



East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

Regular Meeting
May 23, 2022 - 7:00 PM
Board Room
509 Burcham Drive
East Lansing, Michigan 48823



Agenda

I. Opening of Meeting

A. *Call to Order*

B. *Roll Call*

C. *Mission: Nurturing Each Child, Educating All Students, Building World Citizens*

D. *Approval of Agenda*

Motion: The Board of Education approves the agenda of the May 23, 2022, regular meeting, as presented.

E. *Approval of Minutes*

Motion: The Board of Education approves the minutes of the May 9, 2022, regular meeting, as presented.

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II. Recognition

A. Edgewood Village Scholars

- Rabbi Buntha
- Lai'Twan Petway
- Asisa Walker
- Delasisa Walker

B. Student Representatives to the Board of Education

- Elisabeth Beer
- Anne McIlhagga

C. Student Representatives to Academic and Technology Committee

- Annabelle DiMaggio
- Pardis Raberimiandoab

D. 2022 Retirees

- Casey Bain, Marble Teacher
- Amy Celentino, High School Paraprofessional
- Laurel Crilly, High School Teacher
- Kim Dec, Whitehills Teacher
- Lauren Fordell, Marble Teacher
- Sally Long, Central Office
- Barbara McCaffrey, High School Teacher
- Patrick Murray, High School Teacher

- Karolyn Sung, Marble Teacher
- Andrew Wells, High School Principal

III. Student Representative Report

IV. Superintendent's Report

V. Consent Agenda

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

A. The Board approves the hiring of **Devon Houston**, 1.0 FTE MacDonald Middle School Special Education teacher pending receiving his Michigan teaching certificate at BA Step 5 effective August 22, 2022.

B. The Board approves the hiring of **Karlie Walraven**, 1.0 FTE Resource Room and Intervention Specialist teacher at Whitehills Elementary pending receiving her Michigan teaching certificate at BA Step 3 effective August 22, 2022.

C. The Board approves the hiring of **Paige VanAtta**, 1.0 FTE Kindergarten teacher at Red Cedar Elementary at BA Step 4 effective August 22, 2022.

D. The Board approves the hiring of **Ivelise Hamlett**, 1.0 FTE 1st grade teacher at Red Cedar Elementary at BA Step 4 effective August 22, 2022.

E. The Board approves the hiring of **Chester Richmond**, 1.0 FTE 2nd grade teacher at Red Cedar Elementary at BA Step 8 effective August 22, 2022.

F. The Board approves the hiring of **Elizabeth Bastin**, 1.0 FTE High School Special Education teacher pending receiving her Michigan teaching certificate at MA Step 3 effective August 22, 2022.

G. The Board approves the hiring of **McKenzie Koenigsknecht**, 1.0 FTE Resource Room and Intervention Specialist teacher at Robert L. Green Elementary pending receiving her Michigan teaching certificate at BA Step 3 effective August 22, 2022.

H. The Board approves the hiring of **Emily Nagel**, 1.0 FTE 5th grade teacher at Glencairn Elementary at BA Step 3 effective August 22, 2022.

I. The Board approves the hiring of **Megan Owen**, 1.0 FTE 4th grade teacher at Glencairn Elementary at BA Step 6 effective August 22, 2022.

J. The Board approves the hiring of **Mary Koenig**, 1.0 FTE 4th grade teacher at Glencairn Elementary at BA Step 3 effective August 22, 2022.

VI. **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.

VII. Presentation

2021-22 Final Budget Revision, Richard Pugh, Director of Finance and Operations

VIII. Action Items

A. High School Band and Orchestra Ensembles Trip to Washington DC 15

Motion: The Board of Education approves the trip request from David Larzelere and Dave Rosin for a High School band and orchestra ensemble trip to Washington DC in March 2023.

B. MacDonald Middle School Concert Band and Orchestra Trip to Chicago, IL 45

Motion: The Board of Education approve the trip request from Patricia Kroth, Mikaela Vanator, and David Rosin to travel to Chicago for an overnight trip in May 2023 with MacDonald Middle School band and orchestra students.

C. Elementary Classroom Bookshelves 77

Motion: The Board of Education approves the purchase of bookcases from Interstate Office Interiors in the amount of \$30,899.20.

D. MacDonald Middle School Science Curriculum Adoption 79

Motion: The Board of Education approves the purchase of Science Education for Public Understanding Program (SEPUP) as the core Science curriculum for MacDonald Middle School grades 6 - 8 in the amount of \$116,311.49.

E. 2021-22 Final Budget Revision 163

1. General Fund

Motion: The Board of Education adopt the 2021-2022 Final Budget Revision resolution for the General Fund as presented.

2. Food Service Fund

Motion: The Board of Education adopt the 2021-2022 Final Budget Revision resolution for the Food Service Fund as presented.

3. Student/School Activity Fund

Motion: The Board of Education adopt the 2021-2022 Final Budget Revision resolution for the Student/School Activity Fund as presented.

IX. Committee Reports

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

X. Announcements

XI. Adjournment

Respectfully Submitted,

***Dori Leyko
Superintendent***

Regular Meeting
Monday, May 9, 2022, 7:00 PM Eastern

Board Room
509 Burcham Drive
East Lansing, Michigan 48823

I. Opening of Meeting

I.A. Call to Order

The meeting was called to order by President Kate Powers at 7:01 pm. Ms. Powers stated item I.C. Roll Call was going to be moved before the I.B. Mission statement.

I.B. Roll Call

Dr. Terah Chambers:	Present
Dr. Kath Edsall:	Absent
Ms. Monica Fink:	Present
Dr. Elizabeth Lyons:	Present
Mr. Chris Martin:	Present
Ms. Kate Powers:	Present
Ms. Debbie Walton:	Present
Student Representatives	
Elisabeth Beer	Absent
Anne McIlhagga	Absent
Ms. Dori Leyko	Present

Present: 7, Absent: 3.

Dr. Edsall arrived at 7:05 pm. Student representative Elisabeth Beer arrived at 7:07 pm.

I.C. Mission: *Nurturing Each Child, Educating All Students, Building World Citizens*

I.D. Approval of Agenda

Motion 21-22/113: The Board of Education approves the agenda of the May 9, 2022, regular meeting, as presented.

This motion, made by Ms. Debbie Walton and seconded by Dr. Elizabeth Lyons, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Absent, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye
Aye: 6, Nay: 0

I.E. Approval of Minutes

Motion 21-22/114: The Board of Education approves the April 25, 2022, regular meeting minutes, as presented.

This motion, made by Dr. Terah Chambers and seconded by Mr. Chris Martin, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Absent, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye
Aye: 6, Nay: 0

II. Recognition

Congratulations, ELHS Science Olympiad Club! At the State tournament on Saturday, the Main (Varsity) team placed **10th overall out of the top 42 teams in Michigan.**

Great work, team! All of our hard work this season has paid off. This was one of the toughest tournaments we've competed at, yet we were able to uphold our ranking from last year.

Special kudos to the following event medalists (top 8):

1st in Codebusters: John Ahlin (12), Johnny Bonnell (11), Skyler Hamlin (11)

2nd in Wright Stuff: Michael Barger (10), Guhyun Jeong (9)

3rd in Remote Sensing: Skyler Hamlin (11), Donald Keough (11)

6th in WiFi Lab: Skyler Hamlin (11), Guhyun Jeong (9)

7th in Green Generation: Graham Flynn (11), Donald Keough (11)

Honorable mention to the following event groups who were very close to medaling:

9th in Experimental Design: Graham Flynn (11), Skyler Hamlin (11), Michael Barger (10)

10th in Botany (trial event): Josh Johnson (11) (alternate), Liv Mann (10) (alternate)

11th in Anatomy and Physiology: Jinyoung Jeong (12), Shehzin Lodhi (12)

12th in Write It Do It: John Ahlin (12), Johnny Bonnell (11)

The full tournament results are linked below in the forwarded message.

As we wrap up this spectacular 2021-22 season, the SOC would like to thank the following people for making our successes possible:

Our volunteer coaches, Head Coach Kopachik, Coach Wisner, Coach Miller, Coach Turnbull, Coach Barger, and Coach Ahlin, for everything they do for us and their endless wisdom and energy;

Our families, for providing us with transportation, food, and emotional support;

Our science teachers, for instilling in us our base scientific knowledge and for encouraging our love of science (shout out to Mr. Paddock—thank you for accepting and holding the packages delivered to us at school);

Our school librarians, Mrs. Smith and Ms. Kowalski, for allowing us to use the school Media Center for meetings and the display of our trophies;

And last but certainly not least, our school administrators for their continued support of the Science Olympiad Club. (Shout out to Mr. Wells—thank you for your interest in our proceedings and for providing us with great resources like the school bus!)

III. Student Representative Report

- End of the school year excitement.
- Last Band and Orchestra concert will be held on May 26.
- The Mark Wood concert with the ELHS Orchestra was a huge success. An electric violin was raffled off.
- Model UN conference will be held this weekend in Toledo, OH.
- Spring sports are underway and the teams are having great success.
- Senior Spirit week is coming.
- Convocation will be on May 20 beginning at 10:00 am.
- Graduation is May 27 at 7:00 pm at MSU Auditorium.

IV. Superintendent's Report

Kindergarten and GSRP Round-Up is this Tuesday, May 10

Elementary buildings will be holding their spring Kindergarten Round-Up events this Tuesday, May 10 - please contact your neighborhood school building (unless your Permeable Boundary request has been approved) for more information.

Red Cedar Elementary School will also be holding a Great Start Readiness Program (GSRP) Round-Up event this Tuesday, May 10 from 3:45 - 5:15 p.m. Please contact the Red Cedar office for more information!

COVID Take-Home Test Kits Available

We received a batch of Take-Home COVID test kits last week - each box contains two tests. These test kits are available upon request from each school office, and we will send them home with every student in a class if an outbreak (3+ positive cases) of cases is identified.

We were able to distribute about 100 test kits to prom-goers last weekend for testing prior to prom and/or prior to returning to school Monday morning! We appreciate that the Lansing School District loaned us these test kits since we had not yet received our batch.

Exposure notification letters of students who may have been exposed to COVID-19 are still being sent to families when we learn of a school-related positive case. Feel free to check in with your building administrators if you have questions - they can share the number of current active cases in the school building - these numbers change quickly with the newer 5-day isolation period.

Save the Date!

We will be hosting a Community Open House to celebrate the retirement of long-time ELPS staff member and current East Lansing High School Principal Andrew Wells on May 20 from 4:00 - 7:00 p.m. in the ELHS Student Union. Light refreshments and entertainment by the EL Singers and the ELHS Jazz Band will be provided. All are welcome!

Summer Construction Projects Underway

Our summer construction projects consist of the replacement of tennis courts and the addition of turn to our athletic field at the high school. Demolition of our tennis courts began last week. Elementary outdoor learning structures and the courtyard and amphitheater project at Red Cedar will begin in late May.

ELHS Principal Search

We are still in the process of completing our search for the next ELHS Principal. I hope to have a recommendation to the Board at the May 23 meeting.

Discussion followed.

V. 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.

No public comment.

VI. Presentation

"ELPS K-5 Classrooms Diverse Book Initiative", Klaudia Burton, Director of Equity and Social Justice

Discussion followed.

VII. Action Items

VII.A. Hiring of Chief Human Resources Officer per employee contract from July 1, 2022, to June 30, 2025

Motion: 21-22/115: The Board of Education approve the hiring of Rulesha Glover-Payne, Chief Human Resources Officer, per the employee contract from July 1, 2022, to June 30, 2025, as presented.

This motion, made by Dr. Kath Edsall and seconded by Dr. Terah Chambers, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye, Ms. Monica Fink: Nay
Aye: 6, Nay: 1

Discussion followed.

VII.B. Administrators and Supervisors employee contracts from July 1, 2022, to June 30, 2025

Motion 21-22/116: The Board of Education approve the Administrators and Supervisors employee contracts from July 1, 2022, to June 30, 2025, as presented.

This motion, made by Ms. Debbie Walton and seconded by Dr. Kath Edsall, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye
Aye: 7, Nay: 0

VII.C. Purchase of Technology Hardware

Motion: 21-22/117: The Board of Education approves the purchase of desktop computers from SEHI in the amount of \$51,125.00 and Chromebooks in the amount of \$95,173.20 for a total of \$146,298.20, as presented.

This motion, made by Dr. Terah Chambers and seconded by Mr. Chris Martin, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye
Aye: 7, Nay: 0

VII.D. MacDonald Middle School Social Studies Curriculum Adoption

Motion 21-22/118: The Board of Education approves the adoption and purchase of McGraw Hill as the core Social Studies curriculum for East Lansing Public School students in grades 7 and 8, as presented.

This motion, made by Dr. Terah Chambers and seconded by Dr. Elizabeth Lyons, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye
Aye: 7, Nay: 0

VII.E. K-5 English Language Arts/Reading Curriculum Adoption

Motion 21-22/119: The Board of Education approves the adoption and purchase of Bookworms as the core Language Arts/Reading curriculum for East Lansing Public School students in grades K - 5, as presented.

This motion, made by Dr. Terah Chambers and seconded by Dr. Elizabeth Lyons, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye
Aye: 7, Nay: 0

VII.F. Ingham Intermediate School District's 2022-23 Proposed General Fund Budget

Motion: 21-22/120: The Board of Education adopt the resolution in support of the proposed 2022-23 Ingham Intermediate School District General Fund budget, as presented.

This motion, made by Dr. Kath Edsall and seconded by Mr. Chris Martin, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye
Aye: 7, Nay: 0

VII.G. Renewal of the Food Service Management Contract with Chartwells School Dining for FY 2022-23

Motion: 21-22/121: The Board of Education authorizes the Superintendent, or designee, to sign the attached Agreement Page and Contract Renewal Agreement to renew the food service management contract with Chartwells School Dining for a period of one year beginning on July 1, 2022, through June 30, 2023, as presented.

This motion, made by Dr. Kath Edsall and seconded by Ms. Debbie Walton, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye
Aye: 7, Nay: 0

VIII. Committee Reports

VIII.A. Academic and Technology Committee

- Next meeting on May 10 at 11:00 am.

VIII.B. Facilities Committee

- Next meeting will be May 17 at 11:00 am.
- Broke ground on tennis courts project.
- Exciting summer with all the new projects taking place.

VIII.C. Finance Committee

- Next meeting will be held May 20 at 9:30 am.

VIII.D. Intergovernmental Relations

- No report.

VIII.E. Personnel Committee

- No report.

VIII.F. Policy Committee

- Next meeting is May 11 at 4:00 pm.

IX. Announcements

- Dr. Chambers expressed her excitement about the hiring of Rulesha Glover-Payne, Chief Human Resources Officer.
- Ms. Fink clarified her no vote was not about the hiring of Rulesha Glover-Payne as the Chief Human Resources Officer but due to no board-approved policy on hiring practices.
- Ms. Walton announced the archery team would be heading to Louisville, KY to compete at Nationals.

X. Adjournment

The meeting was adjourned at 7:45 pm.

President

Secretary



MEMORANDUM

TO: Board of Education

FROM: Dori Leyko
Superintendent of Schools

SUBJECT: Human Resources Action Items

DATE: May 20, 2022

Hires

It is recommended that the Board approve the hiring of **Devon Houston**, 1.0 FTE MacDonal Middle School Special Education teacher pending receiving his Michigan teaching certificate at BA Step 5 effective August 22, 2022.

It is recommended that the Board approve the hiring of **Karlie Walraven**, 1.0 FTE Resource Room and Intervention Specialist teacher at Whitehills Elementary pending receiving her Michigan teaching certificate at BA Step 3 effective August 22, 2022.

It is recommended that the Board approve the hiring of **Paige VanAtta**, 1.0 FTE Kindergarten teacher at Red Cedar Elementary at BA Step 4 effective August 22, 2022.

It is recommended that the Board approve the hiring of **Ivelise Hamlett**, 1.0 FTE 1st grade teacher at Red Cedar Elementary at BA Step 4 effective August 22, 2022.

It is recommended that the Board approve the hiring of **Chester Richmond**, 1.0 FTE 2nd grade teacher at Red Cedar Elementary at BA Step 8 effective August 22, 2022.

It is recommended that the Board approve the hiring of **Elizabeth Bastin**, 1.0 FTE High School Special Education teacher pending receiving her Michigan teaching certificate at MA Step 3 effective August 22, 2022.

It is recommended that the Board approve the hiring of **McKenzie Koenigsknecht**, 1.0 FTE Resource Room and Intervention Specialist teacher at Robert L. Green Elementary pending receiving her Michigan teaching certificate at BA Step 3 effective August 22, 2022.

It is recommended that the Board approve the hiring of **Emily Nagel**, 1.0 FTE 5th grade teacher at Glencairn Elementary at BA Step 3 effective August 22, 2022.

