



Notice of

Board of Education

Regular Board Meeting

LivingstonESA Education Center

1425 West Grand River, Howell, MI 48843

January 10, 2024

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. Special 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**

January 10, 2024 – 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 – p. 4**
- 3. CONSENT AGENDA APPROVAL (roll call)**
 - A. Superintendent's Recommendations
 - B. Personnel Board Report – p. 6
 - C. Financial Reports – Appendix A – p. 14
 - D. Minutes – Appendix B – p. 47
 - E. Superintendent's Reimbursement of Expenses – Appendix C – p. 52
- 4. PRESENTATION(S)**
 - A. Adult Education Program Graduate Recognition – p. 8
 - B. Early Childhood Math Essentials – Update & Review of Outcome Data – Appendix D – p. 55
 - C. Center for Leadership and Learning Work Plan Update – Appendix E – p. 70
 - D. School Board Appreciation – p. 8
- 5. INFORMATION ITEM(S)**
 - A. Facility Upgrades & Classroom Additions – p. 9
- 6. ACTION ITEM(S)**
 - A. Board Policy Revisions, Second Reading and Approval – p. 10 – Appendix F – p. 77
- 7. REPORT(S)**
 - A. Superintendent's Report – p. 11
- 8. BOARD DISCUSSION – p. 12**
- 9. ADJOURNMENT – p. 13**

3. CONSENT AGENDA APPROVAL

- A. Superintendent's Recommendations
- B. Personnel Board Report
- C. Financial Reports
- D. Minutes
- E. Superintendent's Reimbursement of Expenses

Information Only Personnel Report Summary:

Employee Group	Budgeted Positions	Staff Count	+	—	Staff Count	Current Vacancies
	12/01/23	11/30/23			11/30/23	
Administrator & Supervisor	41.5	40.5	0.0	(0.0)	40.5	1.0
Classified	53.0	53.0	0.0	(2.0)	51.0	2.0
Early Childhood	80.0	77.0	0.0	(1.0)	76.0	4.0
LIPSA	190.9	177.0	1.0	(0.0)	178.0	12.9
Teacher Assistants	62.8	57.8	4.0	(0.0)	61.8	1.0
Specialized Transportation	71.0	68.0	0.0	(2.0)	66.0	5.0
Brighton RTC	24.0	23.0	0.0	(0.0)	23.0	1.0
Hartland RTC	41.0 **	36.0	1.0	(1.0)	36.0	5.0
Howell RTC	39.0	38.0	1.0	(0.0)	39.0	0.0
Pinckney RTC	21.0	19.0	0.0	(0.0)	19.0	2.0
Total	624.2	589.3	7.0	(6.0)	590.3	33.9

(Totals do not include substitutes)

Budgeted Positions may be modified due to movement between groups.

** Hartland RTC added 2 additional Routes, removed 1

Items for Board Action:

Administrator & Supervisor				
New Positions	+	—	Other	Description
Classified				
New Positions	+	—	Other	Description
		1.0		Andra Bloomfield, 1.0 FTE, Family Service Coordinator, separation of employment, effective 12/31/2023.
		1.0		Vita Szuran, 1.0 FTE, Dispatcher serving Howell Public Schools, separation of employment, effective 12/31/2023.
Early Childhood				
New Positions	+	—	Other	Description
		1.0		Jamie Robins, 1.0 FTE, Lead Teacher, separation of employment, effective 12/11/2023.

LIPSA				
New Positions	+	—	Other	Description
	1.0			Lexie Kay, 1.0 FTE, School Social Worker serving Brighton Area Schools, Scale 5, Step 1, \$54,604 annually, effective 12/08/2023.
Teacher Assistants				
New Positions	+	—	Other	Description
	1.0			Elizabeth Flynn, 1.0 FTE, Teacher Assistant, Step 2, \$19.90/hour, effective 09/27/2023.
	1.0			Jennifer Roberts, 1.0 FTE, Teacher Assistant, Step 1, \$18.95/hour, effective 12/18/2023.
	1.0			Gabrielle Smyth, 1.0 FTE, Teacher Assistant, Step 1, \$18.95/hour, effective 12/18/2023.
	1.0			Christian Stoinski-Maass, 1.0 FTE, Teacher Assistant, Step 1, \$18.95/hour, effective 12/04/2023.
Specialized Transportation				
New Positions	+	—	Other	Description
		1.0		Chelsea Welch, 1.0 FTE Bus Driver, separation of employment, effective 12/01/2023.
		1.0		Christine Lorang, 1.0 FTE Bus Driver, separation of employment, effective 12/22/2023.
Transportation – RTC				
New Positions	+	—	Other	Description
		1.0		Martin Hamway, 1.0 FTE, Bus Driver, Hartland RTC, separation of employment, effective 12/22/2023.
	1.0			Parirokh, Jahanbakhsh, 1.0 FTE, Bus Driver, Hartland RTC, Step 2, \$20.41/hour effective 12/04/2023.
	1.0			Pamela Brooks, 1.0 FTE, Bus Driver, Howell RTC, Step 1, \$19.87/hour effective 12/04/2023.

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. Adult Education Program Graduate Recognition
- B. Early Childhood Math Essentials – Update & Review of Outcome Data
- C. Center for Leadership and Learning Work Plan Update
- D. School Board Appreciation

5. INFORMATION ITEM(S)

A. Facility Upgrades & Classroom Additions

6. ACTION ITEM(S)

A. Board Policy Revisions, Second Reading and Approval

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 Second Reading and Approval.

7. REPORT(S)

- Superintendent's Report

8. BOARD DISCUSSION

9. ADJOURNMENT

APPENDIX A

Financial Reports

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

Check Register December 2023

Check Number	Check Date	Vendor Name	Inv Description	Account Amount
114291	12/19/2023	ERGO PLUS INC	CHECK # 114291 VOIDED	-\$716.00
114291	12/19/2023	ERGO PLUS INC	CHECK # 114291 VOIDED	-\$214.00
114351	12/8/2023	ADVANCE AUTO PARTS Cust#730074 (or Acct 1496267)	REPAIR PARTS - PI	\$34.99
114352	12/8/2023	AMCOMM TELECOMMUNICATIONS INC	FIBER MAINTENANCE	\$12,500.00
114353	12/8/2023	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	TRAINING & DEV SVCS	\$80.00
114353	12/8/2023	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	TRAINING & DEV SVCS	\$110.00
114354	12/8/2023	AT&T CABS DEPARTMENT	LEASED LINES DP	\$152.00
114354	12/8/2023	AT&T CABS DEPARTMENT	LEASED LINES DP	\$608.00
114355	12/8/2023	AT & T 019	TELEPHONE H/S	\$8.20
114355	12/8/2023	AT & T 019	TELEPHONE GSRP	\$16.40
114355	12/8/2023	AT & T 019	TELEPHONE ADMIN BLDG	\$65.60
114355	12/8/2023	AT & T 019	TELEPHONE	\$319.77
114356	12/8/2023	BC GROUP HOLDINGS, INC ALPHACARD	OFFICE SUPPLIES	\$122.51
114356	12/8/2023	BC GROUP HOLDINGS, INC ALPHACARD	OFFICE SUPPLIES	\$490.04
114357	12/8/2023	COMCAST	LATSON RD	\$254.85
114358	12/8/2023	DETROIT EDISON	STREET LIGHT	\$11.83
114358	12/8/2023	DETROIT EDISON	STREET LIGHT	\$47.30
114359	12/8/2023	ELIZABETH FLYNN	MILEAGE THR 11/7/23	\$19.85
114360	12/8/2023	IAN FLYNN ANTHROMED LLC	C/S K.REED THR 11/21/23	\$1,148.29
114360	12/8/2023	IAN FLYNN ANTHROMED LLC	C/S K.REED THR 11/17/23	\$2,870.73
114361	12/8/2023	MEGAN GERYCZ	MILEAGE THR 11/3/23	\$18.34
114362	12/8/2023	HOLLY GOODHEART	MILEAGE THR 11/30/23	\$120.19
114363	12/8/2023	GORDON FOOD SERVICE	FOOD SUPPLIES GSRP	\$2,333.68
114363	12/8/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES GSRP	\$405.53
114363	12/8/2023	GORDON FOOD SERVICE	MISCELLANEOUS	\$6.05
114363	12/8/2023	GORDON FOOD SERVICE	FOOD SUPPLIES GSRP	\$3,271.06
114363	12/8/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES GSRP	\$70.30
114363	12/8/2023	GORDON FOOD SERVICE	MISCELLANEOUS	\$6.05
114364	12/8/2023	IRON MTN RECORDS MGT	C/S STORAGE	\$198.97
114364	12/8/2023	IRON MTN RECORDS MGT	C/S STORAGE	\$795.86
114365	12/8/2023	MARY JOINS	STAFF & STUDENT TICKETS	\$42.00
114365	12/8/2023	MARY JOINS	5 STAFF MOVIE TICKETS	\$25.00
114365	12/8/2023	MARY JOINS	2 STUDENT MOVIE TICKETS	\$10.00

Check Register December 2023

Check Number	Check Date	Vendor Name	Inv Description	Account Amount
114366	12/8/2023	SHELLEY KASPER	MILEAGE THR 11/29/23	\$97.07
114367	12/8/2023	HCMA KENSINGTON METRO PARK	FIELD TRIP SR/HO	\$65.00
114367	12/8/2023	HCMA KENSINGTON METRO PARK	FIELD TRIPS H/S	\$97.50
114368	12/8/2023	OLIVIA KISTULENETZ	MILEAGE THR 11/29/23	\$77.95
114369	12/8/2023	BECKY LUCAS	MILEAGE THR 11/30/23	\$284.93
114370	12/8/2023	MATHESON TRI-GAS, INC	BUS REPAIRS - BR	\$340.77
114371	12/8/2023	OTICON INC. REMIT TO	SUPPLIES	\$164.39
114372	12/8/2023	JOANNE PIERCE	MILEAGE THR 11/30/23	\$202.40
114373	12/8/2023	SAFETY-KLEEN SYSTEMS INC	BUS REPAIRS - BR	\$425.10
114374	12/8/2023	ERIN SCHMIDT	MILEAGE THR 11/30/23	\$62.88
114375	12/8/2023	HOPE SEMINITIS	PARENT COALITION 11/23/23	\$90.00
114376	12/8/2023	LORETTA SOBETSKI	MILEAGE THR 10/31/23	\$259.38
114377	12/8/2023	Stuttering Therapy Resources, Inc.	OASES ENGLISH	\$63.02
114378	12/8/2023	THINKING COLLABORATIVE LLC	THINKING COLLABORATIVE TICKET M. HUSTAK	\$500.00
114379	12/8/2023	HAYLEY TROMBLEY	MILEAGE THR 11/23/23	\$69.95
114380	12/8/2023	WM CORPORATE SERVICES, INC AS PAYMENT AGENT	TRASH REMOVAL GSRP	\$120.72
114380	12/8/2023	WM CORPORATE SERVICES, INC AS PAYMENT AGENT	TRASH REMOVAL H/S	\$362.14
114381	12/8/2023	KAILEY WHITTED	MILEAGE THR 11/15/23	\$20.75
114381	12/8/2023	KAILEY WHITTED	MILEAGE SR/HO	\$31.13
114382	12/15/2023	KEVIN ANGERSTEIN	CDL TESTING - HO	\$52.00
114383	12/15/2023	AT&T STEP	LATSON RD	\$600.46
114384	12/15/2023	ELIZABETH BEAUDOIN	MILEAGE THR 11/30/23	\$98.25
114385	12/15/2023	BODMAN PLC	LEGAL FEES GENL ED	\$188.50
114385	12/15/2023	BODMAN PLC	LEGAL FEES SPL ED	\$752.00
114386	12/15/2023	CITY OF HOWELL	PATHWAY	\$1,142.55
114386	12/15/2023	CITY OF HOWELL	ADMIN	\$10.61
114386	12/15/2023	CITY OF HOWELL	ADMIN	\$95.49
114386	12/15/2023	CITY OF HOWELL	ADMIN	\$360.76
114386	12/15/2023	CITY OF HOWELL	ADMIN	\$594.19
114387	12/15/2023	COMCAST	DEC 23	\$254.85
114388	12/15/2023	CULLIGAN WATER CONDITIONING	OFFICE SUPP DIR FO	\$17.00
114388	12/15/2023	CULLIGAN WATER CONDITIONING	OFFICE SUPP DIR FO	\$21.00
114388	12/15/2023	CULLIGAN WATER CONDITIONING	OFFICE SUPP DIR FO	\$17.00

