



**Regular Meeting**

**January 22, 2018**

**Electronic Packet**

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION MEETING**  
**Monday, January 22, 2018**  
**6:00 p.m.**  
**Community Center-Brick Elementary**

**AGENDA**

**1.0 CALL TO ORDER**

**2.0 ROLL CALL**

**3.0 ESTABLISHMENT OF QUORUM**

**4.0 PLEDGE TO FLAG**

**5.0 ACCEPTANCE OF AGENDA**

**6.0 PRESENTATIONS**

6.1 Employee of the Month

6.2 Student Recognition

6.3 School Board Appreciation

6.4 Strategic Plan Goal #6-Communication/Marketing

6.5 Curriculum & Instruction

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

7.1 Superintendent's Report

7.2 Finance Report

7.2.1 December 2017 Food Service Report

7.2.2 December 2017 Student Enrollment Report

7.3 Technology Report

**8.0 PUBLIC COMMENT**

**9.0 BOARD REPORTS/CORRESPONDENCE**

9.1 Board Executive Committee Report

9.2 Board Performance Committee Report

9.3 Board Planning Committee Report

9.4 Board Finance Committee Report

9.5 Reports and Correspondence

**10.0 NEW BUSINESS**

- 10.1 Bond Refinancing
- 10.2 Board of Education Committee Meeting Schedule
- 10.3 Cafeteria Table Bid

**11.0 OLD BUSINESS**

- 11.1 Minutes of Previous Meetings
  - 11.1.1 Board Meeting December 11, 2017
  - 11.1.2 Organizational Meeting January 8, 2018
- 11.2 Revision to Board Policies
- 11.3 Kids Read Now
- 11.4 November & December 2017 Finance Reports
- 11.5 December 2017 Check Register
- 11.6 December 2017 Trust & Agency Report
- 11.7 Personnel Transactions

**12.0 CLOSED SESSION**

- 12.1 Negotiation

**13.0 ADJOURNMENT**

**TO: Board of Education**

**FROM: Sean R. McNatt, Superintendent**

**DATE: January 17, 2018**

**SUBJECT: Board of Education Meeting  
January 22, 2018  
6:00 p.m.  
Community Center-Brick Elementary**

**AGENDA/EXPLANATORY NOTES**

**1.0 CALL TO ORDER**

**2.0 ROLL CALL**

**3.0 ESTABLISHMENT OF QUORUM**

**4.0 PLEDGE TO FLAG**

**5.0 ACCEPTANCE OF AGENDA**

**6.0 PRESENTATIONS**

6.1 Employee of the Month  
To be announced at the Board of Education meeting.

6.2 Student Recognition  
Jocelyn Butson-Mrs. Brower's 4th grade class Childs

6.3 School Board Appreciation  
A presentation to the Board of Education

6.4 Strategic Plan Goal #6-Communication/Marketing  
Presented by Vicki Coury

6.5 Curriculum & Instruction  
Presented by Kevin Upton

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

7.1 Superintendent's Report

7.2 Finance Report  
7.2.1 December 2017 Food Service Report  
7.2.2 December 2017 Student Enrollment Report

7.3 Technology Report  
Presented by Nik Jackson

**8.0 PUBLIC COMMENT**

**9.0 BOARD REPORTS/CORRESPONDENCE**



- 9.1 Board Executive Committee Report
- 9.2 Board Performance Committee Report
- 9.3 Board Planning Committee Report
- 9.4 Board Finance Committee Report
- 9.5 Reports and Correspondence

## 10.0 NEW BUSINESS

- 10.1 Bond Refinancing  
Enclosed is the Refunding Bond Ratification Resolution for your overview.

**RECOMMENDED MOTION: I move that we adopt the 2018 Refunding Bond Ratification Resolution as presented.**

- 10.2 Board of Education Committee Meeting Schedule  
Enclosed is the Board of Education Committee Meeting Schedule for 2018. The Superintendent and Committee Chairs recommend approval as presented.

**RECOMMENDED MOTION: I move that we approve the Board of Education Meeting Schedule for 2018 as presented.**

- 10.3 Cafeteria Table Bid  
Replacing existing tables that are broken and to supplement the available seating with additional tables to increase seating to capacity for both cafeterias. Estimated total cost of \$29,892 total; 90% food service 10% General Fund. This is presented for information only; Board action will be requested at a subsequent meeting.

## 11.0 OLD BUSINESS

- 11.1 Minutes of Previous Meetings
  - 11.1.1 Board Meeting December 11, 2017  
Enclosed are the minutes of the December 11, 2017, Regular Meeting.
  - 11.1.2 Organizational Meeting January 8, 2018  
Enclosed are the minutes of the January 8, 2017, Organizational Meeting.

**RECOMMENDED MOTION: I move that we approve the minutes of the December 11, 2017, Regular Meeting and the January 8, 2018, Organizational Meeting as presented.**

- 11.2 Revision to Board Policies  
Attached is Vol. 32 No. 1 (we will revisit 2414 and 2418 at the Planning Meeting and submit to NEOLA at a later date) Technology Collection-Phase III and policies 1630.01(FMLA), 3430.01(FMLA) and 4430.01(FMLA) for your reference. The Superintendent and the Planning Committee recommend approval as presented. Board action will be requested.

**RECOMMENDED MOTION: I move that we approve Board Policies Vol. 32 No. 1, Technology Collection-Phase III and policies 1630.01(FMLA), 3430.01(FMLA) and 4430.01(FMLA) as presented by the Planning Committee and the Superintendent.**

- 11.3 Kids Read Now  
Kids Read Now (KRN) is having great success with economically disadvantaged students in Ohio. They are expanding to Michigan for summer 2018. Kids Read Now is helping districts all around Michigan with their Third Grade Reading Law "Read at Home Plan" and Tools/Professional Development for

parents all summer long with our K-3 in-home summer reading program. The Superintendent recommends approval as presented. Board action is requested.

Over the next 3 years is as follows:

2018 @ \$25/student = \$ 25,000

2019 @ \$15/student = \$ 15,000

2020 @ \$10/student = \$ 10,000

TOTAL Grant Award = \$ 50,000

**RECOMMENDED MOTION: I move that we approve the recommendation to purchase Kids Read Now as presented.**

- 11.4 November & December 2017 Finance Reports  
Enclosed are the November and December 2017, Financial Reports. The Superintendent recommends approval as presented.

**RECOMMENDED MOTION: I move that we approve the November and December 2017, Financial Reports as presented.**

- 11.5 December 2017 Check Register  
Enclosed is the December 1-31, 2017, check register in the amount of \$2,531,710.20. The Superintendent recommends approval as presented.

**RECOMMENDED MOTION: I move that we approve the December 1-31, 2017, check register in the amount of \$2,531,710.20 as presented.**

- 11.6 December 2017 Trust & Agency Report  
Enclosed is the December 2017, Trust & Agency Report. The Superintendent recommends approval as presented.

**RECOMMENDED MOTION: I move that we approve the December 2017, Trust & Agency Report as presented.**

- 11.7 Personnel Transactions

**ACTION ITEMS**

<u>Name</u>	<u>Position/Building</u>	<u>Effective Date</u>	<u>Status</u>	<u>Major/Step</u>
Larsen, Chantele	Bus Driver/Transportation	12/12/2017	New Hire	N/A
Quinn, Linette	GSRP Paraprofessional/Model	1/18/2018	Resignation	N/A
Regan, Nicole	Special Education TC/Childs/Bishop	1/16/2018	New Hire	BA/Step 1
Rivera, Cheryl	GSRP Teacher/Model	12/18/2017	New Hire	MA/Step 6
Sharp, Steven	Band Teacher/MS	1/9/2018	New Hire	BA/Step 6
Turak, Erika	Psychologist/Brick	12/22/2017	Resignation	N/A
Walls, DeShawn	Bus Driver/Transportation	1/22/2018	New Hire	N/A

**RECOMMENDED MOTION: I move that we approve the January 22, 2018, Personnel Transactions Summary as presented.**

**12.0 CLOSED SESSION**

- 12.1 Negotiation  
It will be necessary to adjourn to closed session to discuss negotiations. A roll call vote will be necessary.

**RECOMMENDED MOTION:** Pursuant to Section 8(c) of the Open meetings Act, I move that we enter closed session for the purpose of discussing negotiations, not to return to open session.

**13.0 ADJOURNMENT**



1/16/2018

Lincoln Consolidated Schools  
8970 Whittaker Rd  
Ypsilanti MI 48197

Dear, Lincoln School Board Members  
Sean McNatt, Superintendent

## Meal Participation

The participation report for December 2017 is attached. Compared to 2016, average daily breakfasts are down 4.6%, average daily lunches are down 3.2% and average daily cash sales are down 18.9%.

## Department Update

- As of December 31<sup>st</sup>, the district was at 49.6% free or reduced eligible students.
- Lincoln is due this year for an Administration Review and Resource Management Review from MDE for our School Meals Program. The Administrative Review has yet to be scheduled. Karen worked with Adam Snapp to gather initial requests from MDE for the Resource Management portion of the review.
- During December, we worked to start adding items to the Middle and High School menus per the requests from the Student Advisory Committees. Initial changes included trying new potato items on Fridays at the High School and adding back French Toast Sticks and Sausage at lunch. Additional menu changes continue to be made in January and February.
- At the Elementary level, we added an additional Grab and Go entrée option at lunch that includes a muffin, string cheese, and yogurt. We also are trying different pizza options on Fridays; including a French Bread Pizza and a Pizza Bagel.
- During December, our FUEL Secondary Menu Promotions included a Chipotle Ranch Burger and Pepper Parm Burger. [Fuel4me.com](http://Fuel4me.com)

## Industry Update

### USDA takes comments on school lunch ingredients

Tom Karst, December 14, 2017 01:37 PM

With possible implications for fruit and vegetable servings, the government is seeking public input on how certain foods are counted for nutrition standards in school lunches.

The U.S. Department of Agriculture is inviting comments on what it called “food crediting,” the system that defines how each food item fits into a meal for the National School Lunch Program and other federal child nutrition programs.

One of the questions that the USDA is seeking input on is, “What are the benefits and negative impacts of having different crediting values for different forms of vegetables and fruits?”

According to a news release, the comments will help USDA officials understand “diverse perspectives” on the food and nutrition environment.

“Serving meals to kids that are wholesome, nutritious, and tasty is a top USDA priority, and we can best accomplish that goal by listening to the voices of our many stakeholders,” Brandon Lipps, acting Deputy Under Secretary of USDA’s Food Nutrition and Consumer Services, said in the release.

To receive federal reimbursement for food served through one of USDA’s child nutrition programs, schools must serve meals that meet specific meal pattern requirements.

The release said USDA is especially interested in understanding both the possible benefits and any negative impacts associated with possible changes to how certain foods may or may not credit.

Comments are due by Feb. 12, according to the USDA.

Mollie Van Lieu, senior director for nutrition policy at the United Fresh Produce Association, said the USDA indicates fruits and vegetables are one of its focus points.

“As of now, our ask would be to maintain the crediting as is, maintain the requirements to serve fruits and vegetables in the volume as it currently stands,” she said.

The USDA may consider changing how dehydrated vegetables or fruit fill the serving requirements, she said. Veggie chips also are mentioned in the document; currently veggie chips don’t count toward the vegetable credit, she said.

“To credit (a veggie chip) as a fruit or vegetable is probably getting away from the intent of the program,” she said.

In general, United Fresh believes the current USDA rules work well, Van Lieu said.

“I don’t think there is anything we would look to change, but we are certainly going to weigh in on maintaining the crediting as it is and ensuring the wide variety of fruits and vegetables continues,” she said. <https://www.thepacker.com/article/usda-takes-comments-school-lunch-ingredients>

## **ARAMARK News**

### **Aramark Named a Top 50 Company for Diversity**

#### **Company Recognized by BLACK ENTERPRISE for Diversity and Inclusion Efforts**

**PHILADELPHIA, PA (January 9, 2018)** – Aramark (NYSE:ARMK), a global leader in food, facilities management and uniforms, was once again named one of the top 50 companies for diversity by *BLACK ENTERPRISE* for its professional inclusion of people from all races and demographics.

“We are honored to be recognized by *BLACK ENTERPRISE* for creating a workplace culture of diversity and inclusion,” said Lynn B. McKee, Executive Vice President of Human Resources for Aramark. “We share this honor with our 270,000 team members who proudly represent the many different backgrounds, perspectives, talents, beliefs, and values that fuel the success of our company, clients and communities.”

*BLACK ENTERPRISE* is the premier business, investing, and wealth-building resource for African Americans. The magazine surveys the top 1,000 publicly traded companies, as well as the 100 leading global companies with strong U.S. operations. The qualitative survey focuses on activities related to the participation of African Americans and members of other ethnic minority groups in four categories: employee base, senior management, board of directors and supplier diversity.

Last month, Aramark launched a new employee resource group (ERG), Aramark LEAD, which stands for Leaders & Employees of African Descent. The ERG is dedicated to the interest of employees who self-identify as Black, African American, West Indian or of African descent. LEAD’s vision is to cultivate Black leaders within the company, empower the communities in which Aramark operates and push innovation in the service industry. Membership is open to all team members, regardless of race or ethnicity.

Aramark’s diversity and inclusion efforts have consistently been recognized by other notable organizations such as the Human Rights Campaign, DiversityInc., the Disability Inclusion Index and CAREERS & the disABLED Magazine.

[https://www.aramark.com/about-us/news/aramark-general/top-50-company-for-diversity?utm\\_source=dotnethome&utm\\_medium=web&utm\\_campaign=internal](https://www.aramark.com/about-us/news/aramark-general/top-50-company-for-diversity?utm_source=dotnethome&utm_medium=web&utm_campaign=internal)

Please contact me with any questions or concerns you may have.

Respectfully,

Karen Thomas, SNS  
Food Service Director  
ARAMARK K-12 Education  
734-484-7072

[Thomas-karen@aramark.com](mailto:Thomas-karen@aramark.com)  
[thomask@lincolnk12.org](mailto:thomask@lincolnk12.org)

## December 2017 Meals

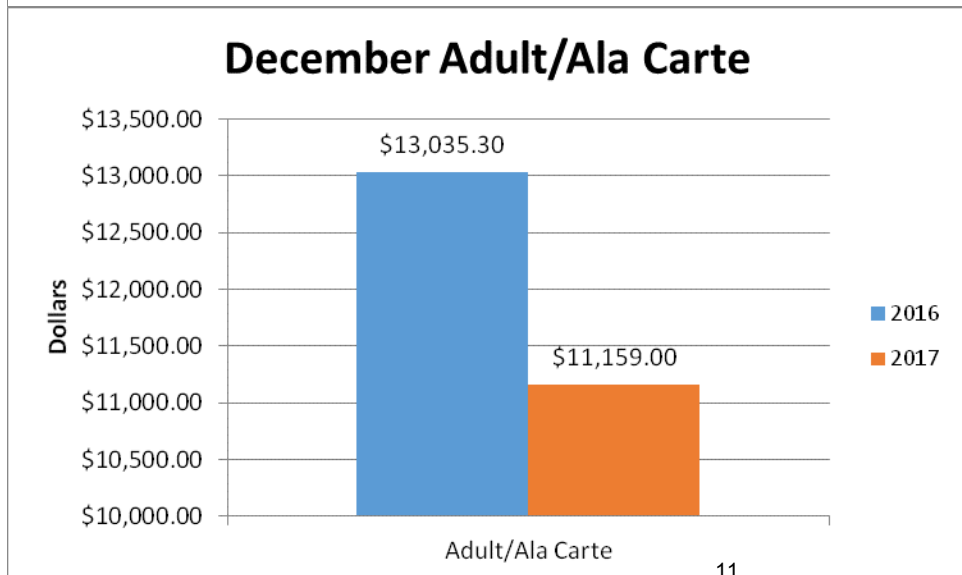
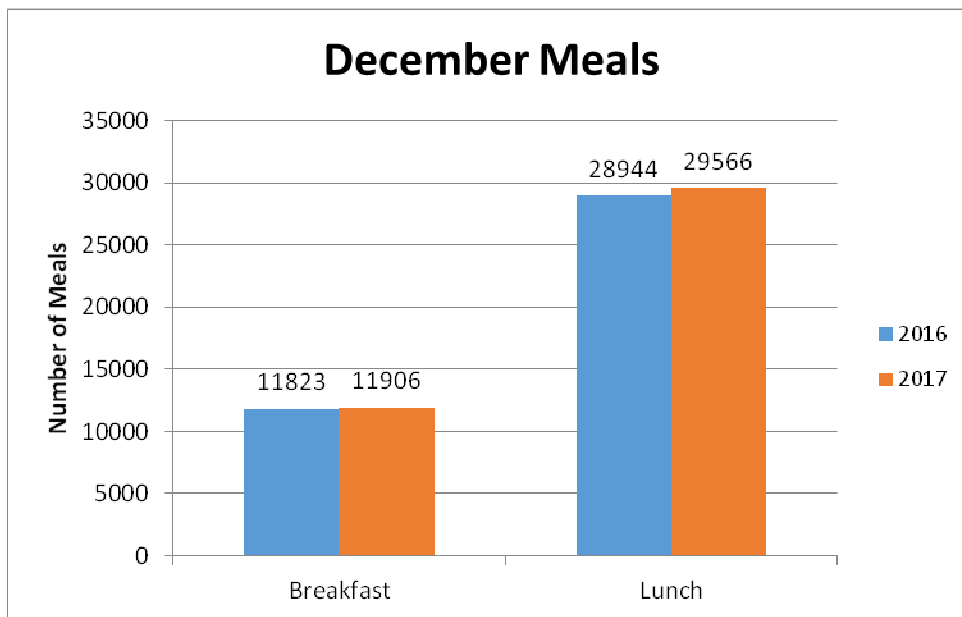
Date Range – November 23<sup>rd</sup> – December 27<sup>th</sup> 2017  
Service Days – 19  
Average Meals per Day – 2183

Breakfast Meals - 11906  
Lunch Meals – 29566  
a La Carte/Adult Dollars - \$11,159.00

## December 2016 Meals

Date Range – November 24<sup>th</sup> – December 28<sup>th</sup> 2016  
Service Days – 18  
Average Meals per Day – 2265

Breakfast Meals - 11823  
Lunch Meals – 28944  
a La Carte/Adult Dollars – \$13,035.30



**LINCOLN CONSOLIDATED SCHOOLS  
ENROLLMENT SUMMARY - BY GRADE**

7.2.2  
Agenda Item  
January 22, 2018

	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	VLAC	TOTAL
<b>NOTE: Numbers represent the ENROLLMENT for Pre K-12 only.</b>																
9/27/2000 Count Date	18.8	334	362	368	356	386	353	382	353	350	349	319	272	223		<b>4425.80</b>
2/14/2001 Count Date	20	331	370	373	352	393	362	396	360	354	346	303	251.56	217.83		<b>4429.39</b>
9/26/2001 Count Date	15.6	337	374	359	375	356	379	379.33	398	358	441.83	307.5	265	189		<b>4534.26</b>
2/13/2002 Count Date	20.80	342.67	377.00	381.00	383.00	357.00	383.00	386.33	402.00	358.00	387.33	304.17	275.33	208.33		<b>4565.96</b>
9/25/2002 Count Date	19.20	340.00	363.00	377.00	395.00	375.00	355.00	411.25	399.32	414.00	440.17	353.00	273.00	228.50		<b>4,743.44</b>
2/12/03 Count Date	22.40	342.00	361.00	374.00	396.00	376.00	351.00	413.25	403.50	406.00	389.00	351.67	287.50	232.16		<b>4705.48</b>
9/24/03 Count Date	18.80	374.00	383.00	360.00	396.00	405.00	395.00	386.30	427.00	409.00	497.66	342.00	316.50	233.00		<b>4943.26</b>
2/11/04 Count Date	22.40	365.00	381.00	363.50	395.00	405.71	403.00	389.35	435.15	404.00	443.33	331.83	322.50	262.83		<b>4924.60</b>
9/22/04 Count Date	16.00	298.00	383.00	397.00	378.00	399.00	413.00	428.00	406.46	441.31	498.05	404.17	328.17	262.00		<b>5052.16</b>
2/08/05 Count Date	15.80	303.00	380.00	399.00	380.00	403.00	408.00	437.00	407.30	439.31	419.87	409.34	311.66	285.83		<b>4999.11</b>
9/28/05 Count Date	19.20	326.00	336.05	396.13	388.00	384.00	405.00	426.00	432.00	411.30	534.47	361.83	372.50	257.33		<b>5049.81</b>
2/8/2006 Count Date	23.60	326.00	333.05	396.13	394.00	385.00	410.00	425.00	433.00	406.00	513.00	349.83	364.00	250.22		<b>5008.83</b>
9/27/06 Count Date	23.20	349.00	366.00	314.00	404.00	384.00	382.00	385.00	418.00	446.00	522.00	392.00	316.00	305.00		<b>5006.20</b>
2/13/07 Count Date	36.40	349.00	365.00	312.00	410.07	379.00	383.00	388.15	423.00	451.00	460.32	395.83	315.83	339.09		<b>5007.69</b>
9/26/07 Count Date	25.63	356.00	395.00	353.00	306.03	398.00	383.00	361.00	385.00	425.00	554.83	383.50	359.00	266.50		<b>4951.49</b>
2/13/08 Count Date	30.08	357.00	389.00	357.00	307.03	393.00	379.00	359.00	378.00	411.07	491.33	377.48	340.00	292.00		<b>4860.99</b>
9/24/08 Count Date	21.00	344.00	382.00	366.00	341.00	311.00	386.00	350.00	367.31	376.00	409.83	471.50	354.00	312.17		<b>4791.81</b>
2/11/09 Prelim. Count	34.40	351.00	392.00	355.00	344.00	314.00	385.00	347.00	373.00	383.00	410.34	461.90	325.49	305.66		<b>4781.79</b>
9/30/09 Count Date	24.20	390.00	358.00	356.00	353.00	339.00	303.00	399.14	350.00	374.50	386.66	394.33	415.66	323.50		<b>4766.99</b>
9/30/09 Head Count	23.00	390.00	358.00	357.00	353.00	339.00	304.00	406.00	352.00	376.00	389.00	397.00	423.00	325.00		<b>4792.00</b>
2/11/10 Count Date	30.20	388.00	356.00	359.00	349.00	345.00	298.00	392.00	353.00	375.00	386.00	387.33	385.49	329.67		<b>4733.69</b>
2/11/2010 Head Count	29.00	387.00	357.00	361.00	348.00	343.00	298.00	397.00	353.00	377.00	387.00	391.00	390.00	334.00		<b>4752.00</b>
9/29/10 Count Date	29.40	319.00	365.00	364.00	344.00	348.00	327.00	312.00	402.00	372.00	383.13	406.95	374.29	391.63		<b>4738.40</b>
9/29/10 Head Count	30.00	392.00	292.00	364.00	344.00	348.00	327.00	312.00	406.00	372.00	386.00	386.00	389.00	396.00		<b>4744.00</b>
2/8/2011 FTE Prelim. Ct	37.00	321.00	367.00	360.00	338.00	348.00	327.00	325.00	402.00	367.00	378.83	407.66	367.33	357.83		<b>4703.65</b>
2/8/2011 Head Count	39.00	322.00	367.00	363.00	338.00	349.00	327.00	326.00	405.00	367.00	382.00	408.00	372.00	359.00		<b>4724.00</b>
10/5/11 FTE Count	32.00	337.00	302.00	330.00	316.00	321.00	331.00	331.00	340.00	397.00	376.05	400.75	380.78	375.39		<b>4569.97</b>
2/8/12 FTE Ct	40.00	342.00	302.00	326.00	314.00	313.00	329.00	326.00	338.00	388.00	364.33	383.96	368.20	355.83		<b>4490.32</b>
2/29/2012 Head Count	42.00	341.00	303.00	327.00	315.00	313.00	329.00	326.00	340.00	393.00	348.00	371.00	381.00	407.00		<b>4536.00</b>
10/3/2012 FTE Count	38.20	297.15	321.15	306.00	327.00	315.09	304.00	331.16	319.00	326.64	363.33	460.01	291.00	378.00		<b>4377.73</b>
2/13/2013 FTE Count	49.00	297.15	322.15	311.00	327.50	319.09	304.00	331.16	321.00	330.32	376.66	438.84	287.00	343.83		<b>4358.70</b>
10/2/13 FTE Count	43.00	269.00	304.00	312.00	306.00	332.00	325.00	304.00	337.17	331.00	314.33	477.82	339.17	325.49		<b>4310.09</b>
2/12/14 FTE Count	50.82	266.00	297.00	310.00	308.00	331.00	325.00	293.00	329.15	330.00	311.85	457.66	338.34	300.83		<b>4248.65</b>
10/1/2014 FTE Count	38.67	256.64	263.00	291.00	300.00	312.00	320.00	304.00	295.00	341.43	356.00	400.49	378.67	339.34		<b>4196.24</b>
2/11/2015 FTE Count	49.67	260.72	260.00	289.00	308.00	313.00	321.00	304.00	293.85	336.15	339.88	392.36	352.00	331.34		<b>4,150.97</b>
10/7/2015 FTE Count	39.31	261.00	258.00	266.00	291.00	294.00	303.00	313.00	304	287.71	335.00	403.33	316.83	376.00		<b>4,048.18</b>
2/10/16 FTE Count	52.32	265.04	256.20	267.00	287.00	301.00	305.00	318.00	296.00	283.15	330.00	388.00	313.00	364.00		<b>4025.71</b>
10/5/16 FTE Count	62.70	288.88	222.50	262.63	265.50	293.50	296.29	305.21	296.28	316.21	311.78	299.98	294.27	346.98		<b>3862.71</b>
2/8/2017 FTE Count	58.20	267.00	212.00	249.63	257.00	289.00	286.00	291.00	318.00	305.06	303.17	348.00	323.34	315.66		<b>3823.06</b>
9/30/2017	47.00	288.00	220.00	218.00	247.00	263.00	289.00	281.00	264.00	314.00	322.00	338.00	331.00	333.00	8.00	<b>3763.00</b>
10/4/17 FTE Count	45.00	291.00	221.00	220.00	248.59	271.00	291.00	279.00	260.84	313.50	319.07	337.07	319.74	343.34		<b>3760.15</b>
10/31/2017	49.00	290.00	219.00	218.00	249.00	266.00	291.00	282.00	262.00	316.00	321.00	343.00	321.00	343.00	8.00	<b>3778.00</b>
11/30/2017	56.00	292.00	218.00	220.00	247.00	269.00	291.00	285.00	261.00	313.00	327.00	341.00	318.00	340.00	8.00	<b>3786.00</b>
12/30/2017	52.00	289.00	218.00	219.00	249.00	270.00	290.00	283.00	261.00	313.00	325.00	339.00	312.00	334.00	8.00	<b>3762.00</b>





## **Board Executive Committee Meeting Agenda**

**Monday, January 15, 2018**

**Central Office Conference Room**

**4:30pm**

**Attendees:** Yoline Williams, Jennifer Labombarbe, Sean McNatt

- I. Call to Order at 4:34pm
- II. Acceptance of Agenda – by all
- III. Public Comment - none
- IV. Review of Executive Meeting Schedule for 2018 – schedule presented by Yoline Williams was reviewed. Changes included removal of executive directly prior to workshops. YW and SM will review board meeting agenda for workshops and any other items requested for agenda. Additionally, July 16 meeting removed and September 3 removed due to holiday. Ty to revise and send / post schedule.
- V. Review of January 22, 2018 Board of Education Meeting Agenda – reviewed and approved
- VI. Other
  - A. Review of all committee meeting schedules. Finance schedule created and approved amended schedule. Schedules reviewed for Planning and Performance. Ty Smith will post.
  - B. East gym scoreboard lights. Bulb replacement vs. new project. SM to follow up with Athletic Director and provide update at next Executive Committee meeting.
- VII. Adjournment – 5:51pm

**Next meeting:** Monday, February 5, 2018 at 5:30pm in Central Office Conference Room

## Planning Committee Minutes

November 27, 2017

1. Members Present  
Jennifer LaBombarbe, Sean McNatt, Julia Butler, Allison Sparks, Thomas Rollins, Jeff Roseman(Student)
2. Call to order  
Chair LaBombarbe called the meeting to order at 4:34pm
3. Public Comment
  - a. None
4. Old Business
  - a. Policies/ Admin Guidelines
    - i. Policy Review
      1. [2421.01](#) Students as Trainees – Reviewed and Approved
      2. [2430](#) District-Sponsored Clubs and Activities - Reviewed and Approved – This does not include club sports (football, baseball)
      3. [2430.01](#) Special Programs by Community Volunteers - Reviewed and Approved
      4. [2431](#) Interscholastic Athletics - Reviewed and Approved
      5. [2440](#) Summer School - Reviewed and Approved – **Need to approve annually**
      6. [2450](#) Community and Adult Education - Reviewed and Approved
5. New Business
  - a. Neola Volume 32 No. 1 update (should have received this for review in an email from Sean on 11-22-17)
    - i. Changed 1421 page 14 to state that administration pays for background check
    - ii. We will move forward with not adopting 2418 on sex ed. But at our next meeting we will compare 2414 and 2418.
    - iii. Approved with these changes
  - b. Revised Policy – Technology Update Phase III - Reviewed and Approved
  - c. Update to Policy 1630.01 - Reviewed and Approved
  - d. Update to Policy 3430.01 - Reviewed and Approved
  - e. Update to Policy 4430.01 - Reviewed and Approved
  - f. Question of Youth Sports and Board Policy – Just got a brief overview will add to next agenda
6. Other
  - a. ICHAT is run yearly on volunteers that work with kids during the day or field trips
  - b. Asked for a list of afterschool activities for all schools
  - c. Asked for electronic student handbooks
7. Adjournment  
5:56pm

Next Meeting: December 11, 2017 @ 4:30 Superintendent Conference Room



**8970 Whittaker Road, Ypsilanti, Michigan 48197**  
**www.lincoln.k12.mi.us**

## **Finance Committee Minutes**

December 4, 2017

4:30 pm Superintendent's Conference Room

**Attendees** – Sean McNatt, Jennifer Czachorski, Thomas Rollins, Jennifer LaBombarbe, Julia Butler, Adam Snapp

1. Call to order – 4:36PM
2. Approve agenda – None
3. Public comments - None
4. Old Business
  - A. Budget, enrollment, budget update. **Supt McNatt stated that enrollment trends are still under projections. Finance director Snapp indicated no major changes and are working on up loading amended budget for February board meeting.**
  - B. JSC update. **Supt McNatt discussed hiring of additional High School community assistant. There was discussion on shifts, job responsibilities especially during after school hours and during activities. Also discussed hiring of media specialist who would rotate between schools.**
  - C. Discussion of creation of BOE finance dashboard, executive, or any other committee who would like to use it. **Discussed creation of finance dashboard for quarterly review by finance committee and to be used by another committee such as executive. Enrollment, enrollment trends, in-district students, school of choice, revenue, revenue trends, fund balance, etc. Additional recommends would be made to Supt. McNatt or finance director Snapp**
  - D. 2017/2018 review of line item budget by cost center. **Perimeters to be established for review. Finance Director Snapp presented first draft for review**

- E. Review of 2017/2018 faculty updates and effect of budget. **Supt. McNatt discussed possible facility improvements throughout district.**
- F. Review of marketing under finance committee. **Discussion was started on adding marketing to agenda as a review item since marketing and enrollment directly effect finance. Issue was tabled for further discussion**

G. New Business None.  
Adjured—5:45PM

**Next meeting is Tuesday January 16, 2018 4:30pm**

RESOLUTION

Motion by \_\_\_\_\_ and supported by \_\_\_\_\_ that we adopt the following schedule of Board of Education committee meetings for the 2018 calendar year.

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

<b>Board Executive Committee</b>		<b>Board Performance Committee</b>		<b>Board Planning Committee</b>		<b>Board Finance Committee</b>	
Yoline Williams, Chair Jennifer Czachorski Jennifer LaBombarbe		Jennifer Czachorski, Chair Connie Newlon Laura VanZomeran		Jennifer LaBombarbe, Chair Thomas Rollins Allison Sparks		Thomas Rollins, Chair Jennifer Czachorski Jennifer LaBombarbe	
2018 Meeting Schedule		2018 Meeting Schedule		2018 Meeting Schedule		2018 Meeting Schedule	
DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME
January 15	5:30 p.m.	January 22	4:30 p.m.	February 12	4:30 p.m.	February 5	4:30 p.m.
February 5	5:30 p.m.	February 26	4:30 p.m.	March 12	4:30 p.m.	April 2	4:30 p.m.
February 20 (Tuesday)	5:30 p.m.	April 23	4:30 p.m.	April 9	4:30 p.m.	June 4	4:30 p.m.
March 5	5:30 p.m.	May 29 (Tuesday)	4:30 p.m.	May 14	4:30 p.m.	June 18	4:30 p.m.
April 2	5:30 p.m.	June 25	4:30 p.m.	June 11	4:30 p.m.	August 29 (Wednesday)	1:00 p.m.
May 7	5:30 p.m.	August 27	4:30 p.m.	August 13	4:30 p.m.	October 1	4:30 p.m.
May 21	5:30 p.m.	September 24	4:30 p.m.	September 10	4:30 p.m.		
June 4	5:30 p.m.	October 22	4:30 p.m.	October 08	4:30 p.m.		
June 18	5:30 p.m.	November 26	4:30 p.m.	November 12	4:30 p.m.		
August 6	5:30 p.m.			December 10	4:30 p.m.		
August 20	5:30 p.m.						
September 18	5:30 p.m.						
October 15	5:30 p.m.						
November 5	5:30 p.m.						
November 19	5:30 p.m.						
December 3	5:30 p.m.						

