



Regular Meeting

October 24, 2022

Electronic Packet

**LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan**

BOARD OF EDUCATION MEETING

October 24, 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) Session #2

7.0 BOARD BUSINESS/PRESENTATIONS

7.1 Employee of the Month

7.2 Marketing & Enrollment Presentation

7.3 Bishop/Spanish Immersion

7.4 98c – Learning Loss Funding Presentation

7.5 2021-2022 Draft Audit Review

8.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

8.1 Superintendent's Report

8.2 Finance Report

8.2.1 September 2022 Food Service Report

8.2.2 September 2022 Enrollment Report

8.3 Human Resources Report

8.4 Public Relations & Marketing 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 Student Discipline

11.1.1 Student #2

11.1.2 Student #3

11.2 Student Trips

11.2.1 Middle School Walleye Game

11.3 Cameras High School, Middle School and Childs

11.4 Prisms of Reality Curriculum

11.5 2021-2022 Audit Report

12.0 OLD BUSINESS

12.1 Minutes of Previous Meeting

12.1.1 Regular Meeting September 26, 2022

12.1.2 Board Workshop October 10, 022

12.2 Miller Johnson Policy Update

12.3 September 2022 Finance

12.4 September 2022 Check Register

12.5 September 2022 Trust and Agency

12.6 Personnel Transactions

13.0 ADJOURNMENT

TO: Board of Education

FROM: Robert Jansen, Superintendent

DATE: October 19, 2022

**SUBJECT: Board of Education Meeting
October 24, 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 Employee of the Month
- 7.2 Marketing & Enrollment Presentation
Presented by Vicki Coury
- 7.3 Bishop/Spanish Immersion
Presented by Abby Smith
- 7.4 98c – Learning Loss Funding Presentation
Presented by Karensa Smith
- 7.5 2021-2022 Draft Audit Review
The 2021-2022 Audit Report will be presented during Presentations. Lewis & Knopf and Adam Snapp will be available for questions.

The audit for the year ending June 30, 2022, has been completed and the District has obtained an Unmodified opinion on the financial statements and audit of federal awards. This means that the auditors are giving reasonable assurance the financial statements are fairly presented.

The federal grants selected for audit were:

Child Nutrition Cluster

Education Stabilization Fund (ESSER Equity, ESSER Formula, ESSER II, Benchmark Assessment, Summer programming, Credit Recovery, ESSER III)

In total, \$7,406,589 of a \$9,993,941 of federal expenditures were audited.

The District used one-time money in 21/22 of \$5,006,730 (ESSER II & ESSER III). Most of the remaining amount of ESSER III (\$3.7 million) is expected to be used in the 22/23 fiscal year. There will be a revenue gap to fill after the ESSER funds are used up.

There were no identified findings or comments included with the financial statements or single audit.

8.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

- 8.1 Superintendent's Report
- 8.2 Finance Report
 - 8.2.1 September 2022 Food Service Report
Report included in Board packet.
 - 8.2.2 September 2022 Enrollment Report
Report included in Board packet.
- 8.3 Human Resources Report
- 8.4 Public Relations & Marketing 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
 - No prior Public Comment
- 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 Student Discipline

11.1.1 Student #2

The Board Discipline Committee met on October 3, 2022, to conduct a disciplinary hearing for Student #2 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

RECOMMENDED MOTION: I move that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #2 as presented.

11.1.2 Student #3

The Board Discipline Committee met on October 3, 2022, to conduct a disciplinary hearing for Student #3 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

RECOMMENDED MOTION: I move that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #3 as presented.

11.2 Student Trips

11.2.1 Middle School Walleye Game

This is yearly trip for 7th grade students. The cost of the trip for students is \$10 which includes their ticket and lunch. Lincoln busing will be used, however the cost of transportation will be reimbursed by the Walleye Education Foundation. This was presented for information only; Board action will be requested at a subsequent meeting.

11.3 Cameras High School, Middle School and Childs

Pricing in the attached proposals are from the Spring of 2022 and do not accurately reflect current pricing for the devices nor the services. We are in the process of obtaining updated quotes from each vendor. This was presented for information only; Board action will be requested at a subsequent meeting.

11.4 Prisms of Reality Curriculum

Prisms of Reality is a virtual reality pilot program that is developing curriculum for secondary students in math and science. Lincoln Consolidated Schools has the opportunity to be one of the first schools in the State of Michigan to implement the Prisms of Reality program. The District is working with teacher leaders to identify the right opportunity for implementation. The Board of Education authorizes Mr. Jansen or his delegee to negotiate with the vendor regarding the terms and implementation of the Prisms of Reality system. This was presented for information only; Board action will be requested at a subsequent meeting.

11.5 2021-2022 Audit Report

The 2021-2022 Audit Report will be presented during Presentations. Lewis & Knopf and Adam Snapp will be available for questions.

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The District used one-time money in 21/22 of \$5,006,730 (ESSER II & ESSER III). Most of the remaining amount of ESSER III (\$3.7 million) is expected to be used in the 22/23 fiscal year. There will be a revenue gap to fill after the ESSER funds are used up.

There were no identified findings or comments included with the financial statements or single audit.

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 26, 2022

12.1.2 Board Workshop October 10, 2022

Enclosed are the minutes of the September 26, 2022, Regular Meeting and the October 10, 2022, Board Workshop.

RECOMMENDED MOTION: I move that we approve the minutes of the September 26, 2022, Regular Meeting and the October 10, 2022, Board Workshop as presented.

12.2 Miller Johnson Policy Update

Please read the attached documents from Miller Johnson policy updates. The Planning Committee has met to discuss the changes. Board action is requested.

RECOMMENDED MOTION: I move that we approve The Miller Johnson Policy Update as presented,

12.3 September 2022 Finance

Enclosed are the September 2022, Financial Reports. The Superintendent recommends approval as presented.

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

12.4 September 2022 Check Register

Enclosed is the September 1-30, 2022, check register in the amount of \$1,896,457.92. The Superintendent recommends approval as presented.

RECOMMENDED MOTION: I move that we approve the September 1-30, 2022, check register in the amount of \$1,896,457.92 as presented

12.5 September 2022 Trust and Agency

Enclosed is the September 2022, Trust & Agency Report. The Superintendent recommends approval as presented.

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

12.6 Personnel Transactions

ACTION ITEMS				
Name	Position/Building	Effective Date	Status	Major/Step
Katie Blanton	Kindergarten Teacher/Brick Elementary	9/28/2022	New Hire	BA Step 3
Braylynn Kelly	Lifeguard/Community Education	9/26/2022	New Hire	
Jessica Jansen	Second Grade Teacher/Brick Elementary School	10/5/2022	New Hire	MA Step 10
Martin Fields	Bus Driver/Transportation	10/3/2022	New Hire	
Collette Drew	Noon Supervisor/Childs Elementary School	10/7/2022	New Hire	
Sheyanne Ball	Noon Supervisor/Model Elementary School	10/11/2022	New Hire	
Richard Bancroft	Bus Aide/Transportation	10/11/2022	New Hire	
Daryl Bowen Jr.	Bus Aide/Transportation	10/17/2022	New Hire	
Michelle Johnson	Bus Aide/Transportation	10/19/2022	New Hire	
William Montague	Special Education Teacher/Lincoln Middle School	11/1/2022	New Hire	MA Step 10
Jakob Henriksen	Router/Transportation Department	10/17/2022	Resigned	
Sarah Hickman	Teacher/Brick Elementary School	10/5/2022	Resigned	
Heidi Holt	Paraprofessional/Lincoln High School	9/30/2022	Resigned	
Kathleen Hurley	Special Education Teacher/Lincoln Middle School	9/30/2022	Retirement	
Ron Thorton	Teacher/Lincoln Middle School	9/30/2022	Retirement	
Ashley McKenzie	Teacher/Lincoln High School	9/23/2022	Resigned	
Miles Crain	Lab Receptionist/LAB	9/16/2022	Termination - File Clean-up	
Hannah Hoffman	Lab Receptionist/LAB	9/16/2022	Termination - File Clean-up	
Jacob Muhammed-Kolesar	Lab Receptionist/LAB	9/16/2022	Termination - File Clean-up	
Sara Workman	Lab Receptionist/LAB	9/16/2022	Termination - File Clean-up	
James Clock	Lifeguard/Comm Ed	9/12/2022	Termination - File Clean-up	
Matthew Hirsch	Teacher/Brick Elementary School	8/1/2022	Resigned	
Latifah Cooley	Bus Driver/Transportation	8/15/2022	Resigned	
Kenyetta Melton	Bus Driver/Transportation	9/1/2022	Resigned	
Donish Howell	Bus Aide/Transportation	9/12/2022	Resigned	
Keny toda Jones	Bus Driver/Transportation	8/26/2022	Resigned	
Richard Knowles	Mechanic/Transportation	8/8/2022	Retirement	
Name	Position/Building	Return to Work Date	Status	Approved/ Not Approved
Nicole Swidan	Teacher/Childs	1/9/2023	FMLA - Consecutive	Approved
Ann Voelker	Social Worker/Childs	1/9/2023	FMLA - Consecutive	Approved

RECOMMENDED MOTION: I move that we approve the October 24, 2022, Personnel Transactions Summary as presented.

13.0 ADJOURNMENT

Lincoln Consolidated Schools
7425 Willis Rd
Ypsilanti MI 48197

Dear, Lincoln Consolidated School Board Members

Department Updates

- Breakfast and Lunches are still available at no charge for all students at Lincoln this year. This opportunity comes from the district's decision, and the state's approval, for our district to be CEP for the 2022-2023 school year.
- Our department has been working with building administration to encourage families to complete the Household Information Report.
- As of October 21, Zachary Roberts (Director of Food Service) and Shaney Klein (Food Service Admin Assistant) have processed **895** Household Income Reports. That is nearly 200 more processed reports than last year around the same time.
- From August 29, 2022-October 21, 2022 our district has provided 71,120 Lunches and 40,604 breakfast. That is nearly 18,000 more lunches and 7,000 more breakfast compared to the previous year in the same time frame.
- The feedback we have received from students and faculty regarding the meals has been great! In fact adult meals between August 29, 2022 and October 21, 2022 have increased by 85% compared to last year in the same time frame.
- As of mid October the district is at 48.8% free or reduced eligible. That is slightly higher than last year's number of 48.1%.
- I am extremely happy to report that we are close to becoming fully staffed!. When Chartwells took over the Lincoln account in July we started with 7 Aramark associates that transferred to our team. As of today we are at 22 associates throughout the district. Our goal is 27 associates total throughout the district.

Things to look forward to

- Our next big project is to work on getting the West Kitchen at the High School cleaned, staffed, stocked, and ready for service.
- Our timeline for this project is hopefully to have that kitchen running by January 1st, 2023.

Here is a Menu for November at the High School. If you see something you like, stop by between 10:30am and 11:50am and get some lunch!

November 2022

Lincoln High School

Lunch

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
	Create <ul style="list-style-type: none"> • Cinnamon French Toast • Scrambled Eggs • Turkey Sausage Patty • Apple Crisp 2Mato <ul style="list-style-type: none"> • Classic Cheese Pizza • Classic Pepperoni Pizza • Veggie Pizza Grill <ul style="list-style-type: none"> • Classic Cheeseburger in Bun • Cheesy French Bread Pizza • French Fries On the Go <ul style="list-style-type: none"> • Berry Parfait with Granola • Ham Cobb Salad • Dinner Roll • Buffalo Ranch Chicken Wrap • Turkey & Cheese Sandwich Extra Extra <ul style="list-style-type: none"> • Fresh Spinach Leaves • Fresh Chopped Romaine • Pea Salad • Homemade Classic Potato Salad • Mandarin Orange and Pineapple • Fruit Cocktail w/ Strawberries • Boneless Chicken Wings • Dinner Roll • Croutons • Crispy WG Chow Mein Noodles • Fresh Whole Fruit 	Create <ul style="list-style-type: none"> • BBQ Oven Roasted Chicken Drumstick • Seasoned Potato Wedges 2Mato <ul style="list-style-type: none"> • Classic Cheese Pizza • Classic Pepperoni Pizza • Veggie Pizza Grill <ul style="list-style-type: none"> • Jumbo Crispy Chicken Tenders • Baked Mozzarella Cheese Sticks • French Fries On the Go <ul style="list-style-type: none"> • Strawberry Parfait with Granola • Ham Cobb Salad • Dinner Roll • Buffalo Ranch Chicken Wrap • Turkey & Cheese Sandwich Extra Extra <ul style="list-style-type: none"> • Fresh Spinach Leaves • Fresh Chopped Romaine • Pea Salad • Homemade Classic Potato Salad • Mandarin Orange and Pineapple • Fruit Cocktail w/ Strawberries • Boneless Chicken Wings • Dinner Roll • Croutons • Crispy WG Chow Mein Noodles • Fresh Whole Fruit 	Create <ul style="list-style-type: none"> • Beef Nachos • Fajita Marinated Chicken • Seasoned Black Beans • Corn & Black Bean Salsa Salad • Pico de Gallo • Sliced Jalapenos 2Mato <ul style="list-style-type: none"> • Classic Cheese Pizza • Classic Pepperoni Pizza • Veggie Pizza Grill <ul style="list-style-type: none"> • Classic Cheeseburger in Bun • Toasty Three Cheese Sandwich • French Fries On the Go <ul style="list-style-type: none"> • Berry Parfait with Granola • Ham Cobb Salad • Dinner Roll • Buffalo Ranch Chicken Wrap • Turkey & Cheese Sandwich Extra Extra <ul style="list-style-type: none"> • Fresh Spinach Leaves • Fresh Chopped Romaine • Pea Salad • Homemade Classic Potato Salad • Mandarin Orange and Pineapple • Fruit Cocktail w/ Strawberries • Boneless Chicken Wings • Dinner Roll • Croutons • Crispy WG Chow Mein Noodles • Fresh Whole Fruit 	Create <ul style="list-style-type: none"> • Mashed Potato & Chicken Bowl • Seasoned Corn • Dinner Roll 2Mato <ul style="list-style-type: none"> • Classic Cheese Pizza • Classic Pepperoni Pizza • Veggie Pizza Grill <ul style="list-style-type: none"> • Spicy Chicken & Cheese Sandwich • Cheese Stuffed Breadsticks • French Fries On the Go <ul style="list-style-type: none"> • Berry Parfait with Granola • Ham Cobb Salad • Dinner Roll • Buffalo Ranch Chicken Wrap • Turkey & Cheese Sandwich Extra Extra <ul style="list-style-type: none"> • Fresh Spinach Leaves • Fresh Chopped Romaine • Pea Salad • Homemade Classic Potato Salad • Mandarin Orange and Pineapple • Fruit Cocktail w/ Strawberries • Boneless Chicken Wings • Dinner Roll • Croutons • Crispy WG Chow Mein Noodles • Fresh Whole Fruit