It is recommended that the Board approve the hiring of **Megan Owen**, 1.0 FTE 4th grade teacher at Glencairn Elementary at BA Step 6 effective August 22, 2022.

It is recommended that the Board approve the hiring of **Mary Koenig**, 1.0 FTE 4th grade teacher at Glencairn Elementary at BA Step 3 effective August 22, 2022.



East Lansing
Public Schools

MEMORANDUM

TO: East Lansing Board of Education

FROM: Glenn Mitcham

SUBJECT: Action Item: High School Band and Orchestra Ensembles Trip to Washington DC

DATE: May 19, 2022

Recommendation:

It is recommended that the Board of Education approve the trip request from David Larzelere and Dave Rosin for a High School band and orchestra ensemble trip to Washington DC in March 2023.

Background:

Attached is a proposal presented by Mr. Larzelere and Mr. Rosin for the Board's review detailing an explanation of a trip request. It is presented here for the full Board's review and consideration.

While in Washington DC, the students will have the opportunity to perform twice, attend a performance by the National Symphony, and experience the historical and national monuments of the DC area. This experience is appropriately connected to the music curriculum and would be a wonderful experience for our students.

In keeping with district policy, three competitive bids were sought. Families will be paying for the trip, so there will be no cost to the district. Students will be provided the opportunity to fundraise.

Thank you for your consideration of this exciting opportunity for our high school students.

May 5, 2022

Dear Ms. Leyko and members of the East Lansing Board of Education

We are writing to request approval for the East Lansing High School Bands and Orchestras to travel to Washington DC in March 2023. Our trip to Washington DC in 2017 was a very positive experience for our students and program and we hope to recreate this opportunity for our students next year.

While in Washington DC, students will have the opportunity to perform twice, attend a performance by the National Symphony, and experience the historical and national monuments of the DC area. Additionally, students will visit Arlington Cemetery, the National Cathedral, and the Smithsonian Museums.

This travel experience will benefit our students educationally and culturally and continue to enhance the musical curriculum that we offer at ELHS.

Students will have several opportunities to fundraise throughout the year for this trip.

Feel free to contact us with any questions regarding this request. Accompanying this letter are two bids for the travel request. The third company that we requested a bid from was unable to respond in a timely manner. At this point, we don't have a preference for which company to select as there are pros and cons with each company.

Thank you for your consideration and your continued support of the Bands and Orchestras in the East Lansing Public Schools.

Best,

David Larzelere
Director of Bands
david.larzelere@elps.us

Dave Rosin
Orchestra Director
david.rosin@elps.us

**EAST LANSING PUBLIC SCHOOLS
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

IMPORTANT: all out-of-state and overnight field trips require the approval of the East Lansing Board of Education. Per Board Policy 2340.01, "The Board may approve extended educational field trips for student groups under school sponsorship. Each trip requires separate approval and must be approved annually. An extended educational field trip exceeds one (1) school day and is directly related to the subject matter being taught in the district." For further details, please refer to ELPS BOE Policy 2340.01, included in the Field Trip Application Packet. All requirements must be satisfied before the Board will act on Extended Educational Field Trip requests.

Required documents must be attached to this request form:

1. Letter to ELPS Board of Education, requesting approval of this trip
2. Detailed itinerary
3. 3 tour company bids, if a commercial carrier is providing service
4. Certificate of liability insurance, if a commercial carrier is providing service
5. Copy of parent consent form (customize using provided template)

Name and position of staff person requesting trip:

David Laczela + David Rosin - Director of Bands/Orchestras

Trip destination and dates: (please attach detailed itinerary to this form)

March 23-27, 2023

Purpose for trip and relationship to district curriculum:

Performance, Historical Sites, Concert Attendance, Travel

Grade level of student participants, and number expected to participate:

HS (9-12) Band/Orchestra students 150? students

Cost to students and fundraising/scholarship plans:

Approx \$800 per student - depends on the bid.

Names of chaperones, plus total number committed:

Dave Laczela, Dave Rosin, Patti Kruk, Mikaela Venator
pls 12-15 parent chaperones

**EAST LANSING PUBLIC SCHOOLS
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

Method of transportation: (Important: please note 3 tour company bids must be obtained and attached to this paperwork. One bid must be from a local company.)

Motorcoach (Guardian Travel, Corporate Travel, Bob Rodgers)

Liability insurance: if using a private tour group or transportation company, a certificate of insurance from the outside company with a minimum of \$2,000,000 liability coverage naming East Lansing Public Schools as "additional insured" is required. Liability insurance form must be attached to this request.

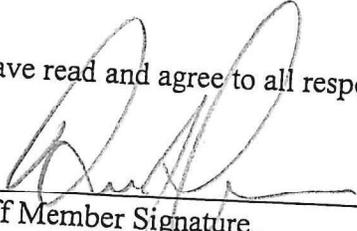
Name of liability insurance company and amount of coverage:

Zurich \$2,000,000 / Acad \$2,000,000

Signature of staff person requesting trip:

- I acknowledge responsibility for the accuracy of all submitted information.
- I acknowledge responsibility for holding an orientation session with students and chaperones, including expectations for chaperones, students, and staff. Session will include review of rules and procedures with parents.
- I acknowledge responsibility for appointing a second trip leader, and agree to familiarize him/her with all trip management details.
- I recognize it is my responsibility to ensure all student participants and their parents provide required documentation, including:
 - Field trip consent form with parent and student signatures
 - Rules acknowledgement form, with parent and student signatures
 - Medical authorization forms
- I acknowledge responsibility for leaving copies of all required documentation and forms with the building principal before leaving on the trip.

I have read and agree to all responsibilities listed above.


Staff Member Signature

4/3/2022
Date

I have discussed these plans with the staff member planning this trip. I believe the trip meets ELPS Board Policy requirements for Extended Educational Field Trips.


Building Principal Signature

5-6-2022
Date

**EAST LANSING PUBLIC SCHOOLS
EXTENDED EDUCATIONAL FIELD TRIP CONSENT FORM**

Directions for use: type in all required information to customize this consent form for the planned field trip. Make copies for student participants and parents. Consent forms **MUST** be signed by both student participants and parents at least 10 days prior to the trip. A copy of all signed consent forms must be provided to the building principal at least a week before departure.

Destination and dates for field trip: insert information below.

Washington DC March 23-27, 2023

Transportation arrangements:

Motorcoach. Professional tour company/Trip management

Trip leader and co-leader:

David Larzelere and Dave Resin

This is to certify that _____ has my permission
(print student name)
to participate in all activities and related travel for the extended educational field trip outlined above. I have had an opportunity to discuss plans with the trip leader, and understand the risks involved.

I release and hold harmless East Lansing Public Schools and its employees and officers from all liability with reference to this extended educational field trip.

Signature of Student

Date

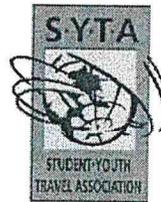
Signature of Parent or Legal Guardian

Date



EDUCATIONAL TOURS
BY CORPORATE TRAVEL

East Lansing High
School
Washington, D.C.





April 22, 2022

East Lansing High School
Dave Rosin
509 Burcham Dr.
East Lansing, MI 48823

Dear Mr. Rosin,

Thank you for choosing Corporate Travel Service for your upcoming tour. We are thrilled to begin planning an exceptional experience for you!

Below, please find a Client Proposal outlining the specifics of your tour package. Please sign and return this proposal to your Account Manager by April 29, 2022 so we can move forward in creating your unforgettable journey!

We are grateful to be able to offer you on your tour dates of March 23-27, 2023.

KEY TOUR INCLUSIONS AND HIGHLIGHTS

DESTINATION(S): Washington, D.C.
 DATES OF TRAVEL: **March 23-27, 2023**
 GROUP TOUR: Educational Tour

THE TOUR INCLUDES

- Round trip via deluxe motor coaches – (3) 56 passenger motor coaches
- Three nights accommodations at the Westin Arlington Gateway (or similar)
- (3) Breakfasts included at the hotel
- (1) \$15.00 cash allowance for lunch
- (3) \$20.00 cash allowances for lunch
- (2) \$20.00 cash allowances for dinner
- (2) organized dinners while in Washington, D.C.
- (2) Performance opportunities while in Washington, D.C.
- (1) half day guided Monument and Memorial Tour
- (1) half day guided Arlington National Cemetery and Memorial Tour
- Tickets to the National Symphony Orchestra (pending availability)
- Tour of the U.S. Capitol (pending availability)
- Visit to the Library of Congress (pending availability)
- Visit to the Smithsonian Museums
- Overnight security at the hotel
- Tour Manager throughout the tour
- Gratuities to motor coach drivers

THE TOUR DOES NOT INCLUDE

- Meals and Beverages not specifically identified
- Other personal expenses
- Items not specifically mentioned above

The inclusions listed above have not been reserved. Definite reservations are made after a signed agreement is received. Furthermore, some inclusions are subject to last minute change and or cancellation. If an inclusion is not available, we will suggest suitable alternatives.

TERMS AND CONDITIONS

This agreement and all bookings made on this tour are governed by the CTS Terms and Conditions and the CTS Liability Release. Please go to <https://www.ctscentral.net/standard-terms-and-conditions> and <https://www.ctscentral.net/liability-release>.

TOUR COSTS BY OCCUPANCY TYPE

Occupancy Type	Single	Double	Triple	Quadruple
Student	\$995.00	1065.00	NA	NA
Adult	NA	NA	\$1195.00	1615.00

FORM OF PAYMENT

Credit Card: American Express, Visa or MasterCard.

Checks: made payable to Corporate Travel Service and mailed directly to Corporate Travel. Returned checks incur bank charges. Note: In order to accurately identify payments, please mark the name of the student on each check.

CANCELLATION POLICY

All cancellations must be received in writing. All payments are non-refundable.

Note: Corporate Travel reserves the right to cancel any reservation if payments are not made according to the payment schedule. Reinstated reservations incur fees.

TRAVEL PROTECTION

CTS strongly recommends the purchase of travel protection, to help protect the traveler's investment in the tour, and to help provide certain medical coverage while traveling. Protection plans help provide coverage for unexpected circumstances. Terms vary, depending on the travel protection carrier chosen, and the terms of the plan purchased.

OCCUPANCY SUPPLEMENT

Overnight tour prices are per person according to room type and are determined with the final rooming list from your school: a "Single" room is one person in a room with one bed, a "Double" is two persons in a room with two beds, a "Triple" is three persons in a room with two beds, and a "Quad" is four persons in a room with two beds. There is an additional fee for rollaway beds in any room type. Rollaway beds are subject to availability.

You have elected to include an occupancy supplement. Most schools choose this option to cover up to 18 students who were forced into triple or double occupancies, that is, those who did not select the triple or double occupancy when booking but were forced into it due to a number of male and female students not evenly fitting into quad occupancies. Triple and double occupancies resulting from a deliberate choice are not covered, and neither are traveling parents and/or chaperones. Those selecting the double occupancy but unable to find a roommate will be charged the single supplement.

EMPTY SEAT FEES

All rates are subject to change and based on a minimum of 135 paying and traveling passengers on (3) motor coaches. If your group falls below the minimum number, a charge of \$393.51 will be assessed for each empty seat. Cancelled passengers, whether eligible for a refund or not, do not count towards the minimum number of paying and traveling passengers.

TIMING OF FUNDRAISING MONIES

All fundraising monies and donations must be received no later than **60 days** prior to departure. Any money received afterwards may not be reflected on final invoices and any refunds due as a result will be mailed after the trip returns.

ADDITIONAL GROUP BENEFITS AND TERMS

COMPLIMENTARY TOURS

Corporate Travel will provide 1 complimentary tour for every 24 paying and traveling passengers; the twenty-fifth (25th) passenger travels at no cost. The complimentary tours are based on single occupancy.

TOUR MANAGER

Your tour prices *do* include a CTS Tour Manager.

Tour Managers: Our tour manager will meet your group at your school and remain with you until the tour returns. By signing this agreement, you agree that the sole responsibility of the tour manager is to accompany your school and coordinate details of the itinerary with the suppliers at the destination, e.g. confirming arrival and departure times. The tour manager acts solely as a liaison between the group and the various attractions and suppliers at the destination to ensure as smooth a travel experience as possible. The tour manager will assist with: arrival and departure procedures at each attraction and destination, monitoring the service quality of the tour, and in the event of an emergency, coordinating appropriate action including seeking instruction from the main office. By signing this agreement, you agree that the tour manager is not a chaperone and is not in any way responsible for ensuring the health or safety of any individual traveler on this tour.

OVERNIGHT HOTEL SECURITY

Overnight hotel security is included in your package. Unless specified otherwise, there will be one security guard for every motor coach. The security guard(s) will be on duty from approximately 10pm to 4am each night.

THE NATURE OF THE GROUP AGREEMENT

In their role as sponsors and participants in the group tours, group leaders and their associated organizations enjoy certain benefits and responsibilities as outlined within this agreement. In response, CTS gladly undertakes the administration and development of the group tour. Subsequently, CTS enters into individual agreements with people who wish to travel on the tour.

In some cases, after the tour is confirmed for operation, the group leader and/or their organization may decide to withdraw their sponsorship and participation. Given the nature of the individual agreements CTS has contracted with passengers, however, the termination of a group agreement does not directly impact the individual passenger agreements. As a result, CTS at its sole discretion may decide to proceed with the group tour.

ACKNOWLEDGEMENT AND SIGNATURES

Please sign and date below to acknowledge your approval of the above terms, conditions, and inclusions. Return a copy of this signed proposal by April 29, 2022, to hold confirmed space.

Corporate Travel Representative:

Group Leader/Teacher



Chris Shewchuck
Educational Tour Consultant
Date: April 22, 2022

Dave Rosin
East Lansing High School
Date:

cc: Ops File/AJR
Educational Tour Consultant



East Lansing High School to Washington DC!

Mar 23, 2023 - Mar 27, 2023

Trip Summary

March 23 - Thursday

Meet at East Lansing High School
Depart for Washington, D.C.
Arrive in Washington, D.C.
Meet your Guardian Tour Director.
Buca di Beppo
Illumination Tour of the Monuments and Memorials
Arrive at the hotel
Check into the hotel
Lights out at director discretion

March 24 - Friday

Breakfast at the hotel
White House (Photo Stop Only)
United States Capitol Building
Supreme Court
L'Enfant Plaza (Lunch at student's expense)
Performance
National Mall
Ben's Chili Bowl
National Symphony Orchestra Concert
Arrive at the hotel
Lights out at director discretion

March 25 - Saturday

Breakfast at the hotel
Smithsonian National Zoo
Reagan International Trade Center (Lunch at student's expense)
ANA Stage at Tidal Basin Welcome Area
Spirit Dinner Cruise
Arrive at the hotel
Lights out at director discretion

March 26 - Sunday

Breakfast at the hotel
Check out of the hotel
Arlington National Cemetery
Wreath Laying Ceremony at the Tomb of the Unknown Soldier
Fashion Centre at Pentagon City (Lunch at student's expense)
United States Holocaust Memorial Museum
Depart for East Lansing High School

March 27 - Monday

Arrive at East Lansing High School

March 23 - Thursday



Meet at East Lansing High School
509 Burcham Dr, East Lansing, MI 48823



Depart for Washington, D.C.
590 miles
9 hours
2 meal stops at student's expense



Arrive in Washington, D.C.



Meet your Guardian Tour Director.

Your tour director is very knowledgeable about your destination city. Looking for the best restaurants or insider tips? We've got you covered! This person is with you during your time in this city.



*Here
to
help!*



Buca di Beppo

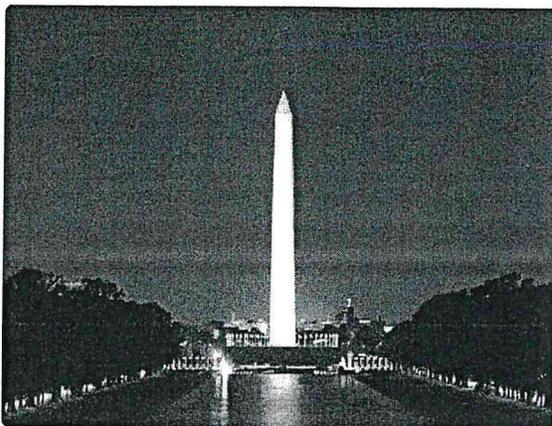
1825 Connecticut Ave NW, Washington, DC 20009

Buca di Beppo started off in the basement of an apartment building in 1993 and since grown into a beloved American chain restaurant with over 100 locations worldwide. Buca di Beppo strives to deliver an authentic Italian gathering with family-style service to bring guests together.