1/17/2018



JENNIFER LaBOMBARBE, Secretary

# Lincoln High School Cafeteria Table Purchase Proposal

**Project Name:** Cafeteria Table Purchase

**Grade Levels:** 9-12

**Budget Allocation for district:** \$29,892 total; 90% food service 10% General Fund

**Cafeteria Table Purchase Review Committee:** Nicole Holden, Adam Snapp, Phil Bongiorno, Karen Thomas

---

## **Description**

### **Vision:**

To replace existing tables that are broken and to supplement the available seating with additional tables to increase seating to capacity for both cafeterias.

### **Rationale:**

Replacing broken tables and increasing seating in each cafeteria will:

- Enhance student comfort levels
- Improve safety
- Scheduling flexibility by increasing seating to allow us to reduce the number of lunches from 6 to 4
- Decrease disruption to classes currently assigned to B lunch

### **Table Purchase Logistics:**

- Purchase 48 tables (24 for each cafeteria)
- Install 24 tables at each cafeteria
- Remove/replace existing tables that are in need of repair/replacement

### **Timeline for Implementation**

- Purchase cafeteria tables as soon as the proposal process and MDE approval for expense for food service are met; during the 2017-18 school year or to start the 2018-19 school year as feasible

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR MEETING**  
**Monday, December 11, 2017**  
**6:00 p.m.**  
**Community Center- Brick Elementary**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Yoline Williams, President  
Jennifer Czachorski, Vice President  
Jennifer LaBombarbe, Secretary  
Thomas Rollins, Treasurer  
Connie Newlon, Trustee  
Allison Sparks, Trustee  
Laura VanZomeren, Trustee

**ADMINISTRATORS PRESENT**

Sean R. McNatt, Superintendent  
Adam Snapp, Finance Director  
Julia Butler, Human Resources Director  
Robert Jansen, Bishop Principal  
David Northrop, Brick Principal

**OTHERS PRESENT**

Edger Brown, Karen Cook, Jim Harless, Carole Ryburg, Amy Stamps, Susan Hopkins, Abby Smith, Jessica Genitz, Charlotte Allum, Melanie Harner, Kimm Kenney, Brenda Gonzalez, Lauren Warner, Beth Little, Cristin Cline, Amy Advay, Julie Hyder, Kerri Nelson and Heather Smith

**1.0 CALL TO ORDER**

President Mrs. Williams called the meeting to order at 6:05 p.m. in the Community Center in Brick Elementary.

**2.0 ROLL CALL**

Roll call showed all Board Members present.

**3.0 ESTABLISHMENT OF QUORUM**

A quorum was established.

**4.0 PLEDGE TO FLAG**

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

**5.0 ACCEPTANCE OF AGENDA**

It was moved by Czachorski and seconded by Rollins that accept the agenda as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

**6.0 PRESENTATIONS**

**6.1 Employee of the Month**

Mr. Robert Jansen was nominated by his staff for Employee of the Month. A video was shown to the Board of Education thanking Mr. Jansen for all that he is and does for their building.



6.2 Vendor of the Year  
Vendor of the Year for Lincoln Consolidated Schools was given to Ben Griffith's of Raymond James Financial Services, Inc. for his contribution and support of Bounce Back to School.

6.3 Spanish Immersion

Presented by Robert Jansen

- Beginning with K/1: 90% of the day is spoken in Spanish and 10% in English.
- Specials (Physical Education, Music, Art, Technology, Media) taught in English
- English starts at about 30 minutes a day in grades 2/3 and increases progressively through fifth grade.
- Bishop has received 7 Spanish Immersion interest forms for Fall 2018 out through the LCS website. We are planning our Spanish Immersion Information Nights for the spring.
- LCS K-5 common curriculum Spanish versions of Math Expressions & Journeys.
- Multi Age benefits: Enables more holistic, child-responsive curriculum practices in our classrooms.
- Partnerships have been created with Eastern Michigan University, University of Michigan, WiHi and Spanish Exchange Program.

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

7.1 Superintendent's Report

- The district crisis team membership is made up of 26 staff members; 9 principals, 6 social workers, 5 psychologists, district nurse, transportation director and 4 district administrators. Team is meeting once a month currently and will continue in 2018.
- In time of crisis a partnership between the WISD and Community Mental Health has helped pull in additional resources and if needed backup within the district.
- Middle School staff will be attending cohort one of the Cognitive Behavioral Theory in January-May, High School staff will be attending cohort two from September-December. Training was made possible by the Flinn Foundation Grant Award and will be held at Michigan Comprehensive Depression Center.
- Crisis Team will be attending two sessions of training through the WISD in February.
- Several key personnel will be registering for training on the use of the 24 hour hotline.
- Conversations with executives at RAHS Clinic, Community Mental Health, Michigan Comprehensive Depression Center and Washtenaw Intermediate School District and other key experts to assist staff and build additional professional opportunities in the near future.
- We have a written crisis plan for threat of suicide and a plan for when a death occurs both in place.

7.2 Finance Report

- 7.2.1 November 2017 Food Service Report  
Information was provided in Board packets.
- 7.2.2 November 2017 Student Enrollment Report  
Information was provided in Board packets.

7.3 Human Recourses

- We have hired three new bus drivers that are in the process of training. Four additional drivers are completing paperwork.
- One bus aid awaiting completion of hiring paperwork to be turned in. This is the last open position for bus aid.
- Band teacher position at the middle school has been filled. We are awaiting the background check and new hire paperwork.
- Human Resources is in the process of updating webpage with guidance information for staff.

**8.0 PUBLIC COMMENT**

- Amy Advay thanked the Superintendent for answering her questions. Ms. Advay also volunteered to help if needed and stated she was a social worker.

- Heather Smith spoke on what she thinks would help to teach students to be leaders and the need to have a community coalition.

## **9.0 BOARD REPORTS/CORRESPONDENCE**

- 9.1 Board Executive Committee Report  
Executive Committee met on December 4, 2017, and will meet again after the Organizational Meeting in January.
- 9.2 Board Performance Committee Report  
The Board Performance Committee will meet tentatively on January 22, 2018, to be determined after the Organizational Meeting.
- 9.3 Board Planning Committee Report  
The Board Planning Committee met on December 11, 2017, and finished reviewing policies in the 2000s.
- 9.4 Board Finance Committee Report  
Finance Committee met on December 4, 2017, minutes forthcoming in upcoming Board packet.
- 9.5 Reports and Correspondence
- Laura VanZomeren mentioned the Township had a nice recognition ceremony for the football team at their monthly meeting.
  - Connie Newlon stated the WISD Board of Directors meeting will be held December 14, 2017.

## **10.0 NEW BUSINESS**

- 10.1 Revisions to Board Policies  
Included in the Board packet was Board Policies update Vol. 32 No. 1, Technology Collection-Phase III and policies 1630.01(FMLA), 3430.01(FMLA) and 4430.01(FMLA) for your reference. This was presented for information only; Board action will be requested at a subsequent meeting.
- 10.2 Kids Read Now  
Kids Read Now (KRN) is having great success with economically disadvantaged students in Ohio. They are expanding to Michigan for summer 2018. Kids Read Now is helping districts all around Michigan with their Third Grade Reading Law "Read at Home Plan" and Tools/Professional Development for parents all summer long with our K-3 in-home summer reading program. This was presented for information only; Board action will be requested at a subsequent meeting. Over the next 3 years is as follows:  
2018 @ \$25/student = \$ 25,000  
2019 @ \$15/student = \$ 15,000  
2020 @ \$10/student = \$ 10,000  
TOTAL Grant Award = \$ 50,000
- 10.3 Organizational Meeting Date  
A motion was requested to schedule the Organizational Meeting for Monday, January 8, 2018, at 6:00 p.m.

It was moved by LaBombarbe and seconded by Newlon that we schedule the Board Organizational Meeting for Monday, January 8, 2018.

Ayes: 7

Nays: 0

Motion carried 7-0

## **11.0 OLD BUSINESS**

- 11.1 Minutes of Previous Meetings
- 11.1.1 Board Meeting November 27, 2017
  - 11.1.2 Closed Session November 27, 2017

Enclosed in the Board packet were the minutes of the November 27, 2017, Regular Meeting and Closed Session.

It was moved by LaBombarbe and seconded by Czachorski that we approve the minutes of the November 27, 2017, Regular Meeting and Closed Session as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

11.2 Annual Summer Tax Resolution

Enclosed in the Board packet was the Annual Summer Tax Resolution. School districts that previously authorized a summer tax levy and wish to continue with that authorization for the 2017 tax year must adopt this resolution to continue that levy. A copy of the approved resolution must be filed with each township in the district before January 1, 2018. Board action was requested.

It was moved by LaBombarbe and seconded by Newlon that we approve Annual Summer Tax Resolution as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

11.3 Student Trip-High School Band Camp

Included in the Board packet was a request for High School Band to attend their annual band camp. Students learn the fundamentals of marching, music sectionals and the halftime show all in a location tailored to fit the band's needs. Information was included in the Board packet. Board action was requested.

It was moved by LaBombarbe and seconded by Sparks that we approve the High School Band Camp proposal as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

11.4 Student Trip-High School Band Toronto

A student proposed band trip to Toronto/Niagara Falls to participate in a clinic at the University of Toronto by the band department. Information was included in the Board packet. Board action was requested.

It was moved by Newlon and seconded by LaBombarbe that we approve the High School Band trip proposal to Toronto as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

11.5 Superintendent Evaluation

The Board of Education evaluated the Superintendent using the Michigan Association of School Board's Evaluation Tool and the State of Michigan required component of student growth. The outcome of the evaluation resulted in an "Effective" rating for the Superintendent. Board action was requested.

It was moved by LaBombarbe and seconded by Czachorski that we accept the Superintendent's rating as "Effective" for the 2017-2018 school year as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

11.6 November 2017 Check Register

Included in the Board packet was the November 1-30, 2017, check register in the amount of \$1,945,460.38

The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Sparks that we approve the November 1-30, 2017, check register in the amount of \$1,945,460.38 as presented.

Ayes: 7  
 Nays: 0  
 Motion carried 7-0

11.7 November 2017 Trust & Agency Report

Included in the Board packet was the November 2017, Trust & Agency Report. The Superintendent recommends approval as presented.

It was moved by Newlon and seconded by Sparks that we approve the November 2017, Trust & Agency Report as presented.

Ayes: 7  
 Nays: 0  
 Motion carried 7-0

11.8 Personnel Transactions

<b><u>ACTION ITEMS</u></b>				
<b>Name</b>	<b>Position/Building</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Barnhouse, Somer	Noon Supervisor/Brick	12/4/2017	New Hire	N/A
Burns, Deidre	Bus Driver/Transportation	12/4/2017	New Hire	N/A
Catalfo, Sarah	Science Teacher/HS	12/4/2017	New Hire	MA/Step 2
Fleming, Judy	Noon Supervisor/Brick	11/17/2017	Resignation	N/A
Major, Douglas	Skilled Maintenance	12/11/2017	New Hire	N/A
Marshall, Gordon	Bus Driver/Transportation	11/13/2017	New Hire	N/A
William-Smith, Lamanzer	Bus Driver/Transportation	12/6/2017	New Hire	N/A
<b>Name</b>	<b>Position/Building</b>	<b>Status</b>	<b>Leave End Date</b>	<b>Approved/Not Approved</b>
Sherry Smith	Paraprofessional/Brick	Leave	12/5/17-09/03/18	Approved

It was moved by LaBombarbe and seconded by Newlon that we approve the December 11, 2017, Personnel Transactions Summary as presented.

Ayes: 7  
 Nays: 0  
 Motion carried 7-0

**12.0 ADJOURNMENT**

It was moved by LaBombarbe and seconded by Newlon that we adjourn the meeting at 7:06 p.m.

Ayes: 7  
 Nays: 0  
 Motion carried 7-0

**APPROVED BY:**

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**Jennifer LaBombarbe, Secretary, Board of Education  
 Lincoln Consolidated Schools**

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**Date**

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR MEETING**  
**Monday, January 8, 2018**  
**6:00 p.m.**  
**Community Center- Brick Elementary**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Yoline Williams, President  
Jennifer Czachorski, Vice President  
Jennifer LaBombarbe, Secretary  
Thomas Rollins, Treasurer  
Allison Sparks, Trustee  
Laura VanZomeran, Trustee

**ADMINISTRATORS PRESENT**

Sean R. McNatt, Superintendent

**OTHERS PRESENT**

Edger Brown and Jim Harless

**1.0 CALL TO ORDER**

President Mrs. Williams called the meeting to order at 6:03 p.m. in the Community Center in Brick Elementary.

**2.0 ROLL CALL**

Roll call showed all Board members present, with the exception of Connie Newlon.

**3.0 ESTABLISHMENT OF QUORUM**

A quorum was established.

**4.0 PLEDGE TO FLAG**

The Pledge of Allegiance was recited by Board and audience members

**5.0 ACCEPTANCE OF AGENDA**

It was moved by LaBombarbe and seconded by Czachorski that we accept the agenda as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

**6.0 PUBLIC COMMENT**

No public comment.

**7.0 ORGANIZATIONAL ITEMS**

**7.1 Statement of Organization**

It was moved by LaBombarbe and seconded by Czachorski that we declare the official name of the school district to be Lincoln Consolidated Schools, Washtenaw County and the district operates as a general powers school district. It was further moved that we approve the Bylaws as contained in Section 0000 of the Board Policy Manual and seven Board members, each serving six-year terms, are the governing body of the district.

Nays: 0  
Motion carried 6-0

7.2 Election of Officers

**President**

Czachorski nominated Yoline Williams for the office of President of the Board of Education. Rollins supported the nomination.

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

**Vice President**

VanZomeren nominated Jennifer Czachorski for the office of Vice President of the Board of Education. Sparks supported the nomination.

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

**Secretary**

Czachorski nominated Jennifer LaBombarbe for the office of Secretary of the Board of Education. Sparks supported the nomination.

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

**Treasurer**

Czachorski nominated Thomas Rollins for the office of Treasurer of the Board of Education. Sparks supported the nomination.

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

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

Czachorski nominated Sparks to serve as the Lincoln representative for the Washtenaw Association of School Boards. Rollins supported the nomination.

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

**LRN (Legislative Relations Network) Representative**

Czachorski nominated Laura VanZomeren to serve as the Lincoln representative for the Legislative Relations Network. Sparks supported the nomination.

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

The final slate of officers included:

Yoline Williams, President  
Jennifer Czachorski, Vice President  
Jennifer LaBombarbe, Secretary  
Thomas Rollins, Treasurer  
Connie Newlon, Trustee  
Allison Sparks, Trustee & WASB Representative  
Laura VanZomeren, Trustee & LRN Representative

- 7.3 Designation of Meeting Dates, Times, and Place  
Board members were provided with the resolution establishing the schedule of 2018 Board meetings.

It was moved by LaBombarbe and seconded by Czachorski that we adopt the resolution establishing the 2018 Board meetings as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

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

Ayes: 6

Nays: 0

Motion carried 6-0

Mrs. Williams finalized committee and other appointments as follows:

**Board Executive Committee**

Yoline Williams, Chair  
Jennifer Czachorski  
Jennifer LaBombarbe

**Board Planning Committee**

Jennifer LaBombarbe, Chair  
Thomas Rollins  
Allison Sparks

**Board Performance Committee**

Jennifer Czachorski, Chair  
Connie Newlon  
Laura VanZomeren

**Board Finance Committee**

Thomas Rollins, Chair  
Jennifer Czachorski  
Yoline Williams

**School Improvement Teams**

Connie Newlon	Brick Elementary
Jennifer Czachorski	Childs Elementary
Allison Sparks	Bishop Elementary
Laura VanZomeren	Model Elementary
Thomas Rollins	Middle School
Jennifer LaBombarbe	High School
Yoline Williams	District

**Student Reinstatement Committee**

Jennifer LaBombarbe  
Allison Sparks  
Thomas Rollins

- 7.5 Designation of School Legal Counsel  
It was moved by Czachorski and seconded by LaBombarbe that we designate Beier Howlett and Thrun Law Firm to serve as the district's legal counsel as recommended.  
Ayes: 6  
Nays: 0  
Motion carried 6-0
- 7.6 Designation of District Auditors  
It was moved LaBombarbe by and seconded by Czachorski that we appoint the accounting firm Lewis & Knopf to perform the annual audit as recommended.  
Ayes: 6  
Nays: 0  
Motion carried 6-0
- 7.7 Designation of Depositories  
It was moved by LaBombarbe and seconded by Rollins the below indicated agencies are designated as the depositories for the funds and (accounts) as indicated:

**MICHIGAN LIQUID ASSET FUND**

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

**KEY BANK NATIONAL ASSOCIATION**

Investments

**FEDERATED FUND (KEY BANK)**

Savings

Ayes: 6  
Nays: 0  
Motion carried 6-0

- 7.8 Designation of Signatories  
Board members were provided with a resolution designating signatories.  
  
It was moved by LaBombarbe and seconded by Sparks that we adopt the resolution designating signatories as presented.  
Ayes: 6  
Nays: 0  
Motion carried 6-0



- 7.9 Appointment of School Administrator to Administer School Elections  
Constitutional Oath of Office Elections Administrator was administered to Mr. Sean R. McNatt, Superintendent.

It was moved by LaBombarbe and seconded by Czachorski that we appoint Sean R. McNatt to serve as administrator for school elections.

Ayes: 6

Nays: 0

Motion carried 6-0

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

Ayes: 6

Nays: 0

Motion carried 6-0

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

Ayes: 6

Nays: 0

Motion carried 6-0

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

Ayes: 6

Nays: 0

Motion carried 6-0

## 9.0 ADJOURNMENT

It was moved by LaBombarbe and seconded by Czachorski that we adjourn the meeting at 6:20 p.m.

Ayes: 6

Nays: 0

Motion carried 6-0

# policy

BOARD OF EDUCATION  
\_\_\_\_\_ SCHOOL DISTRICT

ADMINISTRATION  
1630.01/page 1 of 10

## FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

In accordance with Federal law, the Board of Education shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible administrators for the following reasons:

- A-1. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth
- B-1. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival
- C-1. the staff member is needed to care for a spouse, parent or dependent child if such individual has a serious health condition, or
- D-1. the staff member's own serious health condition prevents him/her from performing the functions of his/her position

### Employee Entitlement to Service Member FMLA

#### Leave Entitlement

Service member FMLA provides eligible employees unpaid leave for one, or for a combination, of the following reasons:

- A-2. A "qualifying exigency" arising out of a covered family member's (spouse, son, daughter, or parent) covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves. Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation (maximum fifteen (15) calendar days); 7) postdeployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

Please add in the appropriate place:  
Staff member on an approved FMLA  
~~leave for~~ the consecutive leave must not  
report to work for any other employer.

# policy

BOARD OF EDUCATION  
\_\_\_\_\_ SCHOOL DISTRICT

ADMINISTRATION  
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- B-2. To care for a covered family member, including next of kin as provided in the statute, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating. Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers.

## Duration of Service Member FMLA

- A. When leave is due to a "Qualifying Exigency": An eligible employee may take up to twelve (12) work weeks of leave during any twelve (12) month period. Such leave shall be counted with regular FMLA leave time in calculating the twelve (12) weeks of allowable leave.
- B. When leave is to care for an injured or ill service member: An eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This is a one time benefit per service member. Leave to care for an injured or ill service member, when combined with other FMLAqualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.

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- C. Service Member FMLA runs concurrent with other leave entitlements provided under Federal, State, and local law.

## General FMLA Provisions

Administrators are "eligible" if they have worked for the Board for at least twelve (12) months, and for at least 1,250 hours over the twelve (12) months prior to the leave request. Service time may be aggregated when the break in service is less than seven (7) years for military obligation or subject to recall under a collective bargaining agreement. All full-time administrators are deemed to meet the 1,250 hour requirement. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Twelve (12) month period for determining hours worked and use of leave is defined as

- ( ) a fixed twelve (12) month period (i.e. the "leave year" is identical for all staff members -- e.g., a fiscal year or calendar year).
- ( ) the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e., the "leave year" is specific to each individual staff member).
- ( ) a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

For Service Member FMLA leave, the use of the twenty-six (26) weeks of leave will be measured forward from the first date on which the employee takes leave.

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Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- A. inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- B. continuing treatment by a healthcare provider, including:
  - 1. a period of incapacity of more than three (3) consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves either in person treatment two (2) or more times by a healthcare provider within thirty (30) days of the first date of incapacity absent extenuating circumstances beyond the employee's control, or in person treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a healthcare provider;  

The first visit to the healthcare provider must occur within seven (7) days of the first date of incapacity.
  - 2. any incapacity due to pregnancy or for prenatal care;  

An expectant mother is entitled to FMLA leave for incapacity due to pregnancy even if she does not receive treatment from a healthcare provider during the absence, and even if the absence does not last for more than three (3) consecutive, full calendar days.
  - 3. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
  - 4. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;

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5. any period of absence to receive multiple treatments by a healthcare provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis);
- C. conditions for which cosmetic treatment are administered are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet this definition and do not qualify for FMLA leave.

Whenever the leave is foreseeable, the staff member shall provide the Superintendent with thirty (30) days notice. If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings.

When planning medical treatment, the staff member must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the District, subject to the approval of the healthcare provider.

[ ] The Board shall require the staff member

OR

[ ] The staff member may request

to substitute any of his/her earned or accrued paid vacation leave, personal leave or family leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the birth, adoption or foster care placement of a child, or qualifying exigency for a Service Member Family Leave (see A-1, B-1, and A-2 on page one).

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[ ] The Board shall require the staff member

OR

[ ] The staff member may request

to substitute any of his/her earned or accrued paid vacation, personal leave or sick leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one and B-2 on page two).

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) or twenty-six (26) week period of FMLA leave, any additional weeks of leave to which the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave for a qualifying leave under this policy, such leave will count towards the maximum allowable leave, the paid leave, and FMLA/Service Member Family leave to which the staff member is entitled will run concurrently.

The Superintendent may allow a staff member to take FMLA leave intermittently or on a reduced-leave schedule for the birth, adoption or foster care placement of a child (see A-1 and B-1 on page one). A staff member may take FMLA leave on an intermittent or reduced-leave schedule when medically necessary for his/her own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one). The taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.



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If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment, the Superintendent may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties. Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent will notify the staff member when the District intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing. When verbal notice is given, it will be followed by written notice within ten (10) business days. In the case of intermittent or reduced-leave schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the Superintendent does not have sufficient information about the reason for an employee's use of paid leave, the Superintendent may inquire further to ascertain whether the paid leave is FMLA-qualifying. Once the Superintendent learns that a paid leave is for an FMLA leave-qualifying reason, the Superintendent will promptly notify the staff member that the paid leave will count toward the staff member's twelve (12) week FMLA-leave entitlement.

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child, or twenty-six (26) weeks of FMLA leave for Service Member Leave.



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When FMLA leave is taken for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one), the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member). When the staff member requests qualifying Service Member Leave, s/he must provide certification of a qualifying exigency or of the service member's serious illness. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed.

The staff member may either:

- A. submit the completed medical certification to the Superintendent; or
- B. direct the healthcare provider to transfer the completed medical certification directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide medical certification, any leave taken by the employee will not qualify for FMLA Leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

Any dispute over eligibility for FMLA leave shall be discussed between the employee and Superintendent. The District shall be responsible for maintaining a record of those communications.

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The Board reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent; or
- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA compliant authorization.

In the event the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the employee will not qualify for FMLA leave.

- [ ] A staff member who takes leave for his/her own serious health condition prior to returning to work, must provide the Superintendent with a statement from his/her healthcare provider that s/he is able to resume work.

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program. Special rules under the FMLA may apply for instructional staff.

- [ ] The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.

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The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

[ ] If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition of the staff member or of the staff member's immediate family member, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

In any areas where discretion is allowed in the implementation of this policy or its guidelines for implementation, such discretion shall be exercised in a nondiscriminatory manner. Similarly situated persons shall be treated similarly.

The Superintendent shall provide a copy of the policy to all staff members, and retain a record of how and when the policy was distributed. A notice of Rights and Obligations shall also be provided each time an employee requests FMLA leave or the District has sufficient information to believe that the employee may qualify for FMLA leave.

The approval, denial and administration of leave under this policy will be governed by the Family Medical Leave Act of 1993, as amended, and its published regulations, as applied and interpreted by the Superintendent.

29 U.S.C. 2601 et seq.  
29 C.F.R. Part 825

P.L. 110-181, Sec. 585 – National Defense Authorization Act (January 28, 2008)

P.L. 111-84, Sec. 565 – National Defense Authorization Act (October 28, 2009)

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- B-2. To care for a covered family member, including next of kin as provided in the statute, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating. Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers.

## Duration of Service Member FMLA

- A. When leave is due to a "Qualifying Exigency": An eligible employee may take up to twelve (12) work weeks of leave during any twelve (12) month period. Such leave shall be counted with regular FMLA leave time in calculating the twelve (12) weeks of allowable leave.
- B. When leave is to care for an injured or ill service member: An eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This is a one time benefit per service member. Leave to care for an injured or ill service member, when combined with other FMLA qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.

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- C. Service Member FMLA runs concurrent with other leave entitlements provided under Federal, State, and local law.

## General FMLA Provisions

Professional staff members are "eligible" if they have worked for the Board for at least twelve (12) months, and for at least 1,250 hours over the twelve (12) months prior to the leave request. Service time may be aggregated when the break in service is less than seven (7) years for military obligation or subject to recall under a collective bargaining agreement. All full-time professional staff members are deemed to meet the 1,250 hour requirement. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Twelve (12) month period for determining hours worked and use of leave is defined as

- ( ) a fixed twelve (12) month period (i.e. the "leave year" is identical for all staff members -- e.g., a fiscal year or calendar year).
- ( ) the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e., the "leave year" is specific to each individual staff member).
- ( ) a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

For Service Member FMLA leave, the use of the twenty-six (26) weeks of leave will be measured forward from the first date on which the employee takes leave.



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Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- A. inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- B. continuing treatment by a healthcare provider, including:

- 1. a period of incapacity of more than three (3) consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves either in person treatment two (2) or more times by a healthcare provider within thirty (30) days of the first date of incapacity absent extenuating circumstances beyond the employee's control, or in person treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a healthcare provider;

The first visit to the healthcare provider must occur within seven (7) days of the first date of incapacity.

- 2. any incapacity due to pregnancy or for prenatal care;

An expectant mother is entitled to FMLA leave for incapacity due to pregnancy even if she does not receive treatment from a healthcare provider during the absence, and even if the absence does not last for more than three (3) consecutive, full calendar days.

- 3. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- 4. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
- 5. any period of absence to receive multiple treatments by a healthcare provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis);





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[] The Board shall require the staff member

OR

[] The staff member may request

to substitute any of his/her earned or accrued paid vacation, personal leave or sick leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one and B-2 on page two).

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) or twenty-six (26) week period of FMLA leave, any additional weeks of leave to which the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave for a qualifying leave under this policy, such leave will count towards the maximum allowable leave, the paid leave, and FMLA/Service Member Family leave to which the staff member is entitled will run concurrently.

The Superintendent may allow a staff member to take FMLA leave intermittently or on a reduced-leave schedule for the birth, adoption or foster care placement of a child (see A-1 and B-1 on page one). A staff member may take FMLA leave on an intermittent or reduced-leave schedule when medically necessary for his/her own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one). The taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

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If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment, the Superintendent may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties. Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reducedleave schedule which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent will notify the staff member when the District intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing. When verbal notice is given, it will be followed by written notice within ten (10) business days. In the case of intermittent or reduced-leave schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the Superintendent does not have sufficient information about the reason for an employee's use of paid leave, the Superintendent may inquire further to ascertain whether the paid leave is FMLAqualifying. Once the Superintendent learns that a paid leave is for an FMLA leave-qualifying reason, the Superintendent will promptly notify the staff member that the paid leave will count toward the staff member's twelve (12) week FMLA-leave entitlement.

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child, or twenty-six (26) weeks of FMLA leave for Service Member Leave.

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When FMLA leave is taken for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one), the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member). When the staff member requests qualifying Service Member Leave, s/he must provide certification of a qualifying exigency or of the service member's serious illness. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed.

The staff member may either:

- A. submit the completed medical certification to the Superintendent; or
- B. direct the healthcare provider to transfer the completed medical certification directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide medical certification, any leave taken by the employee will not qualify for FMLA Leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

Any dispute over eligibility for FMLA leave shall be discussed between the employee and Superintendent. The District shall be responsible for maintaining a record of those communications.

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The Board reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent; or
- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAAcompliant authorization.

In the event the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the employee will not qualify for FMLA leave.

- [ ] A staff member who takes leave for his/her own serious health condition prior to returning to work, must provide the Superintendent with a statement from his/her healthcare provider that s/he is able to resume work.

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program. Special rules under the FMLA may apply for instructional staff.

- [ ] The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.

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The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

[ ] If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition of the staff member or of the staff member's immediate family member, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

In any areas where discretion is allowed in the implementation of this policy or its guidelines for implementation, such discretion shall be exercised in a nondiscriminatory manner. Similarly situated persons shall be treated similarly.

The Superintendent shall provide a copy of the policy to all staff members, and retain a record of how and when the policy was distributed. A notice of Rights and Obligations shall also be provided each time an employee requests FMLA leave or the District has sufficient information to believe that the employee may qualify for FMLA leave.

The approval, denial and administration of leave under this policy will be governed by the Family Medical Leave Act of 1993, as amended, and its published regulations, as applied and interpreted by the Superintendent.

29 U.S.C. 2601 et seq.

29 C.F.R. Part 825

P.L. 110-181, Sec. 585 – National Defense Authorization Act (January 28, 2008)

P.L. 111-84, Sec. 565 – National Defense Authorization Act (October 28, 2009)

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# policy

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## FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

In accordance with Federal law, the Board of Education shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible support staff members for the following reasons:

- A-1. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth
- B-1. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival
- C-1. the staff member is needed to care for a spouse, parent or dependent child if such individual has a serious health condition, or
- D-1. the staff member's own serious health condition prevents him/her from performing the functions of his/her position

### Employee Entitlement to Service Member FMLA

#### Leave Entitlement

Service member FMLA provides eligible employees unpaid leave for one (1), or for a combination, of the following reasons:

- A-2. A "qualifying exigency" arising out of a covered family member's (spouse, son, daughter, or parent) covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves. Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation (maximum fifteen (15) calendar days); 7) postdeployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

Please add in the appropriate place:  
Staff member on an approved FMLA  
consecutive leave must not report to  
work for any other employer.



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- B-2. To care for a covered family member, including next of kin as provided in the statute, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating. Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers.

## Duration of Service Member FMLA

- A. When leave is due to a "Qualifying Exigency": An eligible employee may take up to twelve (12) work weeks of leave during any twelve (12) month period. Such leave shall be counted with regular FMLA leave time in calculating the twelve (12) weeks of allowable leave.
- B. When leave is to care for an injured or ill service member: An eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This is a one (1) time benefit per service member. Leave to care for an injured or ill service member, when combined with other FMLAqualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.

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- C. Service Member FMLA runs concurrent with other leave entitlements provided under Federal, State, and local law.

## General FMLA Provisions

Staff members are "eligible" if they have worked for the Board for at least twelve (12) months, and for at least 1,250 hours over the twelve (12) months prior to the leave request. Service time may be aggregated when the break in service is less than seven (7) years for military obligation or subject to recall under a collective bargaining agreement. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Twelve (12) month period for determining hours worked and use of leave is defined as

- ( ) a fixed twelve (12) month period (i.e. the "leave year" is identical for all staff members -- e.g., a fiscal year or calendar year).
- ( ) the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e., the "leave year" is specific to each individual staff member).
- ( ) a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

For Service Member FMLA leave, the use of the twenty-six (26) weeks of leave will be measured forward from the first date on which the employee takes leave.



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Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- A. inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- B. continuing treatment by a healthcare provider, including:
  - 1. a period of incapacity of more than three (3) consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves either in person treatment two (2) or more times by a healthcare provider within thirty (30) days of the first date of incapacity absent extenuating circumstances beyond the employee's control, or in person treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a healthcare provider;  

The first visit to the healthcare provider must occur within seven (7) days of the first date of incapacity.
  - 2. any incapacity due to pregnancy or for prenatal care;  

An expectant mother is entitled to FMLA leave for incapacity due to pregnancy even if she does not receive treatment from a healthcare provider during the absence, and even if the absence does not last for more than three (3) consecutive, full calendar days.
  - 3. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
  - 4. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
  - 5. any period of absence to receive multiple treatments by a healthcare provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis);

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- C. conditions for which cosmetic treatment are administered are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet this definition and do not qualify for FMLA leave.