7	8	9	10	11
<p>Create</p> <ul style="list-style-type: none"> • Spaghetti with Beef Meat Sauce • Pasta with Traditional Tomato Sauce • Italian Vegetables <p>2Mato</p> <ul style="list-style-type: none"> • Classic Cheese Pizza • Classic Pepperoni Pizza <p>Grill</p> <ul style="list-style-type: none"> • Jumbo Crispy Chicken Tenders • Spicy Chicken & Cheese Sandwich • Cheese Pizza Cruncher • Tater Tots <p>On the Go</p> <ul style="list-style-type: none"> • South of the Border Dip & Chips • Turkey, Turkey Ham, & Cheese Sub • Bento Box: Soft Pretzel, Cheddar & Fresh Grapes <p>Extra Extra</p> <ul style="list-style-type: none"> • Fresh Spinach Leaves • Fresh Chopped Romaine • Corn & Pepper Salad • Spinach, Tomato, & Corn Pasta Salad • Mandarin Orange and Pineapple • Fruit Cocktail w/ Strawberries • Boneless Chicken Wings • Dinner Roll • Croutons • Crispy WG Chow Mein Noodles • Fresh Whole Fruit 	<p>Create</p> <ul style="list-style-type: none"> • Sauasge, Egg & Cheese Burrito • Home Fried Potatoes • Salsa <p>2Mato</p> <ul style="list-style-type: none"> • Classic Cheese Pizza • Classic Pepperoni Pizza <p>Grill</p> <ul style="list-style-type: none"> • Turkey Ham & Cheese Sub • Spicy Chicken & Cheese Sandwich • Cheese Pizza Cruncher • Tater Tots <p>On the Go</p> <ul style="list-style-type: none"> • South of the Border Dip & Chips • Turkey, Turkey Ham, & Cheese Sub • Bento Box: Soft Pretzel, Cheddar & Fresh Grapes <p>Extra Extra</p> <ul style="list-style-type: none"> • Fresh Spinach Leaves • Fresh Chopped Romaine • Corn & Pepper Salad • Spinach, Tomato, & Corn Pasta Salad • Mandarin Orange and Pineapple • Fruit Cocktail w/ Strawberries • Boneless Chicken Wings • Dinner Roll • Croutons • Crispy WG Chow Mein Noodles • Fresh Whole Fruit 	<p>Create</p> <ul style="list-style-type: none"> • Teriyaki Glazed Beef • Vegetable Fried Rice • Fresh Vegetable Medley <p>2Mato</p> <ul style="list-style-type: none"> • Classic Cheese Pizza • Classic Pepperoni Pizza <p>Grill</p> <ul style="list-style-type: none"> • Italian Chicken Parm Wrap • Toasty Three Cheese Sandwich • Cheese Pizza Cruncher • Tater Tots <p>On the Go</p> <ul style="list-style-type: none"> • South of the Border Dip & Chips • Turkey, Turkey Ham, & Cheese Sub • Bento Box: Soft Pretzel, Cheddar & Fresh Grapes <p>Extra Extra</p> <ul style="list-style-type: none"> • Fresh Spinach Leaves • Fresh Chopped Romaine • Corn & Pepper Salad • Spinach, Tomato, & Corn Pasta Salad • Mandarin Orange and Pineapple • Fruit Cocktail w/ Strawberries • Boneless Chicken Wings • Dinner Roll • Croutons • Crispy WG Chow Mein Noodles • Fresh Whole Fruit 	<p>Create</p> <ul style="list-style-type: none"> • Beef Nachos • Fajita Marinated Chicken • Seasoned Pinto Beans • Pico de Gallo • Sliced Jalapenos <p>2Mato</p> <ul style="list-style-type: none"> • Classic Cheese Pizza • Classic Pepperoni Pizza • Turkey Taco Pizza <p>Grill</p> <ul style="list-style-type: none"> • Bacon Cheeseburger • Cheese Stuffed Breadsticks • Cheese Pizza Cruncher • Tater Tots <p>On the Go</p> <ul style="list-style-type: none"> • South of the Border Dip & Chips • Turkey, Turkey Ham, & Cheese Sub • Bento Box: Soft Pretzel, Cheddar & Fresh Grapes <p>Extra Extra</p> <ul style="list-style-type: none"> • Fresh Spinach Leaves • Fresh Chopped Romaine • Corn & Pepper Salad • Spinach, Tomato, & Corn Pasta Salad • Mandarin Orange and Pineapple • Fruit Cocktail w/ Strawberries • Boneless Chicken Wings • Dinner Roll • Croutons • Crispy WG Chow Mein Noodles • Fresh Whole Fruit 	<p>Create</p> <ul style="list-style-type: none"> • Buffalo Chicken Macaroni and Cheese • Blueberry Crisp <p>2Mato</p> <ul style="list-style-type: none"> • Classic Cheese Pizza • Classic Pepperoni Pizza <p>Grill</p> <ul style="list-style-type: none"> • Jumbo Crispy Chicken Tenders • Spicy Chicken & Cheese Sandwich • Cheese Pizza Cruncher • Tater Tots <p>On the Go</p> <ul style="list-style-type: none"> • South of the Border Dip & Chips • Turkey, Turkey Ham, & Cheese Sub • Bento Box: Soft Pretzel, Cheddar & Fresh Grapes <p>Extra Extra</p> <ul style="list-style-type: none"> • Fresh Spinach Leaves • Fresh Chopped Romaine • Corn & Pepper Salad • Spinach, Tomato, & Corn Pasta Salad • Mandarin Orange and Pineapple • Fruit Cocktail w/ Strawberries • Boneless Chicken Wings • Dinner Roll • Croutons • Crispy WG Chow Mein Noodles • Fresh Whole Fruit

14

- Create
- Sweet & Sour Chicken
 - Brown Rice
 - Vegetable Egg Roll
 - Fresh Green Onions
 - Fresh Shredded Carrots
 - Fortune Cookies
- 2Mato**
- Classic Cheese Pizza
 - Supreme Pizza
 - Classic Pepperoni Pizza
- Grill
- Classic Cheeseburger in Bun
 - Cheese Stuffed Breadsticks
 - Baked Mozzarella Cheese Sticks
 - Sweet Potato Tots
- On the Go
- Berry Parfait with Granola
 - Chicken Caesar Salad
 - Breadstick
 - Honey Mustard Ham & Cheddar Wrap
- Extra Extra
- Fresh Spinach Leaves
 - Fresh Chopped Romaine
 - Pea Salad
 - Homemade Classic Potato Salad
 - Mandarin Orange and Pineapple
 - Fruit Cocktail w/ Strawberries
 - Boneless Chicken Wings
 - Dinner Roll
 - Croutons
 - Crispy WG Chow Mein Noodles
 - Fresh Whole Fruit

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- Create
- Lo Mein Noodles with Chicken
 - Seasoned Broccoli Florets
 - Vegetable Egg Roll
 - Fortune Cookies
- 2Mato**
- Classic Cheese Pizza
 - Supreme Pizza
 - Classic Pepperoni Pizza
- Grill
- Classic Cheeseburger in Bun
 - Cheese Stuffed Breadsticks
 - Baked Mozzarella Cheese Sticks
 - Sweet Potato Tots
- On the Go
- Berry Parfait with Granola
 - Chicken Caesar Salad
 - Breadstick
 - Honey Mustard Ham & Cheddar Wrap
- Extra Extra
- Fresh Spinach Leaves
 - Fresh Chopped Romaine
 - Pea Salad
 - Homemade Classic Potato Salad
 - Mandarin Orange and Pineapple
 - Fruit Cocktail w/ Strawberries
 - Boneless Chicken Wings
 - Dinner Roll
 - Croutons
 - Crispy WG Chow Mein Noodles
 - Fresh Whole Fruit

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- Create
- Southwest Lasagna
 - Rainbow Veggie Medley
 - Garlic Twist
- 2Mato**
- Classic Cheese Pizza
 - Supreme Pizza
 - Classic Pepperoni Pizza
- Grill
- Classic Cheeseburger in Bun
 - Cheese Stuffed Breadsticks
 - Baked Mozzarella Cheese Sticks
 - Sweet Potato Tots
- On the Go
- Berry Parfait with Granola
 - Chicken Caesar Salad
 - Breadstick
 - Honey Mustard Ham & Cheddar Wrap
- Extra Extra
- Fresh Spinach Leaves
 - Fresh Chopped Romaine
 - Pea Salad
 - Homemade Classic Potato Salad
 - Mandarin Orange and Pineapple
 - Fruit Cocktail w/ Strawberries
 - Boneless Chicken Wings
 - Dinner Roll
 - Croutons
 - Crispy WG Chow Mein Noodles
 - Fresh Whole Fruit

17

- Create
- Beef Nachos
 - Fajita Marinated Chicken
 - Seasoned Pinto Beans
 - Pico de Gallo
 - Sliced Jalapenos
- 2Mato**
- Classic Cheese Pizza
 - Supreme Pizza
 - Classic Pepperoni Pizza
- Grill
- Classic Cheeseburger in Bun
 - Cheese Stuffed Breadsticks
 - Baked Mozzarella Cheese Sticks
 - Sweet Potato Tots
- On the Go
- Berry Parfait with Granola
 - Chicken Caesar Salad
 - Breadstick
 - Honey Mustard Ham & Cheddar Wrap
- Extra Extra
- Fresh Spinach Leaves
 - Fresh Chopped Romaine
 - Pea Salad
 - Homemade Classic Potato Salad
 - Mandarin Orange and Pineapple
 - Fruit Cocktail w/ Strawberries
 - Boneless Chicken Wings
 - Dinner Roll
 - Croutons
 - Crispy WG Chow Mein Noodles
 - Fresh Whole Fruit

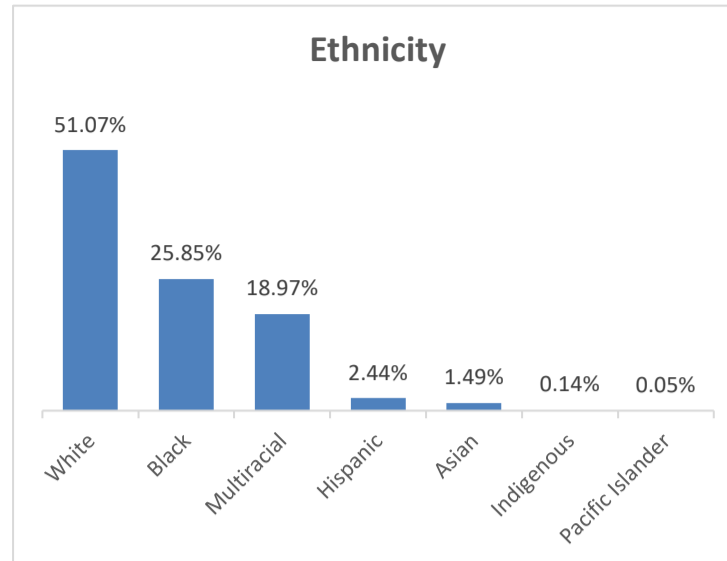
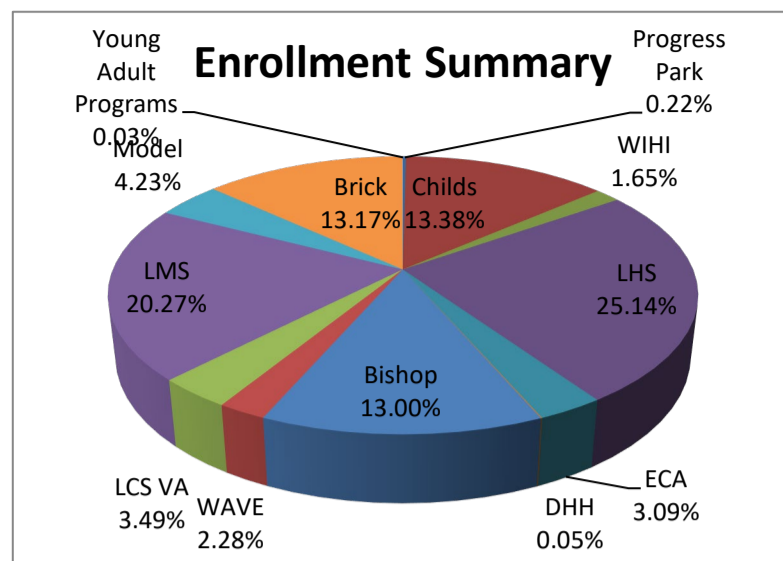
18

