



# **Regular Meeting**

**November 25, 2019**

**Electronic Packet**

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION MEETING**  
**November 25, 2019**  
**6:00 p.m.**  
**Lincoln High School-West End Media Center**

**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 Advance Ed Presentation

6.2 Model Early Childhood Presentation

6.3 Board of Education Guidelines Review

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

7.1 Superintendent's Report

7.2 Finance Report

7.2.1 October 2019 Food Service Report

7.2.2 October 2019 Enrollment Report

7.3 Facilities & Maintenance Report

7.4 Curriculum 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 2019-2020 Budget Amendment
- 10.2 LEAO Contract
- 10.3 Substitute Teacher Pay Increase
- 10.4 Emergency Operations Plan

**11.0 OLD BUSINESS**

- 11.1 October 2019 Finance Report
- 11.2 October 2019 Check Register
- 11.3 October 2019 Trust and Agency
- 11.4 Personnel Transactions

**12.0 CLOSED SESSION**

- 12.1 Superintendent Evaluation

**13.0 ADJOURNMENT**

**TO: Board of Education**

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

**DATE: November 20, 2019**

**SUBJECT: Board of Education Meeting  
November 25, 2019  
6:00 p.m.  
Media Center-High School**

**AGENDA/EXPLANATORY NOTES**

**1.0 CALL TO ORDER**

**2.0 ROLL CALL**

**3.0 ESTABLISHMENT OF QUORUM**

**4.0 PLEDGE TO FLAG**

**5.0 ACCEPTANCE OF AGENDA**

**6.0 PRESENTATIONS**

6.1 Advance Ed Presentation  
Presented by Kevin Upton

6.2 Model Early Childhood Presentation  
Presented by Kerry Shelton

6.3 Board of Education Guidelines Review  
Reviewed by Jennifer LaBombarbe

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

7.1 Superintendent's Report

7.2 Finance Report  
7.2.1 October 2019 Food Service Report  
7.2.2 October 2019 Enrollment Report

7.3 Facilities & Maintenance Report

7.4 Curriculum 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 2019-2020 Budget Amendment  
The proposed budget amendment accounts for changes in student count, foundation allowance increase, and additional special education/medicaid funds from the ISD. The amendment also accounts for staffing changes, TA'd agreements with 3 bargaining units, and increased insurance costs. Non-payroll increases include curriculum, transportation, and building budgets. Overall, the district projected a fund balance increase and we expect fund balance to continue to climb a little during the February, April, and June amendments. This is being presented for information only; Board action will be requested at a subsequent meeting.
- 10.2 LEAO Contract  
**RECOMMENDED MOTION: I move that we accept the 2-year LEAO Contract from July 1, 2019, through June 30, 2021, as presented by the Superintendent.**
- 10.3 Substitute Teacher Pay Increase  
**RECOMMENDED MOTION: I move that we approved the Substitute Teacher Pay Increase to \_\_\_\_\_ as presented.**
- 10.4 Emergency Operations Plan  
"A school district, intermediate school district, or public school academy that adopts and implements a statewide school safety information policy under section 1308 that meets the requirements under subsection (3) is in compliance with subsection (2)."  
[http://www.legislature.mi.gov/\(S\(po1hgvpe1j0njrffxwiiwjjoo\)\)/mileg.aspx?page=GetObject&objectname=mcl-380-1308b](http://www.legislature.mi.gov/(S(po1hgvpe1j0njrffxwiiwjjoo))/mileg.aspx?page=GetObject&objectname=mcl-380-1308b) The guidance from MSP was updated 11/21/19 to provide a secondary option to adopt the statewide school safety information policy. However, the full legislation reads that, in order to adopt the policy you must already have adopted an EOP that meets criteria outlined in section 3 of the legislation. When we originally met to review the EOP, we compared our WISD formerly adopted document to the new template provided by MSP and realized we were missing the depth and breadth requested by MSP. Conversations with our Emergency Manager prior to the last round of MSP Competitive School Safety Grants further highlighted that our plans needed more depth before approval and, subsequently, before we could opt to use the statewide school safety information policy.  
The document attached in the Board packet has been edited to say, Lincoln Consolidated Schools. Please take note; the final document will have each building within the District having their own Emergency Operations Plan and their school name on the document. This is being presented for information only; Board action will be requested at a subsequent meeting.

## 11.0 OLD BUSINESS

- 11.1 October 2019 Finance Report  
Enclosed are the October 2019, Financial Reports. The Superintendent recommends approval as presented.  
**RECOMMENDED MOTION: I move that we approve the October 2019, Finance Report as presented.**
- 11.2 October 2019 Check Register  
Enclosed is the October 1-31, 2019, check register in the amount of \$2,927,827.99. The Superintendent recommends approval as presented.

**RECOMMENDED MOTION: I move that we approve the October 1-31, 2019, check register in the amount of \$2,927,827.99 as presented.**

- 11.3 October 2019 Trust and Agency  
Enclosed is the October 2019, Trust & Agency Report. The Superintendent recommends approval as presented.

**RECOMMENDED MOTION: I move that we approve the October 2019, Trust & Agency Report as presented.**

- 11.4 Personnel Transactions

<u>ACTION ITEMS</u>				
Name	Position/Building	Effective Date	Status	Major/Step
Janna Stanley	Bus Aide/Transportation	11/6/2019	New Hire	
Lamanzer Williams-Smith	Noon Supervisor/Lincoln High School	11/11/2019	New Hire	
Kathryn Mutschler	Noon Supervisor/Brick Elementary	11/4/2019	New Hire	
Catherine Champagne	Teacher/Brick Elementary	12/31/2019	Retire	

**RECOMMENDED MOTION: I move that we approve the November 25, 2019, Personnel Transactions Summary as presented.**

## 12.0 CLOSED SESSION

- 12.1 Superintendent Evaluation  
It will be necessary to enter closed session to discuss the superintendent evaluation, not to return to open session. A roll call vote will be necessary.

**RECOMMENDED MOTION: Pursuant to Sections 8 (a) of the Open Meetings Act, I move that we enter closed session to discuss the superintendent evaluation, not to return to open session.**

Mrs. Czachorski \_\_\_\_\_  
Mrs. LaBombarbe \_\_\_\_\_  
Mrs. Newlon \_\_\_\_\_  
Mr. Rollins \_\_\_\_\_  
Mrs. Sparks \_\_\_\_\_  
Mrs. VanZomeren \_\_\_\_\_  
Mrs. Williams \_\_\_\_\_

## 13.0 ADJOURNMENT



11/19/2019

Lincoln Consolidated Schools  
7425 Willis Rd  
Ypsilanti MI 48197

Dear, Lincoln School Board Members  
Sean McNatt, Superintendent

## Meal Participation

The participation report for October 2019 is attached. Compared to 2018, average daily breakfasts are **up 18.5%**, average daily lunches are **up 7.4%** and average daily cash sales are **up 18.1%**.

## Department Update

- As of October 31<sup>st</sup>, the free/reduced percentage in the district was at 47.6%.
- As of the end of October, an additional 145 free/reduced applications were processed by the Food Service Department.
- October 15<sup>th</sup> marked the expiration of free and reduced status from the previous school year. Reminders were placed on the menus, letters were mailed home, and a robo-call went out to families that needed a new application turned in prior to the expiration date.
- October 1<sup>st</sup> began the annual Verification process of free and reduced applications required by MDE. Seven applications were randomly selected to provide documentation for the income that was reported on the application.
- Our October FUEL new item promotion included a new recipe for a Hawaiian Chicken Taco



- National School Lunch Week was October 14<sup>th</sup> – 18<sup>th</sup> 2019. To celebrate, on 10/16, we gave every student that got a meal a free cookie.
- To celebrate Halloween, on 10/30 at the Elementary buildings and the Middle School, we gave out Eek! Orange and Cream flavored frozen fruit cups.
- October 23<sup>rd</sup> was our first HS Student Advisory meeting. All High School students were invited via email. 6 students responded to the invite, and 5 students attended the meeting. We brainstormed some ideas to incorporate into the menus; banana pudding, grapes, Cheerios, beets, chicken tenders, and bean burritos. These ideas will be incorporated in November. We will be meeting again in December.

## Did You Know?

Lincoln Consolidated Schools participates in the National School Breakfast Program and National School Lunch Program. These programs allow us to provide meals based on household income, possibly for free or a reduced price. In order to utilize the programs and receive reimbursement funding from the USDA, we must meet minimum and maximum serving portions, and limits on calories, fat, sugar, and sodium.

We also must utilize Offer versus Serve requirements. This means that students must be offered certain meal components, and the students must take a certain minimum number of components for their meal to qualify for reimbursement.

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)

## October 2019 Meals

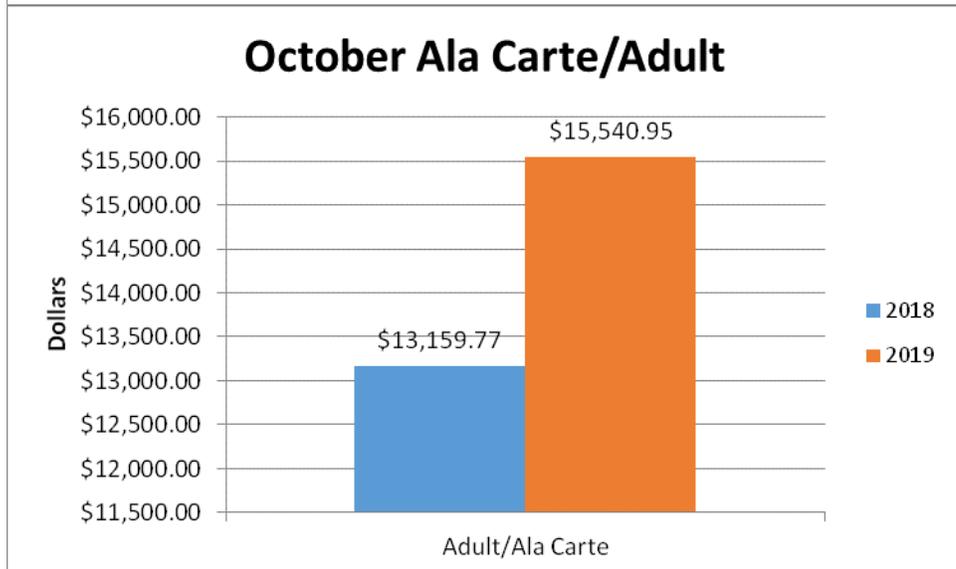
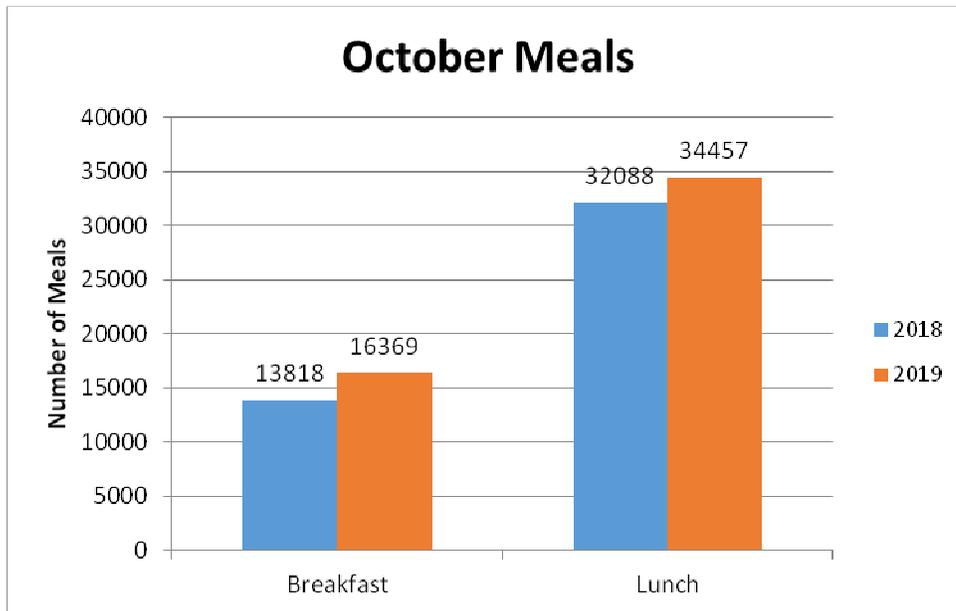
Date Range – September 26<sup>th</sup> – October 23<sup>rd</sup> 2019  
Service Days – 20  
Average Meals per Day – 2541

Breakfast Meals – 16369  
Lunch Meals – 34457  
a La Carte/Adult Dollars - \$15540.95

## October 2018 Meals

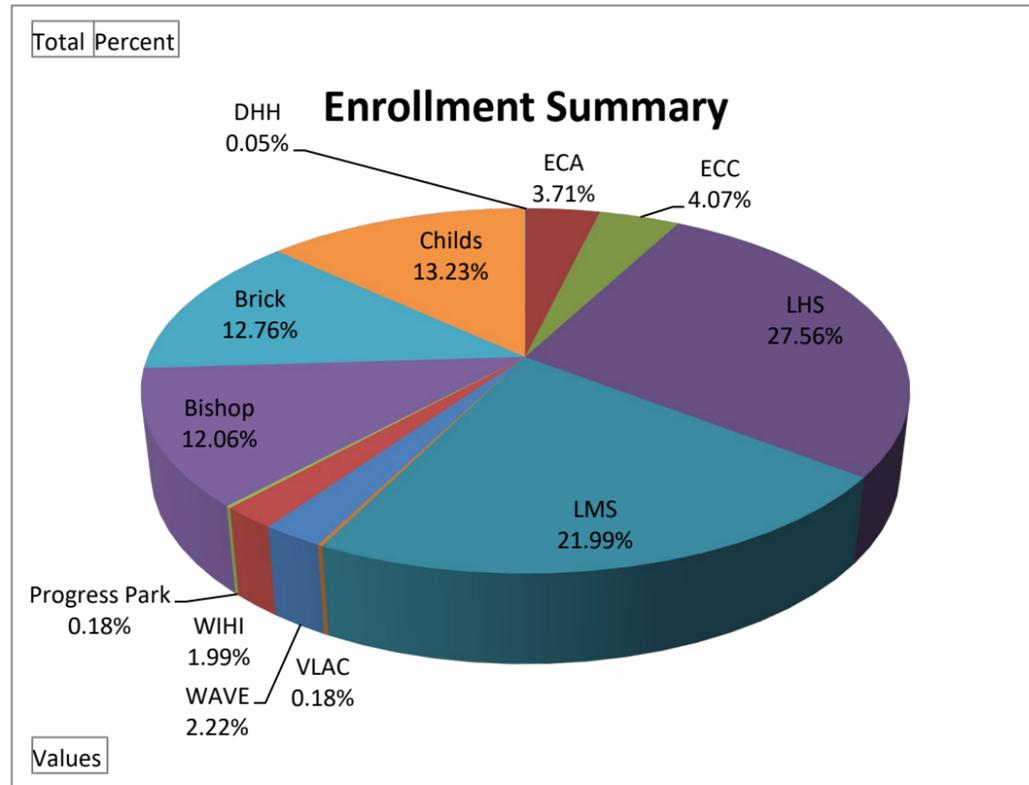
Date Range – September 27<sup>th</sup> – October 24<sup>th</sup> 2018  
Service Days – 20  
Average Meals per Day – 2295

Breakfast Meals - 13818  
Lunch Meals – 32088  
a La Carte/Adult Dollars – \$13159.77



**Enrollment Summary  
as of 10/31/19**

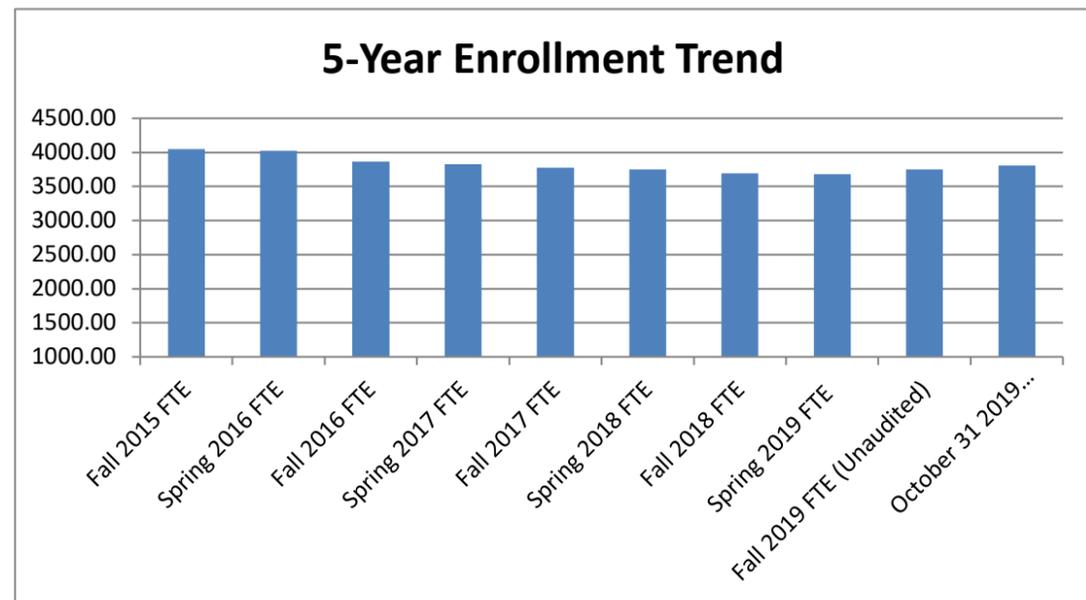
	<b>Total</b>	<b>Percent</b>
<b>ECC</b>	<b>189</b>	
Comm Based	10	
ECSE	51	
Evaluation	17	
GSRP	96	
Headstart	15	
<b>Bishop</b>	<b>471</b>	
K	103	
1	74	
2	75	
3	76	
4	64	
5	79	
<b>Brick</b>	<b>499</b>	
K	84	
1	82	
2	76	
3	77	
4	89	
5	91	
<b>Childs</b>	<b>510</b>	
K	94	
1	81	
2	82	
3	78	
4	84	
5	91	
<b>LMS</b>	<b>849</b>	
6	261	
7	302	
8	286	
<b>LHS</b>	<b>1068</b>	
9	281	
10	288	
11	266	
12	233	
<b>Progress Park</b>	<b>6</b>	
2	1	
6	3	
7	1	
10	1	
<b>VLAC</b>	<b>7</b>	
2	1	
4	2	
6	2	
7	1	
8	1	
<b>DHH</b>	<b>2</b>	
5	1	
ECSE	1	
<b>ECA</b>	<b>141</b>	
9	20	
10	35	
11	44	
12	42	
<b>WAVE</b>	<b>99</b>	
9	2	
10	35	
11	10	
12	52	
<b>WIHI</b>	<b>76</b>	
9	22	
10	17	
11	16	
12	21	
<b>Grand Total</b>	<b>3917</b>	



**5-Year Enrollment Trend**

	<b>FTE</b>
Fall 2015 FTE	<b>4048.18</b>
Spring 2016 FTE	<b>4025.71</b>
Fall 2016 FTE	<b>3862.71</b>
Spring 2017 FTE	<b>3823.06</b>
Fall 2017 FTE	<b>3776.99</b>
Spring 2018 FTE	<b>3749.37</b>
Fall 2018 FTE	<b>3689.54</b>
Spring 2019 FTE	<b>3680.18</b>
Fall 2019 FTE (Unaudited)	<b>3751.33</b>
October 31 2019 Headcount	<b>3809</b>

\*GSRP/Headstart Counted Separately



**Facilities Department  
Board of Education Report  
November 25, 2019**

**Custodial Update:**

- Moved and set up the new clothes closet in the 300 wing of the high school.
- Cleaning up boilers rooms throughout the district. Bishop and LMS completed.
- Thanks giving break & Christmas break plans created.
- Choir move to new room planned for Thanksgiving Break.

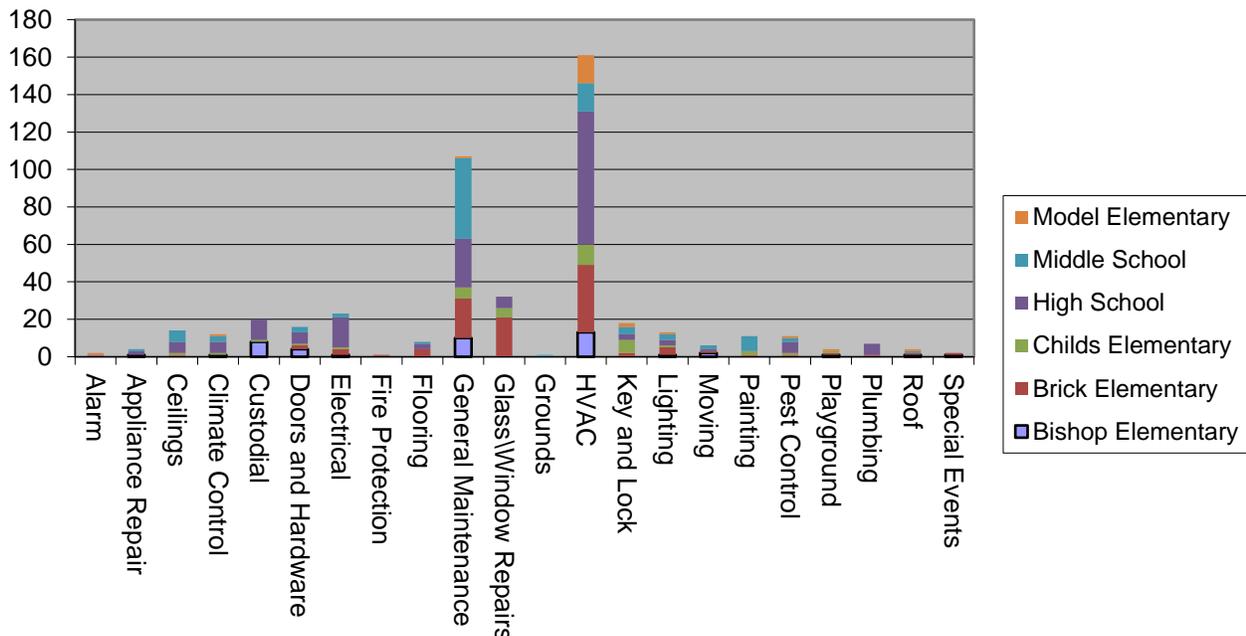
**Grounds Update:**

- Removed dead trees and trimmed all trees/shrubs throughout the district.
- Relined the bus loop per transportations request
- Added cross walk lines at Bishop parent drop off loop.
- Winterized all athletic field irrigation and the stadium restroom/concession stand.
- Prepared plans and equipment for snow removal.
- Cleaned and stored all lawn equipment for the season.

**Maintenance Update:**

- Installed 7 water bottling filling stations throughout the district; 6 more going in.
- Finished up the renovation in the 300 wing for the new student services area.
- Roof repairs made to Brick.
- Restored all exterior parking/roadway lights; added LED lights on exterior of the building at Model and Bishop.
- Major repair made to a sewer line at Model.
- Completed an emergency pipe leak at the High school.
- Repairs made to the main entrances doors at the high school so they properly shut all the way.
- Open Work Orders – 495 Entire District (closed 580 works since last report 8.12.19)

Lincoln Consolidated Schools  
District Wide - Open Work Orders  
November 21, 2019



### **HVAC Update:**

- **160 open HVAC work orders (closed 120 since 8.12.19)**
- 24 hour offsite monitoring now in place on all our HVAC systems.
- PM schedule in place: 2<sup>nd</sup> filter change out scheduled for Christmas break.
- A complete system audit of all units taking place, hence the vast amount of open work orders under HVAC.
  - Once the audit is complete an action plan will be prepared, reviewing priorities, updates to the capital outlay plans will be made, along with a short term and long term plans.
- Installed a new motor at Transportation.
- Modified the exhaust vents from the boiler away from the building air intake system.
- Several controller repairs made at the middle school, Brick and LHS.
- East Gym AHU repaired.
- Repairs made to the AHU for Bishop main office.
- Pool Hood Exhaust Fan repaired.
- Repairs made to LHS media center unit.
- VAV repairs made to 5 rooms at Childs
- School dude training set up with Dunbar Mechanic for expedited work order delivery.
- In-Process of moving all buildings to standard set points throughout the district.

### **Project Updates:**

- 300 Wing – New updated Student Services space.
  - Adjoining rooms, seclusion/restraint room, mobility swing, life skills area.
- LHS security camera moves and upgrades
- LMS security camera repairs
- LMS gym upgrades/repairs
  - Lights, Drinking fountains, door issues, new switches for basketball hoops.

### MSP Safety Grant Project Grid 11.21.19

MICHIGAN STATE POLICE GRANT - LINCOLN SCHOOLS		Estimated Project Costs	Brick	Bishop	Childs	Model	LMS	LHS
Safety & Security	Classroom Emergency Trauma Bags	\$12,650.00	Jan 2019					
	Install Classroom/Door Locking Systems	\$53,489.30	Mar 2019	Mar 2019	Mar 2019	July 2019	Mar 2019	Mar 2019
	Emergency Evacuations Displays & Internal Wayfinding Signs	\$36,750.00	June 2019					
	Exterior Door Replacements	\$24,000.00		June 2019				
	Employee Badge System	\$20,849.76	Aug 2019					
	Create Secure Entry Ways	\$240,000.00	Aug 2019					
	Cross Corridor Security Doors & Beacons	\$132,000.00	Sep 2019					
	Exterior Door Locking System	\$202,500.00	Sep 2019					
	Security Alert System Mobile Device App	\$29,519.00	Sep 2019					
<b>Date = Projected Completion Month/Year</b>		<b>\$751,758</b>						

- Designed
- Bid Submitted
- In Construction/In Process
- Project Completed

### Bond Project Grid 11.21.19

PROPOSED INFRASTRUCTURE UPGRADES		Brick	Bishop	Childs	Model	LMS	LHS	Field House
Safety & Security	Create Secure Vestibules	Nov 2019	Sep 2019	Sep 2019	Sep 2019	Sep 2019	Sep 2019	
	Install Cross Corridor Security Doors	Nov 2019	Sep 2019	Sep 2019	Sep 2019	Sep 2019	Sep 2019	
	Classroom/Door Locking Systems	Feb 2019	Feb 2019	Feb 2019	Aug 2019	Feb 2019	Feb 2019	
	Install Security Cameras	Aug 2019	Aug 2019	Aug 2019	Aug 2019			April 2020
Interior Updates	Flooring Replacements		SEP 2019	Jun 2020	Sep 2019	Jun 2020	Sep 2019	
	Renovate Existing Band to Weight Room						June 2020	
	Renovate Existing Choir to Cheer Room						Sep 2019	
	Renovate Existing Weight Room to Wrestling Room						Sep 2020	
	Renovate Existing Drama Practice Room to Drama/Band Room						Dec 2020	
Renovate Existing Drama Storage to Choir Room						Sep 2019		
Exterior Updates	Bus Loop Replacement			June 2020				
	Remove & Replace Roof		Aug 2019				Jul 2019	
	Fence Around Playground		Aug 2019					
	Additional Parking (150 new spaces)						June 2020	
Playground Equipment		LR						
Technology	Instructional Technology	Aug 2019	Aug 2019	Aug 2019	Aug 2019	Aug 2019	Aug 2019	
	Wifi							April 2020
	Fiber Connections							April 2020
District Upgrades	Buses (7)	Apr 2019	Apr 2019	Apr 2019	Apr 2019	Apr 2019	Apr 2019	
	Athletic Equipment						LR	
	Fitness Center/Weight Equipment							LR
	Band Instruments						Jul 2019	
Acoustical Shell						Dec 3		
Site Work	New Baseball Fields						April 2020	
	New Softball Fields						April 2020	
	Baseball/Softball Irrigation						April 2020	
	Install Synthetic Turf on Stadium Field						Sep 2019	
	Soil Borings & Topographic Survey						Feb 2019	Feb 2019
	Replace Rail Splitter Drive (Whittaker Road to Lincoln Tr.)					June 2020		
	Remove & Replace Fencing around Stadium Complexes						SEP 2019	
	Parking Lot Lighting						June 2020	
	Construction of 2 Story Stadium Bldg. (Concess, Restrooms, & Storage)						LR	
	Construction of Training Field House							June 2020

- LR** Represents work to be completed in that particular building/area
- Designed
- Bid Submitted (Date = Bid Opening Date)
- In Construction/In Process (Date = Projected Starting Month/Year)
- Project Completed
- Project being redesigned to meet budget expectations

## Planning Committee Minutes

October 30, 2019

1. Members Present

Jennifer LaBombarbe, Sean McNatt, Adam Blaylock, Thomas Rollins, Allie Sparks, Phil Bongiorno  
 Joined after the policy review:  
 Mary Domas and Elaine Stasiak

2. Call to order

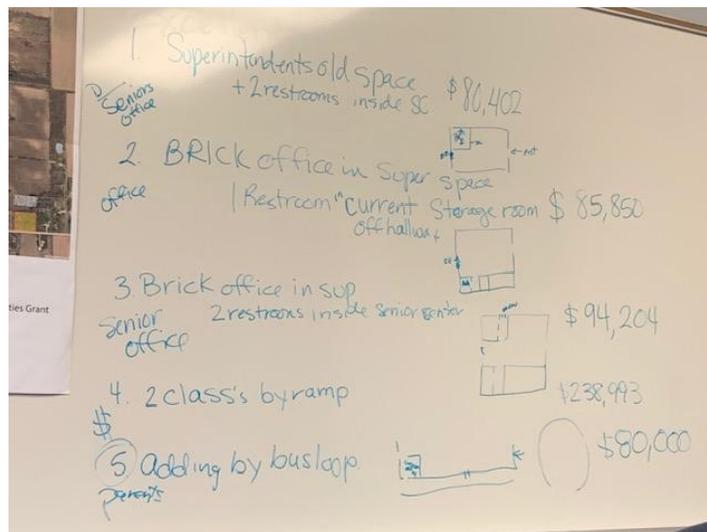
a. Chair LaBombarbe called the meeting to order at 2:08 pm

3. Old Business

a. Bond Update –

i. Brick Office Options

1. Options recommendation for option 5 – budget is \$90,000



high

ii. Reflections on the renovations of the 5 school rooms  
 1. Moved forward with choir room bid was \$24965 budget is

\$35,000

2. Cheer bid was \$3875 budget is \$18,000

3. Weight room budget is \$60000 option 1 \$69402 option 2 \$40961 – recommending option 2

4. Wrestling room budget is \$18000 bid was \$25,115

5. Band & drama without mezzanine budget was \$225,000 approved from BOE to increase to \$350,000 bid was \$400900

6. These bids do not include doors or painting, flooring for weight room floor

7. Over by \$225,000

8. Bid pack 4 pack 5 part of pack 2 pack 6

9. Phil has had discussion with the following people regarding the spaces, Drama Brian Westphal, Leslie Schewgler for band and Tony Micik for choir

5. New Business

a. Looking at the parking lot for field house – architect wants a meeting with Chief Music for room around field house and to get the emergency vehicles up to the doors.

b. Fencing has been added around the stadium

- c. Each ball field will be enclosed with fencing
- d. Drainage for softball and baseball field on the outside of fields will build up the infield to drain into outfields
- e. Questions about spray seeding of the baseball fields and how viable will it be. Thomas will forward pictures of what he has seen and Phil will share pictures from the vendor.

