	\$3.20
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US Tp89r0302	\$71.95
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US Tp3q464s2	\$294.50

PCARD Register November 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Robin Schutz/Sq Good Deeds Coffee	\$4.62
*	11/7/2023	BMO	Heidi Danpullo/Holiday Inn Grand Rapi	\$287.76
*	11/7/2023	BMO	Ashley Korte/Tst Tomato Brothers	\$377.22
*	11/7/2023	BMO	Ashley Korte/Michigan Assessment Co	\$50.00
*	11/7/2023	BMO	Brian Braden/The Home Depot #2751	\$8.78
*	11/7/2023	BMO	Saima Caverly/Eb Talkingaac 2023 In	\$200.00
*	11/7/2023	BMO	Michelle Radcliffe/Event Brustein & Mana	\$125.00
*	11/7/2023	BMO	Michelle Radcliffe/Event Grants Dissemin	\$200.00
*	11/7/2023	BMO	Michelle Radcliffe/Event Mde-Octe: Fall	\$125.00
*	11/7/2023	BMO	Theodore J Kroll/Amzn Mktp US Tp3au2fo2	\$68.39
*	11/7/2023	BMO	Theodore J Kroll/Mentimeter Pro	\$152.99
*	11/7/2023	BMO	R Michael Hubert/Olden Days Cafe Inc	\$22.00
*	11/7/2023	BMO	Candice Olrich/Scholastic Education	\$20.00
*	11/7/2023	BMO	Candice Olrich/Scholastic Education	\$20.00
*	11/7/2023	BMO	Theodore J Kroll/Amzn Mktp US Te89x2e81	\$219.96
*	11/7/2023	BMO	Carrie Cowger/Ce Speechpathology.Com	\$99.00
*	11/7/2023	BMO	Saima Caverly/Amazon.Com Te9oc6ns1	\$210.23
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$22.91
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$91.66
*	11/7/2023	BMO	Omega Rainer/Awl Pearson Education	\$435.02
*	11/7/2023	BMO	Cheryl Judd/Gfs Store #0116	\$114.01
*	11/7/2023	BMO	Maggie Narayan/Awl Pearson Education	\$180.20
*	11/7/2023	BMO	Ashley Korte/Amazon.Com Te4lm5ip0	\$345.24
*	11/7/2023	BMO	Ashley Korte/Panera Bread #601936 O	\$133.46

PCARD Register November 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Laura Saline/Holiday Inn Grand Rapi	\$159.14
*	11/7/2023	BMO	Nadia Neubacher/Tools To Grow Inc	\$64.99
*	11/7/2023	BMO	Robin Schutz/Speedway 08770 Howell	\$30.00
*	11/7/2023	BMO	Michelle Allison/Awl Pearson Education	\$1,080.45
*	11/7/2023	BMO	Robin Schutz/Dicks Clothing&sportin	\$119.99
*	11/7/2023	BMO	Judith Paulsen/Wm Supercenter #1754	\$73.83
*	11/7/2023	BMO	Robin Schutz/Wm Supercenter #1754	\$34.28
*	11/7/2023	BMO	Laura Saline/Tst Palio - Grand Rap	\$32.18
*	11/7/2023	BMO	Heidi Danpullo/Tst Palio - Grand Rap	\$40.83
*	11/7/2023	BMO	Ashley Korte/Amazon.Com Te41p1fe1	\$62.91
*	11/7/2023	BMO	Ashley Korte/Jimmy Johns - 764 - Mo	\$139.84
*	11/7/2023	BMO	Ashley Korte/Jimmy Johns - 764 - Mo	\$139.83
*	11/7/2023	BMO	Ashley Korte/Amazon.Com Te6cs6sl2	\$23.02
*	11/7/2023	BMO	Ashley Korte/Amazon.Com Te7rb4bs0	\$62.91
*	11/7/2023	BMO	Cheryl Judd/Amzn Mktp US Te4990ci1	\$43.98
*	11/7/2023	BMO	Melissa Usiak/Dd/Br #339641 Q35	\$12.49
*	11/7/2023	BMO	Melissa Usiak/Dd/Br #339641 Q35	\$12.49
*	11/7/2023	BMO	Stephanie Weese/Shanty Creek Resorts -	\$31.18
*	11/7/2023	BMO	Stephanie Weese/Shanty Creek Resorts -	\$124.68
*	11/7/2023	BMO	Theodore J Kroll/Amzn Mktp US Te3lp5bz0	\$17.99
*	11/7/2023	BMO	Laura Spadoni/Shanty Creek Resorts -	\$34.51
*	11/7/2023	BMO	Laura Spadoni/Shanty Creek Resorts -	\$138.03
*	11/7/2023	BMO	Candice Olrich/Wal-Mart #1754	\$1,167.18
*	11/7/2023	BMO	Candice Olrich/Wal-Mart #1754	\$98.00

PCARD Register November 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Candice Olrich/Wal-Mart #1754	\$250.00
*	11/7/2023	BMO	Sara Leggett/Einstein Bros Bagels C	\$8.47
*	11/7/2023	BMO	Malissa Patrick/Mi Assoc Sch Adm	\$230.00
*	11/7/2023	BMO	Mark Rogers/Amazon.Com T93zg8dv1	\$4.40
*	11/7/2023	BMO	Mark Rogers/Amazon.Com T93zg8dv1	\$17.59
*	11/7/2023	BMO	Saima Caverly/Amazon.Com Te1ly5mt0	\$6.69
*	11/7/2023	BMO	Saima Caverly/Amazon.Com	-\$153.99
*	11/7/2023	BMO	Omega Rainer/Pro-Ed, Inc.	\$264.00
*	11/7/2023	BMO	Candice Davies/Kaplan Early Learning	\$299.95
*	11/7/2023	BMO	Omega Rainer/Awl Pearson Education	\$281.96
*	11/7/2023	BMO	Maggie Narayan/Think Social Publishin	\$124.38
*	11/7/2023	BMO	Ashley Korte/Amzn Mktp US Te7vb2lu0	\$17.80
*	11/7/2023	BMO	Ashley Korte/Wm Supercenter #1754	\$22.36
*	11/7/2023	BMO	Ashley Korte/Wm Supercenter #1754	\$16.53
*	11/7/2023	BMO	Ashley Korte/Wm Supercenter #1754	\$21.39
*	11/7/2023	BMO	Robin Schutz/Gfs Store #0116	\$13.47
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US Te7ms64m0	\$57.95
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US T98g98mh1	\$42.93
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US Te9ph0c60	\$23.98
*	11/7/2023	BMO	Robin Schutz/Jonnas Market	\$124.90
*	11/7/2023	BMO	Ashley Korte/Panera Bread #601936 O	\$162.54
*	11/7/2023	BMO	Cheryl Judd/Jimmy Johns - 764 - Mo	\$191.12
*	11/7/2023	BMO	Cheryl Judd/Amzn Mktp US T96jo1we0	\$284.84
*	11/7/2023	BMO	Ashley Korte/Qdoba 2876 Catering	\$255.00

PCARD Register November 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Omega Rainer/Western Psychological	\$107.80
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$138.58
*	11/7/2023	BMO	Brian Braden/Usps Po 2545400843	\$17.70
*	11/7/2023	BMO	Carrie Cowger/Amzn Mktp US Te4du5tw2	\$15.98
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp US T96gl9wj0	\$267.57
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp US T922083n1	\$89.02
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp US T93sk37y0	\$40.99
*	11/7/2023	BMO	Theodore J Kroll/Mentimeter Basic	\$143.88
*	11/7/2023	BMO	Finance Department/Amzn Mktp US T97q76jb1	\$34.13
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$161.98
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$40.49
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$15.75
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$19.25
*	11/7/2023	BMO	Omega Rainer/Amzn Mktp US Te9gs33o2	\$20.58
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$14.00
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$21.00
*	11/7/2023	BMO	R Michael Hubert/Torch 180	\$120.00
*	11/7/2023	BMO	Ashley Korte/Learning Forward (Lf)	\$190.00
*	11/7/2023	BMO	Ashley Korte/Amazon.Com Te75y63a2	\$33.45
*	11/7/2023	BMO	Ashley Korte/Amazon.Com Te75y63a2	\$33.45
*	11/7/2023	BMO	Robin Schutz/Ellis Constitution Hal	\$6.00
*	11/7/2023	BMO	Rebecca Holman/Fort Pontchartrain Wyn	-\$10.74
*	11/7/2023	BMO	Rebecca Holman/Fort Pontchartrain Wyn	\$205.85
*	11/7/2023	BMO	Judith Paulsen/Masb	\$99.00

PCARD Register November 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Judith Paulsen/Panera Bread #601936 O	\$117.60
*	11/7/2023	BMO	Lori Waite/Amzn Mktp US T93fi1e11	\$14.99
*	11/7/2023	BMO	Carol Braden/In 1974	\$1,784.25
*	11/7/2023	BMO	Lori Waite/Amazon.Com T93zg77y0	\$37.14
*	11/7/2023	BMO	Carol Braden/Mde Educator License	\$45.00
*	11/7/2023	BMO	Carol Braden/Mde Educator License	\$45.00
*	11/7/2023	BMO	Carol Braden/Mde Educator License	\$45.00
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US T98p43nm1	\$178.51
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US T98p43nm1	\$44.63
*	11/7/2023	BMO	Carol Braden/Apple.Com/Us	\$60.00
*	11/7/2023	BMO	Rebecca Holman/Crowne Plaza Parking	\$50.00
*	11/7/2023	BMO	Rosanna Hamilton/Schoolpsyc Membership	\$99.00
*	11/7/2023	BMO	Ashley Korte/Wal-Mart #1754	\$19.32
*	11/7/2023	BMO	Ashley Korte/Wal-Mart #1754	\$18.48
*	11/7/2023	BMO	Ashley Korte/Wal-Mart #1754	\$14.28
*	11/7/2023	BMO	Ashley Korte/Ascd Membership	\$59.00
*	11/7/2023	BMO	Candice Davies/American Red Cross	-\$50.00
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$19.35
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$25.65
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$22.50
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$22.50
*	11/7/2023	BMO	Candice Davies/American Red Cross	-\$50.00
*	11/7/2023	BMO	Finance Department/Amzn Mktp US T95pq12v0	\$139.98
*	11/7/2023	BMO	Finance Department/Amzn Mktp US T94ys9qs0	\$18.74

PCARD Register November 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Finance Department/Amzn Mktp US T94ys9qs0	\$4.68
*	11/7/2023	BMO	Saima Caverly/Amazon.Com T917m0zc1	\$126.48
*	11/7/2023	BMO	Theodore J Kroll/Amzn Mktp US T91vo8qj0	\$17.99
*	11/7/2023	BMO	Theodore J Kroll/Vgs Food Center 1920	\$17.04
*	11/7/2023	BMO	Theodore J Kroll/Macae	\$25.00
*	11/7/2023	BMO	Theodore J Kroll/Macae	\$25.00
*	11/7/2023	BMO	Theodore J Kroll/Macae	\$25.00
*	11/7/2023	BMO	Theodore J Kroll/Amzn Mktp US T95616ok1	\$27.99
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp US T93lo3260	\$54.77
*	11/7/2023	BMO	Saima Caverly/Amazon.Com T971k84c1	\$325.01
*	11/7/2023	BMO	Mark Rogers/Web Networksolutions	\$0.40
*	11/7/2023	BMO	Mark Rogers/Web Networksolutions	\$1.59
*	11/7/2023	BMO	David Larson/Amazon Web Services	\$0.23
*	11/7/2023	BMO	Omega Rainer/Amz Fun And Function	\$232.44
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$30.00
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$20.00
*	11/7/2023	BMO	Candice Davies/American Red Cross	-\$24.00
*	11/7/2023	BMO	Candice Davies/American Red Cross	-\$26.00
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$19.50
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$30.50
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$7.65
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$37.35
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$30.00
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$20.00

PCARD Register November 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$35.00
*	11/7/2023	BMO	Candice Davies/American Red Cross	\$10.00
*	11/7/2023	BMO	Omega Rainer/Amzn Mktp US T15rs3ye1	\$75.10
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US T90qs9rg2	\$110.29
*	11/7/2023	BMO	Carol Braden/Amazon.Com T92ly5cm1	\$24.18
*	11/7/2023	BMO	Carol Braden/Amazon.Com T94vs0hv0	\$18.99
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US T97ps1hs0	\$57.86
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US T96of8570	\$18.80
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US T16712yj1	\$3.99
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US T91266mc2	\$12.47
*	11/7/2023	BMO	Carol Braden/Icare Repair	\$199.98
*	11/7/2023	BMO	Carol Braden/Amazon.Com T18r428r1	\$125.94
*	11/7/2023	BMO	Carol Braden/Mosyle Cor Mosyle_man	\$36.75
*	11/7/2023	BMO	Carol Braden/Mosyle Cor Mosyle_man	\$5.25
*	11/7/2023	BMO	Lori Waite/Amazon.Com T14s93um1	\$74.06
*	11/7/2023	BMO	David Jonathan Tobar/Panera Bread #601936 O	\$61.98
*	11/7/2023	BMO	David Jonathan Tobar/Dough Creations	\$63.28
*	11/7/2023	BMO	Ashley Korte/Amzn Mktp US T989b0xq2	\$34.39
*	11/7/2023	BMO	Cheryl Judd/Mde Educator License	\$40.00
*	11/7/2023	BMO	Ashley Korte/Qdoba 2876 Catering	\$404.00
*	11/7/2023	BMO	Laura Saline/Amzn Mktp US T124u09s1	\$19.98
*	11/7/2023	BMO	Ashley Korte/Amzn Mktp US T92xz7z20	\$30.37
*	11/7/2023	BMO	Ashley Korte/Amzn Mktp US T92xz7z20	\$30.37
*	11/7/2023	BMO	Laura Saline/In Fmyi, Inc.	\$1,550.00

PCARD Register November 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Cole Gremore/Amzn Mktp US T96n59sz2	\$98.91
*	11/7/2023	BMO	Omega Rainer/Amzn Mktp US T179k0y50	\$94.98
*	11/7/2023	BMO	David Larson/Digitalocean.Com	\$1.44
*	11/7/2023	BMO	David Larson/Digitalocean.Com	\$5.76
*	11/7/2023	BMO	Brian Braden/The Home Depot #2751	\$95.81
*	11/7/2023	BMO	Mark Rogers/Google Svcslivingstone	\$58.48
*	11/7/2023	BMO	Theodore J Kroll/Amzn Mktp US T15k078p1	\$14.97
*	11/7/2023	BMO	Saima Caverly/Acco Brands Direct	\$740.00
*	11/7/2023	BMO	Malissa Patrick/Amzn Mktp US T16nh8yz0	\$26.99
*	11/7/2023	BMO	Sara Leggett/Brookes Publishing	\$482.53
*	11/7/2023	BMO	Sara Leggett/Early & Bright	\$180.00
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp US T12su1vt1	\$80.41
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp US T14db9gm1	\$149.99
*	11/7/2023	BMO	Laura Spadoni/Msbo	\$150.00
*	11/7/2023	BMO	David Larson/Backblaze.Com	\$9.10
*	11/7/2023	BMO	David Larson/Backblaze.Com	\$36.38
*	11/7/2023	BMO	David Larson/Tiger Technology, Inc	\$1.60
*	11/7/2023	BMO	David Larson/Tiger Technology, Inc	\$6.40
*	11/7/2023	BMO	Omega Rainer/Eb Talkingaac 2023 In	\$200.00
*	11/7/2023	BMO	Cheryl Judd/Jimmy Johns - 764 - Mo	\$96.91
*	11/7/2023	BMO	Robin Schutz/Hungry Howies - 00056	\$280.86
*	11/7/2023	BMO	Rebecca Holman/Kroger #720	\$29.56
*	11/7/2023	BMO	Lori Waite/Amzn Mktp US T97ba5pn2	\$58.95
*	11/7/2023	BMO	Lori Waite/Early & Bright	\$225.00

PCARD Register November 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Lori Waite/Amzn Mktp US T13wo3gy1	\$45.00
*	11/7/2023	BMO	Carol Braden/Tst Tomato Brothers	\$219.67
*	11/7/2023	BMO	Carol Braden/Apple.Com/Us	\$200.00
*	11/7/2023	BMO	Lori Waite/Bit Fun And Function L	-\$2.40
*	11/7/2023	BMO	Lori Waite/Education Resources	\$638.00
*	11/7/2023	BMO	Lori Waite/The Devereux Foundatio	\$518.00
*	11/7/2023	BMO	Lori Waite/Paypal Teachnmetot	\$584.90
*	11/7/2023	BMO	Carol Braden/Amazon.Com T90e46342	\$17.26
*	11/7/2023	BMO	Carol Braden/Wal-Mart #1754	\$56.05
*	11/7/2023	BMO	Carol Braden/Amzn Mktp US T963t5ji2	\$21.99
*	11/7/2023	BMO	Lori Waite/Amzn Mktp US T127n4600	\$87.97
*	11/7/2023	BMO	Lori Waite/Early & Bright	\$225.00
*	11/7/2023	BMO	Rebecca Holman/Panera Bread #601936 P	\$28.78
*	11/7/2023	BMO	Judith Paulsen/Jimmy Johns - 764 - Mo	\$59.32
*	11/7/2023	BMO	Rosanna Hamilton/Amzn Mktp US T10ha42p0	\$89.94
*	11/7/2023	BMO	Omega Rainer/Awl Pearson Education	\$262.50
*	11/7/2023	BMO	Omega Rainer/Awl Pearson Education	\$657.72
*	11/7/2023	BMO	Omega Rainer/Awl Pearson Education	\$211.47
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$17.08
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$4.88
*	11/7/2023	BMO	Cole Gremore/The Home Depot #2751	\$27.54
*	11/7/2023	BMO	David Larson/Msbo	\$150.00
*	11/7/2023	BMO	Saima Caverly/Amzn Mktp US T18ch6kz0	\$70.03
*	11/7/2023	BMO	Saima Caverly/Tobii Dynavox Systems	\$99.00

PCARD Register November 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	11/7/2023	BMO	Sara Leggett/Education Resources	\$343.00
*	11/7/2023	BMO	Sara Leggett/Center For Breastfeedi	\$650.75
*	11/7/2023	BMO	Sara Leggett/Center For Breastfeedi	\$650.75
*	11/7/2023	BMO	Sara Leggett/Center For Breastfeedi	\$650.75
*	11/7/2023	BMO	Sara Leggett/Center For Breastfeedi	\$650.75
*	11/7/2023	BMO	Sara Leggett/Center For Breastfeedi	\$650.75
*	11/7/2023	BMO	Sara Leggett/Eb Linked Breathing A	\$490.00
			Total:	\$60,508.18

Automated Clearing House Transactions - November 2023

OUTGOING

Description	Date	Amount
Federal Payroll Taxes	11/10/2023	\$292,058.98
Federal Payroll Taxes	11/24/2023	\$283,378.72
State Payroll Taxes	11/30/2023	\$85,687.73
H S A Remittance- Health Equity	11/9/2023	\$22,568.41
H S A Remittance- Health Equity	11/21/2023	\$5,000.00
H S A Remittance- Health Equity	11/24/2023	\$22,164.46
The Standard	11/10/2023	\$47,884.18
The Standard	11/22/2023	\$45,457.34
EDUSTAFF	11/3/2023	\$968.63
EDUSTAFF	11/17/2023	\$802.38
MPSERS Retirement	11/9/2023	\$526,116.54
MPSERS Retirement	11/24/2023	\$520,934.88
The Hartford Insurance Company	11/14/2023	\$9,581.58
The Hartford Insurance Company	11/30/2023	\$11,105.31
BMO Card payment	11/7/2023	\$60,508.18
Guardian Insurance	11/27/2023	\$30,926.01
Friend of the Court	11/10/2023	\$606.44
Friend of the Court	11/24/2023	\$606.44
Lansing City Taxes	11/1/2023	\$46.97
East Lansing Taxes	11/2/2023	\$64.37
Infinisource	11/10/2023	\$748.65
WMichigan Health Insurance	11/28/2023	\$36,376.46
BCBS Health Insurance Premiums	Various	\$343,523.01
TOTAL OUTGOING TRANSACTIONS		\$2,347,115.67

INCOMING

Description	Date	Amount
Medicaid Interim Payment	11/9/2023	\$161,919.00
State of Michigan - State Aid	11/20/2023	\$4,070,126.37
Head Start- Nutrition	11/8/2023	\$27,021.99
Head Start- Nutrition	11/29/2023	\$34,361.10
Misc Income	Various	\$552.00
Federal Funds Through State	11/21/2023	\$1,952,375.32
Howell Invoices	Various	\$1,209,904.47
Hartland Invoices	Various	\$713,842.52
Pinckney Invoices	Various	\$760,471.27
Hamburg Township Taxes	Various	\$1,070.96
TOTAL INCOMING TRANSACTIONS		\$8,931,645.00

APPENDIX B

- Minutes of Regular Meeting of November 8, 2023



MINUTES

Regular Meeting of November 8, 2023

1. Call to Order

President Loy called to order the meeting of the Livingston Educational Service Agency Board of Education at 6:00 p.m. on Wednesday, November 8, 2023 at the Livingston Educational Service Agency Education Center, 1425 W. Grand River, Howell, Michigan.

A. Pledge of Allegiance

B. Roll Call

Present were:

Board Members: President Loy
Vice President Cortez
Secretary Fryer
Treasurer Kaiser
Trustee Jankowski

LESA Staff: Doug Haseley, Dr. Michael Hubert, Alice Johnson, Judy Paulsen, Michelle Radcliffe, Kris Resseguie, Jonathan Tobar, Melissa Usiak, Stephanie Weese (participated via Zoom), Mary Wiese, Laura Walters, Adrian Dean, Carolyn O'Hearn, Nicolette Cheff, Heidi Danpullo, Sara Leggett, Carie Cowger, Amber Roberts, Malissa Patrick, Laurie Spadoni, Mike Breitenbecher, Laura O'Lewin, Luke Johnson, Mark Rogers, Ryan Fox, Brian Braden, Deana Petty, Marci Moloney, Dave Larson, Robin Schutz, Meghan Hickman, Michelle Allison, Aj Scherrer, Alana Anderson, Josh Kley

C. Approval of Agenda

It was moved by Jankowski and seconded by Cortez to approve the agenda as presented.

The motion carried unanimously.

2. Call to the Public/Correspondence

The President asked if anyone wished to speak on any items or had received correspondence.

Administrators and Supervisors in attendance introduced themselves and shared an appreciation about the agency.

3. Approval of Consent Agenda

It was moved by Kaiser and seconded by Cortez to approve the Consent Agenda as presented.

A roll call vote was taken. Kaiser voted YES, Cortez voted YES, Jankowski voted YES, Fryer voted YES, and Loy voted YES.

The motion carried unanimously.

A. Superintendent's Recommendations

012-023-024

The Board approve the following overnight travel:

Dr. Michael Hubert, Gallagher Training Center, December 10-11, 2023, Chicago, IL

013-023-024

The Board approve the following overnight travel:

Stephanie Weese, Gallagher Training Center, December 10-11, 2023, Chicago, IL

B. Personnel Board Report

The Personnel Board Report of October 31, 2023 was presented for approval.

C. Approval: Financial Information

The following financials were presented for approval:

- Check Register of October 2023
- Purchase Card Transactions of October 2023
- ACH Report of October 2023

D. Approval: Minutes

The following minutes were presented for approval:

- Regular Board Meeting of October 11, 2023

4. Presentation(s)

A. Early Childhood Inclusion Initiatives

Melissa Usiak and Sara Leggett provided an update on Early Childhood Inclusion Initiatives, including "where we've been, where we are, and where we are going."

B. Literacy Presentation

Carolyn O'Hearn shared a Pathway Program Literacy update, and responded to questions from the Board. She was accompanied by Kris Resseguie and Alana Anderson.

C. Quarterly Finance Report

Laura Walters shared the Quarterly Finance Report.