- Create
- Cheese Steak with Peppers & Onions
 - Oven Baked Curly Fries
- 2Mato**
- Classic Cheese Pizza
 - Supreme Pizza
 - Classic Pepperoni Pizza
- Grill
- Classic Cheeseburger in Bun
 - Cheese Stuffed Breadsticks
 - Baked Mozzarella Cheese Sticks
 - Sweet Potato Tots
- On the Go
- Berry Parfait with Granola
 - Chicken Caesar Salad
 - Breadstick
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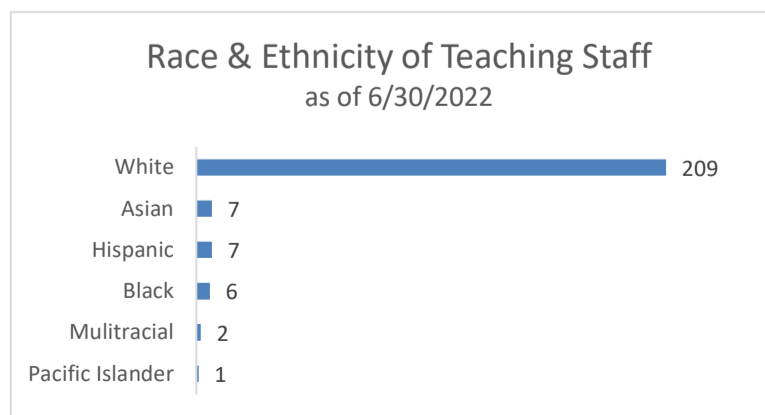
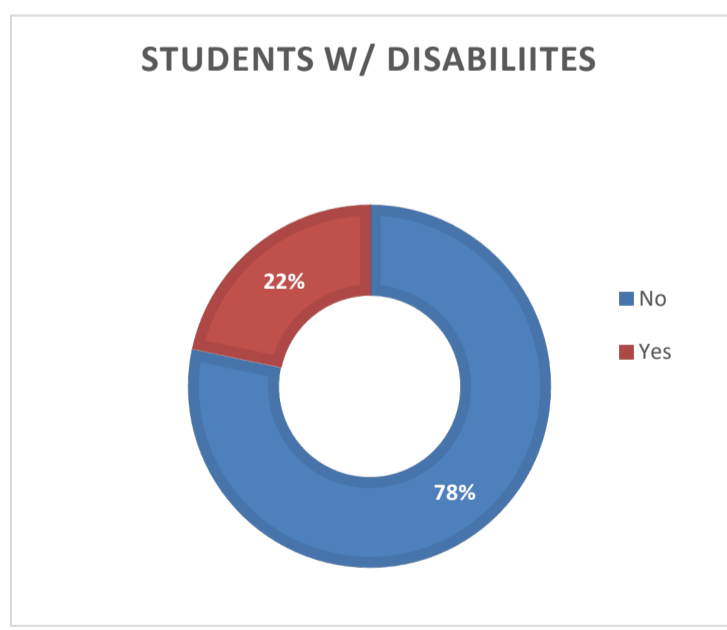
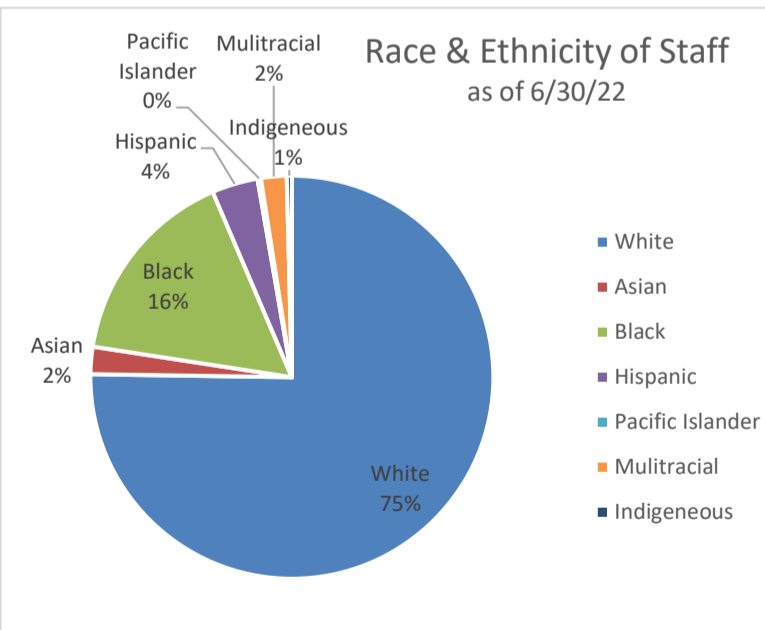
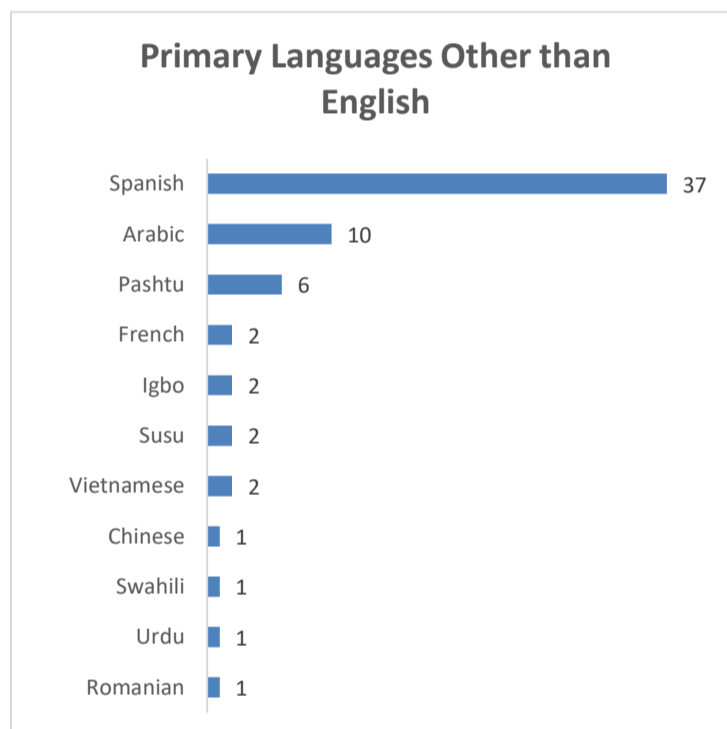
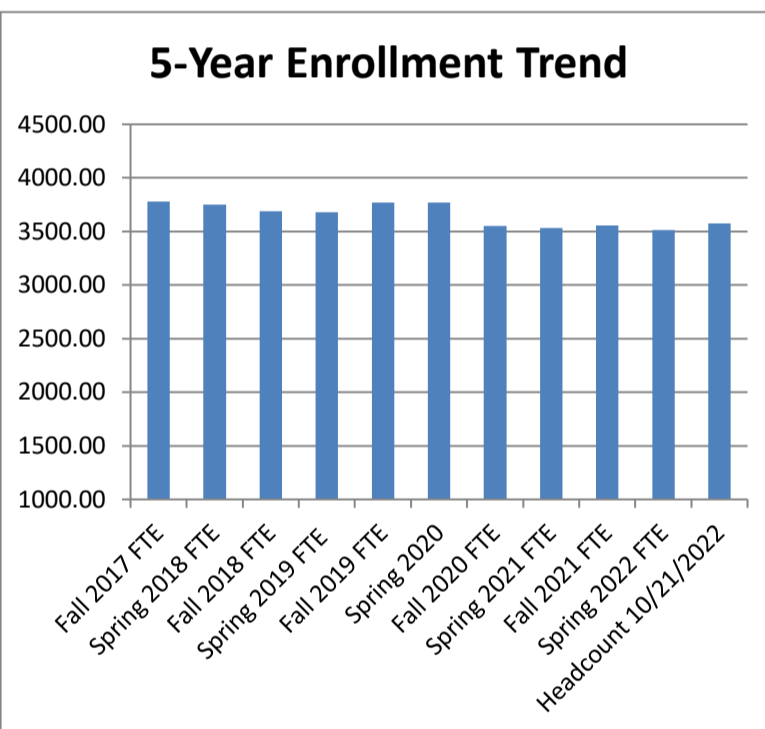
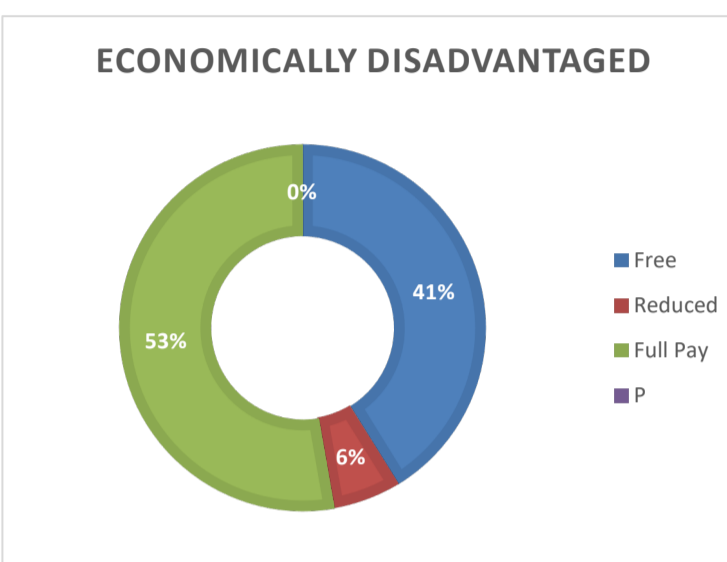
21	22	23	24	25
<p>2Mato</p> <ul style="list-style-type: none"> • Classic Cheese Pizza • Classic Pepperoni Pizza • BBQ Chicken Pizza <p>Grill</p> <ul style="list-style-type: none"> • Classic Cheeseburger in Bun • Chicken Nuggets • Ham and Cheese Bagel Melt • Sweet Potato Fries <p>On the Go</p> <ul style="list-style-type: none"> • Chicken BLT Salad • Santa Fe Turkey and Cheddar Wrap • Bento Box: Soft Pretzel, Cheddar & Fresh Grapes <p>Extra Extra</p> <ul style="list-style-type: none"> • Fresh Spinach Leaves • Fresh Chopped Romaine • Corn & Pepper Salad • Spinach, Tomato, & Corn Pasta Salad • Mandarin Orange and Pineapple • Fruit Cocktail w/ Strawberries • Boneless Chicken Wings • Dinner Roll • Croutons • Crispy WG Chow Mein Noodles • Fresh Whole Fruit 	<p>Create</p> <ul style="list-style-type: none"> • Beef Nachos • Fajita Marinated Chicken • Seasoned Black Beans • Corn & Black Bean Salsa Salad • Pico de Gallo • Sliced Jalapenos <p>2Mato</p> <ul style="list-style-type: none"> • Classic Cheese Pizza • Classic Pepperoni Pizza • Veggie Pizza <p>Grill</p> <ul style="list-style-type: none"> • Classic Cheeseburger in Bun • Toasty Three Cheese Sandwich • French Fries <p>On the Go</p> <ul style="list-style-type: none"> • Berry Parfait with Granola • Ham Cobb Salad • Dinner Roll • Buffalo Ranch Chicken Wrap • Turkey & Cheese Sandwich <p>Extra Extra</p> <ul style="list-style-type: none"> • Fresh Spinach Leaves • Fresh Chopped Romaine • Pea Salad • Homemade Classic Potato Salad • Mandarin Orange and Pineapple • Fruit Cocktail w/ Strawberries • Boneless Chicken Wings • Dinner Roll • Croutons • Crispy WG Chow Mein Noodles • Fresh Whole Fruit 			

Enrollment Summary
10/20/2022

Model	156
Comm Based	5
ECSE	27
Evaluation	26
GSRP	83
Headstart	15
Bishop	480
K	98
1	75
2	75
3	88
4	73
5	71
Brick	486
K	103
1	70
2	87
3	74
4	75
5	77
Childs	494
K	94
1	70
2	93
3	81
4	77
5	79
LMS	748
6	248
7	230
8	270
LHS	928
9	249
10	259
11	207
12	213
LCS VA	129
K	3
1	7
2	3
3	3
4	3
5	6
6	7
7	12
8	14
9	11
10	24
11	22
12	14
Progress Park	8
5	1
9	5
10	2
ECA	114
9	27
10	19
11	37
12	31
WAVE	84
9	5
10	10
11	23
12	46
WIHI	61
9	12
10	19
11	4
12	26
DHH	2
3	1
8	1
Young Adult Programs	1
12	1
Grand Total	3691



	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 10/21/2022	3575.00





Board Executive Committee Meeting Agenda
Monday October 17, 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. Board of Education agenda October 24, 2022-agenda approved with the addition of Prisms of Reality
 - b. Board Presentations-Performance Committee will be discussing the 2023 Board Presentation Calendar at their next meeting on
 - c. Board Self Eval- Rescheduled the evaluation for Nov 14, 2022
 - d. RFP list-Adam, Ty and Bob will compile a list of current contracts and expiration dates.
 - e. Staffing Updates-Thinking outside of the box will be key to filling staffing holes within the District.
5. Old Business
 - a. Staff Survey-Set to go our Oct 17, 2022
 - b. Enviro Clean Survey-Numbers mostly in the 7-10 range. Discussion on contract parameters and steps moving forward.
6. Superintendent Updates
 - a. Update on email communications – Transportation, Finance, Athletics-New rollout of communication protocols
7. Other-Solomon Zheng attended to answer questions about his proposal that will bring nw cameras to Childs, MS and HS
8. Adjourn-7:56 pm.



7425 Willis Road, Ypsilanti, MI 48197

www.Lincolnk12.org

FINANCE COMMITTEE MINUTES

October 3, 2022

4:30 pm Pittman Conference Room

(Attendee's-- Treasurer Rollins, Vice-President LaBombarde, President Czachorski, Superintendent Jansen, Finance Director Snapp, HR Director Baylock)

1. Call to Order--4:33pm
2. Approve Agenda--None
3. Public Comments--None
4. Old Business
 - a. **2022/23 Budget, enrollment, 21/22 Audit**-- Count day is this week 9/3/ calling parents to remind families. We are up in enrollment from last spring. Will have good numbers in coming weeks. Discussed sustainable dollars vs non-sustainable dollars and not tying major expenses to non-sustainable dollars, such as the Esser grant. Finance working hard to do a better projecting numbers for the budget. Reviewed and discussed the 21.22 audit. Audit came in as expected with a few additional dollars that were added to general fund and slightly increasing fund balance
 - b. **Marketing committee update's**— No marketing updates provided, mentioned having a good marketing plan with details for a budget to be created and submitted for review. Also discussed using several charts in successful marketing campaigns
 - c. **Line item budget review**-- Reviewed and discussed the finance comparison report. Looking for high percentages vs actual. No major issues were found, the few Issues that did come up were benefits that were paid out early in August. Benefit cycle runs month to month even though no payroll is done.
 - d. **Dashboard Review**—Discussed and reviewed dashboard chart. No issues to report

- e. **Bond budget finance review**-- Reviewed Bond finance report and the only change is for last payment to Walgast and IDI, which slightly reduce the balance in this account
- f. **Facilities Enviroclean contract 2023 renewal and revision for LAB**-- Reviewed and discussed the facilities proposal for additional employees for the lab. We requested more information as to how Enviroclean will ensure that all expectations met for the LAB and the entire district. We expect employees to be more efficient in their duties so that more work or coverage is provided to the district. The proposal was written based on dollars received in an Esser grant which is not sustainable revenue so there is no savings and employee will have to come out of the general fund. Asked for more information before making a recommendation
- g. **Technology (camera's) proposal**-- Reviewed and discussed Technology proposals. We agreed that the proposal was generic and that we needed much more detail, including specific amounts of cameras at each building and if those cameras will work on our current platform. Requested that more information to be provided for our review before we make recommendation.
- h. **BOE Continuing Ed Budget/ MASB grant funding**-- Discussed BOE training cost and creating a good budget going forward. Decided on a formula for creating a continuing ED (MASB) budget based upon how many years a board member has served.
- i. **District savings managing fund balance**—Reviewed and Managing fund balance we reviewed wording of new policy from Planning and what formula or process we would use to ensure that we maintain a proper fund balance while making investments into our rainy-day savings accounts. Also discussed this year's estimated fund balance and what options we had. Mr. Blaylock and Mr. Snapp are going to provide finance with further data before a decision and recommendation is made to full BOE

5. **New Business**

- a. None

6. **Adjournment—7:15pm**

According to the data, math has historically been lower than ELA. Some next steps for us as a district are as follows:

- From a broader systems view, we are working on the following:
 - Putting an MTSS system in place to help with processes and procedures
 - Having an MTSS Secondary Coordinator at the MS and HS to help review, plan, and implement Tier I, II, and III services
 - Our instructional collaborative team (this team is composed of all building administrators, Student Services Director, HR Director, and Superintendent) reviewed state assessment data as well as our trend NWEA data and discussed the following.
 - How can we grow our students more than a year in a year's worth of time in order to catch them up quicker? Currently, there are staff already doing this (see data).
 - NWEA has an accurate predictor of how students will perform on state assessments based on RIT growth. Our 6-year trend data shows basically the same proficiency over time on the M-STEP, PSAT, and SAT in both Math and ELA. How can we disrupt the predictor?
 - Instructional leaders will be in classrooms more observing teaching and learning and providing feedback to help our staff continue to grow.
- From the staff's point of view, we are putting the following in place
 - At the elementary level, our focus this year is math. We will go through the guaranteed and viable curriculum process, assess our students through benchmarking and progress monitoring, and receive math best instructional practices with professional learning and coaching.
 - At both the elementary and middle school level, we have modified interventions/intervention classes so all of them are working on closing the academic gaps. We are using new benchmarking and progress monitoring assessments and piloting math intervention programs.
 - For the HS, we have modified the order of our math classes starting now with Geometry instead of Algebra, working on detracking, researching the needed intervention supports in the building and classrooms, as well as looking into a critical thinking, innovative way to have our students experience math and then mathematize it for optimal learning, exposure, and application to real life.
- Through the PLC process and our collaborative meetings, we are making changes in all of our content areas.

8.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

8.1 Superintendent's Report

- 303 kindergartners!!
- Over the next couple of weeks, the District will hold a safety audit.
- Will be visiting with President Czachorski to our building's cafeterias.

8.2 Finance Report

- 8.2.1 August 2022 Food Service Report
Report included in Board packet.
- 8.2.2 Update 2022 Enrollment Report
Report included in Board packet.

8.3 Curriculum & Instruction Report

Curriculum

- Last week, Karensa Smith attended the Special Populations Conference in order to hear updates on our special population's groups - Special Education, At Risk, EL, and Foster Care/Homeless. Our very own, Mandy Pringle and Puja Mullins presented alongside MDE and the MiMTSS TAC. Their session topic highlighted how Lincoln Consolidated Schools is using the MDE English learner program evaluation tool and process.

Grants

- Our field consultant has stated that he should review our grants submission by the end of this week. Once officially approved, we can begin to effectively use our funds.
- There are several other grants that have become available from the state and federal government. Teams will be working on how we can apply and use the funds.

9.0 BOARD REPORTS/CORRESPONDENCE

- 9.1 Board Executive Committee Report
The Board Executive Committee met on September 22, 2022, will meet next of October 17, 2022.
- 9.2 Board Performance Committee Report
The Board Performance Committee will meet next on October 24, 2022.
- 9.3 Board Planning Committee Report
The Board Planning Committee will meet next on October 3, 2022, at 4:30pm in the Pittman Room.
- 9.4 Board Finance Committee Report
The next Finance Committee meeting is scheduled for October 10, 2022, in the Pittman Room at 4:30pm.
- 9.5 Reports and Correspondence
- Homecoming is scheduled for October 7, 2022.

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.

- Melissa Palmquist, resident, voiced her concerns about changed bus stops. Mr. Jensen reached out to Melissa Palmquist.
- Stacy Kind, resident, concerned about funding being tied to radical gender theory and students use of the bathrooms. President Czachorski reached out via email.
- Amanda Pierson, resident, concerned with the bus stop at Bunton & Lakeview Mobile Home Park. Mr. Jansen emailed Mrs. Pierson.
- Kelly Infante, resident, voiced concerns over the amount of time it takes to get testing scores and concerns with bus stop at Textile/Cherry Wood. Mr. Jansen responded to the group via email.
- Emily Grish, resident, concerns with bus stop at Textile/Cherry Wood. Mr. Jansen responded to the group via email.
- Hilary Brailey, resident, concerns with bus stop at Textile/Cherry Wood and not enough communication between Transportation Department and families. Mr. Jansen responded to the group via email.
- Amanda Huntington, resident, concerns with safety protocols that don't allow parents to do drop in visits without following protocols. Mr. Jansen spoke to Mrs. Huntington.