Check Register December 2023

Check Number	Check Date	Vendor Name	Inv Description	Account Amount
114388	12/15/2023	CULLIGAN WATER CONDITIONING	OFFICE SUPP DIR FO	\$21.00
114388	12/15/2023	CULLIGAN WATER CONDITIONING	OFFICE SUPP DIR FO	\$21.00
114389	12/15/2023	DTE ENERGY	PATHWAY	\$3,617.46
114389	12/15/2023	DTE ENERGY	MAINT BLDG	\$12.66
114389	12/15/2023	DTE ENERGY	MAINT BLDG	\$50.62
114390	12/15/2023	JIM GILL INC	MAY THERE ALWAYS BE SUNSHINE	\$486.00
114391	12/15/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	\$888.20
114391	12/15/2023	GORDON FOOD SERVICE	FOOD SUPPLIES GSRP	\$1,332.30
114391	12/15/2023	GORDON FOOD SERVICE	MISCELLANEOUS	\$7.40
114391	12/15/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	\$1,252.99
114391	12/15/2023	GORDON FOOD SERVICE	FOOD SUPPLIES GSRP	\$835.33
114391	12/15/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES	\$125.18
114391	12/15/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES GSRP	\$187.77
114391	12/15/2023	GORDON FOOD SERVICE	MISCELLANEOUS	\$6.05
114392	12/15/2023	ALISON GRAINGER	MOVIE TICKETS CBI TRIP	\$35.00
114393	12/15/2023	KNOCK'EM OUT PEST CONTROL	LATSON RD	\$85.00
114394	12/15/2023	JUDITH E LIPSON SPIRAL WISOM LLC	2 HR VIRTUAL PRESENTATION EXECUTIVE	\$600.00
114395	12/15/2023	MICHIGAN SCHOOL BUSINESS OFFICIALS STE 200	TRAINING & DEV SVCS	\$100.00
114395	12/15/2023	MICHIGAN SCHOOL BUSINESS OFFICIALS STE 200	TRAINING & DEV SVCS	\$190.00
114396	12/15/2023	MIDLAND CREDIT MANAGEMENT, INC	CASE # 183623GC	\$71.87
114397	12/15/2023	NBS COMMERCIAL INTERIORS	LATSON RD STORAGE CABINET	\$3,278.90
114398	12/15/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	STEP STUDENT NEEDED TB TEST	\$42.00
114398	12/15/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN-HA	\$145.00
114398	12/15/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN-BR	\$311.00
114399	12/15/2023	QUADIENT FINANCE USA, INC	POSTAGE	\$30.00
114399	12/15/2023	QUADIENT FINANCE USA, INC	POSTAGE	\$60.00
114399	12/15/2023	QUADIENT FINANCE USA, INC	POSTAGE	\$240.00
114399	12/15/2023	QUADIENT FINANCE USA, INC	POSTAGE	\$1,170.00
114400	12/15/2023	STEPHANIE QUALLS	MILEAGE THR 11/28/23	\$174.23
114401	12/15/2023	ERIN SCHMIDT	MILEAGE THR 11/29/23	\$28.82
114402	12/15/2023	SET SEG INC WORKERS COMP FUND	AUDITED PREMIUM 7.1.22-7.1.23	\$47,513.00
114403	12/15/2023	SPARTAN STORES, LLC ATTN CASHIER	TEACH SUPPL SCI/PATH	\$4.58
114403	12/15/2023	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES GSRP	\$279.09

Check Register December 2023

Check Number	Check Date	Vendor Name	Inv Description	Account Amount
114403	12/15/2023	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES GSRP	\$268.47
114403	12/15/2023	SPARTAN STORES, LLC ATTN CASHIER	TEACH SUPPL SCI/PATH	\$32.22
114403	12/15/2023	SPARTAN STORES, LLC ATTN CASHIER	TEACH SUPPL SCI/PATH	\$33.88
114403	12/15/2023	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES GSRP	\$424.35
114403	12/15/2023	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES GSRP	\$349.11
114404	12/15/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING HO	\$86.50
114404	12/15/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING LESA	\$82.50
114404	12/15/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING PI	\$43.25
114404	12/15/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING LESA	\$216.25
114404	12/15/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING	\$43.25
114404	12/15/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING WALK-IN	\$86.50
114404	12/15/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	STAFF SCREENING	\$21.63
114404	12/15/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	STAFF SCREENING	\$21.62
114405	12/15/2023	TERMINIX PROCESSING CTR	ADMIN	\$16.20
114405	12/15/2023	TERMINIX PROCESSING CTR	ADMIN	\$64.80
114406	12/15/2023	VERIZON WIRELESS 442647379-00001	ADE MIFIS OCT 23	\$219.36
114406	12/15/2023	VERIZON WIRELESS 442647379-00001	ADE MIFIS SEPT 23	\$129.24
114407	12/15/2023	WALMART COMMUNITY/SYNCB	TEACH SUPP/MOCI/PATH	\$41.50
114407	12/15/2023	WALMART COMMUNITY/SYNCB	TEACH SUPPL SCI/PATH	\$43.56
114407	12/15/2023	WALMART COMMUNITY/SYNCB	TEACH SUPP/MOCI/PATH	\$43.56
114407	12/15/2023	WALMART COMMUNITY/SYNCB	FOOD SUPPLIES GSRP	\$59.68
114407	12/15/2023	WALMART COMMUNITY/SYNCB	FOOD SUPPLIES GSRP	\$44.11
114407	12/15/2023	WALMART COMMUNITY/SYNCB	FOOD SUPPLIES GSRP	\$9.20
114407	12/15/2023	WALMART COMMUNITY/SYNCB	FOOD SUPPLIES GSRP	\$32.68
114407	12/15/2023	WALMART COMMUNITY/SYNCB	TEACH SUPPL SCI/PATH	\$35.92
114407	12/15/2023	WALMART COMMUNITY/SYNCB	FOOD SUPPLIES GSRP	\$8.28
114407	12/15/2023	WALMART COMMUNITY/SYNCB	FOOD SUPPLIES GSRP	\$20.93
114407	12/15/2023	WALMART COMMUNITY/SYNCB	TEACH SUPPL SR/HO	\$19.39
114407	12/15/2023	WALMART COMMUNITY/SYNCB	TEACH SUPPLIES H/S	\$6.46
114407	12/15/2023	WALMART COMMUNITY/SYNCB	AGENCY/PATHWAY	\$6.14
114407	12/15/2023	WALMART COMMUNITY/SYNCB	AGENCY/PATHWAY	\$6.89
114407	12/15/2023	WALMART COMMUNITY/SYNCB	TEACH SUPPL SCI/PATH	\$49.92
114407	12/15/2023	WALMART COMMUNITY/SYNCB	OFFICE SUPP DIR PA	\$22.32

Check Register December 2023

Check Number	Check Date	Vendor Name	Inv Description	Account Amount
114407	12/15/2023	WALMART COMMUNITY/SYNCB	TEACH SUPP/MOCI/PATH	\$28.44
114407	12/15/2023	WALMART COMMUNITY/SYNCB	FINACE CHARGE	\$15.28
114408	12/15/2023	WWR #041047229	WWR# 041047229	\$146.18
114409	12/22/2023	AUTO-JET MUFFLER CORP.	BUS REPAIR PARTS	\$3,645.10
114409	12/22/2023	AUTO-JET MUFFLER CORP.	BUS REPAIR PARTS	\$2,765.35
114409	12/22/2023	AUTO-JET MUFFLER CORP.	BUS REPAIR PARTS	\$1,186.22
114410	12/22/2023	ADVANCE AUTO PARTS Cust#730074 (or Acct 1496267)	REPAIR PARTS - PI	\$5.51
114410	12/22/2023	ADVANCE AUTO PARTS Cust#730074 (or Acct 1496267)	REPAIR PARTS - PI	\$88.42
114411	12/22/2023	ADVANCE AUTO PARTS Cust #1870693046	BUS REPAIR PARTS	\$7.52
114411	12/22/2023	ADVANCE AUTO PARTS Cust #1870693046	TIRES-TUBES-BATTERY	\$147.39
114411	12/22/2023	ADVANCE AUTO PARTS Cust #1870693046	BUS REPAIR PARTS	\$275.00
114411	12/22/2023	ADVANCE AUTO PARTS Cust #1870693046	BUS REPAIR PARTS	\$136.73
114411	12/22/2023	ADVANCE AUTO PARTS Cust #1870693046	BUS REPAIR PARTS	\$909.24
114411	12/22/2023	ADVANCE AUTO PARTS Cust #1870693046	TIRES-TUBES-BATTERY	\$92.45
114411	12/22/2023	ADVANCE AUTO PARTS Cust #1870693046	OIL/GREASE BUS	\$49.62
114411	12/22/2023	ADVANCE AUTO PARTS Cust #1870693046	OIL/GREASE BUS	\$49.62
114411	12/22/2023	ADVANCE AUTO PARTS Cust #1870693046	TIRES-TUBES-BATTERY	-\$92.45
114412	12/22/2023	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	TRAINING & DEV SVCS	\$45.00
114413	12/22/2023	AT & T 019	TELEPHONE H/S	\$7.14
114413	12/22/2023	AT & T 019	TELEPHONE GSRP	\$14.29
114413	12/22/2023	AT & T 019	TELEPHONE ADMIN BLDG	\$57.16
114413	12/22/2023	AT & T 019	TELEPHONE	\$278.65
114414	12/22/2023	JAMES BAIRD	CDL TESTING - BR	\$52.00
114415	12/22/2023	CARRIER TRANSICOLD OF DETROIT	BUS REPAIR PARTS	\$902.66
114415	12/22/2023	CARRIER TRANSICOLD OF DETROIT	BUS REPAIR PARTS	\$1,705.11
114416	12/22/2023	CHARLIE'S KIDS FOUNDATION, INC	PARENT COALITION EXP	\$632.50
114417	12/22/2023	CINTAS CORPORATION	OTHER BUS SUPPLIES	\$547.31
114417	12/22/2023	CINTAS CORPORATION	BUS REPAIRS - BR	\$126.55
114418	12/22/2023	COMPLETE BATTERY SOURCE, INC	TIRES-TUBES-BATTERY	\$59.46
114419	12/22/2023	CONSUMERS ENERGY PAYMENT CENTER	LATSON RD	\$1,188.42
114420	12/22/2023	DTE ENERGY	LATSON RD	\$848.36
114421	12/22/2023	ERGO PLUS INC	TEACH SUPPL SCI/PATH	\$716.00
114421	12/22/2023	ERGO PLUS INC	TEACH SUPPL SCI/PATH	\$214.00

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114422	12/22/2023	F.A.R MANAGEMENT INC.	OTHER PROF SVC HR	\$70.00
114422	12/22/2023	F.A.R MANAGEMENT INC.	OTHER PROF SVCS HR	\$280.00
114423	12/22/2023	FAS BREAK WINDSHIELD REPAIR	BUS REPAIRS & MAINT	\$60.00
114424	12/22/2023	IAN FLYNN ANTHROMED LLC	C/S M.SMIT THR 10/20/23	\$3,297.39
114425	12/22/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	\$604.26
114425	12/22/2023	GORDON FOOD SERVICE	FOOD SUPPLIES GSRP	\$906.40
114425	12/22/2023	GORDON FOOD SERVICE	FOOD SUPPLIES GSRP	\$24.68
114425	12/22/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	\$18.45
114425	12/22/2023	GORDON FOOD SERVICE	MISCELLANEOUS	\$6.05
114425	12/22/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	\$608.04
114425	12/22/2023	GORDON FOOD SERVICE	FOOD SUPPLIES GSRP	\$912.05
114425	12/22/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES	\$109.68
114425	12/22/2023	GORDON FOOD SERVICE	NON FOOD SUPPLIES GSRP	\$164.52
114425	12/22/2023	GORDON FOOD SERVICE	MISCELLANEOUS	\$6.05
114425	12/22/2023	GORDON FOOD SERVICE	FOOD SUPPLIES	-\$44.85
114425	12/22/2023	GORDON FOOD SERVICE	FOOD SUPPLIES GSRP	-\$67.28
114426	12/22/2023	LANSING COMM COLLEGE STUDENT FINANCE	LCEC TUITION	\$54,000.00
114427	12/22/2023	DEBORAH J MCFALONE MCFALONE CONSULTING LLC	SUPPLIES ELEM PRINC NETWORK	\$315.17
114427	12/22/2023	DEBORAH J MCFALONE MCFALONE CONSULTING LLC	SUPPLIES SECOND PRINC NETWORK	\$315.17
114428	12/22/2023	PATRICIA MCNEILL	CDL REIMBURSE - PI	\$52.00
114429	12/22/2023	MIDLAND CREDIT MANAGEMENT, INC	CASE #183623GC	\$229.46
114430	12/22/2023	MIDWEST MOTOR SUPPLY	REPAIR PARTS - HO	\$153.96
114430	12/22/2023	MIDWEST MOTOR SUPPLY	REPAIR PARTS - HO	\$381.41
114430	12/22/2023	MIDWEST MOTOR SUPPLY	REPAIR PARTS - HO	\$195.38
114430	12/22/2023	MIDWEST MOTOR SUPPLY	REPAIR PARTS - HO	-\$118.50
114430	12/22/2023	MIDWEST MOTOR SUPPLY	REPAIR PARTS - HO	-\$194.52
114430	12/22/2023	MIDWEST MOTOR SUPPLY	REPAIR PARTS - HO	-\$329.00
114431	12/22/2023	JENNIFER MITCHELL	CDL TESTING - HO	\$52.00
114432	12/22/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN-HA	\$325.00
114432	12/22/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN-HO	\$90.00
114432	12/22/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN-BR	\$90.00
114432	12/22/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN-PI	\$90.00
114432	12/22/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN-HA	\$325.00

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114432	12/22/2023	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN-PI	\$161.00
114433	12/22/2023	ERIN SCHMIDT	MILEAGE THR 11/30/23	\$63.73
114434	12/22/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING - HA	\$129.75
114434	12/22/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING LESA	\$41.25
114434	12/22/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING - BR	\$43.25
114434	12/22/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING LESA	\$216.25
114434	12/22/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING /OTHER PROF SERV	\$43.25
114434	12/22/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING LESA	\$22.80
114434	12/22/2023	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	FINGERPRINTING LESA	\$91.20
114435	12/22/2023	TERMINIX PROCESSING CTR	BUS GARAGE	\$83.00
114436	12/22/2023	MERRIBETH TOGNETTI	AGENCY DECOR/FLOWERS	\$121.89
114437	12/22/2023	VERIZON WIRELESS WAY PROGRAM	TELEPHONE EXPENSE	\$188.05
114438	12/22/2023	VERIZON WIRELESS	ACCOUNT PAYABLES VERIZON	\$4,414.11
114439	12/22/2023	VERIZON WIRELESS Board	CELL PHONE EXPENSE	\$200.05
114440	12/22/2023	WWR #041047229	WWR #041047229	\$285.79
			Subtotal Checks:	\$184,448.82
A16197	12/8/2023	A PARTS WAREHOUSE LLC	OTH BUS SUPPLIES - HO	\$211.59
A16198	12/8/2023	ASHLEY SCHERRER	MILEAGE THR 11/30/23	\$32.50
A16198	12/8/2023	ASHLEY SCHERRER	MILEAGE THR 11/30/23	\$32.50
A16198	12/8/2023	ASHLEY SCHERRER	MILEAGE THR 11/30/23	\$65.08
A16199	12/8/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Whitaker	\$181.48
A16199	12/8/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Heath	\$43.99
A16199	12/8/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Spaulding	\$4.43
A16199	12/8/2023	AMAZON CAPITAL SERVICES, INC	SUPPLIES DISABILITY	\$51.15
A16199	12/8/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL SR/HO	\$9.25
A16199	12/8/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPLIES H/S	\$27.74
A16199	12/8/2023	AMAZON CAPITAL SERVICES, INC	SUPPLIES SR/HO	\$137.90
A16199	12/8/2023	AMAZON CAPITAL SERVICES, INC	SUPPLIES DISABILITY	\$91.94
A16200	12/8/2023	AMY BAAD	MILEAGE THR 11/30/23	\$316.04
A16200	12/8/2023	AMY BAAD	CELL PHONE ASST TECH	\$68.00
A16201	12/8/2023	ANDRA BLOOMFIELD	MILEAGE THR 12/4/23	\$109.34
A16202	12/8/2023	JULIE BONANNI	MILEAGE THR 10/26/23	\$189.43
A16203	12/8/2023	C & S MOTORS INC	REPAIR PARTS - BR	\$60.00