Whenever the leave is foreseeable, the staff member shall provide the Superintendent with thirty (30) days notice. If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings.

When planning medical treatment, the staff member must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the District, subject to the approval of the healthcare provider.

- The Board shall require the staff member

**OR**

- The staff member may request

to substitute any of his/her earned or accrued paid vacation leave, personal leave or family leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the birth, adoption or foster care placement of a child, or qualifying exigency for a Service Member Family Leave (see A-1, B-1, and A-2 on page one).

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[ ] The Board shall require the staff member

**OR**

[ ] The staff member may request

to substitute any of his/her earned or accrued paid vacation, personal leave or sick leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one and B-2 on page two).

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) or twenty-six (26) week period of FMLA leave, any additional weeks of leave to which the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave for a qualifying leave under this policy, such leave will count towards the maximum allowable leave, the paid leave, and FMLA/Service Member Family leave to which the staff member is entitled will run concurrently.

The Superintendent may allow a staff member to take FMLA leave intermittently or on a reduced-leave schedule for the birth, adoption or foster care placement of a child (see A-1 and B-1 on page one). A staff member may take FMLA leave on an intermittent or reduced-leave schedule when medically necessary for his/her own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one). The taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

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If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment, the Superintendent may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties.

The Superintendent will notify the staff member when the District intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing. When verbal notice is given, it will be followed by written notice within ten (10) business days. In the case of intermittent or reduced-leave schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the Superintendent does not have sufficient information about the reason for an employee's use of paid leave, the Superintendent may inquire further to ascertain whether the paid leave is FMLA-qualifying. Once the Superintendent learns that a paid leave is for an FMLA leave-qualifying reason, the Superintendent will promptly notify the staff member that the paid leave will count toward the staff member's twelve (12) week FMLA-leave entitlement.

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child, or twenty-six (26) weeks of FMLA leave for Service Member Leave.

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When FMLA leave is taken for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one), the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member. When the staff member requests qualifying Service Member Leave, s/he must provide certification of a qualifying exigency or of the service member's serious illness. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed.

The staff member may either:

- A. submit the completed medical certification to the Superintendent or his/her designee; or
- B. direct the healthcare provider to transfer the completed medical certification directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide medical certification, any leave taken by the employee will not qualify for FMLA Leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

Any dispute over eligibility for FMLA leave shall be discussed between the employee and Superintendent. The District shall be responsible for maintaining a record of those communications.

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The Board reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent; or
- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAAcompliant authorization.

In the event that the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the employee will not qualify for FMLA leave.

- [ ] A staff member who takes leave for his/her own serious health condition prior to returning to work, must provide the Superintendent with a statement from his/her healthcare provider that s/he is able to resume work.

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

- [ ] The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.

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The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

- [ ] If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition of the staff member or of the staff member's immediate family member, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

In any areas where discretion is allowed in the implementation of this policy or its guidelines for implementation, such discretion shall be exercised in a nondiscriminatory manner. Similarly situated persons shall be treated similarly.

The Superintendent shall provide a copy of the policy to all staff members, and retain a record of how and when the policy was distributed. A notice of Rights and Obligations shall also be provided each time an employee requests FMLA leave or the District has sufficient information to believe that the employee may qualify for FMLA leave.

The approval, denial and administration of leave under this policy will be governed by the Family Medical Leave Act of 1993, as amended, and its published regulations, as applied and interpreted by the Superintendent.

29 U.S.C. 2601 et seq.  
29 C.F.R. Part 825  
P.L. 110-181, Sec. 585 – National Defense Authorization Act (January 28, 2008)  
P.L. 111-84, Sec. 565 – National Defense Authorization Act (October 28, 2009)

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**REVISED POLICY - TECHNOLOGY UPDATE - PHASE III**

**STUDENT EDUCATION TECHNOLOGY**  
**ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Education Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's District Technology Resources and students' computers, laptops, tablets, personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (as defined by see Policy 5136). , network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).





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~~[NOTE: Choose this option if Policy 7542 authorizes student to bring their own personal communication devices and use them to connect to Education Technology.]~~

~~{ } — This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).~~

**Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.**

**Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).**



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First, and foremost, the Board may not be able to technologically limit access, to services through its Educational Technology **Technology Resources**, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which ~~that~~ protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. ~~The Superintendent or \_\_\_\_\_ may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.~~ **The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.**



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The Superintendent or *Technology Director* may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/guardians are advised that a determined user may be able to gain access to services **and/or resources** on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. ~~Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet.~~ Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using Education Technology **the Internet**. ~~The Board supports and respects each family's right to decide whether to apply for independent student access to the Education Technology.~~

~~The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.~~

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "**harvesting**", "**digital piracy**", "**data mining**", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and



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- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

- Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the ~~Education Technology~~ **District Technology Resources**. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and **media, including** in chat rooms, and cyberbullying awareness and response. All ~~Internet users~~ **users of District Technology Resources** (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

- <sup>Secondary</sup> Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, **peers**, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments.  Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

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Students and staff members are responsible for good behavior **when using District Technology Resources - i.e., behavior comparable to that expected of students when on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events.** Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not ~~approve~~ **approve** any use of the ~~Education Technology~~ **its Technology Resources** that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

**[NOTE: If language about social media is added to Policy 7540, it is recommended that this language be added to this policy.]**

**M** Students shall ~~not access social media for personal use from the District's network~~ **may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.**

(+) ~~, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.~~

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's ~~Education Technology~~ are personally **responsible and liable**, both civilly and criminally, for uses of the ~~Education Technology~~ **District Technology Resources that are** not authorized by this Board policy and its accompanying guidelines.



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The Board designates the Superintendent and *Technology Director* as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the ~~the~~ **students'** use of the ~~District's~~ Education ~~Technology~~ and the ~~Internet~~ for instructional purposes **District Technology Resources.**

- P.L. 106-554, Children's Internet Protection Act of 2000
- P.L. 110-385, Title II, Protecting Children in the 21st Century Act
- 18 U.S.C. 1460
- 18 U.S.C. 2246
- 18 U.S.C. 2256
- 20 U.S.C. 6777, 9134 (2003)
- 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
- 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
- 47 C.F.R. 54.500 – 54.523

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### **REVISED POLICY - TECHNOLOGY UPDATE - PHASE III**

#### **STAFF EDUCATION TECHNOLOGY** **ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. **The Board of Education provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students.** The Board of Education provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's **computer network and Internet system** does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

~~This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network and Internet connection and online educational services ("Education Technology" or "Ed Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).~~

**The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's Technology and Information Resources and staff's personal communication devices when they are connected to the District's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).**



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**Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.**

**Users have no right or expectation to privacy when using District Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).**

**Staff are expected to utilize ~~Education Technology in order~~ District Technology and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by the ~~Board's policy~~ Board Policy 2521 - Selection of Instructional Materials and Equipment.**

**The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, ~~the Education Technology provides~~ District Technology Resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.**





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First, and foremost, the Board may not be able to technologically limit access, to services through its Education Technology **Technology Resources**, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures ~~that, which~~ protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board **also** utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. **The technology protection measures may not be disabled at any time that students may be using the District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.**

~~The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures will be subject to disciplinary action, up to and including termination.~~

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The Superintendent or Technology Director may temporarily or permanently unblock access to websites or **online educational services/apps** containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.  The Superintendent or Technology Director may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "**harvesting**", "**digital piracy**", "**data mining**", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of **personally-identifiable** information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.



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Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the ~~Education Technology~~ **District Technology Resources**. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and **media including** in chat rooms, and cyberbullying awareness and response. All ~~Internet users~~ **users of District Technology Resources** are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school e-mail address that they are required to utilize for all school-related electronic communications, including those to students, ~~and their parents~~ and other staff members.

With prior approval from the Superintendent or *Technology Director*, staff may direct students who have been issued school-assigned e-mail accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using the ~~Board's Education Technology just as~~ **District Technology and Information Resources - i.e., behavior comparable to that expected when** they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. **The Board does not approve any use of its Technology and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.**





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**[NOTE: If language about social media is added to Policy 7540, choose the appropriate option to match that language]**

Staff members **may only use District Technology Resources to** ~~shall not access or use social media if it is done for personal use on the District's network, and shall access social media for educational or business-related purposes.~~ **use only after submitting a plan for that educational use and securing the Principal's approval of that plan in advance.**

~~Staff members shall not access social media from the District's network for either personal or educational use.~~

~~General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Technology are personally responsible and liable, both civilly and criminally, for uses of the Education Technology not authorized by this policy and its accompanying guidelines.~~

**Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology and Information Resources that are not authorized by this policy and its accompanying guidelines.**

**The Board designates the Superintendent and *Technology Director* as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District Technology and Information Resources.**

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**[OPTIONAL]**

Social Media Use

An employee's personal or private use of social media, ~~such as Facebook, Twitter, MySpace, blogs, etc.,~~ may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.



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~~The Board designates the Superintendent and \_\_\_\_\_ as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the District's Education Technology.~~

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

~~20 U.S.C. 6777, 9134 (2003)~~

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.500 - 54.523

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**REVISED POLICY - TECHNOLOGY UPDATE - PHASE III**

**ELECTRONIC MAIL/DISTRICT-ISSUED STAFF E-MAIL ACCOUNT**

**Staff**

The Board of Education is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. ~~This policy, as well as any guidelines developed pursuant to it, are not meant to limit or discourage the use of e-mail for conducting the official business of the District, but rather, this~~ **This** policy and any corresponding guidelines are intended to establish a framework for the proper use of e-mail **for conducting as an official business and communicating with colleagues, students, parents and community members.**~~tool.~~

When available, the District's e-mail system must be used by employees for any official District e-mail communications.  Personal e-mail accounts on providers other than the District's e-mail system

may be blocked at any time

shall be blocked

~~if due to~~ concerns for network security, SPAM, or virus protection **arise**. Furthermore, District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

District staff shall not send or forward mass e-mails, even if the e-mails concern District business, without prior approval of the

~~Technology Director.~~

~~site administrator.~~

Superintendent ~~[other].~~



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~~District staff may join list servs or other e-mail services (e.g. RSS feeds) that pertain to their responsibilities in the District, ( ) provided these list servs or other e-mail services do not exceed the staff member's e-mail storage allotment. ( ) **If a staff member is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her building principal or the District's ( ) Technology Director ( ) IT staff. The** Staff members are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other e-mails that have been read. If the staff member is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the District's technology coordinator (IT staff). Similarly, if a staff member is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her building principal or the District's ( ) technology coordinator ( ) IT staff. The~~

- ( ) Technology Director
- ( ) site administrator
- ( ) \_\_\_\_\_ (other)

~~is authorized to block e-mail from list servs or e-mail services if the e-mails received by the staff member(s) ( ) **become excessive** ( ) regularly exceed \_\_\_\_\_ megabytes.~~

~~**Staff members are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold (see Policy 8315 - Information Management), and purging all other e-mails that have been read. If the staff member is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the District's ( ) Technology Director ( ) IT staff.**~~





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### Public Records

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff and Board members may be public records if their content concerns District business, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. E-mails that are student records ~~should~~**must** be maintained pursuant to Policy 8330 – Student Records. Finally e-mails may constitute electronically stored information ("ESI") that may be subject to a ~~Litigation Hold~~**litigation hold** pursuant to Policy 8315 – Information Management.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e-mails are released pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request involving ESI.

E-mails written by or sent to District staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns District business, or education records if their content includes personally-identifiable information about a student. Consequently, staff shall comply with a District request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a ~~Litigation Hold~~**litigation hold**, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the District.

### Retention

Pursuant to State and Federal law, e-mails that are public records or education records, and e-mails that are subject to a ~~Litigation Hold~~**litigation hold** shall be retained.



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- ~~E-mail retention is the responsibility of the individual e-mail user. **Users must comply with District guidelines for properly saving/archiving e-mails that are public records, student education records, and/or subject to a litigation hold.** E-mails sent or received using the District's e-mail service ( ) are **automatically** retained ( ) may only be retained for \_\_\_\_\_ **[e.g., thirty (30)]** days on the server. This retention is for disaster recovery and not to provide for future retrieval. The District does not maintain a central or distributed e-mail archive of e-mail sent and/or received. **Any questions concerning e-mail retention should be directed to the ( ) Technology Director ( ) site administrator ( ) \_\_\_\_\_ [other].**~~
- ~~The District maintains archives of all e-mails sent and/or received by users of the District's e-mail service. Staff members are required to forward copies of any e-mails received in their personal e-mail account(s) not affiliated with the District server to their District e-mail account so that these records are also archived for future retrieval, if necessary.~~

### Unauthorized E-mail

The Board does not authorize the use of its ~~proprietary computers and~~ **Technology Resources, including its** computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.



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Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

**Authorized Use and Training**

Pursuant to Policy 7540.04, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting Form 7540.04 F1. ~~( ) annually.~~ e

~~Furthermore, staff ( ) and Board members using the District's e-mail system shall satisfactorily complete training ( ), pursuant to Policy 7540.04, regarding the proper use and retention of e-mail ( ) annually.~~

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**NEW POLICY - TECHNOLOGY UPDATE - PHASE III**

**DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT**

Students assigned a school e-mail account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system

may be blocked at any time

~~shall be blocked~~

if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the

~~Technology Director.~~

site administrator.

~~\_\_\_\_\_ [other].~~



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Students may join list servs or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the e-mails received from the list servs or other e-mail services do not ~~( ) become excessive~~  exceed the students' individual e-mail storage allotment. If a student is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her classroom teacher, the building principal or the District's  Technology Director ~~( ) IT staff~~. The

Technology Director

~~( ) site administrator~~

~~( ) \_\_\_\_\_ [other]~~

is authorized to  block e-mail from list servs or e-mail services if the e-mails received by the student  becomes excessive ~~( ) regularly exceed \_\_\_\_\_ megabytes~~.

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.

### **Unauthorized E-mail**

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.



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Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

**Authorized Use and Training**

Pursuant to Policy 7540.03, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting Form 7540.03 F1 ~~(-) annually~~

Furthermore, students using the District's e-mail system shall satisfactorily complete training ~~(-)~~, pursuant to Policy 7540.03, regarding the proper use of e-mail ~~(-) annually~~

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Such Private Contractors cannot receive or retain criminal history record information ("CHRI").<sup>1</sup> Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

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<sup>1</sup> Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.





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Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.



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The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must

 ~~( ) submit, at no expense to the District,~~

~~or~~

 provide, at the District's expense,

a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.



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Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

Criminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

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**NEW POLICY - VOL. 32, NO. 1**

**ADMINISTRATOR DISCIPLINE**

Whenever it becomes necessary to discipline an Administrator, the Superintendent, ~~or the Board if the Superintendent is the subject of the disciplinary action,~~ shall utilize the following principles and procedures. **The Board, or its designee, shall utilize the following principles and procedures if the Superintendent is the subject of the disciplinary action.**

~~Discipline, discharge and demotion shall occur in accordance with the statutory requirements of the Revised School Code.~~

The Superintendent/Board shall conduct an investigation of any alleged act or omission by an Administrator that could result in disciplinary action. The Administrator shall be provided with oral or written notice of the issue or incident being investigated.

The investigation shall include, at a minimum, interviews of appropriate persons and a meeting with the subject Administrator to allow the Administrator an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the Administrator for any discipline that may result in a suspension or loss of pay.

After completion of the investigation, if discipline is to be imposed, the Administrator shall receive written notice of the discipline and this notice shall also be placed in the Administrator's file.

Discipline may include, but is not limited to:

- A. written warning;
- B. written reprimand;
- C. suspension (paid or unpaid);
- D. discharge;
- E. financial penalty in accordance with Michigan law.



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The District does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with seriousness of the Administrator's conduct, as determined by the District. Additionally, nothing in this policy limits the District's right to take other appropriate action, such as placing an Administrator on administrative leave during the pendency of an investigation or issuing a counseling memorandum, which is considered instructional, not disciplinary.

[ ] ~~If it appears that disciplinary action beyond written reprimand may be necessary, the Superintendent should contact the Board to discuss the disciplinary action that is to be taken.~~

[ ] ~~The Superintendent's decision to impose any disciplinary action that is not subject to Board review, as described below, is final.~~

Discharge, demotion or non-renewal of an Administrator may only be imposed by the Board in adherence with the requirements of the Revised School Code.

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**NEW POLICY - VOL. 32, NO. 1**

**PROHIBITION OF REFERRAL OR ASSISTANCE**

In accordance with Michigan statute, any officer, agent, or employee of the Board of Education is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

Whenever it becomes necessary to discipline a member of the staff for violation of this policy, the Superintendent shall utilize related procedures described in the Staff Discipline Policy 1439, Policy 3139, and Policy 4139 or the current negotiated agreement, if applicable.

Using due-process procedures, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the employee with reasonable notice and the opportunity to respond.

If it is determined that any officer, agent, or employee of the Board has violated this policy, the Board shall apply a financial penalty against such individual that is equivalent to not less than three percent (3%) of that individual's annual compensation.

The District shall refund to the State School Aid fund an amount of money equal to the amount of the penalty or fine.

M.C.L. 388.1766

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**REVISED POLICY - VOL. 32, NO. 1**

**CRIMINAL HISTORY RECORD CHECK**

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third party vendor, management company, or similar contracting entity to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.



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Such Private Contractors cannot receive or retain criminal history record information ("CHRI").<sup>1</sup> Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

For substitute teachers or substitute bus drivers currently working in another district, public school academy or non-public school in the State, the Superintendent may use a report received from the State Police by such school to confirm the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

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<sup>1</sup> Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.





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Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's ~~personnel record~~ **confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.**

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.



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The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must

submit, at no expense to the District,

or

provide, at the District's expense,

a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.



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Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

Criminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

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**REVISED POLICY - VOL. 32, NO. 1**

**STAFF DISCIPLINE**

Whenever it becomes necessary to discipline a member of the staff, the Superintendent shall utilize **related procedures described in the current negotiated agreement, to the extent not inconsistent with the current negotiated agreement, the following principles and procedures.:**

- (-) ~~related procedures described in the current negotiated agreement, if applicable.~~
- (-) ~~the following principles and procedures.~~

A teacher may only be discharged, demoted or otherwise disciplined for a reason that is not arbitrary or capricious. In all instances, discipline, discharge and demotion shall occur in accordance with the statutory requirements under the Teacher Tenure Act and the Revised School Code.

being investigated by the

- (-) ~~appropriate administrator.~~
- (-) ~~Superintendent.~~

The administrator/Superintendent shall conduct an investigation of any alleged act or omission by a teacher that could result in disciplinary action. **The teacher shall be provided with oral or written notice of the issue or incident being investigated.** ~~The investigation shall include, at a minimum, interviews of appropriate persons and a meeting with the subject teacher and, if requested or if required by the bargaining agreement, his/her designated representative (either another employee or a union representative if part of a bargaining unit). The teacher shall be advised of the alleged act or omissions and provided an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the teacher for any discipline that will result in a suspension or loss of pay. The meeting shall not proceed without the teacher's designated representative; however, the meeting shall not be unduly delayed to secure the attendance of the teacher's preferred representative. The District may substitute another representative from the union to timely process the investigation.~~



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The investigation shall include, at a minimum, interviews of appropriate persons and a meeting with the subject teacher and, if requested or if required by the bargaining agreement, his/her designated representative (either another employee or a union representative if part of a bargaining unit) to allow the teacher an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the teacher for any discipline that may result in a suspension or loss of pay. The meeting shall not proceed without the teacher's designated representative; however, the meeting shall not be unduly delayed to secure the attendance of the teacher's preferred representative. The District may substitute another representative from the union to timely process the investigation.

After completion of the investigation, if discipline is to be imposed, the teacher shall receive written notice of the discipline and this notice shall also be placed in the teacher's file.

Discipline ~~may~~ include, but is not limited to:

- A. written warning;
- B. written reprimand;
- C. suspension (paid or unpaid);
- D. discharge;
- E. financial penalty in accordance with Michigan law.**

The District does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with **the** seriousness of the teacher's conduct, as determined by the District. Additionally, nothing in this policy limits the District's right to take other appropriate action, such as placing a teacher on administrative leave during the pendency of an investigation or issuing a counseling memorandum, which is considered instructional, not disciplinary.





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- [ ] If it appears that disciplinary action beyond written reprimand may be necessary, the administrator should contact the Superintendent to discuss the disciplinary action that is to be taken.
- [ ] **[only applicable if original investigation conducted by another administrator]** Any disciplinary action that is not subject to Board review as described below may be submitted to the Superintendent for review within five (5) work days of the teacher's receipt of the written confirmation. The Superintendent is not required to conduct an independent investigation. S/He shall meet with the administrator who issued the discipline and with the teacher and his/her designated representative, if requested. The Superintendent may affirm, revise or reject any disciplinary action taken against a teacher and his/her decision is final.
- [ ] The administrator's decision to impose any disciplinary action that is not subject to Board review, as described below, is final.

**The following disciplinary actions may only be imposed by the Board in adherence with the requirements of the Teacher Tenure Act:**

- A. discharge of a tenured or probationary teacher;
- B. demotion of a tenured teacher (which includes suspension for fifteen (15) or more consecutive days without pay or a reduction in compensation by more than equivalent of thirty (30) days compensation in one (1) school year);
- C. non-renewal of a probationary teacher;
- ~~D. discharge, demotion or non-renewal of an administrator.~~

M.C.L. 38.101 et seq., 38.74, 380.1230d, 380.1535a

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**REVISED POLICY - VOL. 32, NO. 1**

**CRIMINAL HISTORY RECORD CHECK**

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third-party vendor, management company, or similar contracting entity, to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior the individual commencing work.





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Such Private Contractor(s) cannot receive or retain criminal history record information ("CHRI").<sup>1</sup> Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

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<sup>1</sup> Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.



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Such an inquiry shall also be made for regular substitutes who may be employed by the District. A substitute support staff person shall be required to submit to a criminal history records check if they work more than zero hours per week in the schools, on a regular and consistent basis, even if such work is only as needed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's ~~personnel record~~ **confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.**

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

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Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must

submit, at no expense to the District,

or

provide, at the District's expense,

a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.





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Confidentiality

All information and records obtained from such inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

Criminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

M.C.L. 380.1230 et seq., 380.1535, 380.1535a, 380.1809, 28.722

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### REVISED POLICY - VOL. 32, NO. 1

#### STAFF DISCIPLINE

Whenever it becomes necessary to discipline a member of the staff, the Board of Education directs the Superintendent to utilize **the procedures set out below and any related procedures** described in the current negotiated agreement, if applicable.

**The Superintendent or his/her designee shall conduct an investigation of any alleged act or omission that could lead to disciplinary action, as appropriate to the situation. The investigation shall include, at a minimum, providing the employee with reasonable notice and the opportunity to respond to the complaint. If the investigation includes a meeting with the employee, prior notice of this meeting shall be provided to the employee for any discipline that may result in a suspension or loss of pay. The meeting shall not proceed without the employee's designated representative; however, the meeting shall not be unduly delayed to secure the attendance of the preferred representative. The District may substitute another representative from the union to timely process the investigation.** ~~Using due process procedures, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the employee with reasonable notice and the opportunity to respond. If it appears that disciplinary action beyond verbal reprimand may be necessary, s/he should~~

~~( ) — contact the school attorney to~~

~~determine the disciplinary action that should be taken and so inform the Board President who shall determine whether or not a report should be made to the Board in open session, unless a closed session is requested by the staff member.~~

**Discipline may include, but is not limited to:**

- A. written warning;**
- B. written reprimand;**
- C. suspension (paid or unpaid);**

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**D. discharge;**

**E. financial penalty in accordance with Michigan law.**

**The District does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with the seriousness of the staff member's conduct, as determined by the District.**

~~A suspension without pay may be invoked. The length of the suspension will be at the discretion of the Superintendent according to the severity of the violation. The Board~~

strongly recommends

requires

~~that before such a suspension or termination is invoked the Superintendent contact the school attorney.~~

The Board requires that all disciplinary actions involving loss of pay, ~~and/or~~ suspension **or termination** be submitted to the Board for review

prior to the action being taken.

as soon as possible after the action has been taken.

The Superintendent should ascertain whether or not the staff member wishes such a report to be made in a closed session of the Board, **if a closed session is permitted by the Open Meetings Act.**

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**REPLACEMENT POLICY – SPECIAL UPDATE MAY 2017**

**STUDENT SECLUSION AND RESTRAINT**

This policy is intended to provide the framework for organizational supports that result in effective interventions based on team-based leadership, data-based decision-making, continuous monitoring of student behavior, regular universal screening and effective on-going professional development. The District is committed to investing in prevention efforts and to teach, practice and reinforce behaviors that result in positive academic and social outcomes for students.

In the event that staff members need to restrain and/or seclude students, it must be done in accordance with this policy, which is intended to:

- A. promote the care, safety, welfare and security of the school community and the dignity of each student;
- B. encourage the use of proactive, effective, evidence and research based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all students; and
- C. ensure that seclusion and restraint are used only as a last resort in an emergency situation and are subject to diligent assessment, monitoring, documentation and reporting by trained personnel.

In furtherance of these objectives, the District will utilize Positive Behavioral Interventions and Supports (PBIS) to enhance academic and social behavior outcomes for all students. PBIS implemented by the District will include socially valued and measurable outcomes, empirically validated and practical practices, systems that efficiently and effectively support implementation of these practices, and continuous collection and use of data for decision-making.





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**EMERGENCY SECLUSION**

**A. Prohibited Practices and Limitations on Use**

The following practices are prohibited under all circumstances, including emergency situations:

1. confinement of students who are severely self-injurious or suicidal
2. corporal punishment, as defined in M.C.L. 380.1312(1) of the revised school code, 1976 PA 451
3. the deprivation of basic needs
4. anything constituting child abuse
5. seclusion of pre-school children
6. seclusion that is used for the convenience of school personnel
7. seclusion as a substitute for an educational program
8. seclusion as a form of discipline or punishment
9. seclusion as a substitute for less restrictive alternatives, adequate staffing or school personnel training in PBIS
10. when contraindicated based on (as documented in a record or records made available to the school) a student's disability, health care needs, or medical or psychiatric condition



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**B. Definition of Emergency Seclusion**

Seclusion means the confinement of a student in a room or other space from which the student is physically prevented from leaving. Seclusion does not include the general confinement of students if that confinement is an integral part of an emergency lockdown drill required under Section 19(5) of the Fire Prevention Code, 1941 PA 207, M.C.L. 29.19, or of another emergency security procedure that is necessary to protect the safety of students.

Emergency seclusion is a last resort emergency safety intervention involving seclusion that is necessitated by an ongoing emergency situation and that provides an opportunity for the student to regain self-control while maintaining the safety of the student and others.

To qualify as emergency seclusion, there must be continuous observation by school personnel of the student and the room or area used for confinement:

1. must not be locked
2. must not prevent the student from exiting the area should staff become incapacitated or leave that area

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3. must provide for adequate space, lighting, ventilation, viewing, and the safety of the student
  4. must comply with State and local fire and building codes
- C. **Time and Duration** Emergency seclusion should not be used any longer than necessary, based on research and evidence, to allow a student to regain control of his/her behavior to the point that the emergency situation necessitating the use of emergency seclusion is ended, but generally no longer than:
1. fifteen (15) minutes for an elementary school student;
  2. twenty (20) minutes for a middle school or high school student

If an emergency seclusion lasts longer than the suggested maximum times above, the following are required:

1. additional support (which may include change of staff, introducing a nurse or specialist, or additional key identified personnel)
2. documentation to explain the extension beyond the time limit



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**Additional procedures and requirements applicable to both seclusion and restraint are set out below.**

**EMERGENCY RESTRAINT**

**A. Prohibited Practices**

The following procedures are prohibited under all circumstances, including emergency situations:

1. mechanical restraint
2. chemical restraint
3. corporal punishment as defined in 380.1312(1) of the revised school code, 1976 PA 451, otherwise known as the Corporal Punishment Act
4. the deprivation of basic needs
5. anything constituting child abuse
6. restraint that is used for the convenience of school personnel
7. restraint as a substitute for an educational program
8. restraint as a form of discipline or punishment
9. restraint as a substitute for less restrictive alternatives, adequate staffing or school personnel training in PBIS
10. when contraindicated based on (as documented in a record or records made available to the school) a student's disability, health care needs, or medical or psychiatric condition
11. any restraint that negatively impacts breathing, including any positions, whether on the floor, facedown, seated or kneeling, in which the student's physical position (e.g., bent over) is such that it is difficult to breathe, including situations that involve sitting or lying across an individual's back or stomach



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12. prone restraint (the restraint of a person face down)

**NOTE:** School personnel who find themselves involved in the use of a prone restraint as the result of responding to an emergency must take immediate steps to end the prone restraint.

13. the intentional application of any noxious substance(s) or stimuli that results in physical pain or extreme discomfort

A noxious substance or stimuli can either be generally acknowledged or specific to the student.

14. physical restraint, other than emergency physical restraint

15. any other type of restraint not expressly allowed

**B. Definition of Restraint**

Restraint means an action that prevents or significantly restricts a student's movement. Physical restraint is intended for the purposes of emergency situations only, in which a student's behavior poses imminent risk to the safety of the individual student or to the safety of others. An emergency situation requires an immediate intervention.

Emergency physical restraint is a last resort emergency safety intervention involving physical restraint that is necessitated by an ongoing emergency situation and that provide an opportunity for the student to retain self-control while maintaining the safety of the student and others. An emergency situation requires an immediate intervention. Emergency physical restraint may not be used in place of appropriate less restrictive interventions.



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There are three (3) types of restraint: physical, chemical, and mechanical.

1. **Physical restraint** involves direct physical contact.

Restraint does not include actions undertaken for the following reasons:

- a. to break up a fight
- b. to take a weapon away from a student
- c. to briefly hold the student (by an adult) in order to calm or comfort him/her
- d. to have the minimum contact necessary to physically escort a student from one area to another
- e. to assist a student in completing a task/response if the student does not resist or if resistance is minimal in intensity or duration
- f. to hold a student for a brief time in order to prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car)
- g. to stop a physical assault as defined in M.C.L. 380.1310
- h. actions that are an integral part of a sporting event, such as a referee pulling football players off from a pile or similar action

2. **Chemical Restraint** is the administration of medication for the purpose of restraint.

Restraint does not include administration of medication prescribed by and administered in accordance with the directions of a physician.





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3. **Mechanical Restraint** means the use of any device, article, garment, or material attached to or adjacent to a student's body to perform restraint.

Restraint does not include the following:

- a. an adaptive or protective device recommended by a physician or therapist (when it is used as recommended)
- b. safety equipment used by the general student population as intended (e.g., seat belts, safety harness on school transportation)

**C. Time and Duration**

Restraint should not be used:

1. any longer than necessary, based on research and evidence, to allow students to regain control of their behavior to the point that the emergency situation necessitating the use of emergency physical restraint is ended; and
2. generally no longer than ten (10) minutes.

If an emergency restraint lasts longer than ten (10) minutes, all of the following are required:

1. additional support, which may include a change of staff, or introducing a nurse, specialist, or additional key identified personnel
2. documentation to explain the extension beyond the time limit



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**Additional procedures and requirements applicable to both seclusion and restraint are set out below.**

**USE OF EMERGENCY SECLUSION/RESTRAINT**

**A. When to Use Emergency Seclusion/Restraint**

Seclusion/restraint must be used only under emergency situations and if essential. Emergency situation means a situation in which a student's behavior poses imminent risk to the safety of the individual student or to the safety of others. An emergency situation requires an immediate intervention.

**B. General Procedures for Emergency Seclusion/Restraint:**

1. An emergency seclusion/restraint may not be used in place of appropriate, less restrictive interventions.
2. Emergency seclusion/restraint shall be performed in a manner that is:
  - a. safe;
  - b. appropriate; and
  - c. proportionate to and sensitive to the student's:
    - 1) severity of behavior;
    - 2) chronological and developmental age;
    - 3) physical size;
    - 4) gender;
    - 5) physical condition;
    - 6) medical condition;



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- 7) psychiatric condition; and
  - 8) personal history, including any history of physical or sexual abuse or other trauma.
3. School personnel shall call key identified personnel for help from within the school building either immediately at the onset of an emergency situation or, if it is reasonable under the particular circumstances for school personnel to believe that diverting their attention to calling for help would increase the risk to the safety of the student or to the safety of others, as soon as possible once the circumstances no longer support such a belief.
4. While using emergency seclusion/restraint, staff must do all of the following:
  - a. involve key identified personnel to protect the care, welfare, dignity, and safety of the student
  - b. continually observe the student in emergency seclusion for indications of physical distress and seek medical assistance if there is a concern
  - c. document observations
  - d. ensure to the extent practicable, in light of the ongoing emergency situation, that the emergency seclusion/restraint does not interfere with the student's ability to communicate using the student's primary mode of communication
  - e. ensure that at all times during the use of emergency seclusion/restraint there are school personnel present who can communicate with the student using the student's primary mode of communication



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5. Each use of an emergency seclusion/restraint and the reason for each use shall be documented and reported according to the following procedures:
  - a. document in writing and report in writing or orally to the building administration immediately
  - b. report in writing or orally to the parent or guardian immediately
  - c. a report shall be written for each use of seclusion/restraint (including multiple uses within a given day) and the written report(s) provided to the parent or guardian within the earlier of one (1) school day or seven (7) calendar days
6. After any use of an emergency seclusion/restraint, staff must make reasonable efforts to debrief and consult with the parent or guardian, or the parent or guardian and the student (as appropriate) regarding the determination of future actions.