10.0 NEW BUSINESS

10.1 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.

11.0 OLD BUSINESS

11.1 Minutes of Previous Meeting

11.1.1 Regular Meeting September 12, 2022

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

It was moved by LaBombarbe and seconded by Sparks that we approve the minutes of the September 12, 2022, Regular Meeting as presented.

Ayes:7

Nays: 0

Motion carried 7-0

11.2 Strategic Planning Proposal

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

It was moved by LaBombarbe and seconded by Bentley that we accept the proposal from Battelle for Kids to assist the District in forming the Strategic Plan as recommended by the Superintendent

Ayes:7

Nays: 0

Motion carried 7-0

11.3 August 2022 Finance

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

It was moved by LaBombarbe and seconded by Moore that we approve the August 2022, Finance Report as presented.

Nays: 0
 Motion carried 7-0

- 11.4 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.

It was moved by LaBombarbe and seconded by Moore that we approve the August 1-30, 2022, check register in the amount of \$1,900,235.68 as presented.

Ayes:7
 Nays: 0
 Motion carried 7-0

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

It was moved by LaBombarbe and seconded by Rollins that we approve the August 2022, Trust & Agency Report as presented.

Ayes:7
 Nays: 0
 Motion carried 7-0

- 11.6 Personnel Transactions

<u>ACTION ITEMS</u>			
Name	Position/Building	Effective Date	Status
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

It was moved by LaBombarbe and seconded by Moore that we approve the September 26, 2022, Personnel Transactions Summary as presented.

Ayes:7
 Nays: 0
 Motion carried 7-0

12.0 ADJOURNMENT

It was moved by LaBombarbe and seconded by Williams that we adjourn the meeting at 8:19 p.m.

Ayes: 7
 Nays: 0
 Motion carried 7-0

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / WORKSHOP MEETING
October 10, 2022
6:00 p.m.
District Boardroom-Lincoln High School

OFFICIAL MINUTES

BOARD MEMBERS PRESENT

Jennifer Czachorski, President
Allie Sparks, Secretary
Thomas Rollins, Treasurer
Matthew Bentley, Trustee
Jason Moore, Trustee

ADMINISTRATORS PRESENT

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

OTHERS PRESENT

Edgar Brown and Jim Harless

1.0 CALL TO ORDER

President Czachorski called the meeting to order at 6:08 pm.

2.0 ROLL CALL

Roll call showed all Board Members were present with the exception of Williams and LaBombarbe.

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 Rollins and seconded by Sparks that we accept the agenda as presented.

Ayes:5

Nays: 0

Motion carried 5-0

6.0 PUBLIC COMMENT

6.1 Response to Prior Public Comment

- Melissa Palmquist, resident, voiced her concerns about changed bus stops. Mr. Jansen reached out to Melissa Palmquist.
- Stacy Kind, resident, concerned about funding being tied to radical gender theory and students use of the bathrooms. President Czachorski reached out via email.
- Amanda Pierson, resident, concerned with the bus stop at Bunton & Lakeview Mobile Home Park. Mr. Jansen emailed Mrs. Pierson.
- Kelly Infante, resident, voiced concerns over the amount of time it takes to get testing scores and concerns with bus stop at Textile/Cherry Wood. Mr. Jansen responded to the group via email.
- Emily Grish, resident, concerns with bus stop at Textile/Cherry Wood. Mr. Jansen responded to the group via email.
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- Amanda Huntington, resident, concerns with safety protocols that don't allow parents to do drop in visits without following protocols. Mr. Jansen spoke to Mrs. Huntington.

6.2 Public Comment Board of Education Public Comment Statement

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- No Public Comment

7.0 BOARD WORKSHOP

7.1 Professional Learning Communities: A Building Block of High Performing Schools

1. Clear and Shared Focus
2. High Standards and Expectations for all Students
3. Effective School Leadership
4. High levels of Collaboration and Communication
5. Curriculum, Instruction and Assessment Aligned with Standards
6. Frequent Monitoring of Teaching and Learning
7. Focused Professional Development
8. Supportive Learning Environment
9. High Level of Parent and Community Involvement

8.0 ADJOURNMENT

It was moved by Sparks and seconded by Rollins that we adjourn the meeting at 9:07 p.m.

Ayes: 5

Nays: 0

Motion carried 5-0

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.

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
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
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

Schedule of Revenues and Expenditures

Budget and Actual - General Fund

For the Month Ended September 30, 2022

	Original Budget	Actual	Actual Over (Under) Original Budget	Percent Actual of Budget
Revenues				
Local sources:				
Property taxes	\$ 5,003,511	\$ 1,188,742	\$ (3,814,769)	23.8%
Other local sources	302,500	94,729	(207,771)	31.3%
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%
Total revenues	<u>56,040,663</u>	<u>1,290,973</u>	<u>(54,749,690)</u>	<u>2.3%</u>
Expenditures				
Instruction:				
Basic programs	24,456,082	3,627,698	(20,828,384)	14.8%
Added needs	9,087,718	1,199,820	(7,887,898)	13.2%
Total instruction	<u>33,543,800</u>	<u>4,827,518</u>	<u>(28,716,282)</u>	<u>14.4%</u>
Support services:				
Pupil	5,557,966	741,216	(4,816,750)	13.3%
Instructional support	1,643,646	479,462	(1,164,184)	29.2%
General administration	568,815	162,857	(405,958)	28.6%
School administration	2,189,638	386,998	(1,802,640)	17.7%
Business	961,765	279,393	(682,372)	29.1%
Maintenance	4,307,009	1,231,923	(3,075,086)	28.6%
Transportation	3,910,026	663,824	(3,246,202)	17.0%
Central services	2,222,558	539,094	(1,683,464)	24.3%
Total support services	<u>21,361,423</u>	<u>4,484,767</u>	<u>(16,876,656)</u>	<u>21.0%</u>
Athletics	<u>986,768</u>	<u>191,911</u>	<u>(794,857)</u>	<u>19.4%</u>
Community service	<u>105,179</u>	<u>26,746</u>	<u>(78,433)</u>	<u>25.4%</u>
Debt service:				
Principal	43,000	14,498	(28,502)	33.7%
Interest expense	5,849	1,651	(4,198)	28.2%
	<u>48,849</u>	<u>16,149</u>	<u>(32,700)</u>	<u>33.1%</u>
Total expenditures	<u>56,046,019</u>	<u>9,547,091</u>	<u>(46,498,928)</u>	<u>17.0%</u>
Other financing sources				
Transfers in	37,000	-	(37,000)	0.0%
Transfers out	(2,000)	-	2,000	0.0%
Total other financing sources	<u>35,000</u>	<u>-</u>	<u>(35,000)</u>	<u>0.0%</u>
Revenues over (under) expenditures	<u>\$ 29,644</u>	<u>\$ (8,256,118)</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 September 30, 2022**

F/S Caption	Function	Code	Values	
			Sum of Orig. Budget	Sum of Final
Instruction	1111	Salary	5,396,029	661,801
		Fringes	3,890,415	689,026
		Non-payroll	626,305	33,317
	1111 Total		9,912,749	1,384,144
	1112	Salary	2,490,040	289,051
		Fringes	1,877,104	327,256
		Non-payroll	301,864	87,592
	1112 Total		4,669,008	703,899
	1113	Salary	2,877,585	317,007
		Fringes	2,059,191	360,745
		Non-payroll	3,278,825	514,276
	1113 Total		8,215,601	1,192,028
	1118	Salary	757,190	79,276
		Fringes	617,398	113,801
		Non-payroll	9,000	-
1118 Total		1,383,588	193,077	
1119	Salary	143,660	98,782	
	Fringes	130,071	49,878	
	Non-payroll	1,405	5,890	
1119 Total		275,136	154,550	
Instruction Total			24,456,082	3,627,698
Added needs	1122	Salary	3,710,945	370,657
		Fringes	3,212,560	572,375
		Non-payroll	179,700	19,624
	1122 Total		7,103,205	962,656
	1125	Salary	1,039,111	110,218
		Fringes	736,993	117,566
Non-payroll		208,409	9,380	
1125 Total		1,984,513	237,164	
Added needs Total			9,087,718	1,199,820
Student services	1212	Salary	618,060	87,691
		Fringes	511,335	111,719

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended September 30, 2022**

F/S Caption	Function	Code	Values	
			Sum of Orig. Budget	Sum of Final
Student services	1212	Non-payroll	-	-
	1212 Total		1,129,395	199,410
	1213	Non-payroll	480,500	12,465
	1213 Total		480,500	12,465
	1214	Salary	223,567	16,819
		Fringes	136,614	15,434
		Non-payroll	28,000	12,542
	1214 Total		388,181	44,795
	1215	Salary	496,870	58,058
		Fringes	350,181	57,964
		Non-payroll	275,500	5,145
	1215 Total		1,122,551	121,167
	1216	Salary	570,977	66,433
		Fringes	463,919	79,492
	1216 Total		1,034,896	145,925
1218	Salary	545,136	78,218	
	Fringes	405,377	82,533	
	Non-payroll	50	14	
1218 Total		950,563	160,765	
1219	Salary	246,906	21,582	
	Fringes	203,374	35,107	
	Non-payroll	1,600	-	
1219 Total		451,880	56,689	
Student services Total			5,557,966	741,216
Instructional support	1221	Salary	25,000	18,674
		Fringes	21,500	9,699

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended September 30, 2022**

F/S Caption	Function	Code	Values	
			Sum of Orig. Budget	Sum of Final
Instructional support	1221	Non-payroll	194,224	4,075
	1221 Total		240,724	32,448
	1222	Salary	102,685	9,842
		Fringes	66,952	9,415
	1222 Total		169,637	19,257
	1226	Salary	403,941	119,276
		Fringes	284,362	80,032
Non-payroll		544,982	228,449	
1226 Total		1,233,285	427,757	
Instructional support Total			1,643,646	479,462
Business Admin	1252	Salary	87,451	18,762
		Fringes	65,704	16,066
		Non-payroll	669,250	174,305
	1252 Total		822,405	209,133
	1259	Non-payroll	139,360	70,260
1259 Total		139,360	70,260	
Business Admin Total			961,765	279,393
General Admin	1231	Non-payroll	188,000	37,747
	1231 Total		188,000	37,747
	1232	Salary	211,833	62,143
		Fringes	153,482	47,369
Non-payroll		15,500	15,598	
1232 Total		380,815	125,110	
General Admin Total			568,815	162,857
Principal Admin	1241	Salary	1,279,300	205,429
		Fringes	910,338	181,569
	1241 Total		2,189,638	386,998
Principal Admin Total			2,189,638	386,998
Central	1282	Salary	72,306	21,050
		Fringes	58,806	18,741

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended September 30, 2022**

F/S Caption	Function	Code	Values	
			Sum of Orig. Budget	Sum of Final
Central	1282	Non-payroll	137,750	57,203
	1282 Total		268,862	96,994
	1283	Salary	153,086	43,190
		Fringes	117,964	38,472
		Non-payroll	135,488	60,557
	1283 Total		406,538	142,219
	1284	Non-payroll	1,547,158	299,881
	1284 Total		1,547,158	299,881
Central Total			2,222,558	539,094
Operations and maint	1261	Fringes	-	-
		Non-payroll	4,147,009	1,215,955
	1261 Total		4,147,009	1,215,955
	1266	Non-payroll	160,000	15,968
	1266 Total		160,000	15,968
Operations and maint Total			4,307,009	1,231,923
Transportation	1271	Salary	1,439,265	255,149
		Fringes	1,232,621	236,686
		Non-payroll	1,238,140	171,989
	1271 Total		3,910,026	663,824
Transportation Total			3,910,026	663,824
Athletics	1293	Salary	293,697	82,916
		Fringes	190,071	46,114
		Non-payroll	503,000	62,881
	1293 Total		986,768	191,911
Athletics Total			986,768	191,911
Comm Ed Exp	1331	Salary	48,204	12,600
		Fringes	45,945	14,028
		Non-payroll	8,030	118
	1331 Total		102,179	26,746
	1361	Non-payroll	3,000	-
	1361 Total		3,000	-
Comm Ed Exp Total			105,179	26,746
Principal	1252	Non-payroll	43,000	14,498
	1252 Total		43,000	14,498
Principal Total			43,000	14,498
Interest exp	1252	Non-payroll	5,849	1,651
	1252 Total		5,849	1,651
Interest exp Total			5,849	1,651
Grand Total			56,046,019	9,547,091

Lincoln Consolidated Schools
Maintenance Budget Detailed
For the Three Months Ending September 30, 2022

Object	G/L Account	Account Name	Values		
			Budget	Sum of Final	
4110	11-1261-4110-000-0000-0000-0000	Land and Building - District	15,000	8,435	
	11-1261-4110-000-0000-00308-0000	Land and Building - Bishop	15,000	3,177	
	11-1261-4110-000-0000-00691-0000	Land and Building - Bessie	5,000	1,737	
	11-1261-4110-000-0000-02186-0000	Land and Building - Brick	25,000	11,840	
	11-1261-4110-000-0000-02187-0000	Land and Building - High School	75,000	59,392 ¹	
	11-1261-4110-000-0000-05166-0000	Land and Building - Middle School	45,000	13,223	
	11-1261-4110-000-0000-05235-0000	Land and Building - Model	5,000	7,151	
	11-1261-4110-000-0000-09147-0000	Land and Building - Transportation	10,000	8,150	
	11-1261-4110-000-0000-09148-0000	Land and Building - Childs	12,500	8,825	
	4110 Total			207,500	121,930
	4111	11-1261-4111-000-0000-00000-0000	Enviro-Clean - District	422,587	108,317
11-1261-4111-000-0000-00308-0000		Enviro-Clean - Bishop	136,178	34,870	
11-1261-4111-000-0000-02186-0000		Enviro-Clean - Brick	240,209	61,601	
11-1261-4111-000-0000-02187-0000		Enviro-Clean - High School	470,669	122,002	
11-1261-4111-000-0000-05166-0000		Enviro-Clean - Middle School	240,209	61,601	
11-1261-4111-000-0000-05235-0000		Enviro-Clean - Model	96,084	24,640	
11-1261-4111-000-0000-09147-0000		Enviro-Clean - Transportation	5,599	5,817	
11-1261-4111-000-0000-09148-0000		Enviro-Clean - Childs	147,376	37,876	
4111 Total				1,758,911	456,724
4112		11-1261-4112-000-0000-00000-0000	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	15,744	
	11-1261-4112-000-0000-02187-0000	Contracted Service - HVAC - High School	65,000	32,782 ²	
	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	5,158	
	4112 Total			316,000	73,014
	4113	11-1261-4113-000-0000-00000-0000	Contracted Service - Cintas/Pest Control - District	4,500	-
		11-1261-4113-000-0000-00308-0000	Contracted Service - Cintas/Pest Control - Bishop	5,000	1,197
11-1261-4113-000-0000-02186-0000		Contracted Service - Cintas/Pest Control - Brick	4,500	1,010	
11-1261-4113-000-0000-02187-0000		Contracted Service - Cintas/Pest Control - High School	16,000	3,647	
11-1261-4113-000-0000-05166-0000		Contracted Service - Cintas/Pest Control - Middle School	5,250	1,512	
11-1261-4113-000-0000-05235-0000		Contracted Service - Cintas/Pest Control - Model	3,000	720	
11-1261-4113-000-0000-09147-0000		Contracted Service - Cintas/Pest Control - Transportation	1,700	147	
11-1261-4113-000-0000-09148-0000		Contracted Service - Cintas/Pest Control - Childs	4,500	1,174	
4113 Total				44,450	9,407
4114		11-1261-4114-000-0000-00000-0000	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	11,250 ³	
	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	12,382 ⁴	
	4114 Total			77,500	23,632
	4191	11-1261-4191-000-0000-00000-0000	Maint Spec Proj - District	-	3,200
11-1261-4191-000-0000-00308-0000		Maint Spec Proj - Bishop	5,000	5,420	
11-1261-4191-000-0000-02186-0000		Maint Spec Proj - Brick	51,300	16,600 ⁵	
11-1261-4191-000-0000-02187-0000		Maint Spec Proj - High School	26,500	59,028 ⁶	
11-1261-4191-000-0000-05166-0000		Maint Spec Proj - Middle School	25,000	18,800 ⁷	
11-1261-4191-000-0000-09148-0000		Maint Spec Proj - Childs	12,000	13,860 ⁸	
4191 Total				119,800	116,908
Grand Total			2,524,161	801,615	

¹ Expenditures for band door replacement, gym and lockerroom floor polishing/refinishing, and drinking fountain replacement make up \$25,500 in expenditures so far.

