



# East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

Regular Meeting  
January 25, 2021 - 7:00 PM  
Zoom meeting

## Agenda



### I. Opening of Meeting

- A. Call to Order
- B. Roll Call
- C. Mission: Nurturing Each Child, Educating All Students  
Citizens

#### D. Approval of Agenda

*Motion: The Board of Education approve the agenda for the January 25, 2021 regular meeting via Zoom as presented.*

#### E. Approval of Minutes

January 11, 2021

*Motion: The Board of Education approve the January 11, 2021 regular meeting minutes via Zoom as presented.*

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### II. Closed Session

*Motion: The Board of Education meet in closed session pursuant to Section 8(c) of the Michigan Open Meetings Act for discussion related to collective bargaining strategy.*

*Motion: The Board of Education meet in closed session pursuant to Section 8(h) of the Michigan Open Meetings Act.*

Roll Call Vote

### III. Return to Open Session

### IV. Superintendent's Report

### V. Bond Update

### VI. Consent Agenda

*Motion: The Board of Education approve the consent agenda to include the following items:*

- hiring of **Alexander Smith**, 1.0 FTE High School and MacDonald Middle School Theater/English Teacher at MA Step 3 level, effective February 1, 2021.
- hiring pending receiving teaching certificate of **Catrice Ferguson**, 1.0 FTE Donley Elementary Teacher at BA Step 1 level.

**VII. Public Comment:** This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The

Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

**VIII. Presentations**

- ELPS Solar Project for Elementary Buildings, GMB Architecture & Engineering
- Plans for Offering In-Person Instruction, Dori Leyko, Superintendent

**IX. Board Discussion**

**X. Action Items**

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**ELEA - TA for FY 2021-22**

*Motion: The Board of Education approve the changes to the agreement between the East Lansing Board of Education and the East Lansing Education Association, Ingham Clinton Education Association, MEA/NEA covering the period of July 1, 2021 through June 30, 2022 as presented.*

**2020-21 First Budget Revision**

*Motion: The Board of Education adopt the 2020-21 First Budget Revision resolution for the General Fund as presented.*

Motion: The Board of Education adopt the 2020-21 First Budget Revision resolution for the Food Service as presented.

Motion: The Board of Education adopt the 2020-21 First Budget Revision resolution for the Student/School Activity Fund as presented.

**Comerica Bank Authorized Signers**

*Motion: The Board of Education authorize the execution of the following documents as presented.*

1. Declaration for Deposit Accounts and Treasury Management Services.
2. Business Deposit Account Signature Document - Michigan.

**IRS Closing Agreement and Form 2848**

*Motion: The Board of Education authorize the Superintendent or her designee to sign Form 2848 as presented.*

**Recertification of Extended Continuity of Learning Plan**

*Motion: The Board of Education approve the Extended Continuity of Learning Plan as presented.*

**XI. Committee Reports**

- A. Academic and Technology Committee
- B. Facilities Committee
- C. Finance Committee
- D. Intergovernmental Relations
- E. Personnel Committee
- F. Policy Committee

**XII. Announcements**

**XIII. Adjournment**

***Respectfully Submitted,***

***Dori Leyko  
Superintendent***

Minutes of the Regular Meeting  
Of the  
East Lansing Board of Education  
Via Zoom  
Meeting ID: 827 3873 5269  
January 11, 2021  
7:00 p.m.

**Opening of Meeting**

Board Vice President Terah Chambers called the meeting to order at 7:01 p.m.

**Roll Call**

Present: Terah Chambers, Kath Edsall, Chris Martin, Kate Powers, Monica Fink, Elizabeth Lyons, Debbie Walton and Dori Leyko

Absent: None

**Oath of Office**

The following recently elected members took the Oath of Office.

Monica Fink  
Elizabeth Lyons  
Debbie Walton

**Approval of Agenda**

Motion 20-21/060 Moved by Dr. Edsall and supported by Mr. Martin that the agenda for the regular meeting via Zoom of January 11, 2021 be approved as presented.

Roll Call Vote:

Ayes – Chambers, Edsall, Martin, Powers, Fink, Lyons, Walton

Nays – None

The motion carried unanimously.

**Election of Officers**

Motion: 20-21/061 Moved by Ms. Powers and supported by Dr. Edsall to nominate the following officers for 2021.

President: Dr. Terah Chambers  
Vice President: Ms. Kate Powers  
Treasurer: Dr. Kath Edsall  
Secretary: Mr. Chris Martin

Discussion followed.

Roll Call Vote:

Ayes – Chambers, Edsall, Martin, Powers, Fink, Lyons, Walton

Nays – None

The motion carried unanimously.

### **Approval of Minutes**

Motion 20-21/062 Moved by Mr. Martin and supported by Ms. Walton that the minutes of the December 14, 2020 regular meeting be approved as presented.

Roll Call Vote:

Ayes – Chambers, Edsall, Martin, Powers, Fink, Lyons, Walton

Nays – None

The motion carried unanimously.

### **Closed Session**

Motion: 20-21/063 Moved by Dr. Edsall and supported by Ms. Powers that the Board of Education meet in closed session pursuant to Section 8 (c) of the Michigan Open Meeting Act for discussion related to collective bargaining strategy.

Roll Call Vote:

Ayes – Chambers, Edsall, Martin, Powers, Fink, Lyons, Walton

Nays – None

The motion carried unanimously.

### **Return to Open Session**

The Board of Education returned to open session at 7:34 p.m.

### **Superintendent's Report**

#### **Vaccination and Planning Updates**

Our staff began receiving registration links today to schedule their coronavirus vaccinations. We encouraged our elementary and special education staff to schedule the week of Jan. 18 and asked that our secondary staff consider claiming the slots the week of Jan. 25. We will gather staff information regarding their vaccine appointments and determine a start date that allows for full (approx. 95%) antibodies to be built (assuming we receive the Pfizer vaccine).

The district is also exploring the opportunity for staff to participate in a weekly voluntary COVID testing program, much like the pilot testing program in which we have been participating with our fall student-athletes and coaches as they complete their seasons.

Along with Governor Whitmer's Friday announcement encouraging all schools to offer an in-person learning option for students as soon as possible and not later than March 1, an updated guidance document was released to replace last summer's *MI Safe Schools Roadmap*. The [State of Michigan Guidelines for Operating Schools Safely](#) includes guidance on staff testing, vaccinations, safety

protocols, screening, food service, athletics, extra-curricular activities and other topics. Our administrators will be reviewing this document and developing structures and processes that ensure we are in compliance with all of the guidance.

In order to move forward with plans for an in-person offering, the district will release a family survey and level-specific information sheet and ask families to select their mode of instruction for each child. In addition to electing a February return for your student(s), the district will also offer a post-Spring Break option to return to in-person and an option to remain online for the remainder of the school year. We will share more details regarding those options later this week with our survey. We have the following tentative start dates identified, with the first week being a flexible Orientation Week that will be developed by building leaders and teachers:

- Pre-K and elementary – week of February 16
- Middle and high schools – week of February 23

We will adjust these if needed, depending on the confirmed vaccination dates and vaccine manufacturer.

### **No School or Remote Classes next Monday, January 18**

In recognition of Martin Luther King Jr. Day, no classes will be held next Monday, January 18, 2021.

Discussion followed.

### **Bond Update**

- Pinecrest and Whitehills
  - The final exterior work should be completed within about a week.
- Marble
  - Interior masonry walls, drywall and door frames are being installed.
  - Plumbing and electrical are being roughed in.
  - Bid packages will be released for furniture, fixtures and equipment (FFE) at the end of the month, and the Board will be asked to take action on recommended contracts in March.
  - On schedule 😊.
- Other projects
  - Donley Phase 2 – Requests for Proposals (RFPs) are scheduled to be released for Phase 2 of Donley on January 19. The Board will be asked to take action on recommended contracts in February. Phase 2 work includes:
    - Demolition and removal of building and contents.
    - Completion of site work, parking lots, bus and car loops
    - Movement of and supplements to playground
    - Installation of new electronic sign in front of building
    - Solar package – at Donley and other buildings
      - There will be a presentation for the Board on the solar package at the January 25 meeting.
    - Completion of front entrance snow melt package and dishwashers for reusable lunch trays at all elementary buildings
  - The above items are all summer 2021 work.

- We are exploring options for improving the courtyard and amphitheater at Red Cedar. An RFP will be released in the near future for that work.

Discussion followed.

### **Consent Agenda**

Motion 20-21/064 Moved by Dr. Edsall and supported by Dr. Lyons that the Board of Education approve the consent agenda to include the following items:

- Hiring of Joy Lang, 1.0 FTE Great Start Readiness Red Cedar Elementary Teachers at MA Step 3.5 level, effective January 25, 2021.
- Hiring of Brian Fineout, Jani-King custodian, effective January 11, 2021.

Roll Call Vote:

Ayes – Chambers, Edsall, Martin, Powers, Fink, Lyons, Walton  
Nays – None

The motion carried unanimously.

### **Public Comment**

- Nichole Biber, 1037 Blanchette – Systematic issues, standardized testing.
- Eric Berling, 1130 Daisy Ln – Board has big decisions – mindful of rushing back to in-person learning.
- Kim Henderson, 1626 Colorado – Formal request for last day for seniors, tentative date for prom and graduation.
- Annie McIlhagga, 921 Crown Blvd – Processes for return to in-person learning, dates for prom and graduation, stress students are feeling with regards to grades/finals.
- Patricia Jaimes, 2210 Stonehedge Dr – Concerned with re-opening plan, what if virtual is not an option for her child's Special Ed classroom, not comfortable with safety even with vaccines.
- Marie Adele Grosso, 661 Beech St – Mental health is a struggle, additional pressure with grades.
- Gloria Zink, 5977 Troyes Rd – Return to in-person – a contingency plan, grades aren't reflecting the effort of the students, feels there is no leeway from teachers adding additional stress, MSU is using a pass/fail system asking if ELPS could use the same type of grading to analyze efforts.
- Alissa McCoy, 6105 Carriage Hills – struggle with preparing for post-high school with no last day for seniors, child is struggling with applying for scholarships with grades and GPA stalled, losing monies for college, experiencing severe mental health issues.

Superintendent Leyko clarified no child will be required to return to in-person for the 2020-21 school year. Every family will have a choice to return or remain virtual.

## Board Discussion

Dr. Edsall thanked the high school students for their comments. They were very impactful. This is something you haven't had to deal with and it is especially difficult for students. It is difficult for adults. Hang in there!

Ms. Powers shared her gratitude for the students. Their composure to voice concerns at a board meeting in front of 100's of people takes a lot of courage. Very proud of you!

Mr. Martin stated it is important to hear from students. Remember you are not alone. January is a time for new resolutions to improve ourselves and community. It is the job of the school board to come up with the best solution. We must work together as a board to be responsive to the community. Commended Superintendent Leyko for her tireless commitment in finding the best solution.

## Action Items

### 2021 Board of Education Meeting Schedule

*Motion: 20-21/064* Moved by Ms. Powers and supported by Ms. Walton that the Board of Education approve the schedule of the 2021 Board of Education meetings as presented.

Discussion followed.

Roll Call Vote:

Ayes – Chambers, Edsall, Martin, Powers, Fink, Lyons, Walton

Nays - None

The motion carried unanimously.

### ELESPA TA 1-1-21 to 6-30-22

*Motion 20-21/065* Moved by Dr. Edsall and supported by Dr. Lyons that the Board of Education approve the changes to the agreement between the East Lansing Board of Education and the East Lansing Educational Support Association (ELESPA) covering the period January 1, 2021 through June 30, 2022 as presented.

Roll Call Vote:

Ayes – Chambers, Edsall, Martin, Powers, Fink, Lyons, Walton

Nays – None

The motion carried unanimously.

## Committees

**Academic and Technology:** last meeting in December; a lot of work in 2021; items coming

**Facilities:** no report

**Finance:** no report

**Intergovernmental:** no report

**Personnel:** no report

**Policy:** last meeting in December; quite a bit happening; Board members should look for more to come in the Items of Information

**Announcements**

- Political Science department at MSU is holding a forum on the violence at the Capitol. Friday, January 15 at 12:00 p.m. Please email Dr. Chambers, [terah.chambers@elps.us](mailto:terah.chambers@elps.us) for Zoom link.
- Martin Luther King, Jr holiday is a time to pause to remember MLK, Jr and to recognize his work. Dr. Chambers reflected on a quote by Martin Luther King, Jr - "The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy". Annual MLK Jr luncheon will be televised Monday, January 18 at 7:00 p.m. on WILX. The guest speaker will be Bernice King.

**Adjournment**

The meeting adjourned at 8:56 p.m.

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PRESIDENT

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SECRETARY



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** ELPS Board of Education

**FROM:** Richard Pugh, Director of Finance

**SUBJECT:** Action – ELEA TA for FY 2021-22

**DATE:** January 21, 2021

Recommendation:

It is recommended that the Board of Education approve the changes to the agreement between the East Lansing Board of Education and the East Lansing Education Association, Ingham Clinton Education Association, MEA/NEA covering the period July 1, 2021 through June 30, 2022 as presented.

Background:

On January 19, 2021 we received communication that the ELEA membership approved the TA.

***From the 1-11-2021 BOE packet:***

The contract with the ELEA expires 6-30-2021. On December 15, 2020 Dori, Rick Long and I meet with Tim Akers and Pat Murray and reached a TA on a new CBA with the ELEA. Below are the highlights of the TA (the red-lined CBA is attached):

- New agreement from 7-1-2021 to 6-30-2022.
- Article 26 (Professional Compensation):
  - Full step advancements (approx. average 5% increase) and 2.5% increase on steps 14.5 to 25. Remove steps 1 and 1.5. The beginning step would now be step 2.
- Article 27 (Employee Earned Benefits):
  - Effective 1-1-2022 increase Board paid H.S.A. contribution amounts from \$650 to \$1,000 for singles and from \$1,300 to \$2,000 for two-person or full-family.
- A few other clean-up items.

The estimated total cost of this TA is \$873,000 (\$615,000 for full steps, \$189,000 for the 2.5% wage increase, and \$69,000 for the Board H.S.A. increase).

At the time this memo was written we have not heard if the ELEA membership approved the TA.

If the Board would like to discuss the new contract I would suggest a closed session prior to the Board vote on January 25, 2021.

AGREEMENT

between the

EAST LANSING BOARD OF EDUCATION

and the

EAST LANSING EDUCATION ASSOCIATION,  
INGHAM CLINTON EDUCATION ASSOCIATION,  
MEA/NEA

Covering the period

July 1, 201821 through June 30, 202122

~~August 13, 2018~~ January 25, 2021

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## PROFESSIONAL AGREEMENT

This Agreement is entered into ~~August 13, 2018~~ January 25, 2021 by and between the Board of Education of the School District of the City of East Lansing, Ingham and Clinton Counties, Michigan (the "Board") and the East Lansing Education Association, Ingham Clinton Education Association, MEA/NEA (the "Association").

The Board and the Association recognize and declare that providing a quality education for the children of East Lansing is their responsibility and mutual aim, and that the character of such education depends significantly upon the quality and morale of the teaching personnel, and that the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards.

The Board has a statutory obligation, pursuant to the Michigan Public Employment Relations Act, MCL 423.201 et seq., to bargain with the Association as the representative of its teaching personnel as to wages, hours, and other terms and conditions of employment.

The parties following extended and deliberate professional negotiations have reached certain understandings which they desire to memorialize and reduce to writing.

Therefore, in consideration of the following mutual covenants, the parties agree as follows:

### **Article 1** **Recognition**

- A. The Board recognizes the Association as the exclusive bargaining representative, as identified in Section 11 of the Michigan Public Employment Relations Act, MCL 423.211, for all professional personnel, including personnel on tenure and probation, classroom teachers, elementary and middle school special area teachers in art, music and physical education, teacher coaches, department chairpersons, guidance counselors, secondary librarians, teacher consultants, speech therapists, school social workers, school nurses, school psychologists employed by the Board (whether or not assigned to a public school building) but excluding the Superintendent, Deputy Superintendent(s), directors, administrative assistants, principals, assistant principals, reading coordinators, coordinator of student activities, supervisors, administrative interns, office and clerical employees, substitute teachers and temporary teachers, except as provided in Article 1.E. and Article 23.B., custodians, maintenance, and food service employees, aides, monitors, staff personnel, bus drivers, and all others.
- B. Definitions – When used in this Agreement, the term:
1. "Teacher" shall refer to all employees represented by the Association in the bargaining unit as above defined.
  2. "Substitute teacher" shall refer to an individual working in a bargaining unit position for which a teacher has a contractual right to return.

3. "Temporary teacher" shall refer to an individual working in a bargaining unit position which is unfilled and for which there is no teacher with a contractual right to return.
  4. The term "professional staff members working in a non-teaching position" shall refer to those members of the Association's bargaining unit whose employment is not regulated by the Michigan Teachers' Tenure Act.
- C. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.
  - D. This Agreement shall not be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without the intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement and provided the Association has been given an opportunity to be present at such adjustment.
  - E. Whenever a substitute or temporary teacher continues to be employed for more than sixty (60) consecutive school days for one (1) teacher in the same school, said substitute or temporary teacher will be entitled to the salary and fringe benefits provided in this Agreement to the extent permitted under the applicable Revised School Code provision(s) and except for any restrictions imposed by insurance carrier(s). Individuals who serve as substitute or temporary teachers shall not earn seniority credit on the salary schedule or be considered in any way a part of the teaching staff for the purpose of vacancies, promotions, and transfers under this Agreement.
  - F. For the purpose of Article 1.E., a "day" shall be counted on each occasion that a substitute or temporary teacher performs and is paid for services during the working day of the regular teacher for whom the substitute or temporary teacher is filling in for and is subject to pro-ration per Section 1236(5) of the Revised School Code.
  - G. No administrator shall be assigned teaching duties.

**Article 2**  
**Association and Teacher Rights**

- A. Pursuant to the Michigan Public Employment Relations Act, MCL 423.201 et seq., the Board agrees that every employee of the Board as defined in Article 1.A. shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly-elected body exercising governmental power under the laws of the State of Michigan, the Board agrees that it will neither directly nor indirectly discourage, deprive, or coerce any teacher in the enjoyment of any rights conferred by the Public Employment Relations Act or other Michigan law or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher as to wages, hours, and other terms and conditions of employment by reason of membership in the Association, participation in any activities of the Association or collective professional negotiations with the Board, or the institution of any grievance, complaint, or proceeding under this Agreement or otherwise as to any terms and conditions of employment.

- B. The Association agrees that it will neither directly nor indirectly coerce nor intimidate any teacher to join the Association.
- C. The Board and Association specifically recognize the mutual right to invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such a public agency, or an arbitrator appointed pursuant to the terms of this Agreement, and both parties agree to be bound by any lawful order or award thereof.
- D. The Association shall have the right to use school building facilities for meetings at all reasonable hours and the equipment normally available for teachers' use at all reasonable hours without cost for Association business. The Association shall pay for the reasonable cost of all materials and supplies incident to the use of said equipment. Use of facilities and equipment shall not interfere with the instructional program.
- E. Bulletin boards and other established means of communication shall be made available to the Association and its members.
- F. The Association agrees to reimburse the Board for any damages to school equipment entrusted to its use or care for Association-related events upon competent proof that the Association or one of its members intentionally caused any damage to said equipment. Any dispute which may arise as to liability or damages shall be subject to the grievance and arbitration provisions set forth in Article 19 of this Agreement.
- G. The second and fourth Monday of every month shall be reserved for Association meetings after school hours, and the Board agrees that mutually-acceptable meeting rooms, when not previously scheduled, shall be made available to the Association without cost.
- H. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the District, including, but not limited to: annual financial reports and audits, a register of certificated personnel, tentative budgetary requirements and allocations, agenda and minutes of all Board meetings, treasurer's reports, and membership data, names and addresses of all teachers, and such other information as will assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the teachers, community and students, together with information which may be necessary for the Association to process any grievance or complaint.
- I. This Agreement and the policies and practices of the District shall be applied in a manner which is not arbitrary, capricious, or discriminatory and without regard to race, color, national origin, religious beliefs, sexual orientation, residence, qualifying disability, political activities, professional association activity, age, marital status, or gender.
- J. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student without discrimination in the same manner as stated in the above paragraph and to seek to achieve full equality of educational opportunity for all students.

- K. This Agreement shall not be construed to deny or restrict to any teacher those rights granted under the Michigan Revised School Code. The rights granted the teachers in this Agreement shall be deemed to be in addition to those provided elsewhere.
- L. Information regarding a teacher's performance in extracurricular activities shall be included in his/her personnel file if the information relates to those professional and personal characteristics associated with his/her regular assignment. Information which relates only to those skills necessary for performance in extracurricular assignments shall be kept in a separate file.
- M. Each bargaining unit employee shall have the right upon request to review the contents of his/her personnel file.
1. A representative of the Association may, at the teacher's request, accompany the teacher in this review. The teacher and the representative of the Association, if any, shall review said file in the office of the administrator responsible for the safekeeping of said confidential credentials.
  2. Letters of reference from universities, individuals, or previous employers are specifically exempt from review unless the Board or any of its agents, supervisors, or administrators rest any decision or discipline in any form on the contents of such confidential credentials or said letters of reference. Under those circumstances said teacher shall have full opportunity to examine such documents and offer such explanation as said teacher deems necessary or warranted.
  3. The administrator in charge of the personnel file shall, in the presence of the teacher or the representative of the Association, if any, remove the confidential credentials, letters of reference from universities, individuals, or previous employers from the file prior to a review of same by the teacher and the Association representative, if any, except when said confidential credentials or letters of reference are utilized or made the basis of any administrative decision or discipline in any form.
  4. All communications, including evaluations by East Lansing Public Schools administrators, commendations, or validated complaints directed toward the teacher which are included in the personnel file shall be called to the teacher's attention. The teacher shall have an opportunity to review same at or prior to the time of inclusion in the personnel file.
  5. If the administration receives a complaint regarding a teacher from someone other than a school official, the administration shall notify the teacher of the complaint and investigate its validity. If the administration determines that the complaint is substantiated, the teacher shall be notified in writing of the administrative action taken. If a grievance is filed over a disciplinary action taken against a professional staff member working in a non-teaching position which results from a complaint from someone other than a school official, it shall be deemed to be at Level Two of the Grievance Procedures.

- N. A professional staff member working in a non-teaching position is entitled, and may request, to have an Association Representative present when said professional staff member working in a non-teaching position is being warned, reprimanded, or disciplined for any reason. When a request for said representative is made by the professional staff member working in a non-teaching position, disciplinary action shall be suspended for a period not to exceed one (1) school day to provide an opportunity to arrange to have an Association Representative present.

Further, the Board acknowledges that only authorized Association members may act in a representational capacity on behalf of bargaining unit employees. Not later than October 1<sup>st</sup> of each year, the Association President shall provide to the Superintendent a written list of those authorized Association members who may act in a representational capacity on behalf of bargaining unit employees for that school year.

1. Any warning, reprimand, or disciplinary action made verbally to a professional staff member working in a non-teaching position may be reduced to writing and shall become formal.
  2. All written material which is to be inserted into the personnel file, shall be called to the teacher's attention.
    - a. A bargaining unit member shall be given the opportunity to review and sign such material(s) at or prior to the time of its inclusion in the personnel file. A copy of the material(s) shall be provided to the bargaining unit member and shall include a notation that a copy is to be inserted into the personnel file.
    - b. The bargaining unit member's signature shall not be interpreted to mean agreement with the content of said material(s), but shall be interpreted to mean that the bargaining unit member has reviewed the same.
    - c. If a bargaining unit member refuses to sign material(s) intended to be inserted into the personnel file of that member, the material(s) may be inserted into the personnel file without the bargaining unit member's signature provided that it is accompanied by written notation that the bargaining unit member refused to sign and, provided further, that the Association President is notified of the employer's action at the time the material is inserted into the personnel file.
- O. When in the teacher's opinion, inaccurate or misleading documentation is to be inserted into said teacher's personnel file, the teacher shall have the option to submit a written notation which specifically identifies and addresses briefly the statement believed to be inaccurate or misleading. Such notation shall be submitted within seven (7) calendar days of receipt of said documentation and shall be inserted into the personnel file.

Letters of direction, formal warning, reprimand, or disciplinary action may be used in any future matters.

- P. No teacher shall be required to submit to a polygraph or lie detector device in any investigation without his/her consent.
- Q. For the duration of this Agreement, the Board agrees to pay the cost of any physical examination required of new teachers coming into the system. The Board will pay the cost of Board-provided tuberculin skin tests. Teachers electing any x-ray in lieu of such tests shall be reimbursed at the level of the Board's cost for Board-administered tests.

**Article 3**  
**Board Rights**

- A. There is exclusively reserved to the Board all responsibilities, powers, rights, and authority vested in it by the laws and constitutions of the State of Michigan and the United States except where expressly limited by the provisions of this Agreement.
- B. The Board retains the rights, among others, to the executive management and administration of its properties and facilities, to establish and equitably enforce reasonable rules and personnel policies relating to the hiring, duties and responsibilities of teachers and matters of curriculum and educational policies which are not inconsistent with the provisions of this Agreement or violate the law. It is further recognized that the Board, in meeting such responsibilities and in exercising its powers and rights, acts through its administrative staff.
- C. The determination of class schedules, the hours of instruction, and the assignments of teachers shall be made by the administration.

**Article 4**  
**Strike Prohibition**

The Association shall at no time direct, instigate, participate in, encourage, or support any strike, work stoppage, or sanction of any type against the Board or the school district by any teacher or group of teachers. Any withholding of services or work stoppage encouraged, authorized, or supported by the Association while grievance procedures are in the process shall constitute the basis for immediate discontinuance of the grievance process.

**Article 5**  
**Payroll Deductions**

- A. Requests for payroll deductions or reductions other than Association dues and service fees shall be in writing. The Board assumes only the responsibility for the remittance of the amount specified by the employee. The Board shall be held harmless from violations of the Tax Code relating to tax-deferred annuity limitations.
- B. The Board agrees to deduct twice each month tax-deferred 403(b) employee contributions and to remit such contributions to a single Board approved 403(b) vendor or third-party administrator within one (1) week following the deduction, subject to the following conditions:

1. The Board approved 403(b)/459 vendor shall be selected from a list of vendors established by the Michigan Retirement Investment Consortium and the Board.
  2. The third-party administrator shall be determined by the Michigan Retirement Investment Consortium and currently is TSA Consulting Group.
  3. Any failure by the 403(b) vendor promptly to credit employee contributions transmitted according to the provisions of this Article, shall be pursued by the employee directly with the 403(b) vendor and/or the third-party administrator.
- C. The Board agrees to make deductions for the United Way, commencing with the first pay period in January and continuing through the last pay in June, provided that the amount of the contribution to the United Way is \$10.00 or more.

**Article 6**  
**Professional Hours**

- A. The teachers' professional day shall be considered as those hours and activities required to perform their professional duties as they occur before, during, and/or after the student day. Normally, the teachers' responsibility for being in their assigned building(s) shall not exceed thirty-one (31) hours a week. It is recognized by the Association that each teacher is expected to be punctual and regular in attendance for all assignments indicated in this Article.
- B. Teachers shall be present in their assigned buildings before, during, or after the student day at times scheduled for student contact, other scheduled student activities, office hours, consulting, advising, counseling, meeting with parents, consultants and other resource personnel, and team planning. No teacher shall be required to accept a regular schedule which allows for an uninterrupted lunch period of less than twenty-five (25) minutes. Lunch periods shall be scheduled within the period from thirty (30) minutes before the beginning to thirty (30) minutes after the end of the student lunch period unless agreed otherwise between the teacher and administration. No teacher shall be required to perform any breakfast, lunch, or food supervision duties.
1. Teachers who elect to leave their assigned building during their unscheduled hours shall give proper notice to the school office before their departure and immediately upon their return.
  2. Teachers will be in their assigned building ten (10) minutes prior to their initial daily assignment and ten (10) minutes after their culminating assignment of the day. Teachers will be punctual and in all cases involving student groups will arrive appropriately before and depart appropriately after the students.
  3. All teachers agree to attend IEP Team meetings, open house/curriculum night, parent/teacher conferences, and parent meetings. In all but emergency situations, teachers are to receive no less than seventy-two (72) hours notice of meetings.

4. At all levels, Tuesdays will be reserved for building staff meetings. Except in emergencies, no more than four (4) hours per month will be scheduled for these meetings. For months when parent conferences are scheduled the number of hours will be limited to two (2) hours. Examples of these meetings to be included in the four (4) hours per month are staff meetings, department/grade level meetings, Kindergarten roundup, Professional Learning Communities/Communities of Practice, on-line professional development, Spring IRIPS (Individual Reading Improvement Plans), and reproductive health. Teachers who travel between buildings shall be assigned to one (1) building for the purpose of attending staff meetings. Administrators will confer periodically with the traveling teachers.

C. The Association recognizes the valuable contribution made to the educational program by the parent-teacher organizations and/or associations of East Lansing. All teachers, therefore, will make a reasonable effort to attend meetings as scheduled by these organizations or associations.

D. The normal weekly student contact teaching load in the high school shall not exceed twenty-five (25) hours and twenty-five (25) minutes and all specially called group meetings, homeroom periods, and assemblies shall be within that time.

The normal weekly student contact teaching load in the middle school shall not exceed twenty-five (25) hours and twenty-five (25) minutes.

The normal weekly student contact teaching load in the elementary schools shall not exceed twenty-five (25) hours and twenty-five (25) minutes. See Article 7(E).

The criteria used to determine full-time equivalent (FTE) for special area teachers shall be based on the chart listed below as follows:

<b>Minimum Number of Student Contact Hours (any fraction of an hour .5 and above shall be rounded up to the next full hour)</b>	<b>FTE</b>
A minimum of 21 hours to a maximum of 22 hours	1.00
20 hours	.95
19 hours	.90
18 hours	.85
17 hours	.80
16 hours	.75
15 hours	.70
14 hours	.65
13 hours	.60
12 hours	.55
11 hours	.50
10 hours	.45
9 hours	.40
8 hours	.35
7 hours	.30
6 hours	.25
5 hours	.20
4 hours	.15

3 hours	.10
2 hours	.05

The scheduling of special area teachers will take into account that those teachers may have multiple buildings within their assignment. Whenever special area teachers travel between assigned buildings within the work day, their travel time shall be determined cooperatively between the involved teacher and the administration, but shall not be less than fifteen (15) minutes. Travel time shall be included in determining FTE. However, if travel time causes the teacher's student contact hours to exceed 22 (i.e., 1.0 FTE), that travel time shall not be a basis for overload or additional compensation unless the teacher's student contact hours otherwise exceed 25 hours and 25 minutes per week.

E. To assure adequate teacher-parent/guardian communication, the parties have designated dates for teacher-parent/guardian conferences on the calendar. The scheduling of teacher-parent/guardian conferences may require that the professional hour's limitation be exceeded during the weeks designated for said conferences.

1. The Board agrees to hire a substitute for a minimum of one (1) additional day each semester during the spring and fall parent/guardian conference schedule for all full-time kindergarten teachers.
  - a. If the teacher(s) cannot reasonably schedule parent conferences for all of the students assigned to him/her, the teacher may, at his/her option, arrange for additional released time through the building principal. The building principal shall not unreasonably withhold approval of said additional released time.
2. At the elementary level, parent conferences will be scheduled on the dates designated for that purpose. When parents/guardians or teachers are unable to meet the specified conference dates, teachers will confer no later than December 16 of the first semester and April 16 of the second semester.
3. At the middle school and high school levels, parent/guardian conferences will be scheduled on the dates designated for that purpose, with the scheduled conference time not to exceed nine (9) hours per semester. When parent/guardians or teachers are unable to meet during the specified conference dates, teachers will provide an opportunity to confer during non-school hours up to one week before the completion of the grading period in which the specified conference dates occur.

F. Full-time elementary teachers shall receive one hundred ninety (190) minutes of unscheduled time per week in blocks of not less than twenty (20) minutes.

1. Such unscheduled time shall be provided subsequent to the beginning of the students' instructional day and prior to student dismissal.
2. Classroom teachers will not be required to supervise another teacher's classroom in order to provide such time.

3. On weekdays when school is not in session, in whole or in part, unscheduled time need not be provided.
  4. The Board and Association recognize elementary schedules may be infrequently altered to accommodate special activities which may cause the interruption of unscheduled time. Whenever reasonably possible, said unscheduled time will be provided at a later time. The administration and staff will work together to keep such cancellations at a minimum.
  5. Staff and administration may, by mutual consent, schedule meetings during unscheduled time.
  6. Elementary teachers employed one-half time or more will have unscheduled planning time prorated. Elementary teachers employed less than one-half time shall have no unscheduled planning time guaranteed.
  7. Special area teachers shall receive one hundred ninety (190) minutes of unscheduled planning time per week in blocks of not less than twenty (20) minutes. Special area teachers employed less than full time will be accorded unassigned planning time.
  8. Special area teachers who travel between levels during the day shall be granted one-half (½) day per semester release time to be used for records. Scheduling of the half day shall be done by mutual agreement between the building principal and the affected teacher. If necessary, additional days may be granted at the discretion of the Superintendent or designee.
- G. Teacher Professional Development time is included under Article 21.

**Article 7**  
**Teaching Conditions and Class Loads**

- A. The parties recognize that the availability of optimum school facilities for both students and teachers is desirable to ensure the high quality of education that is the goal of the Association, its members and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward ensuring that the energy of the teacher is primarily utilized to this end.
- B. Class Size and Combined Student Load
1. Grades K-5 (Elementary)
 

For the following class size overload conditions, an elementary teacher shall receive four hundred dollars (\$400) per student per semester for the student(s):

    - a. For Pre-K and K, if a regular education elementary classroom teacher has more than twenty-two (22) students;

- b. For grades 1-2, if a regular education elementary classroom teacher has more than twenty-four (24) students;
  - c. For grades 3-4, if a regular education elementary classroom teacher has more than twenty-eight (28) students;
  - d. For grade 5, if a regular education elementary classroom teacher has more than thirty (30) students.
2. Grades K-5 (Elementary) Special Areas
- If the average class size for a K-5 special areas teacher exceeds twenty-eight (28) students, then the special area teacher shall receive five hundred dollars (\$500) per semester.
3. Grades 6-12 (Secondary)
- If any of the following class size overload conditions are met, a secondary teacher shall receive one hundred fifty dollars (\$150) per student per semester for the student(s).
- a. The combined student load is one hundred fifty (150) students or more per semester for the secondary teacher, or
  - b. The secondary teacher has more than thirty (30) students in an individual class.
  - c. This overage payout is limited to either condition (a) or condition (b) and shall not be paid for both. If both conditions exist, then payment is based on the greater amount of 7.B.3.a. or 7.B.3.b.
4. Physical Education Grades 6-12 (Secondary)
- If any of the following class size overload conditions are met, a secondary physical education teacher shall receive one hundred fifty dollars (\$150) per student per semester for the student(s).
- a. The combined student load exceeds either of the following:
    - i. one hundred sixty (160) students or more per semester for the secondary teacher who teaches five (5) physical education classes, or
    - ii. the total based on five (5) classes using the formula of thirty-two (32) for each physical education class and thirty (30) for each non-physical education class.
  - b. The secondary teacher has more than thirty-two (32) students in an individual class.

- c. This coverage payout is limited to either condition (a) or condition (b) and shall not be paid by both. If both conditions exist, then payment is based on the greater amount of 7.B.3.a. or 7.B.3.b.
5. Class size leveling shall be implemented so that there is not a variance of more than three (3) students per grade level at an elementary building or per like course and class hour at the Middle School or High School. If an imbalance exists for more than thirty (30) calendar days in any one semester then the teacher with the larger class shall receive payment as specified in 7.B.1 (elementary) and 7.B.3 (secondary for each student over the three (3) student variance. This payment would be in addition to payment, if any, that may be part of class size language as specified in 7.B.1 and 7.B.3.
  6. Any class size overload beyond two (2) students beyond the class size limits as assigned to teachers at all levels shall have the stipends identified in this Article doubled for each student who exceeds the allowable two variance.
  7. This above class size overload language (Sections 1-6) does not apply to sections of performing arts, special education, or English language learners (“ELL”).
  8. The Board shall provide up to a maximum of two hundred thousand dollars (\$200,000), which includes FICA and MPERS costs, annually to remedy all overload issues. This amount shall not be used for the hiring of additional teachers.
  9. Approximately one (1) week after the October and February student count days the Board agrees it will provide to the Association a compilation of the number of students assigned to each teacher. An elementary, middle school, and high school representative from the Association along with a central office administrator will use these class size reports to calculate class size and combined student overloads. Class size and combined student overload stipends, if any, will be paid as soon as possible after the Association and central office representatives agree on the overload calculations.
- C. The following language applies only to those support staff positions which provide direct assistance for teacher needs and does not apply to those support staff positions that provide general building or program support (e.g., library aides, science aides, security aides).
1. The number of support staff work hours at each of the elementary levels shall include general aides assigned to each elementary building and will be determined at a minimum of 1.25 hours per FTE elementary general education classroom teacher per week.
  2. There will be a 1.0 FTE support staff position at the High School and a 1.0 FTE support staff position at the Middle School.

3. The primary function of these support staff positions is to assist teachers with the instructional programs and clerical needs, as well as to supervise students (including recess).
  4. The specific duties of the support staff shall be established by the building principal, after consultation with building teachers.
  5. Once the building support staff schedule for the school year is established, that schedule shall be distributed to building teachers.
  6. If available, substitute aides will be hired when building aides are absent from work.
- D. The Board recognizes that appropriate texts, library reference materials, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession, and timely provision thereof is absolutely essential for good teaching. The Board or its representatives agree to meet with the duly designated representatives of the Association from time to time for the purpose of improving the selection and use of such educational tools, and the Board agrees promptly to implement all joint decisions made by its representatives and the Association, consistent with its financial ability to do so. The Board agrees at all times to keep the schools reasonably and properly equipped and maintained.
- E. The Board agrees that no teacher will be required to supervise elementary recess for more than sixty (60) minutes every two (2) weeks. Student contact limits shall not exceed a two week average of twenty-five (25) hours and twenty-five (25) minutes. The Board and Association have a mutual goal of having schools with two PM recesses that accommodates half the school student population in the first PM recess and the other half in the second PM recess to increase student access to playground equipment and increase student safety and supervision. If only one (1) PM recess is held at an elementary building, then no teacher will be required to supervise recess for more than twenty (20) minutes per week and student contact time shall be calculated weekly rather than a two week average.
- F. On those days designated as records and conference days at the elementary level, there shall be no administrative meetings scheduled which require the attendance of elementary teachers and/or consultants. On said days teachers and consultants shall be free to meet for the purpose of curriculum coordination and planning.
- G. The Board recognizes that new curriculum and/or the implementation of major curriculum changes require appropriate in-service training. To this end, the Association agrees that teachers who will be required to deliver new or changed curriculum to students will participate in appropriate in-service in advance of the implementation of same.
1. These in-services may be scheduled through released time or within the limits of the thirty-one (31) hours as specified under Article 6.A. Under such circumstances compensation will not be granted.

2. When an in-service for the purpose of addressing new or major changed curriculum is offered other than through released time or outside the limits of Article 6.A., teachers will be paid under Article 26. The scheduling of such in-service shall be limited to the days for which the teacher is contracted to work (as designated on the school calendar), except when bargaining unit members elect to participate.
  3. It is agreed that some staff may be excluded from the requirement of in-service for new or major restructured curriculum for reasons of expertise in the area or because of involvement in the development of the new or changed curriculum. Such exceptions may be made by the Superintendent or designee.
  4. This in-service training is not intended as a substitute for the in-service which is scheduled throughout the school year at the discretion of the administration.
  5. Bargaining unit members who are employed to develop and/or improve curriculum shall be compensated at the rate found in Article 26.
- H. Telephone facilities providing a reasonable degree of privacy shall be made available for teacher use.
- I. The Board shall make available in each school lunchroom, lounge, and lavatory facilities. Further, the Board agrees that in any new or remodeled school facilities it will furnish lunchroom, lounge, and lavatory facilities exclusively for adult use.
- J. Traveling teachers shall be provided parking at each building. The Board shall make every effort to see that areas assigned to teachers are available for exclusive teacher use. Parking areas and schools will provide appropriate access as required by law for persons with disabilities.
- K. To ensure a free and appropriate public education in the least restrictive environment, the parties agree that the continuum of programs and services for identified special education students will be determined by an Individualized Education Program Team (IEP Team).