**C. Students Exhibiting a Pattern of Behavior**

If a student exhibits a pattern of behavior that poses a substantial risk of creating an emergency situation in the future that could result in the use of emergency seclusion/restraint, school personnel should do the following:

1. conduct a functional behavioral assessment
2. develop or revise a PBIS plan to facilitate the reduction or elimination of the use of seclusion/restraint



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3. develop an assessment and planning process conducted by a team knowledgeable about the student, including at least:
  - a. the parent or guardian
  - b. the student (if appropriate)
  - c. people who are responsible for implementation of the PBIS plan
  - d. people who are knowledgeable in PBIS
4. develop a written emergency intervention plan ("EIP") to protect the health, safety, and dignity of the student. An EIP may not expand the legally permissible use of emergency seclusion/restraint.

The EIP should be developed by a team in partnership with the parent or guardian. The team shall include:

1. a teacher;
2. an individual knowledgeable about legally permissible use of seclusion/restraint; and
3. an individual knowledgeable about the use of PBIS to eliminate the use of seclusion/restraint.

The EIP should be developed and implemented by taking all of the following documented steps:

1. describe in detail the emergency intervention procedures
2. describe in detail the legal limits on the use of emergency seclusion/restraint, including examples of legally permissible and prohibited uses



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3. inquire of the student's medical personnel (with parent or guardian consent) regarding any known medical or health contraindications for the use of seclusion/restraint
4. conduct a peer review by knowledgeable staff
5. provide the parent or guardian with all of the following, in writing and orally:
  - a. A detailed explanation of the PBIS strategies that will reduce the risk of the student's behavior creating an emergency situation.
  - b. An explanation of what constitutes an emergency, including examples of situations that would fall within and outside of the definition.
  - c. A detailed explanation of the intervention procedures to be followed in an emergency situation, including the potential use of emergency seclusion/restraint.
  - d. A description of possible discomforts or risks.
  - e. A detailed explanation of the legal limits on the use of emergency seclusion/restraint, including examples of legally permissible and prohibited uses.
  - f. Answers to any questions.





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A student who is the subject of an EIP should be told or shown the circumstances under which emergency intervention could be used.

**D. Data Collection and Reporting**

The building administrator shall develop a system of data collection, collect the data and forward all incident reports and data regarding the use of seclusion/restraint to the *Superintendent's designee* [Superintendent].

The data must:

1. be analyzed to determine the efficacy of the school's school-wide system of behavioral support;
2. be analyzed in the context of suspension, expulsion, and dropout data;
3. be analyzed for the purposes of continuous improvement of training and technical assistance toward the reduction or elimination of seclusion/restraint;
4. be analyzed on a schedule determined by the Michigan Department of Education (MDE);
5. be reported to the MDE, if and as required;
6. include a list of appropriately trained, identified personnel and their levels of:
  - a. education;
  - b. training; and
  - c. knowledge.



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**NOTE:** The District must report to the MDE on the use of seclusion and restraint periodically. MDE will develop guidelines that outline the process for reporting redacted, aggregated data regarding the emergency use of seclusion and restraint.

### **Training Framework**

A comprehensive training framework will be implemented which includes the following:

- A. awareness training for all school personnel who have regular contact with students; and
- B. comprehensive training for key identified personnel.

All substitute teachers must be informed of and understand the procedures regarding the use of emergency seclusion and emergency restraint. This requirement may be satisfied using online training developed or approved by MDE and online acknowledgement of understanding and completion of the training by the substitute teacher.

### **Comprehensive Training for Identified Personnel**

Each building administrator will identify sufficient key personnel to ensure that trained personnel are generally available for an emergency situation. Before using emergency seclusion or emergency physical restraint with students, key identified personnel who may have to respond to an emergency safety situation must be trained in all of the following:

- A. proactive practices and strategies that ensure the dignity of students
- B. conflict resolution
- C. mediation
- D. social skills training



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- E. de-escalation techniques
- F. positive behavioral intervention and support strategies
- G. techniques to identify student behaviors that may trigger emergency safety situations
- H. related safety considerations, including information regarding the increased risk of injury to students and staff when seclusion or restraint is used
- I. instruction in the use of emergency seclusion and emergency physical restraint
- J. identification of events and environmental factors that may trigger emergency safety situations
- K. instruction on the State policy on the use of seclusion and restraint
- L. description and identification of dangerous behaviors
- M. methods for evaluating the risk of harm to determine whether the use of emergency seclusion or emergency physical restraint is warranted
- N. types of seclusion
- O. types of restraint
- P. the risk of using seclusion and restraint in consideration of a student's known and unknown medical or psychological limitations



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- Q. cardiopulmonary resuscitation and first aid
- R. the effects of seclusion and restraint on all students
- S. how to monitor for and identify physical signs of distress and the implications for students generally and for students with particular physical or mental health conditions or psychological limitations
- T. ways to obtain appropriate medical assistance

**GLOSSARY OF TERMS**

**"Chemical Restraint"** means the administration of medication for the purpose of restraint.

**"De-escalation Techniques"** means evidence- and research-based strategically employed verbal or nonverbal interventions used to reduce the intensity of threatening behavior before, during, and after a crisis situation occurs.

**"Documentation"** means documentation developed by the Michigan Department of Education that is uniform across the State.

**"Emergency Situation"** means a situation in which a student's behavior poses imminent risk to the safety of the individual student or to the safety of others. An emergency situation requires an immediate intervention.

**"Functional Behavioral Assessment"** means an evidence- and research-based systematic process for identifying the events that trigger and maintain problem behavior in an educational setting. A functional behavioral assessment shall describe specific problematic behaviors, report the frequency of the behaviors, assess environmental and other setting conditions where problematic behaviors occur, and identify the factors that are maintaining the behaviors over time.



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**"Key Identified Personnel"** means those individuals who have received the mandatory training described in M.C.L. 380.1307G(B)(I) to (XVI), listed under Comprehensive Training for Identified Personnel above.

**"Mechanical Restraint"** means the use of any device, article, garment, or material attached to or adjacent to a student's body to perform restraint.

**"Physical Restraint"** means restraint involving direct physical contact.

**"Positive Behavioral Intervention and Support (PBIS)"** means a framework to assist school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum of intensifying supports based on student need that unites examination of the function of the problem behavior and the teaching of alternative skill repertoires to enhance academic and social behavior outcomes for all students.

**"Positive Behavioral Intervention and Support Plan"** means a student-specific support plan composed of individualized, functional behavioral assessment-based intervention strategies, including, as appropriate to the student, guidance or instruction for the student to use new skills as a replacement for problem behaviors, some rearrangement of the antecedent environment so that problems can be prevented and desirable behaviors can be encouraged, and procedures for monitoring, evaluating, and modifying the plan as necessary.

**"Prone Restraint"** means the restraint of an individual face down.

**"Regularly and Continuously Work Under Contract"** means that term as defined in section M.C.L. 380.1230.



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**"Restraint"** means an action that prevents or significantly restricts a student's movement. Restraint does not include the brief holding of a student in order to calm or comfort, the minimum contact necessary to physically escort a student from one area to another, the minimum contact necessary to assist a student in completing a task or response if the student does not resist or resistance is minimal in intensity or duration, or the holding of a student for a brief time in order to prevent an impulsive behavior that threatens the student's immediate safety, such as running in front of a car. Restraint does not include the administration of medication prescribed by and administered in accordance with the directions of a physician, an adaptive or protective device recommended by a physician or therapist when it is used as recommended, or safety equipment used by the general student population as intended, such as a seat belt or safety harness on school transportation. Restraint does not include necessary actions taken to break up a fight, to stop a physical assault, as defined in M.C.L. 380.1310, or to take a weapon from a student. Restraint does not include actions that are an integral part of a sporting event, such as a referee pulling football players off of a pile or a similar action.

Restraint that negatively impacts breathing means any restraint that inhibits breathing, including floor restraints, facedown position, or any position in which an individual is bent over in such a way that it is difficult to breathe. This includes a seated or kneeling position in which an individual being restrained is bent over at the waist and restraint that involves sitting or lying across an individual's back or stomach.

**"School Personnel"** includes all individuals employed in a public school or assigned to regularly and continuously work under contract or under agreement in a public school, or public school personnel providing service at a nonpublic school.





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**"Seclusion"** means the confinement of a student in a room or other space from which the student is physically prevented from leaving. Seclusion does not include the general confinement of students if that confinement is an integral part of an emergency lockdown drill required under Section 19(5) of the Fire Prevention Code, 1941 PA 207, M.C.L. 29.19, or of another emergency security procedure that is necessary to protect the safety of student.

Adapted from Michigan State Board of Education Policy for the Emergency Use of Seclusion and Restraint adopted in March of 2017

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**REVISED POLICY - VOL. 32, NO. 1**

**CRIMINAL HISTORY RECORD CHECK**

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third-party vendor, management company, or similar contracting entity, to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").<sup>1</sup> Where the District will contract with a Private Contractor for the services of an individual, the District shall notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

<sup>1</sup> Individuals who act on behalf of the District, work on a regular or continuous basis in the District, are involved in the hiring process of District employees, and have successfully undergone a fingerprint-based criminal history record check by the District, may continue to submit and receive such criminal history record checks on behalf of the District, regardless of their status as employees, contractors, vendors or similar classification.



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Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

For substitute teachers or substitute bus drivers currently working in another district, public school academy or non-public school in the State, the Superintendent may use a report received from the State Police by such school to confirm the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).



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"No separation," for purposes of the preceding paragraph, means a layoff or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source will be maintained in the individual's ~~personnel record~~ **confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.**

When the District receives a report that shows an individual has been convicted of a listed offense under state statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days or receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

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An applicant must

submit, at no expense to the District,

or

provide, at the District's expense,

a set of fingerprints, prepared by an entity approved by the Michigan State Police, upon receiving an offer of employment, or as required by State law for continued employment.

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications. Records involving misdemeanor convictions for sexual or physical abuse or any felony are not subject to these restrictions. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

Criminal history reports may be released with the written authorization of the individual.



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Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

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**REVISED POLICY - VOL. 32, NO. 1**

**CRIMINAL JUSTICE INFORMATION SECURITY**  
**(NON-CRIMINAL JUSTICE AGENCY)**

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the District and contractors, vendors and their employees who work on a regular and continuous basis in the District. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI, the following standards are established:

A. Sanctions for Non-Compliance

Employees who fail to comply with this policy and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge, based on the nature and severity of the violation. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign and date all such corrective actions.

B. Local Agency Security Officer (LASO)

The [~~Human Resource Director~~ *insert designated administrator*] shall be designated as the District's Security Officer and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

1. ensuring that personnel security screening procedures are being followed as set forth in this policy;
2. ensuring that approved and appropriate security measures are in place and working as expected;
3. supporting policy compliance and instituting the incident response reporting procedures;



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4. ensuring that the Michigan State Police are promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;
5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
6. to the extent applicable, identify who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police. A new form shall be submitted every time a new LASO is designated.

C. Agency User Agreements

The District shall enter into any **required** User Agreement **for Release of CHRI ("User Agreement")** required, and future amendments, by the Michigan State Police necessary to access the required CHRI on applicants, volunteers, and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.



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D. Personnel Security

All individuals that have ~~have~~ **require** access to any criminal justice information shall be subject to the following standards **prior to granting of access:**

1. Background Checks - A Michigan (or state of residency if other than Michigan) and a national fingerprint-based criminal history record check shall be conducted within thirty (30) days of assignment to a position with direct access to criminal justice information or with direct responsibility to configure and maintain computer systems and networks with direct access to criminal justice information. **Background re-checks should be conducted every five (5) years.**
  - a. A felony conviction of any kind will disqualify an individual for access to criminal justice information.
  - b. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.



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c. **If support personnel, contractors or custodial workers need to be in an area where CHRI is maintained or processed, they shall be escorted by or under the supervision of authorized personnel at all times while in those area. Information Technology contractors or vendors will be physically or virtually escorted by authorized personnel anytime said individual have access to facilities, areas, rooms, or an agency's CHRI information system.**~~Support personnel, Information Technology contractors and vendors, and custodial workers with access to physically secure locations or controlled areas (during criminal justice information processing) are subject to the same clearance standards as other individuals with access and must be escorted by authorized personnel at all times when in these locations or areas.~~

2. Subsequent Arrest/Conviction - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. ~~If the Superintendent is also the designated LASO, the determination shall be made by~~ **[Insert Designated Administrator]**. Except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have their access permanently **indefinitely** suspended.





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3. Public Interest Denial - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.
4. Approval for Access - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be a direct employee of the District. The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access. **This list shall be made available to Michigan State Police upon request.**
5. Termination of Employment/Access - Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, **such as closing the individual's account and/or blocking access to any systems containing such information at the District.** ~~and steps taken to assure security of such information and any systems at the District to access such information.~~
6. Transfer/Re-assignment - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information within the twenty-four (24) hour period immediately following the transfer or reassignment.



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7. Information Technology Contractors and Vendors<sup>1</sup> - Prior to granting access to criminal justice information to an IT contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) and national fingerprint-based criminal history record check. A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify an IT contractor or vendor for access to criminal justice information. A contractor or vendor with a criminal record of any other kind may be granted access if the LASO determines the nature or severity of the misdemeanor offense(s) does not warrant disqualification. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate.

E. Media Protection

Access to digital and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. Only individuals involved in the hiring determination of both District employees and volunteers shall be authorized to access digital and physical media containing CHRI.

1. Media Storage and Access - All digital and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all digital CHRI background data shall be encrypted. Digital media shall be stored on a District or School server. Storage on a third party server, such as cloud service, is not permitted. Storage of digital media must conform to the requirements in AG 8321.

<sup>1</sup>Non-Information Technology contractors or vendors shall not have access to criminal justice information.





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2. Media Transport – Digital and physical media shall **only be transported upon sufficient justification approved by the LASO. Digital and physical medial shall** be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. **Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process. The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual.** ~~It shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process.~~



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3. Media Disposal/Sanitization – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO for a period of at least five (5) years. **[Note: the regulations do not specify a specific period for maintaining this information. This time period is suggested as it will likely cover most statutes of limitation and can be retained in digital format.]**
  - a. Digital Media - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
  - b. Physical Media – Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of, or unauthorized access to, the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)



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4. Mobile Devices – A personally owned mobile device (mobile phone, tablet, laptop, etc.) shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for personally owned mobile devices.

F. CHRI Background Check Consent and Documentation

All individuals requested to complete a fingerprint-based CHRI background check must have given written consent—properly signed and dated—at time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.

G. Controlled Area/Physical Protection

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in a physically secure and controlled area, which shall be a designated office, room, or area. The following security precautions will apply to the controlled area:

1. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
2. The controlled area shall be locked at all times when not in use or attended by an authorized individual.



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3. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
4. Encryption shall be used for digital storage of criminal justice information. (See AG 8321)

H. Passwords (Standard Authentication)<sup>2</sup>

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards.

1. at least eight (8) characters long on all systems
2. not be a proper name or a word found in the dictionary
3. not be the same as the user identification
4. not be displayed when entered into the system (must use feature to hide password as typed)
5. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
6. must expire and be changed every ninety (90) days
7. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

<sup>2</sup>Applicable to districts that maintain CHRI within a digital system of records, such as a digital database, filing system, record keeping software, spreadsheets, etc. Not applicable if CHRI kept solely via e-mail and/or paper copies.



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I. Security Awareness Training

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training within six (6) months of initial assignment/authorization and every two (2) years thereafter. The training shall, to the extent possible, be received through a program approved by the Michigan State Police. A template of the training is provided on the Michigan State Police's website. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.) **A record shall be kept current of all individuals who have completed the security awareness training.**

J. Secondary Dissemination of Information

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by The Revised School Code, a log of such releases shall be maintained and kept current indicating:

1. the date of release;
2. record disseminated;
3. method of sharing;
4. agency personnel that shared the CHRI;
5. the agency, and name of the individual at the agency, to which the information was released;



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6. whether an authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police. A release form consenting to the sharing of CHRI shall be maintained at all relevant times.

If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.

K. Auditing and Accountability

The District's information system shall **generate audit records for the events listed below. The District shall specify which information system components shall carry out auditing activities.**~~produce, at the application and/or operating system level, audit records containing sufficient information to establish what events occurred, the sources of the events, and the outcomes of the events. In the event the District does not use an automated system, manual recording of activities shall still take place.~~

**The District's information system shall produce, at the application and/or operating system level, audit records containing sufficient information to establish what events occurred, the sources of the events, and the outcomes of the events. In the event the District does not use an automated system, manual recording of activities shall still take place.**

The following events shall be logged:

1. Successful and unsuccessful system log-on attempts.



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2. Successful and unsuccessful attempts to:
  - a. access permission on a user account, file, directory or other system resource;
  - b. create permission on a user account, file, directory or other system resource;
  - c. write permission on a user account, file, directory or other system resource;
  - d. delete permission on a user account, file, directory or other system resource;
  - e. change permission on a user account, file, directory or other system resource.
3. Successful and unsuccessful attempts to change account passwords.
4. Successful and unsuccessful actions by privileged accounts.
5. Successful and unsuccessful attempts for users to:
  - a. access the audit log file;
  - b. modify the audit log file;
  - c. destroy the audit log file.

The following content shall be included with every audited event: 1) date and time of the event; 2) the component of the information system (e.g., software component, hardware component) where the event occurred; 3) type of event; 4) user identity; and 5) outcome (success or failure) of the event.



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**The District's information system shall provide alerts to the appropriate District officials in the event of an audit processing failure. Audit processing failures include, for example software/hardware errors, failures in the audit capturing mechanisms, and audit storage capacity being reached or exceeded.**

Audit Monitoring, Analysis and Reporting - The District shall designate an individual or position to review/analyze information system audit records for indications of inappropriate or unusual activity, to investigate suspicious activity or suspected violations, to report findings to appropriate officials, and to take necessary actions. Audit review/analysis shall be conducted at a minimum once a week, and should be increased if volume indicates an elevated need for audit review.

Time Stamps - The District's information system shall provide time stamps for use in audit record generation. The time stamps shall include the date and time values generated by the internal system clocks in the audit records.



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Protection of Audit Information - The District's information system shall protect audit information and audit tools from modification, deletion and unauthorized access.

Audit Record Retention - The District shall retain audit records for at least one (1) year. Once the minimum retention time period has passed, the District may continue to retain audit records until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes.

| Ref: Criminal Justice Information Services - Security Policy (Version 5.56, 201617),  
U.S. Dept. of Justice and Federal Bureau of Investigation  
Noncriminal Justice Agency Compliance Audit Review, Michigan State  
Police, Criminal Justice Information Center, Audit and Training Section  
Conducting Criminal Background Checks, Michigan State Police, Criminal  
Justice Information Center

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Distret Purchase Order Number \_\_\_\_\_

This agreement ("Agreement") is between Kids Read Now, Inc., an Ohio nonprofit corporation ("KRN") and ("Customer"). KRN will deliver its summer reading program to Customer's K-3 students for summer year(s) indicated below.

Program Details			
Customer: <i>LINCOLN CONSOLIDATED SCHOOL DISTRICT</i>			
<b>2018</b>		<b>Horizon Grant Approval</b>	
Number of students to be served	1000	# of students	1000 <i>KRN Initials</i>
Price per student	\$60	Grant Per student	\$25
Total price of program	\$60,000	Total price with grant	\$35,000
<b>2019</b>		<b>Horizon Grant Approval</b>	
Number of students to be served	1000	# of students	1,000 <i>KRN Initials</i>
Price per student	\$60	Grant Per student	\$15
Total price of program	\$60,000	Total price with grant	\$45,000
<b>2020</b>		<b>Horizon Grant Approval</b>	
Number of students to be served	1000	# of students	1,000 <i>KRN Initials</i>
Price per student	\$60	Grant Per student	\$10
Total price of program	\$60,000	Total price with grant	\$50,000

**Payment Terms**

Invoice will be issued to Customer 30 days before payment is due, based on number of students indicated above.

Payment Due Date: June 1, 2018

**Greater Horizons Grant Information**

The Greater Horizons Foundation has made available \$500k in grants awarded annually to school districts participating in the Kids Read Now program on a first-come-first-served basis. The typical scenerio is a three year program at \$25/student, \$15/student and \$10/student respectively based on circumstance and need. Complete the Grant Application here: [www.growyourgiving.org/grant/kids-read-now](http://www.growyourgiving.org/grant/kids-read-now)

**Signature of Acceptance**

KRN's acceptance of this Purchase Order is expressly limited to, and explicitly conditional upon, Customer's acceptance of KRN's Terms & Conditions which can be located at [www.KidsReadNow.org/TermsAndConditions](http://www.KidsReadNow.org/TermsAndConditions)

Accepted *Lincoln Consolidated Schools*  
 for:

\_\_\_\_\_  
*Signature*

Sean McNatt

\_\_\_\_\_  
*Printed*

Superintendent

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

Signature

Accepted for Kids Read Now, Inc.

\_\_\_\_\_  
*Signature*

Susan M.C. Holland

\_\_\_\_\_  
*Printed*

KRN Regional Outreach Director

\_\_\_\_\_  
*Title*

December 7, 2017

\_\_\_\_\_  
*Date*

Signature

Yoline Williams  
Printed  
Board President  
Title  
Date

Leib Lurie  
Printed  
Board President  
Title  
Date

Lincoln Consolidated Schools  
 Financial Report  
 For the Month Ending November, 2017

	Original Budget	Amended Budget	Current YTD Actual	Percent Budget Used
<b>Revenues</b>				
Local sources	\$ 9,616,564	\$ 10,171,843	\$ 3,397,461	33.40%
State sources	30,889,599	32,148,296	6,168,308	19.19%
Federal sources	2,447,940	2,939,929	564,195	19.19%
<b>Total revenues</b>	<b>42,954,103</b>	<b>45,260,068</b>	<b>10,129,964</b>	<b>23.58%</b>
<b>Expenditures</b>				
Instruction	19,824,358	20,706,649	5,452,565	26.33%
Added needs	8,594,387	8,754,066	2,238,969	25.58%
Student services	4,435,053	4,817,990	1,188,242	24.66%
Instructional support	830,297	904,536	343,927	38.02%
Business/Fiscal administration	921,438	921,438	216,677	23.52%
General administration	525,517	525,517	106,400	20.25%
Principal administration	1,932,749	1,932,749	531,422	27.50%
Central (services/inform mgmt)	1,454,904	1,471,404	770,835	52.39%
Operations and maintenance	4,059,731	4,059,731	1,353,957	33.35%
Transportation	2,617,770	2,713,491	1,079,390	39.78%
Athletics	738,163	738,163	267,783	36.28%
Community services	39,629	42,662	15,695	36.79%
<b>Total expenditures</b>	<b>45,973,996</b>	<b>47,588,396</b>	<b>13,565,861</b>	<b>29.51%</b>
<b>Revenues over (under) expenditures</b>	<b>\$ (3,019,893)</b>	<b>\$ (2,328,328)</b>	<b>\$ (3,435,897)</b>	

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



Lincoln Consolidated Schools  
November Budget to Actual Report by Function

F/S Caption	Function	Function Name	Code	Values		
				Sum of Adopted Budget	Sum of Amend Budget	Sum of Actual
Instruction	1111	Elementary	Salary	5,193,871	5,330,719	1,199,880
			Fringe	3,393,549	3,588,917	923,731
			Non-payroll	228,100	241,083	51,548
		<b>1111 Total</b>		<b>8,815,520</b>	<b>9,160,719</b>	<b>2,175,159</b>
	1112	Middle School	Salary	2,222,625	2,500,416	604,184
			Fringe	1,511,079	1,736,981	470,546
			Non-payroll	142,785	143,785	79,653
		<b>1112 Total</b>		<b>3,876,489</b>	<b>4,381,182</b>	<b>1,154,383</b>
	1113	High School	Salary	2,593,340	2,639,462	635,119
			Fringe	1,758,388	1,814,948	520,624
			Non-payroll	2,540,700	2,540,700	920,954
		<b>1113 Total</b>		<b>6,892,428</b>	<b>6,995,110</b>	<b>2,076,697</b>
	1118	Pre-Kindergarten	Salary	129,319	74,183	17,658
			Fringe	106,602	91,455	27,922
			Non-payroll	4,000	4,000	745
		<b>1118 Total</b>		<b>239,921</b>	<b>169,638</b>	<b>46,326</b>
	1119	Pre-Kindergarten	Fringe	-	-	-
			Non-payroll	-	-	-
		<b>1119 Total</b>		<b>-</b>	<b>-</b>	<b>-</b>
	<b>Instruction Total</b>		<b>19,824,358</b>	<b>20,706,649</b>	<b>5,452,565</b>	
Added needs	1122	Special Education	Salary	3,418,955	3,272,252	776,171
			Fringe	2,878,686	2,798,871	881,940
			Non-payroll	213,600	346,456	74,390
		<b>1122 Total</b>		<b>6,511,241</b>	<b>6,417,579</b>	<b>1,732,500</b>
	1125	Homeless Support	Salary	1,147,549	1,250,821	256,936
			Fringe	787,026	905,640	208,267
			Non-payroll	148,571	180,026	41,265
		<b>1125 Total</b>		<b>2,083,146</b>	<b>2,336,487</b>	<b>506,469</b>
	1127	Career and Tech Ed	Non-payroll	-	-	-
		<b>1127 Total</b>		<b>-</b>	<b>-</b>	<b>-</b>
	<b>Added needs Total</b>		<b>8,594,387</b>	<b>8,754,066</b>	<b>2,238,969</b>	

Lincoln Consolidated Schools  
November Budget to Actual Report by Function

F/S Caption	Function	Function Name	Code	Values		
				Sum of Adopted Budget	Sum of Amend Budget	Sum of Actual
Student services	1212	Guidance Services	Salary	418,167	503,377	152,068
			Fringe	308,391	377,024	106,987
			Non-payroll	25,000	25,000	41
	<b>1212 Total</b>			<b>751,558</b>	<b>905,401</b>	<b>259,096</b>
	1213	Health Services	Salary	-	-	-
			Fringe	-	-	-
			Non-payroll	374,008	403,096	105,381
	<b>1213 Total</b>			<b>374,008</b>	<b>403,096</b>	<b>105,381</b>
	1214	Psychological Services	Salary	322,103	322,103	79,671
			Fringe	224,776	231,978	55,643
			Non-payroll	2,000	2,000	-
	<b>1214 Total</b>			<b>548,879</b>	<b>556,081</b>	<b>135,314</b>
	1215	Speech Pathology	Salary	437,576	437,576	101,577
			Fringe	259,518	265,090	64,431
			Non-payroll	306,644	316,644	74,590
	<b>1215 Total</b>			<b>1,003,738</b>	<b>1,019,310</b>	<b>240,597</b>
	1216	Social Work Services	Salary	255,479	255,479	59,485
			Fringe	193,747	201,576	49,840
			Non-payroll	5,000	5,000	-
	<b>1216 Total</b>			<b>454,226</b>	<b>462,055</b>	<b>109,325</b>
	1218	Teacher Consultant	Salary	558,335	637,672	143,482
Fringe			392,793	480,890	118,454	
Non-payroll			5,000	5,000	748	
<b>1218 Total</b>			<b>956,128</b>	<b>1,123,562</b>	<b>262,685</b>	
1219	Other Pupil Services	Salary	204,470	204,470	35,888	
		Fringe	140,046	142,015	39,955	
		Non-payroll	2,000	2,000	-	
<b>1219 Total</b>			<b>346,516</b>	<b>348,485</b>	<b>75,843</b>	
<b>Student services Total</b>			<b>4,435,053</b>	<b>4,817,990</b>	<b>1,188,242</b>	
Instructional support	1221	Improvement of Instruction	Salary	7,500	55,825	20,744
			Fringe	3,433	28,010	9,275
			Non-payroll	80,800	125,842	47,381
	<b>1221 Total</b>			<b>91,733</b>	<b>209,677</b>	<b>77,401</b>
	1222	Educational Media	Salary	-	-	-
			Fringe	-	-	-
			Non-payroll	1,000	1,000	88
	<b>1222 Total</b>			<b>1,000</b>	<b>1,000</b>	<b>88</b>
	1226	Supervision of Instruction	Salary	292,409	263,291	96,533
			Fringe	187,922	175,835	60,143
			Non-payroll	257,233	254,733	109,761
<b>1226 Total</b>			<b>737,564</b>	<b>693,859</b>	<b>266,438</b>	
1229	Other Instructional	Non-payroll	-	-	-	
<b>1229 Total</b>			<b>-</b>	<b>-</b>	<b>-</b>	
<b>Instructional support Total</b>			<b>830,297</b>	<b>904,536</b>	<b>343,927</b>	
Business Admin	1252	Fiscal Services	Salary	47,751	47,751	18,282
			Fringe	39,549	40,303	(25,143)
			Non-payroll	641,100	641,100	195,590
	<b>1252 Total</b>			<b>728,400</b>	<b>729,154</b>	<b>188,729</b>
	1259	Other Business Services	Fringe	-	-	-
		Non-payroll	193,038	192,284	27,948	
<b>1259 Total</b>			<b>193,038</b>	<b>192,284</b>	<b>27,948</b>	
<b>Business Admin Total</b>			<b>921,438</b>	<b>921,438</b>	<b>216,677</b>	

Lincoln Consolidated Schools  
November Budget to Actual Report by Function

F/S Caption	Function	Function Name	Code	Values		
				Sum of Adopted Budget	Sum of Amend Budget	Sum of Actual
General Admin	1231	Board of Education	Non-payroll	210,500	209,027	26,529
	<b>1231 Total</b>			<b>210,500</b>	<b>209,027</b>	<b>26,529</b>
	1232	Executive Admin	Salary	175,500	175,500	47,863
			Fringe	115,881	117,354	28,269
Non-payroll			23,636	23,636	3,739	
<b>1232 Total</b>			<b>315,017</b>	<b>316,490</b>	<b>79,871</b>	
<b>General Admin Total</b>				<b>525,517</b>	<b>525,517</b>	<b>106,400</b>
Principal Admin	1241	Office of Principal	Salary	1,152,171	1,145,505	305,068
			Fringe	780,578	784,412	226,310
			Non-payroll	-	2,832	44
	<b>1241 Total</b>			<b>1,932,749</b>	<b>1,932,749</b>	<b>531,422</b>
<b>Principal Admin Total</b>				<b>1,932,749</b>	<b>1,932,749</b>	<b>531,422</b>
Central	1249	Office of Principal	Non-payroll	-	-	-
		other School Admin	Non-payroll	-	-	-
	<b>1249 Total</b>			<b>-</b>	<b>-</b>	<b>-</b>
	1282	Communication services	Salary	-	-	15,612
			Fringe	-	-	6,292
			Non-payroll	118,500	118,500	72,811
	<b>1282 Total</b>			<b>118,500</b>	<b>118,500</b>	<b>94,714</b>
	1283	Staff/Personnel Services	Salary	133,000	133,000	62,143
			Fringe	81,429	82,546	38,877
			Non-payroll	30,000	45,000	7,959
	<b>1283 Total</b>			<b>244,429</b>	<b>260,546</b>	<b>108,980</b>
1284	Non-instructional Technolog	Salary	42,500	42,500	-	
		Fringe	37,739	38,122	8,388	
		Non-payroll	1,011,736	1,011,736	558,753	
<b>1284 Total</b>			<b>1,091,975</b>	<b>1,092,358</b>	<b>567,141</b>	
1289	Other Central Services	Non-payroll	-	-	-	
<b>1289 Total</b>			<b>-</b>	<b>-</b>	<b>-</b>	
<b>Central Total</b>				<b>1,454,904</b>	<b>1,471,404</b>	<b>770,835</b>
Operations and maint	1261	Operating Building Services	Salary	331,368	331,368	87,175
			Fringe	282,860	285,806	76,948
			Non-payroll	3,285,503	3,282,557	1,148,563
			Other Business Services	Salary	-	-
	<b>1261 Total</b>			<b>3,899,731</b>	<b>3,899,731</b>	<b>1,312,686</b>
1266	Security Services	Non-payroll	160,000	160,000	41,271	
<b>1266 Total</b>			<b>160,000</b>	<b>160,000</b>	<b>41,271</b>	
<b>Operations and maint Total</b>				<b>4,059,731</b>	<b>4,059,731</b>	<b>1,353,957</b>
Transportation	1271	Pupil Transportation Service	Salary	982,660	1,044,673	305,169
			Fringe	819,152	847,776	273,191
			Non-payroll	815,958	821,042	501,030
	<b>1271 Total</b>			<b>2,617,770</b>	<b>2,713,491</b>	<b>1,079,390</b>
<b>Transportation Total</b>				<b>2,617,770</b>	<b>2,713,491</b>	<b>1,079,390</b>
Athletics	1293	Athletic Activities	Salary	176,431	176,431	68,424
			Fringe	119,779	121,279	45,978
			Non-payroll	441,953	440,453	153,381
	<b>1293 Total</b>			<b>738,163</b>	<b>738,163</b>	<b>267,783</b>
<b>Athletics Total</b>				<b>738,163</b>	<b>738,163</b>	<b>267,783</b>
Community services	1331	Community Acitivities	Salary	21,000	27,480	9,960
			Fringe	9,613	11,860	4,051
			Non-payroll	9,016	3,322	1,684
	<b>1331 Total</b>			<b>39,629</b>	<b>42,662</b>	<b>15,695</b>
<b>Community services Total</b>				<b>39,629</b>	<b>42,662</b>	<b>15,695</b>
<b>Grand Total</b>				<b>45,973,996</b>	<b>47,588,396</b>	<b>13,565,861</b>