Illumination Tour of the Monuments and Memorials

Take a night tour of the Monuments and Memorials, including the Jefferson Memorial and the Kennedy Center for the Performing Arts for a rooftop view of the city.



Arrive at the hotel



Check into the hotel



Lights out at director discretion

March 24 - Friday



Breakfast at the hotel



White House (Photo Stop Only)

1600 Pennsylvania Ave NW, Washington, DC 20500

The White House is the official residence and principal workplace of the President of the United States. It has been the residence of every U.S. president since John Adams in 1800.



United States Capitol Building

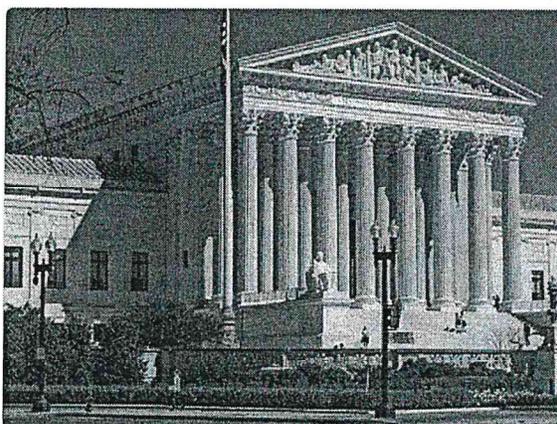
First St SE, Washington, DC 20004

Guided tours of the historic Capitol begin at one of the Capitol Visitor Center's orientation theaters with a 13-minute film, "Out of Many, One," which will take you on a journey through our country's struggle to establish the world's first truly representative democracy and introduce you to the magnificent building that houses our Congress. Once inside the historic Capitol, you will see the Crypt, the Rotunda, and National Statuary Hall.



Supreme Court

The building of the Supreme Court was built in just 4 years, between 1931 and 1935. As a visitor, you can tour the building on your own, watch the educational movies and take part in different programs. While the exhibitions about the history of the Supreme Court are located on the Ground Floor, you can find the Courtroom on the First Floor.



L'Enfant Plaza (Lunch at student's expense)

429 L'Enfant Plaza, SW, Washington, DC 20024

With over 120,000 square feet of shopping and dining, L'Enfant Plaza his home to over 40 restaurants and shops that serve a wide variety of tastes, both in the culinary and fashion sense. Among the many restaurants, visitors will find something to satisfy any craving from an Auntie Anne's pretzel to a falafel sandwich!



Performance

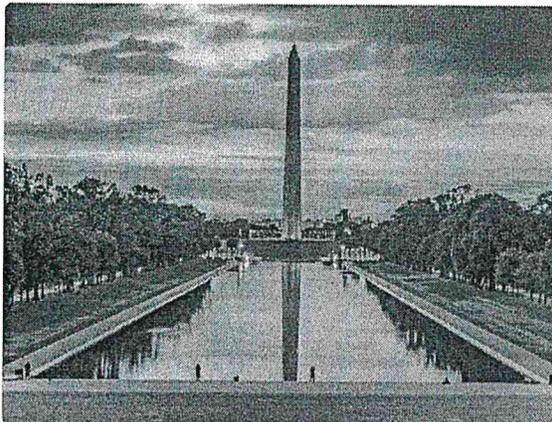
Location to be determined based on availability.



National Mall

900 Ohio Drive SW, Washington, DC 20024

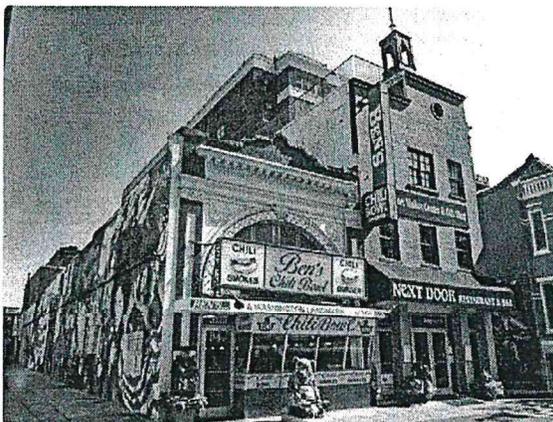
The long, grassy National Mall is home to iconic monuments including the Lincoln Memorial and the Washington Monument. At the eastern end is the domed U.S. Capitol, and the White House is to the north. It's also flanked by Smithsonian museums, and its lawns and pathways are often crowded with school groups, joggers and softball teams. Nearby, the Tidal Basin reservoir is known for its blossoming cherry trees.



Ben's Chili Bowl

1213 U St NW, Washington, DC 20009

Since Ben and Virginia Ali opened the doors in 1958, Ben's Chili Bowl has been a pillar of the Washington, DC community. Although U Street has seen many changes over the decades, the steadfast commitment to guests remains the same. Ben's Chili Bowl welcomes regulars as well as those visiting from across the country and around the world. Fresh homemade chili and delicious half smokes are still made with love, using the original secret recipe.



National Symphony Orchestra Concert

2700 F St NW, Washington, DC 20566

Founded in 1931, the National Symphony Orchestra has always been firmly committed to artistic excellence and music education. In 1986, the National Symphony became an artistic affiliate of the John F. Kennedy Center for the Performing Arts, where it has performed a full season of subscription concerts since the Center opened in 1971.

Throughout its history, the National Symphony Orchestra has served the nation through annual state residencies, national television broadcasts, radio broadcasts, and touring. The NSO is also a cultural ambassador for the United States and represents the nation on tours to Europe, Asia, South America, and the Middle East.



Arrive at the hotel



Lights out at director discretion

March 25 - Saturday



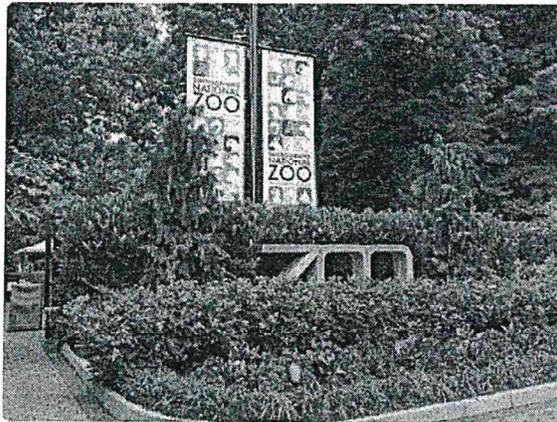
Breakfast at the hotel



Smithsonian National Zoo

3001 Connecticut Ave NW, Washington, DC 20008

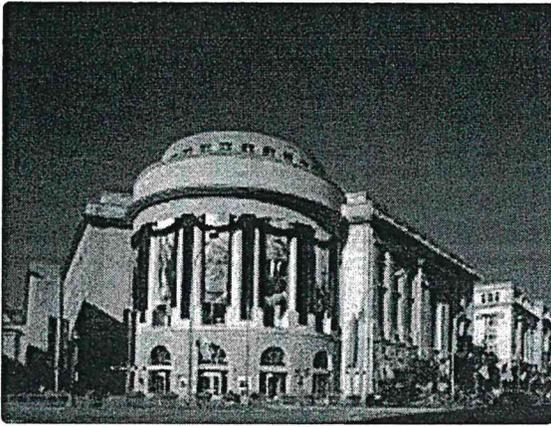
The Smithsonian National Zoo and Conservation Biology Institute is committed to conservation, research, and education to save species, better understand ecosystems, and train future generations of conservationists. The zoo is home to 2,700 animals representing 390 species.



Reagan International Trade Center (Lunch at student's expense)

1300 Pennsylvania Ave. NW Washington, DC 20004

The Ronald Reagan International Trade Center is designated as the official World Trade Center of Washington, DC. The building houses a premier conference and event center, executive office space, retail and dining, and offers community entertainment and programming.



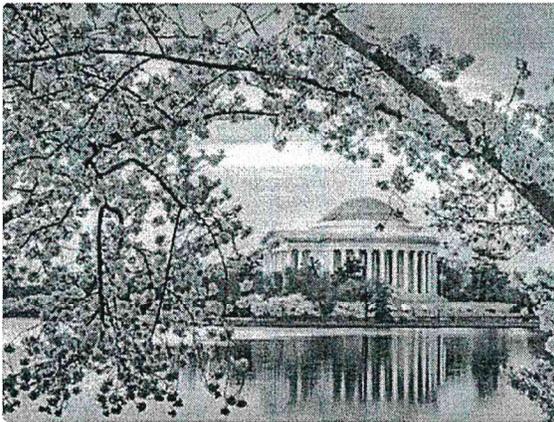
ANA Stage at Tidal Basin Welcome Area

Witness peak bloom at the Tidal Basin in Washington, DC while also experiencing entertainment that represents Japanese, American and other cultures!

Live performances among the blossoms at the Tidal Basin celebrate the longstanding friendship between the U.S. and Japan with a dynamic, cross-cultural mix of American, Japanese, and other performing arts.

Performance will be featured on the stage from 12 PM – 6 PM during Peak Bloom, rain or shine. Welcome Area is open 10 AM – 6 PM in addition to the performance times. Exact dates TBD based on peak bloom period. All dates and hours are subject to change.

Potential performance opportunity to be determined based on availability.



Spirit Dinner Cruise

Step aboard the Spirit Cruise for delicious dining, dancing, dancing, entertainment, and fun! Nothing on land beats an event out on the water making this an unforgettable evening.



Arrive at the hotel



Lights out at director discretion

March 26 - Sunday



Breakfast at the hotel



Check out of the hotel



Arlington National Cemetery

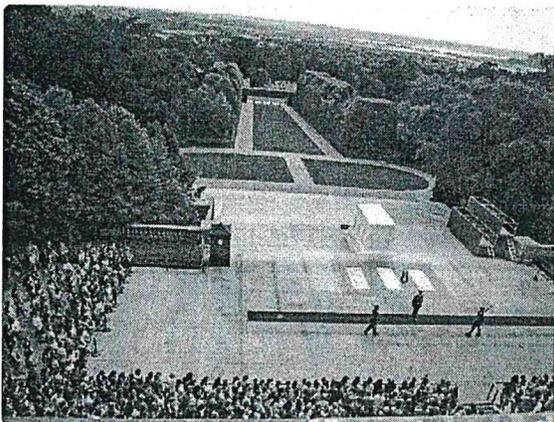
Arlington, VA 22211

In 1802, George Washington Parke Custis, grandson of Martha Washington and adopted son of George Washington, acquired the land that is now Arlington National Cemetery. After acquiring the land, construction of the Arlington Estate began. After George Washington Parke Custis's death, the estate was passed to his daughter, Mary Anna, who eventually married Confederate General Robert E. Lee. Prior to the existence of Arlington National Cemetery, during the Civil War, most military personnel who died in battle near Washington, D.C. were buried at the United States Soldier's Cemetery or at Alexandria Cemetery in Alexandria, Virginia. By late 1863, both cemeteries were nearly full and the United States looked for new land to purchase for national cemeteries for military dead. The Arlington Estate looked to be the best option in the area as the property sat high and was free from floods, had a nice view of Washington, D.C., and was aesthetically pleasing. Today, the cemetery has many notable figures buried within the cemetery including President John F. Kennedy and his wife, Jacqueline Kennedy Onassis, two of the astronauts killed inside of the Apollo 1 Command Module, Gus Grissom and Roger Chaffee, and John Glenn, the first American to orbit earth and U.S. Senator from Ohio.



Wreath Laying Ceremony at the Tomb of the Unknown Soldier

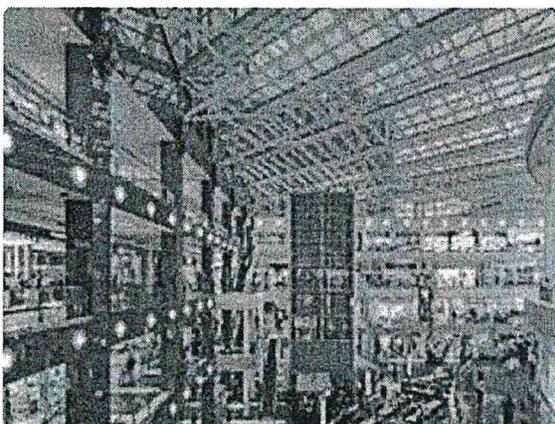
The Tomb of the Unknown Soldier at Arlington National Cemetery stands as a memorial for those fallen during warfare that were left unidentified. Beginning in March of 1926, folders from the nearby Fort Myer were assigned to guard the Tomb during daylight hours to discourage visitors from climbing or stepping on the Tomb. In 1938, the 3rd U.S. Infantry Regiment, known as "The Old Guard" was assigned the Army's official ceremonial unit and became the official guard of the Tomb. The Old Guard also serve as escorts to the President of the United States and conduct military ceremonies across Washington, D.C. Laying a wreath at the Tomb of the Unknown Soldier allows individuals and organizations to honor the sacrifices of American service members.



Fashion Centre at Pentagon City (Lunch at student's expense)

1100 South Hayes Street Arlington, VA 22202

Also known as the Pentagon City Mall, the Fashion Centre at Pentagon City is home to a variety of popular retail stores and dining options.



United States Holocaust Memorial Museum

100 Raoul Wallenberg Place, SW Washington, DC 20024

The United States Holocaust Memorial Museum provides documentation, study, and interpretation of Holocaust history. It is dedicated to helping leaders and citizens of the world confront hatred, prevent genocide, promote human dignity, and strengthen democracy.



Depart for East Lansing High School

590 miles

9 hours

2 meal stops at student's expense



Arrive at East Lansing High School
509 Burcham Dr, East Lansing, MI 48823

Information & Documents



Inclusions

East Lansing High School Washington, D.C. March 23-27, 2023 Trip Inclusions

- A full-time Guardian tour director to accompany your group
- Private motorcoach transportation for the entire trip
- Accommodations at an area hotel
- Breakfast at the hotel each morning of stay
- Overnight security at the hotel each night of stay
- Dinner at area restaurants each evening
- Spirit Dinner Cruise, Illumination Tour of the Monuments and Memorials
- Photo stop at the White House, and admission to US Capitol Building and Supreme Court
- Tickets to a National Symphony Orchestra Concert
- Admission to the Smithsonian National Zoo and the United States Holocaust Museum
- Time to enjoy the Cherry Blossom Festival
- Wreath Laying Ceremony at the Tomb of the Unknown Soldier in Arlington National Cemetery
- Time to explore L'Enfant Plaza, Reagan International Trade Center, and Fashion Centre at Pentagon City
- All tips, taxes, and gratuities for all trip elements
- Post-Departure Travel Insurance covering illness, injury, trip interruption, and more
- Guardian drawstring bags for each participant
- Professional Liability Insurance
- Optional Trip Cancellation Plan
- Consumer Protection Plan
- Online Payment Program including donation program and fundraising integration

Price Per Person		Quad Occupancy	Triple Occupancy	Double Occupancy	Single Occupancy
160	Paid Participants	741.00	788.00	882.00	1166.00
150-159	Paid Participants	761.00	808.00	902.00	1186.00
140-149	Paid Participants	783.00	831.00	925.00	1209.00
130-139	Paid Participants	810.00	857.00	952.00	1236.00
120-129	Paid Participants	840.00	888.00	982.00	1266.00
110-119	Paid Participants with three buses	877.00	924.00	1019.00	1303.00
110-119	Paid Participants with two buses	753.00	800.00	895.00	1179.00
100-109	Paid Participants	784.00	831.00	926.00	1210.00
90-99	Paid Participants	822.00	870.00	964.00	1248.00
80-89	Paid Participants	870.00	917.00	1012.00	1296.00
70-79	Paid Participants	931.00	978.00	1073.00	1357.00
60-69	Paid Participants	1013.00	1060.00	1155.00	1439.00
50-59	Paid Participants with two buses	1127.00	1175.00	1269.00	1553.00
50-59	Paid Participants with one bus	855.00	902.00	997.00	1280.00

Optional Trip Protection Plan: 117.00

Pricing is valid until April 20, 2022 or any changes to vendor pricing and availability.

Pricing is based on number of participants listed above. The amount may change if the number of participants vary from this. Quad and triple occupancy will have two beds in each room. Double and single occupancy will have one or two beds in each room. Trip components and pricing is based on availability until signed contract and/or deposit is received. All aspects of the trip are customizable! If you would like to make adjustments either for pricing reasons or other desires, please let us know! We aim to please!



Why Guardian?

Guardian is happy to take care of all your group travel needs. No matter what corner of the world you want to travel to, Guardian can take you there. We service groups of all types and sizes to all destinations. Guardian has provided group travel to six continents, and we love creating the opportunity for our participants to experience the culture, history, music, and cuisine of your chosen destination.

Our travel consultants, tour directors and detail-oriented staff will help your group's experience the world while engaging in activities and performances within their area of study. With our reliable tour guides, both domestic and international, we ensure your trip will be a success.