In addition, a process will be developed in each building to provide for notification to a teacher when special education students will be placed in his/her general education classroom. Each process will address means for providing teacher input into the special education student's program, reviewing student placement, and providing support necessary for a successful classroom environment for both general education and special education students.

To ensure proper program implementation and as required by law, teachers will attend IEP Team meetings.

- L. Teachers who are assigned to more than one (1) building shall have adequate storage space for instructional materials provided in each building to which he/she is assigned.

- M. The Board agrees to hire substitute teachers for the regularly-assigned physical education teachers who conduct and participate in the annual track and field days at the elementary level, provided alternative scheduling is not possible.

**Article 8**  
**Vacancies and Promotions Of Non-Teaching Positions**

- A. A vacancy shall be defined as a bargaining unit position which is unfilled and for which there is no teacher with a contractual right to return. If a vacancy is to be filled through the recall of a bargaining unit member on layoff, the employer shall not be required to post such vacancy.

Whenever a vacancy for a non-teaching position occurs within the bargaining unit, or a new non-teaching position is created within the bargaining unit, and said non-teaching position or vacancy is to be filled on a permanent basis, the Board shall give written notice thereof to the Association President or designee. The Personnel Office will provide for appropriate posting of said notice in every school building on a bulletin board used for posting vacancies and on the District's website. During the summer months when school is not in session, vacancies for a non-teaching position shall be posted on the bulletin board in the reception area of the Board of Education Office, on the District's website, and written notice of such vacancies will be forwarded to those bargaining unit members who have filed a written request for same with the Superintendent or designee during the last week of school.

- B. Any teacher may apply for a vacancy or new position by submitting a letter to the Personnel Office. For a professional staff member working in a non-teaching position the Board agrees to fill such vacancy or new position on the basis of qualifications, certification, and seniority as set forth in Article 24. In such circumstances, an applicant with less service in the system shall not be awarded the vacancy or new position unless the applicant's qualifications are superior to applicants with greater service. The Board declares its support of a policy of promotion from within its own teaching staff; however, the Association recognizes that the Board shall not be limited in the selection of personnel to fill vacancies or new positions to applicants from within the unit, or to the person temporarily assigned to the vacancy or new position before the termination of the school year in which the vacancy occurs or the new position is created. Service shall be defined as the seniority determinants specified in Article 11.B.
  - 1. No permanent appointment to such position or vacancy shall be made until fifteen (15) calendar days have elapsed following the posting and said notice to the Association President or designee.
  - 2. Nothing herein shall prevent the Board from making temporary assignments of personnel (temporary teachers) to fill a vacant position during the school year. For a professional staff member working in a non-teaching position, said temporary assignments shall not extend beyond the end of the semester in which the temporary assignment occurs in a given school year unless it is mutually agreed in writing by the parties. A professional staff member working in a non-teaching position who is temporarily appointed to

fill such vacancy or position shall not be given preference for permanent appointment over any applicant from within the unit.

- C. No professional staff member working in a non-teaching position shall be involuntarily transferred to a part-time position. A professional staff member working in a non-teaching position who was previously full-time and who is subsequently voluntarily assigned to a part-time position shall have the right to return to a full-time position when a vacancy occurs for which said professional staff member working in a non-teaching position is certified and qualified and for which he/she possess sufficient seniority. Reinstatement is contingent on the professional staff member working in a non-teaching position providing written notice of his/her desire to return to full-time teaching at the next semester.

Full-time probationary professional staff members working in a non-teaching position who are voluntarily assigned to a part-time position shall have the right to return to a full-time vacancy for which they are certified and qualified. Provided, that the professional staff member working in a non-teaching position and more senior probationary professional staff member working in a non-teaching position on layoff shall be recalled to a vacancy for which they are certified and qualified in preference to a part-time probationary professional staff member working in a non-teaching position, as described above.

#### **Article 9**

##### **Promotion to Vacancies or New Positions Outside the Bargaining Unit**

- A. Whenever a vacancy occurs in any supervisory or administrative position outside of the bargaining unit, or when a new position of like nature is created outside of the bargaining unit, and said vacancy or position is to be filled on a permanent basis, the Board shall give written notice thereof to the Association President or designee.
  - 1. The Superintendent or designee will provide for appropriate posting of such vacancies as set forth in Article 8.C. No permanent appointment to such vacancy or position shall be made until fifteen (15) calendar days have elapsed following the posting and notice to the Association President or designee.
  - 2. Nothing herein shall prevent the Board from making temporary assignments of personnel to fill a position, but said temporary assignment shall not extend beyond the balance of the school year.
- B. Teachers who desire to apply for a position shall file their applications in writing with the Superintendent. The Board shall consider all applications and shall make the permanent appointment as soon as is practical. It is recognized that the right of selection of personnel to fill said vacancy or position remains within the discretion of the Board, but the Board further agrees and recognizes support of a policy of promotion from within its own teaching staff to vacancies and new positions under this Article.

**Article 10**  
**Transfers**

The Board and the Association recognize that frequent transfers of teachers are disruptive of the educational process, but may be necessary and beneficial to the teacher, student, and education program; and therefore, it is agreed as follows:

A. Involuntary Transfers

1. To the extent possible, no probationary professional staff member working in a non-teaching position shall be involuntarily transferred.
2. Subject to the provisions of Section 1, above, when such involuntary transfers are necessary, an effort shall be made to transfer professional staff members working in a non-teaching position with lesser service in the District.
3. When large numbers of transfers are involved in staffing a new facility, it may be necessary to transfer more experienced professional staff members working in a non-teaching position to provide a balance of experienced and relatively inexperienced professional staff members working in a non-teaching position on the new staff and the staff from which the transfers were made.
4. Professional staff member working in a non-teaching position involuntarily transferred will be transferred only to comparable positions. The Association will be notified of the need for such transfers and shall be given the opportunity to offer information before any reassignment of teachers.
5. An involuntary assignment or transfer shall be made only after a meeting between the affected professional staff member working in a non-teaching position, his/her supervisor and/or his/her Association Representative, and the Superintendent or designee, at which time the professional staff member working in a non-teaching position shall be apprised in writing of the reason(s) for the assignment or transfer. If the professional staff member working in a non-teaching position objects to the assignment or transfer the teacher and/or his/her Association Representative shall have the right to appeal the assignment or transfer to the Superintendent or designee.
6. In the determination of assignments and transfers, the convenience and wishes of the professional staff member working in a non-teaching position will be honored to the extent that these considerations do not conflict with the instructional requirements and best interests of the school system and students.
7. Any teacher who shall be transferred or assigned by the employer to a position or vacancy outside of the bargaining unit and shall later return to a position within the bargaining unit shall be entitled to retain such rights as the teacher may have had under this Agreement before such transfer or assignment to a position outside of the bargaining unit.

8. It is agreed that in the event of an involuntary transfer the professional staff member working in a non-teaching position aggrieved by said action has the right to file a grievance commencing at Step 2.

B. Voluntary Transfers

1. It is the policy of the Board to consider the request of teachers who desire transfers to teaching vacancies which occur in buildings other than the one in which the teacher is teaching.
2. Whenever a vacancy, other than temporary, exists, the Board agrees such vacancies shall be filled by a professional staff member working in a non-teaching position on the basis of qualification, certification and seniority; and further, that preference will be given to a professional staff member working in a non-teaching position with a request for transfer on file with the Superintendent or designee. Should more than one (1) request for transfer be on file for the same position, the more senior unit member shall be awarded the position.
3. Transfer requests shall be filed annually by April 15 and shall remain in force for one (1) year. Transfer requests filed after April 15 may still be considered, but only after all other transfer requests and call-backs have been considered.
4. Where voluntary assignments are made to positions of special purposes or for growth or to meet specific needs, it is permissible for the Superintendent or designee, the Association President, and the teacher to enter into a letter of understanding that would protect the teacher's original position for a two (2) year period with the same limitations that are applied to compensated professional leaves in terms of the teacher's return to his/her original assignment.

- C. If the Board of Education implements a grade-level reorganization, either party may request to invoke the consultation procedures of Article 20.

**Article 11**

**Reduction of Professional Staff Member Working in a Non-Teaching Position**

- A. Before official action on reduction of professional staff members working in a non-teaching position is taken by the Board, it will give notice of the contemplated action to the Association and afford the Association an opportunity to discuss it. As soon as the layoff incentives are known, a list shall be provided to the Association. In any year where there are layoffs, the Association will be given notice of layoffs, assignments, transfers, and call-backs in a time frame agreed to by both parties.
- B. If it becomes necessary to reduce the number of professional staff members working in a non-teaching position employed by the Board of Education, such reduction shall be based upon the qualifications as specified in Article 24 (Qualifications and Assignment).

1. For purposes of this Agreement, seniority shall be defined as the amount of unbroken service accumulated in a position of teacher in the East Lansing Public Schools as based on the teacher's earliest date of hire into a bargaining unit position. Date of hire shall be the first day a teacher reports to work and receives pay according to the negotiated work year calendar.
  - a. Leaves of absence, with or without pay, and absences due to layoff are not considered as a break in service.
  - b. Time spent in an administrative position in the District shall not be considered a break in service, but seniority shall not accumulate while in an administrative position.
  - c. Days worked in any extracurricular position shall neither accrue seniority nor establish a date of hire.
2. Certification shall be defined as holding a valid teaching certificate as recognized by the State of Michigan.
3. Qualifications shall be determined as specified in Article 25.

C. The last bargaining unit members laid off shall be those certified and qualified professional staff members working in a non-teaching position who have the greatest seniority in the East Lansing Public Schools. The Board shall provide at least thirty (30) calendar days' notice of layoff to the Association and the affected employees.

The order in which layoffs will occur is:

1. Probationary professional staff members working in a non-teaching position with the least amount of seniority in the East Lansing Public Schools shall be laid off first, provided there are more senior certified and qualified professional staff members working in a non-teaching position for available positions.
2. Professional staff members working in a non-teaching position with the least amount of seniority in the East Lansing Public Schools shall be laid off in accordance with Section B, above, provided there are more senior certified and qualified professional staff members working in a non-teaching position for available positions.
3. No new professional staff members working in a non-teaching position shall be employed by the Board while there are professional staff members working in a non-teaching position of the East Lansing Public Schools who are laid off, unless none of the East Lansing professional staff members working in a non-teaching position on layoff is qualified and certified to fill the vacancy.
4. In order for a less senior professional staff member working in a non-teaching position to be retained in a position, that professional staff member working in a non-teaching position shall have qualifications and certification

in the assigned area which the more senior professional staff member working in a non-teaching position lacks. When such an occasion should arise, the Association President will be advised in advance of the number and category of such professional staff members working in a non-teaching position. The discretion vested in the Board shall not be abused. Complaints that the Board has abused its discretion in this respect may be taken up through the grievance and arbitration procedures provided in this Agreement.

5. When the decision to reduce the work force for the upcoming school year occurs before noon on the 6<sup>th</sup> business day before returning professional staff members working in a non-teaching position are to report for the start of the upcoming school year, the Board agrees to reassign more senior professional staff members working in a non-teaching position to ensure that the least senior professional staff member working in a non-teaching position is laid off, provided there are more senior certified and qualified professional staff members working in a non-teaching position for available positions. After that time and during the school year, any layoffs will be implemented by identifying the position which is to be eliminated and placing the affected professional staff member working in a non-teaching position in a position for which they are certified and qualified which is held by a less senior professional staff member working in a non-teaching position. If there is no position held by a less senior professional staff member working in a non-teaching position for which they are certified and qualified, they will be laid off.
  6. When the decision to recall a professional staff member working in a non-teaching position for the upcoming school year occurs before noon on the 6<sup>th</sup> business day before returning professional staff members working in a non-teaching position are to report for the start of the upcoming school year, the Board agrees to reassign more senior staff to ensure that the most senior professional staff member working in a non-teaching position on the layoff list is recalled, provided such reassignment allows for a position for which the most senior professional staff member working in a non-teaching position on the layoff list is certified and qualified for. After that time and during the school year, professional staff members working in a non-teaching position shall be recalled, on a seniority basis, to available positions provided they are certified and qualified for the open position without any reassignment of staff. Recall procedures for professional staff members working in a non-teaching position shall be implemented before voluntary transfers are considered.
  7. The reassignment of professional staff members working in a non-teaching position outlined in C.5. and C.6. above, shall not occur during the school year, unless mutually agreed otherwise.
- D. The Employer shall develop a seniority list and make the appropriate revisions as they occur. The seniority list shall be posted in all buildings by October 30 and April 15 each year. Upon request, the Association President will be provided with the current revised copy of the seniority list.

1. The placement of all individuals on the seniority list as of August 15, 2003 shall be recognized as fixed upon certification by the Association.
2. In the case of more than one (1) teacher having the same date of hire after August 15, 2003, a meeting of the teachers affected, the Superintendent or designee, and the Association President shall be held to determine the teachers ranking on the seniority list. Teachers will draw lots to determine their placement. For teachers who are unable or unwilling to participate in the drawing, the Association President will draw on their behalf.
3. The Superintendent or designee, in consultation with the Association President, shall be responsible for sending out notice of the seniority placement meeting within thirty (30) days after ratification of this Agreement and as necessary thereafter.

E. All seniority is lost if the teacher or administrator

1. Resigns.
2. Retires.
3. Is discharged and the discharge is not reversed through the grievance procedure.
4. Does not return to work when recalled after a layoff as specified within the provisions of this Article, Paragraph H.
5. Does not return to work on the required date for return from an approved leave of absence. Exceptions due to extenuating circumstances may be made by the Superintendent or designee.
6. Has probationary status and is laid off for two (2) consecutive years without being recalled.

F. The Board and Association recognize that on occasion alterations in program or vagaries in enrollment can endanger an individual tenure teacher's employment. Should such a condition occur, the tenured teacher may enter a program to equip the teacher for an alternative assignment with Board encouragement and support.

1. The tenured teacher will submit a written proposal to the Superintendent or designee.
2. The Superintendent or designee and the Association President will confer. If they agree that the tenured teacher's continuing employment is imperiled, the Board will pay the cost of tuition, books, and normal fees for up to fifteen (15) semester or twenty (20) quarter hours credit specifically chosen to provide an assignment alternative.
3. To protect against undue budgetary stress, the Board and Association agree that the total semester-hour commitment for the year will not exceed sixty (60); the total quarter-hour, eighty (80).

- G. Any professional staff member working in a non-teaching position on layoff shall be recalled in inverse order of layoff, provided the professional staff member working in a non-teaching position is certified and qualified for the vacancy.
  - 1. Should the Board recall out of line of inverse order of layoff, the Association President will be advised in advance of the number and category of such professional staff members working in a non-teaching position.
  - 2. The discretion vested in the Board shall not be abused. Complaints that the Board has abused its discretion in this respect may be taken up by a professional staff member working in a non-teaching position only through the grievance and arbitration procedure provided in this Agreement.
- H. The Board shall give written notice of recall from layoff by sending a certified letter to the last-known address of the professional staff member working in a non-teaching position.
- I. A laid-off professional staff member working in a non-teaching position shall lose the right of recall when said professional staff member working in a non-teaching position refuses a position of at least the same full-time equivalency held when laid off.
- J. It shall be the responsibility of each bargaining unit employee to notify the Board of any change of address. The employee's address as it appears on the Board's records shall be conclusive when used in connection with recall or other notice to the teacher. If a bargaining unit employee fails to respond to the call-back notice within fifteen (15) calendar days from the date of sending of the recall notice, said employee shall be considered as a voluntary quit and shall terminate his/her employment relationship with the Board.

**Article 12**  
**Leave Pay**

- A. Any bargaining unit employee absent from duty because of personal illness or injury shall be paid the person's full salary for the period of time off, not to exceed the total number of unused accumulated sick leave days in his/her personal account. Sick leave days shall accrue effective the first day of school at the rate of ten (10) days per school year. Part-time teachers will receive sick leave days on a pro-rata basis. Teachers who are employed after the beginning of a given school year shall be granted, for the balance of that school year, as many sick leave days as there are months remaining in the school year. During any school year, a teacher earns sick leave days only to the limit of what he/she actually works.
 

Where teachers leave before earning the number of sick days used in a school year, they will reimburse the Board for the difference.
- B. At the beginning of each school year, each teacher shall retain the number of sick days with the number of days of sick leave not used during the prior school year. Unused sick leave days shall accumulate from year to year without limitation.

- C. If, at the beginning of any school year, a teacher is ill and unable to resume teaching duties in the school system, and such teacher has unused accumulated sick leave days at the end of the prior school year, the teacher will be allowed to use such previously accumulated sick leave days while the teacher remains ill and unable to work, provided the teacher is not otherwise employed. For the period the teacher is unable to resume teaching duties under this paragraph, the teacher shall not accumulate any further sick leave days until the time the teacher has returned to teaching, but shall be compensated according to Article 27.D.
- D. If a teacher's illness extends beyond five (5) work days, the Board may require an examination by a physician of the teacher's choice. The Board may require a second opinion by a physician chosen by the teacher from three (3) names submitted by the Board. The second opinion shall be at the Board's expense. The teacher may select an examination by only one (1) of the Board's doctors at the Board's expense.
- E. Any teacher absent because of injury or disease compensable under the Michigan Worker's Compensation Law shall be entitled to use previously accumulated sick leave in one-third (1/3) day increments to make up the difference between the allowance under the Worker's Compensation Law and the regular salary during the period of disability compensable under Michigan Worker's Compensation Law, with or without interruption in consecutive days, attributable to the same accident.
- F. In addition to personal illness or injury, sick leave may also be used for medical, dental, or optical examinations or treatments. No less than one-half (½) sick day will be charged unless otherwise arranged with the supervisor.
- G. A teacher shall be released from regular duties without loss of salary at least one (1) day each school year for the purpose of participating in area or regional meetings of the Michigan Education Association, when lawfully scheduled.
- H. Teachers who exhaust sick days may send a written request to the ELEA Executive Board to borrow up to five (5) future sick days for medically verifiable illness/disability of the individual, spouse, father, mother, sibling, child, and grandchild. Use for other than personal illness and/or disability shall be in addition to the ten (10) day maximum use of sick days under Article 13.B.1.
- I. The maximum borrowed each year by the entire ELEA bargaining unit will be capped at forty (40) days. The ELEA Executive Board shall provide the number of borrowed sick days for each individual to the Human Resources Department.
- J. After returning to work and earning additional sick days, teachers who borrowed from their future sick days agree to repay such days at the rate of two and one-half (2.5) days per year. Teachers may not borrow additional days until all five (5) days are repaid.
- K. If the teacher does not return to work, his/her final pay will be reduced by an amount equivalent to the remaining borrowed sick days. Should an employee leave without repaying the borrowed sick days, the bargaining unit members will be docked one-half (0.5) sick day starting with the most senior and continuing down the seniority list until all days have been repaid. Docking will only be taken from

bargaining unit members with twenty (20) or more sick days. Subsequent docking shall start where the previous repayment stopped.

- L. This Article is subject to reopening each year of this contract by either party.

**Article 13**  
**Leaves of Absence**

- A. Any teacher whose illness or accident requires absence for days beyond the amount of earned and accumulated sick leave provided in Article 12 and is not covered by family and medical leave provided in this Article shall be granted a leave of absence for such time as shall be necessary for a complete recovery from such illness, and shall be compensated while on such leave of absence in accordance with Article 12 or the appropriate section of Article 27 or 28. Full insurance benefits will be continued by the Board during the period of illness leave through the month following the month in which the teacher began the leave of absence. Upon return from any such leave, a teacher shall be restored to a position for which he/she is certified, qualified, and sufficiently senior with restoration of fringe benefits, seniority, and all other rights provided by this Agreement.
- B. Leaves of absence with pay chargeable against the teacher's sick leave allowance shall be granted for the following reasons:
  - 1. Up to ten (10) days each school year shall be granted for illness in the immediate family, short-term emergency care and medical care, child care or elder care arrangements. Certification by the attending physician or doctor may be required.
  - 2. When a critical illness in the immediate family requires the attendance of the teacher, the Superintendent or designee may grant use of sick leave allowance up to the amount accumulated by the teacher. For purposes of these subparagraphs, "immediate family" shall include the teacher's mother or father, father-in-law or mother-in-law, spouse and children, or person whose relationship to the teacher warrants such care.
  - 3. Time necessary for attendance at the funeral service of persons whose relationship to the teacher warrants such attendance.
- C. Leaves of absence with pay not chargeable against the teacher's sick leave allowance shall be granted for the following reasons:
  - 1. A maximum of five (5) days per school year for each death in the family, defined to include spouse, children, mother, father, sister, brother, corresponding in-laws, grandparents, and, with approval of the Superintendent or designee, a person whose relationship to the teacher warrants such absence.
  - 2. Absence when a teacher is called for jury service except that the compensation for jury service in combination with the Board pay shall not exceed the teacher's regular rate of pay.

3. Court appearance as a witness in any case connected with the teacher's employment or the school, or whenever the teacher is subpoenaed to attend any proceedings during which the teacher is required to provide information on behalf of the District, other than proceedings initiated by the teacher or the Association against the Board or the District (unless subpoenaed by the Board).
4. Up to five (5) days in addition to the Professional Development days in the School Calendar for attending educational conferences or conventions and with a request for such leave having been submitted to the teacher's building administrator at least fifteen (15) work days before the leave date.
5. One (1) day per school year for visitation to other schools when approved by the Superintendent or designee.
6. Time necessary to take the selective service physical examination.
7. Personal Business Days
  - a. The Building Principal shall approve an absence not to exceed two (2) days per year for personal business which by its nature cannot be scheduled outside of school hours, upon application in writing by the teacher, provided that in the event the teacher does not use the personal days provided for, such days shall be converted to additional sick leave days. Personal business days will not be used for the purpose of extending vacation or holiday periods except as follows:
    - (1) With the exception of the first and last day of school, members may use one personal business day per fiscal year in conjunction with a scheduled break through the established approval process. The use of personal business days on these days will be limited per eligible scheduled break day to five (5) members at the high school, four (4) members at the middle school, and two (2) members at each elementary school.
    - (2) The first submission for application to extend a break with a personal business day is due by September 30 of the school year. Forms may not be submitted prior to the start of school and will only be considered for the current school year.
    - (3) If the number of applications exceeds the above member limits, a lottery will be conducted by the Superintendent, or designee, with a union representative present.
    - (4) If additional openings remain, a second and final submission for application to extend a break is due by January 15, with a second lottery held if needed.
  - b. A bargaining unit member may use one (1) sick day as an additional personal business day if he/she has seventy-five (75) sick leave days accumulated as of the end of the previous school year.
8. The bargaining unit member shall give as much notice as possible in connection with any leave provided under this Article.

- D. Maternity leave will be treated as any other disability.
- E. Parental leave without pay shall be granted to any teacher requesting such following the birth or adoption of a child and shall be taken continuously, not to exceed a two (2) year period. The termination of said leave shall coincide with the end of a school year.
1. A teacher returning from a parental leave shall be placed on the position of the salary schedule commensurate with prior teaching experience and shall return to the same or substantially equivalent position held by the teacher immediately before commencement of the leave as required by the Family and Medical Leave Act.
  2. A bargaining unit member shall provide written notice of intent to return to work to the Superintendent or designee at least sixty (60) calendar days before the expiration of the leave.
- F. A teacher who is not eligible for Family and Medical Leave provided in this Article and does not select a parental leave for the child may select an unpaid child-care leave.
1. The purpose of the child-care leave shall be expressly for the care of a child. A teacher who accepts employment outside the home while on such leave and who turns over care of the child to a person other than the child's parent shall be considered a voluntary quit.
  2. The leave will begin no sooner than the school year which follows the birth of the child and no later than four (4) years after the birth of the child.
  3. The leave will be given for one (1) school year or two (2) school years. Such leaves shall commence at the beginning of a school year and terminate at the end of a school year. Application for such leave shall be submitted to the Superintendent or designee by May 1<sup>st</sup>.
  4. A teacher returning from a child-care leave shall be placed on the position of the salary schedule commensurate with prior teaching experience and shall return to the same or substantially equivalent position held by the teacher immediately before commencement of the leave as required by the Family and Medical Leave Act.
  5. A teacher desiring to return from a child-care leave shall give written notice of such intention to the Superintendent or designee not later than sixty (60) days before the end of the preceding school year.
  6. A teacher who has had a child-care leave will not be eligible for another such leave until three (3) years have elapsed since the prior child care leave.
- G. Teachers who are elected to the office of President or Vice President of the MEA or NEA shall be given a leave of absence not to exceed two (2) years, without pay. A teacher given such a leave of absence without pay shall receive credit for the annual salary increments on a schedule during such absence and unused

accumulated, sick leave provided for under this Agreement shall be frozen during such leave of absence and restored upon return.

- H. Any teacher who has left or leaves a teaching position other than a temporary teaching position in the District, in order to serve in any branch of the uniformed services of the United States, shall have any and all benefits and rights and be subject to any limitations imposed by the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 and any other federal or state law which governs or has any application to the re-employment rights.
- I. The Board shall grant a leave of absence not to exceed two (2) years, without pay, to any teacher who joins the Peace Corps or VISTA, or is campaigning as an active candidate, or is elected to serve in any public office at the state or national level, or any local office which would require the full time of the teacher.
- J. The Association President shall have release time off during the President's term of office for up to the equivalent of one-fifth (1/5) or twenty percent (20%) of the President's normal teaching duties. Based on the Association President's annual teaching assignment, the Association President and the District's Chief Financial will determine by October 1 of each school year the actual percentage of the President's release time for that school year.

The Board agrees to pay the cost of a substitute when the Association President is not performing normal teaching duties during this release time. The Board agrees to pay the full salary of the Association President or designee to attend professional meetings, legislative hearings, or to conduct Association business, not to exceed five (5) days in any one (1) school year. Time off for teachers to conduct Association business shall be granted by the Board not to exceed fifteen (15) days in any one (1) school year. The Association shall reimburse the Board for the retirement (MPERS) costs associated with the Association President's actual released time calculated by the agreed-upon percentage referenced above.

- K. Leaves of absence for up to one (1) year, without pay, may be granted upon application for professional enrichment. The regular salary increment accruing during such periods shall be allowed, provided the teacher securing a leave of absence for professional enrichment returns to the school system at the end of one (1) year.
- L. Notice of intent to return from leave. It shall be the responsibility of the teacher on leave, no later than April 15, to state his/her intent to return or not return the following school year. The personnel office shall send a notice of reminder to the teacher's last known address on or before April 1 of each year. If the teacher fails to report on or before April 15, the teacher shall be considered as a voluntary quit and shall terminate his/her employment relationship with the Board. All leaves for which a teacher is not compensated are covered by this paragraph.
- M. The Board may grant teachers an unpaid leave of absence, without salary, or fringe benefits, for up to a maximum of one (1) year. Denial of leaves of absence under this section shall not be subject to the grievance procedure.

The Superintendent may grant teachers an unpaid leave of sixty (60) or fewer days.

N. A leave of absence without pay for up to twelve (12) weeks during a twelve (12) month period shall be granted to any employee who has been employed by the District a minimum of twelve (12) months and at least 1,250 hours in the preceding twelve (12) months in conformity with the Family and Medical Leave Act of 1993 (FMLA). FMLA leaves may be granted for the following purposes:

1. Childbirth and to care for the employee's newborn child after birth;
2. Placement with the employee of a child for adoption or foster care;
3. To care for the employee's spouse, child, or parent who has a serious health condition; or
4. For a serious health condition that renders the employee incapable of performing the functions of the employee's job duties.

The Board has the responsibility to develop, approve, and implement policies on family and medical leave which satisfy and comply with the requirements of the FMLA. The Board will not develop, approve, or implement any policy, rule, or regulation that denies any member the use of any benefit provided under this Agreement. It is agreed that the benefits extended to a bargaining unit employee under FMLA and those provided under this Agreement may be applicable concurrently.

**Article 14**  
**Compensated Professional Leaves**

A. There shall be three types of compensated professional leaves:

1. Class I                      School District Needs
2. Class II                     Personal Enrichment and Skills
3. Class III                    Summer Compensation Grants

B. Tenure teachers who have been employed for seven (7) years by the Board and possess a Michigan life, permanent, 30-hour continuing, 18-hour continuing or professional teacher certificate without a prior sabbatical or other compensated professional leave of absence during the six (6) years of employment immediately preceding the proposed leave may be granted a Class I, Class II, or Class III leave. Any teacher with three (3) years of seniority may be granted a Class III leave.

C. Class I leaves shall be granted for either of the following purposes:

1. Assessing needs of a particular instructional area, developing program, and/or evaluating program.
2. Improving skills and knowledge in an area of District need. District need shall be confirmed by the Board, the Superintendent, or the Curriculum Council.

D. Class II leaves shall be granted for any one (1) of the following purposes:

1. Improving skills and knowledge in one's present area of responsibility.

2. Training to broaden or redirect one's professional preparation.
  3. Working in a graduate program leading to a higher degree.
- E. Class III leaves shall be granted for either of the following purposes:
1. Professional enrichment, excluding courses taken for credit.
  2. Curriculum development projects recommended by the Superintendent or designee.
- F. The compensated professional leave year shall be divided into five (5) units, with Unit One beginning during the first week after the current school year and extending to the week preceding the beginning of the next school year. Units Two (2), Three (3), Four (4), and Five (5) shall coincide with the secondary schools' reporting periods. Four (4) leave units are equivalent to one (1) full-time leave. Class I leaves may be granted for one (1), two (2), three (3), or four (4) of the five (5) units, provided that the leave units are consecutive. Class II leaves may be granted for up to a maximum of four (4) units, provided that the leave units are taken during the regular school year and in sequential order. Class III leaves may be granted for a maximum of nine (9) weeks but only during the period of Unit One. A teacher may apply for a professional compensated leave in combination with a teaching assignment; provided, however, that the Board need not provide a combined allotment of teaching assignment and professional compensated leave greater than the teaching assignment during the year of application for the leave.
- G. The Professional Leave Committee shall be composed of eleven (11) members. Seven (7) of the members shall be chosen by the Association in a manner to be determined by it; except that of the seven (7) members to be selected by the Association, there shall be three (3) from the elementary staff, two (2) from the middle school staff, and two (2) from the high school staff. Four (4) of the members thereof shall be appointed by the Board and shall be from the administrative staff of the District and shall include the Superintendent or designee. The members of the Committee first selected shall serve for the term determined by the body appointing new members, but in any event thereafter shall be selected in such a manner as to result in staggered terms for the members of said committee.
- H. Any teacher desiring a compensated professional leave shall file an application with the Professional Leave Committee on a schedule and forms provided by said Committee and shall furnish the information requested fully to complete said form. Individual teachers may submit proposals to the Professional Leave Committee for teacher professional leave programs. The Professional Leave Committee shall review all Class I, Class II, and Class III leave applications and make recommendations to the Board of Education based on the merits of the respective proposals regardless of class of leave or length of leave. The Committee shall vote by secret ballot on each application. A minimum of eight (8) votes is needed for an applicant to qualify. In no case shall the combination of compensated professional leaves exceed two (2) full-time equivalencies of the bargaining unit nor shall more than that number be submitted to the Board of Education by the Professional Leave Committee.

- I. A teacher whose leave has not been approved by the Board of Education may submit the leave proposal to the D.S.I.T. (District School Improvement Team) for review. After such review, the D.S.I.T. shall either inform the Board of Education of its concurrence of the Board's action or recommend approval with or without modifications. This process shall not be subject to the grievance procedure.
- J. Class I leaves shall be compensated at full salary for each approved unit. Class II leaves shall be compensated at one-half ( $\frac{1}{2}$ ) salary for each approved unit. Class III leaves shall be compensated at .0277 of salary for each approved week. Teachers may choose under Class III leaves to forego compensation and instead accept reimbursement of expenses incurred up to the amount of their compensation.
- K. The full-time equivalency of compensated professional leaves shall be computed as follows:
  - 1. Class I leaves shall equate to .25 full-time equivalency per unit for a full-time person and will be prorated for a portion thereof for a part-time person.
  - 2. Class II leaves shall equate to a .125 full-time equivalency per unit for a full-time person and will be prorated for a portion thereof for a part-time person.
  - 3. Class III leaves shall equate to a .0277 full-time equivalency per week for a full-time person and will be prorated for a portion thereof for a part-time person.
- L. A teacher granted a compensated professional leave shall be obligated to return to the school system for one (1) year of employment. If any teacher does not return to the system after such leave, the teacher must repay the school system the leave salary prorated over the period of unfulfilled obligation and, in this connection, the Board may require the execution of a promissory note as evidence of the obligation. The death of a teacher while on such leave shall cancel any obligation to repay under this Article. Upon completion of the professional leave, the teacher shall prepare and forward a report to the Professional Leave Committee for transmittal to the Superintendent and to the Board of Education and for distribution to the staff. The report shall provide sufficient information for making a determination as to whether the leave accomplished its immediate and stated purpose and also to assist in the evaluation of the entire program.
- M. A professional staff member working in a non-teaching position, upon return from a compensated professional leave, shall be restored to the same position that the professional staff member working in a non-teaching position left, if the position exists; if the position does not exist, to a substantially equivalent position and shall be placed on the salary schedule as if the professional staff member working in a non-teaching position had taught in the District during such period.
- N. While on compensated professional leave, a teacher shall have the full protection of the disability income provisions of this Agreement, shall be entitled to use accumulated sick-leave benefits, but shall not accumulate sick-leave benefits, and shall retain all tenure and retirement rights and benefits.

- O. The costs of conferences and workshops, including supplies and the purchase of educational materials, under the leave classes specified in Paragraph J. of this Article are part of the recommending functions of the Professional Leave Committee.
- P. If a teacher who has been granted a Compensated Professional Leave believes that his/her studies and/or project resulted in a program that would benefit the District if implemented, he/she shall reapply to the Professional Leave Committee prior to January 15 of the year the leave expires, outlining the project he/she wishes to implement in the District. The Professional Leave Committee shall review the application of the teacher (as per sections G., H., and I. above) to extend the leave. Extensions of leaves for this purpose shall not be in excess of 0.4 to 0.6 full time equivalencies. If such an extension is granted, the extension will count toward the two (2) full-time equivalencies of Section H. above.
- Q. Any teacher who volunteers to participate in an exchange program that the Board may enter into with another school system for purposes of curricular or cultural diversity shall, during the time volunteered in the other district, be compensated at not less than the salary and benefits then entitled to in accordance with this Agreement. Time out of the District shall be deemed time with the District for purposes of any time computation under this Agreement or for advancement on the salary schedule or any other right, benefit, or privilege provided by this Agreement.

**Article 15**  
**Terminal Leave**

- A. A teacher who retires in accordance with the provisions of the Michigan Public School Employees Retirement Act shall receive either \$55/day for each day of accumulated sick leave or \$100/year for each year of service to the East Lansing School District. The maximum amount payable shall not exceed \$7,500. Proof of retirement application is required under this section. This payment shall be made on a lump-sum basis in the fiscal year immediately following the retirement. The teacher may elect to receive that payment in either July or January.
- B. In the event of the death of a teacher who has given notice of retirement and who is eligible to receive terminal leave under ¶ A of this Article, the benefit will be paid to the beneficiary designated, in writing, by the teacher. If there is no written beneficiary designation on file with the District at the time of the teacher's death, the benefit will be paid according to the priorities specified in MCL 408.480.

**Article 16**  
**Evaluation of Professional Staff Member Working in a Non-Teaching Position**

- A. The Association and its members recognize the necessity of a program for the evaluation of the professional staff members working in a non-teaching position performance of professional duties. Correspondingly, the Board recognizes the interest and concern of the Association and its members in such a program. Accordingly, the Board agrees that all monitoring and/or observation of the work performance of the professional staff member working in a non-teaching position shall be conducted openly and with the full knowledge of the professional staff member working in a non-teaching position. Should the methods of observing the

professional staff member working in a non-teaching position include electronic equipment, its use shall be agreed upon between the professional staff member working in a non-teaching position and the evaluator in advance of any observation. Evaluation material gathered as a result of the use of electronic equipment may be referenced in the evaluation document and/or used for determining prescriptions and professional staff member working in a non-teaching position success in meeting such prescriptions.

- B. In evaluations, it is recognized that the person primarily responsible for the evaluation of a professional staff member working in a non-teaching position shall be the building principal for the professional staff member working in a non-teaching position; however, other administrative personnel may participate in the evaluative process upon the request of either the professional staff member working in a non-teaching position or the building principal. Other persons possessing expertise in the assignment area may participate in the evaluative process when agreed to by the professional staff member working in a non-teaching position and the evaluator in advance of any observation.
1. The evaluation of a professional staff member working in a non-teaching position shall be directed toward the improvement of performance and toward assisting the individual to correct and improve in the areas identified as needing improvement in the written evaluation.
  2. An administrator-initiated evaluation of the professional staff member working in a non-teaching position shall not be deemed valid nor shall it be placed in the personnel file unless the following conditions have been met:
    - a. The evaluator shall notify the professional staff member working in a non-teaching position in advance that an evaluation will be conducted. In addition, the professional staff member working in a non-teaching position may submit supplementary evaluation criteria which in his/her professional judgment should be used in the evaluation process.
    - b. The professional staff member working in a non-teaching position shall be observed in the classroom or work environment, as appropriate, at least once before the formulation of any evaluative conclusions. Following each observation, the professional staff member working in a non-teaching position shall have the right to request, and shall receive within seven (7) calendar days of said request, a review of the observation.
    - c. The professional staff member working in a non-teaching position and the administrator will meet at least once outside of the classroom during the observation process to discuss the evaluator's initial impressions. At such interview, the professional staff member working in a non-teaching position shall have full opportunity to comment upon the criteria used on the validity of the evaluator's initial impressions.
    - d. After the interview, the evaluator shall prepare a formal written evaluation report which shall include the criteria used in the evaluation, the findings of the evaluator based upon the observation

and the interview, and any other facts which were relied upon in developing the final evaluation conclusions.

- e. A copy of the final written evaluation report shall be given to the professional staff member working in a non-teaching position who shall acknowledge receipt of said evaluation report in writing. The professional staff member working in a non-teaching position shall have seven (7) school days after receipt of the report to object thereon. Any objection filed by the professional staff member working in a non-teaching position shall be in writing and shall be attached to the evaluation document. The professional staff member working in a non-teaching position shall specify the portions of the evaluation report that he/she finds objectionable. At the request of the professional staff member working in a non-teaching position, the objection filed under this Article may be processed as a grievance and filed at Step 1 of the grievance process.
  - f. Professional staff members working in a non-teaching position shall be evaluated at least once in each three (3) year period.
- 3. Professional staff members working in a non-teaching position will be told the reason(s) the supervisor finds it necessary to perform an evaluation outside of the normal evaluation cycle.
  - 4. Existing evaluation forms for a professional staff member working in a non-teaching position will be modified to reflect "highly effective," "effective," "minimally effective," or "ineffective" performance ratings.
- C. No professional staff member working in a non-teaching position shall be reprimanded, disciplined, reduced in rank or compensation, or deprived of any professional advantage without just cause. Any such reprimand, discipline, or reduction in rank, compensation, or advantage, including an adverse evaluation of performance or violation of professional ethics asserted by the Board or any agent or representative thereof shall be subject to the professional grievance procedure hereinafter set forth. The "just cause" standard shall not apply to the non-renewal or termination of a probationary professional staff member working in a non-teaching position.