6. Adjournment – 3:32 pm

Next Meeting November 11, 2019 @ 4:00pm in the Superintendents Conference Room

Lincoln Consolidated Schools  
General Fund  
November Budget Amendment

	Original Budget	November Amendment	June 30, 2020 Projection
<b>Revenues</b>			
Property tax revenue	\$ 4,019,842	\$ (404,959)	\$ 3,614,883
Local revenue	352,600	50,200	402,800
State revenue	32,161,096	1,598,868	33,759,964
Federal revenue	2,518,132	17,253	2,535,385
Inter-district revenue	6,581,000	800,038	7,381,038
Transfers in	14,000	20,000	34,000
<b>Total revenues</b>	<b>45,646,670</b>	<b>2,081,400</b>	<b>47,728,070</b>
<b>Expenditures</b>			
Instruction	20,334,982	675,674	21,010,656
Added needs	8,419,264	9,465	8,428,729
Student services	4,962,862	219,852	5,182,714
Instructional support	1,219,525	349,588	1,569,113
Business/Fiscal administration	787,611	420	788,031
General administration	473,603	1,884	475,487
Principal administration	1,754,564	175,722	1,930,286
Central (services/inform mgmt)	1,132,519	23,391	1,155,910
Operations and maintenance	3,931,261	38,915	3,970,176
Transportation	2,888,834	228,460	3,117,294
Athletics	847,047	57,213	904,260
Community services	80,006	415	80,421
<b>Total expenditures</b>	<b>46,832,078</b>	<b>1,780,997</b>	<b>48,613,075</b>
<b>Revenues over (under) expenditures</b>	<b>(1,185,408)</b>	<b>300,403</b>	<b>(885,005)</b>
<b>Other financing sources</b>			
Transfer out	-	-	(2,000)
<b>Net change in fund balance</b>	<b>(1,185,408)</b>		<b>(887,005)</b>
<b>Beginning fund balance (audited)</b>	<b>4,437,361</b>		<b>4,437,361</b>
<b>Projected Fund Balance</b>	<b>\$ 3,251,953</b>		<b>\$ 3,550,356</b>
<b>Fund balance as a percent of expenditures</b>	<b>6.94%</b>		<b>7.30%</b>



Lincoln Consolidated Schools-7425 Willis Road-Ypsilanti MI-48197

# EMERGENCY OPERATIONS PLAN

*“Crises have the potential to affect every student and staff member in a school building. Despite everyone’s best efforts at crisis prevention, it is a certainty that crises will occur in schools. Good planning will facilitate a rapid, coordinated, effective response when a crisis occurs. Being well prepared involves an investment of time and resources—but the potential to reduce injury and save lives is well worth the effort.”*

*-Practical Information for Crisis Planning: A Guide for Schools and Communities,  
January 2007*

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This Emergency Operations Plan (EOP) template is the result of collaboration between education and first response agencies and based on guidelines from the Federal Emergency Management Agency (FEMA) and the Department of Education. Information presented in this document (e.g., procedures, tasks, assignments) are for your consideration and implementation may differ at your local jurisdictional level; therefore, this template is not all-inclusive nor is it intended to be adopted as merely a “fill in the blanks plan.” Planners should refer to the *All-Hazards Emergency Operations Planning Guidance for Schools 2014* for samples to be included, additional information, and references.

Furthermore, planners should coordinate with local law enforcement, fire, and emergency managers when refining these procedures. It is important to tailor all EOPs to the specific hazards and needs of your jurisdiction and school district guidelines.

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# Administrative Handling Instructions

The title of this document is Lincoln Consolidated Schools Emergency Operations Plan (EOP).

The information presented in this document is classified as **For Official Use Only**, and is exempted from disclosure under Section 13(1)(y) of the Michigan Freedom of Information Act (FOIA) Act 442 of 1976, (15.2 MCL)[1]. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate district security directives to prevent theft, compromise, inadvertent access, and unauthorized disclosure. The information contained in this document is for official emergency preparedness use only.

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# Signatory Page

The Lincoln Consolidated Schools Emergency Operations Plan (EOP) has been completed and approved through a collaboration of effort throughout the community, including:

Please sign above your name:

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**Sean R. McNatt**  
School Superintendent

---

**Yoline Williams**  
School Board President

---

**Phil Bongiorno**  
Director of Facilities

---

**Vicki Coury**  
Director of Communications & Information

---

**Nik Jackson**  
Director of Technology

---

---

**William Wagner**  
Fire Chief

---

**Jerry Clayton**  
Washtenaw County Sheriff

---

**Dave Halteman**  
Washtenaw County Emergency Mgr.

---



## Glossary of Terms

The following are key references used during the development of this guidance. They may also provide a future benefit to schools and districts in supporting the development of local emergency response plans.

### **Michigan Department of Community Health (MDCH)**

- MI HEARTSafe School: [www.migr.org/miheartsafe](http://www.migr.org/miheartsafe)

### **Michigan Department of Education (MDE)**

- MI Ready Schools Emergency Planning Toolkit

### **United States Department of Education (DOE)**

- A Guide to School Vulnerability Assessments: Key Principles for Safe Schools, 2008

### **United States Department of Homeland Security (DHS)**

- K-12 School Security Checklist, April 2013
- National Preparedness Goal, September 2011
- Homeland Security Exercise and Evaluation Program (HSEEP)
- [www.dhs.gov](http://www.dhs.gov)

### **Federal Emergency Management Agency (FEMA)**

- Guide for Developing High-Quality School Emergency Operations Plans, 2013
- Post-Disaster Reunification of Children: A Nationwide Approach, November 2013
- Risk Management Series, Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings (FEMA 426), December 2003
- IS-100.b: Introduction to the Incident Command System
- IS-100.sca: Introduction to the Incident Command System for Schools
- IS-120.a: An Introduction to Exercises
- IS-130: Exercise Evaluation and Improvement Planning
- IS-139: Exercise Design
- IS-200.b: ICS for Single Resources and Initial Action Incidents
- ICS-300: Intermediate Incident Command System
- IS-362.a: Multi-Hazard Emergency Planning for Schools
- IS-366: Planning for the Needs of Children in Disasters
- IS-393.a: Introduction to Hazard Mitigation
- ICS-400: Advanced Incident Command System
- IS-547.a: Introduction to Continuity of Operations
- IS-700.a: National Incident Management System (NIMS), an Introduction

- IS-701.a: NIMS Multiagency Coordination System (MACS) Course
- IS-702.a: National Incident Management System (NIMS) Public Information Systems
- IS-703.a: NIMS Resource Management
- IS-704: NIMS Communications and Information Management
- IS-706: NIMS Intrastate Mutual Aid - An Introduction
- IS-800.b: National Response Framework (NRF), an Introduction
- IS-907: Active Shooter: What You Can Do
- IS-914: Surveillance Awareness: What You Can Do
- [www.fema.gov](http://www.fema.gov)
- <http://training.fema.gov/is/>

# General Information

## Purpose of the Plan

The purpose of the Lincoln Consolidated Schools Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of the Lincoln Consolidated Schools and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates students/staff, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents/guardians, etc., and other members of the community with assurances that the Lincoln Consolidated Schools has established guidelines and procedures to respond to incidents/hazards in an effective way.

The following plan outlines guidelines and procedures for dealing with present and/or potential incidents or hazards facing students and schools. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty/staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Lincoln Consolidated Schools regularly schedules in-service training events for faculty and staff.

Lastly, developing, maintaining, and exercising the school EOP increases Lincoln Consolidated Schools' legal protection. In the past, schools without incident management procedures have been found liable. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines based on common professional practices provides a margin of protection against liability.

## Scope of the Plan

The Lincoln Consolidated Schools EOP outlines the expectations of the faculty/staff, the roles and responsibilities, direction and control systems, internal and external communications plans, training and sustainability plans, and authority and references as defined by local, tribal, state, and federal government mandates. It also outlines common and specialized procedures as well as specific hazard vulnerabilities and response/recovery.

## School Board Policy Statement

The Lincoln Consolidated Schools EOP operates within the framework of Lincoln Consolidated Schools policies.

## Situation Overview

### School Population

The daily population within the Lincoln Consolidated Schools is variable, contingent upon the number of staff and guests present. Unlike other school buildings, the function of the Lincoln

Consolidated Schools is not focused on student learning. Rather, the building serves as office space for administrators and staff supporting special education programs and services countywide, as well as a training, meeting, and professional development space for a wide variety of audiences. As such, the ranges of individuals who could potentially be onsite are as follows:

0	Students
<#>	Administrators
<#>	Office/Support Staff
<#>	Teachers/Specialists
<#>	Instructional Assistants
<#>	Cafeteria Staff
<#>	Maintenance/Custodial Staff
<#>	Bus Drivers
<#>	<Other>

## Functional Needs, as well as Deaf, Deaf/Blind and Hard-of-Hearing Population

Lincoln Consolidated Schools is committed to the safe evacuation and transport of students/staff, including those with access and functional needs, as well as deaf, deaf/blind and hard-of-hearing students/staff. The access and functional needs, as well as deaf, deaf/blind and hard-of-hearing population includes students/staff with:

- English Language Learners (ELL) (see next page).
- Blindness or visual disabilities.
- Cognitive or emotional disabilities.
- Deafness or hearing loss.
- Mobility/physical disabilities (permanent and temporary).
- Medically-fragile health (including asthma, diabetes, and severe allergies).

## Translation Services

Many Lincoln Consolidated Schools students and volunteers may use English as a Second Language (ESL), or English Language Learners (ELL), and may require the following translation services in the event of an emergency:

### Translation Services Required

Arabic	Russian
--------	---------

Chinese	Spanish
Japanese	American Sign Language

## Hazard Analysis Summary

Lincoln Consolidated Schools is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

The following table briefly discusses Lincoln Consolidated Schools high-priority hazards including flood, severe storm, fire, chemical, intruder, civil disturbance, and terrorism:

Hazard Type	Frequency	Severity	Warning time	Duration	Risk Priority
<b>Natural</b>					
<b>Earthquake</b>	2 Possible	2 Limited	4 Minimal	1 <3 hours	Low
<b>Flooding (flash flood, river)</b>	1 Unlikely	2 Limited	1 24+ hours	3 12-24 hours	Low
<b>Tornado</b>	2 Possible	3 Critical	4 Minimal	1 <3 hours	High
<b>Winter Storm</b>	4 Highly likely	2 Limited	2 12-24 hours	3 12-24 hours	Medium
<b>Human Made</b>					
<b>Chemical / Hazardous Materials</b>	2 Possible	3 Critical	4 Minimal	4 24+ hours	Medium
<b>Fire</b>	2 Possible	3 Critical	4 Minimal	4 24+ hours	Medium
<b>Nuclear Facility Incident</b>	1 Unlikely	4 Catastrophic	4 Minimal	4 24+ hours	High
<b>Power Outage, Utility Emergency/ Failure, including Water System Failure or Gas Leak</b>	3 Likely	2 Limited	4 Minimal	3 12-24 hours	Medium

<b>Serious Injury or Death of Student or Staff</b>	2 Possible	2 Limited	4 Minimal	2 3-12 hours	Medium
<b>Accidents During School, including transportation</b>	3 Likely	2 Limited	4 Minimal	2 3-12 hours	Medium
<b>Accidents During Out-of-School Time</b>	3 Likely	2 Limited	4 Minimal	2 3-12 hours	Medium
<b>Medical Emergency (Including life-threatening incidents)</b>	3 Likely	3 Critical	4 Minimal	2 3-12 hours	Low
<b>Influenza Epidemic and Pandemic Threats</b>	1 Unlikely	3 Critical	2 12-24 hours	4 24+ hours	Low
<b>Apparent Suicide</b>	1 Unlikely	3 Critical	4 Minimal	4 24+ hours	Low
<b>Bomb Threat</b>	1 Unlikely	4 Catastrophic	4 Minimal	4 24+ hours	High
<b>Civil Disorder</b>	1 Unlikely	2 Limited	3 6-12 hours	4 24+ hours	Low
<b>Cybersecurity</b>	3 Likely	3 Critical	4 Minimal	4 24+ hours	Low
<b>Death on Campus</b>	2 Possible	2 Limited	4 Minimal	4 24+ hours	Medium
<b>Explosion</b>	1 Unlikely	4 Catastrophic	4 Minimal	4 24+ hours	High
<b>Hostage Situation</b>	1 Unlikely	3 Critical	4 Minimal	3 12-24 hours	High

<b>Intruder</b>	2 Possible	3 Critical	4 Minimal	2 3-12 hours	Medium
<b>Kidnapping / Abduction / Missing Student</b>	1 Unlikely	3 Critical	4 Minimal	4 24+ hours	Medium
<b>Missing Student who has cognitive disabilities or autism</b>	2 Possible	3 Critical	4 Minimal	2 3-12 hours	Medium
<b>Report of Weapon on Campus</b>	2 Possible	3 Critical	4 Minimal	2 3-12 hours	High
<b>Sexual Assault/Physical Assault</b>	2 Possible	2 Limited	4 Minimal	4 24+ hours	High
<b>Terrorism</b>	1 Unlikely	4 Catastrophic	4 Minimal	4 24+ hours	High
<b>Weapons Assault</b>	1 Unlikely	3 Critical	4 Minimal	2 3-12 hours	Medium
<b>Off-Site Threats (e.g., local bank robbery, traffic stop)</b>	2 Possible	2 Limited	4 Minimal	2 3-12 hours	Low

## Planning Assumptions and Limitations

### Planning Assumptions

Stating the planning assumptions allows the Lincoln Consolidated Schools to deviate from the plan if certain assumptions prove not to be true during operations. The Lincoln Consolidated Schools EOP assumes:

- The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage, etc.) could occur at any time without warning and the employees of the school affected cannot and should not wait for

direction from local response agencies. Action is required immediately to save lives and protect school property.

- As outlined in the FEMA national standards, schools may have to rely on their own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to faculty, visitors, and/or students/staff. Rapid and appropriate response will reduce the number and severity of injuries.
- Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive.
- Proper prevention and mitigation actions, such as creating a safe school environment and conducting fire and safety inspections, will prevent or reduce incident-related losses.
- Maintaining the school EOP and providing frequent opportunities for stakeholders (students/staff, parents/guardians, etc., first responders, etc.) to exercise the plan can improve the school's readiness to respond to incidents.
- A spirit of volunteerism among students/staff and families will result in their providing assistance and support to incident management efforts.

### **Limitations**

It is the policy of Lincoln Consolidated Schools that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Lincoln Consolidated Schools can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.

## Authorities and References

The following regulations are the authorizations and mandates upon which are the basis for this EOP. These authorities and references provide a legal basis for incident management operations and activities.

- Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g)
- Board Policy 8330- Student Records, and State and Federal Law
- Policy 5113.02 and AG 5113.02
- Policy Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended; M.C.L. 380.1241, 380.1308, 380.1308a, 380.1310a, 752.913, 771.2a

**All Lincoln Consolidated Schools Policies are available here:**

<https://go.boarddocs.com/mi/linc/Board.nsf/Public?open&id=policies>

## Additional Planning References

- All-Hazards Emergency Operations Planning Guidance for Schools 2014.
- MI HEARTSafe Schools: [www.migr.org/miheartsafe](http://www.migr.org/miheartsafe)
- ALICE Response Intruder Protocol

# Concept of Operations

## Initial Response

During the initial response, school personnel are usually first on the scene. Staff and faculty will take charge and manage the incident until it is resolved, or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff and faculty will seek guidance and direction from local officials and may seek technical assistance from local, state, and federal agencies and industry where applicable. The superintendent or designee is responsible for activating the Lincoln Consolidated Schools EOP, including common and specialized procedures, as well as hazard-specific procedures. These immediate actions may include:

### Lockdown:

- **Soft Lockdown:** When an incident outside of the school presents a situation that requires the school perimeter doors and windows to be locked but normal activities may continue remaining observant for any outside threats or danger.
- **Hard Lockdown:** When a person or situation presents an immediate threat to students/staff in or near the building. All exterior doors are locked and students/staff stay in their offices, work areas, and classrooms.

### Evacuation:

- When conditions are safer outside than inside a building. Requires all staff/students to leave the building immediately.

### Shelter-in-Place:

- When conditions are safer inside the building than outside. For severe weather sheltering, students/staff are held in the building safe areas, such as interior rooms or a basement, away from windows. For hazardous material release outdoors with toxic vapors, students/staff are to remain in their classrooms, with windows and doors sealed and all ventilation systems shut off. Limited movement may be allowed. Taking shelter inside a sealed building is highly effective in keeping students/staff safe.

## Notification Procedures

In case of an emergency at the Lincoln Consolidated Schools, the flow of information **after calling 9-1-1** shall be from the school to the District Office. Information will include the nature of the incident and the impact on the school building and students/staff.

In the event of a fire, the individual discovering the fire shall activate the building fire alarm system. Unless there is a lockdown incident or a shelter-in-place incident in progress, the building shall be evacuated. In the event that a lockdown or shelter-in-place incident is in progress, the evacuation shall be limited to the area immediately in danger from the fire.

In the event the Lincoln Consolidated Schools is in receipt of information, such as a weather warning that may affect any school within the district, the information shall be provided to the District Office.

## Notification During Summer or Other School Breaks

If a school administrator or other crisis response team member is notified of an emergency during the summer (or other break period), the response usually will be one of limited school involvement. In that case, the following steps will be taken:

- Institute the phone tree to disseminate information to Crisis Response Team members and request a meeting of all available members. *See Appendix 1 for Emergency Contact Rosters.*
- Notify general faculty/staff and families of students with appropriate information.
- Schedule a faculty/staff meeting for an update the week before students return to school.
- Be alert for repercussions among students/staff.
- When school reconvenes, institute appropriate support mechanisms and referral procedures, if necessary.

## Assignment of Responsibilities

### A. School Board

- Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- Establish a school emergency operations plan review committee to approve and coordinate all emergency response plans
- Review school construction and renovation projects for safety

### B. Superintendent and/or Assistant Superintendents

- Appoint a district Emergency Management Coordinator to assist in planning and review
- Consult with the local Emergency Management Office to analyze system needs in regard to emergency preparedness, planning and education and to ensure coordination of the school plan with community emergency plans
- Develop and coordinate in-service emergency response education for all Lincoln Consolidated Schools personnel
- Obtain a resolution from the local school board giving needed authority and support to develop school emergency operations programs and plans
- Initiate, administer, and evaluate emergency operations programs to ensure the coordinated response of all schools within the system
- Authorize implementation of emergency preparedness curriculum
- Serve as principal coordinator for National Incident Management System (NIMS) planning implementation
- Gather information from all aspects of the emergency for use in making decisions about the management of the emergency

- Have overall decision-making authority in the event of an emergency until emergency services arrive
- Monitor the emergency response during emergency situations and provide direction where appropriate
- With the assistance of the Communications and Information Services Director, keep the public informed during emergency situations
- Stay in contact with the leaders of the emergency service agencies working with the emergency
- Keep school board informed of emergency status
- Request assistance from local emergency services when necessary
- Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital.
- Assign resources (persons and materials) to various sites for specific needs. This may include the assignment of school personnel from other school or community sites such as community emergency shelters.
- Authorize immediate purchase of outside services and materials needed for the management of emergency situations.

#### **C. School/District Safety Planning Committee**

- Consists of school administration, principal, teacher(s), school maintenance, law enforcement, fire, EMA, local and county EMA, school nurse, school district solicitors, school counselors, school resource officer and/or security personnel; as practical. Serve as the staff advisor to the superintendent on emergency management matters
- Keep the superintendent appraised of the preparedness status and emergency management needs
- Coordinate local planning and preparedness activities and the maintenance of this plan.
- Establish Incident Command Post (ICP) and alternate ICP locations in coordination with responding law enforcement, fire, and EMS.
- Arrange appropriate training for district emergency management personnel and emergency responders
- Coordinate periodic emergency exercises to test emergency plans and training
- Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel
- Coordinate with organized volunteer groups and businesses regarding emergency operations
- Provide training in support of general education, special needs, safety, and planning
- Provide emergency crisis counseling to students and staff
- Liaison with Michigan Department of Education at the request of the Superintendent
- Support family reunification, as requested by the Principal/Incident Commander

#### **D. Supervisor/Building Administrator**

- Coordinate with Incident Commander and Superintendent

- Retains the overall responsibility for the safety of students and staff
- Manage school policy-level activities
- Work with Communications to determine message for families and community. Interface as needed with agencies and parents.
- Provide potential student and staff outbreak and pandemic threat information to their municipal EMA and MI Department of Health
- Encourage all staff members to develop personal and family emergency plans

#### **E. Teachers**

- Supervising students and staff under their charge
- Take steps to ensure the safety of students, staff and other individuals in the implementation of protective actions and incident management protocols established in the School EOP
- Direct students in implementation of protective actions
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location
- Report missing students to the Supervisor/Incident Commander
- Execute assignments as directed by the Supervisor/ Incident Commander
- Obtain first-aid services for injured students from the school nurse or person trained in first aid.
- Arrange for first aid for those unable to be moved
- Render first-aid if necessary. School staff will be trained and certified in first aid and CPR

#### **F. Instructional Assistants, Teaching Assistants and Personal Care Aides**

- Assist teachers as directed

#### **G. Social Workers and Psychologists**

- Take steps to ensure the mental health safety of students, staff and other individuals. Render psychological first aid if necessary
- Assist in the transfer of students, staff and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Principal/ Incident Commander.
- Assist with crisis intervention and recovery processes.

#### **H. School Nurses**

- Administer first-aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide medical care
- Organize first-aid and medical supplies
- Manage student medications and go kits
- Provide potential student and staff outbreak and pandemic threat information to the Principal/Incident Commander
- Communicate public health protective actions to students and staff

#### **I. Custodians/Maintenance Personnel**

- Survey and report building damage to the Principal/Incident Commander
- Control main shutoff valves for gas, water and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use and disbursement of supplies and equipment
- Keep the Principal/Incident Commander informed of school conditions

#### **J. School Secretary/Office Staff**

- Answer phones and assist in receiving and providing consistent information to callers
- Provide for the safety of essential school records and documents
- Execute assignments as directed by the Principal/Incident Commander
- Provide assistance to the principal
- Monitor emergency broadcasts and provide updates to the Principal/Incident Commander

#### **K. Food Service/Cafeteria Workers**

- Use, prepare, and serve food and water to students and staff
- Executing assignments as directed by the Incident Commander

#### **L. Transportation Providers**

- Transfer students to new location when directed
- Execute assignments as directed by the Principal/Incident Commander
- Transport individuals in need of medical attention, as necessary

#### **M. Technology/Information Services**

- Coordinate use of technology
- Assist in establishment/maintenance of emergency communications network
- Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment
- Establish and maintain computer communication with the district office and other agencies
- Establish and maintain student and staff database in support of the incident
- Report problems in communication systems to the Principal/Incident Commander

#### **N. Students**

- Cooperate during emergency training, drills, and exercises; and during an incident
- Be responsible for themselves and others in an incident. Report situations of concern
- Take an active part in school incident response/recovery activities, as age appropriate

#### **O. Parents/Guardians**

- Encourage and support school safety and violence prevention programs
- Support service projects to promote school incident preparedness

- Provide the school with requested emergency contact information
- Practice emergency preparedness in the home
- Follow guidance provided during a school emergency

### **Direction and Control**

The designated Site Incident Commander is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations within their building.

During emergency operations, the school administration retains administrative and policy control over their employees and equipment. However, personnel and equipment necessary to carry out the responsibilities and assignments of the Crisis Response Team may be directed by the Crisis Team Coordinator.

If the school’s own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, and/or the state will be requested.

### **Emergency Facilities/Crisis Response Team Post**

This post will be established on-scene, away from risk of damage from the emergency, most likely in the main office or conference room. If needed, however, alternate locations may be identified. Pre-determined sites for command posts outside the school building will be identified, in cooperation with local emergency responder agencies.

An off-site post will be established in the vicinity of the incident site should an emergency situation threaten, but not yet occur, or if there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage).

<b>Primary Post Location:</b>	7425 Whittaker Road-Superintendent’s Office Ypsilanti, MI 48197 Key Contact: Vicki Coury 734-484-7095
<b>Alternate Post Location I (on-site):</b>	Location Key Contact: <Name>
<b>Alternate Post Location II (off-site):</b>	Location Key Contacts: <Name>

### **Continuity of School Administration**

The line of succession for the Superintendent is:

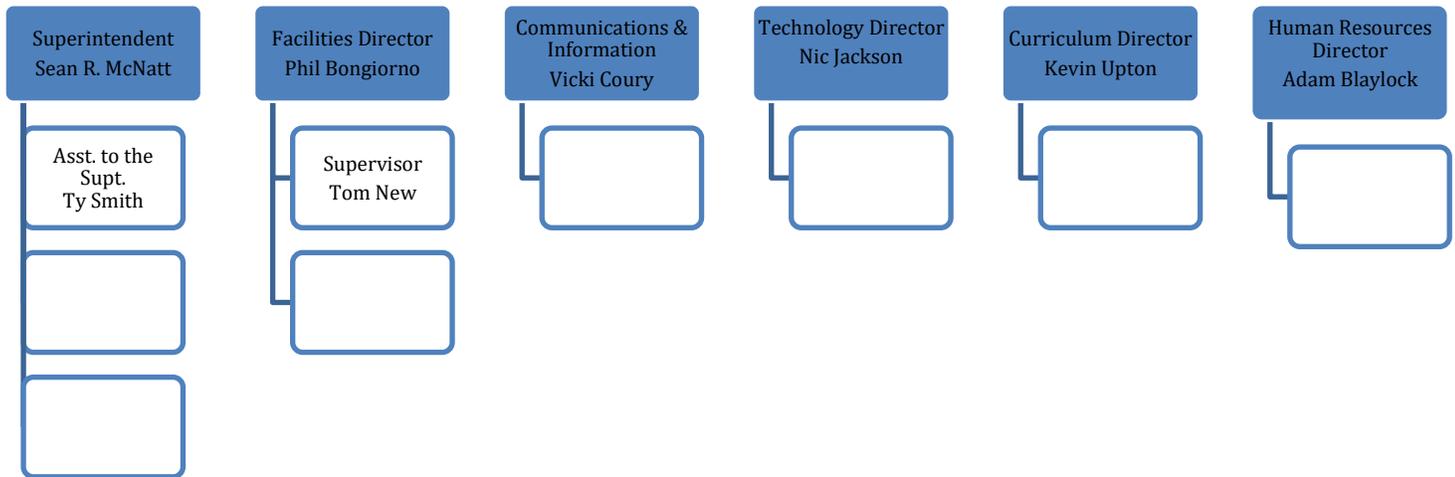


1.	Human Resources Director-Adam Blaylock 734-484-7002
2.	

## School Incident Command System

### Lincoln Consolidated Schools: Incident Command Team & Line of Succession

District-Level Incident Command Team:



## Coordination

### Coordination with Policy/Coordination Group

In complex incidents, a Policy/Coordination Group will convene at the school district operations center. The role of the Policy/Coordination Group is to:

- Support the on-scene Site Incident Commander.
- Provide policy and strategic guidance.
- Help ensure that adequate resources are available
- Identify and resolve issues common to all organizations.
- Keep elected officials and other executives informed of the situation and decisions.
- Lincoln Consolidated Schools principal/administrator and Site Incident Commander will keep the Policy/Coordination Group informed.

### Coordination with First Responders

An important component of the Lincoln Consolidated Schools EOP is a set of interagency agreements between various local and county agencies to aid in timely communication. These agreements help coordinate services between the agencies and Lincoln Consolidated Schools.

Various agencies and services include, but are not limited to, local and county government, such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements may also make school personnel available beyond the school setting in an incident or traumatic event taking place in the community.

Upon arrival of qualified first responders, command will be transferred, and a transfer of command briefing shall occur. The school's Site Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

## Communications

Communication is a critical part of incident management. This section outlines Lincoln Consolidated Schools communications plan and supports its mission to provide clear, effective internal and external communication between the school, students/staff, parents/guardians, etc., responders, and media.

### Internal Communications

#### Communication between Staff/Faculty Members

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information *internally* when appropriate:

- Telephone PA system
- Telephone, e-mail and SMS text message via School Messenger
- Email via Microsoft Outlook

#### Communication with the District Office

The Site Incident Commander will notify the superintendent of the school's status/needs. The principal will notify the District Office. He/she will designate staff member(s) to monitor all communications.

### External Communications

Communicating with the larger school community begins before an incident occurs. Parents/guardians, etc., media, and first responders will require clear and concise messages from Lincoln Consolidated Schools about what is being done, and the safety of the students/staff.

Communication with Parents/Guardians, Etc.

Before an incident occurs, Lincoln Consolidated Schools will:

- Develop a trusting relationship with parents/guardians, etc.
- Educate them on how to access alerts and incident information.
- Identify parents/guardians, etc., who are willing to volunteer in case of an incident. Include them in preparation efforts and training.
- Be prepared with translation services for limited English or non-English-speaking families and students.

In the event of an incident, Lincoln Consolidated Schools will:

- Disseminate information via phone calls, text messages, e-mails, website updates, and/or social media to inform parents/guardians, etc., about exactly what is known to have happened.
- Implement a plan to manage phone calls and parents/guardians, etc., who arrive at the school.
- Describe how the school and school district are handling the situation.
- Provide reunification procedures.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number or Web site address where parents/guardians, etc., can receive updated incident information.
- Inform parents/guardians, etc., and students/staff about when and where school will resume.

## **Communication with the Media**

In the event of an incident, the Site Incident Commander will:

- Designate a Public Information Officer (PIO) (if necessary).
- Establish an off-campus briefing area for media representatives.
- Determine the need to establish or participate in a Joint Information Center.
- Coordinate messages with the principal and Policy Group.

Lincoln Consolidated Schools staff members are to refer all questions and requests for information to the designated spokesperson. The district PIO maintains media contacts at the major television, Internet, and radio stations. In the case of an incident, these media contacts will broadcast Lincoln Consolidated Schools external communications plans, including the information hotline for parents/guardians, etc.

