



# **Regular Meeting**

**September 26, 2022**

**Electronic Packet**

**LINCOLN CONSOLIDATED SCHOOLS  
Ypsilanti, Michigan**

**BOARD OF EDUCATION MEETING**

**September 26, 2022**

**6:00 p.m.**

**Boardroom-Lincoln High School**

**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 BOARD OF EDUCATION WORKSHOP**

6.1 Leading for Equity-Board of Education Learning Session (approximately 1 hour)

**7.0 BOARD BUSINESS/PRESENTATIONS**

7.1 State Assessment Presentation

**8.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

8.1 Superintendent's Report

8.2 Finance Report

8.2.1 August 2022 Food Service Report

8.2.2 Update 2022 Enrollment Report

8.3 Curriculum & Instruction Report

**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 PUBLIC COMMENT**

10.1 Response to Prior Public Comment

10.2 Public Comment

**11.0 NEW BUSINESS**

11.1 Miller Johnson Policy Update

**12.0 OLD BUSINESS**

12.1 Minutes of Previous Meeting  
12.1.1 Regular Meeting September 12, 2022

12.2 Strategic Planning Proposal

12.3 August 2022 Finance

12.4 August 2022 Check Register

12.5 August 2022 Trust and Agency

12.6 Personnel Transactions

**13.0 ADJOURNMENT**

**TO: Board of Education**

**FROM: Robert Jansen, Superintendent**

**DATE: September 21, 2022**

**SUBJECT: Board of Education Meeting  
September 26, 2022  
6:00 p.m.**

**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 BOARD OF EDUCATION WORKSHOP**

- 6.1 Leading for Equity-Board of Education Learning Session (approximately 1 hour)  
Presented by Dr. Shivers

**7.0 BOARD BUSINESS/PRESENTATIONS**

- 7.1 State Assessment Presentation

**8.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

- 8.1 Superintendent's Report
- 8.2 Finance Report
  - 8.2.1 August 2022 Food Service Report
  - 8.2.2 Update 2022 Enrollment Report

- 8.3 Curriculum & Instruction Report

**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 PUBLIC COMMENT**

10.1 Response to Prior Public Comment

- Stacy Kind, resident, raised several of her concerns including transparency, use of the bathrooms and security. President Czachorski responded via email.
- Mike Smith, resident, applauded the high school for welcoming their exchange student with open arms and making it an easy transition for the student.
- Robert Kind, resident, had concern with the LAB and using technology that may not be easy for everyone. Mrs. Czachorski emailed Mr. Kind and forwarded his concerns to the Athletic Department.

10.2 Public Comment

Board of Education Public Comment Statement

This is the time set aside by the Board to hear from you, the members of our community. We invite you to address the Board with comments, questions or concerns regarding board actions, policies, or other issues not resolved through appropriate administrative channels. The Board may not immediately respond to concerns presented at this meeting; however, we will respond to inquiries on or before the next board meeting.

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

---

Rules for Public Comment:

1. The Board of Education reserves the right to limit the total public comment to 30 minutes in any meeting
2. The Board of Education will limit each speaker to one opportunity to speak during any public comment period
3. The Board of Education President, or the President's delegee (such as the Superintendent or another District administrator) will respond to your comment
4. The Presiding officer may: A) prohibit public comments which are frivolous, repetitive, or harassing; B) interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant; C) request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting; D) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting, and; E) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

**11.0 NEW BUSINESS**

11.1 Miller Johnson Policy Update

Please read the attached documents from Miller Johnson policy updates. The Planning Committee has met to discuss the changes. This was presented for information only; Board action will be requested at a subsequent meeting.

**12.0 OLD BUSINESS**

12.1 Minutes of Previous Meeting

12.1.1 Regular Meeting September 12, 2022

Enclosed are the minutes of the September 26, 2022, Regular Meeting.

**RECOMMENDED MOTION: I move that we approve the minutes of the September 12, 2022, Regular Meeting as presented.**

12.2 Strategic Planning Proposal

Mr. Jansen will go over the proposals at the table at Monday’s Board of Education meeting. Board action is requested.

- 12.3 August 2022 Finance  
Enclosed are the August 2022, Financial Reports. The Superintendent recommends approval as presented.

**RECOMMENDED MOTION: I move that we approve the August 2022, Finance Report as presented.**

- 12.4 August 2022 Check Register  
Enclosed is the August 1-30, 2022, check register in the amount of \$1,900,235.68. The Superintendent recommends approval as presented.

**RECOMMENDED MOTION: I move that we approve the August 1-30, 2022, check register in the amount of \$1,900,235.68 as presented**

- 12.5 August 2022 Trust and Agency  
Enclosed is the August 2022, Trust & Agency Report. The Superintendent recommends approval as presented.

**RECOMMENDED MOTION: I move that we approve the August 2022, Trust & Agency Report as presented.**

- 12.6 Personnel Transactions

<b>ACTION ITEMS</b>			
<b>Name</b>	<b>Position/Building</b>	<b>Effective Date</b>	<b>Status</b>
Jacob Gorman	Riptides Coach/Community Education	9/8/2022	New Hire
Zahmari Keita	Noon Supervisor/Childs Elementary School	9/12/2022	New Hire
Adria Pfeiffer	Noon Supervisor/Childs Elementary School	9/12/2022	New Hire
Adam Cook	Paraprofessional/Lincoln High School	8/29/2022	Transfer
Samantha Cox	Paraprofessional/Brick Elementary School	9/12/2022	New Hire
Lola Olds	Bus Aide/Transportation	9/13/2022	New Hire
Chloe Babut	Paraprofessional/Lincoln Middle School	9/13/2022	New Hire
Sandra Black	Noon Supervisor/Childs Elementary School	9/15/2022	New Hire
Krystl Tittyung	Paraprofessional/Bishop Elementary School	9/19/2022	New Hire
Carmen Rolon-Santiago	Noon Supervisor/Brick Elementary School	9/15/2022	New Hire
Vershawn Fuster	Noon Supervisor/Brick Elementary School	9/19/2022	New Hire
Khadija Chaudry	Building Secretary/Lincoln Virtual Academy	9/22/2022	New Hire
Deanna Pena	Teacher/Lincoln Middle School	9/29/2022	Resignation
Cassie Oswald	Teacher/Bishop Elementary School	8/23/2022	Resignation
Amanda Lynch	Noon Supervisor/Childs Elementary School	8/29/2022	Resignation
Robin Barta	Bus Driver /Transportation	8/14/2022	Retirement
Shaney Klein	Noon Supervisor/Childs Elementary School	8/9/2022	Transfer to Chartwells
Diane Luna	Bus Aide /Transportation	8/15/2022	Resignation

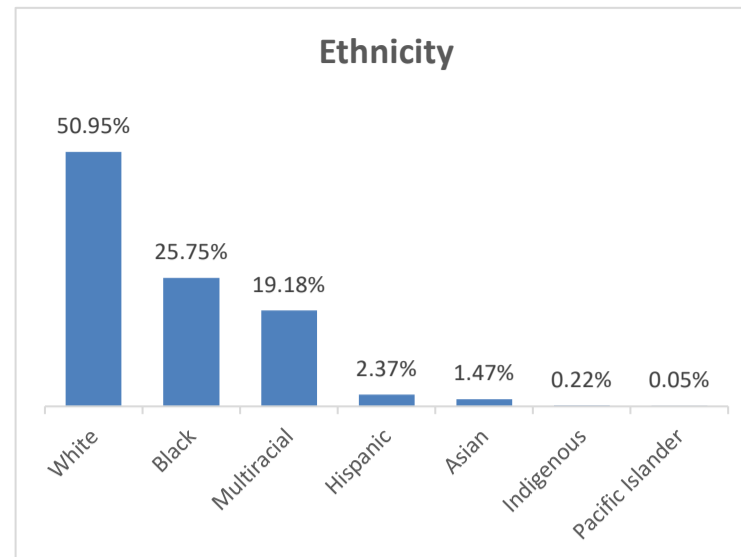
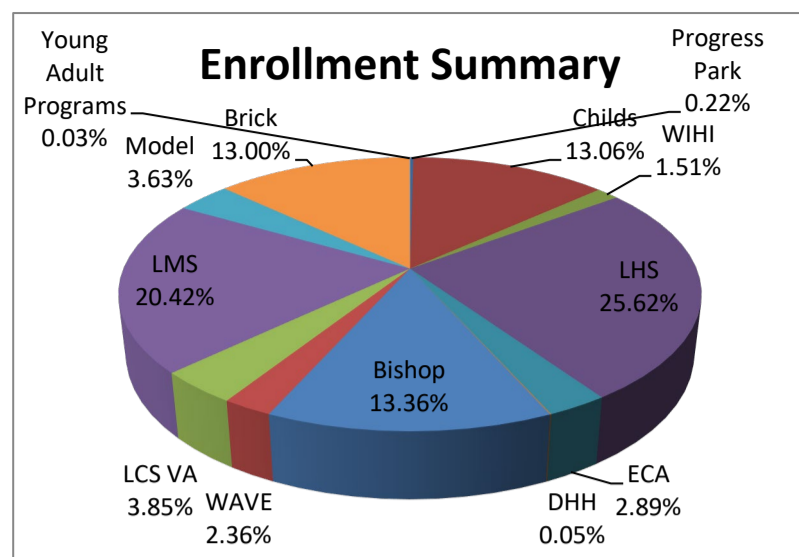
Name	Position/Building	Return to Work Date	Status
Elizabeth Hollowell	4th Gr Teacher/Childs Elementary	1/9/2023	FMLA - Consecutive
Kelly Huling	Building Secretary/Lincoln Middle School	N/A	FMLA - Intermittent
Kathryn Deskins	Paraprofessional/Childs Elementary	10/3/2022	FMLA - Consecutive
Rory Angelosanto	4th Gr Teacher/Childs Elementary	N/A	FMLA - Intermittent
Katharine McCullough	Spec Ed Teacher/Lincoln Middle School	N/A	FMLA - Intermittent

**RECOMMENDED MOTION:** I move that we approve the September 26, 2022, Personnel Transactions Summary as presented.

**13.0 ADJOURNMENT**

## Enrollment Summary 9/21/2022

<b>Model</b>	<b>132</b>
Comm Based	5
ECSE	22
Evaluation	15
Headstart	15
GSRP	75
<b>Bishop</b>	<b>486</b>
K	99
1	80
2	75
3	88
4	72
5	72
<b>Brick</b>	<b>473</b>
K	97
1	63
2	89
3	71
4	77
5	76
<b>Childs</b>	<b>500</b>
K	99
1	73
2	93
3	80
4	77
5	78
<b>LMS</b>	<b>743</b>
6	242
7	230
8	271
<b>LHS</b>	<b>932</b>
9	253
10	258
11	211
12	210
<b>LCS VA</b>	<b>143</b>
K	3
1	7
2	4
3	6
4	4
5	6
6	7
7	12
8	13
9	13
10	25
11	22
12	20
ECSE	1
<b>Progress Park</b>	<b>8</b>
5	1
9	5
10	2
<b>ECA</b>	<b>105</b>
9	21
10	18
11	34
12	32
<b>WAVE</b>	<b>86</b>
9	5
10	8
11	24
12	49
<b>WIHI</b>	<b>55</b>
9	5
10	20
11	4
12	26
<b>DHH</b>	<b>2</b>
3	1
8	1
<b>Young Adult Programs</b>	<b>1</b>
12	1
<b>Grand Total</b>	<b>3666</b>

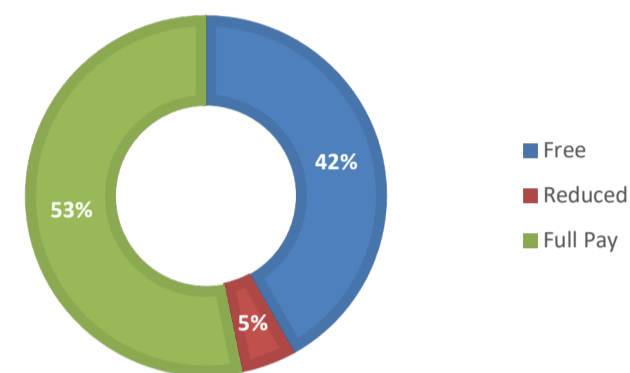


### 5-Year Enrollment Trend

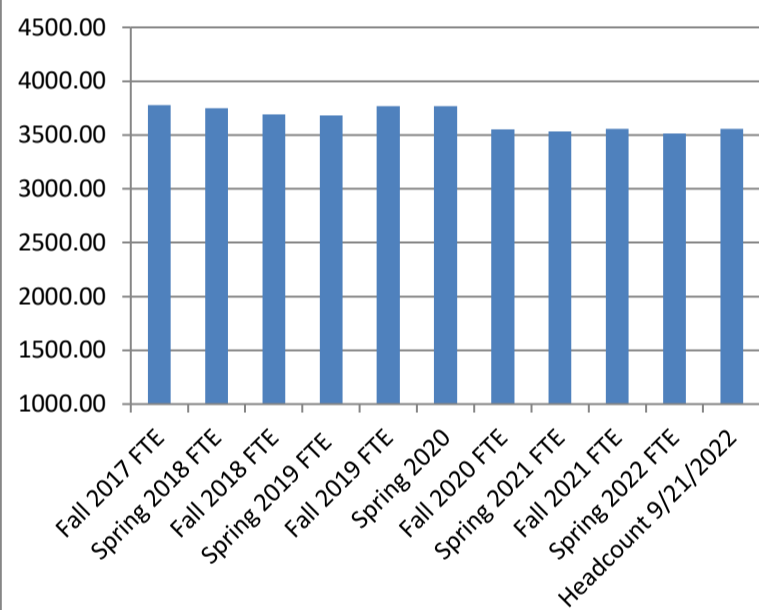
	FTE
Fall 2017 FTE	3776.99
Spring 2018 FTE	3749.37
Fall 2018 FTE	3689.54
Spring 2019 FTE	3680.18
Fall 2019 FTE	3768.72
Spring 2020	3767.50
Fall 2020 FTE	3552.61
Spring 2021 FTE	3533.67
Fall 2021 FTE	3557.53
Spring 2022 FTE	3514.23
Headcount 9/21/2022	3556.00

\*GSRP/Headstart Counted Separately

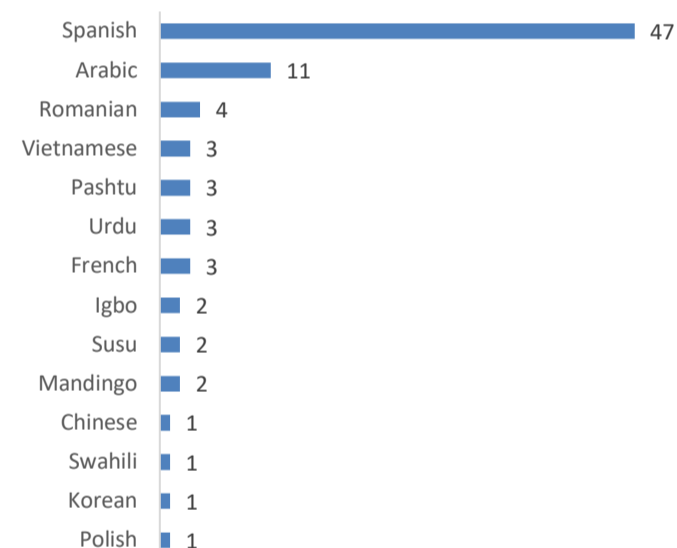
### ECONOMICALLY DISADVANTAGED



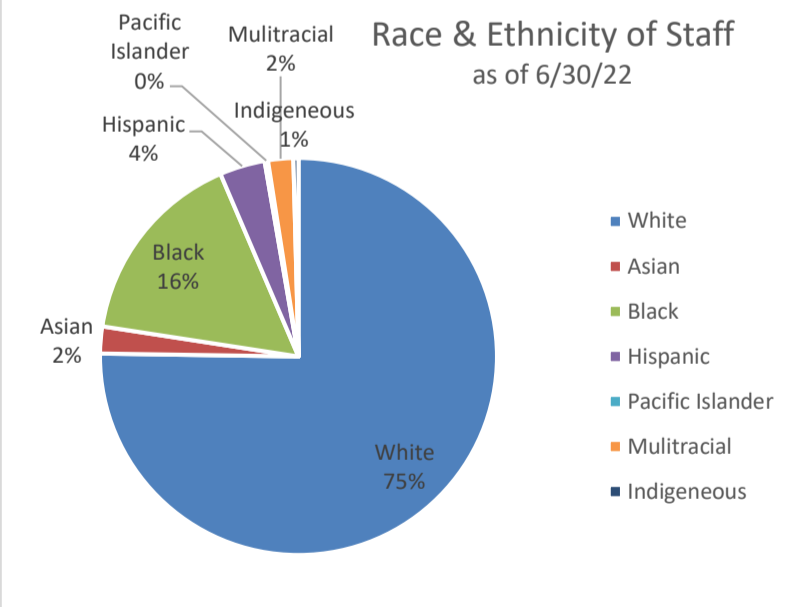
### 5-Year Enrollment Trend



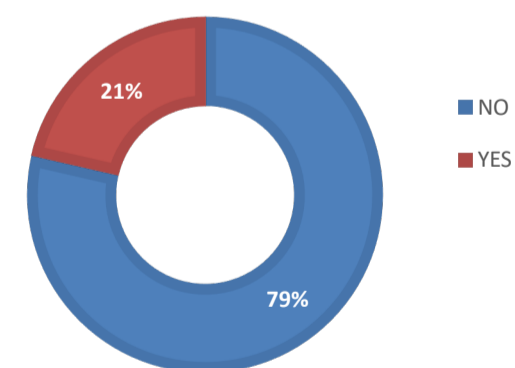
### Primary Languages Other than English



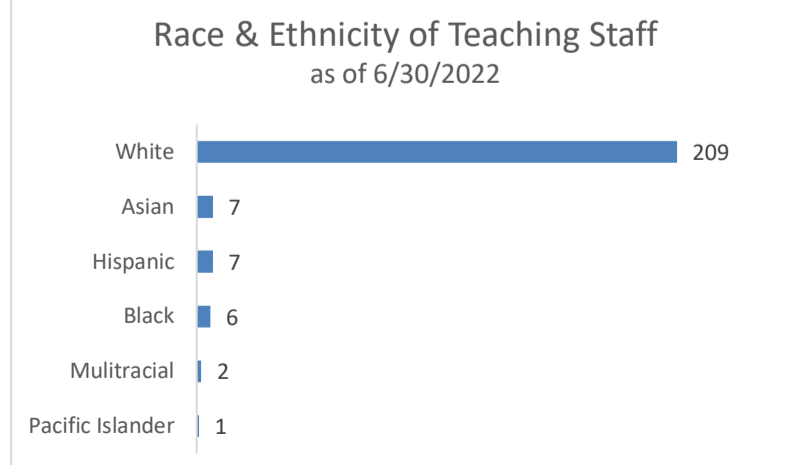
### Race & Ethnicity of Staff as of 6/30/22



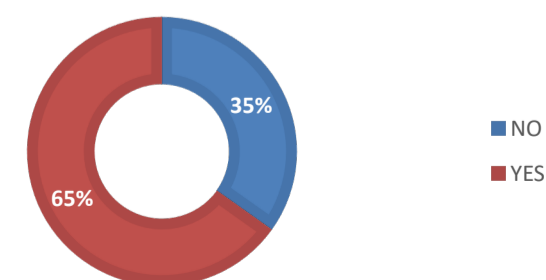
### STUDENTS W/ DISABILITIES



### Race & Ethnicity of Teaching Staff as of 6/30/2022



### STUDENTS WITH ACADEMIC OR OTHER RISK FACTORS







**Board Executive Committee Meeting Agenda  
Monday September 19, 2022  
Pittman Room  
5:30pm**

1. Call to order-at 5:33 pm
2. Acceptance of Agenda-accepted
3. Public Comment- no Public Comment
4. New Business
  - a. Dr. Terry Flenbaugh-introduction to forming an Equity Plan by Dr. Terry Flenbaugh
  - b. PD update - Karensa Smith-A quick rundown up upcoming PD for staff
  - c. Board of Education agenda September 26, 2022-approved
5. Old Business
  - a. LAB Committee Update-Committee has not yet met for this school year. Will meet shortly and give an update at a later time.
  - b. Continuity of Learning Plan- No update
6. Superintendent Updates
  - a. Data Coordinator- a new position to analyze data, lend support to the understanding of data and help with some of the duties in Curriculum and Information Systems.
7. Other- Mediation with Water Management was held on September 19, 2022, and was successful.
8. Adjourn-7:20 pm.

**Upcoming Meetings:** 10/3, 10/17, 11/7, 11/17, 12/5



8970 Whittaker Road, Ypsilanti, Michigan 48197  
[www.lincolnk12.org](http://www.lincolnk12.org)

**Board Executive Committee Meeting Minutes**  
**Monday August 29, 2022**  
**Pittman Room**  
**5:30pm**

**Attendees:** Jennifer Czachorski, Matt Bentley, Robert Jansen, Ty Smith, Adam Blaylock, Karensa Smith.

1. Call to order at 5:33 pm
2. Acceptance of Agenda-accepted
3. Public Comment- None
4. Old Business
  - a. Leading for Equity Kickoff – A discussion was had to lay out the expectation for Leading for Equity. There will be a 6 session discussion in a workshop format at the beginning of 6 consecutive Board of Education meetings. This is a discussion only and no business will be determined during this time.
5. New Business
  - a. Board of Education agenda September 12, 2022-Board agenda approved
  - b. Covid Quarterly Update
6. Superintendent Updates  
Mr. Jansen attended the meeting via telephone.
7. Other
8. Adjourn 7:22pm

**Upcoming Meetings:** 9/19, 10/3, 10/17, 11/7, 11/17, 12/5

# MILLER JOHNSON



School Policy Services

---

TO: MJ Policy Service Clients

FROM: MJ School Policy Services

DATE: July 27, 2022

RE: Policy Manual and Administrative Regulations Update – July 2022

---

Thank you for choosing MJ School Policy Services for your school policy needs. This memo contains recommended updates/modifications to all MJ School Policy Services policy manuals and administrative regulations manuals. Proposed revisions are presented by section, with a specific update number for ease of reference, along with a narrative providing the basis for the contemplated modification. We recognize that this round of updates is a little longer than usual. While we work hard to keep our updates succinct, the current climate legally, legislatively, and politically warrants a few more modifications than normal.

As each district policy manual and administrative regulations manual is unique and modified consistent with school district priority and prerogative, recommended modifications may already be contained in your completed manuals. If you have any questions regarding the suggested revisions outlined herein and how they may/may not fit with your existing manuals, please contact us at [Policy@MillerJohnson.com](mailto:Policy@MillerJohnson.com).

Additionally, our transition to Miller Johnson was executed almost two years ago. **If you still have Lusk Albertson-branded policy materials posted on your website, please contact us immediately** so such materials can be updated and replaced. Lastly, if you have not transitioned to our online portal for policy and administrative regulation manuals, please let us know. Our online portal makes manual maintenance and updates much more efficient than the posting of PDF files. We intend to phase out the use of PDF manuals during the 2022-23 school year, so making the transition to our online portal now is vital.