Let Guardian make your group travel dreams a reality!



Guardian is one of the very few Minority Owned Businesses in the group travel industry. We are proud to be and hire a diverse staff that brings a valuable perspective to our unique industry and our unique clients.

Guardian is also a family-run business. As a private and debt-free company, we are not beholden to investors or public concerns. We treat our staff, clients, and community as part of our family, and we love being able to support your travel dreams!

About Us

Founded by educators, Guardian's staff looked to improve upon the model of group travel based on our experiences while teaching and has enhanced the participant experience through creating custom itineraries tailored to each group's specific needs. Collectively, we have well over 300 years of group travel experience. Our staff are award winners in their field and are excited to serve you!

How Else Can We Serve You?

Guardian also offers a completely integrated fundraising program from our sister company, Guardian Fundraising. Guardian offers over a dozen fundraising products and online services to help raise money for your group. Our fundraising lines include food products like, pizza, popcorn, candy, and cookie dough, as well as Guardian exclusive fundraisers like custom-engraved tumblers, spice blends, bed sheets, and more! All of our product lines can be sold online eliminating accepting cash and tabulating brochures. We handle all organizing, payment processing and distribution. Guardian Fundraising can also track individual sellers and then our travel side can apply the fundraising credits to the participant's trips. Some students fundraise the entire cost of their trips!



Guardian Memberships and Associations

Guardian actively takes part in numerous organizations to provide better opportunities for our clients, enrich their experience, provide more competitive pricing and invest in their safety. These memberships also provide Guardian with wonderful resources to become an even stronger tour operator through our training and network of vendors.

Your Needs

With the best interests of your group in mind, our staff will plan your trip to be both fun and educational. Every trip is custom designed based on the specific wants and needs of your group. Our staff, consisting of current and former teaching professionals, strives to create enriching and memorable experiences, while keeping the perspectives of the teacher, students, and parents in mind. Let us design an unforgettable experience for you and your group!

Education

Guardian values creating excellent educational experiences for you and your students. With an established and growing network of clinicians around the world, whether you need one clinic or five, our clinicians will help develop your group with valuable feedback to aid in your ensemble's continued growth. We provide incredible workshops, training sessions, and immersive cultural and educational experiences nationally and internationally.

Attractions

Our goal is to create enjoyable and educational experiences to foster community and camaraderie within your group. From horseback riding at a Texas dude ranch to channeling your inner wizard at Hogwarts at Universal Studios, we take the time to do the research to ensure your students are experiencing the culture, cuisine, and all that is unique to your destination. Our itineraries are custom built to meet your specific needs.

Protection & Safety

Guardian cares about your safety and protection. From on-trip issues to long-term forecasting, Guardian has your best interests in mind. All travel packages come with a post-departure travel insurance plan to protect against illness, injury, trip interruption, and more. Our company is fully licensed and insured with an extensive professional liability policy. Using a Student Youth Travel Association recommended Consumer Protection Plan, we offer a variety of travel protection plans for participants. Guardian also offers the options of an experienced tour guide to handle on-trip issues, to make sure your trip runs smoothly, and overnight security to help put your mind at ease. Our 24/7 hotline is available for emergencies.

Payments

Our Payment options are just as customized as our trips. We work with group's specific needs and timelines. We offer an online payment system for groups when needed to take the responsibility from the group leaders, so they can focus on what is truly important, their group. Guardian also offers fundraising that can be applied to each traveler's account and offers a platform for family members and friends to contribute to traveler costs to make the trip more affordable for them.

Trip Protection Plan

Anything can happen, and with the Guardian Trip Protection Plan we promise to protect your investment in the event of a trip cancellation

The Trip Protection Plan (TPP) is the only option for a FULL REFUND in the event of a group cancellation. Guardian is the only company in the industry offering this option. The COVID pandemic taught us the importance of protecting your travel investment. Travel packages with Guardian are non-refundable, so we encourage you to purchase this plan. The Trip Protection Plan also includes individual cancellations, which will return up to 80% if paid in full. 20% of the cost of the trip shall be kept to offset losses and as a service charge. This plan is significantly better than 3rd party CFAR plans that return on average 50-75%.

Notification of cancellation must be made to Guardian least 72 hours before scheduled departure to activate the refund plan. The TPP can be purchased at trip enrollment or can be added up until 14 days after initial deposit. After that time, enrollment in the TPP cannot be made.

Payments@GuardianTravelGroup.com

Terms and Conditions Apply:

- The cost of enrolling in the Trip Protection Program is non-refundable, even in the event of trip cancellation where all other fees are refunded.
- You must enroll in the TPP at the time of registration for the trip or within the first 14 days after deposit is received. All purchases after 14 days of enrollment are non-refundable and will not qualify for the plan.
- If an airline or other vendor will only refund Guardian in the form of airline or vendor credit, you may receive part of your refund in the form of an airline/vendor credit.
- Please see additional terms and conditions at trip registration



GUARDIAN
TRAVEL GROUP



Peace of Mind...

Post Departure Travel Insurance

All overnight travel with Guardian includes insurance to protect your on-trip experience. We do our best to expect the unexpected and we decided to include this great inclusion in all packages. Should a snowstorm hit, participant become ill, luggage become lost, or one of many possible scenarios, we have a staff in place to support you 24/7 with travel solutions, medical assistance and financial compensation when necessary.

Our experienced team is ready to support you domestically and internationally as our emergency phone line is always available for on-trip emergencies. We offer overnight security to help your group leaders and chaperones rest well at night.

To protect your financial investment, please consider our Trip Protection Plan should you need to cancel your trip in advance of departure.

Payments@GuardianTravelGroup.com

- Trip Interruption Assistance
- Travel Delay—6 hours—150.00/day up to 750.00 maximum
- Missed Connection—3 hours—500.00
- Baggage/Personal Effects—1500.00
- Baggage Delay—24 hours—300.00
- Non-Medical Emergency Medical Evacuation
- Emergency Medical Evacuation
- Accident and Sickness Medical Expense—25,000.00
- Emergency Assistance Services
- Online Medical Appointments with state-licensed doctors for any trip illnesses (U.S. trips only)



GUARDIAN
TRAVEL GROUP

Declarations – Travel Agents And Tour Operators Professional Liability Insurance Policy



This insurance is provided by: Steadfast Insurance Company

Policy Number: EOL0189072-08 **Agent:** Affinity Insurance Services, Inc.
 In CA: Aon Affinity Insurance Services, Inc.
 In MN: AIS Affinity Insurance Agency, Inc.
 In OK: AIS Affinity Insurance Services, Inc.
 In NY: AIS Affinity Insurance Agency

Renewal Of Number: EOL0189072-07

In consideration for the payment of premium and subject to all of the provisions of this policy, we agree with you to provide the insurance as stated in this policy.

Item 1. Named Insured: Guardian Music and Group Travel Inc
Address: 1008 Frances Pkwy
 Park Ridge, IL 60068

The Named Insured Is: Individual Partnership Joint Venture Corporation Organization LLC
Item 2. Policy Period: From: 08/10/2021 To: 8/10/2022
 12:01 a.m. Standard Time at the address shown in **Item 1.**

Item 3. Coverages		Limits of Liability	Deductible
A. Bodily Injury And Property Damage (except Auto)	Each Occurrence:	\$2,000,000	\$5,000
B. Bodily Injury And Property Damage Automobile (except owned auto)	Each Occurrence:	Not Applicable	Not Applicable
C. Professional Liability	Each Negligent Act Or Negligent Omission:	\$2,000,000	\$5,000
D. Personal Injury	Each Offense:	\$2,000,000	\$5,000
General Aggregate Limit		\$2,000,000	
Item 4. Fire Legal Liability (if applicable)	Any One Fire:	\$50,000	\$5,000
Item 5. Abusive Act (if applicable)		Limits of Liability	Retention
Abusive Act (Occurrence Form Only)	Each Occurrence:	\$1,000,000	\$5,000
Abusive Act Aggregate Limit		\$1,000,000	
Special Supplementary Payment Limit		\$1,000	

Item 6. Endorsements Effective At Inception: See Schedule Of Forms And Endorsements

NOTICE TO POLICYHOLDER

This contract is issued, pursuant to Section 445 of the Illinois Insurance Code, by a company not authorized and licensed to transact business in Illinois, and as such, is not covered by the Illinois Insurance Guaranty Fund.

Signed by: *Atty. William Bell*
 Authorized Representative

Date: August 10, 2021



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education

FROM: Glenn Mitcham

SUBJECT: Action Item: MacDonald Middle School Concert Band and Orchestra Trip to Chicago, Illinois

DATE: May 19, 2022

Recommendation:

It is recommended that the Board approve the trip request from Ms. Patricia Kroth, Ms. Vanator, and Mr. David Rosin to travel to Chicago for an overnight trip in May 2023 with MacDonald Middle School band and orchestra students.

While in Chicago, the students will have the opportunity to hear the Chicago Symphony Orchestra in a live performance, perform for an expert clinician, visit the Field Museum of Science and Industry, and visit several of Chicago's educational museums. Ms. Kroth has submitted all of the required field trip approval paperwork to my office. This experience is appropriately connected to the music curriculum and would be a wonderful experience for our students.

In keeping with district policy, three competitive bids were sought. Families will be paying for the trip, so there will be no cost to the district. Students will be provided the opportunity to fundraise.

Thank you for your consideration of this exciting opportunity for our middle school students.



East Lansing
Public Schools

MacDonald Middle School
1601 S. Burcham
East Lansing, MI 48823

April 25, 2022

Dear Dr. Leyko and members of the Board of Education:

We are writing to request approval for the MacDonald Middle School seventh and eighth grade bands and orchestras to travel to Chicago for an overnight trip in May 2023. In the past, this trip has been a positive experience for the students and is an important aspect of the band and orchestra curriculum.

While in Chicago, the students will have the opportunity to hear the Chicago Symphony Orchestra in a live performance. Additionally, students will perform in a public concert. Students will also be able to visit several of Chicago's educational museums, such as the Museum of Science and Industry.

Students who are not able to afford this trip will be provided several opportunities to fund raise.

Feel free to contact us if you have any questions regarding our request. Accompanying this letter is bids from three tour companies. Our preference is Guardian Travel Group, as they provide fundraising opportunities along with their bid. Thank you for your continued support of the East Lansing Public School bands and orchestras.

Sincerely,

Patti Kroth

Patricia.kroth@elps.us

David Rosin

David.rosin@elps.us

Mikaela Vanator

Mikaela.vanator@elps.us

Band and Orchestra Teachers

**EAST LANSING PUBLIC SCHOOLS
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

Method of transportation: (Important: please note 3 tour company bids must be obtained and attached to this paperwork. One bid must be from a local company.)

Charter Bus (Three bids attached)

Liability insurance: if using a private tour group or transportation company, a certificate of insurance from the outside company with a minimum of \$2,000,000 liability coverage naming East Lansing Public Schools as "additional insured" is required. Liability insurance form must be attached to this request.

Name of liability insurance company and amount of coverage:

Contained within bids

Signature of staff person requesting trip:

- I acknowledge responsibility for the accuracy of all submitted information.
- I acknowledge responsibility for holding an orientation session with students and chaperones, including expectations for chaperones, students, and staff. Session will include review of rules and procedures with parents.
- I acknowledge responsibility for appointing a second trip leader, and agree to familiarize him/her with all trip management details.
- I recognize it is my responsibility to ensure all student participants and their parents provide required documentation, including:
 - Field trip consent form with parent and student signatures
 - Rules acknowledgement form, with parent and student signatures
 - Medical authorization forms
- I acknowledge responsibility for leaving copies of all required documentation and forms with the building principal before leaving on the trip.

I have read and agree to all responsibilities listed above.

[Handwritten Signature]

Staff Member Signature

4/25/22

Date

I have discussed these plans with the staff member planning this trip. I believe the trip meets ELPS Board Policy requirements for Extended Educational Field Trips.

[Handwritten Signature]

Building Principal Signature

4.25.22

Date

**EAST LANSING PUBLIC SCHOOLS
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

IMPORTANT: all out-of-state and overnight field trips require the approval of the East Lansing Board of Education. Per Board Policy 2340.01, "The Board may approve extended educational field trips for student groups under school sponsorship. Each trip requires separate approval and must be approved annually. An extended educational field trip exceeds one (1) school day and is directly related to the subject matter being taught in the district." For further details, please refer to ELPS BOE Policy 2340.01, included in the Field Trip Application Packet. All requirements must be satisfied before the Board will act on Extended Educational Field Trip requests.

Required documents must be attached to this request form:

1. Letter to ELPS Board of Education, requesting approval of this trip
2. Detailed itinerary
3. 3 tour company bids, if a commercial carrier is providing service
4. Certificate of liability insurance, if a commercial carrier is providing service
5. Copy of parent consent form (customize using provided template)

Name and position of staff person requesting trip:

Patti Kroth, David Rosin, Mikaela Vanator - Music Teachers

Trip destination and dates: (please attach detailed itinerary to this form)

Chicago, IL May 5-6, 2023

Purpose for trip and relationship to district curriculum:

Students will have the opportunity to perform in a public venue and to evaluate a performance of the Chicago Symphony Orchestra

Grade level of student participants, and number expected to participate:

7-8 Band and Orchestras, Approximately 250 students

Cost to students and fundraising/scholarship plans:

Several fundraising opportunities are available to students through ELBOPA and the travel companies. Costs range from \$387-\$485

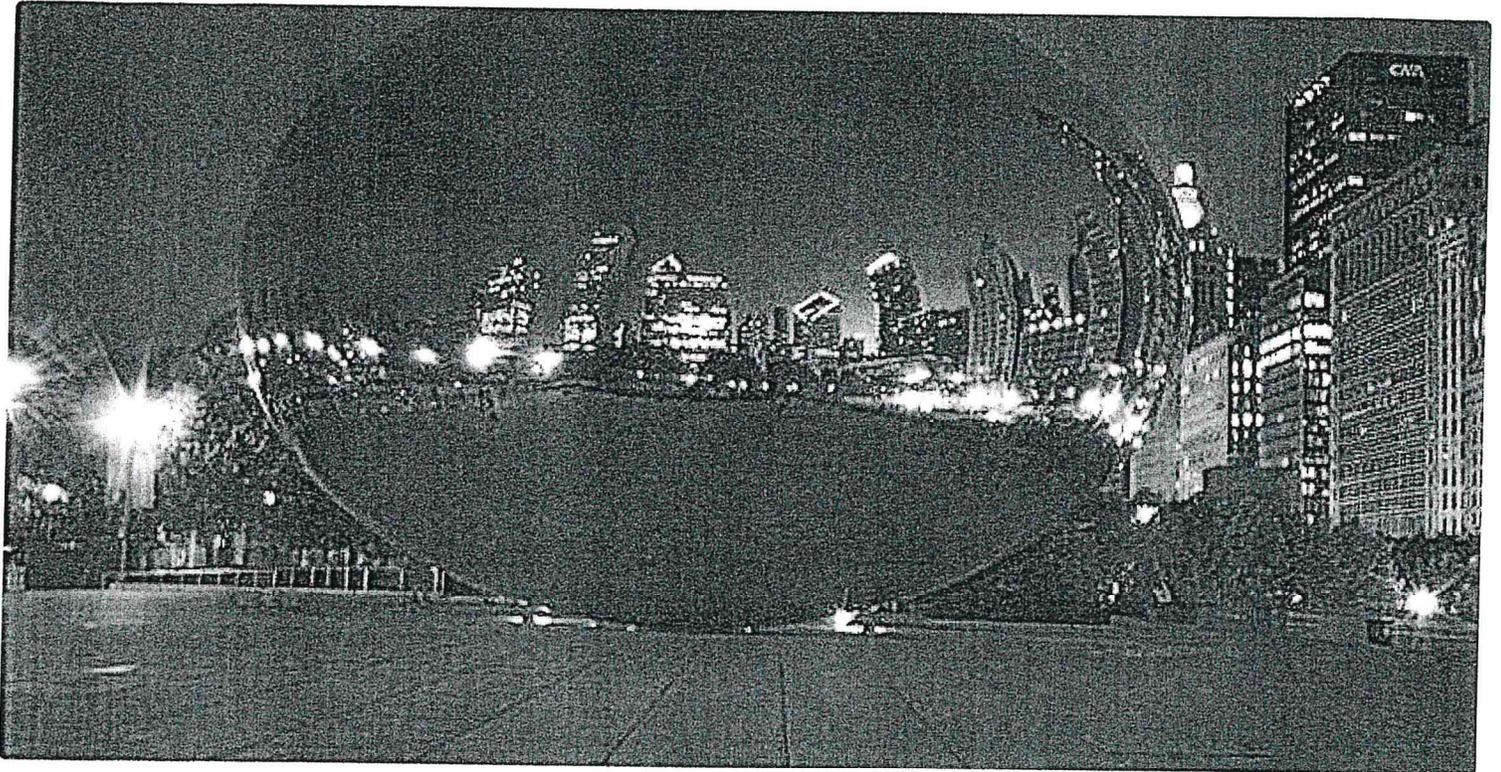
Names of chaperones, plus total number committed:

We have had a minimum of 25 chaperones on previous trips, and expect this trip to be no different.