Lincoln Consolidated Schools  
Financial Report  
For the Month Ending December 31, 2017

	Original Budget	Amended Budget	Current YTD Actual	Percent Budget Used
<b>Revenues</b>				
Local sources	\$ 9,616,564	\$ 10,171,843	\$ 5,317,500	52.28%
State sources	30,889,599	32,148,296	8,834,603	27.48%
Federal sources	2,447,940	2,939,929	719,499	24.47%
<b>Total revenues</b>	<b>42,954,103</b>	<b>45,260,068</b>	<b>14,871,603</b>	<b>34.62%</b>
<b>Expenditures</b>				
Instruction	19,824,358	20,706,649	7,498,758	36.21%
Added needs	8,594,387	8,754,066	3,177,374	36.30%
Student services	4,435,053	4,817,990	1,726,789	35.84%
Instructional support	830,297	904,536	466,878	51.62%
Business/Fiscal administration	921,438	921,438	333,304	36.17%
General administration	525,517	525,517	164,439	31.29%
Principal administration	1,932,749	1,932,749	742,033	38.39%
Central (services/inform mgmt)	1,454,904	1,471,404	831,870	56.54%
Operations and maintenance	4,059,731	4,059,731	1,904,639	46.92%
Transportation	2,617,770	2,713,491	1,364,059	50.27%
Athletics	738,163	738,163	409,471	55.47%
Community services	39,629	42,662	21,391	50.14%
<b>Total expenditures</b>	<b>45,973,996</b>	<b>47,588,396</b>	<b>18,641,005</b>	<b>40.55%</b>
<b>Revenues over (under) expenditures</b>	<b>\$ (3,019,893)</b>	<b>\$ (2,328,328)</b>	<b>\$ (3,769,402)</b>	

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

Lincoln Consolidated Schools  
December Budget to Actual Report by Function

F/S Caption	Function	Function Name	Code	Values		
				Sum of Adopted Budget	Sum of Amend Budget	Sum of Actual
Instruction	1111	Elementary	Salary	5,193,871	5,330,719	1,803,168
			Fringe	3,393,549	3,588,917	1,295,010
			Non-payroll	228,100	241,083	57,241
	<b>1111 Total</b>			<b>8,815,520</b>	<b>9,160,719</b>	<b>3,155,418</b>
	1112	Middle School	Salary	2,222,625	2,500,416	900,414
			Fringe	1,511,079	1,736,981	654,709
			Non-payroll	142,785	143,785	82,304
	<b>1112 Total</b>			<b>3,876,489</b>	<b>4,381,182</b>	<b>1,637,427</b>
	1113	High School	Salary	2,593,340	2,639,462	948,330
			Fringe	1,758,388	1,814,948	709,114
			Non-payroll	2,540,700	2,540,700	983,436
	<b>1113 Total</b>			<b>6,892,428</b>	<b>6,995,110</b>	<b>2,640,881</b>
	1118	Pre-Kindergarten	Salary	129,319	74,183	28,773
			Fringe	106,602	91,455	35,292
			Non-payroll	4,000	4,000	968
	<b>1118 Total</b>			<b>239,921</b>	<b>169,638</b>	<b>65,032</b>
	1119	Pre-Kindergarten	Fringe	-	-	-
			Non-payroll	-	-	-
	<b>1119 Total</b>			<b>-</b>	<b>-</b>	<b>-</b>
<b>Instruction Total</b>			<b>19,824,358</b>	<b>20,706,649</b>	<b>7,498,758</b>	
Added needs	1122	Special Education	Salary	3,418,955	3,272,252	1,201,697
			Fringe	2,878,686	2,798,871	1,181,497
			Non-payroll	213,600	346,456	82,725
	<b>1122 Total</b>			<b>6,511,241</b>	<b>6,417,579</b>	<b>2,465,920</b>
	1125	Homeless Support	Salary	1,147,549	1,250,821	374,751
			Fringe	787,026	905,640	286,501
			Non-payroll	148,571	180,026	50,203
	<b>1125 Total</b>			<b>2,083,146</b>	<b>2,336,487</b>	<b>711,454</b>
	1127	Career and Tech Ed	Non-payroll	-	-	-
	<b>1127 Total</b>			<b>-</b>	<b>-</b>	<b>-</b>
<b>Added needs Total</b>			<b>8,594,387</b>	<b>8,754,066</b>	<b>3,177,374</b>	

Lincoln Consolidated Schools  
December Budget to Actual Report by Function

F/S Caption	Function	Function Name	Code	Values		
				Sum of Adopted Budget	Sum of Amend Budget	Sum of Actual
Student services	1212	Guidance Services	Salary	418,167	503,377	221,624
			Fringe	308,391	377,024	150,311
			Non-payroll	25,000	25,000	41
	<b>1212 Total</b>			<b>751,558</b>	<b>905,401</b>	<b>371,976</b>
	1213	Health Services	Salary	-	-	-
			Fringe	-	-	-
			Non-payroll	374,008	403,096	138,669
	<b>1213 Total</b>			<b>374,008</b>	<b>403,096</b>	<b>138,669</b>
	1214	Psychological Services	Salary	322,103	322,103	120,511
			Fringe	224,776	231,978	80,317
			Non-payroll	2,000	2,000	-
	<b>1214 Total</b>			<b>548,879</b>	<b>556,081</b>	<b>200,828</b>
	1215	Speech Pathology	Salary	437,576	437,576	152,066
			Fringe	259,518	265,090	99,164
			Non-payroll	306,644	316,644	105,826
	<b>1215 Total</b>			<b>1,003,738</b>	<b>1,019,310</b>	<b>357,056</b>
	1216	Social Work Services	Salary	255,479	255,479	98,002
			Fringe	193,747	201,576	71,475
			Non-payroll	5,000	5,000	-
	<b>1216 Total</b>			<b>454,226</b>	<b>462,055</b>	<b>169,477</b>
	1218	Teacher Consultant	Salary	558,335	637,672	215,813
Fringe			392,793	480,890	163,355	
Non-payroll			5,000	5,000	748	
<b>1218 Total</b>			<b>956,128</b>	<b>1,123,562</b>	<b>379,916</b>	
1219	Other Pupil Services	Salary	204,470	204,470	54,791	
		Fringe	140,046	142,015	54,075	
		Non-payroll	2,000	2,000	-	
<b>1219 Total</b>			<b>346,516</b>	<b>348,485</b>	<b>108,866</b>	
<b>Student services Total</b>			<b>4,435,053</b>	<b>4,817,990</b>	<b>1,726,789</b>	
Instructional support	1221	Improvement of Instruction	Salary	7,500	55,825	23,643
			Fringe	3,433	28,010	11,689
			Non-payroll	80,800	125,842	56,124
	<b>1221 Total</b>			<b>91,733</b>	<b>209,677</b>	<b>91,457</b>
	1222	Educational Media	Salary	-	-	-
			Fringe	-	-	-
			Non-payroll	1,000	1,000	88
	<b>1222 Total</b>			<b>1,000</b>	<b>1,000</b>	<b>88</b>
	1226	Supervision of Instruction	Salary	292,409	263,291	132,060
			Fringe	187,922	175,835	82,041
			Non-payroll	257,233	254,733	161,232
<b>1226 Total</b>			<b>737,564</b>	<b>693,859</b>	<b>375,334</b>	
1229	Other Instructional	Non-payroll	-	-	-	
<b>1229 Total</b>			<b>-</b>	<b>-</b>	<b>-</b>	
<b>Instructional support Total</b>			<b>830,297</b>	<b>904,536</b>	<b>466,878</b>	
Business Admin	1252	Fiscal Services	Salary	47,751	47,751	23,914
			Fringe	39,549	40,303	18,578
			Non-payroll	641,100	641,100	262,663
	<b>1252 Total</b>			<b>728,400</b>	<b>729,154</b>	<b>305,156</b>
	1259	Other Business Services	Fringe	-	-	-
		Non-payroll	193,038	192,284	28,148	
<b>1259 Total</b>			<b>193,038</b>	<b>192,284</b>	<b>28,148</b>	
<b>Business Admin Total</b>			<b>921,438</b>	<b>921,438</b>	<b>333,304</b>	



Lincoln Consolidated Schools  
December Budget to Actual Report by Function

F/S Caption	Function	Function Name	Code	Values				
				Sum of Adopted Budget	Sum of Amend Budget	Sum of Actual		
General Admin	1231	Board of Education	Non-payroll	210,500	209,027	61,448		
	<b>1231 Total</b>			<b>210,500</b>	<b>209,027</b>	<b>61,448</b>		
	1232	Executive Admin	Salary	175,500	175,500	63,786		
			Fringe	115,881	117,354	35,257		
Non-payroll			23,636	23,636	3,948			
<b>1232 Total</b>			<b>315,017</b>	<b>316,490</b>	<b>102,991</b>			
<b>General Admin Total</b>				<b>525,517</b>	<b>525,517</b>	<b>164,439</b>		
Principal Admin	1241	Office of Principal	Salary	1,152,171	1,145,505	434,945		
			Fringe	780,578	784,412	307,043		
			Non-payroll	-	2,832	44		
			<b>1241 Total</b>			<b>1,932,749</b>	<b>1,932,749</b>	<b>742,033</b>
<b>Principal Admin Total</b>				<b>1,932,749</b>	<b>1,932,749</b>	<b>742,033</b>		
Central	1249	Office of Principal	Non-payroll	-	-	-		
		other School Admin	Non-payroll	-	-	-		
	<b>1249 Total</b>			<b>-</b>	<b>-</b>	<b>-</b>		
	1282	Communication services	Salary	-	-	20,815		
			Fringe	-	-	9,044		
			Non-payroll	118,500	118,500	79,291		
	<b>1282 Total</b>			<b>118,500</b>	<b>118,500</b>	<b>109,150</b>		
	1283	Staff/Personnel Services	Salary	133,000	133,000	82,721		
			Fringe	81,429	82,546	52,210		
			Non-payroll	30,000	45,000	8,909		
	<b>1283 Total</b>			<b>244,429</b>	<b>260,546</b>	<b>143,839</b>		
	1284	Non-instructional Technolog	Salary	42,500	42,500	-		
Fringe			37,739	38,122	9,303			
Non-payroll			1,011,736	1,011,736	569,577			
<b>1284 Total</b>			<b>1,091,975</b>	<b>1,092,358</b>	<b>578,880</b>			
1289	Other Central Services	Non-payroll	-	-	-			
<b>1289 Total</b>			<b>-</b>	<b>-</b>	<b>-</b>			
<b>Central Total</b>				<b>1,454,904</b>	<b>1,471,404</b>	<b>831,870</b>		
Operations and maint	1261	Operating Building Services	Salary	331,368	331,368	117,901		
			Fringe	282,860	285,806	98,395		
			Non-payroll	3,285,503	3,282,557	1,633,339		
		Other Business Services	Salary	-	-	-		
			<b>1261 Total</b>			<b>3,899,731</b>	<b>3,899,731</b>	<b>1,849,635</b>
			1266	Security Services	Non-payroll	160,000	160,000	55,005
<b>1266 Total</b>			<b>160,000</b>	<b>160,000</b>	<b>55,005</b>			
<b>Operations and maint Total</b>				<b>4,059,731</b>	<b>4,059,731</b>	<b>1,904,639</b>		
Transportation	1271	Pupil Transportation Service	Salary	982,660	1,044,673	448,797		
			Fringe	819,152	847,776	376,100		
			Non-payroll	815,958	821,042	539,162		
			<b>1271 Total</b>			<b>2,617,770</b>	<b>2,713,491</b>	<b>1,364,059</b>
<b>Transportation Total</b>				<b>2,617,770</b>	<b>2,713,491</b>	<b>1,364,059</b>		
Athletics	1293	Athletic Activities	Salary	176,431	176,431	89,764		
			Fringe	119,779	121,279	62,479		
			Non-payroll	441,953	440,453	257,228		
			<b>1293 Total</b>			<b>738,163</b>	<b>738,163</b>	<b>409,471</b>
<b>Athletics Total</b>				<b>738,163</b>	<b>738,163</b>	<b>409,471</b>		
Community services	1331	Community Acitivities	Salary	21,000	27,480	13,560		
			Fringe	9,613	11,860	5,959		
			Non-payroll	9,016	3,322	1,873		
			<b>1331 Total</b>			<b>39,629</b>	<b>42,662</b>	<b>21,391</b>
<b>Community services Total</b>				<b>39,629</b>	<b>42,662</b>	<b>21,391</b>		
<b>Grand Total</b>				<b>45,973,996</b>	<b>47,588,396</b>	<b>18,641,005</b>		

Lincoln Consolidated Schools  
**Payment Register**

11.5  
 Agenda Item  
 January 22, 2018

From Payment Date: 12/1/2017 - To Payment Date: 12/31/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163944775 - A/P Checking									
Check									
116507	12/01/2017	Open			Accounts Payable	A&S SEAL COATING, LLC.	\$25,000.00		
	Invoice		Date	Description		Amount			
	11/22/17		11/22/2017	Lincoln Trail - Crack Fill and Stripe roadway		\$14,000.00			
	11/22/17b		11/22/2017	Railsplitter Dr. Crack Fill and Stripe roadway		\$11,000.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$25,000.00			
116508	12/01/2017	Open			Accounts Payable	ALLY FINANCIAL INC.	\$125.70		
	Invoice		Date	Description		Amount			
	Payroll_12/01/17		12/01/2017	Cross 161C3701		\$125.70			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$125.70			
116509	12/01/2017	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$1,551.23		
	Invoice		Date	Description		Amount			
	bkpkmwghwtt		09/22/2017	Spanish Materials		\$20.02			
	fajgjkvhrb		09/22/2017	Spanish Materials		\$14.08			
	upcbajnbsaxy		09/22/2017	Spanish Materials		\$28.85			
	bpbgszebcnfh		09/22/2017	Spanish Materials		\$16.88			
	czwodjiycxfb		09/22/2017	Spanish Materials		\$32.49			
	ctzfgutftaqd		09/22/2017	Spanish Materials		\$126.17			
	cagidqkvzymk		09/22/2017	Spanish Materials		\$30.45			
	bdrsfflyprhu		09/22/2017	Spanish Materials		\$25.43			
	crpmnwhunifv		09/22/2017	Spanish Materials		\$76.75			
	twlhqchzqnuj		10/05/2017	Computer Consumables		\$96.04			
	nnhdkkpolblk		10/09/2017	JP Textbooks Repl from PO 2018-246		\$760.90			
	ecqnnbcllvvg		10/09/2017	AW AAH Texts AAH AW/RM 100917		\$86.32			
	ihptomxgqnkuf		10/10/2017	IDEA - 2017 SPED CLASSROOM SUPPLIES		\$19.78			
	bjthmltkuedk		10/11/2017	IDEA - 2017 SPED CLASSROOM SUPPLIES		\$39.10			
	cdskwgzqquc		10/16/2017	SPED: PSYCH TESTING MATERIALS: SUITCASES		\$134.98			
	cvbgpkhwtrch		10/16/2017	FOR SISTRICK KITS		\$42.99			
				SPED: PSYCH TESTING MATERIALS: SUITCASES					
				FOR SISTRICK KITS					
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,551.23			
116510	12/01/2017	Open			Accounts Payable	AMERICAN SPRINKLER AND	\$990.00		
	Invoice		Date	Description		Amount			
	55494		10/25/2017	Winterization		\$645.00			
	55495		10/25/2017	Winterization		\$345.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$990.00			
116511	12/01/2017	Open			Accounts Payable	B & B POOLS & SPAS	\$1,710.00		
	Invoice		Date	Description		Amount			
	S5432		11/06/2017	Chlorine Pellets		\$1,386.00			
	S5431		11/03/2017	Pump Motor		\$324.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,710.00			

Lincoln Consolidated Schools  
**Payment Register**

11.5  
 Agenda Item  
 January 22, 2018

From Payment Date: 12/1/2017 - To Payment Date: 12/31/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
116512	12/01/2017	Open			Accounts Payable	B&H FOTO & ELECTRONICS CORP.	\$28.70		
	Invoice		Date	Description			Amount		
	133521744		11/13/2017	Equipment			\$28.70		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$28.70		
116513	12/01/2017	Open			Accounts Payable	BOWLING, PAUL	\$3,034.04		
	Invoice		Date	Description			Amount		
	17-18SCHB		10/12/2017	Musical Director/Accompaniest Schedule B			\$3,034.04		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$3,034.04		
116514	12/01/2017	Open			Accounts Payable	BRODIE, SUE	\$107.80		
	Invoice		Date	Description			Amount		
	Nov17_Expenses		11/28/2017	Phonics First			\$107.80		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$107.80		
116515	12/01/2017	Open			Accounts Payable	BROWER, LISA	\$120.37		
	Invoice		Date	Description			Amount		
	Oct17_mileage		11/07/2017	Reimbursement for Mileage-V CC Coach-Fall 17-18 year			\$120.37		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$120.37		
116516	12/01/2017	Open			Accounts Payable	CHELSEA ORTHOPEDIC SPECIALIST	\$96.47		
	Invoice		Date	Description			Amount		
	202738874		11/28/2017	Diane Colwell Work Comp 09/14/15-09/14/15			\$96.47		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$96.47		
116517	12/01/2017	Open			Accounts Payable	CINTAS LOCATION #300	\$1,405.20		
	Invoice		Date	Description			Amount		
	300139147		11/27/2017	Maintenance Garage & Facilities Uniform Rentals			\$176.54		
	30013443		11/20/2017	Maintenance Garage & Facilities Uniform Rentals			\$160.66		
	9018856841		11/01/2017	AED Reviver Units Leasing Program			\$178.00		
	9018856842		11/01/2017	AED Reviver Units Leasing Program			\$89.00		
	9018856843		11/01/2017	AED Reviver Units Leasing Program			\$178.00		
	9018856844		11/01/2017	AED Reviver Units Leasing Program			\$445.00		
	9018856845		11/01/2017	AED Reviver Units Leasing Program			\$89.00		
	9018856846		11/01/2017	AED Reviver Units Leasing Program			\$89.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,405.20		
116518	12/01/2017	Open			Accounts Payable	CLARK, LORI	\$13.38		
	Invoice		Date	Description			Amount		
	Oct17_mileage		10/27/2017	DOT EXAM RENEWAL			\$13.38		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$13.38		
116519	12/01/2017	Open			Accounts Payable	CORWIN PRESS, INC.	\$349.20		
	Invoice		Date	Description			Amount		
	7392272		09/25/2017	Winters PD111717JW Prof Dev Materials #7392272			\$349.20		

Lincoln Consolidated Schools  
**Payment Register**

11.5  
 Agenda Item  
 January 22, 2018

From Payment Date: 12/1/2017 - To Payment Date: 12/31/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$349.20		
116520	12/01/2017	Open			Accounts Payable	DTE ENERGY	\$39,024.09		
	Invoice			Date	Description		Amount		
				2018-00000355	11/17/2017	Childs Acct # 9100 113 5425 5	\$4,504.84		
				2018-00000356	11/07/2017	HS, MS, BG Acct # 9100 3989 2120	\$34,519.25		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$39,024.09		
116521	12/01/2017	Open			Accounts Payable	DUNDEE COMMUNITY SCHOOLS	\$300.00		
	Invoice			Date	Description		Amount		
				8467	11/11/2017	Entry Fee-G V Swim-11-11-17-SMISL'S-Dundee	\$300.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$300.00		
116522	12/01/2017	Open			Accounts Payable	FERGUSON ENTERPRISES, INC.	\$383.94		
	Invoice			Date	Description		Amount		
				4474847	10/31/2017	LHS - Plumbing Parts	\$383.94		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$383.94		
116523	12/01/2017	Open			Accounts Payable	For Inspiration & Recognition of Science & Tech	\$5,000.00		
	Invoice			Date	Description		Amount		
				11/16/17Invoice	11/16/2017	Team Registration FRC Veteran Team #6538 Linc-Bots	\$5,000.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$5,000.00		
116524	12/01/2017	Open			Accounts Payable	FOX AUTO PARTS, INC.	\$826.85		
	Invoice			Date	Description		Amount		
				00010035523	11/27/2017	Lights	\$228.22		
				00010035219	11/17/2017	Maintenance Vehicle Parts & Equipment parts	\$11.62		
				00010035182	11/16/2017	Maintenance Vehicle Parts & Equipment parts	\$62.44		
				00010035004	11/13/2017	Maintenance Vehicle Parts & Equipment parts	\$30.76		
				00010034640	11/06/2017	Maintenance Vehicle Parts & Equipment parts	\$7.44		
				00010035445	11/22/2017	Maintenance Vehicle Parts & Equipment parts	\$11.37		
				198309	08/07/2017	Maintenance Vehicle Parts & Equipment parts	\$475.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$826.85		
116525	12/01/2017	Open			Accounts Payable	GOYETTE MECHANICAL	\$5,676.28		
	Invoice			Date	Description		Amount		
				045378	11/21/2017	HVAC repair	\$1,756.73		
				044857	07/17/2017	HVAC repair	\$198.55		
				044835	07/17/2017	Plumbing repairs	\$1,171.80		
				045002	08/18/2017	Webco repairs	\$1,121.74		
				45323	11/10/2017	LHS - Valve replacement stops	\$1,427.46		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$5,676.28		
116526	12/01/2017	Open			Accounts Payable	GRAND BLANC PRINTING	\$3,480.23		
	Invoice			Date	Description		Amount		
				58579	11/08/2017	WI 17 Communicator Printing	\$3,480.23		

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	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$3,480.23		
116527	12/01/2017	Open			Accounts Payable	GUZIEL, JENNIFER	\$128.40		
	Invoice			Date	Description		Amount		
				11/06/2017	Reimbursement for Mileage-MS CC coach-Fall 17-18		\$128.40		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$128.40		
116528	12/01/2017	Open			Accounts Payable	HOUGHTON MIFFLIN CO	\$30,870.16		
	Invoice			Date	Description		Amount		
				10/18/2017	Math X /Journeys /Senderos		\$30,870.16		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$30,870.16		
116529	12/01/2017	Open			Accounts Payable	IDN-HARDWARE SALES INC	\$961.00		
	Invoice			Date	Description		Amount		
				11/15/2017	Locks		\$961.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$961.00		
116530	12/01/2017	Open			Accounts Payable	JACKSON TRUCK SERVICE, INC.	\$2,111.54		
	Invoice			Date	Description		Amount		
				01/03/2017	GARAGE OPERATION - JACKSON TRUCK SERVICE		\$266.64		
				11/01/2017	PARTS - JACKSON TRUCK SERVICE		\$510.96		
				11/02/2017	PARTS - JACKSON TRUCK SERVICE		\$572.86		
				11/06/2017	PARTS - JACKSON TRUCK SERVICE		\$147.02		
				11/07/2017	PARTS - JACKSON TRUCK SERVICE		\$45.70		
				10/24/2017	PARTS - JACKSON TRUCK SERVICE		\$2.90		
				10/25/2017	PARTS - JACKSON TRUCK SERVICE		\$261.21		
				10/26/2017	PARTS - JACKSON TRUCK SERVICE		\$304.25		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$2,111.54		
116531	12/01/2017	Open			Accounts Payable	KOCH & WHITE	\$972.11		
	Invoice			Date	Description		Amount		
				11/18/2017	Bishop - Refrigeration Motor replacement Kitchen		\$380.00		
				11/14/2017	Model - Thermostat repair for Kitchen Cooler		\$345.30		
				11/02/2017	Model - Kitchen cooler repair		\$246.81		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$972.11		
116532	12/01/2017	Open			Accounts Payable	KRISPEN S CARROLL	\$1,196.76		
	Invoice			Date	Description		Amount		
				12/01/2017	Nowak 13-58957-SWR		\$1,196.76		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,196.76		
116533	12/01/2017	Open			Accounts Payable	LIGHTING SUPPLY CO	\$1,180.29		
	Invoice			Date	Description		Amount		
				11/15/2017	Lamps		\$1,180.29		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,180.29		

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116534	12/01/2017	Open			Accounts Payable	LINCOLN GOLDEN AGES SENIORS	\$98.47		
		Invoice	Date	Description			Amount		
		Nov17_expenses2	11/17/2017	Senior Center Kitchen Supplies			\$98.47		
		Paying Fund		Cash Account			Amount		
		23 - Community Services		23-2101-002 (Cash - AP Checking)			\$98.47		
116535	12/01/2017	Open			Accounts Payable	LOVICH, GEORGE	\$150.00		
		Invoice	Date	Description			Amount		
		11/10/17Invoice	11/10/2017	MIAAA Conference regst. pymt-K.Moffett			\$150.00		
		Paying Fund		Cash Account			Amount		
		11 - General Fund		11-2101-002 (Cash - AP Checking)			\$150.00		
116536	12/01/2017	Open			Accounts Payable	MASSP	\$757.00		
		Invoice	Date	Description			Amount		
		192961	11/01/2017	Conference Fees Admin			\$169.00		
		192959	11/01/2017	Conference Fees Admin			\$169.00		
		192960	11/01/2017	Conference Fees Admin			\$169.00		
		192435	11/01/2017	Conference Fee Admin			\$250.00		
		Paying Fund		Cash Account			Amount		
		11 - General Fund		11-2101-002 (Cash - AP Checking)			\$757.00		
116537	12/01/2017	Open			Accounts Payable	MICHIGAN GUARANTY AGENCY	\$280.59		
		Invoice	Date	Description			Amount		
		Payroll_12/01/17	12/01/2017	Porter 362-84-5801/9541-87-7704 268.60/Shine 9843-33-8622 11.99			\$280.59		
		Paying Fund		Cash Account			Amount		
		11 - General Fund		11-2101-002 (Cash - AP Checking)			\$280.59		
116538	12/01/2017	Open			Accounts Payable	MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION INC.	\$1,665.60		
		Invoice	Date	Description			Amount		
		17Div2-R3-D1-2	10/27/2017	Surplus of revenue- 10-27-17 Pre District F.Ball game			\$1,665.60		
		Paying Fund		Cash Account			Amount		
		11 - General Fund		11-2101-002 (Cash - AP Checking)			\$1,665.60		
116539	12/01/2017	Open			Accounts Payable	MiSDU	\$238.39		
		Invoice	Date	Description			Amount		
		Payroll_12/01/17	12/01/2017	Hotchkiss 912838119 46			\$238.39		
		Paying Fund		Cash Account			Amount		
		11 - General Fund		11-2101-002 (Cash - AP Checking)			\$238.39		
116540	12/01/2017	Open			Accounts Payable	MYRICK, ROBIN	\$783.92		
		Invoice	Date	Description			Amount		
		17-18SCHB	10/12/2017	Musical Choreographer Schedule B Payment			\$783.92		
		Paying Fund		Cash Account			Amount		
		11 - General Fund		11-2101-002 (Cash - AP Checking)			\$783.92		
116541	12/01/2017	Open			Accounts Payable	NUCO2 LLC	\$122.69		
		Invoice	Date	Description			Amount		
		54058210	12/01/2017	District - Cylinder Rental			\$11.50		
		54123962	11/16/2017	District - CO2 Bulk fuel			\$111.19		
		Paying Fund		Cash Account			Amount		
		11 - General Fund		11-2101-002 (Cash - AP Checking)			\$122.69		



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116542	12/01/2017	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF MI, P.C.	\$74.50		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	711756307		10/27/2017		DOT RECERTIFICATION - OCCUPATIONAL HEALTH CENTERS		\$74.50		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$74.50		
116543	12/01/2017	Open			Accounts Payable	PAETEC BUSINESS SERVICES	\$2,724.93		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	69423492		11/04/2017		Acct #639083683001		\$2,724.93		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,724.93		
116544	12/01/2017	Open			Accounts Payable	REVOLUTION DANCEWEAR LLC	\$2,081.52		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	SI-1531611		11/06/2017		December Dance Recital costumes		\$1,758.09		
	SI-1533915		11/14/2017		December Dance Recital costumes		\$323.91		
	DEP-1050317-1		11/29/2017		Credit on Account		(\$0.48)		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	23 - Community Services				23-2101-002 (Cash - AP Checking)		\$2,081.52		
116545	12/01/2017	Open			Accounts Payable	SAM'S CLUB DIRECT	\$585.68		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	009827		11/15/2017		Misc Supplies		\$18.63		
	001428		10/26/2017		Misc Supplies		\$103.16		
	006982		10/28/2017		Misc Supplies		\$212.54		
	008331		11/05/2017		Misc Supplies		\$39.96		
	004114		10/18/2017		Misc Supplies		\$18.63		
	000262		11/16/2017		Misc Supplies		\$192.76		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$585.68		
116546	12/01/2017	Open			Accounts Payable	SCHOLASTIC MAGAZINES	\$22.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	M61779435b		10/20/2017		Periodicals		\$22.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$22.00		
116547	12/01/2017	Open			Accounts Payable	SCHULENBERG, THERESA	\$295.13		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	Nov17_expenses		11/21/2017		GSRP SNACK REIMBURSEMENT		\$222.42		
	Nov17_mileage		11/17/2017		MILEAGE REIMBURSEMENT		\$72.71		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$295.13		
116548	12/01/2017	Open			Accounts Payable	SCOTT, KENT, E.	\$70.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	10/17/17Invoice		10/17/2017		Pymt. for repair/check of wrestling scale-10-17-17		\$70.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$70.00		

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116549	12/01/2017	Open			Accounts Payable	SHOOT-A-WAY INC.	\$6,742.00		
	Invoice		Date	Description		Amount			
	10K22776		11/22/2017	Quote 10-24-17-10K Series Basketball gun		\$6,742.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$6,742.00			
116550	12/01/2017	Open			Accounts Payable	SHRADER TIRE & OIL	\$969.65		
	Invoice		Date	Description		Amount			
	275392-00		11/09/2017	TIRES 1112715720		\$969.65			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$969.65			
116551	12/01/2017	Open			Accounts Payable	STARFALL EDUCATION FOUNDATION	\$150.00		
	Invoice		Date	Description		Amount			
	JBMA8Q		11/28/2017	StarFall License - App		\$150.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$150.00			
116552	12/01/2017	Open			Accounts Payable	TAMMY J. TERRY	\$484.58		
	Invoice		Date	Description		Amount			
	Payroll_12/01/17		12/01/2017	Bargardi 13-50240-tjt		\$484.58			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$484.58			
116553	12/01/2017	Open			Accounts Payable	TECUMSEH PUBLIC SCHOOLS	\$125.00		
	Invoice		Date	Description		Amount			
	10/21/17event		10/21/2017	Entry fee-G V Swim-10-21-17 -Kiwanis Invite		\$125.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$125.00			
116554	12/01/2017	Open			Accounts Payable	TRINITY INC.	\$52.50		
	Invoice		Date	Description		Amount			
	29246b		09/26/2017	Inv.#29246-Extra Costs-Bus rental09-26-17 MS FB		\$52.50			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$52.50			
116555	12/01/2017	Open			Accounts Payable	TRUGREEN LIMITED PARTNERSHIP	\$387.05		
	Invoice		Date	Description		Amount			
	74115641		09/30/2017	Varsity Soccer Turf Management Services		\$147.25			
	74114689		09/30/2017	Stadium Turf Management Services		\$239.80			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$387.05			
116556	12/01/2017	Open			Accounts Payable	UNITY SCHOOL BUS PARTS	\$2,454.79		
	Invoice		Date	Description		Amount			
	0403728-IN		10/26/2017	SE PARTS - UNITY SCHOOL BUS PARTS		\$36.12			
	0403307-IN		10/20/2017	PARTS - UNITY SCHOOL BUS PARTS		\$2,418.67			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,454.79			
116557	12/01/2017	Open			Accounts Payable	UPTON, KEVIN, B	\$368.08		
	Invoice		Date	Description		Amount			
	Nov17mileage		10/27/2017	Mileage Reimbursement		\$368.08			