5. Action Item(s)

A. Appointment of LIPSA Negotiation Teams

The LIPSA bargaining agreement will expire on June 30, 2025. The administration is recommending the following individuals to serve on the Board of Education's team to facilitate labor discussions and agreements.

- Stephanie Weese, Assistant Superintendent for Administrative Services – Chief Spokesperson
- Douglas Haseley, Assistant Superintendent for Special Education
- Carie Cowger, Director of Special Education for Pinckney
- Laura Walters, Finance & Budget Director
- Laurie Spadoni, Director of Human Resources

It was moved by Jankowski and seconded by Fryer that the Board approve the LIPSA negotiations team as presented and that the negotiating team have the complete power and authority to take all steps related to collective bargaining under the Public Employee Relations Act with the exception of ratification of any tentative agreement.

The motion carried unanimously.

B. Appointment of LETAA Negotiation Team

The LETAA bargaining agreement has an expiration date of June 30, 2026. The administration is recommending the following individuals to serve on the Board of Education's team to negotiate successor agreement:

- Stephanie Weese, Assistant Superintendent for Administrative Services
- Douglas Haseley, Assistant Superintendent for Special Education
- Kris Resseguie, Director of LESA Special Education Programs
- Laura Walters, Finance & Budget Director
- Laurie Spadoni, Director of Human Resources–Chief Spokesperson

It was moved by Cortez and seconded by Fryer that the Board approve the LETAA negotiation team as presented and that the negotiating team have the complete power and authority to take all steps related to collective bargaining under the Public Employee Relations Act with the exception of the ratification of any tentative agreement.

The motion carried unanimously.

C. Summer Tax Resolution

In accordance with the Revised School Code, the Board must annually adopt a resolution to acknowledge its decision to impose summer taxes on an ongoing basis.

The Agency is required to forward a copy of the annual resolution and the resolution passed on December 14, 2005 to each city and/or township in which the Agency is located. The Agency must then request each city and/or township in which it is located to agree to collect the summer school property tax levy. Negotiations for the reasonable expenses for collection of the summer school property tax levy then follow.

It was moved by Kaiser and seconded by Jankowski that the Board approve the annual summer tax resolution as presented and authorize the Superintendent to negotiate the reasonable expenses for collection of the summer property tax levy.

The motion carried unanimously.

D. Head Start DRS Grant – Recompete Grant Process for 2023-2024

The Livingston ESA Competitive Grant Proposal is being submitted in response to the Notice of Funding Opportunity (NOFO) for Livingston County, MI, issued by the U.S. Department of Health and Human Services. The grant opportunity provides a total of \$2,078,072, with the applicant responsible for determining the allocation of funds between Head Start and Early Head Start programs to serve up to 99 two to four year olds. The proposal outlines the grant application components, scoring criteria, and the applicant's approach to addressing the community's needs, which includes converting slots from Head Start to Early Head Start, adjusting hours of operation, and increasing the number of service days per week to meet program requirements. It also highlights the expected enrollment changes, with a reduction in Head Start slots and the establishment of Early Head Start classrooms.

It was moved by Cortez and seconded by Jankowski that the Board approve the submission of a grant application to the Department of Health and Human Services for the Head Start program to provide comprehensive child development service to 99 low-income two to four year-olds and their families residing in Livingston County or using a program of choice in the amount of \$2,078,072.

The motion carried unanimously.

E. Purchase Approval – First Impression Print and Marketing

In accordance with Board Policy 1001 regarding conflict of interest, purchase from First Impression Print and Marketing is requested in an amount not to exceed \$1,394.24 for 1,000 summer activity calendars for preschools and school districts to give families with children

entering kindergarten in the fall. This calendar has been printed and distributed in past years. Preschools, elementary schools, and families have requested a print option again this year. First Impression Print and Marketing can provide the printing and the z fold option for the calendar.

Vice President Cortez has notified President Loy in writing at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure has been made public in the same manner as the Board's notices of its public meetings.

It was moved by Jankowski and seconded by Kaiser that the Board approve the purchase from First Impression Print and Marketing for summer activity calendars for families with children entering kindergarten in the fall in an amount not to exceed \$1,394.24.

The motion carried unanimously, with Cortez ABSTAINING.

F. Purchase Approval – Server Hardware

The Agency's current server infrastructure is due for replacement. Typical replacement cycle is at 7-8 years of service and our servers are currently 7 years old.

The servers host nearly all of the critical services necessary for Agency daily operations. Because of that importance, we purchase support and warranties on all server hardware. For this equipment, we expect to get 5 years of service life as critical operations and 5 additional years as secondary support. Secondary support duties would include monitoring, logging, and backup operations for the primary servers and network equipment. This stretches the usable life of purchased equipment to 10 years, while keeping critical infrastructure fresh every 5 years.

Wayne RESA competitively and appropriately bid the equipment including Livingston ESA in the consortium RFP. The equipment needed to replace the Agency servers totals \$89,314.65. The grand total requested for approval includes a 10% contingency.

Capital Project funds designated for technology replacement will be used to pay for the upgrade.

It was moved by Kaiser and seconded by Jankowski that the Board approve the purchase of equipment from Trace 3 to be used to replace the Agency's servers for an amount not to exceed \$98,246.

A roll call vote was taken. Kaiser voted YES, Jankowski voted YES, Cortez voted YES, Fryer voted YES, and Loy voted YES.

The motion carried unanimously.

G. Document Storage Solution Recommendation

The Agency, along with 19 other school districts, participated in a request for proposal (RFP) process led by Wayne RESA for a document storage and digital workflow solution. The intent was to find a consortium solution with a fixed cost and support model for a large number of users.

The Agency is currently using CEO imaging for a document storage solution. The reasoning behind joining the RFP process with Wayne RESA was to find a solution with more functionality and increased security parameters to safeguard the data. Joining a consortium also offers the ability to learn from colleagues and typically generates better pricing.

The RFP process resulted in 6 vendors being awarded purchasing agreements. The various agreements gave participating districts various options to choose from, with the intent that every district could find a solution that would work. One of the awarded vendors was identified as a consortium solution that aligned with the needs of a large number of districts. DOMA technologies was identified as the vendor offering the best consortium solution.

The pricing for each vendor is as follows:

Applied Innovation	\$46,800 per year for 20 users + one-time implementation costs
Toshiba	\$46,800 per year for 20 users + one-time implementation costs
Global Solutions Group	\$64,263 per year for 20 users + one-time implementation costs
OPG-3	\$64,263 per year for 20 users + one-time implementation costs
Konica Minolta	\$37,677 per year for 20 users + one-time implementation costs

DOMA Technologies \$36,000 per year for 20 users + one-time implementation costs

** Integration with current software is planned and available within the consortium.

Wayne RESA has released a Memo of Understanding (MOU) for districts to complete/sign to indicate their interest in moving to the DOMA solution. By signing the MOU, the Agency would be committing to at least three years with the DOMA technologies solution. The first phase of implementation will begin on January 1, 2024.

It was moved by Cortez and seconded by Fryer that the Board approve moving to the DOMA technologies solution and authorize the Superintendent to sign the Memorandum of Understanding with Wayne RESA.

A roll call vote was taken. Cortez voted YES, Fryer voted YES, Kaiser voted YES, Jankowski voted YES, and Loy voted YES.

The motion carried unanimously.

6. Reports

A. Superintendent's Report

Dr. Hubert:

- Complimented Howell Public Schools on a successful bond campaign.
- Shared that the AESA Conference is coming up at the end of the month and three Board members will be attending.
- Expressed appreciation for the Literacy presentations which took place tonight.
- Shared that the Mental Health Series begins tomorrow night. He also invited the Board to participate, and thanked Sunrise Rotary for funding the series.

7. Board Discussion

Kaiser commented on the commitment of our staff and how much that is appreciated.

Loy thanked Veterans for their service and wished everyone a safe and happy Thanksgiving.

8. Adjournment

President Loy declared the meeting adjourned at 7:44 p.m.

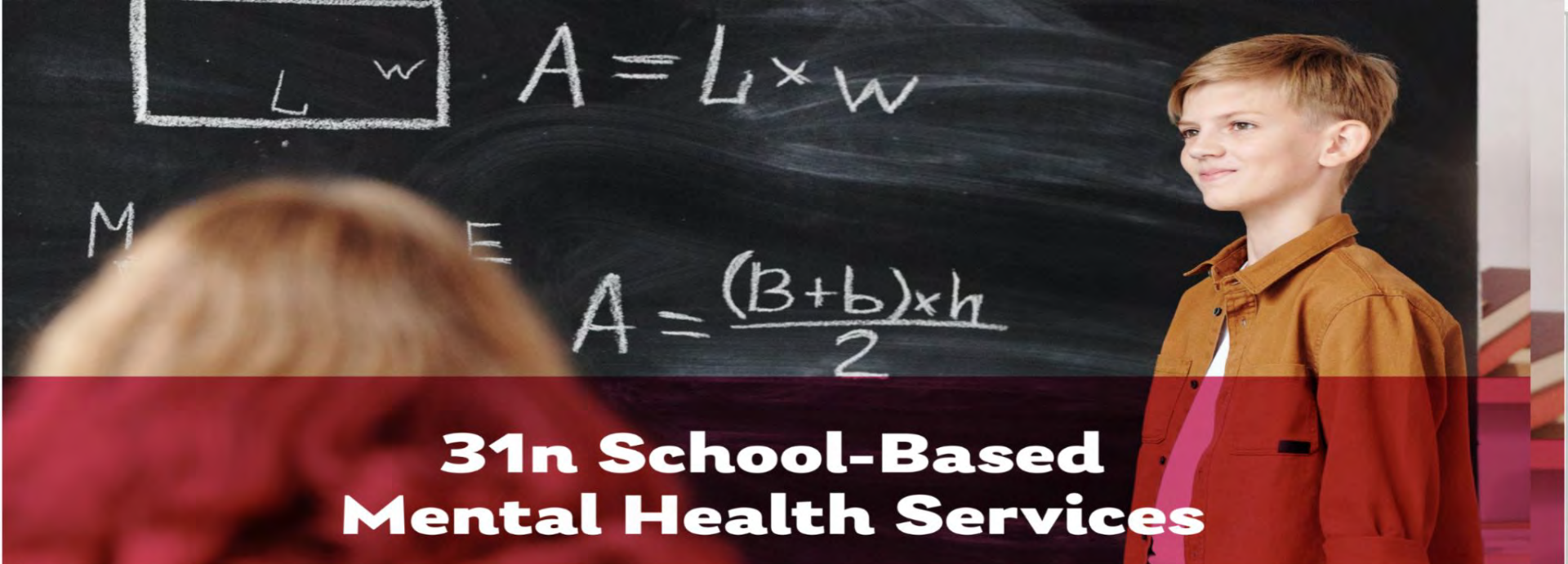
Respectfully submitted,

Harold E. Fryer
Secretary

HEF/jp

APPENDIX C

- Student Mental Health Update – 31n, etc.



31n School-Based Mental Health Services

The overall intent of 31n is to increase the provision of mental health and support services in schools for general education students throughout Michigan. Since 2018-19, the Michigan Legislature has allocated funds to intermediate districts and the network of child and adolescent health centers to add licensed behavioral health providers in schools.



Goals

- Expand early childhood learning opportunities
- Improve early literacy achievement
- **Improve the health, safety, and wellness of all learners**
- Expand secondary learning opportunities for all students
- Increase the percentage of all students who graduate from high school
- Increase the percentage of adults with a post-secondary credential
- Increase the numbers of certified teachers in areas of shortage
- Provide adequate and equitable school funding



Michigan Legislature Funding Priority for Mental Health

31n(6): \$62.8 million for Intermediate School District (ISD) services

\$955,300/ISD plus an equal per-pupil amount distributed to all 56 ISDs for the provision of mental health and support services.

31n(10): \$500,000 for administration

Distributed equally to the 56 ISDs for the purpose of administering programs funded under 31n and to ensure the overall vision and intent of the legislation is carried out.



“The connections that we have made with students have helped them feel like they have someone who is there to support them. By having a referral process in the school system, teachers and counselors have been able to recommend and ensure that students gain access to mental health services. As a result, we have been able to support students who were dealing with difficult situations through teaching coping skills, suicide screening, and coordination for outside services.”

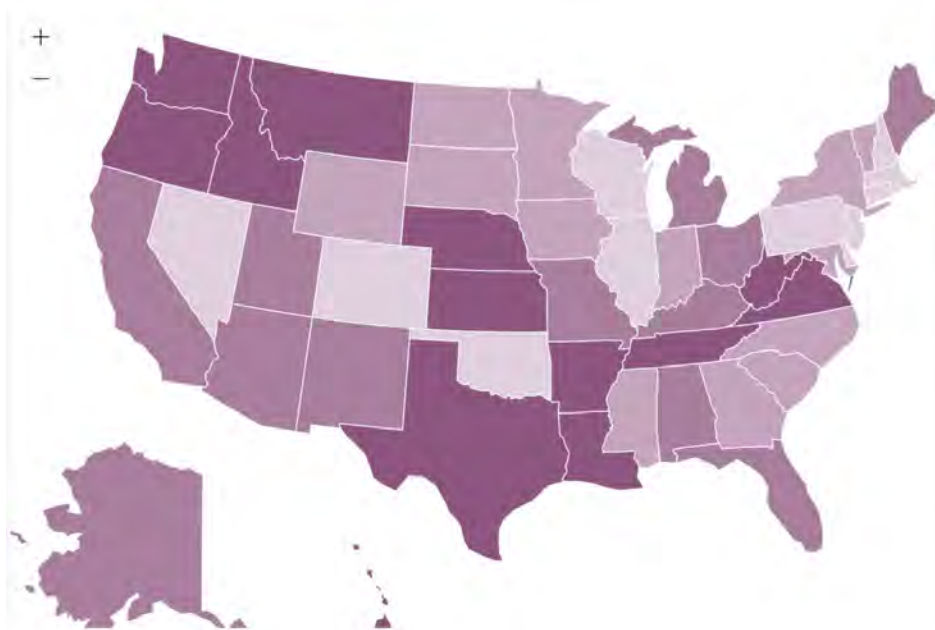
DOUGLAS HASELEY

Assistant Superintendent for Special Education
Livingston ESA

State of Mental Health in America Report (2023)

Key Takeaways

- 16% of youth surveyed reported having at least one major depressive episode in the past year.
- More than 2.7 million children and adolescents are living with severe major depression.
- 60% of youth with major depression receive no mental health treatment.
- States with the poorest pediatric mental health rankings include Oregon, Kansas, Nebraska, and Virginia. These states also have some of the highest percentages of children experiencing at least one major depressive episode and/or substance use disorder.
- Over 6% of youth surveyed reported having a substance use disorder in the past year. Of that number, 2.85% reported using alcohol, and 4.85% reported using illicit drugs.
- 1 in 10 children covered under private insurance cannot access care for mental or emotional difficulties through their insurance.



Youth Ranking 2023

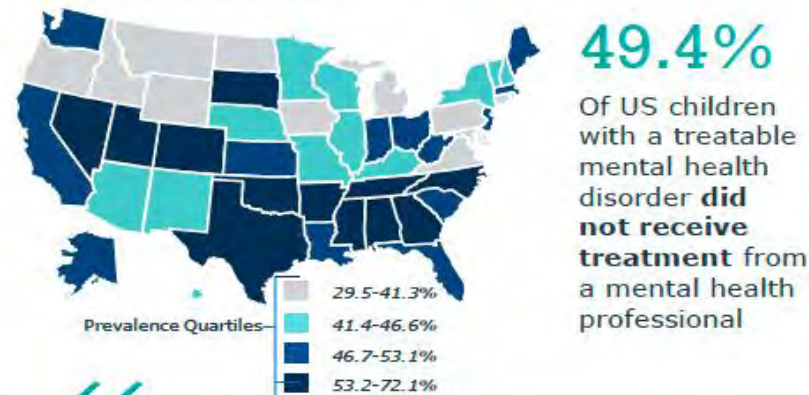
The seven measures that make up the Youth Ranking include:

1. Youth with at Least One Major Depressive Episode (MDE) in the Past Year
2. Youth with Substance Use Disorder in the Past Year
3. Youth with Severe MDE
4. Youth with MDE Who Did Not Receive Mental Health Services
5. Youth with Severe MDE Who Received Some Consistent Treatment
6. Youth with Private Insurance That Did Not Cover Mental or Emotional Problems
7. Students (K+) Identified with Emotional Disturbance for an Individualized Education Program.

Education Has Become the “De Facto” System of Care

Mental Health Deserts Leave Many Students Without Local Providers

Prevalence of Children with Mental Health Disorders Who Did Not Receive Care



“

If we don't provide students with these services in school, who will? Our community does not have these resources. As a superintendent in this school district, I have an obligation to help kids be well.”

Superintendent, VA

Responsibility for Adolescent Mental Health Care Falls on Schools

75%



Of children receiving mental health care **received that care in a school setting**

Convenience and Familiarity Preferable for Students

21x



Youth are 21 times **more likely to visit a school-based health clinic** for their mental health care than a community-based clinic

31n(6): Mental Health in the Schools Grant

- Enhance and expand the availability of mental health services and supports to general education K-12 students in Michigan.
- Administer comprehensive behavioral health assessments, including screening
- Development of a treatment service plan
- Brief cognitive behavior therapy/counseling
- Crisis Intervention

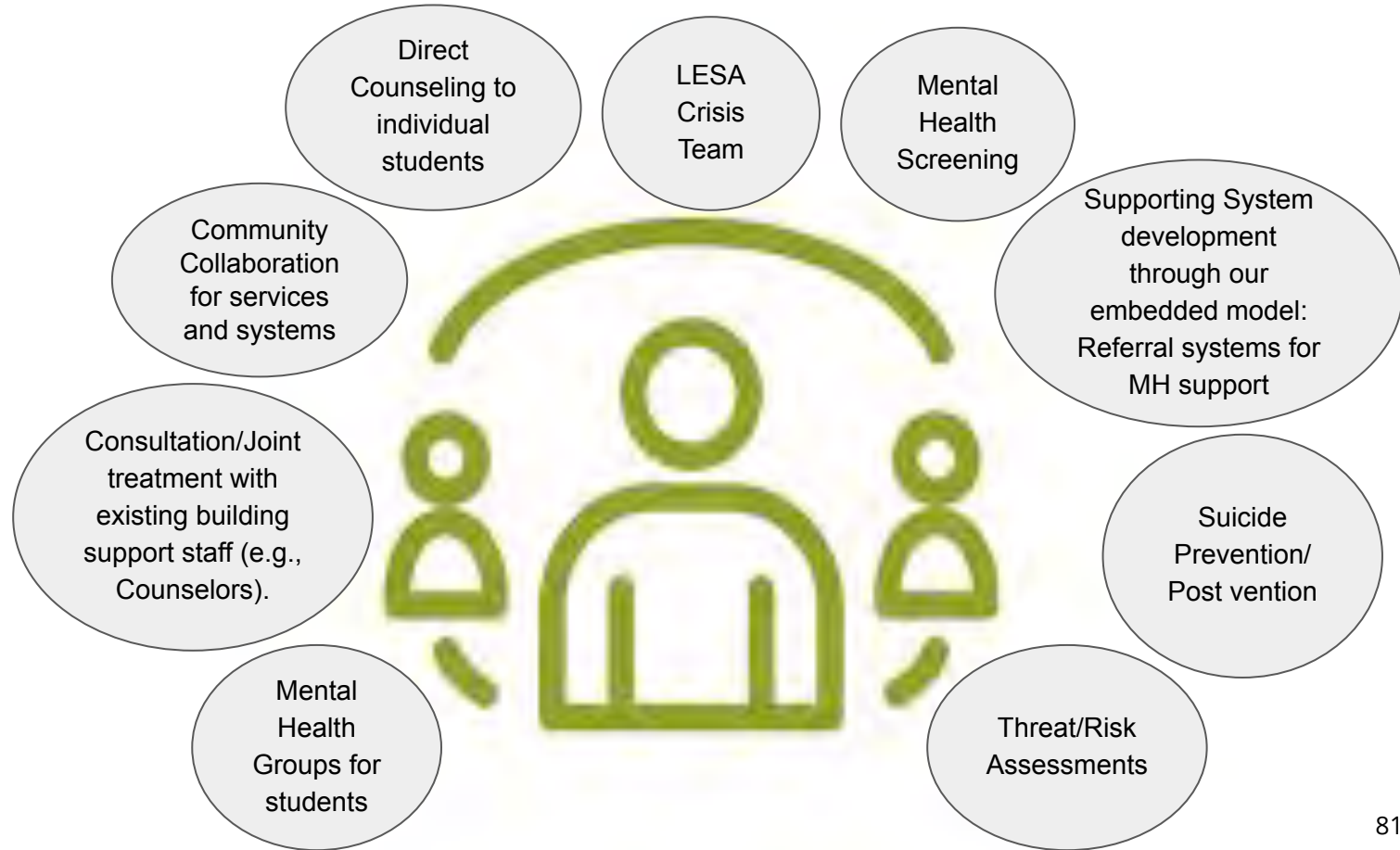


MEET our Livingston ESA Mental Health Team!




[31n Staff](#)

Anatomy of Mental Health Services in the School



Student/ Family/ Community Impact

	Direct Student Services	Family / Community Outreach
Student # 	491 Students 790 Direct Contacts 12-buildings 5-local districts	<ul style="list-style-type: none">● Grief Crisis Debrief- Local + CMH● CMH Wrap Around member● Mental Health Awareness Group● Drug “Treatment” Court● Mental Health Collaborative Network● LESA Parent Mental Health Trainings● Hope Squad● ParentGuidance.org

Livingston Educational Service Agency is now offering the following opportunities for any counselor or social work staff working in a school setting. Join us for any or all of the following professional learning and collaborative opportunities, some virtual and some in person. SCECHs and CEs available for those who attend.

County-Wide Mental Health Collaborative Network

Date, Time, Format	Topic(s)
Thursday, October 26, 2023 8:00am - 10:00am In person at LESA Leadership Rooms	School Avoidance Presentation Livingston County CMH's Wraparound Program Register here!
Thursday, December 7, 2023 8:00am - 10:00am Virtual, Zoom link: https://us06web.zoom.us/j/87961271350	Executive Functioning Presentation and Strategies Student Connect Register here!
Thursday, February 8, 2024 8:00am - 10:00am In person at LESA Leadership Rooms	A Visit from Bethany Boik, Author of "Diary of a Schizophrenic" Register here!
Thursday April 18, 2024 8:00am - 10:00am Virtual, Zoom link: https://us06web.zoom.us/j/89834097789	Anxiety/The Science of Mindfulness and Strategies La Casa Register here!
Thursday, May 2, 2024 8:00am - 10:00am In person at LESA Leadership Rooms	School-Based CBT Strategies and The Science of the Brain Catholic Charities Register here!



Mental Health Parent/Community Learning Series

#1 – November 9th at 6:30pm - "Your Child's Anxiety"

#2 – December 14th at 6:00pm - "School Avoidance"

#3 – January 11th - "Effects of Screen Time & Your Child's Mental Health"

#4 – February 8th - "Building your Child's Confidence"

#5 – March 14th - "Bullying - Stop the Cycle"

#6 – April 11th - "ABC's of Overcoming Substance Use"



<http://www.livingstonesa.org/community-resources/mental-health-series>

www.parentguidance.org

A better way to navigate your child's mental health.