**Article 17**  
**Protection of Teachers**

- A. Since the teacher's authority and effectiveness are undermined when students discover that there is insufficient administrative backing and support of a teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline. Whenever student behavior is disruptive to the learning process or endangers the welfare of other students, the Board at the request of the teacher, and after consultation with the building principal, will take reasonable steps, if necessary, to relieve the teacher of the responsibility for such student(s), including the removal of the student(s) from the classroom according to Board policy governing suspension and expulsion.

- B. The Board agrees to provide in each classroom a locked file cabinet or desk for the storage and safekeeping of valuables and items of personal property essential to the discharge of teaching duties, including clothing and personal property of the teacher. Such facilities shall be provided for teachers who do not have a permanent teaching station. Teachers who are assigned to more than one building shall have such facilities in each building to which they are assigned.
- C. Complaints directed toward the teacher which are to be deemed valid shall be processed in accordance with Article 2.
- D. Teachers shall be expected to exercise reasonable care as to the safety of the students and property, but shall not be individually liable except in the case of gross negligence or gross neglect of duty for any damage or loss to person or property.
- E. Time lost by any teacher in connection with any proceeding, including legal, arising out of an assault upon the teacher or disciplinary action taken by a teacher shall be without loss of pay unless it is ultimately determined the teacher was at fault.

**Article 18**  
**Negotiations Procedures**

- A. The Board agrees it will not alter, change, revise, modify, or eliminate any present Board policy, not expressly covered by this Agreement, affecting rates of pay, wages, hours of employment, or other conditions or duties and responsibilities of teachers and their working conditions, without giving prior written notice of such proposed action and affording the Association an opportunity to be heard on such proposed action. No such action taken by the Board under this Article shall be inconsistent with this Agreement or a violation of law. The Board agrees to follow the same procedure as to any new policy to be adopted by the Board during the life of this Agreement which would affect the rates of pay, wages, hours of employment, or other conditions, including the duties and responsibilities of teachers and their working conditions. Further, the Board agrees it will not adopt any new policy under this Article which is inconsistent with this Agreement or violates law.
- B. The Association shall be duly advised by the Superintendent of fiscal, budgetary, and tax programs affecting the District and shall, whenever feasible, have the opportunity to consult with the Board with respect thereto prior to general publication.
- C. This Agreement shall supersede any rules, regulations, or practices of the Board which are contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- D. If any actions required by the Board under the No Child Left Behind (NCLB) Act result in a duty to bargain under the Public Employees Relation Act, bargaining shall be initiated by the parties in a time frame sufficient to allow completion of bargaining prior to the deadlines specified in the NCLB Act.

- E. Copies of this Agreement shall be printed at the sole expense of the Board and presented to all teachers now employed or hereafter employed by the Board. Copies of a successor Agreement shall be made available within one (1) month after ratification or by the first day of work in the school year, whichever is applicable.
- F. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- G. An emergency manager appointed under the Local Government and School District Fiscal Accountability Act, MCL 141.1501 et seq., shall have the authority to reject, modify, or terminate this Agreement as provided in that Act.

**Article 19**  
**Grievance Procedures**

A. Definitions

- 1. A claim by a teacher or the Association of a violation, misinterpretation, or misapplication of any provision of this Agreement when pursuant to wages, hours, or conditions of employment may be processed as provided in this Article.
- 2. An Association grievance is when the Association's Executive Board alleges a violation. It will commence in writing at Level Two.
- 3. The number of days indicated at each step of the Grievance Procedure is calendar days unless school is not in session in which case the deadline is automatically extended until/unless the other party insists in writing that an answer or moving the grievance to the next level must occur within fourteen (14) calendar days. Time limits may be extended by mutual consent or either party may issue a unilateral one (1) calendar week extension on one (1) occasion for each separate grievance.
- 4. A grievance over which the building principal has no jurisdiction shall be initiated at Level Two. When Level One is bypassed, the grievant shall deliver a copy of the grievance to the building principal at the same time such grievance is submitted at Level Two.
- 5. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.

B. Procedure

1. Level One – INFORMAL THEN WRITTEN

A teacher shall first discuss the alleged grievance with the principal personally or accompanied by the teacher's Association Representative. If the grievance is not resolved, the teacher may invoke the formal grievance procedure through the Association on the proper form, furnished by the Board, within thirty (30) calendar days. Extensions of the time to file will be freely granted upon the first request.

The grievant shall deliver one (1) copy of the grievance to the principal and a second copy to the Association President. Within one (1) calendar week of receipt of the written grievance, the principal shall meet with a designated representative of the Association. The principal shall indicate his/her disposition in writing within one (1) calendar week of such meeting.

## 2. Level Two - SUPERINTENDENT

If the Association is not satisfied with the disposition, or if no disposition has been made within two (2) calendar weeks, from the date the written grievance was filed or thirty (30) days after the alleged violation, whichever is later, the grievance shall be transmitted to the Superintendent.

If the grievance is not forwarded to the Superintendent within thirty (30) calendar days after the teacher or Association knew or should have known of the act or condition on which the grievance is based, then the grievance shall be considered as waived.

Within one (1) calendar week from receipt, the Superintendent or designee shall meet with the Association to hear the grievance. If school is not in session, the time lines will automatically be extended to either two (s) calendar weeks or, at either party's choice, extended until school days are back in session. During the School year, disposition to the Association in writing will be within one (1) calendar week following the meeting.

If the Association is not satisfied with the Superintendent's or Designee's answer, or no answer is received within two (2) calendar weeks from the date of filing with the Superintendent/Designee, the grievance may be submitted to the next level within two (2) additional calendar weeks.

## 3. Level Three - MERC MEDIATION

If either party requests, the services of MERC mediator will be sought and used in an attempt to resolve the grievance short of arbitration. If the MERC mediator cannot meet within 3 weeks, the moving party may insist that MERC mediation step is skipped and file for arbitration. Level 4 timelines begin after Mediation is concluded or skipped.

## 4. Level Four – ARBITRATION

If the Association elects to submit the grievance to arbitration, it shall notify the Superintendent in writing within three (3) calendar weeks following the disposition at Level Two or Level Three, if applicable.

- a. An Arbitrator shall be selected by the American Arbitration Association in accord with its rules, which shall likewise govern the arbitration proceeding.
- b. The Arbitrator so selected shall confer with representatives of the Board and Association; shall hold hearings promptly; and shall issue a

decision not later than Thirty (30) calendar days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to the Arbitrator. The Arbitrator's decision shall be in writing and shall set forth findings of fact, reasoning, and conclusions on the issues submitted. The Arbitrator shall be without power and authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement.

- c. The parties shall usually not be permitted to assert in such arbitration proceeding any ground, or to rely on any evidence, not previously disclosed to the other party. If however, such ground or evidence is asserted or relied upon, the other party may elect to postpone the hearing in order to have time to investigate and submit a rebuttal to that new evidence or ground.
- d. The Arbitrator shall have no power to alter, add, to or subtract from the terms of this Agreement.
- e. Both parties agree to be bound by the Arbitrator's award and agree that judgment thereon may be entered in any court of competent jurisdiction for the enforcement of the Arbitrator's award.
- f. The fees and expenses of the Arbitrator shall be shared equally by the parties.

#### **Article 20** **Consultation Procedure**

- A. The purpose of the consultation procedure shall be to address matters which are outside of the scope of this Agreement and/or issues related to the implementation of this Agreement.
  1. If a proposal is initiated by the Association, it shall be submitted in writing with the request for a meeting to the Superintendent or designee, who shall acknowledge receipt within three (3) school days thereafter and meet with the Association to discuss the proposal within fifteen (15) days thereafter. If, as a result of this meeting or subsequent meetings arranged to the mutual satisfaction of the Association and the Superintendent or designee, agreement is reached on the proposal, it shall be presented to the Board as a joint recommendation of the Superintendent and the Association. If such discussions do not result in agreement, or if the Association is dissatisfied with the course of discussion with the Superintendent, the Association may so notify the Board in writing and shall have the right to present its proposal directly to the Board in a working session not more than one (1) month thereafter.
  2. If a proposal is initiated by the Board or the Superintendent, the Superintendent or designee may submit the same in writing to the Association, which shall acknowledge receipt within three (3) school days thereafter and meet with the Superintendent or designee to discuss the proposal within fifteen (15) school days. Thereafter the procedure shall be as set forth in paragraph 1., above.

3. Any proposal adopted by the Board and initiated or approved by the Association shall be reduced to writing, signed by the Board and the Association, and shall become an addendum to this Agreement. The Board or the Association may utilize the services of outside consultants and may call upon professional and lay representatives to participate in the consultation procedure.
- B. The provisions of this Article are in no way intended to replace or supplant the existing organization for curriculum improvement.

**Article 21**  
**Calendar/Professional Development**

- A. The school calendar(s) for the term of this Agreement is set forth in Schedule A, which is attached to and incorporated into this Agreement.
- B. Should more than thirty (30) hours of student instruction be canceled due to conditions not within the control of school authorities, the canceled hours which are in excess of thirty (30) shall be rescheduled at the end of the negotiated school calendar so as to provide the requisite hours of student instruction in accordance with state statute.
- C. The program content on professional development days shall be planned by the Director of Curriculum, Instruction, and Assessment in coordination with the Staff Development Committee and the Building Administrator.
- D. All levels of instruction (elementary, middle and high school) will meet the required minimum student instruction time as specified in the State School Aid Act or its successor statute.
- E. A middle school teacher who is responsible for administering and grading a semester final exam that correlates directly to high school credit may be excused from his/her middle school assignment in a manner that is consistent with a high school teacher who is giving the same final exam.
- F. Bargaining unit employees shall complete the minimal number of hours of annual professional development as required by the Revised School Code, State School Aid Act, and Michigan Department of Education regulations and shall attend a minimum of fifteen (15) hours of District-provided professional development as scheduled by the District. Bargaining unit employees may use their own time to complete the remaining hours of required professional development at the employee's cost, but must comply with State standards for that professional development.
- G. During the contracted professional development days at the beginning and/or end of the teacher work year, teachers are required to be in attendance from 8:00 a.m. until 4:00 p.m.
- H. The start times for buildings will be reevaluated after all 2017 Bond Construction projects are completed or if other Ingham County public schools consider later high school start times.

**Article 22**  
**Curriculum Chairpersons**

- A. The Administration will appoint Curriculum Chairpersons for a one year term. Curriculum Chairpersons shall be members of the bargaining unit and shall have obtained tenure before their appointment.

The Curriculum Chairperson positions are established to provide input to the Board of Education as the Board makes curriculum decisions. Grade level or department members will be given an opportunity to provide input to administration when curriculum chair appointments are needed.

1. The following departments at the High School level shall have chairpersons:  
English, Mathematics, Social Studies, Science, Special Education/Counseling

Curriculum Chairpersons at the 9-12 level shall receive the following benefits:

- a. An annual stipend on the BA Step 1 base for 2014-15 (\$38,826) determined as follows:
- |     |             |      |
|-----|-------------|------|
| (1) | First year  | 6.5% |
| (2) | Second year | 7.5% |
| (3) | Third year  | 8.5% |

2. The following departments at the 6-12 level shall have chairpersons:  
Applied Technology, Performing Arts, Visual Arts, Foreign Language, P.E.

Curriculum Chairpersons at the 6-12 level shall receive the following benefits:

- a. An annual stipend on the BA Step 1 base for 2014-2015 (\$38,826) determined as follows:
- |     |             |      |
|-----|-------------|------|
| (1) | First year  | 6.5% |
| (2) | Second year | 7.5% |
| (3) | Third year  | 8.5% |

3. At the Middle School level the following departments shall have chairpersons: Language Arts, Mathematics, Social Studies, Science, and Special Education/Counseling.

The Special Education/Counseling Chairperson shall be K-8.

Curriculum Chairpersons at the Middle School level shall receive the following benefits:

a. An annual stipend on the BA Step 1 base for 2014-2015 (\$38,826) determined as follows:

- (1) First year 6.5%
- (2) Second year 7.5%
- (3) Third year 8.5%

4. At the Elementary School level the following grade levels and special areas shall have chairpersons:

- Kindergarten 1 person
- Special Areas 3 persons (Music, Art, Physical Education)
- Grades 1 1 person
- Grade 2 1 person
- Grades 3 1 person
- Grade 4 1 person
- Grades 5 1 person

Curriculum Chairpersons at the Elementary School level shall receive the following benefits:

a. An annual stipend on the BA Step 1 base for 2014-2015 (\$38,826) determined as follows:

- (1) First year 6.5%
- (2) Second year 7.5%
- (3) Third year 8.5%

B. Elementary Curriculum Chairpersons shall meet a minimum of five (5) times annually with the chairperson at the grade level above and/or below them.

C. Secondary Curriculum Chairpersons shall meet a minimum of five (5) times annually with the chairperson at the level above and/or below them who is in the same subject area.

D. Co-chairpersons in any area or level may be appointed, provided the two persons sharing the position mutually agree. If Co-chairpersons are appointed they shall share the benefits.

~~E. The parties agree that the number of curriculum chairpersons at the elementary level for FY 2016-17 and FY 2017-18 will increase by a total of five (5) chairpersons if it is mutually agreed that the number of elementary chairpersons for FY 2015-16 was not sufficient. The increase of five (5) chairpersons are as follows:~~

~~Grade 1 = 1 person to 2 persons~~

~~Grade 2 = 1 person to 2 persons~~

~~Grade 3 = 1 person to 2 persons~~

~~Grade 4 = 1 person to 2 persons~~

~~Grade 5 = 1 person to 2 persons~~

**Article 23**  
**Special Teaching Assignments**

- A. Summer School Teachers / Extended Day / Homebound / Home-Based
1. A bargaining unit member who teaches summer school shall be compensated at the hourly rate he/she earned during the preceding school year. A bargaining unit member who teaches summer school, extended day, homebound, or home-based shall be compensated at an hourly rate of \$45 per hour.
  2. Non-bargaining unit members who teach summer school, extended day, homebound, or home-based shall be compensated at an hourly rate of \$30 per hour.
  3. For each hour of instruction, teachers will be paid one quarter (1/4) hour for prep time.
  4. No other terms of the Agreement shall apply to summer school teachers.

- B. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be advised of a telephone number they may call as early as possible, but not later than 6:45 a.m. for the High School and 7:00 a.m. at the Middle Schools and Elementary schools, to report unavailability for work. At the High School, teachers shall make every effort to call by 6:30 a.m. Once a teacher has reported unavailability, it shall be the responsibility of the Board or its agents to arrange for a substitute teacher.

The substitute rate shall be \$40 per class period for periods of 30 minutes or more and \$25 per class period for periods less than 30 minutes. If subbing for a non-ELEA position, the hourly rate of the person needing the sub shall be the rate of pay unless approved by administration or the position is required by the IEP, in which case the sub will be paid either \$40 or \$25 per class period as indicated above.

- C. CURRICULUM DEVELOPMENT AND IMPROVEMENT

Bargaining unit members who are employed to develop and/or improve curriculum shall be compensated at an hourly rate of \$25.

- D. IN-SERVICE

When an in-service for the purpose of addressing new or major changed curriculum is offered other than through released time or outside the limits of article 6.a., teachers will be paid at the hourly rate of \$20.

**Article 24**  
**Qualifications and Assignments**

- A. Students are entitled to be taught by teachers who hold positions for which they have been certified and are qualified. For assignment and recall, the professional staff member working in a non-teaching position shall meet the qualifications as defined below.
- B. Teachers employed by the Board for a regular teaching assignment shall at a minimum have a Bachelor's degree from an accredited college or university, and a Michigan Teacher's Certificate with the required endorsements for the position held by the teacher. In addition, the teacher assigned to teach at the high school level shall have a major or minor and be in accordance with North Central standards.
- C. The employment of teachers with special certificates is to be permitted only in cases where no properly certified teacher is available and in conformity with Michigan law. The Association shall be notified in each instance of a temporary certification being requested and granted by the State.
- D. A professional staff member working in a non-teaching position shall not be assigned, except temporarily and for good cause, to a position for which he/she is not certificated, credentialed, or licensed (as appropriate), and qualified.
- E. Should a teacher be assigned to a position for which he/she is not qualified, other than those specified in Paragraph F. of this Article, he/she shall be provided with written notification that he/she is not qualified under the provisions of this Article. In addition, the notice shall specify what the teacher must do to become qualified.
- F. Teachers will usually be given written notice of their proposed schedules, percentage of time and building assignments by June 30 each year. In the event changes in such schedules are proposed, all teachers affected shall be notified promptly and consulted. In no event will changes to a professional staff member working in a non-teaching position's schedule be made later than sixty (60) calendar days before the commencement of the school year except under extenuating circumstances. If a change to a schedule or assignment is made during the months of August or September, up to fourteen (14) hours of preparation time at the teacher's hourly rate will be provided. In addition, support services needs may be provided as mutually agreed between the teacher and the principal.
- G. Teachers who may be assigned to more than one (1) building and who want their preference as to the next year's assignment known by the Superintendent shall submit such information in writing to the Superintendent or designee before May 15.

Teachers assigned to more than one building shall be given their schedules as specified in Article 25.H. Schedules shall be defined as proposed building and level assignments including the percentage of time. After traveling teachers receive their schedules, they may request and shall be given a conference with the Superintendent or designee to discuss their schedules and suggest alternate schedules.

- H. The Board will attempt to make assignments at the high-school level which will limit to three (3) the number of individual preparations a teacher must make for different courses. If a teacher is assigned to more than three (3) preparations, that teacher will be allowed fifteen (15) calendar days from the date of the assignment notification to provide information to the administration concerning dissatisfaction with the assignment and possible alternatives for assignments.
- I. Co-teaching assignments for Special Education and General Education teaching teams shall be made after affected teachers have had an opportunity for input. Before the end of the first semester, all teachers affected by co-teaching will be given an opportunity to attend an annual review meeting.
- J. Whenever it is necessary, in the judgment of the Board, Superintendent, or principal, to appoint a teacher to a District-level committee, the appointing agency shall consult with the Association President before making such appointment.

**Article 25**  
**Paid Extra-Curricular Assignments**

A. Annual Appointments

1. All appointments to be reimbursed as extra-curricular assignments are annual appointments automatically renewed for teachers unless there is just cause for non-renewal. Such appointments become binding to the Board and the employee at the time the position is authorized.
2. At the time the assignment is made such assignment will be accompanied with a written statement which shall name the employee, the assignment, responsibilities, the duration of the assignment, and the compensation to be paid.
3. The building principal shall maintain the right to recommend to the Superintendent the candidate who has the best qualifications for the assignment. An employee is not required to accept the assignment against his/her will.

B. Appointment Procedure

Each principal shall annually recommend employees for appointment to each paid extra-curricular assignment authorized for the school year.

A. Coaches

The principal or designee shall notify the coach in writing, not later than sixty (60) days following the end of the season, stating his/her intention as to whether the principal will recommend reappointment, dismissal, or placement on probation for the forthcoming year.

2. Other Positions

The principal or designee shall annually recommend employees for appointment to each paid extra-curricular assignment authorized for the school year.

C. Evaluations

Evaluations of all extra-curricular assignments are to be done no less than once every three (3) years, and the responsibility for same will be carried out as follows:

1. The principal or designee is required to evaluate all coaches.
2. Head coaches may provide information to be used in the evaluation of the assistant coaches.
3. The principal or designee will evaluate all other extra-curricular positions, and shall follow a standard format to be mutually agreed upon by the Board and the Association.

D. Termination

1. The principal or designee, after showing in writing due cause, may release or place on probation any employee at any time.
2. Termination from an extra-curricular assignment may be appealed to an impartial third party mutually acceptable to the Association and Board.

**Article 26**  
**Professional Compensation**

A. The basic salaries of teachers covered by this Agreement are set forth in Schedule B, which is attached to and incorporated into this Agreement. Such salary schedule(s) shall remain in effect for the period of this Agreement.

B. To comply with section 380.1250 of the Revised School Code, a bargaining unit member's evaluation rating shall impact their eligibility for steps and/or any off-schedule payments as follows:

1. If a bargaining unit member's evaluation rating is Highly Effective, Effective, or Minimally Effective, the bargaining unit member shall receive the subsequent school year's compensation increase, if any increase was agreed upon.
2. If a bargaining unit member's evaluation rating is Minimally Effective for two (2) consecutive years, the bargaining unit member shall not receive the subsequent school year's steps and/or any off-schedule payments.
3. If a bargaining unit member's evaluation rating is Ineffective, the bargaining unit member shall not receive the subsequent school year's steps and/or any off-schedule payments.

C. Schedule B changes for ~~2021-2022, 2018-2019, 2019-2020, and 2020-2021~~ are as follows:

1. For 2021-2022 bargaining unit members will move 1/2 full step and lanes as appropriate, and steps ~~13.5~~14.5 and above shall increase ~~1.5~~2.5%.
  - ~~2. For 2019-2020 bargaining unit members will move full step and lanes as appropriate, and steps 13.5 and above shall increase 1.5%.~~
  - ~~3. For 2020-2021 bargaining unit members will move 1/2 step and lanes as appropriate, and steps 13.5 and above shall increase 1.5%.~~
- D. Upon employment with the District, bargaining unit members shall receive up to 1 year credit on the salary schedule for each year of previous teaching experience provided that the member has had K-12 teaching experience and has taught under a recognized State or Continuing teaching certificate. This experience credit will be reduced by the same number of years or partial years that ELEA members have had partial or full step freezes that coincide with the years of experience of the new unit member.
- E. A teacher must work and/or receive pay for at least the number of days in a semester during a given school year to qualify for the next step on the salary schedule for the succeeding year.
- F. The extracurricular salaries are set forth in Schedule C, which is attached to and incorporated into this Agreement.
1. For the purpose of determining eligibility for experience on Schedule C, persons serving in head coaching positions will receive credit for years served as assistant to the position. Similarly, experience in a Schedule C position at the middle school will apply toward experience credit for the same sport/activity at the high school and vice versa. Likewise, class advisors will receive experience credit for years served as advisor to any class at the high school. (See Appendix for examples.)
  - B. The Board reserves the right to place new staff on Years 1-5 of Schedule C as it deems appropriate, but the Board will pay only for actual experience in Schedule C positions in the East Lansing Public Schools for years 6-10 and year 11 plus placement.
- G. All teachers shall be compensated in accordance with this Article and the annexed schedules without deviation. Salary is based upon the regular school calendar adopted by the Board in accordance with this Agreement and the normal teaching load as defined in this Agreement.
- H. A teacher's hourly rate may be calculated by dividing the basic salary by the number of contracted days as provided in the attached calendar as Schedule A and by the number of hours of the teacher's full-time assignment. A full-time assignment shall be defined as seven (7) hours per day for the purpose of this calculation.
- I. Teachers required in the course of their work to drive personal vehicles are eligible to receive the mileage reimbursement rate as established by the Internal Revenue Service (IRS) (the IRS rate in effect at the time of travel) for travel within and outside the District under the following criteria:

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- A. All travel for assignments to more than one (1) building.
- B. Travel for conferences that are administrator initiated. Option of teacher to wave mileage reimbursement for teacher initiated conference.
- C. Approved travel to perform professional responsibilities (Approved by immediate supervisor).
- D. Application for reimbursement will use actual mileage or current mileage chart for inter and/or intra District travel.
- E. Electronic mileage reimbursement forms will be used for standardization.
- F. Individuals may submit at time of travel or at end of semester, but NOT LATER THAN the end of school year which is June 30th.

J. Salaries are paid on the basis of twenty-one (21) pay periods.

Teachers shall have the option of receiving salary payments in twenty-one (21) or twenty-six (26) installments. Requests for salary in twenty-six (26) pay periods shall be submitted before August 15 in any year. Those who choose the option of twenty-six (26) installments may elect to receive the balance of their contract salary on the first pay day following the final teacher contract day by submitting a written request to the payroll office before April 15 in any year.

If a pay date falls on a national holiday in which the district's banking partner is closed payroll will be processed on the first business day prior to the national holiday.

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Any teachers in any year after becoming eligible for retirement under the Michigan Public School Employees Retirement Act may request, and the Board agrees to comply with such requests, that they be paid their full salaries not later than the end of the contract teaching year.

- K. See Appendices B for Salary Schedule and C for Extracurricular and Coaching Pay.
- L. Any teacher who volunteers to participate in an exchange program that the Board may enter into with another school system for purposes of curricular or cultural diversity shall, during the time volunteered in the other district, be compensated at not less than the salary and benefits then entitled to in accordance with this Agreement. Time out of the District shall be deemed time with the District for purposes of any time computation under this Agreement or for advancement on the salary schedule or any other right, benefit, or privilege provided by this Agreement.
- M. Individual contracts shall be issued by October 1 or within thirty (30) calendar days of the ratification of this Agreement, whichever is later. Any teacher employed after the ratification of this Agreement shall be issued an individual contract within thirty (30) days of employment.

**Article 27**  
**Employee Earned Benefits**

- A. The Board shall provide without cost to the teacher group life insurance protection in the amount of \$50,000 AD&D during the life of this Agreement. Said insurance policy is payable to the teacher's designated beneficiary with provisions for double indemnity in the event of accidental death.
- B. The Board shall provide, without cost during the life of this Agreement, a dental insurance program at one hundred percent (100%) of Class I benefits, eighty percent (80%) of Class II benefits, and eighty percent (80%) of Class III benefits with a One Thousand Five Hundred Dollars (\$1,500) annual maximum, and 80% orthodontics benefit with a one thousand five hundred dollar (\$1,500) lifetime maximum as provided by Delta Dental Insurance.
- C. ~~Effective as soon as practicable after the ratification of this Agreement, t~~Those employees who elect not to enroll in the health insurance program offered shall receive Two Hundred Dollars (\$200) each month in cash under a valid IRS Section 125 plan established by the Board. ~~Effective July 1, 2017, t~~The monthly amount will increase to three hundred dollars (\$300) if the number of employees not enrolling in health insurance increases to 73 or above. The number of employees not taking health will be done once a year ~~beginning on~~ January 1, ~~2018~~.
- D. The Board agrees to provide without cost to each teacher an insured income continuation plan for disability extending beyond the teacher's accumulated sick leave. The Board will guarantee sixty percent (60%) of the employee's income from Schedule B beginning from the tenth (10<sup>th</sup>) working day following the exhaustion of sick days and continuing to ninety (90) days at which time the long term disability (LTD) policy will activate. The benefits of this plan are summarized in the attached document entitled MESSA "Negotiated LTD Plan Highlights."
- E. The Board shall make premium payments for the medical benefit plan costs, to the extent described below, on behalf of a teacher and his/her eligible dependents for MESSA Choices 2 (PAK) with: Saver RX; \$500/\$1,000 in-network deductible; \$20 OV, \$20 UR, \$50 ER. ~~Effective January 1, 2017, bargaining unit members shall have the option to enroll in\_ or~~ MESSA ABC Plan1. ~~For fiscal year 2016-17 and 2017-18 only, t~~The Board shall contribute the following amounts to a bargaining unit member's health savings account for calendar year 2021: \$650 for single subscribers and \$1,300 for two-person or family subscribers. The Board shall contribute the following amounts to a bargaining unit member's health savings account for calendar year 2022: \$1,000 for single subscribers and \$2,000 for two-person or family subscribers.

Teachers will be responsible, through payroll deduction for payment of twenty percent (20%) of the medical benefit plan costs attributable to their enrollment category (i.e., single subscriber, two-person, family). ~~Effective January 1, 2018, b~~Bargaining unit members that elect MESSA Choices 2, rather than MESSA ABC Plan 1, shall additionally pay 100% of the difference in medical benefit costs (including any Board paid H.S.A. contribution) between MESSA Choices 2 and MESSA ABC Plan 1.

Coverage will be for a full twelve (12) months' coverage. It is expressly understood that full twelve (12) months' coverage depends on completion of the teacher's contract for the total school year.

- F. The Board shall provide without cost to the bargaining unit member MESSA Vision Services Plan 3 (VSP-3).
- G. The Board agrees to deduct premiums for variable tax-deferred annuities which are paid solely by the teacher and further agrees to remit such premiums to the designated insurance company, subject to the limitations set forth in Article 5.D. and E.
- H. The Board agrees to furnish to all teachers employed at 20% time or more the fringe-benefit package available to full-time teaching staff as provided in this contract. The Board will bear the amount of the cost represented by the teacher's contract time. The remaining portion of the cost shall be paid by the employee through payroll deduction. Any employee who has been covered by the fringe-benefit package before July 1, 1977 shall continue to be covered during the life of this Agreement.

Part-time employees desiring this option shall arrange for this pro-rated coverage with the business office on or before September 15 of any school year or within twenty-five (25) days following employment, if that occurs after the school year's beginning.

- I. In each year of this Agreement, the Board will pay the employer required contributory retirement amount to the Michigan Public School Employees' Retirement Fund. The rate of contribution will be set by the State.
- J. The Board shall make payment of insurance premiums for each employee to provide insurance coverage for the full twelve (12) month period commencing September 1 and ending August 31. When necessary, premiums on behalf of the teacher shall be made retroactively or prospectively to assure uninterrupted participation in coverage.
- K. General Provisions Related to Insurance Coverage
  - 1. The insurance coverage benefit year shall be a twelve (12) month period starting September 1 through the following August 31 each year of the Agreement.
  - 2. If a teacher resigns or is terminated during the school year, the insurance shall terminate at the end of the month of resignation or effective date in an executed termination agreement.
  - 3. If a teacher resigns from employment after the end of a school year and before the start of the next school year, the insurance shall be continued through August 31 of that year, unless the teacher becomes employed elsewhere prior to August 31. Provided, that a teacher who resigns and

waives insurance for the months of July-August shall receive \$500. The waiver must be in writing and furnished to the District by May 15.

4. There shall be a 30-day open enrollment period each year from ~~September~~November 1 through ~~September~~November 30, or any other time mutually agreed to by the parties and the insurance carrier.
5. If a teacher begins employment after the start of the open enrollment period, the teacher shall be eligible for insurance benefits effective on the first day of service that the insurance carrier permits for such coverage.
6. If a teacher dies during the school year, and providing the policy permits continued coverage, the Board shall continue payments of the applicable premiums for the teacher's dependents for the balance of that school year (i.e., June 30). If the teacher dies after the completion of the school year, and providing the policy permits continued coverage, the Board shall continue payments of the applicable premiums for the teacher's dependents through August 31 of that year.

**Article 28**  
**Teacher Incapacity**

- A. Whenever the Board claims that a bargaining unit member is physically or mentally incapable of performing his/her normal responsibilities, it shall notify the Association and the affected bargaining unit member in writing. Said notice shall specify the reason(s) for the alleged incapacity and, further, shall request the appointment of appropriate medical personnel to examine the teacher.
  1. The Board, the Association, and the bargaining unit member each shall be entitled to appoint a doctor as specified in Sections 2 and 3, below, to conduct the appropriate examination(s).
  2. Should the Board claim that the bargaining unit member's incapacity is due to physical reasons, the parties' appointees shall be licensed in the State of Michigan as either Medical Doctors, or Doctors of Osteopathic Medicine.
  3. Should the Board claim that the bargaining unit member's incapacity is due to mental reasons, the parties' appointees shall be licensed in the State of Michigan as Clinical Psychologists, Medical Doctors, or Doctors of Osteopathic Medicine.
  4. Each of the parties shall notify the others of its appointee in writing within fourteen (14) calendar days of receipt of the Board's written request as referenced in Section A, above.
  5. Once written notice of the appointee(s) has been served upon the other parties, the appointees shall not be changed without mutual consent among all three (3) parties except as may be necessary due to death, incapacity, legal restrictions or an appointee's refusal to serve.

6. The bargaining unit member shall arrange for an examination and a written medical evaluation by each of the appointees within twenty (20) business days of the Board's initial request as referenced in Section A, above, or as soon thereafter as possible.
  7. The appointees' examinations and written medical evaluations shall be conducted and completed independently of one another.
  8. Each of the parties shall provide the others with a copy of the written report submitted by its appointee within (5) calendar days of receipt of the same.
  9. Upon receipt of the written reports of all of the appointees, the Board shall, within fourteen (14) school days, determine the bargaining unit member's status.
  10. Should the Board determine that the bargaining unit member is incapacitated, it shall notify the Association and the bargaining unit member in writing. Said notice shall specify the reasons for such a determination and, further, shall specify the commencement of a leave of absence and the length of the period of leave.
  11. In any event, the period of leave shall not extend beyond the close of the following school year.
  12. A bargaining unit member who is determined to be incapacitated shall be eligible for benefits in accordance with the disability provisions of Article 28.
- B. Except as provided in Section F. of this Article, the decision of the Board shall be final unless the Association submits the matter for arbitration.
1. Should the Association determine to submit the matter for arbitration, it shall notify the Board in writing within ten (10) school days after receipt of the Board's written decision.
  2. Should a demand for arbitration be filed, the arbitration proceeding shall be governed by Article 19.B.3.
- C. Not more than sixty (60) days prior to the end of the period of leave, the Board may request that the appointees reconvene to examine the bargaining unit member and report their findings to the Board, provided that the Association and the bargaining unit member are notified in writing. Any allegation of continuing disability shall be subject to the provisions set forth herein, including the right of arbitration.
- D. Once the Board has determined that a bargaining unit member is incapacitated, its sole remedy is to place the unit member on disability with disability benefits as provided in Article 28.
- E. During the pendency of any proceeding under this Article, the Board shall have the right to remove or reassign the bargaining unit member from his/her normal responsibilities provided that said bargaining unit member is compensated at his/her regular salary during such removal or reassignment.

- F. After the first thirty (30) calendar days of a Board designated period of incapacity, the bargaining unit member, the Association, or both may submit written evidence that the bargaining unit member is no longer incapacitated.
  - 1. The bargaining unit member, the Association, or both may request that the period of disability be terminated and that the bargaining unit member be reinstated to his/her regular and normal responsibilities at the then applicable rate of pay.
  - 2. Should the Board refuse to reinstate the bargaining unit member to his/her regular and normal responsibilities, such refusal shall be in writing and subject to arbitration as provided herein.
  - 3. Should the Association determine to submit the matter for arbitration, it shall notify the Board in writing within ten (10) school days after receipt of the Board's written decision.
  - 4. The bargaining unit member may make no more than one (1) request for reinstatement during a Board-designated period of incapacity.
  - 5. The bargaining unit member may make no more than one (1) request for reinstatement during any subsequent Board-designated period of continuing incapacity.
- G. Upon return from disability, the bargaining unit member shall return to the same or substantially equivalent position held by the teacher immediately before commencement of the leave as required by the Family and Medical Leave Act.
- H. The expenses and fees of the parties' appointees, from whom the Board receives a written report, shall be borne by the Board.

**Article 29**  
**Mentor Teachers**

- A. A mentor teacher shall perform the duties specified in Section 1526 of the School Code. A mentor teacher shall be a bargaining unit member with four (4) or more years of service with the District.
- B. Each bargaining unit member who is new to the teaching profession shall be assigned up to two (2) mentor teachers for the first three (3) years of employment in classroom. The mentor teacher shall be available to provide collegial professional support, guidance, and consultation, assist in accessing needed District resources, and reacting to District provided information.
- C. The mentor teacher/mentee assignment shall be subject to the following conditions:
  - 1. Participation as a mentor shall be voluntary. If there are not sufficient bargaining unit volunteers, the District may appoint mentor teachers from any source permitted by Section 1526 of the School Code.

2. An attempt will be made to match mentor teachers and mentees from the same building who have the same area of certification or work assignment.
  3. The mentor teacher assignment shall be subject to renewal on a year-to-year basis based on a review by the administration, the mentor teacher and the mentee at the end of the year.
  4. The mentor/mentee relationship shall be confidential and shall not in any fashion be a matter included in the evaluation of the mentor teacher or mentee.
  5. The District shall notify the Association of all mentor teacher/mentee assignments.
  6. Upon request of the mentor and mentee and with the approval of the building supervisor, the District will make available reasonable release time for the mentor teacher and mentee for the purpose of conducting observations, model teaching, and other support activities during the regular work day.
- D. Mentor teachers shall be compensated at the rate of thirty dollars (\$30.00) an hour for up to thirty (30) hours per year for performing mentoring duties.
- E. If the law requiring mentor teachers is repealed or amended during the life of this Agreement, the provisions of this Article that are affected by such change shall be suspended from operation.

**Article 30**  
**Duration of Agreement**

This Agreement shall become effective upon mutual ratification by the parties and shall continue in effect until June 30, 2021, ~~except as expressly stated below:~~

~~A. The parties agree to a contract re-opener for the 2018-2019 contract year for Article 27 (Employee Earned Benefits).~~

~~B. The parties agree to a contract re-opener for the 2019-2020 contract year for Article 27 (Employee Earned Benefits), Article 13.O. (Leave of Absence), and one additional article each. The re-opener is optional for both parties.~~

~~C. The parties agree to a contract re-opener for the 2020-2021 contract year for Article 27 (Employee Earned Benefits), Article 13.O. (Leave of Absence), and one additional article each. The re-opener is optional for both parties.~~

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, whether or not any notice of termination has been served on either party by the other.

BOARD OF EDUCATION OF THE CITY  
OF EAST LANSING, INGHAM AND  
CLINTON COUNTIES, MICHIGAN

EAST LANSING EDUCATION  
ASSOCIATION/INGHAM CLINTON  
EDUCATION ASSOCIATION

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By: \_\_\_\_\_  
Its President

By: \_\_\_\_\_  
Its President

By: \_\_\_\_\_  
Its Secretary

By: \_\_\_\_\_  
Its Secretary

Date Ratified:

Date Approved:

~~Reopener Ratified: \_\_\_\_\_ Reopener Approved: \_\_\_\_\_~~

~~Reopener Ratified: \_\_\_\_\_ Reopener Approved: \_\_\_\_\_~~

## SCHEDULE A

2018-19 SCHOOL YEAR CALENDAR

Common Dates for All Levels

Other Dates Specific to Grade Levels

August 27	Teacher Work Day and Professional Development No Classes K-12	Elementary	
August 31	No Classes K-12	August 28	First Day of School – (No Classes in p.m.)
September 3	Labor Day Holiday No Classes K-12	October 16	Parent Conferences – (No Classes in p.m.)
September 26	Late Start – Teacher PD	March 12	Parent Conferences – (No Classes in p.m.)
October 18 & 23	Parent Conferences No classes in p.m. K-12	Middle School	
October 24	Late Start – Teacher PD	August 28	First Day of School – Full Day
November 21-23	Thanksgiving Holiday Break No Classes K-12	High School	
Dec. 24 – Jan. 4	Winter Holiday Break No Classes K-12	August 28	First Day of School – Full Day
January 7	Classes Resume	January 16-18 June 5-7	Final Exams – (No Classes in p.m.) Final Exams – (No Classes in p.m.)
January 21	Martin Luther King Jr. Holiday No Classes K-12	School Hours	
February 18	President's Day Holiday No Classes K-12	Elementary	Full Day – 8:45 a.m. – 3:37 p.m. Half Day – 8:45 a.m. – 12:10 p.m. Late Start – PD – 10:45 a.m. – 3:37 p.m.
February 27	Late Start – Teacher PD		
March 14 & 19	Parent Conferences No Classes in p.m. K-12		
March 20	Late Start – Teacher PD	Middle School	Full Day – 8:05 a.m. – 2:53 p.m. AM Half Day – 8:05 a.m. – 11:20 a.m. Late Start – PD – 10:05 a.m. – 2:53 p.m. Last day – 8:05 a.m. – 11:10 a.m.
March 29-April 5	Spring Break No Classes K-12		
May 27	Memorial Day Holiday No Classes K-12	High School	Full Day – 7:45 a.m. – 2:35 p.m. AM Half Day – 7:45 a.m. – 11:00 a.m. Late Start – PD – 9:45 a.m. – 2:35 p.m. Exam Day 7:45 a.m. – 11:20 a.m.
June 7	Last Student Day No Classes p.m. K-12		
June 7	Last Teacher Day		

● Switch Days = 10/16/18, 10/23/18, 3/14/19, 6/7/19

● Ingham ISD Common calendar dates include Winter Break – December 24, 2018-January 4, 2019; and Spring Break – April 1-5, 2019

● Note: conference and exam dates are subject to adjustment.