## **Communication with First Responders**

The Site Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. Lincoln Consolidated Schools frequently exercises the EOP with first responders to practice effective coordination and transfer of command.

## Communication after an Incident

After the safety and status of students/staff have been assured, and emergency conditions have abated, staff/faculty will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

The staff/faculty teams will:

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine information technology assets and personnel resources. Determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged structures, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for state and federal assistance.
- Provide detailed facilities data to the school district office so temporary space reallocation needs and strategies can be estimated.
- Arrange for ongoing status reports during the recovery activities to:
  - Estimate when the educational program can be fully operational.
  - Identify special building, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate students/staff and parents/guardians, etc., on available crisis counseling services.
- Inform the district of recovery status.

The school district will:

- Identify recordkeeping requirements and sources of financial aid for state and federal disaster assistance.
- Establish absentee policies for teachers/students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes (e.g., correspondence classes, videoconferencing, tele-group tutoring, etc.).
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

## Administration, Finance, and Logistics

### Agreements and Contracts

If school resources prove to be inadequate during an incident, Lincoln Consolidated Schools request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are in writing and entered into by authorized school officials. Agreements and contracts identify the school district officials authorized to request assistance pursuant to those documents.

Pre-negotiated agreements and contracts are included in *Appendix J: Memorandums of Agreement/Understanding*.

### Finance

Lincoln Consolidated Schools is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be completed in accordance with the established local fiscal policies and standard cost accounting procedures.

### Recordkeeping

#### Activity Logs

The ICS Section Chiefs will maintain accurate logs, recording key incident management activities, including:

- Issuance of protective action recommendations to the students/staff.
- Evacuations.
- Casualties.
- Mitigation or termination of the incident.
- Parent/Guardian notification and student release.
- Medication removal from building and administration logs.

### Preservation of Records

Vital records must be protected in order to continue normal school operations following an incident. These include legal documents and student files, as well as property and tax records. The main causes of damage to records are fire and water; therefore, essential records will be protected accordingly. Details are outlined in the Continuity of Operations (COOP) Procedures, a functional annex of the *All-Hazards Emergency Operations Planning Guidance for Schools 2014*, and should be inserted into Appendix F of this plan.

Lincoln Consolidated Schools Crisis Response Team is responsible for the overall maintenance and revision of the EOP. This team is also responsible for coordinating training and exercising

the EOP. The team is expected to work cooperatively to make recommendations for revising and enhancing the plan.

The school board and the superintendent are responsible for approving and promulgating this plan. Local fire, law enforcement, and emergency manager approval and suggestions will also be requested.

## Plan Development, Maintenance, and Distribution

### Approval and Dissemination of the Plan

The school board, together with superintendent, will approve and disseminate the plan and its annexes following these steps:

- Review and validate the plan.
- Present the plan (for comment or suggestion).
- Obtain plan approval (school board).
- Distribute the plan.

### Record of Changes

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change. The record of changes will be in table format (Page 8 of this EOP) and maintained by the School Crisis Response Team.

### Record of Distribution

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The school Crisis Response Team will indicate the title and name of the person receiving the plan, the date of delivery, and the number of copies delivered.

### Plan Review and Updates

The basic plan and its annexes will be reviewed annually by the school Crisis Response Team, emergency management agencies, and others deemed appropriate by school administration. The principal will establish a schedule for annual review of planning documents.

The school EOP will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

## Training and Exercising the Plan

Lincoln Consolidated Schools understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur. The designated planning team will coordinate training and exercising efforts in accordance with state law. Basic and refresher training sessions will be conducted during the first in-service day of the school year for all school personnel in coordination with local fire, law enforcement, and emergency managers.

Mandatory EOP training will include:

- Orientation to the EOP.
- Hazard and incident awareness training for all staff of Lincoln Consolidated Schools in a coordinated manner if possible
- First Aid, CPR, and AED (if applicable) training for all staff.
- Team training to address specific incident response or recovery activities, such as parents/guardian, etc., student reunification, access and functional needs, as well as deaf, deaf/blind and hard-of-hearing students/staff, and relocation.
- Two online FEMA courses: IS-100.sca and IS-700 (both courses are free at FEMA's Emergency Management Institute (EMI) Web site).

Additional training will include drills, tabletop, and functional exercises. Drills will be conducted throughout the school year per state and district requirements. Exercises will occur at least once per school year. Approved parent volunteers and community members will also be incorporated into larger training efforts.

All Lincoln Consolidated Schools staff members are expected to develop personal and family emergency plans. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event. Knowing that the family is prepared and can handle the situation will enable school staff to do their jobs more effectively.

# Appendix A: Emergency Contact Rosters

School Crisis Response Team			
Name / Position	Office Phone	Cell Phone	E-mail (@Lincoln12.org)
<b>Sean McNatt</b> , Superintendent	734-484-7001		mcnatts@lincoln12.org
<b>Adam Blaylock</b> , Human Resources Director	734-484-7002		blaylocka@lincoln12.org
<b>Ty Smith</b> , Asst. to the Superintendent	734-484-7001		smitht@lincoln12.org
<b>Vicki Coury</b> , Director of Communications & Information	734-484-7095		couryv@lincoln12.org
<b>Phil Bongiorno</b> , Facilities Director	734-484-7039		bongiornop@lincoln12.org

Other District Leadership			
Name / Position	Office Phone	Cell Phone	E-mail (@washtenaLincoln Consolidated Schools.org)


Other District Crisis Staff			
Name / Position	Office Phone	Cell Phone	E-mail (@washtenaLincoln Consolidated Schools.org)
Nurses, Social Workers, Secretaries, etc.			





**General Contact Numbers**

	Contact	Phone Number
First Responders - Public Safety Agencies - Hospitals	General Emergency	911
	Emergency Manager	734-973-4900
	Washtenaw County Sheriff	734-971-8400
	Fire Department	911
	Poison Control	800-222-1222
	Local Hospital	734-936-4000
	Child Protective Services	855-444-3911
	EMS	911



Utilities	Phone Company	
	Gas Company	734-369-9350
	Electric Company	
	Heating, Ventilation, Air Conditioning	



# Appendix B: Class Rosters and Schedules

See “Go Kits” for Class Rosters

## Master Schedules

# Appendix C: School Maps and Floor Plans

<Insert Applicable School Maps and/or Floor Plans>

# Appendix D: Specific Response Actions

## Medical Emergency

- Evaluate the scene to ensure it is safe to render aid. If the scene is not safe, isolate the area and call 9-1-1.
- If it is safe to render aid, approach the victim and assess the severity of the situation and injuries.
- Direct a person to advise school administration to call 9-1-1 and to wait to direct emergency services personnel to the scene.
- If trained, provide the appropriate First Aid response protocol as needed and wait until the medical professionals arrive to take over command of the scene.
- Provide information regarding nature of injuries and treatment given to emergency services personnel.
- Be available to accompany the injured to the hospital if needed or ensure an adult accompanies the injured to the hospital.
- Complete incident report.

## Shelter In Place

- Collect emergency supplies and class roster. Take account of students and conduct quick sweep of the areas of responsibility or access on mobile app
- Guide students to the designated shelter in place location based on the threat. Weather and Hazmat sheltering locations may be different. The situation will dictate proper shelter locations.
- Account for all the students and report any accountability issues to a supervisor.
- Be prepared to assist with the sealing of windows, doors and vents.
- Be prepared to assist with potential follow-up activities such as evacuation, relocation, reunification or a return to the classroom.
- Complete incident report.

## Evacuate

- Collect emergency supplies, class roster and emergency contact lists or access.
- Account for all students and prepare to evacuate.
- Check possible hiding areas and perform a sweep of areas of responsibility.
- Guide students out of the building via either the primary or secondary evacuation route. If not safe, consider other means of evacuation.

- Report to designated safe gathering area or notify Response Leader of location.
- Take immediate face/name account of all students at the gathering place and immediately report any accountability issues to supervisor/principal.
- Complete incident report.

### Lockout/Soft Lockdown

- Guide students inside the building preferably to an area behind a lockable door.
- Ensure all exterior classroom doors and windows are locked.
- Continue with normal activities, but consider closing blinds and shades.
- Remain observant for any outside threats or danger.
- Be prepared to initiate lockdown or evacuation protocols, if necessary.

### Lockdown

- If you see the need, alert the building to lockdown. Use designated plain language voice alert if necessary and mobile app alert as well as any ability to use phone or PA alert.
- Guide all students in your vicinity inside the nearest classroom or other space that can be secured.
- Lock or barricade all doors. Implement the Active Shooter Training protocol.
- Secure and cover windows, if applicable.
- Guide students to an area in the room that provides cover and concealment - Active Shooter Training protocol.
- Notify 9-1-1. Inform them of observations and status of people in your room including injuries.
- Keep the students low and ensure they maintain cover and/or concealment.
- Identify objects that could be used as improvised weapons - Active Shooter Training protocol.
- Remain locked down until removed by Police or an administrator gives the "All Clear". Direct students/staff with you to put hands up when exiting the school.

# Appendix E: Hazard-Specific Procedures

## Thunderstorm/Tornado

### Action Steps: **Principal/Department Administrator**

- Maintain and monitor an emergency weather radio, weather apps (Weather Channel, Storm Shield), and Nixle Alerts from the Washtenaw County Sheriff's Office.
- When notified of a tornado/severe weather warning and designate a person to continue monitoring the weather alert radio
- When notified of a tornado/severe weather warning for the area, sound tornado alarm or make an announcement on the PA system or with a backup system (e.g. bull horn)
- Notify any ancillary program housed on site that would not hear alarm or PA announcement
- Notify supervisors involved in inside and outside activities when there is a severe weather warning; cancel all outside activities. If buses are in the parking lot, inform the bus drivers of the weather conditions. (Do not load school buses during tornado warning conditions.) If students are on the buses and the buses have not departed when a tornado warning is received, bring the students and drivers into the building and provide shelter until an "all clear" is given
- Move all staff, students and visitors indoors to shelter areas until the "all clear" is announced; Assign someone to ensure assistance is available and provided for disabled/special needs students.
- Stay in contact with the designee monitoring the weather radio for weather updates.
- Contact District's Communications Dept. to notify families, district administration, community as needed. (Incl. reminder that all doors will be locked, please do not show up until the situation is cleared.)
- Determine if any groups of students are off site and establish communication with sponsors
- Ensure any students or staff with outdoor plans stay in shelter until 30 minutes after last lightning strike
- Use discretion in loading buses when lightning is observed nearby
- Continue to monitor radio and TV for current advisory information
- Call 911 if any utility lines have been downed

### Action Steps: **Teacher/Staff**

- Ensure students can identify a tornado alarm

- Ensure students who are outside are immediately brought into a shelter area when there is thunder, lightning, or a tornado/severe weather warning
- Escort students to a designated shelter area and remain with students until an “all clear” is sounded
- Take class list and keys. Check attendance and make sure all students are accounted for. Notify the principal/department administrator immediately if a student is missing
- Ensure students remain quiet and follow directions
- Instruct students to sit quietly and assume a posture for protecting the backs of their necks with:
  - Knees in a tucked position
  - Faces toward interior walls, away from door swing areas
  - Hands over back of head protecting the exposed neck area
- Report any injuries or missing students to the principal/department administrator
- Assist with any first aid needed in your area
- Await further instructions

## Winter Storm

### Early Morning Decision:

1. When heavy snow warnings are forecast, or hazardous driving conditions exist due to snow, ice, or sleet, it is the responsibility of area superintendents to review conditions and local school district status prior to 5:00 a.m. on any day that school is scheduled to be in session. The decision to close facilities rests with the superintendent or his/her designee.
2. If the decision is made to close, the Superintendent (or his/her designee), will notify the general media, school staff and Lincoln Consolidated Schools building staff using the School Messenger system. **The Assistant Superintendent will notify the Transportation Directors for special education programs impacted by school closings.**

### School in Session Closing:

1. If school must close during the school day because of bad weather conditions or a building problem, all transportation supervisors responsible for the Lincoln Consolidated Schools campus and all young adult sites have agreed to pick up students upon request.
2. A telephone contact with parents, or an approved alternate contact, will be made by staff, if school is dismissed early.

### General Information:

1. When adverse weather conditions affect late afternoon or evening functions (workshops, meetings, testing, etc.), media will be notified and the information will be posted on the Lincoln Consolidated Schools website and communicated through social media (@Lincoln Consolidated Schools on Facebook and Twitter). Event Services will notify any group(s) that have reservations with respect to the building closure.
2. Staff who are assigned to a program in a local district's building **will adhere to the school closing decisions of that district and not the decisions affecting Lincoln Consolidated Schools Campus.** (See attached Weather Grid outlining specific programs and which district's decisions they should follow.) Lincoln Consolidated Schools will inform parents of students assigned to a program in a local district to follow the school closing procedures and decisions of the local district.

### Action Steps: **Principal/Administrator**

- Should the building lose electrical power or if the HVAC system fails, implement appropriate notification and shelter-in-place procedures.
- Should the building become uninhabitable, notify the Superintendent and then call 9-1-1 and explain the situation. Request 9-1-1 operator to alert the local emergency manager.
- Call 9-1-1 to notify police that you are sheltering students in the building due to weather conditions and have a medical emergency.

## Chemical/Hazardous Materials

### Action Steps: Principal/Department Administrator

- Call 911.
- Initiate Specific Response Action as appropriate.
- Ensure HVAC (Heating, Ventilation, Air Conditioning) system is turned off.
- Ensure all open flame heating devices (boilers, stoves, science burners) and gas main in the building are turned off.
- Notify any ancillary program housed on-site that may not hear PA announcement.
- If any individuals become contaminated, report this to the Incident Commander (fire/police authorities in charge of the scene).
- Consider disabled students when making decisions or taking actions.
- Maintain radio communication with secretary and building maintenance personnel.
- Keep telephone lines open for emergency reporting.
- Keep staff notified of the status of the situation.
- Directly notify the Superintendent and/or Assistant Superintendent and Communications Office.
- If Inside Building:
  - Evacuate building
  - Monitor and assist in closing windows and doors
- If Outside Building:
  - Determine whether the building should be evacuated or locked down

### Action Steps: Teacher/Staff

- Remain with students during the entire emergency.
- Move students away from affected area.
- Close windows and doors.
- Have students cover nose/mouth with any fabric or material.
- Report any contamination (direct exposure) immediately.
- Evacuate if directed.
- Take classroom "Go Kit" if evacuating the building.
- Follow directions from the principal/department administrator or Incident Commander.
- Remain in evacuation area (if evacuated) until the "all clear" is sounds by the principal/department administrator or Incident Commander.

## Fire

### Action Steps: **Principal/Department Administrator**

- If a fire is detected, pull alarm and call 911 in ALL situations where fire is detected, regardless of how small. Determine the fire location and report this in your call.
- Supervise evacuation of students and staff to the designated assembly area(s) (300 feet from the building if possible).
- Utilize fire extinguisher/blanket if appropriate.
- Notify any ancillary program housed on site that may not hear the alarm.
- Ensure the building is checked for any staff, students or visitors. Be sure to check bathrooms and closets.
- Ensure all students are accounted for.
- Determine and designate a staff person to coordinate search efforts in partnership with Fire Department/Incident Commander for missing students, staff, and visitors.
- Determine and designate a staff person to coordinate and manage students and staff release. *Follow Release Protocol.*
- Determine if anyone requires first aid treatment.
- Ensure access roads remain open for emergency vehicles (e.g. gates and parked cars).
- Directly notify the Superintendent or Assistant Superintendent and Communications Office.
- Maintain communication with secretary and building maintenance personnel.
- Yield building authority to the Fire Department or Incident Commander.

### Action Steps: **Teacher/Staff**

- If a fire is detected, pull alarm.
- Call 911 (if this has not been done).
- Notify the principal/department administrator.
- Ensure anyone in a nearby restroom, closet or other room, not under the supervision of a staff member, is evacuated.
- Count students; evacuate students upon hearing the fire alarm; close doors and windows; take keys, classroom go-kit, and class list.
- Teachers are responsible for physically disabled students in their immediate care.
- Ensure students remain quiet and follow directions.
- Walk with students to the designated assembly area(s) (at least 300 feet from the building, if possible).

- Close exterior doors behind you when exiting the building.
- Use the class list to take attendance in the assembly area. Notify the principal/department administrator immediately if a student is missing. The designee of the Principal/Administrator coordinating missing students can be located at school office or evacuation site.
- The Principal/Administrator will determine when students should be released and notify designee coordinating release. If directed to release students to parents, keep accurate records of students released. Do not release students unless directed to do so. Follow Release Protocol.
- Remain in the evacuation area until the “all clear” is given by the Fire Department, Incident Commander, or principal/department administrator.

## Power Outage/Utility Emergency/Failure Including Water System Failure and Gas Leak

### Action Steps: **Principal/Department Administrator**

- Evacuate building if there is a gas leak or gas line break and call 911 in ALL situations.
- Keep staff and/or students informed of the situation, using school PA system and School Messenger/Remind and designate staff person(s) to go door-to-door if there is no power to the PA system
- Directly notify the Superintendent or Executive Administration
- Notify maintenance personnel and Director of Operations immediately of any utility problem or to have it shut off. (Also contact landlord if needed.)
- If Electrical Failure:
  - Contact DTE
  - Watch for downed power lines and EVERYONE STAY AWAY from any downed wire or metal fence/poles and notify Administration and First Responders immediately
  - Locate flashlights in Go-kit and use as required
  - Evacuate as needed and follow Release Protocol if needed.
- If Gas Leak:
  - Contact Utility Provider (DTE or Consumers; dependent on site)
  - Shut off gas
  - If internal, evacuate as needed and follow fire evacuation procedures. Close doors as leaving. Follow Release Protocol if needed.
  - If outside/external, shelter in place and close doors and windows. Wait for further instructions from First Responders and/or utility provider.
- If Water Main Break or Water Systems Failure:
  - Contact Utility Provider (City or municipality; dependent on site)
  - Shut off water if needed
  - Communicate notifications to staff, students and visitors (i.e. "Do not drink.") and post signs
- If evacuating building, follow fire evacuation procedures or provide special instructions to staff
- If needed, yield building to First Responders.
- Announce all clear when the emergency is over

### Action Steps: **Teacher/Staff**

- Remain with students during the entire emergency
- Follow directions of principal/department administrator or designee(s)
- Watch for communications by School Messenger/Remind or in-person door-to-door messenger if there is no power



## Serious Injury or Death of Student or Staff

### Action Steps: **First Staff On-Site**

- Assess injured person for visible injuries and signs of consciousness, breathing, pulse, and shock.
- Keep person laying down and do not move. If the location and/or circumstances further endanger the person or yourself, leave the area. If you cannot safely assist the injured person, wait for First Responders.
- If you observe severe bleeding, apply direct pressure with clean, sterile cloth or any piece of clothing.
- If you observe the person not breathing, utilize defibrillator (AED) to determine if shock or CPR is needed. (Defibrillator will make determination and provide instructions on what to do.)
- Follow Universal Precaution safety protocols if blood and body fluids are present.
- If injured person is not breathing, check airway and clear if necessary. Call 911 and begin CPR.
- Stay with injured person until EMS arrives.

### Action Steps: **Principal/Department Administrator**

- Call 911 if needed. Call emergency card contacts.
- Prevent all access to the injured person/victim and area, except for medically trained staff.
- If possible, remove students from the area.
- Directly notify the Superintendent or Assistant Superintendent and Communications Department.
- Identify and separate any witnesses and protect the scene of the event.
- Complete Incident Log.
- Gather records of students/staff involved in the incident and prevent unauthorized access.
- Send a representative to the hospital to help person's family.
- Assess instructional and support needs. Call in substitute teachers as needed.
- During school hours, permit students to leave school only with parental permission. Carefully monitor attendance.
- Notify Transportation Department to be on alert for students showing signs of distress.
- Issues regarding confidentiality and student's right to privacy should be maintained.

- If approved by investigating agency, remove and store personal belongings of the injured/deceased for return to family.

**Action Steps: Teacher/Staff**

- Call 911.
- Notify the office to call First Responders Team/Medical Response Team.
- Complete Incident Log.
- If possible, remove students from the area and try to calm them.
- Separate witnesses and protect the scene of the event.
- Discourage discussion and spreading of rumors.
- Identify students in need of counseling.
- Refer all media questions to the District spokesperson.

## Bus Accident

**(Follow Local District's Transportation Emergency Plan if applicable)**

### Action Steps: Bus Drivers

- Call 911. Communicate the accident to the Transportation Office, providing exact location and information about severity, injuries, and hazards.
- Remain calm, reassure passengers, and account for all students through the bus roster. Be alert to the potential for fire or other hazards.
- If it is unsafe to stay on the bus, evacuate students. It is extremely important to not move injured people unless a hazard exists that presents an imminent danger of further injury.
- Administer first aid, if possible, until rescue personnel arrive.
- Protect the scene after determining students are not seriously injured. Consider placing reflectors far enough back to protect the bus from another collision. Activate r-way flashers.

### Action Steps: School or District Personnel

- Have the Transportation Office report the accident to the school principal, the Superintendent's Office, and the Communications Office.
- Dispatch the Director of Transportation or an administrator with oversight responsibilities to the accident scene. Consider dispatching to the scene school staff who are most recognized or known by students. Students injured or traumatized by the incident are likely to be more at ease with a familiar adult.
- Activate the School Emergency Response Team and initiate responsive procedures, including preparing for on- or off-site counseling.
- If the accident results in injuries to students or staff, dispatch the school principal to the scene of the accident to work with the responding public safety agency's onsite incident commander.
- Dispatch school staff to the medical care facility where injured students and other personnel are transported to help identify students and parents and to provide emotional support.
- As soon as information becomes available, start communicating to parents. Consider establishing a meeting room at the school for parents to gather for incident updates, counseling, reunification, etc.
- Brief all staff and prepare for the next day's activities.

## Accidents During Out-of-School Time

### Action Steps

- If an incident occurs that is likely to have an impact on the school community, such as a death or serious injury, activate your school's Emergency Response Team (ERT) to develop a plan, including:
  - Contacting students and staff with information related to the incident
  - Using the school as a place for support services and grief counseling in the immediate aftermath
  - Reaching out to the family of the victims
  - Communicating to students, staff and community
  - Coordinating with community agencies, depending on the incident and how widespread of an impact it has on residents
- When school resumes after the holiday or vacation, additional plans should be in place to notify those students and staff who were not contacted before. Have support services available once this information is shared with students and staff.
- Identify close friends and staff who are most likely to be affected. Monitor these individuals when school reconvenes, and on anniversary dates of the incident.
- Be alert for repercussions among students and staff when school reconvenes. Check with the core group of friends and other at-risk people. Provide appropriate support services and referral options.

## Cardiac Emergency

### **For All Responders (Staff, Faculty, Cardiac Emergency Response Team, etc)**

Sudden cardiac arrest events can vary greatly. All faculty, staff and Cardiac Emergency Response Team members must be prepared to perform duties. Early action is crucial to successfully treating a cardiac arrest. If a person collapses, do not move the patient unless the scene is unsafe.

Perform the following 5 steps:

#### **1 Early Recognition of cardiac arrest**

- Person is not moving, or is unresponsive or unconscious
- Person is not breathing normally (irregular breaths, gasping or gurgling, not breathing)
- Seizure or convulsion-like activity may also occur
- Person may have just received a blunt blow to the chest

#### **2 Early Call to 911 and Alert within school**

- Call 911 as soon as a potentially life-threatening event is recognized
  - Provide school address, cross streets (below), patient condition, remain on the phone with 911
- Call school emergency number to request **Medical Response Team**
  - Give exact location ("Mr./Ms. \_\_\_ classroom, Room # \_\_\_\_, Gym, football field, cafeteria, etc.")
- All Cardiac Emergency Response Team members proceed immediately to scene of the emergency
  - Closest team member retrieves the AED in route to the scene
  - Leave the AED cabinet door open, the alarm signals the AED is taken for use

#### **3 Early CPR**

- If CPR/AED trained, **begin CPR/AED** as per training, have the defibrillator (AED) brought to the scene
- If not CPR/AED trained, **begin Hands Only CPR** until CPR trained response team or a responder arrives
  - Press hard and fast in center of chest
  - The 911 operator may give you directions for CPR and AED use

#### **4 Early Defibrillation**

- When the AED arrives, attach pads to patient, use the AED following the instructions
  - The AED will **ONLY** deliver a shock if it is needed; if **NO** shock is needed, **NO** shock is delivered
- Continue CPR until patient is responsive or EMS responder arrives

#### **5 Early Advanced Life Support**

- Transition care to EMS upon arrival, to provide advanced life support

**Notification Procedures:** In the event of a suspected cardiac emergency at any school location--**call 911** then report the emergency immediately.

Recognize sudden cardiac arrest (e.g., collapsed and unresponsive; no breathing or gasping, gurgling or labored breathing; seizures may occur).

### **Principal/Administrator:**

- Call 911 if not done so already or designate someone else to call.
- Assign an individual to meet/escort the police/fire/EMS.
- Activate school's cardiac emergency response plan. If cardiac emergency response team is delayed or not available, proceed with the following:
  - If automated external defibrillator (AED) is available, assign an individual to bring it to the scene; have a staff member trained in the use of the AED respond to the area to assist.
  - Assess if the area is safe. Once safe, begin CPR.
  - Assign individuals to:

- Assist with crowd control and clearing all rescuers and bystanders.
  - Document events. Locates emergency card and any medical information if possible for EMS.
- 
- Assess patient (e.g., airway, breathing, and circulation).
  - Prepare victim by removing his/her shirt; dry his/her chest, if wet.
  - If AED available, have trained staff member operate AED.
  - If no AED or trained staff member is available/present, have a staff member trained in first aid/CPR respond to the area to assist.
  - EMS will take charge of the situation upon arrival.
  - Notify the parents/guardians, etc.

## Medical Emergency (including life-threatening incidents)

Develop response protocols for the following categories of medical emergencies:

<b>Life Threatening:</b>	A condition that can cause death or disability within minutes requires immediate intervention, medical care, and hospitalization. <i>Examples:</i> cardiac arrest, airway and breathing difficulties, chest pain.
<b>Serious or Potential Life Threatening:</b>	Situations that may result in life-threatening or may produce permanent damage require immediate treatment. <i>Examples:</i> burns, major fractures, diabetic or related seizure, insect bites, or food allergy.
<b>Non-Life-Threatening</b>	An injury or illness that may affect a person's general health, which may include mild or moderate fever, stomach ache, seizures, fractures, or cuts.

### Action Steps: Life-threatening or Serious Medical Emergency

When an injury, illness, or condition is determined to be potentially life-threatening or disabling:

- Call 9-1-1 immediately.
- Provide first aid or Basic Life Support (for example, CPR, rescue breathing, use of AED).
  - **Asthmatic:** Administer rescue inhaler. Keep the victim calm and encourage slow, deep breathing. Call 9-1-1 if the victim's condition does not improve or rescue medicine has little or no effect.
  - **Seizure:** Do not try to move the victim, stop the seizure, or place anything in the victim's mouth. Keep the victim calm and comfortable until EMS arrives.
  - **Diabetic:** Place the victim on his or her side or in an upright position if restless or uncooperative or is unable to swallow. If the victim becomes alert and is able to swallow, give sips of regular soda (not diet soda) until EMS arrives.
- Contact the school nurse.
- Clear the area of all students and non-staff personnel.
- DO NOT move the victim unless the person is in immediate danger of further injury.
- Enlist a member of the school's Emergency Response Team to meet the emergency responders when they arrive and to provide updates on the situation.
- Notify the parent or guardian of the student, or the emergency contact for faculty or staff member. Provide information about the incident and where the person is being transported if known when you call.

### Action Steps: Non-Life-Threatening

When an injury, illness, or condition is determined to be non-life-threatening:

- Notify the school nurse or principal's office.
- Do not move the victim unless the person is in immediate danger of further injury.

- Administer first aid procedures as indicated by the nature of the injury or illness. Consider transporting the victim to an advanced medical care facility if condition warrants.
- Clear the area of all students and non-staff personnel.
- Notify the parent or guardian of the student or the emergency contact for faculty or staff member. Provide information about the incident.

## Influenza (Flu) Epidemic and Pandemic Threats

### Situation Description:

The flu is a contagious respiratory illness caused by influenza viruses. Most experts believe that flu viruses spread mainly by droplets made when people with flu cough, sneeze, or talk. Influenza can cause mild to severe illness, and at times can lead to death.

<b>Influenza:</b>	Commonly known as the <i>flu</i> , a highly infectious respiratory disease caused by certain strains of the influenza virus The flu and the common cold are both respiratory illnesses, but are caused by different viruses. In general, the flu is worse than the common cold, and symptoms are more intense.
<b>Epidemic:</b>	An outbreak of a contagious disease that spreads rapidly and widely
<b>Pandemic:</b>	An epidemic that spreads through human populations across a large region, or even worldwide

### Threats

The most serious outbreaks of influenzas are pandemics, which affect millions of people worldwide and last for several months. In contrast to the regular seasonal epidemics of influenza, these pandemics occur irregularly.

The World Health Organization (WHO) warns that a substantial risk of influenza pandemic exists each year. The Centers for Disease Control and Prevention (CDC) estimate that in the U.S. alone, an influenza pandemic could infect up to 200 million people and cause between 100,000 and 200,000 deaths.

A pandemic outbreak could jeopardize essential community services by causing high levels of absenteeism (up to 35%) in critical positions in every workforce. The best protection against pandemic influenza — a vaccine that is well matched to the virus-causing illness — is not likely to be available at the outset of a pandemic.

During a pandemic, school systems must work with local, state, and federal agencies to:

- ☐ Limit the number of illnesses and deaths.
- ☐ Preserve continuity of essential school functions.

## Seasonal Flu vs. Pandemic Flu

Seasonal Flu	Pandemic Flu
Outbreaks follow predictable seasonal patterns. Occurs annually, usually in winter, in temperate climates.	Occurs rarely (Three times in the 20 <sup>th</sup> Century, last in 1968).
Usually some immunity built up from previous exposure.	No previous exposure; little or no pre-existing immunity.
Healthy adults usually not at-risk for serious complications. (The very young, elderly, and those with certain underlying health conditions are at increased risk for serious complications.)	Healthy people may be at increased risk for serious complications.
Health systems can usually meet public and patient needs.	Health systems may be overwhelmed.
Vaccine developed based on known virus strains and available for annual flu season.	Vaccine probably would not be available in the early stages of a pandemic.
Adequate supplies of antivirals are usually available.	Effective antivirals may be in limited supply.
Average U.S. deaths are approximately 36,000 a year.	Number of deaths could be quite high (for example, in 1918, the U.S. death toll was approximately 500,000).
Symptoms include fever, cough, runny nose, and muscle pain. Deaths often caused by complications, such as pneumonia.	Symptoms may be more severe and complications more frequent.
Generally causes modest impact on society (for example, some school closings, people who are sick are encouraged to stay home).	May cause major impact on society (for example, widespread restrictions on travel, closings of schools and businesses, cancellation of large public gatherings).
Manageable impact on domestic and world economy.	Potential for severe impact on domestic and world economy.