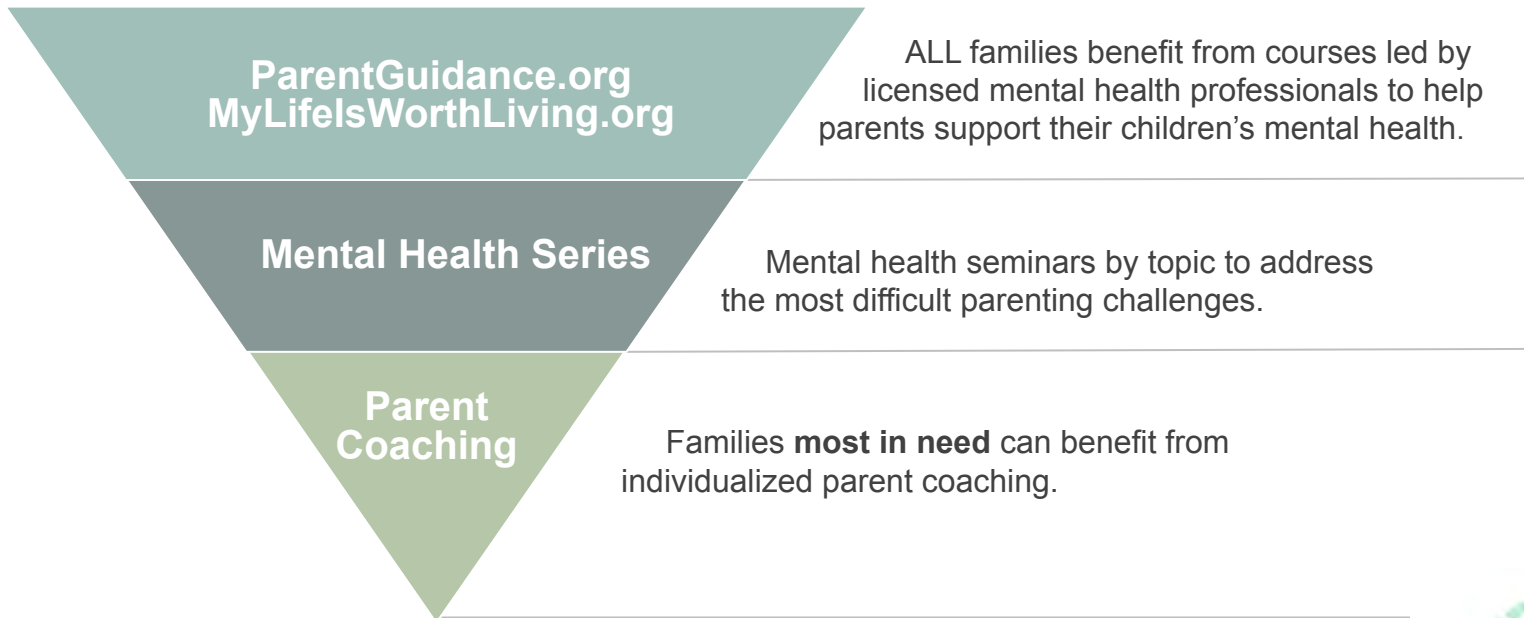
We understand that parenting is a challenging and oftentimes overwhelming experience. Our program connects you with a free parenting coach and therapist-created content to help you navigate the ups and downs with confidence.



ParentGuidance.org is a free resource for parents in Livingston County.



3 Tier Model





Livingston ESC Community Project:

**Parent
Coaching**

September 2023 – December 2023

210 total families enrolled

48 new families enrolled



Why do I need coaching...

“Just having someone to provide encouragement, help problem solve with me, help me navigate through these big life changes.”

“I hope it will help me and my husband to relate and assist my son with his struggles ”

“Provide confidence, offer resources, support, guidance.”

“I'm looking for any help I can get.”

“Help make myself more confident as a parent as my children grow.”

“Learning ways to help without frustration and impatience.”



What parents are saying about coaching...

“The best parenting advice ever - so hard to make changes for most people but this made it easier.”

“I appreciate all the extra resources that my coach suggests.”

“Maria is the best. Personally relatable due to her parenting situation (just like ours).”

“Very good appointment”

“My coaching is very understanding.”

“My coach is authentic and empathic. She listens well and is skilled at offering valuable suggestions for change that relate to my voiced concerns about my child.”

“I am getting a lot more than I expected I would.”



“

Consequently, actions that successfully improve the overall mental health of the population are likely to be accompanied by other important benefits to society.

Elliott Goldner, Emily Jenkins, & Dan Bilsker, 2016

PositivePsychology.com





APPENDIX D

- Equipment Evolution in CTE



EQUIPMENT EVOLUTION IN CTE



2022-2023

- Equipment grant – 61C \$576,923
- Added Cost -61a1 - \$400,93

2022-2023

- 17 different CTE programs from all 5 districts



2022-2023



2023-2024

- Equipment grant – 61C \$1,153,846
- Added Cost -61a1 - \$222,353

2023-2024

- 18 different CTE programs from all 5 districts



2023-2024

- 18 different CTE programs from all 5 districts



APPENDIX E

- Update on Education/Employer Advisory Council Work



EDUCATION AND EMPLOYER ADVISORY COUNCIL

Committee Members- Education

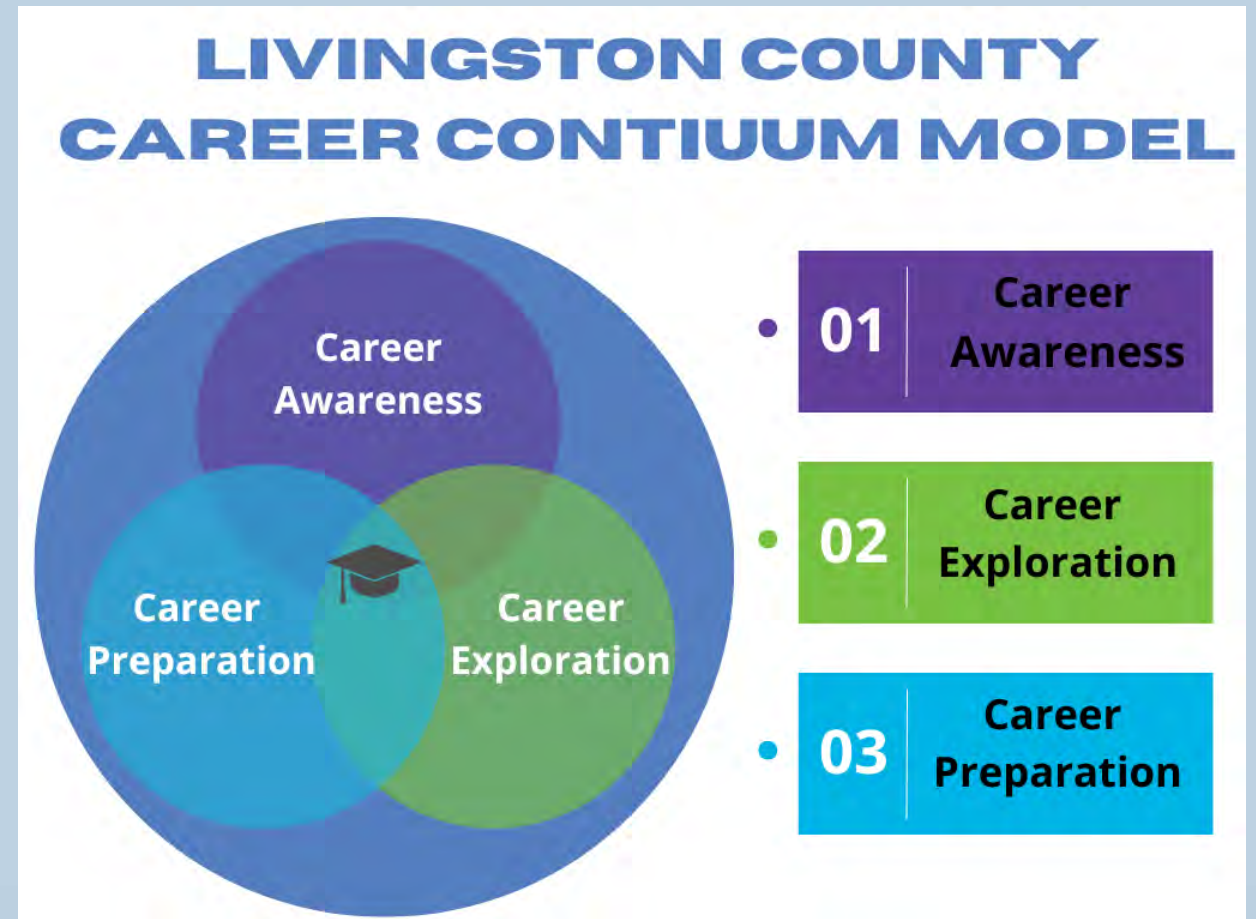
- Mike Hubert - Superintendent, LESA
- Michelle Radcliffe – Executive Director for Career Development, LESA
- Laura Saline, Career and College Readiness Coordinator, LESA
- Erin MacGregor - Superintendent, Howell
- Chuck Hughes - Superintendent, Hartland
- Jason Schrock - Principal, Howell HS
- Angela MacKenzie - CTE Teacher, Pinckney
- Sean Carney - CTE Teacher, Brighton
- Curtis Refior - CTE Teacher, Fowlerville
- Linda Blakey – Provost, WCC

Committee Members- Employers

- Suzanne Morrison - Director of Marketing, Hatch Stamping
- Marcia Gebarowski - Director of Business Development Livingston, Ann Arbor SPARK
- Julia Keider - President, LAHRA
- Rob Britton - Sr. Talent Acquisition, Trinity Health
- Steve Gronow - Builder, Chestnut Home Builders
- Janelle Best – President, Howell Area Chamber of Commerce
- Mary Robinson – Executive Director, Explore Brighton & Howell (Livingston County Convention and Visitors Bureau)
- Mitch Zajac – Shareholder, Butzel Attorneys and Counselors and Past County Commissioner

Council Focus

- 100% of Livingston County high school seniors will:
 - 1- be career ready
 - 2- have a plan upon graduation
 - 3- be connected to opportunities within the LC3



In the works...

- **Developing a countywide career exploration plan and graduation expectation for every student**
 - Including an outline of experiences for each grade level
 - System to track and capture this student information
 - System to support at a county level with flexibility for each district as well
 - How industry partners will have a pipeline for talent through the career experiences

Celebrations

- Career Z Challenge Award
- Increase in Job Shadow opportunities
- Growing county culture – every student has access to develop a career plan and have one upon graduation

- Questions?

APPENDIX F

- Flexible Benefits Plan

Livingston Educational Service Agency Flexible Benefits Plan

Restated Effective: January 1, 2024

4879-3839-7332_1

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ARTICLE I - ESTABLISHMENT OF THE PLAN^{PLAN}

The Livingston Educational Service Agency establishes the Livingston Educational Service Agency Flexible Benefits Plan (the Plan) for the purpose of providing eligible Employees with a choice between cash and certain tax-free benefits. The Plan was originally adopted effective January 1, 1991 and has been periodically restated since that date. The Plan is hereby further restated effective January 1, 2024.

The Plan is intended to provide Participants with a choice between receiving compensation in cash or reducing compensation in order to obtain medical, dental, vision, life and/or long-term disability benefits. The Plan is intended to qualify as a cafeteria plan under Section 125 of the Code and is to be interpreted in a manner consistent with the requirements of Section 125.

ARTICLE II - DEFINITIONS

The definitions contained herein shall be applicable only to the Livingston Educational Service Agency Flexible Benefits Plan.

2.1 “Accounts” means the bookkeeping accounts established to record the amount of benefits available to a Participant under the Medical Reimbursement Plan, the Dependent Care Assistance Plan and the Cafeteria Plan described in Articles V, VI and VII of the Plan.

2.2 “Agreement” means the collective bargaining agreement between the Board of Education of the Livingston Educational Service Agency and the (1) Livingston Intermediate Professional Staff Association; or (2) Livingston Educational Service Agency Teacher Assistants. as may be amended from time to time. “Agreement” shall also mean a written individual employment agreement executed by an authorized representative of the Livingston Educational Service Agency as well as any written employment policy or handbook

approved and published by an authorized representative of the Livingston Educational Service Agency.

2.3 “Benefit Election/Compensation Reduction Agreement” means an agreement between the Participant and the District under which the Participant elects either the Cash Benefit or one or more Qualified Benefits. For purposes of this Plan, effective January 1, 2014, “Qualified Benefits” shall not include individual medical insurance coverage purchased through a health care exchange established under the Affordable Care Act. If the Participant elects Qualified Benefits, he/she shall agree to reduce his/her Compensation or to forego all or part of the increases in such Compensation, to the extent provided in the applicable Agreement, to have such amounts applied by the District toward the premium required to obtain coverage for an eligible Employee, spouse or covered dependent under the terms of the applicable Agreement. The Benefit Election/Compensation Reduction Agreement shall apply only to Compensation that has not been actually or constructively received by the Participant as of the date of the Compensation Reduction Agreement (after taking this Plan and Code §125 into account) and, subsequently does not become currently available to the Participant.

2.4 “Cafeteria Plan” means the Livingston Educational Service Agency Cafeteria Plan established in Article VII.

2.5 “Cafeteria Plan Account” means the Account established and maintained by the District under Article VII to record the amount by which a Participant reduces his compensation to make Participant contributions to premium payments, purchase Qualified Benefits under the Plan and to reflect Cash Benefit payments made to Participants who do not elect qualified benefits.

2.6 “Cash Benefit” means the amount of additional Compensation (from which applicable withholdings are made) which is paid to a Participant in lieu of Qualified Benefits in accordance with the terms of this Plan.

2.7 “Code” means the Internal Revenue Code of 1986, as amended.

2.8 “Compensation” means the total cash remuneration received by a Participant from the District during a Plan Year prior to any reductions pursuant to a Benefit Election/Compensation Reduction Agreement authorized under this Plan. Compensation shall include overtime pay and bonuses.

2.9 “Dental Care Coverage” shall mean the group dental care coverage offered by the District as reflected in the plan document for such coverage then in effect and as offered pursuant to an Agreement.

2.10 “Dependent Care Assistance Account” means the Account established and maintained by the District under Article VI to record the amount by which a Participant reduces his/her compensation to receive reimbursement of certain dependent care expenses under the Dependent Care Assistance Plan.

2.11 “Dependent Care Assistance Plan” means the Livingston Educational Service Agency Dependent Care Assistance Plan established under Article VI.

2.12 “District” means the Livingston Educational Service Agency located within the State of Michigan.

2.13 “Effective Date” means January 1, 1991. The Effective Date of this restatement is January 1, 2024.

2.14 “Employee” means any person employed by the District whose terms and conditions of employment are governed by an Agreement and who is eligible to elect the Cash

Benefit, Health Care Coverage, Dental Care Coverage, Group Term Life Insurance Coverage, Long-Term Disability Coverage and/or Vision Care Coverage under an Agreement and the Plan document for such coverage. An Employee shall only be eligible to participate in the Plan if: (1) he/she is classified by the District as a common law employee and is on the District's W-2 payroll; and (2) as to the Medical Reimbursement Plan and Dependent Care Assistance Plan only, he/she is employed in a position in which he/she is expected to have at least 25 Hours of Service per week, provided however, that an Employee who is covered by the Regional Transportation Collaborative Employee Handbook or the Specialized Transportation Employee Handbook shall not be subject to the 25 Hours of Service per week requirement as to participation in the Medical Reimbursement Plan only. For purposes of this provision, an "Hour of Service" is defined as each hour for which the Employee receives or is entitled to receive payment for the performance of services for the District.

2.15 "Group Term Life Insurance Coverage" means the fully-insured group term life insurance coverage offered pursuant to an Agreement which is governed by the contracts and plan document applicable to such coverage.

2.16 "Health Care Coverage" shall mean the group health care coverage as amended from time to time offered pursuant to an Agreement.

2.17 "Health Savings Account" means a tax-exempt trust or custodial account established under Code Section 223 exclusively for the purpose of paying qualified medical expenses of the account beneficiary who, for the months for which contributions are made to the account, is covered under a high-deductible health plan.

2.18 "Long-Term Disability Coverage" means the long-term disability insurance coverage options, as amended from time to time, offered pursuant to an Agreement.

2.19 “Medical Reimbursement Account” means the Account established and maintained by the District under Article V to record the amount by which a Participant reduces his/her compensation to receive reimbursement of qualifying medical care expenses under the Medical Reimbursement Plan. As to Participants covered by the Regional Transportation Collaborative Employee Handbook or the Specialized Transportation Employee Handbook, the Medical Reimbursement Account will also record the amount of District contributions made on the Participant’s behalf. Effective January 1, 2013, the maximum amount by which a Participant may reduce his/her compensation for deferrals to the Medical Reimbursement Account per Plan Year is as set forth in Code §125(i)(1), as adjusted by Code §125(i)(2) from time to time.

2.20 “Medical Reimbursement Plan” means the Livingston Educational Service Agency Medical Reimbursement Plan established in Article V.

2.21 “Participant” means any Employee who meets the requirements for participation as set forth in Article III.

2.22 “Plan” means the Livingston Educational Service Agency Flexible Benefits Plan as set forth herein as amended from time to time.

2.23 “Plan Administrator” means the Livingston Educational Service Agency.

2.24 “Plan Year” means the twelve-month period commencing January 1st and ending December 31st.

2.25 “Qualified Benefit” means a benefit which is not includable in gross income pursuant to Code §125(f). “Qualified Benefits” include Health Care Coverage, Dental Care Coverage, Vision Care Coverage, Group Term Life Insurance Coverage and Long-Term Disability Coverage.

2.26 “Vision Care Coverage” means the vision care coverage offered by the District as reflected in the plan document for such coverage then in effect and as offered pursuant to the Agreement.

ARTICLE III – PARTICIPATION

3.1 Participation. Effective July 1, 2014, each Employee (as defined in Section 2.14) of the District may elect to participate in the Plan, including the Medical Reimbursement Plan, the Dependent Care Assistance Plan, and the Cafeteria Plan on the date the Employee becomes entitled to coverage under the Health Care Coverage, Dental Care Coverage, Vision Care Coverage, Group Term Life Insurance Coverage and/or Long-Term Disability Insurance Coverage pursuant to an Agreement or the Effective Date, if later. Any Employee who elects coverage under the terms of the Health Care Coverage which is a “high deductible health plan” as defined in Code §223(c)(2) and who is not a participant in a group health plan which is not a high deductible health plan shall be eligible to make deferrals and receive District contributions under the Plan to a Health Savings Account. If an eligible Employee does not elect to participate when first eligible, such employee will become a Participant on the first day of the first Plan Year after the Effective Date after which he/she elects the Cash Benefit or to reduce his/her compensation to receive coverage under the Health Care Coverage, Dental Care Coverage, Vision Care Coverage, Group Term Life Insurance Coverage and/or Long-Term Disability Insurance Coverage offered by the District. If an employee, who did not elect to participate in the Plan when first eligible because the Employee was entitled to receive coverage through another source loses such coverage and thereby incurs a change in family status as defined in Section 4.3, such Employee may enroll in the Plan for the balance of the Plan Year to the extent permitted by the applicable plan document(s), insurers and laws. No Employee shall become a Participant unless the Employee complies with the provisions

of the Plan and executes, completes and files forms required by the Plan Administrator with the Plan Administrator in a timely manner as provided in Section 4.2 and 7.7 of the Plan.

3.2 Cessation of Participation. A Participant shall cease to be a Participant as of the earlier of (a) the date on which the Plan terminates, or (b) the date on which he or she ceases to be an Employee as defined in Section 2.14 of this Plan due to termination of employment or leave of absence except that such date shall be a later date if otherwise required under the Agreement or the provisions of federal law, or (c) the date the Participant ceases to make required contributions, if any. Any person who remains employed by the District but is no longer an Employee as defined in Section 2.14 shall cease to be a Participant hereunder as of the date of reclassification. Notwithstanding the foregoing, medical, dental and vision coverages shall be made available to the Employee and covered dependents on an employee-paid basis to the extent required by federal law. A Participant who ceases to be covered by the Health Care Coverage which is a “high deductible health plan” as defined in Code §223(c)(2) shall cease to be eligible to make deferrals under the Plan to a Health Savings Account or to receive any District contributions under the Plan to a Health Savings Account.

A Participant whose participation in the Plan ceases shall be ineligible to have additional amounts credited to his/her Accounts under the Medical Reimbursement Plan and the Dependent Care Assistance Plan. Amounts remaining in the Participant’s Accounts under the Medical Reimbursement Plan and the Dependent Care Assistance Plan may continue to be applied toward the payment of claims for reimbursement of eligible expenses incurred before the date the individual’s participation terminated. The individual shall not, however, be eligible to be reimbursed for claims incurred after the date his participation terminated, unless the individual continues to participate as described in Section 3.5.

3.3 Participation During Leave of Absence

A Participant who is on a paid leave of absence shall continue to participate in the Plan based on his/her elections made in accordance with Sections 4.2 and 7.7 below. A Participant who is on an unpaid leave of absence may continue to participate in the Plan based on his/her elections made in accordance with Sections 4.2 and 7.7 below and shall make any contributions in accordance with procedures established by the Plan Administrator. The manner in which such contributions are made shall be determined by the Plan Administrator in its sole discretion and applied in a manner consistent with Treas. Reg. Section 1.125-3 from among the following alternatives:

(a) Prepayment. The Participant may prepay the contributions due during the unpaid leave period (provided, however, that pre-tax dollars may not be utilized to fund coverage during the next Plan Year). Prepayment may not be required as a condition to remaining in the Plan, and prepayment may not be the sole method of making contributions hereunder.

(b) Pay-As-You-Go. The contributions due during the unpaid leave period may be paid based on the same schedule that would have applied if the Participant had not been on unpaid leave, on the same schedule as COBRA payments are made, under the Employer's existing rules for payment by employees on leave without pay, or on any other schedule voluntarily agreed upon by the Plan Administrator and the Participant.

(c) Catch-Up. The Employer may advance the contributions on behalf of the Participant, and may recoup such contributions upon the Participant's return to employment.

3.4 Family and Medical Leave

A Participant who is on a leave of absence under the Family and Medical Leave Act ("FMLA leave") may revoke his existing elections under the Plan. Upon such Participant's return from FMLA leave, the Participant shall be permitted to recommence participation in the Plan with

the same elections as were in effect immediately prior to his/her cessation of participation, subject to the Participant's right to amend or revoke an election pursuant to Section 4.3.

3.5 Continuation Coverage.

A Participant whose employment terminates has the option of continuing to participate in the Cafeteria Plan, the Medical Reimbursement Plan and the Dependent Care Assistance Plan by making after-tax contributions in an amount equal to the amount which was credited to the individual's Cafeteria Plan Account, Medical Reimbursement Account and/or Dependent Care Assistance Account prior to the date his employment terminated. Participation shall be terminated if the contributions are not made on a timely basis. Alternatively, an Employee who separates from service may revoke benefit elections and terminate receipt of benefits.

In the case of an individual's Cafeteria Plan Account and Medical Reimbursement Account, this option of continuing to participate in the Cafeteria Plan and/or Medical Reimbursement Plan is available for the period set forth in the continuation coverage provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.

In the case of an individual's Dependent Care Assistance Account, this option of continuing to participate in the Dependent Care Assistance Plan is available for the remaining portion of the Plan Year during which the individual terminated employment.

If an individual does not elect to continue to participate in the Medical Reimbursement Plan or Dependent Care Assistance Plan under this Section or his participation is terminated for failing to timely make after-tax contributions, any amounts remaining in the individual's Medical Reimbursement Account or Dependent Care Assistance Account after paying claims incurred while a Participant shall be forfeited.

If a former Participant is rehired within the Plan Year in which the separation from service occurred, such Participant shall be prohibited from making new benefit elections for the remaining portion of the Plan Year.

A former Participant will become a Participant again when he or she again becomes an Employee, complies with the provisions of this Plan and executes, completes and files forms required by the Plan Administrator with the Plan Administrator.

3.6 Reinstatement of Former Participant. A former Participant will become a Participant again when he or she again becomes an Employee as defined in Section 2.14 of this Plan, complies with the provisions of this Plan and executes, completes and files forms required by the Plan Administrator with the Plan Administrator in a timely manner as provided in Section 4.2 and 7.7 of the Plan.