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	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$368.08		
116558	12/01/2017	Open			Accounts Payable	VELO LAW OFFICE	\$37.19		
	Invoice			Date	Description		Amount		
	Payroll_12/01/17			12/01/2017	Marshall 164C0299GC		\$37.19		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$37.19		
116559	12/01/2017	Open			Accounts Payable	WASHTENAW COMMUNITY COLLEGE	\$5,808.00		
	Invoice			Date	Description		Amount		
	201709			11/01/2017	Nursing CTE/RCTC & Dual Enrollment 2017-18		\$5,808.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$5,808.00		
116560	12/01/2017	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$544.00		
	Invoice			Date	Description		Amount		
	1144			11/16/2017	PSU 2014 Acct #100282		\$544.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$544.00		
116561	12/01/2017	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$5,913.00		
	Invoice			Date	Description		Amount		
	2018-00000003			11/13/2017	Social Sentinel		\$3,775.00		
	2018-00000021b			10/25/2017	MVU Tuition 2017-2018		\$2,038.00		
	2018-00000009b			09/18/2017	CPI Training 8/16/17 LHS Staff		\$100.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$5,913.00		
116562	12/01/2017	Open			Accounts Payable	WEISSMAN'S THEATRICAL SUPPLY INC.	\$231.36		
	Invoice			Date	Description		Amount		
	184068760			11/10/2017	Dance Costumes		\$231.36		
	Paying Fund			Cash Account			Amount		
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$231.36		
116563	12/01/2017	Open			Accounts Payable	WOLF, DAWN	\$20.00		
	Invoice			Date	Description		Amount		
	Nov17expense			11/16/2017	DAYS INN TOLEDO		\$20.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$20.00		
116564	12/01/2017	Open			Accounts Payable	WOLVERINE SUPPLY INC	\$605.00		
	Invoice			Date	Description		Amount		
	793160			11/09/2017	Safty Relief Valve - Brick Elem.		\$605.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$605.00		
116565	12/04/2017	Open			Accounts Payable	AFLAC	\$1,033.03		
	Invoice			Date	Description		Amount		
	2018-00000381			11/17/2017	AFLAC - AFLAC Supplemental Insurance*		\$1,033.03		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,033.03		

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116566	12/15/2017	Open			Accounts Payable	ALLY FINANCIAL INC.	\$234.81		
	Invoice		Date	Description		Amount			
	Payroll_12/15/17		12/15/2017	Cross 161C3701		\$234.81			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$234.81			
116567	12/15/2017	Open			Accounts Payable	ATI HOLDINGS, LLC	\$9,500.00		
	Invoice		Date	Description		Amount			
	TSM17062		11/20/2017	Athletic Training Services-Inv.#TSM17062-Aug-Oct. 2017		\$9,500.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$9,500.00			
116568	12/15/2017	Open			Accounts Payable	BABER, JEANNIE	\$70.00		
	Invoice		Date	Description		Amount			
	Nov2017 Reimb		11/17/2017	CDL RENEWAL - Jeannie Baber		\$70.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$70.00			
116569	12/15/2017	Open			Accounts Payable	BELLORE, SUZANNE	\$2,073.40		
	Invoice		Date	Description		Amount			
	FALL2017Recital		12/09/2017	Dance Coordinator		\$2,073.40			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$2,073.40			
116570	12/15/2017	Open			Accounts Payable	C & M ASSOC., LLC.	\$24,850.00		
	Invoice		Date	Description		Amount			
	8147		10/26/2017	LHS - Varsity Wrestling Room Wall Pads		\$18,000.00			
	8148		10/26/2017	LHS - Wrestling Room Wall Pads Middle School Room		\$6,850.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$24,850.00			
116571	12/15/2017	Open			Accounts Payable	CAMPBELL, INC.	\$526.50		
	Invoice		Date	Description		Amount			
	1293		11/07/2017	Backflow repair		\$526.50			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$526.50			
116572	12/15/2017	Open			Accounts Payable	CAPITAL AREA ASSOCIATION OF	\$75.00		
	Invoice		Date	Description		Amount			
	Nov282017		11/28/2017	Volleyball official assigning-Fall-2017-18		\$75.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$75.00			
116573	12/15/2017	Open			Accounts Payable	CHELSEA ORTHOPEDIC SPECIALIST	\$96.47		
	Invoice		Date	Description		Amount			
	202744226		11/29/2017	Diane Colwell Work Comp 08/13/15-08/13/15		\$96.47			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$96.47			
116574	12/15/2017	Open			Accounts Payable	CINTAS LOCATION #300	\$663.01		
	Invoice		Date	Description		Amount			
	300148839		12/11/2017	Maintenance Garage & Facilities Uniform Rentals		\$176.54			
	300143871		12/04/2017	Maintenance Garage & Facilities Uniform Rentals		\$176.54			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	300148085		12/08/2017		Contract 21336 Mops & Towels		\$103.31		
	300128847		11/10/2017		Contract 21336 Mops & Towels		\$103.31		
	300138434		11/24/2017		Contract 21336 Mops & Towels		\$103.31		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$663.01		
116575	12/15/2017	Open			Accounts Payable	COMCAST CABLE COMMUNICATIONS INC	\$364.85		
	Invoice		Date	Description		Amount			
	2018-00000386		11/26/2017	Acct# 8529 10 185 0024267		\$239.66			
	Nov282017		11/28/2017	Acct # 8529 10 185 0015810		\$125.19			
	Paying Fund				Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)	\$364.85			
116576	12/15/2017	Open			Accounts Payable	DANIEL HUNTER P56222	\$102.65		
	Invoice		Date	Description		Amount			
	Payroll_12/15/17		12/15/2017	Davis 14-0713		\$102.65			
	Paying Fund				Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)	\$102.65			
116577	12/15/2017	Open			Accounts Payable	DTE ENERGY	\$12,011.26		
	Invoice		Date	Description		Amount			
	Nov30017		11/30/2017	Bishop Acct # 9100 113 5467 7		\$3,934.17			
	Dec052017		12/05/2017	Brick Acct # 9100 113 5413 1		\$4,769.20			
	Dec052017A		12/05/2017	Model Acct # 9100 113 5439 6		\$2,138.36			
	Nov222017		11/22/2017	Maint Gar Acct # 9100 116 9928 7		\$208.43			
	Nov292017		11/29/2017	BH Ath Acct # 9100 138 8567 8		\$72.45			
	2018-00000414		11/29/2017	BH Acct # 9100 138 8580 1		\$888.65			
	Paying Fund				Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)	\$12,011.26			
116578	12/15/2017	Open			Accounts Payable	ENVIRONMENTAL NETWORK, INC.	\$1,180.00		
	Invoice		Date	Description		Amount			
	2017-2076		11/08/2017	District - paint removal		\$590.00			
	2017-2077		11/08/2017	District Wide - Paint Removal		\$590.00			
	Paying Fund				Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)	\$1,180.00			
116579	12/15/2017	Open			Accounts Payable	EZ FLEX LLC	\$248.00		
	Invoice		Date	Description		Amount			
	41779		11/21/2017	Quote#26270-Hooks for cheer mats		\$248.00			
	Paying Fund				Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)	\$248.00			
116580	12/15/2017	Open			Accounts Payable	FLOR-DRI SUPPLY COMPANY, INC.	\$3,621.10		
	Invoice		Date	Description		Amount			
	70629		11/09/2017	District Wide - Professional Grade Ice Melter Blue 10 Pallets		\$3,621.10			
	Paying Fund				Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)	\$3,621.10			
116581	12/15/2017	Open			Accounts Payable	FOX AUTO PARTS, INC.	\$3,182.50		
	Invoice		Date	Description		Amount			
	28327		11/10/2017	Dump truck repairs		\$2,685.67			

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	28549		11/29/2017		2002 Dodge Shift indicator		\$371.93		
	00010036152		12/11/2017		Cushman		\$86.15		
	00010035885		12/04/2017		Chevy Truck Oil Change		\$38.75		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$3,182.50		
116582	12/15/2017	Open			Accounts Payable	HEANEY GENERAL CONTRACTING INC	\$40,712.20		
	Invoice		Date		Description		Amount		
	5529		11/30/2017		Childs - General Contracting for Vehicle Damage		\$9,651.59		
	5538		11/15/2017		LHS Wrestling Room Renovations		\$31,060.61		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$40,712.20		
116583	12/15/2017	Open			Accounts Payable	Huron School District	\$250.00		
	Invoice		Date		Description		Amount		
	Sept2017		09/16/2017		Entry fee B,G HS,MS CC invite-9-16-17-Huron HS		\$250.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$250.00		
116584	12/15/2017	Open			Accounts Payable	IDN-HARDWARE SALES INC	\$913.37		
	Invoice		Date		Description		Amount		
	4388230-00		11/10/2017		District - unpinned lock cores		\$340.79		
	4390510-00		11/17/2017		District Wide - Extra Keys 288 qty		\$572.58		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$913.37		
116585	12/15/2017	Open			Accounts Payable	JACKSON TRUCK SERVICE, INC.	\$2,544.13		
	Invoice		Date		Description		Amount		
	PC001298825		11/09/2017		JACKSON TRUCK SPEC ED PARTS		\$248.14		
	PC001299396		11/28/2017		JACKSON TRUCK SPEC ED PARTS		\$188.62		
	PC001299038		11/15/2017		PARTS - JACKSON TRUCK SERVICE		\$899.83		
	PC001298862		11/09/2017		PARTS - JACKSON TRUCK SERVICE		\$515.64		
	PC001299465		11/30/2017		PARTS - JACKSON TRUCK SERVICE		\$266.30		
	PC001298788		11/07/2017		PARTS - JACKSON TRUCK SERVICE		\$205.44		
	PC001299125		11/21/2017		PARTS - JACKSON TRUCK SERVICE		\$100.00		
	PC001298809		11/08/2017		PARTS - JACKSON TRUCK SERVICE		\$99.25		
	PC001299481		11/30/2017		PARTS - JACKSON TRUCK SERVICE		\$20.91		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,544.13		
116586	12/15/2017	Open			Accounts Payable	KILDEA, TERRANCE	\$100.00		
	Invoice		Date		Description		Amount		
	Fall2017		10/11/2017		Pynt. for 10-11-17 MHSAA G.Golf Tourn. Official		\$100.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$100.00		
116587	12/15/2017	Open			Accounts Payable	KRISPEN S CARROLL	\$1,196.76		
	Invoice		Date		Description		Amount		
	Payroll_12/15/17		12/15/2017		Nowak 13-58957-SWR		\$1,196.76		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,196.76		



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116588	12/15/2017	Open			Accounts Payable	LAKESHORE LEARNING MATERIALS	\$296.70		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	3430021117		10/30/2017		SPED- RESOURCE ROOM SUPPLIES-HNRR AT MS: Room Dividers		\$296.70		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$296.70		
116589	12/15/2017	Open			Accounts Payable	LEWIS & KNOFF, PC	\$19,000.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	50466		11/07/2017		Year End Audit Services		\$19,000.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$19,000.00		
116590	12/15/2017	Open			Accounts Payable	LINCOLN GOLDEN AGES SENIORS	\$21.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	Nov17_expensesb		11/22/2017		Kitchen Supplies		\$21.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	23 - Community Services				23-2101-002 (Cash - AP Checking)		\$21.00		
116591	12/15/2017	Open			Accounts Payable	MASB	\$940.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	Dec012017		12/01/2017		Online CBS Training		\$190.00		
	20138		11/21/2017		MASB Board Self-Assessment Workshop scheduled for Monday, Octobe		\$750.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$940.00		
116592	12/15/2017	Open			Accounts Payable	MASSP	\$129.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	192092		11/01/2017		Conference Fee		\$129.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$129.00		
116593	12/15/2017	Open			Accounts Payable	MCGRAW-HILL/ GLENCOE	\$87.36		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	100456994001		11/20/2017		Glencoe Math MS - TE		\$87.36		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$87.36		
116594	12/15/2017	Open			Accounts Payable	MERCY MEMORIAL HOSPITAL	\$100.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	217078		11/01/2017		RANDOM TESTING - Geraldine Buford		\$100.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$100.00		
116595	12/15/2017	Open			Accounts Payable	MICHIGAN GUARANTY AGENCY	\$340.32		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	Payroll_12/15/17		12/15/2017		Porter 362-84-5801/9541-87-7704 269.61/Shine 9843- 33-8622 70.71		\$340.32		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$340.32		

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116596	12/15/2017	Open			Accounts Payable	MiSDU	\$975.17		
			Date	Description			Amount		
	Payroll_12/15/17		12/15/2017	Hoelzer 913410215-2017044040 736.78/Hotchkiss 91283811946 238.39			\$975.17		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$975.17		
116597	12/15/2017	Open			Accounts Payable	OAKLAND SCHOOLS AN INTERMEDIATE	\$20.00		
			Date	Description			Amount		
	RG000029782		11/06/2017	Conference - Jansen			\$20.00		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$20.00		
116598	12/15/2017	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF MI, P.C.	\$211.73		
			Date	Description			Amount		
	202768261		11/30/2017	Ty Smith Work Comp 09/15/17-09/15/17			\$90.85		
	202768261b		11/30/2017	Ty Smith Work Comp 09/08/17-09/08/17			\$120.88		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$211.73		
116599	12/15/2017	Open			Accounts Payable	OFFICE DEPOT	\$187.06		
			Date	Description			Amount		
	975347330001		10/30/2017	Envelopes			\$99.30		
	984831462001		11/29/2017	Teaching Supplies			\$54.86		
	984831463001		11/29/2017	Teaching Supplies			\$13.16		
	984831463002		11/29/2017	Teaching Supplies			\$19.74		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$187.06		
116600	12/15/2017	Open			Accounts Payable	PINE VIEW GOLF COURSE	\$1,620.00		
			Date	Description			Amount		
	1016		11/12/2017	G Golf -10-11-17-MHSAA Regional Tourn.-Inv.#1016-			\$1,620.00		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,620.00		
116601	12/15/2017	Open			Accounts Payable	POLEY MASONRY CONSTRUCTION	\$16,150.00		
			Date	Description			Amount		
	1849		10/20/2017	Childs - Masonry repair work			\$16,150.00		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$16,150.00		
116602	12/15/2017	Open			Accounts Payable	PRICE, LAURIE	\$78.96		
			Date	Description			Amount		
	Nov2017_Mileage		11/27/2017	Mileage Reimbursement			\$78.96		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$78.96		
116603	12/15/2017	Open			Accounts Payable	RUSSELL, DIANE	\$27.82		
			Date	Description			Amount		
	Nov17_Mileage		12/13/2017	Mileage Reimbursement			\$27.82		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$27.82		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
116604	12/15/2017	Open			Accounts Payable	SALINE AREA SCHOOLS	\$4,432.32		
	Invoice		Date	Description		Amount			
	2018-70000006		10/31/2017	YAP TUITION FOR LCS STUDENTS AT SALINE- 1ST QUARTER 2017.18		\$4,432.32			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$4,432.32			
116605	12/15/2017	Open			Accounts Payable	SHRADER TIRE & OIL	\$2,032.04		
	Invoice		Date	Description		Amount			
	276965-00		11/09/2017	SHRADER TIRES REPAIR		\$1,556.00			
	277084-00		11/09/2017	SHRADER TIRES REPAIR		\$25.00			
	277462-00		11/14/2017	SHRADER TIRE AND OIL		\$451.04			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,032.04			
116606	12/15/2017	Open			Accounts Payable	SMITH, EDNA, M.	\$221.00		
	Invoice		Date	Description		Amount			
	Dec112017		12/11/2017	Edna Smith Lincoln Golden Ages Compensation		\$221.00			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$221.00			
116607	12/15/2017	Open			Accounts Payable	SOIL AND MATERIALS ENGINEERS INC	\$3,300.00		
	Invoice		Date	Description		Amount			
	79270		09/27/2017	Childs - Structural Assessment		\$3,300.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$3,300.00			
116608	12/15/2017	Open			Accounts Payable	SUMPTER TOWNSHIP WATER	\$145.19		
	Invoice		Date	Description		Amount			
	2018-00000387		11/06/2017	Account # W260-050700-0000-00		\$145.19			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$145.19			
116609	12/15/2017	Open			Accounts Payable	TAMMY J. TERRY	\$484.58		
	Invoice		Date	Description		Amount			
	Payroll_12/15/17		12/15/2017	Bargardi 13-50240-tjt		\$484.58			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$484.58			
116610	12/15/2017	Open			Accounts Payable	THE CLINTON LOCAL, LLC.	\$20.00		
	Invoice		Date	Description		Amount			
	2034		11/30/2017	Ad		\$20.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$20.00			
116611	12/15/2017	Open			Accounts Payable	ULTIMATE FIRE & SAFETY SERVICES, INC.	\$300.00		
	Invoice		Date	Description		Amount			
	170374		11/20/2017	FIRE SAFETY COMPLIANCE INSPECTION FOR NEW GSRP CLASSROOM		\$300.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$300.00			

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116612	12/15/2017	Open			Accounts Payable	UNITY SCHOOL BUS PARTS	\$2,372.61		
	Invoice		Date		Description		Amount		
	0405307-IN		11/16/2017		SE PARTS - UNITY SCHOOL BUS PARTS		\$1,059.36		
	040648-IN		11/08/2017		UNITY SCHOOL BUS GARAGE OPPERATION		\$169.62		
	0404879-IN		11/10/2017		PARTS - UNITY SCHOOL BUS PARTS		\$459.40		
	0405086-IN		11/14/2017		PARTS - UNITY SCHOOL BUS PARTS		\$388.56		
	0404257-IN		11/02/2017		PARTS - UNITY SCHOOL BUS PARTS		\$148.77		
	0404572-IN		11/07/2017		PARTS - UNITY SCHOOL BUS PARTS		\$146.90		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,372.61		
116613	12/15/2017	Open			Accounts Payable	VERIZON WIRELESS	\$1,046.65		
	Invoice		Date		Description		Amount		
	9796936670		12/16/2017		District Cell Phones Acct # 742014222-00001		\$1,154.48		
	9796885044		11/23/2017		District Cell Phones Acct # 742014222-00001		(\$107.83)		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,046.65		
116614	12/15/2017	Open			Accounts Payable	VSC INC	\$25.00		
	Invoice		Date		Description		Amount		
	122629		08/31/2017		SMART Board Pens		\$25.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$25.00		
116615	12/15/2017	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$13,189.67		
	Invoice		Date		Description		Amount		
	1199		12/04/2017		Police Service Units - 1		\$13,189.67		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$13,189.67		
116616	12/15/2017	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$28.98		
	Invoice		Date		Description		Amount		
	2018-00000019		12/04/2017		reim for Amazon order		\$28.98		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$28.98		
116617	12/15/2017	Open			Accounts Payable	WASTE MANAGEMENT	\$3,961.07		
	Invoice		Date		Description		Amount		
	8054347-1717-1		12/15/2017		Waste Management Invoice		\$3,961.07		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$3,961.07		
116618	12/15/2017	Open			Accounts Payable	WEINGARTZ	\$769.15		
	Invoice		Date		Description		Amount		
	70065351-00		12/07/2017		Snow plows		\$769.15		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$769.15		
116619	12/15/2017	Open			Accounts Payable	WILLIAMS, ROBERT	\$27.98		
	Invoice		Date		Description		Amount		
	12012017_Expense		12/01/2017		SPED DIRECTOR MEETING SUPPLIES		\$27.98		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$27.98		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
116620	12/15/2017	Open			Accounts Payable	ZIEMBA, MELANIE	\$47.08		
	Invoice		Date	Description		Amount			
	NOV17_Mileage		12/06/2017	Mileage from Bishop to Childs		\$47.08			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$47.08			
116621	12/15/2017	Open			Accounts Payable	MITCHELL, STEVEN	\$9.85		
	Invoice		Date	Description		Amount			
	11/29/17Refund		11/29/2017	Student Went to Free Lunch		\$9.85			
116622	12/29/2017	Open			Accounts Payable	ALLY FINANCIAL INC.	\$161.83		
	Invoice		Date	Description		Amount			
	2018-00000426		12/29/2017	Garnish % - Garnishment %		\$161.83			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$161.83			
116623	12/29/2017	Open			Accounts Payable	ANGELO'S SUPPLIES, INC.	\$533.69		
	Invoice		Date	Description		Amount			
	83793670		12/11/2017	Controller F350 Snow Removal		\$533.69			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$533.69			
116624	12/29/2017	Open			Accounts Payable	ATLANTIC WELDING SUPPLY	\$25.00		
	Invoice		Date	Description		Amount			
	65019		12/07/2017	GARAGE OPERATIONS - ATLANTIC WELDING SUPPLY		\$25.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$25.00			
116625	12/29/2017	Open			Accounts Payable	BRIDGEWATER TIRE CO	\$132.00		
	Invoice		Date	Description		Amount			
	77292		12/13/2017	Snowblwer tires		\$132.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$132.00			
116626	12/29/2017	Open			Accounts Payable	CAMPBELL, INC.	\$15,111.00		
	Invoice		Date	Description		Amount			
	1410		12/12/2017	Pump repair		\$14,023.00			
	1408		12/12/2017	Pump repair		\$1,088.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$15,111.00			
116627	12/29/2017	Open			Accounts Payable	CAROLINA BIOLOGICAL SUP	\$4,051.00		
	Invoice		Date	Description		Amount			
	50047101 RI		10/13/2017	AP Enviromental Science Supplies		\$3,862.90			
	50048969 RI		10/16/2017	AP Enviromental Science Supplies		\$91.37			
	50044347 RI		10/11/2017	AP Enviromental Science Supplies		\$96.73			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$4,051.00			
116628	12/29/2017	Open			Accounts Payable	CINTAS LOCATION #300	\$490.92		
	Invoice		Date	Description		Amount			
	9019977349		12/01/2017	AED Reviver Units Leasing Program		\$89.00			
	9019977346		12/01/2017	AED Reviver Units Leasing Program		\$178.00			
	300153835		12/18/2017	Maintenance Garage & Facilities Uniform Rentals		\$223.92			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$490.92		
116629	12/29/2017	Open			Accounts Payable	COX, KEVIN, DALE	\$50.00		
	Invoice			Date	Description		Amount		
	December2017			12/13/2017	Game Worker Crowd Control		\$50.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$50.00		
116630	12/29/2017	Open			Accounts Payable	CROWNER, GABRIEL	\$59.02		
	Invoice			Date	Description		Amount		
	Dec17_expenses			12/21/2017	Reimbursement food/drinksGGolf MHSAA Regional-10 -13-17		\$59.02		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$59.02		
116631	12/29/2017	Open			Accounts Payable	DANIEL HUNTER P56222	\$102.65		
	Invoice			Date	Description		Amount		
	Payroll_12/29/17			12/29/2017	Garnish % - Garnishment %		\$102.65		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$102.65		
116632	12/29/2017	Open			Accounts Payable	DAY-OLD TROPHIES	\$26.15		
	Invoice			Date	Description		Amount		
	1781			12/08/2017	Vendor of the year plaque		\$26.15		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$26.15		
116633	12/29/2017	Open			Accounts Payable	DETROIT SALT COMPANY	\$1,713.02		
	Invoice			Date	Description		Amount		
	68097			12/15/2017	District Wide Rock Salt		\$1,713.02		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,713.02		
116634	12/29/2017	Open			Accounts Payable	DTE ENERGY	\$35,666.42		
	Invoice			Date	Description		Amount		
	2018-00000418			12/07/2017	HS, MS, BG Acct # 9100 3989 2120		\$35,666.42		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$35,666.42		
116635	12/29/2017	Open			Accounts Payable	ENVIRONMENTAL NETWORK, INC.	\$2,710.00		
	Invoice			Date	Description		Amount		
	2017-2242			12/06/2017	District Wide - Paint Disposal		\$2,710.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$2,710.00		
116636	12/29/2017	Open			Accounts Payable	FERBER, DENISE	\$21.77		
	Invoice			Date	Description		Amount		
	Dec17_expenses			11/22/2017	Mileage and Parking for Court Witness		\$21.77		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$21.77		
116637	12/29/2017	Open			Accounts Payable	Follett School Solutions, Inc	\$61.32		
	Invoice			Date	Description		Amount		
	1286312b			09/29/2017	Reverse credit		\$61.32		
	Paying Fund			Cash Account			Amount		



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	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$61.32		
116638	12/29/2017	Open			Accounts Payable	FOX AUTO PARTS, INC.	\$169.47		
	Invoice		Date	Description			Amount		
	00010036674		12/19/2017	Maintenance gas cans and brushes			\$64.89		
	00010036677		12/19/2017	Maintenance gas cans and brushes			\$41.92		
	00010036500		12/15/2017	GMC truck parts			\$62.66		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$169.47		
116639	12/29/2017	Open			Accounts Payable	HOUGHTON MIFFLIN CO	\$7,502.84		
	Invoice		Date	Description			Amount		
	953531153		11/30/2017	Professional Development Services - Journeys			\$2,450.00		
	953524866		11/28/2017	Professional Development Services - Journeys			\$2,450.00		
	953525746		11/28/2017	Professional Development Services - Journeys			\$2,450.00		
	953505982		11/09/2017	SPED - IDEA 2017- PSYCH TESTING MATERIALS			\$152.84		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$7,502.84		
116640	12/29/2017	Open			Accounts Payable	HURON VALLEY TELECOMMUNICATIONS, INC.	\$561.98		
	Invoice		Date	Description			Amount		
	2920		12/17/2017	room 1408 IDF 2 at LHS			\$561.98		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$561.98		
116641	12/29/2017	Open			Accounts Payable	IDN-HARDWARE SALES INC	\$1,037.22		
	Invoice		Date	Description			Amount		
	4394198-00		12/07/2017	LHS - Rekey of the Science rooms			\$867.87		
	4391976-00		11/27/2017	District Wide - Keys and hardware			\$98.97		
	4395016-00		12/13/2017	District Wide - Keys and hardware			\$42.29		
	4392609-00		12/06/2017	District Wide - Keys and hardware			\$12.61		
	4334105-01		12/14/2017	District Wide - Keys and hardware			\$15.48		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,037.22		
116642	12/29/2017	Open			Accounts Payable	JACKSON TRUCK SERVICE, INC.	\$2,869.96		
	Invoice		Date	Description			Amount		
	PC001299683:01		12/06/2017	PARTS - JACKSON TRUCK SERVICE			\$2,140.00		
	PC001299896:01		12/13/2017	PARTS - JACKSON TRUCK SERVICE			\$729.96		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$2,869.96		
116643	12/29/2017	Open			Accounts Payable	KRISPEN S CARROLL	\$1,196.76		
	Invoice		Date	Description			Amount		
	Payroll_12/29/17		12/29/2017	Garnishment - Garnishment \$			\$1,196.76		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,196.76		
116644	12/29/2017	Open			Accounts Payable	LARRY'S MOWER SHOP	\$2,036.60		
	Invoice		Date	Description			Amount		
	375137		12/07/2017	Toro Powerclear 721RC - 3 qty			\$2,036.60		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$2,036.60		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
116645	12/29/2017	Open			Accounts Payable	MCGRAW-HILL/ WRIGHT GROUP	\$70.05		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			98567909001	08/18/2017	Textbooks		\$4,973.20		
			100205714001	10/01/2017	Textbook Credit		(\$4,903.15)		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$70.05		
116646	12/29/2017	Open			Accounts Payable	MEADOWBROOK INSURANCE GROUP	\$5,961.00		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			132321	12/11/2017	Audit - Comm'l Excess Work Comp		\$5,961.00		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$5,961.00		
116647	12/29/2017	Open			Accounts Payable	MERCY MEMORIAL HOSPITAL	\$82.00		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			218993	12/01/2017	DOT UDS		\$82.00		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$82.00		
116648	12/29/2017	Open			Accounts Payable	MICHIGAN GUARANTY AGENCY	\$262.34		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			Payroll_12/29/17	12/29/2017	Garnish % - Garnishment %		\$262.34		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$262.34		
116649	12/29/2017	Open			Accounts Payable	MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION INC.	\$715.00		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			11.10.17event	12/22/2017	PreSale Ticket Revenue-Pre District FB game-@ MLK 11-10-17		\$715.00		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$715.00		
116650	12/29/2017	Open			Accounts Payable	MiSDU	\$975.17		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			Payroll_12/29/17	12/29/2017	CH SUPPT - Child Support*		\$975.17		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$975.17		
116651	12/29/2017	Open			Accounts Payable	NUCO2 LLC	\$209.22		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			53568951	09/27/2017	CO2		\$186.22		
			54351409	01/01/2018	District Wide - CO2 Cylinder Rental		\$11.50		
			53765362	11/01/2017	District Wide - CO2 Cylinder Rental - Annual		\$11.50		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$209.22		
116652	12/29/2017	Open			Accounts Payable	OAKLAND SCHOOLS AN INTERMEDIATE	\$52,520.00		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			00000010065	12/08/2017	VLAC Tuition - Full Year		\$52,520.00		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$52,520.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
116653	12/29/2017	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF MI, P.C.	\$174.50		
	Invoice		Date	Description		Amount			
	711815451		11/28/2017	DOT RECERT / PREPLACEMENT - OCCUPATIONAL HEALTH		\$74.50			
	711827617		12/05/2017	PHYSICAL UDS - OCCUPATIONAL HEALTH		\$100.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$174.50			
116654	12/29/2017	Open			Accounts Payable	PAETEC BUSINESS SERVICES	\$2,671.34		
	Invoice		Date	Description		Amount			
	69522873		12/04/2017	Acct #639083683001		\$2,671.34			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,671.34			
116655	12/29/2017	Open			Accounts Payable	PROSIGN DESIGN, LLC.	\$888.00		
	Invoice		Date	Description		Amount			
	0000768		12/13/2017	Equipment		\$888.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$888.00			
116656	12/29/2017	Open			Accounts Payable	SABRINA JACKSON ENTERPRISES, LLC.	\$8,500.00		
	Invoice		Date	Description		Amount			
	000005		12/06/2017	Student Forums		\$4,500.00			
	000005b		12/06/2017	Parent & Staff Forums PD		\$4,000.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$8,500.00			
116657	12/29/2017	Open			Accounts Payable	SENTINEL TECHNOLOGIES	\$3,431.50		
	Invoice		Date	Description		Amount			
	T299405		11/29/2017	INVs: T299405, T299404, T299403		\$437.50			
	T299404		11/29/2017	INVs: T299405, T299404, T299403		\$1,406.25			
	T299403		11/29/2017	INVs: T299405, T299404, T299403		\$1,587.75			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$3,431.50			
116658	12/29/2017	Open			Accounts Payable	SHRADER TIRE & OIL	\$3,433.82		
	Invoice		Date	Description		Amount			
	276750-00		11/13/2017	OIL GREASE 1112715711 SHRADER		\$1,817.74			
	270927-00		10/13/2017	BF GOODRICH ST2301112715720		\$1,616.08			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$3,433.82			
116659	12/29/2017	Open			Accounts Payable	SPORTSENGINE, INC.	\$50.00		
	Invoice		Date	Description		Amount			
	7366132		12/06/2017	Inv.#7366132-Season Invoice-Trackwrestling		\$50.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$50.00			
116660	12/29/2017	Open			Accounts Payable	STADIUM TROPHY, INC.	\$145.85		
	Invoice		Date	Description		Amount			
	21765		12/15/2017	Inv.#21765-Medals, trophy(s)-Wrestling		\$145.85			
	Paying Fund			Cash Account		Amount			