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**SCHEDULE A**

**2019-20 SCHOOL YEAR CALENDAR**

Common Dates for All Levels

Other Dates Specific to Grade Levels

<b>August 26</b>	<b>Teacher Work Day and Professional Development No Classes K-12</b>	<u>Elementary</u>	
<b>August 30</b>	<b>No Classes K-12</b>	<b>August 27</b>	<b>First Day of School - (No Classes in p.m.)</b>
<b>September 2</b>	<b>Labor Day Holiday No Classes K-12</b>	<b>October 15</b>	<b>Parent Conferences - (No Classes in p.m.)</b>
<b>September 25</b>	<b>Late Start - Teacher PD</b>	<b>March 10</b>	<b>Parent Conferences - (No Classes in p.m.)</b>
<b>October 17 &amp; 22</b>	<b>Parent Conferences No classes in p.m. K-12</b>	<u>Middle School</u>	
<b>October 23</b>	<b>Late Start - Teacher PD</b>	<b>August 27</b>	<b>First Day of School - Full Day</b>
<b>November 20-22</b>	<b>Thanksgiving Holiday Break No Classes K-12</b>	<u>High School</u>	
<b>Dec. 23 - Jan 3</b>	<b>Winter Holiday Break No Classes K-12</b>	<b>August 27</b>	<b>First Day of School - Full Day</b>
<b>January 6</b>	<b>Classes Resume</b>	<b>January 15-17 June 3-5</b>	<b>Final Exams - (No Classes in p.m.) Final Exams - (No Classes in p.m.)</b>
<b>January 20</b>	<b>Martin Luther King Jr. Holiday No Classes K-12</b>	<u>School Hours</u>	
<b>February 17</b>	<b>President's Day Holiday No Classes K-12</b>	<u>Elementary</u>	<b>Full Day - 8:45 a.m. - 3:37 p.m. Half Day - 8:45 a.m. - 12:10 p.m. Late Start - PD - 10:45 a.m. - 3:37 p.m.</b>
<b>February 26</b>	<b>Late Start - Teacher PD</b>		
<b>March 12 &amp; 17</b>	<b>Parent Conferences No Classes in p.m. K-12</b>		
<b>March 18</b>	<b>Late Start - Teacher PD</b>	<u>Middle School</u>	<b>Full Day - 8:05 a.m. - 2:53 p.m. AM Half Day - 8:05 a.m. - 11:20 a.m. Late Start - PD - 10:05 a.m. - 2:53 p.m. Last day - 8:05 a.m. - 11:10 a.m.</b>
<b>April 3-10</b>	<b>Spring Break No Classes K-12</b>		
<b>May 25</b>	<b>Memorial Day Holiday No Classes K-12</b>	<u>High School</u>	<b>Full Day - 7:45 a.m. - 2:35 p.m. AM Half Day - 7:45 a.m. - 11:00 a.m. Late Start - PD - 9:45 a.m. - 2:35 p.m. Exam Day 7:45 a.m. - 11:20 a.m.</b>
<b>June 5</b>	<b>Last Student Day No Classes p.m. K-12</b>		
<b>June 5</b>	<b>Last Teacher Day</b>		

• Switch Days = 10/15/19, 10/22/19, 3/12/20, 6/5/20

• Ingham ISD Common calendar dates include Winter Break - December 23, 2019-January 3, 2020; and Spring Break - April 6-10, 2020

• Note: conference and exam dates are subject to adjustment.

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## SCHEDULE A

### 2020~~1~~-21~~2~~ SCHOOL YEAR CALENDAR

#### Common Dates for All Levels

#### Other Dates Specific to Grade Levels

August 24~~3~~ Teacher Work Day and Professional Development  
No Classes K-12

September 4~~3~~ No Classes K-12

September 7~~6~~ Labor Day Holiday  
No Classes K-12

September 23~~2~~ Late Start – Teacher PD

October 15~~4~~ & 20~~19~~ Parent Conferences  
No classes in p.m. K-12

October 24~~0~~ Late Start – Teacher PD

November 25~~4~~-27~~6~~ Thanksgiving Holiday Break  
No Classes K-12

Dec. 24~~0~~ – Jan 4~~Dec 31~~ Winter Holiday Break  
No Classes K-12

January 4~~3~~ Classes Resume

January 18~~7~~ Martin Luther King Jr. Holiday  
No Classes K-12

February 15~~21~~ President's Day Holiday  
No Classes K-12

February 24~~3~~ Late Start – Teacher PD

March 11~~0~~ & 16~~5~~ Parent Conferences  
No Classes in p.m. K-12

March 17~~6~~ Late Start – Teacher PD

April 2-9~~March 25~~  
– April 1 Spring Break  
No Classes K-12

May 34~~0~~ Memorial Day Holiday  
No Classes K-12

June 4~~3~~ Last Student Day  
No Classes p.m. K-12

June 4~~3~~ Last Teacher Day

#### Elementary

August 25~~4~~ First Day of School - (No Classes in p.m.)

October 13~~2~~ Parent Conferences - (No Classes in p.m.)

March 9~~8~~ Parent Conferences - (No Classes in p.m.)

#### Middle School

August 25~~4~~ First Day of School - Full Day

#### High School

August 25~~4~~ First Day of School - Full Day

January 13~~2~~-15~~4~~ June 21-4~~3~~ Final Exams - (No Classes in p.m.)  
Final Exams - (No Classes in p.m.)

#### School Hours

**Elementary**  
Full Day - 8:45 a.m. - 3:37 p.m.  
Half Day - 8:45 a.m. - 12:10 p.m.  
Late Start - PD – 10:45 a.m.-3:37 p.m.

**Middle School**  
Full Day – 8:05 a.m. - 2:53 p.m.  
AM Half Day - 8:05 a.m. - 11:20 a.m.  
Late Start – PD – 10:05 a.m.-2:53 p.m.  
Last day - 8:05 a.m. – 11:10 a.m.

**High School**  
Full Day – 7:45 a.m. - 2:35 p.m.  
AM Half Day - 7:45 a.m. - 11:00 a.m.  
Late Start – PD – 9:45 a.m.-2:35 p.m.  
Exam Day 7:45 a.m. - 11:20 a.m.

- Switch Days = 10/13~~2~~/20~~1~~, 10/20~~19~~/20~~1~~, 3/11~~0~~/21~~2~~, 6/4~~3~~/21~~2~~
- Ingham ISD Common calendar dates include Winter Break - December 24~~0~~, 2020~~1~~-January 4~~December 31~~, 2021; and Spring Break – April 5-9~~March 28~~, 2022 – April 1, 2021~~2~~
- Note: conference and exam dates are subject to adjustment.

**SCHEDULE B - SALARIES  
2018-2019**

<b>STEPS</b>	<b>BA</b>	<b>MA</b>	<b>SPECIALIST</b>	<b>PH.D.</b>
1	38,826	41,080	42,087	42,844
1.5	39,899	42,214	43,224	43,981
2	40,972	43,348	44,361	45,118
2.5	41,999	44,435	45,444	46,201
3	43,025	45,522	46,526	47,284
3.5	44,099	46,659	47,665	48,424
4	45,172	47,796	48,804	49,563
4.5	46,302	48,988	49,998	50,752
5	47,431	50,179	51,192	51,940
5.5	48,617	51,434	52,447	53,200
6	49,803	52,688	53,701	54,460
6.5	51,048	54,007	55,019	55,780
7	52,292	55,326	56,336	57,099
7.5	53,600	56,710	57,720	58,480
8	54,908	58,094	59,103	59,860
8.5	56,508	59,543	60,555	61,313
9	58,108	60,992	62,006	62,766
9.5	59,321	62,517	63,531	64,291
10	60,534	64,041	65,055	65,815
10.5	61,859	66,332	67,345	68,633
11	63,184	68,622	69,634	71,450
11.5	64,513	70,913	71,925	73,212
12	65,842	73,204	74,215	74,974
12.5	66,922	74,405	75,432	76,203
13	68,002	75,605	76,649	77,432
13.5	69,022	76,739	77,799	78,593
14	69,022	76,739	77,799	78,593
14.5	69,433	77,202	78,312	79,159
15	69,844	77,665	78,826	79,724
15.5	69,844	77,665	78,826	79,724
16	69,844	77,665	78,826	79,724
16.5	69,844	77,665	78,826	79,724
17	69,844	77,665	78,826	79,724
17.5	69,844	77,665	78,826	79,724
18	69,844	77,665	78,826	79,724
18.5	69,844	77,665	78,826	79,724
19	69,844	77,665	78,826	79,724
19.5	70,435	78,282	79,495	80,444
20	71,026	78,898	80,163	81,162
20.5	71,026	78,898	80,163	81,162
21	71,026	78,898	80,163	81,162
21.5	71,026	78,898	80,163	81,162
22	71,026	78,898	80,163	81,162
22.5	71,026	78,898	80,163	81,162
23	71,026	78,898	80,163	81,162
23.5	71,026	78,898	80,163	81,162
24	71,026	78,898	80,163	81,162
24.5	71,533	79,405	80,670	81,619
25	72,041	79,913	81,178	82,076

**SCHEDULE B - SALARIES  
2019-2020**

<b>STEPS</b>	<b>BA</b>	<b>MA</b>	<b>SPECIALIST</b>	<b>PH.D.</b>
1	38,826	41,080	42,087	42,844
1.5	39,899	42,214	43,224	43,981
2	40,972	43,348	44,361	45,118
2.5	41,999	44,435	45,444	46,201
3	43,025	45,522	46,526	47,284
3.5	44,099	46,659	47,665	48,424
4	45,172	47,796	48,804	49,563
4.5	46,302	48,988	49,998	50,752
5	47,431	50,179	51,192	51,940
5.5	48,617	51,434	52,447	53,200
6	49,803	52,688	53,701	54,460
6.5	51,048	54,007	55,019	55,780
7	52,292	55,326	56,336	57,099
7.5	53,600	56,710	57,720	58,480
8	54,908	58,094	59,103	59,860
8.5	56,508	59,543	60,555	61,313
9	58,108	60,992	62,006	62,766
9.5	59,321	62,517	63,531	64,291
10	60,534	64,041	65,055	65,815
10.5	61,859	66,332	67,345	68,633
11	63,184	68,622	69,634	71,450
11.5	64,513	70,913	71,925	73,212
12	65,842	73,204	74,215	74,974
12.5	66,922	74,405	75,432	76,203
13	68,002	75,605	76,649	77,432
13.5	70,057	77,890	78,966	79,772
14	70,057	77,890	78,966	79,772
14.5	70,474	78,360	79,487	80,346
15	70,892	78,830	80,008	80,920
15.5	70,892	78,830	80,008	80,920
16	70,892	78,830	80,008	80,920
16.5	70,892	78,830	80,008	80,920
17	70,892	78,830	80,008	80,920
17.5	70,892	78,830	80,008	80,920
18	70,892	78,830	80,008	80,920
18.5	70,892	78,830	80,008	80,920
19	70,892	78,830	80,008	80,920
19.5	71,492	79,456	80,687	81,651
20	72,091	80,081	81,365	82,379
20.5	72,091	80,081	81,365	82,379
21	72,091	80,081	81,365	82,379
21.5	72,091	80,081	81,365	82,379
22	72,091	80,081	81,365	82,379
22.5	72,091	80,081	81,365	82,379
23	72,091	80,081	81,365	82,379
23.5	72,091	80,081	81,365	82,379
24	72,091	80,081	81,365	82,379
24.5	72,606	80,596	81,880	82,843
25	73,122	81,112	82,396	83,307

**SCHEDULE B - SALARIES  
2021-2022**

<b>STEPS</b>	<b>BA</b>	<b>MA</b>	<b>SPECIALIST</b>	<b>PH.D.</b>
1	N/A	N/A	N/A	N/A
1.5	N/A	N/A	N/A	N/A
2	40,972	43,348	44,361	45,118
2.5	41,999	44,435	45,444	46,201
3	43,025	45,522	46,526	47,284
3.5	44,099	46,659	47,665	48,424
4	45,172	47,796	48,804	49,563
4.5	46,302	48,988	49,998	50,752
5	47,431	50,179	51,192	51,940
5.5	48,617	51,434	52,447	53,200
6	49,803	52,688	53,701	54,460
6.5	51,048	54,007	55,019	55,780
7	52,292	55,326	56,336	57,099
7.5	53,600	56,710	57,720	58,480
8	54,908	58,094	59,103	59,860
8.5	56,508	59,543	60,555	61,313
9	58,108	60,992	62,006	62,766
9.5	59,321	62,517	63,531	64,291
10	60,534	64,041	65,055	65,815
10.5	61,859	66,332	67,345	68,633
11	63,184	68,622	69,634	71,450
11.5	64,513	70,913	71,925	73,212
12	65,842	73,204	74,215	74,974
12.5	66,922	74,405	75,432	76,203
13	68,002	75,605	76,649	77,432
13.5	71,108	79,058	80,150	80,969
14	71,108	79,058	80,150	80,969
14.5	73,319	81,523	82,696	83,590
15	73,754	82,012	83,238	84,187
15.5	73,754	82,012	83,238	84,187
16	73,754	82,012	83,238	84,187
16.5	73,754	82,012	83,238	84,187
17	73,754	82,012	83,238	84,187
17.5	73,754	82,012	83,238	84,187
18	73,754	82,012	83,238	84,187
18.5	73,754	82,012	83,238	84,187
19	73,754	82,012	83,238	84,187
19.5	74,378	82,664	83,944	84,948
20	75,001	83,314	84,650	85,705
20.5	75,001	83,314	84,650	85,705
21	75,001	83,314	84,650	85,705
21.5	75,001	83,314	84,650	85,705
22	75,001	83,314	84,650	85,705
22.5	75,001	83,314	84,650	85,705
23	75,001	83,314	84,650	85,705
23.5	75,001	83,314	84,650	85,705
24	75,001	83,314	84,650	85,705
24.5	5,537	83,850	85,186	86,188
25	76,074	84,387	85,723	86,671

**SCHEDULE C**  
**EXTRA and CO-CURRICULAR POSITIONS and SALARY SCHEDULES**

The appropriate percentage (%) factors shall be based upon one hundred percent (100%) of the 2017-2018 BA Step 1 salary (\$38,826) for the school year in which the work is performed. If hired in a position not related to previous Schedule C experience in the District after January 1, 2011, the appropriate percentage factor will be applied to ninety percent (90%) of the 2017-2018 BA Step 1 salary (\$38,826 x 90% = \$34,943).

**ATHLETIC HEAD COACHES**

POSITION(S)	SALARY FORMULA PERCENTAGES		
	Years 1 – 5	Years 6 – 10	Years 11+
Basketball	20%	21%	22%
100%	\$7,765	\$8,153	\$8,542
90%	\$6,989	\$7,338	\$7,687
Football	20%	21%	22%
100%	\$7,765	\$8,153	\$8,542
90%	\$6,989	\$7,338	\$7,687
Track	18% (22% if both B&G)	19% (23% if both B&G)	20% (24% if both B&G)
100%	\$6,989	\$7,377	\$7,765
100% if B&G	\$8,542	\$8,930	\$9,318
90%	\$6,290	\$6,639	\$6,989
90% if B&G	\$7,687	\$8,037	\$8,386
Soccer	18%	19%	20%
100%	\$6,989	\$7,377	\$7,765
90%	\$6,290	\$6,639	\$6,989
Baseball	17%	18%	19%
100%	\$6,600	\$6,989	\$7,377
90%	\$5,940	\$6,290	\$6,639
Softball	17%	18%	19%
100%	\$6,600	\$6,989	\$7,377
90%	\$5,940	\$6,290	\$6,639
Swimming	17%	18%	19%
100%	\$6,600	\$6,989	\$7,377
90%	\$5,940	\$6,290	\$6,639
Wrestling	17%	18%	19%
100%	\$6,600	\$6,989	\$7,377
90%	\$5,940	\$6,290	\$6,639
Volleyball	17%	18%	19%
100%	\$6,600	\$6,989	\$7,377
90%	\$5,940	\$6,290	\$6,639
Gymnastics	15%	16%	17%
100%	\$5,824	\$6,212	\$6,600
90%	\$5,241	\$5,591	\$5,940
Cross Country	15% (19% if both B&G)	16% (20% if both B&G)	17% (21% if both B&G)
100%	\$5,824	\$6,212	\$6,600
100% if B&G	\$7,377	\$7,765	\$8,153

90%	\$5,241	\$5,591	\$5,940
90% if B&G	\$6,639	\$6,989	\$7,338
Golf*	13%	14%	15%
100%	\$5,047	\$5,436	\$5,824
100% if no assist	\$5,824	\$6,212	\$6,600
90%	\$4,543	\$4,892	\$5,241
90% if no assist	\$5,241	\$5,591	\$5,940
Cheerleading*	13%	14%	15%
100%	\$5,047	\$5,436	\$5,824
100% if no assist	\$5,824	\$6,212	\$6,600
90%	\$4,543	\$4,892	\$5,241
90% if no assist	\$5,241	\$5,591	\$5,940
Tennis*	13%	14%	15%
100%	\$5,047	\$5,436	\$5,824
100% if no assist	\$5,824	\$6,212	\$6,600
90%	\$4,543	\$4,892	\$5,241
90% if no assist	\$5,241	\$5,591	\$5,940
Lacrosse*	13%	14%	15%
100%	\$5,047	\$5,436	\$5,824
100% if no assist	\$5,824	\$6,212	\$6,600
90%	\$4,543	\$4,892	\$5,241
90% if no assist	\$5,241	\$5,591	\$5,940

\*If golf, cheerleading, tennis, and/or lacrosse do not have assistant coaches, they shall be paid at the 15%, 16%, 17% level.

**ATHLETIC ASSISTANT COACHES**

POSITION(S)	SALARY FORMULA PERCENTAGES		
	Years 1 – 5	Years 6 – 10	Years 11+
Basketball	12%	13%	14%
100%	\$4,659	\$5,047	\$5,436
90%	\$4,193	\$4,543	\$4,892
Football	12%	13%	14%
100%	\$4,659	\$5,047	\$5,436
90%	\$4,193	\$4,543	\$4,892
Track	10%	11%	12%
100%	\$3,883	\$4,271	\$4,659
90%	\$3,494	\$3,844	\$4,193
Soccer	10%	11%	12%
100%	\$3,883	\$4,271	\$4,659
90%	\$3,494	\$3,844	\$4,193
Baseball	9%	10%	11%
100%	\$3,494	\$3,883	\$4,271
90%	\$3,145	\$3,494	\$3,844
Softball	9%	10%	11%
100%	\$3,494	\$3,883	\$4,271
90%	\$3,145	\$3,494	\$3,844
Diving	9%	10%	11%

	100%	\$3,494	\$3,883	\$4,271
	90%	\$3,145	\$3,494	\$3,844
Wrestling		9%	10%	11%
	100%	\$3,494	\$3,883	\$4,271
	90%	\$3,145	\$3,494	\$3,844
Volleyball		9%	10%	11%
	100%	\$3,494	\$3,883	\$4,271
	90%	\$3,145	\$3,494	\$3,844
Gymnastic		9%	10%	11%
	100%	\$3,494	\$3,883	\$4,271
	90%	\$3,145	\$3,494	\$3,844
Cross Country		9%	10%	11%
	100%	\$3,494	\$3,883	\$4,271
	90%	\$3,145	\$3,494	\$3,844
Golf		5%	6%	7%
	100%	\$1,941	\$2,330	\$2,718
	90%	\$1,747	\$2,097	\$2,446
Cheerleading		5%	6%	7%
	100%	\$1,941	\$2,330	\$2,718
	90%	\$1,747	\$2,097	\$2,446
Tennis		5%	6%	7%
	100%	\$1,941	\$2,330	\$2,718
	90%	\$1,747	\$2,097	\$2,446
Lacrosse		5%	6%	7%
	100%	\$1,941	\$2,330	\$2,718
	90%	\$1,747	\$2,097	\$2,446

**INTRAMURALS, CLASS, CLUB, AND SAFETY ADVISORS**

POSITION(S)	SALARY FORMULA PERCENTAGES			
	Years 1 – 5	Years 6 – 10	Years 11+	
Intramural	14%	15%	16%	
	100%	\$5,436	\$5,824	\$6,212
	90%	\$4,892	\$5,241	\$5,591
Senior Advisor	6%	7%	8%	
	100%	\$2,330	\$2,718	\$3,106
	90%	\$2,097	\$2,446	\$2,795
Junior Advisor	6%	7%	8%	
	100%	\$2,330	\$2,718	\$3,106
	90%	\$2,097	\$2,446	\$2,795
Sophomore Advisor	6%	7%	8%	
	100%	\$2,330	\$2,718	\$3,106
	90%	\$2,097	\$2,446	\$2,795
Freshman Advisor	6%	7%	8%	
	100%	\$2,330	\$2,718	\$3,106
	90%	\$2,097	\$2,446	\$2,795
NHS	6%	7%	8%	
	100%	\$2,330	\$2,718	\$3,106
	90%	\$2,097	\$2,446	\$2,795

Safeties		5%	6%	7%
	100%	\$1,941	\$2,330	\$2,718
	90%	\$1,747	\$2,097	\$2,446
Art Club		5%	6%	7%
	100%	\$1,941	\$2,330	\$2,718
	90%	\$1,747	\$2,097	\$2,446
GSA		4%	5%	6%
	100%	\$1,553	\$1,941	\$2,330
	90%	\$1,398	\$1,747	\$2,097
BSU		4%	5%	6%
	100%	\$1,553	\$1,941	\$2,330
	90%	\$1,398	\$1,747	\$2,097
APAC		4%	5%	6%
	100%	\$1,553	\$1,941	\$2,330
	90%	\$1,398	\$1,747	\$2,097
Hispanic Club		4%	5%	6%
	100%	\$1,553	\$1,941	\$2,330
	90%	\$1,398	\$1,747	\$2,097
Student Congress HS		4%	5%	6%
	100%	\$1,553	\$1,941	\$2,330
	90%	\$1,398	\$1,747	\$2,097
SADD		4%	5%	6%
	100%	\$1,553	\$1,941	\$2,330
	90%	\$1,398	\$1,747	\$2,097
PALS HS		3%	4%	5%
	100%	\$1,165	\$1,553	\$1,941
	90%	\$1,048	\$1,398	\$1,747
Student Congress MS		3%	4%	5%
	100%	\$1,165	\$1,553	\$1,941
	90%	\$1,048	\$1,398	\$1,747
PALS MS		2%	3%	4%
	100%	\$777	\$1,165	\$1,553
	90%	\$699	\$1,048	\$1,398

#### ACADEMIC COACHES

POSITION (S)	SALARY FORMULA PERCENTAGES		
	Years 1 – 5	Years 6 – 10	Years 11+
Debate	7%	8%	9%
	100%	\$2,718	\$3,106
	90%	\$2,446	\$2,795
Quiz Bowl	7%	8%	9%
	100%	\$2,718	\$3,106
	90%	\$2,446	\$2,795
U.N. Club	7%	8%	9%
	100%	\$2,718	\$3,106
	90%	\$2,446	\$2,795

### HIGH SCHOOL MUSIC/DRAMA

POSITION(S)	SALARY FORMULA PERCENTAGES		
	Years 1 – 5	Years 6 – 10	Years 11+
HS Band Director (Marching Band, Concert Band, & Symphonic Band)	21%	22%	23%
100%	\$8,153	\$8,542	\$8,930
90%	\$7,338	\$7,687	\$8,037
HS Band Director (If Jazz Band Included)	23%	24%	25%
100%	\$8,930	\$9,318	\$9,707
90%	\$8,037	\$8,386	\$8,736
Director of Theatre	19%	20%	21%
100%	\$7,377	\$7,765	\$8,153
90%	\$6,639	\$6,989	\$7,338
Orchestra HS	15%	16%	17%
100%	\$5,842	\$6,212	\$6,600
90%	\$5,241	\$5,591	\$5,940
Orchestra (Both MS & HS)	18%	19%	20%
100%	\$6,989	\$7,377	\$7,765
90%	\$6,290	\$6,639	\$6,989
Vocal Music HS	14%	15%	16%
100%	\$5,436	\$5,824	\$6,212
90%	\$4,892	\$5,241	\$5,591
Vocal Music (Both HS & MS)	17%	18%	19%
100%	\$6,600	\$6,989	\$7,377
90%	\$5,940	\$6,290	\$6,639
Auditorium Manager (K-12)	10%	11%	12%
100%	\$3,883	\$4,271	\$4,659
90%	\$3,494	\$3,844	\$4,193
Drama Assistant	6%	7%	8%
100%	\$2,330	\$2,718	\$3,106
90%	\$2,097	\$2,446	\$2,795
Color Guard	4%	5%	6%
100%	\$1,553	\$1,941	\$2,330
90%	\$1,398	\$1,747	\$2,097
Percussion Instructor	4%	5%	6%
100%	\$1,553	\$1,941	\$2,330
90%	\$1,398	\$1,747	\$2,097

### MIDDLE SCHOOL INTRAMURALS

POSITION	SALARY FORMULA PERCENTAGES
M.S. Supervisor	\$1,200/season (prorated for season of less than 12 weeks)
Special Olympics Coach	\$600/sport - \$2,400 maximum for year

### ELEMENTARY MUSIC

POSITION	SALARY FORMULA PERCENTAGES
----------	----------------------------

	Years 1-5	Years 6-10	Years 11+
Elementary Choir	4%	5%	6%
100%	\$1,553	\$1,941	\$2,330
90%	\$1,398	\$1,747	\$2,097

**MIDDLE SCHOOL MUSIC/DRAMA**

POSITION (S)	SALARY FORMULA PERCENTAGES		
	Years 1 – 5	Years 6 – 10	Years 11+
MS Band Director	6%	7%	8%
100%	\$2,330	\$2,718	\$3,106
90%	\$2,097	\$2,446	\$2,795
MS Band Director (If Jazz Band Included)	8%	9%	10%
100%	\$3,106	\$3,494	\$3,883
90%	\$2,795	\$3,145	\$3,494
MS Orchestra	6%	7%	8%
100%	\$2,330	\$2,718	\$3,106
90%	\$2,097	\$2,446	\$2,795
MS Vocal Music	6%	7%	8%
100%	\$2,330	\$2,718	\$3,106
90%	\$2,097	\$2,446	\$2,795
MS Band or Orchestra Assistant Dir.	4%	5%	6%
100%	\$1,553	\$1,941	\$2,330
90%	\$1,398	\$1,747	\$2,097
MS DRAMA	4%	5%	6%
100%	\$1,553	\$1,941	\$2,330
90%	\$1,398	\$1,747	\$2,097

**CURRICULUM EXTENSION: PUBLICATIONS**

POSITION (S)	SALARY FORMULA PERCENTAGES		
	Years 1 – 5	Years 6 – 10	Years 11+
HS Newspaper	8%	9%	10%
100%	\$3,106	\$3,494	\$3,883
90%	\$2,795	\$3,145	\$3,494
100% if part of class	\$1,553	\$1,747	\$1,942
90% if part of class	\$1,398	\$1,573	\$1,747
Ceniad Advisor	7%	8%	9%
100%	\$2,718	\$3,106	\$3,494
90%	\$2,446	\$2,795	\$3,145
100% if part of class	\$1,359	\$1,553	\$1,747
90% if part of class	\$1,223	\$1,398	\$1,573
Soliloquy	4%	5%	6%
100%	\$1,553	\$1,941	\$2,330
90%	\$1,398	\$1,747	\$2,097
100% if part of class	\$777	\$971	\$1,165
90% if part of class	\$699	\$874	\$1,049
HS Yearbook Bus. Mgr.	3%	4%	5%

	100%	\$1,165	\$1,553	\$1,941
	90%	\$1,048	\$1,398	\$1,747
	100% if part of class	\$583	\$777	\$971
	90% if part of class	\$524	\$699	\$874
MS Yearbook		3%	4%	5%
	100%	\$1,165	\$1,553	\$1,941
	90%	\$1,048	\$1,398	\$1,747
	100% if part of class	\$583	\$777	\$971
	90% if part of class	\$524	\$699	\$874

The above Publications stipends will be paid at 50% if the position is associated with a class.

Schedule C:

When the Board determines to create a new Schedule C position, it shall negotiate an agreement of the percentage factor for that position with the Association.

Changes in any part of the Schedule C pay formula shall take place upon the mutual consent of the Association and the Board of Education.



## MEMORANDUM

---

**TO:** ELPS Board of Education, Dori Leyko, Superintendent

**FROM:** Richard Pugh, Director of Finance

**SUBJECT:** Action Items – 2020-21 First Budget Revision

**DATE:** January 21, 2021

Recommendation:

It is recommended that the Board of Education adopt the 2020-2021 First Budget Revision resolution for the General Fund as presented.

It is recommended that the Board of Education adopt the 2020-2021 First Budget Revision resolution for the Food Service Fund as presented.

It is recommended that the Board of Education adopt the 2020-2021 First Budget Revision resolution for the Student/School Activity Fund as presented.

Background:

Updates from last Board meeting include Board officer positions and a few minor formatting changes.

***From the 1-11-2021 BOE packet:***

Attached is the 2020-21 First Budget Revision for your review. I will provide an overview of the budget revision at the Board meeting on January 25, 2021. The Finance Committee will review the budget revision in detail on January 21, 2021. Page 9 of the Budget Book provides a General Fund comparison between the First Budget Revision and the Recommended Budget (adopted June 22, 2020) for major budget assumptions, revenues and expenditures.

**GF REVENUES:**

The 2020-21 First Budget Revision shows substantial revenue adjustments, although positive increases, for State and Federal revenues. At the time the Board adopted the 2020-21 Recommended Budget there was significant uncertainty in state revenues and the SAF budget had not been finalized. It was determined to budget for a decrease in the Foundation Allowance of \$700 per pupil. When the dust settled the district's Foundation Allowance was held at the previous year level of \$8,529 per pupil. That change in budget assumption is approximately \$2.6 million. Another significant positive change is in prior year State Aid adjustments. I previously communicated the anticipated budget impact (\$1,000,000+) to prior year State Aid

adjustments on October 14, 2020 and have attached that memo for your reference. The significant change in Federal revenue of \$1.4 million is mostly attributed to Coronavirus Relief Funds. Local property tax revenues have been reduced to reflect the increased identification of Non-Pre captured taxable values. Essentially this is a shift in revenue from local property taxes to State Aid. Due to COVID-19 restrictions revenues have been reduced associated with building rentals (\$84,000) and athletic admissions (\$42,000). In late July 2020, given interest rates were so poor (.05% APY), the business office changed from interest bearing checking to an earnings credit to offset banking fees rather than earn interest on deposits. Interest earning revenue has been reduced \$59,000. Total General Fund revenues are up \$6,024,739 from the Recommended Budget.

**GF EXPENDITURES:**

Total General Fund expenditures are up \$1,944,529. Of course there are a lot of pluses and minuses but primarily it is due to increased Federal funding (\$1.4 million) and increased MPERS 147c Stabilization funds (\$477k).

**GF FUND BALANCE:**

The 2020-21 First Budget Revision projects General Fund fund balance to be at its highest percentage of total expenditures since June 30, 1999. General Fund June 30, 2021 ending fund balance is projected at \$9,858,157 or 23.0% of total expenditures. This represents an increase of \$4,382,773 over what was projected in the Recommended Budget. This is a significant, although again a positive change. Please note, fund balance is inflated about 3.8% or approximately \$1.6 million of one-time revenue that doesn't have corresponding expenditure offsets.

**FOOD SERVICE FUND:**

The Food Service Fund budget is on page 24. This revision shows a shift from local food sales to Federal revenue as the district is operating under the Summer Food Service Program, in which meals are free to all, rather than the NSLP. Expenditures show a reduction in lunch monitor costs due to being remote.

**STUDENT/SCHOOL ACTIVITY FUND:**

The Student/School Activity Fund budget is on page 25. Both revenues and expenditures have been reduced to reflect minimal activity projected due to COVID-19.



## MEMORANDUM

**TO:** ELPS Board of Education & Dori Leyko, Superintendent

**FROM:** Richard Pugh, Director of Finance

**SUBJECT:** Informational Item – Property Taxable Values and State Aid

**DATE:** October 14, 2020

Background:

I'm happy to report that East Lansing Public Schools October 20, 2020 State Aid Status Reports shows a prior year positive adjustment for \$1,032,599.43. The district will receive what was projected below.

***Communicated on 9-8-2020:***

On October 20, 2020 I estimate ELPS will receive \$1,032,600 in prior year State Aid adjustments. This one-time revenue is due to incorrect reporting of captured property taxable values on the MDE Taxable Value Management System (TVMS) website (<https://mdoe.state.mi.us/TVS/Home/Login>) for the last five years. Ingham and Clinton County treasury departments are responsible for inputting the captured values on the TVMS website and rely on the municipalities and townships for the captured amounts. In addition to the amount estimated to be received on October 20, 2020, \$247,115 was received by ELPS on August 20, 2020. The \$247,115 is included in the June 30, 2020 audited financial statements (i.e. it is included in the reported audited June 30, 2020 General Fund fund balance). Here is a summary of the adjustments:

FY	Tax Year	<u>Adjustment to be</u>	<u>Adjustment Received</u>	Total Adjustment
		Received 10-20-20	8-20-20	
2019-20	2019	328,258	247,115	575,373
2018-19	2018	305,618	-	305,618
2017-18	2017	166,706	-	166,706
2016-17	2016	131,274	-	131,274
2015-16	2015	100,744	-	100,744
		<u>1,032,600</u>	<u>247,115</u>	<u>1,279,715</u>

How did this come to be? Annually the business office track property tax receipts by municipalities/townships. We compare those receipts to anticipated collections minus reasonable estimates for delinquent receipts. Based on my analysis the delinquent rates for the City of Lansing (27.9%) and City of East Lansing (4.6%) were far too high considering real property is settled at the end of the year. I worked with the treasury departments of Ingham County, City of Lansing, and City of East Lansing as well as MDE's Office of State Aid to investigate the significant delinquent rates for tax year 2019. I suspected capture values were the cause because they have long been a problem (back in tax year 2017 a large adjustment was made to the City of Lansing captured values). After a lengthy process in correcting the captured values for tax year 2019 I requested a review of the prior four years. The City of Lansing is easier to detect than the City of East Lansing as the captured values for the City of Lansing are relatively large compared to the overall taxable value of the City of Lansing which causes a high delinquent rate when the captured values are underreported.

The issue of reporting inaccurate captured values is a state-wide issue per my communication with MDE. Inaccurate reporting of captured values can cause underpayments (and overpayments) of State Aid. A special thanks to Phil Boone, Assistant Director Office of Financial Management State Aid and School Finance, and Alan Fox, Chief Deputy Treasurer Ingham County for their assistance in this process.



# **East Lansing** Public Schools

## **BUDGET BOOK 2020-21 FIRST BUDGET REVISION**

Prepared By: Richard Pugh, CPA, Director of Finance

Date: January 25, 2020

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# East Lansing Public Schools

## **MISSION STATEMENT**

Nurturing each child • Educating all students • Building world citizens

## **VISION STATEMENT**

East Lansing Public Schools strives to provide every student with exemplary instruction in equitable learning environments designed to educate the whole child. In partnership with the community, ELPS endeavors to affirm cultural differences and nurture intellectual curiosity, collaboration, creativity, critical thinking, and effective communication so every student graduates to become a productive member of society.

## **BOARD OF EDUCATION and ADMINISTRATION**

### Board Members:

President – Dr. Terah Chambers  
Vice President – Kate Powers  
Secretary – Chris Martin  
Treasurer – Dr. Kath Edsall  
Trustee – Monica Fink  
Trustee – Dr. Elizabeth Guerrero Lyons  
Trustee – Debbie Walton

### Administration:

Superintendent – Dori Leyko  
Director of Curriculum, Instruction and Assessment – Glenn Mitcham  
Director of Finance – Rich Pugh  
Director of Special Education – Nick Hamilton  
Director of Technology and Media Services – Christian Palasty  
East Lansing High School Principal – Andy Wells  
East Lansing High School Associate Principal – Matt Morales  
East Lansing High School Associate Principal – Ashley Schwarzbek  
East Lansing High School Director of Athletics and Activities – Nikki Norris  
MacDonald Middle School Principal – Amy Martin  
MacDonald Middle School Associate Principal – John Atkinson  
Donley Elementary Principal – Tracey Barton  
Glencairn Elementary Principal – Lorraine Ware  
Marble Elementary Principal at Old Donley – Josh Robertson  
Pinecrest Elementary Principal – Amy Webster  
Red Cedar Elementary Principal – Rinard Pugh  
Whitehills Elementary Principal – Shane Johnson

# GENERAL FUND APPROPRIATIONS

## RESOLUTION FOR ADOPTION BY THE EAST LANSING BOARD OF EDUCATION

**RESOLVED:** That this resolution shall be the General Fund appropriations of East Lansing Public Schools (the School District) for the fiscal year 2020-21; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of general fund income received by this School District.

**RESOLVED FURTHER:** That this School District shall levy 18.0000 operating mills as approved by voters generating \$10,654,092 in property tax revenue from the “non-homestead” group of properties.

**RESOLVED FURTHER:** That the total revenues and unappropriated fund balance estimated to be available for appropriations in the General Fund of the School District for the fiscal year 2020-21 is as follows:

Revenues:		
Local	\$	11,117,994
State		28,046,536
Federal		2,444,587
Incoming Transfers		4,230,006
Other Financing Sources (Uses)		<u>11,000</u>
Total Revenues & Other Financing Sources (Uses)	\$	<u>45,850,123</u>
Total Fund Balance, July 1, 2020		<u>6,908,352</u>
Total Available to Appropriate	\$	<u>52,758,475</u>

**RESOLVED FURTHER:** That the total available to appropriate in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Instruction:	
Basic Programs	\$ 19,924,224
Added Needs	6,068,176
	<hr/>
Total Instruction	<b>\$ 25,992,400</b>
Support Services:	
Pupil Services	3,327,883
Instructional Staff Services	2,620,135
General Administration	458,474
School Administration	2,800,173
Business Services	648,942
Operations and Maintenance	4,067,104
Pupil Transportation	1,257,128
Central Services	930,256
Athletic Activities	739,398
	<hr/>
Total Support Services	<b>\$ 16,849,493</b>
Community Services	58,425
Payments to Other Government Agencies	-
Debt Services	-
	<hr/>
Total Appropriations	<b>\$ 42,900,318</b>
Total Fund Balance, June 30, 2021	<b>\$ 9,858,157</b>

**RESOLVED FURTHER:** That no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with budgetary policy statement hitherto adopted by the Board.

**RESOLVED FURTHER:** That the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board.

This resolution shall take immediate effect.

Ayes:

Nays:

Excused Absences:

Resolution declared adopted on:

# FOOD SERVICE FUND APPROPRIATIONS

## RESOLUTION FOR ADOPTION BY THE EAST LANSING BOARD OF EDUCATION

**RESOLVED:** That this resolution shall be the Food Service Fund appropriations of East Lansing Public Schools (the School District) for the fiscal year 2020-21; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of Food Service Fund income received by this School District.

**RESOLVED FURTHER:** That the total revenues and unappropriated fund balance estimated to be available for appropriations in the Food Service Fund of the School District for the fiscal year 2020-21 is as follows:

Revenues:	
Local	\$ -
State	55,266
Federal	1,519,675
Other Financing Sources (Uses)	-
Total Revenues & Other Financing Sources (Uses)	\$ 1,574,941
Total Fund Balance, July 1, 2020	369,202
Total Available to Appropriate	\$ 1,944,143

**RESOLVED FURTHER:** That the total available to appropriate in the Food Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Salaries & Benefits	\$ 75,809
Purchased Services	427,200
Supplies & Materials	699,000
Capital Outlay	-
Other	17,500
Total Appropriations	\$ 1,219,509
Total Fund Balance, June 30, 2021	\$ 724,634

**RESOLVED FURTHER:** That no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with budgetary policy statement hitherto adopted by the Board.