ARTICLE IV – BENEFITS

4.1 Flexible Spending Accounts.

(a) General Rule. A Participant may choose to receive his/her full Compensation for a Plan Year through the District's regular payroll system or have a specified portion of it applied by the District toward any or all of the following benefits: (i) Pre-tax contributions to premium payments for Health Care Coverage, Dental Care Coverage, Vision Care Coverage, Long-Term Disability Insurance Coverage and/or Group Term Life Insurance Coverage under the Cafeteria Plan; (ii) Pre-tax contributions to a Health Savings Account, to the extent permitted under Section 7.9 of the Plan; (iii) Pre-tax contributions to premium payments for Voluntary Coverage to the extent permitted under Section 7.4 of the Plan; (iv) benefits under the Medical Reimbursement Plan; (v) benefits under the Dependent Care Assistance Plan.

This Section merely describes the terms and conditions of the Participant's choice between Compensation received through District's regular payroll system and the generally nontaxable benefits under the above plans. The terms and condition of each specific plan, including participation and benefit requirements, are stated in Articles V, VI and VII of the Plan and the plan documents applicable to the Health Care Coverage, Dental Care Coverage, Vision Care Coverage, Long-Term Disability Insurance Coverage and Group Term Life Insurance Coverage. Separate accounts shall be established for the Cafeteria Plan, the Medical Reimbursement Plan and the Dependent Care Assistance Plan.

(b) Reduction of Compensation. The amount by which a Participant's Compensation shall be reduced to obtain each of the benefits described in subsection (a) shall be stated in the Benefit Election/Compensation Reduction Agreement described in Section 4.2 and 7.7. The amount by which a Participant's Compensation is reduced shall not be changed during a Plan Year, except as described in Section 7.4 or as follows:

- (i) The reduction under any of the plans described in subsection (a) may be changed on account of, and consistent with, the events described in Section 4.3.
- (ii) The reduction under any of the plans described in subsection (a) may be changed to satisfy any nondiscrimination rules in the Code, as described in Section 4.4.

(c) Funding of Benefits. Generally, each Participant's benefits under the Medical Reimbursement Plan and the Dependent Care Assistance Plan shall be funded through the reduction of the Participant's Compensation. As to Employees covered by the Regional Transportation Collaborative Employee Handbook or the Specialized Transportation Employee

Handbook only, benefits under the Medical Reimbursement Plan are also funded by the District contribution described in Section 5.4. Each Participant's benefits under the Cafeteria Plan shall be funded through a District contribution, reduction of the Participant's Compensation or a combination of a District contribution and the reduction of the Participant's Compensation. Cash Benefits elected in lieu of Health Care Coverage are paid as described in Section 7.6 below.

All benefits shall be paid from the general assets of District. Nothing in the Plan shall be construed to require District or the Plan Administrator to maintain any fund or segregate any amount for the benefit of any Participant.

4.2 Election Procedure.

(a) During the open enrollment period prior to the commencement of each Plan Year, the Plan Administrator shall provide Benefit Election/Compensation Reduction Agreement forms to each Participant and to each Employee who is expected to become a Participant at the beginning of the Plan Year. Each Participant or Employee shall specify on the Benefit Election/Compensation Reduction Agreement form either the Cash Benefit or one or more Qualified Benefits, as permitted under the applicable Agreement. A Participant may also elect to reduce his/her compensation to pay premiums for coverage consistent with his/her benefit election for Health Care Coverage, Dental Care Coverage, Group Term Life Insurance Coverage, Long-Term Disability Insurance Coverage and/or Vision Care Coverage. Each Employee or Participant who is eligible to make deferrals under the Plan to a Health Savings Account shall also specify on the election form the amount, if any, of such deferrals. A Participant or Employee may also elect to reduce his/her compensation to pay premiums for certain optional benefits (Voluntary Coverage) offered by a life, disability and/or health insurance carrier designated by the District as described in Section 7.4. Each Participant or Employee who wishes to participate in the Medical

Reimbursement Plan and/or the Dependent Care Assistance Plan shall also specify the amount of his/her pay which should be deferred to the Medical Reimbursement Plan and/or the Dependent Care Assistance Plan. Effective as to deferrals made to the Medical Reimbursement Plan for the Plan Year beginning January 1, 2016, a Participant may also specify, subject to the requirements of Section 5.7, the amount of his/her unused deferrals to the Medical Reimbursement Plan to be carried over to the next Plan Year.

Notwithstanding the paragraph above, an Employee or Participant who is covered by the Regional Transportation Collaborative Employee Handbook or the Specialized Transportation Employee Handbook and who wishes to receive the District contribution to the Medical Reimbursement Plan, but does not wish to defer an amount from the Participant's/Employee's pay to the Medical Reimbursement Plan may elect to participate in the Medical Reimbursement Plan without electing a deferral amount. Participants and Employees who are covered by the Regional Transportation Collaborative Employee Handbook or the Specialized Transportation Employee Handbook who elect to participate in the Medical Reimbursement Plan may also specify, subject to the requirements of Section 5.7, the amount of their unused deferrals and/or unused District contributions to the Medical Reimbursement Plan to be carried over to the next Plan Year.

An Employee who is expected to become a Participant and who does not deliver a completed Benefit Election/Compensation Reduction Agreement during the initial election period in which he/she has the opportunity to participate in the Plan shall be deemed to have elected to receive his/her full compensation for the Plan Year through the District's regular payroll system and to have elected not to receive benefits under the Plan. All election forms must be returned to the Plan Administrator no later than the close of the school day on the date set each year by the Plan Administrator. In the event that an Employee is hired after the start of the Plan Year, such

Employee shall be provided with written election forms and beneficiary forms, if applicable, as soon as practicable after being employed. Such Employee must execute and return all such written election forms no later than thirty (30) calendar days after receipt of the written election form. The election shall be retroactive to the date of rehire or return from leave or layoff, if coverage was lost.

(b) Subsequent Election. Each Participant must complete a new Benefit Election/Compensation Reduction Agreement for each subsequent Plan Year and deliver it to the District during the annual enrollment period determined by the District. If a Participant does not deliver a Benefit Election/Compensation Reduction Agreement to the District during the enrollment period, the rules described in Section 7.8 shall apply.

4.3 Irrevocability of Election By the Participant During the Plan Year. Elections made under the Plan (or deemed to have been made under Section 4.2) shall be irrevocable during the Plan Year, unless such change in election is expressly permitted by Treas. Reg. §1.125-4, including a change in election based on a change in status, special enrollment rights, a judgment, decree or order, entitlement to Medicare or Medicaid or significant cost or coverage change. A Participant may revoke a benefit election for the balance of a Plan Year and file a new election only if both the revocation and the new election are on account of and consistent with an event permitting the change as described in Treas. Reg. §1.125-4, as the same may be amended from time to time. Examples of such events include a change in legal marital status, a change in the number of dependents, a termination or commencement of employment by the Employee, spouse or a dependent, a reduction or increase in hours of employment by the Employee, spouse or dependent (including a switch between part-time and full-time status and a commencement or return from an unpaid leave of absence), a dependent satisfying or ceasing to satisfy the

requirements for coverage, a non-dependent child under age 26 satisfying the requirements for coverage, a change in residence or workplace, a significant change in the health coverage of the employee or the employee's spouse attributable to the spouse's employment (except as provided in Treas. Reg. §1.125-4(f)), or such other events as the Plan Administrator determines will permit a change or revocation of an election to the extent otherwise permitted by Treas. Reg. §1.125-4. Any new election under this Section must be made within thirty (30) days of the qualifying event and be permitted under the applicable insurance policies. Any revocation election under this Section shall only be effective at such times as the Plan Administrator shall prescribe but not earlier than the first pay period beginning after the revocation and new election. Further, no revocation and/or new election shall be allowed unless permitted under the insurance contracts, riders and plan documents governing the applicable plans. No change to a Cash Benefit shall allow the Participant to receive more than a pro-rata share of the cash payable for such Plan Year as determined by the Plan Administrator.

In addition, to the extent permitted by Treas. Reg. §1.125-4, the Plan Administrator may change a Participant's election with respect to medical care coverage to the extent that a judgment, decree, or order requires coverage under a group health plan in which the Participant is enrolled through the District and may permit the Participant to change or cancel medical care coverage for a dependent if the order requires the former spouse to provide coverage. Further, the Plan Administrator may permit a Participant to make an election change relating to the medical care coverage to the extent that the Participant, Participant's spouse, or dependent becomes entitled to coverage under Medicare or, to the extent required by Code §9801(f), based upon eligibility for employment assistance or a termination of eligibility under a Medicaid plan or state child health program.

Effective August 1, 2020, as to the 2020 Plan Year only and pursuant to Notice 2020-29, a Participant who is otherwise eligible to make deferrals to the Dependent Care Assistance Plan may prospectively change his/her deferral election for the 2020 Plan Year under the Dependent Care Assistance Plan to commence deferrals, change the amount of deferrals or cease deferrals. An election to decrease or cease deferrals may not be made if the new election would result in insufficient deferrals to cover claims already made and approved as of either the date of the change in election or the effective date of the change in election.

4.4 Changes by Plan Administrator. If the Plan Administrator determines, before or during any Plan Year, that the Plan may fail to satisfy any applicable nondiscrimination requirement imposed by the Internal Revenue Code, the Plan Administrator may take such action as the Plan Administrator deems appropriate, under rules uniformly applicable to similarly situated Participants, to assure compliance with such requirement or limitation. Such action may include, without limitation, a modification of the elections by highly compensated employees (as defined by the applicable Internal Revenue Code Section for purposes of the nondiscrimination requirement in question).

4.5 Automatic Termination of Election. Elections made under this Plan (or deemed to have been made under Section 4.2) shall automatically terminate on the date on which the Participant ceases to be a Participant in the Plan, although coverage or benefits under those Plans providing qualified benefits may continue if and to the extent provided for under such Plans. If insurance policies form a part of any plan, the former Employee shall have all the rights under such policies, including the right to continue the policy in force by paying future premiums, if applicable. The District shall take whatever action is appropriate in the circumstances to transfer

ownership of such policy to the terminated Participant upon written request of the terminated Participant.

4.6 Insufficient Participant Contributions. Nothing in this Plan shall prevent the cessation of coverage or benefits under the Plan, in accordance with the terms of each plan, on account of a Participant's failure to pay the Participant's share of the cost of such coverage or benefits, through compensation reduction or otherwise. Any Participant, whose available compensation for a particular payroll period is less than the amount necessary to pay for the Participant's pre-tax contribution for qualified benefits, may pay to the Plan Administrator within five (5) calendar days after the pay day for the payroll period the amount necessary to maintain the Qualified Benefits under the Plan.

4.7 Limit on Liability to Maintain Policies. The District shall not be liable for any loss or obligation with respect to any insurance coverage except as expressly provided by this Plan. Such limitations shall include, but not be limited to, losses or obligations which pertain to the following:

- (a) Once insurance is applied for or obtained, the District shall not be liable for any loss which may result from the failure to pay premiums to the extent premium notices are not received by the District;
- (b) To the extent premium notices are received by the District, the District's liability shall be limited to the amount of such premium; and
- (c) Upon termination of employment, and/or failure of participation requirements by a Participant, the District shall have no liability to take any step to maintain any policy in force except as may be specifically required otherwise in this Plan. The District shall not be liable for or responsible to

see to the payment of any premium after termination of employment except as provided under applicable federal law.

4.8 Receipt of Benefit By A District. Notwithstanding anything contained in the Plan to the contrary, the District's liability to the Participant shall only extend to and shall be limited to any payments actually received by the District, if any, from the insurance company. In the event that the full insurance benefit contemplated is not promptly received by the District, then the District shall notify the Participant of such facts and the District shall no longer have any legal obligation whatsoever (except to execute any document called for by a settlement reached by the Participant and the insurer). The Participant shall be free to settle, compromise or refuse to pursue the claim as he/she, in his/her sole discretion, shall see fit. With regard to those benefits provided in this Plan not covered by insurance, the District's liability shall only extend to paying the cost of said benefits pursuant to this Plan.

ARTICLE V - MEDICAL REIMBURSEMENT PLAN

5.1 This Article Generally.

The District established the Livingston Educational Service Agency Medical Reimbursement Plan for the purpose of providing eligible Employees with the opportunity to receive reimbursement of Qualifying Medical Expenses in a manner which is excludable from gross income under Section 105(b) of the Code. The Medical Reimbursement Plan is intended to qualify as a medical reimbursement plan under Section 105(b) of the Code and is to be interpreted in a manner consistent with the requirements of Section 105(b) of the Code. The Medical Reimbursement Plan is set forth in this Article.

5.2 Establishment of Medical Reimbursement Account.

The District shall establish and maintain a Medical Reimbursement Account for each Participant who elects to receive reimbursement of Qualifying Medical Expenses under the Medical Reimbursement Plan. The Medical Reimbursement Account shall be for bookkeeping purposes only.

5.3 Crediting of Medical Reimbursement Account for Employee Salary Reduction Contributions .

A Participant's Compensation for each pay period shall be reduced by the amount designated by Participant in his Benefit Election/Compensation Reduction Agreement for the reimbursement of Qualifying Medical Expenses under the Plan, subject to the limitations described in this Article. The amount shall be credited to the Participant's Medical Reimbursement Account. Effective January 1, 2013, the maximum amount which may be credited to a Participant's Medical Reimbursement Account shall be the amount specified in Code Section 125(i)(1), as indexed from time to time pursuant to Code Section 125(i)(2). Effective January 1, 2017, the maximum amount which may be credited to a Participant's Medical Reimbursement Account shall not include the carryover amounts described in Section 5.7.

5.4 District Contributions to Accounts of Eligible Employees

Effective for Plan Years commencing on and after January 1, 2024, the District will contribute to the Medical Reimbursement Account of each Employee that would normally be eligible to receive a Health Savings Account contribution pursuant to Section 7.9(e) but is disqualified from receiving such contribution because the Employee is entitled to benefits under Medicare. The amount of the contribution shall be equal to the amount described in Section 7.9(e), as if the Employee was otherwise eligible to receive such amount; provided however, the District contribution to the Medical Reimbursement Account shall not exceed \$500. An Employee must also be eligible for the District's group medical coverage to be eligible to receive the above contribution. As to each eligible Employee, the District contribution shall be made by January 10th of each Plan Year.

5.5 Covered Expenses.

Amounts credited to a Participant's Medical Reimbursement Account shall be used to reimburse the Participant for Qualifying Medical Expenses.

For purposes of the Medical Reimbursement Plan, "Qualifying Medical Expenses" means expenses incurred by a Participant, spouse or dependent for medical services and supplies as defined in Section 213 of the Code, but only to the extent that the participant, spouse or dependent incurring the expenses is not reimbursed for the expenses through insurance or any other source. Effective January 1, 2011, a reimbursement incurred for a medicine or drug shall only be considered a reimbursement for a Qualifying Medical Expense if the drug or medicine is a prescribed drug (determined without regard to whether such drug is available without a prescription) or is insulin. Effective January 1, 2020, a reimbursement incurred for a medicine or

drug shall only be considered a reimbursement for a Qualifying Medical Expense if the drug or medicine is a prescribed drug or a non-prescribed drug (determined without regard to whether such drug is available without a prescription) or is insulin. Further, effective January 1, 2020, a menstrual care product as defined in Code §106(f) shall be considered a Qualifying Medical Expense. The cost of health coverage under any group health plan or individual health policy shall not constitute a Qualifying Medical Expense for purposes of the Medical Reimbursement Plan.

5.6 Reimbursement of Qualifying Medical Expenses.

Benefits from a Participant's Medical Reimbursement Account for each Plan Year shall be paid only for Qualifying Medical Expenses incurred during that Plan Year. For purposes of this Section, a Qualifying Medical Expense shall be incurred on the date the service or supply is provided. All claims for reimbursement must be filed no later than 90 days after the end of the Plan Year.

Participants shall be entitled to uniform coverage under their Medical Reimbursement Account throughout the Plan Year. A Participant shall be entitled to reimbursement for claims incurred at any time throughout the Plan Year, regardless of the balance in the Participant's Medical Reimbursement Account. However, claims shall not be reimbursed to the extent they exceed the pay reductions, and carryover amounts, if any, that a Participant has allocated to his Medical Reimbursement account for the Plan Year. Claims shall be paid at least monthly.

At the end of a Plan Year or upon termination of the Plan or a Participant's participation in the Plan, all claims shall be paid to the extent of the balance in the Participant's Medical Reimbursement Account.

Notwithstanding any other provision of this Article, as to a Participant in this Medical Reimbursement Plan who has also elected to receive District contributions to a Health Savings

Account, the Medical Reimbursement Plan shall not pay or reimburse a medical expense incurred by the Health Savings Account beneficiary other than a medical expense which is considered coverage for dental care or vision care under Code §223(c)(1)(B)(ii). A Participant with a carryover balance that is not limited to the reimbursement of dental and/or vision expenses shall not be eligible to make or receive contributions to a Health Savings Account at any time during the Plan Year in which such carryover balance is available.

5.7 Claims for Reimbursement.

A Participant shall request reimbursement, in writing, on a form provided by the Plan Administrator. The form shall include the following information:

- (a) The amount, date and nature of the Qualifying Medical Expense for which reimbursement is requested;
- (b) The name and address of the person or entity to which the Qualifying Medical Expense was paid;
- (c) The name of the person for whom the Qualifying Medical Expense was incurred, and the person's relationship to the Participant;
- (d) The amount recovered or expected to be recovered under any insurance arrangement or other source; and
- (e) Any other information required by the Plan Administrator.

Any bills, invoices or receipts documenting the Qualifying Medical Expenses shall accompany the form. The Plan Administrator may establish additional procedures for the submission of claims for reimbursement.

The Plan Administrator shall verify each claim for reimbursement and determine whether the claim is for expenses covered by the he Medical Reimbursement Plan. The Medical Reimbursement Plan shall not recognize an assignment of benefits.

5.8 Forfeiture of Medical Reimbursement Account.

Except as otherwise set forth in this Section and in Section 5.8 below, if any balance remains in a Participant's Medical Reimbursement Account for a Plan Year after all reimbursements under the Medical Reimbursement Plan have been made, the balance shall be forfeited by the Participant. The balance shall not be carried over to reimburse the Participant for Qualifying Medical Expenses incurred during a subsequent Plan Year.

Effective as to amounts deferred for Plan Years commencing on and after January 1, 2016, a Participant may elect to carry over a portion of the Unused Balance in the Participant's Medical Reimbursement Account for a Plan Year to the immediately following Plan Year. The amount of any such carryover shall not exceed the lesser of: (i) the Unused Balance in the Participant's Medical Reimbursement Account for the Plan Year preceding the Plan Year in which the carryover amount will become available to satisfy reimbursement/payment requests; or (ii) \$500.00. Effective for Plan Years commencing on or after January 1, 2021, the \$500.00 limit set forth in this Section shall be increased to 20% of the maximum amount specified in Code §125(i), as specified in Notice 2020-33 and as modified by the Internal Revenue Service in subsequent regulations and guidance. The carryover amount shall not reduce or offset the maximum amount that a Participant may defer to his/her Medical Reimbursement Account for a Plan Year. Unless the Participant's Medical Reimbursement Account is limited to the reimbursement of coverage for dental and/or vision care, the carryover amount elected by the Participant may be used during the entire Plan Year to which the amount is carried over to pay or reimburse otherwise permitted Code

§213(d) medical expenses (which shall not include health insurance premiums or long-term care coverage) under the Medical Reimbursement Plan incurred during that Plan Year. Claims submitted for a Plan Year shall be reimbursed or paid first from unused amounts deferred during that Plan Year and, only after exhausting these current Plan Year amounts, may then be reimbursed from any carryover amounts from the preceding Plan Year. Any carryover amounts which are not used to satisfy claims submitted for the Plan Year to which such amounts have been carried over shall be forfeited and shall not be cashed out or converted to any other taxable or non-taxable benefit.

For purposes of this Section, the phrase “Unused Balance” is defined as the amount unused after medical expenses have been paid or reimbursed at the end of the Plan’s Run-Out Period for the Plan Year. “Run-Out Period” shall mean the period immediately following the end of a Plan Year during which a Participant can submit a claim for reimbursement of medical expenses incurred during the Plan Year. Any unused amounts from the prior Plan Year that are used to reimburse a current year expense (a) reduce the amounts available to pay prior Plan Year expenses during the run-out period; (b) must be counted against the permitted carryover of up to \$500, as modified by Notice 2020-33 and as may be further adjusted by the Internal Revenue Service from time to time; and (c) cannot exceed the maximum permitted carryover.

Any Unused Balance in excess of \$500 (as modified by Notice 2020-33 and as may be subsequently adjusted by the Internal Revenue Service from time to time) that remains unused at the end of the Run Out Period for a Plan Year shall be forfeited. Subject to the Participant’s election of COBRA continuation coverage as to the Medical Reimbursement Plan, any Unused Balance remaining in a Participant’s Medical Reimbursement Account as of the cessation of his/her employment shall also be forfeited.

If a Participant who has elected under this Section to carry over an unused Medical Reimbursement Plan balance to the following Plan Year also elects coverage under a High Deductible Health Plan for the following Plan Year, he/she shall be automatically treated as having enrolled for that Plan Year in Medical Reimbursement Plan coverage that is limited to dental or vision care and to carry over any unused amounts from the prior Plan Year only for reimbursement of dental or vision expenses. In the alternative, such a Participant may also elect, prior to the first day of the Plan Year to which an amount will be carried over, to decline or waive the carryover of unused amounts to the following Plan Year.

The total amount forfeited by all Participants at the end of a Plan Year shall be utilized by the District to pay administrative expenses and other expenses under the Plan.

ARTICLE VI - DEPENDENT CARE ASSISTANCE PLAN

6.1 This Article Generally.

The District has established the Livingston Educational Service Agency Dependent Care Assistance Plan for the purpose of providing eligible Employees with the opportunity to receive reimbursement of Dependent Care Expenses in a manner which is excludable from gross income under Section 129 of the Code. The Dependent Care Assistance Plan is intended to qualify as a dependent care assistance plan under Section 129 of the Code and is to be interpreted in a manner consistent with the requirements of Section 129 of the Code. The Dependent Care Assistance Plan is set forth in this Article.

6.2 Establishment of Dependent Care Assistance Account.

The District shall establish and maintain a Dependent Care Assistance Account for each Participant who elects to receive reimbursement for Dependent Care Expenses under the

Dependent Care Assistance Plan. The Dependent Care Assistance Account shall be for bookkeeping purposes only.

6.3 Crediting of Dependent Care Assistance Account.

A Participant's Compensation for each pay period shall be reduced by the amount designated by Participant in his Benefit Election/Compensation Reduction Agreement for the reimbursement of Dependent Care Expenses under the Plan, subject to the limitations described in this Article. The amount shall be credited to the Participant's Dependent Care Assistance Accounts.

The maximum amount which may be credited to a Participant's Dependent Care Assistance Account during a calendar year shall be the lesser of the following amounts:

- (a) \$5,000 (\$2,500 in the case of a married Participant filing a separate income tax return); or
- (b) An amount equal to the Participant's Earned Income for the calendar year, or, if the Participant is married on the last day of the calendar year, the lesser of the Earned Income of the Participant or his spouse. For purposes of this subsection, a spouse who is a Student or has a Total Disability during any month in which the Participant incurs Dependent Care Expenses shall be deemed to have the following Earned Income for the month:
 - (i) \$250, if there is one Qualified Individual for whom the Participant incurs Dependent Care Expenses; or
 - (ii) \$500, if there is more than one Qualifying Individual for whom the Participant incurs Dependent Care Expenses.

6.4 Covered Expenses.

Amounts credited to a Participant's Dependent Care Assistance Account shall be used to reimburse the Participant for Dependent Care Expenses.

6.5 Reimbursement of Dependent Care Expenses.

Benefits from a Participant's Dependent Care Assistance Account for each Plan Year shall be paid only for Dependent Care Expenses incurred during that Plan Year. For purposes of this Section, a Dependent Care Expense shall be incurred on the date the service is provided. All claims for reimbursement must be filed no later than 90 days after the end of the Plan Year. Claims shall be paid at least monthly.