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	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$145.85		
116661	12/29/2017	Open			Accounts Payable	STUDENT ACHIEVEMENT MEDIA / SCORE SPORTS MEDIA	\$3,000.00		
	Invoice		Date	Description		Amount			
	112917LCS001		11/29/2017	Advertising on Student and Athlete		\$3,000.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$3,000.00			
116662	12/29/2017	Open			Accounts Payable	SUMPTER ACE HARDWARE	\$651.68		
	Invoice		Date	Description		Amount			
	November2017		11/30/2017	SUMPTER ACE HARDWARE		\$651.68			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$651.68			
116663	12/29/2017	Open			Accounts Payable	TAMMY J. TERRY	\$484.58		
	Invoice		Date	Description		Amount			
	Payroll_12/29/17		12/29/2017	Garnishment - Garnishment \$		\$484.58			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$484.58			
116664	12/29/2017	Open			Accounts Payable	THE STATE OF MICHIGAN	\$67.00		
	Invoice		Date	Description		Amount			
	761-10099062		11/15/2017	LHS - Pool License		\$67.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$67.00			
116665	12/29/2017	Open			Accounts Payable	TLS PRODUCTIONS INC.	\$603.75		
	Invoice		Date	Description		Amount			
	20143150		10/16/2017	LHS - Control Room Lighting Panel		\$603.75			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$603.75			
116666	12/29/2017	Open			Accounts Payable	VELO LAW OFFICE	\$41.91		
	Invoice		Date	Description		Amount			
	Payroll_12/29/17		12/29/2017	Garnish2 % - Garnishment %		\$41.91			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$41.91			
116667	12/29/2017	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$2,754.00		
	Invoice		Date	Description		Amount			
	1217		12/04/2017	Security for Football games-Inv.#1217-Fall 2017		\$2,754.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,754.00			
116668	12/29/2017	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$390.00		
	Invoice		Date	Description		Amount			
	2018-00000005		09/18/2017	FALL 2017 SPED CONFERENCES AT WISD		\$80.00			
	2018-00000015		09/20/2017	FALL 2017 SPED CONFERENCES AT WISD		\$20.00			
	2018-00000004b		09/13/2017	FALL 2017 SPED CONFERENCES AT WISD		\$70.00			
	2018-00000051		11/03/2017	FALL 2017 SPED CONFERENCES AT WISD		\$20.00			
	2018-00000059		11/03/2017	FALL 2017 SPED CONFERENCES AT WISD		\$20.00			
	2018-00000055		11/03/2017	FALL 2017 SPED CONFERENCES AT WISD		\$20.00			
	2018-00000061		11/03/2017	FALL 2017 SPED CONFERENCES AT WISD		\$140.00			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	2018-00000074		11/21/2017		FALL 2017 SPED CONFERENCES AT WISD		\$20.00		
	Paying Fund				Cash Account		Amount		
116669	12/29/2017	Open			11-2101-002 (Cash - AP Checking)	WOLVERINE SUPPLY INC	\$390.00		
	Invoice		Date		Accounts Payable		\$284.40		
	792581		10/24/2017		Plumbing Parts		\$284.40		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$284.40		
116670	12/29/2017	Open			Accounts Payable	JOHNSON, WENDY		\$99.10	
	Invoice		Date		Description		Amount		
	12.19.17Refund		12/19/2017		Leaving District		\$99.10		
116671	12/29/2017	Open			Accounts Payable	SEXTON, MARY		\$18.10	
	Invoice		Date		Description		Amount		
	12.19.17Refund		12/19/2017		Student Gets Free Lunch		\$18.10		
Type Check Totals:							165 Transactions	\$504,408.62	
EFT									
1530	12/01/2017	Open			Accounts Payable	000207		\$36,918.34	
	Invoice		Date		Description		Amount		
	Payroll_12/01/17		12/01/2017		TSA 403B - TSA 403(b)*		\$36,918.34		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$36,918.34		
1531	12/01/2017	Open			Accounts Payable	ANN ARBOR WELDING		\$13.64	
	Invoice		Date		Description		Amount		
	98318		11/16/2017		Supplies and cylinder rentals		\$13.64		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$13.64		
1532	12/01/2017	Open			Accounts Payable	ARAMARK CORPORATION		\$92,419.50	
	Invoice		Date		Description		Amount		
	400239100-000126		11/22/2017		Acct 2391 Monthly Food Charges		\$91,722.93		
	400239100-000120		11/01/2017		Food Loss 10/30/17		\$696.57		
1533	12/01/2017	Open			Accounts Payable	BADER & SONS CO.		\$289.58	
	Invoice		Date		Description		Amount		
	481304		11/17/2017		JD parts		\$289.58		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$289.58		
1534	12/01/2017	Open			Accounts Payable	BREAKTHROUGH PERFORMANCE TRAINING		\$2,333.33	
	Invoice		Date		Description		Amount		
	1021		11/20/2017		Inv.#1021-Strength & conditioning-Dec.Services		\$2,333.33		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,333.33		
1535	12/01/2017	Open			Accounts Payable	CENTRAL MICHIGAN PAPER		\$1,815.20	
	Invoice		Date		Description		Amount		
	293292-00		11/10/2017		Multipurpose Paper		\$907.60		
	294641-00		11/22/2017		teaching Supplies		\$907.60		
	Paying Fund				Cash Account		Amount		

Lincoln Consolidated Schools  
**Payment Register**

11.5  
 Agenda Item  
 January 22, 2018

From Payment Date: 12/1/2017 - To Payment Date: 12/31/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,815.20		
1536	12/01/2017	Open			Accounts Payable	COMPLETE BATTERY SOURCE OF ANN ARBOR	\$315.00		
	Invoice		Date	Description		Amount			
	14807AA		10/06/2017	District wide - alarm panel replacement batteries		\$315.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$315.00			
1537	12/01/2017	Open			Accounts Payable	CURRENT ELECTRIC MOTOR SUPPLY	\$1,865.00		
	Invoice		Date	Description		Amount			
	A34672		11/06/2017	Motors		\$1,750.00			
	A34690		11/09/2017	pool motor		\$115.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,865.00			
1538	12/01/2017	Open			Accounts Payable	DOMAS, MARY, T	\$522.24		
	Invoice		Date	Description		Amount			
	November2017		11/28/2017	Mary Domas Lincoln Golden Ages Compensation		\$522.24			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$522.24			
1539	12/01/2017	Open			Accounts Payable	EDMENTUM, INC	\$620.00		
	Invoice		Date	Description		Amount			
	INV094873		09/30/2017	EdOptions Acad Inv094873 JSummers 131861-0917		\$620.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$620.00			
1540	12/01/2017	Open			Accounts Payable	ENVIRO-CLEAN	\$101,763.30		
	Invoice		Date	Description		Amount			
	88267		11/01/2017	Monthly Custodial Services		\$92,868.34			
	88374		10/31/2017	Monthly Custodial Supplies		\$8,894.96			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$101,763.30			
1541	12/01/2017	Open			Accounts Payable	EXELON ENERGY COMPANY	\$398.02		
	Invoice		Date	Description		Amount			
	2078245-1		11/21/2017	BH #6500449 Acct # RG-138003		\$398.02			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$398.02			
1542	12/01/2017	Open			Accounts Payable	FASTENAL COMPANY	\$57.50		
	Invoice		Date	Description		Amount			
	MIDE858972		10/26/2017	PARTS - FASTENAL		\$57.50			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$57.50			
1543	12/01/2017	Open			Accounts Payable	FBM INC	\$768.00		
	Invoice		Date	Description		Amount			
	58121288-00		11/17/2017	LMS & Brick Ceiling Tiles		\$768.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$768.00			



Lincoln Consolidated Schools  
**Payment Register**

11.5  
 Agenda Item  
 January 22, 2018

From Payment Date: 12/1/2017 - To Payment Date: 12/31/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1544	12/01/2017	Open			Accounts Payable	FOOTE, THERESE, ANN	\$187.50		
	Invoice		Date	Description		Amount			
	November2017		11/28/2017	Senior Center Worker		\$187.50			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$187.50			
1545	12/01/2017	Open			Accounts Payable	HEINEMANN	\$693.00		
	Invoice		Date	Description		Amount			
	6847458		11/06/2017	SPED: IDEIA 2017-RESOURCE ROOM SUPPLIES FOR BRICK		\$693.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$693.00			
1546	12/01/2017	Open			Accounts Payable	HI-LINE ELECTRIC COMPANY, INC.	\$573.01		
	Invoice		Date	Description		Amount			
	10578828		10/26/2017	PARTS - HI-LINE ELECTRIC COMPANY		\$562.81			
	10576865		10/19/2017	PARTS - HI-LINE ELECTRIC COMPANY		\$10.20			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$573.01			
1547	12/01/2017	Open			Accounts Payable	INSECTECH INC.	\$685.00		
	Invoice		Date	Description		Amount			
	72684		11/20/2017	District Pest Management Services		\$40.00			
	72683		11/20/2017	District Pest Management Services		\$173.00			
	72677		11/15/2017	District Pest Management Services		\$64.00			
	72678		11/15/2017	District Pest Management Services		\$64.00			
	72676		11/15/2017	District Pest Management Services		\$64.00			
	72675		11/15/2017	District Pest Management Services		\$216.00			
	72674		11/15/2017	District Pest Management Services		\$64.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$685.00			
1548	12/01/2017	Open			Accounts Payable	KONE INC	\$392.18		
	Invoice		Date	Description		Amount			
	1157497358		11/08/2017	Brick - Elevator Repair		\$392.18			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$392.18			
1549	12/01/2017	Open			Accounts Payable	LEARNING A-Z	\$199.95		
	Invoice		Date	Description		Amount			
	1890995		11/15/2017	Raz-Plus License		\$199.95			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$199.95			
1550	12/01/2017	Open			Accounts Payable	MAMP, JOYCE	\$70.00		
	Invoice		Date	Description		Amount			
	11012017		11/01/2017	CDL LICENSE RENEWAL FEE		\$70.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$70.00			
1551	12/01/2017	Open			Accounts Payable	MICHIGAN INSTITUTE OF AVIATION	\$2,128.32		
	Invoice		Date	Description		Amount			
	109		10/03/2017	AV II Classes 2017-2018 Sem 1 & Sem 2		\$2,128.32			
	Paying Fund			Cash Account		Amount			



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From Payment Date: 12/1/2017 - To Payment Date: 12/31/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,258.48		
1560	12/01/2017	Open			Accounts Payable	SCHOLASTIC, INC.	\$100.15		
	Invoice		Date	Description		Amount			
	15965371		11/02/2017	Title I Parent Coord Supplies		\$100.15			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$100.15			
1561	12/01/2017	Open			Accounts Payable	SCHOOL SPECIALTY INC.	\$392.79		
	Invoice		Date	Description		Amount			
	308102911165		10/30/2017	Huang Cart #7785368347 Add'l		\$192.07			
	308102911375		10/30/2017	Minthorn Cart #7784141153 Teaching Supplies		\$95.77			
	208119004628		08/18/2017	Micik Cart #7784291390 Teaching Supplies		\$99.40			
	208119466626		10/17/2017	Krzynski Teaching Supplies		\$5.55			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$392.79			
1562	12/01/2017	Open			Accounts Payable	SELKING INTERNATIONAL & IDEALEASE	\$824.46		
	Invoice		Date	Description		Amount			
	10519529		11/03/2017	PARTS - SELKING INTERNATIONAL & IDEALEASE		\$374.90			
	10519593		11/02/2017	PARTS - SELKING INTERNATIONAL & IDEALEASE		\$449.56			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$824.46			
1563	12/01/2017	Open			Accounts Payable	SUPERIOR DIESEL REPAIR	\$329.86		
	Invoice		Date	Description		Amount			
	S1-24936		11/03/2017	PARTS - SUPERIOR DIESEL REPAIR		\$329.86			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$329.86			
1564	12/01/2017	Open			Accounts Payable	SURE RIDE TRANSPORTATION, LLC,	\$1,570.06		
	Invoice		Date	Description		Amount			
	174647		11/26/2017	SPED TRANSPOT TO OUTSIDE PROGRAM IN FLINT		\$1,570.06			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,570.06			
1565	12/01/2017	Open			Accounts Payable	TEAM SPORTS, INC	\$13,489.85		
	Invoice		Date	Description		Amount			
	334251/1		10/24/2017	Inv.#334251/1-MS Helmets,Football		\$3,855.23			
	341153/1		10/03/2017	Inv.#341153/1,Inv.#334414/1, Inv.#308775/1,Inv#361155/1		\$424.00			
	334414/1		09/19/2017	Inv.#341153/1,Inv.#334414/1, Inv.#308775/1,Inv#361155/1		\$1,491.77			
	308775/1		10/03/2017	Inv.#341153/1,Inv.#334414/1, Inv.#308775/1,Inv#361155/1		\$7,676.85			
	361155/1		11/03/2017	Inv.#341153/1,Inv.#334414/1, Inv.#308775/1,Inv#361155/1		\$42.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$13,489.85			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1566	12/01/2017	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$684.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	11/10/17	Invoice2	11/15/2017		INV #004 CAB SERVICE FOR JACKSON FAMILY 11/3/17-11/10/17		\$684.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$684.00		
1567	12/01/2017	Open			Accounts Payable	THRUN LAW FIRM, P.C.	\$10,785.18		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	243157		11/15/2017		CLIENT 0805 LEGAL SERVICES		\$4,984.00		
	243130		11/08/2017		CLIENT 0805 LEGAL SERVICES		\$1,500.00		
	243476		11/15/2017		CLIENT 0805 LEGAL SERVICES		\$2,254.78		
	243477		11/15/2017		CLIENT 0805 LEGAL SERVICES		\$2,046.40		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$10,785.18		
1568	12/01/2017	Open			Accounts Payable	TOBINS LAKE STUDIOS	\$337.30		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	258		11/03/2017		Backdrop for Dance Recital		\$337.30		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	23 - Community Services				23-2101-002 (Cash - AP Checking)		\$337.30		
1569	12/01/2017	Open			Accounts Payable	TRI-COUNTY INTERNATIONAL TRUCKS	\$482.39		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	YP25266		10/24/2017		PARTS - TRI-COUNTY INTERNATIONAL TRUCKS		\$482.39		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$482.39		
1570	12/01/2017	Open			Accounts Payable	TYCO INTEGRATED SECURITY LLC	\$2,290.55		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	29559527		11/11/2017		Brick Cust # 01300 184603056		\$1,382.57		
	29559531		11/11/2017		Maintenance Cust # 01300 184603072		\$190.55		
	29559528		11/11/2017		Bus Gar Cust # 01300 184603064		\$262.09		
	29559529		11/11/2017		High School Conc. Cust # 01300 184603065		\$167.19		
	29559530		11/11/2017		Bishop Cust # 01300 184603069		\$288.15		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,290.55		
1571	12/01/2017	Open			Accounts Payable	UNITED RENTALS INC.	\$103.50		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	152316098-001		11/21/2017		Trailer rental		\$103.50		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$103.50		
1572	12/01/2017	Open			Accounts Payable	WAGEWORKS INC	\$100.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	2053945		11/15/2017		FSA Monthly Admin #2053945		\$100.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$100.00		
1573	12/01/2017	Open			Accounts Payable	WASHTENAW GLASS CO	\$98.50		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	5963		11/01/2017		Maintenance Shop - 1 16x20 - 1/8 glass		\$98.50		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
							Amount		
							Amount		
1574	12/01/2017	Open			Accounts Payable	WILLIAMS, MICHELE, D.	\$570.00		
							Amount		
	November2017		11/28/2017		Senior Center Worker		\$570.00		
							Amount		
							Amount		
1575	12/01/2017	Open			Accounts Payable	HEALTH EQUITY, INC	\$6,923.62		
							Amount		
	2018-00000380		12/01/2017		HSA - Empl Paid HSA Pre-Tax		\$6,923.62		
							Amount		
							Amount		
1576	12/01/2017	Open			Accounts Payable	OFFICE OF RETIREMENT SERVICES (ORS)	\$282,971.87		
							Amount		
	2018-00000406		12/01/2017		ORS BASIC 4 - Basic 4%*		\$282,971.87		
							Amount		
							Amount		
1577	12/15/2017	Open			Accounts Payable	000207	\$33,418.34		
							Amount		
	Payroll_12/15/17		12/15/2017		TSA 403B - TSA 403(b)		\$33,418.34		
							Amount		
							Amount		
1578	12/15/2017	Open			Accounts Payable	ALLSHRED SERVICES	\$48.35		
							Amount		
	113216		11/27/2017		Shred Services		\$48.35		
							Amount		
							Amount		
1579	12/15/2017	Open			Accounts Payable	BEIER HOWLETT, P.C.	\$42.84		
							Amount		
	109978		12/04/2017		Legal Services		\$42.84		
							Amount		
							Amount		
1580	12/15/2017	Open			Accounts Payable	BOILERS CONTROLS & EQUIP	\$1,609.00		
							Amount		
	289674		10/10/2017		LMS - Tower treatment		\$1,609.00		
							Amount		
							Amount		
1581	12/15/2017	Open			Accounts Payable	CENTRAL MICHIGAN PAPER	\$2,722.80		
							Amount		
	296399-00		12/04/2017		Copier Paper 2017-2018		\$2,722.80		
							Amount		
							Amount		
1582	12/15/2017	Open			Accounts Payable	COX, MICHELLE	\$88.75		
							Amount		
	Nov2017_expense		11/20/2017		Title I Parent Supplies		\$59.98		
							Amount		
	Dec17_expense		12/03/2017		Reimbursement Title I		\$28.77		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$88.75			
1583	12/15/2017	Open			Accounts Payable	CURRENT ELECTRIC MOTOR SUPPLY	\$2,062.50		
	Invoice			Date	Description	Amount			
	A34699		11/10/2017		Motor and pump	\$2,062.50			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,062.50			
1584	12/15/2017	Open			Accounts Payable	ENVIRO-CLEAN	\$97,774.18		
	Invoice			Date	Description	Amount			
	88482		12/01/2017		Monthly Custodial Services	\$92,868.34			
	88698		11/30/2017		Monthly Custodial Supplies	\$4,905.84			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$97,774.18			
1585	12/15/2017	Open			Accounts Payable	HI-LINE ELECTRIC COMPANY, INC.	\$692.27		
	Invoice			Date	Description	Amount			
	10582100		11/14/2017		GARAGE OPERATIONS - HI-LINE ELECTRIC	\$692.27			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$692.27			
1586	12/15/2017	Open			Accounts Payable	HOGAN, PEGGY	\$827.04		
	Invoice			Date	Description	Amount			
	Nov2017		12/08/2017		Peggy Hogan Lincoln Golden Ages Compensation	\$450.00			
	2018-00000399		12/08/2017		Peggy Hogan Lincoln Golden Ages Compensation	\$87.04			
	Nov132017		11/13/2017		Peggy Hogan Lincoln Golden Ages Compensation	\$290.00			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$827.04			
1587	12/15/2017	Open			Accounts Payable	J W PEPPER	\$41.75		
	Invoice			Date	Description	Amount			
	07902836		11/14/2017		Choir Sheet Music	\$32.25			
	07902268		11/13/2017		Choir Sheet Music	\$9.50			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$41.75			
1588	12/15/2017	Open			Accounts Payable	KASHMER, YVETTE, D.	\$1,466.20		
	Invoice			Date	Description	Amount			
	DEC17/18		12/13/2017		Drama Technical Director (Musical)	\$1,466.20			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,466.20			
1589	12/15/2017	Open			Accounts Payable	LABOMBARBE, JENNIFER	\$444.64		
	Invoice			Date	Description	Amount			
	Nov2017_Expense		11/09/2017		MASB-conference hotel	\$444.64			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$444.64			
1590	12/15/2017	Open			Accounts Payable	LOWE'S	\$253.40		
	Invoice			Date	Description	Amount			
	910696		11/09/2017		LMS- window vanes	\$111.92			
	908661		11/10/2017		LHS - shelving brackets	\$38.93			
	915898		11/14/2017		LHS - plywood for shelves	\$66.46			



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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	912678		11/18/2017		Plumbing Parts		\$36.09		
	Paying Fund				Cash Account		Amount		
1591	12/15/2017	Open			11-2101-002 (Cash - AP Checking)	MIKAN CORPORATION	\$253.40		
	Invoice		Date		Accounts Payable		\$131.20		
	142750		11/29/2017		Teaching Supplies		\$131.20		
	Paying Fund				Cash Account		Amount		
1592	12/15/2017	Open			11-2101-002 (Cash - AP Checking)	MONTOUR, SILVIA	\$131.20		
	Invoice		Date		Accounts Payable		\$70.00		
	Dec2017 Emp Reim		12/07/2017		CDL RENEWAL		\$70.00		
	Paying Fund				Cash Account		Amount		
1593	12/15/2017	Open			11-2101-002 (Cash - AP Checking)	PAPA'S PAINTING, LLC.	\$70.00		
	Invoice		Date		Accounts Payable		\$12,500.00		
	46-17		12/01/2017		LHS - West Cafeteria Corridor		\$12,500.00		
	Paying Fund				Cash Account		Amount		
1594	12/15/2017	Open			11-2101-002 (Cash - AP Checking)	PEDIATRIC THERAPY ASSOCIATES	\$12,500.00		
	Invoice		Date		Accounts Payable		\$64,524.00		
	Linc11-17		11/30/2017		SPED CONTRACT SPEECH, OT & PT SERVICES: INVOICE # LINC11-17		\$64,524.00		
	Paying Fund				Cash Account		Amount		
1595	12/15/2017	Open			11-2101-002 (Cash - AP Checking)	QUILL CORPORATION	\$64,524.00		
	Invoice		Date		Accounts Payable		\$1,130.86		
	2928385		12/04/2017		Equipment		\$24.39		
	2892509		12/01/2017		SPED EQUIPMENT FOR HIGH NEEDS RR AT LMS		\$512.72		
	2892653		12/01/2017		SPED EQUIPMENT FOR HIGH NEEDS RR AT LMS		\$593.75		
	Paying Fund				Cash Account		Amount		
1596	12/15/2017	Open			11-2101-002 (Cash - AP Checking)	RICOH USA, INC	\$1,130.86		
	Invoice		Date		Accounts Payable		\$11,790.69		
	5051246730		11/14/2017		Annual Printing Services		\$11,790.69		
	Paying Fund				Cash Account		Amount		
1597	12/15/2017	Open			11-2101-002 (Cash - AP Checking)	ROYAL TRUCK & TRAILER SALES & SERVICES INC	\$11,790.69		
	Invoice		Date		Accounts Payable		\$503.82		
	01P209882		11/29/2017		SE PARTS - ROYAL TRUCK & TRAILER		\$132.26		
	01P206486		11/29/2017		SE PARTS - ROYAL TRUCK & TRAILER		\$210.88		
	01P204838		11/29/2017		SE PARTS - ROYAL TRUCK & TRAILER		\$239.16		
	01P210131		12/04/2017		Credit for Airbag		(\$78.48)		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$503.82		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1598	12/15/2017	Open			Accounts Payable	SCHOLASTIC, INC.	\$105.60		
	Invoice		Date	Description		Amount			
	M63908354		10/31/2017	Textbook		\$105.60			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$105.60			
1599	12/15/2017	Open			Accounts Payable	SCHOOL NURSE SUPPLY	\$244.95		
	Invoice		Date	Description		Amount			
	0655255-IN		12/15/2017	Supplies		\$244.95			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$244.95			
1600	12/15/2017	Open			Accounts Payable	SCHOOL SPECIALTY INC.	\$4,887.40		
	Invoice		Date	Description		Amount			
	308102919568		11/20/2017	Art School Spec Teaching Supplies Bulk		\$3,385.52			
	208119437878		11/13/2017	LMoore Cart#7785307130 Supplies		\$99.27			
	208119614976		11/20/2017	Jackson Cart #7785698846 Teaching Supplies		\$99.65			
	308102916610		11/10/2017	Grissom Cart #7784255918 Teaching Supplies		\$84.23			
	308102917130		11/13/2017	Contrares Cart #50627990 Teaching Supplies		\$95.21			
	308102920221		11/21/2017	Art supplies		\$119.04			
	308102918865		11/16/2017	dry erase markers		\$536.38			
	308120912576		10/31/2017	Teaching supplies		\$299.32			
	308102843529		08/28/2017	Schwegler Cart #7784255103 Teaching Supplies		\$100.23			
	208119588906		11/13/2017	Supplies		\$62.28			
	208119596630		11/15/2017	Supplies & Materials		\$6.27			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$4,887.40			
1601	12/15/2017	Open			Accounts Payable	SEHI-PROCOMP COMPUTERS	\$4,636.17		
	Invoice		Date	Description		Amount			
	I00170393		11/06/2017	various vga cables and triplit ups smart		\$4,636.17			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$4,636.17			
1602	12/15/2017	Open			Accounts Payable	SELKING INTERNATIONAL & IDEALEASE	\$319.50		
	Invoice		Date	Description		Amount			
	10520205		11/30/2017	PARTS- SELKING INTERNATIONAL & IDEALEASE		\$319.50			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$319.50			
1603	12/15/2017	Open			Accounts Payable	SURE RIDE TRANSPORTATION, LLC,	\$1,652.56		
	Invoice		Date	Description		Amount			
	174849		12/11/2017	INVOICE #174849		\$1,652.56			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,652.56			
1604	12/15/2017	Open			Accounts Payable	TECOGEN Inc.	\$19,690.06		
	Invoice		Date	Description		Amount			
	CHB89794		10/11/2017	Chiller repair HS		\$2,629.22			
	CHB88223		11/30/2017	LHS - AC Replacement server Room		\$17,060.84			
	Paying Fund			Cash Account		Amount			

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							\$19,690.06		
1605	12/15/2017	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$1,422.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	Nov2917		11/29/2017		SPED CABBING TO HIGH POINT PROGRAM		\$924.00		
	005		11/20/2017		EPHY CAB SERVICES FROM 11/13/17-11/20/17		\$352.00		
	006		11/21/2017		EPHY CAB SERVICES 11/20/17-11/21/17		\$146.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
							\$1,422.00		
1606	12/15/2017	Open			Accounts Payable	TRI-COUNTY INTERNATIONAL TRUCKS	\$755.29		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	YP25755		11/22/2017		PARTS - TRI-COUNTY INTERNATIONAL TRUCKS		\$441.33		
	YP25677		11/15/2017		PARTS - TRI-COUNTY INTERNATIONAL TRUCKS		\$90.40		
	YP25736		11/21/2017		AIR FILTER		\$147.11		
	YP25756		11/22/2017		AIR FILTER		\$138.70		
	YP25678		11/15/2017		GARAGE EQUIPMENT - TRI-COUNTY INTERNATIONAL TRUCKS		\$56.34		
	YP25934		12/06/2017		Credit for Wrong Part		(\$118.59)		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
							\$755.29		
1607	12/15/2017	Open			Accounts Payable	TYCO INTEGRATED SECURITY LLC	\$99.90		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	29604751		11/29/2017		Childs Cust # 01300 102723999		\$99.90		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
							\$99.90		
1608	12/15/2017	Open			Accounts Payable	VESCO OIL CORPORATION	\$837.05		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	4162728-00		11/20/2017		VESCO OIL CORP. - ANTIFREEZE		\$782.10		
	4162730-00		11/21/2017		GARAGE OPERATIONS - VESCO OIL CORPORATION		\$54.95		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
							\$837.05		
1609	12/15/2017	Open			Accounts Payable	WASHTENAW COUNTY CONSORTIUM	\$417,125.58		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	18-0076950		12/11/2017		January 2018 Insurance		\$412,166.12		
	18-C080334		12/11/2017		January 2018 Insurance		\$970.62		
	18-C080340		12/11/2017		January 2018 Insurance		\$1,242.63		
	18-C080341		12/11/2017		January 2018 Insurance		\$563.06		
	18-C080343		12/11/2017		January 2018 Insurance		\$1,620.09		
	18-C080346		12/11/2017		January 2018 Insurance		\$563.06		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
							\$417,125.58		
1610	12/15/2017	Open			Accounts Payable	WILLIAMS, MICHELE, D.	\$705.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	Dec2017 Expense		12/12/2017		Senior Center Worker		\$705.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
							\$705.00		

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	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$705.00		
1611	12/15/2017	Open			Accounts Payable	HEALTH EQUITY, INC	\$14,223.62		
	Invoice		Date	Description		Amount			
	2018-00000421		12/15/2017	HSA - Empl Paid HSA Pre-Tax		\$14,223.62			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$14,223.62		
1612	12/29/2017	Open			Accounts Payable	000207	\$31,843.28		
	Invoice		Date	Description		Amount			
	Payroll_12/29/17		12/29/2017	TSA 403B - TSA 403(b)		\$31,843.28			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$31,843.28		
1613	12/29/2017	Open			Accounts Payable	AFFINETY SOLUTIONS INC	\$257.00		
	Invoice		Date	Description		Amount			
	11295		10/31/2017	Monthly Web Fee		\$76.00			
	11325		11/30/2017	Monthly Web Fee		\$181.00			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$257.00		
1614	12/29/2017	Open			Accounts Payable	AIR TEMP SOLUTIONS, INC.	\$1,040.03		
	Invoice		Date	Description		Amount			
	8491c		11/29/2017	Model - Room 35 new HVAC controller		\$1,040.03			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,040.03		
1615	12/29/2017	Open			Accounts Payable	ANN ARBOR WELDING	\$13.20		
	Invoice		Date	Description		Amount			
	99012		12/17/2017	District - Welding tank rental		\$13.20			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$13.20		
1616	12/29/2017	Open			Accounts Payable	ARAMARK CORPORATION	\$47.60		
	Invoice		Date	Description		Amount			
	400239100-000128		12/06/2017	MCTI Field Trip Lunches		\$47.60			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$47.60		
1617	12/29/2017	Open			Accounts Payable	BADER & SONS CO.	\$299.02		
	Invoice		Date	Description		Amount			
	454067		09/20/2017	John Deere Mower Parts		\$289.18			
	454067FC		09/20/2017	John Deere Mower Parts		\$9.84			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$299.02		
1618	12/29/2017	Open			Accounts Payable	BUSH, GEOFFRY, L.	\$90.00		
	Invoice		Date	Description		Amount			
	December2017		12/13/2017	Game Worker Announcer		\$90.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$90.00		
1619	12/29/2017	Open			Accounts Payable	BUTLER, JULIA	\$42.59		
	Invoice		Date	Description		Amount			
	Dec17_Mileage		12/19/2017	Mileage to/from HR Countrywide meeting		\$42.59			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$42.59		
1620	12/29/2017	Open			Accounts Payable	CRAVEN, BRENDA	\$55.00		
	Invoice			Date	Description		Amount		
	December2017			12/13/2017	Game Worker Admissions/Door Check		\$55.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$55.00		
1621	12/29/2017	Open			Accounts Payable	DAY, LORAIN, E	\$90.00		
	Invoice			Date	Description		Amount		
	December2017			12/13/2017	Game Worker Official Scorer		\$90.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$90.00		
1622	12/29/2017	Open			Accounts Payable	DES MOINES STAMP MFG CO	\$148.55		
	Invoice			Date	Description		Amount		
	1108503			12/08/2017	HD Dater 2360 2 Color		\$129.00		
	1108589			12/11/2017	Two Color Heavy Duty Dater Pads		\$19.55		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$148.55		
1623	12/29/2017	Open			Accounts Payable	DOMAS, MARY, T	\$402.56		
	Invoice			Date	Description		Amount		
	December2017			12/22/2017	Mary Domas Lincoln Golden Ages Compensation		\$402.56		
	Paying Fund			Cash Account			Amount		
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$402.56		
1624	12/29/2017	Open			Accounts Payable	EIDEX	\$8,278.00		
	Invoice			Date	Description		Amount		
	4240			12/05/2017	Second Annual Subscriber License Fee		\$8,278.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$8,278.00		
1625	12/29/2017	Open			Accounts Payable	FASTENAL COMPANY	\$159.54		
	Invoice			Date	Description		Amount		
	MIDE859397			11/30/2017	GARAGE OPERATIONS - FASTENAL		\$123.88		
	MIDE859427			12/04/2017	Brick - Psitol Nozzel		\$35.66		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$159.54		
1626	12/29/2017	Open			Accounts Payable	FBM INC	\$22.84		
	Invoice			Date	Description		Amount		
	58121625-00			11/30/2017	Ceiling Tiles		\$22.84		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$22.84		
1627	12/29/2017	Open			Accounts Payable	FLINN SCIENTIFIC	\$1,107.62		
	Invoice			Date	Description		Amount		
	2162350			11/28/2017	VPKG Add'l Sci Orders		\$17.96		
	2162877			11/29/2017	VPKG Add'l Sci Orders		\$1,089.66		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,107.62		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1628	12/29/2017	Open			Accounts Payable	GERLOFS, SHERRY	\$21.29		
			Invoice	Date	Description		Amount		
			Dec17_Mileage	12/19/2017	Mileage to/from HR Countrywide Meeting		\$21.29		
			Paying Fund		Cash Account		Amount		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$21.29		
1629	12/29/2017	Open			Accounts Payable	HEINEMANN	\$317.63		
			Invoice	Date	Description		Amount		
			6855060	12/04/2017	Teaching supplies		\$317.63		
			Paying Fund		Cash Account		Amount		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$317.63		
1630	12/29/2017	Open			Accounts Payable	INSECTECH INC.	\$685.00		
			Invoice	Date	Description		Amount		
			73041	12/13/2017	District Pest Management Services		\$64.00		
			73043	12/13/2017	District Pest Management Services		\$64.00		
			73042	12/13/2017	District Pest Management Services		\$64.00		
			73040	12/13/2017	District Pest Management Services		\$216.00		
			73044	12/13/2017	District Pest Management Services		\$64.00		
			73030	12/18/2017	District Pest Management Services		\$173.00		
			73031	12/18/2017	District Pest Management Services		\$40.00		
			Paying Fund		Cash Account		Amount		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$685.00		
1631	12/29/2017	Open			Accounts Payable	KONE INC	\$530.88		
			Invoice	Date	Description		Amount		
			949784426	12/01/2017	Elevator Repairs		\$530.88		
			Paying Fund		Cash Account		Amount		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$530.88		
1632	12/29/2017	Open			Accounts Payable	MACPROFESSIONALS, INC.	\$1,400.00		
			Invoice	Date	Description		Amount		
			00014352	11/14/2017	remote engineering 8 hours		\$1,400.00		
			Paying Fund		Cash Account		Amount		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$1,400.00		
1633	12/29/2017	Open			Accounts Payable	MCNATT, SEAN	\$183.02		
			Invoice	Date	Description		Amount		
			Nov17_mileage	12/15/2017	Mileage for Aut-Nov 2017		\$183.02		
			Paying Fund		Cash Account		Amount		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$183.02		
1634	12/29/2017	Open			Accounts Payable	NCS PEARSON INCORPORATED	\$866.01		
			Invoice	Date	Description		Amount		
			11357686	10/10/2017	sped ideia 2017 - PSYCH TESTING MATERIALS		\$260.76		
			11357601	10/10/2017	SPED IDEIA 2017 - PSYCH TESTING MATERIALS		\$605.25		
			Paying Fund		Cash Account		Amount		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$866.01		
1635	12/29/2017	Open			Accounts Payable	PAPA'S PAINTING, LLC.	\$7,000.00		
			Invoice	Date	Description		Amount		
			45-17	12/20/2017	LHS - Halls painted West Hall Corridor (Athletics/Art Hall)		\$7,000.00		
			Paying Fund		Cash Account		Amount		