## Action Steps

The Centers for Disease Control recommends a 3-step approach to fighting influenza:

- Get a flu vaccination every year.
- Prescription antiviral drugs should be employed to treat flu and other infectious illnesses.
- Preventive actions may slow the spread of germs that cause respiratory illnesses and influenza, including:
  - Avoid contact with sick people.
  - Encourage students and staff with flu-like illness to stay home for at least 24 hours after the fever (and other symptoms) are gone.
  - Cover your nose and mouth with a tissue when coughing or sneezing; throw the tissue in the trash
  - Wash hands often with soap and water; if soap and water is unavailable, use an alcohol-based hand rub.
  - Avoid touching eyes, nose and mouth. Germs spread this way.
  - Clean and disinfect surfaces and objects that may be contaminated with germs.
- If a flu outbreak or another illness occurs, follow public health advice. This may include information about taking measures to restrict personal contact.

## Action Steps: Influenza Pandemic

- Upon notification by Health Department, contact Superintendent, Assistant Superintendent, School Nurse, and Communications Office.
- Develop and document a response plan that will:
  - Identify the chain of command in case of illness, with at least two backups.
  - Implement best practices for personal hygiene and universal precautions.
  - Implement procedures for sending ill people home. Communicate with parents the need to make a family plan in case students must be sent home.
  - Require daily reports on the number of staff and students absent with pandemic flu to appropriate local authorities.
  - Update staff and provide information about the extent of infection at school sites and potential changes that might occur at school.
- Take appropriate measures including social distancing and increased respiratory hygiene to reduce transmission.
- Work with District Administration and Communications Team to contribute to maintaining order, minimizing public panic and fear, and facilitating public compliance by providing accurate, rapid, and complete information.
- Work with District Administration and Communications Team to address rumors, inaccuracies, and misperceptions as quickly as possible, and prevent stigmatizing affected groups.
- Develop continuity of operation plans that address, at a minimum:
- Line of succession for the school district. This should be at least two-deep for administrative staff for both schools and the administrative offices.

- Identification of essential services and priorities.
- Procedures for reassigning employees to support essential services.
- Develop alternative learning strategies such as collaborative agreements with local television, cable stations, teleconferencing, online learning, or lessons on CDs.

## Suicide

### Action Steps: **Principal/Administrator**

- Call 911, stay on the line until help arrives and you are instructed to disconnect by the 911 operator. If necessary, call Community Mental Health Crisis Team at (734) 544-3050.
- Notify Crisis Team for assistance.
- Using a two-person team, isolate person from others.
- To minimize harm to students, staff and others, start safe school condition or response protocol such as a school lockdown or evacuation.
- If it can be done safely, remove means of committing suicide (i.e. pills, knife, etc.)
- Directly notify the Superintendent (x1301), Assistant Superintendent, and Communications Office (x1321) to start district emergency response support, including activating the crisis communication plan (for example, parent, staff, and media notification protocols).
- Yield authority of the situation to Incident Commander (Fire/Police authorities in charge at the scene).
- Have school counselor, social worker, or psychologist call parent/guardian to advise of suicidal ideation.
- If parent refuses intervention for their child, contact 911 and follow-up with Child Protective Services.
- Assign counselor/social worker for follow-up of successful re-admission to school.
- Provide care to other staff/students who are most profoundly affected. Determine the type of support needed, including support stations or counseling rooms.
- Consider rescheduling any immediate stressful academic exercises or tests, if necessary.

### Action Steps: **Teacher/Staff:**

- Notify principal/department administrator immediately.
- Do not be alone with suicidal person or leave him/her/them alone.
- Using a two-person team, isolate suicidal person from others.
- Stay with suicidal person until Community Mental Health Crisis Team and/or law enforcement and/or emergency medical staff arrives.
- Await Community Mental Health Crisis Team and/or Law Enforcement and/or emergency medical staff to remove means of committing suicide (i.e. pills, knife, etc.).
- Relate pertinent information from suicidal incident to Crisis Team members and/or law enforcement and emergency medical staff.

- Identify staff/students “at risk” as a result of this incident and report to principal/department administrator.
- Review Handle with Care materials for information on supporting staff and students (contact Shannon Novara at [snovara@washtenaisd.org](mailto:snovara@washtenaisd.org))

**Action Steps: Re-Entering School After a Suicide**

In responding to suicide attempts and other traumas, focus efforts on making the student’s return to school comfortable. Because families exposed to a suicide attempt experience considerable guilt and fear, they are more likely to disclose that a son or daughter has made an attempt if they know the school has a helpful, non-threatening manner of dealing with the issue. A student who attempts suicide often is at greater risk for a suicide in the months after the crisis. It is extremely important to closely monitor his or her re-entry into school and to maintain close contact with the parents and mental health professionals working with that student.

Assuming that the student will be absent for a period of time and possibly hospitalized in a treatment facility, follow these steps:

- Obtain a written release of information signed by the parents. This makes it possible for school personnel to share confidential information with treatment providers.
- Ask if the returning student has special requests about what the school says and does.
- Inform the student’s teachers about the number of probable days of absence.
- Instruct teachers to give the students assignments to be completed, if appropriate.
- Maintain contact with the student to keep him or her informed of the latest developments in the school, if appropriate. If the student has a previous positive relationship with a trusted staff member, provide support to that staff member in maintaining ongoing contact with the student.
- Seek recommendations for after-care from the student’s therapist. If the student has been hospitalized, have a Crisis Intervention Team member attend the discharge meeting at the hospital.
- Have the Crisis Intervention Team member convey relevant, non-confidential information to appropriate school staff about the after-care plan.
- Once the student returns to school, have a Crisis Intervention Team member maintain regular contact with him or her.
- Maintain contact with the parents. Give them regular progress reports and other appropriate information. Ask them to keep you informed of any changes in the after-care plan.

## Bomb Threat – Suspicious Envelope or Package

### Situation Description

A threat to place or explode a bomb on school property is an effective means of disrupting the school day, or at least an attempt to do so depending on the school's reaction. Bomb threats may be delivered in writing, in person, over the telephone, or through the Internet, e-mail, or a secondary source. The most common method is by telephone.

### Threats

Bomb threats are serious until proven otherwise. They are often a means of retaliation by students, employees, or others with real or fancied grievances. In most cases, the caller wants to create an atmosphere of anxiety and panic that will, in turn, result in disrupting normal school activities. The principal must evaluate the seriousness of bomb threats or other disruptive types of demonstrations after seeking input from all sources, including the person who took the bomb threat call. Then, the principal acts in a manner that reflects the best safety interests of students and staff. When in doubt, err on the side of caution. Seek law enforcement's advice.

#### NSPRA Tip

Place a copy of the *Bomb Threat Report Form* at each secretary's, administrative assistant's, or administrator's phone for use if someone calls in a bomb threat to the school.

### Action Steps: Basic Documentation

- Remain calm. Keep the caller on the line and try to get as much information as possible (use the *Bomb Threat Report Form* in this section). **DO NOT HANG UP**, even if the caller does.
- Try to keep the caller talking to learn more information. Ask for the caller to repeat the message to confirm it. If possible, record the call. If not, write down all the information obtained, using as many exact words as possible.
- If possible, write a note to a colleague or office mate to call the authorities. Immediately after the call, don't hang up; from a different phone, call 911.
- If your phone has a display, copy the number from the window display.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.
- Pay particular attention to background noises that may give a clue as to the location of the caller.
- Listen closely to the voice (male or female), voice quality (calm or excited), accents, and speech impediments. Immediately after the caller hangs up, report the call to the principal.

- If a bomb threat is received by handwritten note or written on a wall, call 911. Handle the note as little as possible.
- If a bomb threat is received by email, call 9-1-1. Do not delete the message.
- If a bomb threat is verbal, detain the person making the threat if possible and practical. If the person leaves, note which direction they are going. If possible, follow at a discreet distance.
- Have another staff notify the administrator/principal and call 911.

#### **Action Steps: Evacuation Procedures**

- With a bomb threat, the most serious of all decisions for school leadership is whether to evacuate the school. If bomb threats occur frequently, principals cannot be expected to evacuate the facility after every threat. All bomb threats present an element of risk, and as such, decisions must be made during the planning phase as to when to order an evacuation.
- If the threat appears to be real or law enforcement advises an evacuation, direct students and staff to follow the school's standard fire drill procedures.
- After the school is evacuated, turn off all gas and fuel lines.
- Evacuate students and staff to a safe distance outside of the school buildings. The general rule is to be 500 feet away. Follow law enforcement's recommendation.
- Have teachers take attendance after evacuating. Report any missing students to your school's emergency response or incident management team.
- Consider moving students and staff to pre-determined relocation site if weather is inclement or the building is damaged.
- Authorization to close the school should be made according to your school district's established procedures, after consulting with law enforcement personnel on the scene and the building administrator.

#### **Other Procedures**

- Do not use two-way radios or cellular phones; radio signals have the potential to detonate bombs.
- Do not evacuate the building until police arrive and evaluate the threat.
- Do not activate the fire alarm.
- Do not touch or move a suspicious package.

#### **Fill out Bomb Threat Report Form (Next Page)**

## Bomb Threat Report Form

Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_

Time \_\_\_\_\_

**Write the exact wording of the threat:**

### Ask these questions:

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why did you put it in the building?

What is your address?

What is your name?

### Record details of the call:

Time call started \_\_\_\_\_

Time call ended \_\_\_\_\_

Length of call \_\_\_\_\_

Phone number called (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Caller's number (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Caller's gender  Male

Female

Age \_\_\_\_\_

Ethnicity \_\_\_\_\_

Is there an accent?  Yes

No

**Threat language**

**Caller's voice**

**Background sounds**

- Street noises
- Crockery
- PA system
- House noises
- Motor
- Plane
- Factory machinery
- Animal noises
- Static
- Long distance
- Office machinery
- Voices
- Clear
- Music
- Local
- Booth
- Other.  
Specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Well-spoken, educated
- Incoherent
- Foul
- Irrational
- Rambling
- Taped
- Was message read?  
 Yes  
 No
- Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Calm
- Stutter
- Laughter
- Rapid
- Slurred
- Disguised
- Deep breathing
- Familiar. (Who did it sound like?)  
\_\_\_\_\_
- Nasal
- Loud
- Slow
- Deep
- Whispered
- Accent
- Soft
- Excited
- Rasp
- Normal
- Ragged
- Clearing throat
- Cracking voice
- Angry
- Lisp
- Crying

**Give us information about you:**

Your name \_\_\_\_\_  
 Your position \_\_\_\_\_  
 Your department \_\_\_\_\_  
 Phone number (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_  
 Email \_\_\_\_\_

☐ Distinct

## Cyber Security Incident

Cyber Incident response will be activated in the event of the following:

- A data breach has occurred and affects the district itself. A data breach includes but is not limited to an incident in which sensitive, protected or confidential data has potentially been viewed, stolen, or used by an unauthorized individual.
- Personal Health Information has been compromised.
- Personally Identifiable Information has been compromised.
- Confidential or sensitive data has been compromised.
- Network hack or intrusion has occurred or is occurring

The following groups will be notified by the Chief Information Officer or designee in the event the plan has been activated:

- Superintendent
- Executive Admin
- Technology Staff needed for CIRT (Cyber Incident Response Team; likely CIO, Technology Supervisor, Communications, and others as needed)

### Action Steps: Chief Information Officer / Supervisor of Technology

- Validate the Incident:
  - Examine initial information and available logs to confirm data breach or intrusion has occurred.
  - Identify type of information involved in the incident
  - Estimate extent of situation (internal, external, malicious, or accidental)
- Begin Breach Documentation.
- Identify and activate the Cyber Incident Response Team (CIRT).
  - Identify and notify the team manager in charge of the incident response.
  - Assign and establish team roles based on the type of incident.
  - Establish reporting process and coordinate the flow of information.
- How and when will facts be shared with the Executive Leadership team and Communications department
- Determine the Status of the Breach (Active, On-Going, or Post – Breach)
- If status is Active or On-going, take steps to prevent further data loss or access:
  - Block unauthorized access to systems.
  - Preserve evidence for investigation.
- IT leadership granted executive power to disable accounts, services, and systems/servers in order to limit the spread of malicious activity or halt the attack
- Review all system entry points.
- Ensure backups to systems involved are secured
- Document all mitigation efforts

- Advise staff who are informed of the incident to keep all details confidential until otherwise notified.
- Determine if PII data has been exposed or if criminal activity is suspected.
  - If yes, consult with the superintendent and legal counsel, then contact the Michigan State Police.
  - If no, proceed with internal investigation.
- Identify all affected data, machines, and devices.
- Conduct interviews with key users in the incident and document facts.
- Locate all logs applicable to the incident for review.
- Notify the data owners as soon as possible.
- Work with data owners to secure their PII and sensitive data and provide resources to state agencies.
- Work with outside agencies, vendors, and CIRT team to ensure all systems are secured.
- Work with Communications Director to craft appropriate media notifications as needed.
- After all data has been restored and systems are secure and returned to normal functioning state:
  - Review incident response for probable causes to minimize future exposure and risk
  - Mitigate any loss in the incident
  - Solicit feedback from responders and entities involved
- Do an After Action Review to see what changes in process may be needed.

**Action Steps: Communications Director**

- Work closely with the CIO and CIRT to craft appropriate media, staff and family notifications as needed.

**Action Steps: Principal/Department Administrator**

- Monitor communications for Personally Identifiable Information and/or other sensitive data leakage and loss through periodic review of systems.
- Verify staff have completed the mandatory cyber security awareness training and know who to contact if they have information or concern of any data breach.
- Notify the Technology Department of any data loss or network intrusion suspicions by calling extension x7642.
  - Staff should notify the Technology Department of any data loss or network intrusion suspicions by calling extension 1286.
- Work with the CIRT to interview or gather information, maintain alternate methods of tracking information, and communicating with staff, students or parents as directed.

## Explosion

### Action Steps: **Principal/Department Administrator**

- Call 911.
- Contact other building administrators.
- Evacuate staff and students. Once everyone is out of building, determine if “in district” evacuation site or “off campus” evacuation site is necessary or if students and staff can remain outside of building. Communicate clearly if staff need to move to an “in district” or “off campus” location, otherwise they will remain in their “fire drill.”
- DO NOT use radios, cell phones, audio enhancement devices or electronic equipment.
- Notify any ancillary program housed onsite of the evacuation instructions.
- Directly notify Superintendent or Assistant Superintendent and Communications Office.
- Conduct attendance audit of visitors, staff, and students.
- Report any missing students to the Incident Commander.
- If a bomb threat was received before the explosion, complete Bomb Threat Checklist.

### Action Steps: **Teacher/Staff**

- Call 911.
- Notify administrator.
- Evacuate to your “fire drill” location until you are notified by your administrator or the Incident Commander that an “in district” or “off campus” evacuation is being implemented. Leave doors open as you exit.
- DO NOT lock doors, remove any items from the building, or turn lights on/off as you exit.
- Remain calm and keep students calm.
- Advise administrator of any injuries or anyone in immediate danger.
- Take attendance and keep class list in your possession.
- Report any missing students to the administrator.
- Do not re-enter the building.

## Hostage Situation

### Action Steps

- To minimize harm to students, staff, and others, initiate school safe condition or response protocol, such as a school lockdown or evacuation.
- CALL 9-1-1. The caller should remain on the line to provide updates. Provide clear and concise information about:
  - Nature of the emergency
  - Description of hostage taker (if known)
  - Area of school where incident is
  - Number of hostages
  - Any known weapons (observed by staff or mentioned by hostage taker)
  - Statements made by the hostage taker
  - Actions taken by the school
  - Whether security or law enforcement officers are onsite
- Contact the superintendent and communication offices to initiate district emergency response support, including mobilizing school buses (for evacuation purposes), preparing a parent reunification site, and activating the crisis communication plan (for example, parent, staff and media notification protocols).
- Establish a communication link — phone, email, text — with teachers and other staff to report emergency information, situation updates, etc. (Only do this if it is safe to do so.)
- Teachers, students, and all other staff should remain in school until an ALL CLEAR is given. Teachers should gather information about the situation in their classroom. Account for all students or other people sheltered in the room. Report findings when a communication link with the office or law enforcement has been established.
- Note:* Law enforcement will assume Incident Command when officers arrive on the scene.

### Action Steps: Dealing with a Hostage Taker

- Try to keep hostages calm.
- Keep hostage takers communicating about whatever they want to talk about. People are less likely to act if they are communicating with someone.
- DO NOT try to approach hostage takers.
- DO NOT make any statements that might upset or enrage them. Do not mention police or what might happen as a result of their actions.
- DO NOT make any guarantees or promises.
- DO NOT argue with hostage takers; be respectful.

## Intruder: Low-Level Threat (Including Open Carry and Concealed Carry)

### **Board Policy 7217 re: Weapons:**

The Board of Education prohibits visitors, staff, and students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District-owned vehicle.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Exceptions to this policy include: This prohibition applies regardless of whether the visitor is otherwise authorized by law to possess the weapon, including if the visitor holds a concealed weapons permit. The following are the exceptions to this policy:

- weapons under the control of law enforcement personnel;
- items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);
- theatrical props that do not meet the definition of "weapon" above, used in appropriate settings;
- starter pistols used in appropriate sporting events.

These restrictions shall not apply in the following circumstances to persons who are also properly licensed to carry a concealed weapon:

A parent or legal guardian of a student of the school may carry a concealed weapon while in a vehicle on school property, if s/he is dropping the student off at the school or picking up the student from the school. An individual who possesses a valid concealed pistol license is also prohibited from carrying a concealed pistol on the premises of a school or school property, except concealed carry as expressly authorized by M.C.L. 28.425.

A county corrections officer, a member of a Sheriff's posse, a police or sheriffs reserve or auxiliary officer, or a State Department of Corrections parole or corrections officer, a private investigator, a Michigan State Police motor carrier officer or Capitol security officer, a State court judge, a security officer required by the employer to carry a concealed weapon while on the premises, a court officer.

A retired police or law enforcement officer, a retired Federal law enforcement officer, or a retired State court judge

### **Action Steps: All Staff**

- Politely greet person and ask about purpose to school.
  - If no business at school, respectfully ask visitor to leave campus.
  - If on campus for school business, ensure person is aware of school policy if they are carrying any weapons. (Weapons are not allowed and should be stored safely in car.)
- Escort person to the office to sign in as a visitor.
- If person leaves or tries to leave before police arrive, do not try to physically detain or fight with the intruder. If possible, follow at a safe distance to determine direction the individual heads. Notify police to report direct and if person is on foot or in vehicle.
- If intruder stays until police arrive, tell officers what has happened that led to person being in building.

## Intruder: High-Level Threat (e.g. Armed and Threatening, Poses Safety Hazard, Active Shooter)

### Action Steps: Principal, Administrator or First Aware

- Alert the building using the PA or phone paging system to provide location of armed intruder.
- Initiate Specific Response Actions (Lockdown vs. Evacuation).
- If lockdown is the appropriate action, barricade doors.
- Call 911 immediately and stay on the line to provide updates. Clearly and concisely provide following information:
  - Nature of emergency
  - Description of intruder (if known)
  - Area of school where incident is located
  - Number of students and staff who may be in threat area
  - Any known weapons
  - Statements made by intruder
  - Actions taken by school
  - Whether security or law enforcement officers are onsite
  - Indicate if Specific Response Actions Taken (e.g., lockdown, evacuation, etc.)
- Prepare to counter or create distractions with movement, sounds, or throwing objects at the threat.
- Evacuate/escape when possible. If outside of the building when threat is in process, do not re-enter.
- Inform Superintendent and/or Assistant Superintendent to initiate emergency response support;
- Mobilize buses for evacuation purposes
- Prepare parent reunification site
- Activate crisis communication plan (e.g., parent, staff, and media protocols)
- If safe to do so establish two-way communication link (e.g., phone, email, text) with teachers and other staff to report emergency information, situation updates.
- Remain calm.
- NEVER try to disarm someone; avoid sudden movement or gestures.

## Intruder: School Bus

**(Follow Local District's Transportation Emergency Plan if applicable)**

### Action Steps:

- Stay calm and maintain control. Do not overreact to the situation.
- Look for ways to diffuse the situation.
- Look for ways to alert emergency response.
- If possible, keep bus parked in a public location and open the doors.
- If no students are on board, look for a way to escape the bus.
- Make every effort to make the person feel you are cooperating.
- If a weapon is involved, do not try to grab it or make sudden movements.
- If violence is directed toward a student passenger, immediately contact emergency response and intervene only if it is safe to do so.

## Missing Student (Including Abducted or Kidnapped Students)

### Situation Description:

A student is missing if that person is unaccounted for at school, on school property, at a school activity, or while traveling to and from school. Abduction or kidnapping is the unauthorized and unlawful removal of a student from school property, a school activity (for example, field trip or sporting event), or from a school bus without consent either from school officials or parent or guardian.

### Action Steps: For a Missing Student

When you discover that a student is missing, immediately initiate the following:

- Immediately inform school administration. Provide a physical description of the missing student, including type and color of clothing.
- Start a search of the school building, the grounds, or the last known location.
- Check school records to determine if a legal custody issue may exist. Treat custody dispute cases as a possible abduction or kidnapping.
- Contact parents or guardians to report the absence or issue.
- Interview friends of the missing student and the last person to see the student.
- Call 911 for assistance and provide the following information:
  - Description of student ↓ name, physical appearance, type and color of clothing
  - Summary of when the student disappeared and the student's last location
  - Missing student's home address, phone number, and parents' contact information
- Document all actions taken.
- Once the student is found, notify the appropriate school and district personnel involved in responding to the incident.

### Action Steps: For an Abducted or Kidnapped Student

When you discover that a student is abducted, immediately initiate the following:

- When you discover that a child has possibly been abducted, immediately inform the school administration. Provide a physical description of the missing student.
- Call 911 for assistance. Provide the following information:
  - Description of the abductor — physical appearance, type and color of clothing
  - Description of the vehicle — make, model, color, and license plate number
  - Description of student — name, physical appearance, type and color of clothing
  - Description of when and where the abduction occurred, including where the child was last seen and the direction they were headed
  - Victim's home address, phone number, and parents' contact information
- Contact parents or guardians to report the absence or issue.
- Check school records to determine if a legal custody issue may exist. Treat custody dispute cases as a possible abduction or kidnapping.

- Keep any witnesses (adults and students) in the main office and separated until law enforcement arrives to take statements.

### **Preventive or Supportive Actions**

- Make sure school office personnel have a list of students who are not to be released to anyone except a particular parent or guardian. Flag this status on the student's emergency card or contact information.
- Before releasing a student to anyone other than the parent or guardian on the list, have the school secretary or office personnel check with the custodial parent for approval. The staff member should note the time and date of the phone approval.
- When a parent calls asking that a child be released from school, confirm the identity of the caller (by a return call to the parent) before permitting the child to leave the school. If any doubt exists, write the message and phone number down, and make a return call after crosschecking the phone number with those on the child's emergency card.

## Missing Student who has Cognitive Disabilities or Autism

### Situation Description:

Students with cognitive disabilities or autism require pre-incident planning as part of the school emergency response procedures. These students generally have no real sense of danger and have a history of unpredictable behaviors that include straying from home and school.

Maintaining updated behavior intervention plans (BIPs) that outline replacement behaviors, reinforcement preferences, and reactive measures for each student at risk, along with monitoring and analyzing behavior data to determine potential behavioral triggers, should help prepare staff to facilitate a rapid, coordinated, effective response when a child is missing.

- ▣ Develop a list of possible places the student may be trying to reach, for example, home, pool, or favorite store.
- ▣ Provide information to the police of known potential hiding places and hazardous locations near the school, for example, sheds, parks, lakes, ponds, swimming pools, railroad tracks, etc.
- ▣ Have multiple copies of the student's photograph readily available for search teams. Photos will help first responders and staff who are unfamiliar with the student assist in a search.

### Action Steps: Missing Student

When you discover that a student is missing, immediately start the following:

- Inform school administration. Provide a physical description of the missing student, including type and color of clothing.
- Contact parents or guardians to report the absence or issue.
- Start a search of the school building, the grounds, or the last known location.
- Call 9-1-1 for assistance. Provide:
  - Description of student — name, physical appearance, type and color of clothing
  - Summary of when the student disappeared and the student's last location
  - Student's home address, phone number, and parents' contact information
- Document all actions taken.
- Once the student is found, notify the appropriate school and district personnel involved in responding to the incident.

### Action Steps: After Locating Missing Student

- Contact parents or guardians to tell them that their child has been found and about the child's well-being.
- Consider any modifications to a classroom, building, or school grounds that may be necessary to ensure the student will be unable to leave again.
- Consider the need for more staff members at critical times of school day.
- Consider the need to inform other parents of the incident, as well as safety measures that have been put into place after the incident.

## Assault (Physical and Sexual)

### Action Steps

- Determine condition of the victim and give first aid.
- Call 911 if needed; Call CPS if victim is a student.
- Clear all people from the immediate area, ensuring scene is undisturbed to allow professionals to collect any evidence.
- It is not the role of school staff to investigate allegations of sexual assault. This is the responsibility of law enforcement. The principal/administrator may initiate an investigation of a physical assault or fight, but it is advised to contact law enforcement when the allegation or incident is first reported.
- Contact parents or caregivers of victim unless circumstances indicated otherwise.
- Document the disclosure and ensure conversations with students involved or follow-up actions are recorded. This may be significant to later investigation or legal proceedings.
- Reassure the victim that ongoing support will be provided and explain what may happen next.
- Staff must avoid any action that may compromise a police investigation.
- Refer all requests for information from media, parents, etc., to either Superintendent or Communications Specialist.

## Terrorism

### Situation Description

School terrorism is an act of violence that affects schools, students, and staff, and is carried out to invoke extreme terror in support of an ideology or a cause greater than personal motivation.

### Threats

Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes. School administrators should prepare for the possibility that their schools will be directly or indirectly impacted by terrorism. Although schools in the U.S. have not been directly targeted by terrorism, schools have been targets in other countries. Some experts believe it is only a matter of time before schools are primary terrorist targets.

### Action Steps

- Be aware of anything out of the ordinary. Watch for signs of prolonged static or mobile surveillance, discreet use of still and video cameras.
- Report to law enforcement any suspicious activity on or near school grounds, school buses, and school bus facilities, including the unexplained presence of unauthorized people in places where they should not be, and any unusual interest in security, entry points, site plans for schools, bus routes, and access controls or barriers.
- Be vigilant about strange packages, items, or substances brought into school or onto school buses.
- If an attack occurs, response should follow similar protocols as identified previously for high-profile events (for example, active shooter, intruder, etc.).
- Call 9-1-1 immediately. Caller should remain on the line to provide updates. Provide clear and concise information about:
  - Nature of the emergency, description of incident (if known)
  - Area of school where incident is located
  - Number of students and staff who may be in the threat area
  - Actions taken by the school
  - Whether onsite security or law enforcement officers are onsite
- To minimize harm to students, staff, and others, start school safe condition or response protocol, such as a school lockdown or evacuation.
- Follow the advice of local emergency response officials, including announcements made by radio or television.
- Care for any injured students and staff as best as possible until advanced care by trained personnel can be provided.

### Author's Note

The threat of a terrorist attack to American schools is real. However, it is important to remember that statistically the likelihood of such an event on a particular school, facility, or vehicle is very low, especially when compared to the accidental deaths and injuries schools encounter each year.

As noted throughout this publication, regardless of the threat or hazard, schools should be prepared with a balanced approach. Terrorism should be treated like any other incident — not minimizing its importance — but aligned with the policies and procedures of current emergency responses.



When the U.S. Department of Homeland Security issues a National Terrorism Advisory Alert, follow all directives from local law enforcement or emergency management officials about the threat and direct or indirect effect on schools.

Alert	What it means
<b>Elevated Threat Alert</b>	Warns of a credible terrorist threat against the U.S.
<b>Imminent Threat Alert</b>	Warns of a credible, specific, and impending terrorist threat against the U.S.
<b>Sunset Provisions</b>	Warns of an individual threat alert for a specific period of time that automatically expires

If a national alert occurs, activate the district Emergency Response Team to coordinate the school system's response, including communication and possible school closures.

**Off-Site Threats (e.g. local bank robbery)**

## Appendix F: Continuity of Operations Plan

Given the service-oriented focus of the Lincoln Consolidated Schools, continuation of operations may be seamless compared to that of schools directly providing education to students. Should a catastrophe prevent Lincoln Consolidated Schools from operating, operations may continue off-site with minimal difficulty. Information and data are primarily stored electronically with the following systems accessible remotely;

Business Office  
New World System

Human Resources  
AESOP  
eSuite HR Portal  
Standard for Success

Student Services  
PowerSchool  
PowerSchool Special Programs (PSSP)

Technology  
Script  
Office 365 with OneDrive, Shared Drives for file retention

School Support Systems  
Meal Magic  
EPHY Database  
Registration Gateway

For a short-term impact (i.e., Lincoln Consolidated Schools closed for less than two weeks), Lincoln Consolidated Schools staff have the ability to continue to work to support local districts using off-site, secured devices. Long-term (more than two weeks), staff would be reassigned to different DISTRICT locations to best re-establish a base of operations and functionality.

# Appendix G: Incident Command System

Job Action Sheets





In the above table, identify any and all available resources that may be used or may be needed in the event of emergency. Also identify the locations of these emergency supplies, as they may be in different locations in each building.

Sample lists may include:

- Communications equipment.
- First aid supplies (including AEDs).
- Firefighting equipment.
- Lighting.
- Classroom emergency kits.
- Food, water, blankets, etc.
- Maintenance supplies, tools, etc.