**RESOLVED FURTHER:** That the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board.

This resolution shall take immediate effect.

Ayes:

Nayes:

Excused Absences:

Resolution declared adopted on:

# STUDENT/SCHOOL ACTIVITY FUND APPROPRIATIONS

## RESOLUTION FOR ADOPTION BY THE EAST LANSING BOARD OF EDUCATION

**RESOLVED:** That this resolution shall be the Student/School Activity Fund appropriations of East Lansing Public Schools (the School District) for the fiscal year 2020-21; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of Student/School Activity Fund income received by this School District.

**RESOLVED FURTHER:** That the total revenues and unappropriated fund balance estimated to be available for appropriations in the Student/School Activity Fund of the School District for the fiscal year 2020-21 is as follows:

Revenues:	
Local - student/school groups	\$ 72,000
Other Financing Sources (Uses)	-
Total Revenues & Other Financing Sources (Uses)	\$ 72,000
Total Fund Balance, July 1, 2020	376,647
Total Available to Appropriate	\$ 448,647

**RESOLVED FURTHER:** That the total available to appropriate in the Student/School Activity Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Other	\$ 73,500
Total Appropriations	\$ 73,500
Total Fund Balance, June 30, 2021	\$ 375,147

**RESOLVED FURTHER:** That no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with budgetary policy statement hitherto adopted by the Board.

**RESOLVED FURTHER:** That the Board of Education commits the projected ending fund balance for student/school activities.

**RESOLVED FURTHER:** That the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board.

This resolution shall take immediate effect.

Ayes:

Nays:

Excused Absences:

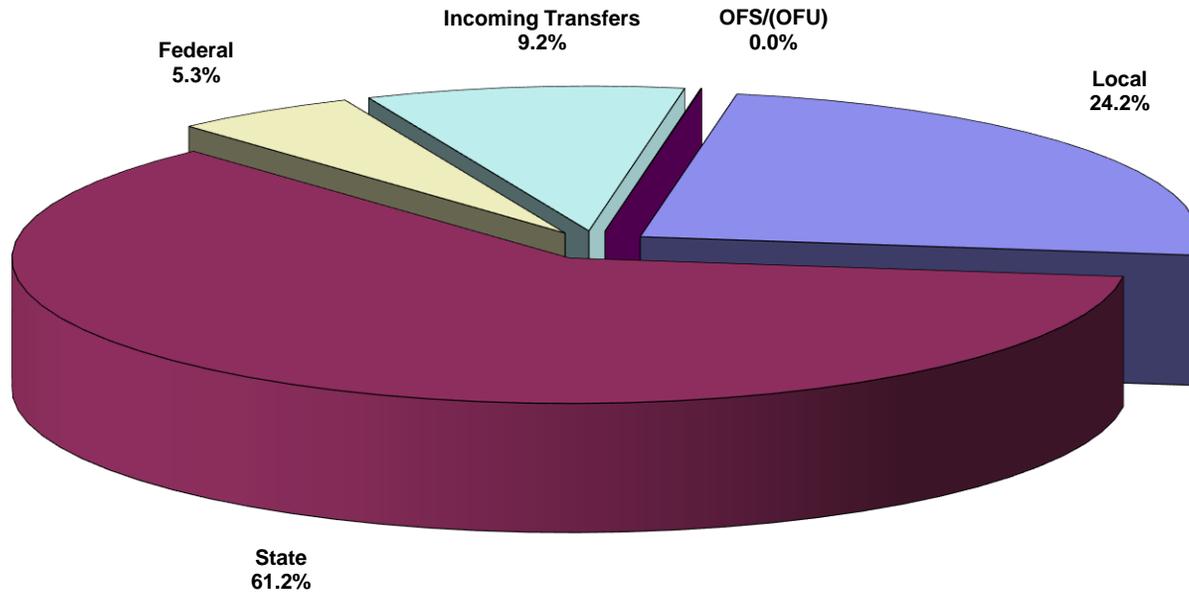
Resolution declared adopted on:



**EAST LANSING PUBLIC SCHOOLS**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**FY 2020-21 FIRST BUDGET REVISION**

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	TOTAL
<b>REVENUES:</b>					
Local:					
Property Taxes	10,792,351		8,896,984	1,215,589	20,904,924
Interest Earnings	1,000		4,500	19,400	24,900
Building Use	2,000				2,000
Food Sales		0			0
Athletics	85,400				85,400
Other	237,243	72,000	0	81,139	390,382
State	28,046,536	55,266			28,101,802
Federal	2,444,587	1,519,675			3,964,262
County Special Education and Misc. via IISD	4,230,006				4,230,006
<b>Total Revenues</b>	<b>45,839,123</b>	<b>1,646,941</b>	<b>8,901,484</b>	<b>1,316,128</b>	<b>57,703,676</b>
<b>EXPENDITURES:</b>					
Instruction:					
Basic Programs	19,924,224				19,924,224
Added Needs	6,068,176				6,068,176
Instructional Support Services:					
Pupil	3,327,883				3,327,883
Instructional Staff	2,620,135				2,620,135
School Administration	2,800,173				2,800,173
Non-Instructional Support Services:					
General Administration	458,474				458,474
Business	648,942		17,000	4,000	669,942
Operations and Maintenance	4,067,104				4,067,104
Pupil Transportation	1,257,128				1,257,128
Central	930,256				930,256
Athletics	739,398				739,398
Food Service		1,219,509			1,219,509
Student/School Activity		73,500			
Community	58,425				58,425
Payments to Other Gov't Agencies and Prior Period Adj.	0				0
Capital Outlay				20,209,491	20,209,491
Debt Services:					
Principal	0		3,815,000		3,815,000
Interest & Issuance Costs/Escrow			5,096,199		5,096,199
Dues and Fees			2,400		2,400
<b>Total Expenditures</b>	<b>42,900,318</b>	<b>1,293,009</b>	<b>8,930,599</b>	<b>20,213,491</b>	<b>73,263,917</b>
<b>Excess of Revenues over Expenditures</b>	<b>2,938,805</b>	<b>353,932</b>	<b>(29,115)</b>	<b>(18,897,363)</b>	<b>(15,560,241)</b>
<b>OTHER FINANCING SOURCES/(USES):</b>					
Net Operating Transfers	0	0	0	0	0
SBLF Proceeds					0
Sale of Bonds			0	0	0
Other	11,000	0			11,000
<b>Total Other Financing Sources/(Uses)</b>	<b>11,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,000</b>
<b>Excess of Revenues and OFS/(OFU) over Expenditures</b>	<b>2,949,805</b>	<b>353,932</b>	<b>(29,115)</b>	<b>(18,897,363)</b>	<b>(15,549,241)</b>
<b>Fund Balance - Beginning of Year</b>	<b>6,908,352</b>	<b>745,849</b>	<b>576,970</b>	<b>33,160,879</b>	<b>41,392,050</b>
<b>Fund Balance - End of Year</b>	<b>9,858,157</b>	<b>1,099,781</b>	<b>547,855</b>	<b>14,263,516</b>	<b>25,842,809</b>

**EAST LANSING PUBLIC SCHOOLS  
GENERAL FUND - REVENUES AND OTHER FINANCING SOURCES (USES)**



	2019-20	2020-21		2020-21			
	ACTUAL	RECOMMENDED BUDGET	% of Total Revenues	FIRST REVISION	% of Total Revenues	\$ CHANGE from 2020-21 RECOMMENDED	% CHANGE from 2020-21 RECOMMENDED
<b>REVENUES and OFS/(OFU):</b>							
Local	10,393,719	11,620,531	29.2%	11,117,994	24.2%	(502,537)	-4.3%
State	26,059,801	23,095,169	58.0%	28,046,536	61.2%	4,951,367	21.4%
Federal	717,678	1,018,508	2.6%	2,444,587	5.3%	1,426,079	140.0%
Incoming Transfers	4,060,396	4,080,176	10.2%	4,230,006	9.2%	149,830	3.7%
OFS/(OFU)	124,117	11,000	0.0%	11,000	0.0%	0	0.0%
<b>Total <sup>1</sup></b>	<b>41,355,711</b>	<b>39,825,384</b>	<b>100.0%</b>	<b>45,850,123</b>	<b>99.9%</b>	<b>6,024,739</b>	<b>15.1%</b>

<sup>1</sup> Amount may not add to 100.0% due to rounding

**EAST LANSING PUBLIC SCHOOLS**  
**GENERAL FUND**  
REVENUE DETAIL AND CHANGES IN FUND BALANCE

2019-20 ACTUAL		2020-21 RECOMMENDED BUDGET	2020-21 FIRST REVISION	\$ CHANGE FIRST REVISION vs. 2020-21 RECOMMENDED	\$ CHANGE FIRST REVISION vs. 2019-20 ACTUAL
<b>LOCAL REVENUE:</b>					
9,765,837	Current Property Taxes (net 1.00% est. uncollectible)	11,098,080	10,777,351	(320,729)	1,011,514
11,304	Delinquent Property Taxes (includes P & I)	20,000	15,000	(5,000)	3,696
117,456	Interest Earnings	60,000	1,000	(59,000)	(116,456)
84,451	Building Use	86,000	2,000	(84,000)	(82,451)
264,369	Other	224,451	237,243	12,792	(27,126)
150,302	Other - Athletics	132,000	85,400	(46,600)	(64,902)
<b>10,393,719</b>	<b>TOTAL LOCAL SOURCES</b>	<b>11,620,531</b>	<b>11,117,994</b>	<b>(502,537)</b>	<b>724,275</b>
<b>STATE REVENUE:</b>					
13,868,095	Proposal A	12,775,968	13,056,210	280,242	(811,885)
5,952,872	Discretionary	4,096,332	6,579,197	2,482,865	626,325
1,435,275	Special Ed. Headlee	1,435,275	1,643,935	208,660	208,660
92,114	Prior Year State Aid Adjustments	92,114	1,251,173	1,159,059	1,159,059
870,078	At-Risk	966,000	1,032,986	66,986	162,908
3,056,006	MPSERS 147	3,020,347	3,498,170	477,823	442,164
190,612	Hold Harmless Guarantee	190,302	190,213	(89)	(399)
95,159	Headlee Obligation for Data Collection	95,057	95,790	733	631
202,444	GSRP	221,000	219,433	(1,567)	16,989
297,146	Other	202,774	479,429	276,655	182,283
<b>26,059,801</b>	<b>TOTAL STATE SOURCES</b>	<b>23,095,169</b>	<b>28,046,536</b>	<b>4,951,367</b>	<b>1,986,735</b>
<b>FEDERAL REVENUE:</b>					
477,350	Title 1a (Improving Basic Programs)	405,000	442,758	37,758	(34,592)
98,460	Title 2a (Supporting Effective Instruction)	123,000	133,082	10,082	34,622
46,948	Title 3 (Language English Learners & Immigrant)	39,000	48,900	9,900	1,952
26,198	Title 4 (Student Support & Academic Enrichment)	37,000	45,205	8,205	19,007
0	CARES Act (ESSER, CRF, COVID, MiConnect)	335,000	1,696,972	1,361,972	1,696,972
36,950	IDEA Preschool/Flowthrough	41,000	42,164	1,164	5,214
31,772	Other	38,508	35,506	(3,002)	3,734
<b>717,678</b>	<b>TOTAL FEDERAL SOURCES</b>	<b>1,018,508</b>	<b>2,444,587</b>	<b>1,426,079</b>	<b>1,726,909</b>
<b>INCOMING TRANSFERS:</b>					
4,002,954	County Special Education (via IISD)	4,035,473	4,185,181	149,708	182,227
57,442	Other	44,703	44,825	122	(12,617)
<b>4,060,396</b>	<b>TOTAL INCOMING TRANSFERS</b>	<b>4,080,176</b>	<b>4,230,006</b>	<b>149,830</b>	<b>169,610</b>
<b>41,231,594</b>	<b>TOTAL REVENUES</b>	<b>39,814,384</b>	<b>45,839,123</b>	<b>6,024,739</b>	<b>4,607,529</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
90,000	Operating Transfer	0	0	0	(90,000)
34,117	Sale of Property	11,000	11,000	0	(23,117)
<b>124,117</b>	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>	<b>(113,117)</b>
<b>41,355,711</b>	<b>TOTAL REVENUE &amp; OTHER FINANCING SOURCES (USES)</b>	<b>39,825,384</b>	<b>45,850,123</b>	<b>6,024,739</b>	<b>4,494,412</b>
<b>40,809,543</b>	<b>TOTAL EXPENDITURES</b>	<b>41,161,596</b>	<b>43,115,896</b>	<b>1,954,300</b>	<b>2,306,353</b>
546,168	Increase (Decrease) in Fund Balance before est. Variance	(1,336,212)	2,734,227	4,070,439	2,188,059
0	Estimated Favorable Budget Variance	205,807	215,578	9,771	215,578
546,168	Total Increase (Decrease) in Fund Balance	(1,130,405)	2,949,805	4,080,210	2,403,637
35,824	Prior Year Restatement	0	0	0	(35,824)
6,326,360	Fund Balance - Beginning of Year	6,605,789	6,908,352	302,563	581,992
<b>6,908,352</b>	<b>Fund Balance - End of Year</b>	<b>5,475,384</b>	<b>9,858,157</b>	<b>4,382,773</b>	<b>2,949,805</b>
16.9%	Fund Balance as a Percentage of Expenditures	13.4%	23.0%		
16.7%	Fund Balance as a Percentage of Revenues, OFS & OFU	13.7%	21.5%		

**EAST LANSING PUBLIC SCHOOLS**  
**Historical General Fund Ending Fund Balance**

<u>Fiscal Year</u>	<u>GF Ending Fund Balance</u>	<u>Fund Balance as a % of total Expenditures</u>	<u>Total Expenditures</u>	<u>Fund Balance \$ Change</u>
1989-90	2,377,345	10.4%	22,836,724	
1990-91	2,688,814	10.7%	25,055,917	311,469
1991-92	3,620,163	14.5%	24,954,194	931,349
1992-93	4,457,580	17.4%	25,609,114	837,417
1993-94	5,823,424	21.7%	26,843,471	1,365,844
1994-95	6,340,596	21.5%	29,423,552	517,172
1995-96	4,164,229	12.7%	32,682,971	(2,176,367)
1996-97	3,644,912	11.5%	31,731,132	(519,317)
1997-98	5,956,669	20.1%	29,587,086	2,311,757
1998-99	7,074,058	24.7%	28,679,200	1,117,389
1999-00	5,797,623	18.3%	31,747,831	(1,276,435)
2000-01	3,556,908	10.6%	33,537,841	(2,240,715)
2001-02	2,620,071	7.8%	33,788,558	(936,837)
2002-03	2,938,881	9.0%	32,578,547	318,810
2003-04	4,071,119	13.2%	30,891,542	1,132,238
2004-05	3,365,883	10.2%	32,906,276	(705,236)
2005-06	4,180,079	12.8%	32,624,654	814,196
2006-07	4,075,841	12.3%	33,177,118	(104,238)
2007-08	3,489,117	10.4%	33,691,698	(586,724)
2008-09	3,031,437	8.9%	34,129,930	(457,680)
2009-10	3,073,835	9.2%	33,492,118	42,398
2010-11	3,535,398	10.5%	33,820,516	461,563
2011-12	2,593,010	7.4%	35,221,189	(942,388)
2012-13	3,268,954	9.3%	34,989,783	675,944
2013-14	2,449,816	6.8%	36,106,849	(819,138)
2014-15	2,817,424	7.8%	35,952,301	367,608
2015-16	4,581,595	12.6%	36,228,845	1,764,171
2016-17	4,457,204	11.5%	38,694,524	(124,391)
2017-18	5,101,107	13.1%	38,895,323	643,903
2018-19	6,326,360	16.4%	38,673,882	1,225,253
2019-20	6,908,352	16.9%	40,809,543	581,992
<b>2020-21 est.</b>	<b>9,858,157</b>	<b>23.0%</b>	<b>42,900,318</b> <sup>1</sup>	<b>2,949,805</b>

<sup>1</sup> Net of Estimated Favorable Budget Variance

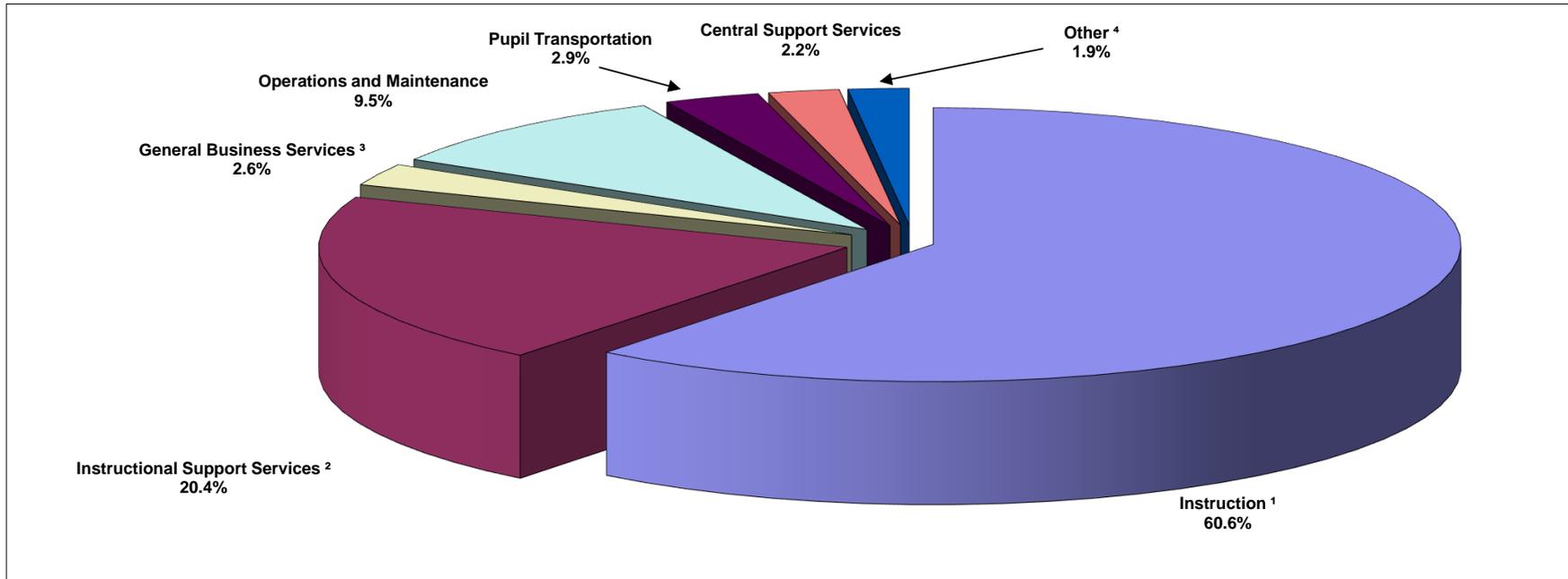
## EAST LANSING PUBLIC SCHOOLS

### FOUNDATION ALLOWANCE HISTORY

<u>Fiscal Year</u>	<u>Per Pupil Foundation</u>	<u>Foundation Inc (Dec)</u>	<u>20j Hold Harmless PP</u>	<u>HB 6212</u>	<u>Per Pupil Pro-ratio</u>	<u>ARRA<sup>1</sup></u>	<u>Total Foundation</u>	<u>\$ Change Foundation</u>	<u>% Change Foundation</u>
1994-95	6,632	0	0	0	0	0	6,632	0	0.0%
1995-96	6,632	153	0	0	0	0	6,785	153	2.3%
1996-97	6,785	155	0	0	0	0	6,940	155	2.3%
1997-98	6,940	154	0	0	0	0	7,094	154	2.2%
1998-99	7,094	0	0	0	0	0	7,094	0	0.0%
1999-00	7,094	114	124	0	0	0	7,332	238	3.4%
2000-01	7,332	159	141	0	0	0	7,632	300	4.1%
2001-02	7,632	251	49	0	0	0	7,932	300	3.9%
2002-03	7,932	200	0	0	(43)	0	8,089	157	2.0%
2003-04	8,089	0	0	0	(74)	0	8,015	(74)	-0.9%
2004-05	8,015	0	0	0	0	0	8,015	0	0.0%
2005-06	8,015	175	0	0	0	0	8,190	175	2.2%
2006-07	8,190	210	0	0	0	0	8,400	210	2.6%
2007-08	8,400	48	0	0	0	0	8,448	48	0.6%
2008-09	8,448	56	0	0	0	(372)	8,132	(316)	-3.7%
2009-10	8,132	(154)	(314)	0	0	(277)	7,387	(745)	-9.2%
2010-11	7,387	(16)	0	0	0	(116)	7,255	(132)	-1.8%
2011-12	7,255	(300)	0	182	0	0	7,137	(118)	-1.6%
2012-13	7,137	0	0	0	0	0	7,137	0	0.0%
2013-14	7,137	30	0	0	0	0	7,167	30	0.4%
2014-15	8,049	50	0	0	0	0	8,099	50	0.7%
2015-16	8,099	70	0	0	0	0	8,169	70	0.9%
2016-17	8,169	60	0	0	0	0	8,229	60	0.7%
2017-18	8,229	60	0	0	0	0	8,289	60	0.7%
2018-19	8,289	120	0	0	0	0	8,409	120	1.4%
2019-20	8,409	120	0	0	0	0	8,529	120	1.4%
2020-21	8,529	0	0	0	0	0	8,529	0	0.0%

<sup>1</sup> The American Recovery and Reinvestment Act (ARRA) provided "Stabilization Funds" to offset Foundation decreases.

**EAST LANSING PUBLIC SCHOOLS  
GENERAL FUND - EXPENDITURES BY FUNCTION (Before Est. Variance)**



	2019-20	2020-21		2020-21			
	ACTUAL	RECOMMENDED BUDGET	% of Total Expenditures	FIRST REVISION	% of Total Expenditures	\$ CHANGE from 2020-21 RECOMMENDED	% CHANGE from 2020-21 RECOMMENDED
<b>EXPENDITURES:</b>							
Instruction <sup>1</sup>	25,030,975	25,150,541	61.1%	26,123,015	60.6%	972,474	3.9%
Instructional Support Services <sup>2</sup>	8,035,755	8,246,090	20.0%	8,792,151	20.4%	546,061	6.6%
General Business Services <sup>3</sup>	1,040,712	1,067,849	2.6%	1,112,980	2.6%	45,131	4.2%
Operations and Maintenance	3,873,616	3,867,782	9.4%	4,087,541	9.5%	219,759	5.7%
Pupil Transportation	1,216,326	1,267,842	3.1%	1,263,445	2.9%	(4,397)	-0.3%
Central Support Services	903,769	805,887	2.0%	934,931	2.2%	129,044	16.0%
Other <sup>4</sup>	708,390	755,605	1.8%	801,833	1.9%	46,228	6.1%
<b>Total <sup>5</sup></b>	<b>40,809,543</b>	<b>41,161,596</b>	<b>100.0%</b>	<b>43,115,896</b>	<b>100.1%</b>	<b>1,954,300</b>	<b>4.7%</b>

<sup>1</sup> Includes Basic Programs and Added Needs

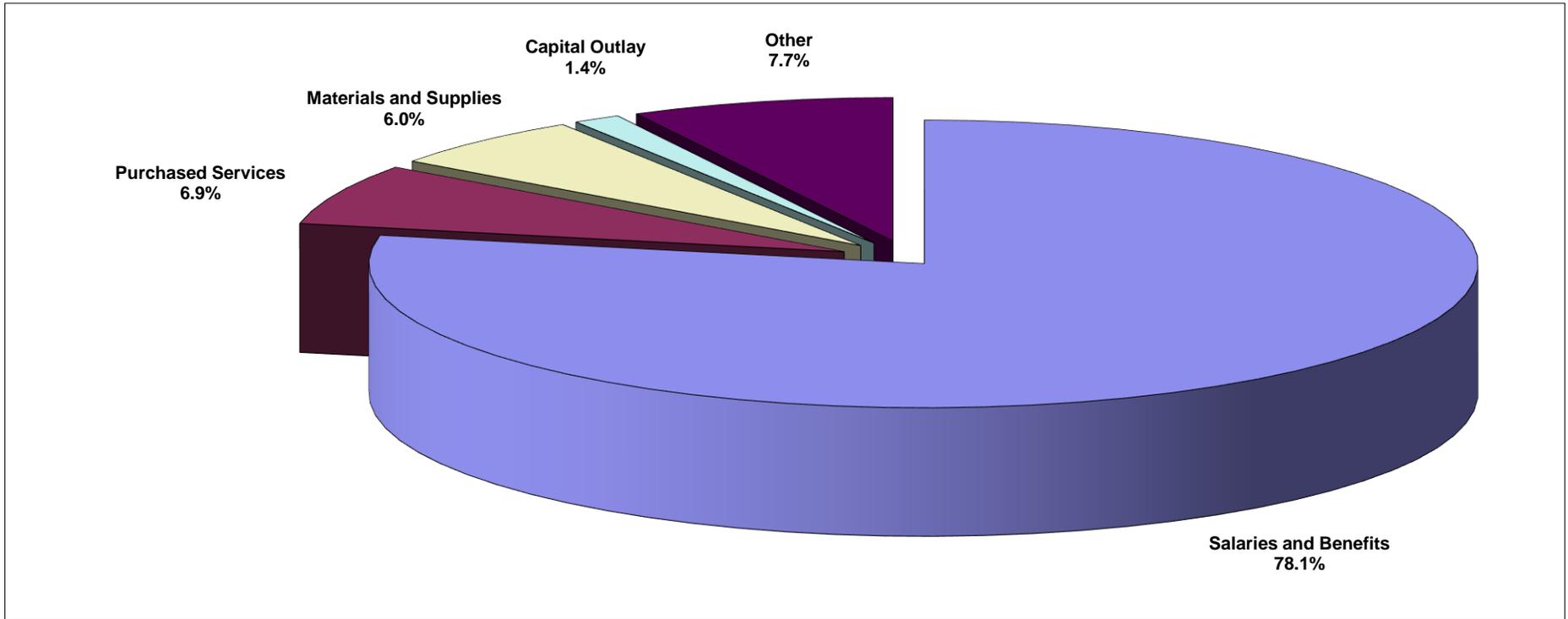
<sup>2</sup> Includes Pupil Support Services, Instructional Staff Services and School Administration

<sup>3</sup> Includes General Administration and Business Services

<sup>4</sup> Includes Athletic Activities, Community Services, Payments to Other Government Agencies, Facilities Acquisition, and Prior Period Adjustments, Debt Service and Operating Transfer Out

<sup>5</sup> Amount may not add to 100.0% due to rounding

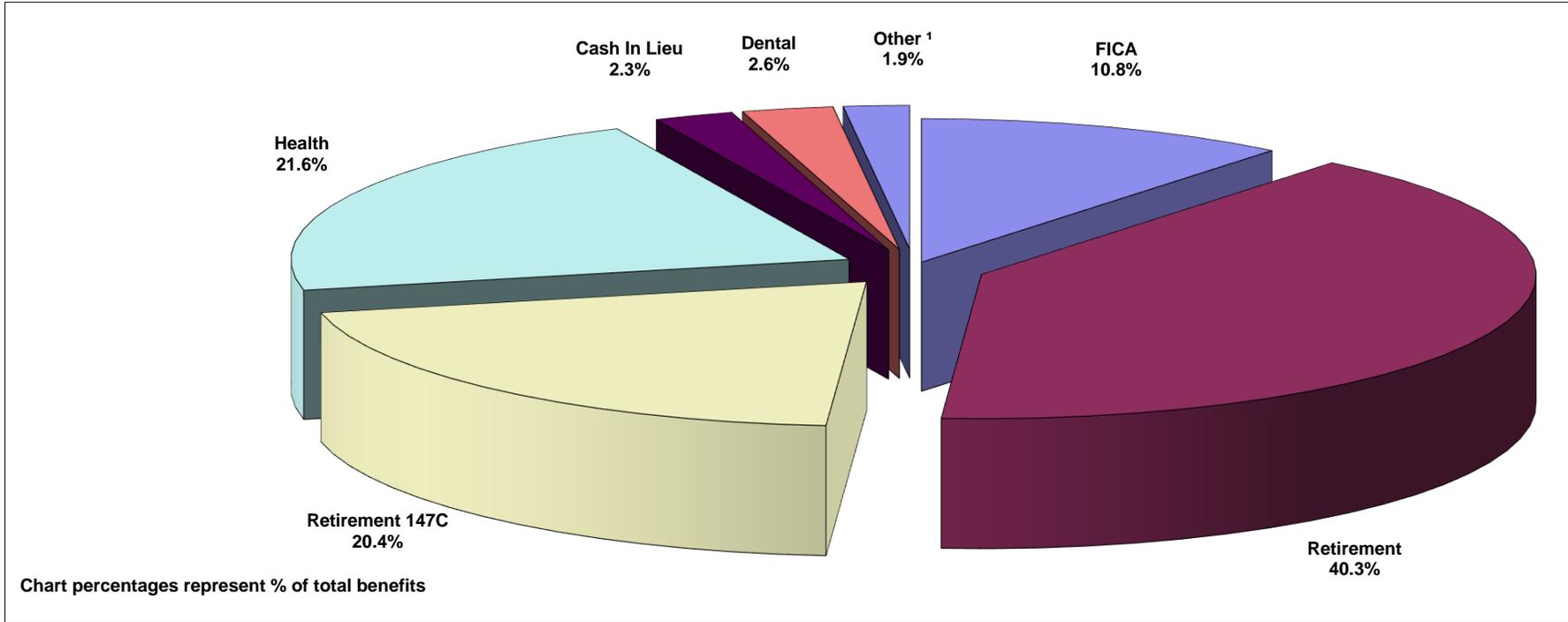
**EAST LANSING PUBLIC SCHOOLS  
GENERAL FUND - EXPENDITURES BY OBJECT CODE (Before Est. Variance)**



	2019-20	2020-21		2020-21			
	ACTUAL	RECOMMENDED BUDGET	% of Total Expenditures	FIRST REVISION	% of Total Expenditures	\$ CHANGE from 2020-21 RECOMMENDED	% CHANGE from 2020-21 RECOMMENDED
<b>EXPENDITURES:</b>							
Salaries and Benefits	32,571,110	33,023,672	80.2%	33,694,492	78.1%	670,820	2.0%
Purchased Services	2,816,944	2,735,422	6.6%	2,959,151	6.9%	223,729	8.2%
Materials and Supplies	1,960,676	2,301,196	5.6%	2,565,947	6.0%	264,751	11.5%
Capital Outlay	245,943	0	0.0%	592,974	1.4%	592,974	#DIV/0!
Other	3,214,870	3,101,306	7.5%	3,303,332	7.7%	202,026	6.5%
<b>Total <sup>1</sup></b>	<b>40,809,543</b>	<b>41,161,596</b>	<b>99.9%</b>	<b>43,115,896</b>	<b>100.1%</b>	<b>1,954,300</b>	<b>4.7%</b>

<sup>1</sup> Amount may not add to 100.0% due to rounding

**EAST LANSING PUBLIC SCHOOLS  
GENERAL FUND - EMPLOYEE BENEFIT EXPENDITURES (Before Est. Variance)**



	2019-20	2020-21		2020-21			
	ACTUAL	RECOMMENDED BUDGET	% of Total Expenditures	FIRST REVISION	% of Total Expenditures	\$ CHANGE from 2020-21 RECOMMENDED	% CHANGE from 2020-21 RECOMMENDED
<b>EXPENDITURES:</b>							
FICA	1,413,718	1,484,549	3.7%	1,498,189	3.5%	13,640	0.9%
Retirement	5,308,816	5,521,189	13.8%	5,581,101	12.9%	59,912	1.1%
Retirement 147C	2,338,586	2,345,036	5.9%	2,823,374	6.5%	478,338	20.4%
Health	2,874,466	3,006,766	7.5%	2,990,237	6.9%	(16,529)	-0.5%
Cash In Lieu	334,190	336,567	0.8%	318,218	0.7%	(18,349)	-5.5%
Dental	340,202	381,390	1.0%	365,282	0.8%	(16,108)	-4.2%
Other 1	280,911	300,170	0.8%	263,517	0.6%	(36,653)	-12.2%
<b>Total</b>	<b>12,890,889</b>	<b>13,375,667</b>	<b>33.5%</b>	<b>13,839,918</b>	<b>31.9%</b>	<b>464,251</b>	<b>3.5%</b>

<sup>1</sup> LTD, Life, Vision, Workers Comp, Unemployment, Misc.

**EAST LANSING PUBLIC SCHOOLS**  
**GENERAL FUND**  
EXPENDITURE DETAIL

2019-20 ACTUAL	FUNCTION	2020-21 RECOMMENDED BUDGET	(Net 0.50% Variance)		2020-21 FIRST BUDGET REVISION					
			Total	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other
9,071,575	111 Elementary	8,827,729	8,976,307	9,021,414	5,065,991	3,478,638	46,440	146,512	0	283,833
4,009,563	112 Middle School	4,022,895	4,338,284	4,360,084	2,284,681	1,620,645	44,010	73,298	249,000	88,450
6,289,605	113 High School	6,051,404	6,300,299	6,331,959	3,218,462	2,167,874	123,834	126,635	238,974	456,180
281,451	118 Pre-Kindergarten	290,638	297,131	298,624	162,311	122,913	3,000	5,000	0	5,400
1,724	119 Summer School	3,680	12,203	12,264	8,170	4,094	0	0	0	0
<b>19,653,918</b>	<b>Total Basic Programs</b>	<b>19,196,346</b>	<b>19,924,224</b>	<b>20,024,345</b>	<b>10,739,615</b>	<b>7,394,164</b>	<b>217,284</b>	<b>351,445</b>	<b>487,974</b>	<b>833,863</b>
3,826,167	122 Special Education	4,057,391	4,173,740	4,194,714	1,931,332	1,536,435	77,500	13,200	0	636,247
1,550,890	125 Compensatory Education	1,771,052	1,894,436	1,903,956	1,072,358	784,093	24,600	15,600	0	7,305
<b>5,377,057</b>	<b>Total Added Needs</b>	<b>5,828,443</b>	<b>6,068,176</b>	<b>6,098,670</b>	<b>3,003,690</b>	<b>2,320,528</b>	<b>102,100</b>	<b>28,800</b>	<b>0</b>	<b>643,552</b>
<b>25,030,975</b>	<b>Total Instruction</b>	<b>25,024,789</b>	<b>25,992,400</b>	<b>26,123,015</b>	<b>13,743,305</b>	<b>9,714,692</b>	<b>319,384</b>	<b>380,245</b>	<b>487,974</b>	<b>1,477,415</b>
624,837	212 Guidance	591,347	576,944	579,843	347,066	223,458	319	9,000	0	0
147,150	213 Health	153,419	173,477	174,349	3,948	3,810	7,000	3,000	0	156,591
209,233	214 Psychology	213,233	218,729	219,828	131,324	86,404	600	1,500	0	0
687,854	215 Speech	710,491	745,148	748,892	370,426	278,170	700	1,500	0	98,096
772,560	216 Social Work	789,891	823,562	827,701	503,042	323,059	100	1,500	0	0
557,905	218 Teacher Consultant	513,583	564,650	567,487	291,092	198,830	1,000	1,500	13,000	62,065
174,062	219 Other Pupil Support	226,161	225,373	226,506	115,454	57,838	0	7,500	0	45,714
<b>3,173,601</b>	<b>Total Pupil Support Services</b>	<b>3,198,125</b>	<b>3,327,883</b>	<b>3,344,606</b>	<b>1,762,352</b>	<b>1,171,569</b>	<b>9,719</b>	<b>25,500</b>	<b>13,000</b>	<b>362,466</b>
685,647	221 Improvement of Instruction	621,893	796,646	800,649	340,390	194,025	72,144	88,082	0	106,008
523,245	222 Educational Media Services	455,662	452,069	454,341	214,758	182,385	20,019	35,354	0	1,825
58,193	224 Educational Television	57,865	58,506	58,800	35,616	23,184	0	0	0	0
292,355	225 Instruction Related Technology	290,057	365,932	367,771	166,966	105,805	75,000	0	15,000	5,000
602,662	226 Supervision of Instructional Staff	571,745	591,320	594,291	349,445	234,949	2,397	5,500	0	2,000
69,685	227 Academic Student Assessment	87,839	83,582	84,002	7,000	3,506	4,000	65,700	0	3,796
253,615	229 Other Instructional Staff Services	290,884	272,080	273,447	145,879	109,167	7,901	7,000	0	3,500
<b>2,485,402</b>	<b>Total Instructional Staff Services</b>	<b>2,375,945</b>	<b>2,620,135</b>	<b>2,633,301</b>	<b>1,260,054</b>	<b>853,021</b>	<b>181,461</b>	<b>201,636</b>	<b>15,000</b>	<b>122,129</b>
77,973	231 Board of Education	99,998	110,943	111,500	0	0	102,500	1,500	0	7,500
346,448	232 Executive Administration	339,857	347,531	349,277	202,664	135,016	1,097	8,500	0	2,000
<b>424,421</b>	<b>Total General Administration</b>	<b>439,855</b>	<b>458,474</b>	<b>460,777</b>	<b>202,664</b>	<b>135,016</b>	<b>103,597</b>	<b>10,000</b>	<b>0</b>	<b>9,500</b>
2,367,247	241 Office of the Principal	2,612,879	2,782,263	2,796,244	1,599,513	1,118,455	25,608	38,668	0	14,000
9,505	249 Other School Administration	17,910	17,910	18,000	0	0	7,000	11,000	0	0
<b>2,376,752</b>	<b>Total School Administration</b>	<b>2,630,789</b>	<b>2,800,173</b>	<b>2,814,244</b>	<b>1,599,513</b>	<b>1,118,455</b>	<b>32,608</b>	<b>49,668</b>	<b>0</b>	<b>14,000</b>
432,257	252 Fiscal Services	448,777	471,702	474,072	260,675	176,800	19,097	3,500	0	14,000
94,195	257 Internal Services	102,173	101,097	101,605	21,386	20,923	52,296	7,000	0	0
89,839	259 Other Business	71,706	76,143	76,526	0	0	19,026	0	0	57,500
<b>616,291</b>	<b>Total Business Services</b>	<b>622,656</b>	<b>648,942</b>	<b>652,203</b>	<b>282,061</b>	<b>197,723</b>	<b>90,419</b>	<b>10,500</b>	<b>0</b>	<b>71,500</b>