² Motor replacement and boiler repairs make up about \$18,000 of expenditures so far

³ LHS office mold remediation

⁴ Door frame replacement and electrical repair

⁵ Painting projects. Part of the strategic plan for facilities to maintain the buildings

⁶ Budgeted projects fro concrete and parking lot repairs (came in over budget) and painting projects

⁷ Painting projects in the middle school main office and smaller offices

⁸ Concrete and asphalt repairs (over expected costs)

Lincoln Consolidated Schools
Maintenance Detail
For the Three Months Ending September 30, 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
	SONITROL GREAT LAKES - MICHIGAN	16-Sep	Bishop - alarm repairs	EFT	285
	A&S SEAL COATING, LLC.	30-Sep	Bishop - parking lot restripe	Check	900
	SMARTSIGN	30-Sep	pull forward signs	Check	180
Land and Building - Bishop Total					3,177
Land and Building - Brick	GOYETTE MECHANICAL	19-Aug	District - Repairs	EFT	563
	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
	PLUMBERS SERVICE, INC.	2-Sep	Brick - cabled sewer line	Check	215
			Brick - jetting and cabling of sanitary line	Check	2,905
			Brick - remove clog	Check	145
	SERVICE ELECTRIC SUPPLY CO	16-Sep	Brick - lighting fixtures	EFT	588
	SONITROL GREAT LAKES - MICHIGAN	19-Aug	Brick - service call	EFT	75
	A&S SEAL COATING, LLC.	16-Sep	Brick - main entry security door repair	EFT	285
			Brick - parking lot restripe	Check	1,500
			Brick - parking lot restripe	Check	1,300
	SMARTSIGN	30-Sep	pull forward signs	Check	180
	KONE INC	30-Sep	Brick - Elevator repair	EFT	284
	Land and Building - Brick Total				
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
	SERVICE ELECTRIC SUPPLY CO	2-Sep	Childs - supplies	EFT	222
			Childs - ballasts	EFT	150
			Childs - lighting supplies	EFT	382
	SONITROL GREAT LAKES - MICHIGAN	22-Jul	Childs - battery	EFT	32
			Childs - alarm repairs	EFT	285
	SOUND COM SYSTEMS	30-Sep	Childs - bell schedule	EFT	163
	A&S SEAL COATING, LLC.	30-Sep	Childs - parking lot restripe	Check	1,250
	SMARTSIGN	30-Sep	pull forward signs	Check	180
	LEGACY SERVICE PROFESSIONALS, LLC.	16-Sep	Childs - door barricades	Check	1,200
Land and Building - Childs Total					8,825

Lincoln Consolidated Schools
Maintenance Detail
For the Three Months Ending September 30, 2022

Sum of Actual Balance					
Account Name	Vendor Name	Date	Description	Reference	Total
Land and Building - District	CINTAS LOCATION #300	16-Sep	Maint - first aid supplies	EFT	269
	IDN-HARDWARE SALES INC	30-Sep	supplies	Check	2,313
	SONITROL GREAT LAKES - MICHIGAN	2-Sep	blank ID badges	EFT	1,140
	WOLVERINE SUPPLY INC	5-Aug	District - Toilet parts	Check	414
	A&S SEAL COATING, LLC.	30-Sep	Roadways relined	Check	4,300
Land and Building - District Total					8,435
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 - grafitti removal	EFT	309
		16-Sep	main entrance power washing	EFT	1,325
		30-Sep	LHS - Power-washing stadium bleachers	EFT	2,100
	FBM INC	2-Sep	LHS - ceiling tiles	EFT	2,554
	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
		2-Sep	LHS - stadium line repair	EFT	860
	IDN-HARDWARE SALES INC	19-Aug	LHS - band room door replacement	Check	3,472
			LHS - band room replacement doors	Check	5,775
	JOHNSON CONTROLS FIRE PROTECTION	2-Sep	LHS - repairs to the fire protection system	Check	1,245
	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
		2-Sep	LHS - Pool bulk CO2	EFT	138
		30-Sep	LHS - Pool bulk CO2	EFT	414
	PAPA'S PAINTING, LLC.	19-Aug	LHS - new athletic office walls	EFT	850
	PLUMBERS SERVICE, INC.	30-Sep	LHS - repairs	Check	515
	PYT SPORTS INC	19-Aug	BB/SB - Helment racks	Check	1,525
	SERVICE ELECTRIC SUPPLY CO	19-Aug	LHS - supplies	EFT	581
		30-Sep	LHS - supplies	EFT	465
			supplies	EFT	148
			parts	EFT	176
	SONITROL GREAT LAKES - MICHIGAN	19-Aug	LHS - service call	EFT	288
		2-Sep	LHS - security door repair	EFT	225
			LHS - alarm service	EFT	281
		30-Sep	LHS - repairs	EFT	1,339
	SOUND COM SYSTEMS	19-Aug	LHS - bell change	EFT	489
		30-Sep	LHS - bell change	EFT	326
			LHS - bell system reset	EFT	815

Lincoln Consolidated Schools
Maintenance Detail
For the Three Months Ending September 30, 2022

Sum of Actual Balance						
Account Name	Vendor Name	Date	Description	Reference	Total	
Land and Building - High School	TOWN AND COUNTRY POOLS INC	1-Jul	LHS - Pool Chemicals	Check	69	
		2-Sep	LHS - Pool Chemicals	Check	101	
	WOLVERINE SUPPLY INC	1-Jul	LHS - parts	Check	743	
	A&S SEAL COATING, LLC.	16-Sep	LHS - parking lots re-striped	Check	4,300	
	SMARTSIGN	30-Sep	pull forward signs	Check	180	
	WASHTENAW GLASS CO	16-Sep	LHS - PAC glass replacement	EFT	1,441	
Land and Building - High School Total					59,392	
Land and Building - Middle School	ELITE POWER WASHING, LLC.	16-Sep	main entrance power washing	EFT	550	
	FBM INC	19-Aug	LMS - ceiling tiles	EFT	1,074	
		2-Sep	LMS - ceiling tiles	EFT	2,377	
	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	
		2-Sep	LMS - supplies	EFT	1,431	
				Brick - supplies	EFT	138
	SONITROL GREAT LAKES - MICHIGAN	2-Sep	LMS - badge reader installation	EFT	2,987	
	WOLVERINE SUPPLY INC	1-Jul	LMS - parts	Check	458	
	A&S SEAL COATING, LLC.	16-Sep	LMS - Parking Lot re-striped	Check	1,100	
	SMARTSIGN	30-Sep	pull forward signs	Check	180	
	Complete Battery Source of Ypsilanti	16-Sep	LMS - batteries	EFT	102	
	Land and Building - Middle School Total					13,223
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	19-Aug	Model - repairs	EFT	269
				Model - repairs	EFT	365
				Model - door programming	EFT	225
	WOLVERINE SUPPLY INC	22-Jul	5-Aug	Model - supplies	Check	12
				Model - supplies	Check	49
				Model - faucets	Check	954
				Model - supplies	Check	1,433
	SMARTSIGN	30-Sep	pull forward signs	Check	180	
	LEGACY SERVICE PROFESSIONALS, LLC.	16-Sep	Model - door barricade	Check	300	
	Land and Building - Model Total					7,151

Lincoln Consolidated Schools
Maintenance Detail
For the Three Months Ending September 30, 2022

Sum of Actual Balance					
Account Name	Vendor Name	Date	Description	Reference	Total
Land and Building- Transportation	CRAWFORD DOOR SALES	22-Jul	Trans - garage door repair	EFT	1,735
		19-Aug	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
		2-Sep	Trans - repair to door 4 security wiring	EFT	434
	A&S SEAL COATING, LLC. UNITED IMAGE GROUP		Trans - gate repair	EFT	465
		30-Sep	Trans - parking lot restriped	Check	1,200
		30-Sep	Transportation - sign	EFT	770
		Land and Building- Transportation Total			
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
		16-Sep	Monthly Custodial Services	EFT	11,348
			Monthly Custodial Supplies	EFT	442
Enviro-Clean - Bishop Total					34,870
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
		16-Sep	Monthly Custodial Services	EFT	12,281
			Monthly Custodial Supplies	EFT	552
Enviro-Clean - Childs Total					37,876
Enviro-Clean - District	ENVIRO-CLEAN	22-Jul	Grounds/Special Events	EFT	36,971
		19-Aug	Grounds/Special Events	EFT	36,971
		16-Sep	Grounds/Special Events	EFT	34,375
Enviro-Clean - District Total					108,317
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
		16-Sep	Monthly Custodial Services	EFT	39,222
	Monthly Custodial Supplies	EFT	2,319		
Enviro-Clean - High School Total					122,002

Lincoln Consolidated Schools
Maintenance Detail
For the Three Months Ending September 30, 2022

Sum of Actual Balance					
Account Name	Vendor Name	Date	Description	Reference	Total
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
		16-Sep	Monthly Custodial Services	EFT	20,017
			Monthly Custodial Supplies	EFT	828
Enviro-Clean - Middle School Total					61,601
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
		16-Sep	Monthly Custodial Services	EFT	8,007
			Monthly Custodial Supplies	EFT	331
Enviro-Clean - Model Total					24,640
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
		16-Sep	Monthly Custodial Services	EFT	4,470
			Monthly Custodial Supplies	EFT	221
Enviro-Clean - Transportation Total					5,817
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
		16-Sep	Monthly Custodial Services	EFT	20,017
			Monthly Custodial Supplies	EFT	828
Enviro-Clean -Brick Total					61,601
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
Contracted Service - HVAC - Bishop Total					5,764
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
		30-Sep	Brick - office pipes insulated.	EFT	1,192
	GOYETTE MECHANICAL	19-Aug	HVAC Tech labor	EFT	3,825
	GRAINGER INC, W W	19-Aug	Brick - vbelt	EFT	21
	THERMAL-NETICS INC	2-Sep	Brick - parts	EFT	3,156
	Contracted Service - HVAC - Brick Total				

Lincoln Consolidated Schools
Maintenance Detail
For the Three Months Ending September 30, 2022

Sum of Actual Balance					
Account Name	Vendor Name	Date	Description	Reference	Total
Contracted Service - HVAC - High School	AERO FILTER, INC.	5-Aug	LHS - Filters	EFT	2,940
	CAMPBELL, INC.	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
	THERMAL-NETICS INC	16-Sep	LHS - parts	EFT	962
	BOILERS CONTROLS & EQUIP	2-Sep	LHS - boiler chemicals	EFT	3,089
		30-Sep	LHS - parts	EFT	140
	R.L. Deppmann Company	16-Sep	LHS - boiler controls repairs	Check	6,542
	GUARDIAN ENVIRONMENTAL SERVICES,	30-Sep	LHS - PAC repairs	EFT	2,525
Contracted Service - HVAC - High School Total					32,782
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
Contracted Service - HVAC - Middle School Total					5,436
Contracted Service - HVAC - Model	AERO FILTER, INC.	5-Aug	Model - Filters	EFT	480
	GOYETTE MECHANICAL	19-Aug	HVAC Tech labor	EFT	3,825
Contracted Service - HVAC - Model Total					4,305
Contracted Service - HVAC - Transportation	GOYETTE MECHANICAL	19-Aug	HVAC Tech labor	EFT	3,825
Contracted Service - HVAC - Transportation Total					3,825
Contracted Service - HVAC Childs	AERO FILTER, INC.	5-Aug	Childs - Filters	EFT	207
		2-Sep	Childs - Filters	EFT	1,125
	GOYETTE MECHANICAL	19-Aug	HVAC Tech labor	EFT	3,825
Contracted Service - HVAC Childs Total					5,158
Contracted Service - Cintas/Pest Control - Bishop	CINTAS LOCATION #300	22-Jul	Bishop - AED	EFT	89
		5-Aug	Bishop - AED	EFT	89
		2-Sep	Bishop - walk off mats	EFT	252
		16-Sep	Bishop - AED	EFT	89
			Bishop - walk off mats	EFT	341
		30-Sep	Bishop - walk off mats	EFT	193
	INSECTECH INC.	19-Aug	Bishop - pest control	EFT	72
		2-Sep	Bishop - pest control	EFT	72
	Contracted Service - Cintas/Pest Control - Bishop Total				
Contracted Service - Cintas/Pest Control - Brick	CINTAS LOCATION #300	22-Jul	Brick - AED machine	EFT	178
		5-Aug	Brick - AED machine	EFT	178
		2-Sep	Brick - walk off mats	EFT	112
		16-Sep	Brick - AED machine	EFT	178
		30-Sep	Brick - walk off mats	EFT	292
	INSECTECH INC.	19-Aug	Brick - pest control	EFT	72
	Contracted Service - Cintas/Pest Control - Brick Total				

Lincoln Consolidated Schools
Maintenance Detail
For the Three Months Ending September 30, 2022

Sum of Actual Balance							
Account Name	Vendor Name	Date	Description	Reference	Total		
Contracted Service - Cintas/Pest Control - Childs	CINTAS LOCATION #300	22-Jul	Childs - AED	EFT	89		
		19-Aug	Childs - AED	EFT	89		
		2-Sep	Childs - walk off mats	EFT	194		
		16-Sep	Childs - AED	EFT	89		
			Childs - walk off mats	EFT	293		
	INSECTECH INC.	30-Sep	Childs - walk off mats	EFT	276		
		19-Aug	Childs - pest control	EFT	72		
		2-Sep	Childs - pest control	EFT	72		
		Contracted Service - Cintas/Pest Control - Childs Total					1,174
		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		
2-Sep	LHS - AED machine			EFT	99		
	LHS - first aid supplies			EFT	143		
16-Sep	LHS - AED machine			EFT	99		
	LHS - AED machines			EFT	445		
	LHS - first aid supplies			EFT	310		
30-Sep	LHS - AED machine		EFT	99			
INSECTECH INC.			LHS - walk off mats	EFT	1,008		
	19-Aug		LHS - pest control	EFT	224		
	2-Sep		LHS - pest control	EFT	132		
	Contracted Service - Cintas/Pest Control - High School Total					3,647	
	Contracted Service - Cintas/Pest Control - Middle School	CINTAS LOCATION #300	22-Jul	LMS - AED	EFT	178	
19-Aug			LMS - AED	EFT	178		
2-Sep			LMS - walk off mats	EFT	133		
16-Sep			LMS - walk off mats	EFT	162		
30-Sep			LMS - AED	EFT	178		
INSECTECH INC.			LMS - walk off mats	EFT	188		
		19-Aug	LMS - pest control	EFT	180		
		2-Sep	LMS - pest control	EFT	315		
		Contracted Service - Cintas/Pest Control - Middle School Total					1,512
Contracted Service - Cintas/Pest Control - Model	CINTAS LOCATION #300	22-Jul	Model - AED	EFT	89		
		19-Aug	Model - AED	EFT	89		
		2-Sep	Model - walk off mats	EFT	87		
		16-Sep	Model - AED	EFT	89		
		30-Sep	Model - walk off mats	EFT	214		
	INSECTECH INC.	19-Aug	Model - pest control	EFT	72		
		2-Sep	Model - pest control	EFT	80		
		Contracted Service - Cintas/Pest Control - Model Total					720
Contracted Service - Cintas/Pest Control - Transportation	CINTAS LOCATION #300	19-Aug	Transportation - AED	EFT	99		
	INSECTECH INC.	19-Aug	Transportation - pest control	EFT	48		
Contracted Service - Cintas/Pest Control - Transportation Total					147		