Claims shall be paid only to the extent of the balance in the Participant's Dependent Care Assistance Account at the time the claim is filed. If the balance in the Dependent Care Assistance Account is insufficient to pay a claim in full, the unpaid balance of the claim shall be carried over and paid when and if a sufficient amount is credited to the Dependent Care Assistance Account later in the Plan Year.

However, all claims shall be paid to the extent of the balance in the Participant's Dependent Care Assistance Account in any of the following situations:

- (a) At the end of a Plan Year;
- (b) A Participant terminates participation in the Plan; or
- (c) Termination of the Plan.

6.6 No Reimbursement for Amounts Paid to Related Individuals.

The Dependent Care Assistance Plan shall not reimburse a Participant for a Dependent Care Expense owed to the following individuals:

- (a) A Dependent of the Participant or spouse of the Participant;
- (b) The spouse of the Participant; or

- (c) A child of the Participant if the child was under the age of 19 on the last day of the Participant's taxable year during which the Dependent Care Expense was incurred.

6.7 Claims for Reimbursement.

A Participant shall request reimbursement, in writing, on a form provided by the Plan Administrator. The form shall include the following information:

- (a) The amount, date and nature of the Dependent Care Expense for which reimbursement is requested;
- (b) The name, address and taxpayer identification number of the person or entity to which the Dependent Care Expense was paid;
- (c) The name of the person for whom the Dependent Care Expense was incurred, and the person's relationship to the Participant;
- (d) The amount recovered or expected to be recovered under any other source; and
- (e) Any other information required by the Plan Administrator.

Any bills, invoices or receipts documenting the Dependent Care Expenses shall accompany the form. The Plan Administrator may establish additional procedures for the submission for reimbursement.

The Plan Administrator shall verify each claim for reimbursement and determine whether the claim is for expenses covered by the Dependent Care Assistance Plan. All reimbursement checks shall be made payable to the Participant. The Dependent Care Assistance Plan shall not pay benefits to the dependent care provider and shall not recognize an assignment of benefits.

6.8 Forfeiture of Dependent Care Assistance Account.

If any balance remains in a Participant's Dependent Care Assistance Account for a Plan Year after all reimbursements under the Dependent Care Assistance Plan have been made, the balance shall be forfeited by the Participant. The balance shall not be carried over to reimburse the Participant for Dependent Care Expenses incurred during a subsequent Plan Year.

Similarly, if a Participant terminates employment and elects not to continue participation in the Plan, any amount remaining in his Dependent Care Assistance Account after reimbursing all claims incurred while employed by the District shall be forfeited.

The total amount forfeited by all Participants at the end of a Plan Year shall be utilized by the District to pay administrative expenses and other expenses of the Plan.

6.9 Statement of Expenses.

On or before each January 31, the District shall provide each Participant with a written statement of the amounts reimbursed under the Dependent Care Assistance Plan for Dependent Care Expenses incurred during the preceding calendar year.

6.10 55% Average Benefits Test .

In addition to the nondiscrimination rules described in Section 4.3, the Dependent Care Assistance Plan shall also be subject to the 55% average benefits test described in this Section effective for all Plan Years beginning on or after January 1, 1990.

The average benefits provided to the Participants who are not highly compensated Employees, as defined in Section 414(q) of the Code, under all of the District's dependent care assistance plans must be at least 55% of the average benefits provided to all Participants who are highly compensated Employees under all of the District's dependent care assistance plans, as provided under Section 129(d)(8) of the Code. For purposes of performing such average benefits

test, there shall be excluded from consideration those employees described in Code Section 129(d)(8)(B) and in Section 129(d)(9).

The District shall conduct periodic testing immediately before and/or during each Plan Year to determine if the 55% average benefits test is being satisfied. As of the first date during a Plan Year the District's testing indicates that the 55% average benefits test shall not be satisfied, the Benefit Dollars allocated to the Dependent Care Assistance Plan on behalf of Participants who are highly compensated employees shall be reduced on a pro rata basis to the extent necessary to satisfy the 55% average benefits test.

6.11 Definitions.

The following terms used in the Dependent Care Assistance Plan and other documents relating to the Dependent Care Assistance Plan shall have the meanings described in this Section.

- (a) **“Dependent”** means an individual who is a dependent of a Participant within the meaning of Section 151(c) or Section 21(e)(5) of the Code.
- (b) **“Dependent Care Expenses”** means expenses for Dependent Care Services and Household Services which are necessary for the Participant to be gainfully employed.
- (c) **“Dependent Care Services”** means dependent care services which may be performed either inside or outside the Participant's home. However, if the Dependent Care Services are performed outside the Participant's home, the Dependent Care Services must be provided to:
 - (i) A Dependent who is under the age of 13; or
 - (ii) A spouse or Dependent who has a Total Disability and regularly spends at least eight hours per day in the Participant's home.

The Dependent Care Service may be provided by a day care center. For purposes of this Section, “day care center” means an establishment which satisfies the following requirements:

- (i) Complies with all applicable laws and regulations of the state and city, town or village in which it is located;
- (ii) Provides care for more than six individuals (other than individuals who reside at the day care center); and
- (iii) Receives a fee, payment or grant for services for any of the individuals to whom it provides services (regardless of whether the facility is operated or a profit).

(d) **“Earned Income”** means all income derived from wages, salaries and other Compensation (such as disability benefits). Earned Income does not include any amounts received:

- (i) Under the Dependent Care Assistance Plan or any other dependent care assistance program under Section 129 of the Code;
- (ii) As a pension or annuity; or
- (iii) As unemployment or workers’ compensation.

(e) **“Household Services”** means household services performed in and about the Participant’s home which are ordinary and necessary to the maintenance of a household and which are attributable in part to the care of a Qualifying Individual. For example, amounts paid for the services of a domestic maid or cook are expenses for Household Services if part of the services are provided to the Qualifying Individual.

(f) **“Qualifying Individual”** means:

- (i) A Dependent who is under the age of 13 or has a Total Disability;
- or
- (ii) A spouse who has a Total Disability.

The status of a person as a Qualifying Individual is determined on a day-to-day basis.

(g) **“Student”** means an individual who, during each of five calendar months during a Plan Year, is a full-time student at an educational institution. For purposes of the Dependent Care Assistance Plan, “educational institution” means a college or university which satisfies the following requirements:

- (i) Its primary function is to present formal instruction;
- (ii) It normally maintains a regular faculty and curriculum; and
- (iii) It normally has a regularly enrolled body of students in attendance at the place where its educational activities are regularly conducted.

(h) **“Total Disability”** means a physical or mental condition which makes a person incapable of caring for his hygienic or nutritional needs, or causes the person to require the full-time attention of another person for his personal safety or the safety of others.

ARTICLE VII - CAFETERIA PLANPLAN

7.1 This Article Generally . The District established the Livingston Educational Service Agency Cafeteria Plan for the purpose of providing eligible Employees with the opportunity to make premium co-payments on a pre-tax basis and to receive cash in lieu of Qualified Benefits under Section 125 of the Code. The Cafeteria Plan is intended to qualify as a cafeteria plan under Section 125 of the Code and is to be interpreted in a manner consistent with the requirements of Section 125 of the Code. The Cafeteria Plan is set forth in this Article.

7.2 Establishment of Cafeteria Plan Account . The District has established and maintained a Cafeteria Plan Account for each Participant who elects to receive cash in lieu of a Qualified Benefit or who is required to make Participant contributions to the Plan in the form of premium co-payments. The Cafeteria Plan Account shall be for bookkeeping purposes only.

7.3 Crediting of Cafeteria Plan Account. As provided in the Agreement, a Participant's Compensation for each pay period shall be reduced by the amount specified in his/her Benefit Election/Compensation Reduction Agreement for his/her Participant contribution to premium payments under the Cafeteria Plan. The amount shall be credited to the Participant's Cafeteria Plan Account.

7.4 District Contributions and Participant Contributions. The District shall make such contributions and premium payments as are required in order to provide the Cash Benefits or the benefits payable under the Health Care Coverage, Dental Care Coverage, Vision Care Coverage, Group Term Life Insurance Coverage and/or Long-Term Disability Insurance Coverage described herein. The District shall also make such contributions to Participants' Medical Reimbursement Accounts under Sec. 5.4 of the Plan with respect to Employees covered by the Regional Transportation Collaborative Employee Handbook or the Specialized Transportation Employee Handbook. Participants shall make contributions to premium payments as required by an Agreement, required by law, or as required by the District on a nondiscriminatory basis by means of compensation reduction agreements set forth in the applicable Election Agreement. Any eligible Employee or Participant who elects coverage under Health Care Coverage which is a "high deductible health plan" as defined in Code §223(c)(2) may designate the amount of his/her deferrals under the Plan to a Health Savings Account, provided that the beneficiary of the Health

Savings Account is an “eligible individual as defined in Code §223(c)(1) and the requirements of Section 7.9 of the Plan are satisfied.

Also, to the extent permitted by this Section, a Participant may elect to make premium payments to purchase one or more individual policies which are not otherwise employer-sponsored (Voluntary Coverage), to the extent such policies are permitted to be offered under the Plan by Code §125 and the regulations and guidance thereunder. A Participant may not elect Voluntary Coverage for his/her spouse or Dependents which is not permitted to be offered under a cafeteria plan or flexible benefits plan pursuant to Code §125.

In the event that the amount of a Participant's share of the cost changes, the amount of such Participant's pre-tax compensation reduction shall be adjusted to reflect the new cost. The amount of each Cash Benefit distribution is disclosed in the applicable Agreement. The amount of premium cost for each benefit plan is published by the District each year as to a self-insured benefit plan and, as to an insured plan, is disclosed in the applicable insurer's premium schedule which is provided to the District each year. The amount of the cost for any Voluntary Coverage is disclosed directly by the Voluntary Coverage carrier to the Participant. Each Participant is responsible for payments, co-payments and deductibles applicable to the Participant and/or Participant's covered dependents under the terms of the various Qualified Benefit plans.

7.5 Health Care Coverage and Other Qualified Benefits. Based on the election of each Employee pursuant to the provisions of Section 7.7 and subject to the provisions of the applicable Agreement, the Cash Benefit or Health Care Coverage and other Qualified Benefits shall be provided as described in the Agreement and the plan document(s) governing the Health Care Coverage, Dental Care Coverage, Vision Care Coverage, Group Term Life Insurance Coverage and Long-Term Disability Insurance Coverage. Effective January 1, 2014, qualified

benefits shall not include individual medical insurance coverage purchased through a health care exchange established under the Affordable Care Act. Cash Benefits shall be paid directly from the District pursuant to the provisions of Section 7.6. All other benefits shall be paid from the various plans described in the plan documents for the Health Care Coverage, Dental Care Coverage, Vision Care Coverage, Group Term Life Insurance Coverage and Long-Term Disability Insurance Coverage.

The types and amounts of benefits available, the requirements for participating in such benefits and the other terms and conditions of coverage and benefits are set forth from time to time in the applicable Agreement, the various benefit plan documents which govern the Health Care Coverage, Dental Care Coverage, Vision Care Coverage, Long-Term Disability Insurance Coverage and Group Term Life Insurance Coverage and in the group insurance contracts and riders that constitute (or are incorporated by reference in) such plans. The benefit provisions in such plans, contracts and riders, as in effect from time to time, are hereby incorporated by reference into this Plan.

At the time any Employee is eligible to participate in an elected benefit which is fully or partially insured, it shall be the responsibility of such Employee to apply to any insurance carrier for the insurance provided for under this Plan, and to otherwise satisfy the health and other requirements for such insurance.

7.6 Cash Benefits.

Based on the election of each eligible Employee pursuant to the provisions of Section 7.7, Cash Benefits are only available for those electing the specific Cash Benefit option described in an Agreement. Subject to the provisions of Section 4.4, payment of the cash compensation available under the Cash Benefit option shall be paid in accordance with the applicable Agreement.

As a condition of receipt of the Cash Benefit for a Plan Year, a Participant may be required by the Plan Administrator to certify in writing that the Participant and all other persons who the Participant expects to claim as a dependent on the Participant's federal income tax return for the tax year that begins or ends during the Plan Year have or will have health insurance coverage that is Minimum Essential Coverage within the meaning of the Affordable Care Act and is not an individual policy of health insurance. No Cash Benefit shall be paid to an Employee who is not eligible to receive a Cash Benefit under the Agreement or who is no longer a Participant as defined in Section 2.21.

7.7 Election Procedure. During the open enrollment period prior to the commencement of each Plan Year, the Plan Administrator shall provide Benefit Election/Compensation Reduction Agreement forms to each Participant and to each Employee who is expected to become a Participant at the beginning of the Plan Year. Each eligible Participant shall specify on the appropriate election form any election as to Health Care Coverage, Dental Care Coverage, Vision Care Coverage, Group Term Life Insurance Coverage and/or Long-Term Disability Insurance Coverage, to the extent available under an Agreement, as well as any election between a Cash Benefit and Health Care Coverage. Each Participant who is eligible to make deferrals under the Plan to a Health Savings Account shall also specify on the election form the amount, if any, of such deferrals. A Participant or Employee shall also specify on the form any election to reduce his/her compensation to pay premiums for one or more of the optional Voluntary Coverage benefits described in Section 7.4. All election forms must be returned to the Plan Administrator no later than the close of the school day on the date set each year by the Plan Administrator.

In the event that an Employee is hired after the start of the school year, such Employee shall be provided with written election forms and beneficiary forms, if applicable, as soon as practicable after being employed. Such Employee must execute and return all such written election forms no later than thirty (30) calendar days after receipt of the written election form.

Subject to applicable federal law, benefit coverages shall only apply during the period of actual employment based on the election of each such Employee.

7.8 Failure to Elect. Any Participant who was covered by any Qualified Benefit plans prior to the Effective Date but who fails to return a completed election form by the Effective Date shall be deemed to have elected the benefit coverage in effect immediately preceding the Effective Date. Further, any Participant who subsequently fails to return a new election form by the specified due date set forth in the preceding section shall be deemed to have elected to continue any benefit coverage in effect for the preceding Plan Year and to pay any premium copayment associated with such benefit coverage. A Participant who has elected to make pre-tax deferrals to a Health Savings Account and who fails to complete a Benefit Election/Compensation Reduction Agreement Form modifying his/her election to make such deferrals, shall be deemed to have continued his/her election then in effect, provided however, that a Participant may prospectively modify an election to make pre-tax deferrals to a Health Savings Account during any calendar month prior to the calendar month in which the modification is to take effect.

Any Participant who had not previously elected to be covered by Health Care Coverage, Dental Care Coverage, Vision Care Coverage, Long-Term Disability Insurance Coverage or Group Term Life Insurance Coverage prior to becoming a Participant in this Plan and who fails to return an election form shall be deemed to have elected to receive only the Cash Benefit under the Plan.

7.9 Health Savings Accounts

(a) A Participant who is an “eligible individual” as defined in Code Section 223(c)(1), may make pre-tax deferrals from his/her compensation as cash contributions to a Health Savings Account as permitted by Code Section 223. In order to be deemed an “eligible individual” for any month, the Participant must (1) be covered under a high-deductible health plan as defined in Code Section 223 on the first day of that month; (2) not be covered by any other health plan which is not a high-deductible health plan, except as permitted by Code Section 223; (3) must not be entitled to benefits under Medicare; and (4) must not be claimed as a dependent on another person’s tax return.

(b) Pursuant to the Agreement, the Employer may offer as a Health Care Coverage option a high deductible health plan. Participants who select a benefit option other than the high deductible health plan for any month shall not be eligible to make deferrals to a Health Savings Account for that month.

(c) If a Participant elects to make deferrals to a Health Savings Account under this Plan and also elects to participate in a medical reimbursement plan sponsored by the Employer, such medical reimbursement plan shall not pay or reimburse a medical expense incurred by the Health Savings Account beneficiary other than a medical expense which is considered coverage for dental care or vision care under Code Sec. 223(c)(1)(B)(ii).

(d) Deferrals to a Health Savings Account must be made in cash and shall not exceed the sum of the monthly limits provided in Code Section 223(b) as modified by the Secretary of Treasury from time-to-time. A Participant who is 55 or older before the close of the taxable year may make additional “catch-up” contributions as provided in Code Section 223(b)(3). These limitations shall be reduced by the amount of any Employer Health Savings Account contributions made on behalf of an individual for a tax year.

(e) The District shall make contributions to the Health Savings Account of each Participant that is (1) an “eligible individual” (see subsection (a)) covered by a District sponsored high-deductible health plan; and (2) not characterized by the District as a bus driver or bus driver aide. For the Plan Year commencing January 1, 2024, the Health Savings Account contribution shall be as follows:

	Single Coverage	2-Person Coverage	Family Coverage
1.0 Employee	\$650	\$250	\$1,275
0.9 Employee	\$585	\$225	\$1,147.50
0.8 Employee	\$520	\$200	\$1020
0.7 Employee	\$455	\$175	\$892.50
0.6 Employee	\$390	\$150	\$765
Less than 0.6 Employee	\$0	\$0	\$0

Prior to the beginning of each Plan Year commencing on and after January 1, 2025, the District will determine the above rates for the next year and amend the provisions of this Section. Prior to January 1, 2024, the District made Health Savings Account contributions to the extent required by an applicable Agreement.

Notwithstanding any provision of the Plan to the contrary, the District reserves the right to unilaterally modify the above amounts in order to remain in compliance with the applicable provisions of (A) Code Section 125, (B) Code Section 223, and (C) the Publicly Funded Health Insurance Contribution Act (State of Michigan, Public Act 152 of 2011, MCL 15.561-15.568), as amended.”

ARTICLE VIII - FUNDING

8.1 Funding of Accounts. A Participant's benefits under the Medical Reimbursement Plan and the Dependent Care Assistance Plan shall be funded through the pay reductions a Participant has allocated to his Medical Reimbursement Account and Dependent Care Assistance Account. As to Participants covered by the Regional Transportation Collaborative Employee Handbook or the Specialized Transportation Employee Handbook, the Participant's benefits under the Medical Reimbursement Plan will also be funded by the District contribution described in Section 5.4. A Participant's benefits under the Cafeteria Plan shall be funded through a combination of District contributions and the pay reductions a Participant has allocated to his/her Cafeteria Plan Account. The Accounts shall be for bookkeeping purposes only. All benefits shall be paid from District's general assets. Nothing in the Plan shall be construed to require District or the Plan Administrator to maintain any fund or segregate any amount for the benefit of any Participant.

ARTICLE IX - ADMINISTRATION OF THE PLAN

9.1 Plan Administrator. The administration of the Plan shall be under the supervision of the Plan Administrator. It shall be a principal duty of the Plan Administrator to see that the Plan is carried out, in accordance with its terms, for the exclusive benefit of persons entitled to participate in the Plan subject to the terms of the Agreement. The Plan Administrator will have full power to administer the Plan in all of its details, subject to applicable requirements of law. For this purpose, the Plan Administrator's powers will include, but will not be limited to, the following authority, in addition to all other powers provided by this Plan:

- (a) To make and enforce such rules and regulations as it deems necessary or proper for the efficient administration of the Plan, including the

establishment of any claims procedures that may be required by applicable provisions of law;

- (b) To interpret the Plan, its interpretations thereof in good faith to be final and conclusive on all persons claiming benefits under the Plan;
- (c) To decide all questions concerning the Plan and the eligibility of any persons to participate in the Plan;
- (d) To appoint such agents, counsel, accountants, consultants and other persons as may be required to assist in administering the Plan, and
- (e) To allocate and delegate its responsibilities under the Plan and to designate other persons to carry out any of its responsibilities under the Plan, any such allocation, delegation or designation to be in writing.

Notwithstanding the foregoing, any claim which arises under the various Health Care Coverage, Dental Care Coverage, Vision Care Coverage, Long-Term Disability Insurance Coverage and Group Term Life Insurance Coverage and optional Voluntary Coverage plans shall not be subject to review under this Plan, and the Plan Administrator's authority under this Section 9.1 shall not extend to any matter as to which an administrator under any such other plan is empowered to make determinations under such plan.

9.2 Examination of Records. The Plan Administrator will make available to each Participant such of his records under the Plan as pertain to him, for examination at reasonable times during normal business hours.

9.3 Reliance on Opinions. In administering the Plan, the Plan Administrator will be entitled to the extent permitted by law to rely conclusively on all certificates, opinions and reports which are furnished by, or in accordance with the instructions of, the administrators of the Health

Care Coverage, Dental Care Coverage, Vision Care Coverage, Long-Term Disability Insurance Coverage and Group Term Life Insurance Coverage plans, or by accountants, counsel or other experts employed by the Plan Administrator.

9.4 Discretionary Exercise of Authority. Whenever, in the administration of the Plan, any discretionary action by the Plan Administrator is required, the Plan Administrator shall exercise its authority in its sole and absolute discretion.

9.5 Indemnification of Plan Administrator. The District agrees to indemnify and to defend to the fullest extent permitted by law any employee of the District serving as the Plan Administrator or as a member of the committee designated as Plan Administrator (including any employee or former employee who formerly served as Plan Administrator or as a member of such committee) against all liabilities, damages, costs and expenses (including attorneys' fees and amounts paid in settlement of any claims approved by the District) occasioned by any act or omission to act in connection with the Plan, if such act or omission is in good faith.

9.6 Claims Procedure. Any claim which arises under any plan providing medical, dental or other benefits hereunder shall be subject to the claims procedure applicable to such plan.

ARTICLE X - AMENDMENT AND TERMINATION OF THE PLAN

ANDPLAN **10.1 Right to Amend and Terminate.** Subject to the Agreement, the Plan may be amended or terminated at any time from time to time by a written instrument executed by a duly authorized officer of the District, providing such amendment or termination is communicated to those employees participating in this Plan by posting a notice on the District bulletin board or a mailing to their last known address. Termination of the Plan shall not eliminate a Participant's right to claim reimbursement in accordance with the provisions of the

Plan to the extent that there are amounts credited to the Participant's Accounts sufficient to provide such reimbursement.

ARTICLE XI - MISCELLANEOUS PROVISIONS

11.1 Information to be Furnished. Participants shall provide the District and Plan Administrator with such information and evidence, and shall sign such documents, as may reasonably be requested from time to time for the purpose of administration of the Plan.

11.2 Limitation of Rights. Neither the establishment of the Plan or any amendment thereof, nor the payment of any benefits, will be construed as giving to any Participant or other person any legal or equitable right against the District or Plan Administrator, except as provided herein.

11.3 Governing Law. This Plan shall be construed, administered and enforced according to the laws of Michigan.

11.4 Nonassignability of Rights. The rights of any Participant to receive any benefits under the Plan shall not be alienable by the Participant by assignment or any other method, and will not be subject to be taken by his creditors by any process whatsoever, and any attempt to cause such right to be so subjected will not be recognized, except to such extent as may be required by law.

11.5 No Guarantee of Tax Consequences. Neither the Plan Administrator nor the District makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant under this Plan will be excludable from the Participant's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any Participant.

11.6 Employment. Participation in this Plan shall not give any employee the right to be retained in the District's employ, or any right or interest in this Plan other than as provided herein.

11.7 Release of School District. Any payment to or for any Participant, or his or her legal representative or beneficiary in accordance with the provisions of this Plan or any other plan incorporated herein by reference, shall to the extent thereof be in full satisfaction of all claims hereunder against the District.

11.8 Insurance Contracts. No insurance company which may issue any contract upon the application of the Plan Administrator shall be required to take or permit any action contrary to the provisions of such contract; or be bound to allow a benefit or privilege to any person interested in any contract it has issued which is not provided in such contract; or be deemed to be a part of this Plan for any purpose; or be responsible for the validity of this Plan; or be required to look into the terms of this Plan or question any act of the District or Plan Administrator hereunder; or be required to see that any action of the District or Plan Administrator is authorized by this Plan. Any such issuing company shall be fully discharged from any and all liability for any amount paid pursuant to its contract; and no issuing company shall be obligated to see to the application of any monies so paid by it. Any such issuing company shall be fully protected in taking or permitting any action on the faith of any instrument executed by the Plan Administrator and shall incur no liability for doing so.