### Go-Kit Checklist: Classroom

	Clipboard with;
	a. List of classroom students
	b. Student emergency and medical forms
	c. List of students with special needs and description of needs
	d. List of school emergency procedures
	e. Map of facility and evacuation site
	Whistle and vest for leadership identification
	First aid kit with instruction manual
	Diapers or other items for student needs
	Rain ponchos
	Pens, notebook
	Permanent markers

### Emergency Supplies: Administration/Main Office

	Hard copy of staff roster with emergency contact information
	Sign-in/sign-out sheet
	Reflective vests
	Whistles
	Small directory with emergency telephone numbers

	Two-way communication devices
	Pens, pencils, or wax markers
	Cell phone chargers
	First aid supplies with instruction manual
	Campus maps with evacuation and reunification sites
	Medical gloves
	Glucose tablets
	Bottled water supply
	Battery-operated flashlight
	Extra batteries
	Battery-operated radio
	Portable or makeshift toilet or garbage bags
	Sanitary items (e.g., toilet paper, towelettes, sanitizer)
	Work gloves
	Plastic sheeting/tarp
	Breathing shield/masks
	Multipurpose tool
	Megaphone
	Utility turnoff procedures
	Soap
	Bleach/peroxide
	Duct tape

### **Emergency Supplies: Classroom**

	Clipboard with;
	a. List of classroom students
	b. List of students with special needs and description of needs
	c. List of emergency procedures

	Whistle and hat for teacher identification
	First aid kit and instruction manual
	Breathing shield/mask
	Medical gloves
	Soap
	Bottled water
	Battery-powered flashlight
	Extra batteries
	Portable or makeshift toilet or garbage bags
	Sanitary items (e.g., toilet paper, towelettes, sanitizer)
	Plastic sheet or tarp
	Duct tape
	Hard candies or glucose tablets

## Appendix J: Memorandums of Agreement/Understanding

Agency	Resources Agreed to Provide


# Appendix K: Law Enforcement Command Posts

<Insert Applicable Command Post Information from Template>

## Appendix L: Emergency Utility Shut-Off Procedures

Electricity	
Shut-off location:	<Insert shut-off location (e.g., room number, hallway, etc.)>
Key location:	<Insert key location, if required, to access room/area>
Tools required:	<Insert tools required to shut-off utility>
Instructions:	<Insert detailed shut-off instructions>
<Insert a digital photo of the shut-off>	

## Natural Gas

Shut-off location: <Insert shut-off location (e.g., room number, hallway, etc.)>

Key location: <Insert key location, if required, to access room/area>

Tools required: <Insert tools required to shut-off utility>

Instructions: <Insert detailed shut-off instructions>

<Insert a digital photo of the shut-off>

## Water

Shut-off location: <Insert shut-off location (e.g., room number, hallway, etc.)>

Key location: <Insert key location, if required, to access room/area>

Tools required: <Insert tools required to shut-off utility>

Instructions: <Insert detailed shut-off instructions>

<Insert a digital photo of the shut-off>

## Heating, Ventilation, Air Conditioning (HVAC)

Shut-off location: <Insert shut-off location (e.g., room number, hallway, etc.)>

Key location: <Insert key location, if required, to access room/area>

Tools required: <Insert tools required to shut-off utility>

Instructions: <Insert detailed shut-off instructions>

<Insert a digital photo of the shut-off>

**<Insert Other Utility, If Applicable>**

Shut-off location: <Insert shut-off location (e.g., room number, hallway, etc.)>

Key location: <Insert key location, if required, to access room/area>

Tools required: <Insert tools required to shut-off utility>

Instructions: <Insert detailed shut-off instructions>

<Insert a digital photo of the shut-off>

## Appendix M:

# Cardiac Emergency Response Plan

<Insert Applicable Cardiac Emergency Response Plan Template.>

Samples can be found at: [www.migrc.org/miheartsafe](http://www.migrc.org/miheartsafe)

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[1] Section 13(1)(y) of the Michigan Freedom of Information Act (FOIA) Act 442 of 1976, (15.2 MCL) states: "Records or information of measures designed to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs to the extent that those designs relate to the ongoing security measures of a public body, capabilities and plans for responding to a violation of the Michigan anti-terrorism act, chapter LXXXIII-A of the Michigan penal code, 1931 PA 328, MCL 750.543 to 750.543z, emergency response plans, risk planning documents, threat assessments, and domestic preparedness strategies, unless disclosure would not impair a public body's ability to protect the security or safety of persons or property or unless the public interest in disclosure outweighs the public interest in nondisclosure in the particular instance."

## LINCOLN CONSOLIDATED SCHOOLS

### Schedule of Revenues and Expenditures

Budget and Actual - General Fund

For the Month Ended October 31, 2019

	Original Budget	Amended Budget	Actual	Actual Over (Under) Original Budget	Percent Actual of Budget
<b>Revenues</b>					
Local sources:					
Property taxes	\$ 4,019,842	\$ -	\$ 2,871,744	\$ (1,148,098)	71.4%
Other local sources	352,600	-	87,867	(264,733)	24.9%
State sources	32,161,096	-	2,722,925	(29,438,171)	8.5%
Federal sources	2,518,132	-	283,949	(2,234,183)	11.3%
Interdistrict revenue	6,581,000	-	-	(6,581,000)	0.0%
<b>Total revenues</b>	<b>45,632,670</b>	<b>-</b>	<b>5,966,485</b>	<b>(39,666,185)</b>	<b>13.1%</b>
<b>Expenditures</b>					
Instruction:					
Basic programs	20,334,981	-	3,932,803	(16,402,178)	19.3%
Added needs	8,402,227	-	1,576,244	(6,825,983)	18.8%
<b>Total instruction</b>	<b>28,737,208</b>	<b>-</b>	<b>5,509,047</b>	<b>(23,228,161)</b>	<b>19.2%</b>
Support services:					
Pupil	4,979,903	-	803,723	(4,176,180)	16.1%
Instructional support	1,219,525	-	409,430	(810,095)	33.6%
General administration	473,603	-	137,328	(336,275)	29.0%
School administration	1,754,564	-	378,878	(1,375,686)	21.6%
Business	787,611	-	296,145	(491,466)	37.6%
Maintenance	3,931,261	-	1,433,166	(2,498,095)	36.5%
Transportation	2,888,834	-	578,948	(2,309,886)	20.0%
Central services	1,132,519	-	279,753	(852,766)	24.7%
<b>Total support services</b>	<b>17,167,820</b>	<b>-</b>	<b>4,317,371</b>	<b>(12,850,449)</b>	<b>25.1%</b>
Athletics	847,047	-	204,495	(642,552)	24.1%
Community service	80,006	-	19,048	(60,958)	23.8%
<b>Total expenditures</b>	<b>46,832,081</b>	<b>-</b>	<b>10,049,961</b>	<b>(36,782,120)</b>	<b>21.5%</b>
<b>Other financing sources</b>					
Transfers in	14,000	-	14,000	-	100.0%
Transfers out	-	-	-	-	0.0%
<b>Total other financing sources</b>	<b>14,000</b>	<b>-</b>	<b>14,000</b>	<b>-</b>	<b>100.0%</b>
<b>Revenues over (under) expenditures</b>	<b>\$ (1,185,411)</b>	<b>\$ -</b>	<b>\$ (4,069,476)</b>	<b>\$ (2,884,065)</b>	

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

**Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended October 31, 2019**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Amended	Sum of Final
Instruction	1111	Salary	4,583,275	-	807,574
		Fringes	3,150,049	-	597,382
		Non-payroll	242,575	-	15,959
		(blank)	-	-	-
	<b>1111 Total</b>		<b>7,975,899</b>	<b>-</b>	<b>1,420,915</b>
	1112	Salary	2,263,923	-	334,608
		Fringes	1,580,321	-	280,319
		Non-payroll	122,757	-	28,640
	<b>1112 Total</b>		<b>3,967,001</b>	<b>-</b>	<b>643,567</b>
	1113	Salary	2,696,573	-	398,378
		Fringes	1,869,394	-	337,506
		Non-payroll	2,819,063	-	957,503
	<b>1113 Total</b>		<b>7,385,030</b>	<b>-</b>	<b>1,693,387</b>
1118	Salary	551,363	-	85,422	
	Fringes	455,688	-	87,667	
	Non-payroll	-	-	278	
	(blank)	-	-	1,567	
<b>1118 Total</b>		<b>1,007,051</b>	<b>-</b>	<b>174,934</b>	
<b>Instruction Total</b>		<b>20,334,981</b>	<b>-</b>	<b>3,932,803</b>	
Added needs	1122	Salary	3,496,162	-	508,462
		Fringes	2,853,988	-	592,359
		Non-payroll	224,002	-	41,271
	<b>1122 Total</b>		<b>6,574,152</b>	<b>-</b>	<b>1,142,092</b>
	1125	Salary	1,000,383	-	252,450
		Fringes	707,692	-	144,226
		Non-payroll	120,000	-	33,337
		(blank)	-	-	761
	<b>1125 Total</b>		<b>1,828,075</b>	<b>-</b>	<b>430,774</b>
	1127	Salary	-	-	-
		Fringes	-	-	-
		Non-payroll	-	-	-
	<b>1127 Total</b>		<b>-</b>	<b>-</b>	<b>-</b>
1221	Non-payroll	-	-	3,378	
<b>1221 Total</b>		<b>-</b>	<b>-</b>	<b>3,378</b>	
<b>Added needs Total</b>		<b>8,402,227</b>	<b>-</b>	<b>1,576,244</b>	

**Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended October 31, 2019**

F/S Caption	Function	Code	Values			
			Sum of Orig. Budget	Sum of Amended	Sum of Final	
Student services	1212	Salary	522,235	-	104,299	
		Fringes	411,046	-	95,014	
		Non-payroll	1,750	-	-	
		<b>1212 Total</b>		<b>935,031</b>	<b>-</b>	<b>199,313</b>
	1213	Salary	-	-	-	
		Fringes	-	-	-	
		Non-payroll	418,100	-	44,884	
		<b>1213 Total</b>		<b>418,100</b>	<b>-</b>	<b>44,884</b>
	1214	Salary	358,001	-	52,208	
		Fringes	240,255	-	40,361	
		Non-payroll	-	-	-	
		<b>1214 Total</b>		<b>598,256</b>	<b>-</b>	<b>92,569</b>
	1215	Salary	440,551	-	57,451	
		Fringes	271,034	-	36,678	
		Non-payroll	339,702	-	35,493	
		<b>1215 Total</b>		<b>1,051,287</b>	<b>-</b>	<b>129,622</b>
	1216	Salary	415,305	-	55,912	
		Fringes	316,507	-	60,942	
		Non-payroll	-	-	14,007	
		<b>1216 Total</b>		<b>731,812</b>	<b>-</b>	<b>130,861</b>
	1218	Salary	535,446	-	85,940	
Fringes		400,089	-	73,461		
Non-payroll		4,850	-	47		
	<b>1218 Total</b>		<b>940,385</b>	<b>-</b>	<b>159,448</b>	
1219	Salary	215,536	-	23,897		
	Fringes	158,698	-	23,052		
	Non-payroll	-	-	77		
	<b>1219 Total</b>		<b>374,234</b>	<b>-</b>	<b>47,026</b>	
	<b>Student services Total</b>		<b>5,049,105</b>	<b>-</b>	<b>803,723</b>	

**Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended October 31, 2019**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Amended	Sum of Final
Instructional support	1221	Salary	55,000	-	34,591
		Fringes	-	-	11,820
		Non-payroll	136,000	-	97,645
	<b>1221 Total</b>		<b>191,000</b>	<b>-</b>	<b>144,056</b>
	1222	Salary	146,593	-	20,427
		Fringes	91,671	-	14,762
		Non-payroll	-	-	-
	<b>1222 Total</b>		<b>238,264</b>	<b>-</b>	<b>35,189</b>
	1226	Salary	257,593	-	78,518
		Fringes	177,706	-	46,578
		Non-payroll	354,962	-	104,853
	<b>1226 Total</b>		<b>790,261</b>	<b>-</b>	<b>229,949</b>
	1230	Salary	-	-	-
Fringes		-	-	236	
<b>1230 Total</b>		<b>-</b>	<b>-</b>	<b>236</b>	
<b>Instructional support Total</b>			<b>1,219,525</b>	<b>-</b>	<b>409,430</b>
Business Admin	1249	Salary	-	-	691
		Non-payroll	-	-	-
	<b>1249 Total</b>		<b>-</b>	<b>-</b>	<b>691</b>
	1252	Salary	35,706	-	9,724
		Fringes	32,005	-	9,426
		Non-payroll	580,400	-	222,314
	<b>1252 Total</b>		<b>648,111</b>	<b>-</b>	<b>241,464</b>
1259	Fringes	-	-	-	
	Non-payroll	139,500	-	53,990	
<b>1259 Total</b>		<b>139,500</b>	<b>-</b>	<b>53,990</b>	
<b>Business Admin Total</b>			<b>787,611</b>	<b>-</b>	<b>296,145</b>
General Admin	1231	Non-payroll	122,250	-	20,261
	<b>1231 Total</b>		<b>122,250</b>	<b>-</b>	<b>20,261</b>
	1232	Salary	201,893	-	70,091
		Fringes	134,808	-	38,997
Non-payroll		14,652	-	7,979	
<b>1232 Total</b>		<b>351,353</b>	<b>-</b>	<b>117,067</b>	
<b>General Admin Total</b>			<b>473,603</b>	<b>-</b>	<b>137,328</b>
Principal Admin	1241	Salary	1,035,542	-	221,501
		Fringes	719,022	-	157,377
		Non-payroll	-	-	-
	<b>1241 Total</b>		<b>1,754,564</b>	<b>-</b>	<b>378,878</b>
<b>Principal Admin Total</b>			<b>1,754,564</b>	<b>-</b>	<b>378,878</b>

**Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended October 31, 2019**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Amended	Sum of Final
Central	1282	Salary	51,102	-	16,369
		Fringes	43,333	-	13,125
		Non-payroll	118,250	-	77,519
	<b>1282 Total</b>		<b>212,685</b>	<b>-</b>	<b>107,013</b>
	1283	Salary	131,433	-	38,736
		Fringes	85,158	-	23,232
		Non-payroll	100,400	-	38,719
	<b>1283 Total</b>		<b>316,991</b>	<b>-</b>	<b>100,687</b>
	1284	Salary	-	-	-
		Fringes	-	-	-
Non-payroll		602,843	-	72,053	
<b>1284 Total</b>		<b>602,843</b>	<b>-</b>	<b>72,053</b>	
<b>Central Total</b>		<b>1,132,519</b>	<b>-</b>	<b>279,753</b>	
Operations and maint	1261	Salary	264,656	-	67,095
		Fringes	231,955	-	58,343
		Non-payroll	3,299,650	-	1,288,989
	<b>1261 Total</b>		<b>3,796,261</b>	<b>-</b>	<b>1,414,427</b>
	1266	Non-payroll	135,000	-	18,739
<b>1266 Total</b>		<b>135,000</b>	<b>-</b>	<b>18,739</b>	
<b>Operations and maint Total</b>		<b>3,931,261</b>	<b>-</b>	<b>1,433,166</b>	
Transportation	1271	Salary	1,176,432	-	223,983
		Fringes	1,061,329	-	183,690
		Non-payroll	651,073	-	171,275
	<b>1271 Total</b>		<b>2,888,834</b>	<b>-</b>	<b>578,948</b>
<b>Transportation Total</b>		<b>2,888,834</b>	<b>-</b>	<b>578,948</b>	
Athletics	1293	Salary	215,077	-	38,696
		Fringes	139,470	-	28,331
		Non-payroll	492,500	-	137,468
	<b>1293 Total</b>		<b>847,047</b>	<b>-</b>	<b>204,495</b>
<b>Athletics Total</b>		<b>847,047</b>	<b>-</b>	<b>204,495</b>	
Comm Ed Exp	1331	Salary	43,000	-	6,286
		Fringes	37,006	-	9,001
		Non-payroll	-	-	3,761
	<b>1331 Total</b>		<b>80,006</b>	<b>-</b>	<b>19,048</b>
	1361	Non-payroll	-	-	-
<b>1361 Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	
<b>Comm Ed Exp Total</b>		<b>80,006</b>	<b>-</b>	<b>19,048</b>	
<b>Grand Total</b>		<b>46,901,283</b>	<b>-</b>	<b>10,049,961</b>	

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163944775 - A/P Checking									
Check									
118977	10/04/2019	Open			Accounts Payable	ALLEN INDUSTRIES, INC.	\$484.60		
	Invoice		Date	Description		Amount			
	115051		07/31/2019	Inv# 115051 charges to repair digital sign at high school		\$484.60			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$484.60			
118978	10/04/2019	Open			Accounts Payable	APPLE, INC.	\$22,380.00		
	Invoice		Date	Description		Amount			
	AA38401458		09/09/2019	6 iPad Wi-Fi 32GB Space Gray (10 Pack) with Apple Care+		\$22,380.00			
118979	10/04/2019	Open			Accounts Payable	ARBOR SPRINGS WATER CO	\$149.00		
	Invoice		Date	Description		Amount			
	1759401		08/20/2019	Water & Cooler Rental		\$6.00			
	1762245		09/03/2019	Water & Cooler Rental		\$49.50			
	1763706		09/17/2019	Water & Cooler Rental		\$25.50			
	1758510		07/31/2019	Water & Cooler Rental		\$24.00			
	1759359		08/06/2019	July Rental Credit		(\$12.00)			
	1765433		10/01/2019	Water & Cooler Rental		\$56.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$149.00			
118980	10/04/2019	Open			Accounts Payable	AUGUSTA TOWNSHIP FIRE DEPT.	\$200.00		
	Invoice		Date	Description		Amount			
	091119		09/11/2019	False Alarm Fine Service Charge		\$200.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$200.00			
118981	10/04/2019	Open			Accounts Payable	AUGUSTA TOWNSHIP-UTILITY	\$22,855.00		
	Invoice		Date	Description		Amount			
	2020-00000230		09/10/2019	District Water Bills		\$22,855.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$22,855.00			
118982	10/04/2019	Open			Accounts Payable	AUL SPECIAL PAY TRUST C/O	\$11,667.52		
	Invoice		Date	Description		Amount			
	19/20 SEVERANCE5		10/01/2019	19/20 SEVERANCE: JEAN HAMMONDS		\$11,667.52			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$11,667.52			
118983	10/04/2019	Open			Accounts Payable	BIG TEAMS/SCHEDULE STAR LLC	\$795.00		
	Invoice		Date	Description		Amount			
	34110		09/11/2019	Inv.#34110, BT/SS Premium - 1 year Subscription		\$795.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$795.00			
118984	10/04/2019	Open			Accounts Payable	BOUNCE ATHLETICS INC.	\$1,332.00		
	Invoice		Date	Description		Amount			
	4215		09/16/2019	Soccer Equipment		\$1,332.00			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$1,332.00			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
118985	10/04/2019	Open			Accounts Payable	DAYDREAM EDUCATION	\$100.38		
	Invoice		Date	Description		Amount			
	0000038189		09/15/2019	Choral Posters		\$100.38			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$100.38			
118986	10/04/2019	Open			Accounts Payable	DTE ENERGY	\$8,728.67		
	Invoice		Date	Description		Amount			
	2020-00000235		09/20/2019	Childs Acct # 9100 113 5425 5		\$8,451.33			
	2020-00000255		09/25/2019	Maint Gar Acct # 9100 116 9928 7		\$277.34			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$8,728.67			
118987	10/04/2019	Open			Accounts Payable	ELITE FUND, INC	\$181.25		
	Invoice		Date	Description		Amount			
	6403		07/01/2019	Inv# 6403 Erate Support service fee		\$181.25			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$181.25			
118988	10/04/2019	Open			Accounts Payable	EVERY STUDENT LEARNING, LLC	\$4,000.00		
	Invoice		Date	Description		Amount			
	082919		08/28/2019	STAFF PD ON 9.28.19		\$2,000.00			
	082919A		08/28/2019	Every Student Learning PD teachers INV 082919		\$2,000.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$4,000.00			
118989	10/04/2019	Open			Accounts Payable	FOX AUTO PARTS, INC.	\$569.03		
	Invoice		Date	Description		Amount			
	109040067376		09/11/2019	FOX AUTO PARTS SP ED		\$104.49			
	109040067377		09/11/2019	PARTS - FOX AUTO PARTS		\$49.50			
	109040067656		09/17/2019	PARTS - FOX AUTO PARTS		\$57.16			
	109040068176		09/26/2019	PARTS - FOX AUTO PARTS		\$67.54			
	109040068286		09/30/2019	PARTS - FOX AUTO PARTS		\$290.34			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$569.03			
118990	10/04/2019	Open			Accounts Payable	J'S TREE TRIMMING & REMOVAL, INC.	\$30,505.00		
	Invoice		Date	Description		Amount			
	6401		08/22/2019	Brick - Tree removal, cleanup and stump grinding		\$13,375.00			
	6392		08/21/2019	LHS - Tree removal, clean up and stump grinding		\$17,130.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$30,505.00			
118991	10/04/2019	Open			Accounts Payable	JACKSON TRUCK SERVICE, INC.	\$847.09		
	Invoice		Date	Description		Amount			
	SV001036815:01		09/13/2019	PARTS - JACKSON TRUCK SERVICE		\$300.00			
	PC001323306:01		09/10/2019	PARTS - JACKSON TRUCK SERVICE		\$455.59			
	PC001323389:01		09/11/2019	PARTS - JACKSON TRUCK SERVICE		\$91.50			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$847.09			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
118992	10/04/2019	Open			Accounts Payable	KELVIN, L.P.	\$230.07		
	Invoice		Date	Description			Amount		
	304193		09/11/2019	Balsa & Hovercraft Kit Competition			\$179.12		
	304336		09/17/2019	Balsa & Hovercraft Kit Competition			\$50.95		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$230.07		
118993	10/04/2019	Open			Accounts Payable	KOCH & WHITE	\$448.00		
	Invoice		Date	Description			Amount		
	142637		09/17/2019	LHS - Appliance Repair			\$448.00		
118994	10/04/2019	Open			Accounts Payable	MASSW - MI Assoc of School Social Workers	\$115.00		
	Invoice		Date	Description			Amount		
	092519		09/25/2019	Standards & Upates conference for annual certification renewal			\$115.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$115.00		
118995	10/04/2019	Open			Accounts Payable	MICHIGAN GUARANTY AGENCY	\$240.83		
	Invoice		Date	Description			Amount		
	Payroll_10/04/19		10/04/2019	Williams 726-19618679-01			\$240.83		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$240.83		
118996	10/04/2019	Open			Accounts Payable	MISDU	\$1,156.25		
	Invoice		Date	Description			Amount		
	Payroll_10/04/19		10/04/2019	CH SUPPT - Child Support*			\$1,156.25		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,156.25		
118997	10/04/2019	Open			Accounts Payable	NUCO2 LLC	\$175.90		
	Invoice		Date	Description			Amount		
	60812381		09/19/2019	LHS - CO2 Bulk			\$89.90		
	60734080		10/01/2019	LHS - CO2 Bulk			\$86.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$175.90		
118998	10/04/2019	Open			Accounts Payable	PINTER'S FLOWERLAND INC	\$368.55		
	Invoice		Date	Description			Amount		
	37827		08/28/2019	Mulch			\$228.15		
	36745		08/22/2019	Mulch			\$140.40		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$368.55		
118999	10/04/2019	Open			Accounts Payable	PLUMBER SERVICE, INC.	\$210.00		
	Invoice		Date	Description			Amount		
	38091092519		09/25/2019	Bishop - Cabled underground sink			\$210.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$210.00		
119000	10/04/2019	Open			Accounts Payable	RIDDELL	\$2,707.95		
	Invoice		Date	Description			Amount		
	950947325		08/01/2019	Inv#950947325, Inv#950950888,,Football equip.			\$2,257.70		
	950950888		07/15/2019	Inv.#950950888, Football equip.			\$450.25		

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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)		\$2,707.95			
119001	10/04/2019	Open			Accounts Payable	SCHOOLMATE	\$141.75		
	Invoice			Date	Description	Amount			
				09/09/2019	Agendas	\$141.75			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$141.75			
119002	10/04/2019	Open			Accounts Payable	SECRET, WARDLE, LYNCH, HAMPTON, TRUEX & MORELY PC	\$135.96		
	Invoice			Date	Description	Amount			
				09/16/2019	Legal & Professional Services	\$135.96			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$135.96			
119003	10/04/2019	Open			Accounts Payable	SENTINEL TECHNOLOGIES	\$1,618.00		
	Invoice			Date	Description	Amount			
				09/05/2019	129GB RAM for new hosts	\$1,618.00			
119004	10/04/2019	Open			Accounts Payable	SIRCHIE FINGER PRINT LABRATORIES	\$78.14		
	Invoice			Date	Description	Amount			
				09/19/2019	Sci Dept Supplies - Forensics	\$78.14			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$78.14			
119005	10/04/2019	Open			Accounts Payable	SMITH, EDNA, M.	\$182.00		
	Invoice			Date	Description	Amount			
				09/26/2019	Senior Center Worker	\$182.00			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$182.00			
119006	10/04/2019	Open			Accounts Payable	SUMPTER TOWNSHIP WATER	\$138.47		
	Invoice			Date	Description	Amount			
				09/05/2019	Account # W260-050700-0000-00	\$138.47			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$138.47			
119007	10/04/2019	Open			Accounts Payable	TAMMY J. TERRY	\$1,649.92		
	Invoice			Date	Description	Amount			
				10/04/2019	ALLEN-GRUBB #18-49446-TJT / MICIK #19-43277-TJT	\$1,649.92			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,649.92			
119008	10/04/2019	Open			Accounts Payable	THERMO KING MICHIGAN INC	\$137.42		
	Invoice			Date	Description	Amount			
				09/12/2019	SPEC ED PARTS - THERMO KING	\$137.42			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$137.42			
119009	10/04/2019	Open			Accounts Payable	TODAYS CLASSROOM LLC	\$330.73		
	Invoice			Date	Description	Amount			
				09/16/2019	ASSISTIVE TECH HEADPHONES FOR CHILDS RESOURCE ROOM	\$330.73			

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	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$330.73		
119010	10/04/2019	Open			Accounts Payable	TOTAL TRAFFIC & WEATHER NETWORK	\$10,320.00		
	Invoice			Date	Description		Amount		
				08/31/2019	Radio Ads - Detroit Area		\$6,880.00		
				09/14/2019	September TTWN Radio Ads		\$3,440.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$10,320.00		
119011	10/04/2019	Open			Accounts Payable	UNITY SCHOOL BUS PARTS	\$3,566.91		
	Invoice			Date	Description		Amount		
				09/05/2019	SE PARTS - UNITY SCHOOL BUS PARTS		\$1,981.80		
				07/24/2019	PARTS - UNITY SCHOOL BUS PARTS		\$1,585.11		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$3,566.91		
119012	10/04/2019	Open			Accounts Payable	VWR INTERNATIONAL LLC	\$27.90		
	Invoice			Date	Description		Amount		
				09/17/2019	Sci Dept Orders Quote #8031088193		\$27.90		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$27.90		
119013	10/04/2019	Open			Accounts Payable	WADE TRIM INC.	\$10,000.00		
	Invoice			Date	Description		Amount		
				09/17/2019	Storm Water Analysis Survey		\$10,000.00		
119014	10/04/2019	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$5,407.57		
	Invoice			Date	Description		Amount		
				09/12/2019	Charge Back - Taxes		\$55.61		
				07/18/2019	PSU Overtime - June 2019		\$483.00		
				09/05/2019	PSU September 2019		\$4,868.96		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$5,407.57		
119015	10/04/2019	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$304.00		
	Invoice			Date	Description		Amount		
				08/21/2019	WISD INV 2020-24000007		\$69.00		
				08/13/2019	WISD BEG DRIVER TRAINING		\$125.00		
				08/08/2019	WISD BEG DRIVER TRAINING		\$110.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$304.00		
119016	10/04/2019	Open			Accounts Payable	WOLVERINE SUPPLY INC	\$7,105.10		
	Invoice			Date	Description		Amount		
				09/19/2019	Elkay Cooler		\$7,105.10		
119017	10/04/2019	Open			Accounts Payable	DOUGHERTY, BETH	\$14.00		
	Invoice			Date	Description		Amount		
				09/19/2019	STUDENT MEAL REFUND: Sean Dougherty		\$14.00		
119018	10/18/2019	Open			Accounts Payable	A&S SEAL COATING, LLC.	\$10,650.00		
	Invoice			Date	Description		Amount		
				10/07/2019	LHS - Restripe parking lot		\$2,500.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	6234		10/07/2019		Brick - Re-Stripe Parking Lots		\$1,500.00		
	6235		10/07/2019		Transportation - Re-Stripe Parking Lots		\$1,300.00		
	6236		10/07/2019		LMS - Re-Stripe Parking Lot		\$1,300.00		
	6237		10/07/2019		Bishop - Re-Stripe Parking Lot		\$1,100.00		
	6238		10/07/2019		Childs - Re-Stripe Parking Lot		\$1,450.00		
	6239		10/07/2019		Brick - Bus Loop Re-Stripe		\$1,500.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$10,650.00		
119019	10/18/2019	Open			Accounts Payable	AA HURON HS ATHLETIC BOOSTER CLB	\$585.00		
	Invoice			Date	Description		Amount		
	09/07/19_Event		09/07/2019		Entry fee, G V VB, Tourn., 11-2-19		\$195.00		
	10/19/19_Event		10/19/2019		Entry fee, G V VB, Tourn., 11-2-19		\$195.00		
	11/02/19_Event		11/02/2019		Entry fee, G V VB, Tourn., 11-2-19		\$195.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$585.00		
119020	10/18/2019	Open			Accounts Payable	Adrian Public Schools	\$175.00		
	Invoice			Date	Description		Amount		
	09/09/19_Event		09/09/2019		Entry fee, G V Golf-9-9-19 "Maple Invite"		\$175.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$175.00		
119021	10/18/2019	Open			Accounts Payable	ADVANCED TECHNOLOGIES CONS. INC	\$431.82		
	Invoice			Date	Description		Amount		
	19-2020-00000514		09/17/2019		Modeling Bases		\$431.82		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$431.82		
119022	10/18/2019	Open			Accounts Payable	ANN ARBOR SKYLINE BOOSTER CLUB	\$350.00		
	Invoice			Date	Description		Amount		
	09/07/19_Event		09/07/2019		Entry fee JV V.Ball invite, 9-7-19		\$175.00		
	08/24/19_Event		08/24/2019		Entry fee, F VB, 8-24-19, Eagle Invite		\$175.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$350.00		
119023	10/18/2019	Open			Accounts Payable	ASCD	\$239.00		
	Invoice			Date	Description		Amount		
	2019-2020		10/15/2019		Annual Subscription - Kevin Upton		\$239.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$239.00		
119024	10/18/2019	Open			Accounts Payable	ATLANTIC WELDING SUPPLY	\$60.00		
	Invoice			Date	Description		Amount		
	81191		09/16/2019		GARAGE OPERATIONS - ATLANTIC WELDING SUPPLY		\$60.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$60.00		
119025	10/18/2019	Open			Accounts Payable	BEDFORD PUBLIC SCHOOLS	\$125.00		
	Invoice			Date	Description		Amount		
	08/29/19_Event		08/29/2019		Entry fee, G F VB, 8-29-19		\$125.00		