Lincoln Consolidated Schools
Maintenance Detail
For the Three Months Ending September 30, 2022

Sum of Actual Balance					
Account Name	Vendor Name	Date	Description	Reference	Total
Land and Building - Major Repairs - Childs	A.F. SMITH ELECTRIC, INC.	30-Sep	Childs - Electrical Repair	EFT	6,555
	IDN-HARDWARE SALES INC	22-Jul	Childs - door/frame replacement Cherry's room	Check	5,826
Land and Building - Major Repairs - Childs Total					12,382
Land and Building - Bessie	CURRENT ELECTRIC MOTOR SUPPLY	30-Sep	Bessie Hoffman - circulator pump	EFT	1,260
	SONITROL GREAT LAKES - MICHIGAN	30-Sep	Bessie Hoffman - Keypad repair	EFT	477
Land and Building - Bessie Total					1,737
Land and Building - Major Repairs - Middle School	QUALIFIED ABATEMENT SERVICES, INC.	16-Sep	LMS - Main office mold remediation	Check	11,250
Land and Building - Major Repairs - Middle School Total					11,250
Maint Spec Proj - District	ANN ARBOR ASPHALT	19-Aug	Culvert Install - Joan Cremco's Driveway next to	Check	3,200
Maint Spec Proj - District Total					3,200
Maint Spec Proj - Bishop	ANN ARBOR ASPHALT	19-Aug	Bishop - asphalt repairs parent lot	Check	5,420
Maint Spec Proj - Bishop Total					5,420
Maint Spec Proj - Brick	PAPA'S PAINTING, LLC.	2-Sep	Brick - classroom painting	EFT	16,600
Maint Spec Proj - Brick Total					16,600
Maint Spec Proj - High School	PAPA'S PAINTING, LLC.	30-Sep	LHS - 1300 wing hallway painted	EFT	13,270
			LHS - 1400 hallway wing	EFT	7,240
	ANN ARBOR ASPHALT	19-Aug	LHS - parking lot repairs front lot exit	Check	15,530
	A & R TOTAL CONSTRUCTION CO., INC.	30-Sep	LHS - Sidewalk replacement	EFT	22,988
Maint Spec Proj - High School Total					59,028
Maint Spec Proj - Middle School	PAPA'S PAINTING, LLC.	19-Aug	LMS - main office and smaller offices within main	EFT	18,800
Maint Spec Proj - Middle School Total					18,800
Maint Spec Proj - Childs	ANN ARBOR ASPHALT	19-Aug	Childs - parking lot repairs front lot drive replac	Check	13,860
Maint Spec Proj - Childs Total					13,860
Grand Total					801,613

Lincoln Consolidated Schools

Lincoln Athletic Building

September Finance Report

For the three Months Ending September 30, 2022

	2022-23 Budget	Actual as of September 30, 2022
Revenue		
Fitness memberships	\$ 70,000	\$ 14,227
Indoor turf revenue	250,400	-
Indoor track rental	40,000	-
Batting cages	5,000	-
Gym rentals	20,000	3,105
Baseball/softball revenue	35,000	-
Track meet revenue	195,000	-
	<hr/>	<hr/>
Total revenues	615,400	17,332
Expenditures		
Salaries	90,000	16,671
Benefits	34,000	4,448
Contracted service	55,500	-
Operations:		
Utilities	45,000	2,640
Maintenance	25,000	14,591
Athletic officials	80,000	-
Software	7,500	-
Office supplies	500	249
Dues and fees	5,000	327
Miscellaneous expense	11,000	299
Equipment	20,000	2,103
	<hr/>	<hr/>
Total expenditures	373,500	41,328
Revenues over expenditures	241,900	(23,996)
Estimated beginning fund balance	223,756	223,756
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Estimated ending restricted fund balance	\$ 465,656	\$ 199,760
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For internal use only. These financial statements have not been audited, and no assurance is provided.

Lincoln Consolidated Schools
Payment Register

From Payment Date: 9/1/2022 - To Payment Date: 9/30/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163944775 - A/P Checking									
Check									
121083	09/02/2022	Open			Accounts Payable	Adrian Public Schools	\$200.00		
121084	09/02/2022	Voided	Duplicate Payment	09/02/2022	Accounts Payable	AMAZON.COM #6045787810325411	\$3,335.66		
121085	09/02/2022	Open			Accounts Payable	DEXTER COMMUNITY SCHOOLS	\$300.00		
121086	09/02/2022	Open			Accounts Payable	DTE ENERGY	\$1,000.21		
121087	09/02/2022	Open			Accounts Payable	DUNDEE COMMUNITY SCHOOLS	\$300.00		
121088	09/02/2022	Open			Accounts Payable	FLEETPRIDE, INC.	\$385.00		
121089	09/02/2022	Open			Accounts Payable	JOHN W. BUTLER	\$190.86		
121090	09/02/2022	Open			Accounts Payable	JOHNSON CONTROLS FIRE PROTECTION, LP.	\$1,245.00		
121091	09/02/2022	Open			Accounts Payable	LB GOLF LLC	\$555.00		
121092	09/02/2022	Open			Accounts Payable	LEAVING THE VILLAGE LLC	\$7,550.00		
121093	09/02/2022	Open			Accounts Payable	LEGACY CENTER, LLC.	\$450.00		
121094	09/02/2022	Open			Accounts Payable	MAPT	\$417.66		
121095	09/02/2022	Open			Accounts Payable	MIAAA	\$710.00		
121096	09/02/2022	Open			Accounts Payable	MiSDU	\$1,091.89		
121097	09/02/2022	Open			Accounts Payable	MSBOA	\$375.00		
121098	09/02/2022	Open			Accounts Payable	MSVMA	\$770.00		
121099	09/02/2022	Open			Accounts Payable	NASSP	\$385.00		
121100	09/02/2022	Open			Accounts Payable	OLIVET COMMUNITY SCHOOLS	\$200.00		
121101	09/02/2022	Open			Accounts Payable	PIONEER ATHLETICS	\$3,913.52		
121102	09/02/2022	Open			Accounts Payable	PLUMBERS SERVICE, INC.	\$215.00		
121103	09/02/2022	Open			Accounts Payable	RADHAKRISHNAN, MOHANRAJI	\$375.00		
121104	09/02/2022	Open			Accounts Payable	RAHMBERG STOVER & ASSOCIATES LLC	\$500.00		
121105	09/02/2022	Open			Accounts Payable	ROBERT HALF INTERNATIONAL, INC	\$4,504.15		
121106	09/02/2022	Voided	Other	09/02/2022	Accounts Payable	STATE OF MICHIGAN	\$27,228.98		
121107	09/02/2022	Open			Accounts Payable	SUPERIOR GROUNDCOVER INC	\$17,440.00		
121108	09/02/2022	Open			Accounts Payable	TAMMY J. TERRY	\$1,372.93		
121109	09/02/2022	Open			Accounts Payable	TEACHER'S DISCOVERY	\$30.96		
121110	09/02/2022	Open			Accounts Payable	TECUMSEH PUBLIC SCHOOLS	\$210.00		
121111	09/02/2022	Open			Accounts Payable	TOWN AND COUNTRY POOLS INC	\$101.25		
121112	09/02/2022	Open			Accounts Payable	VAN BUREN PUBLIC SCHOOLS	\$400.00		
121113	09/02/2022	Open			Accounts Payable	VARSITY SPIRIT FASHIONS & SUPPLIES LLC, PREMIER ATHLETICS	\$4,167.75		
121114	09/02/2022	Open			Accounts Payable	WASTE MANAGEMENT	\$4,882.89		
121115	09/02/2022	Open			Accounts Payable	WHEATON-SLOAN, JENNIFER	\$75.68		
121116	09/02/2022	Open			Accounts Payable	WILLIAMSTON COMMUNITY SCHOOLS	\$200.00		
121117	09/02/2022	Open			Accounts Payable	WOLVERINE SUPPLY INC	\$1,432.75		
121119	09/16/2022	Open			Accounts Payable	A&S SEAL COATING, LLC.	\$6,900.00		
121120	09/16/2022	Open			Accounts Payable	ACCO BRANDS USA LLC - GBC	\$515.00		
121121	09/16/2022	Open			Accounts Payable	ALDRIDGE, MARY	\$130.78		
121122	09/16/2022	Open			Accounts Payable	AUL SPECIAL PAY TRUST C/O	\$24,076.38		
121123	09/16/2022	Open			Accounts Payable	BLICK ART MATERIALS	\$635.55		
121124	09/16/2022	Open			Accounts Payable	CONAWAY, SARENA	\$3,250.00		
121125	09/16/2022	Open			Accounts Payable	DTE ENERGY	\$26,530.43		

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121126	09/16/2022	Open			Accounts Payable	ERICKSON, CHRISTOPHER	\$1,000.00		
121127	09/16/2022	Open			Accounts Payable	FANCETT, ELIZABETH	\$135.23		
121128	09/16/2022	Open			Accounts Payable	FREUND RESOURCES	\$294.00		
121129	09/16/2022	Open			Accounts Payable	GENERATION GENIUS INC	\$995.00		
121130	09/16/2022	Open			Accounts Payable	HADLEY, NICHOLAS	\$1,000.00		
121131	09/16/2022	Open			Accounts Payable	LANDMARK ACCEPTANCE CORPORATION	\$129.56		
121132	09/16/2022	Open			Accounts Payable	LEGACY SERVICE PROFESSIONALS, LLC.	\$1,500.00		
121133	09/16/2022	Open			Accounts Payable	MAS/FPS	\$5,500.00		
121134	09/16/2022	Open			Accounts Payable	MISDU	\$1,430.97		
121135	09/16/2022	Open			Accounts Payable	MSBO	\$270.00		
121136	09/16/2022	Open			Accounts Payable	PERSONNEL CONCEPTS	\$299.85		
121137	09/16/2022	Open			Accounts Payable	PLUMBERS SERVICE, INC.	\$2,905.00		
121138	09/16/2022	Open			Accounts Payable	PROMEDICA 360 HEALTH - MONROE	\$300.00		
121139	09/16/2022	Open			Accounts Payable	QUALIFIED ABATEMENT SERVICES, INC.	\$11,250.00		
121140	09/16/2022	Open			Accounts Payable	R.L. Deppmann Company	\$6,542.18		
121141	09/16/2022	Open			Accounts Payable	RED ROVER TECHNOLOGIES LLC	\$19,781.00		
121142	09/16/2022	Open			Accounts Payable	ROBERT HALF INTERNATIONAL, INC	\$2,742.99		
121143	09/16/2022	Open			Accounts Payable	SIMMS, BRIAN	\$1,000.00		
121144	09/16/2022	Open			Accounts Payable	ST JOSEPH MERCY HOSPITAL	\$662.55		
121145	09/16/2022	Open			Accounts Payable	STENGER & STENGER	\$22.42		
121146	09/16/2022	Open			Accounts Payable	TAMMY J. TERRY	\$1,446.92		
121147	09/16/2022	Open			Accounts Payable	TECUMSEH PUBLIC SCHOOLS	\$175.00		
121148	09/20/2022	Open			Accounts Payable	BURKHOLDER BROTHERS TRACTOR, LLC.	\$18,900.00		
121149	09/30/2022	Open			Accounts Payable	A&S SEAL COATING, LLC.	\$9,850.00		
121150	09/30/2022	Open			Accounts Payable	ADAPTIVE SPECIALTIES LLC	\$54.98		
121151	09/30/2022	Open			Accounts Payable	AMPLIFY EDUCATION, INC	\$3,575.04		
121152	09/30/2022	Open			Accounts Payable	ASTROTURF CORPORATION	\$5,800.00		
121153	09/30/2022	Open			Accounts Payable	AUGUSTA TOWNSHIP-UTILITY	\$33,674.28		
121154	09/30/2022	Open			Accounts Payable	BIG TEAMS/SCHEDULE STAR LLC	\$3,425.00		
121155	09/30/2022	Open			Accounts Payable	CARDEXCHANGE, INC.	\$265.00		
121156	09/30/2022	Open			Accounts Payable	DTE ENERGY	\$42,690.99		
121157	09/30/2022	Open			Accounts Payable	EASTERN MICHIGAN UNIVERSITY	\$5,810.30		
121158	09/30/2022	Open			Accounts Payable	FOX AUTO PARTS, INC.	\$16.58		
121159	09/30/2022	Open			Accounts Payable	FUTURE OF LEARNING COUNCIL	\$2,500.00		
121160	09/30/2022	Open			Accounts Payable	GRAND BLANC PRINTING	\$4,215.00		
121161	09/30/2022	Open			Accounts Payable	HALF-PINT KIDS INC	\$1,900.80		
121162	09/30/2022	Open			Accounts Payable	HUDL	\$9,600.00		
121163	09/30/2022	Open			Accounts Payable	IDN-HARDWARE SALES INC	\$2,312.60		
121164	09/30/2022	Open			Accounts Payable	KOCH & WHITE	\$624.80		
121165	09/30/2022	Open			Accounts Payable	LANDMARK ACCEPTANCE CORPORATION	\$222.39		
121166	09/30/2022	Open			Accounts Payable	MEMSPA	\$1,158.00		
121167	09/30/2022	Open			Accounts Payable	MISDU	\$1,445.68		
121168	09/30/2022	Open			Accounts Payable	MLIVE MEDIA GROUP	\$4,126.82		
121169	09/30/2022	Open			Accounts Payable	NORTH AMERICAN SPIRIT	\$150.00		

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121170	09/30/2022	Open			Accounts Payable	PINTER'S FLOWERLAND INC	\$996.00		
121171	09/30/2022	Open			Accounts Payable	PLETKOVIC LAW PLLC	\$1,380.00		
121172	09/30/2022	Open			Accounts Payable	PLUMBERS SERVICE, INC.	\$660.00		
121173	09/30/2022	Open			Accounts Payable	POOLE, DONALD	\$1,650.00		
121174	09/30/2022	Open			Accounts Payable	RAHMBERG STOVER & ASSOCIATES LLC	\$4,840.00		
121175	09/30/2022	Open			Accounts Payable	ROBERT HALF INTERNATIONAL, INC	\$7,395.52		
121176	09/30/2022	Open			Accounts Payable	SMARTSIGN	\$1,077.06		
121177	09/30/2022	Open			Accounts Payable	SOUTHEASTERN CONFERENCE	\$1,100.00		
121178	09/30/2022	Open			Accounts Payable	STENGER & STENGER	\$155.79		
121179	09/30/2022	Open			Accounts Payable	SUMPTER TOWNSHIP WATER	\$107.46		
121180	09/30/2022	Open			Accounts Payable	SUNDANCE NEWBRIDGE LLC	\$1,780.00		
121181	09/30/2022	Open			Accounts Payable	TAMMY J. TERRY	\$1,446.92		
121182	09/30/2022	Open			Accounts Payable	TEXAS INSTRUMENT INCORPORATED	\$785.00		
121183	09/30/2022	Open			Accounts Payable	TODD, ELAINE	\$78.00		
121184	09/30/2022	Open			Accounts Payable	VERIZON WIRELESS	\$1,486.98		
121185	09/30/2022	Open			Accounts Payable	WATER MANAGEMENT SPEC., INC.	\$7,500.00		
121186	09/30/2022	Open			Accounts Payable	WESTPHAL, DECLAN	\$240.00		
Type Check Totals:									
EFT									
103 Transactions							\$392,929.94		
8369	09/02/2022	Open			Accounts Payable	1ST AYD CORP	\$3,272.39		
8370	09/02/2022	Open			Accounts Payable	AERO FILTER, INC.	\$1,125.29		
8371	09/02/2022	Open			Accounts Payable	BEAVER RESEARCH COMPANY	\$244.33		
8372	09/02/2022	Open			Accounts Payable	BENTLEY, DONNA	\$700.04		
8373	09/02/2022	Open			Accounts Payable	BOILERS CONTROLS & EQUIP	\$3,088.81		
8374	09/02/2022	Open			Accounts Payable	CINTAS LOCATION #300	\$2,299.98		
8375	09/02/2022	Open			Accounts Payable	CONSTELLATION NEWENERGY- GAS DIVISION, LLC	\$25,867.59		
8376	09/02/2022	Open			Accounts Payable	DUMMIES ON THE RUN CPR INSTRUCTION	\$2,450.00		
8377	09/02/2022	Open			Accounts Payable	ELECTROCOMM	\$535.15		
8378	09/02/2022	Open			Accounts Payable	ESS MIDWEST INC	\$10,689.97		
8379	09/02/2022	Open			Accounts Payable	FBM INC	\$4,930.72		
8380	09/02/2022	Open			Accounts Payable	FPS Services LLC	\$44,159.01		
8381	09/02/2022	Open			Accounts Payable	FRONTLINE EDUCATION	\$1,964.93		
8382	09/02/2022	Open			Accounts Payable	GOLDEN LIMOUSINE, INC.	\$1,960.20		
8383	09/02/2022	Open			Accounts Payable	GOYETTE MECHANICAL	\$859.57		
8384	09/02/2022	Open			Accounts Payable	GPS Educational Services	\$373.50		
8385	09/02/2022	Open			Accounts Payable	HOTCHKISS, MICHAEL	\$68.61		
8386	09/02/2022	Open			Accounts Payable	HUBERT COMPANY LLC	\$71,100.00		
8387	09/02/2022	Open			Accounts Payable	IMPERIAL SUPPLIES LLC	\$272.84		
8388	09/02/2022	Open			Accounts Payable	INSECTECH INC.	\$753.00		
8389	09/02/2022	Open			Accounts Payable	JACKSON TRUCK SERVICE, INC.	\$566.64		
8390	09/02/2022	Open			Accounts Payable	KONICA MINOLTA PREMIER FINANCE	\$4,037.34		
8391	09/02/2022	Open			Accounts Payable	LOWE'S	\$311.30		
8392	09/02/2022	Open			Accounts Payable	LYNCH, VICKY	\$69.00		
8393	09/02/2022	Open			Accounts Payable	MUNETRIX LLC	\$10,910.00		