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A16203	12/8/2023	C & S MOTORS INC	REPAIR PARTS - HO	\$1,318.78
A16204	12/8/2023	JENNIFER CARNEVALE	MILEAGE THR 11/30/23	\$48.47
A16205	12/8/2023	PLEASANNA CARTER	MILEAGE THR 11/30/23	\$216.91
A16206	12/8/2023	C E & A Professional Services, Inc	PHY/DRUG SCREEN-HA	\$56.00
A16206	12/8/2023	C E & A Professional Services, Inc	PHY/DRUG SCREEN-BR	\$56.00
A16206	12/8/2023	C E & A Professional Services, Inc	PHY/DRUG SCREEN-HO	\$56.00
A16206	12/8/2023	C E & A Professional Services, Inc	PHY/DRUG SCREEN-HA	\$446.15
A16206	12/8/2023	C E & A Professional Services, Inc	PHY/DRUG SCREEN	\$510.65
A16206	12/8/2023	C E & A Professional Services, Inc	PHY/DRUG SCREEN	\$56.00
A16207	12/8/2023	ROBYN CLARK	MILEAGE THR 10/31/23	\$192.57
A16207	12/8/2023	ROBYN CLARK	MILEAGE THR 11/30/23	\$111.35
A16208	12/8/2023	THE CLEANINGSMITH SERVICE & SUPPLIES INC	PATHWAY	\$7,620.00
A16208	12/8/2023	THE CLEANINGSMITH SERVICE & SUPPLIES INC	BUS GARAGE	\$1,735.00
A16209	12/8/2023	CONTINENTAL LINEN SERVICES	PURCHASE SVC OTHER-BR	\$95.37
A16210	12/8/2023	SHANNON CROSS	MILEAGE THR 10/31/23	\$94.91
A16211	12/8/2023	HEIDI DANPULLO	MILEAGE THR 11/28/23	\$53.06
A16211	12/8/2023	HEIDI DANPULLO	CELL PHONE EXPENSE	\$68.00
A16212	12/8/2023	MEGAN DEROO	MILEAGE THR 11/30/23	\$187.33
A16213	12/8/2023	MICHAEL T. DIXON	C/S THR 12/8/23	\$3,000.00
A16214	12/8/2023	RHONDA DRAKE	MILEAGE THR 11/30/23	\$188.64
A16215	12/8/2023	ELECTROCOMM-MICHIGAN, INC	BUS REPAIRS - BR	\$825.00
A16216	12/8/2023	EMILY EVANS	PARENT COALITION 11/28/23	\$25.00
A16217	12/8/2023	KRISTEN HAYES HOEMKE KRISTEN HAYES CONSULTING	HS MGMT CONSULTING	\$6,500.00
A16218	12/8/2023	HARTLAND CONSOLIDATED SCHOOLS	2023 SUMMER TAX COLLECTION	\$18.62
A16218	12/8/2023	HARTLAND CONSOLIDATED SCHOOLS	SUMMER TAX COLLECTION	\$912.38
A16218	12/8/2023	HARTLAND CONSOLIDATED SCHOOLS	MCAN MILEAGE CONF REIMBURSEMENT	\$288.20
A16218	12/8/2023	HARTLAND CONSOLIDATED SCHOOLS	MCAN CONF REIMBURSEMENT	\$1,383.84
A16219	12/8/2023	SARAH HARVEY	MILEAGE THR 10/31/23	\$9.17
A16220	12/8/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$213.76
A16220	12/8/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$825.55
A16220	12/8/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$457.52
A16220	12/8/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$892.44
A16220	12/8/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$658.70

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A16221	12/8/2023	HOWELL PUBLIC SCHOOLS	MILEAGE MCAN COOR	\$269.93
A16221	12/8/2023	HOWELL PUBLIC SCHOOLS	MCAN CONF REIMBURSEMENT	\$816.92
A16222	12/8/2023	SAMANTHA HOWELL	MILEAGE THR 12/1/23	\$95.69
A16222	12/8/2023	SAMANTHA HOWELL	CONF REG. FEE	\$175.00
A16222	12/8/2023	SAMANTHA HOWELL	CONF MILEAGE THR 11/14/23	\$154.58
A16223	12/8/2023	HUMANWARE USA Inc	TEACH SUPP PC VI	\$514.00
A16224	12/8/2023	PATRICIA E JANSEN	MILEAGE THR 9/8/23	\$74.67
A16224	12/8/2023	PATRICIA E JANSEN	MILEAGE THR 9/8/23	\$74.67
A16224	12/8/2023	PATRICIA E JANSEN	MILEAGE THR 11/1/23	\$81.22
A16224	12/8/2023	PATRICIA E JANSEN	MILEAGE THR 11/1/23	\$81.22
A16224	12/8/2023	PATRICIA E JANSEN	MILEAGE THR 10/2/23	\$57.64
A16224	12/8/2023	PATRICIA E JANSEN	MILEAGE THR 10/2/23	\$57.64
A16224	12/8/2023	PATRICIA E JANSEN	MILEAGE THR 12/4/23	\$49.46
A16224	12/8/2023	PATRICIA E JANSEN	MILEAGE THR 12/4/23	\$49.45
A16225	12/8/2023	KIZCAM	650 HOLIDAY CARDS/ 750 ENV. WITH RETURN	\$461.81
A16226	12/8/2023	THEODORE KROLL	MILEAGE THR 11/29/23	\$74.47
A16226	12/8/2023	THEODORE KROLL	MILEAGE THR 11/29/23	\$17.03
A16226	12/8/2023	THEODORE KROLL	MILEAGE THR 11/29/23	\$71.39
A16227	12/8/2023	CRISTIAN LABAR	MILEAGE THR 11/30/23	\$210.45
A16228	12/8/2023	LAKESHORE LEARNING MATERIALS	TEACH SUPPL SR/HO	\$198.89
A16229	12/8/2023	JENNIFER L LANGE	MILEAGE THR 9/13/23	\$41.43
A16229	12/8/2023	JENNIFER L LANGE	MILEAGE THR 9/13/23	\$41.43
A16229	12/8/2023	JENNIFER L LANGE	MILEAGE THR 9/27/23	\$43.89
A16229	12/8/2023	JENNIFER L LANGE	MILEAGE THR 9/27/23	\$43.88
A16229	12/8/2023	JENNIFER L LANGE	MILEAGE THR 9/5/23	\$45.26
A16229	12/8/2023	JENNIFER L LANGE	MILEAGE THR 9/5/23	\$45.26
A16230	12/8/2023	LIVINGSTON COUNTY TREASURER	CONTRACT CARRIER TRANSP	\$309.00
A16231	12/8/2023	CHERYL LYONS	MILEAGE THR 11/30/23	\$4.32
A16232	12/8/2023	LORI A MAKOWSKI	MILEAGE THR 11/29/23	\$20.83
A16233	12/8/2023	KRISTIN MERGLER	MILEAGE THR 11/30/23	\$263.70
A16234	12/8/2023	KRISTEN MIZAK	MILEAGE THR 11/30/23	\$261.61
A16235	12/8/2023	MEREDITH KATHLEEN MORAN	SHAPE MI CONF REG FEE & PARKING	\$160.00
A16235	12/8/2023	MEREDITH KATHLEEN MORAN	MILEAGE THR 11/30/23	\$95.37

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A16236	12/8/2023	DEBORAH MOREY	MILEAGE THR 11/29/23	\$42.77
A16236	12/8/2023	DEBORAH MOREY	MILEAGE THR 11/28/23	\$9.04
A16237	12/8/2023	ROBIN MOUSER-TIMMERMAN	MILEAGE THR 11/29/23	\$70.41
A16238	12/8/2023	MADELEINE NEMETH	PARENT COALITION 11/28/23	\$25.00
A16239	12/8/2023	LISA NEWSTEAD	MILEAGE THR 11/30/23	\$356.25
A16240	12/8/2023	TANYA MARIE NICASTRI	PARENT COALITION 11/28/23	\$25.00
A16241	12/8/2023	MALISSA PATRICK	MILEAGE THR 11/27/23	\$68.78
A16241	12/8/2023	MALISSA PATRICK	MIMTSS CONF 11.28-11.29.23	\$47.16
A16242	12/8/2023	AMBER PERKINS	MILEAGE THR 11/30/23	\$280.99
A16243	12/8/2023	PRESIDIO	PATHWAY DOOR	\$765.00
A16244	12/8/2023	NEW DIRECTION SOLUTIONS LLC PROCARE THERAPY	C/S K.MUNN THR 11/17/23	\$1,246.00
A16245	12/8/2023	OLIVIA RABY	MILEAGE THR 11/27/23	\$32.49
A16246	12/8/2023	REPUBLIC SERVICES #237	PATHWAY	\$514.99
A16246	12/8/2023	REPUBLIC SERVICES #237	ADMIN	\$6.69
A16246	12/8/2023	REPUBLIC SERVICES #237	ADMIN	\$60.20
A16246	12/8/2023	REPUBLIC SERVICES #237	ADMIN	\$227.42
A16246	12/8/2023	REPUBLIC SERVICES #237	ADMIN	\$374.58
A16246	12/8/2023	REPUBLIC SERVICES #237	TRANSPORTATION	\$642.09
A16247	12/8/2023	RKA PETROLEUM COMPANIES, INC	FUEL - HA	\$26,176.01
A16247	12/8/2023	RKA PETROLEUM COMPANIES, INC	GAS/FUEL BUS GARAGE	\$30,979.08
A16248	12/8/2023	ROAD EQUIPMENT PARTS CTR	REPAIR PARTS - HO	\$2,575.24
A16249	12/8/2023	TEGAN ROOBOL	MILEAGE THR 11/30/23	\$60.59
A16250	12/8/2023	TRACIE SCHANEN	MILEAGE THR 11/28/23	\$78.27
A16251	12/8/2023	SMART BUSINESS SOURCE, LLC	OFFICE SUPP DIR HA	\$134.85
A16252	12/8/2023	ELIZABETH SNIDER	TEACH SUPP/MOCI/PATH	\$20.00
A16253	12/8/2023	SOLIANI HEALTH	C/S K. DAY, E. HEFFNER, C. MITCHELL 11/26	\$3,741.72
A16254	12/8/2023	TRI COUNTY SUPPLY, INC	SUPPLIES MAINT	\$36.62
A16254	12/8/2023	TRI COUNTY SUPPLY, INC	SUPPL GROUNDS/MAINT	\$146.48
A16254	12/8/2023	TRI COUNTY SUPPLY, INC	SUPPLIES MAINT	\$382.44
A16254	12/8/2023	TRI COUNTY SUPPLY, INC	SUPPL GROUNDS/MAINT	\$1,529.76
A16255	12/8/2023	KATHRYN A TUCK	PARENT COALITION 11/28/23	\$25.00
A16256	12/8/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-PI	\$54.70
A16256	12/8/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-HO	\$147.40