Guardian Travel Group
Guardian Travel Group

info@guardiantravelgroup.com
<http://www.gmgtravel.com>



MacDonald Middle School to Chicago, IL!
May 5, 2023 - May 6, 2023

Trip Summary

May 5 - Friday

Meet at MacDonald Middle School
Depart for Chicago, IL
Arrive in Chicago
Meet your Guardian Tour Director.
Field Trip Bag Lunch at the Field Museum
The Field Museum
Hard Rock Café
Chicago Symphony Orchestra
Arrive at the hotel
Check into the hotel
Lights out at director discretion

May 6 - Saturday

Breakfast at the hotel
Check out of the hotel
Architectural River Cruise
Museum of Science and Industry
Lunch at student's expense
Medieval Times
Travel back to East Lansing, MI
Arrive back at MacDonald Middle School

May 5 - Friday



Meet at MacDonald Middle School
1601 Burcham Dr, East Lansing, MI 48823

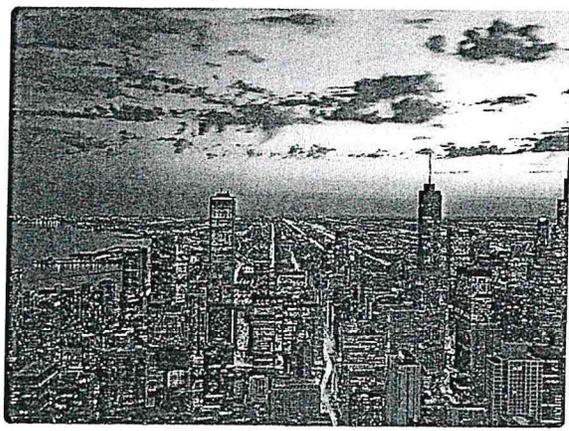


Depart for Chicago, IL
225 miles
3 hours 30 minutes

1 hour time change



Arrive in Chicago



Meet your Guardian Tour Director.
Your tour director is very knowledgeable about your destination city. Looking for the best restaurants or insider tips? We've got you covered! This person is with you during your time in this city.



*Here
to
help!*



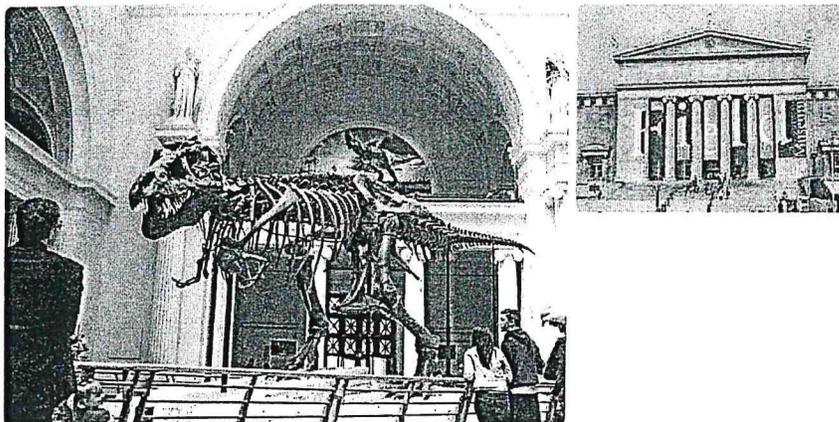
Field Trip Bag Lunch at the Field Museum



The Field Museum
1400 S Lake Shore Dr, Chicago, IL 60605

Since opening in 1894, the Field Museum has grown its massive collection to nearly 40 million artifacts and specimens to fuel a journey of discovery across time, enabling solutions for a brighter future rich in nature and culture. Explore cultures past and present from Ancient Egypt and the Amazon, as well as a variety of fossils, gems, and woven baskets right in the heart of the Windy City! Make sure you stop in the lobby to see Sue, the museum's most iconic addition.

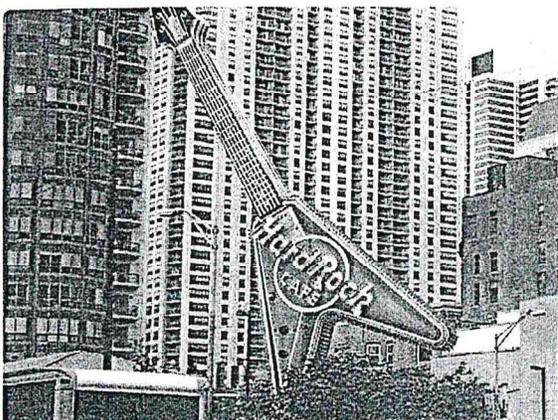
Performance can be arranged based on availability. 52



Hard Rock Café

63 W. Ontario St., Chicago, IL 60611

Hard Rock Café Chicago, marked by the giant iconic guitar that illuminates our parking lot, is located in the heart of the vibrant River North neighborhood, just blocks away from the Magnificent Mile. For more than 30 years, our cafe has been a one-of-a-kind dining, entertainment and shopping destination known worldwide for embracing funky styles and blending them with legendary food, beverages, live music and music history.

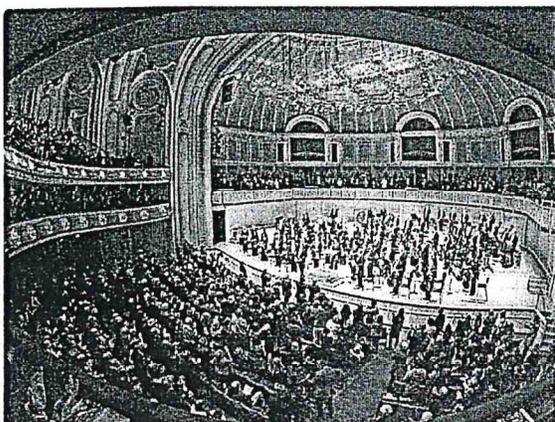


Chicago Symphony Orchestra

Symphony Center - 220 S Michigan Ave, Chicago, IL 60604

Founded in 1891, the Chicago Symphony Orchestra is consistently hailed as one of the greatest orchestras in the world. The Chicago Symphony Orchestra commands a vast repertoire ranging from Baroque to contemporary. Performing in over 150 concerts each year, the CSO's talented musicians are the driving force behind the ensemble's famous sound heard on best-selling recordings as well as in performances in Chicago and on tour throughout the United States and around the globe.

Concert to be determined pending season announcement.



Arrive at the hotel



Check into the hotel



Lights out at director discretion

May 6 - Saturday



Breakfast at the hotel



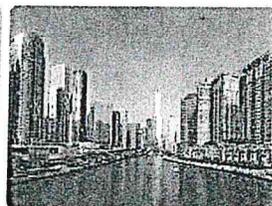
Check out of the hotel



Architectural River Cruise

600 E Grand Ave, Chicago, IL 60611

It's one thing to gaze at Chicago's famed skyline, and another altogether to view it up close and personal. See the city's iconic structures from the perspective of the Chicago River, where the skyline unfolds before you as you learn about each building's architectural features and place in local history.

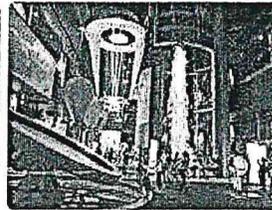
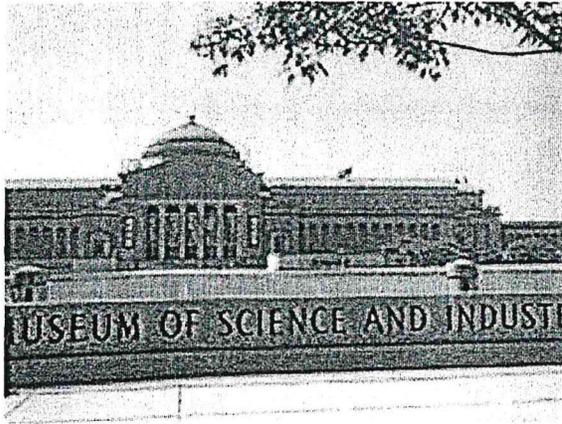


Museum of Science and Industry

5700 S Lake Shore Dr, Chicago, IL 60637

The Museum of Science and Industry is housed in the last remaining building from the 1893 World's Fair and is home to more than 35,000 awe-inspiring artifacts and hundreds of exhibits, including a WWII German U-Boat, a working coal mine, Colleen Moore's Fairy Castle and so much more!

Performance can be arranged based on availability.



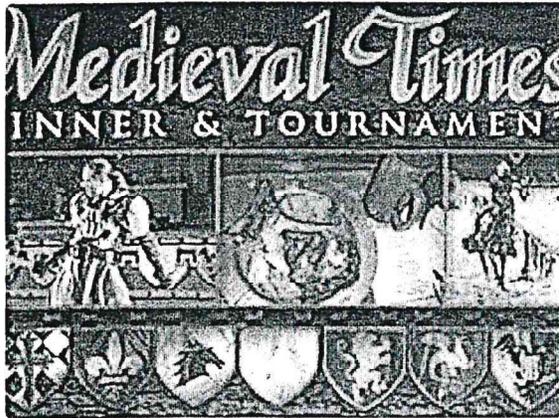
Lunch at student's expense



Medieval Times

2001 N Roselle Rd, Schaumburg, IL 60195

Let the tournament begin! Enjoy this 2 hour medieval jousting tournament and falcon show while you eat a feast made for a King. Meet the characters after the show and transform yourself back into times past.



Travel back to East Lansing, MI

225 miles
3 hours 30 minutes

1 hour time change



Arrive back at MacDonald Middle School

1601 Burcham Dr, East Lansing, MI 48823

Information & Documents



Inclusions

MacDonald Middle School Chicago, IL May 5-6, 2023 Trip Inclusions

- A full-time Guardian tour director to accompany your group
- Private motorcoach transportation for the entire trip
- Accommodations at an area hotel
- Overnight security at the hotel each night of stay
- Breakfast at the hotel each morning of stay
- Boxed lunch at the Field Museum
- Group dinner at the Hard Rock Café
- Dinner and tournament at Medieval Times
- Admission to the Field Museum
- Tickets to a Chicago Symphony Orchestra Concert
- Architectural River Cruise
- Admission to the Museum of Science and Industry
- All tips, taxes, and gratuities for all trip elements
- Post-Departure Travel Insurance covering illness, injury, trip interruption, and more
- Guardian drawstring bags for each participant
- Professional Liability Insurance
- Optional Trip Cancellation Plan
- Consumer Protection Plan
- Online Payment Program including donation program and fundraising integration

Price Per Person		Quad Occupancy	Triple Occupancy	Double Occupancy	Single Occupancy
220	Paid Participants	357.00	369.00	393.00	466.00
210-219	Paid Participants	361.00	374.00	398.00	470.00
200-209	Paid Participants	366.00	378.00	402.00	475.00
190-199	Paid Participants	371.00	383.00	407.00	480.00
180-189	Paid Participants	377.00	389.00	413.00	486.00
170-179	Paid Participants	383.00	395.00	420.00	492.00

Optional Trip Protection Plan: 50.00

Pricing is valid until March 17, 2022 or any changes to vendor pricing and availability.

Pricing is based on number of participants listed above. The amount may change if the number of participants vary from this. Quad and triple occupancy will have two beds in each room. Double and single occupancy will have one or two beds in each room. Trip components and pricing is based on availability until signed contract and/or deposit is received. All aspects of the trip are customizable! If you would like to make adjustments either for pricing reasons or other desires, please let us know!

We aim to please!



Why Guardian?

Guardian is happy to take care of all your group travel needs. No matter what corner of the world you want to travel to, Guardian can take you there. We service groups of all types and sizes to all destinations. Guardian has provided group travel to six continents, and we love creating the opportunity for our participants to experience the culture, history, music, and cuisine of your chosen destination.

Our travel consultants, tour directors and detail-oriented staff will help your group's experience the world while engaging in activities and performances within their area of study. With our reliable tour guides, both domestic and international, we ensure your trip will be a success.

Let Guardian make your group travel dreams a reality!



Guardian is one of the very few Minority Owned Businesses in the group travel industry. We are proud to be and hire a diverse staff that brings a valuable perspective to our unique industry and our unique clients.

Guardian is also a family-run business. As a private and debt-free company, we are not beholden to investors or public concerns. We treat our staff, clients, and community as part of our family, and we love being able to support your travel dreams!

About Us

Founded by educators, Guardian's staff looked to improve upon the model of group travel based on our experiences while teaching and has enhanced the participant experience through creating custom itineraries tailored to each group's specific needs. Collectively, we have well over 300 years of group travel experience. Our staff are award winners in their field and are excited to serve you!

How Else Can We Serve You?

Guardian also offers a completely integrated fundraising program from our sister company, Guardian Fundraising. Guardian offers over a dozen fundraising products and online services to help raise money for your group. Our fundraising lines include food products like, pizza, popcorn, candy, and cookie dough, as well as Guardian exclusive fundraisers like custom-engraved tumblers, spice blends, bed sheets, and more! All of our product lines can be sold online eliminating accepting cash and tabulating brochures. We handle all organizing, payment processing and distribution. Guardian Fundraising can also track individual sellers and then our travel side can apply the fundraising credits to the participant's trips. Some students fundraise the entire cost of their trips!





Guardian Memberships and Associations

Guardian actively takes part in numerous organizations to provide better opportunities for our clients, enrich their experience, provide more competitive pricing and invest in their safety. These memberships also provide Guardian with wonderful resources to become an even stronger tour operator through our training and network of vendors.

Your Needs

With the best interests of your group in mind, our staff will plan your trip to be both fun and educational. Every trip is custom designed based on the specific wants and needs of your group. Our staff, consisting of current and former teaching professionals, strives to create enriching and memorable experiences, while keeping the perspectives of the teacher, students, and parents in mind. Let us design an unforgettable experience for you and your group!

Education

Guardian values creating excellent educational experiences for you and your students. With an established and growing network of clinicians around the world, whether you need one clinic or five, our clinicians will help develop your group with valuable feedback to aid in your ensemble's continued growth. We provide incredible workshops, training sessions, and immersive cultural and educational experiences nationally and internationally.

Attractions

Our goal is to create enjoyable and educational experiences to foster community and camaraderie within your group. From horseback riding at a Texas dude ranch to channeling your inner wizard at Hogwarts at Universal Studios, we take the time to do the research to ensure your students are experiencing the culture, cuisine, and all that is unique to your destination. Our itineraries are custom built to meet your specific needs.

Protection & Safety

Guardian cares about your safety and protection. From on-trip issues to long-term forecasting, Guardian has your best interests in mind. All travel packages come with a post-departure travel insurance plan to protect against illness, injury, trip interruption, and more. Our company is fully licensed and insured with an extensive professional liability policy. Using a Student Youth Travel Association recommended Consumer Protection Plan, we offer a variety of travel protection plans for participants. Guardian also offers the options of an experienced tour guide to handle on-trip issues, to make sure your trip runs smoothly, and overnight security to help put your mind at ease. Our 24/7 hotline is available for emergencies.

Payments

Our Payment options are just as customized as our trips. We work with group's specific needs and timelines. We offer an online payment system for groups when needed to take the responsibility from the group leaders, so they can focus on what is truly important, their group. Guardian also offers fundraising that can be applied to each traveler's account and offers a platform for family members and friends to contribute to traveler costs to make the trip more affordable for them.

Trip Protection Plan

Anything can happen, and with the Guardian Trip Protection Plan we promise to protect your investment in the event of a trip cancellation

The Trip Protection Plan (TPP) is the only option for a FULL REFUND in the event of a group cancellation. Guardian is the only company in the industry offering this option. The COVID pandemic taught us the importance of protecting your travel investment. Travel packages with Guardian are non-refundable, so we encourage you to purchase this plan. The Trip Protection Plan also includes individual cancellations, which will return up to 80% if paid in full. 20% of the cost of the trip shall be kept to offset losses and as a service charge. This plan is significantly better than 3rd party CFAR plans that return on average 50-75%.

Notification of cancellation must be made to Guardian least 72 hours before scheduled departure to activate the refund plan. The TPP can be purchased at trip enrollment or can be added up until 14 days after initial deposit. After that time, enrollment in the TPP cannot be made.