11.9 Incapacity of Participant. If any Participant entitled to receive benefits hereunder shall be physically or mentally incapable of receiving or acknowledging receipt thereof, but no legal representatives have been appointed for him, the Plan Administrator may cause any benefit otherwise payable to him to be made to one or more persons as chosen by the Plan Administrator,

and any payment so made shall be a complete discharge of all liability under the plan in respect to such payment.

11.10 HIPAA Privacy and Security Compliance.

The Plan will disclose Protected Health Information (PHI) to the Employer (herein the Plan Sponsor) only for the purposes permitted or required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the HIPAA privacy regulations.

As a condition of receiving PHI, the Plan Sponsor will:

- (a) Not use or further disclose PHI other than as permitted or required by the Plan or as required by law;
- (b) Ensure that any agents, including a subcontractor, to whom it provides PHI received from the Plan agree to the same restrictions and conditions that apply to the plan sponsor with respect to such information;
- (c) Not use or disclose PHI for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the Plan Sponsor;
- (d) Report to the Plan any use or disclosure of the PHI that is inconsistent with the uses or disclosures provided for of which it becomes aware;
- (e) Make available PHI in accordance with 45 CFR §164.524 and make electronic PHI available as required by 42 USC §17935(e);
- (f) Make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 CFR §164.526;
- (g) Comply with an individual's request that his/her PHI not be disclosed if the disclosure is for payment or health care operations and the PHI

pertains solely to an item for which the individual has paid the health care provider out of pocket and in full as required by 42 USC §17935(a);

(h) Make available the information required to provide an accounting of disclosures in accordance with 45 CFR §164.528 and an accounting of disclosures via electronic health record of PHI for payment, treatment or health care operations as required by 42 USC §17935(c);

(i) Notify affected individuals of a privacy or security breach involving their unsecured protected health information as required by 42 USC §17932(a);

(j) Make its internal practices, books, and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of Health and Human Services for purposes of determining compliance by the Plan with the HIPAA privacy regulations;

(k) If feasible, return or destroy all PHI received from the Plan that the plan sponsor still maintains in any form and retain no copies of such information when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible;

(l) Ensure that there is adequate separation between the Plan and the Plan Sponsor as required by 45 CFR §164.504(f)(2)(iii); and

(m) Certify to the Plan that the plan documents have been amended to incorporate the requirements of 45 CFR §164.504(f)(2).

Only specific employees or classes of employees of the Plan Sponsor, as designated by the Assistant Superintendent for Administrative Services will be given access to

protected health information. The employees or classes of employees of the Plan Sponsor who will be given access to PHI will receive training in the HIPAA privacy and security standards. The access of these employees or classes of employees shall be restricted to plan administration functions that the plan sponsor performs for the group health plan. In the event that any of the employees described in this section fail to comply with this Section of the Plan, they shall be subject to sanctions consistent with the Plan Sponsor's employment policies, up to and including termination from employment.

Effective April 20, 2006, where Electronic Protected Health Information will be created, received, maintained or transmitted to or by the Plan Sponsor on behalf of the Plan, the Plan Sponsor shall reasonably safeguard the Electronic Protected Health Information as follows:

1. The Plan Sponsor shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic Protected Health Information that the Plan sponsor creates, receives, maintains or transmits on behalf of the Plan;
2. The Plan Sponsor shall ensure that the adequate separation that is required by 45 CFR §164.504(f)(2)(iii) of the HIPAA Privacy Rule is supported by reasonable and appropriate security measures;
3. The Plan Sponsor shall ensure that any agent, including a subcontractor, to whom it provides Electronic Protected Health Information agrees to implement reasonable and appropriate security measures to protect such information; and

4. The Plan Sponsor shall report to the Plan any Security Incidents, as defined in 45 CFR §164.304, of which it becomes aware; and

5. Upon request by the Plan, the Plan Sponsor will report to the Plan any Security Incident of which it becomes aware.

These provisions concerning Electronic Protected Health Information shall not apply when the only Electronic Protected Health Information disclosed to the Plan Sponsor is disclosed pursuant to 45 CFR §164.504(f)(1)(ii) or (iii), or as authorized under 45 CFR §164.508.

IN WITNESS WHEREOF, the District has caused this Plan to be executed in its name and behalf this ____ day of _____, 2024 by its officer thereunto duly authorized.

Livingston Educational Service Agency

By: _____

Its: _____

APPENDIX G

- Board Policy Revisions, First Reading



Livingston Educational Service Agency

BOARD OF EDUCATION BYLAWS AND POLICIES



Miller Johnson School Policy Services

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INTRODUCTION

0001 Name and Legal Status

The legal name of the educational service agency (ESA) is Livingston Educational Service Agency. The ESA is organized and governed by relevant provisions of the [Michigan Revised School Code](#).

0002 The Board of Education

The ESA is governed by the School Board (the Board). A principal function of the Board is to adopt Bylaws and Policies that are reasonable and necessary to guide present and future Board and ESA decision making and operations. The adoption, amendment, or repeal of Bylaws or Policies requires the vote of a majority of the Board members elected and serving.

Bylaws and Policies supplement the wide body of federal and state statutory and regulatory law that applies to ESAs in the State of Michigan. Federal and state laws supersede these Bylaws and Policies, to the extent of any inconsistency. The Board has determined that it is not reasonable or necessary to attempt to reiterate federal or Michigan statutes or regulations in these Bylaws and Policies.

0003 The Superintendent

The Board will employ a Superintendent¹ in conformity with the [Revised School Code](#) and other applicable laws. The Superintendent will serve as the ESA's chief administrator and is responsible for the development and implementation of Administrative Regulations that give operational effect to the Board Policies. Regulations are to be consistent with these Bylaws and Policies and, except as otherwise agreed by the Board, will not be effective for a period of one month from the date they are provided to the Board. The Board may, but is not required to, formally approve Administrative Regulations. A reference to the Superintendent in these Bylaws and Policies (and in any Administrative Regulations that may be promulgated) means the Superintendent or his/her designee, unless otherwise expressly stated.

The Board is represented in all labor negotiation proceedings by a negotiating team selected or approved by the Board prior to the start of the negotiations. All agreements negotiated by the team are subject to ratification by the Board.

¹ A reference to the "Superintendent" in these Bylaws and Policies is a reference to the intermediate superintendent, as defined under [MCL 380.4\(6\)](#).

The Board has adopted these Bylaws to define the manner in which the Board meets, operates, and conducts its business. Bylaws are intended to provide for the Board's own internal governance, providing the basic framework for Board operations.

1001 Organization and Functioning of the Board

Composition The Board of Education is comprised of five members, elected or appointed in accordance with the [Revised School Code](#) and the [Michigan Election Law](#).

Term of Office The term of office of each member is 6 years unless otherwise permitted or prohibited by law.

Oath of Office Newly elected, reelected, and appointed members of the Board will take the required oath of office before being seated.

Vacancies In the event of a vacancy on the Board, the Board may appoint an eligible person to fill the position consistent with [Michigan law](#).

Duties and Responsibilities of Board Members Board members are elected to serve the interests of the ESA, the constituent school districts, and the entire ESA community. These interests may not be subordinated to any partisan principle, group, or interest. Board members are expected to be and remain informed about issues that may come before the Board for decision. Regular attendance at Board meetings is necessary to fulfill the obligations of a Board member.

Guiding Principles of the Board of Education:

Accountability | Commitment to Learning | Inclusivity | Stewardship | Transparency |
Vision-Driven

1. The Board of Education, in cooperation with the superintendent and [stakeholders](#), establishes and commits to a [vision](#) for the Agency that emphasizes high expectations for achievement of all students and quality instruction.
2. The Board of Education governs in a manner that is dignified and worthy of trust.
3. The Board of Education is accountable to the school community.
4. The Board of Education holds the superintendent accountable for creating the outcomes identified in the Agency's strategic plan.

Role of Individual Board Members The Board acts as a whole, and only at properly convened Board meetings. An individual Board member lacks independent authority and may not act for or on behalf of the Board unless he/she has been specifically delegated authority by the Board to act in a particular instance.

Guiding Principles of the Individual School Board Member:

Advocacy | Civility | Courage | Empathy | Inquiry | Integrity | Regard for Authority of the Board | Selflessness

1. The individual school board member is motivated by and focuses on what is in the best interest of all students.
2. The individual school board member believes in the importance of and actively engages in continuous learning.
3. The individual school board member understands and respects both the authority and responsibilities of the Board of Education.
4. The individual school board member approaches school governance work with a spirit of inquiry.

Code of Ethics Each Board member will be asked to acknowledge and sign the following Code of Ethics:

As a member of the Board, I will promote the best interests of the ESA as a whole and will adhere to the following ethical standards and principles:

1. I will represent all ESA constituents honestly and equally and refuse to surrender my responsibilities to any partisan principal, group, or interest.
2. I will avoid any conflict of interest prohibited by law or appearance of such that could result from my position, and will not use my membership on the Board for personal gain, where contrary to the interests of the ESA, and after notice to the Board President and the Superintendent.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public meeting of the Board.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest, and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend, and actively participate in Board meetings.
8. I will become sufficiently informed about and prepared to act on the specific issues before the Board.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire ESA community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the ESA.

11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, including those sponsored by state and national school board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep the Board focused on its primary work of clarifying the ESA's purpose, direction and goals, and monitoring ESA performance.

Confidentiality Board members will receive information that is not available to the general public. This includes information that is received during a closed session of the Board. In order for the proper functioning of the Board, an individual Board member will not share confidential information without the prior authorization of the Board, except as required by law, and after notice to the Board President and ESA Superintendent.

Conflict of Interest If a relative (father, mother, son, daughter, sister, brother, or spouse; father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law; step-father, step-mother, step-son, step-daughter; step- or half-brother; step- or half-sister; or, any other persons who reside at the same location as a Board member) of a Board member is already an employee of the ESA, such Board member shall abstain from voting on any matter affecting the employment status of the employee. In addition, Board Members are prohibited from using ESA funds or other public funds under the control of the ESA for purchasing alcoholic beverages, jewelry, gifts, fees for golf, or any item which the purchase or possession of is illegal. If a Board member has a substantial conflict of interest, as the phrase is defined under [Section 634 of the Revised School Code](#), in a proposed contract for services, supplies or equipment, the Board will not enter into that contract.

If the financial interest pertains to a proposed contract with the Agency, the following requirements must be met:

- a) The Board member shall disclose the financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct pecuniary interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the Agency, the Board member shall make the disclosure in one of two (2) ways:
 1. In writing, to the Board president (or if the member is the Board president, to the Board secretary) at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)
 2. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The Board member must use this method of disclosure if his/her pecuniary interest amounts to \$5,000 or more.
- b) If an educational service agency board member or educational service agency administrator has a substantial conflict of interest in a proposed contract, the educational service agency board shall not enter into that contract and the administrator or board member shall not present that contract. As used in this subsection, "substantial conflict of interest" means a conflict of interest on the part of an educational service agency board member or educational service agency administrator in respect to a contract with the educational service agency that is of such substance as to induce action on his/her part to promote the contract for his/her own personal benefit. Excluded from substantial conflict are the situations described in MCL 380.634(5).
- c) Any contract in which there is a conflict of interest as defined by this bylaw and the related statute (MCL 380.1203) must be approved by a majority vote of the full Board without the vote of any Board member with a financial interest.

However, if a majority of the members of the Board are required to abstain from voting on a contract or other financial transaction due to a financial interest, then for the purposes of that contract or

other financial transaction, the members who are not required to abstain constitute a quorum of the board and only a majority of those members eligible to vote is required for approval of the contract or financial transaction.

- d) The official minutes of the Board disclose the name of each party involved in the contract, the nature of the financial interest, and the terms of the contract including the duration, financial consideration between the parties, facilities or services of the Agency included in the contract, and the nature and degree of assignment of Agency staff needed to fulfill the contract.
- e) A Board member with a financial interest in a contract may participate in discussion, vote on the contract to the extent that the Board member's participation is required by law, or two-thirds (2/3) of the members are not eligible to vote and his/her vote is needed to constitute a quorum, providing the financial interest is less than \$250 and five percent (5%) of the contract cost to the Agency and the Board member files a sworn affidavit to that effect with the Board. Such affidavit is to be made a part of the official minutes of the Board.

New Members Board service requires considerable preparation and study. New Board members are strongly encouraged to participate in orientation and educational activities to acquaint themselves with the duties and responsibilities of a Board member.

Committees The Board may create various committees to gather information for the Board. Committee members will be appointed by the Board President. A committee will consist of less than a quorum of Board members.

Election of Officers of the Board The President, Vice President, Treasurer, and Secretary of the Board will be elected at the Board's annual organizational meeting. The vote of a majority of the Board members elected and serving will be necessary for election to these offices. The elected officers will hold office for one year, and continue in office until their successors are chosen and take office. Board officers are eligible for reelection to their office.

President The President of the Board will preside at all meetings of the Board and conduct meetings in the manner prescribed by these Bylaws. The President may perform such tasks as are reasonably necessary to facilitate Board meetings.

The President, or his/her designee, functions as the official spokesperson for the Board. The President will be the official recipient of correspondence directed to the Board and will provide copies of ESA-related correspondence to all other Board members and, in his/her discretion, to the Superintendent. Board members who receive ESA-related correspondence that was not addressed to the President will promptly provide a copy to the President.

The President will sign all papers and documents required by law or otherwise authorized by action of the Board.

The President, on behalf of the Board, is authorized to consult with the Superintendent and/or ESA legal counsel prior to presentation of an issue to the full Board.

Vice-President The Vice-President of the Board will have the powers and duties of the President during the temporary absence or disability of the President. The Vice-President will also have such other powers and duties as the Board may from time to time determine.

Treasurer The Treasurer of the Board will sign all ESA documents required by law or otherwise authorized by action of the Board and perform other duties required by law and/or assigned by the Board.

Secretary The Secretary of the Board will be responsible for taking and keeping the Board minutes in conformity with applicable legal requirements and performing such other duties as the Board may from time to time determine.

Vacancies in Officer Positions In the event of a vacancy in a Board office, the Board will elect a successor to serve for the balance of the term.

Removal from Office The Board may remove a person from an elected Board office by a majority vote of the serving members. Removal from an office does not constitute removal from the Board.

Compensation Board members will be paid a stipend, as determined by the Board, for attendance at each meeting of the Board, including committee meetings and Board study sessions. The stipend will not exceed \$30.00 per meeting, subcommittee meeting, or other duties, and individual Board members will not be paid for more than 52 meetings per year.

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

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.

For travel expenses which include at least one overnight stay, Board members, or their designees, must submit both a pretravel authorization form detailing estimated expenses and a post travel form detailing and verifying actual expenses. The Board must review and approve both forms prior to reimbursement.

Indemnification The **Without waiving governmental immunity, the** ESA will indemnify the Board and individual Board members to the extent permitted by law. The ESA will also purchase and keep in effect insurance policies for the defense and indemnification of the Board and individual Board members.

Discipline and Removal By a majority vote, the Board may censure an individual Board member or members for violating federal or Michigan law, these Bylaws or Board policy, or otherwise acting in a manner inconsistent with the office of a Board member. A member of the Board may be removed either by: resolution passed by a majority of the constituent school districts plus one and submitted to the Board, or by the Governor under [Section 619 of the Revised School Code](#).

Professional Services The Board may select and appoint qualified individuals or firms to provide professional services to the ESA for legal, architectural, and auditing/accounting services. In making such selections, the Board will, minimally, consider certifications, licenses, training, and experience.

Michigan Open Meetings Act The [Michigan Open Meetings Act](#) (OMA) governs many aspects of Board of Education meetings. These Bylaws supplement the requirements of the [OMA](#).

Annual Organizational Meeting An organizational meeting will be held annually on or before the fourth Monday of June. The business of the meeting will include:

- The election of Board officers;
- The establishment of a schedule of regular Board meetings for the year; and,
- Such other business as the Board may choose to address.

Regular Meetings Regular meetings of the Board will be held in accordance with the schedule established by the Board at the organizational meeting. The agenda for each regular meeting will be developed by the Superintendent with input from the Board.

Special Meetings Special meetings of the Board may be called by the President or any three (3) Board members by providing not less than 18 hours' notice to all Board members. The notice to Board members and the public shall be consistent in manner and form with the requirements of the [OMA](#).

Meeting Procedures

Quorum. Unless otherwise required or permitted by law, a majority of the serving members will constitute a quorum.

Voting. Unless otherwise required or permitted by law, the affirmative vote of a majority of the serving Board members is required to exercise the Board's authority.

Electronic Meetings and Remote Participation. In accordance with the [OMA](#), for meetings in which any or all Board members attend remotely, the following conditions must be met:

- The Board Secretary must include the name of each Board member attending remotely in the meeting minutes;
- The Board member attending remotely must hear and be heard by other Board members and those in attendance at the Board meeting;
- The Board member attending remotely must notify the Board President at least one (1) business day before the meeting that s/he will participate remotely to allow the Board President to make arrangements to notify the general public of the means by which it may contact the Board member prior to the meeting; and
- The Board President must take steps to ensure the general public is aware of the manner any Board member attending remotely voted on any and all matters brought before the Board for a vote, such as requiring roll call voting.

Guidelines for Public Participation at Board Meetings. The Board will establish guidelines concerning public participation at Board meetings. The guidelines will include, but not be limited to:

- Limiting the time any individual may address the Board.
- Requiring individuals who wish to address the Board to identify themselves, their address, and any organization they may represent.

- Advising the public that, generally, the Board and individual Board members will not directly respond to comments or questions that arise during the public participation portion of the meeting.
- Requiring individuals who wish to address the Board to direct their comments to the entire Board and not to individual Board members, the Superintendent, other ESA employees, or members of the audience.
- Prohibiting behavior that is intemperate, abusive, defamatory, or discourteous or that otherwise interferes with the orderly conduct and timely completion of the Board meeting.
- Excluding from the meeting an individual who engages in conduct that constitutes a breach of the peace.

Rules of Order. Disagreements concerning the rules of order for a meeting will be resolved according to the latest edition of *Robert's Rules of Order*. The Board may, however, suspend the Rules for a particular meeting or vote by action of a two-thirds (2/3) vote of those members present.

Suspension or Waiver of the Bylaws. Bylaws may be suspended by general consent or a two-thirds (2/3) vote of the Board members present at a properly constituted meeting. The suspension will apply to a particular instance and matter only and will not otherwise be applicable to subsequent actions or events.

1003 Adoption or Amendment of Bylaws and Policies

The Board will adopt or amend Bylaws and Policies after readings at two separate Board meetings. The Board may, by a majority vote of members elected and serving, waive a first reading.

2001

Admission and Enrollment

The Superintendent will promulgate administrative regulations concerning enrollment of resident and nonresident students.

Resident Students Michigan law establishes which students have the right to attend school in the ESA. Students enrolled in a constituent district are presumed to be residents of the ESA.

Nonresident Students Nonresident students may be permitted to enroll in the ESA, as described below.

Tuition Students. The Board may choose to permit the enrollment of nonresident students pursuant to a tuition program. If a tuition program is adopted, the Superintendent will develop and implement regulations for the enrollment of nonresident tuition students. Students duly enrolled through a tuition program will, thereafter, be considered ESA students for all curricular and extracurricular purposes.

Homeless Students. The ESA will comply with applicable legal requirements concerning the enrollment of students defined as homeless under federal law. The Superintendent will appoint a designee to serve as the ESA's liaison with homeless students and their parents or guardians. The liaison will coordinate and collaborate with state and local officials, as necessary. Students duly enrolled as homeless students will, thereafter, be considered ESA students for all curricular and extracurricular purposes.

Shared Time Instruction Under certain circumstances, students enrolled in non-public schools located within the geographic boundaries of the ESA, as well as eligible students who are being home-schooled, are permitted to participate in ESA programs and services.

2002

Learning and Achievement

Assessments If required, the Superintendent, in consultation with selected ESA personnel, will develop and implement legally compliant student assessments. These assessments are to be designed to accurately measure the degree to which ESA students are progressing in the curriculum, in general, and how each individual student is progressing within the curriculum.

The Superintendent, in consultation with selected ESA personnel, is also responsible for developing and implementing an assessment reporting system. The purposes of the reporting system include informing the Board, ESA staff, parents,² and the community, at large, about student progress within the curriculum, in general; informing the Board, ESA staff, parents, and the community at large about student progress relative to their peers in other school districts and communities; and, notifying parents and students of the particular student's individual progress in the ESA's curriculum. All ESA personnel are responsible for faithfully and effectively administering the ESA's assessments and following the prescribed system of assessment reporting.

Progress Reports and Grades The Superintendent, in consultation with selected ESA personnel, is responsible for developing and implementing a system of legally compliant periodic progress reporting and grading that accurately reflects the degree to which students are progressing within the curriculum, in general, and relative to their peers, as well as how each individual student is progressing. All ESA personnel are responsible for faithfully and effectively implementing the ESA's progress reporting and grading system.

²The word "parents," when used in these policies, includes legal guardians and, where required by law, those acting in the place of parents.

Placement and Program Requirements To the extent permitted by law, placement in all ESA programs and services, including decisions regarding program requirements and prerequisites, is at the sole discretion of the ESA.

Pilot ESA Schools of Choice Program If a constituent district allows a nonresident pupil to enroll in the district under a pilot ESA schools of choice program, the ESA will continue to allow such students to participate in ESA programs and services until the student either enrolls in a non-constituent district or graduates from high school.

Child Find The ESA will attempt to identify and locate every student residing in the ESA who may be a student with a disability under the [Individuals with Disabilities in Education Act](#) and/or [Section 504 of the Rehabilitation Act of 1973](#), regardless of whether they are currently receiving a public education.

The ESA may seek to notify parents of its child find obligations by advertising, posting notices in places likely to be visited by qualified students with disabilities and their parents, by including notices in ESA publications – including its web site – and by directly contacting parents of students the ESA believes may be eligible.

The ESA will also ensure that the information in its notices is written in a manner that would reasonably be easily understandable to a parent. The notices will contain the name and contact information for the ESA's Section 504 Coordinator, as follows:

Section 504 Coordinator:

Doug Haseley, Assistant Superintendent for Special Education
(517) 540-6803

2003 Education Records

Generally The Superintendent will develop and implement legally compliant regulations covering the creation, maintenance, preservation, and confidentiality of student records. The Superintendent will notify parents annually of their rights with respect to student records and related matters, as required by the [Family Education Rights and Privacy Act](#) (FERPA) and the [Protection of Pupil Rights Amendment](#) (PPRA).

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 ESA-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 ESA, 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 ESA-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 ESA publications, on social media sites, or websites hosted or maintained by, on behalf of, or for the benefit of the ESA, including the ESA's internal email system;
- ☐ ESA officials who have access, consistent with FERPA, to such information in conjunction with a legitimate educational interest; and
- ☐ External parties contractually affiliated with the ESA if such affiliation requires sharing Limited Use Directory Information.

Student Surveys Parents may inspect all materials used for any student survey, analysis, or evaluation conducted by the ESA in connection with a program that is funded by the United States Department of Education. The ESA will not, without the consent of the parents of a student, require the student to participate in such a survey, analysis, or evaluation that reveals or is intended to reveal information concerning the student or the student's parents':

- Political or religious affiliations, beliefs, or practices;
- Mental or psychological problems;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom the student or the student's parents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers; or
- Income, other than when required by law to determine eligibility for programs or financial assistance.

2005

Communication

Closed Forum The ESA is a closed forum, dedicated to the education of ESA students based on the ESA's curriculum and programs. Where deemed necessary, the ESA reserves the right to prohibit communication by students or others while observing all applicable legal requirements.