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A16256	12/8/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-HO	\$147.40
A16257	12/8/2023	UNITY SCHOOL BUS PARTS	REPAIR PARTS - HO	\$74.21
A16257	12/8/2023	UNITY SCHOOL BUS PARTS	OTH BUS SUPPLIES - HO	\$745.69
A16257	12/8/2023	UNITY SCHOOL BUS PARTS	REPAIR PARTS - PI	\$223.12
A16258	12/8/2023	CORTNEY WHITEHEAD	MILEAGE THR 11/30/23	\$40.35
A16259	12/8/2023	LAURA YOUNG	MILEAGE THR 10/30/23	\$102.84
A16260	12/15/2023	MICHELLE E. ALLISON	MILEAGE THR 11/30/23	\$78.01
A16260	12/15/2023	MICHELLE E. ALLISON	MILEAGE THR 10/31/23	\$91.96
A16261	12/15/2023	AMAZON CAPITAL SERVICES, INC	OIL FOR SHREDDERS	\$49.00
A16261	12/15/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPL - Combs	\$61.40
A16261	12/15/2023	AMAZON CAPITAL SERVICES, INC	TEACH SUPPLIES H/S	\$49.64
A16261	12/15/2023	AMAZON CAPITAL SERVICES, INC	MAT'L & SUPPLIES	\$124.15
A16261	12/15/2023	AMAZON CAPITAL SERVICES, INC	HEALTH SUPPLY H/S	\$82.77
A16262	12/15/2023	APPLE INC	TEACH SUPP ASSISTIVE	\$49.00
A16263	12/15/2023	C & S MOTORS INC	REPAIR PARTS - BR	\$595.16
A16264	12/15/2023	MICHELLE CHARRON-WITT	MILEAGE THR 11/30/23	\$188.64
A16265	12/15/2023	JULIE COLEMAN	MILEAGE THR 11/30/23	\$123.99
A16265	12/15/2023	JULIE COLEMAN	MILEAGE THR 11/29/23	\$56.72
A16266	12/15/2023	CONTINENTAL LINEN SERVICES	PURCHASE SVC OTHER-BR	\$100.71
A16267	12/15/2023	CORRIGAN OIL CO BUS FUEL PURCHASES	OIL/GREASE - BR	\$2,133.65
A16268	12/15/2023	CUMMINS, INC CUMMINS SALES AND SERVICES	EQUIP MAINT & REPAIR	\$102.28
A16268	12/15/2023	CUMMINS, INC CUMMINS SALES AND SERVICES	EQUIPMENT MAINTENANCE	\$409.11
A16269	12/15/2023	CANDICE DAVIES-MURNEY	TEACH SUPPL SR/HO	\$71.69
A16269	12/15/2023	CANDICE DAVIES-MURNEY	MHSA CONF MILEAGE & MEALS	\$168.78
A16269	12/15/2023	CANDICE DAVIES-MURNEY	MHSA CONF MILEAGE & MEALS	\$168.78
A16269	12/15/2023	CANDICE DAVIES-MURNEY	TEACH SUPPL SR/HO	\$69.50
A16269	12/15/2023	CANDICE DAVIES-MURNEY	TEACH SUPPLIES H/S	\$69.50
A16269	12/15/2023	CANDICE DAVIES-MURNEY	MISC EXPENSE/ LICENSING	\$50.00
A16269	12/15/2023	CANDICE DAVIES-MURNEY	MISC EXPENSE/ LICENSING	\$50.00
A16269	12/15/2023	CANDICE DAVIES-MURNEY	TEACH SUPPLIES H/S	\$60.00
A16269	12/15/2023	CANDICE DAVIES-MURNEY	TEACH SUPPL SR/HO	\$60.00
A16269	12/15/2023	CANDICE DAVIES-MURNEY	TEACH SUPPL SR/HO	\$55.00
A16269	12/15/2023	CANDICE DAVIES-MURNEY	TEACH SUPPLIES H/S	\$55.00

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A16269	12/15/2023	CANDICE DAVIES-MURNEY	MILEAGE THR 10/31/23	\$61.90
A16269	12/15/2023	CANDICE DAVIES-MURNEY	MILEAGE THR 10/31/23	\$61.90
A16269	12/15/2023	CANDICE DAVIES-MURNEY	MILEAGE THR 10/4/23	\$30.13
A16269	12/15/2023	CANDICE DAVIES-MURNEY	MILEAGE THR 10/4/23	\$30.13
A16269	12/15/2023	CANDICE DAVIES-MURNEY	MILEAGE THR 8/30/23	\$54.24
A16269	12/15/2023	CANDICE DAVIES-MURNEY	MILEAGE THR 8/30/23	\$54.23
A16269	12/15/2023	CANDICE DAVIES-MURNEY	MILEAGE THR 8/9/23	\$49.98
A16269	12/15/2023	CANDICE DAVIES-MURNEY	MILEAGE THR 8/9/23	\$49.97
A16269	12/15/2023	CANDICE DAVIES-MURNEY	MHSA CONF MILEAGE, MEALS, FERRY	\$514.36
A16269	12/15/2023	CANDICE DAVIES-MURNEY	MILEAGE THR 12/11/23	\$29.02
A16269	12/15/2023	CANDICE DAVIES-MURNEY	MILEAGE THR 12/11/23	\$29.01
A16270	12/15/2023	DOWN on the FARM CHILD CARE HOME LLC	GSRP PAYMENT #3	\$4,984.62
A16271	12/15/2023	F & N CENTER, LLC	JANUARY 23 LEASE PAYMENT	\$16,666.67
A16272	12/15/2023	FOWLerville SCHOOLS FOOD & NUTRITION SRVC	TRANSFER-LEA FOOD SERVICE	\$1,941.50
A16273	12/15/2023	BREANNE C GREEN	PARENT/FAMILY LIASON	\$638.00
A16273	12/15/2023	BREANNE C GREEN	C/S PARENT LIASON	\$1,573.00
A16273	12/15/2023	BREANNE C GREEN	WORKSHOPS & CONF LIASON	\$583.80
A16273	12/15/2023	BREANNE C GREEN	PARENT/FAMILY LIASON	\$814.00
A16273	12/15/2023	BREANNE C GREEN	C/S PARENT LIASON	\$1,556.50
A16274	12/15/2023	JENNIFER GRILLS	MILEAGE THR 11/30/23	\$337.59
A16275	12/15/2023	HARTLAND CONSOLIDATED SCHOOLS	ADULT ED CLASSROOM RENTAL FOR	\$1,400.00
A16276	12/15/2023	STAR HEANEY	MILEAGE THR 12/7/23	\$66.05
A16276	12/15/2023	STAR HEANEY	MILEAGE THR 12/7/23	\$99.08
A16276	12/15/2023	STAR HEANEY	MILEAGE THR 11/16/23	\$26.54
A16276	12/15/2023	STAR HEANEY	MILEAGE THR 11/16/23	\$39.81
A16277	12/15/2023	LAURA SALINE	ACTE VISION MILEAGE, ATPEARE, LYET	\$587.82
A16278	12/15/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$101.69
A16278	12/15/2023	HOLLAND BUS COMPANY	REPAIR PARTS - PI	\$123.26
A16278	12/15/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$58.35
A16278	12/15/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$114.37
A16279	12/15/2023	REBECCA HOLMAN	ACTE VISION MILEAGE, ATPEARE	\$484.00
A16280	12/15/2023	JACKSON TRUCK SERVICE 1183 LEWIS ST	REPAIR PARTS - PI	\$49.72
A16281	12/15/2023	KRISTEN KOSTIELNEY	CLASS RECERTIFICATION TEST	\$37.50

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A16281	12/15/2023	KRISTEN KOSTIELNEY	CLASS RECERTIFICATION TEST	\$25.00
A16281	12/15/2023	KRISTEN KOSTIELNEY	CLASS RECERTIFICATION TEST	\$62.50
A16282	12/15/2023	JENNIFER L LANGE	MILEAGE THR 10/31/23	\$32.10
A16282	12/15/2023	JENNIFER L LANGE	MILEAGE THR 10/31/23	\$32.09
A16282	12/15/2023	JENNIFER L LANGE	MILEAGE THR 10/12/23	\$37.73
A16282	12/15/2023	JENNIFER L LANGE	MILEAGE THR 10/12/23	\$37.73
A16283	12/15/2023	OSCAR W LARSON CO	BUS REPAIRS - BR	\$351.00
A16284	12/15/2023	LAWSON PRODUCTS INC	REPAIR PARTS - PI	\$190.29
A16285	12/15/2023	MICHIGAN CLEAR WATER, LLC	PATHWAY	\$50.00
A16285	12/15/2023	MICHIGAN CLEAR WATER, LLC	ADMIN	\$50.00
A16285	12/15/2023	MICHIGAN CLEAR WATER, LLC	LATSON RD	\$50.00
A16286	12/15/2023	KELSEY MICKUS	MILEAGE THR 12/5/23	\$59.93
A16286	12/15/2023	KELSEY MICKUS	MILEAGE THR 11/29/23	\$27.51
A16286	12/15/2023	KELSEY MICKUS	MILEAGE THR 11/29/23	\$27.51
A16287	12/15/2023	DEBORAH MOREY	MILEAGE THR 11/29/23	\$31.77
A16288	12/15/2023	MARGARET NARAYAN	COOKIES FOR START TRAINING	\$29.98
A16289	12/15/2023	MARY JO PANGBORN	MILEAGE THR 11/30/23	\$70.61
A16290	12/15/2023	CHRISTINE PAYNE	MILEAGE THR 12/4/23	\$145.21
A16291	12/15/2023	PINCKNEY COMMUNITY SCHOOLS	TRANSFER-LEA FOOD SERVICE	\$459.00
A16291	12/15/2023	PINCKNEY COMMUNITY SCHOOLS	TRANSFER-LEA FOOD SERVICE	\$199.80
A16292	12/15/2023	NEW DIRECTION SOLUTIONS LLC PROCARE THERAPY	C/S K. MUNN THR 12/1/23	\$1,246.00
A16293	12/15/2023	MICHELLE RADCLIFFE	ACTE VISION MILEAGE & ATTENDANCE	\$499.78
A16294	12/15/2023	RKA PETROLEUM COMPANIES, INC	FUEL - BR	\$35,806.25
A16294	12/15/2023	RKA PETROLEUM COMPANIES, INC	FUEL - PI	\$17,859.32
A16295	12/15/2023	ROAD EQUIPMENT PARTS CTR	REPAIR PARTS - BR	\$510.98
A16296	12/15/2023	MELISSA SCHRODER	MILEAGE THR 12/8/23	\$65.50
A16296	12/15/2023	MELISSA SCHRODER	MILEAGE THR 12/8/23	\$57.64
A16296	12/15/2023	MELISSA SCHRODER	MILEAGE THR 12/8/23	\$80.57
A16296	12/15/2023	MELISSA SCHRODER	MILEAGE THR 12/8/23	\$34.06
A16297	12/15/2023	SHANNON SHY	MILEAGE THR 11/28/23	\$285.71
A16298	12/15/2023	SMART BUSINESS SOURCE, LLC	OFFICE SUPPLIES - BR	\$16.15
A16298	12/15/2023	SMART BUSINESS SOURCE, LLC	OFF SUPPLIES TRANSP	\$72.94
A16299	12/15/2023	SOLIANT HEALTH	C/S K. DAY, E. HEFFNER C MISHLER 12/3/23	\$4,427.22

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A16300	12/15/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-PI	\$66.70
A16301	12/15/2023	UNITY SCHOOL BUS PARTS	REPAIR PARTS - PI	\$113.87
A16302	12/15/2023	WASHTENAW COMMUNITY COLLEGE Attn: WCC Cashier's Office	LCEC TUITION	\$56,456.75
A16303	12/15/2023	WILLIAMS SCOTSMAN, INC WILLSCOTT	SUPPL GROUND/MOINT	\$304.55
A16304	12/15/2023	MELISSA WOERNER	MILEAGE THR 11/29/23	\$12.12
A16304	12/15/2023	MELISSA WOERNER	MILEAGE THR 11/2/23	\$56.66
A16305	12/15/2023	LAURA YOUNG	MILEAGE THR 11/30/23	\$93.01
A16305	12/15/2023	LAURA YOUNG	MILEAGE THR 10/24/23	\$13.76
A16306	12/22/2023	A PARTS WAREHOUSE LLC	REPAIR PARTS - HO	\$1,887.50
A16307	12/22/2023	ALLISON ACKERSON	MILEAGE THR 12/12/23	\$43.89
A16308	12/22/2023	AMERICAN AQUA INC	WELLNESS COMMITTEE SUPPLIES	\$47.85
A16309	12/22/2023	JULIE AMY FOR KIDS SAKE EARLY LEARNING CENTER	GSRP PAYMENT #1	\$11,918.21
A16309	12/22/2023	JULIE AMY FOR KIDS SAKE EARLY LEARNING CENTER	START UP PAYMENT #1	\$11,061.55
A16310	12/22/2023	ARBOR INSPECTION SERVICES LLC	BUS GARAGE	\$4,787.00
A16311	12/22/2023	LEE ANN AUSTIN	MILEAGE THR 11/27/23	\$5.11
A16311	12/22/2023	LEE ANN AUSTIN	MILEAGE THR 12/19/23	\$9.89
A16312	12/22/2023	PETE BLACK JR TT WATER CONDITIONING	MISC SUPPLIES BUS GARAGE	\$99.00
A16313	12/22/2023	JULIE BLACKETT-GARZA	MILEAGE THR 11/29/23	\$33.73
A16314	12/22/2023	KIMBERLY BLAIR	C/S DEC 23	\$1,800.00
A16315	12/22/2023	BRIGHTON AREA SCHOOLS BUSINESS OFFICE	MCAN CONF	\$1,175.38
A16315	12/22/2023	BRIGHTON AREA SCHOOLS BUSINESS OFFICE	MILEAGE MCAN COOR	\$298.00
A16316	12/22/2023	BUYS CONSULTING LLC DBA BLND	C/S LEXIE K, LISA M, THR 11/30/23	\$12,602.50
A16317	12/22/2023	C & S MOTORS INC	REPAIR PARTS - HO	\$486.48
A16317	12/22/2023	C & S MOTORS INC	BUS REPAIR PARTS	\$282.12
A16317	12/22/2023	C & S MOTORS INC	REPAIR PARTS - BR	\$597.86
A16318	12/22/2023	KRISTEN CAPRA	MILEAGE THR 11/29/23	\$83.19
A16319	12/22/2023	CONTINENTAL LINEN SERVICES	PURCHASE SVC OTHER-BR	\$100.92
A16320	12/22/2023	CORRIGAN OIL CO BUS FUEL PURCHASES	OIL/GREASE BUS	\$277.70
A16320	12/22/2023	CORRIGAN OIL CO BUS FUEL PURCHASES	OIL/GREASE BUS	\$354.20
A16320	12/22/2023	CORRIGAN OIL CO BUS FUEL PURCHASES	OIL/GREASE BUS	\$241.18
A16320	12/22/2023	CORRIGAN OIL CO BUS FUEL PURCHASES	OIL/GREASE BUS	\$726.05
A16321	12/22/2023	CORRIGAN TOWING	OFFICE SUPPLIES - HO	\$175.00
A16322	12/22/2023	CUMMINS, INC CUMMINS SALES AND SERVICES	EQUIP MAINT & REPAIR	\$114.41