**EAST LANSING PUBLIC SCHOOLS**  
**GENERAL FUND**  
EXPENDITURE DETAIL

2019-20 ACTUAL	FUNCTION	2020-21 RECOMMENDED BUDGET	2020-21 FIRST BUDGET REVISION							
			(Net 0.50% Variance) Total	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other
3,798,275	261 Operating Buildings Services	3,804,991	4,023,652	4,043,871	287,815	199,690	1,722,833	1,740,533	75,000	18,000
75,341	266 Building Security	43,452	43,452	43,670	0	0	42,670	1,000	0	0
<b>3,873,616</b>	<b>Total Operations and Maintenance</b>	<b>3,848,443</b>	<b>4,067,104</b>	<b>4,087,541</b>	<b>287,815</b>	<b>199,690</b>	<b>1,765,503</b>	<b>1,741,533</b>	<b>75,000</b>	<b>18,000</b>
1,216,326	271 Pupil Transportation	1,261,503	1,257,128	1,263,445	0	0	7,000	58,123	0	1,198,322
0	281 Planning, Research, Development	0	0	0	0	0	0	0	0	0
36,377	282 Communication Services	49,470	49,747	49,997	15,265	9,932	11,300	2,500	0	11,000
261,452	283 Staff/Personnel Services	244,179	277,494	278,888	126,037	76,277	64,574	1,000	0	11,000
450,471	284 Non-Instructional Technology	364,082	463,577	465,907	123,382	81,893	249,632	8,000	2,000	1,000
155,469	285 Pupil Accounting	144,126	139,438	140,139	56,962	52,977	30,200	0	0	0
<b>903,769</b>	<b>Total Central Support Services</b>	<b>801,857</b>	<b>930,256</b>	<b>934,931</b>	<b>321,646</b>	<b>221,079</b>	<b>355,706</b>	<b>11,500</b>	<b>2,000</b>	<b>23,000</b>
689,509	293 Athletic Activities	712,700	739,398	743,114	395,164	228,673	65,638	46,639	0	7,000
18,881	3xx Community Services	39,127	58,425	58,719	0	0	28,116	30,603	0	0
0	4xx Period Adjustments	0	0	0	0	0	0	0	0	0
0	5xx Debt Service - Long Term	0	0	0	0	0	0	0	0	0
<b>40,809,543</b>	<b>Total General Fund</b>	<b>40,955,789</b>	<b>42,900,318</b>	<b>43,115,896</b>	<b>19,854,574</b>	<b>13,839,918</b>	<b>2,959,151</b>	<b>2,565,947</b>	<b>592,974</b>	<b>3,303,332</b>
	Percent of Total <sup>1</sup>	net est. variance	net est. variance							
			99.50%	100.0%	46.0%	32.1%	6.9%	6.0%	1.4%	7.7%
	2020-21 RECOMMENDED BUDGET (before est. variance)			41,161,596	19,648,005	13,375,667	2,735,422	2,301,196	0	3,101,306
	\$ CHANGE			1,954,300	206,569	464,251	223,729	264,751	592,974	202,026
	% CHANGE			4.7%	1.1%	3.5%	8.2%	11.5%	#DIV/0!	6.5%
	2019-20 ACTUAL			40,809,543	19,680,221	12,890,889	2,816,944	1,960,676	245,943	3,214,870
	\$ CHANGE			2,306,353	174,353	949,029	142,207	605,271	347,031	88,462
	% CHANGE			5.7%	0.9%	7.4%	5.0%	30.9%	141.1%	2.8%

<sup>1</sup> Amount may not add to 100.0% due to rounding

**EAST LANSING PUBLIC SCHOOLS  
GENERAL FUND**

NET EXPENDITURE CHANGES (Before Est. Variance)

FUNCTION	2020-21 FIRST BUDGET REVISION VS. 2020-21 RECOMMENDED BUDGET						
	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other
111 Elementary	149,325	(15,042)	54,788	18,738	29,341	0	61,500
112 Middle School	316,973	(30,624)	46,630	3,429	18,038	249,000	30,500
113 High School	250,146	(43,627)	354	1,186	25,259	238,974	28,000
118 Pre-Kindergarten	6,526	2,060	2,866	3,000	(3,600)	0	2,200
119 Summer School	8,566	5,670	2,896	0	0	0	0
<b>Total Basic Programs</b>	<b>731,536</b>	<b>(81,563)</b>	<b>107,534</b>	<b>26,353</b>	<b>69,038</b>	<b>487,974</b>	<b>122,200</b>
122 Special Education	116,934	40,895	58,720	0	2,000	0	15,319
125 Compensatory Education	124,004	57,158	67,313	300	(3,146)	0	2,379
<b>Total Added Needs</b>	<b>240,938</b>	<b>98,053</b>	<b>126,033</b>	<b>300</b>	<b>(1,146)</b>	<b>0</b>	<b>17,698</b>
<b>Total Instruction</b>	<b>972,474</b>	<b>16,490</b>	<b>233,567</b>	<b>26,653</b>	<b>67,892</b>	<b>487,974</b>	<b>139,898</b>
212 Guidance	(14,476)	(2,131)	(12,360)	15	0	0	0
213 Health	20,159	(83)	(839)	0	0	0	21,081
214 Psychology	5,523	(3,998)	9,521	0	0	0	0
215 Speech	34,831	15,322	20,663	0	0	0	(1,154)
216 Social Work	33,841	14,795	19,046	0	0	0	0
218 Teacher Consultant	51,323	13,069	14,107	0	0	13,000	11,147
219 Other Pupil Support	(791)	(9,686)	(2,055)	0	0	0	10,950
<b>Total Pupil Support Services</b>	<b>130,410</b>	<b>27,288</b>	<b>48,083</b>	<b>15</b>	<b>0</b>	<b>13,000</b>	<b>42,024</b>
221 Improvement of Instruction	175,631	77,632	44,983	40,234	781	0	12,001
222 Educational Media Services	(3,611)	(8,549)	(3,054)	286	7,706	0	0
224 Educational Television	644	0	644	0	0	0	0
225 Instruction Related Technology	76,256	0	3,256	58,000	0	15,000	0
226 Supervision of Instructional Staff	19,673	7,364	10,781	28	0	0	1,500
227 Academic Student Assessment	(4,278)	(3,000)	(1,278)	0	0	0	0
229 Other Instructional Staff Services	(18,899)	(7,625)	(11,650)	376	0	0	0
<b>Total Instructional Staff Services</b>	<b>245,416</b>	<b>65,822</b>	<b>43,682</b>	<b>98,924</b>	<b>8,487</b>	<b>15,000</b>	<b>13,501</b>
231 Board of Education	11,000	0	0	11,000	0	0	0
232 Executive Administration	7,712	2,690	4,994	28	0	0	0
<b>Total General Administration</b>	<b>18,712</b>	<b>2,690</b>	<b>4,994</b>	<b>11,028</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EAST LANSING PUBLIC SCHOOLS  
GENERAL FUND**

NET EXPENDITURE CHANGES (Before Est. Variance)

FUNCTION	2020-21 FIRST BUDGET REVISION VS. 2020-21 RECOMMENDED BUDGET						
	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other
241 Office of the Principal	170,235	68,390	95,908	937	1,000	0	4,000
249 Other School Administration	0	0	0	0	0	0	0
<b>Total School Administration</b>	<b>170,235</b>	<b>68,390</b>	<b>95,908</b>	<b>937</b>	<b>1,000</b>	<b>0</b>	<b>4,000</b>
252 Fiscal Services	23,040	8,869	8,943	528	700	0	4,000
257 Internal Services	(1,081)	611	531	(2,223)	0	0	0
259 Other Business	4,460	0	0	2,960	0	0	1,500
<b>Total Business Services</b>	<b>26,419</b>	<b>9,480</b>	<b>9,474</b>	<b>1,265</b>	<b>700</b>	<b>0</b>	<b>5,500</b>
261 Operating Buildings Services	219,759	12,113	14,685	(27,514)	145,475	75,000	0
266 Building Security	0	0	0	0	0	0	0
<b>Total Operations and Maintenance</b>	<b>219,759</b>	<b>12,113</b>	<b>14,685</b>	<b>(27,514)</b>	<b>145,475</b>	<b>75,000</b>	<b>0</b>
271 Pupil Transportation	(4,397)	0	0	0	0	0	(4,397)
281 Planning, Research, Development	0	0	0	0	0	0	0
282 Communication Services	278	0	278	0	0	0	0
283 Staff/Personnel Services	33,482	2,996	3,939	26,047	0	0	500
284 Non-Instructional Technology	99,995	7,250	5,770	79,475	5,000	2,000	500
285 Pupil Accounting	(4,711)	(3,624)	(1,087)	0	0	0	0
<b>Total Central Support Services</b>	<b>129,044</b>	<b>6,622</b>	<b>8,900</b>	<b>105,522</b>	<b>5,000</b>	<b>2,000</b>	<b>1,000</b>
293 Athletic Activities	26,833	5,478	10,470	1,057	9,328	0	500
3xx Community Services	19,395	(7,804)	(5,512)	5,842	26,869	0	0
Payments to Oth Gov't Agencies, Facilities Acquisition, and Prior Period 4xx Adjustments	0	0	0	0	0	0	0
5xx Debt Service - Long Term	0	0	0	0	0	0	0
<b>Total General Fund</b>	<b>1,954,300</b>	<b>206,569</b>	<b>464,251</b>	<b>223,729</b>	<b>264,751</b>	<b>592,974</b>	<b>202,026</b>
<b>Percent of Total <sup>1</sup></b>	<b>100.0%</b>	<b>10.6%</b>	<b>23.8%</b>	<b>11.4%</b>	<b>13.5%</b>	<b>30.3%</b>	<b>10.3%</b>

<sup>1</sup> Amount may not add to 100.0% due to rounding

**EAST LANSING PUBLIC SCHOOLS  
GENERAL FUND**

THREE YEAR EXPENDITURES COMPARISON (Net Est. Variance)

FUNCTION:	2018-19		2019-20		2020-21	
	ACTUAL	% of TOTAL	ACTUAL	% of TOTAL	FIRST REVISION	% of TOTAL
111 Elementary	8,596,876	22.2%	9,071,575	22.2%	8,976,307	20.9%
112 Middle School	3,890,287	10.1%	4,009,563	9.8%	4,338,284	10.1%
113 High School	6,001,234	15.5%	6,289,605	15.4%	6,300,299	14.7%
118 Pre-Kindergarten	270,525	0.7%	281,451	0.7%	297,131	0.7%
119 Summer School	0	0.0%	1,724	0.0%	12,203	0.0%
<b>Total Basic Programs</b>	<b>18,758,922</b>	<b>48.5%</b>	<b>19,653,918</b>	<b>48.2%</b>	<b>19,924,224</b>	<b>46.4%</b>
122 Special Education	3,415,845	8.8%	3,826,167	9.4%	4,173,740	9.7%
125 Compensatory Education	1,525,667	3.9%	1,550,890	3.8%	1,894,436	4.4%
<b>Total Added Needs</b>	<b>4,941,512</b>	<b>12.8%</b>	<b>5,377,057</b>	<b>13.2%</b>	<b>6,068,176</b>	<b>14.1%</b>
<b>Total Instruction</b>	<b>23,700,434</b>	<b>61.3%</b>	<b>25,030,975</b>	<b>61.3%</b>	<b>25,992,400</b>	<b>60.6%</b>
212 Guidance	604,308	1.6%	624,837	1.5%	576,944	1.3%
213 Health	249,613	0.6%	147,150	0.4%	173,477	0.4%
214 Psychology	153,043	0.4%	209,233	0.5%	218,729	0.5%
215 Speech	660,640	1.7%	687,854	1.7%	745,148	1.7%
216 Social Work	632,687	1.6%	772,560	1.9%	823,562	1.9%
218 Teacher Consultant	469,048	1.2%	557,905	1.4%	564,650	1.3%
219 Other Pupil Support	143,616	0.4%	174,062	0.4%	225,373	0.5%
<b>Total Pupil Support Services</b>	<b>2,912,955</b>	<b>7.5%</b>	<b>3,173,601</b>	<b>7.8%</b>	<b>3,327,883</b>	<b>7.8%</b>
221 Improvement of Instruction	592,853	1.5%	685,647	1.7%	796,646	1.9%
222 Educational Media Services	480,221	1.2%	523,245	1.3%	452,069	1.1%
224 Educational Television	55,557	0.1%	58,193	0.1%	58,506	0.1%
225 Instruction Related Technology	267,012	0.7%	292,355	0.7%	365,932	0.9%
226 Supervision of Instructional Staff	552,767	1.4%	602,662	1.5%	591,320	1.4%
227 Academic Student Assessment	33,508	0.1%	69,685	0.2%	83,582	0.2%
229 Other Instructional Staff Services	265,828	0.7%	253,615	0.6%	272,080	0.6%
<b>Total Instructional Staff Support</b>	<b>2,247,746</b>	<b>5.8%</b>	<b>2,485,402</b>	<b>6.1%</b>	<b>2,620,135</b>	<b>6.1%</b>
231 Board of Education	79,028	0.2%	77,973	0.2%	110,943	0.3%
232 Executive Administration	262,110	0.7%	346,448	0.8%	347,531	0.8%
<b>Total General Administration</b>	<b>341,138</b>	<b>0.9%</b>	<b>424,421</b>	<b>1.0%</b>	<b>458,474</b>	<b>1.1%</b>

**EAST LANSING PUBLIC SCHOOLS**  
**GENERAL FUND**  
 THREE YEAR EXPENDITURES COMPARISON (Net Est. Variance)

FUNCTION:	2018-19		2019-20		2020-21	
	ACTUAL	% of TOTAL	ACTUAL	% of TOTAL	FIRST REVISION	% of TOTAL
241 Office of the Principal	2,250,162	5.8%	2,367,247	5.8%	2,782,263	6.5%
249 Other School Administration	24,435	0.1%	9,505	0.0%	17,910	0.0%
Total School Administration	2,274,597	5.9%	2,376,752	5.8%	2,800,173	6.5%
252 Fiscal Services	403,871	1.0%	432,257	1.1%	471,702	1.1%
257 Internal Services	57,132	0.1%	94,195	0.2%	101,097	0.2%
259 Other Business	89,445	0.2%	89,839	0.2%	76,143	0.2%
Total Business Services	550,448	1.4%	616,291	1.5%	648,942	1.5%
261 Operating Buildings Services	3,729,076	9.6%	3,798,275	9.3%	4,023,652	9.4%
266 Building Security	99,848	0.3%	75,341	0.2%	43,452	0.1%
Total Operations and Maintenance	3,828,924	9.9%	3,873,616	9.5%	4,067,104	9.5%
271 Pupil Transportation	1,151,432	3.0%	1,216,326	3.0%	1,257,128	2.9%
281 Planning, Research, Development	0	0.0%	0	0.0%	0	0.0%
282 Communication Services	70,193	0.2%	36,377	0.1%	49,747	0.1%
283 Staff/Personnel Services	307,950	0.8%	261,452	0.6%	277,494	0.6%
284 Non-Instructional Technology	401,708	1.0%	450,471	1.1%	463,577	1.1%
285 Pupil Accounting	108,771	0.3%	155,469	0.4%	139,438	0.3%
Total Central Support Services	888,622	2.3%	903,769	2.2%	930,256	2.2%
Total Support Services	14,195,862	36.7%	15,070,178	36.9%	16,110,095	37.6%
293 Athletic Activities	753,849	1.9%	689,509	1.7%	739,398	1.7%
3xx Community Services	23,737	0.1%	18,881	0.0%	58,425	0.1%
4xx Payments to Oth Gov't Agencies, Facilities Acquisition, and Prior Period Adjustments	0	0.0%	0	0.0%	0	0.0%
5xx Debt Service - Long Term	0	0.0%	0	0.0%	0	0.0%
Total <sup>1</sup>	38,673,882	100.0%	40,809,543	100.0%	42,900,318	100.0%

net est. variance

<sup>1</sup> Amount may not add to 100.0% due to rounding

**EAST LANSING PUBLIC SCHOOLS**  
**FOOD SERVICE FUND**  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2019-20 ACTUAL		2020-21 RECOMMENDED BUDGET	2020-21 FIRST REVISION	\$ CHANGE FIRST REVISION vs. RECOMMENDED	\$ CHANGE FIRST REVISION vs. 2019-20 ACTUAL
	<b>Revenues:</b>				
	<b>Local:</b>				
322,396	Food Sales	454,000	0	(454,000)	(322,396)
17,984	Catered Events	0	0	0	(17,984)
6,684	Other	0	0	0	(6,684)
	<b>State:</b>				
10,568	Breakfast - Supplemental & At-Risk	20,325	13,250	(7,075)	2,682
40,833	Lunch	41,000	42,016	1,016	1,183
	<b>Federal:</b>				
92,089	Breakfast	126,000	0	(126,000)	(92,089)
382,498	Lunch	509,000	0	(509,000)	(382,498)
475,847	Other (SFSP)	226,000	1,428,675	1,202,675	952,828
88,561	USDA Commodity	91,000	91,000	0	2,439
<b>1,437,460</b>	<b>Total Revenues</b>	<b>1,467,325</b>	<b>1,574,941</b>	<b>107,616</b>	<b>137,481</b>
	<b>Expenditures:</b>				
71,177	Salaries	116,231	56,217	(60,014)	(14,960)
32,960	Employee Benefits	39,418	19,592	(19,826)	(13,368)
477,185	Purchased Services	486,100	427,200	(58,900)	(49,985)
746,033	Supplies & Materials	662,000	699,000	37,000	(47,033)
70,078	Capital Outlay	50,000	0	(50,000)	(70,078)
14,518	Other	14,000	17,500	3,500	2,982
<b>1,411,951</b>	<b>Total Expenditures</b>	<b>1,367,749</b>	<b>1,219,509</b>	<b>(148,240)</b>	<b>(192,442)</b>
25,509	Excess (Deficit) of Revenues over (under) Expenditures	99,576	355,432	255,856	329,923
	<b>Other Financing (Uses) Sources</b>				
0	Operating Transfers	0	0	0	0
0	Other	0	0	0	0
<b>0</b>	<b>Total Other Financing (Uses) Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
25,509	Increase (Decrease) in Fund Balance	99,576	355,432	255,856	329,923
343,693	Fund Balance - Beginning of Year	218,726	369,202	150,476	25,509
369,202	Fund Balance - End of Year	318,302	724,634	406,332	355,432
26.1%	Fund Balance as a Percentage of Expenditures	23.3%	59.4%		
447,291	Max. Fund Balance per 3 Months of Operating Costs	439,250	406,503		

**EAST LANSING PUBLIC SCHOOLS**  
**STUDENT/SCHOOL ACTIVITY FUND**  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2019-20 ACTUAL		2020-21 RECOMMENDED BUDGET	2020-21 FIRST REVISION	\$ CHANGE FIRST REVISION vs. RECOMMENDED	\$ CHANGE FIRST REVISION vs. 2019-20 ACTUAL
	<b>Revenues:</b>				
	<b>Local:</b>				
5,472	Donley Elementary	5,500	1,000	(4,500)	(4,472)
21,116	Glencairn Elementary	21,000	1,000	(20,000)	(20,116)
39,343	Marble Elementary	38,500	1,000	(37,500)	(38,343)
10,506	Pinecrest Elementary	10,500	2,500	(8,000)	(8,006)
400	Red Cedar Elementary	500	500	0	100
4,162	Whitehills Elementary	4,000	1,000	(3,000)	(3,162)
32,250	MacDonald Middle School	31,000	15,000	(16,000)	(17,250)
197,844	East Lansing High School	188,000	50,000	(138,000)	(147,844)
<b>311,093</b>	<b>Total Revenues</b>	<b>299,000</b>	<b>72,000</b>	<b>(227,000)</b>	<b>(239,093)</b>
	<b>Expenditures:</b>				
8,161	Donley Elementary	8,000	1,000	(7,000)	(7,161)
19,636	Glencairn Elementary	19,500	3,000	(16,500)	(16,636)
23,977	Marble Elementary	24,000	1,000	(23,000)	(22,977)
8,078	Pinecrest Elementary	8,000	2,000	(6,000)	(6,078)
0	Red Cedar Elementary	0	500	500	500
3,862	Whitehills Elementary	4,000	1,000	(3,000)	(2,862)
30,139	MacDonald Middle School	30,000	15,000	(15,000)	(15,139)
214,679	East Lansing High School	215,500	50,000	(165,500)	(164,679)
<b>308,532</b>	<b>Total Expenditures</b>	<b>309,000</b>	<b>73,500</b>	<b>(235,500)</b>	<b>(235,032)</b>
2,561	Excess (Deficit) of Revenues over (under) Expenditures	(10,000)	(1,500)	8,500	(4,061)
	<b>Other Financing (Uses) Sources</b>				
0	Operating Transfers	0	0	0	0
0	Other	0	0	0	0
0	<b>Total Other Financing (Uses) Sources</b>	0	0	0	0
2,561	Increase (Decrease) in Fund Balance	(10,000)	(1,500)	8,500	(4,061)
374,086	Fund Balance - Beginning of Year	338,086	376,647	38,561	2,561
376,647	Fund Balance - End of Year	328,086	375,147	47,061	(1,500)

**EAST LANSING PUBLIC SCHOOLS**  
**2015 DEBT FUND (REFUNDING of 2005 REFUNDING SERIES B BONDS)**  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2019-20 ACTUAL		2020-21 RECOMMENDED BUDGET	2020-21 FIRST REVISION	\$ CHANGE FIRST REVISION vs. RECOMMENDED	\$ CHANGE FIRST REVISION vs. 2019-20 ACTUAL
	<b>Revenues:</b>				
	<b>Local:</b>				
3,891,153	Current Property Taxes (net 0.50% est. delinquent)	3,804,168	3,804,167	(1)	(86,986)
8,784	Payment in Lieu of Taxes	7,500	7,500	0	(1,284)
1,846	Delinquent Property Taxes (includes penalties & interest)	1,200	1,500	300	(346)
10,692	Interest on Investments	5,000	2,300	(2,700)	(8,392)
0	Other	0	0	0	0
<u>3,912,475</u>	<b>Total Revenues</b>	<u>3,817,868</u>	<u>3,815,467</u>	<u>(2,401)</u>	<u>(97,008)</u>
	<b>Expenditures:</b>				
	<b>Due November:</b>				
699,750	Interest on Bonded Debt	635,625	635,625	0	(64,125)
	<b>Due May:</b>				
2,565,000	Redemption of Principal (matures May 2030)	2,585,000	2,585,000	0	20,000
0	Redemption of Principal - SLRF	0	0	0	0
699,750	Interest on Bonded Debt	635,625	635,625	0	(64,125)
0	Interest on SLRF	0	0	0	0
701	Dues and Fees	800	800	0	99
6,494	Property Tax Refunds (MTT/STC/Board of Review)	8,000	8,000	0	1,506
0	Other - Costs of Bond Issuance	0	0	0	0
<u>3,971,695</u>	<b>Total Expenditures</b>	<u>3,865,050</u>	<u>3,865,050</u>	<u>0</u>	<u>(106,645)</u>
(59,220)	<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(47,182)	(49,583)	(2,401)	9,637
	<b>Other Financing (Uses) Sources</b>				
0	Operating Transfers	0	0	0	0
0	Sale of Bonds	0	0	0	0
<u>0</u>	<b>Total Other Financing (Uses) Sources</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(59,220)	<b>Increase (Decrease) in Fund Balance</b>	(47,182)	(49,583)	(2,401)	9,637
<u>343,045</u>	<b>Fund Balance - Beginning of Year</b>	<u>294,432</u>	<u>283,825</u>	<u>(10,607)</u>	<u>(59,220)</u>
<u>283,825</u>	<b>Fund Balance - End of Year</b>	<u>247,250</u>	<u>234,242</u>	<u>(13,008)</u>	<u>(49,583)</u>

**EAST LANSING PUBLIC SCHOOLS**  
**2017 DEBT FUND (ELEMENTARY BONDS)**  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2019-20 ACTUAL		2020-21 RECOMMENDED BUDGET	2020-21 FIRST REVISION	\$ CHANGE FIRST REVISION vs. RECOMMENDED	\$ CHANGE FIRST REVISION vs. 2019-20 ACTUAL
<b>Revenues:</b>					
<b>Local:</b>					
3,891,153	Current Property Taxes (net 0.50% est. delinquent)	3,804,168	3,804,167	(1)	(86,986)
8,784	Payment in Lieu of Taxes	7,500	7,500	0	(1,284)
1,846	Delinquent Property Taxes (includes penalties & interest)	1,200	1,500	300	(346)
9,104	Interest on Investments	5,000	1,700	(3,300)	(7,404)
0	Other	0	0	0	0
<u>3,910,887</u>	<b>Total Revenues</b>	<u>3,817,868</u>	<u>3,814,867</u>	<u>(3,001)</u>	<u>(96,020)</u>
<b>Expenditures:</b>					
<b>Due November:</b>					
1,341,425	Interest on Bonded Debt	1,316,825	1,316,825	0	(24,600)
<b>Due May:</b>					
1,230,000	Redemption of Principal (matures May 2042)	1,230,000	1,230,000	0	0
0	Redemption of Principal - SLRF	0	0	0	0
1,341,425	Interest on Bonded Debt	1,316,825	1,316,825	0	(24,600)
0	Interest on SLRF	0	0	0	0
566	Dues and Fees	800	800	0	234
5,934	Property Tax Refunds (MTT/STC/Board of Review)	8,000	8,000	0	2,066
0	Other - Costs of Bond Issuance	0	0	0	0
<u>3,919,350</u>	<b>Total Expenditures</b>	<u>3,872,450</u>	<u>3,872,450</u>	<u>0</u>	<u>(46,900)</u>
(8,463)	<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(54,582)	(57,583)	(3,001)	(49,120)
<b>Other Financing (Uses) Sources</b>					
0	Operating Transfers	0	0	0	0
0	Sale of Bonds	0	0	0	0
<u>0</u>	<b>Total Other Financing (Uses) Sources</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(8,463)	<b>Increase (Decrease) in Fund Balance</b>	(54,582)	(57,583)	(3,001)	(49,120)
<u>301,608</u>	<b>Fund Balance - Beginning of Year</b>	<u>309,145</u>	<u>293,145</u>	<u>(16,000)</u>	<u>(8,463)</u>
<u>293,145</u>	<b>Fund Balance - End of Year</b>	<u>254,563</u>	<u>235,562</u>	<u>(19,001)</u>	<u>(57,583)</u>

**EAST LANSING PUBLIC SCHOOLS**  
**2020 DEBT FUND (ELEMENTARY BONDS)**  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2019-20 ACTUAL	2020-21 RECOMMENDED BUDGET	2020-21 FIRST REVISION	\$ CHANGE FIRST REVISION vs. RECOMMENDED	\$ CHANGE FIRST REVISION vs. 2019-20 ACTUAL
<b>Revenues:</b>				
<b>Local:</b>				
0	1,268,048	1,268,050	2	1,268,050
0	2,500	2,500	0	2,500
0	0	100	100	100
0	1,600	500	(1,100)	500
0	0	0	0	0
0	1,272,148	1,271,150	(998)	1,271,150
<b>Expenditures:</b>				
<b>Due November:</b>				
0	686,749	686,749	0	686,749
<b>Due May:</b>				
0	0	0	0	0
0	0	0	0	0
0	504,550	504,550	0	504,550
0	0	0	0	0
0	800	800	0	800
0	1,000	1,000	0	1,000
0	0	0	0	0
0	1,193,099	1,193,099	0	1,193,099
0	79,049	78,051	(998)	78,051
<b>Other Financing (Uses) Sources</b>				
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	79,049	78,051	(998)	78,051
0	0	0	0	0
0	79,049	78,051	(998)	78,051

**EAST LANSING PUBLIC SCHOOLS  
SINKING FUND**

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2019-20 ACTUAL		2020-21 RECOMMENDED BUDGET	2020-21 FIRST REVISION	\$ CHANGE FIRST REVISION vs. RECOMMENDED	\$ CHANGE FIRST REVISION vs. 2019-20 ACTUAL
	<b>Revenues:</b>				
	<b>Local:</b>				
0	Current Property Taxes (net 0.50% est. delinquent)	0	0	0	0
0	Payment in Lieu of Taxes	0	0	0	0
286	Delinquent Property Taxes (includes penalties & interest)	500	100	(400)	(186)
0	Interest on Investments	0	0	0	0
0	Other	0	0	0	0
<b>286</b>	<b>Total Revenues</b>	<b>500</b>	<b>100</b>	<b>(400)</b>	<b>(186)</b>
	<b>Expenditures:</b>				
47,049	Donley Elementary	10,000	10,000	0	(37,049)
803	Glencairn Elementary	10,000	10,000	0	9,197
221,439	Marble Elementary	0	0	0	(221,439)
0	Pinecrest Elementary	10,000	10,000	0	10,000
12,393	Red Cedar Elementary	10,000	10,000	0	(2,393)
0	Whitehills Elementary	10,000	10,000	0	10,000
106,079	MacDonald Middle School	100,000	80,000	(20,000)	(26,079)
424,131	East Lansing High School	400,000	200,000	(200,000)	(224,131)
0	Towar	5,000	5,000	0	5,000
2,182	Property Tax Refunds (MTT/STC/Board of Review)	3,000	3,000	0	818
<b>814,076</b>	<b>Total Expenditures</b>	<b>558,000</b>	<b>338,000</b>	<b>(220,000)</b>	<b>(476,076)</b>
<b>(813,790)</b>	<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<b>(557,500)</b>	<b>(337,900)</b>	<b>219,600</b>	<b>475,890</b>
<b>0</b>	<b>Other Financing (Uses) Sources - Operating Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>(813,790)</b>	<b>Increase (Decrease) in Fund Balance</b>	<b>(557,500)</b>	<b>(337,900)</b>	<b>219,600</b>	<b>475,890</b>
<b>2,269,095</b>	<b>Fund Balance - Beginning of Year</b>	<b>1,417,095</b>	<b>1,455,305</b>	<b>38,210</b>	<b>(813,790)</b>
<b>1,455,305</b>	<b>Fund Balance - End of Year</b>	<b>859,595</b>	<b>1,117,405</b>	<b>257,810</b>	<b>(337,900)</b>

**EAST LANSING PUBLIC SCHOOLS  
2019 SINKING FUND**

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2019-20 ACTUAL		2020-21 RECOMMENDED BUDGET	2020-21 FIRST REVISION	\$ CHANGE FIRST REVISION vs. RECOMMENDED	\$ CHANGE FIRST REVISION vs. 2019-20 ACTUAL
	<b>Revenues:</b>				
	<b>Local:</b>				
1,197,031	Current Property Taxes (net 0.50% est. delinquent)	1,254,514	1,212,789	(41,725)	15,758
2,703	Payment in Lieu of Taxes	2,500	2,500	0	(203)
331	Delinquent Property Taxes (includes penalties & interest)	200	200	0	(131)
0	Interest on Investments	0	0	0	0
0	Other	0	0	0	0
<u>1,200,065</u>	<b>Total Revenues</b>	<u>1,257,214</u>	<u>1,215,489</u>	<u>(41,725)</u>	<u>15,424</u>
	<b>Expenditures:</b>				
750	Donley Elementary	3,000	3,000	0	2,250
750	Glencairn Elementary	3,000	3,000	0	2,250
750	Marble Elementary	3,000	3,000	0	2,250
750	Pinecrest Elementary	3,000	3,000	0	2,250
0	Red Cedar Elementary	3,000	3,000	0	3,000
750	Whitehills Elementary	3,000	3,000	0	2,250
61,417	MacDonald Middle School	15,000	25,000	10,000	(36,417)
79,630	East Lansing High School	127,000	150,000	23,000	70,370
0	Towar	0	0	0	0
61	Property Tax Refunds (MTT/STC/Board of Review)	5,000	1,000	(4,000)	939
<u>144,858</u>	<b>Total Expenditures</b>	<u>165,000</u>	<u>194,000</u>	<u>29,000</u>	<u>49,142</u>
1,055,207	<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	1,092,214	1,021,489	(70,725)	(33,718)
0	<b>Other Financing (Uses) Sources - Operating Transfers</b>	0	0	0	0
1,055,207	<b>Increase (Decrease) in Fund Balance</b>	1,092,214	1,021,489	(70,725)	(33,718)
0	<b>Fund Balance - Beginning of Year</b>	1,006,860	1,055,207	48,347	1,055,207
<u>1,055,207</u>	<b>Fund Balance - End of Year</b>	<u>2,099,074</u>	<u>2,076,696</u>	<u>(22,378)</u>	<u>1,021,489</u>

**EAST LANSING PUBLIC SCHOOLS**  
**2012 CAPITAL PROJECTS FUND (SALE OF TIMBERLANE BUILDING)**  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

<u>2019-20 ACTUAL</u>		<u>2020-21 RECOMMENDED BUDGET</u>	<u>2020-21 FIRST REVISION</u>	<u>\$ CHANGE FIRST REVISION vs. RECOMMENDED</u>	<u>\$ CHANGE FIRST REVISION vs. 2019-20 ACTUAL</u>
	<b>Revenues:</b>				
	<b>Local:</b>				
0	Interest on Investments	0	0	0	0
0	Other	0	0	0	0
<u>0</u>	<b>Total Revenues</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Expenditures:</b>				
0	Donley Elementary	0	0	0	0
0	Glencairn Elementary	0	0	0	0
0	Marble Elementary	0	0	0	0
0	Pinecrest Elementary	0	0	0	0
0	Red Cedar Elementary	0	2,000	2,000	2,000
0	Whitehills Elementary	0	0	0	0
0	MacDonald Middle School	0	235,000	235,000	235,000
19,157	East Lansing High School	0	146,000	146,000	126,843
0	Towar	0	0	0	0
<u>19,157</u>	<b>Total Expenditures</b>	<u>0</u>	<u>383,000</u>	<u>383,000</u>	<u>363,843</u>
<u>(19,157)</u>	<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<u>0</u>	<u>(383,000)</u>	<u>(383,000)</u>	<u>(363,843)</u>
	<b>Other Financing (Uses) Sources</b>				
(90,000)	Operating Transfers	0	0	0	90,000
0	Sale of Bonds	0	0	0	0
<u>(90,000)</u>	<b>Total Other Financing (Uses) Sources</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>90,000</u>
<u>(109,157)</u>	<b>Increase (Decrease) in Fund Balance</b>	<u>0</u>	<u>(383,000)</u>	<u>(383,000)</u>	<u>(273,843)</u>
<u>647,653</u>	<b>Fund Balance - Beginning of Year</b>	<u>534,153</u>	<u>538,496</u>	<u>4,343</u>	<u>(109,157)</u>
<u>538,496</u>	<b>Fund Balance - End of Year</b>	<u>534,153</u>	<u>155,496</u>	<u>(378,657)</u>	<u>(383,000)</u>

**EAST LANSING PUBLIC SCHOOLS**  
**2017 CAPITAL PROJECTS FUND (ELEMENTARY BOND)**  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2019-20 ACTUAL		2020-21 RECOMMENDED BUDGET	2020-21 FIRST REVISION	\$ CHANGE FIRST REVISION vs. RECOMMENDED	\$ CHANGE FIRST REVISION vs. 2019-20 ACTUAL
	<b>Revenues:</b>				
	<b>Local:</b>				
303,487	Interest on Investments	10,000	1,400	(8,600)	(302,087)
0	Other	0	80,293	80,293	80,293
<u>303,487</u>	<b>Total Revenues</b>	<u>10,000</u>	<u>81,693</u>	<u>71,693</u>	<u>(221,794)</u>
	<b>Expenditures:</b>				
1,746,921	Donley Elementary	100,000	9,360	(90,640)	(1,737,561)
2,419,461	Glencairn Elementary	213,943	52,044	(161,899)	(2,367,417)
418,484	Marble Elementary	0	344,245	344,245	(74,239)
11,514,297	Pinecrest Elementary	3,130,000	1,854,765	(1,275,235)	(9,659,532)
165,067	Red Cedar Elementary	0	355,357	355,357	190,290
11,431,600	Whitehills Elementary	3,175,000	2,020,522	(1,154,478)	(9,411,078)
<u>27,695,830</u>	<b>Total Expenditures</b>	<u>6,618,943</u>	<u>4,636,293</u>	<u>(1,982,650)</u>	<u>(23,059,537)</u>
(27,392,343)	<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(6,608,943)	(4,554,600)	2,054,343	22,837,743
	<b>Other Financing (Uses) Sources</b>				
0	Operating Transfers	0	0	0	0
0	Sale of Bonds	0	0	0	0
<u>0</u>	<b>Total Other Financing (Uses) Sources</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(27,392,343)	<b>Increase (Decrease) in Fund Balance</b>	(6,608,943)	(4,554,600)	2,054,343	22,837,743
31,946,943	<b>Fund Balance - Beginning of Year</b>	6,608,943	4,554,600	(2,054,343)	(27,392,343)
<u>4,554,600</u>	<b>Fund Balance - End of Year</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(4,554,600)</u>

**EAST LANSING PUBLIC SCHOOLS**  
**2020 CAPITAL PROJECTS FUND (ELEMENTARY BOND)**  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2019-20 ACTUAL		2020-21 RECOMMENDED BUDGET	2020-21 FIRST REVISION	\$ CHANGE FIRST REVISION vs. RECOMMENDED	\$ CHANGE FIRST REVISION vs. 2019-20 ACTUAL
	<b>Revenues:</b>				
	<b>Local:</b>				
73,519	Interest on Investments	64,000	18,000	(46,000)	(55,519)
0	Other	0	846	846	846
<u>73,519</u>	<b>Total Revenues</b>	<u>64,000</u>	<u>18,846</u>	<u>(45,154)</u>	<u>(54,673)</u>
	<b>Expenditures:</b>				
32,740	Donley Elementary	350,000	70,464	(279,536)	37,724
32,740	Glencairn Elementary	36,057	205,144	169,087	172,404
563,370	Marble Elementary	14,800,000	12,492,879	(2,307,121)	11,929,509
32,740	Pinecrest Elementary	100,000	642,802	542,802	610,062
465,528	Red Cedar Elementary	1,530,000	628,821	(901,179)	163,293
32,741	Whitehills Elementary	100,000	622,088	522,088	589,347
<u>1,159,859</u>	<b>Total Expenditures</b>	<u>16,916,057</u>	<u>14,662,198</u>	<u>(2,253,859)</u>	<u>13,502,339</u>
<u>(1,086,340)</u>	<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<u>(16,852,057)</u>	<u>(14,643,352)</u>	<u>2,208,705</u>	<u>(13,557,012)</u>
	<b>Other Financing (Uses) Sources</b>				
0	Operating Transfers	0	0	0	0
26,643,611	Sale of Bonds	0	0	0	(26,643,611)
<u>26,643,611</u>	<b>Total Other Financing (Uses) Sources</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(26,643,611)</u>
<u>25,557,271</u>	<b>Increase (Decrease) in Fund Balance</b>	<u>(16,852,057)</u>	<u>(14,643,352)</u>	<u>2,208,705</u>	<u>(40,200,623)</u>
<u>0</u>	<b>Fund Balance - Beginning of Year</b>	<u>26,332,665</u>	<u>25,557,271</u>	<u>(775,394)</u>	<u>25,557,271</u>
<u>25,557,271</u>	<b>Fund Balance - End of Year</b>	<u>9,480,608</u>	<u>10,913,919</u>	<u>1,433,311</u>	<u>(14,643,352)</u>

**EAST LANSING PUBLIC SCHOOLS**  
**BLENDED PUPIL MEMBERSHIP FTE (FULL-TIME EQUIVALENCY)**  
 THREE-YEAR COMPARISON BY BUILDING

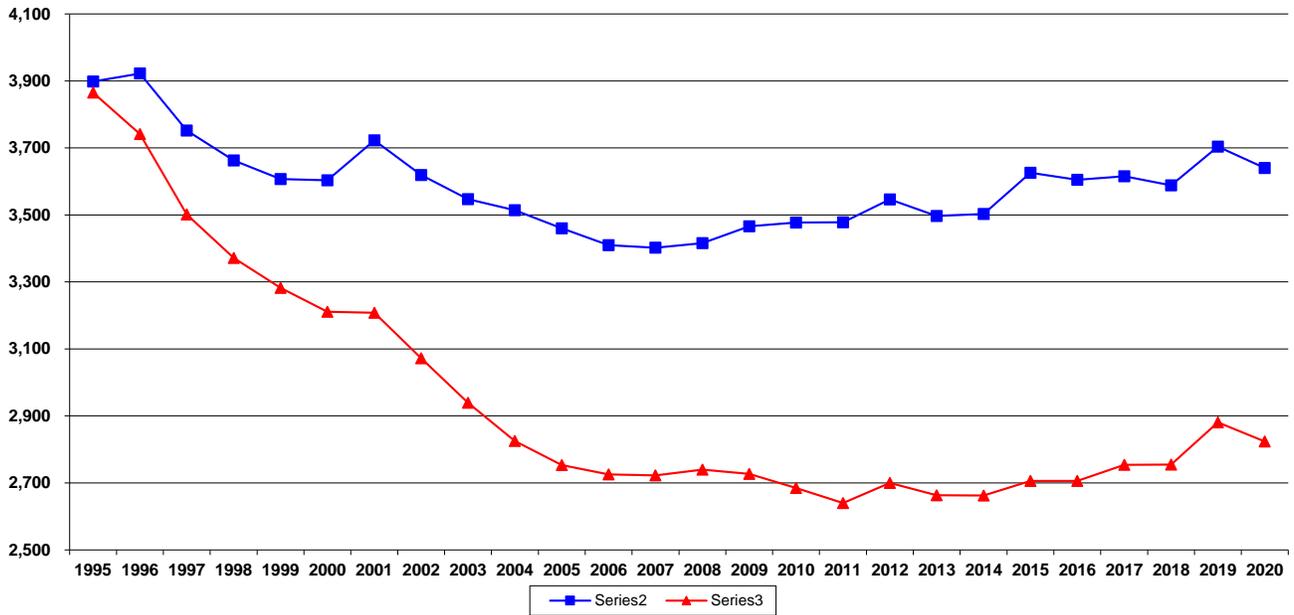
	10/3/2018 Fall 18	2/14/2018 Supp 18	Audited 2018-19 Blended Count	10/2/2019 Fall 19	2/13/2019 Supp 19	Audited 2019-20 Blended Count	Unaudited 10/7/2020 Fall 20	Unaudited 2/12/2020 Supp 20	Projected 2020-21 Blended Count	Projected 2020-21 "Super Blend"
<b>ELEMENTARY:</b>										
Donley	278.00	278.00	278.00	281.22	275.00	280.60	263.00	277.22	264.42	276.56
Glencairn	315.00	305.00	314.00	341.00	316.00	338.50	275.00	346.12	282.11	324.40
Marble	366.00	364.00	365.80	364.14	362.00	363.93	332.14	370.14	335.94	356.93
Pinecrest	346.51	399.96	351.86	325.53	347.02	327.68	274.03	337.72	280.40	315.86
Red Cedar	0.00	0.00	0.00	0.00	0.00	0.00	108.00	0.00	97.20	24.30
Whitehills	316.00	323.00	316.70	308.00	318.00	309.00	284.00	308.00	286.40	303.35
<b>Total Elementary</b>	<u>1,621.51</u>	<u>1,669.96</u>	<u>1,626.36</u>	<u>1,619.89</u>	<u>1,618.02</u>	<u>1,619.71</u>	<u>1,536.17</u>	<u>1,639.20</u>	<u>1,546.47</u>	<u>1,601.40</u>
MacDonald Middle School	855.16	840.22	853.67	894.16	856.74	890.42	895.33	897.87	895.58	891.71
East Lansing High School	1,111.80	1,087.59	1,109.37	1,183.03	1,091.43	1,173.87	1,203.98	1,156.59	1,199.24	1,180.21
Sec 23a	0.00	0.00	0.00	7.17	0.00	7.17	4.75	0.00	4.75	10.13
<b>TOTAL PUPIL MEMBERSHIP</b>	<u>3,588.47</u>	<u>3,597.77</u>	<u>3,589.40</u>	<u>3,704.25</u>	<u>3,566.19</u>	<u>3,691.17</u>	<u>3,640.23</u>	<u>3,693.66</u>	<u>3,646.04</u>	<u>3,683.45</u>
Blended FTE count change from prior year			(22.93)			101.77			(45.13)	(7.72)
Blended FTE % change from prior year			-0.7%			2.8%			-1.2%	-0.2%
Fall FTE count change from prior year	-26.60			115.78			-64.02			

Note: State pupil membership blended count is based on full time equivalent enrollment with 90% funding from the fall count day and 10% funding from the previous supplemental count day. Pupil membership does not include students in Great Start Readiness Program. For FY 2020-21 a "Super Blend" is being used which includes 75% of counts from 2019 (90% Fall plus 10% Spring) and 25% of counts from 2020 (90% Fall plus 10% Spring).