Terms and Conditions Apply:

- The cost of enrolling in the Trip Protection Program is non-refundable, even in the event of trip cancellation where all other fees are refunded.
- You must enroll in the TPP at the time of registration for the trip or within the first 14 days after deposit is received. All purchases after 14 days of enrollment are non-refundable and will not qualify for the plan.
- If an airline or other vendor will only refund Guardian in the form of airline or vendor credit, you may receive part of your refund in the form of an airline/vendor credit.
- Please see additional terms and conditions at trip registration



GUARDIAN
TRAVEL GROUP

Payments@GuardianTravelGroup.com



Peace of Mind...

Post Departure Travel Insurance

All overnight travel with Guardian includes insurance to protect your on-trip experience. We do our best to expect the unexpected and we decided to include this great inclusion in all packages. Should a snowstorm hit, participant become ill, luggage become lost, or one of many possible scenarios, we have a staff in place to support you 24/7 with travel solutions, medical assistance and financial compensation when necessary.

Our experienced team is ready to support you domestically and internationally as our emergency phone line is always available for on-trip emergencies. We offer overnight security to help your group leaders and chaperones rest well at night.

To protect your financial investment, please consider our Trip Protection Plan should you need to cancel your trip in advance of departure.

Payments@GuardianTravelGroup.com

- Trip Interruption Assistance
- Travel Delay—6 hours—150.00/day up to 750.00 maximum
- Missed Connection—3 hours—500.00
- Baggage/Personal Effects—1500.00
- Baggage Delay—24 hours—300.00
- Non-Medical Emergency Medical Evacuation
- Emergency Medical Evacuation
- Accident and Sickness Medical Expense—25,000.00
- Emergency Assistance Services
- Online Medical Appointments with state-licensed doctors for any trip illnesses (U.S. trips only)



GUARDIAN
TRAVEL GROUP



Declarations – Travel Agents And Tour Operators Professional Liability Insurance Policy



This insurance is provided by: Steadfast Insurance Company

Policy Number: EOL0189072-08 **Agent:** Affinity Insurance Services, Inc.
 In CA: Aon Affinity Insurance Services, Inc.
 In MN: AIS Affinity Insurance Agency, Inc.
 In OK: AIS Affinity Insurance Services, Inc.
 In NY: AIS Affinity Insurance Agency

Renewal Of Number: EOL0189072-07

In consideration for the payment of premium and subject to all of the provisions of this policy, we agree with you to provide the insurance as stated in this policy.

Item 1. Named Insured: Guardian Music and Group Travel Inc
Address: 1008 Frances Pkwy
 Park Ridge, IL 60068

The Named Insured Is: Individual Partnership Joint Venture Corporation Organization LLC
Item 2. Policy Period: From: 08/10/2021 To: 8/10/2022
 12:01 a.m. Standard Time at the address shown in **Item 1.**

Item 3. Coverages	Limits of Liability	Deductible
A. Bodily Injury And Property Damage (except Auto)	Each Occurrence: \$2,000,000	\$5,000
B. Bodily Injury And Property Damage Automobile (except owned auto)	Each Occurrence: Not Applicable	Not Applicable
C. Professional Liability	Each Negligent Act Or Negligent Omission: \$2,000,000	\$5,000
D. Personal Injury	Each Offense: \$2,000,000	\$5,000
General Aggregate Limit	\$2,000,000	

Item 4. Fire Legal Liability (if applicable) Any One Fire: \$50,000 \$5,000

Item 5. Abusive Act (if applicable)	Limits of Liability	Retention
Abusive Act (Occurrence Form Only)	Each Occurrence: \$1,000,000	\$5,000
Abusive Act Aggregate Limit	\$1,000,000	
Special Supplementary Payment Limit	\$1,000	

Item 6. Endorsements Effective At Inception: See Schedule Of Forms And Endorsements

NOTICE TO POLICYHOLDER

This contract is issued, pursuant to Section 445 of the Illinois Insurance Code, by a company not authorized and licensed to transact business in Illinois, and as such, is not covered by the Illinois Insurance Guaranty Fund.

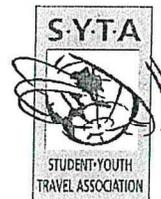
Signed by: *Alan C. Williamson, Sr.*
 Authorized Representative

Date: August 10, 2021



EDUCATIONAL TOURS
BY CORPORATE TRAVEL

MacDonald
Middle School
Chicago





CORPORATE TRAVEL

April 15, 2022

MacDonald Middle School
Dave Rosin
1601 Burcham Dr.
East Lansing, MI 48823

Dear Mr. Rosin,

Thank you for choosing Corporate Travel Service for your upcoming tour. We are thrilled to begin planning an exceptional experience for you!

Below, please find a Client Proposal outlining the specifics of your tour package. Please sign and return this proposal to your Account Manager by April 29, 2022 so we can move forward in creating your unforgettable journey!

We are grateful to be able to serve you on your tour dates of May 12-13, 2023.

KEY TOUR INCLUSIONS AND HIGHLIGHTS

DESTINATION(S): Chicago
 DATES OF TRAVEL: **May 12-13, 2023**
 GROUP TOUR: Educational Tour

THE TOUR INCLUDES

- Round trip via deluxe motor coaches – (3) 56 passenger motor coaches
- One night accommodation at suburban area hotel
- Breakfast included at the hotel
- One \$15.00 cash allowances for lunches
- One organized dinner at Hard Rock Café (or similar)
- One organized dinner at Hard Rock Café or similar (pending availability)
- One lunch and Tournament at Medieval Times (pending availability)
- Admission to the Museum of Science and Industry
- Admission to the Field Museum with Movie
- Performance opportunity at the Field Museum
- Wendella Cruise
- Tickets to the Chicago Symphony Orchestra (pending availability)
- Overnight security at the hotel
- Tour Manager throughout the tour
- Gratuities to motor coach drivers

THE TOUR DOES NOT INCLUDE

- Meals and Beverages not specifically identified
- Other personal expenses
- Items not specifically mentioned above

The inclusions listed above have not been reserved. Definite reservations are made after a signed agreement is received. Furthermore, some inclusions are subject to last minute change and or cancellation. If an inclusion is not available, we will suggest suitable alternatives.

TERMS AND CONDITIONS

This agreement and all bookings made on this tour are governed by the CTS Terms and Conditions and the CTS Liability Release. Please go to <https://www.ctscentral.net/standard-terms-and-conditions> and <https://www.ctscentral.net/liability-release>.

TOUR COSTS BY OCCUPANCY TYPE

Price per person	Quad	Triple	Double	Single
Student	\$495.00	\$515.00	NA	NA
Adult	NA	NA	\$555.00	\$655.00

FORM OF PAYMENT

Credit Card: American Express, Visa or MasterCard.

Checks: made payable to Corporate Travel Service and mailed directly to Corporate Travel. Returned checks incur bank charges. Note: In order to accurately identify payments, please mark the name of the student on each check.

CANCELLATION POLICY

All cancellations must be received in writing. All payments are non-refundable.

Note: Corporate Travel reserves the right to cancel any reservation if payments are not made according to the payment schedule. Reinstated reservations incur fees.

TRAVEL PROTECTION

CTS strongly recommends the purchase of travel protection, to help protect the traveler's investment in the tour, and to help provide certain medical coverage while traveling. Protection plans help provide coverage for unexpected circumstances. Terms vary, depending on the travel protection carrier chosen, and the terms of the plan purchased.

OCCUPANCY SUPPLEMENT

Overnight tour prices are per person according to room type and are determined with the final rooming list from your school: a "Single" room is one person in a room with one bed, a "Double" is two persons in a room with two beds, a "Triple" is three persons in a room with two beds, and a "Quad" is four persons in a room with two beds. There is an additional fee for rollaway beds in any room type. Rollaway beds are subject to availability.

You have elected to include an occupancy supplement. Most schools choose this option to cover up to 18 students who were forced into triple or double occupancies, that is, those who did not select the triple or double occupancy when booking but were forced into it due to a number of male and female students not evenly fitting into quad occupancies. Triple and double occupancies resulting from a deliberate choice are not covered, and neither are traveling parents and/or chaperones. Those selecting the double occupancy but unable to find a roommate will be charged the single supplement.

EMPTY SEAT FEES

All rates are subject to change and based on a minimum of 130 paying and traveling passengers on (3) motor coaches. If your group falls below the minimum number, a charge of \$139.63 will be assessed for each empty seat. Cancelled passengers, whether eligible for a refund or not, do not count towards the minimum number of paying and traveling passengers.

TIMING OF FUNDRAISING MONIES

All fundraising monies and donations must be received no later than **60 days** prior to departure. Any money received afterwards may not be reflected on final invoices and any refunds due as a result will be mailed after the trip returns.

ADDITIONAL GROUP BENEFITS AND TERMS

COMPLIMENTARY TOURS

Corporate Travel will provide 1 complimentary tour for every 24 paying and traveling passengers; the twenty-fifth (25th) passenger travels at no cost. The complimentary tours are based on single occupancy.

TOUR MANAGER

Your tour prices *do* include a CTS Tour Manager.

Tour Managers: Our tour manager will meet your group at your school and remain with you until the tour returns. By signing this agreement, you agree that the sole responsibility of the tour manager is to accompany your school and coordinate details of the itinerary with the suppliers at the destination, e.g. confirming arrival and departure times. The tour manager acts solely as a liaison between the group and the various attractions and suppliers at the destination to ensure as smooth a travel experience as possible. The tour manager will assist with: arrival and departure procedures at each attraction and destination, monitoring the service quality of the tour, and in the event of an emergency, coordinating appropriate action including seeking instruction from the main office. By signing this agreement, you agree that the tour manager is not a chaperone and is not in any way responsible for ensuring the health or safety of any individual traveler on this tour.

OVERNIGHT HOTEL SECURITY

Overnight hotel security is included in your package. Unless specified otherwise, there will be one security guard for every motor coach. The security guard(s) will be on duty from approximately 10pm to 4am each night.

THE NATURE OF THE GROUP AGREEMENT

In their role as sponsors and participants in the group tours, group leaders and their associated organizations enjoy certain benefits and responsibilities as outlined within this agreement. In response, CTS gladly undertakes the administration and development of the group tour. Subsequently, CTS enters into individual agreements with people who wish to travel on the tour.

In some cases, after the tour is confirmed for operation, the group leader and/or their organization may decide to withdraw their sponsorship and participation. Given the nature of the individual agreements CTS has contracted with passengers, however, the termination of a group agreement does not directly impact the individual passenger agreements. As a result, CTS at its sole discretion may decide to proceed with the group tour.

ACKNOWLEDGEMENT AND SIGNATURES

Please sign and date below to acknowledge your approval of the above terms, conditions, and inclusions. Return a copy of this signed proposal by April 29, 2022, to hold confirmed space.

Corporate Travel Representative:

Group Leader/Teacher



Chris Shewchuck
Educational Tour Consultant
Date: April 15, 2022

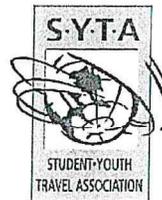
Dave Rosin
MacDonald Middle School
Date:

cc: Ops File/AJR
Educational Tour Consultant



EDUCATIONAL TOURS
BY CORPORATE TRAVEL

MacDonald
Middle School
Chicago





CORPORATE TRAVEL

April 15, 2022

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The inclusions listed above have not been reserved. Definite reservations are made after a signed agreement is received. Furthermore, some inclusions are subject to last minute change and or cancellation. If an inclusion is not available, we will suggest suitable alternatives.

TERMS AND CONDITIONS

This agreement and all bookings made on this tour are governed by the CTS Terms and Conditions and the CTS Liability Release. Please go to <https://www.ctscentral.net/standard-terms-and-conditions> and <https://www.ctscentral.net/liability-release>.

TOUR COSTS BY OCCUPANCY TYPE

Price per person	Quad	Triple	Double	Single
Student	\$495.00	\$515.00	NA	NA
Adult	NA	NA	\$555.00	\$655.00

FORM OF PAYMENT

Credit Card: American Express, Visa or MasterCard.

Checks: made payable to Corporate Travel Service and mailed directly to Corporate Travel. Returned checks incur bank charges. Note: In order to accurately identify payments, please mark the name of the student on each check.

CANCELLATION POLICY

All cancellations must be received in writing. All payments are non-refundable.

Note: Corporate Travel reserves the right to cancel any reservation if payments are not made according to the payment schedule. Reinstated reservations incur fees.

TRAVEL PROTECTION

CTS strongly recommends the purchase of travel protection, to help protect the traveler's investment in the tour, and to help provide certain medical coverage while traveling. Protection plans help provide coverage for unexpected circumstances. Terms vary, depending on the travel protection carrier chosen, and the terms of the plan purchased.

OCCUPANCY SUPPLEMENT

Overnight tour prices are per person according to room type and are determined with the final rooming list from your school: a "Single" room is one person in a room with one bed, a "Double" is two persons in a room with two beds, a "Triple" is three persons in a room with two beds, and a "Quad" is four persons in a room with two beds. There is an additional fee for rollaway beds in any room type. Rollaway beds are subject to availability.

You have elected to include an occupancy supplement. Most schools choose this option to cover up to 18 students who were forced into triple or double occupancies, that is, those who did not select the triple or double occupancy when booking but were forced into it due to a number of male and female students not evenly fitting into quad occupancies. Triple and double occupancies resulting from a deliberate choice are not covered, and neither are traveling parents and/or chaperones. Those selecting the double occupancy but unable to find a roommate will be charged the single supplement.

EMPTY SEAT FEES

All rates are subject to change and based on a minimum of 130 paying and traveling passengers on (3) motor coaches. If your group falls below the minimum number, a charge of \$139.63 will be assessed for each empty seat. Cancelled passengers, whether eligible for a refund or not, do not count towards the minimum number of paying and traveling passengers.

TIMING OF FUNDRAISING MONIES

All fundraising monies and donations must be received no later than **60 days** prior to departure. Any money received afterwards may not be reflected on final invoices and any refunds due as a result will be mailed after the trip returns.

ADDITIONAL GROUP BENEFITS AND TERMS

COMPLIMENTARY TOURS

Corporate Travel will provide 1 complimentary tour for every 24 paying and traveling passengers; the twenty-fifth (25th) passenger travels at no cost. The complimentary tours are based on single occupancy.

TOUR MANAGER

Your tour prices *do* include a CTS Tour Manager.

Tour Managers: Our tour manager will meet your group at your school and remain with you until the tour returns. By signing this agreement, you agree that the sole responsibility of the tour manager is to accompany your school and coordinate details of the itinerary with the suppliers at the destination, e.g. confirming arrival and departure times. The tour manager acts solely as a liaison between the group and the various attractions and suppliers at the destination to ensure as smooth a travel experience as possible. The tour manager will assist with: arrival and departure procedures at each attraction and destination, monitoring the service quality of the tour, and in the event of an emergency, coordinating appropriate action including seeking instruction from the main office. By signing this agreement, you agree that the tour manager is not a chaperone and is not in any way responsible for ensuring the health or safety of any individual traveler on this tour.

OVERNIGHT HOTEL SECURITY

Overnight hotel security is included in your package. Unless specified otherwise, there will be one security guard for every motor coach. The security guard(s) will be on duty from approximately 10pm to 4am each night.

THE NATURE OF THE GROUP AGREEMENT

In their role as sponsors and participants in the group tours, group leaders and their associated organizations enjoy certain benefits and responsibilities as outlined within this agreement. In response, CTS gladly undertakes the administration and development of the group tour. Subsequently, CTS enters into individual agreements with people who wish to travel on the tour.

In some cases, after the tour is confirmed for operation, the group leader and/or their organization may decide to withdraw their sponsorship and participation. Given the nature of the individual agreements CTS has contracted with passengers, however, the termination of a group agreement does not directly impact the individual passenger agreements. As a result, CTS at its sole discretion may decide to proceed with the group tour.

ACKNOWLEDGEMENT AND SIGNATURES

Please sign and date below to acknowledge your approval of the above terms, conditions, and inclusions. Return a copy of this signed proposal by April 29, 2022, to hold confirmed space.