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	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$125.00			
119026	10/18/2019	Open			Accounts Payable	BINSON'S MEDICAL EQUIPMENT & SUPPLIES	\$240.89		
	Invoice			Date	Description	Amount			
	0433462		10/03/2019		LIFT REPAIR: LABOR AND CONTROLLER FOR LHS	\$240.89			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$240.89			
119027	10/18/2019	Open			Accounts Payable	BLICK ART MATERIALS	\$285.83		
	Invoice			Date	Description	Amount			
	2278444		10/04/2019		Credit - Ref PO 2020-00000107	(\$19.32)			
	2288852		10/07/2019		PO: 2020-00000107 Credit Issued on Invoice	\$19.32			
	2211061		09/22/2019		CCzaja Art Room Supplies Acrylics	\$285.83			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$285.83			
119028	10/18/2019	Open			Accounts Payable	BOONE, DONYA	\$15.08		
	Invoice			Date	Description	Amount			
	092519		09/25/2019		PHYSICAL - Randonne	\$15.08			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$15.08			
119029	10/18/2019	Open			Accounts Payable	CALDER, SHERYL	\$24.65		
	Invoice			Date	Description	Amount			
	100419		10/04/2019		SE - PT SUPPLIES: REIMBURSEMENT TO SHERYL CALDER	\$24.65			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$24.65			
119030	10/18/2019	Open			Accounts Payable	CHELSEA SCHOOL DISTRICT	\$100.00		
	Invoice			Date	Description	Amount			
	10/07/19_Event		10/07/2019		Entry fee, G Golf, 10-7-19	\$100.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$100.00			
119031	10/18/2019	Open			Accounts Payable	CLINTON COMMUNITY SCHOOLS	\$315.00		
	Invoice			Date	Description	Amount			
	08/24/19_Event		08/24/2019		Entry fee, G V VB Invite, 8-24-19	\$175.00			
	08/23/19_Event		08/23/2019		Entry fee, G JV VB 8-23-19	\$140.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$315.00			
119032	10/18/2019	Open			Accounts Payable	COMCAST CABLE COMMUNICATIONS INC	\$115.49		
	Invoice			Date	Description	Amount			
	2020-00000281		09/28/2019		Acct # 8529 10 185 0015810	\$115.49			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$115.49			
119033	10/18/2019	Open			Accounts Payable	DTE ENERGY	\$14,169.69		
	Invoice			Date	Description	Amount			
	2020-00000279		10/07/2019		Brick Acct # 9100 113 5413 1	\$6,500.77			
	2020-00000283		10/09/2019		Model Acct # 9100 113 5439 6	\$2,581.10			

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	2020-00000265		09/30/2019		BH Ath Acct # 9100 138 8567 8		\$63.54		
	2020-00000266		09/30/2019		BH Acct # 9100 138 8580 1		\$411.45		
	2020-00000267		10/02/2019		Bishop Acct # 9100 113 5467 7		\$4,612.83		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$14,169.69		
119034	10/18/2019	Open			Accounts Payable	DUNDEE COMMUNITY SCHOOLS	\$300.00		
	Invoice		Date		Description		Amount		
	09/07/19_Event		09/07/2019		Entry fee, G V Swim, 9-7-19		\$300.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$300.00		
119035	10/18/2019	Open			Accounts Payable	EASTERN MICHIGAN UNIVERSITY	\$2,545.00		
	Invoice		Date		Description		Amount		
	20190830		09/09/2019		Inv.#20190830, Rental EMU		\$2,545.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,545.00		
119036	10/18/2019	Open			Accounts Payable	EDUCATION WEEK	\$79.00		
	Invoice		Date		Description		Amount		
	2019-2020		10/03/2019		Annual Subscription - Kevin Upton		\$79.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$79.00		
119037	10/18/2019	Open			Accounts Payable	EMBI TEC / C.C. IMEX	\$1,264.00		
	Invoice		Date		Description		Amount		
	30173		09/30/2019		Sci Dept Supplies Forensics Quote 13434		\$1,264.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,264.00		
119038	10/18/2019	Open			Accounts Payable	FLEETPRIDE, INC.	\$874.57		
	Invoice		Date		Description		Amount		
	37157931		10/04/2019		FLEETPRIDE, INC. - PARTS		\$59.99		
	36905730		10/02/2019		FLEETPRIDE, INC. - PARTS		\$366.90		
	37310712		10/07/2019		FLEETPRIDE, INC. - PARTS		\$238.00		
	37077209		10/03/2019		FLEETPRIDE, INC. - PARTS		\$119.00		
	37159111		10/04/2019		FLEETPRIDE, INC. - PARTS		\$90.68		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$874.57		
119039	10/18/2019	Open			Accounts Payable	FOX AUTO PARTS, INC.	\$23.08		
	Invoice		Date		Description		Amount		
	109040068401		10/01/2019		PARTS - FOX AUTO PARTS		\$23.08		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$23.08		
119040	10/18/2019	Open			Accounts Payable	GREEN, TERRANCE, D	\$9.74		
	Invoice		Date		Description		Amount		
	092619		09/26/2019		MILEAGE REIMBURSEMENT FOR HOME		\$9.74		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$9.74		

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119041	10/18/2019	Open			Accounts Payable	HARTLAND CONSOLIDATED SCHOOLS	\$200.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	09/07/19_Event		09/07/2019		Entry fee, V VB 9-7-19		\$200.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$200.00		
119042	10/18/2019	Open			Accounts Payable	IDN-HARDWARE SALES INC	\$5,069.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	4577035-00		10/08/2019		LHS - 307 room upgrades Student Services		\$518.00		
	4577034-00		10/08/2019		LHS - Room 307 Student Services Upgrades		\$4,551.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$5,069.00		
119043	10/18/2019	Open			Accounts Payable	INTEGRATED DESIGNS, INC.	\$32,789.84		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	77410		08/07/2019		Bid #2 Turf Field		\$1,973.90		
	77411		09/09/2019		Bid #2 Turf Field		\$30,815.94		
119044	10/18/2019	Open			Accounts Payable	JACKSON TRUCK SERVICE, INC.	\$1,932.23		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	PC001324024:01		09/30/2019		PARTS - JACKSON TRUCK SERVICE		\$1,120.34		
	PC001324571:01		10/09/2019		PARTS - JACKSON TRUCK SERVICE		\$811.89		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,932.23		
119045	10/18/2019	Open			Accounts Payable	KOCH & WHITE	\$2,578.13		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	143514		09/25/2019		LHS - Walk in cooler repair		\$302.40		
	143485		09/25/2019		LHS - Walk in cooler repair		\$613.00		
	144192		10/02/2019		Brick - Walk in cooler repair		\$448.00		
	144133		10/02/2019		Brick - Freezer repair		\$615.73		
	144131		10/02/2019		Brick - Replace wire and defrost termination		\$316.00		
	144451		10/04/2019		Bishop - Walk in freezer repair		\$283.00		
119046	10/18/2019	Open			Accounts Payable	MARIAN VARSITY GOLF	\$175.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	09/07/19_Event		09/07/2019		Entry fee, G V Golf, 9-7-19		\$175.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$175.00		
119047	10/18/2019	Open			Accounts Payable	MASA	\$12,900.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	9744		08/23/2019		Conference Fee		\$4,300.00		
	9743		08/23/2019		Conference Fee		\$4,300.00		
	9742		08/23/2019		Conference Fee		\$4,300.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$12,900.00		
119048	10/18/2019	Open			Accounts Payable	MERCY MEMORIAL HOSPITAL	\$300.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	244587		10/03/2019		RANDOM TESTING - MERCY MEMORIAL		\$300.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$300.00		

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119049	10/18/2019	Open			Accounts Payable	MICHIGAN GUARANTY AGENCY	\$239.01		
	Invoice		Date	Description			Amount		
	Payroll_10/18/19		10/18/2019	Williams 726-19618679-01			\$239.01		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$239.01		
119050	10/18/2019	Open			Accounts Payable	MISDU	\$1,156.25		
	Invoice		Date	Description			Amount		
	Payroll_10/18/19		10/18/2019	CH SUPPT - Child Support*			\$1,156.25		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,156.25		
119051	10/18/2019	Open			Accounts Payable	MT. MORRIS CONSOLIDATED SCHOOLS	\$360.00		
	Invoice		Date	Description			Amount		
	1012-2619_Event		10/12/2019	Entry fee F, V. V.Ball tournament, 10-12-19, 10-26-19			\$360.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$360.00		
119052	10/18/2019	Open			Accounts Payable	NATIONAL TIME & SIGNAL CORP	\$389.80		
	Invoice		Date	Description			Amount		
	137539		09/26/2019	Childs - PA repairs			\$389.80		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$389.80		
119053	10/18/2019	Open			Accounts Payable	NORTHVILLE PUBLIC SCHOOLS	\$175.00		
	Invoice		Date	Description			Amount		
	09/21/19_Event		09/21/2019	Entry fee-G F VB invite, 9-21-19			\$175.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$175.00		
119054	10/18/2019	Open			Accounts Payable	NOVA ENVIRONMENTAL INC	\$525.00		
	Invoice		Date	Description			Amount		
	12518		09/27/2019	LHS - Air quality investigation			\$525.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$525.00		
119055	10/18/2019	Open			Accounts Payable	NUCO2 LLC	\$73.08		
	Invoice		Date	Description			Amount		
	60954405		10/04/2019	LHS - CO2 Bulk			\$73.08		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$73.08		
119056	10/18/2019	Open			Accounts Payable	PAR INC	\$308.88		
	Invoice		Date	Description			Amount		
	40854A-1		09/23/2019	DISTRICT PSYCHOLOGISTS TESTING MATERIALS - K12			\$308.88		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$308.88		
119057	10/18/2019	Open			Accounts Payable	READING, CRAIG	\$100.00		
	Invoice		Date	Description			Amount		
	100919		10/09/2019	Official, 10-9-19, G Golf Regionals @ Pineview G.C.			\$100.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$100.00		

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119058	10/18/2019	Open			Accounts Payable	RUSTIC GLEN GOLF CLUB	\$172.00		
	Invoice		Date	Description		Amount			
	10/02/19_Event		10/02/2019	Entry fee, G V Golf, 10-2-19,		\$172.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$172.00			
119059	10/18/2019	Open			Accounts Payable	SALINE AREA SCHOOLS	\$200.00		
	Invoice		Date	Description		Amount			
	10/12/19_Event		10/12/2019	Entry fee, G JV VB Invite, 10-12-19		\$200.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$200.00			
119060	10/18/2019	Open			Accounts Payable	SALINE AREA SCHOOLS	\$275.00		
	Invoice		Date	Description		Amount			
	08/28/19_Event		08/28/2019	Entry fee, G V Golf, 8-28-19 @ Travis Pte.		\$275.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$275.00			
119061	10/18/2019	Open			Accounts Payable	SCHOOL DISTRICT OF THE CITY OF DEARBORN	\$200.00		
	Invoice		Date	Description		Amount			
	08/22/19_Event		08/22/2019	Entry fee, G V VB Tournament, 8-22-19		\$200.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$200.00			
119062	10/18/2019	Open			Accounts Payable	SOUTHEASTERN CONFERENCE	\$800.00		
	Invoice		Date	Description		Amount			
	08082019		08/08/2019	Inv.#08082019-Pymt. for SEC Conf. Dues, 2019-20 year		\$800.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$800.00			
119063	10/18/2019	Open			Accounts Payable	TAMMY J. TERRY	\$1,649.92		
	Invoice		Date	Description		Amount			
	Payroll_10/18/19		10/18/2019	ALLEN-GRUBB #18-49446-TJT / MICIK #19-43277- TJT		\$1,649.92			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,649.92			
119064	10/18/2019	Open			Accounts Payable	TEXAS INSTRUMENT INCORPORATED	\$210.00		
	Invoice		Date	Description		Amount			
	792608		09/24/2019	SMac TI Batteries, Refurbish, Shipping		\$210.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$210.00			
119065	10/18/2019	Open			Accounts Payable	U.S. MEDGROUP OF MICHIGAN, P.C.	\$137.01		
	Invoice		Date	Description		Amount			
	217854456		09/30/2019	Olympia Panagoulas Work Comp Claim# 188921917- 001 DOS: 08/06/19		\$137.01			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$137.01			

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119066	10/18/2019	Open			Accounts Payable	UNITY SCHOOL BUS PARTS	\$1,132.43		
	Invoice		Date	Description		Amount			
	0454827-IN		10/03/2019	PARTS - UNITY SCHOOL BUS PARTS		\$317.84			
	0455027-IN		10/07/2019	PARTS - UNITY SCHOOL BUS PARTS		\$185.49			
	0454149-IN		09/25/2019	SE PARTS - UNITY SCHOOL BUS PARTS		\$422.10			
	0455189-IN		10/08/2019	SE PARTS - UNITY SCHOOL BUS PARTS		\$207.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,132.43			
119067	10/18/2019	Open			Accounts Payable	VERIZON WIRELESS	\$1,292.76		
	Invoice		Date	Description		Amount			
	229836802373		08/24/2019	District Cell Phones Acct # 842176287-00001		\$722.04			
	9838814093		09/24/2019	District Cell Phones Acct # 842176287-00001		\$570.72			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,292.76			
119068	10/18/2019	Open			Accounts Payable	WARD'S SCIENCE	\$1,267.62		
	Invoice		Date	Description		Amount			
	8087802668		09/30/2019	Beaker Order PO Bkrs1920KG		\$125.00			
	8087655668		09/17/2019	Sci Dept Orders Quote #8031089447		\$1,074.33			
	8087668961		09/18/2019	Sci Dept Orders Quote #8031089447		\$68.29			
	8087770518		09/26/2019	Sci Dept Orders Quote #8031089447		\$0.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,267.62			
119069	10/18/2019	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$13,387.50		
	Invoice		Date	Description		Amount			
	4223		10/02/2019	PSU Octover 2019 Acct #100282		\$13,387.50			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$13,387.50			
119070	10/18/2019	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$80.00		
	Invoice		Date	Description		Amount			
	2020-52000016		10/08/2019	SE STAFF CERTIFICATION FOR NVCI		\$20.00			
	2020-52000010A		10/04/2019	SE STAFF CERTIFICATION FOR NVCI		\$20.00			
	2020-52000010		10/04/2019	STAFF WORKSOP: NVCI		\$40.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$80.00			
119071	10/18/2019	Open			Accounts Payable	WASTE MANAGEMENT	\$4,040.32		
	Invoice		Date	Description		Amount			
	0087130-1389-7		09/26/2019	Waste Management Invoice		\$3,994.96			
	0088237-1389-9		09/26/2019	LHS - cloverleaf 4 yard dumpster		\$45.36			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$4,040.32			
119072	10/18/2019	Open			Accounts Payable	WINDSTREAM	\$2,712.02		
	Invoice		Date	Description		Amount			
	71841218		10/04/2019	Acct #639083683001		\$2,712.02			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,712.02			

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119073	10/18/2019	Open			Accounts Payable	WOLVERINE SUPPLY INC	\$1,337.47			
			Date		Description		Amount			
	814311		10/07/2019		Brick - faucet and anchor kits		\$1,217.38			
	814119		10/01/2019		Brick - white closet, seal gaskets		\$120.09			
					Paying Fund	Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,337.47			
119074	10/25/2019	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$5,560.88			
			Date		Description		Amount			
	466463559688		08/19/2019		Amazon Order: PO 2020-0253		\$27.95			
	774688758474		08/01/2019		Amazon Order: PO 2020-0253		\$189.90			
	445568974574		08/01/2019		Amazon Order: PO 2020-0253		\$369.14			
	469686599866		08/15/2019		Amazon Order: PO 2020-0306		\$39.98			
	877359447395		08/16/2019		Amazon Order: PO 2020-0304		\$1,485.00			
	896733344579		08/18/2019		Amazon Order: PO 2020-0295		\$535.58			
	449946468746		08/23/2019		Amazon Order: PO 2020-0583		\$2,412.45			
	784663743546		08/23/2019		Amazon Order: PO 2020-0583		\$183.18			
	466857876836		08/25/2019		Amazon Order: PO 2020-0370		\$42.54			
	437987396773		08/26/2019		Amazon Order: PO 2020-0376		\$17.47			
	449557464886		08/26/2019		Amazon Order: PO 2020-1017		\$52.37			
	564656386893		09/02/2019		Amazon Order: PO 2020-0478		\$29.97			
	448485658563		09/03/2019		Amazon Order: PO 2020-0478		\$92.01			
	648459934384		09/06/2019		Amazon Order: PO 2020-0478		\$23.02			
	449369364347		09/03/2019		Amazon Order: PO 2020-0493		\$19.44			
	889734988963		09/06/2019		Amazon Order: PO 2020-0492		\$29.99			
	497393589974		09/04/2019		Amazon Order: PO 2020-0492		\$10.99			
	0118831CM-03WRY		08/28/2019		Amazon Credit: Ref PO 2019-00002266		(\$0.10)			
					Paying Fund	Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$5,560.88			
Type Check Totals:							98 Transactions	\$278,308.95		
<b>EFT</b>										
3855	10/04/2019	Open			Accounts Payable	HEALTH EQUITY, INC	\$8,304.96			
			Date		Description		Amount			
	2020-00000258		10/04/2019		HSA - Empl Paid HSA Pre-Tax*		\$8,304.96			
					Paying Fund	Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$8,304.96			
3856	10/04/2019	Open			Accounts Payable	000207	\$36,259.18			
			Date		Description		Amount			
	Payroll_10/04/19		10/04/2019		TSA 403B - TSA 403(b)		\$36,259.18			
					Paying Fund	Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$36,259.18			
3857	10/04/2019	Open			Accounts Payable	1ST AYD CORP	\$346.25			
			Date		Description		Amount			
	PSI304534		09/11/2019		SHOP 1ST AYD CORPORATION		\$346.25			
					Paying Fund	Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$346.25			
3858	10/04/2019	Open			Accounts Payable	A.F. SMITH ELECTRIC, INC.	\$5,070.26			
			Date		Description		Amount			
	56801		09/17/2019		Model - Hood electrical work		\$5,070.26			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
3859	10/04/2019	Open			Accounts Payable	AMERICAN ARBITRATION ASSOC.	\$325.00		
	Invoice		Date	Description			Amount		
	12422278		09/19/2019	Case# 01-19-0001-9144-2-TS, Lincoln Community Schools			\$325.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$325.00		
3860	10/04/2019	Open			Accounts Payable	ANN ARBOR WELDING	\$16.74		
	Invoice		Date	Description			Amount		
	115615		09/15/2019	Cylinder Rental			\$16.74		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$16.74		
3861	10/04/2019	Open			Accounts Payable	ARAMARK	\$88,688.28		
	Invoice		Date	Description			Amount		
	400239100-000223		09/25/2019	Acct 2391 Monthly Food Charges			\$88,688.28		
3862	10/04/2019	Open			Accounts Payable	ARBOR SCIENTIFIC	\$157.46		
	Invoice		Date	Description			Amount		
	432267		09/17/2019	Sci Dept Orders Meter Sticks			\$157.46		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$157.46		
3863	10/04/2019	Open			Accounts Payable	BALDWIN, JENNIFER	\$100.00		
	Invoice		Date	Description			Amount		
	081819		08/18/2019	Reimbursement - Teaching Supplies			\$100.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$100.00		
3864	10/04/2019	Open			Accounts Payable	BANK OF NEW YORK MELLON	\$750.00		
	Invoice		Date	Description			Amount		
	252-2227503		09/12/2019	Paying Agent Fee - Acct# LINCOLNCS18A			\$375.00		
	252-2227505		09/12/2019	Paying Agent Fees - Acct# LINCOLNCS18B			\$375.00		
3865	10/04/2019	Open			Accounts Payable	BEAVER RESEARCH COMPANY	\$82.31		
	Invoice		Date	Description			Amount		
	0300503-IN		09/06/2019	SHOP SUPPLIES - BEAVER RESEARCH			\$82.31		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$82.31		
3866	10/04/2019	Open			Accounts Payable	BOILERS CONTROLS & EQUIP	\$760.03		
	Invoice		Date	Description			Amount		
	306844		07/31/2019	LHS - pump			\$510.03		
	307527		09/09/2019	LHS - Tower Treatment			\$250.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$760.03		
3867	10/04/2019	Open			Accounts Payable	BRODIE, SUE	\$141.42		
	Invoice		Date	Description			Amount		
	091419		09/14/2019	Reimbursement - Book Group			\$141.42		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$141.42		
3868	10/04/2019	Open			Accounts Payable	BROWER, LISA	\$100.00		
	Invoice		Date	Description			Amount		
	091119		09/11/2019	Reimbursement - Teaching Supplies			\$100.00		

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	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$100.00		
3869	10/04/2019	Open			Accounts Payable	BUSH, GEOFFRY, L.	\$50.00		
	Invoice		Date	Description			Amount		
	091719		09/17/2019	Game Worker - Volleyball			\$50.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$50.00		
3870	10/04/2019	Open			Accounts Payable	CATALFIO, SARAH	\$400.00		
	Invoice		Date	Description			Amount		
	071919		07/19/2019	Reimbursement Title IIA Training			\$400.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$400.00		
3871	10/04/2019	Open			Accounts Payable	CDW-GOVERNMENT INC	\$162,662.70		
	Invoice		Date	Description			Amount		
	TFM5930		07/24/2019	600 Lenovo 100e Chromebooks w/google Lic & Accident coverage			\$14,400.00		
	TFN9004		07/25/2019	600 Lenovo 100e Chromebooks w/google Lic & Accident coverage			\$40,200.00		
	TDS4935		07/22/2019	600 Lenovo 100e Chromebooks w/google Lic & Accident coverage			\$101,370.00		
	TMC7687		08/14/2019	4 Chromebook Carts for High School			\$3,824.40		
	TJC7089		08/02/2019	3 Chromebook carts for Middle School			\$2,868.30		
3872	10/04/2019	Open			Accounts Payable	CENTRAL MICHIGAN PAPER	\$2,336.00		
	Invoice		Date	Description			Amount		
	380968-00		09/18/2019	Copier Paper Skids 40 cases/skid 1st Order			\$2,336.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,336.00		
3873	10/04/2019	Open			Accounts Payable	CINTAS LOCATION #300	\$571.97		
	Invoice		Date	Description			Amount		
	4031214720		09/27/2019	Traffic Mat / Terry Towel			\$131.23		
	4030772487		09/23/2019	OPEN PO - Mechanics Uniform Rental Rate 55.97/wk			\$61.97		
	4030214504		09/16/2019	OPEN PO - Mechanics Uniform Rental Rate 55.97/wk			\$61.97		
	4030772539		09/23/2019	OPEN PO - Facilities Dept Rental Rate 158.40/wk			\$158.40		
	4030214626		09/16/2019	OPEN PO - Facilities Dept Rental Rate 158.40/wk			\$158.40		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$571.97		
3874	10/04/2019	Open			Accounts Payable	COIL REPLACEMENT COMPANY	\$3,777.19		
	Invoice		Date	Description			Amount		
	23116		09/16/2019	LHS - Chilled Water Coil			\$3,777.19		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$3,777.19		
3875	10/04/2019	Open			Accounts Payable	CONSTELLATION NEWENERGY-GAS DIVISION, LLC	\$3,144.07		
	Invoice		Date	Description			Amount		
	2700743		09/17/2019	Model #1185555 Acct #RG-139252			\$6.42		
	2700744		09/17/2019	LMS #2723 Acct RG-138002			\$45.05		
	2700745		09/17/2019	Maint #7833824 Acct # RG-138009			\$21.26		
	2700747		09/17/2019	LHS W #6645127 Acct #RG-138005			\$2,066.44		

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	2700750		09/17/2019		Bus Garage #102505 Acct #RG-138000		\$4.90		
	2700754		09/17/2019		Model #7310966 Acct #RG-138008		\$3.02		
	2700755		09/17/2019		LHS W #7262231 Acct #RG-138007		\$8.94		
	2700756		09/17/2019		BH #6500449 Acct # RG-138003		\$174.63		
	2700757		09/17/2019		Bishop #0102235 Acct #RG-138012		\$18.74		
	2700758		09/17/2019		Childs #9410323 Acct # RG-138010		\$36.62		
	2700761		09/17/2019		Brick #6644601 Acct #RG-138004		\$92.97		
	2700764		09/17/2019		Brick #6602209 Acct #RG-137999		\$665.08		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$3,144.07		
3876	10/04/2019	Open			Accounts Payable	CRAVEN, BRENDA	\$155.00		
	Invoice		Date	Description		Amount			
	091919		09/19/2019	Game Worker- General Admission/Clock Operator		\$155.00			
	Paying Fund				Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)	\$155.00			
3877	10/04/2019	Open			Accounts Payable	CRISIS PREVENTION INSTITUTE	\$150.00		
	Invoice		Date	Description		Amount			
	IUS0151513		09/03/2019	ANNUAL TRAINER RECERTIFICATION FEE FOR JESSICA STOOPS		\$150.00			
	Paying Fund				Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)	\$150.00			
3878	10/04/2019	Open			Accounts Payable	CURRENT ELECTRIC MOTOR SUPPLY	\$1,568.00		
	Invoice		Date	Description		Amount			
	A38348		09/09/2019	LHS - B&G bearing assy		\$1,136.00			
	A38376		09/13/2019	Brick - Emerson Motor 3hp 1800 56HZ		\$432.00			
	Paying Fund				Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)	\$1,568.00			
3879	10/04/2019	Open			Accounts Payable	DAIGNEAU, JENNIFER	\$100.00		
	Invoice		Date	Description		Amount			
	081319		08/13/2019	Reimbursement - Teaching Supplies		\$100.00			
	Paying Fund				Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)	\$100.00			
3880	10/04/2019	Open			Accounts Payable	DAVIS, JESSE	\$40.00		
	Invoice		Date	Description		Amount			
	091319		09/13/2019	Game Worker - Football		\$40.00			
	Paying Fund				Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)	\$40.00			
3881	10/04/2019	Open			Accounts Payable	DISCOVERY EDUCATION, INC.	\$3,060.00		
	Invoice		Date	Description		Amount			
	CINV-004031		07/27/2019	Discovery Education Streaming K-8 License		\$3,060.00			
	Paying Fund				Cash Account	Amount			
	11 - General Fund				11-2101-002 (Cash - AP Checking)	\$3,060.00			
3882	10/04/2019	Open			Accounts Payable	DOMAS, MARY, T	\$689.04		
	Invoice		Date	Description		Amount			
	092719		09/27/2019	Senior Center Worker		\$689.04			
	Paying Fund				Cash Account	Amount			



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					11 - General Fund	11-2101-002 (Cash - AP Checking)	\$6,000.89		
3891	10/04/2019	Open			Accounts Payable	HF GROUP LLC	\$1,244.09		
					Invoice	Date	Description	Amount	
					19025222	08/09/2019	Rebind Social Studies Texts 119 Texts	\$1,244.09	
					Paying Fund		Cash Account	Amount	
					11 - General Fund	11-2101-002 (Cash - AP Checking)	\$1,244.09		
3892	10/04/2019	Open			Accounts Payable	HI-LINE ELECTRIC COMPANY, INC.	\$943.06		
					Invoice	Date	Description	Amount	
					10725408	08/29/2019	SHOP SUPPLIES - HI-LINE ELECTRIC	\$411.60	
					10728276	09/12/2019	SHOP SUPPLIES - HI-LINE ELECTRIC	\$531.46	
					Paying Fund		Cash Account	Amount	
					11 - General Fund	11-2101-002 (Cash - AP Checking)	\$943.06		
3893	10/04/2019	Open			Accounts Payable	HOBART SERVICE	\$399.67		
					Invoice	Date	Description	Amount	
					34187044	08/20/2019	LHS - Appliance Repair	\$399.67	
3894	10/04/2019	Open			Accounts Payable	HOPKINS, SUSAN	\$100.00		
					Invoice	Date	Description	Amount	
					091919	09/19/2019	Reimbursement - Teaching Supplies	\$100.00	
					Paying Fund		Cash Account	Amount	
					11 - General Fund	11-2101-002 (Cash - AP Checking)	\$100.00		
3895	10/04/2019	Open			Accounts Payable	HOTCHKISS, MICHAEL	\$100.00		
					Invoice	Date	Description	Amount	
					082619	09/26/2019	Reimbursement - Teaching Supplies	\$100.00	
					Paying Fund		Cash Account	Amount	
					11 - General Fund	11-2101-002 (Cash - AP Checking)	\$100.00		
3896	10/04/2019	Open			Accounts Payable	INSECTECH INC.	\$472.00		
					Invoice	Date	Description	Amount	
					79283	09/19/2019	LHS - Service contract \$216/Month	\$216.00	
					78917	08/19/2019	Childs - Service contract \$64/Month	\$64.00	
					78918	08/19/2019	Model - Service contract \$64/Month	\$64.00	
					79200	09/16/2019	Childs - Service contract \$64/Month	\$64.00	
					79201	09/16/2019	Model - Service contract \$64/Month	\$64.00	
					Paying Fund		Cash Account	Amount	
					11 - General Fund	11-2101-002 (Cash - AP Checking)	\$472.00		
3897	10/04/2019	Open			Accounts Payable	JOHNSON, DAWN	\$178.00		
					Invoice	Date	Description	Amount	
					062019	06/20/2019	NSTA Membership Renewal	\$178.00	
					Paying Fund		Cash Account	Amount	
					11 - General Fund	11-2101-002 (Cash - AP Checking)	\$178.00		
3898	10/04/2019	Open			Accounts Payable	JOHNSON, ROBERT	\$76.56		
					Invoice	Date	Description	Amount	
					092019	09/20/2019	STAFF MILEAGE REIMBURSEMENT	\$76.56	
					Paying Fund		Cash Account	Amount	
					11 - General Fund	11-2101-002 (Cash - AP Checking)	\$76.56		