**EAST LANSING PUBLIC SCHOOLS**  
**FALL PUPIL MEMBERSHIP FTE (FULL-TIME EQUIVALENCY)**  
 TEN YEAR COMPARISON BY GRADE LEVEL

Grade Level	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Change from Prior Year Fall Count
Early Childhood Special Education	22.82	16.84	15.61	16.79	17.00	17.75	16.00	16.00	22.00	16.00	(6.00)
Kindergarten	277.00	291.00	275.00	285.32	276.62	288.24	271.00	256.00	292.13	254.00	(38.13)
1st Grade	272.57	274.05	260.78	250.45	279.57	248.67	271.00	256.00	242.36	251.00	8.64
2nd Grade	271.57	276.42	246.59	248.70	274.27	281.50	259.44	265.08	245.00	230.73	(14.27)
3rd Grade	246.91	259.65	268.36	258.74	267.03	261.71	285.00	258.28	268.00	239.00	(29.00)
4th Grade	249.71	267.81	254.69	276.42	271.54	277.26	277.32	283.00	263.09	279.00	15.91
5th Grade	227.34	251.05	260.22	265.06	289.19	280.75	282.00	287.15	287.31	266.44	(20.87)
<b>Elementary Total</b>				1,601.48	1,675.22	1,655.88	1,661.76	1,621.51	1,619.89	1,536.17	(83.72)
6th Grade	242.71	247.58	250.29	259.30	278.33	286.77	282.69	287.00	306.30	297.00	(9.30)
7th Grade	275.27	261.19	258.76	267.34	282.78	279.05	279.37	283.24	286.00	317.33	31.33
8th Grade	252.40	274.13	281.17	256.24	279.20	280.37	278.86	284.92	301.86	281.00	(20.86)
<b>Middle School Total</b>				782.88	840.31	846.19	840.92	855.16	894.16	895.33	1.17
9th Grade	280.53	280.00	280.00	289.67	278.00	269.78	299.46	287.74	306.33	308.00	1.67
10th Grade	294.00	280.97	283.95	291.83	295.53	277.00	283.51	301.84	306.83	312.33	5.50
11th Grade	292.67	284.77	266.83	261.49	293.01	275.27	258.66	274.71	289.64	297.00	7.36
12th Grade + Sec 23a	272.58	280.96	295.23	275.21	244.28	280.68	270.76	247.51	287.40	291.40	4.00
<b>High School Total</b>				1,118.20	1,110.82	1,102.73	1,112.39	1,111.80	1,190.20	1,208.73	18.53
<b>TOTAL PUPIL MEMBERSHIP COUNT</b>	3,478.08	3,546.42	3,497.48	3,502.56	3,626.35	3,604.80	3,615.07	3,588.47	3,704.25	3,640.23	(64.02)
<b>FTE change from prior year</b>	0.58	68.34	(48.94)	5.08	123.79	(21.55)	10.27	(26.60)	115.78	(64.02)	

**EAST LANSING PUBLIC SCHOOLS  
FALL PUPIL FTE - RESIDENT vs. NON-RESIDENT ENROLLMENT**



Year	Total Fall Enrollment	Resident Enrollment	Non-Resident (NR) Enrollment <sup>1</sup>	Resident as a % of Total Enrollment	NR as a % of Total Enrollment	Total School of Choice	SOC as a % of Total Enrollment
1995	3,898	3,865	33	99.2%	0.8%	0	0.0%
1996	3,922	3,742	180	95.4%	4.6%	161	4.1%
1997	3,752	3,501	251	93.3%	6.7%	221	5.9%
1998	3,663	3,372	292	92.0%	8.0%	272	7.4%
1999	3,607	3,283	325	91.0%	9.0%	306	8.5%
2000	3,603	3,211	392	89.1%	10.9%	365	10.1%
2001	3,723	3,208	515	86.2%	13.8%	497	13.3%
2002	3,619	3,072	547	84.9%	15.1%	532	14.7%
2003	3,547	2,939	608	82.9%	17.1%	593	16.7%
2004	3,514	2,825	689	80.4%	19.6%	669	19.0%
2005	3,460	2,754	707	79.6%	20.4%	683	19.7%
2006	3,410	2,726	684	79.9%	20.1%	664	19.5%
2007	3,402	2,722	680	80.0%	20.0%	648	19.0%
2008	3,416	2,740	676	80.2%	19.8%	585	17.1%
2009	3,466	2,727	739	78.7%	21.3%	668	19.3%
2010	3,477	2,685	792	77.2%	22.8%	717	20.6%
2011	3,478	2,640	838	75.9%	24.1%	735	21.1%
2012	3,546	2,700	846	76.1%	23.9%	758	21.4%
2013	3,497	2,663	834	76.1%	23.9%	736	21.0%
2014	3,503	2,662	841	76.0%	24.0%	754	21.5%
2015	3,626	2,706	920	74.6%	25.4%	825	22.8%
2016	3,605	2,706	899	75.1%	24.9%	826	22.9%
2017	3,615	2,754	861	76.2%	23.8%	793	21.9%
2018	3,588	2,755	833	76.8%	23.2%	775	21.6%
2019	3,704	2,881	823	77.8%	22.2%	753	20.3%
2020	3,640	2,824	816	77.6%	22.4%	739	20.3%

<sup>1</sup> Non-Resident enrollment includes: schools of choice, non-public non-residents (began Fall 2007), former resident students that moved after SOC period and are on release, SE cooperative agreements, non-resident students of district employees (employee provision began Fall 2005).

**EAST LANSING PUBLIC SCHOOLS**  
**PROPERTY TAX MILLAGE RATES - Five Year History**

Levy	Expiration	2020 Tax Year	2019 TY	2018 TY	2017 TY	2016 TY
		2020-21	2019-20	2018-19	2017-18	2016-17
Operating - Non-PRE (Non-Homestead)	12/31/28	18.0000	18.0000	17.9795	18.0000	18.0000
Sinking Fund - ALL				1.2770	1.2804	1.2860
2019 Sinking Fund - ALL	12/31/28	1.0000	1.0000			
Total Sinking Fund		1.0000	1.0000	1.2770	1.2804	1.2860
2020 Debt Fund - ALL		1.0000				
2017 Debt Fund - ALL		3.0000	3.2500	3.3400	2.2890	
2015 Debt Fund - ALL		3.0000	3.2500	3.6600	3.7550	4.1400
2013 Debt Fund - ALL					0.9560	1.0650
Total Debt		7.0000	6.5000	7.0000	7.0000	5.2050
Total PRE (Homestead)		8.0000	7.5000	8.2770	8.2804	6.4910
Total Non-PRE (Non-Homestead)		26.0000	25.5000	26.2565	26.2804	24.4910
Headlee Reduction <sup>1</sup> - ALL		NO	NO	YES - 0.9974	YES - 0.9957	NO
Headlee Reduction - Non-PRE (Non-Homestead)		NO	YES - 0.9993	YES - 0.9924	YES - 0.9922	NO

<sup>1</sup> A Headlee reduction is a reduction to a millage rate in which the authorized millage rate must be reduced if the value of property taxed by the District increases at a rate greater than inflation. Debt millages are not subject to Headlee reductions.

**EAST LANSING PUBLIC SCHOOLS  
PROPERTY TAXABLE VALUES BY MUNICIPAL ENTITY**

TOTAL PRE & INDUSTRIAL PP, COMMERCIAL PERSONAL, & NON-PRE TAXABLE VALUE (excludes Capture)

	Percentage of Taxable Value	(as of Dec. 16, 2020) 2020-21	(as of Dec. 16, 2020) 2019-20	\$ Change	% Change
City of East Lansing	77.4%	943,992,805	884,356,425	59,636,380	6.74%
City of Lansing	3.4%	41,867,834	39,966,544	1,901,290	4.76%
Bath Township	4.0%	48,818,226	43,158,252	5,659,974	13.11%
DeWitt Township	0.2%	1,847,846	1,659,129	188,717	11.37%
Lansing Township	0.0%	240,146	234,900	5,246	2.23%
Meridian Township	14.9%	182,124,019	176,910,298	5,213,721	2.95%
	<b>100.0%</b>	<b>1,218,890,876</b>	<b>1,146,285,548</b>	<b>72,605,328</b>	<b>6.33%</b>

Note: Taxable values, both current and prior years, are subject to change per MTT, STC, and Board of Review judgments. Amounts do not include Captured TVs. Taxable values are obtained from the Taxable Value Management System, a Michigan Department of Education web-based system.

Note: PRE (Principal Residence Exemption) is formerly known as "Homestead" and Non-PRE is formerly known as "Non-Homestead".

**EAST LANSING PUBLIC SCHOOLS**  
**PROPERTY TAXABLE VALUES BY MUNICIPAL ENTITY**

PRE, QUALIFIED AG. & FOREST, & INDUSTRIAL PERSONAL PROPERTY TAXABLE VALUE (excludes Capture)

	(as of Dec. 16, 2020)	(as of Dec. 16, 2020)		
	2020-21	2019-20	\$ Change	% Change
City of East Lansing	446,655,772	438,057,368	8,598,404	1.96%
City of Lansing	7,501,472	7,181,963	319,509	4.45%
Bath Township	0	0	0	#DIV/0!
DeWitt Township	0	38,116	(38,116)	-100.00%
Lansing Township	0	0	0	#DIV/0!
Meridian Township	134,152,252	130,304,165	3,848,087	2.95%
	<u>588,309,496</u>	<u>575,581,612</u>	<u>12,727,884</u>	<u>2.21%</u>
Percent of total taxable value	48.3%	50.2%		

**Note:** Taxable values, both current and prior years, are subject to change per MTT, STC, and Board of Review judgments. Amounts do not include Captured TVs. Taxable values are obtained from the Taxable Value Management System, a Michigan Department of Education web-based system.

**EAST LANSING PUBLIC SCHOOLS**  
**PROPERTY TAXABLE VALUES BY MUNICIPAL ENTITY**  
COMMERCIAL PERSONAL PROPERTY TAXABLE VALUE (excludes Capture)

	(as of Dec. 16, 2020)	(as of Dec. 16, 2020)		
	2020-21	2019-20	\$ Change	% Change
City of East Lansing	32,256,900	33,093,900	(837,000)	-2.53%
City of Lansing	4,251,400	4,449,200	(197,800)	-4.45%
Bath Township	1,468,500	1,349,000	119,500	8.86%
DeWitt Township	182,800	187,100	(4,300)	-2.30%
Lansing Township	0	0	0	#DIV/0!
Meridian Township	527,600	622,300	(94,700)	-15.22%
	<u>38,687,200</u>	<u>39,701,500</u>	<u>(1,014,300)</u>	<u>-2.55%</u>
Percent of total taxable value	3.2%	3.5%		

Note: Taxable values, both current and prior years, are subject to change per MTT, STC, and Board of Review judgments. Amounts do not include Captured TVs. Taxable values are obtained from the Taxable Value Management System, a Michigan Department of Education web-based system.

**EAST LANSING PUBLIC SCHOOLS**  
**PROPERTY TAXABLE VALUES BY MUNICIPAL ENTITY**

NON-PRE PROPERTY TAXABLE VALUE (excludes Capture)

	(as of Dec. 16, 2020)	(as of Dec. 16, 2020)		
	2020-21	2019-20	\$ Change	% Change
City of East Lansing	465,080,133	413,205,157	51,874,976	12.55%
City of Lansing	30,114,962	28,335,381	1,779,581	6.28%
Bath Township	47,349,726	41,809,252	5,540,474	13.25%
DeWitt Township	1,665,046	1,433,913	231,133	16.12%
Lansing Township	240,146	234,900	5,246	2.23%
Meridian Township	47,444,167	45,983,833	1,460,334	3.18%
	<u>591,894,180</u>	<u>531,002,436</u>	<u>60,891,744</u>	<u>11.47%</u>
Percent of total taxable value	48.6%	46.3%		

**Note:** Taxable values, both current and prior years, are subject to change per MTT, STC, and Board of Review judgments. Amounts do not include Captured TVs. Taxable values are obtained from the Taxable Value Management System, a Michigan Department of Education web-based system.

**EAST LANSING PUBLIC SCHOOLS  
PROPERTY TAX REVENUE**

ASSESSING UNIT	COUNTY	OPERATING MILLAGE			2019 SINKING FUND	2015 DEBT (2005 Refinance)	2017 DEBT (Elem.)	2020 DEBT (Elem.)	
		2020 TAXABLE VALUATION <sup>1</sup>	Non-PRE	Commercial Personal					TOTAL OPERATING
			18.0000	6.0000					
East Lansing, City of	Ingham								
PRE (includes Industrial Personal)		426,295,684			\$ 426,295	\$ 1,278,887	\$ 1,278,887	\$ 426,295	
Commercial Personal		32,256,900		\$ 193,541	\$ 193,541	96,770	96,770	32,256	
Non-PRE		464,347,140	\$ 8,358,248		8,358,248	1,393,041	1,393,041	464,347	
Capture - PRE		11,663,332				34,989	34,989	11,663	
Capture - Commercial Personal		0				0	0	0	
Capture - Non-PRE		20,172,088				60,516	60,516	20,172	
<b>TOTAL CITY OF EAST LANSING</b>		<b>954,735,144</b>	<b>8,358,248</b>	<b>193,541</b>	<b>8,551,789</b>	<b>922,898</b>	<b>2,864,203</b>	<b>2,864,203</b>	<b>954,733</b>
East Lansing, City of	Clinton								
PRE		20,360,088			20,360	61,080	61,080	20,360	
Commercial Personal		0		0	0	0	0	0	
Non-PRE		732,993	13,193		13,193	732	2,198	732	
<b>TOTAL CITY OF EAST LANSING</b>		<b>21,093,081</b>	<b>13,193</b>	<b>0</b>	<b>13,193</b>	<b>21,092</b>	<b>63,278</b>	<b>63,278</b>	<b>21,092</b>
Lansing, City of	Ingham								
PRE		7,501,472			7,501	22,504	22,504	7,501	
Commercial Personal		4,251,400		25,508	25,508	12,754	12,754	4,251	
Non-PRE		30,114,962	542,069		542,069	30,114	90,344	30,114	
Capture - PRE		519,583				1,558	1,558	519	
Capture - Commercial Personal		0				0	0	0	
Capture - Non-PRE		23,185,065				69,555	69,555	23,185	
<b>TOTAL CITY OF LANSING</b>		<b>65,572,482</b>	<b>542,069</b>	<b>25,508</b>	<b>567,577</b>	<b>41,866</b>	<b>196,715</b>	<b>196,715</b>	<b>65,570</b>
Lansing Township	Ingham								
PRE		0			0	0	0	0	
Commercial Personal		0		0	0	0	0	0	
Non-PRE		240,146	4,322		4,322	240	720	240	
<b>TOTAL LANSING TOWNSHIP</b>		<b>240,146</b>	<b>4,322</b>	<b>0</b>	<b>4,322</b>	<b>240</b>	<b>720</b>	<b>720</b>	<b>240</b>
Meridian Township	Ingham								
PRE		134,152,252			134,152	402,456	402,456	134,152	
Commercial Personal		527,600		3,165	3,165	527	1,582	527	
Non-PRE		47,444,167	853,995		853,995	47,444	142,332	47,444	
<b>TOTAL MERIDIAN TOWNSHIP</b>		<b>182,124,019</b>	<b>853,995</b>	<b>3,165</b>	<b>857,160</b>	<b>182,123</b>	<b>546,370</b>	<b>546,370</b>	<b>182,123</b>
DeWitt Township	Clinton								
PRE		0			0	0	0	0	
Commercial Personal		182,800		1,096	1,096	182	548	182	
Non-PRE		1,665,046	29,970		29,970	1,665	4,995	1,665	
<b>TOTAL DEWITT TOWNSHIP</b>		<b>1,847,846</b>	<b>29,970</b>	<b>1,096</b>	<b>31,066</b>	<b>1,847</b>	<b>5,543</b>	<b>5,543</b>	<b>1,847</b>
Bath Township	Clinton								
PRE		0			0	0	0	0	
Commercial Personal		1,468,500		8,811	8,811	1,468	4,405	1,468	
Non-PRE		47,349,726	852,295		852,295	47,349	142,049	47,349	
<b>TOTAL BATH TOWNSHIP</b>		<b>48,818,226</b>	<b>852,295</b>	<b>8,811</b>	<b>861,106</b>	<b>48,817</b>	<b>146,454</b>	<b>146,454</b>	<b>48,817</b>
<b>Total PRE (Homestead)</b>		<b>600,492,411</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>588,308</b>	<b>1,801,474</b>	<b>1,801,474</b>	<b>600,490</b>
<b>Total Commercial Personal</b>		<b>38,687,200</b>	<b>0</b>	<b>232,121</b>	<b>232,121</b>	<b>38,684</b>	<b>116,059</b>	<b>116,059</b>	<b>38,684</b>
<b>Total Non-PRE (Non-Homestead)</b>		<b>635,251,333</b>	<b>10,654,092</b>	<b>0</b>	<b>10,654,092</b>	<b>591,891</b>	<b>1,905,750</b>	<b>1,905,750</b>	<b>635,248</b>
<b>Grand Total (includes Capture)</b>		<b>1,274,430,944</b>	<b>\$ 10,654,092</b>	<b>\$ 232,121</b>	<b>\$ 10,886,213</b>	<b>\$ 1,218,883</b>	<b>\$ 3,823,283</b>	<b>\$ 3,823,283</b>	<b>\$ 1,274,422</b>
<b>Less Capture Amount</b>		<b>(55,540,068)</b>							<b>\$ 8,920,988</b>
<b>Grand Total (excludes Capture)</b>		<b>1,218,890,876</b>					<b>Total Debt</b>		<b>\$ 21,026,084</b>
							<b>Total Tax Revenue</b>		

<sup>1</sup> As of December 16, 2020 per Ingham County and Clinton County Equalization Departments.

## DEFINITIONS of EXPENDITURE FUNCTION CODES

*Per Michigan Public School Accounting Manual - Bulletin 1022 (updated through Change Notice #31 dated 12-17-2020)*

Function Code	Function Name	Description
111	Elementary	Learning experiences concerned with knowledge, skills, appreciations, attitudes, and behavioral characteristics considered to be needed by all pupils in terms of their awareness of life within our culture and the world of work and which normally may be achieved during the elementary school years.
112	Middle/Junior High	Learning experiences concerned with knowledge, skills, appreciations, attitudes and behavioral characteristics considered to be needed by all pupils in terms of understanding themselves and their relationships with society and various career clusters, and which normally may be achieved during the middle and/or junior high school years.
113	High School	Learning experiences concerned with knowledge, skills, appreciations, attitudes, and behavioral characteristics considered to be needed by all pupils in terms of understanding themselves and their relationships with society and various occupations and/or professions which normally may be achieved in the high school years.
118	Pre-Kindergarten	Learning experiences designed for ages preceding kindergarten.
119	Summer School	Any basic program activity offered in summer.
122	Special Education	Instructional activities designed primarily to deal with pupils having impairments requiring special accommodation. The special education programs area includes Preprimary, Elementary, Middle/Junior High, and High School services for pupils with mental, emotional, hearing, visual, speech, language, physical and other impairments and learning disabilities. Homebound and hospitalized programs for pupils who are not classified as special education pupils should not be included in this account.
125	Compensatory Education	Instructional activities designed to improve the achievement in basic cognitive skills of pupils who have extraordinary need for assistance to improve their competence in such basic skills as State At Risk, NCLB Title I and Bilingual.
212	Guidance Services	Consist of those activities of counseling with pupils and parents, providing consultation with other staff members on learning problems, evaluating the abilities of pupils, assisting pupils to make their own educational and career plans and choices, assisting pupils in personal and social development, providing referral assistance, and working with other staff members in planning and conducting guidance programs for pupils.
213	Health Services	Consist of physical and mental health services. Included are activities involved with providing pupils with appropriate medical, dental, nursing, occupational therapy or other health services.
214	Psychological Services	Consist of those activities of administering psychological tests, interpreting the results of psychological tests, working with other staff members in planning school programs to meet the special needs of pupils as indicated by psychological tests, and planning and managing a program of psychological services including psychological counseling for the school or school system.
215	Speech Pathology and Audiology Services	Consist of those activities which have as their purpose the identification, assessment, and treatment of children with impairments in speech, hearing and language.

## DEFINITIONS of EXPENDITURE FUNCTION CODES

*Per Michigan Public School Accounting Manual - Bulletin 1022 (updated through Change Notice #31 dated 12-17-2020)*

Function Code	Function Name	Description
216	Social Work Services	Consist of those activities that have as their purpose the performance of school social work activities dealing with the problems of pupils that involve the home, school and community.
218	Teacher Consultant	Consists of those activities for special education programs and services. See MDE Administrative Rules 340.1755 and R340.1749 for the appropriate use of special education teacher consultants.
219	Other Pupil Support Services	This function is assigned to expenditures involving monitoring activities, such as, lunchroom monitors, hall monitors, playground monitors and crossing guards. Bus monitors are assigned to the transportation function, 271.
221	Improvement of Instruction	Consists of those activities that are designed primarily for assisting instructional staff in planning, developing, and evaluating the process of providing challenging and natural learning experiences for pupils. These activities include curriculum development, techniques of instruction, child development and understanding, in-service training for instructional staff.
222	Educational Media Services	Consist of those activities such as selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of educational media by teachers and other members of the instructional staff; and guiding instructional staff members in their use of educational media. Included here are the activities for planning the use of the educational media by pupils and instructing pupils in their use of media materials.
224	Educational Television	Consist of those activities concerned with planning, programming, and writing educational programs or segments of programs for use on closed circuit or broadcast television or radio.
225	Instruction Related Technology	Consist of all technology activities and services for the purpose of supporting instruction. Specifically costs associated with the operation and support of computer learning labs, media center computer labs, instructional technology centers, and instructional networks. Technology that is used by students in the classroom or that has an instruction focus (including distance learning) should be coded to the appropriate Instruction (1xx) function.
226	Supervision and Direction of Instructional Staff	Directing and managing instructional services. Includes the activities of program coordination and program compliance monitoring. Examples: Special Education, Career Technical and Title I directors.
227	Academic Student Assessment	Services rendered for the academic assessment of pupils. Examples: Purchased academic testing services, purchased grading services, academic testing supplies.
229	Other Instructional Staff Services	Consist of activities other than those defined above to assist instructional staff.
231	Board of Education	Activities performed by the elected body that has been created according to state law and vested with responsibilities for educational activities in a school district. Includes legal, audit and election costs or fees.

## DEFINITIONS of EXPENDITURE FUNCTION CODES

*Per Michigan Public School Accounting Manual - Bulletin 1022 (updated through Change Notice #31 dated 12-17-2020)*

Function Code	Function Name	Description
232	Executive Administration	Those activities associated with the district-wide general or executive responsibilities, including the development and execution of school district policies through staff at all levels. Titles may include superintendent, associate or assistant superintendent, but may not be limited to such designations. These activities may be distinguished from the supervision or direction of a specific function, program or supporting service that may appropriately be charged to another specific instructional or supporting function. When the same individual directs two or more functions, the services of that individual's office may be prorated between the functions concerned. Include community relations services (district wide activities and programs designed to improve school/community relations.)
241	Office of the Principal	Activities performed by the principal, assistant principal and other assistants in the general supervision of all operations of the school building; evaluation of staff members of the school; supervision and maintenance of the school records are included under this function, along with clerical staff for these activities.
249	Other School Administration	Other activities of school administration not defined above. Include full-time department chairpersons and graduation expenditures here.
252	Fiscal Services	Activities concerned with the fiscal operations of the school system. This function includes budgeting, receiving and disbursing, financial accounting, payroll, purchasing, inventory control, and internal auditing.
257	Internal Services	Activities concerned with storing and distributing supplies, furniture, and equipment. Also include district wide duplicating/printing services and central mail services.
259	Other Business Services	This function is assigned to those kinds of transactions that should not be identified to any of the business activities defined above. Examples: short term interest on notes, judgments, taxes abated and written off.
261	Operating Buildings Services	Activities concerned with keeping the physical plant open, clean, and ready for daily use. They include operating the heating, lighting, and ventilation systems, and repairing facilities/equipment. Also included are operating building leases, property and liability insurance, janitorial and ground maintenance costs. May be used in a Capital Projects fund only to extent allowed by law.
266	Security Services	Activities concerned with maintaining order and safety in school buildings, on the grounds and in the vicinity of schools at all times. Included are police activities for school functions, traffic control on grounds and in the vicinity of schools, building alarm systems, and security guards.
271	Pupil Transportation Services	Activities concerned with the conveyance of pupils to and from school, as provided by state law. It includes trips between home and school or trips to school activities. All other direct costs related to pupil transportation should be included under this function, i.e., physical exams, uniforms, school bus driver licenses, awards, bus monitors, etc. May be used in Capital Projects Funds only to extent allowed by law.

## DEFINITIONS of EXPENDITURE FUNCTION CODES

*Per Michigan Public School Accounting Manual - Bulletin 1022 (updated through Change Notice #31 dated 12-17-2020)*

Function Code	Function Name	Description
281	Planning, Research, Development, and Evaluation	Activities, on a system-wide basis, associated with conducting and managing programs of planning, research, development, and evaluation for a school system.
282	Communication Services	Activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to pupils, staff, managers or to the general public through direct mailing, the various news media, or personal contact.
283	Staff/Personnel Services	Activities concerned with maintaining an efficient staff for the school system. It includes such activities as recruiting and placement, staff transfers, in-service training, health services, staff accounting, and staff relations and negotiations. <b>In-service training and professional development for non-instructional support staff should be recorded here.</b>
284	Non-Instructional Technology Services	Activities concerned with supporting the school district's information technology system, including supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes. Included costs associated with the administration and supervision of technology personnel, systems planning and analysis, system application development, systems operation, network support services, hardware maintenance and support, etc.
285	Pupil Accounting	Consists of those activities concerned with acquiring, maintaining, and auditing records or pupil attendance, and reporting information to various oversight agencies.
293	Athletic Activities	Consist of those activities concerned with financing the interscholastic athletic programs that are under the supervision of the school.
296	Student/School Activity	Other student/school activity expenditures
297	Food Services	Consist of those activities concerned with providing food to pupils and staff in a school or school system. This service includes the preparation and serving of regular and incidental meals, lunches, or snacks in connection with school activities and the delivery of food.
311	Community Service Direction	Activities concerned with directing and managing community services activities, i.e., community school direction.
321	Community Recreation	Consists of those activities concerned with providing recreation for the community as a whole, or for some segment of the community. It includes such staff activities as organizing and supervising playgrounds, swimming pools, and other recreation programs for the community.
331	Community Activities	Consists of those activities concerned with providing services to civic affairs organizations. This includes services to parent-teacher association meetings, other parental involvement functions, public forums, lectures, and civil defense planning.
361	Welfare Activities	Pertain to providing for the personal needs of individuals who have been designated by an appropriate governmental entity. They include food or other personal needs.

## DEFINITIONS of EXPENDITURE FUNCTION CODES

*Per Michigan Public School Accounting Manual - Bulletin 1022 (updated through Change Notice #31 dated 12-17-2020)*

Function Code	Function Name	Description
371	Non-Public School Pupils	Services to pupils attending a school established by an agency other than the state, subdivision of the state, or the federal government, which usually is supported primarily by other than public funds. They may consist of such activities as those involved in providing instructional services, attendance and social work services, health services, professional development and transportation services for no-public school pupils.
411	Payments to Other Public Schools Within the State of Michigan	Sub-Grantee/Flow Through Distributions Only. <b>All other payments for services, supplies, and materials should be reported in the appropriate function and object code 82xx.</b>
441	Payments to Other Governmental Entities	Sub-grantee Relationships Only (Non-Public School, Community Organizations, etc.)
452	Site Improvement Services	Activities concerned with improving sites, and with maintaining existing site improvements.
455	Building Acquisition and Construction Services	Activities concerned with buying or constructing buildings. Include cost for the initial equipping of facilities.
459	Other Facilities Acquisition and Construction Services	Other Facilities Acquisition and Construction Services that cannot be classified above. Includes Furniture, Fixtures, and Equipment FF &E).
491	Prior Period Adjustments-Material Transactions	Amounts reported here must be reported in the audited financial statements as adjustments to the prior year fund balance with appropriate notation.
511	Debt Service - Long Term Only	Principal on short-term notes/loans will be recorded in offsetting balance sheet accounts (Notes payable/Cash) rather than as an "other financing use." Interest on short-term notes/loans will be coded in Function "259."
601-659	Fund Modifications (Other Operating Transfers Out)	Use "6" in the first position of the fund code, then two position fund code of fund the dollars are going to.



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** ELPS Board of Education, Dori Leyko, Superintendent

**FROM:** Richard Pugh, Director of Finance

**SUBJECT:** Action Item – Comerica Bank Authorized Signers

**DATE:** January 21, 2021

Recommendation:

It is recommended that the Board of Education authorize the execution of the following documents as presented:

1. Declaration for Deposit Accounts and Treasury Management Services.
2. Business Deposit Account Signature Document – Michigan.

Background:

Annually, the District updates authorized check signers after the Board's organizational meeting. As in years past the authorized check signers are the Board Treasurer, Superintendent, and Director of Finance. Although there were no individual changes to the authorized check signers the bank still requires these documents to be approved annually.

**Declaration for Deposit Accounts and Treasury Management Services**

<b>-BANK USE ONLY-</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/> No Declaration Needed - Sole Prop / PAC Account Check box only when applicable
This Declaration to be scanned into the RIS system for storage and considered effective as of the date and time shown below.	
Effective Date / Time	
_____	_____
Date	Time



**Declaration**

1. This declaration applies to **(check only one)**:

(a):

	Only the following Account Number(s):
--	---------------------------------------

(b):

	ALL Accounts opened on or after the date this declaration is given to Comerica Bank except for new Accounts that this entity ("Customer") provides Comerica Bank a different Declaration specifically for the new Account to be opened.
--	---

(c):

	All Accounts in existence (this Declaration replaces prior Declarations) and opened in the future from the date Declaration is given to Comerica Bank except for new Accounts that this entity provides Comerica Bank a different Declaration specifically for the new Account to be opened.
--	--

**This declaration supersedes all prior Declarations, Resolutions, Authorizations and the like for the Accounts designated above.**

2. Comerica Bank is designated as a depository bank and treasury management service provider.
3. Unless their authority is limited, the persons or titles listed below are individually authorized to do the following for and on behalf of the above named Customer: (a) enter and execute the Business Deposit Account Signature Document or any other Comerica acceptable signature card; (b) designate Authorized Signers on a Business Deposit Account Signature Card or any other Comerica acceptable signature card which means that such Authorized Signers can: (i) execute any agreements or documents for the use of any transfer service and/or non-transfer service offered through Comerica Bank or its affiliates, on behalf of and for the Customer; (ii) execute any agreements or documents for the use of any ATM or debit card on behalf of and for the Customer; and (iii) issue payment orders and/or funds transfers as set forth in the Comerica Business and Personal Deposit Account Contract, which include, but are not limited to, in person wires at a banking center and telephone internal funds transfers to or from an account of the Customer; (c) conduct all types of banking transactions available for the accounts that is allowed for Authorized Signers under this Declaration, applicable signature card and the Comerica Business and Personal Deposit Account Contract; and (d) execute contracts/agreements for financial services, including, but not limited to, treasury management agreements. However, if the box "Conduct Account Transactions Only" is checked next to the name or title of the person, then such person can only act in the capacity of an Authorized Signer, which includes doing the actions in (b) of this Paragraph 3.

NAME	CHECK AS APPLICABLE: LIMITED AUTHORITY		NAME	CHECK AS APPLICABLE: LIMITED AUTHORITY	
	Enter Contracts Only	OR Conduct Account Transactions Only		Enter Contracts Only	OR Conduct Account Transactions Only
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**(Attach additional pages if more than 6 authorized signers)**

4. Customers will duly certify as Comerica Bank may require, the names and/or signatures of Authorized Signers and Contract Signers. If Comerica Bank requires new Signature Documents because of changes to Authorized Signers, Customers shall provide new Signature Documents. Customer indemnifies and holds Comerica Bank harmless from all loss and costs incurred as a result of its reliance on Signature Card Documents and certification of signatures and titles provided by Customer to Comerica Bank.
5. Customer agrees to be bound by the terms of the Comerica Bank Business and Personal Deposit Account Contract and Treasury Management contracts. All funds in the Customer's Account with Bank may be paid out, transferred or withdrawn when requested by any Authorized Signer whether creating an overdraft or not, without inquiry as to the circumstance of issue or disposition of the proceeds thereof, whether drawn to the individual order, or tendered in payment of individual obligations, or deposited or transferred to the personal accounts of any Authorized Signer/Authorized Representative.
6. This Declaration and the representations contained herein shall continue in force and effect until written notice of their amendment or cessation is received by Bank. Such notice shall not become effective until Bank has had reasonable time (not less than one business day) to act upon the notice. All agreements or documents previously executed and acts previously done to carry out the purposes of this Declaration are ratified, confirmed and approved as the acts of Customer and will be binding upon the customer.

**COMPLETE APPROPRIATE CERTIFICATE SECTION FOR YOUR ENTITY TYPE**

**Corporation / Incorporated Association / Unincorporated Association / Voluntary Association Certificate of Secretary**

I certify that the above named Corporation/Association ("Customer") is:  
 duly organized and existing under the laws of the **STATE OF (check one):**  (AZ)  (CA)  (FL)  (MI)  (TX)  (OTHER) \_\_\_\_  
 ■ that the Declaration above is the result of either: a) the resolution(s) adopted at a meeting of the Customer's Board of Directors, at which a quorum was present and voted; or b) actions taken by the Customer's Board of Directors by unanimous consent in lieu of a meeting in accordance of the Customer's By-Laws.  
 ■ that the persons or titles stated above have been duly appointed to the tasks designated.

This resolution:  
 (1) does not contravene any provisions of the charter or by-laws of the Customer,  
 (2) has been recorded in the minute book, and  
 (3) is now in full force.

In Witness Whereof, I have hereunto affixed my name as Secretary/Assistant Secretary and have caused the corporate seal, if any, to be affixed **this** \_\_\_\_\_.  
 (Date)

Check this box if the Secretary/Assistant Secretary is the **sole officer/shareholder**.

\_\_\_\_\_  
 Secretary/Assistant Secretary  
 (this signature is **always required**)

**Limited Liability Company Affirmation Certificate**

The Limited Liability Company named above ("Customer") is organized under the laws of the **STATE OF (check one):**  
 (AZ)  (CA)  (FL)  (MI)  (TX)  (OTHER) \_\_\_\_.

This affirmation is **effective as of** \_\_\_\_\_ and remains in effect until written notice revoking it is received by Bank.  
 (Date)

- The undersigned represent and agree that this Declaration complies with the articles of organization and any and all applicable operating/governing agreements which are now in existence for the customer, including, without limitation the management of the company by members or managers, and
- That any one or more of the undersigned persons is authorized (either individually or on behalf of a trust or entity) to manage the customer and is authorized to execute the Declaration on behalf of the Customer

Signature * (Members or Managers Only)	Circle ONE Below	Name of member / manager (if a trust or entity)	Date
	<input type="radio"/> Member OR Manager		
	<input type="radio"/> Member OR Manager		
	<input type="radio"/> Member OR Manager		
	<input type="radio"/> Member OR Manager		

**All Member(s) /Managing Member(s) /Manager(s) sign above (other authorized signers do not sign here)**

**Partnerships And Joint Venture Affirmation Certificate**

The Partnership named above ("Customer") is organized and existing under the laws of the **STATE OF (check one):**  
 (AZ)  (CA)  (FL)  (MI)  (TX)  (OTHER) \_\_\_\_.

This affirmation is **effective as of** \_\_\_\_\_ and remains in effect until written notice revoking it is received by Bank.  
 (Date)

The Customer named in this document is a **(check one):**

**General Partnership**  
 **Limited Partnership**

**Limited Liability Partnership**  
 **Joint Venture**

- The undersigned are all of its General Partners, and
- the undersigned represent and agree that this Declaration complies with all agreements which are now in existence between the partners.