*Questions?*

Please email us at [\*\*Policy@MillerJohnson.com\*\*](mailto:Policy@MillerJohnson.com)



## INTRODUCTION – 0000 Series

### Update 14.01 (Policy 0003)

*Policy 0003 (The Superintendent of Schools) provides a general overview of the responsibilities and duties of the Superintendent. We are recommending two additions to this policy to bring clarity to the powers of the Superintendent to make employment decisions in certain circumstances and to address the Superintendent's role in constructing a negotiation team for collective bargaining:*

The Board will employ a Superintendent of Schools in conformity with the Revised School Code and other applicable laws. The Superintendent will serve as the School District's chief administrator. **As part of those responsibilities, the Superintendent is authorized by the Board to make employment decisions, including hiring and termination, with respect to all non-administrative and non-teaching staff. The Superintendent** is responsible for the development and implementation of Administrative Regulations that give operational effect to the Board Policies. Regulations are to be consistent with these Bylaws and Policies and, except as otherwise agreed by the Board, will not be effective for a period of one month from the date they are provided to the Board. The Board may, but is not required to, formally approve Administrative Regulations. A reference to the Superintendent in these Bylaws and Policies (and in any Administrative Regulations that may be promulgated) means the Superintendent or his/her designee, unless otherwise expressly stated.

The Board is represented in all labor negotiation proceedings by a negotiating team. **The Board approves all members of the team prior to the start of the negotiations. The Superintendent shall select the bargaining team for the School District.** All agreements negotiated by the team are subject to ratification by the Board.

## BYLAWS – 1000 Series

### Update 14.02 (Policy 1001)

*Under Policy 1001, the sub-policy entitled "Removal from Office" has led to occasional confusion. The Policy is intended to address the removal of Board officers from their Board officer positions, not the Board itself. Accordingly, the heading/name for that sub-policy should be changed to "**Removal from Officer Positions**" to eliminate ambiguity.*



### Update 14.03 (Policy 1002)

*As most districts are aware, the Michigan Open Meetings Act experienced multiple revisions during the height of the pandemic. To reflect the current state of the OMA and to eliminate confusion regarding the availability of remote participation – which is not the same as virtual meetings – we have crafted the revisions to the sub-policy “Meeting Procedures” which is located in Policy 1002:*

**Electronic Meetings and Remote Participation. Remote participation in Board meetings should be limited to the extent possible. Board members should be physically present at the meeting and remote participants may not be used to constitute a quorum of the Board, unless the remote participation is necessitated by military duty, a medical condition, or a local state of emergency/disaster, in accordance with the OMA. For meetings in which any or all Board members attend remotely, the following conditions must be met:**

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

### **STUDENTS – 2000 Series**

### Update 14.04 (Policy 2001)

*Consistent with specific language contained within the State Aid Act and the Pupil Accounting Manual we recommend updating sub-policy “Children of Non-Resident Employees,” typically found under Policy 2001. This modification follows the discovery of a small loophole in which a person could obtain employment, have their child enrolled consistent with the sub-policy, then voluntarily leave employment and have the pupil maintain enrollment, without paying tuition. To address such a situation, we now recommend the following language:*



**Children of Non-resident Employees.** A child of a non-resident employee of the School District may be permitted to enroll in the School District without the payment of tuition, provided the enrolling student is enrolling in the K-12 program. Once enrolled, such a student will be permitted to continue to attend the School District through graduation or receipt of a certificate of completion, as long as the employee remains employed with the School District. Such a student will also be permitted to continue to attend the School District if the student is enrolled under this policy and the employee no longer works for the School District due to layoff or elimination of the position. This policy does not, however, bar the long-term suspension or expulsion of a student for a violation of the Student Code of Conduct. For the purposes of this policy, an “employee” is defined as an individual with regularly scheduled hours while school is in session and does not include seasonal, coaching, or third party contracted employees (including substitute teachers). An employee is eligible for this benefit at the start of the next school term/semester.

#### Update 14.05 (Policy 2006)

*We have recently received some interest from clients in establishing policy language that makes clear that students are not permitted to use cell phones or similar devices to record, or take pictures of, other individuals at school without permission. Naturally, such a rule must be subject to common sense exceptions, such as students who record a sporting event, arts performance, or other activity meant to be publicly viewed. In striking this balance, we recommend the following underlined addition to sub-policy “Distribution and Posting of Materials,” typically found under Policy 2006:*

**Personal Electronic Devices** The School District reserves the right to prohibit the possession or use of personal electronic devices on School District property or at School District-related functions. For purposes of this Policy, “personal electronic device” means a privately owned device that is used for audio, video, or text communications.

Students are permitted to use personal electronic devices only as follows:

- Before and after the regular school day.
- During the student’s scheduled lunch time.
- As directed by a teacher or other professional staff member for educational purposes.

Students may possess personal electronic devices on their person but the devices must be powered off and kept out of sight in backpacks/purses or lockers except during the times, above.

**Students may not use personal electronic devices to broadcast or record audio, images, or video of any student, staff member, or other person in the school or while**



attending a school-related activity, unless the student has received permission from the person(s) to be broadcasted or recorded. This prohibition does not apply to curricular or extra-curricular activities for which personal recording is generally permitted (e.g., athletic events, arts performances, etc.).

The Superintendent may develop regulations to further control student possession and use of personal electronic devices.

#### Update 14.06 (Policy 2006)

*Some time ago, we added policy language relative to the limiting of food deliveries, typically found as a sub-policy in Policy 2006. At the time of drafting, food delivery services were in their infancy, so we listed examples of providers. Now that food deliveries have become a staple of daily life, we feel that the list of examples is no longer needed. As such, we recommend striking certain language in the policy, as noted:*

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

#### Updated 14.07 (Policy 2007 / Administrative Regulation 2007-AR)

*In recent years, federal agencies have given significantly more attention to issues associated with student wellness and nutrition. The outlined changes to both policy (under Policy 2007) and administrative regulation (under 2007-AR) are intended to bring districts into compliance with the latest regulatory guidance and interpretations:*

#### **Policy:**

**Wellness** ~~The Board of Education recognizes that student wellness is integral to learning, growth, and development. The School District will promote proper nutrition and nutrition education, as well as regular physical activity, as steps toward student wellness.~~ The School District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The Superintendent will develop administrative regulations to implement this policy.



**Administrative Regulation:**

*\*\*Given the breadth of the revisions to this administrative regulation, it is presented in final form, without deletions or additions called out in redline format, in order to facilitate wholesale integration into the administrative regulations manual.\*\**

**Wellness** The Superintendent will establish the School District’s Wellness Committee. The Wellness Committee will participate in the development, implementation and periodic review and update of the School District’s Wellness Policy, which includes this administrative regulation. At least every three years, the School District’s nurse will post an invitation to the school community (including parents, students, school food authority representatives, PE teachers, school health professionals, school board members, school administrators and the general public), offering the opportunity to participate in the Wellness Committee. The Superintendent delegates to the School District’s **nurse or other position** the duty of appointing and coordinating the duties of the Wellness Committee, maintaining a regular meeting schedule, and ensuring that the Wellness Policy has been implemented within the School District. The School District’s Wellness Policy will be posted on its website.

The School District’s **nurse or other position** and Wellness Committee will comply with all applicable legal requirements including, but not limited to: proposing and, upon the Superintendent’s approval, implementing School District nutrition and physical activity standards; integrating the School District’s nutrition and physical activity standards into the School District’s curriculum consistent with the Michigan Physical Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Physical Education; assuring that School District staff professional development addresses nutrition and physical activity issues; assuring that food and nutrition services staff receive annual training in accordance with USDA Professional Standards; and assuring that School District students receive nutrition education and engage in vigorous physical activity. The School District will promote nutrition standards by ensuring all foods and beverages sold, marketed, made available or provided to students at any time at school meet the USDA Smart Snacks standards and National School Lunch and/or Breakfast standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8, as applicable. Free water will be available in the cafeteria during mealtimes. The School District will also ensure that students’ eligibility for and/or participation in free or reduced priced meals will be kept confidential by not identifying students or otherwise singling them out.

The Wellness Committee will also develop and deliver a regular report to the Superintendent, including: monthly School District menus and meal counts; a la carte, vending, and competitive foods sold on School District premises; and, physical activity and program opportunities for School District students. At least once every three years, the School District’s **nurse or other position** will report to the School District’s





Superintendent: the extent to which the Wellness Policy compares to model school wellness policies; the extent to which the School District's schools are in compliance with the Wellness Policy; and, the School District's progress in attaining the goals established by the Wellness Committee. The Wellness Committee will update the Wellness Policy, as necessary, based on the results of the report. The School District will make the report and any updates to the Wellness Policy available to the public.

### CURRICULUM AND INSTRUCTION – 3000 Series

*Given the current political environment and the escalating attacks on schools and boards relative to the curriculum development/approval – and associated choices – our team spent considerable time carefully reviewing and revising the entire 3000 section of the policy manual.*

#### Update 14.07 (Policy 3001)

*Relative to Policy 3001 (Curriculum Development), the following changes are recommended to both to ensure compliance with the Revised School Code and to clarify the scope of the board's responsibilities under Michigan law as it relates to curriculum development:*

The Board directs the Superintendent to develop, implement, and provide ongoing evaluation of the School District's **core academic** curriculum. The curriculum will:

- Be consistent with the Board's policy on Student Learning and Achievement;
- Meet or exceed all requirements of the State of Michigan for instructional programs; and,
- Be standards based and founded upon legally-compliant, research based grade level learning and achievement standards that lead to the awarding of a School District diploma.

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

The Superintendent will appoint well qualified administrators and teachers to assist the Superintendent in implementing and improving the School District's curriculum, as well as otherwise improving student learning and achievement. Any changes to the **School District's core academic** curriculum must be approved by the Board, **to the extent required by Michigan law [MCL 380.1278]**.



Update 14.08 (Policy 3002)

*Policy 3002 (Parental Involvement) addresses an important component of the school district's overall compliance with Title I. In order to make the policy more reflective of current nomenclature, we recommend renaming the policy "**Parent and Family Engagement (PFE)**" and make the additional adjustments noted herein:*

The Board strongly encourages and supports the involvement of parents **and families** in their children's education. The Superintendent will develop and implement regulations, in consultation with parents **and families**, which will include:

- The manner in which the School District will cooperate with parents **and families** of students to develop students' intellectual and vocational skills in a safe and positive environment;
- The manner in which the School District will permit parents **and families** to review the School District's curriculum, textbooks, and teaching materials;
- The manner in which the School District will permit parents **and families** to observe instructional activities, other than testing and assessments, in which their students are enrolled and present; and
- The manner in which the School District will permit the disclosure or use of student information for purposes of sales or marketing.

Parental **and Family Engagement ("PFE") involvement** is also considered a key component of federal Title I programs. In order to help build a partnership between home and school for purposes of Title I, the School District:

- Informs parents **and families** of the program, the reasons for their children's participation and the specific instructional objectives;
- Trains parents **and families** to work with their children to attain instructional objectives;
- Trains teachers and other staff involved in Title I programs to work effectively with the parents **and families** of participating students;
- Consults with parents **and families** on a regular basis;
- Provides opportunities for parents **and families** to be involved in the design, operation, and evaluation of the program; and
- Provides opportunities for the full participation of parents **and families that** **who** lack literacy skills or whose native language is not English.

The Superintendent will develop and implement regulations that are compliant with Title I. The regulations are to support the above principles and actions and also assure that



services provided with state and local funds in Title I schools are comparable to those provided in non-Title I schools in the School District.

Update 14.09 (Policy 3003)

*Policy 3003 (Instruction) contains an extraneous word which does not add value to the policy and may lead to criticism that is unnecessary. Accordingly, we recommend the following adjustment:*

To the **maximum** extent feasible, student instruction will be delivered using research based and peer reviewed instructional methodologies. The Superintendent may develop regulations that are consistent with this policy.

Update 14.10 (Policy 3004)

*Policy 3004 (Textbooks and Other Instructional Materials) has become the focus of many community groups. To more accurately reflect the role of the board in selecting textbooks and other instructional materials, we have comprehensively updated this policy as noted below and recommend that the updated language be used to completely replace the existing 3004:*

**Textbooks** The use of textbooks (or their modern equivalent) is fundamental to the delivery of the core academic curriculum for students. The Superintendent may utilize well-qualified administrators and teachers to assist in the selection of textbooks to be recommended to the Board for approval, to the extent required by Michigan law [MCL 380.1421/22].

**Other Instructional Materials** The delivery of the core academic curriculum is augmented by the use of instructional materials, the approval of which is not required by the Board. The Board delegates to the Superintendent the authority to approve and purchase, consistent with the requirements of Michigan law, other instructional materials. The Superintendent may utilize well-qualified administrators and teachers to assist in the selection of instructional materials. Those materials utilized should be compatible with the School District's core academic curriculum, as approved by the Board.



Update 14.11 (Policy 3005)

*Policy 3005 (Selection of Media Center Materials) has also received increasing scrutiny from community members in recent months. First, we recommend amending the title of 3005 to “**Selection of Media Center/Library Materials**” to accurately reflect the scope of the policy. Additionally, we recommend a small addition to the policy as noted below:*

The Board intends that students be provided access to a wide variety of educational materials, in various media, to support learning. The Superintendent is authorized to make or approve purchases for the media center (**and/or classroom libraries**) and may receive recommendations for such purchases from professional staff members, parents, and students.

**PERSONNEL – 4000 Series**

Update 14.12 (Policy 4003)

*While the district’s ability to send an employee, suspected of being under the influence, to have a medical examination has never been in question from a legal perspective, some clients have asked for additional policy language to make this management prerogative clear. Accordingly, we have recommended the changes noted below for the Alcohol and Drug Free Workplace policy, which appears as a sub-policy under Policy 4003 (Conditions of Employment):*

**Alcohol and Drug Free Workplace** The Board maintains a workplace free of alcohol and illegal drugs, as well as prescription drugs for which the employee does not have a current, valid prescription. An employee or volunteer who is found to have unlawfully manufactured, distributed, dispensed, possessed, or used alcohol or any drug in the workplace shall be disciplined, up to and including discharge from employment. Similarly, an employee or volunteer who is found to have been present in the workplace while under the influence of illegal drugs, prescription drugs for which the employee does not have a current, valid prescription, or alcohol will be subject to discipline, up to and including discharge from employment. **The Superintendent may require an employee to submit to a medical examination when there is a reasonable suspicion that the employee is under the influence of drugs or alcohol while performing job duties or on school grounds.**



### Update 14.13 (Policy 4003)

*Based on Update 14.12 above, we are also recommending an adjustment to Medical Examinations, which also appears as a sub-policy under Policy 4003 (Conditions of Employment):*

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

- Required or permitted by federal or state law.
- Required or permitted by the employee’s contract of employment.
- Information suggests that a health condition may be negatively affecting the employee’s ability to perform the essential functions of his/her job, with or without accommodations.
- Information suggests that the employee is a direct threat to his/her safety or the safety of others.
- An employee has provided insufficient medical documentation as the basis for a health leave and, after providing the employee an opportunity to supplement the documentation, the documentation remains insufficient.
- **There is a reasonable suspicion that an employee is under the influence of drugs or alcohol while performing job duties or on school grounds.**

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

## **BUSINESS – 5000 Series**

### Update 14.14 (Policy 5003)

*Although no concern has ever arisen, the baseline policies only explicitly reference the disposition of land, buildings, facilities, and real estate, while never expressly providing matching authority for the acquisition of such property. Additionally, it is routine that, in real estate transactions, the title agency will require certain documents in order to close, such as a board resolution and an official document granting an individual the authority to execute the closing documents – most commonly, either the Board President or the Superintendent. For the latter requirement, we have found it beneficial to simply provide a blanket policy expressly granting the individual authority to execute closing documents in any real estate transaction. Considering both of the above, we recommend the addition of sub-policy “Real Property and Structures” to Policy 5003 (Purchasing). This will be separate and distinct from Policy 5004 (Surplus Property):*



**Real Property and Structures** The Superintendent may identify real property and structures suitable for purchase by the School District and recommend to the Board the procedures to be followed for the purchase or acquisition of such property. Board approval is required for both the process to be followed and the ultimate purchase or acquisition. The [position] is authorized to execute any and all closing documents required to close on the purchase or acquisition of such property.

Update 14.15 (Administrative Regulation 5003-AR)

*Federal law requires recipients of federal funds to have reasonable procedures in place to process complaints relative to non-selection for projects that are bid. Although “reasonableness” allows for discretion, it is our position that a written administrative regulation is an appropriate vehicle to prove the existence of reasonable procedures, should any federal agency ever demand that a client demonstrate that a given bid appeal decision was fairly handled. Therefore, we recommend the addition of language to Purchasing 5003-AR, as follows:*

**Bid Protest** A vendor who has actually submitted a bid may file a bid protest if that bid is not selected and otherwise conforms with the requirements for a complete bid under the solicitation documents. The bid protest must: contain a complete statement of the basis for the protest and all supporting documentation, including identifying information for the project (e.g., title, bid/RFP date, requisition number); refer to the specific portion(s) of the solicitation or other documents upon which the bid protest is based; and, include the name, address, and telephone number of the person representing the protesting vendor.

A bid protest must be filed in writing with the Superintendent within three (3) business days after the opening of the bid protested. Failure to strictly comply with any requirements for a bid protest will constitute waiver of protest proceedings.

Within five (5) business days after receipt of a bid protest, the Superintendent will review the bid protest. The Superintendent will within a reasonable time thereafter issue a written decision on the bid protest, and the decision will be final. The Superintendent may notify the Board of Education of the bid protest and the Superintendent’s decision.



Update 14.16 (Policy 5004)

*Under Policy 5004 (Surplus Property), we recommend the following revision of sub-policy “Land, Buildings, Facilities, and Real Estate” for the reasons explained above. This includes renaming the sub-policy “**Real Property and Structures**” and striking the original terms in the title. While this will look very similar in title to the new sub-policy under Policy 5003 (see above), the two policies have different objectives and impacts:*

*Real Property and Structures* ~~*Land, Buildings, Facilities, and Real Estate*~~ The Superintendent may identify School District *real property and structures* ~~*land, buildings, facilities, and real estate*~~ no longer required for School District purposes and recommend to the Board the procedures to be followed for the sale or disposition of such property. Board approval is required for both the process to be followed and the ultimate sale or disposition. *The [position] is authorized to execute any and all closing documents required to close on the sale or disposition of such property.*

Update 14.17 (Policy 5011)

*In an ongoing effort to eliminate the superfluous from the policies and regulations, we recommend a minor deletion from Policy 5011 (Online Fundraising) to eliminate an unnecessary list of potential fundraising sites:*

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

**FACILITIES AND OPERATIONS – 6000 Series**

There are no recommended updates for this section.

**SCHOOL AND COMMUNITY RELATIONS – 7000 Series**

Update 14.18 (Administrative Regulation 7001-AR)

*We revised 7001-AR (Michigan Freedom of Information Act) to enable the school to select which central office administrator will act as the FOIA Coordinator, rather than using the Superintendent as the default; clarify that FOIA requests sent by electronic transmission, like*





email, are not considered “received” until the following business day; and remove the general statement that FOIA only permits charging for labor costs if the cost would be unreasonably high. Please note that only select portions of the administrative regulation have been revised, as noted herein:

**Introduction** This Regulation is published by the School District to inform the public of its rights under the Michigan Freedom of Information Act (“FOIA” or “the Act”). The regulation and guidelines below are not intended, and should not be read, to limit the rights actually created by FOIA. Accordingly, to the extent this regulation or the guidelines are found to be inconsistent with FOIA, or inconsistent with a future amendment to FOIA, the Act governs. The School District retains the right to revise this regulation and the guidelines.

**Requesting Public Records** Under FOIA, the Superintendent of Schools [title of designated central office administrator] is the School District's “FOIA Coordinator.” Public records may be requested by providing the School District's FOIA Coordinator with a written request that identifies the public records with enough specificity to permit the School District to locate them. For requesters other than indigent persons, the request must also include the requester’s complete name, address, and contact information or, if the requester is other than an individual person, such as a company or organization, the request must also include the complete name, address, and contact information of the requester’s agent who is an individual person. The written request may be on paper or it may be electronic or digital.

A person may subscribe to public records that are created, issued or disseminated on a regular basis. A subscription is valid for up to six months and may be renewed.

The School District will not accept or respond to a verbal request for public records. However, where a School District employee receives a verbal request and is aware the public records are available on the District website, the School District employee will may notify the requestor of the website address.

\* \* \* \* \*

**Timeline** The District has five (5) business days to respond to a written request for public records. Requests sent by email or other electronic transmission are not considered “received” until the first business day after the email or electronic transmission was sent. However, if the request was sent by email or electronic transmission was and delivered to the District's spam or junk mail folder, the request is not considered received until the first day after the District actually becomes aware of the request. The District may extend the time for responding by ten (10) business days if the nature of the request justifies





an extension by so notifying the person who made the request, in writing, and within the original five business day response window.

\* \* \* \* \*

**Allowable Fees** FOIA allows the District to charge the following fees incurred for processing and responding to FOIA requests, as stated below.

**Labor Costs.** Generally, FOIA does not permit the District to charge labor costs for searching for, locating, examining, separating, or reproducing public records unless a failure to charge a fee would result in unreasonably high costs to the District because of the nature of the request in the particular instance and the District specifically identifies the nature of these unreasonably high costs. Examples of requests that may cause such unreasonably high costs include, but are not limited to: voluminous requests, requests that require time-consuming searches, significant separation or redaction of exempt documents or information, significant IT personnel time, etc. In cases where labor costs are allowable, they will be charged according to these guidelines.

*Searching for, Locating, and Examining Public Records.* The District may charge labor costs directly associated with searching for, locating, and examining requested public records in conjunction with receiving and fulfilling a granted request. Except as provided by the Act, the District **may will** not charge labor costs for searching for, locating, and examining public records that are on the School District's website at the time the request is made.

*Separating or Deleting Exempt Information.* The District may charge labor costs directly associated with separating or deleting information that is exempt from disclosure under the Act, unless the District has previously redacted the public record(s) and the redacted version is still in the District's possession. The District will not charge for separating documents that are available on its website.

*Reproducing Information.* The District may charge labor costs directly associated with duplicating or publishing public records. This includes the time spent making paper copies, making digital copies, and transferring public records to non-paper physical media or through the internet, if so requested.

*Limitations on Labor Costs.* Subject to the Itemization of Allowable Fees section of this Guideline, the District may charge no more than the hourly rate and actual fringe benefits of the lowest paid employee capable of performing the particular task for which the District may charge labor costs, even if the District assigns a more highly paid employee to perform the task. The charge for fringe benefits may not exceed 50% of the employee's hourly rate. The District may not charge overtime except at the request or stipulation of the requestor.



If the District's FOIA administrator determines that no District employee is capable of separating or deleting exempt information with respect to a particular request, the District may hire contracted labor to perform the task. In such cases, the District will calculate the time spent by the contracted labor in the same manner it calculates the time of its own employees and the charge for the contracted labor will not exceed six times Michigan's minimum wage. In all cases, labor costs will be charged and estimated in increments of fifteen (15) minutes, with all partial time increments rounded down.

#### Update 14.19 (Administrative Regulation 7002-AR)

*We revised 7002-AR (Community Use of School District Facilities) to update the description for why the school district acquires facilities and the standard it will use to consider outside requests to use facilities to a more commonly understood term; clarify that approval of facilities use is within the school district's discretion; and add "board members" and "volunteers" to the list of people who need to be named as insureds, which makes it consistent with another part of the AR:*

**Generally** The School District's buildings, facilities, and property were acquired **for to support its educational programs and related purposes activities. To the extent individual groups or organizations want to** ~~Therefore,~~ use **those** of buildings, facilities, or property **for a purpose that is shall be** consistent with the School District's mission, educational programs, and **extra-curricular purposes activities, the School District, in its discretion, may approve that use.** The Superintendent, ~~or designee,~~ may develop and implement additional administrative procedures permitting the use of District buildings, facilities, and property.