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8394	09/02/2022	Open			Accounts Payable	NUCO2	\$138.03		
8395	09/02/2022	Open			Accounts Payable	PAPA'S PAINTING, LLC.	\$16,600.00		
8396	09/02/2022	Open			Accounts Payable	PARKWAY SERVICES, INC	\$220.00		
8397	09/02/2022	Open			Accounts Payable	PINCKNEY COMMUNITY SCHOOLS	\$400.00		
8398	09/02/2022	Open			Accounts Payable	PROJECT LEAD THE WAY, INC.	\$3,200.00		
8399	09/02/2022	Open			Accounts Payable	REHMANN	\$51,416.00		
8400	09/02/2022	Open			Accounts Payable	SAVVAS LEARNING COMPANY LLC	\$10,686.75		
8401	09/02/2022	Open			Accounts Payable	SCHOOL SPECIALTY LLC	\$4,389.85		
8402	09/02/2022	Open			Accounts Payable	SELKING INTERNATIONAL & IDEALEASE	\$2,758.24		
8403	09/02/2022	Open			Accounts Payable	SERVICE ELECTRIC SUPPLY CO	\$1,790.42		
8404	09/02/2022	Open			Accounts Payable	SHRADER TIRE & OIL	\$4,602.00		
8405	09/02/2022	Open			Accounts Payable	SMITH, ABIGAIL, L	\$86.95		
8406	09/02/2022	Open			Accounts Payable	SOCIAL STUDIES SCHOOL SER	\$115.23		
8407	09/02/2022	Open			Accounts Payable	SONITROL GREAT LAKES - MICHIGAN	\$5,817.23		
8408	09/02/2022	Open			Accounts Payable	STANTON'S SHEET MUSIC INC	\$140.99		
8409	09/02/2022	Open			Accounts Payable	STARR AND ASSOCIATES	\$5,000.00		
8410	09/02/2022	Open			Accounts Payable	SUMPTER ACE HARDWARE	\$96.20		
8411	09/02/2022	Open			Accounts Payable	TABOR, JACK, ETHAN	\$900.00		
8412	09/02/2022	Open			Accounts Payable	TEACHERS CURRICULUM INST. LLC	\$798.00		
8413	09/02/2022	Open			Accounts Payable	TENURGY, LLC.	\$374.08		
8414	09/02/2022	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$1,287.00		
8415	09/02/2022	Open			Accounts Payable	THERMAL-NETICS INC	\$3,155.81		
8416	09/02/2022	Open			Accounts Payable	TRUCKPRO LLC	\$193.48		
8417	09/02/2022	Open			Accounts Payable	UNITED IMAGE GROUP	\$1,710.00		
8418	09/02/2022	Open			Accounts Payable	UNITY SCHOOL BUS PARTS	\$6,978.66		
8419	09/02/2022	Open			Accounts Payable	VESCO OIL CORPORATION	\$125.75		
8420	09/02/2022	Open			Accounts Payable	VSC INC	\$220.43		
8421	09/02/2022	Open			Accounts Payable	WAGeworks INC	\$100.00		
8422	09/02/2022	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$277.50		
8423	09/02/2022	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$7,229.00		
8424	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$32.29		
8425	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$7.09		
8426	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$697.80		
8427	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$14.18		
8428	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$14.18		
8429	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$7.09		
8430	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$7.07		
8431	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$10.99		
8432	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$7.08		
8433	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$624.10		
8434	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$624.10		
8435	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$223.60		
8436	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$64.95		
8437	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$175.06		
8438	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$133.99		

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8439	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$49.99		
8440	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$39.89		
8441	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$99.99		
8442	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$22.99		
8443	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$139.33		
8444	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$212.33		
8445	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$51.63		
8446	09/02/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$75.94		
8447	09/02/2022	Open			Accounts Payable	HEALTHEQUITY, INC	\$6,520.74		
8448	09/16/2022	Open			Accounts Payable	ABSOPURE WATER CO. LLC	\$131.50		
8449	09/16/2022	Open			Accounts Payable	ACHIEVE3000 Inc	\$25,640.75		
8450	09/16/2022	Open			Accounts Payable	ADAMS, ANDREA	\$89.15		
8451	09/16/2022	Open			Accounts Payable	ALLSHRED SERVICES	\$162.44		
8452	09/16/2022	Open			Accounts Payable	ALVARENGA, MANUAL	\$12.00		
8453	09/16/2022	Open			Accounts Payable	APPLIED EDUCATIONAL SYSTEMS, INC.	\$3,000.00		
8454	09/16/2022	Open			Accounts Payable	ARBOR SCIENTIFIC	\$59.40		
8455	09/16/2022	Open			Accounts Payable	BATTERIES PLUS	\$1,198.00		
8456	09/16/2022	Open			Accounts Payable	BENTLEY, DONNA	\$31.00		
8457	09/16/2022	Open			Accounts Payable	BROADSPIRE SERVICES INC	\$154.87		
8458	09/16/2022	Open			Accounts Payable	BRUNELL, DEBORAH	\$6.00		
8459	09/16/2022	Open			Accounts Payable	CENTRAL MICHIGAN PAPER	\$1,560.00		
8460	09/16/2022	Open			Accounts Payable	CINTAS LOCATION #300	\$3,400.13		
8461	09/16/2022	Open			Accounts Payable	COKER, CASSANDRA	\$125.00		
8462	09/16/2022	Open			Accounts Payable	COMCAST CABLE COMMUNICATIONS INC	\$239.85		
8463	09/16/2022	Open			Accounts Payable	COMCAST CABLE COMMUNICATIONS INC	\$99.00		
8464	09/16/2022	Open			Accounts Payable	Complete Battery Source of Ypsilanti	\$101.84		
8465	09/16/2022	Open			Accounts Payable	CONSTELLATION NEWENERGY- GAS DIVISION, LLC	\$196.83		
8466	09/16/2022	Open			Accounts Payable	CRAVEN, BRENDA	\$54.00		
8467	09/16/2022	Open			Accounts Payable	DANGERFIELD, DAWN	\$25.36		
8468	09/16/2022	Open			Accounts Payable	DESIGN SCIENCE, INC.	\$280.00		
8469	09/16/2022	Open			Accounts Payable	ELITE FUND, INC	\$8,741.00		
8470	09/16/2022	Open			Accounts Payable	ELITE POWER WASHING, LLC.	\$1,875.00		
8471	09/16/2022	Open			Accounts Payable	ENVIRO-CLEAN	\$155,260.30		
8472	09/16/2022	Open			Accounts Payable	FINKBEINER, LAURA	\$28.82		
8473	09/16/2022	Open			Accounts Payable	FOLLETT SCHOOL SOLUTIONS, INC.	\$4,671.18		
8474	09/16/2022	Open			Accounts Payable	FPS Services LLC	\$39,586.51		
8475	09/16/2022	Open			Accounts Payable	FRONTLINE EDUCATION	\$3,103.98		
8476	09/16/2022	Open			Accounts Payable	GDI TRANSPORTATION, INC.	\$14,310.20		
8477	09/16/2022	Open			Accounts Payable	GPS Educational Services	\$643.50		
8478	09/16/2022	Open			Accounts Payable	GURGANUS, KYLA	\$175.00		
8479	09/16/2022	Open			Accounts Payable	HOBART SERVICE	\$1,273.91		
8480	09/16/2022	Open			Accounts Payable	HOUGHTON MIFFLIN CO	\$1,896.00		
8481	09/16/2022	Open			Accounts Payable	HUTSON INC OF MICHIGAN	\$595.93		
8482	09/16/2022	Open			Accounts Payable	J W PEPPER	\$504.05		
8483	09/16/2022	Open			Accounts Payable	JACKSON TRUCK SERVICE, INC.	\$30.84		

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8484	09/16/2022	Open			Accounts Payable	JOHNSON, JESSICA	\$6.00		
8485	09/16/2022	Open			Accounts Payable	JOSTENS	\$375.65		
8486	09/16/2022	Open			Accounts Payable	KONE INC	\$614.40		
8487	09/16/2022	Open			Accounts Payable	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.	\$1,740.17		
8488	09/16/2022	Open			Accounts Payable	KONICA MINOLTA PREMIER FINANCE	\$73.58		
8489	09/16/2022	Open			Accounts Payable	LABOMBARBE, JENNIFER	\$138.04		
8490	09/16/2022	Open			Accounts Payable	LINDE GAS & EQUIPMENT INC.	\$32.94		
8491	09/16/2022	Open			Accounts Payable	LRP PUBLICATIONS, INC.	\$3,221.00		
8492	09/16/2022	Open			Accounts Payable	MIDWEST TRANSIT EQUIP OF MICH	\$147.83		
8493	09/16/2022	Open			Accounts Payable	MULLINS, APRIL	\$18.00		
8494	09/16/2022	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF MI, P.C.	\$2,398.70		
8495	09/16/2022	Open			Accounts Payable	PEDIATRIC THERAPY ASSOCIATES	\$17,610.00		
8496	09/16/2022	Open			Accounts Payable	POWERSCHOOL GROUP, LLC	\$21,948.80		
8497	09/16/2022	Open			Accounts Payable	PRATER, KATHRYN	\$18.00		
8498	09/16/2022	Open			Accounts Payable	SCHOLASTIC, INC.	\$1,238.72		
8499	09/16/2022	Open			Accounts Payable	SCHOOL SPECIALTY LLC	\$2,879.61		
8500	09/16/2022	Open			Accounts Payable	SENTINEL TECHNOLOGIES	\$2,083.14		
8501	09/16/2022	Open			Accounts Payable	SERVICE ELECTRIC SUPPLY CO	\$1,119.69		
8502	09/16/2022	Open			Accounts Payable	SOLIAH HEALTH	\$3,627.00		
8503	09/16/2022	Open			Accounts Payable	SOMEAH-KWAW, SAMUEL	\$6.00		
8504	09/16/2022	Open			Accounts Payable	SONITROL GREAT LAKES - MICHIGAN	\$7,391.91		
8505	09/16/2022	Open			Accounts Payable	SPARKS, ALLISON	\$605.85		
8506	09/16/2022	Open			Accounts Payable	SUMPTER ACE HARDWARE	\$1,757.54		
8507	09/16/2022	Open			Accounts Payable	SUPERIOR TEXT	\$5,949.30		
8508	09/16/2022	Open			Accounts Payable	SYNOVIA SOLUTIONS, LLC	\$2,310.00		
8509	09/16/2022	Open			Accounts Payable	SZUBIELAK, TAMMY	\$62.50		
8510	09/16/2022	Open			Accounts Payable	TEACHERS CURRICULUM INST. LLC	\$27,800.85		
8511	09/16/2022	Open			Accounts Payable	THE PRINT GIANTS	\$264.00		
8512	09/16/2022	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$4,177.41		
8513	09/16/2022	Open			Accounts Payable	THERMAL-NETICS INC	\$962.05		
8514	09/16/2022	Open			Accounts Payable	TRUCKPRO LLC	\$858.71		
8515	09/16/2022	Open			Accounts Payable	VEIHL, LORI	\$55.22		
8516	09/16/2022	Open			Accounts Payable	WARFORD, ANNA	\$54.49		
8517	09/16/2022	Open			Accounts Payable	WASHTENAW COUNTY CONSORTIUM	\$460,778.49		
8518	09/16/2022	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$15,283.06		
8519	09/16/2022	Open			Accounts Payable	WASHTENAW GLASS CO	\$1,440.58		
8520	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$574.72		
8521	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$682.40		
8522	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$15.99		
8523	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$301.83		
8524	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$282.52		
8525	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$219.98		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
8526	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$101.36		
8527	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$15.98		
8528	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$159.82		
8529	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$149.84		
8530	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$10.99		
8531	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$72.69		
8532	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$24.95		
8533	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$55.54		
8534	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$115.44		
8535	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$36.00		
8536	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$582.93		
8537	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$125.00		
8538	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$149.98		
8539	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$270.99		
8540	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$121.38		
8541	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$29.98		
8542	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$91.04		
8543	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$29.97		
8544	09/15/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$179.99		
8545	09/16/2022	Open			Accounts Payable	HEALTHQUITY, INC	\$11,140.74		
8546	09/30/2022	Open			Accounts Payable	A & R TOTAL CONSTRUCTION CO., INC.	\$22,987.50		
8547	09/30/2022	Open			Accounts Payable	A.F. SMITH ELECTRIC, INC.	\$6,555.24		
8548	09/30/2022	Open			Accounts Payable	ABSOPURE WATER CO. LLC	\$45.00		
8549	09/30/2022	Open			Accounts Payable	ALLSHRED SERVICES	\$85.95		
8550	09/30/2022	Open			Accounts Payable	ATI PHYSICAL THERAPY INVOICING	\$3,207.60		
8551	09/30/2022	Open			Accounts Payable	BANK OF NEW YORK MELLON	\$750.00		
8552	09/30/2022	Open			Accounts Payable	BEIER HOWLETT, P.C.	\$609.00		
8553	09/30/2022	Open			Accounts Payable	BERECZ, CARI	\$98.00		
8554	09/30/2022	Open			Accounts Payable	BERECZ, ELLA	\$78.00		
8555	09/30/2022	Open			Accounts Payable	BOILERS CONTROLS & EQUIP	\$139.57		
8556	09/30/2022	Open			Accounts Payable	BONGIORNO, PHIL	\$100.00		
8557	09/30/2022	Open			Accounts Payable	CAMPBELL, INC.	\$1,192.00		
8558	09/30/2022	Open			Accounts Payable	CENTRAL MICHIGAN PAPER	\$3,120.00		
8559	09/30/2022	Open			Accounts Payable	CINTAS LOCATION #300	\$6,278.26		
8560	09/30/2022	Open			Accounts Payable	CLARKE, ALEX, J	\$156.00		
8561	09/30/2022	Open			Accounts Payable	CLOCK, BARBARA	\$104.00		
8562	09/30/2022	Open			Accounts Payable	CONSTELLATION NEWENERGY- GAS DIVISION, LLC	\$3,237.86		
8563	09/30/2022	Open			Accounts Payable	CRISIS PREVENTION INSTITUTE	\$400.00		
8564	09/30/2022	Open			Accounts Payable	CULINARY DEPOT	\$1,430.61		
8565	09/30/2022	Open			Accounts Payable	CUMULUS MEDIA - ANN ARBOR	\$8,088.00		
8566	09/30/2022	Open			Accounts Payable	CURRENT ELECTRIC MOTOR SUPPLY	\$1,260.00		
8567	09/30/2022	Open			Accounts Payable	DATA IMAGE, LLC.	\$675.00		
8568	09/30/2022	Open			Accounts Payable	DAVIS, JESSE	\$54.00		
8569	09/30/2022	Open			Accounts Payable	DES MOINES STAMP MFG CO	\$35.60		
8570	09/30/2022	Open			Accounts Payable	ELITE POWER WASHING, LLC.	\$2,100.00		
8571	09/30/2022	Open			Accounts Payable	FERRI, SANDRA, M	\$6.00		