Distribution and Posting of Materials The posting and distribution of materials on ESA premises ~~property~~ is prohibited, unless the materials are generated by the ESA itself or provides factual information about ESA'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 ESA prohibits the posting or distribution of literature that violates 7008-AR 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.

2006

Behavior

The Board is committed to providing a school environment in which staff may deliver and students may receive educational services without disruption or interference. Expectations for students are based on principles of civility, mutual respect, and otherwise doing what is necessary to be a functioning member of a school community. These expectations apply to conduct on ESA premises, while en route to and from school, while in attendance at school functions, as well as when off-campus, to the extent the off-campus behavior is likely to or does substantially disrupt ESA academic or extracurricular activities or programs.

Attendance The ESA requires its students to attend school every day school is in session, except when excused by the ESA. The ESA's Superintendent is responsible for enforcing this policy. In cases where the ESA's Superintendent concludes a parent is failing to comply with Michigan's compulsory school attendance law, [MCL 380.1561](#), s/he may refer the matter to Child Protective Services or the appropriate police agency or prosecutor's office.

Student Appearance Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Student Code of Conduct The Superintendent, in consultation with selected ESA personnel, will develop and implement a legally compliant Student Code of Conduct. The Student Code of Conduct will apply to student behavior on school premises, while en route to and from school, at ESA-related events, as well as to off-campus behavior, to the extent the off-campus behavior is likely to or does substantially disrupt ESA academic or extracurricular activities or programs, or to the extent the ESA is legally required to consider the off-campus behavior, such as criminal sexual conduct and cyberbullying.

- Principals are delegated the authority to suspend a student from school for misconduct for a period not to exceed ten (10) school days. The Student Code of Conduct to be developed by the Superintendent is to include the due process protections that will apply in connection with such suspensions.
- The Student Code of Conduct will include a procedure for considering and disposing of recommendations by the administration for long term suspensions (in excess of 10 school days) and expulsions. The procedure will be consistent with this policy.

Long Term Suspensions and Expulsions. The Board delegates to the Superintendent the authority to issue long-term suspensions and expulsions, pursuant to legally compliant procedures set forth in the Student Code of Conduct. The Superintendent's decision on such suspensions and expulsions will be final.

The Superintendent may also develop and implement an Athletic and Extracurricular Code of Conduct. The Code will be developed on the foundational basis that participation in athletics and extracurricular activities is a privilege, not a right.

The Superintendent will post the ESA's Student Code of Conduct on the ESA's web site and take other reasonable measures to assure that students and parents are aware of their existence.

Other Student Behavior Michigan law requires the Board adopt policies concerning bullying, "verbal assault," and locker searches. The Board adopts the following policies, which the Superintendent is to incorporate into the Student Code of Conduct.

Student Bullying The Board recognizes that bullying and cyberbullying significantly interfere with the learning process. Through this Policy, the Board prohibits bullying "at school," as defined below, as well as off-campus conduct that is likely to lead to a material or substantial disruption of the school learning environment for one or more students.

This Policy is intended to protect *all* students from bullying, including cyberbullying, regardless of the subject matter or motivation for the behavior. The Board, through this Policy, also prohibits retaliation or false accusations against a target of bullying, as well as a witness or another person with reliable information about an act of bullying. The identity of an individual who reports an act of bullying shall remain confidential. The Superintendent will promulgate administrative regulations to implement this policy.

Verbal Assault A verbal assault is a communication or series of communications that does or is intended to put a reasonable person in fear of harm to himself/herself or his/her property. The Superintendent will address verbal assault within the Student Code of Conduct.

Locker and Other Searches Lockers provided to students are the property of the ESA and students and others have no expectation of privacy with respect to the lockers or their contents. ESA principals and their designees may search student lockers at any time for any reason and may request the assistance of local law enforcement personnel. When conducting locker searches, ESA personnel will respect the privacy rights of students regarding items found that are not illegal or possession of which is not in violation of ESA policy. Any searches of personal property on school grounds will be conducted in a manner consistent with applicable legal standards.

Food Deliveries Students are prohibited from ordering delivery food during the school day, either directly from a restaurant or through smart phone applications and websites such as Grubhub, DoorDash, and Uber Eats. Any food deliveries will be confiscated by the front office and, at the discretion of the front office, may either be retrieved at the end of the school day or discarded. Violation of this policy may result in student discipline.

2007

Health and Safety

Programs and Activities ESA personnel will take reasonable precautions to preserve the health, safety, and welfare of students participating in ESA-related programs and activities.

Health Concerns Raised by Parents or Guardians Parents or constituent districts are responsible for informing the ESA of health and safety concerns particular to their children and cooperating with the ESA to address those concerns. The Superintendent will develop and implement regulations for addressing the health and safety concerns of students with disabilities within the meaning of [Section 504 of the Rehabilitation Act of 1973](#).

Immunization Except as otherwise specifically provided by law, the Board requires that all students be properly immunized, not later than the first day of school or start of a program.

Medication The Superintendent will develop administrative regulations concerning student medications. The regulations will address the possession, storage, and accessing of student medications, as well as the administration of prescription medications to students while at school.

Seclusion and Restraint The Board directs ESA personnel and others to comply with Michigan law prohibiting seclusion and restraint, except for emergency seclusion and emergency physical restraint in the manner permitted by law.

Epinephrine Auto-Injectors (Epi-Pens) The ESA will acquire or purchase and maintain at least two functioning epinephrine auto-injectors (epi-pens) for and at each school building it operates. Properly trained ESA personnel or authorized contractors will administer an epi-pen injection to any individual on ESA grounds who is believed to be having an anaphylactic reaction or to any student who has a prescription on file at the school. The ESA will notify the parent(s) or legal guardian of any student to whom the ESA administers an epi-pen injection on school grounds or at a school-related activity.

The purpose of this policy is to comply with sections [1178](#) and [1179](#) of the [Revised School Code](#). This policy is not intended, and should not be construed, to create or grant any rights or remedies to any person. The Superintendent will promulgate administrative regulations for implementing this policy consistent with the requirements of the [Revised School Code](#), which regulations will incorporate, by reference, the Michigan Department of Education's Medication Administration Guidelines.

Cardiac Emergency Response Plan The Superintendent will develop and implement regulations that will enable the ESA to offer an appropriate response in the event of a cardiac emergency. These procedures will address, at a minimum:

- The use and regular maintenance of automated external defibrillators located within the ESA.
- Activation of a cardiac emergency response team in the event of an identified cardiac emergency.
- The methods for effective and efficient communication in the building or outside area in which the emergency arises.
- A training plan for the use of automated external defibrillators and cardiopulmonary resuscitation techniques.
- The incorporation or integration of a local emergency response system and emergency response agencies into the ESA's procedures.

The Superintendent will annually evaluate the ESA's cardiac emergency response procedures and report the evaluation results to the Board.

Physical Examinations and Screenings Annual notice will be given to parents of any health or physical examinations or screenings. Parents will be given the opportunity to opt-out their students from all physical examinations and screenings.

3000**CURRICULUM AND INSTRUCTION****3001****Curriculum and Program Development**

The Superintendent is responsible for the development, implementation, and ongoing evaluation of the ESA's curriculum and programs. The curriculum will:

- Be consistent with the Board's policy on Student Learning and Achievement;
- Meet or exceed all requirements of the State of Michigan for instructional programs;
- Meet the individual needs of the students, where applicable or appropriate; and,
- Be standards based and founded upon legally compliant, research based learning and achievement standards that lead to student growth or the completion of an ESA program.

The ESA's curriculum and programs will also include legally compliant, research based learning and achievement standards for students who participate in career and technical education programs, as well as address the needs and provide legally compliant opportunities for students with disabilities and students who are considered gifted.

The Superintendent will appoint well qualified administrators and teachers to assist the Superintendent in implementing and improving the ESA's curriculum and programs, as well as otherwise improving student learning and achievement.

3006**Parental Objections**

The Superintendent will develop regulations that provide an opportunity for the presentation and fair consideration of parental objections to the ESA's curriculum and programs, the selection of textbooks and other instructional materials, and media center materials.

3007**School Year / School Calendar**

The Superintendent will, in cooperation with the ESA's constituent districts, develop and recommend for approval by the Board a common school calendar that applies to all the constituent districts and to the ESA's programs. The school year adopted by the Board will meet all applicable legal requirements and will be posted on the ESA website.

3008**School Day**

The Superintendent will develop and recommend for approval by the Board a school day that is consistent with the programs and services offered by the ESA. The school day will meet all applicable legal requirements.

3009**Limited English Proficiency**

If the Board approves implementation of a bilingual instructional program for ESA students, the Superintendent will develop and implement a program that:

- Provides appropriate instruction to limited English proficient students to assist them in gaining English language proficiency; and,
- Annually assesses the English proficiency of students and monitors their progress in order to determine the degree to which they may participate in a regular classroom environment.

3010 Career and Technical Education (CTE) Program

In collaboration with the ESA's constituent districts, the Board will provide a selection of vocational education courses from which students can choose programs that meet their individual interests, abilities, and post-secondary goals. CTE programs are designed to provide educational experiences and guidance for students to plan and prepare for a future in:

- The labor market as employable individuals immediately after graduation with productive, saleable skills; and/or
- Education beyond high school with the opportunity to gain marketable job skills that will assist them in achieving career goals.

The Board seeks to ensure CTE is a viable option for students in this ESA service area as well as the surrounding counties. The Superintendent will develop administrative regulations promoting CTE collaboration which will delineate any charges to schools not part of the county CTE millage.

3011 Special Education

Special Education Plan In cooperation with the ESA's constituent districts, including public school academies, the Board will develop, establish, and continually evaluate and modify a plan for special education that provides special education services to students with disabilities who are residents of a constituent district and are under the age of 26. The plan will be drafted consistent with the [Revised School Code](#) and the [Michigan Administrative Rules for Special Education](#) (MARSE) and must include, at a minimum, the requirements found under [MARSE R 340.1832](#).

Upon initial completion of the plan and when any modifications are made, the plan will be submitted to the Michigan Department of Education Office of Special Education, which will forward the plan to the Superintendent for Public Instruction for review and approval. Approved plans will be distributed to the ESA's constituent districts and the chairperson of the parent advisory committee within seven days of the ESA's receipt of approval.

4000

PERSONNEL

A quality educational program is very largely a function of the personnel employed to implement the educational goals of the Board. The Board will search for and employ persons of the highest character who have the skills and other qualifications necessary to meet staffing requirements.

Board policies apply to all ESA employees, including personnel who are covered by a collective bargaining agreement.

Unless prohibited by law or contract, all ESA employees are considered employees at will, meaning they may be terminated at any time, with or without reason or cause. An employee's termination must be approved by the Board, upon recommendation of the Superintendent, or his/her designee. This policy supersedes and replaces any and all employment policies, practices, commitment, and/or assurances, if any, which are contrary to or in conflict with this policy.

In the event that a Board policy conflicts with an enforceable provision of a collective bargaining agreement, the bargaining agreement will control the particular matter for employees who are within the coverage of that agreement. Any provision of a collective bargaining agreement that purports to cover a prohibited subject to bargaining is not enforceable.

All staff members have the responsibility to make themselves familiar with, and abide by, the laws of the State of Michigan as they affect their work, the policies of the Board, and implementing Administrative Regulations designed to implement them.

4001

Administrative Staff and Organization

Superintendent The Board will employ a Superintendent in conformity with relevant provisions of the [Revised School Code](#) and other applicable laws. A constituent school district may contract with ESA to have its Superintendent also serve as the superintendent of schools for the constituent district.

Other Administrators The Board may employ other administrators as it deems necessary for the proper operation of the ESA.

4002

Employment Considerations

Equal Employment Opportunity The Board is committed to equal employment opportunities in all aspects of employment, including recruitment, selection, training, promotion, and retention of staff.

Discrimination and Harassment The Board is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from illegal discrimination and harassment. There will be no tolerance for discrimination or harassment in employment on the basis of race, color, national origin, religion, sex, marital status, **pregnancy status**, genetic information, disability, age, or any other illegal grounds. See, also, Policy 8007.

Nepotism It is the intent of the Board to avoid favoritism as well as the appearance of favoritism towards relatives in all matters concerning employment in the ESA. The Board adopts the following standards:

- No Board member or employee shall participate in any personnel action, including a recommendation for appointment, employment, promotion, or evaluation, concerning an applicant or employee to whom she or he is related.

- No Board member or employee may directly supervise or evaluate an employee to whom that person is related. If a person is hired or transferred into a position the person will immediately report that fact to the Superintendent, who will consult with the Board of Education concerning the proper disposition of the matter.

This policy should not, except as expressly provided, be interpreted to prohibit the employment of relatives of Board members or relatives of ESA employees.

For purposes of this policy, the terms “related” or “relative” refer to the following relationships: father, mother, son, daughter, brother, sister, or spouse; father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law; step-father, step-mother, step-son, step-daughter; step- or half-brother, step- or half-sister; or, any other persons who reside at the same location as the Board member or employee.

Criminal Background Checks The Board seeks to ensure a safe and secure environment for students, staff and other members of the ESA community. Accordingly, the ESA will comply with state law and require that any individual working in a school building, whether as an employee or working regularly and continuously under contract, submits to a criminal history and background check by the department of state police. If an individual has been convicted of a listed offense, as defined by Michigan law, the ESA will not employ the individual. If the individual has been convicted of a felony other than a listed offense, the ESA will consider the severity of the felony, when the conduct occurred, its effect on the ability of the individual to work in a school building, and any other matters considered relevant to the safety of the school community. An individual with a felony conviction will not be permitted to work in a school building unless the assignment is specifically approved by the Superintendent and the Board. Should the ESA become aware, at any time, that an individual already working in a school building has been convicted of a listed offense or a felony, the same procedures will apply. The Superintendent will develop and implement administrative regulations to carry out this policy.

4003 Conditions of Employment

Alcohol and Drug Free Workplace The Board maintains a workplace free of alcohol and illegal drugs, as well as prescription drugs for which the employee does not have a current, valid prescription. An employee or volunteer who is found to have unlawfully manufactured, distributed, dispensed, possessed, or used alcohol or any drug in the workplace shall be disciplined, up to and including discharge from employment. Similarly, an employee or volunteer who is found to have been present in the workplace while under the influence of illegal drugs, prescription drugs for which the employee does not have a current, valid prescription, or alcohol will be subject to discipline, up to and including discharge from employment. All employees must notify the ESA, in writing, if charged with a violation of a criminal drug statute occurring in the workplace. Notification must be provided no more than three (3) business days after being arraigned for the crime. All employees agree to abide by this policy as a condition of employment. This notification requirement does not eliminate the obligation of ESA employees or volunteers to report convictions of felonies and/or listed offenses, as otherwise required by law.

Notwithstanding state permissibility, the use and possession of marijuana and marijuana-induced intoxication are prohibited on ESA grounds.

The ESA's Superintendent is directed to establish a drug-free awareness program to inform employees about: the dangers of drug abuse in the workplace; employee awareness of this policy; and available drug counseling, rehabilitation, and employee assistance programs.

Omnibus Transportation Employees The ESA will comply with the [Omnibus Transportation Employee Testing Act of 1991](#). The Superintendent will develop and implement regulations to conduct alcohol and drug testing of all employees working in safety sensitive transportation positions, within the meaning of the Act.

Staffing, Layoff, and Recall of Teachers This policy relates to all teachers working for the ESA as defined by the [Michigan Teachers' Tenure Act](#). As used in this policy, the term "personnel decision" refers to any situation where the ESA 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~~
- ~~• 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 made based on the following **relevant** factors, in order of priority including, but not limited to:

- ~~• Individual performance;~~
- ~~• Significant, relevant accomplishments and contributions;~~
- ~~• 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 ESA or by law, and integration of that training into instruction in a meaningful way.

Subject to the limitation 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, 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.~~

Assignment and Transfer The Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the ESA. The Superintendent will be responsible for the proper assignment and transfer of all professional staff members and, in doing so, will attempt to optimize meeting the academic needs of the ESA's students.

HIPAA The [Health Insurance Portability and Accountability Act of 1996](#) (HIPAA) requires the ESA to provide employees with notice of the uses and disclosures of their protected health information that may be made by the ESA. The ESA will comply with the requirements of HIPAA with regard to any employee benefit or group health plan provided by the ESA that is subject to the requirements of the Act. The Superintendent will develop and implement regulations necessary to ensure continuing ESA compliance with the requirements of HIPAA.

Leaves of Absence An employee may be granted a leave of absence, with a right to return to employment upon expiration of the leave. A leave of absence is without pay unless otherwise provided by law, Board policy, or a negotiated contract. The Superintendent will develop and implement legally compliant leave of absence regulations, specifying the various types of leave that are available to ESA employees and the manner in which application for a leave may be made.

Remote Work Unless a remote work request has been approved by the building administrator, the ESA expects all employees to work on-site and in person. The Superintendent will promulgate administrative regulations consistent with this policy.

FMLA The ESA will comply with the [Family and Medical Leave Act](#) (FMLA) and corresponding regulations. The ESA will use the rolling calendar method under the FMLA. The FMLA leave of any employee of the ESA will be without pay. If the employee has paid leave time available under an applicable contract, the employee will be required to use that paid time concurrent with any FMLA leave.

Paid Medical Leave The ESA will provide paid medical leave (PML) to eligible employees pursuant to Michigan law. The Superintendent will determine whether PML will accrue over the course of each benefit year or will be provided at the beginning of each benefit year and will promulgate administrative regulations concerning the use of PML. Payment and use of accrued or provided PML will be coordinated with all types of paid leave available to an eligible employee pursuant to collective bargaining agreements, individual contracts, or other ESA policies and administrative regulations. This policy and any implementing administrative regulations will be automatically rescinded, without further action by the Board or the Superintendent, if paid medical leave is mandated by federal law.

Medical Examinations The Superintendent or his/her designee may require an employee to submit to a medical examination when:

- Required or permitted by federal and state law.
- Required or permitted by the employee's contract of employment and permitted by federal and state law.
- Information suggests that a health condition may be negatively affecting the employee's ability to perform the essential functions of his/her job, with or without accommodations.
- Information suggests that the employee is a direct threat to his/her safety or the safety of others.

- An employee has provided insufficient medical documentation as the basis for a health leave and, after providing the employee an opportunity to supplement the documentation, the documentation remains insufficient.

If the Superintendent requires an employee to submit to a medical examination, all costs will be borne by the ESA. The employee will be required to sign a release authorizing the physician to submit a copy of the report of the examination directly to the Superintendent. A copy of the physician's report will be maintained in a separate, confidential personnel file.

4004 Evaluations, Discipline and Discharge, Resignations

Performance Evaluations All employees can improve their performance and should strive for excellence in order to provide the best possible education for the students of the ESA. To that end, the ESA will annually evaluate employee performance. **The Superintendent will provide inter-rater reliability training for all evaluators as required by law.**

Teachers and Administrators. The ESA 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 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.

The evaluation of the Superintendent shall be conducted in a manner consistent with state law and/or her/his employment contract. In accordance with state law, Board members must receive training in the evaluation framework for the Superintendent. Board members are expected to complete such training before participating in an annual performance evaluation of the Superintendent. If such training is not obtained in advance of participation, the Board member(s) shall be recused from the evaluation of the Superintendent.

Ineffective Teachers Teachers will receive ratings ~~pursuant to the ESA'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 ESA 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.

Discipline and Discharge This discipline and discharge policy applies to all ESA employees. Furthermore, the employment of a probationary employee, including a probationary teacher, may be terminated at any time, for any reason that is not in violation of state or federal law. Where this policy conflicts with an individual contract of employment or an enforceable provision of a collective bargaining agreement, the applicable contract or agreement will supersede this policy.

The Board believes in maintaining a work environment that allows employees to be successful in providing an education to students of the ESA. In return, employees are required to meet the highest standards of personal integrity, professionalism, and performance. Employees whose conduct or performance is inconsistent with the ESA's expectations are subject to corrective and/or disciplinary action.

Discipline, for purposes of this policy, includes verbal and written warnings, verbal and written reprimands, suspensions, and dismissals/discharges. Discipline does not include verbal or written directives, verbal counseling aimed at correcting behavior or conduct, placement upon a voluntary or involuntary paid leave of absence, and performance evaluations. Such actions are not subject to this policy.

Disciplinary actions are taken at the discretion of the ESA, and may arise for any reason that is not arbitrary or capricious. All disciplinary decisions of the ESA are final and not subject to any grievance or arbitration procedure.

Resignations The Superintendent is authorized to accept resignations on behalf of the Board. A resignation must be in writing and is effective upon acceptance by the Superintendent.

4005 Other Matters of Employment

Gifts to School Personnel No employee of the ESA shall:

- Accept any but nominal personal gifts of money, services, or goods from a student of the ESA or the parent or guardian of any student.
- Accept any but nominal gifts or favors from any person, firm, or corporation that is involved, directly or indirectly, or may be interested in becoming involved, in any commercial dealings with the ESA.

Whistleblower Protection Policy Employees are expected to report suspected unlawful activity in the ESA. ~~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](#). The regulations will include a procedure for reporting alleged violations.

Outside Activities Employees may not engage in activities which, in the determination of the Superintendent, interfere with their ESA duties and responsibilities or denigrate the ESA or the employee's profession.

Teachers are not permitted to receive pay for tutoring students currently assigned to them. Teachers may tutor other students of the ESA with the prior permission of their building principal. No private tutoring may be provided during the regular school day, on ESA property at any time, or using ESA equipment or supplies.

No employee shall attempt to sell or influence a student to buy any product, article, instrument, service, or other such item, which would directly or indirectly benefit that employee.

Political Activities Political activities of any employee campaigning for a candidate or ballot proposal shall be conducted outside of ESA buildings, off ESA premises, and outside working hours. Students shall not be used by employees outside of school hours to campaign for a specific candidate or ballot proposals, unless student-initiated and approval has been obtained from the parents of those students. In accordance with Michigan law, ESA resources are, in no way, to be used in furtherance of any political activities.

Ownership of Works Instructional staff members are encouraged to prepare scholarly articles and otherwise produce materials which might be considered for publication or distribution. Any works which reference the ESA require the prior written approval of the Superintendent.

Staff member works in which a copyright or patent interest may exist are subject to the following:

- Works developed within the specific scope of an employee's ESA duties and responsibilities, or occurring during the employee's regular or customary work hours, are the absolute and exclusive property of the ESA.
- Works developed by an employee outside of both the specific scope of his/her employment duties and outside the employee's regular and customary hours of work belong to the employee.

Professional Development Opportunities Administration and professional staff are encouraged to seek and take advantage of professional development opportunities. Any expenses or fees associated with such professional development opportunities must be pre-approved by the Superintendent in order to be eligible for reimbursement.

Professional Staff Contracts The employment of teachers shall be secured through written contracts according to their status as a probationary or tenured teacher. The Superintendent is authorized to sign teacher contracts on behalf of the Board.

Illegal Conflicts of Interest ESA employees and agents are prohibited from engaging in any illegal conflict of interest as determined by state law. See, e.g., [MCL 380.1203](#), [MCL 380.634](#), and [Contracts of Public Servants with Public Entities](#). In addition, ESA employees are prohibited from using ESA funds or other public funds under the control of the ESA for purchasing alcoholic beverages, jewelry, fees for golf, or any item which the purchase or possession of is illegal. If an ESA administrator has a substantial conflict of interest, as the phrase is defined under [Section 634 of the Revised School Code](#), in a proposed contract for services, supplies or equipment, the Board will not enter into that contract.

An employee employed by or under contract with a business enterprise with which the ESA is considering entering into a contract, or an employee who knows s/he has a family member with an ownership interest or is employed by the business enterprise, must disclose such information to the Board at a public meeting before the Board enters into the contract. The Board will vote at the public meeting on whether or not the member has a conflict of interest. Determination of the existence of a conflict of interest does not prohibit the Board from contracting with a business. This policy applies when an ESA employee recommends, negotiates, or is authorized to sign a contract on behalf of the ESA.