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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$7,000.00		
1636	12/29/2017	Open			Accounts Payable	PCMI	\$7,668.18		
	Invoice		Date	Description			Amount		
	53352		12/01/2017	Inv.#53352-Pymt. for Non LCS Coaches			\$7,668.18		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$7,668.18		
1637	12/29/2017	Open			Accounts Payable	RED SKY TECHNOLOGIES INC.	\$100.00		
	Invoice		Date	Description			Amount		
	14688		11/30/2017	INV 14688 E911 anywhere ECRC Novmber 2017			\$100.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$100.00		
1638	12/29/2017	Open			Accounts Payable	REHMANN	\$46,359.51		
	Invoice		Date	Description			Amount		
	RR418164		11/30/2017	Finance Dept Services			\$46,359.51		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$46,359.51		
1639	12/29/2017	Open			Accounts Payable	ROYAL TRUCK & TRAILER SALES & SERVICES INC	\$602.04		
	Invoice		Date	Description			Amount		
	01P210887		12/07/2017	BATTERIES - ROYAL TRUCK			\$602.04		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$602.04		
1640	12/29/2017	Open			Accounts Payable	SCHOOL SPECIALTY INC.	\$796.28		
	Invoice		Date	Description			Amount		
	208119685439		12/06/2017	6th Grade Science Supplies			\$519.26		
	208119650147		11/29/2017	Grissom Cart #7784255918			\$0.23		
	208119650148		11/29/2017	L Moore Cart#7785307130			\$0.23		
	208119666271		12/01/2017	Teaching Supplies			\$103.43		
	208119677334		12/05/2017	Teaching Supplies			\$90.93		
	208119659247		11/30/2017	Art Teaching Supplies			\$82.20		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$796.28		
1641	12/29/2017	Open			Accounts Payable	SELKING INTERNATIONAL & IDEALEASE	\$1,800.57		
	Invoice		Date	Description			Amount		
	1033005		10/23/2017	PARTS - SELKING INTERNATIONAL & IDEALEASE			\$1,726.80		
	10520495		12/12/2017	SE PARTS - SELKING INTERNATIONAL & IDEALEASE			\$73.77		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,800.57		
1642	12/29/2017	Open			Accounts Payable	SUPERIOR TEXT	\$372.52		
	Invoice		Date	Description			Amount		
	SI002662		11/21/2017	African-American History ISBN 0131947257 Warford			\$372.52		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$372.52		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1643	12/29/2017	Open			Accounts Payable	TEAM SPORTS, INC	\$689.60		
	Invoice		Date		Description		Amount		
	360898/1		11/06/2017		Ord.#3647201-AntiWhip Nylon Net		\$599.60		
	364720/1		11/15/2017		Ord.#3647201-AntiWhip Nylon Net		\$90.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$689.60		
1644	12/29/2017	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$1,319.90		
	Invoice		Date		Description		Amount		
	December2017 007		12/15/2017		SPED CABBING TO HIGH POINT PROGRAM		\$1,016.40		
			12/20/2017		INV #007 THERE AND BACK TRANSPORTATION FOR THE JACKSON FAMILY		\$303.50		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,319.90		
1645	12/29/2017	Open			Accounts Payable	TOBII DYNAVOX LLC	\$198.00		
	Invoice		Date		Description		Amount		
	INV00068649		12/06/2017		SPED- IDEIA 2017 SPEECH THERAPISTS		\$99.00		
	INV00068767		12/07/2017		SPED- IDEIA 2017 SPEECH THERAPISTS		\$99.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$198.00		
1646	12/29/2017	Open			Accounts Payable	TRI-COUNTY INTERNATIONAL TRUCKS	\$2,867.03		
	Invoice		Date		Description		Amount		
	YP25961		12/08/2017		PARTS - TRI-COUNTY INTERNATIONAL TRUCKS		\$977.60		
	YP25897		12/05/2017		PARTS - TRI-COUNTY INTERNATIONAL TRUCKS		\$118.59		
	YP26040		12/13/2017		PARTS - TRI-COUNTY INTERNATIONAL TRUCKS		\$73.77		
	YS11658		09/20/2017		PARTS - TRI-COUNTY INTERNATIONAL TRUCKS		\$739.04		
	YP25921		12/06/2017		PARTS - TRI-COUNTY INTERNATIONAL TRUCKS		\$306.01		
	YP25892		12/04/2017		PARTS - TRI-COUNTY INTERNATIONAL TRUCKS		\$599.16		
	YP25836		11/30/2017		PARTS - TRI-COUNTY INTERNATIONAL TRUCKS		\$27.76		
	YP25822		11/29/2017		PARTS - TRI-COUNTY INTERNATIONAL TRUCKS		\$25.10		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,867.03		
1647	12/29/2017	Open			Accounts Payable	VESCO OIL CORPORATION	\$112.25		
	Invoice		Date		Description		Amount		
	4171269-00		12/18/2017		GARAGE OPERATIONS - VESCO OIL CORPORATION		\$112.25		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$112.25		
1648	12/29/2017	Open			Accounts Payable	WAGeworks INC	\$100.00		
	Invoice		Date		Description		Amount		
	INV426052		12/15/2017		FSA Monthly Admin #2053945		\$100.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$100.00		
1649	12/29/2017	Open			Accounts Payable	WESTFALL, CHRISTOPHER	\$608.30		
	Invoice		Date		Description		Amount		
	Dec17_mileage		12/21/2017		Mileage Reimbursement-		\$608.30		
	Paying Fund				Cash Account		Amount		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$608.30		
1650	12/29/2017	Open			Accounts Payable	WILLIAMS, MICHELE, D.	\$577.50		
	Invoice		Date	Description			Amount		
	December2017		12/26/2017	Senior Center Worker			\$577.50		
	Paying Fund			Cash Account			Amount		
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$577.50		
1651	12/29/2017	Open			Accounts Payable	WILLIAMS, TISHA, MARIE	\$220.00		
	Invoice		Date	Description			Amount		
	December2017		12/13/2017	Game Worker General Admission			\$220.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$220.00		
1652	12/15/2017	Open			Accounts Payable	OFFICE OF RETIREMENT SERVICES (ORS)	\$289,994.46		
	Invoice		Date	Description			Amount		
	2018-00000436		12/15/2017	ORS BASIC 4 - Basic 4%*			\$289,994.46		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$289,994.46		
1653	12/29/2017	Open			Accounts Payable	OFFICE OF RETIREMENT SERVICES (ORS)	\$284,063.12		
	Invoice		Date	Description			Amount		
	2018-00000437		12/29/2017	ORS BASIC 4 - Basic 4%*			\$284,063.12		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$284,063.12		
1654	12/29/2017	Open			Accounts Payable	HEALTH EQUITY, INC	\$6,473.62		
	Invoice		Date	Description			Amount		
	2018-00000438		12/29/2017	HSA - Empl Paid HSA Pre-Tax			\$6,473.62		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$6,473.62		
Type EFT Totals:									
								125 Transactions	\$2,027,301.58

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163944775 - A/P Checking Totals									
<b>Checks</b>									
							Transaction Amount	Reconciled Amount	
		Open					\$504,408.62	\$0.00	
		Reconciled					\$0.00	\$0.00	
		Voided					\$0.00	\$0.00	
		Stopped					\$0.00	\$0.00	
		<b>Total</b>					\$504,408.62	\$0.00	
<b>EFTs</b>									
							Transaction Amount	Reconciled Amount	
		Open					\$2,027,301.58	\$0.00	
		Reconciled					\$0.00	\$0.00	
		Voided					\$0.00	\$0.00	
		<b>Total</b>					\$2,027,301.58	\$0.00	
<b>All</b>									
							Transaction Amount	Reconciled Amount	
		Open					\$2,531,710.20	\$0.00	
		Reconciled					\$0.00	\$0.00	
		Voided					\$0.00	\$0.00	
		Stopped					\$0.00	\$0.00	
		<b>Total</b>					\$2,531,710.20	\$0.00	
<b>Grand Totals:</b>									
<b>Checks</b>									
							Transaction Amount	Reconciled Amount	
		Open					\$504,408.62	\$0.00	
		Reconciled					\$0.00	\$0.00	
		Voided					\$0.00	\$0.00	
		Stopped					\$0.00	\$0.00	
		<b>Total</b>					\$504,408.62	\$0.00	
<b>EFTs</b>									
							Transaction Amount	Reconciled Amount	
		Open					\$2,027,301.58	\$0.00	
		Reconciled					\$0.00	\$0.00	
		Voided					\$0.00	\$0.00	
		<b>Total</b>					\$2,027,301.58	\$0.00	
<b>All</b>									
							Transaction Amount	Reconciled Amount	
		Open					\$2,531,710.20	\$0.00	
		Reconciled					\$0.00	\$0.00	
		Voided					\$0.00	\$0.00	
		Stopped					\$0.00	\$0.00	
		<b>Total</b>					\$2,531,710.20	\$0.00	

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163945137 - Trust & Agency Checking									
Check									
20860	12/01/2017	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$205.12		
	Invoice		Date	Description		Amount			
	bjdghtkatwuy		08/31/2017	Tailgate Supplies		\$49.98			
	cukjvgqguhsj		08/31/2017	Tailgate Supplies		\$35.97			
	bfxxikurwqgh		08/31/2017	Tailgate Supplies		\$13.48			
	clboklemjjwk		09/02/2017	Tailgate Supplies		\$105.69			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$205.12			
20861	12/01/2017	Open			Accounts Payable	ARBOR SPRINGS WATER CO	\$13.00		
	Invoice		Date	Description		Amount			
	1680844		10/31/2017	Office Water		\$13.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$13.00			
20862	12/01/2017	Open			Accounts Payable	BENITO'S PIZZA	\$164.62		
	Invoice		Date	Description		Amount			
	423130		11/21/2017	Pizza Party for Seniors who Filed FAFSA		\$164.62			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$164.62			
20863	12/01/2017	Open			Accounts Payable	EMAGINE ENTERTAINMENT	\$2,172.00		
	Invoice		Date	Description		Amount			
	E12776		11/28/2017	2nd-5th Grade Movei-Wonder Field Trip		\$2,172.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$2,172.00			
20864	12/01/2017	Open			Accounts Payable	HEIKK'S CUSTOM EMBROIDERY	\$800.00		
	Invoice		Date	Description		Amount			
	HE09171302		10/19/2017	Blanket Fundraiser		\$800.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$800.00			
20865	12/01/2017	Open			Accounts Payable	PINNOW, CHRISTIE	\$68.04		
	Invoice		Date	Description		Amount			
	Nov17_Expenses		11/17/2017	Open House Supplies		\$68.04			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$68.04			
20866	12/01/2017	Open			Accounts Payable	ROBINSON, DWAYNE	\$200.00		
	Invoice		Date	Description		Amount			
	INV0001		11/17/2017	PBIS Celebration		\$200.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$200.00			
20867	12/01/2017	Open			Accounts Payable	STEVE'S CUSTOM SIGNS, INC.	\$1,234.10		
	Invoice		Date	Description		Amount			
	16718		11/01/2017	Donor Sign Creation and Installation		\$1,234.10			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$1,234.10			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
20868	12/01/2017	Open			Accounts Payable	VanZomeren, Laura	\$214.31		
	Invoice		Date		Description		Amount		
	Nov17_expenses		11/20/2017		Donuts/Gum for Staff Appreciation		\$214.31		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$214.31		
20869	12/01/2017	Open			Accounts Payable	OLIVERO, MICHELLE	\$5.00		
	Invoice		Date		Description		Amount		
	Nov17_Refund		11/16/2017		Refund for MS B.ball Socks - Never Given to Player		\$5.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$5.00		
20871	12/08/2017	Open			Accounts Payable	ARBOR SPRINGS WATER CO	\$13.00		
	Invoice		Date		Description		Amount		
	1684234		11/28/2017		Office Water		\$13.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$13.00		
20872	12/08/2017	Open			Accounts Payable	BRAINPOP	\$2,295.00		
	Invoice		Date		Description		Amount		
	US5102798R		11/16/2017		Renewal Student - Brain Pop		\$2,295.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$2,295.00		
20873	12/08/2017	Open			Accounts Payable	BROWN, GREGORY	\$221.00		
	Invoice		Date		Description		Amount		
	Nov2817_Expense		11/28/2017		Gag Pit Boards fr Jacob's Supply		\$221.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$221.00		
20874	12/08/2017	Open			Accounts Payable	Follett School Solutions, Inc	\$308.44		
	Invoice		Date		Description		Amount		
	1291553		11/03/2017		Library Supplies/Equipment needed		\$308.44		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$308.44		
20875	12/08/2017	Open			Accounts Payable	HEIKK'S CUSTOM EMBROIDERY	\$538.50		
	Invoice		Date		Description		Amount		
	HE11172705		11/27/2017		Staff College tShirts		\$538.50		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$538.50		
20876	12/08/2017	Open			Accounts Payable	MARSHALL MUSIC	\$30.00		
	Invoice		Date		Description		Amount		
	10825083		10/12/2017		Repairs		\$10.00		
	10825086		11/09/2017		Repairs		\$10.00		
	10832231		10/19/2017		Repairs		\$10.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$30.00		
20877	12/08/2017	Open			Accounts Payable	SAM'S CLUB DIRECT	\$1,277.27		
	Invoice		Date		Description		Amount		
	004161_A		10/25/2017		FAFSA Night		\$97.28		
	001105		10/24/2017		Conference Supplies		\$199.36		
	004795		11/10/2017		Staff Incentives		\$690.88		



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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	004543		10/20/2017		Conference & Office		\$267.79		
	004543_B		10/20/2017		Bouquet for HC Queen		\$16.98		
	004161_B		10/24/2017		Conference Supplies receipt #2		\$4.98		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$1,277.27		
20878	12/08/2017	Open			Accounts Payable	SMITH, HEATHER	\$100.00		
	Invoice		Date		Description		Amount		
	Nov2017		11/20/2017		Chk from DTE Energy Think/Energy Mini-grant		\$100.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$100.00		
20879	12/08/2017	Open			Accounts Payable	STADIUM TROPHY, INC.	\$128.65		
	Invoice		Date		Description		Amount		
	21688		10/31/2017		Pynt for Tennis Trophies		\$128.65		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$128.65		
20880	12/08/2017	Open			Accounts Payable	SWEETWATER	\$1,519.80		
	Invoice		Date		Description		Amount		
	16376945		11/15/2017		Head sets for Elem/ MS Drama Performance		\$1,519.80		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$1,519.80		
20881	12/08/2017	Open			Accounts Payable	URBAN SUCCESS ORGANIZATION	\$900.00		
	Invoice		Date		Description		Amount		
	OCT Invoice		10/24/2017		Donation From Sale		\$900.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$900.00		
20882	12/08/2017	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$272.00		
	Invoice		Date		Description		Amount		
	1216		12/08/2017		Homecoming Dance		\$272.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$272.00		
20883	12/08/2017	Open			Accounts Payable	WEGRYN, ANN	\$101.00		
	Invoice		Date		Description		Amount		
	Dec2017_Expense		12/04/2017		Tim Horton's for Middle School Staff - Morning		\$101.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$101.00		
20884	12/08/2017	Open			Accounts Payable	WHEATON-SLOAN, JENNIFER	\$27.91		
	Invoice		Date		Description		Amount		
	Nov17_Expenses		11/16/2017		Veteran's Day Program		\$27.91		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$27.91		
20885	12/08/2017	Open			Accounts Payable	Cleveland, Renee	\$90.00		
	Invoice		Date		Description		Amount		
	Nov292017		11/29/2017		Refund on HS B. Basketball Spirit Wear		\$90.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$90.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
20886	12/15/2017	Open			Accounts Payable	APPLE, INC.	\$897.00		
	Invoice		Date	Description			Amount		
	6705487880		11/28/2017	Purchase of 3 IPads			\$897.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$897.00		
20887	12/15/2017	Open			Accounts Payable	ARBOR SPRINGS WATER CO	\$63.00		
	Invoice		Date	Description			Amount		
	1684244		11/01/2017	Office Water			\$63.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$63.00		
20888	12/15/2017	Open			Accounts Payable	BARNETT, LUIS	\$173.83		
	Invoice		Date	Description			Amount		
	Nov17_expense		11/27/2017	Dazzle Dance Supplies			\$173.83		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$173.83		
20889	12/15/2017	Open			Accounts Payable	COOK, ADAM	\$60.37		
	Invoice		Date	Description			Amount		
	Nov17_expenses		12/12/2017	Reimbursement for Swim Trophies			\$60.37		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$60.37		
20890	12/15/2017	Open			Accounts Payable	COUNTRY MEATS	\$178.00		
	Invoice		Date	Description			Amount		
	185006		12/08/2017	School Store Inventory			\$178.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$178.00		
20891	12/15/2017	Open			Accounts Payable	GLAZIER FOOTBALL CLINICS	\$479.00		
	Invoice		Date	Description			Amount		
	1761539-IN		11/28/2017	2018 Season Pass - Clinic Reg			\$479.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$479.00		
20892	12/15/2017	Open			Accounts Payable	GREAT LAKES COCA-COLA DISTRIBUTION	\$626.20		
	Invoice		Date	Description			Amount		
	5204202399		11/14/2017	School Store Inventory			\$626.20		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$626.20		
20893	12/15/2017	Open			Accounts Payable	HOLDEN, NICOLE	\$172.57		
	Invoice		Date	Description			Amount		
	Dec082017		12/08/2017	Staff Luncheon			\$110.39		
	Nov152017		12/15/2017	Staff Breakfast			\$62.18		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$172.57		
20894	12/15/2017	Open			Accounts Payable	MARSHALL MUSIC	\$83.67		
	Invoice		Date	Description			Amount		
	7513152		12/06/2017	Reeds Books			\$83.67		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$83.67		

Lincoln Consolidated Schools  
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From Payment Date: 12/1/2017 - To Payment Date: 12/31/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
20895	12/15/2017	Open			Accounts Payable	OMNI CHEER	\$910.73		
	Invoice		Date	Description			Amount		
	P06332101018		11/30/2017	Cheer Apparel			\$910.73		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$910.73		
20896	12/15/2017	Open			Accounts Payable	PEPSI-COLA	\$305.01		
	Invoice		Date	Description			Amount		
	25895106		11/06/2017	Childs Pop			\$305.01		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$305.01		
20897	12/15/2017	Open			Accounts Payable	SMITH, HEATHER	\$147.80		
	Invoice		Date	Description			Amount		
	Dec032017		12/03/2017	Santa Shop Pancake Breakfast			\$147.80		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$147.80		
20898	12/15/2017	Open			Accounts Payable	MYLES, CARMEN	\$25.00		
	Invoice		Date	Description			Amount		
	12/12/17Refund		12/12/2017	Trust & Agency			\$25.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$25.00		
20899	12/22/2017	Open			Accounts Payable	A DESIGN LINE EMBROIDERY	\$2,828.50		
	Invoice		Date	Description			Amount		
	25800		12/12/2017	Staff Gifts			\$2,828.50		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$2,828.50		
20900	12/22/2017	Open			Accounts Payable	BENITO'S PIZZA	\$233.97		
	Invoice		Date	Description			Amount		
	12192017		12/19/2017	Holiday Staff Meeting 12/20/17			\$233.97		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$233.97		
20901	12/22/2017	Open			Accounts Payable	BONE HEADS BAR-B-QUE	\$591.23		
	Invoice		Date	Description			Amount		
	12132017		12/13/2017	Staff Holiday Luncheon on 12/20/17			\$591.23		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$591.23		
20902	12/22/2017	Open			Accounts Payable	BRUCE JEWELL	\$49.71		
	Invoice		Date	Description			Amount		
	Dec2017_expenses		06/06/2017	Reimbursement for Teacher Materials			\$49.71		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$49.71		
20903	12/22/2017	Open			Accounts Payable	BURNS, PATTI	\$52.14		
	Invoice		Date	Description			Amount		
	Dec17_expenses		12/18/2017	Box Juice & Faygo for Movie			\$52.14		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$52.14		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
20904	12/22/2017	Open			Accounts Payable	CHILDREN'S MIRACLE NETWORK HOSPITALS	\$55.50		
	Invoice		Date	Description		Amount			
	17/18Donation		11/30/2017	Key Club Donation		\$55.50			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$55.50			
20905	12/22/2017	Open			Accounts Payable	DRAMATISTS PLAY SERVICE, INC.	\$500.00		
	Invoice		Date	Description		Amount			
	SO_00000472949		12/04/2017	The Glass Menagerie		\$500.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$500.00			
20906	12/22/2017	Open			Accounts Payable	EASTERN MICHIGAN UNIVERSITY	\$500.00		
	Invoice		Date	Description		Amount			
	75812		12/18/2017	NAAPID Reservation #75812		\$500.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$500.00			
20907	12/22/2017	Open			Accounts Payable	FUN SERVICES	\$5,492.90		
	Invoice		Date	Description		Amount			
	20170013		12/11/2017	Brick Holiday Shop		\$5,492.90			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$5,492.90			
20908	12/22/2017	Open			Accounts Payable	HEIKK'S CUSTOM EMBROIDERY	\$330.00		
	Invoice		Date	Description		Amount			
	HE11170202		11/02/2017	T-shirts for 5K on Nov 4th		\$330.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$330.00			
20909	12/22/2017	Open			Accounts Payable	INKY T'S LLC	\$334.00		
	Invoice		Date	Description		Amount			
	17000425		12/12/2017	Staff Shirts at Model		\$334.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$334.00			
20910	12/22/2017	Open			Accounts Payable	LINCOLN BAND BOOSTERS	\$75.00		
	Invoice		Date	Description		Amount			
	12202017		12/18/2017	Staff Holiday Lunch Cookies from Fundraiser		\$75.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$75.00			
20911	12/22/2017	Open			Accounts Payable	MARSHALL MUSIC	\$22.86		
	Invoice		Date	Description		Amount			
	10825088		11/30/2017	Books, Swabs		\$10.00			
	7471958		11/15/2017	Books & Swabs		\$7.96			
	7463822		11/10/2017	Books & Swabs		\$4.90			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$22.86			
20912	12/22/2017	Open			Accounts Payable	MCAN	\$150.00		
	Invoice		Date	Description		Amount			
	29046354		12/13/2017	MCAN 2018 Annual Conference for E. Baker		\$150.00			
	Paying Fund			Cash Account		Amount			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$150.00		
20913	12/22/2017	Open			Accounts Payable	NORTHROP, DAVID	\$182.15		
	Invoice		Date	Description		Amount			
	Dec17_expenses		12/06/2017	Reimbursement for Stem Materials		\$64.21			
	Dec17_expensesb		10/18/2017	Reimbursement for STEM Materials		\$117.94			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$182.15		
20914	12/22/2017	Open			Accounts Payable	STADIUM TROPHY, INC.	\$25.00		
	Invoice		Date	Description		Amount			
	21745		12/01/2017	MHSAA Plate for Football Districts		\$25.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$25.00		
20915	12/22/2017	Open			Accounts Payable	WALLER, CANDACE	\$36.50		
	Invoice		Date	Description		Amount			
	Dec17_expenses		06/07/2017	Reimbursement for Teacher Materials		\$36.50			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$36.50		
20916	12/22/2017	Open			Accounts Payable	WORLD'S FINEST CHOCOLATE, INC.	\$2,280.00		
	Invoice		Date	Description		Amount			
	91085833		11/14/2017	Chocolate Fundraising		\$2,280.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$2,280.00		
20917	12/29/2017	Open			Accounts Payable	BENITO'S PIZZA	\$55.00		
	Invoice		Date	Description		Amount			
	12.21.17event		12/21/2017	Can Drive		\$55.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$55.00		
20918	12/29/2017	Open			Accounts Payable	JOHNSON, DAWN	\$13.00		
	Invoice		Date	Description		Amount			
	12.20.17expenses		12/20/2017	Student Field Trip Paid by Teacher		\$13.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$13.00		
20919	12/29/2017	Open			Accounts Payable	OMNI CHEER	\$98.50		
	Invoice		Date	Description		Amount			
	P063384000016		11/14/2017	10 Royal Silver Poms		\$98.50			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$98.50		
20920	12/29/2017	Open			Accounts Payable	SUN & SNOW SPORTS INC.	\$905.80		
	Invoice		Date	Description		Amount			
	373620		12/04/2017	Boys Swim Apparel		\$905.80			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$905.80		
20921	12/29/2017	Open			Accounts Payable	WARDEN, KIMBERLY	\$42.39		
	Invoice		Date	Description		Amount			
	10.01.17Reim		10/01/2017	Phone Repair after damaged by Coach		\$42.39			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$42.39		
Type Check Totals:									
EFT									
217	12/01/2017	Open			Accounts Payable	HEIKKINEN PRODUCTIONS	\$74.00		
	Invoice		Date	Description			Amount		
	11-17-17-2		11/17/2017	Cheer (Tees) Apparel Alumni			\$74.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$74.00		
218	12/01/2017	Open			Accounts Payable	HENRY, CONNIE	\$9.98		
	Invoice		Date	Description			Amount		
	Nov17_expenses		11/14/2017	Reimburse for glitter letters for bulletin board			\$9.98		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$9.98		
219	12/01/2017	Open			Accounts Payable	HERKIMER RADIO SERVICE	\$67.75		
	Invoice		Date	Description			Amount		
	19479		11/16/2017	Walkie Talkie			\$67.75		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$67.75		
220	12/01/2017	Open			Accounts Payable	PETZAK, JEFF	\$63.34		
	Invoice		Date	Description			Amount		
	Nov17_expenses		11/17/2017	Thanksgiving Dinner Supplies			\$63.34		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$63.34		
221	12/01/2017	Open			Accounts Payable	SCHOLASTIC BOOK FAIRS	\$769.59		
	Invoice		Date	Description			Amount		
	B3732529FR		11/10/2017	Book Fair			\$769.59		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$769.59		
222	12/01/2017	Open			Accounts Payable	TEAM SPORTS, INC	\$180.00		
	Invoice		Date	Description			Amount		
	349688/1		10/23/2017	Elem XC Add on Tees			\$180.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$180.00		
223	12/01/2017	Open			Accounts Payable	UNITED SONZ	\$494.50		
	Invoice		Date	Description			Amount		
	1007363		11/15/2017	District Champ Shirts			\$494.50		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$494.50		
224	12/08/2017	Open			Accounts Payable	ALLSHRED SERVICES	\$48.35		
	Invoice		Date	Description			Amount		
	108705		10/17/2017	Building Shredding Services			\$48.35		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$48.35		
225	12/08/2017	Open			Accounts Payable	ARAMARK CORPORATION	\$90.00		
	Invoice		Date	Description			Amount		
	400239100-000125		11/20/2017	Staff Thanksgiving			\$90.00		



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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$90.00		
226	12/08/2017	Open			Accounts Payable	HINDERER, DIANNA	\$310.91		
	Invoice			Date	Description		Amount		
	Nov172017			11/17/2017	Concessions		\$256.12		
	Aug2017_Expense			08/31/2017	42" Printer		\$54.79		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$310.91		
227	12/08/2017	Open			Accounts Payable	LITTLE, BETH	\$1,617.83		
	Invoice			Date	Description		Amount		
	Nov2017_Reimburs			11/28/2017	Supplies for Brick Stage and Aladdin Musical		\$1,617.83		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$1,617.83		
228	12/15/2017	Open			Accounts Payable	DAVIS, JESSE	\$250.00		
	Invoice			Date	Description		Amount		
	Nov17_expenses			12/12/2017	Reimbursement for Bball Scrimmages		\$250.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$250.00		
229	12/15/2017	Open			Accounts Payable	HEIKKINEN PRODUCTIONS	\$550.00		
	Invoice			Date	Description		Amount		
	12-17-08-2			12/08/2017	Bball Supplies		\$95.00		
	12-17-05-3			12/05/2017	Swim Apparel - Spirit Wear		\$455.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$550.00		
230	12/15/2017	Open			Accounts Payable	HINDERER, DIANNA	\$454.71		
	Invoice			Date	Description		Amount		
	Nov2017expenses			11/22/2017	Concessions		\$454.71		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$454.71		
231	12/15/2017	Open			Accounts Payable	PSAT/NMSQT	\$702.00		
	Invoice			Date	Description		Amount		
	FALL2017			10/11/2017	Student Tests		\$702.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$702.00		
232	12/22/2017	Open			Accounts Payable	GARDEN FANTASY ON MAIN	\$62.95		
	Invoice			Date	Description		Amount		
	0000017458			12/07/2017	Funeral Arrangement		\$62.95		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$62.95		
233	12/22/2017	Open			Accounts Payable	LITTLE, BETH	\$117.66		
	Invoice			Date	Description		Amount		
	Dec17_expenses			12/15/2017	Bishop Staff		\$117.66		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$117.66		
234	12/22/2017	Open			Accounts Payable	LORI VEIHL	\$83.97		
	Invoice			Date	Description		Amount		
	Dec17_expenses			12/19/2017	Staff Holiday Luncheon (Prizes)		\$83.97		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$83.97		
235	12/22/2017	Open			Accounts Payable	TEAM SPORTS, INC	\$735.00		
	Invoice			Date	Description		Amount		
	363852/1		11/24/2017		Badger Jackets		\$735.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$735.00		
236	12/22/2017	Open			Accounts Payable	UNITED SONZ	\$780.00		
	Invoice			Date	Description		Amount		
	13240		09/05/2017		Banners/Design		\$780.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$780.00		
237	12/22/2017	Open			Accounts Payable	YMCA STORER CAMP	\$4,157.00		
	Invoice			Date	Description		Amount		
	65-32395-01		12/12/2017		Second Deposit for Camp		\$4,157.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$4,157.00		
238	12/29/2017	Open			Accounts Payable	ALLSHRED SERVICES	\$48.35		
	Invoice			Date	Description		Amount		
	115361		12/14/2017		Secure Shredding		\$48.35		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$48.35		
239	12/29/2017	Open			Accounts Payable	HEIKKINEN PRODUCTIONS	\$2,535.75		
	Invoice			Date	Description		Amount		
	12-17-19-2		12/19/2017		Cheer Apparel		\$720.75		
	12-17-01-1		12/04/2017		Apparel		\$1,815.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$2,535.75		
240	12/29/2017	Open			Accounts Payable	HENRY, CONNIE	\$82.61		
	Invoice			Date	Description		Amount		
	12.20.17reim		12/20/2017		Decorations and Table Covers for Holiday Staff Dinner		\$11.66		
	12.18.17REIM		12/18/2017		Decorations for Holiday Dinner for Staff		\$70.95		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$82.61		
241	12/29/2017	Open			Accounts Payable	J W PEPPER	\$167.71		
	Invoice			Date	Description		Amount		
	07876873		09/09/2017		Music		\$51.00		
	07905177		11/20/2017		Music		\$57.74		
	07900579		11/08/2017		Music		\$58.97		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$167.71		
242	12/29/2017	Open			Accounts Payable	TEAM SPORTS, INC	\$1,620.00		
	Invoice			Date	Description		Amount		
	341826/1		11/24/2017		Swim & Dive Apparel		\$1,620.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$1,620.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
243	12/29/2017	Open			Accounts Payable	UNITED SONZ	\$495.00		
	Invoice		Date	Description			Amount		
	1007358		11/10/2017	Pom Uniforms			\$495.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$495.00		

Type EFT Totals:  
7163945137 - Trust & Agency Checking Totals

27 Transactions \$16,568.96

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	61	\$31,875.09	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>61</b>	<b>\$31,875.09</b>	<b>\$0.00</b>

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$16,568.96	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>27</b>	<b>\$16,568.96</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	88	\$48,444.05	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>88</b>	<b>\$48,444.05</b>	<b>\$0.00</b>

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	61	\$31,875.09	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>61</b>	<b>\$31,875.09</b>	<b>\$0.00</b>

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$16,568.96	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>27</b>	<b>\$16,568.96</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	88	\$48,444.05	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>88</b>	<b>\$48,444.05</b>	<b>\$0.00</b>

**LINCOLN CONSOLIDATED SCHOOLS  
 PERSONNEL TRANSACTIONS SUMMARY  
 January 22, 2018**

**ACTION ITEMS**

<b>Name</b>	<b>Position/Building</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Larsen, Chantele	Bus Driver/Transportation	12/12/2017	New Hire	N/A
Quinn, Linette	GSRP Paraprofessional/Model	1/18/2018	Resignation	N/A
Regan, Nicole	Special Education TC/Childs/Bishop	1/16/2018	New Hire	BA/Step 1
Rivera, Cheryl	GSRP Teacher/Model	12/18/2017	New Hire	MA/Step 6
Sharp, Steven	Band Teacher/MS	1/9/2018	New Hire	BA/Step 6
Turak, Erika	Psychologist/Brick	12/22/2017	Resignation	N/A
Walls, DeShawn	Bus Driver/Transportation	1/22/2018	New Hire	N/A

<b>Name</b>	<b>Position/Building</b>	<b>Status</b>	<b>Leave End Date</b>	<b>Approved/Not Approved</b>
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