**Unless otherwise noted in the Partnership Agreement ALL of the General Partners MUST sign below.**

Signature	Title	Date (MM/DD/YYYY)

## COMPLETE APPROPRIATE CERTIFICATE SECTION FOR YOUR ENTITY TYPE

**Municipality / Public Body**I hereby certify to Bank that I am the **(check one)**:

<input type="checkbox"/>	Secretary/Assistant Secretary	<input type="checkbox"/>	Clerk	<input type="checkbox"/>	Board Member/Executive	<input type="checkbox"/>	Other
<input type="checkbox"/>	Trustee	<input type="checkbox"/>	Administrator	<input type="checkbox"/>	Manager		
<input type="checkbox"/>	Treasurer	<input type="checkbox"/>	Director	<input type="checkbox"/>	Chairman		

of the Municipality/Public Body named above ("Customer") which is duly organized and existing under the laws of the **STATE OF**  
**(check one):**  (AZ)  (CA)  (FL)  (MI)  (TX)  (OTHER) \_\_\_\_\_

- that the Declaration above is a true and correct copy of the minutes duly adopted at a meeting of the (e.g. City/Township Counsel, Board of Trustees, Operating Committee), at which time a quorum was present and voted
- that the persons named above have been duly elected/appointed to the office set opposite their respective name(s) and that they continue to hold these offices at the present time
- and that the Resolution:
  1. does not contravene any provisions of the charter or by-laws of the Customer
  2. has been recorded in the minute book of the Customer and
  3. is now in full force.

In Witness Whereof, I have hereunto affixed my name as \_\_\_\_\_ (write in title checked above) and have caused the corporate seal, if any, to be affixed this \_\_\_\_\_  
(Date)Signature: \_\_\_\_\_  
(this signature is **always required**) Check this box if the person who signed above **IS the only Authorized Signer**If the box **IS** checked then any other elected official of the Municipality/Public Body (other than the person that signed above) signs below and certifies:

"As an elected official of said Municipality/Public Body I hereby certify that the foregoing is a copy of the Resolutions or minutes adopted as set forth above and that the same are now in full force and do not conflict with any by-laws or charter of the Customer."

\_\_\_\_\_  
Signature of Elected Official other than the person that signed above  
(Required **ONLY** if the person **IS the only Authorized Signer**)\_\_\_\_\_  
Title of Elected Official Date



# BUSINESS DEPOSIT ACCOUNT SIGNATURE DOCUMENT- Michigan

<b>Account(s) Registration:</b>	<b>For Account Number(s):</b>		<b>Type(s):</b>	
<b>Account(s) Address:</b>	<b>Opening Date</b>	<b>Opened by:</b>		<b>Approved by / Date</b>
	<b>Bank Use Only:</b>	<b>Effective Date</b>	<b>Effective Time</b>	<b>Office No.</b>

### ACCOUNT OWNER (BUSINESS ENTITY) INFORMATION

<b>Taxpayer/Employer Identification Number (TIN/EIN)</b>	
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The capitalized terms and the words "you" and "your" used on this Business Account Signature Document have the same meaning given to them in the Comerica Business and Personal Deposit Account Contract ("Contract").

### ACCOUNT TERMS AND CONDITIONS: ACCOUNT TERMS, INCLUDING ALL SERVICES AND PRODUCTS SELECTED, AND CONDITIONS

By signing this Business Account Signature Document in the AUTHORIZED SIGNATURE(S) box below, you agree:

The Contract terms will apply to the Account(s) and related services and products designated on this Business Account Signature Document; (which includes a Fee Brochure, Card/ATM Application Receipt, and, an APY disclosure, if applicable) which you have received;

1. There are no unwritten agreements about overdraft protection or any other matter related to the Account(s);
2. The signature and/or name of each Authorized Signer has been placed on this Business Deposit Account Signature Document or an approved attachment to this Business Deposit Account Signature Document and you will provide the Bank with timely information of any changes to Authorized Signers;
3. Any dispute regarding the Account(s) that cannot be resolved without formal litigation will be resolved in the manner described in the Contract;
4. **THAT YOU HAVE THOROUGHLY REVIEWED THIS BUSINESS ACCOUNT SIGNATURE DOCUMENT TO ENSURE ALL PRODUCTS AND SERVICES YOU HAVE CHOSEN ARE INCLUDED AND THAT NO OTHER PRODUCT OR SERVICE WILL BE PROVIDED except to the extent You and the Bank execute other written agreements for other products and/or services; and**
5. That you have reviewed and consent to the provisions of the Electronic Banking Product, Business Debit Card/ATM Application, and Web Banking<sup>®</sup>, Web Bill Pay<sup>®</sup>, Quicken<sup>®</sup>, Quicken<sup>®</sup> with Bill Pay, QuickBooks<sup>®</sup> or QuickBooks<sup>®</sup> with Bill Pay receipt(s) if applicable.

### THE NAMES OF THE AUTHORIZED SIGNERS AND/OR AUTHORIZED SIGNATURES OF PEOPLE THAT MAY CONDUCT ACCOUNT TRANSACTIONS (TREASURY MANAGEMENT SERVICES AND TRANSACTIONS ARE COVERED BY SEPARATE WRITTEN AGREEMENT BETWEEN YOU AND THE BANK.)

#### AUTHORIZED SIGNATURES

Signature	Name	Date	Title	Identification No/Type (as Bank requires)





East Lansing  
Public Schools

## MEMORANDUM

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**TO:** ELPS Board of Education

**FROM:** Richard Pugh, Director of Finance

**SUBJECT:** Action – IRS Closing Agreement and Form 2848

**DATE:** January 21, 2021

Recommendation:

It is recommended that the Board of Education authorize the Superintendent or her designee to sign Form 2848 as presented.

Background:

Signing Form 2848 is necessary to be part of the Office of Retirement Services (ORS) Closing Agreement with the IRS related to the tax treatment of the 3% Retiree Healthcare Contributions. It is anticipated the Closing Agreement will treat those contributions as tax exempt for FICA and Federal income tax. The business office has always treated the 3% as exempt but wants to be able to rely on the Closing Agreement should a future IRS ruling change the taxability to non-exempt. Attached is a related communication from ORS.

## Power of Attorney and Declaration of Representative

OMB No. 1545-0150

**For IRS Use Only**

Received by: \_\_\_\_\_  
 Name \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Function \_\_\_\_\_  
 Date        /     /

▶ Go to [www.irs.gov/Form2848](http://www.irs.gov/Form2848) for instructions and the latest information.

**Part I Power of Attorney**

**Caution:** A separate Form 2848 must be completed for each taxpayer. Form 2848 will not be honored for any purpose other than representation before the IRS.

**1 Taxpayer information.** Taxpayer must sign and date this form on page 2, line 7.

Taxpayer name and address <i>School District of the City of East Lansing</i> <i>501 Burcham Drive, East Lansing, MI 48823</i>		Taxpayer identification number(s) <i>38-6001600</i>
Daytime telephone number <i>517-333-7435</i>	Plan number (if applicable)	

hereby appoints the following representative(s) as attorney(s)-in-fact:

**2 Representative(s)** must sign and date this form on page 2, Part II.

Name and address <b>W. Alan Wilk, Dykema</b> 201 Townsend, Suite 900 Lansing, MI 48933	CAF No. <u>3205-90117R</u> PTIN _____ Telephone No. <u>517-374-9122</u> Fax No. <u>855-256-1485</u>
<b>Check if to be sent copies of notices and communications</b> <input checked="" type="checkbox"/>	Check if new: Address <input type="checkbox"/> Telephone No. <input type="checkbox"/> Fax No. <input type="checkbox"/>
Name and address	CAF No. _____ PTIN _____ Telephone No. _____ Fax No. _____
<b>Check if to be sent copies of notices and communications</b> <input type="checkbox"/>	Check if new: Address <input type="checkbox"/> Telephone No. <input type="checkbox"/> Fax No. <input type="checkbox"/>
Name and address	CAF No. _____ PTIN _____ Telephone No. _____ Fax No. _____
<b>(Note: IRS sends notices and communications to only two representatives.)</b>	Check if new: Address <input type="checkbox"/> Telephone No. <input type="checkbox"/> Fax No. <input type="checkbox"/>
Name and address	CAF No. _____ PTIN _____ Telephone No. _____ Fax No. _____
<b>(Note: IRS sends notices and communications to only two representatives.)</b>	Check if new: Address <input type="checkbox"/> Telephone No. <input type="checkbox"/> Fax No. <input type="checkbox"/>

to represent the taxpayer before the Internal Revenue Service and perform the following acts:

**3 Acts authorized (you are required to complete this line 3).** With the exception of the acts described in line 5b, I authorize my representative(s) to receive and inspect my confidential tax information and to perform acts that I can perform with respect to the tax matters described below. For example, my representative(s) shall have the authority to sign any agreements, consents, or similar documents (see instructions for line 5a for authorizing a representative to sign a return).

Description of Matter (Income, Employment, Payroll, Excise, Estate, Gift, Whistleblower, Practitioner Discipline, PLR, FOIA, Civil Penalty, Sec. 4980H Shared Responsibility Payment, etc.) (see instructions)	Tax Form Number (1040, 941, 720, etc.) (if applicable)	Year(s) or Period(s) (if applicable) (see instructions)
Michigan Public Schools Closing Agreement	CLAG 117897-19	2013-2026

**4 Specific use not recorded on Centralized Authorization File (CAF).** If the power of attorney is for a specific use not recorded on CAF, check this box. See *Line 4. Specific Use Not Recorded on CAF* in the instructions . . . . .

**5a Additional acts authorized.** In addition to the acts listed on line 3 above, I authorize my representative(s) to perform the following acts (see instructions for line 5a for more information):  
 Access my IRS records via an Intermediate Service Provider;  
 Authorize disclosure to third parties;     Substitute or add representative(s);     Sign a return; \_\_\_\_\_

Other acts authorized: \_\_\_\_\_



## Richard Pugh

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**From:** Office of Retirement Services <ORS@public.govdelivery.com>  
**Sent:** Tuesday, December 29, 2020 10:03 AM  
**To:** Richard Pugh  
**Subject:** Form update- MPSERS 3% closing agreement

**CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you validate the sender and know the content is safe.**

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**MICHIGAN OFFICE OF  
RETIREMENT SERVICES**  
*Big Plans. Small Steps.*

Michigan Public School Employees'  
Retirement System  
For Employers

**Important Form Update:** The IRS recently provided an update to the applicable dates for the closing agreement. Please find the updated Line 3 of IRS Form 2848, with an end date of 2026 (previously 2021). If you have already submitted an IRS Form 2848 to ORS, **you will need to resubmit a signed version of the updated form.**

### **IRS TO RULE FAVORABLY RELATED TO 3% CONTRIBUTIONS TO THE MPSERS HEALTH CARE TRUST**

This provides an update from the State of Michigan (through the Office of Retirement Services, "ORS") related to the current status of the federal tax treatment of the 3% contributions to the MPSERS Health Care Trust, and also provides the opportunity for each Reporting Unit to participate in and be covered by a Closing Agreement with the Internal Revenue Service (IRS) that favorably resolves the tax treatment of these contributions.

As you may know, ORS has for many years been attempting to obtain a system-wide answer from the IRS on the proper tax treatment of employer and employee contributions made to the MPSERS Health Care Trust.

Since at least 2016, ORS confirmed that multiple Reporting Units received consistent favorable guidance from the IRS as to refund claims that had been submitted relative to federal income and FICA taxes that had been reported, deducted, and remitted under 2012 PA 300. ORS, along with the supporting efforts of Dewitt Public Schools, the Michigan School Business Officials and other constituencies, has been working with the IRS to secure a ruling of favorable tax treatment.

ORS is pleased to report that the IRS has recently indicated that they will conclude in a Closing Agreement—relative to the specific claims at issue—that the retiree healthcare contributions are exempt from federal income and FICA taxes. A draft copy of the relevant rulings is attached.

In order to finalize this Closing Agreement, ORS is facilitating the process that will allow each Reporting Unit that wishes to be covered by the Closing Agreement to be a part of that final Agreement. To do so, each Reporting Unit will need to execute a Form 2848 (Power of Attorney) and pay a reduced user fee of \$3,000. ORS is coordinating with MPERS to make payments on behalf of each Reporting Unit as an administrative expense for each Reporting Unit that elects to be part of the Closing Agreement.

The partially drafted Form 2848 is attached. Only line one and line seven — including Reporting Unit name, address, phone, EIN, and signature of authorized official — need to be completed. It can then be scanned and sent to [ORS-Contract-Review@michigan.gov](mailto:ORS-Contract-Review@michigan.gov). This will allow the Closing Agreement to be signed on behalf of and then apply to that Reporting Unit. If you wish to be part of the Closing Agreement, please return the Form 2848 as soon as possible, but no later than February 5, 2021.

Reporting Units are not required to be part of the Closing Agreement. Reporting Units are encouraged to consult with their own legal, tax and accounting professionals to form their own conclusions based on their own facts and circumstances. Neither ORS nor the Dykema Law Firm are providing any legal counsel to any Reporting Unit regarding whether to be part of the Closing Agreement or any other matters related to the proper tax treatment of employer and employee contributions made to the MPERS Health Care Trust.

If you have any questions, please contact [ORS Web Reporting@michigan.gov](mailto:ORS_Web_Reporting@michigan.gov).

State of Michigan | Department of Technology, Management & Budget | Office of Retirement Services  
P.O. Box 30171 | Lansing, MI 48909-7671 | [www.michigan.gov/psru](http://www.michigan.gov/psru)

Please do not reply to this email. This mailbox is not monitored and you will not receive a response. For assistance, contact [ORS Web Reporting@michigan.gov](mailto:ORS_Web_Reporting@michigan.gov). The retirement plan information that appears in this email is intended to summarize basic provisions of Public Act 300 of 1980, as amended. Current laws, rates, and factors are subject to change. Should there be discrepancies between the information reflected here and the actual law, the provisions of the law govern.

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This email was sent to richard.pugh@elps.us on behalf of the Office of Retirement Services · P.O. Box 30171 · Lansing, MI 48909-7671 · 1-800-381-5111



**Extended COVID-19 Learning Plan**  
***as described in Public Act 149, Section 98a***  
***Final***

**August 27, 2020**

**[September 3, 2020 Clarifications](#)**

**September 30, 2020 Revisions Based on SB927**

**Updated on 10/25/20 for Board of Education Action on 10/26/20**

**Updated on 11/20/20 for Board of Education Action on 11/23/20**

**Updated on 12/14/20 for Board of Education Action on 12/14/20**

**Updated on 1/22/21 for Board of Education Action on 1/25/21**

On August 20, 2020, Governor Whitmer signed House Bill 5913 into law as Public Act 149. Section 98a states that in order to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan (“Plan”) that has been approved by an intermediate district or authorizing body. The Plan does not replace the District’s/PSA’s COVID-19 Preparedness and Response Plan, it is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access. PA 149 does not apply to districts that operate as a cyber school.

District/PSA educational goals written for all students and all subgroups must be established no later than September 15, 2020, and submitted in their Plan to the ISD or Authorizing Body, as applicable, no later than October 1, 2020, for approval. A district that is a public school academy that, by agreement, provides educational services for the residents of a district that is not a public school academy and that does not directly provide public educational services to its residents that intends to provide instruction under an extended COVID-19 learning plan shall submit its extended COVID-19 learning plan described in subsection (1) to the intermediate district in which is it located not later than October 1, 2020 for approval.

The ISD or Authorizing Body will approve Extended COVID-19 Learning Plans no later than October 9, 2020 and transmit the approved plans to the state superintendent of public instruction and the state treasurer. Approved plans must be made accessible

through the transparency link located on the district's website by not later than October 12, 2020.

District/PSA Extended COVID-19 Learning Plans should be submitted to the ISD or Authorizing Body as a PDF file.

### **East Lansing Public Schools Extended COVID-19 Learning Plan**

**Address of School District/PSA:** 501 Burcham Dr., East Lansing, MI 48823

**District/PSA Code Number:** 33010

**District/PSA Website Address:** [www.elps.us](http://www.elps.us)

**District/PSA Contact and Title:** Dori Leyko, Superintendent

**District/PSA Contact Email Address:** dori.leyko@elps.us

**Name of Intermediate School District/PSA:** Ingham Intermediate School District

**Name of PSA Authorizing Body (if applicable):**

**Date of Approval by ISD/Authorizing Body:**

## **Assurances**

- 1· The District/PSA will make their ISD/Authorizing Body approved Extended COVID-19 Learning Plan accessible through the transparency reporting link located on the District's/PSA's website no later than October 1, 2020.
  
- 2· By not later than January 15, 2021, the district shall create a report that includes information regarding both of the following and shall ensure that the report under this subdivision can be accessed through the transparency reporting link located on the district's website:
  - a. The amount and type of training provided during the current school year as of the date of the report to teachers of the district through professional development that focuses on how to deliver virtual instruction.
  - b. The amount and type of training provided during the current school year as of the date of the report to parents and legal guardians of pupils and to pupils on how to access and use virtual content provided by the district.
  
- 3· The District/PSA will create and make available on its transparency reporting link located on the District/PSA's website, a report concerning the progress made in meeting the educational goals contained in its Extended COVID-19 Learning Plan no later than February 1, 2021, for goals its expected would be achieved by the middle of the school year and not later than the last day of school of the 2020-2021 school year for goals the District/PSA expected would be achieved by the end of the school year.
  
- 4· Benchmark Assessments: The District/PSA will
  - a. select a benchmark assessment or benchmark assessments that is/are aligned to state standards.
  - b. administer the approved benchmark assessment, or local benchmark assessment, or any combination thereof, to all pupils in grades K to 8 to measure proficiency in reading and mathematics within the first nine weeks of the 2020-2021 school year and again not later than the last day of the 2020-2021 school year.
  
- 5· If delivering pupil instruction virtually, the District/PSA will
  - a. provide pupils with equitable access to technology and the internet necessary to participate in instruction, and
  - b. expose each pupil to the academic standards that apply for each pupil's grade level or courses in the same scope and sequence as the District/PSA had planned for that exposure to occur for in-person instruction.

- 6· The District/PSA, in consultation with a local health department will develop guidelines concerning appropriate methods for delivering pupil instruction for the 2020-2021 school year that is based on local data that are based on key metrics. Note: A determination concerning the method for delivering pupil instruction shall remain at the District/PSA Board's discretion. Key metrics that the District/PSA will consider shall include at least all of the following:
- a. COVID-19 Cases or Positive COVID-19 tests
  - b. Hospitalizations due to COVID-19
  - c. Number of deaths resulting from COVID-19 over a 14-day period
  - d. COVID-19 cases for each day for each 1 million individuals
  - e. The percentage of positive COVID-19 tests over a 4-week period
  - f. Health capacity strength
  - g. Testing, tracing, and containment infrastructure with regard to COVID-19
- 7· If the District/PSA determines that it is safe to provide in-person instruction to pupils, the District/PSA will prioritize providing in-person instruction to pupils in grades K to 5 who are enrolled in the District/PSA.
- 8· The District/PSA assures that
- a. instruction will be delivered as described in this plan and re-confirmed by the District/PSA Board,
  - b. the description of instructional delivery in this plan matches the delivery of instruction to be delivered during the 2020-2021 school year,
  - c. the District/PSA will re-confirm how instruction will be delivered during the 2020-2021 school year thirty days after the approval of the plan, and each month thereafter at a meeting of the Board, and
  - d. For each reconfirmation described in this subdivision, the district shall report to the center, in a form and manner prescribed by the center,
    1. the instructional delivery method that was reconfirmed;
    2. how that instruction will be delivered for each grade level offered by the district, including pre-kindergarten, as applicable; and
    3. whether or not, as determined by the department in consultation with the center, the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations.
  - e. public comment will be solicited from the parents or legal guardians of the pupils enrolled in the District/PSA during a public meeting described in PA-149.
- 9· The District/PSA will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules, and regulations.

**10**•The District/PSA will ensure that two (2), 2-way interactions occur between a pupil enrolled in the District/PSA and the pupil’s teacher or at least one (1) of the pupil’s teachers, or another district employee who has responsibility for the pupil’s learning, grade progression, or academic progress during each week of the school year for at least 75% of the pupils enrolled in the District/PSA. The District/PSA will publicly announce its weekly interaction rates at each District/PSA Board meeting where it re-confirms how instruction is being delivered. The District/PSA will make those rates available through the transparency reporting link located on the District/PSA website each month for the 2020-2021 school year.

Clarification of Assurance 10: “Two-way interaction” means a communication that occurs between a pupil and the pupil’s teacher or at least one of the pupil’s teachers or another district employee who has responsibility for the pupil’s learning, grade progression, or academic progress, where one party initiates communication and a response from the other party follows that communication, and this is relevant to course progress or course content for at least one of the courses in which the pupil is enrolled or relevant to the pupil’s overall academic progress or grade progression. Responses, as described in this subdivision, must be communication initiated by the teacher, by another district employee who has responsibility for the pupil’s learning, grade progression, or academic progress, or by the pupil and not some other action taken.

*Dori Leyko, Superintendent*  
District Superintendent or President of the Board of Education/Directors

9/30/20  
Date

# Learning Plan Narrative

## Opening Statement

- Please provide a statement indicating why an Extended COVID-19 Learning Plan is necessary to increase pupil engagement and achievement for the 2020-2021 school year.

The COVID-19 global pandemic is impacting our school community in a number of ways: we are experiencing a traumatic event, many students may have significant gaps in their learning, and equity issues are more pronounced.

The ELPS COVID-19 Preparedness and Response Plan provides direction, requirements, and recommendations for programming for each phase of the MI Safe Start Plan. The plan prioritizes student and staff wellness and mental health, equity and access, student growth, and relationships and school connectedness, while being fluid enough to adapt to continuing changes in conditions. The additional requirements of the E-COL Plan require the district to identify and commit to the administration of beginning and end-of-year assessment tools and to develop goals for student growth.

ELPS has begun the school year with a fully remote model of instruction as we continue to monitor local health data.

As we return to school in the fall, our first priority will be to ensure the well-being of all members of our school community. Because of the wide range of experiences students had during the remote learning portion of the 19-20 school year, we anticipate that students will come to school in the fall of 2020 with a wider than usual range of competencies. We expect that many students will need opportunities for additional instruction. Teachers will need opportunities to collaborate with each other as they examine student work and determine what comes next in the learning for each student.

ELPS stakeholder groups and committees are in the process of developing our plan for transitioning to in-person instruction as soon as safely possible.

The full ELPS COVID-19 Preparedness and Response Plan can be found at this link: <https://elps.us/downloads/news/elps.preparedness.and.response.plan.final.8.10.20.pdf>

## Educational Goals

- **Please outline and describe** the educational goals expected to be achieved for the 2020-2021 school year. The District/PSA must establish all of its goals no later than September 15, 2020. Authorizing bodies expect PSA educational goals will be aligned to the educational goal within your charter contract.
- **Specify** which goals are expected to be achieved by the middle of the school year and which goals are expected to be achieved by the end of the school year.
- **Ensure** that all of the following apply to the educational goals described in this section: (a) The goals include increased pupil achievement or, if growth can be validly and reliably measured using a benchmark assessment or benchmark assessments, growth on a benchmark assessment in the aggregate and for all subgroups of pupils; (b) The District/PSA benchmark assessment(s) are aligned to state standards and will be administered to all pupils K-8 at least once within the first 9 weeks of the 2020-2021 school year and not later than the last day of the 2020-2021 school year to determine whether pupils are making meaningful progress toward mastery of these standards; and (c) the District's/PSA's educational goals are measurable through a benchmark assessment or benchmark assessments.
- To the extent practicable, the District/PSA will administer the same benchmark assessment or benchmark assessments that was administered to pupils in previous years.

## Quality Evidence-Based Assessment Practices

ELPS believes that benchmark assessment evidence can be used to monitor and evaluate patterns and trends in school/district academic performance and to identify effective instructional programs. We believe it can provide guidance for standardizing or adjusting curriculum and instruction across grade levels, schools, and districts and within classrooms.

We will not, however, use benchmark assessment data to make high-stakes instructional decisions about individual student learning. Rather, ELPS will continue the use of (and professional learning around the use of) the formative assessment process as a powerful practice embedded in the teaching and learning process to continuously observe where our students are in order to modify instruction.

We believe the use of the formative assessment process, which is supported by an extensive body of research, provides real-time data for both our teachers and students to accelerate their learning and progress and gives us a more complete picture of what our students know and are able to do.

## Educational Goals

Screening assessments in reading and mathematics will be administered to all students at least twice during the school year: once in the first nine weeks of the school year, mid-year for some of the assessments, and again prior to the last day of school. Formative assessments will provide information to inform our progress toward our goals over the course of the year. Progress reports will be available on our website in February and June, and individual student progress will be shared with students and families.

Additionally, we will continue to engage stakeholders in the district's balanced assessment system, including publicly sharing aggregate and student subgroup performance reports on multiple assessments.

**Goal 1** - All students (K-8) will improve performance in Reading/ELA from Fall to Spring as measured by AIMSweb Plus or through the use of a local assessment.

- All teachers will use the assessment process to support adjustment to teaching & learning, to support meaningful student progress towards mastery of Reading/ELA academic standards.
- Results from Reading/ELA benchmark assessments, local Reading/ELA summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

**Goal 2** - All students (K-8) will improve performance in Mathematics from Fall to Spring as measured by AIMSweb Plus (Kindergarten and grades 6 - 8) and the Math Expressions Benchmark Assessments (grades 1 - 5).

- All teachers will use the formative assessment process to support adjustment to teaching & learning, to support meaningful student progress towards mastery of Math academic standards.
- Results from Math benchmark assessments, local Math summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

## Instructional Delivery & Exposure to Core Content

- **Please describe** how and where instruction will be delivered during the 2020-2021 school year. (e.g. instruction may be delivered at school or a different location, in-person, online, digitally, by other remote means, in a synchronous or asynchronous format, or any combination thereof).

### Mode of Instruction

To start the school year, all students will begin the year with remote instruction at least through September 30, 2020.

Through a set of surveys, ELPS will gather information from families, staff, and students regarding the transition to in-person instruction. Using this data, local health data, and guidance from the Ingham County Health Department, the district will communicate a recommendation for the mode of instruction for October no later than September 21, 2020. Per requirements for the Board of Education (BOE) to recertify the E-COL Plan and the mode of instruction, this process will occur every 30 days. Stakeholders will also have the opportunity to provide input through public comment at BOE meetings, which are held twice a month.

Once a decision is made to transition to in-person instruction, students will be phased in, likely beginning with a hybrid model schedule but depending on the number of students returning for in-person instruction. The transition from online learning to in-person learning will occur over a 2 - 3-week period. Students in the Great Start Readiness Program (GSRP), Young Fives, Kindergarten and First Grade will return first, followed by students in grades 2 - 5. At the middle school, students in Grade 6 will return, followed by students in Grades 7 & 8. Due to the multi-grade classes at the high school, students in grades 9 - 12 will return together, likely in a hybrid schedule. Remote learning will continue to be offered to students at least through Phase 5 of the MI Safe Start Plan.

Note: Before and/or during this phase-in period, special education students in district categorical programs may be offered in-person instruction in very small groups scheduled by the teacher and families. In addition, English Learners and other students with IEPs may be offered face-to-face support.

### **Updated 9/27/20**

On August 10, 2020, the ELPS Board of Education approved the recommendation to start the 2020-21 school year remotely through September 30, 2020, with a reevaluation

and recommendation for instructional delivery beyond that date to be communicated to the Board and stakeholders the week of September 21, 2020.

Since then, legislation was passed to require each district to develop an Extended Continuity of Learning Plan by October 1, 2020, and for the Board of Education to recertify the mode of instructional delivery every 30 days after October 1. ELPS is monitoring health data for the county and East Lansing Community daily. We are also in communication with MSU and the Ingham County Health Department on a regular basis and are utilizing tools developed by the Michigan Department of Health and Human Service (MDHHS) and the Center for Disease Control and Prevention (CDC) to guide decisions regarding the increasing intensity of in-person instruction.

Based on the following data, ELPS will continue with remote learning through October 30, 2020. The district will survey our stakeholders again in mid-October to inform future programming decisions. The district is also working with teachers and families on plans to begin providing some in-person instruction in very small groups for some students with disabilities and other special populations, as local health conditions permit.

**Current local, county, and state data is as follows (as of 9/21/20):**

- COVID-19 cases in Ingham County:
  - 3172 confirmed cases
  - 45 reported deaths
- COVID-19 cases per million in Ingham County (as of 9/15/20):
  - 294 cases per million per day (7-day rolling average)
  - “very high” risk level (criteria for “very high” is 70 cases per million per day)
- COVID-19 positivity rate in Ingham County (as of 9/15/20):
  - 5.6% (7-day rolling average)
  - “medium” risk level
- COVID-19 cases in Zip Code 48823:
  - 1261 – 1270 confirmed cases
- New COVID-19 positive cases and positivity rate at MSU:

	<u>New Cases</u>	<u>Positivity Rate</u>
Week of 9/14	209	13.38%
Week of 9/7	160	16.53%
Week of 8/31	126	12.56%
Week of 8/24	4	1.3%
Week of 8/17	5	2.13%
Week of 8/10	12	4.2%
Week of 8/3	8	11.76%

- New cases in K-12 school and universities this past week: 548 cases

Here are links to sites that provide local and state COVID-19 health data:

- MI Safe Start Map: <https://www.mistartmap.info/> (Click on our region – then click on Ingham County for county-specific data)
- Ingham County Health Department reporting: <https://ichd.maps.arcgis.com/apps/opsdashboard/index.html#/d9fd5db6d01348fdb1b9f8d1516bb825>
- MSU reporting: <https://msu.edu/together-we-will/testing-reporting/>
- School Related Outbreak Reporting - updated every Monday [https://www.michigan.gov/coronavirus/0,9753,7-406-98163\\_98173\\_102480---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98163_98173_102480---,00.html)

### **Updated 10/25/20**

Based on current COVID health and risk data, remote learning will continue through at least January 3, 2021, at which time ELPS will offer both remote and in-person instruction should local, county and state health and risk data support a transition to in-person instruction. This determination will be made using the Michigan Department of Health and Human Services (MDHHS) and the Center for Disease Control (CDC) health data metric tools. The week of January 4, 2021 will be an orientation week for students in grades preK – grade 5, and middle and high school students will have an orientation week the week of January 18, 2021.

Currently, ELPS is offering in-person instruction and support to students in some of the district's special education categorical programs and is beginning in-person support to English Learners beginning the week of November 2, 2020. These in-person offerings are contingent upon the district's ability to safely and effectively staff each classroom.

### **Updated 11/20/20**

Based on current COVID health and risk data and the current Epidemic Order announced by the Michigan Department of Health and Human Services on Sunday, November 16, 2020, remote learning will continue through at least January 15, 2021, at which time ELPS may offer both remote and in-person instruction should local, county and state health and risk data support a transition to in-person instruction. This determination will be made using the Michigan Department of Health and Human

Services (MDHHS) and the Center for Disease Control (CDC) health data metric tools and other factors listed in the district’s metric guidance tool. In-person instruction will be offered no earlier than January 19, 2021, and this start date for offering in-person instruction will either be recertified or amended at the December 14, 2020 Board of Education meeting.

ELPS was offering small-group in-person instruction to some special education and English Learner students prior to the announcement of the DHHS Epidemic Order that provides directives and guidelines for the “three-week pause.” Should the order expire on December 8, 2020, ELPS will evaluate whether or not we are able to resume this programming.

### **Updated 12/14/20**

## **ELPS In-Person Instruction Plan (12/13/20)** *For Implementation from January 19, 2021 – April 1, 2021*

### **Pillars of this Plan**

- We will offer in-person instruction to some students, starting with elementary and special populations.
- We will continue to honor the ability and/or willingness of our teachers and support staff to return to in-person instruction by allowing them choice.

### **Rationale/Guiding Principles**

- Start in-person instruction with able and willing teachers and staff
- Provide classroom parameters and COVID-stipend information in advance of teachers making decision to return to in-person instruction
- Prioritize classroom slots by student need – more details below
- Phase in beginning with our youngest students first – preschool and elementary grades prioritized
- This plan will be implemented through April 1, 2021. A larger-scale post-Spring Break return will be evaluated and communicated in March.
- Secondary (grades 6 – 12) will remain online at least through February. Small-group academic support and extra curriculars will be offered as permitted by state orders, ELPS discretion and personnel availability.

### **Resources that Informed this Recommendation**

- [https://www.washingtonpost.com/world/europe/europe-schools-covid-open/2020/12/01/4480a5c8-2e61-11eb-9dd6-2d0179981719\\_story.html](https://www.washingtonpost.com/world/europe/europe-schools-covid-open/2020/12/01/4480a5c8-2e61-11eb-9dd6-2d0179981719_story.html)
- <https://amp.theatlantic.com/amp/article/616669/>
- [https://www.washingtonpost.com/education/students-falling-behind/2020/12/06/88d7157a-3665-11eb-8d38-6aea1adb3839\\_story.html](https://www.washingtonpost.com/education/students-falling-behind/2020/12/06/88d7157a-3665-11eb-8d38-6aea1adb3839_story.html)

### Timeline for In-Person Offerings

Target Date	Grade(s)/Group(s)	Comments
Tuesday, January 19, 2021	Special Education Categorical Classrooms English Learner support	Resume these offerings that were previously in place
Monday, February 1, 2021	GSRP, Young Fives – Grade 2 Secondary learning labs	
Monday, February 15, 2021	Grades 3 - 5	
Monday, March 1, 2021	Grades 6 – 12	Programming model to be determined

### Details of Classroom, Slots and Teacher/Staff Provisions

Classroom	Allocation of Classroom Slots	Teacher/Staff COVID-Stipend
<ul style="list-style-type: none"> <li>• Max 16 students per classroom</li> <li>• Partial days (approx. 8:45 a.m. – 2:00 p.m. – schedule in development)</li> <li>• Desk partitions/dividers or other classroom safety equipment provided upon request</li> <li>• All safety protocols from ELPS COVID-19 Preparedness and Response Plan (PRP) will be implemented as described</li> </ul>	<ul style="list-style-type: none"> <li>• In-person spots will be offered to students based on need (need may include: special education support, English Learner support, breakfast and lunch needs, intervention services, supervision, mental health, lack of participation in remote learning, and other criteria)</li> </ul>	<ul style="list-style-type: none"> <li>• COVID stipend for in-person staff – amount TBD by 12/18</li> <li>• District will provide disposable masks, face shields, gloves, disinfecting wipes, hand sanitizer</li> <li>• \$200 PPE reimbursement per person (for additional items beyond the list above)</li> <li>• Applications available by 12/18/20 and due 1/4/21</li> </ul>

### Key Points

- This plan will reassign some students – will keep as minimal as possible
- May not be slots available for all students who desire in-person instruction at this time
- May need to group buildings for offerings – depends on teacher applications by building and grade level (ex. Donley/Marble, Red Cedar/Glencairn, Whitehills/Pinecrest OR Marble, Donley & Whitehills, Pinecrest, Glencairn & Red Cedar)

## **Updated 1/22/21**

Based on decreasing COVID metrics, vaccination availability for educators and the Governor's encouragement to offer in-person instruction as soon as possible and no later than March 1, 2021, ELPS has begun in-person instruction for some classrooms that serve students with IEPs as of January 19, 2021.

The District will begin offering in-person instruction on the following dates:

- PreK – Grade 5: February 22, 2021
- Grades 6 – 12+: March 1, 2021

Families that elect for their children to remain online at this point will have the opportunity to opt in to in-person instruction following Spring Break, and the District will continue to offer remote learning through the end of the 2020-21 school year.

More details are contained in the attached PowerPoint: [\(link PPT here\)](#)

- **Please describe** how instruction for core academic areas will expose each pupil to the academic standards that apply for each pupil's grade level or course in the same scope and sequence as the District/PSA had planned for that exposure to occur for in-person instruction.

### **Curriculum and Instruction: Academic Standards**

East Lansing Public Schools board-approved standards-aligned curriculum will be taught by ELPS teachers during remote and in-person instruction. Live and on-demand learning and best practices will be integrated to promote student engagement and differentiation. As teachers navigate the wider than usual range of competencies expected this fall, they will use pre-assessments to plan for differentiation of content, use results from pre-assessments to inform instruction and prioritize K-12 instructional standards for the 2020-2021 School Year. Teachers will utilize ELPS Scope and Sequence documents to guide content coverage.

Teachers and other professional staff will utilize SeeSaw (grades preK – 2) and Google Classroom (grades 3 – 12) to deliver instruction.

- **Please describe** how pupil progress toward mastery of the standards described within this section will be graded or otherwise reported to the pupil and the pupil's parent or legal guardian.

## Assessment and Grading

East Lansing Public Schools bases its assessment system on the Michigan Standards. We regularly assess students at the district and classroom level to determine if they are making progress toward meeting those standards. We place a heavy emphasis on formative assessment. This is critical in the instructional process so that students receive timely feedback that helps them know what they need to do to improve. It also gives the teacher important information to know how to adjust the teaching and learning process to meet each student's needs.

We also have a system for delivering summative assessments at the district and classroom levels. These are given at the end of a period of learning as an evaluation of what has been learned and are part of our district grading process. These assessments are based on a coherent set of standards in the subject area that focus on a related group of skills and disciplinary knowledge.

We make available to our parents and legal guardians a web-based system that allows them to see their children's grades at any time. Our teachers keep up-to-date information on student grades in this system. This is in addition to the expectation we have for all teachers that they keep parents and guardians abreast of any concerns regarding a student's grade through emails and phone calls. Finally, we send out to parents report cards at the end of each marking period.

Elementary students will receive standards-based marks ratings on their report cards on a trimester basis. Middle and high school students will receive report cards on a quarterly basis - these students will receive letter grades or Incomplete, with an opportunity to make up work when students return to in-person learning.

## Equitable Access

- If delivering pupil instruction virtually, please **describe** how the District/PSA will provide pupils with equitable access to technology and the internet necessary to participate in instruction.

## Technology

ELPS ensures all students will be provided equitable access to technology and the internet as described in our Preparedness and Response Plan that was previously submitted to the state. ELPS is providing devices (iPads, laptops and/or Chromebooks) to all students who need them to access the curriculum and instruction and hotspots to families who need high-speed internet access.

- **Please describe** how the District/PSA will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules, and regulations.

## Students with Disabilities

Daily student and staff schedules were intentionally developed to provide time for both push-in and pull-out support and services. Time for communication and collaboration between teachers and service providers are also included in the weekly schedule.

Service providers will make initial contact with families to share district plans and processes for supporting students during remote learning. Service providers will ensure that students have all materials and resources to be successful with the online platform.

Service providers, in conjunction with IEP teams, will review students' IEPs, solicit parent input, and assess where students are at on their IEP goals. Teams will then determine to what extent the current services can be delivered during online learning and will generate one of the following: new IEP, an IEP amendment, or a contingency learning plan. These plans will be developed with parent input.

The ELPS Special Education Department continues to gather parent input and feedback in order to inform decisions on how to best support students with IEPs during remote learning.

The district has developed a method to complete evaluation for students suspected of having a disability as well as those requiring re-evaluation. In-person assessments will be completed as needed, with strict safety protocols and PPE utilized.

The district is in the planning process for transitioning students to in-person instruction. Students with disabilities in categorical programs will be offered in-person instruction first.

- **Optional Considerations for District/PSA Extended COVID-19 Learning Plans:**

- 1. In addition to the students with disabilities noted above, please describe how the District/PSA will ensure that the needs of other vulnerable student populations, such as but not limited to, early English Learners and Fledgling/struggling students, are met.  
  
2. Please describe how the District/PSA will ensure that students will, during pandemic learning, have continued access to programs such as, but not limited to, Early Childhood, CTE, Early-Middle College, Dual Enrollment, and Advanced Placement as applicable within the District/PSA.

The ELPS full instructional plan (COVID-19 Preparedness and Response Plan) addresses ways all learners are supported and can be found at:

[https://elps.us/downloads/\\_news\\_/elps.preparedness.and.response.plan.final.8.10.20.pdf](https://elps.us/downloads/_news_/elps.preparedness.and.response.plan.final.8.10.20.pdf)