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3899	10/04/2019	Open			Accounts Payable	KONICA MINOLTA PREMIER FINANCE	\$4,037.34		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	5007298273		09/16/2019		Contract# 450-9692287-001, Customer# 3003725023		\$4,037.34		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$4,037.34		
3900	10/04/2019	Open			Accounts Payable	LOWE'S	\$826.09		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	906186		07/11/2019		LHS - hardware supplies		\$88.74		
	907852		07/16/2019		Hardware Supplies		\$379.95		
	906413		07/22/2019		Bishop - Secure Entryway supplies		\$357.40		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$468.69		
3901	10/04/2019	Open			Accounts Payable	MIKAN CORPORATION	\$506.22		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	152723		09/18/2019		Toner Cartridges for CP2025 Printer		\$506.22		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$506.22		
3902	10/04/2019	Open			Accounts Payable	NATIONAL CINEMEDIA, LLC.	\$1,810.50		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	INV-187499		09/26/2019		Movie Theater Ads		\$1,810.50		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,810.50		
3903	10/04/2019	Open			Accounts Payable	NEOPOST	\$2,036.56		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	092019		09/20/2019		Acct # 7900 0440 8048 3336		\$2,036.56		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,036.56		
3904	10/04/2019	Open			Accounts Payable	NEWEGG BUSINESS INC.	\$299.80		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	1302048164		05/17/2019		Keyboard - Laptop keyboards for HP6H		\$299.80		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$299.80		
3905	10/04/2019	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF MI, P.C.	\$349.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	712822142		08/13/2019		DOT RECERTIFICATION - OCCUPATIONAL HEALTH CENTERS		\$243.00		
	712886002		09/18/2019		DOT RECERTIFICATION - OCCUPATIONAL HEALTH CENTERS		\$106.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$349.00		
3906	10/04/2019	Open			Accounts Payable	PARKWAY SERVICES, INC	\$100.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	A-123554		09/14/2019		Inv.#A123554-Toilet Rental @ MS		\$100.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$100.00		

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3907	10/04/2019	Open			Accounts Payable	PATTERSON, CHARVE, L.	\$50.00		
	Invoice		Date	Description			Amount		
	091319		09/13/2019	Game Worker- Crowd Control			\$50.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$50.00		
3908	10/04/2019	Open			Accounts Payable	PETERSON, RORY	\$100.00		
	Invoice		Date	Description			Amount		
	090419		09/04/2019	Reimbursement - Teaching Supplies			\$100.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$100.00		
3909	10/04/2019	Open			Accounts Payable	PRICE, LAURIE	\$516.39		
	Invoice		Date	Description			Amount		
	093019		09/30/2019	Title I Parent Coord Supplies			\$516.39		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$516.39		
3910	10/04/2019	Open			Accounts Payable	PROJECT LEAD THE WAY, INC.	\$99.00		
	Invoice		Date	Description			Amount		
	207736		09/18/2019	PLTW HS Eng Notebook Pack (30/Pk)			\$99.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$99.00		
3911	10/04/2019	Open			Accounts Payable	PULSAR ELECTRONICS, INC.	\$1,460.48		
	Invoice		Date	Description			Amount		
	92051		08/25/2019	LMS - Airphone repair			\$1,460.48		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,460.48		
3912	10/04/2019	Open			Accounts Payable	QUILL CORPORATION	\$17.99		
	Invoice		Date	Description			Amount		
	1245726		09/17/2019	Supplies			\$37.10		
	1245726CR		09/17/2019	Credit - Ref Invoice: 1245726			(\$19.11)		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$17.99		
3913	10/04/2019	Open			Accounts Payable	R W MERCER COMPANY	\$249.90		
	Invoice		Date	Description			Amount		
	144048		08/12/2019	PARTS FOR SHOP			\$249.90		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$249.90		
3914	10/04/2019	Open			Accounts Payable	SCHOOL SPECIALTY INC.	\$4,718.98		
	Invoice		Date	Description			Amount		
	208123896418		09/10/2019	REMC #7788609700			\$121.16		
	308103387258		08/14/2019	Classroom Supplies			\$196.76		
	308103389291		08/15/2019	Classroom Supplies			\$49.76		
	308103395800		08/19/2019	Classroom Supplies			\$50.03		
	308103408412		08/26/2019	Classroom Supplies			\$299.95		
	208123789878		08/27/2019	Classroom Supplies			\$60.16		
	308103414608		08/29/2019	Classroom Supplies			\$299.61		
	308103432363		09/11/2019	Art Teaching Supplies			\$791.94		
	308103434911		09/13/2019	DGonzales Cart# 7790912857 Classroom Supplies			\$99.61		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	308103382326		08/12/2019		Classroom Supplies		\$2,750.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$4,718.98		
3915	10/04/2019	Open			Accounts Payable	SEHI-PROCOMP COMPUTERS	\$486.00		
	Invoice		Date		Description		Amount		
	100193199		08/05/2019		32 Ethernet Adapters for High School		\$486.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$486.00		
3916	10/04/2019	Open			Accounts Payable	SELKING INTERNATIONAL & IDEALEASE	\$623.31		
	Invoice		Date		Description		Amount		
	10536048P		09/18/2019		PARTS - SELKING INTERNATIONAL & IDEALEASE		\$623.31		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$623.31		
3917	10/04/2019	Open			Accounts Payable	SERVICE ELECTRIC SUPPLY CO	\$728.39		
	Invoice		Date		Description		Amount		
	799815-00		09/25/2019		KLEIN Gloves		\$26.25		
	799230-00		09/19/2019		Cable 8/3 WG MC STR 125' Coil		\$322.96		
	799264-00		09/19/2019		Supplies		\$379.18		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$728.39		
3918	10/04/2019	Open			Accounts Payable	SONITROL GREAT LAKES - MICHIGAN	\$5,303.96		
	Invoice		Date		Description		Amount		
	444966		09/23/2019		Brick - Alarm Monitoring 9/23/19-12/31/19		\$1,221.29		
	441102		07/31/2019		LHS - Installation Charges		\$2,168.28		
	444845		09/17/2019		LHS - Proxkey III Keyfob		\$1,914.39		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,221.29		
3919	10/04/2019	Open			Accounts Payable	SOUND COM SYSTEMS	\$9,450.00		
	Invoice		Date		Description		Amount		
	73405		09/23/2019		Model - Sound System Replacement		\$9,450.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$9,450.00		
3920	10/04/2019	Open			Accounts Payable	STANDARD PRINTING	\$80.00		
	Invoice		Date		Description		Amount		
	79242		09/10/2019		Standard Printing Envelopes for HR		\$80.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$80.00		
3921	10/04/2019	Open			Accounts Payable	STRAIGHT FORWARD PERFORMANCE L.L.C.	\$2,500.00		
	Invoice		Date		Description		Amount		
	INV0012		09/24/2019		Inv.#INV0012-Oct. 2019-Strength & Cond. Servv.		\$2,500.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,500.00		

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3922	10/04/2019	Open			Accounts Payable	STRICKLAND, CHRISTINA	\$19.84		
	Invoice		Date	Description			Amount		
	092519		09/25/2019	Mileage Reimbursement			\$19.84		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$19.84		
3923	10/04/2019	Open			Accounts Payable	TABOR, JACK, ETHAN	\$183.75		
	Invoice		Date	Description			Amount		
	082919		08/29/2019	PAC TECH			\$183.75		
	Paying Fund			Cash Account			Amount		
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$183.75		
3924	10/04/2019	Open			Accounts Payable	TEACHERS CURRICULUM INST. LLC	\$147.00		
	Invoice		Date	Description			Amount		
	INV59108		09/06/2019	Student Workbooks			\$147.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$147.00		
3925	10/04/2019	Open			Accounts Payable	TENURGY, LLC.	\$742.42		
	Invoice		Date	Description			Amount		
	LCS-106		09/12/2019	District Energy Savings			\$742.42		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$742.42		
3926	10/04/2019	Open			Accounts Payable	THRONE, CINDY	\$92.75		
	Invoice		Date	Description			Amount		
	083119		08/31/2019	Reimbursement - Teaching Supplies			\$92.75		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$92.75		
3927	10/04/2019	Open			Accounts Payable	WASHINGTON MUSIC CENTER	\$68,593.35		
	Invoice		Date	Description			Amount		
	SI167819		09/20/2019	Purchase of Instruments with Bond Funds			\$68,593.35		
3928	10/04/2019	Open			Accounts Payable	WEINGARTZ	\$887.82		
	Invoice		Date	Description			Amount		
	70110265-00		09/23/2019	Supplies			\$887.82		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$887.82		
3929	10/04/2019	Open			Accounts Payable	WILLIAMS, MICHELE, D.	\$722.68		
	Invoice		Date	Description			Amount		
	092719		09/27/2019	Senior Center Worker			\$696.00		
	092519_Mileage		09/25/2019	Mileage Reimbursement			\$26.68		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$26.68		
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$696.00		
3930	10/04/2019	Open			Accounts Payable	WILLIAMS, TISHA, MARIE	\$165.00		
	Invoice		Date	Description			Amount		
	092119		09/21/2019	Game Worker- General Admission			\$165.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$165.00		

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3931	10/04/2019	Open			Accounts Payable	ZIP MEDICAL SUPPLIES, LLC	\$2,672.71		
	Invoice		Date		Description		Amount		
	5768174		08/29/2019		Inv.#5768174, Inv.#5770280-Ath. Trainer Supplies		\$1,552.01		
	5770280		09/16/2019		Inv.#5768174, Inv.#5770280-Ath. Trainer Supplies		\$1,120.70		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,672.71		
3932	10/10/2019	Open			Accounts Payable	OFFICE OF RETIREMENT SERVICES (ORS)	\$294,119.46		
	Invoice		Date		Description		Amount		
	2020-0000264		10/10/2019		ORS DC 6+3 - DC 6%EE + 3%ER*		\$294,119.46		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$294,119.46		
3933	10/18/2019	Open			Accounts Payable	000207	\$36,159.18		
	Invoice		Date		Description		Amount		
	Payroll_10/18/19		10/18/2019		TSA 403B - TSA 403(b)		\$36,159.18		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$36,159.18		
3934	10/18/2019	Open			Accounts Payable	A.F. SMITH ELECTRIC, INC.	\$19,672.77		
	Invoice		Date		Description		Amount		
	56871-01		09/30/2019		LMS - Exterior Light Pole Repair		\$2,139.77		
	56903		09/30/2019		LMS - new breaker installed		\$1,315.54		
	56871		09/30/2019		Exterior Light Pole Repairs		\$8,142.46		
	56615		09/30/2019		Stadium electrical work		\$8,075.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$11,597.77		
3935	10/18/2019	Open			Accounts Payable	AFFINETY SOLUTIONS INC	\$150.00		
	Invoice		Date		Description		Amount		
	11903		09/30/2019		Website		\$150.00		
	Paying Fund				Cash Account		Amount		
	23 - Community Services				23-2101-002 (Cash - AP Checking)		\$150.00		
3936	10/18/2019	Open			Accounts Payable	APPLIED EDUCATIONAL SYSTEMS, INC.	\$2,750.00		
	Invoice		Date		Description		Amount		
	INV0028153		09/27/2019		MBarg Qte 00009597 Bus & ITCenter21-SchoolMaster		\$2,750.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,750.00		
3937	10/18/2019	Open			Accounts Payable	ATI PHYSICAL THERAPY INVOICING	\$10,078.33		
	Invoice		Date		Description		Amount		
	TSM25157		09/12/2019		Inv.#TSM25157-Training Services, Sept. 2019		\$10,078.33		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$10,078.33		
3938	10/18/2019	Open			Accounts Payable	ATLAS OIL COMPANY	\$23,505.31		
	Invoice		Date		Description		Amount		
	30744086		09/18/2019		FUEL - ATLAS OIL COMPANY		\$20,381.70		
	30744086A		09/18/2019		Fuel		\$3,123.61		
	Paying Fund				Cash Account		Amount		



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	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$803.76		
3947	10/18/2019	Open			Accounts Payable	CINTAS LOCATION #300	\$1,068.00		
	Invoice		Date	Description		Amount			
	9064285245		10/01/2019	LMS - AED Reviver Unit Lease 12 Mo		\$178.00			
	9064285242		10/01/2019	Brick - AED Reviver Unit Lease 12 Mo		\$178.00			
	9064285244		10/01/2019	Bishop - AED Reviver Unit Lease 12 Mo		\$89.00			
	9064285246		10/01/2019	LHS - AED Reviver Unit Lease 12 Mo		\$445.00			
	9064285247		10/01/2019	Model - AED Reviver Unit Lease 12 Mo		\$89.00			
	9064285248		10/01/2019	Childs - AED Reviver Unit Lease 12 Mo		\$89.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,068.00		
3948	10/18/2019	Open			Accounts Payable	COX, MICHELLE	\$248.29		
	Invoice		Date	Description		Amount			
	100519		10/05/2019	Reimbursement - Title I Supplies - Brick		\$248.29			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$248.29		
3949	10/18/2019	Open			Accounts Payable	CRAVEN, BRENDA	\$210.00		
	Invoice		Date	Description		Amount			
	100819		10/08/2019	Game Worker- General Admission/Clock Operator		\$210.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$210.00		
3950	10/18/2019	Open			Accounts Payable	CURRICULUM ASSO INC	\$390.88		
	Invoice		Date	Description		Amount			
	90617505		09/24/2019	DISTRICT PSYCHOLOGIST TESTING MATERIALS		\$390.88			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$390.88		
3951	10/18/2019	Open			Accounts Payable	DAVIS, JESSE	\$40.00		
	Invoice		Date	Description		Amount			
	100819		10/08/2019	Game Worker - Crowd Control		\$40.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$40.00		
3952	10/18/2019	Open			Accounts Payable	DUNBAR MECHANICAL, INC.	\$11,679.00		
	Invoice		Date	Description		Amount			
	71421		09/30/2019	Various heating & cooling repairs		\$3,999.00			
	71460		09/30/2019	Various controller repairs		\$7,680.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$11,679.00		
3953	10/18/2019	Open			Accounts Payable	EDUCATIONAL INNOVATIONS INC	\$73.29		
	Invoice		Date	Description		Amount			
	804655-1		09/17/2019	Sci Dept Orders Magnets, Squares, Microlights		\$73.29			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$73.29		
3954	10/18/2019	Open			Accounts Payable	ELECTROCOMM	\$4,156.60		
	Invoice		Date	Description		Amount			
	092619-1		09/26/2019	ELECTROCOMM-MICHIGAN INC.		\$809.35			
	M-69576		10/01/2019	ELECTROCOMM-MICHIGAN INC.		\$477.81			
	092619-2		09/26/2019	ELECTROCOMM-MICHIGAN INC.		\$2,869.44			

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	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$4,156.60		
3955	10/18/2019	Open			Accounts Payable	ENVIRO-CLEAN	\$96,957.49		
	Invoice			Date	Description		Amount		
	96942			09/30/2019	Monthly Custodial Supplies		\$4,089.15		
	96842			10/01/2019	Monthly Custodial Services		\$92,868.34		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$96,957.49		
3956	10/18/2019	Open			Accounts Payable	FOSTER, CORETTA	\$15.08		
	Invoice			Date	Description		Amount		
	092519			09/25/2019	MILEAGE - CORETTA FOSTER		\$15.08		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$15.08		
3957	10/18/2019	Open			Accounts Payable	HALCOMB, TAMMY	\$44.54		
	Invoice			Date	Description		Amount		
	100419			10/04/2019	MILEAGE REIMBURSEMENT FOR PD AT WISD		\$44.54		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$44.54		
3958	10/18/2019	Open			Accounts Payable	HEINEMANN	\$3,749.70		
	Invoice			Date	Description		Amount		
	7140770			10/08/2019	Title I Materials - Brick		\$594.00		
	7133033			09/26/2019	At-Risk Materials Bishop		\$3,139.20		
	7136406			10/01/2019	At-Risk Materials - Bishop		\$16.50		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$3,749.70		
3959	10/18/2019	Open			Accounts Payable	HI-LINE ELECTRIC COMPANY, INC.	\$234.61		
	Invoice			Date	Description		Amount		
	10731454			09/26/2019	SHOP SUPPLIES - HI-LINE ELECTRIC		\$234.61		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$234.61		
3960	10/18/2019	Open			Accounts Payable	HOGAN, PEGGY	\$647.52		
	Invoice			Date	Description		Amount		
	100419			10/04/2019	Senior Center Worker		\$400.00		
	100419A			10/04/2019	Senior Center Worker		\$47.52		
	083119			08/31/2019	Senior Center Worker		\$200.00		
	Paying Fund			Cash Account			Amount		
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$647.52		
3961	10/18/2019	Voided	Direct Deposit rejected	10/23/2019	Accounts Payable	HOUGHTON MIFFLIN CO	\$67,973.63		
	Invoice			Date	Description		Amount		
	954604993			09/24/2019	PD Training		\$26,600.00		
	954604992			09/24/2019	PD Training		\$26,600.00		
	954621520			10/03/2019	Student Materials		\$2,401.70		
	954619402			10/02/2019	Senderos -SI Textbooks Bishop		\$1,529.80		
	954608697			09/24/2019	Senderos -SI Textbooks Bishop		\$10,271.09		
	954612848			09/26/2019	Senderos -SI Textbooks Bishop		\$502.04		
	954623805			10/04/2019	Teaching Supplies		\$69.00		

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	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$67,973.63			
3962	10/18/2019	Open			Accounts Payable	ILLUMINATE EDUCATION INC.	\$22,999.08		
	Invoice			Date	Description	Amount			
	INV0000041506		09/30/2019		License Renewal Fee	\$22,999.08			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$22,999.08			
3963	10/18/2019	Open			Accounts Payable	INSECTECH INC.	\$341.00		
	Invoice			Date	Description	Amount			
	79405		09/25/2019		Bishop - Service contract \$64/Month	\$64.00			
	79404		09/25/2019		Brick - Service contract \$64/Month	\$64.00			
	79402		09/24/2019		LMS - Service contract \$173/Month	\$173.00			
	79403		09/24/2019		Transportation - Service contract \$40/Month	\$40.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$341.00			
3964	10/18/2019	Open			Accounts Payable	JOHNSON, ROBERT	\$85.84		
	Invoice			Date	Description	Amount			
	100719		10/07/2019		MILEAGE FOR IEP SERVICES AT STUDENT HOME AND WISD	\$85.84			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$85.84			
3965	10/18/2019	Open			Accounts Payable	KENNEDY, ALLEN	\$25.98		
	Invoice			Date	Description	Amount			
	100519		10/05/2019		MILEAGE FOR TEACHER SUPPORT FOR HOME SERVICES-CASTRO	\$25.98			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$25.98			
3966	10/18/2019	Open			Accounts Payable	KONE INC	\$120.43		
	Invoice			Date	Description	Amount			
	1157868573		09/25/2019		Brick - Elevator Repair	\$120.43			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$120.43			
3967	10/18/2019	Open			Accounts Payable	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.	\$3,833.48		
	Invoice			Date	Description	Amount			
	9006117850		09/30/2019		Maintenance - Payer ID# 1057363	\$3,707.48			
	9006117941		09/30/2019		Maintenance - Payer ID# 1057363	\$84.00			
	9006118021		09/30/2019		Maintenance - Payer ID# 1057363	\$42.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$3,833.48			
3968	10/18/2019	Open			Accounts Payable	LOWE'S	\$3,554.82		
	Invoice			Date	Description	Amount			
	907187		08/30/2019		Kitchen hardware supplies	\$790.72			
	993313		09/06/2019		LHS - replacement fridge	\$502.49			
	906786		09/19/2019		LHS - kitchen hardware	\$523.90			
	901802		08/02/2019		weed killer and supplies	\$280.73			
	906377		08/06/2019		LHS - hardware supplies	\$367.50			
	906200		08/13/2019		Kitchen hardware supplies	\$1,048.20			

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	919225		08/13/2019		hardware		\$41.28		
	Paying Fund				Cash Account		Amount		
3969	10/18/2019	Open			11-2101-002 (Cash - AP Checking)	MARKOSE, LESLEE	\$689.51		
	Invoice		Date		Accounts Payable		Amount		\$45.00
	100719		10/07/2019		Reimbursement		\$45.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$45.00		
3970	10/18/2019	Open			Accounts Payable	MIKAN CORPORATION			\$685.65
	Invoice		Date		Description		Amount		
	153025		10/08/2019		PRINTER INK FOR CHILDS, LMS, SE-CP3525		\$685.65		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$685.65		
3971	10/18/2019	Open			Accounts Payable	MOFFETT, KAITLIN			\$69.99
	Invoice		Date		Description		Amount		
	092619A		09/26/2019		Reimbursement - Office Chair from Office Depot,9-26-19		\$69.99		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$69.99		
3972	10/18/2019	Open			Accounts Payable	MULTI-HEALTH SYSTEMS INC			\$850.00
	Invoice		Date		Description		Amount		
	I078056		09/26/2019		SSW PROTOCOL TESTING MATERIALS FOR BISHOP		\$850.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$850.00		
3973	10/18/2019	Open			Accounts Payable	MUSICAL RESOURCES			\$293.33
	Invoice		Date		Description		Amount		
	288738-1		07/31/2019		TMicik Concert, Honors, Festival, Commencement Music		\$217.63		
	288773-1		08/01/2019		TMicik Concert, Honors, Festival, Commencement Music		\$75.70		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$293.33		
3974	10/18/2019	Open			Accounts Payable	NORTHWEST EVALUATION ASSOCIATION			\$5,825.00
	Invoice		Date		Description		Amount		
	26873		09/09/2019		Annual License Fee		\$4,325.00		
	XCNVGFWZ2JY		11/18/2019		Conference Fee: Dawn Johnson		\$150.00		
	GPNGQG8GXQF		10/03/2019		Conference Fee: Amy Baxter		\$150.00		
	KGNFZB45QDQ		10/03/2019		Conference Fee: Suelyn Brodie		\$150.00		
	XHN4N2LDSSJ		10/03/2019		Conference Fee: Lori Ferguson		\$150.00		
	GQNTG674VDG		10/03/2019		Conference Fee: Kristen Greene		\$150.00		
	XQN8M633YH5		10/08/2019		Conference Fee: Robert Jansen		\$150.00		
	G9N3RM45P4Q		10/03/2019		Conference Fee: Christie Pinnow		\$150.00		
	FHN56269QGR		10/03/2019		Conference Fee: Jennifer Pocock		\$150.00		
	FCNNZJHM66Y		11/18/2019		Conference Fee: Paula Robinette		\$150.00		
	LNNXW4P6XJT		10/09/2019		Conference Fee: Tammy Szubielak		\$150.00		

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	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$5,825.00			
3975	10/18/2019	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF MI, P.C.	\$2,318.93		
	Invoice		Date	Description		Amount			
	217854431		09/30/2019	Olympia Panagoulas Work Comp Claim# 188921917-001 DOS: 06/14/19		\$207.49			
	217854449		09/30/2019	Olympia Panagoulas Work Comp Claim# 188921917-001 DOS: 06/15/19		\$207.49			
	217854467		09/30/2019	Olympia Panagoulas Work Comp Claim# 188921917-001 DOS: 08/07/19		\$129.36			
	217854471		09/30/2019	Olympia Panagoulas Work Comp Claim# 188921917-001 DOS: 08/12/19		\$207.49			
	217854539		09/30/2019	Olympia Panagoulas Work Comp Claim# 188921917-001 DOS: 08/19/19		\$156.26			
	217855821		09/30/2019	Olympia Panagoulas Work Comp Claim# 188921917-001 DOS: 08/21/19		\$156.26			
	217855829		09/30/2019	Olympia Panagoulas Work Comp Claim# 188921917-001 DOS: 08/22/19		\$156.26			
	217855837		09/30/2019	Olympia Panagoulas Work Comp Claim# 188921917-001 DOS: 08/26/19		\$156.26			
	217855839		09/30/2019	Olympia Panagoulas Work Comp Claim# 188921917-001 DOS: 09/03/19		\$207.49			
	217916079		10/03/2019	Steven Mitchell Work Comp Claim# 188987206-001 DOS: 05/01/19		\$144.96			
	217916884		10/03/2019	Douglas A Major Work Comp Claim# 189014154-001 DOS: 06/17/19		\$207.49			
	217916933		10/03/2019	Douglas A Major Work Comp Claim# 189014154-001 DOS: 06/04/19		\$301.12			
	712897904		09/24/2019	DOT RECERTIFICATION - OCCUPATIONAL HEALTH CENTERS		\$81.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,318.93			
3976	10/18/2019	Open			Accounts Payable	PARKWAY SERVICES, INC	\$100.00		
	Invoice		Date	Description		Amount			
	A-124278		10/01/2019	Inv.#A-124278, Porta Toilet rental @ MS		\$100.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$100.00			
3977	10/18/2019	Open			Accounts Payable	PATTERSON, CHARVE, L.	\$70.00		
	Invoice		Date	Description		Amount			
	100819		10/08/2019	Game Worker - Track/Field Security		\$70.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$70.00			
3978	10/18/2019	Open			Accounts Payable	PCMI	\$40,770.20		
	Invoice		Date	Description		Amount			
	65162A		09/20/2019	Inv.#65162,-Pymt.for Non-LCS Coaches		\$40,770.20			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$40,770.20			

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3979	10/18/2019	Open			Accounts Payable	PEDIATRIC THERAPY ASSOCIATES	\$77,111.00		
			Date	Description			Amount		
	LCS9-19		09/30/2019	INVOICE #LCS9-19 - CONTRACT SPEECH, OT & PT FOR SEPTEMBER 2019			\$77,111.00		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$77,111.00		
3980	10/18/2019	Open			Accounts Payable	PENA, DEANNA	\$55.00		
			Date	Description			Amount		
	100219		10/02/2019	SE REIMBURSEMENT FOR RESOURCE ROOM SUPPLY PURCHASE			\$55.00		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$55.00		
3981	10/18/2019	Open			Accounts Payable	PULSAR ELECTRONICS, INC.	\$845.26		
			Date	Description			Amount		
	92462		09/21/2019	Brick - Airphone repair			\$432.50		
	92463		09/21/2019	Model - Airphone moved			\$223.26		
	92054		08/25/2019	LHS - airphone repair			\$189.50		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$845.26		
3982	10/18/2019	Open			Accounts Payable	QUILL CORPORATION	\$175.36		
			Date	Description			Amount		
	1242585		09/17/2019	Sci Dept Supplies Markers Contract number 18-17473			\$175.36		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$175.36		
3983	10/18/2019	Open			Accounts Payable	REHMANN	\$48,500.00		
			Date	Description			Amount		
	RR544735		09/30/2019	Finance Dept Services			\$48,500.00		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$48,500.00		
3984	10/18/2019	Open			Accounts Payable	RIVERSIDE INSIGHTS	\$492.90		
			Date	Description			Amount		
	INV010007		09/20/2019	SE SCHOOL PSYCH TESTING PROTOCOLS FOR LMS			\$492.90		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$492.90		
3985	10/18/2019	Open			Accounts Payable	SCHOOL SPECIALTY INC.	\$532.24		
			Date	Description			Amount		
	208124024346		09/26/2019	Teaching SUpplies			\$98.64		
	308103449938		10/01/2019	KGonzales Cart#7790939610			\$99.75		
	308103428892		09/09/2019	AWalz Cart #7790394029 Classroom Supplies			\$87.45		
	308103439848		09/19/2019	Gurganus Cart #7790836156 Classroom Supplies			\$99.72		
	308103438959		09/18/2019	JShinavier Cart #7790938167			\$47.33		
	308103438961		09/18/2019	LMoore Cart#7790894940			\$99.35		
				Paying Fund	Cash Account		Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$532.24		
3986	10/18/2019	Open			Accounts Payable	SCOTT, KENT, E.	\$95.00		
			Date	Description			Amount		
	100719		10/07/2019	Pynt. for Wrest. Scale Certification, 10-7-19			\$95.00		

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	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$95.00			
3987	10/18/2019	Open			Accounts Payable	SELKING INTERNATIONAL & IDEALEASE	\$668.80		
	Invoice			Date	Description	Amount			
	10536608P		10/09/2019		PARTS - SELKING INTERNATIONAL & IDEALEASE	\$668.80			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$668.80			
3988	10/18/2019	Open			Accounts Payable	SERVICE ELECTRIC SUPPLY CO	\$7,006.85		
	Invoice			Date	Description	Amount			
	800060-00		09/27/2019		various lamps and ballasts	\$298.01			
	800200-00		09/30/2019		Various Lamps and ballasts	\$388.77			
	800256-00		09/30/2019		Childs - various lighting components	\$215.60			
	800281-00		09/30/2019		Childs - various lighting components	\$196.30			
	800675-00		10/03/2019		Childs - various lighting components	\$29.81			
	800718-00		10/04/2019		various lighting components	\$402.43			
	800281-01		10/07/2019		batteries	\$23.88			
	799649-01		10/07/2019		LHS - various lighting supplies	\$2,397.44			
	801030-00		10/08/2019		various lighting components	\$59.66			
	800303-00		10/08/2019		various lighting components	\$555.75			
	800202-00		10/08/2019		light tester	\$249.99			
	795268-00		09/30/2019		fuses	\$37.05			
	795268-01		09/30/2019		fuses	\$461.95			
	801187-00		10/09/2019		various lamps and ballasts	\$178.56			
	800546-00		10/09/2019		Emergency battery	\$742.50			
	801420-00		10/11/2019		various lighting components	\$167.71			
	801435-00		10/11/2019		various lamps and ballasts	\$73.72			
	801219-00		10/10/2019		Various Lamps and ballasts	\$59.62			
	801030-01		10/11/2019		Relays	\$34.06			
	799815-01		10/14/2019		Various Lamps and ballasts	\$194.32			
	801551-00		10/14/2019		EIKO LED 54 WPT lamps	\$239.72			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$7,006.85			
3989	10/18/2019	Open			Accounts Payable	SHARP, REBECCA	\$700.00		
	Invoice			Date	Description	Amount			
	101519		10/15/2019		Youth Soccer Coordinator Fall 2019	\$700.00			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$700.00			
3990	10/18/2019	Open			Accounts Payable	SHERWIN WILLIAMS	\$508.50		
	Invoice			Date	Description	Amount			
	5377-8		09/27/2019		Field marking paint	\$508.50			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$508.50			
3991	10/18/2019	Open			Accounts Payable	SOLIANT HEALTH	\$10,744.00		
	Invoice			Date	Description	Amount			
	10833815		10/06/2019		INVOICE# 1083385: CONTRACTED SSW SERVICES AT MODEL ELEMENTARY	\$2,380.00			