**Agreements** The individual, group, or organization **requesting use of a School District building, facility, or property must will** complete and execute an Agreement for the Use of School District Buildings and Facilities, or its equivalent, ~~developed by the [position].~~ **That Agreement** will address, at a minimum: the fee the School District will receive, which will be at least sufficient to cover all marginal costs associated with the use; the liability or other insurance the user will carry and the fact the School District will be named as an additional insured; a release of the School District (including School District **board members, agents, and employees, and volunteers**) for any injuries or damages that occur during the use; and, an agreement to indemnify and hold harmless the School District against such injuries, damages, and actual attorneys' fees and costs arising or relating to **the use or any** related litigation. The Superintendent may waive the requirement for such an agreement for School District-related users.



Update 14.20 (Administrative Regulation 7005-AR)

*The complaint procedure for Public Complaints, as detailed in 7005-AR, has been updated to add that the Superintendent will “designate a central office administrator” to investigate the complaint following the building level administrator’s response. This change was made because the decision is later “appealed” to the Superintendent. 7005-AR has also revised the timeframes for requesting the meeting with the Superintendent, meeting with the Superintendent, and notifying that complainant of the decision, so that the timeframes would be internally compatible:*

**Complaint Procedure** A complaint will: be in writing; be signed by the complaining parties; set forth the specific acts, conditions, or circumstances of concern; identify the relief being requested that is within the authority of the District to grant; and, be submitted to the person in charge at the closest point of origin (typically the building principal).

The building administrator will offer to meet with the complainant to discuss the complaint. Following the meeting, if there has not been a satisfactory resolution, the building administrator will, within five **(5)** school days after receipt of the complaint, send the written complaint to the Superintendent, together with the outcome at **his/her the building level**.

The Superintendent will **designate a central office administrator to** conduct or coordinate an investigation of the complaint and reach a decision within **fifteen (15)** school days after receipt of the complaint. The decision of the Superintendent’s **designee** shall be communicated in writing to the parties involved. Should a complaint be submitted with less than **fifteen (15)** school days remaining within the school year, a reasonable extension of this timeline may be taken, as deemed necessary by the person conducting the investigation.

If the complaint has been investigated by the Superintendent’s designee, and has not been resolved to the citizen’s satisfaction, the citizen may request, within five **(5)** school days, that the complaint be referred to the Superintendent.

The parties involved in the complaint **will have the opportunity may request** to meet with the Superintendent within **five (5) school days of referring the complaint to the Superintendent. Any such meeting must occur** fifteen (15) school days after the Superintendent receives the designee’s decision.

The Superintendent will make a decision and notify the citizen, in writing, within: ~~10~~ **fifteen (15)** school days after: receiving the complaint and the designee’s decision, if the parties involved in the complaint have not requested a meeting with the Superintendent; or, within **ten (10)** school days of meeting with the parties involved in the complaint. The



response of the Superintendent will: deny the allegations contained in the complaint and/or identify corrective measures deemed necessary to resolve the complaint.

Update 14.21 (Administrative Regulation 7008-AR)

*We have revised the Media Utilization AR (typically found towards the end of the 7000 series) to remove the word “regularly” from the sentence that the district will “regularly” post information on its website. School districts may choose to post regularly but are not required to do so:*

The School District will: regularly post information on the School District website; consider School District-wide mailings on issues of importance; schedule public forums for the dissemination of information and to receive feedback from the community; and, work with local and other media outlets to share School District information with the community.

**GENERAL POLICIES – 8000 Series**

Update 14.22 (Policy 8007 / Administrative Regulation 8007.1-AR, 8007.2-AR, 8007.3-AR)

*Perhaps no topic has garnered as much attention in the past few years as Title IX. In 2020, the U.S. Department of Education issued new guidelines for the implementation and enforcement of Title IX, updating the regulations for the first time since 1997. The revisions were substantial and have a major impact on the manner in which school districts respond to potential Title IX violations/complaints. The 2021-22 school year provided the first meaningful opportunity for most school districts to live with the new regulations during a “normal” school year. The road was, at times, bumpy for many districts working in good faith to comply with the new requirements.*

*The proposed revisions to the Discrimination and Harassment policy and administrative regulations (8007 / 8007-AR) are intended to provide operational clarity for schools, while drawing a clear distinction between Title IX issues and other matters of discrimination and harassment.*

*Relatedly, the U.S. Department of Education issued \*new\* draft Title IX regulations in June 2022. Those rules are not yet final and, therefore, have not yet been integrated into these updates. Once those rules are finalized – which is not expected until approximately late 2023 – these items will be updated, as appropriate.*



**Policy:**

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from ~~illegal~~ discrimination and harassment **based on a legally prohibited characteristic**. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex **(including sexual orientation and gender identity)**, marital status, genetic information, disability, age, or any other basis prohibited by law. The Superintendent will develop administrative regulations to implement this policy. The Superintendent designates **[insert name and position, (which position must include the term “Title IX Coordinator”)]** to supervise the implementation of this policy and its implementing regulations.

**Administrative Regulations:**

*\*\*Given the breadth of the revisions to these administrative regulations, they are presented in final form, without deletions or additions called out in redline format, in order to facilitate wholesale integration into the administrative regulations manual. Please note the new titles on each AR.\*\**

*From a summary perspective, the changes contained in the regulations which follow include:*

- *Adding a statement describing the Board’s commitment to maintaining a discrimination and harassment free educational and work environment.*
- *Clarifying the type of “sex harassment” complaints that will be handled under the Title IX procedures.*
- *To avoid confusion over what policy/procedure applies (Title IX vs. other discrimination/harassment), instead of referring to the administrator responsible for overseeing all discrimination and harassment complaints as the “Compliance Officer and Title IX Coordinator,” we refer to that person as the “Compliance Officer” when handling non-Title IX discrimination or harassment cases and the “Title IX Coordinator” when handling Title IX cases.*
- *Revising the definitions of “discrimination” and “harassment” to better align with legal definitions*
- *For non-Title IX complaints, instead of directing a student to report discrimination or harassment to “any” school employee, directing students to report to a school employee whose primary responsibility includes student supervision or discipline. That way, we are not directing students to report discrimination/harassment to custodians, food service workers, or other who may not know how to respond properly.*



- *Revising the process to enable the Investigator (not only the Title IX Coordinator or Compliance Officer) to prepare the investigation report.*
- *Extending the deadline for completing the investigation and investigation report from 15 days to 60 days and adding explicit statements that deadlines may be extended for good cause or due to extenuating circumstances.*
- *Clarifying in the Title IX Policy that it covers sexual harassment “under Title IX.” This is because conduct that many would consider “sexual harassment” may not be covered by Title IX. For instance, if a student was sexually assaulted off campus by another student, that would likely be considered “sexual harassment” under state law, but it would not be covered under Title IX because it did not occur “within the education program or activity” of the School District.*
- *Creating a process for the Title IX Coordinator to communicate with a potential complainant about conduct that clearly would not constitute “sexual harassment” under Title IX, and other policies and procedures that may be available.*
- *Requiring that Title IX Coordinator to consider “supportive measures” for Respondent as well as Complainant, as required by Title IX regulations.*
- *Removing the requirement that the Title IX Coordinator will appoint an investigator within 2 days.*
- *Removing the requirement that the Investigator will create summaries of every witness interview.*
- *Clarifying that the Investigator may not interview parties or witnesses who refuse to be interviewed.*
- *Adding a paragraph stating that the Title IX Coordinator or Investigator will provide a copy of the evidence to the parties at least 10 days before finalizing the investigation report, as required by Title IX*
- *Imposing a 10-day deadline for parties to submit written questions for the other party.*
- *Adding “rape shield” language from Title IX, which makes most evidence related to the Complainant’s sexual predisposition irrelevant.*
- *Limiting the ability to appeal the Decision-makers determination, as permitted under Title IX, to complaints of procedural irregularity, new evidence, or conflict of interest.*
- *Removing statement from section on “retaliation” that “retaliation includes actual and attempted threats, coercion or discrimination.” While retaliation does include those examples, it is much broader.*





## **8007-AR – DISCRIMINATION AND HARASSMENT**

The Board of Education is committed to maintaining an educational and work environment that is free from discrimination and harassment based on race, color, national origin, sex, disability, religion, genetic information, marital status or any other legally protected characteristic. The Board has therefore adopted anti-discrimination and anti-harassment policies that prohibit discrimination and harassment by Board members, School District employees, students, contractors, volunteers and others connected with the School District. A student, employee, or any other person who believes that a student or employee has been subjected to discrimination or harassment may seek resolution of the matter through the procedures that follow. Complaints of sexual harassment within any educational program or activity of the School District will be investigated and resolved under 8007.3-AR, as required by Title IX and its implementing regulations (“Title IX sexual harassment”). All other complaints of discrimination, harassment or retaliation, other than Title IX sexual harassment, will be investigated and resolved under 8007.1-AR or 8007.2-AR.

**Compliance Officer and Title IX Coordinator** The [position], whose telephone number is [insert] and whose email address is [insert], is the School District’s Title IX Coordinator for purposes of reports made under 8007.3-AR and the School District’s Compliance Officer when addressing other reports made under this Administrative Regulation.

**Days** As used in 8007.1-AR through 8007.3-AR, the word “days” means school days during the school year when school is in session and business days during the summer break.

## **8007.1-AR – DISCRIMINATION AND HARASSMENT (NON-TITLE IX) - STUDENTS**

**Generally** Any person who believes that a student has been subjected to discrimination or harassment (or retaliated against for opposing discrimination or harassment) should report it to the School District’s Compliance Officer. That report will be resolved through the informal or formal procedures described in this Administrative Regulation.

### **Definitions for 8007.1-AR**

**“Complainant”** means the student who is reported to have been discriminated against or harassed based on a legally protected characteristic. Complaints of Title IX sexual harassment will be addressed under 8007.3-AR.

**“Respondent”** means the person who is reported to have discriminated against or harassed Complainant.



**“Investigator”** means the person investigating a formal complaint of discrimination or harassment.

**“Discrimination”** means unequal treatment based, in whole or part, on Complainant’s race, color, national origin, religion, sex, marital status, genetic information, disability, or other legally protected characteristic, which adversely affects Complainant’s educational opportunities or participation in the School District’s educational program or activities.

**“Harassment”** means behavior based, in whole or in part, on Complainant’s race, color, national origin, religion, sex, marital status, genetic information, disability or other legally protected characteristic, which is sufficiently severe and pervasive that it:

- Affects Complainant’s ability to benefit from the School District’s educational programs or activities;
- Creates an intimidating, threatening, or hostile educational environment;
- Has the effect of substantially or unreasonably interfering with Complainant's academic performance; or,
- Otherwise adversely affects Complainant's educational opportunities.

***Informal Complaint Resolution Procedure*** The informal complaint resolution procedure is a less formal option for Complainants who believe they were subjected to discrimination or harassment. Resorting to the informal procedure is not required before filing a formal complaint. Moreover, at any time during the informal complaint resolution procedure, Complainant may request that the matter be moved to the formal complaint process. The informal complaint resolution procedure will not be used for complaints against District employees or other District-affiliated adults.

**Step 1.** A student, or any other person, may report discrimination or harassment to any School District employee whose primary responsibility includes student supervision or discipline, including a teacher, counselor, building administrator or central-office administrator, including the Compliance Officer.

If not reported directly to the Compliance Officer, all informal complaints received by School District employees must be reported to the Compliance Officer within two (2) days. The Compliance Officer will either facilitate an informal resolution, as described below, or appoint another person to facilitate an informal resolution.

**Step 2.** Depending upon the facts, circumstances, and wishes of the Complainant and Respondent, informal resolution may involve, but not be limited to, one or more of the following:





- Counseling Complainant how to effectively communicate the unwelcome nature of the behavior to Respondent.
- Distributing a copy of the School District's anti-discrimination and anti-harassment policy and this Administrative Regulation as a reminder to Respondent and other individuals.
- If both parties agree, the Compliance Officer and Title IX Coordinator may arrange and facilitate a meeting between the Complainant and Respondent to work out a mutual resolution. Such a meeting may include some or all of the features of the restorative practices process described in the Revised School Code, MCL 380.1310c.

**Step 3.** The Compliance Officer will endeavor to complete the informal complaint resolution procedure within ten (10) days of receiving the informal complaint. If Complainant is dissatisfied with the process at any time prior to agreeing on a mutual resolution, the Complainant may file a formal complaint.

All materials generated as part of the informal complaint resolution procedure will be retained in a single location under the control of the Compliance Officer in accordance with the Board of Education's records retention and/or Student Records policies.

### **Formal Complaint Resolution Procedure**

**Step 1.** A student, or any other person, may file a formal complaint of discrimination or harassment with any building-level or central-office administrator, including the Compliance Officer. If not reported directly to the Compliance Officer, all such complaints must be forwarded to the Compliance Officer within two (2) days.

All formal complaints must include the following information, to the extent it is available:

- The name of Complainant and, if different, the name of the person reporting the allegation;
- The allegation, including a description of relevant incident(s), date(s), and time(s) (if known);
- The name(s) of all persons alleged to have committed discrimination or harassment, if known, or a description/identifying information if the name is not known; and,
- The name(s) or description/identifying information of all known witnesses.

If Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer will ask for the information in an interview. Thereafter, the Compliance Officer will prepare a written summary of the interview and ask Complainant to verify the accuracy of the summary by signing it.



**Step 2.** Typically, within two (2) days of receiving the formal complaint, the Compliance Officer or designee (the Investigator) will initiate a formal investigation to determine whether Complainant has been subjected to discrimination or harassment.

NOTE: Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken during the investigation to protect Complainant and Respondent from discrimination or harassment, including, but not limited to, a no-contact order or a change of schedule for Complainant or Respondent. In making such a determination, the Compliance Officer will consult the parties to assess their reaction to the proposed action. If Complainant or Respondent disagree with the proposed action, the Compliance Officer may nevertheless, following consultation with the Superintendent, take whatever actions deemed appropriate and in the best interests of Complainant, Respondent, and the integrity of the investigation.

The Compliance Officer will inform Respondent that a complaint has been received. Respondent will be informed of the nature of the allegations and be provided with a copy of the Board’s anti-discrimination and anti-harassment policy and this Administrative Regulation. Respondent will also be provided an opportunity to submit a written response to the complaint within five (5) days. Throughout the course of the process, the Compliance Officer and/or Investigator will keep both parties informed of the status of the investigation and the decision-making process.

Although certain cases may require additional time, the Investigator will endeavor to complete the investigation within thirty (30) days of receiving the formal complaint. The investigation will include:

- Interviews with Complainant and Respondent;
- Obtaining and reviewing any written statements of Complainant, Respondent, and any other witnesses;
- Interviews with other witnesses who may have information relevant to the allegations; and,
- Consideration of any relevant documents or other information presented by Complainant, Respondent, or other witnesses.

**Step 3.** At the conclusion of the investigation, the Compliance Officer and/or Investigator will prepare and deliver a written report to the Superintendent, summarizing the information gathered during the investigation and, if applicable, the date of any report to the police. The report will also provide recommendations based on the evidence, including whether the complaint should be substantiated based on a preponderance of the evidence (“more likely than not”) standard. The recommendations should consider the totality of



the circumstances, including the ages and maturity levels of those involved. Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent the recurrence of discrimination or harassment and should consider the factors set forth in Section 1310d of the Revised School Code. Disciplinary recommendations may range from counseling to permanent expulsion, in the case of a student; counseling to discharge, in the case of an employee; and recommendation for censure or a complaint to the Governor, in the case of a Board member. The report will be provided to the Superintendent within sixty (60) days after the formal complaint was made, unless there is good reason for the process to take longer.

**Step 4.** Absent extenuating circumstances, within ten (10) days of receiving the Compliance Officer and/or Investigator's report, the Superintendent will issue a final written decision or request further investigation. A copy of the Superintendent's final written decision will be delivered to both parties.

If the Superintendent requests additional investigation, the Superintendent will specify the additional information that is to be gathered, and absent extenuating circumstances, the additional investigation will be completed within ten (10) days. At the conclusion of the additional investigation, the Superintendent will issue a final written decision as described above.

***Filing a Complaint with the Office for Civil Rights*** Complainant, or any other person, may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

U.S. Department of Education  
Office for Civil Rights  
Cleveland Office  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
(216) 522-4970

***Cooperation with Law Enforcement Agencies*** In certain instances, an allegation of discrimination and harassment may be investigated as a criminal matter. To the extent permitted by law, the District will comply with law enforcement requests for cooperation.

***Retaliation*** Retaliation against a Complainant, a person who filed a complaint alleging discrimination or harassment, or a person who participates in an investigation under this Administrative Regulation, is strictly prohibited. Upon a finding that a person has engaged in retaliation, appropriate disciplinary action will be taken.



**Maintenance of Records** All materials generated as a part of the formal complaint process will be retained in a single location under the control of the Compliance Officer and Title IX Coordinator in accordance with the Board of Education's records retention and/or Student Records policy.

**8007.2-AR –  
DISCRIMINATION AND HARASSMENT (NON-TITLE IX) – EMPLOYEES**

**Generally** Any employee who believes that they have been subjected to discrimination or harassment not covered by Title IX (or retaliated against for opposing discrimination or harassment) should notify the School District’s Compliance Officer and seek resolution of the matter through the informal or formal procedures described below.

**Definitions for 8007.2-AR**

**“Complainant”** means the employee who reported that they have been subjected to discrimination or harassment. Complaints of Title IX will be addressed under 8007.3-AR.

**“Respondent”** means the person who was reported to have discriminated against or harassed Complainant.

**“Investigator”** means the person investigating a formal complaint of discrimination or harassment.

**“Discrimination”** means taking an adverse employment action against an employee based, in whole or in part, on the employee’s race, color, national origin, religion, sex, marital status, genetic information, age, height, weight, disability or other legally protected characteristic.

**“Harassment”** means unwelcome physical acts, attempted acts, statements, gestures, jokes, written or graphic material, or other conduct or communications that are both:

- based on race, color, national origin, religion, sex, marital status, genetic information, age, height, weight, disability or other legally protected characteristic; and
- sufficiently severe or pervasive to create a hostile working environment.

Harassment may also include sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, where submission to this conduct becomes a condition of any person’s continued employment or the basis for employment decisions. To the extent sexual harassment occurs within any educational program or activity of the School District and is covered by Title IX, the matter will be resolved through 8007.3-AR.



**Informal Complaint Resolution Procedure** The informal complaint resolution procedure is a less formal option for a Complainant who believes they were subjected to discrimination or harassment. Resorting to the informal procedure is not required before filing a formal complaint. Moreover, at any time during the informal complaint resolution procedure, Complainant may request that the matter be moved to the formal complaint process. The informal complaint resolution procedure will not be used for complaints alleging sexual violence.

**Step 1.** The Complainant may make an informal complaint, orally or in writing, to: the building administrator of the building to which the employee is assigned; the Superintendent or other central-office administrator; or the Compliance Officer.

If not made to the Compliance Officer, all informal complaints must be reported to the Compliance Officer within two (2) days. The Compliance Officer will facilitate an informal resolution, as described below, or appoint another individual to facilitate an informal resolution.

**Step 2.** Depending upon the facts, circumstances, and wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- Advising Complainant how to effectively communicate the unwelcome nature of the behavior to Respondent.
- Distributing a copy of the anti-discrimination and anti-harassment policy and this Administrative Regulation to Respondent and other individuals.
- If both parties agree, the Compliance Officer and Title IX Coordinator may arrange and facilitate a meeting between the Complainant and the Respondent to work out a mutual resolution. However, such a meeting will not be held where sexual violence has been alleged.

**Step 3.** The Compliance Officer will endeavor to complete the informal complaint resolution procedure within ten (10) days of receiving the informal complaint. If Complainant is dissatisfied with the informal complaint resolution process at any point prior to agreeing to a mutual resolution, the Complainant may file a formal complaint.

All materials generated as part of the informal complaint resolution procedure will be retained in a single location under the control of the Compliance Officer and the Title IX Coordinator in accordance with the Board of Education's records retention policy.



### **Formal Complaint Resolution Procedure**

**Step 1.** Complainant may file a formal complaint with: the building administrator of the building to which they are assigned; the Superintendent or other central-office administrator; or the Compliance Officer. If not filed directly to the Compliance Officer, the person with whom a complaint is filed must report it to the Compliance Officer within two (2) days.

All formal complaints must include the following information to the extent it is available:

- Complainant's name and, if different, the name of the person reporting the allegation;
- The allegation, including a description of relevant incident(s), date(s) and time(s) (if known);
- The name(s) of all persons alleged to have committed discrimination or harassment, if known, or a description/identifying information if the name is not known; and,
- The name(s) or description/identifying information of all known witnesses.

If Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer will ask for the details in an interview. Thereafter, the Compliance Officer will prepare a written summary of the interview, and Complainant will be asked to verify the summary by signing it.

**Step 2.** Typically, within two (2) days of receiving the formal complaint, the Compliance Officer or designee (the Investigator), will initiate a formal investigation to determine whether Complainant has been subjected to discrimination or harassment.

NOTE: Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken during the investigation to protect Complainant and Respondent from discrimination or harassment, including, but not limited to, a change of work assignment or schedule for Complainant or Respondent. In making such a determination, the Investigator will consult the parties to assess their reaction to the proposed action. If Complainant or Respondent are unwilling to consent to the proposed change, the Compliance Officer may nevertheless, after consulting with the Superintendent, take whatever actions deemed appropriate for the protection of Complainant, Respondent, and the integrity of the investigation.

The Investigator will inform Respondent that a complaint has been received. Respondent will be informed of the nature of the allegations and be provided with a copy of the Board's anti-discrimination and anti-harassment policy and this Administrative Regulation. Respondent will also be informed of the opportunity to submit a written response to the



complaint within five (5) days. Throughout the course of the process, the Compliance Officer or Investigator will keep the parties informed of the status of the investigation and the decision-making process.

Although certain cases may require additional time, the Investigator will endeavor to complete the investigation within thirty (30) days of receiving the formal complaint. The investigation will include:

- Interviews with Complainant and Respondent;
- Obtaining and reviewing any written statements of Complainant, Respondent, and any other witnesses;
- Interviews with any other witnesses;
- Relevant documents and other information presented by Complainant, Respondent, or any other witnesses.

**Step 3.** At the conclusion of the investigation, the Compliance Officer and/or Investigator will prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and, if applicable, the date any incident was reported to the police. The report will provide recommendations, including whether the complaint should be substantiated based on a preponderance of the evidence (“more likely than not”) standard. The recommendations should consider the totality of the circumstances. Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent recurrence of illegal discrimination or harassment. Disciplinary recommendations may range from: counseling to discharge, in the case of an employee; and censure to a complaint to the Governor, in the case of a Board member. The report will be provided to the Superintendent within sixty (60) days after the formal complaint was made, unless there is good reason for the process to take longer.

**Step 4.** Absent extenuating circumstances, within ten (10) days of receiving the report, the Superintendent will either issue a final written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the Superintendent’s final written decision will be delivered to both parties.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and absent extenuating circumstances, such additional investigation must be completed within ten (10) days. At the conclusion of the additional investigation, the Superintendent will issue a final written decision as described above.