Prohibition of Referral or Assistance All ESA employees, Board members, and ESA officials are prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. This policy does not apply to employees, Board members, and ESA officials who are parents or legal guardians of a student.

Overnight Travel Reimbursement For travel expenses which include at least one overnight stay and for which an ESA employee is entitled to reimbursement, the employee must submit both a pre-travel authorization form detailing estimated expenses and a post-travel form detailing and verifying actual expenses. The Board, and/or its designee, must review and approve both forms prior to reimbursement. Reimbursement for alcoholic beverages is prohibited.

Consultants The Board may employ consultants under written contracts to advise the Board or other ESA employees. Before employing a consultant, the Board requires the submission of a written proposal that can be incorporated into a written contract. Neither the Superintendent nor any member of the staff is authorized to hire a consultant without prior approval of the Board. The Superintendent will promulgate administrative regulations necessary to enforce this policy.

Codes of Ethics The ESA expects all individuals working with or for its students to comply with all applicable professional codes of ethics, including the [Michigan Code of Educational Ethics](#), as approved by the Michigan Department of Education.

Mandatory Reporting: Each professional staff member employed by the ESA and all other persons employed by the ESA who are mandatory reporters under the law and/or who have reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means, in a manner consistent with the law.

5001

General

The Board holds a position of public trust and is responsible to account for and direct the management and expenditure of all monies received by the ESA. In furtherance of this responsibility, the Board directs the Superintendent to establish financial procedures to ensure the proper and effective accounting of all ESA monies, that monies are administered in accordance with generally accepted accounting principles, and that all legal requirements concerning ESA monies are satisfied in letter and spirit. Under the supervision of the Superintendent, financial reports and statements will be prepared and submitted to the Board on a monthly basis, or more frequently if requested by the Board.

5002

Budget Planning and Adoption

The Board is required to prepare an annual general funding operation budget prior to April 1 of each year. The budget is a formalized statement of anticipated revenues and expenditures of the ESA and includes all ESA fund categories that are used to carry-out the ESA's educational goals and objectives. The budget will be prepared and published in conformity with the most recent, applicable GASB and will maintain an end-year general fund balance that should not fall below 10% of the budget year expenditures.

The Board is responsible for preparing the budget and its timely presentation to the ESA's constituent school districts under the schedule set forth in [Section 624 of the Revised School Code](#). The Superintendent will regularly inform the Board of actual or anticipated variances that may occur during budget implementation and recommend any action that may be required to be taken by the Board.

5003

Purchasing

The Board authorizes the Superintendent to purchase or supervise the purchase of all materials, equipment, supplies, and services necessary for the operation of the ESA. The Board expects the Superintendent to seek maximum value for all expenditures. The Superintendent is authorized to promulgate administrative regulations necessary to implement this policy.

The Superintendent will use competitive bidding when and in the manner required by law. In cases where competitive bidding is not required by law, the Superintendent may use competitive bidding or take advantage of cooperative pricing when, in his or her opinion, these procedures serve the ESA's interest.

State/Federal Procurement Standards The Board seeks to ensure the ESA complies with all procurement policies and procedures in accordance with the [Education Department General Administrative Regulations](#) (EDGAR) and/or issued pursuant to the [Federal Uniform Guidance, 2 CFR Part 200](#). The Superintendent will delegate responsibility for the development of procedures that comply with this policy to the Assistant Superintendent for Administrative Services, **who shall at a minimum establish and maintain effective internal control over financial grants and awards that provide reasonable assurance that the program and funds are managed in compliance with applicable statutes, regulations, and the terms and conditions of the awards.**

Automated Clearing House (ACH) Arrangements and Electronic Transaction of Funds The Superintendent may enter into Automated Clearing House (ACH) arrangements approved by the Board. The Superintendent may transact ESA business electronically.

Federal Grants and Awards The Superintendent will promulgate legally compliant administrative regulations concerning expenditures of funds received through federal grants and awards.

5004 Surplus Property

Land, Buildings, Facilities, and Real Estate The Superintendent may identify ESA land, buildings, facilities, and real estate no longer required for ESA purposes and recommend to the Board the procedures to be followed for the sale or disposition of such property. Board approval is required for both the process to be followed and the ultimate sale or disposition.

Equipment, Supplies, and Other Personal Property The Superintendent may periodically review ESA equipment, supplies, and other ESA personal property and identify any that are thought to be obsolete and not able to be salvaged, those that cannot be utilized efficiently or economically by the ESA, and those that are identified as surplus personal property. The Superintendent may, after notifying the Board, authorize the sale or disposition of any such items in a commercially reasonable manner. The Superintendent will account to the Board for such sale or disposition, in writing, including the item(s) sold or disposed of and the price or other consideration received by the ESA.

5005 Investments

The Board requires prudent management of the public monies to which it has been entrusted. Oversight and management of ESA monies rests with the Superintendent in consultation with the Treasurer. The Superintendent will, together with other ESA administrators under his/her direction, develop and implement procedures to be followed in connection with ESA investments. Such procedures will comply with the Governmental Accounting Standards Board (GASB) and the [Revised School Code](#).

5006 Risk Management

The Board seeks to minimize risk in all ESA operations. This requires planning that takes into account the safety of students, employees and the public, the protection of ESA property, and avoidance of financial loss or liability.

The Superintendent is responsible for establishing a risk management program. The program will include means for identifying, eliminating, reducing, or transferring risk, and may provide for the purchase of insurance, if necessary.

In the event of an injury to students, staff or any visitor to school grounds, an ESA provided form shall be completed by the appropriate staff member in a manner dictated by the Assistant Superintendent of Administrative services.

5007 Audits

The Board will retain a certified public accountant to conduct an annual audit of the ESA's financial statements to determine, through an independent review, whether the financial statements fairly present the financial position of the ESA, whether the ESA has followed generally accepted accounting principles, and whether proper internal controls exist. The auditor's report will be presented at a public meeting of the Board.

5008 Fixed Assets

The Board shall maintain a fixed asset procedure sufficient to track applicable purchases and donations of items meeting the following criteria:

- The cost of each item shall exceed \$5,000;

- The item shall have an estimated useful life which exceeds one year; and/or
- Items costing less than \$5,000 each may also be included within this policy if such item is deemed to be theft prone or otherwise warranting tracking.

Fixed assets shall be classified into the following major categories:

- Land;
- Buildings;
- Vehicles;
- Improvements other than buildings;
- Construction in Progress;
- Vehicles; and
- Machinery and Equipment.

The Superintendent shall develop such procedures and practices sufficient to meet this Policy.

5009 Online Fundraising

No employee shall create, post, or sponsor any online fundraiser seeking to secure or generate funds from the public for school purposes, purchases for school, or utilizing the ESA's name, logo, or likeness, without prior written consent from the Superintendent. If permission to create, post, or sponsor an online fundraiser is provided by the Superintendent, any property secured or purchased through such fundraising activities shall become the property of the ESA and not the employee. This policy applies, but is not limited to, online fundraising services such as DonorsChoose.org, Kickstarter.com, GoFundMe.com, CrowdRise.com, and similar sites.

5010 ESA Credit Cards

The Board views the use of credit cards as a convenient and efficient means of transacting ESA-related business. The Board approves the issuance and use of ESA credit cards on the terms and conditions set forth below.

ESA credit cards may be issued to the Superintendent and other ESA employees designated by the Superintendent. The Superintendent is responsible for the issuance, accounting, monitoring, and retrieval of ESA credit cards and for overseeing compliance with this Policy. The Superintendent shall assure that:

- An ESA credit card may be used only by a person to whom the card has been issued by the Superintendent.
- A credit card may be used only for the purchase of goods or services for the official business of the ESA.
- No purchases for personal purposes or cash advances are permitted.
- An employee of the ESA who has been issued a credit card shall submit to the Superintendent a contemporaneous report detailing the:
 1. Goods or services purchased;

2. Date of the purchase;
3. Cost of the purchase;
4. ESA-related reason for the purchase.

The person to whom a credit card has been issued is responsible for its protection and custody and shall immediately notify the Superintendent if the credit card is lost or stolen.

A person to whom a credit card has been issued must return the credit card upon the termination of employment or service in office for the ESA.

Internal accounting controls will be developed to monitor credit card use, approval of credit card invoices and assurance that payment will be timely made. In no event will payment be made later than 60 days from the initial date of the statement on which the purchase is reflected.

Any unauthorized use of an ESA credit card will result in appropriate disciplinary measures being taken.

6000

FACILITIES AND OPERATIONS

6001

Goal

The Board intends that the educational program be fully supported by suitable facilities. The ESA will endeavor to utilize energy-efficient resources whenever possible and practical, as well as conduct operations in an environmentally-conscious and responsible manner.

6002

Safety and Security

ESA facilities and grounds will be kept safe, clean, and attractive. The Superintendent will develop and implement a maintenance program for the safe and efficient operation of the ESA. The program will provide for the regular inspection and periodic maintenance of all ESA facilities and be compliant with all applicable safety, health, and environmental requirements.

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

Threat Assessment and Suicide Intervention: The Superintendent shall 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 the student being assessed.

6003

Firearms and Other Weapons

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

6004

School Crisis, Response, and Closure

The Board strives to provide a safe learning environment for students, staff, and other members of the school community. The Superintendent will develop a school crisis response plan to be implemented in the event of an emergency.

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

6005

Hazardous Chemicals and Substances

The Superintendent will develop a plan that includes preventive and remedial measures to be taken in the event that there is exposure, or threatened exposure, to a toxic hazard. The Superintendent will also develop and implement an Asbestos-Management Program for the ESA that is compliant with the [Asbestos Hazard Emergency Response Act](#) (AHERA).

6006**Substance-Free Environment**

Generally The use of all alcohol, tobacco products, and controlled drugs on ESA property or during any school-sponsored activity is prohibited. This includes, but is not limited to, use of electronic cigarettes, vaporizers (“vapes”), marijuana. For purposes of this policy, “ESA property” includes all ESA buildings, areas adjacent to ESA 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.

Electronic Cigarettes, Vaporizers, Etc. The use of electronic cigarettes, vaporizers, etc. on ESA property is prohibited. The following definitions apply to this policy. “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.

6007**Integrated Pest Management**

The Superintendent will develop an integrated pest management plan or administrative regulations that include strategies to reduce the use of pesticides that pose health risks to students, staff members, and other persons in the ESA community.

6008**Transportation**

Student Transportation The ESA will provide transportation to eligible ESA students and others consistent with applicable laws. The use of ESA transportation resources for field trips, co-curricular activities, and other authorized educational, cultural, and recreational activities may be permitted when it does not conflict with the primary purpose for transportation and complies with ESA policies.

The Board will provide transportation when required to accomplish the purposes of a particular ESA program.

Business Transportation The Superintendent is authorized to determine the extent to which ESA owned vehicles may be used for official school business or on a direct cost basis for charitable organizations that provide services directly to ESA students. Drivers of ESA owned vehicles shall be properly licensed. The Superintendent is authorized to reimburse ESA employees for ESA-related travel outside the boundaries of the ESA at the rate established by the Internal Revenue Service.

Private Transportation In cases where an enrolled student wishes to transport him/herself by private vehicle, the parent(s) or guardian(s) of the student may request permission for their child to self-transport him/herself to and from an ESA site or program, subject to rules and regulations established by the Superintendent.

6009**Naming ESA Buildings and Facilities**

School buildings will be named after people of national, state, or local importance. Other facilities will be named for the major function(s) performed there followed by the word “Center.”

6010 Recognitions, Remembrances, and Plaques

The Board may honor a person of national, state, or local importance by placing a suitable plaque or memorial on an ESA building or facility. The Board may elect to provide remembrances and/or recognitions of ESA employees, students, or those serving the ESA from time to time. The Board authorizes the expenditure of no more than the amount listed in [Section 634 of the Revised School Code](#) for recognitions addressing an individual's service, employment, or education with the ESA. Other than the foregoing, no public funds shall be expended for remembrances or recognitions approved by the Board.

6011 Surveillance of and in ESA Buildings and Facilities

The Superintendent may authorize legally compliant surveillance of and in ESA buildings and facilities. Notice will be provided in cases where the general public or students are subject to routine and on-going surveillance. The Superintendent will develop administrative regulations for the recorded surveillance of matters that are or may become education records within the meaning of [FERPA](#).

6012 Stormwater Discharge

The Superintendent will promulgate administrative regulations applicable to the discharge of stormwater.

7000

SCHOOL-COMMUNITY RELATIONS

7001

Goal

The community should be regularly informed about the objectives, achievements, and condition of the ESA. The Board recognizes the importance of community input and encourages active involvement in ESA planning and operations.

Public Information The ESA annually releases a comprehensive Annual Education Report (AER) and other information in accordance with state and federal reporting requirements. The Superintendent will utilize various media to provide for meaningful sharing of information between the ESA and the community.

In accordance with the [Michigan Freedom of Information Act](#) (FOIA) the ESA will make public records available for inspection or duplication. The Superintendent is the ESA's FOIA Coordinator and will develop administrative regulations necessary to implement the requirements of the Act. The regulations will include a schedule of costs to be charged, as allowable under the Act. The Superintendent may designate another individual to perform on his or her behalf in receiving, processing, granting, and denying requests for public records.

7002

Community Use of ESA Facilities

The Board encourages the use of ESA facilities to promote educational, recreational, cultural, and civic activities of the community. The Board does not intend, through this Community Use policy, to create a public forum or limited public forum for expressive activity.

The Superintendent is authorized to permit individuals, groups, and organizations to use ESA facilities when the use does not conflict with the use of ESA facilities for ESA purposes. The Superintendent will develop administrative regulations, as necessary, to implement this policy.

7003

Gifts, Bequests, and Donations

The Superintendent may accept gifts, bequests, and donations in the name of the ESA. Gifts, bequests, and donations must:

- Be free of any restriction that is contrary to law or inconsistent with Board policy.
- Be, in the opinion of the Superintendent, fitting and appropriate for ESA use.
- Not require excessive installation, alteration, or maintenance costs, or otherwise require a large commitment of ESA resources.
- Contain no commercial advertising.
- If the gift is from a person who does or seeks to do business with the ESA, its value must be less than the amount listed under [Section 634\(4\) of the Revised School Code](#).

7004

Distribution of Information / Materials

The Board seeks to minimize intrusions on the time of students and employees caused by the distribution of information from sources outside of the ESA. Materials which have not been purchased from, produced,

or sponsored by the ESA may not be sold or distributed on ESA property without the prior written approval of the Superintendent.

7005 Public Complaints

The Board welcomes constructive criticism. The Superintendent will develop and implement administrative regulations providing for the investigation and resolution of complaints at their closest point of origin. A complaint concerning the Superintendent may be filed directly with the Board.

7006 Solicitation

Solicitations by students within ESA buildings or on ESA grounds for any cause is prohibited except as they relate to ESA-sponsored activities.

7007 ESA Support Organizations

The Board recognizes the important role that supportive members of the community can make in creating educational opportunities for ESA students. To that end, the Board encourages the creation of ESA support organizations, including student fundraising activities, booster clubs, parent/teacher organizations, etc., to provide additional support to the ESA community. The Superintendent will develop and implement administrative regulations to carry out this policy.

7008 Advertising

No advertising may be distributed, posted, or displayed on or within any ESA-owned property without the written consent of the Superintendent. The Superintendent shall prepare regulations addressing the circumstances under which the ESA would consider accepting commercial advertisements.

Further, absent the express written consent of the Superintendent, all school personnel, including contracted personnel assigned to the ESA, shall be restricted from utilizing ESA resources, technology, including ESA email, and student-parent contact information received while engaged in duties for the ESA for non-ESA-related purposes.

7009 Volunteers

The Board encourages the use of volunteers to support the ESA. Because the safety of the ESA's students is of paramount importance, every individual volunteer is required to undergo a criminal background check through the Michigan State Police Internet Criminal History Access Tool (ICHAT) before s/he is permitted to volunteer, regardless of whether or not the volunteer will work directly with students. Volunteers may be required to undergo new ICHAT criminal background checks at the discretion of the ESA.

No individual will be permitted to volunteer if s/he has been convicted of a misdemeanor described in, or a felony that is a "listed offense" as defined in, [MCL 380.1535a](#) or [MCL 380.1539b](#). If an individual has been convicted of a felony that is not a listed offense, as defined in [MCL 380.1535a](#) or [MCL 380.1539b](#), the individual may only be permitted to volunteer if the Board and the Superintendent both approve the volunteer assignment in writing. This policy does not grant any individual who passes an ICHAT background check with the right to be approved as a volunteer.

In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The Superintendent has the authority to prohibit the entry of any person to ESA property or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the ESA. If such an individual refuses to leave or creates a disturbance, the Superintendent or designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. The Superintendent may develop administrative regulations as needed for the implementation of this policy.

Acceptable Use	Communicable Diseases
Americans with Disabilities Act/ Section 504 of the Rehabilitation Act of 1973	Copyrighted Works
Web Accessibility	Discrimination/Harassment
Bloodborne Pathogens	Social Security Numbers
	Digital Communications

8001

Acceptable Use

ESA students and staff members may be permitted access to the ESA's computers, computer networks, and telephone systems for educational, instructional, and administrative purposes. The Superintendent will develop and implement administrative procedures and may develop user agreements consistent with the purposes and mission of the ESA. Any such administrative regulations guidelines or user agreements will be consistent with the [Children's Internet Protection Act](#) (CIPA).

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.

8002

Americans with Disabilities Act (ADA)

Section 504 of the Rehabilitation Act of 1973 (Section 504)

In accordance with [Section 504 of the Rehabilitation Act of 1973](#) (Section 504), and [Title II of the Americans with Disabilities Act](#) (ADA), the ESA 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 ESA does not discriminate in admission or access to, participation in, or treatment of students with disabilities in its programs and activities. Similarly, the ESA 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 Superintendent appoints: Doug Haseley, Assistant Superintendent for Special Education and Stephanie Weese, Assistant Superintendent for Administrative Services to serve as the ESA's Compliance Officer for employment issues arising under Section 504 and the ADA; and, Doug Haseley, Assistant Superintendent for Special Education to serve as the ESA's Compliance Officer for FAPE and other accessibility issues arising under Section 504 and the ADA. The Superintendent will develop a complaint procedure for the processing and early disposition of alleged violations of the policy.

Service animals are allowed on ESA property to the extent required or permitted by law. Requests to have non-service animals on ESA property can be directed to the Superintendent who may approve or disapprove the request. Emotional support animals are not considered Service Animals for purposes of this policy. This policy applies to employees, students, volunteers, and visitors.

8003

Web Accessibility

General The ESA is committed to ensuring accessibility of its website for students, parents, and members of the public. All pages on the ESA's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of those guidelines. The ESA will continue to test future releases/updates of its web site and remains committed to maintaining its compliance

and serving the widest possible audience. To this end, the ESA will perform periodic accessibility audits of its web site.

Report of Accessibility Issues If any individual has difficulty accessing the information on any page of the ESA's web site, they are encouraged to contact the ESA's Web Accessibility Coordinator and advise accordingly. Upon notification, the ESA will provide the requested information in an alternate format and, as soon as reasonably practical, make the necessary improvements to make the information accessible online.

Discrimination Complaint Consistent with established ESA procedures, students, parents, and members of the public may present a formal complaint regarding a violation of the [Title II of the Americans with Disabilities Act](#) (ADA) and [Section 504 of the Rehabilitation Act of 1973](#) (Section 504) related to the accessibility of the ESA's web presence. Such complaints should be made to the ESA's 504/ADA Compliance Officer. If any such complaint is made to the ESA's Web Accessibility Coordinator, such complaint shall promptly be forwarded to the 504/ADA Compliance Officer for processing and response.

The following persons have been designated to handle inquiries regarding the ESA's web site accessibility and non-discrimination policies.

Section 504/ADA Compliance Officer:

Web Accessibility Coordinator:

See Policy 8002

Jennifer Damon, Director of Communications

8004 Bloodborne Pathogens

The ESA follows universal precautions where there has been an exposure to blood or other potentially infectious materials. Universal precautions require that staff and students treat all human blood and certain human body fluids as though they were infectious.

The Superintendent will develop and implement an exposure control plan. This plan is to include in-service training for staff and provide opportunities for immunization at ESA expense.

8005 Communicable Diseases

The ESA will work cooperatively with the Livingston County Health Department to enforce and adhere to the [Michigan Public Health Code](#) with regard to the prevention, control, and containment of communicable diseases.

8006 Copyrighted Works

The ESA will fully respect the personal property rights of others, whether tangible or intangible, in accordance with the [Copyright Act of 1976](#), as amended. The Superintendent will develop administrative regulations to implement this policy. The regulations will specifically inform students, staff, and other members of the school community about the applicability of copyright protections and what may be permitted under the "fair use doctrine."

8007 Discrimination and Harassment

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from illegal discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex (including

sexual orientation and gender identity/expression), marital status, pregnancy status, genetic information, disability, age, or any other basis prohibited by law. The Superintendent will develop administrative regulations to implement this policy. The Superintendent designates both Doug Haseley, Assistant Superintendent for Special Education and Stephanie Weese, Assistant Superintendent for Administrative Services as “Title IX Coordinator” for the Agency to supervise the implementation of this policy and its implementing regulations.

8008 Social Security Numbers

The ESA collects and maintains social security numbers of employees, students, and others in the ordinary course of business. As required by law, the ESA will implement all appropriate measures to ensure the confidentiality of social security numbers. These measures include:

- Social security numbers will only be requested or obtained when required by law or otherwise essential for an ESA purpose.
- Access to documents or other forms of information containing the social security number of an employee, student or other person will be limited to those ESA employees whose specific job duties and responsibilities require such access.
- Documents containing a social security number that are no longer required for ESA purposes, and that are not legally required to be retained, may be disposed of by shredding or another process that ensures strict confidentiality.
- Any violation of this Policy will result in appropriate disciplinary action against the violator.

8009 Digital Communications

Digital communication (including social networking) that occurs on ESA premises or involves the use of ESA equipment is governed by the Acceptable Use Policy and this Policy. This Policy also applies to digital communication that occurs off ESA premises and/or using non-ESA equipment.

Digital communication (including social networking) provides educational and other opportunities for staff and students. The Board expects that staff and students who engage in digital communication will do so in a reasonable and appropriate manner. Specifically, digital communication between staff and students, or to which students reasonably may be exposed, should be professional and of the same content, tone and demeanor as in-school communication between staff and students. Similarly, digital communication between staff and parents, community members, and other adults, or to which staff members, parents, and community members reasonably may be exposed, should be professional.

Public Use: The ESA's social media, to the extent it is open to the public for use, collectively constitutes a limited public forum. All comments and postings on ESA social media are subject to monitoring and, where permitted, removal by the ESA.

Public posts or comments on ESA social media must address ESA business and, where applicable, the particular ESA business under discussion. The ESA reserves the right to remove comments or postings by members of the public when the ESA determines that the content (including links to such content) falls under any of the following prohibited categories:

- Off-topic (e.g., a post unrelated to ESA business, a comment to ESA-related post that is unrelated to the post, spam, content that is incoherent or contains a virus, etc.)
- Abusive (e.g., threatening, harassing, discriminatory against protected classes, personal attacks, etc.)
- Illegal (e.g., defamation, promotion of violence/destruction or illegal activities, etc.)

- Obscenity, vulgarity, profanity, or sexually explicit or pornographic
- Campaigning, whether in support of or opposition to political campaigns, candidates, or ballot measures
- Content that may compromise the safety or security of the ESA, its community, or members of the public
- Content that contains personal identifying information or sensitive personal information (e.g., doxing)
- Commercial information (e.g., solicitation, advertisement, product/service endorsement, etc.)
- Copyrighted, trademarked, or otherwise legally-protected content the posting of which violates another's ownership interest

Users who repeatedly or egregiously violate the content-related guidelines in this policy may be banned from posting and/or commenting on the ESA's social media (e.g., multiple off-topic posts or a single instance of posting a link to a pornographic video).

The "Public Use" portion of this policy must be displayed to users or made available by hyperlink.