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	10815900		09/29/2019		INVOICE #10815900 & #10799424: CONTRACTED SCHOOL SSW SERVICES		\$2,380.00		
	10799424		09/22/2019		INVOICE #10815900 & #10799424: CONTRACTED SCHOOL SSW SERVICES		\$2,176.00		
	10765957		09/08/2019		INVOICES #10782991 & #10765957: CONTRACT SSW SERVICES AT MODEL		\$1,904.00		
	10782991		09/15/2019		INVOICES #10782991 & #10765957: CONTRACT SSW SERVICES AT MODEL		\$1,904.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$10,744.00		
3992	10/18/2019	Open			Accounts Payable	SONITROL GREAT LAKES - MICHIGAN	\$36,515.84		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	445052		09/26/2019		LMS - Installation charges		\$6,100.00		
	445053		09/26/2019		Brick - Installation charges		\$850.00		
	445054		09/26/2019		Childs - Installation charges		\$850.00		
	445055		09/26/2019		Model - Installation charges		\$850.00		
	445057		09/26/2019		LHS - Installation charges		\$26,330.00		
	445071		09/26/2019		LHS - Access control cards		\$1,535.84		
3993	10/18/2019	Open			Accounts Payable	STOOPS, JESSICA	\$100.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	081419		08/14/2019		Teaching Supplies		\$100.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$100.00		
3994	10/18/2019	Open			Accounts Payable	SUMPTER ACE HARDWARE	\$1,433.19		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	19142/1		08/01/2019		Maintenance Expense		\$11.69		
	19164/1		08/02/2019		Maintenance Expense		\$75.30		
	19171/1		08/02/2019		Maintenance Expense		\$29.61		
	19198/1		08/05/2019		Maintenance Expense		\$44.25		
	19212/1		08/06/2019		Maintenance Expense		\$4.16		
	19227/1		08/07/2019		Maintenance Expense		\$156.93		
	19243/1		08/08/2019		Maintenance Expense		\$28.78		
	19259/1		08/09/2019		Maintenance Expense		\$56.66		
	19286/1		08/12/2019		Maintenance Expense		\$30.56		
	19364/1		08/19/2019		Maintenance Expense		\$48.58		
	19388/1		08/21/2019		Maintenance Expense		\$78.26		
	19390/1		08/21/2019		Maintenance Expense		\$15.44		
	19405/1		08/22/2019		Maintenance Expense		\$26.99		
	19465/1		08/28/2019		Maintenance Expense		\$82.75		
	19467/1		08/28/2019		Maintenance Expense		\$31.78		
	19485/1		08/29/2019		Maintenance Expense		\$259.20		
	19501/1		08/30/2019		Maintenance Expense		\$38.29		
	488219		08/31/2019		Finance Charge		\$4.17		
	19565/1		09/05/2019		Maintenance Expense		\$34.17		
	19636/1		09/11/2019		Maintenance Expense		\$98.99		
	19648/1		09/12/2019		Maintenance Expense		\$67.36		
	19652/1		09/12/2019		Maintenance Expense		\$9.32		
	19662/1		09/13/2019		Maintenance Expense		\$15.00		

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	19698/1		09/17/2019		Maintenance Expense		\$48.57		
	19718/1		09/18/2019		Maintenance Expense		\$38.30		
	19801/1		09/25/2019		Maintenance Expense		\$23.19		
	19831/1		09/27/2019		Maintenance Expense		\$14.73		
	19851/1		09/30/2019		Maintenance Expense		\$60.16		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,433.19		
3995	10/18/2019	Open			Accounts Payable	SUPERIOR TURBO & INJECTION	\$2,116.01		
	Invoice		Date	Description		Amount			
	S89587		10/01/2019	PARTS - SUPERIOR DIESEL REPAIR		\$3,466.01			
	S89647		10/02/2019	Credit - Ref Invoice: S89587		(\$1,350.00)			
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,116.01		
3996	10/18/2019	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$11,458.88		
	Invoice		Date	Description		Amount			
	092719		09/27/2019	SE AND 504 CABBING 9.17.19 - 9.27.19		\$5,289.24			
	101119		10/11/2019	SE CABBING -9.30.19-10.11.19		\$6,169.64			
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$11,458.88		
3997	10/18/2019	Open			Accounts Payable	THRUN LAW FIRM, P.C.	\$3,801.00		
	Invoice		Date	Description		Amount			
	256873		09/26/2019	CLIENT 0805 LEGAL SERVICES		\$3,750.00			
	256874		09/26/2019	CLIENT 0805 LEGAL SERVICES		\$51.00			
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$3,801.00		
3998	10/18/2019	Open			Accounts Payable	TRINITY INC.	\$2,750.00		
	Invoice		Date	Description		Amount			
	91746752		09/19/2019	Inv.#91746752, Mini Bus rental-G MS VB, 9-16-19		\$450.00			
	91746458		09/18/2019	Inv.#9176458, Bus rental, B JV/V Soccer,9-17-19		\$800.00			
	91746728		09/19/2019	Inv.#91746728, Mini Bus rental-G MS VB, 9-18-19		\$500.00			
	91747003		09/20/2019	Inv.#91747003, Mini Bus rental-B V Tennis, Dexter, 9-19-19		\$500.00			
	91748741		09/26/2019	Inv.#91748741, Mini Bus rental-MS V.Ball, 9-25-19		\$500.00			
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,750.00		
3999	10/18/2019	Open			Accounts Payable	VERNIER SOFTWARE & TECH LLC	\$539.53		
	Invoice		Date	Description		Amount			
	5349093		09/24/2019	Title IVA Science Materials		\$539.53			
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$539.53		
4000	10/18/2019	Open			Accounts Payable	VESCO OIL CORPORATION	\$113.90		
	Invoice		Date	Description		Amount			
	4584357-00		10/03/2019	SHOP SUPPLIES - VESCO OIL CORPORATION		\$113.90			
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$113.90		

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4001	10/18/2019	Open			Accounts Payable	WARFORD, ANNA	\$187.51		
	Invoice		Date	Description		Amount			
	081419		08/14/2019	LHS - Poster replacement		\$187.51			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$187.51			
4002	10/18/2019	Open			Accounts Payable	WASHTENAW COUNTY CONSORTIUM	\$423,735.72		
	Invoice		Date	Description		Amount			
	1911-0088172		10/14/2019	Monthly Insurance (November 2019)		\$422,796.65			
	1911-C090515		10/14/2019	Monthly Insurance (November 2019)		\$94.45			
	1911-C090516		10/14/2019	Monthly Insurance (November 2019)		\$92.47			
	1911-C090520		10/14/2019	Monthly Insurance (November 2019)		\$165.72			
	1911-C090521		10/14/2019	Monthly Insurance (November 2019)		\$586.43			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$423,735.72			
4003	10/18/2019	Open			Accounts Payable	WAYNE COUNTY RESA	\$20.00		
	Invoice		Date	Description		Amount			
	096033		09/25/2019	TRAINING - WAYNE COUNTY RESA		\$20.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$20.00			
4004	10/18/2019	Open			Accounts Payable	WEATHERS, NANCY	\$15.08		
	Invoice		Date	Description		Amount			
	092519		09/25/2019	PHYSICAL - Randome		\$15.08			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$15.08			
4005	10/18/2019	Open			Accounts Payable	WILLIAMS, MICHELE, D.	\$736.00		
	Invoice		Date	Description		Amount			
	101119		10/11/2019	Senior Center Worker		\$736.00			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$736.00			
4006	10/18/2019	Open			Accounts Payable	WILLIAMS, TISHA, MARIE	\$170.00		
	Invoice		Date	Description		Amount			
	100819		10/08/2019	Game Worker- General Admission		\$170.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$170.00			
4007	10/18/2019	Open			Accounts Payable	WOLGAST CORPORTAION	\$531,343.74		
	Invoice		Date	Description		Amount			
	CostContManual11		09/24/2019	Bid #1, #2, and #3 projects		\$531,343.74			
4008	10/18/2019	Open			Accounts Payable	HEALTHEQUITY, INC	\$8,286.39		
	Invoice		Date	Description		Amount			
	2020-00000298		10/18/2019	HSA - Empl Paid HSA Pre-Tax*		\$8,286.39			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$8,286.39			
4009	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$1,502.36		
	Invoice		Date	Description		Amount			
	AUG19-ATHLET-AP1		08/30/2019	August 2019 Fifth Third Invoices		\$1,502.36			
	Paying Fund			Cash Account		Amount			



Lincoln Consolidated Schools

# Payment Register

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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)			\$67,973.63		
4019	10/22/2019	Open			Accounts Payable	OFFICE OF RETIREMENT SERVICES (ORS)	\$296,548.11		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>			<u>Amount</u>		
	2020-00000303		10/22/2019	ORS DC 6+3 - DC 6%EE + 3%ER*			\$296,548.11		
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$296,548.11		
Type EFT Totals:									
7163944775 - A/P Checking Totals									
164 Transactions							\$2,649,519.04		

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	98	\$278,308.95	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>98</b>	<b>\$278,308.95</b>	<b>\$0.00</b>

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	163	\$2,581,545.41	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$67,973.63	\$0.00
	<b>Total</b>	<b>164</b>	<b>\$2,649,519.04</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	261	\$2,859,854.36	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$67,973.63	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>262</b>	<b>\$2,927,827.99</b>	<b>\$0.00</b>

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	98	\$278,308.95	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>98</b>	<b>\$278,308.95</b>	<b>\$0.00</b>

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	163	\$2,581,545.41	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$67,973.63	\$0.00
	<b>Total</b>	<b>164</b>	<b>\$2,649,519.04</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	261	\$2,859,854.36	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$67,973.63	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>262</b>	<b>\$2,927,827.99</b>	<b>\$0.00</b>

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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									
21658	10/04/2019	Open			Accounts Payable	BURNS, PATTI	\$126.18		
	Invoice		Date	Description		Amount			
	092519		09/25/2019	Reimbursement - BRAVO Tailgate Refreshments 09-27-19		\$126.18			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$126.18			
21659	10/04/2019	Open			Accounts Payable	GREAT LAKES COCA-COLA DISTRIBUTION	\$386.40		
	Invoice		Date	Description		Amount			
	5205206082		09/16/2019	Inventory		\$386.40			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$386.40			
21660	10/04/2019	Open			Accounts Payable	HEIKK'S CUSTOM EMBROIDERY	\$535.00		
	Invoice		Date	Description		Amount			
	HE09192601		09/26/2019	Senior Shirts		\$535.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$535.00			
21661	10/04/2019	Open			Accounts Payable	PRIME TYME ENTERTAINMENT, LLC	\$150.00		
	Invoice		Date	Description		Amount			
	19-32		09/24/2019	DJ for Halloween Dance		\$150.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$150.00			
21662	10/04/2019	Open			Accounts Payable	SPORTDECALS	\$531.50		
	Invoice		Date	Description		Amount			
	ARINV-582269		08/26/2019	Football Decals		\$531.50			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$531.50			
21663	10/04/2019	Open			Accounts Payable	SWEET, BRIAN	\$263.77		
	Invoice		Date	Description		Amount			
	092919		09/29/2019	Reimbursement - Float Supplies		\$263.77			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$263.77			
21664	10/04/2019	Open			Accounts Payable	VIRGIL MINGAS	\$300.00		
	Invoice		Date	Description		Amount			
	092419		09/24/2019	Reimbursement - DJ for Homecoming Dance 09/28/19		\$300.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$300.00			
21665	10/04/2019	Open			Accounts Payable	WILDTYPE DESIGN, NATIVE PLANTS & SEED LTD	\$328.20		
	Invoice		Date	Description		Amount			
	FM6157		09/24/2019	Plants for Rain Garden		\$328.20			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$328.20			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
21666	10/11/2019	Open			Accounts Payable	HEIKK'S CUSTOM EMBROIDERY	\$384.00		
	Invoice		Date	Description			Amount		
	HE09192602		09/26/2019	T-Shirt Sales			\$384.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$384.00		
21667	10/11/2019	Open			Accounts Payable	STOWE, ROBERT, D	\$50.00		
	Invoice		Date	Description			Amount		
	100819		10/08/2019	Reimbursement for Coaches/Soccer Assoc.			\$50.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$50.00		
21668	10/11/2019	Open			Accounts Payable	Johnson, Cameron	\$150.00		
	Invoice		Date	Description			Amount		
	2019Award		10/03/2019	Trust & Agency			\$150.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$150.00		
21669	10/11/2019	Open			Accounts Payable	Jones, Ryan	\$150.00		
	Invoice		Date	Description			Amount		
	2019Award		10/03/2019	Trust & Agency			\$150.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$150.00		
21670	10/18/2019	Open			Accounts Payable	ARBOR SPRINGS WATER CO	\$51.50		
	Invoice		Date	Description			Amount		
	1766141		10/08/2019	LMS - Water			\$51.50		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$51.50		
21671	10/18/2019	Open			Accounts Payable	BURNS, PATTI	\$285.86		
	Invoice		Date	Description			Amount		
	093019		09/30/2019	Reimbursement - Donuts with Dudes Oct 2nd			\$285.86		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$285.86		
21672	10/18/2019	Open			Accounts Payable	LIFETOUCH NSS	\$500.00		
	Invoice		Date	Description			Amount		
	EVTKWR8NT_100219		10/02/2019	PHOTOBOOTH FOR HOMECOMING DANCE 09/28/19			\$500.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$500.00		
21673	10/18/2019	Open			Accounts Payable	LINCOLN THEATRE BOOSTERS	\$1,616.68		
	Invoice		Date	Description			Amount		
	092119		09/21/2019	Reimbursement - Lumber for Musical Sets			\$1,616.68		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$1,616.68		
21674	10/18/2019	Open			Accounts Payable	ROCK, KIMBERLY, ANN	\$107.22		
	Invoice		Date	Description			Amount		
	100419		10/04/2019	Reimbursement - Senior Night Poster			\$107.22		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$107.22		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
21675	10/18/2019	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$276.00		
	Invoice		Date		Description		Amount		
	4307		10/10/2019		Homecoming Dance 2019		\$276.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$276.00		
21676	10/25/2019	Open			Accounts Payable	BENITO'S PIZZA	\$470.00		
	Invoice		Date		Description		Amount		
	102119_LHS		10/21/2019		Teachers Meal for Parent-Teacher Conference		\$470.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$470.00		
21677	10/25/2019	Open			Accounts Payable	MI HIGH SCHOOL INTERSCHOLASTIC	\$70.00		
	Invoice		Date		Description		Amount		
	2019-2020_M-SHIP		10/16/2019		2019-2020 MHSIBCA Membership - Mike Cornette		\$35.00		
	2019-2020_MSHIP		10/16/2019		2019-2020 MHSIBCA Membership - Scott Morgan		\$35.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$70.00		
21678	10/25/2019	Open			Accounts Payable	SCS IMAGE GROUP	\$600.00		
	Invoice		Date		Description		Amount		
	30034		06/07/2019		Volleyball T-Shirts		\$600.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$600.00		
21679	10/25/2019	Open			Accounts Payable	THE HENRY FORD	\$1,090.00		
	Invoice		Date		Description		Amount		
	27190051000 PATC		09/13/2019		Child's 5th Grade: Reservation: 27190051000 PATC		\$1,090.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$1,090.00		
21680	10/25/2019	Open			Accounts Payable	WORLD'S FINEST CHOCOLATE, INC.	\$6,095.00		
	Invoice		Date		Description		Amount		
	91204176		09/16/2019		Candy Sales for Camp		\$6,095.00		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$6,095.00		
21681	10/25/2019	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$39.42		
	Invoice		Date		Description		Amount		
	864933375965		08/22/2019		Amazon T&A: Bishop Acct#601		\$26.43		
	459788487566		08/27/2019		Amazon T&A: Bishop Acct#601		\$12.99		
	Paying Fund				Cash Account		Amount		
	61 - Trust & Agency Fund				61-2101-061 (Cash - Trust & Agency)		\$39.42		
Type Check Totals:					24 Transactions		\$14,556.73		
<u>EFT</u>									
724	10/04/2019	Open			Accounts Payable	ANDERSON'S	\$1,183.39		
	Invoice		Date		Description		Amount		
	7867917		09/13/2019		Homecoming Court & Pep Rally Materials		\$1,016.21		
	7873246		09/20/2019		Homecoming Court & Pep Rally Materials		\$167.18		
	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)	\$1,183.39		
725	10/04/2019	Open			Accounts Payable	CATALFIO, SARAH	\$87.26		
	Invoice		Date	Description		Amount			
	092219		09/22/2019	Reimbursement - Classroom Activities		\$87.26			
	Paying Fund			Cash Account		Amount			
					61 - Trust & Agency Fund	61-2101-061 (Cash - Trust & Agency)	\$87.26		
726	10/04/2019	Open			Accounts Payable	GOERLITZ, JESSICA	\$151.93		
	Invoice		Date	Description		Amount			
	091219		09/12/2019	Reimbursement - Items Purchased with Funds Received		\$151.93			
	Paying Fund			Cash Account		Amount			
					61 - Trust & Agency Fund	61-2101-061 (Cash - Trust & Agency)	\$151.93		
727	10/04/2019	Open			Accounts Payable	GURGANUS, KYLA	\$50.75		
	Invoice		Date	Description		Amount			
	092219		09/22/2019	Reimbursement - AP Chem Notebooks		\$50.75			
	Paying Fund			Cash Account		Amount			
					61 - Trust & Agency Fund	61-2101-061 (Cash - Trust & Agency)	\$50.75		
728	10/04/2019	Open			Accounts Payable	HEIKKINEN PRODUCTIONS	\$13.50		
	Invoice		Date	Description		Amount			
	9-19-17-1		09/18/2019	Apparel		\$13.50			
	Paying Fund			Cash Account		Amount			
					61 - Trust & Agency Fund	61-2101-061 (Cash - Trust & Agency)	\$13.50		
729	10/04/2019	Open			Accounts Payable	LOWE'S	\$1,315.83		
	Invoice		Date	Description		Amount			
	973701		07/01/2019	Cabinets & Counter-top for School Store		\$1,315.83			
	Paying Fund			Cash Account		Amount			
					61 - Trust & Agency Fund	61-2101-061 (Cash - Trust & Agency)	\$1,315.83		
730	10/04/2019	Open			Accounts Payable	MCNEAL, JULIANE	\$100.00		
	Invoice		Date	Description		Amount			
	082219		08/22/2019	Reimbursement - Student Supplies		\$100.00			
	Paying Fund			Cash Account		Amount			
					61 - Trust & Agency Fund	61-2101-061 (Cash - Trust & Agency)	\$100.00		
731	10/04/2019	Open			Accounts Payable	MOFFETT, KAITLIN	\$19.39		
	Invoice		Date	Description		Amount			
	092619		09/26/2019	Reimbursement - Game Supplies		\$19.39			
	Paying Fund			Cash Account		Amount			
					61 - Trust & Agency Fund	61-2101-061 (Cash - Trust & Agency)	\$19.39		
732	10/04/2019	Open			Accounts Payable	NELSON, BRENDA	\$100.00		
	Invoice		Date	Description		Amount			
	090719		09/07/2019	Reimbursement - Student Supplies		\$100.00			
	Paying Fund			Cash Account		Amount			
					61 - Trust & Agency Fund	61-2101-061 (Cash - Trust & Agency)	\$100.00		
733	10/04/2019	Open			Accounts Payable	PETERSON, REGINA	\$121.00		
	Invoice		Date	Description		Amount			
	092419		09/24/2019	Reimbursement - T-Shirts for Students		\$121.00			
	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
					61-2101-061 (Cash - Trust & Agency)		\$121.00		
734	10/04/2019	Open			Accounts Payable	PREFERRED AUTO GLASS	\$127.18		
	Invoice		Date	Description		Amount			
	082219		09/22/2019	Reimbursement - Golf Cart		\$127.18			
	Paying Fund			Cash Account		Amount			
					61-2101-061 (Cash - Trust & Agency)		\$127.18		
735	10/04/2019	Open			Accounts Payable	TEAM SPORTS, INC	\$350.00		
	Invoice		Date	Description		Amount			
	508132/1		08/30/2019	G Golf Apparel		\$350.00			
	Paying Fund			Cash Account		Amount			
					61-2101-061 (Cash - Trust & Agency)		\$350.00		
736	10/04/2019	Open			Accounts Payable	UNITED SONZ	\$1,293.00		
	Invoice		Date	Description		Amount			
	15195		08/26/2019	Banner		\$65.00			
	1009538		09/30/2019	Class of 2022 Homecoming T-Shirts		\$232.00			
	1009284		06/06/2019	Fan Apparel		\$598.00			
	1009490		09/09/2019	Fan Apparel		\$398.00			
	Paying Fund			Cash Account		Amount			
					61-2101-061 (Cash - Trust & Agency)		\$1,293.00		
737	10/11/2019	Open			Accounts Payable	PCMI	\$2,413.80		
	Invoice		Date	Description		Amount			
	65162		09/20/2019	Payment for Vball Coach - Andrew Dillion		\$2,413.80			
	Paying Fund			Cash Account		Amount			
					61-2101-061 (Cash - Trust & Agency)		\$2,413.80		
738	10/11/2019	Open			Accounts Payable	ROSA, DOMINIC	\$106.59		
	Invoice		Date	Description		Amount			
	092419		09/24/2019	Paint		\$106.59			
	Paying Fund			Cash Account		Amount			
					61-2101-061 (Cash - Trust & Agency)		\$106.59		
739	10/11/2019	Open			Accounts Payable	UNITED SONZ	\$3,612.50		
	Invoice		Date	Description		Amount			
	1009509		09/16/2019	Fan/Parenthood Sweatshirts		\$3,010.00			
	1009548		10/01/2019	Domestic Violence Shirts		\$602.50			
	Paying Fund			Cash Account		Amount			
					61-2101-061 (Cash - Trust & Agency)		\$3,612.50		
740	10/18/2019	Open			Accounts Payable	ALLSHRED SERVICES	\$48.35		
	Invoice		Date	Description		Amount			
	201257		09/30/2019	Childs Building Shredding Service		\$48.35			
	Paying Fund			Cash Account		Amount			
					61-2101-061 (Cash - Trust & Agency)		\$48.35		
741	10/18/2019	Open			Accounts Payable	ARAMARK	\$56.00		
	Invoice		Date	Description		Amount			
	400239100-000224		10/02/2019	Coffee w/Superintendent		\$24.00			
	400239100-000227		10/09/2019	Ministers Breakfast - Community Outreach		\$32.00			
	Paying Fund			Cash Account		Amount			
					61-2101-061 (Cash - Trust & Agency)		\$56.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
742	10/18/2019	Open			Accounts Payable	MOFFETT, KAITLIN	\$89.97		
	Invoice		Date	Description			Amount		
	101119		10/11/2019	Reimbursement - Canopy Tent Weights			\$89.97		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$89.97		
743	10/18/2019	Open			Accounts Payable	ORIENTAL TRADING CO	\$50.20		
	Invoice		Date	Description			Amount		
	698226571-01		09/23/2019	Homecoming 2019 Supplies			\$128.18		
	698423635-01		10/09/2019	Credit - Ref Invoice: 698226571-00			(\$77.98)		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$50.20		
744	10/18/2019	Open			Accounts Payable	PCMI	\$3,017.25		
	Invoice		Date	Description			Amount		
	65162B		09/20/2019	Inv 65162 Todd Kellerman - Asst Swim & Dive			\$1,206.90		
	65162C		09/20/2019	Inv 65162 Benjamin Albers - Asst Volleyball			\$1,810.35		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$3,017.25		
745	10/18/2019	Open			Accounts Payable	SCHOLASTIC BOOK FAIRS	\$2,520.62		
	Invoice		Date	Description			Amount		
	B4298360FR		10/09/2019	Book Fair ID 4298360, Start Date 09/27/19			\$2,520.62		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$2,520.62		
746	10/18/2019	Open			Accounts Payable	SCHOOL SPECIALTY INC.	\$927.17		
	Invoice		Date	Description			Amount		
	208123891859		09/09/2019	Art Supplies			\$666.14		
	308103453075		10/07/2019	Supplies for LHS: Poster & Tape			\$261.03		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$927.17		
747	10/18/2019	Open			Accounts Payable	SMITH, ABIGAIL, L	\$100.00		
	Invoice		Date	Description			Amount		
	092519		09/25/2019	Reimbursement - Grant Money Receipt			\$100.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$100.00		
748	10/25/2019	Open			Accounts Payable	ALLEN, ANN MARIE	\$87.17		
	Invoice		Date	Description			Amount		
	101419		10/14/2019	Reimbursement - Ice Maker for Bishop Office			\$87.17		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$87.17		
749	10/25/2019	Open			Accounts Payable	CREATEMYTEE.COM	\$738.50		
	Invoice		Date	Description			Amount		
	87295		10/16/2019	101 Dalmations T-Shirt			\$738.50		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$738.50		
750	10/25/2019	Open			Accounts Payable	DAY, BRITTANY	\$142.00		
	Invoice		Date	Description			Amount		
	0493		09/20/2019	Volleyball T-Shirts			\$142.00		
	Paying Fund			Cash Account			Amount		



Lincoln Consolidated Schools  
**Payment Register**

From Payment Date: 10/1/2019 - To Payment Date: 10/31/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
760	10/25/2019	Open			Accounts Payable	THELEN, TRACY	\$237.57		
	Invoice		Date	Description			Amount		
	100219		10/02/2019	Reimbursement - Student Enrichment Supplies			\$237.57		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$237.57		
761	10/25/2019	Open			Accounts Payable	WATCH DOGS USA INCORPORATED	\$463.00		
	Invoice		Date	Description			Amount		
	W2006013		10/15/2019	2019-2020 Start-Up Kit			\$463.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$463.00		
762	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$127.14		
	Invoice		Date	Description			Amount		
	AUG19-ATHLET-TA1		08/30/2019	August 2019 Fifth Third Invoices			\$127.14		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$127.14		
763	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$73.00		
	Invoice		Date	Description			Amount		
	AUG19-ATHLET-TA2		08/30/2019	August 2019 Fifth Third Invoices			\$73.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$73.00		
764	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$85.94		
	Invoice		Date	Description			Amount		
	AUG19-HR-TA1		08/30/2019	August 2019 Fifth Third Invoices			\$85.94		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$85.94		
765	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$290.00		
	Invoice		Date	Description			Amount		
	AUG19-HR-TA2		08/30/2019	August 2019 Fifth Third Invoices			\$290.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$290.00		
766	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$26.72		
	Invoice		Date	Description			Amount		
	AUG19-COMM-TA1		08/30/2019	August 2019 Fifth Third Invoices			\$26.72		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$26.72		
767	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$636.63		
	Invoice		Date	Description			Amount		
	AUG19-COMM-TA2		08/30/2019	August 2019 Fifth Third Invoices			\$636.63		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$636.63		
768	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$311.01		
	Invoice		Date	Description			Amount		
	AUG19-SUPER-TA1		08/30/2019	August 2019 Fifth Third Invoices			\$311.01		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$311.01		

Lincoln Consolidated Schools  
**Payment Register**

From Payment Date: 10/1/2019 - To Payment Date: 10/31/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
769	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$178.77		
	Invoice		Date	Description			Amount		
	AUG19-SUPER-TA2		08/30/2019	August 2019 Fifth Third Invoices			\$178.77		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$178.77		
770	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$114.44		
	Invoice		Date	Description			Amount		
	AUG19-SUPER-TA3		08/30/2019	August 2019 Fifth Third Invoices			\$114.44		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$114.44		
771	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$205.60		
	Invoice		Date	Description			Amount		
	AUG19-SUPER-TA4		08/30/2019	August 2019 Fifth Third Invoices			\$205.60		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$205.60		
772	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$10.15		
	Invoice		Date	Description			Amount		
	AUG19-SUPER-TA5		08/30/2019	August 2019 Fifth Third Invoices			\$10.15		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$10.15		
773	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$38.97		
	Invoice		Date	Description			Amount		
	AUG19-SUPER-TA6		08/30/2019	August 2019 Fifth Third Invoices			\$38.97		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$38.97		
774	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$165.88		
	Invoice		Date	Description			Amount		
	AUG19-SUPER-TA7		08/30/2019	August 2019 Fifth Third Invoices			\$165.88		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$165.88		
775	10/25/2019	Open			Accounts Payable	FIFTH THIRD BANK	\$356.25		
	Invoice		Date	Description			Amount		
	AUG19-SUPER-TA8		08/30/2019	August 2019 Fifth Third Invoices			\$356.25		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$356.25		

Type EFT Totals:

7163945137 - Trust & Agency Checking Totals

52 Transactions

\$23,183.21

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	24	\$14,556.73	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	24	\$14,556.73	\$0.00
EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	52	\$23,183.21	\$0.00
	Reconciled	0	\$0.00	\$0.00

# Payment Register

From Payment Date: 10/1/2019 - To Payment Date: 10/31/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Voided		0	\$0.00	\$0.00
					Total		52	\$23,183.21	\$0.00
<b>Grand Totals:</b>									
		<b>All</b>	<b>Status</b>	<b>Count</b>		<b>Transaction Amount</b>		<b>Reconciled Amount</b>	
			Open	76		\$37,739.94		\$0.00	
			Reconciled	0		\$0.00		\$0.00	
			Voided	0		\$0.00		\$0.00	
			Stopped	0		\$0.00		\$0.00	
			Total	76		\$37,739.94		\$0.00	
		<b>Checks</b>	<b>Status</b>	<b>Count</b>		<b>Transaction Amount</b>		<b>Reconciled Amount</b>	
			Open	24		\$14,556.73		\$0.00	
			Reconciled	0		\$0.00		\$0.00	
			Voided	0		\$0.00		\$0.00	
			Stopped	0		\$0.00		\$0.00	
			Total	24		\$14,556.73		\$0.00	
		<b>EFTs</b>	<b>Status</b>	<b>Count</b>		<b>Transaction Amount</b>		<b>Reconciled Amount</b>	
			Open	52		\$23,183.21		\$0.00	
			Reconciled	0		\$0.00		\$0.00	
			Voided	0		\$0.00		\$0.00	
			Total	52		\$23,183.21		\$0.00	
		<b>All</b>	<b>Status</b>	<b>Count</b>		<b>Transaction Amount</b>		<b>Reconciled Amount</b>	
			Open	76		\$37,739.94		\$0.00	
			Reconciled	0		\$0.00		\$0.00	
			Voided	0		\$0.00		\$0.00	
			Stopped	0		\$0.00		\$0.00	
			Total	76		\$37,739.94		\$0.00	

## LINCOLN CONSOLIDATED SCHOOLS PERSONNEL TRANSACTIONS SUMMARY

### **ACTION ITEMS**

<b>Name</b>	<b>Position/Building</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Janna Stanley	Bus Aide/Transportation	11/6/2019	New Hire	
Lamanzer Williams-Smith	Noon Supervisor/Lincoln High School	11/11/2019	New Hire	
Kathryn Mutschler	Noon Supervisor/Brick Elementary	11/4/2019	New Hire	
Catherine Champagne	Teacher/Brick Elementary	12/31/2019	Retire	

<b>Name</b>	<b>Position/Building</b>	<b>Return to Work Date</b>	<b>Status</b>	<b>Approved/Not Approved</b>
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