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A16322	12/22/2023	CUMMINS, INC CUMMINS SALES AND SERVICES	EQUIPMENT MAINTENANCE	\$457.66
A16323	12/22/2023	D&K TRUCK COMPANY	BUS REPAIR PARTS	\$50.54
A16323	12/22/2023	D&K TRUCK COMPANY	BUS REPAIR PARTS	\$444.49
A16323	12/22/2023	D&K TRUCK COMPANY	BUS REPAIR PARTS	\$277.73
A16323	12/22/2023	D&K TRUCK COMPANY	BUS REPAIR PARTS	\$101.08
A16323	12/22/2023	D&K TRUCK COMPANY	BUS REPAIR PARTS	\$550.45
A16323	12/22/2023	D&K TRUCK COMPANY	BUS REPAIR PARTS	\$56.71
A16324	12/22/2023	JILL DAY	MILEAGE THR 11/30/23	\$123.14
A16325	12/22/2023	MICHELLE EAGLING	MILEAGE THR 12/7/23	\$320.95
A16326	12/22/2023	CHRISTOPHER ELDRED	MILEAGE THR 11/30/23	\$87.70
A16327	12/22/2023	EMILY EVANS	PARENT COALITION EXP 65C	\$35.00
A16328	12/22/2023	FIRST 1ST AYD CORPORATION	OFF SUPPLIES TRANSP	\$265.83
A16328	12/22/2023	FIRST 1ST AYD CORPORATION	BUS REPAIR PARTS	\$1,191.96
A16329	12/22/2023	SARAH HARVEY	MILEAGE THR 11/30/23	\$190.61
A16330	12/22/2023	STAR HEANEY	MILEAGE THR 12/15/23	\$12.44
A16330	12/22/2023	STAR HEANEY	MILEAGE THR 12/15/23	\$12.45
A16331	12/22/2023	LAURA SALINE	MILEAGE THR 11/29/23	\$59.21
A16331	12/22/2023	LAURA SALINE	CELL PHONE EXPENSE	\$30.00
A16331	12/22/2023	LAURA SALINE	MILEAGE THR 10/20/23	\$140.17
A16331	12/22/2023	LAURA SALINE	CELL PHONE EXPENSE	\$30.00
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$1,758.35
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$2,447.22
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$1,107.06
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$1,451.39
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$1,320.81
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$1,258.43
A16332	12/22/2023	HOLLAND BUS COMPANY	CAP OUTLAY BUS PURCHASE	\$156,061.00
A16332	12/22/2023	HOLLAND BUS COMPANY	CAP OUTLAY BUS PURCHASE	\$156,061.00
A16332	12/22/2023	HOLLAND BUS COMPANY	CAP OUTLAY BUS PURCHASE	\$156,061.00
A16332	12/22/2023	HOLLAND BUS COMPANY	CAP OUTLAY BUS PURCHASE	\$156,061.00
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$508.50
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$532.00
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$159.12

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A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$847.20
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$176.28
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$719.60
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$289.32
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$715.38
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$250.26
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$114.37
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$436.88
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$345.20
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$89.20
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$160.92
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$97.98
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$416.79
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$530.61
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$474.13
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - PI	\$998.47
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$724.71
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIRS & MAINT	\$74.50
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$773.75
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$459.72
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	-\$1,108.26
A16332	12/22/2023	HOLLAND BUS COMPANY	BUS REPAIR PARTS	-\$749.90
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	-\$222.25
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - HO	-\$279.57
A16332	12/22/2023	HOLLAND BUS COMPANY	REPAIR PARTS - PI	\$136.40
A16333	12/22/2023	JACKSON TRUCK SERVICE 1183 LEWIS ST	REPAIR PARTS - PI	\$354.01
A16333	12/22/2023	JACKSON TRUCK SERVICE 1183 LEWIS ST	REPAIR PARTS - PI	\$355.50
A16334	12/22/2023	AMY JUBIK	MILEAGE THR 11/29/23	\$74.67
A16334	12/22/2023	AMY JUBIK	MILEAGE THR 9/26/23	\$77.29
A16334	12/22/2023	AMY JUBIK	MILEAGE THR 10/31/23	\$91.05
A16335	12/22/2023	JEANETTE KANE	MILEAGE THR 12/8/23	\$254.86
A16336	12/22/2023	THEODORE KROLL	MILEAGE THR 12/12/23	\$54.49
A16336	12/22/2023	THEODORE KROLL	MILEAGE THR 12/12/23 & PARKING	\$84.88

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A16336	12/22/2023	THEODORE KROLL	MILEAGE THR 12/12/23	\$47.22
A16337	12/22/2023	OSCAR W LARSON CO	REPAIR & MAINT EQ-PI	\$300.00
A16338	12/22/2023	LAWSON PRODUCTS INC	REPAIR PARTS - PI	\$113.88
A16338	12/22/2023	LAWSON PRODUCTS INC	BUS REPAIR PARTS	\$564.50
A16338	12/22/2023	LAWSON PRODUCTS INC	BUS REPAIR PARTS	\$677.70
A16338	12/22/2023	LAWSON PRODUCTS INC	BUS REPAIR PARTS	\$99.89
A16338	12/22/2023	LAWSON PRODUCTS INC	BUS REPAIR PARTS	\$129.52
A16338	12/22/2023	LAWSON PRODUCTS INC	BUS REPAIR PARTS	\$509.89
A16339	12/22/2023	LIVINGSTON COUNTY UNITED WAY	DECEMBER 23	\$325.48
A16340	12/22/2023	KRISTIN MERGLER	MILEAGE THR 12/19/23	\$166.50
A16341	12/22/2023	MICH EDUCATION Savings Program E. NIEHAUS	DECEMBER 23	\$100.00
A16342	12/22/2023	MICH SCHOOLS ENERGY COOP	ELECTRICITY HS	\$54.78
A16342	12/22/2023	MICH SCHOOLS ENERGY COOP	ELECTRICITY GSRP	\$493.00
A16342	12/22/2023	MICH SCHOOLS ENERGY COOP	ELECTRICITY ADM BLDG	\$1,862.45
A16342	12/22/2023	MICH SCHOOLS ENERGY COOP	ELECTRICITY SPEC ED	\$3,067.57
A16343	12/22/2023	STEPHANIE MONTGOMERY	MILEAGE THR 11/29/23	\$301.30
A16344	12/22/2023	DEBORAH MOREY	MILEAGE THR 12/19/23	\$6.94
A16345	12/22/2023	CANDICE OLRICH	SNACKS FOR SNACK PACK	\$19.96
A16345	12/22/2023	CANDICE OLRICH	MILEAGE THR 12/20/23	\$124.78
A16345	12/22/2023	CANDICE OLRICH	MILEAGE THR 10/27/23	\$96.74
A16345	12/22/2023	CANDICE OLRICH	MILEAGE THR 10/27/23	\$6.09
A16345	12/22/2023	CANDICE OLRICH	MILEAGE THR 10/27/23	\$224.67
A16346	12/22/2023	OVERHEAD DOOR CO OF WHITMORE LAKE	BUS REPAIRS & MAINT	\$465.00
A16347	12/22/2023	PINCKNEY COMMUNITY SCHOOLS	GSRP REIMB REQUEST 22-23	\$47,763.00
A16347	12/22/2023	PINCKNEY COMMUNITY SCHOOLS	MILEAGE MCAN COOR	\$298.00
A16347	12/22/2023	PINCKNEY COMMUNITY SCHOOLS	CONF WORK BASED COOR	\$925.38
A16348	12/22/2023	ANDREA J PISANI	CL - SCIENCE LEADERS NETWORK	\$2,000.00
A16348	12/22/2023	ANDREA J PISANI	CL - MATH LEADERS NETWORK	\$2,000.00
A16349	12/22/2023	POMP'S TIRE SERVICE, INC ATTN: AR DEPT	TIRES-TUBES-BATTERY	\$2,888.98
A16349	12/22/2023	POMP'S TIRE SERVICE, INC ATTN: AR DEPT	TIRES-TUBES-BATTERY	\$2,991.54
A16349	12/22/2023	POMP'S TIRE SERVICE, INC ATTN: AR DEPT	TIRES-TUBES-BATTERY	-\$2,991.54
A16350	12/22/2023	NEW DIRECTION SOLUTIONS LLC PROCARE THERAPY	C/S K.MUNN THR 11/24/23	\$623.00
A16350	12/22/2023	NEW DIRECTION SOLUTIONS LLC PROCARE THERAPY	C/S K.MUNN THR 12/8/23	\$1,246.00

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A16351	12/22/2023	RKA PETROLEUM COMPANIES, INC	GAS/FUEL BUS GARAGE	\$27,230.08
A16352	12/22/2023	ROAD EQUIPMENT PARTS CTR	BUS REPAIR PARTS	\$224.30
A16352	12/22/2023	ROAD EQUIPMENT PARTS CTR	BUS REPAIR PARTS	\$92.20
A16352	12/22/2023	ROAD EQUIPMENT PARTS CTR	BUS REPAIR PARTS	\$216.90
A16352	12/22/2023	ROAD EQUIPMENT PARTS CTR	REPAIR PARTS - BR	\$218.80
A16352	12/22/2023	ROAD EQUIPMENT PARTS CTR	BUS REPAIR PARTS	\$1,877.49
A16352	12/22/2023	ROAD EQUIPMENT PARTS CTR	BUS REPAIR PARTS	\$1,276.98
A16352	12/22/2023	ROAD EQUIPMENT PARTS CTR	REPAIR PARTS - HO	\$1,132.05
A16352	12/22/2023	ROAD EQUIPMENT PARTS CTR	BUS REPAIR PARTS	\$1,053.66
A16352	12/22/2023	ROAD EQUIPMENT PARTS CTR	BUS REPAIR PARTS	-\$1,329.58
A16353	12/22/2023	AMBER ROBERTS	MILEAGE THR 11/29/23	\$81.55
A16354	12/22/2023	DAWN ROBESON	MILEAGE ECSE HO	\$24.21
A16355	12/22/2023	MELISSA SCHRODER	MILEAGE THR 11/15/23	\$38.65
A16355	12/22/2023	MELISSA SCHRODER	MILEAGE THR 11/15/23	\$16.38
A16355	12/22/2023	MELISSA SCHRODER	MILEAGE THR 11/15/23	\$5.24
A16355	12/22/2023	MELISSA SCHRODER	MILEAGE THR 11/15/23	\$51.75
A16355	12/22/2023	MELISSA SCHRODER	MILEAGE THR 11/15/23	\$7.21
A16356	12/22/2023	SMART BUSINESS SOURCE, LLC	OFFICE SUPPLIES - BR	\$55.47
A16356	12/22/2023	SMART BUSINESS SOURCE, LLC	OFF SUPPLIES TRANSP	\$10.59
A16357	12/22/2023	REBECCA SMITH	MILEAGE THR 11/28/23	\$89.74
A16358	12/22/2023	SOLIANT HEALTH	C/S K. DAY C. MISHLER THR 12/10/23	\$2,648.16
A16358	12/22/2023	SOLIANT HEALTH	C/S E. HEFFNER THR 12/10/23	\$3,150.00
A16359	12/22/2023	SUPERIOR TURBO & INJECTION	BUS REPAIR PARTS	\$931.00
A16360	12/22/2023	PAIGE C SUTTON	MILEAGE THR 12/18/23	\$34.13
A16361	12/22/2023	JANINE TAYLOR	MILEAGE THR 11/30/23	\$113.71
A16362	12/22/2023	DAVID JONATHAN TOBAR	MILEAGE THR 11/30/23	\$286.89
A16362	12/22/2023	DAVID JONATHAN TOBAR	OFFICE SUPPLIES/ DIR SECONDARY	\$204.00
A16363	12/22/2023	TRANSARCTIC OF SOUTHERN GEORGIA	BUS REPAIR PARTS	\$2,329.14
A16364	12/22/2023	TRANSPORTATION Accessories Co Inc	REPAIR PARTS - HO	\$681.05
A16365	12/22/2023	UNIFIRST CORPORATION	BUS REPAIRS & MAINT	\$150.25
A16365	12/22/2023	UNIFIRST CORPORATION	PURCHASE SVC - OTHER	\$150.25
A16365	12/22/2023	UNIFIRST CORPORATION	PURCHASE SVC - OTHER	\$170.80
A16365	12/22/2023	UNIFIRST CORPORATION	PURCHASE SVC - OTHER	\$150.25

Check Register December 2023

Check Number	Check Date	Vendor Name	Inv Description	Account Amount
A16365	12/22/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-PI	\$55.93
A16365	12/22/2023	UNIFIRST CORPORATION	PURCHASE SVC - OTHER	\$163.95
A16365	12/22/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-HO	\$139.94
A16365	12/22/2023	UNIFIRST CORPORATION	PURCHASE SVC OTHER-HO	\$147.40
A16366	12/22/2023	UNITY SCHOOL BUS PARTS	OTH BUS SUPPLIES - HO	\$574.32
A16366	12/22/2023	UNITY SCHOOL BUS PARTS	OTHER BUS SUPPLIES	\$387.95
A16366	12/22/2023	UNITY SCHOOL BUS PARTS	BUS REPAIR PARTS	\$308.38
A16366	12/22/2023	UNITY SCHOOL BUS PARTS	OTHER BUS SUPPLIES	\$189.95
A16366	12/22/2023	UNITY SCHOOL BUS PARTS	BUS REPAIR PARTS	\$406.50
A16366	12/22/2023	UNITY SCHOOL BUS PARTS	REPAIR PARTS - PI	\$147.29
A16366	12/22/2023	UNITY SCHOOL BUS PARTS	REPAIR PARTS - PI	\$214.26
A16367	12/22/2023	MELISSA USIAK	MILEAGE THR 11/27/23	\$125.76
A16367	12/22/2023	MELISSA USIAK	NOV CELL	\$68.00
A16368	12/22/2023	LAUREN WEBER	C/S PARENT LIASON	\$1,310.00
A16368	12/22/2023	LAUREN WEBER	PARENT/FAMILY LIASON	\$500.00
A16369	12/22/2023	KAILEY WHITTED	MILEAGE THR 12/13/23	\$26.79
A16369	12/22/2023	KAILEY WHITTED	MILEAGE THR 12/13/23	\$26.79
A16370	12/22/2023	WORK SKILLS CORP	INSTRUCTIONAL SVCS MOCI	\$521.00
			Subtotal ACH:	\$1,078,846.84