***Filing a Discrimination or Harassment Complaint with State or Federal Agencies*** An employee alleging discrimination or harassment, may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:





United States Department of Education  
Office for Civil Rights  
Cleveland Office  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
(216) 522-4970  
FAX: (216) 522-2573  
TDD: (216) 522-4944  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)  
Web: <http://www.ed.gov/ocr>

A complaint may also, or instead, be filed with:

United States Department of Labor  
Equal Employment Opportunity Commission  
Detroit Field Office  
477 Michigan Avenue, Room 865  
Detroit, Michigan 48226

or

State of Michigan  
Department of Civil Rights  
Cadillac Place, Suite 3-600  
3054 West Grand Boulevard  
Detroit, Michigan 48202

**Cooperation with Law Enforcement Agencies** In certain instances, an allegation of discrimination or harassment may also be investigated as a criminal matter. To the extent permitted by law, the School District will comply with law enforcement requests for cooperation.

**Retaliation** Retaliation against a person who files a complaint alleging discrimination or harassment, or participates in an investigation, is strictly prohibited. Upon a finding that a person has engaged in retaliation, appropriate disciplinary action will be taken.

**Maintenance of Records** All materials generated as a part of the formal complaint process will be retained in a single location under the control of either the Compliance Officer or the Title IX Coordinator in accordance with the Board of Education's records retention policy.





**8007.3-AR –**  
**SEXUAL HARASSMENT UNDER TITLE IX – EMPLOYEES AND STUDENTS**

**Generally** This Administrative Regulation sets forth the procedure the School District follows to investigate and resolve complaints of sexual harassment made against School District employees or students within any education program or activity of the School District, as required by Title IX. Administrative Regulations 8007.1-AR and 8007.2-AR apply to discrimination and harassment on other bases.

The School District’s Title IX Coordinator is responsible for implementing 8007.3-AR. The Title IX Coordinator will ensure his/her contact information is posted on the School District’s website, included in the School District’s annual notifications document, and published in every handbook and catalogue distributed to parents and students.

**Definitions for 8007.3-AR**

**“Complainant”** means an employee or student who is reported to have experienced conduct that could constitute sexual harassment under Title IX.

**“Respondent”** means the person who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

**“Investigator”** means a person the Title IX Coordinator has appointed to investigate allegations of sexual harassment against Respondent.

**“Sexual Harassment”** means, with respect to the School District’s programs and services:

- Conditioning an aid, benefit, or service on Complainant’s participation in unwelcome sexual conduct;
- Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies Complainant equal access to the School District’s programs or activities; or
- “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8), or “stalking” as defined in 34 USC 12291(a)(30).

**Duty to Respond to Known or Reported Sexual Harassment** The School District has a duty to respond to allegations of sexual harassment any time a School District employee has notice of sexual harassment or receives a report of alleged sexual harassment. All



School District employees are required to promptly report all incidents and/or allegations of sexual harassment to the Title IX Coordinator.

Absent extenuating circumstances, within two (2) days, the Title IX Coordinator will contact Complainant (and/or Complainant's parent/guardian(s), as appropriate) to discuss how to resolve their concerns, including the option and process for filing a formal complaint. If, as an initial matter, it is clear that the reported sexual harassment is not covered by Title IX because (1) the allegations, even if true, do not rise to the level of sexual harassment; (2) the alleged sexual harassment occurred outside of the School District's program or activities; or (3) the alleged sexual harassment occurred outside of the United States, the Title IX Coordinator will explain how that could impact disposition of a formal complaint as well as how other School District policies, administrative guidelines or codes of conduct may apply.

**Supportive Measures.** The Title IX Coordinator, upon receiving a report of sexual harassment, will promptly contact Complainant to offer supportive measures, regardless of whether a formal complaint is filed. Supportive measures are non-punitive individualized services, at no cost to Complainant, intended to restore or preserve Complainant's access to the School District's programs and activities without unreasonably burdening Respondent. Supportive measures may include, but are not limited to: no-contact orders, counseling, course modifications, schedule changes, transfers, or increased security and monitoring. The Title IX Coordinator will take into account Complainant's wishes before implementing supportive measures. The Title IX Coordinator will also consider whether supportive measures are necessary and appropriate to preserve Respondent's access to the School District's programs and activities without unreasonably burdening Complainant. The Title IX Coordinator will also take into account Respondent's wishes before implementing supportive measures.

Action to remove Respondent from the School District prior to a final decision is not a supportive measure. However, the Title IX Coordinator may, after an individualized risk assessment of Respondent takes place, temporarily remove Respondent from the School District if Respondent poses an immediate threat to the physical health or safety of Complainant or any other person. In such cases, upon removal, the Title IX Coordinator will provide Respondent with notice and an opportunity to challenge the temporary removal at the earliest possible date. The Title IX Coordinator may, after consulting with the School District's chief human resources officer, place a Respondent-employee on temporary administrative leave. A temporary removal or administrative leave will end when a final decision is reached.

**Formal Complaint** A Complainant (or parent/guardian of a student-Complainant) may file a formal complaint. The Title IX Coordinator may file a formal complaint even if Complainant declines to do so. The formal complaint will include: the names of



Complainant and Respondent, or identifying information if Respondent's name is unknown; as complete a description of the alleged sexual harassment as is available, including dates, times, and places; actual and potential witnesses; actual and potential relevant documents, data, and other items; and the signature of the person making the complaint or the Title IX Coordinator.

### **Response to Formal Complaint and Grievance Procedure.**

*Generally.* The Title IX Coordinator will ensure that, at every step of the Grievance Procedure, the parties are treated equitably; all information and evidence is evaluated objectively; and, there are no conflicts of interest affecting the Title IX Coordinator or any informal resolution facilitator, Investigator, Decision-Maker, or any individual resolving an appeal.

*Notice.* Upon receiving or filing a formal complaint, the Title IX Coordinator will issue a notice to Complainant and Respondent. The notice will include: a statement of the allegations, in sufficient detail to permit Respondent to prepare a response; a statement that Respondent is presumed not responsible unless a final decision is rendered against Respondent; the parties' right to inspect the formal complaint and all evidence gathered during any investigation; the parties' right to be represented by an advisor or advocate, who may be an attorney; and, any provision in the School District's Student Code of Conduct prohibiting knowingly making a false statement or providing false evidence or information. If, during the investigation, the School District decides to investigate allegations that were not included in the original notice, the Title IX Coordinator will notify Complainant and Respondent of the additional allegations.

*Dismissal.* The Title IX Coordinator must dismiss a formal complaint if the allegations: do not establish sexual harassment under Title IX, even if they are true; did not occur in connection with the School District's programs and services; or, did not occur in the United States. The Title IX Coordinator may dismiss a formal complaint, in whole or in part, if: Complainant withdraws some or all of the allegations; Respondent's employment or enrollment in the School District ends; or specific circumstances prevent the School District from gathering sufficient relevant evidence to reach a decision on the formal complaint. The School District's Title IX Coordinator will notify Complainant and Respondent, in writing, if a formal complaint is dismissed, including an explanation for the dismissal. The Complainant may appeal the dismissal.

**Informal Resolution** At any point between the filing of the formal complaint and the decision-maker reaching a determination of responsibility, the parties may voluntarily agree to participate in an informal resolution process. The informal resolution process must be completely voluntary, and may not be initiated until:



- the parties have been provided notice of their rights by delivery of the applicable anti-harassment policy and 8007.3-AR;
- the parties have been informed of the consequences of informal resolution, including that it may preclude the resumption of a formal complaint investigation arising from the same allegations and that records may be maintained and shared; and
- the parties have voluntarily consented to informal resolution, in writing.

Informal resolution may consist of a voluntary agreement between Claimant and Respondent, facilitated and documented by the Title IX Coordinator (or designee); restorative practices, such as described at MCL 380.1310c; or, facilitative mediation by an experienced mediator. Informal resolution may also be reached through other conflict resolution strategies, including arbitration. Informal resolution may not be used to resolve an allegation that a School District employee sexually harassed a student.

**Investigation** The Title IX Coordinator or designee (the Investigator) will investigate a formal complaint. The burden of undertaking and completing the investigation rests on the School District. The Investigator will presume Respondent is not responsible unless a final decision against Respondent is reached. The Investigator will not require, seek, or rely on privileged information without consent of the privilege-holder.

Within five (5) days after the Investigator provides Respondent with notice of the formal complaint, Respondent may file a written response. The Investigator will provide a copy of any written response to the Complainant. Regardless of whether Respondent files a written response, the Investigator will undertake an investigation that will include, but not be limited to:

- interviewing Complainant and Respondent, unless they refuse to be interviewed or fail to timely respond to the Investigator's interview request;
- interviewing relevant witnesses and other potentially relevant witnesses who Complainant or Respondent request, unless the witness refuses to be interviewed or fails to timely respond to the Investigator's interview request;
- obtaining, to the extent they are available, all relevant documents, data, and other items identified by Claimant, Respondent, and witnesses;
- preparing an investigative report that fairly summarizes the interviews and relevant evidence; and,



- providing the investigative report to the parties simultaneously.

Neither Complainant nor Respondent are required to participate in the investigation process, including interviews. The Investigator will not draw any negative inferences based solely on a Complainant's or Respondent's lack of participation, but participation is encouraged so that the Investigator has the benefit of hearing the perspective of all parties. The School District will not interfere with the parties' ability to discuss the allegations or gather and present evidence, except to the extent a no-contact or similar order has been issued by the Title IX Coordinator.

Prior to finalizing the investigative report, the Title IX Coordinator or Investigator will send each party and their advisor(s) a copy of all of the evidence directly related to the allegations of sexual harassment in the formal complaint. The parties will have up to ten (10) days to review the evidence and submit a written response, which the Investigator will consider prior to completing the investigation report. Absent good cause, the investigation report will be completed with sixty (60) days.

The Title IX Coordinator will, upon completing or receiving the Investigator's Report, simultaneously send a copy to Complainant, Respondent and their advisors, if any. The Title IX Coordinator will also notify the parties of their right, within ten (10) days, to: submit relevant written questions to parties and witnesses, receive answers, and submit limited follow-up questions; and file a written response to the Investigator's Report. Any questions or evidence about Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they are offered to prove that someone other than Respondent committed the conduct alleged by Complainant; or they concern specific incidents of Complainant's prior sexual behavior with respect to Respondent and are offered to prove consent. If the Investigator declines to submit a question, s/he will provide a written explanation to the party who posed it.

The Title IX Coordinator may permit an adjournment of the investigative timelines for good cause and, in the event of an adjournment, so notify Complainant and Respondent. Separately, if Respondent is a School District employee, the Title IX Coordinator will review any applicable collective bargaining agreement and grant any required adjournment of the investigative timelines.

**Decision.** The Title IX Coordinator will appoint a Decision-Maker, who is not the Title IX Coordinator or Investigator. The Decision-Maker will objectively review the investigation report and relevant evidence gathered through the investigation process. Credibility determinations, if any, will not be based on an individual's status as Complainant, Respondent, or witness. The Decision-Maker will not hold Respondent responsible unless a preponderance of the evidence establishes Respondent sexually



harassed Complainant. Absent extenuating circumstances, the Decision-Maker will issue a decision within ten (10) days of receiving the investigation report and evidence and will provide the decision to Complainant and Respondent simultaneously. The decision will include: Complainant's allegations; procedural steps taken with respect to the allegations; findings of fact; the application of the applicable anti-harassment policy, this 8007.3-AR, and the School District's Student Code of Conduct to the facts; and a statement of all rationale for the result as to each allegation, including determinations of responsibility, disciplinary sanctions, whether Complainant will be provided remedies to restore or preserve equal access to the School District's education programs and activities, and the procedure and bases for appeal. Upon a finding of responsibility, sanctions for Respondent-students may range from administrative intervention to permanent expulsion. Sanctions for Respondent-employees may range from counseling to discharge. Sanctions for Respondent-Board members may range from censure to a petition to the Governor for removal from the Board of Education.

**Appeal.** Within five (5) days of the Decision-Maker sending the decision to the parties and any advisors, Complainant or Respondent may appeal the Decision-Maker's decision by filing an appeal with the Superintendent on one or more of the following bases:

- Procedural irregularity that affected the outcome;
- New evidence being discovered that was not reasonably available at the time of the determination or dismissal; or
- A conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent by the Investigator, Title IX Coordinator or Decision-Maker that affected the outcome of the grievance process.

The Superintendent will provide notice to the opposite party if an appeal is filed, including a copy of the appeal, and an opportunity to respond. The appeal must include all of the reasons the appealing party disagrees with the decision as it relates to the permissible bases for appeal. The Superintendent will review the appeal, and after considering the appeal, the decision, and any other relevant evidence or information relevant to the appeal, may either: (1) affirm the decision, in whole or in part, or (2) reverse the decision, in whole or in part. The Superintendent may also remand the decision, in whole or in part, for additional investigation by the original or a different Investigator and/or further consideration by the original or a different Decision-Maker. Absent extenuating circumstances, the Superintendent will issue the appeal decision within ten (10) days of receiving the appeal or response, if any, and provide his/her decision to the parties simultaneously. The grievance process is complete and a final decision is reached when no timely appeal is taken or after the appeal process is completed.





**Training** The Title IX Coordinator will ensure that the Title IX Coordinator, all informal resolution facilitators, Investigators, and Decision-Makers (including those who resolve appeals) receive the following training: the definition of sexual harassment; the scope of the School District’s programs and activities; how to determine whether information and evidence is relevant, including the application of Title IX’s “rape-shield” provision; the grievance process, including how to conduct an investigation, how to prepare a fair summary of evidence gathered during an investigation, how to prepare a decision, and how to resolve an appeal; and, how to serve impartially, including avoiding prejudgment of facts, conflicts of interest, and bias. The Title IX Coordinator is responsible for ensuring the School District’s training and training materials are posted on the School District’s website.

**Confidentiality and Retaliation** Except as required or permitted by law, the School District will keep confidential the identity of any individual who makes a report or complaint of sexual harassment, any individual who is identified as a potential or actual Complainant or Respondent, and any witness. Neither the School District nor any other person may retaliate against an individual who has made a report or formal complaint or participated or refused to participate in an investigation or other proceeding under this Administrative Regulation.

**Filing with OCR or EEOC** An employee or student alleging harassment may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

United States Department of Education  
Office for Civil Rights  
Cleveland Office  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
(216) 522-4970  
FAX: (216) 522-2573  
TDD: (216) 522-4944  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)  
Web: <http://www.ed.gov/ocr>

An employee alleging sexual harassment against another employee or supervisor may also, or instead, file a complaint with:

United States Department of Labor  
Equal Employment Opportunity Commission



Detroit Field Office  
477 Michigan Avenue, Room 865  
Detroit, Michigan 48226

or

State of Michigan  
Department of Civil Rights  
Cadillac Place, Suite 3-600  
3054 West Grand Boulevard  
Detroit, Michigan 48202

**Cooperation with Law Enforcement Agencies** In certain instances, an allegation of sexual harassment may be investigated as a criminal matter. To the extent permitted by law, the School District will comply with law enforcement requests for cooperation.

**Record Retention** The School District will retain, for at least seven (7) years: all training materials; all reports received by the Title IX Coordinator and actions taken in response to such reports, including why any decision not to provide supportive services was not clearly unreasonable; and, all formal complaints, documents, and other items (including data) arising from formal complaints or investigations conducted pursuant to this Administrative Regulation, including investigative reports and related documents, decisions, appeals and appeal decisions, and informal resolutions.

**Update 14.23 (Administrative Regulation 8009-AR)**

*We revised 8009-AR (Digital Communications) to redefine inappropriate communication between staff and students to remove communication that could “derogate or embarrass” staff, students, Board members, parents or community members, and instead prohibit communications that are “defamatory,” “personally insulting” or could “undermine any staff member’s ability to fulfill their responsibilities to the School District or its students.” We have also added language to the section on “Personal Digital Social Networking” to explain that a staff member’s social media may be subject to greater scrutiny by the public and communications could adversely impact a staff member’s ability to carry out their job responsibilities:*

**Digital Communication Involving Students** Digital communication between staff and students should always be professional and of the same content, tone, and demeanor as in-school communications. This applies to direct communication between staff and students and to communication to which students reasonably may be exposed. Unless otherwise protected by law, examples of inappropriate digital communication include, but are not limited to:





- Communication that violates Board Policy, such as: communication that discloses personally identifiable information about students (see Policy [2003]); communication that violates Board Policy against illegal harassment (see Policy [8007]); etc.
- Communication that is false or misleading.
- Communication that attributes **the staff member's** personal views to others, including the School District, **school administration, or other staff members.**
- Communication that defames **or personally** insults, ~~derogates, or embarrasses~~ staff members or students, **or otherwise undermines any staff member's ability to fulfill their responsibilities to the School District or its students.**
- Communication that defames **or personally** insults, ~~derogates, or embarrasses~~ Board members, parents or other community members.
- Communication stating or suggesting the desirability of confidentiality vis-à-vis students' parents or other staff members.
- Communication that ~~have~~ **has** as its purpose **or effect** the development of a romantic or sexual relationship between a staff member and a student, or that reasonably may be interpreted as having that purpose.

The School District encourages staff to use School District equipment and sites for all digital communication with students. **School staff may not communicate with students through personal social media and other similar platforms, like Snapchat, that promptly delete evidence of those communications with students. Use of messaging apps, like Remind, which send general communications and alerts to parents and students are not prohibited.**

The School District does not have the resources or ability to police digital communication between and among students. However, students may be subject to school-imposed disciplinary sanctions when their digital communication violates the Student Code of Conduct ~~and~~ **or** interferes with the rights of others or is reasonably anticipated to result in the disruption of school or school activities. Separately, the School District reserves the right to report suspected criminal misconduct to police authorities.

**Digital Communication Involving Board and Staff Members, Parents, and Others**

Digital communication between Board and staff members, parents, and other community



members or adults should always be professional. This applies to direct communication and to communication to which they reasonably may be exposed. Unless otherwise protected by law, examples of inappropriate communication include, but are not limited to:

- Communication that violates Board Policy, such as: communications that disclose personally identifiable information about students (see Policy [2003]); communication that violates Board Policy against illegal harassment (see Policy [8007]); etc.
- Communication that is false or misleading.
- Communication that attributes personal views to others, including the School District, school administration, or other staff members.
- ~~Communication that defames, insults, derogates, or embarrasses other staff members or students.~~ Communication that defames or personally insults staff members or students, or otherwise undermines any staff member's ability to fulfill their responsibilities to the School District or its students.
- Communication that defames, or personally insults, ~~derogates, or embarrasses~~ Board members, parents, or community members and is not otherwise protected by law.

**Personal Digital Social Networking** The School District does not have the inclination, resources, or ability to police the off-duty behavior of staff members. At the same time, staff must be cognizant of the fact they serve as role models for our students and, to the extent their personal social networking is "public" or includes members of the school community, such staff members may be subject to greater scrutiny. Furthermore, their communications and behavior may adversely impact their ability (or the ability of the affect the reputation of the School District and or their colleagues) to carry out their responsibility of educating students in a safe and supportive educational environment. For these reasons, staff are reminded that off-duty digital communication may result in investigation, disciplinary sanctions, or discharge when those communications, ~~or characterizations or depictions of staff behavior,~~ disrupts the educational environment or adversely affects or undermines the staff member's ~~their~~ ability to perform their jobs.



Update 14.24 (Administrative Regulation 8010-AR)

*In the maelstrom of legislative and legal action during 2021, we provided all clients a **Vaccination and Testing Framework** administrative regulation for adoption (typically as 8010-AR), as was contemplated by the law. Such mandates have now been stricken by the courts, therefore, any such policy or administrative regulation adopted by the district may be removed/deleted.*

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR MEETING**  
**September 12, 2022**  
**6:00 p.m.**  
**District Boardroom-Lincoln High School**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Jennifer Czachorski, President  
Jennifer LaBombarbe, Vice President  
Allis Sparks, Secretary  
Thomas Rollins, Treasurer  
Yoline Williams, Trustee  
Matthew Bentley, Trustee  
Jason Moore, Trustee

**ADMINISTRATORS PRESENT**

Robert Jansen, Superintendent  
Adam Blaylock, Human Resources Director  
Karensa Smith, Assistant Superintendent Curriculum and Instruction

**OTHERS PRESENT**

Edgar Brown, Jim Harless, Mary Aldridge, Luther Mayfield, Cynthia Mayfield, Amy Baxter, Patricia Barthwell, Laura Carl, Joey Huag, Robert Williams, Shane Malmquist, Paula Robinette, Michael Smith, Charlotte Allum, Stay Kind and Jeff Nowak.

**1.0 CALL TO ORDER**

President Czachorski called the meeting to order at 6:02 pm.

**2.0 ROLL CALL**

Roll call showed all Board Members were present.

**3.0 ESTABLISHMENT OF QUORUM**

A quorum was established.

**4.0 PLEDGE TO FLAG**

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

**5.0 ACCEPTANCE OF AGENDA**

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

Ayes:7

Nays: 0

Motion carried 7-0

**6.0 PRESENTATIONS**

**6.1 Employee of the Month**

We hired Luther as a para in my building during my third year at Childs. From his first interview, we knew that Luther was something special. He didn't have a lot of formal experience with students but he had a way about him and his personal story made me think he'd be a good fit for Childs. He wasn't just a good fit; he is a great fit. He draws students to him with his big heart, ready smile, and fantastic singing voice. Students know when an adult truly cares about them, and our students return that affection and respect back to him. Luther is also highly respected by the teaching staff. Everyone is so supportive of him returning to school to receive a special education endorsement and

we are all praying that once he becomes a certified special education teacher, he'll be with Lincoln having an even greater impact on our students for many years to come. Luther Mayfield is an amazing human being, and Lincoln Consolidated Schools is blessed to have him on our team.  
Mary Aldridge

6.2 Summer School Review  
Presented by Karensa Smith  
Elementary-Lincoln Learning Camp

- Participants
  - Kindergarten - 34 enrolled, 32 attended
  - 1st Grade - 56 enrolled, 49 attended
  - 2nd Grade - 48 enrolled, 45 attended
  - 3rd Grade - 37 enrolled, 32 attended
  - 4th Grade - 31 enrolled, 25 attended
  - 5th Grade - 30 enrolled, 30
- Areas of Focus
  - Reading, Math and STEM

Lincoln Middle School Summer Academy

- Participants
  - 6th Grade: 18 - 6 no shows
  - 7th Grade: 19- 3 no shows
  - 8th Grade: 22- 3 no shows
  - Total Attendance = 47
- Areas of Focus
  - Exact Path
  - SEL Daily Activities
  - Healthy Habits

Lincoln High School Summer School

- Participation
  - 186 students
  - Total number of courses complete-575

6.3 Curriculum & Instruction

6.3.1 ESSER III Meaningful Consultations

Through our Strategic Planning we plan to hold community forums and will continue to gather community input to modify our current LEA Plan. The information will be shared with the Board of Education.

6.3.2 Public Act 482021 Section 98 B Plan

Public Act 48 of 2021 section 98b requires districts, traditional public, public school academies, and intermediate districts, who wish to receive state aid for 2022-2023 year to: Present, not later than the first board meeting in February 2023 and not later than the last board meeting of the academic year, on accomplishments of established goals.

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

7.1 Superintendent's Report

- Happy Birthday Jennifer LaBombarbe!
- Red Rover is up and running and PD was offered to all secretarial staff
- We were awarded of second safety grant.
- We currently have 297 Kindergarten students!