Corporate Travel Representative:

Group Leader/Teacher



Chris Shewchuck
Educational Tour Consultant
Date: April 15, 2022

Dave Rosin
MacDonald Middle School
Date:

cc: Ops File/AJR
Educational Tour Consultant



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Michigan Community Insurance Agency Inc. 49357 Pontiac Trail Ste 101 PO Box 930599 Wixom MI 48393-0599	CONTACT NAME: Patricia Kidd	
	PHONE (A/C, No, Ext): (248) 679-7000	FAX (A/C, No): (248) 926-5959
E-MAIL ADDRESS: CertificateCommunity.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Arch Insurance Company		11150
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 2021/22 GL AU PL **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			EOL0168399	08/01/2021	08/01/2022	EACH OCCURRENCE \$ 3,000,000
	<input checked="" type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,500,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			EOL0168399	08/01/2021	08/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability E&O			EOL0168399	08/01/2021	08/01/2022	Occurrence / Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

[Empty space for Certificate Holder]	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Tara Masson



MACDONALD MIDDLE SCHOOL BAND and ORCHESTRA
PATTI KROTH and DAVE ROSIN – TRIP DIRECTORS
DESTINATION: CHICAGO, IL
TRAVEL DATES: MAY 5 – 6, 2023

SUGGESTED ITINERARY AS OF APRIL 11, 2022

Bob Rogers Travel Emergency Number – 800.373.1423
TBD, Tour Director
Brian Rogers, Sales Consultant
Marybeth Coyne, Travel Consultant
TBD Motorcoach Company

FRIDAY, MAY 5

2 MEALS INCLUDED: L,D

- 5:00 AM Coaches arrive for loading
- 6:00 AM et Leave **MACDONALD MIDDLE SCHOOL** via four (4) privately chartered
56 – PASSENGER motorcoaches including DVD / restroom
1601 Burcham Drive
East Lansing, MI 48823
Phone: 517-333-7600
-4 hours drive time with ½ hour added for a rest stop and traffic (225 miles).
- 9:30 AM ct Arrive at the **FIELD MUSEUM OF NATURAL HISTORY**
1400 South Lake Shore Drive
Chicago, IL

YOUR PROFESSIONAL BRT TOUR AND TRAVEL DIRECTOR WILL MEET YOU HERE

-Discover Sue, the largest and most complete T Rex ever found! You can descend into an Egyptian tomb, watch a glowing lava flow, be dazzled by sparkling gems, come nose-to-nose with the man eating lions of Tsavo, and learn about the world's cultures and environments.

- 10:30 AM The **MACDONALD MIDDLE SCHOOL BAND PERFORMANCE** begins
- 11:30 AM The **MACDONALD MIDDLE SCHOOL ORCHESTRA PERFORMANCE** begins
- 12:00 PM The performances end and load all instruments and equipment back on the motorcoaches. Clothes changing can be done at this time as well.
- 12:30 PM Enjoy more time at the **FIELD MUSEUM OF NATURAL HISTORY**
-**\$10.00 CASHBACK** provided towards lunch use inside the museum.
- 2:30 PM Board coaches and transfer to the **WILLIS TOWER SKYDECK**
233 South Wacker Drive
- 3:00 PM Arrive at the **WILLIS TOWER SKYDECK**
-Dare to stand out on the Ledge on the 103rd floor, with never before seen views, 1353 feet straight down atop the tallest building in the Western Hemisphere.
- 5:00 PM Board coaches and transfer to **MEDIEVAL TIMES**
2001 North Roselle Road
Schaumburg, IL

Declarations – Travel Agents And Tour Operators Professional Liability Insurance Policy



This insurance is provided by: Steadfast Insurance Company

Policy Number: EOL0189072-08 **Agent:** Affinity Insurance Services, Inc.
 In CA: Aon Affinity Insurance Services, Inc.
 In MN: AIS Affinity Insurance Agency, Inc.
 In OK: AIS Affinity Insurance Services, Inc.
 In NY: AIS Affinity Insurance Agency

Renewal Of Number: EOL0189072-07

In consideration for the payment of premium and subject to all of the provisions of this policy, we agree with you to provide the insurance as stated in this policy.

Item 1. Named Insured: Guardian Music and Group Travel Inc
Address: 1008 Frances Pkwy
 Park Ridge, IL 60068

The Named Insured Is: Individual Partnership Joint Venture Corporation Organization LLC

Item 2. Policy Period: From: 08/10/2021 To: 8/10/2022
 12:01 a.m. Standard Time at the address shown in **Item 1.**

Item 3. Coverages		Limits of Liability	Deductible
A. Bodily Injury And Property Damage (except Auto)	Each Occurrence:	\$2,000,000	\$5,000
B. Bodily Injury And Property Damage Automobile (except owned auto)	Each Occurrence:	Not Applicable	Not Applicable
C. Professional Liability	Each Negligent Act Or Negligent Omission:	\$2,000,000	\$5,000
D. Personal Injury	Each Offense:	\$2,000,000	\$5,000
	General Aggregate Limit	\$2,000,000	
Item 4. Fire Legal Liability (if applicable)	Any One Fire:	\$50,000	\$5,000
Item 5. Abusive Act (if applicable)		Limits of Liability	Retention
Abusive Act (Occurrence Form Only)	Each Occurrence:	\$1,000,000	\$5,000
Abusive Act Aggregate Limit		\$1,000,000	
Special Supplementary Payment Limit		\$1,000	

Item 6. Endorsements Effective At Inception: See Schedule Of Forms And Endorsements

NOTICE TO POLICYHOLDER

This contract is issued, pursuant to Section 445 of the Illinois Insurance Code, by a company not authorized and licensed to transact business in Illinois, and as such, is not covered by the Illinois Insurance Guaranty Fund.

Signed by: *Atat W. Harrison, Sr.*
 Authorized Representative

Date: August 10, 2021



East Lansing
Public Schools

MEMORANDUM

TO: East Lansing Board of Education

FROM: Glenn Mitcham, Assistant Superintendent

SUBJECT: Action Item – Elementary Classroom Bookshelves

DATE: May 20, 2022

Background:

On May 9, 2022, the board approved Bookworms as the core Reading/Language Arts Curriculum for ELPS K-5 students. Moving forward, elementary classrooms will each need an additional 3 shelf bookcase to house all of the new trade books that come with the program. These bookcases are able to be purchased with remaining bond money and are purchased through an existing pre-bid contract:

Omnia Partners Contract, Region 4 – Contract # 191802, Discount 64%

The bookcases are manufactured by the same company that outfitted our elementary classroom cases – so the new shelves will match exactly what is already in place. These bookshelves will help teachers organize their reading libraries and allow easier access for students.

Recommended:

It is recommended that the Board of Education approve the purchase of bookcases from Interstate Office Interiors in the amount of \$30,899.20.

INTERSTATE OFFICE INTERIORS

QUOTE

5116 South Sprinkle Road
Portage, MI. 49002

Phone Number
269-344-9900
Fax 385-1752

May 03, 2022

TO:
East Lansing Public Schools
c/o GMB Architects & Engineers
85 East 8th St.
Holland, MI. 49423 Attn: Alissa Ditta

TERMS Net
F.O.B. Destination
SHIP VIA Best Way

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		East Lansing Public Schools Bookcase Add-On Quotation Color Schedule by School- Donely - PR2 Platinum Metallic Glencairn - PR3 Gun Metal Metallic PineCrest - PR2 Platinum Metallic Red Cedar - PR3 Gun Metal Metallic Whitehills - PR3 Gun Metal Metallic Marble - PR6 Silver		
68	EBC-336	Allsteel Essential Series Bookcases 3 Tier, 36"w x 18" x 39.125"h 2 Adjustable Shelves on 2" Increments Adjustable Leveling Glides Provide 1" of Adjustment, Shelf Capacity 107 lbs per Shelf. Omnia Partners Contract, Region 4 Contract #191802, Discount 64% Pricing is valid for 30 days Order Needs to Entered by June 10th for Quoted Price to be Valid Allsteel has a 10.5% Price Increase schedule to go into effect Monday, June 13 Make PO out to: Allsteel Inc. C/O Interstate Office Interiors 2210 Second Avenue Muscatine, IA 52761	421.40	\$28,655.20
PO Number			SUBTOTAL	28,655.20
			SHIPPING	300.00
			TAX	Exempt
			Installation	1,944.00
				\$30,899.20
			TOTAL SELL	

Ship To:
East Lansing Public Schools
Donely, Glancairn
Pinecrest, Red Cedar, White Hills
Marble
Lansing, MI

Send Correspondence To:
Virgil Kelpin
Interstate Office Interiors
5116 South Sprinkle Road
Portage, Michigan 49002
Ph:(269)344-9900 Fx:(269)385-1752

APPROVED BY

78

DATE

050322C2



East Lansing
Public Schools

MEMORANDUM

TO: East Lansing Board of Education

FROM: Glenn Mitcham, Assistant Superintendent

SUBJECT: MacDonald Middle School Curriculum Adoption

DATE: May 20, 2022

Background:

The MacDonald Middle School Science department has been working since the spring of 2018 to carefully review potential curriculums for adoption. After detailed review of more than a dozen potential curriculums and piloting four different curriculums, this year's Middle School Science Curriculum committee voted 14-0 to recommend SEPUP (Science Education for Public Understanding Program) to the board for adoption. Like any potential curriculum, SEPUP is not perfect but, provides the hands on tools to engage students in significant ways as scientists. The information attached gives the board detailed information about the departments two recent pilots.

After careful consideration of many factors, it is the committee's recommendation to adopt SEPUP for MacDonald Middle Schools core Science program grades 6-8.

Recommendation:

The Board of Education approve the purchase of Science Education for Public Understanding Program (SEPUP) as the core Science curriculum for MacDonald Middle School grades 6-8 in the amount of \$116,311.49

Middle School Science Curriculum Adoption



Process and Overview

The Long and Winding Road!

- Spring 2018 - Began the search for a new middle school Science curriculum
 - Summer 2018 - OpenSciEd Training
 - Fall 2018 - MMS Science committee looked at several possible curriculums
 - Winter 2019 Amplify Science pilot followed by OpenSciEd pilot
-

Process and Overview

Continued...

- 2019/2020 School Year - More exploration of OpenSciEd.
 - 2020/2021 School Year - Pandemic
 - 2021/2022 School Year - Discovery Education Pilot followed by Science Education for Public Understanding Program (SEPUP) pilot
-

Process and Overview

Continued...

Middle School Science Curriculum Committee:

Shelley Jackson - 8th Grade

Nick Golovich - 8th Grade

ML Konett - 7th Grade

Janelle Orange - 7th Grade

Kristin Kildea - 6th Grade

Brian Hyde - 6th Grade

Norm Scott - Special Education

Steven Neal - English Learners

Will Paddock - High school Science

Amy Martin - Principal

Klaudia Burton - Director of DESJ

Rob Stephenson - Science Consultant

Thoralf Hoelzer - Parent

De'Anna Jones-Smith - Parent

Coretta Fernandes - Parent

Christine White - Parent

Rebecca Hansens - Parent

8th Grade Pilot

Highlights & Challenges

- Discovery Education
 - Science Education for Public Understanding Program (SEPUP)
-

8th Grade Pilot

Discovery Education Highlights

- Engaging anchoring phenomena for most students
 - Numerous hands-on activities
 - Rich media incorporation into numerous activities
 - Easy navigation planning resources
-

8th Grade Pilot

Discovery Education Challenges

- Open-ended nature of student-designed labs left opportunities for unsafe mixtures and reactions
 - The digital platform was difficult for analyzing student artifacts and data
 - Unit was lacking in some of the content we traditionally taught in chemistry
-

8th Grade Pilot

SEPUP Highlights

- Many hands-on activities
 - Textbook
 - Student artifacts created for many activities
 - Easy-to-use teacher and student resources
 - Readily available “Labsent” materials for absent/virtual students and/or substitutes
-

8th Grade Pilot

SEPUP Challenges

- Weak anchoring phenomenon
 - Little emphasis on connections to chemistry concepts
 - Unrealistic pacing
-

7th Grade Pilot

Highlights & Challenges

- Discovery Education
 - Science Education for Public Understanding Program (SEPUP)
-



Staining celery mitochondria

Driving Questions Board

How long does it take for the skin to re-seal or "grow" back?	How long does it take for the skin to re-seal or "grow" back?	How long does it take for the skin to re-seal or "grow" back?	How long does it take for the skin to re-seal or "grow" back?	How long does it take for the skin to re-seal or "grow" back?
Why do some scars go away and some don't?	Why do some scars go away and some don't?	Why do some scars go away and some don't?	Why do some scars go away and some don't?	Why do some scars go away and some don't?
Do stitches or staples improve the speed of recovery?	Do stitches or staples improve the speed of recovery?	Do stitches or staples improve the speed of recovery?	Do stitches or staples improve the speed of recovery?	Do stitches or staples improve the speed of recovery?
Do infected cuts take longer to heal?				
Do deeper cuts take longer to heal?				
Does the depth of the cut affect how long it takes to heal?	Does the depth of the cut affect how long it takes to heal?	Does the depth of the cut affect how long it takes to heal?	Does the depth of the cut affect how long it takes to heal?	Does the depth of the cut affect how long it takes to heal?
Why do some cuts heal faster than others?	Why do some cuts heal faster than others?	Why do some cuts heal faster than others?	Why do some cuts heal faster than others?	Why do some cuts heal faster than others?
Can medicines make a cut heal faster?				
Why do some people get scars?				
How do lacerations heal?				
Why does it itch?				
How do scars act after you get a new injury?	How do scars act after you get a new injury?	How do scars act after you get a new injury?	How do scars act after you get a new injury?	How do scars act after you get a new injury?

7th Grade Pilot

Discovery Education Highlights

Activity #2- Paper cuts

Slide #4 → CER HOUR 3

Claim: Paper doesn't heal itself.

Add a statement of reason on a sticky note from Week here

Color after 30 minutes

↑ control ↑ beaker ↑ membrane

7th Grade Pilot

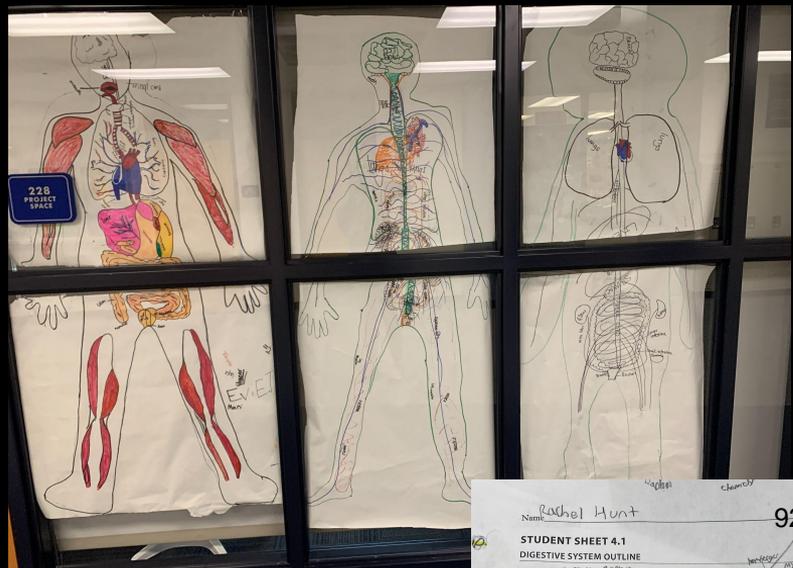
Discovery Education Challenges

- “I liked watching the videos because they helped me understand more but I wish we could do more labs and hands on things.”
- “MOOOOOOORRRRREEEEE
LAAAAAAAAAAAAAAAAAAAAAAAAAABBBBBB
BBBBBSSSS”
- “Some of the directions were confusing”
- “I think that you should add some more hands on things, simply writing the answers to questions was not the most entertaining thing.”
- “Setup is much more fun! Discovery Ed is boring and you are only on Chromebooks, setup is more interactive and provides engaging activities.”
- “Honestly I hate the discovery ed and love the new thing cause its at least somewhat hands on I would love to do more of those like games and stuff but ya”



Student Explanation of clay human torso

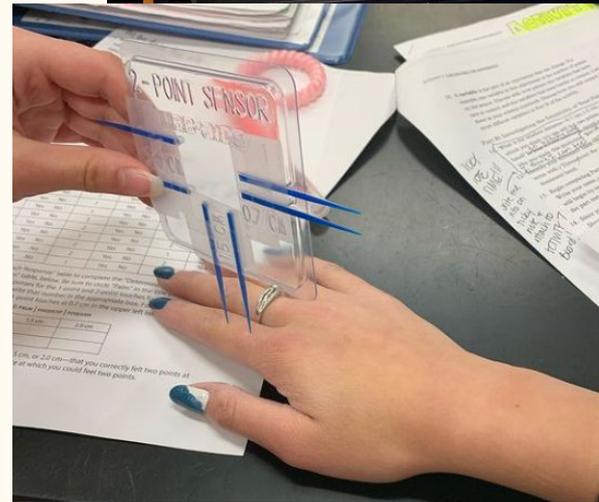
"I enjoyed sepup more, it was easier to use and didn't put me to sleep every time we used it."