PCARD Register December 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	12/5/2023	BMO	Melissa Usiak/United 01623445628070	\$297.80
*	12/5/2023	BMO	Finance Department/Amzn Mktp US 7e1pi4753	\$8.00
*	12/5/2023	BMO	Finance Department/Amzn Mktp US 7e1pi4753	\$31.98
*	12/5/2023	BMO	Luann Loy/Michigan Flyer, L.L.C.	\$40.00
*	12/5/2023	BMO	Harold Fryer/Michigan Flyer, L.L.C.	\$40.00
*	12/5/2023	BMO	Finance Department/Amzn Mktp US 1t7107c33	\$8.79
*	12/5/2023	BMO	Finance Department/Amzn Mktp US 1t7107c33	\$35.16
*	12/5/2023	BMO	Finance Department/Amzn Mktp US 1t7107c33	\$2.72
*	12/5/2023	BMO	Finance Department/Amzn Mktp US 1t7107c33	\$10.87
*	12/5/2023	BMO	Finance Department/Amzn Mktp US 1t7107c33	\$1.68
*	12/5/2023	BMO	Finance Department/Amzn Mktp US 1t7107c33	\$6.72
*	12/5/2023	BMO	Saima Caverly/Amzn Mktp US Pp5617n43	\$85.70
*	12/5/2023	BMO	Saima Caverly/Amzn Mktp US Oe9ze5fe3	\$14.99
*	12/5/2023	BMO	Omega Rainer/Gopher Family Brands	\$483.56
*	12/5/2023	BMO	Finance Department/Simpletexting.Com	\$31.20
*	12/5/2023	BMO	Finance Department/Simpletexting.Com	\$7.80
*	12/5/2023	BMO	Maggie Narayan/Awl Pearson Education	\$773.64
*	12/5/2023	BMO	Saima Caverly/Sp Sensory Goods	\$385.54
*	12/5/2023	BMO	Omega Rainer/Awl Pearson Education	\$657.72
*	12/5/2023	BMO	Carol Braden/Emily Diaz, Slp. Aac	\$47.00
*	12/5/2023	BMO	Saima Caverly/Danmar Products	\$152.00
*	12/5/2023	BMO	Theodore J Kroll/Amzn Mktp US H46io8nn3	\$18.99
*	12/5/2023	BMO	Maggie Narayan/Western Psychological	\$170.50
*	12/5/2023	BMO	Theodore J Kroll/Amazon.Com Xt7ct00n3	\$15.87

PCARD Register December 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	12/5/2023	BMO	Doug Haseley/Michigan Association O	\$50.00
*	12/5/2023	BMO	Saima Caverly/Paypal Therasoluti	\$179.80
*	12/5/2023	BMO	Saima Caverly/Autismprod	\$553.93
*	12/5/2023	BMO	Candice Olrich/Amzn Mktp US Tp3h36ak3	\$77.97
*	12/5/2023	BMO	Mark Rogers/Web Networksolutions	\$1.57
*	12/5/2023	BMO	Mark Rogers/Web Networksolutions	\$6.41
*	12/5/2023	BMO	Carol Braden/Amzn Mktp US T78mq15s1	\$17.99
*	12/5/2023	BMO	Carol Braden/Amzn Mktp US Ru8ea72z3	\$71.50
*	12/5/2023	BMO	David Jonathan Tobar/Socotra Coffee House	\$11.40
*	12/5/2023	BMO	Candice Olrich/Wm Supercenter #1754	\$59.96
*	12/5/2023	BMO	Alice Johnson/Walmart.Com	\$58.09
*	12/5/2023	BMO	Saima Caverly/Amzn Mktp US K10br9kd3	\$7.59
*	12/5/2023	BMO	Saima Caverly/Amzn Mktp US 683f72rz3	\$354.70
*	12/5/2023	BMO	Saima Caverly/Amzn Mktp US 5w5kd9l93	\$576.34
*	12/5/2023	BMO	Ashley Korte/Aldi 67051	\$78.95
*	12/5/2023	BMO	Carol Braden/Wpy Mtsa	\$413.99
*	12/5/2023	BMO	Michelle Radcliffe/Danleys Country House	\$18.88
*	12/5/2023	BMO	Candice Davies/Lessonpix Inc	\$324.00
*	12/5/2023	BMO	Melissa Usiak/Canva I03971-48373577	\$33.00
*	12/5/2023	BMO	Malissa Patrick/Pesi	\$229.99
*	12/5/2023	BMO	Candice Olrich/Sc National Flag Foot	\$616.29
*	12/5/2023	BMO	Robin Schutz/Interstate Books4schoo	\$469.80
*	12/5/2023	BMO	Lori Waite/Amazon.Com MI9ro7ln3	\$185.96
*	12/5/2023	BMO	Robin Schutz/Amzn Mktp US Zc6y19h33	\$44.82

PCARD Register December 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	12/5/2023	BMO	Candice Olrich/Howell Area Parks And	-\$30.00
*	12/5/2023	BMO	Omega Rainer/Amzn Mktp US O56r08hz3	\$148.12
*	12/5/2023	BMO	Cole Gremore/The Home Depot #2751	\$131.74
*	12/5/2023	BMO	Cole Gremore/The Home Depot #2751	\$32.94
*	12/5/2023	BMO	Saima Caverly/Dd/Br #339641 Q35	\$65.77
*	12/5/2023	BMO	Ashley Korte/Amzn Mktp US 1z1rj05p3	\$8.89
*	12/5/2023	BMO	Ashley Korte/Amzn Mktp US 1z1rj05p3	\$6.57
*	12/5/2023	BMO	Ashley Korte/Amzn Mktp US 1z1rj05p3	\$8.51
*	12/5/2023	BMO	Carol Braden/Kroger #720	\$36.00
*	12/5/2023	BMO	Brian Braden/Usps Po 2545400843	\$10.70
*	12/5/2023	BMO	Ashley Korte/Qdoba 2876 Catering	\$403.00
*	12/5/2023	BMO	Ashley Korte/Panera Bread #601936 O	\$29.46
*	12/5/2023	BMO	Ashley Korte/Iirp	\$14.15
*	12/5/2023	BMO	Ashley Korte/Wal-Mart #1754	\$66.75
*	12/5/2023	BMO	Candice Davies/American Red Cross	\$15.00
*	12/5/2023	BMO	Saima Caverly/Jimmy Johns - 764	\$153.98
*	12/5/2023	BMO	Saima Caverly/Amzn Mktp US 2970668k3	\$93.55
*	12/5/2023	BMO	Saima Caverly/Jimmy Johns - 764	\$153.98
*	12/5/2023	BMO	Saima Caverly/Amzn Mktp US 9v9tt9i53	\$42.10
*	12/5/2023	BMO	Finance Department/Amzn Mktp US 707zd59k3	\$23.96
*	12/5/2023	BMO	Finance Department/Amzn Mktp US 707zd59k3	\$5.99
*	12/5/2023	BMO	Lori Waite/Srfax 866-554-0263	\$2.30
*	12/5/2023	BMO	Melissa Usiak/Grand Trav Resort	\$219.00
*	12/5/2023	BMO	Mark Rogers/Srfax 866-554-0263	\$78.00

PCARD Register December 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	12/5/2023	BMO	Brian Braden/The Home Depot #2751	\$267.29
*	12/5/2023	BMO	Stephanie Weese/Sec Of State Branch 23	\$344.00
*	12/5/2023	BMO	Omega Rainer/Amazon.Com Gl7cs3ct3	\$115.80
*	12/5/2023	BMO	Judith Paulsen/Panera Bread #601936 O	\$76.96
*	12/5/2023	BMO	Lori Waite/Amazon.Com Xw8cj0ke3	\$14.48
*	12/5/2023	BMO	Stephanie Weese/Elavon Service Fee	\$7.16
*	12/5/2023	BMO	Saima Caverly/Gfs Store #0116	\$67.96
*	12/5/2023	BMO	Cole Gremore/Howell Tv Hdw	\$7.39
*	12/5/2023	BMO	Judith Paulsen/Dailypress & Argus	\$11.99
*	12/5/2023	BMO	Saima Caverly/Amzn Mktp US S94kr1c13	\$15.83
*	12/5/2023	BMO	Saima Caverly/Kroger #444	\$55.31
*	12/5/2023	BMO	Candice Olrich/Wal-Mart #1754	\$162.73
*	12/5/2023	BMO	Cole Gremore/Howell Tv Hdw	\$5.99
*	12/5/2023	BMO	Maggie Narayan/Amzn Mktp US Ym3tu7s23	\$44.38
*	12/5/2023	BMO	Candice Olrich/Howell Area Parks And	\$30.00
*	12/5/2023	BMO	Saima Caverly/Amzn Mktp US L58ag2bl3	\$67.46
*	12/5/2023	BMO	Robin Schutz/Amzn Mktp US B82w09a83	\$21.39
*	12/5/2023	BMO	Robin Schutz/Amzn Mktp US B82w09a83	\$12.59
*	12/5/2023	BMO	Ashley Korte/Tst La Marsa- Brighto	\$51.00
*	12/5/2023	BMO	Finance Department/Amzn Mktp US Mk4jc4oc3	\$5.18
*	12/5/2023	BMO	Finance Department/Amzn Mktp US Mk4jc4oc3	\$20.72
*	12/5/2023	BMO	Carol Braden/Amazon.Com 1e6vm0as3	\$12.99
*	12/5/2023	BMO	David Jonathan Tobar/Stage Academy	\$299.00
*	12/5/2023	BMO	Alice Johnson/Amzn Mktp US Jb6r27qk3	\$101.09

PCARD Register December 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	12/5/2023	BMO	Finance Department/Amzn Mktp US Pt2pt93o3	\$35.99
*	12/5/2023	BMO	Judith Paulsen/Torch 180	\$767.75
*	12/5/2023	BMO	Carol Braden/Tst Tomato Brothers	\$242.57
*	12/5/2023	BMO	Saima Caverly/Amzn Mktp US Vu5ud7293	\$118.07
*	12/5/2023	BMO	Ashley Korte/Sq The Smoke Doctor	\$248.12
*	12/5/2023	BMO	Ashley Korte/Sq The Smoke Doctor	\$248.12
*	12/5/2023	BMO	Carol Braden/Amzn Mktp US 664p38oe3	\$24.74
*	12/5/2023	BMO	David Jonathan Tobar/Macul	\$297.67
*	12/5/2023	BMO	Laura Saline/Soaring Eagle Hotel	\$158.46
*	12/5/2023	BMO	Laura Spadoni/Shanty Creek Resorts -	-\$3.34
*	12/5/2023	BMO	Laura Spadoni/Shanty Creek Resorts -	-\$13.34
*	12/5/2023	BMO	Finance Department/Amzn Mktp US 568f908w3	\$46.26
*	12/5/2023	BMO	Saima Caverly/Amazon.Com	-\$88.34
*	12/5/2023	BMO	Robin Schutz/Hungry Howies - 00056	\$292.45
*	12/5/2023	BMO	David Larson/Paypal Sarlmobatek	\$69.00
*	12/5/2023	BMO	Judith Paulsen/Wal-Mart #1754	\$39.48
*	12/5/2023	BMO	Theodore J Kroll/Soaring Eagle Hotel	\$316.92
*	12/5/2023	BMO	Saima Caverly/Amzn Mktp US Ip6nx7lj3	\$17.94
*	12/5/2023	BMO	Laura Saline/Soaring Eagle Hotel	\$316.92
*	12/5/2023	BMO	Alice Johnson/Michaels #9490	\$57.18
*	12/5/2023	BMO	Carol Braden/Atia	\$680.00
*	12/5/2023	BMO	Carol Braden/Amzn Mktp US Uf2i36nn3	\$81.39
*	12/5/2023	BMO	Brian Braden/The Home Depot #2751	\$46.82
*	12/5/2023	BMO	Carol Braden/Mde Educator License	\$45.00

PCARD Register December 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	12/5/2023	BMO	Melissa Usiak/Ovou Inc.	\$79.00
*	12/5/2023	BMO	Carol Braden/Delta 00621872169553	\$532.80
*	12/5/2023	BMO	Carol Braden/Kroger #720	\$30.93
*	12/5/2023	BMO	David Jonathan Tobar/Scaling Intimacy	\$15.00
*	12/5/2023	BMO	Finance Department/Amzn Mktp US Ky3br0ma3	\$18.99
*	12/5/2023	BMO	Carol Braden/Atia	\$680.00
*	12/5/2023	BMO	Candice Olrich/Wal-Mart #1754	\$338.38
*	12/5/2023	BMO	Laura Saline/Mountain Town Station	\$111.16
*	12/5/2023	BMO	Carol Braden/Mde Educator License	\$45.00
*	12/5/2023	BMO	Carol Braden/Delta 00621872169542	\$532.80
*	12/5/2023	BMO	Ashley Korte/Tst La Marsa- Brighto	\$339.95
*	12/5/2023	BMO	Robin Schutz/Wal-Mart #1754	\$29.12
*	12/5/2023	BMO	Theodore J Kroll/Lettuce Grow	\$95.76
*	12/5/2023	BMO	Brian Braden/The Home Depot #2751	\$33.21
*	12/5/2023	BMO	Omega Rainer/Awl Pearson Education	\$97.50
*	12/5/2023	BMO	Carol Braden/Nasw Michigan	\$875.00
*	12/5/2023	BMO	Carol Braden/Dobetterco #102322	\$65.00
*	12/5/2023	BMO	Saima Caverly/Amzn Mktp US Yq63w0413	\$177.30
*	12/5/2023	BMO	Theodore J Kroll/Coabc	\$25.00
*	12/5/2023	BMO	R Michael Hubert/Sq Brighton Coffeehou	\$16.88
*	12/5/2023	BMO	Ashley Korte/Wal-Mart #1754	\$29.07
*	12/5/2023	BMO	Ashley Korte/Wal-Mart #1754	\$21.49
*	12/5/2023	BMO	Ashley Korte/Wal-Mart #1754	\$27.80
*	12/5/2023	BMO	Ashley Korte/Panera Bread #601936 O	\$26.78