7.2 Human Resources Report

- 43 New Hires in Total in August & September Personnel Transactions
- 26 New Teachers in August & September Personnel Transactions

- Highest first year teacher salary for new teachers in Washtenaw County
- Red Rover Implementation is moving forward. We have had one payroll with a large number of staff using timekeeping. This upcoming payroll is the first major payroll in the new system. We are continuing to monitor and work with the business office to ensure continuity of pay and a smooth transition.

### 7.3 Student Services Report

#### 1. Vacancies

- a. District Wide School Psychologist.
- b. LMS. 1.0 FTE Speech Language Provider
- c. Model. 1.0 FTE Early Childhood Special Education Teacher
- d. Model. .5 FTE Contract Speech Language Provider.
- e. District Wide Special Education Supervisor. Posted this week.

#### 2. Current numbers.

As of 9/7/22, LCS has 752 students with active IEPs. Several move-ins are still being processed which will bring these numbers up.

#### 3. Office of Civil Rights and Office of Special Education Programs released updated guidance on discipline for students with disabilities in August.

- a. Need to update and align 2018 Special Education Discipline Manual.
- b. Need to train 504 coordinators on new discipline document requirements.

#### 4. Michigan Department of Education, Office of Special Education has informed districts of the new areas of focused monitoring for 23-24 school year. Least Restrictive Environment and delivery and documentation of IEP accommodations.

### 7.4 Facilities & Maintenance Report

#### Custodial

- The team did an outstanding job of summer cleaning, the building were ready for students by August 5<sup>th</sup>, almost a month before school started.
  - Most of this was attributed to the new flooring that was put in during the bond, which also saved the district a lot of money without the need to wax.
- We continue to work on staffing – Currently 4 open positions, so we are chipping away at it!
  - Enviro-clean has increased hourly rates with their own funds for the Asst. Supervisor, the head custodians at LHS, LMS, and the PM shift leads at LHS, LMS, and Brick & added a trainer.
- We have set up monthly meetings between the Facility Dir., Sup. and Enviro-Clean Senior Mgt

#### Grounds

- All parking lots/roadways have had pot hole repairs, replacement patches, and new lines completed.
- All main entrances have had new mulch and clean up done on the flowerbeds before school started.
- Concrete replacement is in progress at the front pool entrance.
- Both turf surfaces were chemically cleaned, groomed, rubber added, and repairs made by the manufacturer.
- We are continuing to work on landscaping around the LAB & BB/SB complex.

#### Maintenance

- LHS
  - Major repairs have been completed to the high school chiller systems, with systems running the best I have seen them since I've gotten to the district.
  - We have moved the athletic department to their new location by the East Gym
  - We are working on the new Virtual Academy space
  - The men's west locker room has been renovated, and the space looks great! Kids can now put all their football gear in the lockers.
  - We are in the process of painting the 1300/1400 wing at the high school.
- LMS
  - We have painted the entire main office at the middle school, it looks fantastic!

- Brick
  - We painted over 12 classrooms at Brick.
  - We have fully remodeled three new restrooms, all of them look amazing with touchless water, soap and hand dryer systems. This will also save the district money on reduced paper towels.
  - This will be the model of all restrooms throughout the district.
    - A ton of work has went into the HVAC systems, the building is running very efficient.
    - We have scheduled the replacement of 5 classroom floors where tiles are popping up.
- Childs
  - New parent drop off/PU lots created
  - We have scheduled concrete replacement outside the main office entranceway.

#### **Safety/Security**

- All security door systems were tested last month, with minimal repairs needed.
- A door barricade audit was conducted throughout the district, where we only found 5 doors that needed to be addressed
- The team is cleaning up the fence line around the bus lot, to allow for better sight lines.
- The cat-tails have been removed in the front of the high school parking lot, to allow for better visibility.
- Front entrance video monitor added at Brick's main office.
- 13 new exterior doors installed at Bishop elementary with MSP grant funding.

#### **Other**

- Stadium building design has been approved. We are working with the architect and a builder to finalize the cost structure and ways to value engineer the buildings to keep costs at bay.
- I will have a proposal from DTE back at the end of the week to move all our exterior lighting systems to them, which will move all our lighting to LED for improved lighting, lower costs, no future maintenance costs, and a rebate back to the district.
- I am working to update the district capital improvement plan, in preparation for the new strategic plan.

### **8.0 BOARD REPORTS/CORRESPONDENCE**

- 8.1 Board Executive Committee Report  
Next Executive Committee meeting will be held on September 19<sup>th</sup> at 5:30pm in the Pittman Room.
- 8.2 Board Performance Committee Report  
The next Performance Committee is scheduled for September 26<sup>th</sup> at 5:00pm in the Pittman Room.
- 8.3 Board Planning Committee Report  
The Planning Committee met on September 12<sup>th</sup> to receive new Miller Johnson policies and will meet next on September 26<sup>th</sup> in the Pittman Room.
- 8.4 Board Finance Committee Report  
The next scheduled Finance Committee meeting is October 3rd at 4:30pm in the Pittman Room.
- 8.5 Reports and Correspondence  
No reports

### **9.0 PUBLIC COMMENT**

- 9.1 Response to Prior Public Comment
  - Jim Harless, resident, stated his wife retired and the transition was much better, and he appreciated the timeliness.
- 9.2 Public Comment  
Board of Education Public Comment Statement

This is the time set aside by the Board to hear from you, the members of our community. We invite you to address the Board with comments, questions or concerns regarding board actions, policies, or

other issues not resolved through appropriate administrative channels. The Board may not immediately respond to concerns presented at this meeting; however, we will respond to inquiries on or before the next board meeting.

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

---

Rules for Public Comment:

1. The Board of Education reserves the right to limit the total public comment to 30 minutes in any meeting
  2. The Board of Education will limit each speaker to one opportunity to speak during any public comment period
  3. The Board of Education President, or the President's delegee (such as the Superintendent or another District administrator) will respond to your comment
  4. The Presiding officer may: A) prohibit public comments which are frivolous, repetitive, or harassing; B) interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant; C) request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting; D) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting, and; E) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
- Stacy Kind, resident, raised several of her concerns including transparency, use of the bathrooms and security. President Czachorski responded via email.
  - Mike Smith, resident, applauded the high school for welcoming their exchange student with open arms and making it an easy transition for the student.
  - Robert Kind, resident, had concern with the LAB and using technology that may not be easy for everyone. Mrs. Czachorski emailed Mr. Kind and forwarded his concerns to the Athletic Department.

*(Recess 7:43pm/return to open session at 7:48pm)*

## **10.0 NEW BUSINESS**

### 10.1 Student Discipline

#### 10.1.1 Student #1

The Board Discipline Committee met on August 24, 2024, to conduct a disciplinary hearing for Student #1 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

It was moved by LaBombarbe and seconded by Bentley that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #1 as presented.

Ayes:7

Nays: 0

Motion carried 7-0

### 10.2 Strategic Planning Proposal

Mr. Jansen will go over the proposals at the table at Monday's Board of Education meeting. This was presented for information only; Board action will be requested at a subsequent meeting.

## **11.0 OLD BUSINESS**

### 11.1 Minutes of Previous Meeting

56

#### 11.1.1 Regular Meeting August 22, 2022



11.1.2 Closed Session August 22, 2022  
Enclosed are the minutes of the August 22, 2022, Regular Meeting and Closed Session

It was moved by LaBombarbe and seconded by Rollins that we approve the minutes of the August 22, 2022, Regular Meeting and Closed Session as presented.

Ayes:7  
Nays: 0  
Motion carried 7-0

11.2 Global Psychological Contract  
**Global Psychological**

This contract is a continuation of contracted psychologist services with Global Psychological. Tony Pendleton supported Lincoln Consolidated Schools throughout the 2021-2022 school year with challenging student evaluations and general support to our psychologist needs. This contract is to provide some additional support to our school psychologists and allow for Mr. Pendleton and his team to be used to support our school psychologist team. The expected cost for the 2022-2023 school year is approximately \$40,000.00

Board action was requested.

It was moved by LaBombarbe and seconded by Bentley that we approve Global Psychological Contract as presented.

Ayes:7  
Nays: 0  
Motion carried 7-0

11.3 Personnel Transactions

<u>ACTION ITEMS</u>				
Name	Position/Building	Effective Date	Status	Major/Step
Jennifer Arnold	Paraprofessional/Lincoln High School	8/22/2022	Transfer	
Nicholas Michael	Teacher/Lincoln Middle School	8/23/2022	New Hire	MA Step 3
Vicki Echegoyen	Teacher/Lincoln Middle School	8/18/2022	New Hire	MA Step 20
Benjamin Crews	Social Worker/Brick Elementary School	8/22/2022	New Hire	MA Step 3
Katrina De Kleine	Speech, Language Pathologist/Bishop Elementary School	8/22/2022	New Hire	MA +30 Step 6
Chasity Korte	Associate Teacher/Model Elementary School	8/23/2022	Transfer	
Tisha Williams	Teacher/Lincoln High School	8/22/2022	New Hire	BA Step 4
Brandy Rice	Paraprofessional/Bishop Elementary School	8/22/2022	Transfer	
Beth Hone	Associate Teacher/Model Elementary School	8/22/2022	New Hire	
Kathya Marino	Paraprofessional/Lincoln Middle School	8/23/2022	New Hire	
William Brenner	Diving Coach/Community Recreation	8/23/2022	New Hire	
Marian Francis	Noon Supervisor/Brick Elementary School	8/26/2022	New Hire	
Amber Brendtke	Bus Aide/Transportation	8/22/2022	New Hire	
Turner Labadie	Receptionist/Lincoln Athletic Building	8/26/2022	New Hire	
Tyler Kellar	Receptionist/Lincoln Athletic Building	8/25/2022	New Hire	
Kimberly Weck	Teacher/Lincoln High School	8/25/2022	New Hire	MA Step 10
Lara Aljammali	Teacher K/1/ <sup>57</sup> Bishop Elementary School	8/29/2022	New Hire	BA Step 3

Jessica Spangler	Paraprofessional/Childs Elementary School	8/23/2022	New Hire	
Samuel Someah-Kwaw	Bus Driver/Transportation	8/22/2022	New Hire	
Brandy Muscato-Johnson	Spanish Immersion Y5/K Teacher/Bishop Elementary School	8/30/2022	New Hire	BA Step 3
Laura Good	Noon Supervisor/Brick Elementary School	9/6/2022	New Hire	
Tammy Hoops	Part-Time Assistant Secretary/Student Services Department	9/7/2022	New Hire	
Tanya Taylor	Paraprofessional/Lincoln Middle School	8/29/2022	New Hire	
Donna Bentley	HR Generalist/Human Resources	9/1/2022	New Hire	
Pam Robbins	Teacher/Lincoln Middle School	8/18/2022	Retirement	
Timothy Cates	Bus Driver/Transportation	8/15/2022	Resignation	
April Krey	Headstart Paraprofessional/Model Elementary	8/20/2022	Resignation	
Eugenia Rankins	Bus Aide/Transportation	8/22/2022	Resignation	
Claire Lovins	Band Director/Lincoln Middle School	8/24/2022	Resignation	

It was moved by LaBombarbe and seconded by Moore that we approve the September 12, 2022, Personnel Transactions Summary as presented.

Ayes: 7  
 Nays: 0  
 Motion carried 7-0

**12.0 ADJOURNMENT**

It was moved by Sparks and seconded by Williams that we adjourn the meeting at 8:10 p.m.

Ayes: 7  
 Nays: 0  
 Motion carried 7-0



**INFO@MASB.ORG | MASB.ORG | 517.327.5900**  
**1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249**

---

Dear President Czachorski and Members of the Board of Education:

Please accept this proposal for strategic planning services. The Michigan Association of School Boards (MASB) would consider it an honor to assist the Lincoln Consolidated Schools Board of Education in the development of your next strategic plan.

More and more board members are asked to solve complex district problems, cut budgets and elevate teaching and learning; all with shrinking funds. Often times, the best decision is the most difficult one and having a strategic plan by which to guide you can make all the difference.

The key to MASB's success is paramount: we're committed to serving boards of education. Why should this matter to you?

MASB's commitment to serving boards of education, and by extension communities, means that we won't stop working until Lincoln Consolidated Schools has a strategic plan to guide the District through the next 3-5 years.

MASB is familiar with the unique needs of Lincoln Consolidated Schools and will work closely with the Board to customize a process that engages all stakeholders.

MASB's facilitators have extensive experience in strategic planning; specifically with public school districts. This translates to a process designed to address the many lessons learned over the years regarding areas like: retreat team composition, stakeholder outreach, and implementation obstacles.

Like your district, MASB is dedicated to continuous improvement and has added an implementation component to its planning process to better serve the changing needs of districts.

We hope to have the opportunity to work with you and the Lincoln Consolidated Schools community to develop a plan that ultimately prepares your students for their future. Please know that when you hire MASB, you hire an entire association of professional staff. Don't hesitate to contact me should you require additional information prior to making this important decision.

Most sincerely,

Debbie Stair, Assistant Director of Leadership Development  
O: 517.327.5904 | C: 248.770.2752 | dstair@masb.org



**INFO@MASB.ORG | MASB.ORG | 517.327.5900**  
**1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249**

---

# Proposal for Data-Based Strategic Planning Services

for



Prepared by Debbie Stair  
Assistant Director of Leadership Development  
July 26, 2022

## ***Strategic Planning Process***

School districts today are challenged to do more than ever before with scarce resources so planning for the future is more important than ever. MASB's Data-based Strategic Planning Process will address three key questions for your district:

- ➔ **Where is the District now?**
- ➔ **Where is the District going?**
- ➔ **How will the District get there?**

Data-based Strategic Planning establishes priorities, focuses energy and resources, strengthens operations and ensures all stakeholders are working toward the achievement of common goals for the District.



## ***Why Michigan Association of School Boards?***

MASB has facilitated strategic planning processes and goal-setting processes with over 100 school districts. Our facilitators have extensive experience in strategic planning as well as backgrounds in education and/or board service. These dual competencies uniquely position MASB to customize a strategic planning process that 'fits' your district.

The following key assumptions are made when we propose when partnering with a school district to facilitate a strategic planning/renewal process:

The process must be customized to align with the district's specific needs and incorporate current plans and processes

Board of Education members must be an integral part of the process – providing input, support and commitment

The process must be transparent and inclusive of all stakeholders

Quantitative data must be used with perceptive data to guide the district in identifying priority goals/strategies

The process must include development/renewal of the vision, mission and belief statements

The strategic plan must guide allocation of all District resources

The process must include a framework to ensure implementation and evaluation

### ***Deliverables***

MASB's Data-based Strategic Planning Process includes:

A pre-planning session with the Superintendent and Board of Education

A facilitated conversation with the Board of Education and District Administrators to gain input

Up to six focus group input sessions with stakeholders. i.e. staff, parents, community members, etc.

A summary and analysis of stakeholder input (qualitative/perceptual data)

Educational data report (quantitative data) including 5-year district trend data comparing the District with five reference districts and state averages

Planning and facilitation of strategic planning retreat for approximately 40 planning team members

Planning and facilitation of implementation workshop with key staff

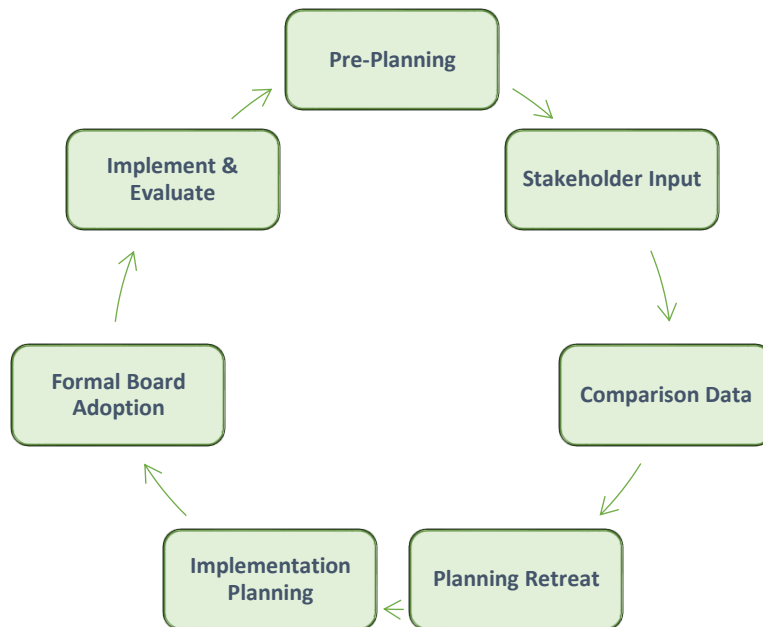
Written documentation summary of the planning process

A summary of the strategic plan

Recommendations for development of a board monitoring calendar

Templates for a press releases and communications

## *Fundamentals of the Process*



### PRE-PLANNING

The pre-planning phase begins with a brief presentation at a regularly scheduled Board of Education meeting. A work session will be scheduled with the Board and the Administration as well to review the strategic planning process and to provide opportunity for input.

### COMMUNITY AND STAFF INPUT

Staff, community, student and parent input will be gathered through focus group sessions as well as an electronic collector. The survey instrument will be administered by MASB, ensuring that all responses are anonymous.

Input questions are open-ended by design and focus on:

- Strengths of the district
- Opportunities for improvement
- Barriers to implementation
- Vision for the district

### EDUCATIONAL DATA REPORT

Trend and comparison data will be provided and explored. This includes:

- Student Enrollment and Demographics
- Student Learning
- Financial
- Personnel

The data will be compared to state averages as well as five reference districts to be chosen by the Board and Superintendent.

### STRATEGY FORMULATION

Strategy formulation occurs at the facilitated Strategic Planning Team Retreat. An 8-hour strategic planning team retreat generally includes:

- Environmental Scan
- Review current status/progress of district
- Develop/renew/review vision, mission and beliefs
- Review educational data audit summary
- Review stakeholder input summary
- Identify key strategic goal areas
- Identify 12-18 month priorities for each strategic goal
- Develop goal statements
- Communicate plan for implementation and process forward

The planning team varies but most often consists of board members, superintendent, select administrators and representatives from teachers, staff, students and community. MASB will work closely with the District to ensure the diversity of stakeholder groups is represented.

### IMPLEMENTATION/EVALUATION

MASB provides facilitation of an implementation workshop with key staff members and school improvement team leaders as well as recommendations for the implementation of the strategic plan. The implementation plan will include timelines and a Board monitoring calendar. The Superintendent and key staff will be responsible for carrying out plan implementation.



## TIMELINES

A comprehensive strategic planning process can be completed in 3-4 months. The proposed timeline will be developed to best suit the needs of the District. Beginning the strategic planning process soon will provide the greatest opportunity to impact the 2022-23 school year and beyond.

## *Cost*

The cost for the strategic planning process with MASB facilitating the total process including the completion of the input process and summary, described in this proposal is \$9500 plus expenses (i.e. mileage, meals, overnights, etc.). Fifty-percent of the total fee is due upon signing of the agreement and the remainder and expenses are due at the end of the process.

## OPTIONAL ADDITIONAL SERVICES

One year Strategic Plan renewal 3-hour work session with administration and the Board.

- \$1000

## *Questions*

For questions about this proposal or the Data-based Strategic Planning Process, please contact:

Debbie Stair  
Assistant Director of Leadership Development  
517-327-5904  
dstair@masb.org



PROPOSAL FOR:

## STRATEGIC PLANNING

**PRESENTED TO: LINCOLN CONSOLIDATED SCHOOL  
DISTRICT, MI**

Date: August 28, 2022

**Battelle**  
for**Kids**

Realizing the power and  
promise of 21st century  
learning for every student

## TABLE OF CONTENTS

<b>EXECUTIVE SUMMARY .....</b>	<b>3</b>
<b>STRATEGIC PLANNING .....</b>	<b>4</b>
<b>COST OF SERVICES .....</b>	<b>9</b>
<b>TRAVEL RESTRICTIONS NOTICE .....</b>	<b>9</b>
<b>ABOUT BATTELLE FOR KIDS.....</b>	<b>10</b>

## EXECUTIVE SUMMARY

Every school system is unique, but they are connected by a shared aspiration: that all students have an educational experience preparing them to be effective lifelong learners and contributors.

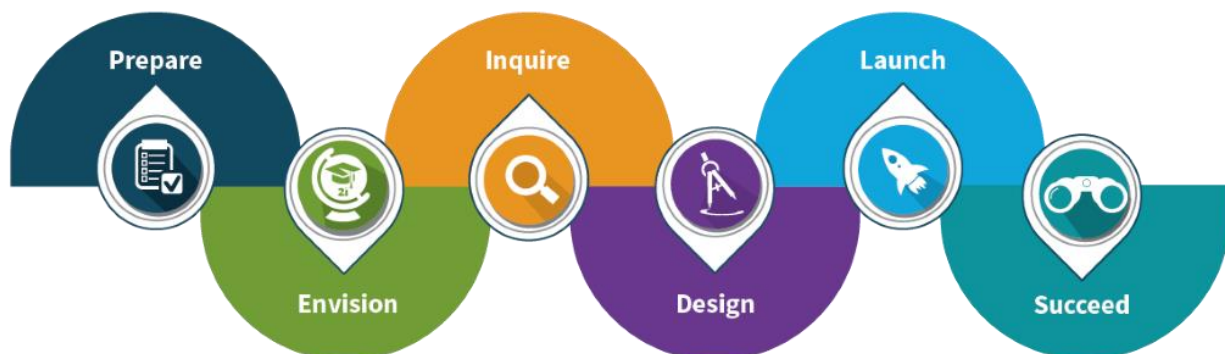
Now more than ever, that experience must not only provide for the acquisition of rigorous academic content, but it must also be more intentional about fostering critical thinking, communication, collaboration, creativity, and other 21<sup>st</sup> century skills our young people need to thrive in this complex, rapidly changing world.

Many school systems across the country have engaged the broader community in developing a strategic plan anchored by a collective vision that articulates the community's aspirations for its students in its Portrait of a Graduate.

Locally developed, but globally positioned, the Portrait of a Graduate serves as a North Star for system transformation. Providing strategic direction for the redesign of the overall educational experience for students, this collective vision reinvigorates and re-engages students, teachers, and community stakeholders by answering critical questions such as:

- What are the **hopes, aspirations, and dreams** that our community has for our young people?
- What are the **skills and habits of mind** that our children need for success in this rapidly changing and complex world?
- What are the **implications for the learning experiences** we provide in our school systems?

Battelle for Kids' (BFKs') strategic planning process is built around this central construct. The following proposal describes the six-phase process to develop a strategic plan that incorporates the development of a Portrait of a Graduate, is driven by community input, and elevates teacher and student voice.



# STRATEGIC PLANNING

BFKs' approach to strategic planning is anchored in the Portrait of a Graduate – a vision of the hopes, dreams, and aspirations of the community for the success of its children, and the district's commitment for the Pre-K through 12 learning experiences it is committed to achieve. This would allow your district to align your vision – Portrait of a Graduate and develop an actionable strategic plan that would begin to address the gaps between your vision and the current state. By focusing efforts on this task, we envision creating an agreement across the district on priorities and strategies that you will pursue over the next 3 – 5 years. Since the district has already created a Portrait of a Graduate, BFK will ensure the stakeholder team understands this vision and commitment. We will not need to revisit Phase 1 & 2 however; we will begin the Strategic planning phase in Phase 3.