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8572	09/30/2022	Open			Accounts Payable	FLINN SCIENTIFIC	\$11.71		
8573	09/30/2022	Open			Accounts Payable	FOXBRIGHT SOLUTIONS LLC	\$5,450.00		
8574	09/30/2022	Open			Accounts Payable	FPS Services LLC	\$39,724.37		
8575	09/30/2022	Open			Accounts Payable	GAME ONE	\$662.36		
8576	09/30/2022	Open			Accounts Payable	GDI TRANSPORTATION, INC.	\$5,901.10		
8577	09/30/2022	Open			Accounts Payable	GOLDEN LIMOUSINE, INC.	\$6,192.42		
8578	09/30/2022	Open			Accounts Payable	GUARDIAN ENVIRONMENTAL SERVICES, INC.	\$2,524.85		
8579	09/30/2022	Open			Accounts Payable	HANDWRITING WITHOUT TEARS	\$456.23		
8580	09/30/2022	Open			Accounts Payable	HF GROUP LLC	\$2,362.00		
8581	09/30/2022	Open			Accounts Payable	HOWELL NATURE CENTER	\$24.00		
8582	09/30/2022	Open			Accounts Payable	IMAGINE LEARNING, INC.	\$3,950.00		
8583	09/30/2022	Open			Accounts Payable	INFORMED K12	\$28,035.00		
8584	09/30/2022	Open			Accounts Payable	KONE INC	\$284.29		
8585	09/30/2022	Open			Accounts Payable	KONICA MINOLTA PREMIER FINANCE	\$4,120.20		
8586	09/30/2022	Open			Accounts Payable	MCGRAW-HILL EDUCATION	\$37,606.50		
8587	09/30/2022	Open			Accounts Payable	MIDDLE CITIES RISK MGMT TRUST	\$1,440.50		
8588	09/30/2022	Open			Accounts Payable	MIKEL, NICOLE	\$399.96		
8589	09/30/2022	Open			Accounts Payable	MPS	\$3,000.42		
8590	09/30/2022	Open			Accounts Payable	MULTI-HEALTH SYSTEMS INC	\$350.00		
8591	09/30/2022	Open			Accounts Payable	NASCO	\$209.20		
8592	09/30/2022	Open			Accounts Payable	NUCO2	\$414.04		
8593	09/30/2022	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF MI, P.C.	\$2,318.35		
8594	09/30/2022	Open			Accounts Payable	ORIENTAL TRADING CO	\$91.38		
8595	09/30/2022	Open			Accounts Payable	PAPA'S PAINTING, LLC.	\$20,510.00		
8596	09/30/2022	Open			Accounts Payable	PARKWAY SERVICES, INC	\$220.00		
8597	09/30/2022	Open			Accounts Payable	QUADIENT	\$110.85		
8598	09/30/2022	Open			Accounts Payable	QUILL CORPORATION	\$103.31		
8599	09/30/2022	Open			Accounts Payable	REKOWSKI, CHRISTIAN	\$126.00		
8600	09/30/2022	Open			Accounts Payable	RIEDISSER, JOHN	\$24.00		
8601	09/30/2022	Open			Accounts Payable	ROWELL, ANNE	\$156.00		
8602	09/30/2022	Open			Accounts Payable	SCHOLASTIC MAGAZINES	\$4,308.70		
8603	09/30/2022	Open			Accounts Payable	SCHOLASTIC READING CLUB	\$3,513.00		
8604	09/30/2022	Open			Accounts Payable	School Datebooks	\$4,029.50		
8605	09/30/2022	Open			Accounts Payable	SCHOOL HEALTH	\$137.13		
8606	09/30/2022	Open			Accounts Payable	SCHOOL SPECIALTY LLC	\$3,312.74		
8607	09/30/2022	Open			Accounts Payable	SERVICE ELECTRIC SUPPLY CO	\$788.18		
8608	09/30/2022	Open			Accounts Payable	SMITH, KAREN SA, CORLEE	\$98.38		
8609	09/30/2022	Open			Accounts Payable	SOLIANT HEALTH	\$7,897.50		
8610	09/30/2022	Open			Accounts Payable	SONITROL GREAT LAKES - MICHIGAN	\$1,816.04		
8611	09/30/2022	Open			Accounts Payable	SOUND COM SYSTEMS	\$1,304.00		
8612	09/30/2022	Open			Accounts Payable	SPIVEY, JEANETTE	\$56.80		
8613	09/30/2022	Open			Accounts Payable	STRAIGHT FORWARD PERFORMANCE L.L.C.	\$2,500.00		
8614	09/30/2022	Open			Accounts Payable	SUBURBAN OCCUPATIONAL HEALTH PC	\$124.23		
8615	09/30/2022	Open			Accounts Payable	TEACHERS CURRICULUM INST. LLC	\$725.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
8616	09/30/2022	Open			Accounts Payable	THE PRINT GIANTS	\$1,374.00		
8617	09/30/2022	Open			Accounts Payable	THELEN, TRACY	\$19.96		
8618	09/30/2022	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$6,500.44		
8619	09/30/2022	Open			Accounts Payable	THRUN LAW FIRM, P.C.	\$5,380.00		
8620	09/30/2022	Open			Accounts Payable	UNITED IMAGE GROUP	\$4,860.00		
8621	09/30/2022	Open			Accounts Payable	WAGEWORKS INC	\$100.00		
8622	09/30/2022	Open			Accounts Payable	WESTERN PSYCHOLOGICAL SERVICES	\$728.20		
8623	09/30/2022	Open			Accounts Payable	WILLIAMS, ROBERT	\$334.25		
8624	09/30/2022	Open			Accounts Payable	WILLIAMS, TISHA, MARIE	\$157.39		
8625	09/30/2022	Open			Accounts Payable	WINDSTREAM	\$2,232.97		
8626	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$100.73		
8627	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$33.83		
8628	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$171.28		
8629	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$346.99		
8630	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$23.50		
8631	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$18.04		
8632	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$1,117.97		
8633	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$119.85		
8634	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$190.90		
8635	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$301.54		
8636	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$38.10		
8637	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$13.26		
8638	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$7.49		
8639	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$384.33		
8640	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$930.37		
8641	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$75.98		
8642	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$13.88		
8643	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$299.70		
8644	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$30.29		
8645	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$15.98		
8646	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$155.40		
8647	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$183.16		
8648	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$1,771.38		
8649	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$70.34		
8650	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$20.69		
8651	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$51.18		
8652	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	(\$463.52)		
8653	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$75.92		
8654	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$16.14		
8655	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$14.19		
8656	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$8.98		
8657	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$49.99		
8658	09/29/2022	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$169.65		
8659	09/30/2022	Open			Accounts Payable	HEALTHYQUITY, INC	\$8,171.00		
Type EFT Totals:							\$1,503,527.98		
7163944775 - A/P Checking Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
Open	Open	101	\$362,365.30	\$0.00

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Reconciled	0	\$0.00	\$0.00	
					Voided	2	\$30,564.64	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	103	\$392,929.94	\$0.00	
EFTs									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	291	\$1,503,527.98	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Total	291	\$1,503,527.98	\$0.00	
All									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	392	\$1,865,893.28	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	2	\$30,564.64	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	394	\$1,896,457.92	\$0.00	
Grand Totals:									
Checks									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	101	\$362,365.30	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	2	\$30,564.64	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	103	\$392,929.94	\$0.00	
EFTs									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	291	\$1,503,527.98	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Total	291	\$1,503,527.98	\$0.00	
All									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	392	\$1,865,893.28	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	2	\$30,564.64	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	394	\$1,896,457.92	\$0.00	

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163945137 - Trust & Agency Checking									
<u>Check</u>									
22262	09/02/2022	Open			Accounts Payable	NEFF	\$1,030.31		
22263	09/16/2022	Voided	Other	09/20/2022	Accounts Payable	GUZIEL, JENNIFER	\$995.54		
22264	09/16/2022	Open			Accounts Payable	JOHN'S HAMMOND ORGAN INC	\$280.00		
22265	09/16/2022	Open			Accounts Payable	RAISE THE BAR, LLC	\$1,600.00		
22266	09/16/2022	Open			Accounts Payable	STADIUM TROPHY, INC.	\$53.97		
22267	09/23/2022	Open			Accounts Payable	MIVCA	\$50.00		
22268	09/30/2022	Open			Accounts Payable	CHORAL TRACKS LLC	\$49.99		
Type Check Totals:									
							7 Transactions	\$4,059.81	
<u>EFT</u>									
1332	09/02/2022	Open			Accounts Payable	ANN ARBOR T-SHIRT COMPANY LLC	\$752.63		
1333	09/02/2022	Open			Accounts Payable	RINGLE, LARISSA	\$263.90		
1334	09/02/2022	Open			Accounts Payable	ROBINETTE, PAULA, M.	\$299.31		
1335	09/02/2022	Open			Accounts Payable	SCHOLASTIC BOOK FAIRS	\$2,151.73		
1336	09/02/2022	Open			Accounts Payable	SOOS, NATHAN	\$173.78		
1337	09/02/2022	Open			Accounts Payable	SPERLE, CHRISTINA	\$91.11		
1338	09/02/2022	Open			Accounts Payable	THE PRINT GIANTS	\$1,422.00		
1339	09/02/2022	Open			Accounts Payable	WARFORD, ANNA	\$3.21		
1340	09/02/2022	Voided	Direct Deposit rejected	10/03/2022	Accounts Payable	WHITE, EMMA	\$52.97		
1341	09/09/2022	Open			Accounts Payable	HOWELL NATURE CENTER	\$11,782.00		
1342	09/09/2022	Open			Accounts Payable	MARSHALL-BAKE, STACY	\$4,681.36		
1343	09/09/2022	Open			Accounts Payable	MCMILLAN, DAVID, JAY	\$120.00		
1344	09/09/2022	Open			Accounts Payable	SPORTDECALS	\$708.50		
1345	09/09/2022	Open			Accounts Payable	UNITED IMAGE GROUP	\$262.50		
1346	09/16/2022	Open			Accounts Payable	ALLSHRED SERVICES	\$114.52		
1347	09/16/2022	Open			Accounts Payable	BARTHWELL, PATRICIA	\$125.00		
1348	09/16/2022	Open			Accounts Payable	FERGUSON, LORI	\$151.25		
1349	09/16/2022	Open			Accounts Payable	GIARDINI, JESSICA	\$15.11		
1350	09/16/2022	Open			Accounts Payable	ROBINSON, DWAYNE	\$750.00		
1351	09/16/2022	Open			Accounts Payable	THE PRINT GIANTS	\$150.00		
1352	09/23/2022	Open			Accounts Payable	BARTHWELL, PATRICIA	\$14.48		
1353	09/23/2022	Open			Accounts Payable	CLIFTON, ANTONIO	\$82.06		
1354	09/23/2022	Open			Accounts Payable	GUZIEL, JENNIFER	\$392.96		
1355	09/23/2022	Open			Accounts Payable	HEIKKINEN PRODUCTIONS	\$388.00		
1356	09/23/2022	Open			Accounts Payable	JACOBS, MARTIN	\$117.39		
1357	09/23/2022	Open			Accounts Payable	THE PRINT GIANTS	\$570.00		
1358	09/30/2022	Open			Accounts Payable	COX, MICHELLE	\$160.56		
1359	09/30/2022	Open			Accounts Payable	GUZIEL, JENNIFER	\$524.12		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1360	09/30/2022	Open			Accounts Payable	NOWAK, REBECCA	\$68.25		
Type EFT Totals:									
7163945137 - Trust & Agency Checking Totals							\$26,388.70		

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	6	\$3,064.27	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$995.54	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	7	\$4,059.81	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	28	\$26,335.73	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$52.97	\$0.00
	Total	29	\$26,388.70	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	34	\$29,400.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$1,048.51	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	36	\$30,448.51	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	6	\$3,064.27	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$995.54	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	7	\$4,059.81	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	28	\$26,335.73	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$52.97	\$0.00
	Total	29	\$26,388.70	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	34	\$29,400.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$1,048.51	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	36	\$30,448.51	\$0.00

LINCOLN CONSOLIDATED SCHOOLS
PERSONNEL TRANSACTIONS SUMMARY

ACTION ITEMS				
Name	Position/Building	Effective Date	Status	Major/Step
Katie Blanton	Kindergarten Teacher/Brick Elementary	9/28/2022	New Hire	BA Step 3
Braylynn Kelly	Lifeguard/Community Education	9/26/2022	New Hire	
Jessica Jansen	Second Grade Teacher/Brick Elementary School	10/5/2022	New Hire	MA Step 10
Martin Fields	Bus Driver/Transportation	10/3/2022	New Hire	
Collette Drew	Noon Supervisor/Childs Elementary School	10/7/2022	New Hire	
Sheyanne Ball	Noon Supervisor/Model Elementary School	10/11/2022	New Hire	
Richard Bancroft	Bus Aide/Transportation	10/11/2022	New Hire	
Daryl Bowen Jr.	Bus Aide/Transportation	10/17/2022	New Hire	
Michelle Johnson	Bus Aide/Transportation	10/19/2022	New Hire	
William Montague	Special Education Teacher/Lincoln Middle School	11/1/2022	New Hire	MA Step 10
Jakob Henriksen	Router/Transportation Department	10/17/2022	Resigned	
Sarah Hickman	Teacher/Brick Elementary School	10/5/2022	Resigned	
Heidi Holt	Paraprofessional/Lincoln High School	9/30/2022	Resigned	
Kathleen Hurley	Special Education Teacher/Lincoln Middle School	9/30/2022	Retirement	
Ron Thorton	Teacher/Lincoln Middle School	9/30/2022	Retirement	
Ashley McKenzie	Teacher/Lincoln High School	9/23/2022	Resigned	
Miles Crain	Lab Receptionist/LAB	9/16/2022	Termination - File Clean-up	
Hannah Hoffman	Lab Receptionist/LAB	9/16/2022	Termination - File Clean-up	
Jacob Muhammed-Kolesar	Lab Receptionist/LAB	9/16/2022	Termination - File Clean-up	
Sara Workman	Lab Receptionist/LAB	9/16/2022	Termination - File Clean-up	
James Clock	Lifeguard/Comm Ed	9/12/2022	Termination - File Clean-up	
Matthew Hirsch	Teacher/Brick Elementary School	8/1/2022	Resigned	
Latifah Cooley	Bus Driver/Transportation	8/15/2022	Resigned	
Kenyetta Melton	Bus Driver/Transportation	9/1/2022	Resigned	
Donish Howell	Bus Aide/Transportation	9/12/2022	Resigned	
Keny toda Jones	Bus Driver/Transportation	8/26/2022	Resigned	
Richard Knowles	Mechanic/Transportation	8/8/2022	Retirement	
Name	Position/Building	Return to Work Date	Status	Approved/Not Approved
Nicole Swidan	Teacher/Childs	1/9/2023	FMLA - Consecutive	Approved
Ann Voelker	Social Worker/Childs	1/9/2023	FMLA - Consecutive	Approved