PCARD Register December 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	12/5/2023	BMO	Robin Schutz/Dollar Tree	\$23.75
*	12/5/2023	BMO	Kristin Resseguie/Tst Guss Carryout - H	\$49.00
*	12/5/2023	BMO	Theodore J Kroll/Amzn Mktp US Mz40f4tn3	\$77.76
*	12/5/2023	BMO	Omega Rainer/Amazon.Com 5b3u95nt3	\$42.00
*	12/5/2023	BMO	David Larson/Voip.Ms	\$20.00
*	12/5/2023	BMO	Judith Paulsen/Mi Assoc Sch Adm	\$550.00
*	12/5/2023	BMO	Malissa Patrick/Emu Web Purchase	\$350.00
*	12/5/2023	BMO	Carrie Cowger/Holiday Inn Grand Rapi	-\$180.27
*	12/5/2023	BMO	Candice Olrich/Wal-Mart #1754	\$31.96
*	12/5/2023	BMO	Finance Department/Dnh Godaddy.Com	\$7.23
*	12/5/2023	BMO	Finance Department/Dnh Godaddy.Com	\$28.93
*	12/5/2023	BMO	Lori Waite/Amzn Mktp US C60314m33	\$113.94
*	12/5/2023	BMO	Candice Olrich/Wal-Mart #1754	\$105.92
*	12/5/2023	BMO	Melissa Usiak/Memspa	\$375.00
*	12/5/2023	BMO	Laura Spadoni/Yamm.Com	\$48.00
*	12/5/2023	BMO	Finance Department/Amzn Mktp US 8180z6993	\$14.39
*	12/5/2023	BMO	Finance Department/Amzn Mktp US 8180z6993	\$3.60
*	12/5/2023	BMO	Mark Rogers/Amzn Mktp US Aa1nz9sk3	\$5.00
*	12/5/2023	BMO	Mark Rogers/Amzn Mktp US Aa1nz9sk3	\$20.00
*	12/5/2023	BMO	Omega Rainer/Awl Pearson Education	\$60.00
*	12/5/2023	BMO	Judith Paulsen/Panera Bread #601936 O	\$47.87
*	12/5/2023	BMO	Carrie Cowger/Holiday Inn Grand Rapi	\$175.96
*	12/5/2023	BMO	Alice Johnson/Menards Wixom Mi	-\$3.43
*	12/5/2023	BMO	Alice Johnson/Menards Wixom Mi	\$94.21

PCARD Register December 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	12/5/2023	BMO	Marci Moloney/Eb Collaborative And	\$214.19
*	12/5/2023	BMO	Carrie Cowger/Holiday Inn Grand Rapi	-\$2.45
*	12/5/2023	BMO	Brian Braden/Amzn Mktp US NI0mb9io3	\$1.59
*	12/5/2023	BMO	Brian Braden/Amzn Mktp US NI0mb9io3	\$6.36
*	12/5/2023	BMO	R Michael Hubert/Sq Black Iron Coffee	\$5.45
*	12/5/2023	BMO	Malissa Patrick/Summit Professional Ed	\$209.99
*	12/5/2023	BMO	Ashley Korte/Panera Bread #601936 O	\$176.47
*	12/5/2023	BMO	Theodore J Kroll/Amzn Mktp US 0e4i57273	\$25.99
*	12/5/2023	BMO	Brian Braden/The Home Depot #2751	\$86.64
*	12/5/2023	BMO	Brian Braden/The Home Depot #2751	\$346.58
*	12/5/2023	BMO	Finance Department/Amzn Mktp US Uv4pt0f63	\$2.80
*	12/5/2023	BMO	Finance Department/Amzn Mktp US Uv4pt0f63	\$11.19
*	12/5/2023	BMO	Ashley Korte/Panera Bread #601936 P	\$20.99
*	12/5/2023	BMO	Finance Department/Amzn Mktp US 559yw44z3	\$164.90
*	12/5/2023	BMO	David Larson/Amazon Web Services	\$0.23
*	12/5/2023	BMO	Mark Rogers/Google SvcsLivingstone	\$56.30
*	12/5/2023	BMO	Robin Schutz/Sq Black Iron Coffee	\$6.14
*	12/5/2023	BMO	Cheryl Judd/Tst Tomato Brothers	\$810.40
*	12/5/2023	BMO	Theodore J Kroll/Doubletree Hotels	-\$478.29
*	12/5/2023	BMO	Judith Paulsen/Panera Bread #601936 O	\$117.60
*	12/5/2023	BMO	David Larson/The Home Depot #2751	\$19.91
*	12/5/2023	BMO	Saima Caverly/Amzn Mktp US T92xo15i3	\$614.63
*	12/5/2023	BMO	Carol Braden/Mosyle Cor Mosyle_man	\$31.50
*	12/5/2023	BMO	Carol Braden/Wpy Mtsa	\$363.27

PCARD Register December 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	12/5/2023	BMO	Ashley Korte/International Minute P	\$281.86
*	12/5/2023	BMO	Ashley Korte/International Minute P	\$294.67
*	12/5/2023	BMO	Ashley Korte/International Minute P	\$217.79
*	12/5/2023	BMO	Rosanna Hamilton/Awl Pearson Education	\$118.00
*	12/5/2023	BMO	Judith Paulsen/Jimmy Johns - 764 - Mo	\$26.86
*	12/5/2023	BMO	Mary Wiese/Smore.Com	\$179.00
*	12/5/2023	BMO	David Larson/Digitalocean.Com	\$7.20
*	12/5/2023	BMO	Mark Rogers/Web Networksolutions	\$0.40
*	12/5/2023	BMO	Mark Rogers/Web Networksolutions	\$1.59
*	12/5/2023	BMO	Cheryl Judd/Tst Tomato Brothers	\$56.98
*	12/5/2023	BMO	David Jonathan Tobar/Memspa	-\$206.00
*	12/5/2023	BMO	Finance Department/Amzn Mktp US O58mg3or3	\$20.72
*	12/5/2023	BMO	Finance Department/Amzn Mktp US O58mg3or3	\$4.08
*	12/5/2023	BMO	Finance Department/Amzn Mktp US O58mg3or3	\$14.05
*	12/5/2023	BMO	Ashley Korte/Tst Tomato Brothers	\$293.43
*	12/5/2023	BMO	Cheryl Judd/Meijer # 172	\$72.84
*	12/5/2023	BMO	Theodore J Kroll/Event 2024 Michigan C	\$350.00
*	12/5/2023	BMO	Cheryl Judd/Meijer # 172	\$20.95
*	12/5/2023	BMO	Carol Braden/Icare Repair	\$119.99
*	12/5/2023	BMO	Cole Gremore/Lucys Landscape Supply	\$11.52
*	12/5/2023	BMO	Cole Gremore/Lucys Landscape Supply	\$46.08
*	12/5/2023	BMO	Lori Waite/Sp Talktools	\$397.50
*	12/5/2023	BMO	Ashley Korte/Jimmy Johns - 764	\$201.49
*	12/5/2023	BMO	Alice Johnson/Art.Com Allposters.Com	\$42.36

PCARD Register December 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	12/5/2023	BMO	Saima Caverly/Amzn Mktp US Tn8945273	\$119.98
*	12/5/2023	BMO	Carol Braden/Amazon.Com Gk58f2qp3	\$19.90
*	12/5/2023	BMO	Brian Braden/Amazon.Com G410p7ps3	\$3.02
*	12/5/2023	BMO	Brian Braden/Amazon.Com G410p7ps3	\$12.07
*	12/5/2023	BMO	Saima Caverly/Family Dollar #10585	\$4.00
*	12/5/2023	BMO	Ashley Korte/Amzn Mktp US 0x4e655p3	\$26.69
*	12/5/2023	BMO	Ashley Korte/Amzn Mktp US 0x4e655p3	\$19.73
*	12/5/2023	BMO	Ashley Korte/Amzn Mktp US 0x4e655p3	\$25.55
*	12/5/2023	BMO	David Jonathan Tobar/Great Wolf Ldg Travers	\$152.38
*	12/5/2023	BMO	Brian Braden/Amzn Mktp US Xa5009t63	\$70.00
*	12/5/2023	BMO	Brian Braden/Amzn Mktp US Xa5009t63	\$279.99
*	12/5/2023	BMO	Candice Olrich/Wm Supercenter #1754	\$423.64
*	12/5/2023	BMO	Cheryl Judd/Georges Coney Grill	-\$180.00
*	12/5/2023	BMO	Robin Schutz/Otc Brands Inc	\$49.25
*	12/5/2023	BMO	Finance Department/Amazon.Com O00vu4u33	\$598.00
*	12/5/2023	BMO	Candice Olrich/Wal-Mart #1754	\$818.63
*	12/5/2023	BMO	Cheryl Judd/Georges Coney Grill	\$129.85
*	12/5/2023	BMO	David Jonathan Tobar/Memspa	\$375.00
*	12/5/2023	BMO	David Larson/Tiger Technology, Inc	\$1.60
*	12/5/2023	BMO	David Larson/Tiger Technology, Inc	\$6.40
*	12/5/2023	BMO	Saima Caverly/Amazon.Com 3s3mc13w3	\$19.14
*	12/5/2023	BMO	Rosanna Hamilton/Language Dynamics Grou	\$318.67
*	12/5/2023	BMO	Sara Leggett/Amazon.Com Oj2037gf3	\$104.36
*	12/5/2023	BMO	Cheryl Judd/Meijer # 172	\$24.88

PCARD Register December 2023				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	12/5/2023	BMO	Carrie Cowger/Hi Grand Rapids B4	\$231.61
*	12/5/2023	BMO	Cheryl Judd/Meijer # 172	\$135.43
*	12/5/2023	BMO	Cheryl Judd/Meijer # 172	\$129.96
*	12/5/2023	BMO	David Larson/Backblaze.Com	\$55.72
*	12/5/2023	BMO	Cole Gremore/The Home Depot #2751	\$20.19
*	12/5/2023	BMO	Cole Gremore/The Home Depot #2751	\$86.64
*	12/5/2023	BMO	David Larson/Grand Trav Resort	\$619.72
*	12/5/2023	BMO	Carrie Cowger/Hi Grand Rapids B4	\$180.27
*	12/5/2023	BMO	Heidi Danpullo/Party City 4102	\$62.00
*	12/5/2023	BMO	Carrie Cowger/Hi Grand Rapids B4	\$180.27
*	12/5/2023	BMO	Michelle Radcliffe/Zeffy-Masci	\$600.00
*	12/5/2023	BMO	Carrie Cowger/Hi Grand Rapids B4	\$180.27
			Total:	\$32,951.43

Automated Clearing House Transactions - December 2023

OUTGOING

Description	Date	Amount
Federal Payroll Taxes	12/8/2023	\$299,875.98
Federal Payroll Taxes	12/22/2023	\$291,826.17
State Payroll Taxes	12/29/2023	\$87,360.60
H S A Remittance- Health Equity	12/7/2023	\$21,989.46
H S A Remittance- Health Equity	12/22/2023	\$21,779.44
The Standard	12/7/2023	\$44,550.59
The Standard	12/20/2023	\$40,740.57
EDUSTAFF	12/1/2023	\$342.52
EDUSTAFF	12/15/2023	\$412.78
EDUSTAFF	12/29/2023	\$920.95
MPSERS Retirement	12/7/2023	\$1,574,884.89
MPSERS Retirement	12/21/2023	\$501,420.12
State of Michigan UIA Tax	12/26/2023	\$6,366.52
The Hartford Insurance Company	12/13/2023	\$8,718.04
The Hartford Insurance Company	12/27/2023	\$11,157.38
BMO Card payment	12/5/2023	\$32,951.43
Guardian Insurance	Various	\$39,034.78
Friend of the Court	12/8/2023	\$606.44
Friend of the Court	12/22/2023	\$606.44
Lansing City Taxes	12/5/2023	\$46.97
East Lansing Taxes	12/7/2023	\$64.37
Infinisource	12/13/2023	\$714.84
WMichigan Health Insurance	12/28/2023	\$379,945.68
BCBS Health Insurance Premiums	Various	\$345,360.18
TOTAL OUTGOING TRANSACTIONS		\$3,711,677.14

INCOMING

Description	Date	Amount
Medicaid Interim Payment	12/7/2023	\$161,919.00
Medicaid - Outreach	12/4/2023	\$20,753.54
State of Michigan - State Aid	12/20/2023	\$3,450,770.83
Federal Funds Through State	12/8/2023	\$76,270.35
Howell Invoices	Various	\$587,026.30
Brighton Invoices	Various	\$1,187,699.91
Hartland Invoices	12/21/2023	\$209,322.00
Fowlerville Invoices	12/6/2023	\$23,176.55
Pinckney Invoices	Various	\$126,655.75
Hamburg Township Taxes	Various	\$324,400.12
TOTAL INCOMING TRANSACTIONS		\$6,167,994.35

APPENDIX B

- Minutes of Regular Meeting of December 13, 2023



MINUTES

Regular Meeting of December 13, 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, December 13, 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
Secretary Fryer
Treasurer Kaiser
Trustee Jankowski

LESA Staff: Nicolette Cheff, Doug Haseley, Dr. Michael Hubert, Alice Johnson, Judy Paulsen (joined via Zoom), Michelle Radcliffe, Jonathan Tobar, Melissa Usiak, Stephanie Weese

Absent was:

Board Member(s): Vice President Cortez

C. Approval of Agenda

Kaiser expressed concern about staffing in early childhood.