Prior to commencing the Strategic Planning phase in Phase 3, BFK recommends a team of key leaders from your district attend a professional learning experience called Roadmap21 where your team will be placed in a safe environment where new learning will force your team to think critically about your Portrait efforts and how best to bring it to life in your district. It will allow your team to be better informed of what the future work will look like and hedge your bets towards developing a Strategic plan that is thoughtful, authentic and allow your team to make better decisions for the future.

In addition, you may choose to conduct a survey of the community that will be completed in conjunction with the Strategic Plan. Areas that could be covered in the survey include: Overall satisfaction, Finances and Facilities, Communications, Learning Expectations, & Strategic Plan Potential Areas of Focus. These combined efforts will augment any information captured through the Portrait of the Graduate process and combined with all varieties of district data will ensure a robust data analysis that will drive informed decisions and priorities as you formalize your Strategic Plan.

## Phase 3: Inquire

Once the vision for success is identified as the Portrait of a Graduate, the District Leadership Team will closely review its current state. BFK will provide **Current State Analysis Support** by mining available qualitative and quantitative data such as student achievement data, attendance data, existing focus group and survey findings (family, student, staff, and community), policies, report cards, etc. At this point in the engagement, the Portrait Design Team becomes the Strategic Planning Design Team. BFK will work with the district to determine the Strategic Planning Design Team Planning and Meeting Process. This will include support in determining the number of meetings, topics, and structure.



BFK will facilitate **Strategic Design Team Meeting #1** to gather additional input from Design Team members on the district's current state. Framed by the district's analysis of its current state and by the envisioning process through Portrait of a Graduate, BFK will work with the district leadership team to align on the gaps between current and desired future states. During

this session a system self-assessment and SWOT analysis will occur. BFK will also work with the District Leadership Team to complete a self-assessment of its system.

Additionally, BFK will work with the district to produce an **Asset Inventory**, identifying potential internal and external assets that could be leveraged to drive systems transformation.

The **Current State Analysis Report** will summarize the findings from the district’s SWOT Analysis, system self-assessment, and portrait implementation implications activity. The findings will guide the district’s next steps and preview of considerations the district should address in the Launch Phase (managing change, building capacity, translating the Strategic Plan into learning and assessment frameworks, etc.).

The team will be supported with **communications tools** (including Strategic Design Team reminders, follow-up, and thank-you emails) and ongoing **Consultation and Capacity Building** phone calls.

Milestone/ Deliverable	Description	Est. Timeline
Roadmap21	Professional learning for a select team conducted in September, October and November to create a roadmap to help implement your Portrait of a Graduate across the district	September – November 2022
Strategic Design Team Meeting #1 [Possible Onsite]	BFK will co-facilitate a meeting to collect qualitative perception data from Strategic Design Team members. This will include a SWOT Analysis, 21 <sup>st</sup> Century System Self-Assessment, Portrait Implications discussion and an Asset Inventory.	November 2022
Current State Analysis Report	Summary report of the proceedings to guide the district into its next steps.	December 2022
Communications Tools	Resources for communicating with internal and external stakeholder groups including: <ul style="list-style-type: none"> <li>• Invitations to join Strategic Design Team</li> <li>• Design Team Meeting reminders</li> <li>• Follow-up and thank-you emails</li> </ul>	Ongoing

## Phase 4: Design



The Design phase is focused on capturing input and reactions from key stakeholders to the strategic planning framework and to begin writing the plan.

As the district welcomes many voices and elicits ongoing input, people will see themselves as part of a movement toward a shared vision of the district’s Portrait of a Graduate. This phase of the strategic planning process broadens the sources of input to the plan to transform the school system.

BFK will produce a draft **Strategic Planning Framework** for the district’s review prior to community sharing. Based on the vision formed by the district’s Portrait and the findings from

the Current State Analysis Report, the Strategic Planning Framework encapsulates the district’s proposed priority areas and suggests potential metrics and evidence of success and additional resources for the District Leadership Team to consider. This tool will help translate the priority areas into the goals and strategies for the district’s Strategic Plan.

The priority areas of the Strategic Planning Framework will be vetted during **Strategic Design Team Meeting #2**. Then BFK will facilitate a virtual session with District Leadership to review feedback from the Strategic Design Team and identify goals, strategies, and metrics for each priority area. Additionally, BFK will share resources and prepare the district for writing its plan with **Strategic Plan Creation Consultation**. BFK will provide technical assistance and available resources, such as exemplar case studies from other districts, that will help District Leadership develop goals and strategies for each priority area. While the plan is being written, BFK and the District Leadership Team will have weekly hand-offs for comments and vetting.

To operationalize the Strategic Plan, BFK will also provide a year-to year action planning template to link the strategies and metrics outlined in the Strategic Plan with tactical efforts. Key district and school leadership will use the action planning template to begin drafting content with staff responsible for executing work plans to activate the Strategic Plan while the District Leadership Team ensures alignment with the overarching framework.

**Strategic Design Team Meeting #3** will provide an opportunity for the Strategic Design Team to share their reactions and feedback to the draft components of the Strategic Plan.

Continued counsel will be provided through the **Consultation and Capacity Building** phone calls throughout the writing process. The BFK team will work with the District Leadership Team to assess progress, work through any specific issues, accelerate the writing process, and check that the draft strategic plan follows the direction set by the district’s Portrait of a Graduate.

Milestone/ Deliverable	Description	Est. Timeline
Strategic Planning Framework	Outlines the district’s proposed priority areas, recommended metrics and evidence of success, and resources for developing goals and strategies.	December 2022
Strategic Design Team Meeting #2 [Possible Onsite]	A meeting with Strategic Design Team to vet the priority areas for strategic planning and to unpack strategic framework and feedback from Design Team and develop draft goals and strategies.	January 2023
BFK and Leadership Team (or subset) will trade iterations of the unfolding SP	Either BFK or Leadership Team will draft SP and the other group will vet. There will be weekly hand-offs over about a six-week period.	Weekly – February 2023

Strategic Plan Creation Consultation	Technical assistance and resources for scaling district transformation that will help District Leadership develop goals and strategies for each priority area.	Ongoing – February 2023
Strategic Design Team Meeting #3 [Possible Onsite]	A meeting with Strategic Design Team to vet draft components of the Strategic Plan.	March 2023
Strategic Plan Copy Completion	Facilitator and District Leadership Team engage in the iteration process until the plan language is finalized. The plan will then move to the graphic design team.	March 2023
Communications Tools	Resources for communicating with internal and external stakeholder groups including: <ul style="list-style-type: none"> <li>• Design Team Meeting reminders</li> <li>• Follow-up and thank-you emails</li> </ul>	Ongoing

## Phase 5: Launch



The Launch phase is the moment when the plan truly comes to life. Everyone involved in creating the strategic plan should be enlisted as an ambassador to help tell the story about its inception and how it will frame the district’s work moving forward.

This phase will feature a **Portrait to Practice Session** with district leaders, focused on how to move the plan forward, leading and managing change, and how to deconstruct the district strategic plan with systemic coherence. This learning session will help to ensure the district is well equipped to implement and fully leverage the shared assets of the district and community.

Launch also means promoting the story behind the strategic plan, leveraging social media, website and signage updates, and other brand experience transformation inspired by the plan. The district will be responsible for the launch; to assist with this, BFK will provide, through the **Launch Phase Communications Tools**, internal and external communications recommendations, and guidance on the use of social media, websites, partners, and events as channels to reach all stakeholders.

The literal launch of the plan culminates in a community celebration to unveil it, first with staff (typically in an in-service session) and then with the community, as an evening event or series of events in schools. Many districts launch at the beginning of the school year, followed by school-level celebrations as part of back to school sessions early in the year.

As with earlier phases, BFK will continue to support through **Consultation and Capacity Building** phone calls with district leadership team.

Milestone/ Deliverable	Description	Est. Timeline
---------------------------	-------------	---------------



Portrait to Practice Session	<b>Virtual</b> session with District Leadership Team. Report describes both the portrait and strategic planning processes, and recommendations for next steps.	April 2023
Launch Phase Communications Tools	Resources for communicating with internal and external stakeholder groups specific to the Launch Phase Activities	March / April 2023
Final Strategic Plan	Unless otherwise requested, BFK will present a final, designed, strategic plan. This process will be complete 4-6 weeks after the completion of the strategic plan copy/language.	April / May 2023



## Phase 6: Succeed

The successful plan requires successful implementation. BFK will schedule a virtual strategic plan status check six months after the launch to review successes and challenges and further support the district leadership’s success in putting the plan into action. During this meeting District Leadership will share with the Design Team members progress to date on the goals outlined in their strategic plan.

These implementation status checks are recommended on an annual basis. Should the district wish additional support, BFK would be available.

Milestone/ Deliverable	Description	Est. Timeline
Status Check	<b>Virtual</b> session with District Leadership to discuss updates on activities to support the strategic plan	To be planned 6 months after completion

## COST OF SERVICES

Following are cost estimates for the services and solutions to support this engagement. Estimates are subject to change should the scope be modified.

Strategic Planning	
<b>Prepare</b>	<ul style="list-style-type: none"> <li>The Phase has been removed, as Lincoln Consolidated School District has already created a Portrait of a Graduate</li> </ul>
<b>Envision</b>	<ul style="list-style-type: none"> <li>The Phase has been removed, as Lincoln Consolidated School District has already created a Portrait of a Graduate</li> </ul>
<b>Inquire</b>	<ul style="list-style-type: none"> <li>Current State Analysis Support &amp; Report</li> <li>Strategic Design Team Meeting 1</li> </ul>
<b>Design</b>	<ul style="list-style-type: none"> <li>Strategic Planning Framework</li> <li>Strategic Design Team Meetings 2 &amp; 3</li> <li>Strategic Plan Creation Counsel &amp; District Leadership Consultation on Writing</li> <li>Strategic Plan Completion</li> </ul>
<b>Launch</b>	<ul style="list-style-type: none"> <li>Portrait to Practice Session and Summary Report</li> </ul>
<b>Succeed</b>	<ul style="list-style-type: none"> <li>Status Check</li> </ul>

Total - Member Pricing	Onsite (where indicated)
<i>Roadmap21 (Per team)</i>	<i>\$14,500</i>
<i>Continuation of Strategic Planning (Phases 3-6)</i>	<i>\$46,000</i>
<b>Total (Member)</b>	<b>\$61,500</b>

## TRAVEL RESTRICTIONS NOTICE

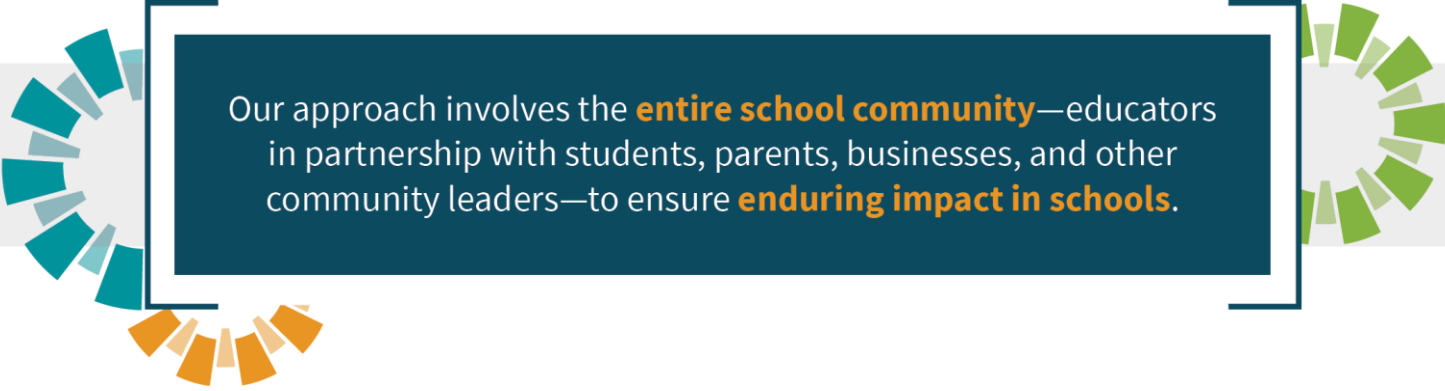
Battelle for Kids continues to closely monitor the COVID-19 pandemic and will continue to make decisions regarding staff travel based on the recommendations and guidelines from the Centers for Disease Control and Prevention (CDC), and other city, state, and federal agencies. BFK will continue to keep you updated regarding any relevant changes to our policies regarding staff travel that may affect this engagement.

## ABOUT BATTELLE FOR KIDS

Battelle for Kids (BFK) is a national not-for-profit organization committed to collaborating with school systems and communities to **realize the power and promise of 21st century learning for every student.**

Our team of experienced educators alongside communications, technology, and business professionals innovates and partners with school systems to offer an educational experience that prepares all students to become lifelong learners and contributors in an ever-changing world.

We advance our mission by strengthening the **coherence, capacity, and connections** school systems and communities need to redefine learner success and accelerate the design and implementation of 21st century learning systems for all students. A systems approach ensures equitable access to rigorous 21st century learning systems for every student, regardless of where they live, what school they attend, or to which classroom they are assigned.



Our approach involves the **entire school community**—educators in partnership with students, parents, businesses, and other community leaders—to ensure **enduring impact in schools.**

# MEETING WITH US

*“An hour of planning  
save you hours*

## What to Expect From Us

This outline assumes superintendents and their school improvement team will meet for two half-day sessions. For example, the process could start in late summer with a living SAP process in place in early spring, or start in the spring with the SAP being ready for fall. There can be a short follow-up training the next year to discuss how is it going, as well as monitoring the continuation of information gathering and analysis.



### Day 1

#### **Kick-Off Meeting:**

- Focusing our SAP Work – What is our “real work?” Who needs to be involved at what level?
- Engaging in information gathering.
- Understanding the role of data and information in SAP – Got Data Now?

Send participants out to gather information based on the questions and data available to coach and mentor throughout the process

Also, challenge participants to identify areas of focus and what barriers exist. How do we overcome those barriers and what opportunities exist for the future? Our team is available to coach and mentor throughout the process.

### Day 2

#### **Check-in Meeting:**

Using what was learned, develop a SAP document with timelines and next steps (research indicates no more than three goals based on what was learned from the information gathering process). Continue information gathering and data/information analysis to measure plan progress.

One of our team members will work with each superintendent (and their team as applicable) to finalize their SAP process and be available to coach and mentor throughout this process.

# 3 Steps to Increase District Achievement

## Strategic Planning is for More Than Just the Business World



Did you know that effective strategic planning has shown to lead to increased student performance?

MASA's three-step **Strategic Action Planning (SAP)** process will help your district achieve its goals, improve student outcomes, and become a more efficient and effective district.



1

### Fact-Finding

Participants will create a list of interview questions about the district's achievement goals and interview 5-7 key leaders. An MASA team member is available to coach and mentor throughout the fact finding process, and will be available throughout the three step process.



2

### Data Collection & Identification of Pockets of Excellence

Based on interviews, participants will identify the district's barriers to achievement and be challenged to find the Pockets of Excellence around each barrier and determine – who and how did the person(s) overcome this barrier? Can we replicate?



3

### Plan Writing

Using what was learned, develop a Strategic Action Plan with 1-3 goals, timelines, and next steps. Fact Finding and data collection may continue throughout the plan writing process until the plan is finalized with the help of your MASA coach.



MASA Staff guides you through the entire planning process.

MASA mentors and coaches work with district superintendents and their teams throughout the process, including writing their SAP. This takes place over a six month period. Samples of the SAP process can be found at [gomasa.org/sap](http://gomasa.org/sap).



For questions, please contact  
**Dr. Tina Kerr** at [tkerr@gomasa.org](mailto:tkerr@gomasa.org).



## Lincoln Consolidated Schools

### Lincoln Athletic Building

#### August Finance Report

For the one Month Ending August 31, 2022

	2022-23 Budget	Actual as of August 31, 2022
<b>Revenue</b>		
Fitness memberships	\$ 70,000	\$ 9,760
Indoor turf revenue	250,400	-
Indoor track rental	40,000	-
Batting cages	5,000	-
Gym rentals	20,000	1,380
Baseball/softball revenue	35,000	-
Track meet revenue	195,000	-
<b>Total revenues</b>	<b>615,400</b>	<b>11,140</b>
<b>Expenditures</b>		
Salaries	90,000	7,737
Benefits	34,000	2,141
Contracted service	55,500	-
<b>Operations:</b>		
Utilities	45,000	1,343
Maintenance	25,000	5,524
Athletic officials	80,000	-
Software	7,500	-
Office supplies	500	166
Dues and fees	5,000	327
Miscellaneous expense	11,000	259
Equipment	20,000	-
<b>Total expenditures</b>	<b>373,500</b>	<b>17,497</b>
<b>Revenues over expenditures</b>	<b>241,900</b>	<b>(6,357)</b>
<b>Estimated beginning fund balance</b>	<b>223,756</b>	<b>223,756</b>
<b>Estimated ending restricted fund balance</b>	<b>\$ 465,656</b>	<b>\$ 217,399</b>

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



## LINCOLN CONSOLIDATED SCHOOLS

### Schedule of Revenues and Expenditures

Budget and Actual - General Fund  
For the Month Ended August 31, 2022

	Original Budget	Actual	Actual Over (Under) Original Budget	Percent Actual of Budget
<b>Revenues</b>				
Local sources:				
Property taxes	\$ 5,003,511	\$ 78,544	\$ (4,924,967)	1.6%
Other local sources	302,500	53,743	(248,757)	17.8%
State sources	35,616,232	-	(35,616,232)	0.0%
Federal sources	7,073,420	2	(7,073,418)	0.0%
Interdistrict revenue	8,045,000	7,500	(8,037,500)	0.1%
<b>Total revenues</b>	<u>56,040,663</u>	<u>139,789</u>	<u>(55,900,874)</u>	<u>0.2%</u>
<b>Expenditures</b>				
Instruction:				
Basic programs	24,456,082	1,119,229	(23,336,853)	4.6%
Added needs	9,087,718	345,202	(8,742,516)	3.8%
<b>Total instruction</b>	<u>33,543,800</u>	<u>1,464,431</u>	<u>(32,079,369)</u>	<u>4.4%</u>
Support services:				
Pupil	5,557,966	184,444	(5,373,522)	3.3%
Instructional support	1,643,646	290,680	(1,352,966)	17.7%
General administration	568,815	96,601	(472,214)	17.0%
School administration	2,189,638	141,764	(2,047,874)	6.5%
Business	961,765	191,270	(770,495)	19.9%
Maintenance	4,307,009	743,595	(3,563,414)	17.3%
Transportation	3,910,026	328,436	(3,581,590)	8.4%
Central services	2,222,558	370,997	(1,851,561)	16.7%
<b>Total support services</b>	<u>21,361,423</u>	<u>2,347,787</u>	<u>(19,013,636)</u>	<u>11.0%</u>
Athletics	986,768	55,592	(931,176)	5.6%
Community service	105,179	16,724	(88,455)	15.9%
Debt service:				
Principal	43,000	7,200	(35,800)	16.7%
Interest expense	5,849	875	(4,974)	15.0%
	<u>48,849</u>	<u>8,075</u>	<u>(40,774)</u>	<u>16.5%</u>
<b>Total expenditures</b>	<u>56,046,019</u>	<u>3,892,609</u>	<u>(52,153,410)</u>	<u>6.9%</u>
<b>Other financing sources</b>				
Transfers in	37,000	-	(37,000)	0.0%
Transfers out	(2,000)	-	2,000	0.0%
<b>Total other financing sources</b>	<u>35,000</u>	<u>-</u>	<u>(35,000)</u>	<u>0.0%</u>
<b>Revenues over (under) expenditures</b>	<u>\$ 29,644</u>	<u>\$ (3,752,820)</u>		

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

**Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended August 31, 2022**

F/S Caption	Function	Code	Values	
			Sum of Orig. Budget	Sum of Final
Instruction	1111	Salary	5,396,029	10,632
		Fringes	3,890,415	277,694
		Non-payroll	626,305	2,317
	<b>1111 Total</b>		<b>9,912,749</b>	<b>290,643</b>
	1112	Salary	2,490,040	6,095
		Fringes	1,877,104	144,115
		Non-payroll	301,864	1,721
	<b>1112 Total</b>		<b>4,669,008</b>	<b>151,931</b>
	1113	Salary	2,877,585	10,393
		Fringes	2,059,191	147,411
		Non-payroll	3,278,825	311,523
	<b>1113 Total</b>		<b>8,215,601</b>	<b>469,327</b>
	1118	Salary	757,190	90
		Fringes	617,398	54,512
		Non-payroll	9,000	-
	<b>1118 Total</b>		<b>1,383,588</b>	<b>54,602</b>
	1119	Salary	143,660	97,582
		Fringes	130,071	49,254
		Non-payroll	1,405	5,890
<b>1119 Total</b>		<b>275,136</b>	<b>152,726</b>	
<b>Instruction Total</b>		<b>24,456,082</b>	<b>1,119,229</b>	
Added needs	1122	Salary	3,710,945	-
		Fringes	3,212,560	289,360
		Non-payroll	179,700	400
	<b>1122 Total</b>		<b>7,103,205</b>	<b>289,760</b>
	1125	Salary	1,039,111	5,338
		Fringes	736,993	49,313
		Non-payroll	208,409	791
	<b>1125 Total</b>		<b>1,984,513</b>	<b>55,442</b>
	1221	Non-payroll	-	-
	<b>1221 Total</b>		<b>-</b>	<b>-</b>
<b>Added needs Total</b>		<b>9,087,718</b>	<b>345,202</b>	



**Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended August 31, 2022**

F/S Caption	Function	Code	Values	
			Sum of Orig. Budget	Sum of Final
Student services	1212	Salary	618,060	5,579
		Fringes	511,335	54,460
		Non-payroll	-	-
	<b>1212 Total</b>		<b>1,129,395</b>	<b>60,039</b>
	1213	Non-payroll	480,500	-
	<b>1213 Total</b>		<b>480,500</b>	<b>-</b>
	1214	Salary	223,567	-
		Fringes	136,614	5,237
		Non-payroll	28,000	-
	<b>1214 Total</b>		<b>388,181</b>	<b>5,237</b>
	1215	Salary	496,870	-
		Fringes	350,181	22,671
		Non-payroll	275,500	-
	<b>1215 Total</b>		<b>1,122,551</b>	<b>22,671</b>
	1216	Salary	570,977	557
		Fringes	463,919	35,001
	<b>1216 Total</b>		<b>1,034,896</b>	<b>35,558</b>
	1218	Salary	545,136	6,056
		Fringes	405,377	35,560
		Non-payroll	50	-
	<b>1218 Total</b>		<b>950,563</b>	<b>41,616</b>
	1219	Salary	246,906	764
		Fringes	203,374	18,559
		Non-payroll	1,600	-
	<b>1219 Total</b>		<b>451,880</b>	<b>19,323</b>
<b>Student services Total</b>			<b>5,557,966</b>	<b>184,444</b>

**Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended August 31, 2022**

F/S Caption	Function	Code	Values	
			Sum of Orig. Budget	Sum of Final
Instructional support	1221	Salary	-	610
		Fringes	-	308
		Non-payroll	240,724	(2,466)
	<b>1221 Total</b>		<b>240,724</b>	<b>(1,548)</b>
	1222	Salary	102,685	-
		Fringes	66,952	3,645
	<b>1222 Total</b>		<b>169,637</b>	<b>3,645</b>
	1226	Salary	403,941	70,343
		Fringes	284,362	49,340
		Non-payroll	544,982	168,900
<b>1226 Total</b>		<b>1,233,285</b>	<b>288,583</b>	
<b>Instructional support Total</b>		<b>1,643,646</b>	<b>290,680</b>	
Business Admin	1252	Salary	87,451	8,664
		Fringes	65,704	9,310
		Non-payroll	669,250	103,236
	<b>1252 Total</b>		<b>822,405</b>	<b>121,210</b>
	1259	Non-payroll	139,360	70,060
<b>1259 Total</b>		<b>139,360</b>	<b>70,060</b>	
<b>Business Admin Total</b>		<b>961,765</b>	<b>191,270</b>	
General Admin	1231	Non-payroll	188,000	27,064
		<b>1231 Total</b>	<b>188,000</b>	<b>27,064</b>
	1232	Salary	211,833	33,157
		Fringes	153,482	28,743
		Non-payroll	15,500	7,637
<b>1232 Total</b>		<b>380,815</b>	<b>69,537</b>	
<b>General Admin Total</b>		<b>568,815</b>	<b>96,601</b>	
Principal Admin	1241	Salary	1,279,300	54,649
		Fringes	910,338	87,115
	<b>1241 Total</b>		<b>2,189,638</b>	<b>141,764</b>
<b>Principal Admin Total</b>		<b>2,189,638</b>	<b>141,764</b>	

**Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended August 31, 2022**

F/S Caption	Function	Code	Values	
			Sum of Orig. Budget	Sum of Final
Central	1282	Salary	72,306	12,150
		Fringes	58,806	12,163
		Non-payroll	137,750	35,323
	<b>1282 Total</b>		<b>268,862</b>	<b>59,636</b>
	1283	Salary	153,086	21,062
		Fringes	117,964	21,900
		Non-payroll	135,488	9,995
	<b>1283 Total</b>		<b>406,538</b>	<b>52,957</b>
	1284	Non-payroll	1,547,158	258,404
	<b>1284 Total</b>		<b>1,547,158</b>	<b>258,404</b>
<b>Central Total</b>			<b>2,222,558</b>	<b>370,997</b>
Operations and maint	1261	Fringes	-	15,853
		Non-payroll	4,147,009	727,335
	<b>1261 Total</b>		<b>4,147,009</b>	<b>743,188</b>
	1266	Non-payroll	160,000	407
	<b>1266 Total</b>		<b>160,000</b>	<b>407</b>
<b>Operations and maint Total</b>			<b>4,307,009</b>	<b>743,595</b>
Transportation	1271	Salary	1,439,265	93,371
		Fringes	1,232,621	131,918
		Non-payroll	1,238,140	103,147
	<b>1271 Total</b>		<b>3,910,026</b>	<b>328,436</b>
<b>Transportation Total</b>			<b>3,910,026</b>	<b>328,436</b>
Athletics	1293	Salary	293,697	18,244
		Fringes	190,071	17,568
		Non-payroll	503,000	19,780
	<b>1293 Total</b>		<b>986,768</b>	<b>55,592</b>
<b>Athletics Total</b>			<b>986,768</b>	<b>55,592</b>
Comm Ed Exp	1331	Salary	48,204	7,200
		Fringes	45,945	9,406
		Non-payroll	8,030	118
	<b>1331 Total</b>		<b>102,179</b>	<b>16,724</b>
	1361	Non-payroll	3,000	-
	<b>1361 Total</b>		<b>3,000</b>	<b>-</b>
<b>Comm Ed Exp Total</b>			<b>105,179</b>	<b>16,724</b>
Principal	1252	Non-payroll	43,000	7,200
	<b>1252 Total</b>		<b>43,000</b>	<b>7,200</b>
<b>Principal Total</b>			<b>43,000</b>	<b>7,200</b>
Interest exp	1252	Non-payroll	5,849	875
	<b>1252 Total</b>		<b>5,849</b>	<b>875</b>
<b>Interest exp Total</b>			<b>5,849</b>	<b>875</b>
<b>Grand Total</b>			<b>56,046,019</b>	<b>3,892,609</b>

Lincoln Consolidated Schools  
Maintenance Budget Detailed  
For the Two Months Ending August 31, 2022

Object	G/L Account	Account Name	Values	
			Budget	Sum of Final
			Sum of Orig.	
4110	11-1261-4110-000-0000-0000-0000	Land and Building - District	15,000	414
	11-1261-4110-000-0000-00308-0000	Land and Building - Bishop	15,000	1,813
	11-1261-4110-000-0000-00691-0000	Land and Building - Bessie	5,000	-
	11-1261-4110-000-0000-02186-0000	Land and Building - Brick	25,000	10,213
	11-1261-4110-000-0000-02187-0000	Land and Building - High School	75,000	34,671
	11-1261-4110-000-0000-05166-0000	Land and Building - Middle School	45,000	4,358
	11-1261-4110-000-0000-05235-0000	Land and Building - Model	5,000	5,014
	11-1261-4110-000-0000-09147-0000	Land and Building- Transportation	10,000	5,281
	11-1261-4110-000-0000-09148-0000	Land and Building - Childs	12,500	4,994
<b>4110 Total</b>			<b>207,500</b>	<b>66,758</b>
4111	11-1261-4111-000-0000-0000-0000	Enviro-Clean - District	422,587	73,941
	11-1261-4111-000-0000-00308-0000	Enviro-Clean - Bishop	136,178	23,080
	11-1261-4111-000-0000-02186-0000	Enviro-Clean -Brick	240,209	40,755
	11-1261-4111-000-0000-02187-0000	Enviro-Clean - High School	470,669	80,461
	11-1261-4111-000-0000-05166-0000	Enviro-Clean - Middle School	240,209	40,755
	11-1261-4111-000-0000-05235-0000	Enviro-Clean - Model	96,084	16,302
	11-1261-4111-000-0000-09147-0000	Enviro-Clean - Transportation	5,599	1,126
	11-1261-4111-000-0000-09148-0000	Enviro-Clean - Childs	147,376	25,043
<b>4111 Total</b>			<b>1,758,911</b>	<b>301,463</b>
4112	11-1261-4112-000-0000-0000-0000	Contr Svc Air Qual Review - District	10,000	-
	11-1261-4112-000-0000-00308-0000	Contracted Service - HVAC - Bishop	40,000	5,764
	11-1261-4112-000-0000-02186-0000	Contracted Service - HVAC - Brick	61,000	11,396
	11-1261-4112-000-0000-02187-0000	Contracted Service - HVAC - High School	65,000	19,524
	11-1261-4112-000-0000-05166-0000	Contracted Service - HVAC - Middle School	50,000	5,436
	11-1261-4112-000-0000-05235-0000	Contracted Service - HVAC - Model	40,000	4,305
	11-1261-4112-000-0000-09147-0000	Contracted Service - HVAC - Transportation	10,000	3,825
	11-1261-4112-000-0000-09148-0000	Contracted Service - HVAC Childs	40,000	4,032
<b>4112 Total</b>			<b>316,000</b>	<b>54,282</b>
4113	11-1261-4113-000-0000-0000-0000	Contracted Service - Cintas/Pest Control - District	4,500	-
	11-1261-4113-000-0000-00308-0000	Contracted Service - Cintas/Pest Control - Bishop	5,000	250
	11-1261-4113-000-0000-02186-0000	Contracted Service - Cintas/Pest Control - Brick	4,500	428
	11-1261-4113-000-0000-02187-0000	Contracted Service - Cintas/Pest Control - High School	16,000	1,312
	11-1261-4113-000-0000-05166-0000	Contracted Service - Cintas/Pest Control - Middle Schoo	5,250	536
	11-1261-4113-000-0000-05235-0000	Contracted Service - Cintas/Pest Control - Model	3,000	250
	11-1261-4113-000-0000-09147-0000	Contracted Service - Cintas/Pest Control - Transportatic	1,700	147
	11-1261-4113-000-0000-09148-0000	Contracted Service - Cintas/Pest Control - Childs	4,500	250
<b>4113 Total</b>			<b>44,450</b>	<b>3,173</b>
4114	11-1261-4114-000-0000-0000-0000	Land and Building - Major Repairs - District	10,000	-
	11-1261-4114-000-0000-00308-0000	Land and Building - Major Repairs - Bishop	10,000	-
	11-1261-4114-000-0000-00691-0000	Land and Building - Major Repairs - Bessie	5,000	-
	11-1261-4114-000-0000-02186-0000	Land and Building - Major Repairs - Brick	10,000	-
	11-1261-4114-000-0000-02187-0000	Land and Building - Major Repairs - High School	15,000	-
	11-1261-4114-000-0000-05166-0000	Land and Building - Major Repairs - Middle School	10,000	-
	11-1261-4114-000-0000-05235-0000	Land and Building - Major Repairs - Model	5,000	-
	11-1261-4114-000-0000-09147-0000	Land and Building - Major Repairs - Transportation	5,000	-
	11-1261-4114-000-0000-09148-0000	Land and Building - Major Repairs - Childs	7,500	5,826
<b>4114 Total</b>			<b>77,500</b>	<b>5,826</b>
<b>Grand Total</b>			<b>2,404,361</b>	<b>431,502</b>

Lincoln Consolidated Schools  
Land and Building Detail  
For the Two Months Ending August 31, 2022

Sum of Actual Balance						
Account Name	Vendor Name	Date	Description	Reference	Total	
Land and Building - Bishop	GOYETTE MECHANICAL	19-Aug	Bishop - repairs	EFT	495	
			District - Repairs	EFT	563	
	IDN-HARDWARE SALES INC	22-Jul	Bishop - repairs	Check	540	
	PLUMBERS SERVICE, INC.	22-Jul	Bishop - cabled sanitary line	Check	215	
<b>Land and Building - Bishop Total</b>					<b>1,813</b>	
Land and Building - Brick	GOYETTE MECHANICAL	19-Aug	District - Repairs	EFT	563	
	IDN-HARDWARE SALES INC	19-Aug	LHS - band room replacement doors	Check	5,775	
	JOHNSON CONTROLS FIRE PROTECTION	19-Aug	Brick - fire control panel repair	Check	1,901	
	PAPA'S PAINTING, LLC.	19-Aug	Brick - teachers lounge	EFT	1,900	
	SONITROL GREAT LAKES - MICHIGAN	19-Aug	Brick - service call	EFT	75	
<b>Land and Building - Brick Total</b>					<b>10,213</b>	
Land and Building - Childs	A.F. SMITH ELECTRIC, INC.	5-Aug	Childs - electrical inspection	EFT	235	
	GOYETTE MECHANICAL	19-Aug	Childs - repairs	EFT	2,851	
			District - Repairs	EFT	563	
	NATIONAL TIME & SIGNAL CORP	1-Jul	Childs - PA system repair	EFT	1,313	
	SONITROL GREAT LAKES - MICHIGAN	22-Jul	Childs - battery	EFT	32	
<b>Land and Building - Childs Total</b>					<b>4,994</b>	
Land and Building - District	WOLVERINE SUPPLY INC	5-Aug	District - Toilet parts	Check	414	
<b>Land and Building - District Total</b>					<b>414</b>	
Land and Building - High School	AMERICAN SPRINKLER AND	19-Aug	sprinkler head repairs	Check	1,430	
	B & B POOLS & SPAS	5-Aug	LHS - float control valve	EFT	2,145	
	DIAMOND SHINE CONCRETE & STONE PC	1-Jul	LHS - west locker room floor polishing	Check	7,178	
	ELITE POWER WASHING, LLC.	1-Jul	LHS - graffiti removal	EFT	309	
	FLOOR CARE CONCEPTS & SUPPLY	19-Aug	LHS - East Gym floor refinishing	Check	4,451	
	GOYETTE MECHANICAL	19-Aug	District - Repairs	EFT	563	
			LHS - repairs	EFT	1,459	
			LHS - replace pool drinking fountains	EFT	4,689	
			Model & LHS - Repairs	EFT	2,008	
	IDN-HARDWARE SALES INC	19-Aug	LHS - band room door replacement	Check	3,472	
	KOLANO AND SAHA ENGINEERS INC	19-Aug	LHS - acoustical engineer services Band Room	Check	2,030	
	NUCO2	22-Jul	LHS - CO2 Bulk	EFT	254	
		5-Aug	LHS - Pool bulk CO2	EFT	140	
	PAPA'S PAINTING, LLC.	19-Aug	LHS - new athletic office walls	EFT	850	
	PYT SPORTS INC	19-Aug	BB/SB - Helment racks	Check	1,525	
	SERVICE ELECTRIC SUPPLY CO	19-Aug	LHS - supplies	EFT	581	
	SONITROL GREAT LAKES - MICHIGAN	19-Aug	LHS - service call	EFT	288	
	SOUND COM SYSTEMS	19-Aug	LHS - bell change	EFT	489	
	TOWN AND COUNTRY POOLS INC	1-Jul	LHS - Pool Chemicals	Check	69	
	WOLVERINE SUPPLY INC	1-Jul	LHS - parts	Check	743	
<b>Land and Building - High School Total</b>					<b>34,671</b>	

Lincoln Consolidated Schools  
Land and Building Detail  
For the Two Months Ending August 31, 2022

Sum of Actual Balance					
Account Name	Vendor Name	Date	Description	Reference	Total
Land and Building - Middle School	FBM INC	19-Aug	LMS - ceiling tiles	EFT	1,074
	GOYETTE MECHANICAL	19-Aug	District - Repairs	EFT	562
	HURON VALLEY TELECOMMUNICATIONS	19-Aug	LMS - data lines moved main office	Check	694
	SERVICE ELECTRIC SUPPLY CO	19-Aug	LMS - supplies	EFT	1,571
	WOLVERINE SUPPLY INC	1-Jul	LMS - parts	Check	458
<b>Land and Building - Middle School Total</b>					<b>4,358</b>
Land and Building - Model	GOYETTE MECHANICAL	19-Aug	District - Repairs	EFT	563
			Model - repairs	EFT	796
			Model & LHS - Repairs	EFT	2,008
	SONITROL GREAT LAKES - MICHIGAN	22-Jul	Model - repairs	EFT	269
			Model - repairs	EFT	365
	WOLVERINE SUPPLY INC	22-Jul	Model - supplies	Check	12
		5-Aug	Model - supplies	Check	49
19-Aug	Model - faucets	Check	954		
<b>Land and Building - Model Total</b>					<b>5,014</b>
Land and Building- Transportation	CRAWFORD DOOR SALES	22-Jul	Trans - garage door repair	EFT	1,735
			Transportation - garage door repair	EFT	353
	SONITROL GREAT LAKES - MICHIGAN	22-Jul	Trans - badger reader addition	EFT	1,816
			Trans - badger reader addition S2 Node	EFT	1,377
<b>Land and Building- Transportation Total</b>					<b>5,281</b>
Enviro-Clean - Bishop	ENVIRO-CLEAN	22-Jul	Monthly Custodial Services	EFT	11,348
			Monthly Custodial Supplies	EFT	214
		19-Aug	Monthly Custodial Services	EFT	11,348
			Monthly Custodial Supplies	EFT	170
<b>Enviro-Clean - Bishop Total</b>					<b>23,080</b>
Enviro-Clean - Childs	ENVIRO-CLEAN	22-Jul	Monthly Custodial Services	EFT	12,281
			Monthly Custodial Supplies	EFT	268
		19-Aug	Monthly Custodial Services	EFT	12,281
			Monthly Custodial Supplies	EFT	212
<b>Enviro-Clean - Childs Total</b>					<b>25,043</b>
Enviro-Clean - District	ENVIRO-CLEAN	22-Jul	Grounds/Special Events	EFT	36,971
		19-Aug	Grounds/Special Events	EFT	36,971
<b>Enviro-Clean - District Total</b>					<b>73,941</b>
Enviro-Clean - High School	ENVIRO-CLEAN	22-Jul	Monthly Custodial Services	EFT	39,222
			Monthly Custodial Supplies	EFT	1,125
		19-Aug	Monthly Custodial Services	EFT	39,222
			Monthly Custodial Supplies	EFT	891
<b>Enviro-Clean - High School Total</b>					<b>80,461</b>
Enviro-Clean - Middle School	ENVIRO-CLEAN	22-Jul	Monthly Custodial Services	EFT	20,017
			Monthly Custodial Supplies	EFT	402
		19-Aug	Monthly Custodial Services	EFT	20,017
			Monthly Custodial Supplies	EFT	318
<b>Enviro-Clean - Middle School Total</b>					<b>40,755</b>

Lincoln Consolidated Schools  
Land and Building Detail  
For the Two Months Ending August 31, 2022

Sum of Actual Balance						
Account Name	Vendor Name	Date	Description	Reference	Total	
Enviro-Clean - Model	ENVIRO-CLEAN	22-Jul	Monthly Custodial Services	EFT	8,007	
			Monthly Custodial Supplies	EFT	161	
		19-Aug	Monthly Custodial Services	EFT	8,007	
			Monthly Custodial Supplies	EFT	127	
<b>Enviro-Clean - Model Total</b>					<b>16,302</b>	
Enviro-Clean - Transportation	ENVIRO-CLEAN	22-Jul	Monthly Custodial Services	EFT	467	
			Monthly Custodial Supplies	EFT	107	
		19-Aug	Monthly Custodial Services	EFT	467	
			Monthly Custodial Supplies	EFT	85	
<b>Enviro-Clean - Transportation Total</b>					<b>1,126</b>	
Enviro-Clean -Brick	ENVIRO-CLEAN	22-Jul	Monthly Custodial Services	EFT	20,017	
			Monthly Custodial Supplies	EFT	402	
		19-Aug	Monthly Custodial Services	EFT	20,017	
			Monthly Custodial Supplies	EFT	318	
<b>Enviro-Clean -Brick Total</b>					<b>40,755</b>	
Contracted Service - HVAC - Bishop	AERO FILTER, INC.	5-Aug	Bishop - Filters	EFT	1,369	
	CURRENT ELECTRIC MOTOR SUPPLY	22-Jul	Bishop - motor	EFT	570	
	GOYETTE MECHANICAL	19-Aug	HVAC Tech labor	EFT	3,825	
<b>Contracted Service - HVAC - Bishop Total</b>					<b>5,764</b>	
Contracted Service - HVAC - Brick	AERO FILTER, INC.	5-Aug	Brick - Filters	EFT	1,642	
		19-Aug	Brick - Filters	EFT	49	
	CAMPBELL, INC.	1-Jul	Brick - Refrigeration to Chillers	EFT	5,859	
	GOYETTE MECHANICAL	19-Aug	HVAC Tech labor	EFT	3,825	
	GRAINGER INC, W W	19-Aug	Brick - vbelt	EFT	21	
	<b>Contracted Service - HVAC - Brick Total</b>					<b>11,396</b>
Contracted Service - HVAC - High School	AERO FILTER, INC.	5-Aug	LHS - Filters	EFT	2,940	
		19-Aug	LHS - Motor Replacement	EFT	11,615	
	CURRENT ELECTRIC MOTOR SUPPLY	22-Jul	LHS - pump and motor	EFT	1,144	
	GOYETTE MECHANICAL	19-Aug	HVAC Tech labor	EFT	3,825	
<b>Contracted Service - HVAC - High School Total</b>					<b>19,524</b>	
Contracted Service - HVAC - Middle School	AERO FILTER, INC.	5-Aug	LMS- Filters	EFT	1,611	
	GOYETTE MECHANICAL	19-Aug	HVAC Tech labor	EFT	3,825	
<b>Contracted Service - HVAC - Middle School Total</b>					<b>5,436</b>	
Contracted Service - HVAC - Model	AERO FILTER, INC.	5-Aug	Model - Filters	EFT	480	
	GOYETTE MECHANICAL	19-Aug	HVAC Tech labor	EFT	3,825	
<b>Contracted Service - HVAC - Model Total</b>					<b>4,305</b>	
Contracted Service - HVAC - Transportation	GOYETTE MECHANICAL	19-Aug	HVAC Tech labor	EFT	3,825	
<b>Contracted Service - HVAC - Transportation Total</b>					<b>3,825</b>	
Contracted Service - HVAC Childs	AERO FILTER, INC.	5-Aug	Childs - Filters	EFT	207	
	GOYETTE MECHANICAL	19-Aug	HVAC Tech labor	EFT	3,825	
<b>Contracted Service - HVAC Childs Total</b>					<b>4,032</b>	

Lincoln Consolidated Schools  
Land and Building Detail  
For the Two Months Ending August 31, 2022

Sum of Actual Balance						
Account Name	Vendor Name	Date	Description	Reference	Total	
Contracted Service - Cintas/Pest Control - Bishop	CINTAS LOCATION #300	22-Jul	Bishop - AED	EFT	89	
		5-Aug	Bishop - AED	EFT	89	
		19-Aug	Bishop - pest control	EFT	72	
<b>Contracted Service - Cintas/Pest Control - Bishop Total</b>					<b>250</b>	
Contracted Service - Cintas/Pest Control - Brick	CINTAS LOCATION #300	22-Jul	Brick - AED machine	EFT	178	
		5-Aug	Brick - AED machine	EFT	178	
		19-Aug	Brick - pest control	EFT	72	
<b>Contracted Service - Cintas/Pest Control - Brick Total</b>					<b>428</b>	
Contracted Service - Cintas/Pest Control - Childs	CINTAS LOCATION #300	22-Jul	Childs - AED	EFT	89	
		19-Aug	Childs - AED	EFT	89	
		19-Aug	Childs - pest control	EFT	72	
<b>Contracted Service - Cintas/Pest Control - Childs Total</b>					<b>250</b>	
Contracted Service - Cintas/Pest Control - High School	CINTAS LOCATION #300	22-Jul	LHS - AED machine	EFT	99	
			LHS - AED machines	EFT	445	
		19-Aug	LHS - AED machine	EFT	544	
		19-Aug	LHS - pest control	EFT	224	
<b>Contracted Service - Cintas/Pest Control - High School Total</b>					<b>1,312</b>	
Contracted Service - Cintas/Pest Control - Middle School	CINTAS LOCATION #300	22-Jul	LMS - AED	EFT	178	
		19-Aug	LMS - AED	EFT	178	
		19-Aug	LMS - pest control	EFT	180	
<b>Contracted Service - Cintas/Pest Control - Middle School Total</b>					<b>536</b>	
Contracted Service - Cintas/Pest Control - Model	CINTAS LOCATION #300	22-Jul	Model - AED	EFT	89	
		19-Aug	Model - AED	EFT	89	
		19-Aug	Model - pest control	EFT	72	
<b>Contracted Service - Cintas/Pest Control - Model Total</b>					<b>250</b>	
Contracted Service - Cintas/Pest Control - Transportation	CINTAS LOCATION #300	19-Aug	Transportation - AED	EFT	99	
		19-Aug	Transportation - pest control	EFT	48	
<b>Contracted Service - Cintas/Pest Control - Transportation Total</b>					<b>147</b>	
Land and Building - Major Repairs - Childs	IDN-HARDWARE SALES INC	22-Jul	Childs - door/frame replacement Cherry's room	Check	5,826	
<b>Land and Building - Major Repairs - Childs Total</b>					<b>5,826</b>	
<b>Grand Total</b>					<b>431,503</b>	