It was moved by Kaiser and seconded by Jankowski 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.

There was correspondence or discussion at this time.

3. Approval of Consent Agenda

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

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

The motion carried unanimously.

A. Superintendent's Recommendations

B. Personnel Board Report

The Personnel Board Report of November 30, 2023 was presented for approval.

C. Approval: Financial Information

The following financials were presented for approval:

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

D. Approval: Minutes

The following minutes were presented for approval:

- Regular Board Meeting of November 8, 2023

4. Presentation(s)

A. Student Mental Health Update – 31n

Doug Haseley and Nicolette Cheff provided an update on student mental health and the 31n grant, and also received feedback from the Board members.

B. Equipment Evolution in CTE

Michelle Radcliffe shared an update on the CTE equipment grant and opportunities available to students as a result of equipment purchases. She also answered questions from the Board.

C. Update on Education/Employer Advisory Council Work

Michelle Radcliffe updated the Board on the work of the Education/Employer Advisory Council.

5. Action Item(s)

A. 2023-2024 Budget Amendment

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.

It was moved by Jankowski and seconded by Kaiser that the Board approve the General Appropriation Resolution as presented.

The motion carried unanimously.

B. Flexible Benefits Plan

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.

A copy of the updated plan was sent to the Board for reference.

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

It was moved by Kaiser and seconded by Jankowski that the Board approve the restated Livingston Educational Service Agency Flexible Benefits Plan, effective January 1, 2024.

The motion carried unanimously.

C. 2023 Specialized Transportation Parking Lot Bids

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.

It was moved by Kaiser and seconded by Fryer 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.

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

The motion carried unanimously.

D. Board Policy Updates, First Reading

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~~.

It was moved by Jankowski and seconded by Kaiser that the Board adopt the Policy updates as presented for a First Reading.

The motion carried unanimously.

6. Reports

A. Superintendent’s Report

Dr. Hubert:

- Reminded the Board that the MASB Board of Director nominations deadline is January 10, 2024 and offered to share additional information if anyone is interested.
- Shared a draft energy report on the Education Center.

- Stated that the holiday break is upcoming and the agency will be closed for a couple of weeks.
- Reported that the Wellness Center will open January 1. He also explained the security process and invited Board members to stop in during designated times if they would like to check out the facility.
- Stated the next Mental Health series meeting is tomorrow evening, and invited anyone interested to participate. He also shared that he was contacted by the Livingston Daily about the series, and shared information with them.

7. Board Discussion

Board members shared information on the recent AESA Conference they attended. There was discussion about the future of AI (Artificial Intelligence), and Dr. Hubert shared that the superintendents have discussed it and are forming an AI task force. He responded to questions from the Board.

8. Adjournment

President Loy declared the meeting adjourned at 8:00 p.m.

Respectfully submitted,

Harold E. Fryer
Secretary

HEF/jp

APPENDIX C

- Superintendent's Reimbursement of Expenses

Date	Company/Organization	Items:	Total	Agency Portion	Superintendent Portion	Notes
Agency Purchase Card Issued to Superintendent:						
7/20/23	Clearys Pub	Food only for Pathway Staff Retirement/Leaving Celebration	467.75	467.75	-	
7/20/23	Hotel Indigo	Refund of Tax on June Hotel Stay	(39.42)	(39.42)	-	
8/15/23	Black Iron Coffee Roaster	Meeting with Board Member	12.59	12.59	-	
8/16/23	Torch 180	Meeting with Superintendent	31.50	31.50	-	
9/14/23	Applebees	Meeting with Board Member	41.00	41.00	-	
9/14/23	Panera Bread	Meeting with Local Administrator	2.96	2.96	-	
9/19/23	Black Iron Coffee Roaster	Meeting with Board Member	18.95	18.95	-	
9/20/23	Grand Traverse Resort	Dinner @ MASA Conference	32.00	32.00	-	
9/23/23	Grand Traverse Resort	MASA Fall Conference Lodging	567.80	567.80	-	
10/3/23	Torch 180	Administrative Mtg. w/ Local & Agency Admin.	120.00	120.00	-	
10/11/23	Olden Days Café	Breakfast with Local Superintendent	22.00	22.00	-	
10/12/23	Black Iron Coffee Roaster	Meeting with Board Member	14.44	14.44	-	
11/2/23	Black Iron Coffee Roaster	Meeting with Prospective Applicant	5.45	5.45	-	
11/7/23	Brighton Coffeehouse	Meeting with Board Member	16.88	16.88	-	
11/27/23	Olden Days Café	Breakfast with Local Superintendent	28.00	28.00	-	
11/27/23	United Airlines	Check Bag Fee to AESA Conference	35.00	35.00	-	
11/28/23	Denny's Restaurant	Dinner @ AESA Conference	29.32	29.32	-	
11/28/23	National Coney Island	Breakfast Traveling to AESA Conference	21.87	21.87	-	
11/28/23	Uber	Travel from Airport to AESA Conference	27.82	27.82	-	
11/29/23	Anaheim Marriott	Lunch @ AESA Conference	25.00	25.00	-	
11/29/23	Anaheim Marriott	Breakfast @ AESA Conference	16.00	16.00	-	
11/30/23	Westin Anaheim Resort	Board Member Dinner @ AESA Conference	400.00	318.92	81.08	Supt. Portion = Board Spouse Me
12/1/23	Ruby's Dinette	Lunch Traveling from AESA Conference	30.00	30.00	-	
12/1/23	Anaheim Marriott	Lodging @ AESA Conference	842.13	842.13	-	
12/1/23	Uber	Travel from AESA Conference to Airport	24.62	24.62	-	
12/1/23	United Airlines	Check Bag Fee from AESA Conference	35.00	35.00	-	
12/2/23	DTW Parking	Parking for AESA Conference	80.00	80.00	-	
12/5/23	Kindle Svcs	Book - Opening Doors: An Implementation Template for Cultural Pro	16.74	16.74	-	
12/10/23	Delta	Check Bag Fee to Gallagher Corporate Office Meeting	30.00	30.00	-	
12/10/23	Leo's Coney Island	Breakfast travelling to Gallagher Corporate Office Meeting	18.00	18.00	-	
12/11/23	Courtyard Marriott	Hotel - Gallagher Corporate Office Meeting	170.24	170.24	-	
12/11/23	DTW Parking	Parking - Gallagher Corporate Office Meeting	56.00	56.00	-	
12/11/23	Delta	Check Bag Fee from Gallagher Corporate Office Meeting	30.00	30.00	-	
					81.08	Amount Due Agency

Superintendent Personal Credit Card/Cash:

9/19/23	McDonald's	Dinner - MASA Fall Conference	10.38	10.38	
11/27/23	United Airlines	Airfare to/from AESA Conference	947.40	947.40	
9/15/23	Kindle Svc	Wellness Book - Build the Life You Want: The Art and Science of Get	15.99	15.99	
				973.77	Amount Due Superintendent

Date	Mileage Reimbursement	# of Miles	Rate/Mile	Due to Superintendent	
9/19-9/23/23	To/From Grand Traverse Resort - MASA Conference	422.00	0.655	276.41	
7/10/23	To/From Kellogg Center - Day #1 Emerging Leaders Conference	68.00	0.655	44.54	
7/11/23	To/From Kellogg Center - Day #2 Presenter @ Emerging Leaders Cor	68.00	0.655	44.54	
8/18/23	To/From Ingham ISD - Communications Meeting	66.00	0.655	43.23	
8/22/23	To/From MELG Bldg - MAISA Board of Director Meeting	80.00	0.655	52.40	
10/10/23	To/From Crown Plaza Lansing - MEMPSA/MAASE Conference	80.00	0.655	52.40	
10/19/23	To/From Carlyle Grill - MAISA Region 8 Meeting	66.00	0.655	43.23	
10/24/23	To/From Brighton High School - Tour STEAM Facilities	24.00	0.655	15.72	
11/9/23	To/From Hilton Garden Inn - MAISA Board of Director & MAISA Fall	86.00	0.655	56.33	
11/10/23	To/From Hilton Garden Inn - MAISA Fall Conference Day #2	86.00	0.655	56.33	
11/15/23	To/From Crystal Gardens - ARC Fashion Show Rehearsal	12.00	0.655	7.86	
11/16/23	To/From Crystal Gardens - ARC Fashion Show	12.00	0.655	7.86	
11/28-12/1/2023	To/From Metro Airport - AESA Conference	110.00	0.655	72.05	
12/10-12/11/2023	To/From Metro Airport - Gallagher Corporate Office Meeting	110.00	0.655	72.05	
12/14/23	To/From Great Lakes Eatery - MAISA Region 8 Meeting	110.00	0.655	72.05	
				917.00	Amount Due Superintendent
				1,809.69	Total Due Superintendent

APPENDIX D

- Early Childhood Math Essentials – Update & Review of Outcome Data



Livingston
**EDUCATIONAL
SERVICE** Agency

Early Mathematics: Prekindergarten to Grade 3

January 11, 2023



**Early
Mathematics
Essentials**

powered by the Michigan Association
of Intermediate School Administrators

Our Math Learning cohort is in Year 2 of their learning



13 Staff

12 Lead teachers (one
GSRP partner teacher)

1 Associate Teacher

Professional Learning in the Early Childhood Department

- Year 1 Literacy Essentials foundational learning
- Year 2 Literacy Essentials supported implementation
- Year 3 Literacy Essentials supported implementation and action research
- Year 4 Math Essentials foundational learning
- Year 5 Math Essential supported implementation
- Year 6 Math Essentials supported implementation and action research



What Is Math Shelf?

A tablet based early math program focused on developing early math skills. Aligned with the Head Start Early Learning Outcomes and our TS Gold Assessment. Using as a supplement to our regular curriculum, 20-minute/twice a week.

Individualized learning program based on developmental theory, evidence based early number interventions and the Montessori early math approach (self directed and interest).





- Math Shelf piloted in the spring of 2021.
- Fully implemented in the 2022-2023 school year.
- Four yr olds 2023-2024.



Our 2022-2023 Math Growth Data

Fall

25.7%

**Meeting or
exceeding
expectations**

Winter

61.2%

**Meeting or
exceeding
expectations**

Spring

79.8%

**Meeting or
exceeding
expectations**



Adults Focus on Their Learning and Children Grow

Teacher A

Participated in Math Shelf and
Year 1 of Math Essentials PL

**Children meeting or exceeding
expectations in Math Domain:**

Fall: 13%

Spring: 88% meeting expectations



Teacher B

Participated in Math Shelf and
Year 1 of Math Essentials PL

**Children meeting or exceeding
expectations in Math Domain:**

Fall: 6%

**Spring: 56% meeting expectations
31% exceeding expectations**

Math Professional Learning

Year 1 Group

- Taking a deeper dive into the Creative Curriculum
- Lessons directly from curriculum, reflect, teacher moves, student learning individuals
- Book study



Year 2 Group

- Taking a deeper dive into the Creative Curriculum and the Learning Trajectories
- Lessons directly from Learning Trajectory resources curriculum, reflect, teacher moves, student learning individuals
- Book study

Program Highlight

Pinckney Teaching Staff

Small groups

Differentiated by need

Based on data, Creative Curriculum, Learning Trajectories





Staff Testimonials

“Having this focus on math, learning Learning trajectories and working together with my colleagues, has grown my confidence in teaching math and my abilities to teach math more effectively. I appreciate how the trajectories have organized math concepts and displayed a path for instruction. Through the collaboration with my colleagues and the website, I have been able to learn about and implement many math activities in the classroom.”



Staff Testimonials

“This math learning path has not only provided many resources for our math instruction but has also provided new, more up to date information on how to teach math skills. We are lucky to have been presented with many materials for our classroom instruction, which have been very useful in implementing the different activities that we have been learning and sharing within our learning groups.”

“Teaching math in my classroom has opened up so many opportunities for my students to engage in open ended conversations. Not only has it helped with language acquisition, my students are adding and subtracting and having fun with math.”



Staff Testimonials

“Participating in this math professional development has opened the door to new math resources in the learning trajectories website. Using the trajectories and the corresponding activity ideas has improved my math instruction and I have seen marked improvement in math scores on TS Gold.”

“I thought teaching math to preschoolers was one way, now I know it is completely different! I have a deeper understanding of what to do. One little change I made in my classroom was to use more math talk. Now I notice my students using math talk too! I am so excited for what my students are learning!”

Next Steps

Early Childhood Specialist's to attend GELN
Early Math Task Force upcoming training



Questions?



APPENDIX E

- Center for Leadership and Learning Work Plan Update



Livingston
**EDUCATIONAL
SERVICE** Agency

**Center for
Leadership and Learning**

2023-2024 Work Plan Update #2

Three Agreed Upon Priorities:

- Literacy
- Social Emotional Learning
- Leadership Development



Literacy

- Support districts with training & supported implementation of Essential identified as their priority
- Literacy Leadership
- Early Literacy Coach development
- 6-12 Disciplinary Literacy
- PreK Assessment coordination for private providers & partners
- Talking Is Teaching campaign
- Adult and Family Literacy



Social Emotional Learning

- County SEL Steering Committee
 - Consulting with Lauren Kazee/MDE and Horacio Sanchez/Resiliency Inc
- Offering Restorative Practices 5 session series
- Monthly Mental Health Series
- Mental Health Collaborative Network
- Parent Coaching



Leadership Development

- Elementary and Secondary Principals Network
- AP Network
- Cultivating Leaders Series - Three cohorts
- Math and Science Leaders
- Instructional Coaches Network
- ML Network
- Early Childhood Leaders Network
- Curriculum and Instruction Council
- Supporting and facilitating w/ Creekside Elementary Team
- Ongoing leadership blueprint work w/ Livingston ESA Cabinet



Thank you BOE!!



APPENDIX F

- Board Policy Revisions, Second Reading and Approval



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.

8000

GENERAL POLICIES

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

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.