Lincoln Consolidated Schools

# Payment Register

From Payment Date: 8/1/2022 - To Payment Date: 8/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163944775 - A/P Checking									
Check									
121034	08/01/2022	Voided	Duplicate Payment	08/19/2022	Accounts Payable	UNITESTEM LAB, LLC	\$12,500.00		
121035	08/05/2022	Open			Accounts Payable	BENCHMARK EDUCATION COMPANY LLC	\$1,914.00		
121036	08/05/2022	Open			Accounts Payable	BERECZ, CARI	\$147.50		
121037	08/05/2022	Open			Accounts Payable	DTE ENERGY	\$499.84		
121038	08/05/2022	Open			Accounts Payable	ECO FUEL SERVICES LLC	\$14,607.00		
121039	08/05/2022	Open			Accounts Payable	JOHN W. BUTLER	\$182.29		
121040	08/05/2022	Open			Accounts Payable	LANDMARK ACCEPTANCE CORPORATION	\$388.52		
121041	08/05/2022	Open			Accounts Payable	MICHIGAN ASSOC FOR BILINGUAL EDUCATION	\$417.66		
121042	08/05/2022	Open			Accounts Payable	MiSDU	\$1,649.46		
121043	08/05/2022	Open			Accounts Payable	ROBERT HALF INTERNATIONAL, INC	\$2,668.43		
121044	08/05/2022	Open			Accounts Payable	ROSS, SOPHIA	\$400.00		
121045	08/05/2022	Open			Accounts Payable	STADIUM TROPHY, INC.	\$307.92		
121046	08/05/2022	Open			Accounts Payable	TAMMY J. TERRY	\$1,439.23		
121047	08/05/2022	Open			Accounts Payable	VERIZON WIRELESS	\$1,486.98		
121048	08/05/2022	Open			Accounts Payable	WASTE MANAGEMENT	\$4,882.89		
121049	08/05/2022	Open			Accounts Payable	WOLVERINE SUPPLY INC	\$462.38		
121050	08/09/2022	Open			Accounts Payable	STATE OF MICHIGAN	\$600.00		
121051	08/19/2022	Open			Accounts Payable	AMERICAN SPRINKLER AND	\$1,430.00		
121052	08/19/2022	Open			Accounts Payable	ANN ARBOR ASPHALT	\$38,010.00		
121053	08/19/2022	Open			Accounts Payable	COMCAST CABLE COMMUNICATIONS INC	\$338.85		
121054	08/19/2022	Open			Accounts Payable	DTE ENERGY	\$59,129.89		
121055	08/19/2022	Open			Accounts Payable	FLOOR CARE CONCEPTS & SUPPLY	\$4,451.27		
121056	08/19/2022	Open			Accounts Payable	FOX AUTO PARTS, INC.	\$257.14		
121057	08/19/2022	Open			Accounts Payable	HUDDLE TICKETS LLC	\$1,950.00		
121058	08/19/2022	Open			Accounts Payable	HURON VALLEY TELECOMMUNICATIONS, INC.	\$1,443.80		
121059	08/19/2022	Open			Accounts Payable	IDN-HARDWARE SALES INC	\$9,247.16		
121060	08/19/2022	Open			Accounts Payable	Ingham Co Vevay Twp Bd of Educ	\$200.00		
121061	08/19/2022	Open			Accounts Payable	INTRADO INTERACTIVE SERVICES CORP	\$5,623.01		
121062	08/19/2022	Open			Accounts Payable	JOHNSON CONTROLS FIRE PROTECTION, LP.	\$1,900.62		
121063	08/19/2022	Open			Accounts Payable	KOLANO AND SAHA ENGINEERS INC	\$2,030.00		
121064	08/19/2022	Open			Accounts Payable	KONA ICE OF YPSILANTI	\$346.00		
121065	08/19/2022	Open			Accounts Payable	MAS/FPS	\$85.00		
121066	08/19/2022	Open			Accounts Payable	MASB	\$99.00		
121067	08/19/2022	Open			Accounts Payable	MLIVE MEDIA GROUP	\$4,546.82		
121068	08/19/2022	Open			Accounts Payable	PINTER'S FLOWERLAND INC	\$803.70		
121069	08/19/2022	Open			Accounts Payable	POCOCK, JENNIFER	\$244.38		
121070	08/19/2022	Open			Accounts Payable	POSTMASTER - BULK MAILING	\$1,700.00		
121071	08/19/2022	Open			Accounts Payable	PYT SPORTS INC	\$3,050.00		
121072	08/19/2022	Open			Accounts Payable	SMITH, KARENSA, CORLEE	\$67.41		

Lincoln Consolidated Schools

# Payment Register

From Payment Date: 8/1/2022 - To Payment Date: 8/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
121073	08/19/2022	Open			Accounts Payable	STADIUM TROPHY, INC.	\$79.96		
121074	08/19/2022	Open			Accounts Payable	STONY CREEK SERVICES INC	\$19,820.00		
121075	08/19/2022	Open			Accounts Payable	THE MARKERS GROUP	\$5,811.44		
121076	08/19/2022	Open			Accounts Payable	VERIZON WIRELESS	\$1,486.98		
121077	08/19/2022	Open			Accounts Payable	WASHTENAW COUNTY HEALTH DEPARTMENT	\$225.00		
121078	08/19/2022	Open			Accounts Payable	WHEATON-SLOAN, JENNIFER	\$182.63		
121079	08/19/2022	Open			Accounts Payable	WOLVERINE SUPPLY INC	\$953.54		
121080	08/19/2022	Open			Accounts Payable	JOHN W. BUTLER	\$182.29		
121081	08/19/2022	Open			Accounts Payable	MISDU	\$1,091.89		
121082	08/19/2022	Open			Accounts Payable	TAMMY J. TERRY	\$1,346.92		
121118	08/31/2022	Open			Accounts Payable	VERIZON WIRELESS	\$2,196.76		
Type Check Totals:									
EFT									
8196	08/05/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$35.99		
8197	08/05/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$24.48		
8198	08/05/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$95.48		
8199	08/05/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$61.99		
8200	08/05/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$149.94		
8201	08/05/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$172.69		
8202	08/05/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$15.28		
8203	08/05/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$16.99		
8204	08/05/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$38.94		
8205	08/05/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$1,068.24		
8206	08/05/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	(\$39.50)		
8207	08/05/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	(\$1,068.24)		
8208	08/05/2022	Open			Accounts Payable	A & R TOTAL CONSTRUCTION CO., INC.	\$37,495.14		
8209	08/05/2022	Open			Accounts Payable	A.F. SMITH ELECTRIC, INC.	\$235.00		
8210	08/05/2022	Open			Accounts Payable	AERO FILTER, INC.	\$8,637.44		
8211	08/05/2022	Open			Accounts Payable	B & B POOLS & SPAS	\$2,145.00		
8212	08/05/2022	Open			Accounts Payable	BELLORE, SUZANNE	\$2,229.79		
8213	08/05/2022	Open			Accounts Payable	BROADSPIRE SERVICES INC	\$100.72		
8214	08/05/2022	Open			Accounts Payable	CINTAS LOCATION #300	\$1,059.57		
8215	08/05/2022	Open			Accounts Payable	CONSTELLATION NEWENERGY- GAS DIVISION, LLC	\$138.79		
8216	08/05/2022	Open			Accounts Payable	DANGERFIELD, SOPHIA	\$400.00		
8217	08/05/2022	Open			Accounts Payable	FIRE SYSTEMS OF MICHIGAN, INC.	\$7,132.15		
8218	08/05/2022	Open			Accounts Payable	FPS Services LLC	\$36,701.51		
8219	08/05/2022	Open			Accounts Payable	GURGANUS, KYLA	\$215.39		
8220	08/05/2022	Open			Accounts Payable	HOUGHTON MIFFLIN CO	\$2,748.34		
8221	08/05/2022	Open			Accounts Payable	IMAGINE LEARNING, INC.	\$24,150.00		
8222	08/05/2022	Open			Accounts Payable	J.J. KELLER & ASSOCIATES, INC.	\$467.48		
8223	08/05/2022	Open			Accounts Payable	KONICA MINOLTA PREMIER FINANCE	\$82.86		
8224	08/05/2022	Open			Accounts Payable	LAWSON, LATRICIA	\$50.00		
8225	08/05/2022	Open			Accounts Payable	LOWE'S	\$617.92		
8226	08/05/2022	Open			Accounts Payable	NUCO2	\$139.50		
8227	08/05/2022	Open			Accounts Payable	POWERSCHOOL GROUP, LLC	\$14,557.50		
8228	08/05/2022	Open			Accounts Payable	REHMANN	\$50,911.05		

Lincoln Consolidated Schools

# Payment Register

From Payment Date: 8/1/2022 - To Payment Date: 8/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
8229	08/05/2022	Open			Accounts Payable	ROBINSON-JONES, THEODORA	\$182.50		
8230	08/05/2022	Open			Accounts Payable	ROWELL, ANNE	\$390.00		
8231	08/05/2022	Open			Accounts Payable	SCHWEGLER, LESLIE	\$186.50		
8232	08/05/2022	Open			Accounts Payable	SELKING INTERNATIONAL & IDEALEASE	\$1,138.89		
8233	08/05/2022	Open			Accounts Payable	SENTINEL TECHNOLOGIES	\$4,199.25		
8234	08/05/2022	Open			Accounts Payable	SUBURBAN OCCUPATIONAL HEALTH PC	\$150.00		
8235	08/05/2022	Open			Accounts Payable	SUMPTER ACE HARDWARE	\$653.47		
8236	08/05/2022	Open			Accounts Payable	TABOR, CATHERINE, ANN	\$900.00		
8237	08/05/2022	Open			Accounts Payable	TABOR, JACK, ETHAN	\$400.00		
8238	08/05/2022	Open			Accounts Payable	THE PRINT GIANTS	\$1,351.50		
8239	08/05/2022	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$1,524.00		
8240	08/05/2022	Open			Accounts Payable	UNITY SCHOOL BUS PARTS	\$262.17		
8241	08/05/2022	Open			Accounts Payable	WAGEWORKS INC	\$100.00		
8242	08/05/2022	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$9,335.31		
8243	08/05/2022	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$157,136.90		
8244	08/05/2022	Open			Accounts Payable	WATTS, ARIA	\$562.50		
8245	08/05/2022	Open			Accounts Payable	WEINGARTZ	\$1,461.01		
8293	08/19/2022	Open			Accounts Payable	1ST AYD CORP	\$348.94		
8294	08/19/2022	Open			Accounts Payable	AERO FILTER, INC.	\$49.20		
8295	08/19/2022	Open			Accounts Payable	AHMAD, SAHIB	\$300.00		
8296	08/19/2022	Open			Accounts Payable	ANGEL, LAURA, L	\$276.59		
8297	08/19/2022	Open			Accounts Payable	BEIER HOWLETT, P.C.	\$896.00		
8298	08/19/2022	Open			Accounts Payable	BELLORE, SUZANNE	\$90.00		
8299	08/19/2022	Open			Accounts Payable	BENDEL, JASON	\$1,200.00		
8300	08/19/2022	Open			Accounts Payable	BROADSPIRE SERVICES INC	\$5,995.50		
8301	08/19/2022	Open			Accounts Payable	CAMPBELL, INC.	\$11,615.00		
8302	08/19/2022	Open			Accounts Payable	CAYMAN SPORTS CO.	\$523.00		
8303	08/19/2022	Open			Accounts Payable	CINTAS LOCATION #300	\$2,009.51		
8304	08/19/2022	Open			Accounts Payable	COLE, DANIELLE	\$277.29		
8305	08/19/2022	Open			Accounts Payable	CRAWFORD DOOR SALES	\$352.50		
8306	08/19/2022	Open			Accounts Payable	CUMULUS MEDIA - ANN ARBOR	\$5,412.00		
8307	08/19/2022	Open			Accounts Payable	ELITE FUND, INC	\$675.00		
8308	08/19/2022	Open			Accounts Payable	ELITE TRAUMA CLEAN-UP INC	\$155.00		
8309	08/19/2022	Open			Accounts Payable	ENVIRO-CLEAN	\$154,455.31		
8310	08/19/2022	Open			Accounts Payable	FBM INC	\$1,074.00		
8311	08/19/2022	Open			Accounts Payable	FIT PRO SERVICES LLC	\$245.00		
8312	08/19/2022	Open			Accounts Payable	GAME ONE	\$710.88		
8313	08/19/2022	Open			Accounts Payable	GOYETTE MECHANICAL	\$48,281.20		
8314	08/19/2022	Open			Accounts Payable	GRAINGER INC, W W	\$21.12		
8315	08/19/2022	Open			Accounts Payable	GRAJCZYK, CHRISTINE	\$275.00		
8316	08/19/2022	Open			Accounts Payable	HOTCHKISS, MICHAEL	\$172.50		
8317	08/19/2022	Open			Accounts Payable	HUNT, STEPHANIE	\$156.00		
8318	08/19/2022	Open			Accounts Payable	IMPERIAL SUPPLIES LLC	\$183.03		
8319	08/19/2022	Open			Accounts Payable	INSECTECH INC.	\$822.00		
8320	08/19/2022	Open			Accounts Payable	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.	\$364.69		

Lincoln Consolidated Schools

# Payment Register

From Payment Date: 8/1/2022 - To Payment Date: 8/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
8321	08/19/2022	Open			Accounts Payable	KONICA MINOLTA PREMIER FINANCE	\$73.58		
8322	08/19/2022	Open			Accounts Payable	KRONSPERGER, MEARA, K.	\$216.00		
8323	08/19/2022	Open			Accounts Payable	LOWE'S	\$452.53		
8324	08/19/2022	Open			Accounts Payable	MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION INC.	\$60.00		
8325	08/19/2022	Open			Accounts Payable	NEUMANN, ALEX	\$180.00		
8326	08/19/2022	Open			Accounts Payable	PAPA'S PAINTING, LLC.	\$21,550.00		
8327	08/19/2022	Open			Accounts Payable	PARKWAY SERVICES, INC	\$220.00		
8328	08/19/2022	Open			Accounts Payable	PRESIDIO NETWORKED SOLUTIONS GROUP	\$10,677.50		
8329	08/19/2022	Open			Accounts Payable	RIDDELL / ALL AMERICAN SPORTS CORP.	\$6,674.45		
8330	08/19/2022	Open			Accounts Payable	ROBINSON-JONES, THEODORA	\$68.00		
8331	08/19/2022	Open			Accounts Payable	ROWELL, ANNE	\$64.10		
8332	08/19/2022	Open			Accounts Payable	SCHOOL SPECIALTY LLC	\$1,991.56		
8333	08/19/2022	Open			Accounts Payable	SCHWEGLER, LESLIE	\$25.00		
8334	08/19/2022	Open			Accounts Payable	SELKING INTERNATIONAL & IDEALEASE	\$1,170.32		
8335	08/19/2022	Open			Accounts Payable	SENTINEL TECHNOLOGIES	\$262.50		
8336	08/19/2022	Open			Accounts Payable	SERVICE ELECTRIC SUPPLY CO	\$2,151.67		
8337	08/19/2022	Open			Accounts Payable	SMITH, ABIGAIL, L	\$190.00		
8338	08/19/2022	Open			Accounts Payable	SONITROL GREAT LAKES - MICHIGAN	\$727.10		
8339	08/19/2022	Open			Accounts Payable	SOUND COM SYSTEMS	\$489.00		
8340	08/19/2022	Open			Accounts Payable	STRAIGHT FORWARD PERFORMANCE L.L.C.	\$2,500.00		
8341	08/19/2022	Open			Accounts Payable	THE PRINT GIANTS	\$4,974.10		
8342	08/19/2022	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$304.00		
8343	08/19/2022	Open			Accounts Payable	THRUN LAW FIRM, P.C.	\$330.00		
8344	08/19/2022	Open			Accounts Payable	WASHTENAW COUNTY CONSORTIUM	\$429,942.89		
8345	08/19/2022	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$259.00		
8346	08/19/2022	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$8,548.13		
8347	08/19/2022	Open			Accounts Payable	WEINGARTZ	\$1,068.50		
8348	08/19/2022	Open			Accounts Payable	WINDSTREAM	\$2,143.68		
8349	08/19/2022	Open			Accounts Payable	WOLGAST CORPORAION	\$4,893.74		
8350	08/19/2022	Open			Accounts Payable	FPS Services LLC	\$36,321.51		
8353	08/05/2022	Open			Accounts Payable	HEALTHQUITY, INC	\$6,170.77		
8355	08/15/2022	Open			Accounts Payable	OFFICE OF RETIREMENT SERVICES (ORS)	\$296,420.40		
8356	08/19/2022	Open			Accounts Payable	HEALTHQUITY, INC	\$6,283.85		
8357	08/18/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$13.99		
8358	08/18/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$39.94		
8359	08/18/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$20.29		
8360	08/18/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$19.99		
8361	08/18/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$97.66		
8362	08/18/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$109.50		
8363	08/18/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$47.64		

Lincoln Consolidated Schools

# Payment Register

From Payment Date: 8/1/2022 - To Payment Date: 8/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
8364	08/18/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$95.92		
8365	08/18/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$17.99		
8366	08/18/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$619.38		
8367	08/18/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$212.99		
8368	08/29/2022	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$228,993.26		
Type EFT Totals:									
7163944775 - A/P Checking Totals								\$1,685,350.12	

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	49	\$202,385.56	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$12,500.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>50</b>	<b>\$214,885.56</b>	<b>\$0.00</b>

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	123	\$1,685,350.12	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>123</b>	<b>\$1,685,350.12</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	172	\$1,887,735.68	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$12,500.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>173</b>	<b>\$1,900,235.68</b>	<b>\$0.00</b>

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	49	\$202,385.56	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$12,500.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>50</b>	<b>\$214,885.56</b>	<b>\$0.00</b>

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	123	\$1,685,350.12	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>123</b>	<b>\$1,685,350.12</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	172	\$1,887,735.68	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$12,500.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>173</b>	<b>\$1,900,235.68</b>	<b>\$0.00</b>

Lincoln Consolidated Schools

# Payment Register

From Payment Date: 8/1/2022 - To Payment Date: 8/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163945137 - Trust & Agency Checking									
<u>Check</u>									
22257	08/05/2022	Open			Accounts Payable	MUSIC THEATRE INTERNATIONAL	\$1,049.00		
22258	08/05/2022	Open			Accounts Payable	STADIUM TROPHY, INC.	\$105.85		
22259	08/12/2022	Open			Accounts Payable	BISHOP BRAVO PTO	\$16,429.27		
22260	08/12/2022	Open			Accounts Payable	PORTA PHONE COMPANY, INC.	\$4,039.16		
22261	08/26/2022	Open			Accounts Payable	Petty, Jessica, Mari	\$4,383.49		
Type Check Totals:									
							5 Transactions	\$26,006.77	
<u>EFT</u>									
1305	08/05/2022	Open			Accounts Payable	GAME ONE	\$7,526.16		
1306	08/05/2022	Open			Accounts Payable	PATHAK, VINTI	\$28.51		
1307	08/05/2022	Open			Accounts Payable	THE PRINT GIANTS	\$354.00		
1319	08/12/2022	Open			Accounts Payable	HEIKKINEN PRODUCTIONS	\$253.50		
1320	08/12/2022	Open			Accounts Payable	THE PRINT GIANTS	\$936.00		
1321	08/19/2022	Open			Accounts Payable	JONES, MARSHA, KAY	\$35.09		
1322	08/19/2022	Open			Accounts Payable	LITTLE, BETH	\$502.96		
1323	08/19/2022	Open			Accounts Payable	ROBINSON, DWAYNE	\$750.00		
1324	08/19/2022	Open			Accounts Payable	THE PRINT GIANTS	\$1,920.00		
1325	08/26/2022	Open			Accounts Payable	ANN ARBOR T-SHIRT COMPANY LLC	\$550.99		
1326	08/26/2022	Open			Accounts Payable	GAME ONE	\$2,530.50		
1327	08/26/2022	Open			Accounts Payable	GREEN, TIMOTHY	\$309.95		
1328	08/26/2022	Open			Accounts Payable	JACOBS, MARTIN	\$175.94		
1329	08/26/2022	Open			Accounts Payable	THE PRINT GIANTS	\$240.00		
1330	08/26/2022	Open			Accounts Payable	UNITED IMAGE GROUP	\$420.00		



Lincoln Consolidated Schools

# Payment Register

From Payment Date: 8/1/2022 - To Payment Date: 8/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1331	08/26/2022	Open			Accounts Payable	WESTFALL, CHRISTOPHER	\$341.36		
Type EFT Totals:							\$16,874.96		
7163945137 - Trust & Agency Checking Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	5	\$26,006.77	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>5</b>	<b>\$26,006.77</b>	<b>\$0.00</b>

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	16	\$16,874.96	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>16</b>	<b>\$16,874.96</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	21	\$42,881.73	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>21</b>	<b>\$42,881.73</b>	<b>\$0.00</b>

**Grand Totals:**

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	5	\$26,006.77	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>5</b>	<b>\$26,006.77</b>	<b>\$0.00</b>

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	16	\$16,874.96	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>16</b>	<b>\$16,874.96</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	21	\$42,881.73	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>21</b>	<b>\$42,881.73</b>	<b>\$0.00</b>

<b>LINCOLN CONSOLIDATED SCHOOLS</b>
<b>PERSONNEL TRANSACTIONS SUMMARY</b>

--	--	--	--	--

<b>ACTION ITEMS</b>				
---------------------	--	--	--	--

Name	Position/Building	Effective Date	Status	Major/Step
Jacob Gorman	Riptides Coach/Community Education	9/8/2022	New Hire	
Zahmari Keita	Noon Supervisor/Childs Elementary School	9/12/2022	New Hire	
Adria Pfeiffer	Noon Supervisor/Childs Elementary School	9/12/2022	New Hire	
Adam Cook	Paraprofessional/Lincoln High School	8/29/2022	Transfer	
Samantha Cox	Paraprofessional/Brick Elementary School	9/12/2022	New Hire	
Lola Olds	Bus Aide/Transportation	9/13/2022	New Hire	
Chloe Babut	Paraprofessional/Lincoln Middle School	9/13/2022	New Hire	
Sandra Black	Noon Supervisor/Childs Elementary School	9/15/2022	New Hire	
Krystl Tittyung	Paraprofessional/Bishop Elementary School	9/19/2022	New Hire	
Carmen Rolon-Santiago	Noon Supervisor/Brick Elementary School	9/15/2022	New Hire	
Vershawn Fuster	Noon Supervisor/Brick Elementary School	9/19/2022	New Hire	
Khadija Chaudry	Building Secretary/Lincoln Virtual Academy	9/22/2022	New Hire	
Deanna Pena	Teacher/Lincoln Middle School	9/29/2022	Resignation	
Cassie Oswald	Teacher/Bishop Elementary School	8/23/2022	Resignation	
Amanda Lynch	Noon Supervisor/Childs Elementary School	8/29/2022	Resignation	
Robin Barta	Bus Driver /Transportation	8/14/2022	Retirement	
Shaney Klein	Noon Supervisor/Childs Elementary School	8/9/2022	Transfer to Chartwells	
Diane Luna	Bus Aide /Transportation	8/15/2022	Resignation	

Name	Position/Building	Return to Work Date	Status	Approved/Not Approved
Elizabeth Hollowell	4th Gr Teacher/Childs Elementary	1/9/2023	FMLA - Consecutive	
Kelly Huling	Building Secretary/Lincoln Middle School	N/A	FMLA - Intermittent	
Kathryn Deskins	Paraprofessional/Childs Elementary	10/3/2022	FMLA - Consecutive	
Rory Angelosanto	4th Gr Teacher/Childs Elementary	N/A	FMLA - Intermittent	
Katharine McCullough	Spec Ed Teacher/Lincoln Middle School	N/A	FMLA - Intermittent	