7th Grade Pilot

SEPUP Highlights

Circulation Game in the library



Name: Rachel Hunt 92 Date: 3/18/22

STUDENT SHEET 4.1 DIGESTIVE SYSTEM OUTLINE

- Using activities, I review a portion of digestion at each organ.
- I will describe how glucose enters and exits the digestion system.
- Show how a hamburger is broken down into chemical digestion.

mouth → esophagus
 carbohydrate → sugars
 proteins → amino acids
 fat → fatty acid

④ **Small Intestine** Complete the chemical digestion of nutrients by mixing it with pancreatic juice and bile. The small intestine is where most of the chemical digestion of food occurs.

⑤ **Large Intestine** Water and electrolytes are absorbed. The large intestine is where most of the water and electrolyte absorption occurs. The large intestine is also where most of the fat and protein absorption occurs.

⑥ **Rectum** The rectum is the final part of the digestive system. It is where the feces is stored before it is eliminated from the body.

⑦ **Anus** The anus is the opening of the large intestine. It is where the feces is eliminated from the body.

Carbohydrate	sugar
Protein	amino acid
Fat	fatty acid

2, 8, 9 No

7th Grade Pilot

SEPUP Challenges

- “I believe we should focus more on not rushing through the lesson. I found it difficult to gather all of the information at once.”
- “I think you should give less papers and more digital stuff.”
- “The digestive system part was clear but the rest wasn't as good”
- “I think online work that is easy to do in and after school would be good.”
- “do the lessons on chromebook”

6th Grade Pilot

Highlights & Challenges

- Discovery Education
 - Science Education for Public Understanding Program (SEPUP)
-

6th Grade Pilot

Discovery Education Highlights

- Computer based
 - Hands on activities
 - All needed materials within the computer program (helps with organization)
-

6th Grade Pilot

Discovery Education Challenges

- Computer based
 - Checking student work
 - Teachers can not edit materials within lessons for students
-

6th Grade Pilot

SEPUP Highlights

- Driving question for each activity
 - Structured
 - Mostly hands on
 - Labsent for absent and review
 - Storyline has flow
-

6th Grade Pilot

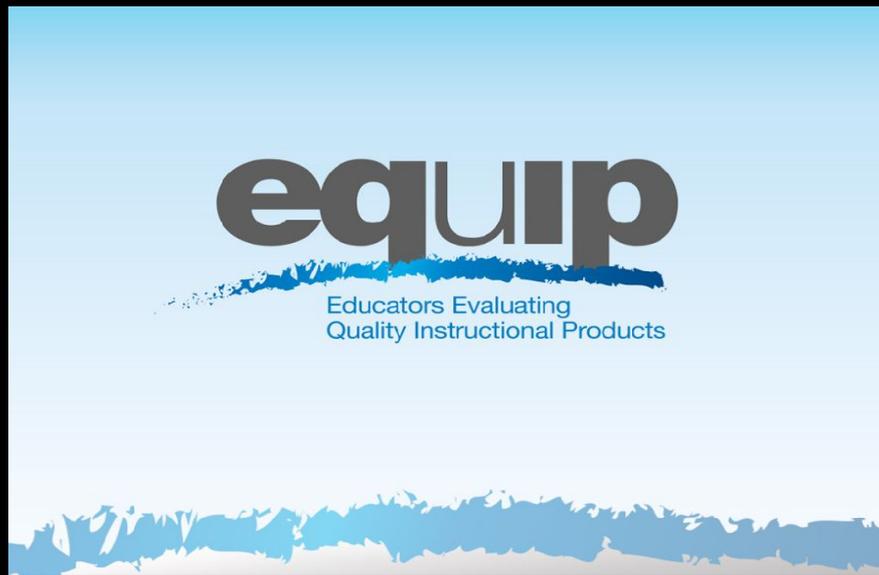
SEPUP Challenges

- Phenomenon could use improvement



Equip Compiled Evaluation Data

Dr. Rob Stephenson
STEM Consultant
Ingham Intermediate School District
rstephenson@inghamisd.org



Science Education for Public
Understanding Program



Teachers met four times to evaluate the lessons on the following Criteria:

Phenomena

3-Dimensions & its Integration

Assessment/Artifacts

Authenticity/Relevance

Using Student Ideas

Building on Prior Knowledge

Connections to ELA

Connections to Math

Differentiation

Ease of Use

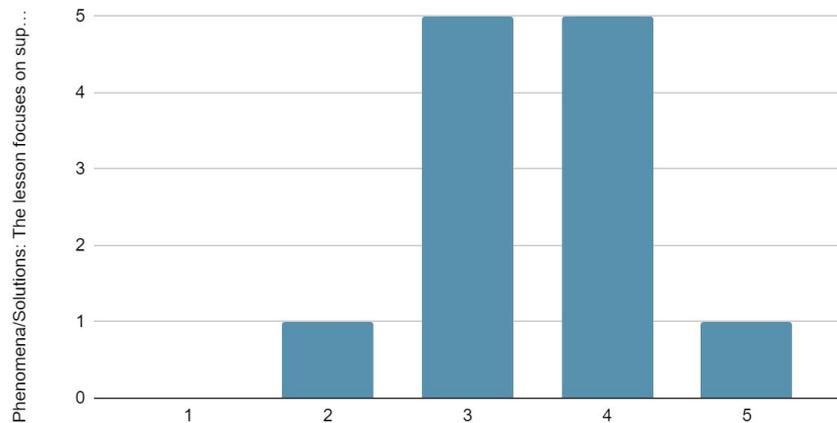
A horizontal Likert scale with five points. The points are labeled 1, 2, 3, 4, and 5 from left to right. Below each number is a radio button. The scale is flanked by the text "Strongly Disagree" on the left and "Strongly Agree" on the right. The entire scale is contained within a white rectangular box with a thin black border.

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

Phenomena/Solutions: The lesson focuses on supporting students explanations of phenomena or design solutions to problems.



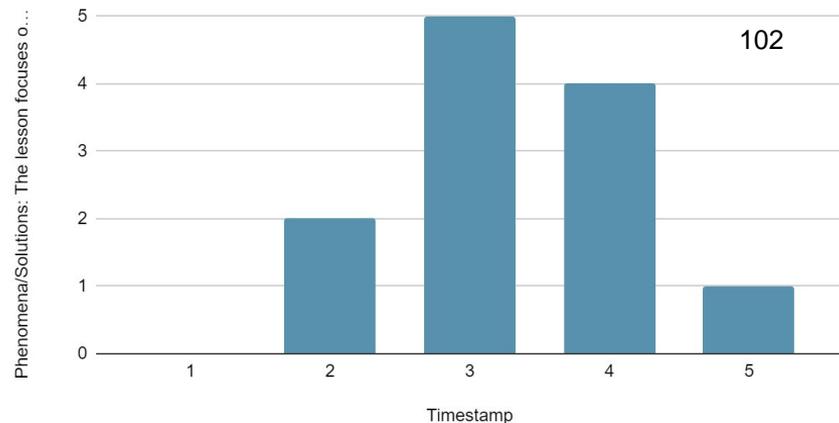
Phenomena/Solutions: The lesson focuses on supporting students explanations of phenomena or design solutions to p...



Average = 3.5



Phenomena/Solutions: The lesson focuses on supporting students explanations of phenomena or design solutions to p...



Average = 3.3

Phenomena/Solutions: The lesson focuses on supporting students explanations of phenomena or design solutions to problems.

There is really no solution - they are not designing anything just walking through the steps to answer questions - the videos do help the storyline but there is little else besides microscopic images to view to further understanding or the phenomena.

Phenomena-Lessons do drive to answer the phenomena- so far- through Act 6. They do have videos of experiments and they do have the students performing labs as well.

103

Evidence for activity 3 included video demonstrations of each balloon. One balloon was mislabeled with "oxygen" rather than "air", and students could not see from the video that they hydrogen and helium balloons floated. I would have liked to see this present in each video for this lesson.

Students work together to understand phenomenon of rain/snow development. Coherence of lessons not yet observed/experienced. the program assumes the students have more background knowledge than they do.

A phenomenon was introduced in activity 1 in which students were able to ask and develop testable questions related to the phenomenon that drove to future lessons. There appears to be a storyline. What's missing, at times, is relevance to students lives. There could be ways to add supplemental materials to increase relevance while still using the same phenomenon introduced in the lesson.

Phenomena/Solutions: The lesson focuses on supporting students explanations of phenomena or design solutions to problems.

Create models of superstorm.

Each lesson asks you to review DQB and have students create questions. They are asked to design solutions for a lab. I feel that they have direct experience to help relate the phenomena. Things seem to lead to act 10. Act 8 and 9 lead to understanding that will be further demonstrated with act. 10

This was great! The materials - both lab materials and electronic material were like dead on! I think this was great. With the cells - we are testing specific organelles. There is quite a bit on engagement.

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The electrolysis lab was highly engaging and connected back to the Hindenburg explosion easily. However, the lab results did not provide a reaction during flammability testing, as was indicated in the materials. This was supplemented with modeling to show what we would have seen without the error we experienced.

The storyline is disconnected. There are pieces of evidence presented to students that helps them build some sense of the anchoring phenomenon, but there has been no true opportunity for students to dig deeper into the reasoning behind that evidence in a way that brings justification to the claims they are making about healing cuts.

The lessons I should be teaching are ones the students have demonstrated they know. While the information presented helps explain the phenomena, it is a lot of sit and get.

Phenomena/Solutions: The lesson focuses on supporting students explanations of phenomena or design solutions to problems.

There really isn't an inherent phenomena...or even an understated one. We used the phenomena from the Discovery Ed pilot.

The lessons are always centered around a guiding question BUT there is NO anchoring phenomenon. For example, the guiding question for Activity 9 is 'How does your body systems respond to exercise?,' BUT this doesn't tie back to any anchoring phenomenon so it sort of feels like, why are we doing this?

The anchoring phenomena for the unit is pretty generic, but the lesson-level phenomena provide relevance related to student experience.

Students are presented an overall problem/issue (building new school) and have related sub-phenomena within each lesson. They build to the students recommendation at the end of the unit based of data/evidence obtained from the unit.

Overall phenomena is not strong at all, but lesson level are better. Still could use some tweaking.

The lesson level anchors are very engaging for the students. They also enjoyed the initial phenomena and it strongly connected to the topic they are studying in social studies

Phenomena/Solutions: The lesson focuses on supporting students explanations of phenomena or design solutions to problems.

Yes, there is a guiding question for the lesson, but it doesn't relate to an anchoring phenomenon which makes it difficult for students to understand why the lesson is relevant.

We have no true 'guiding question' to run through the whole unit - we borrowed from the DE unit.

The lessons are highly ties to explaining the phenomena

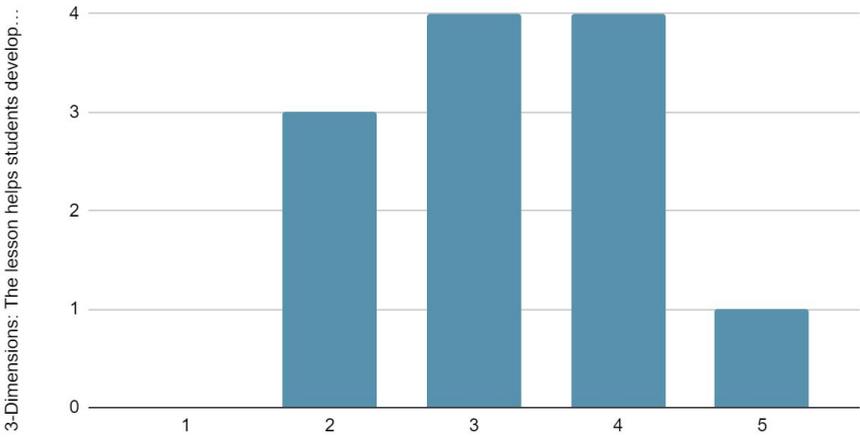
I feel that we would be able to add phenomena to help connect. As Janelle said the evolution unit flows together so far.

Lesson-specific phenomena are strong and relevant. The unit-level phenomena is fairly general and not necessarily a strong anchor for individual lessons.

3-Dimensions: The lesson helps students develop and use multiple SEPs, CCCs, and DCIs to engage in sense-making or problem solving.



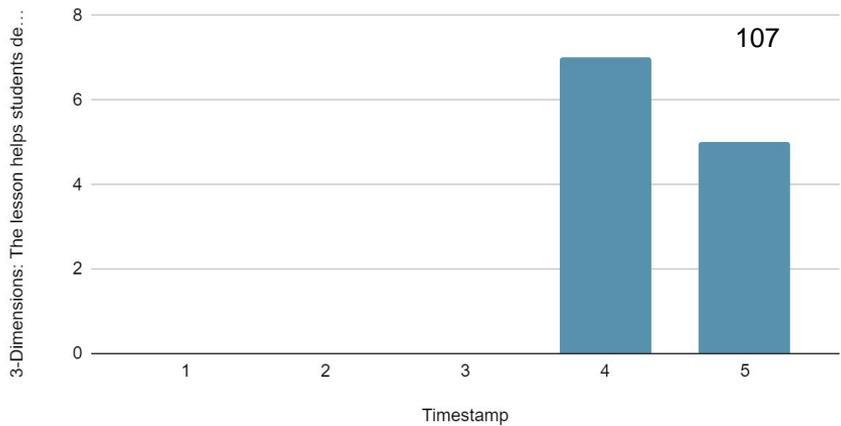
3-Dimensions: The lesson helps students develop and use multiple SEPs, CCCs, and DCIs to engage in sense-making...



Average = 3.25



3-Dimensions: The lesson helps students develop and use multiple SEPs, CCCs, and DCIs to engage in sense-making...



Average = 4.4

3-Dimensions: The lesson helps students develop and use multiple SEPs, CCCs, and DCIs to engage in sense-making or problem solving.

There is very little hands-on. We are not working on a model. We have not even made a chart. The most we are building upon is the DBQ. With the CCCs, at this point we have only worked on structure and function.

The teacher edition has all the material explaining the CCC and SEP and DCI however the work they have the students doing does not have it there for some ex the modeling of balloons. Not there, Cause and Effect is spelled out and is in some of the assignments.

A few days in there has been no use of SEPs for the 8th grade unit. They have repeatedly referenced CCCs and DCIs, especially cause-and-effect. There are no glaring omissions of evidence that I have identified at this point, but I personally would have liked to do some engineering practices early in the unit to help bolster engagement early.

Cause/effect and building models are present. Using math/computational thinking is not.

In activity 1 and 2, students asked questions and worked collaboratively with classmates to organized the questions based on testability. This led to the development of a Driving Question Board. In the same activities, students were engaged in "cause and effect", and "scale, proportion, and quantity" in their initial observations and explanations of the phenomenon.

3-Dimensions: The lesson helps students develop and use multiple SEPs, CCCs, and DCIs to engage in sense-making or problem solving.

Developing and using models present, while using mathematical and computational thinking is absent.

Lots of questioning by students asked for, cause and effect is used often. Kids are asked to make claim, evidence and reasoning, energy and matter flows is coming. Brings up systems, wants kid to know it is a closed or open system.

With the CCC - we are really looking at cause and effect and system and structure and function

With the DCi's we are really just working on MS-LS1

nothing with SEP - they are not really using models or planning out (although they are carrying out) investigations - this might be on me since I don't feel so confident with where I am suppose to be 'leading' them.. but we are working on analyzing and interpreting data. We are developing models - and specifically we are constructing explanations.

Hands-on applications that include engineering design elements which are easily connected back to the Hindenburg problem.

SEPs - Asking (testable) questions - we've been able to add to our Driving Question Board; Planning and Carrying Investigations - we've had a lot of experience with this (because of an addition of a supplemental material), which lead to more evidence; Analyzing and Interpreting Data - seen in their responses to questions posed after an investigation; Constructing Explanations - students have been able to answer questions post-investigations using evidence from the labs that led to accurate claims the investigation was designed to identify; Scale, Proportion, Quantity - seen with microscopes.

we have a lot of pattern work



3-Dimensions: The lesson helps students develop and use multiple SEPs, CCCs, and DCIs to engage in sense-making or problem solving.

The materials have been great for 3-D modeling! and 2-D with graphing, data collection, and diagrams

In the first three activities we've used two different models, asked questions, carried out investigations, and compared multiple competing theories.

Students have had exposure to cause and effect relationships within the first two lessons and they have produced artifacts such as answering Analysis Questions and created/completing data tables.

They are very intentional when introducing a CCC and SEP. They want to make sure that you know they are asking you to do this with the kids. In the powerpoint.

Students have been highly engaged in asking questions, cause and effect, modeling. they have been focused on the work but also challenged



3-Dimensions: The lesson helps students develop and use multiple SEPs, CCCs, and DCIs to engage in sense-making or problem solving.

In this lesson, students carried out a series of investigations in order to analyze and interpreting data from graphs. The data lead to evidence that could be used to construct an explanation.

We are making "mad" models - 2 D and 3D. There isn't much with comparing and contrasting.

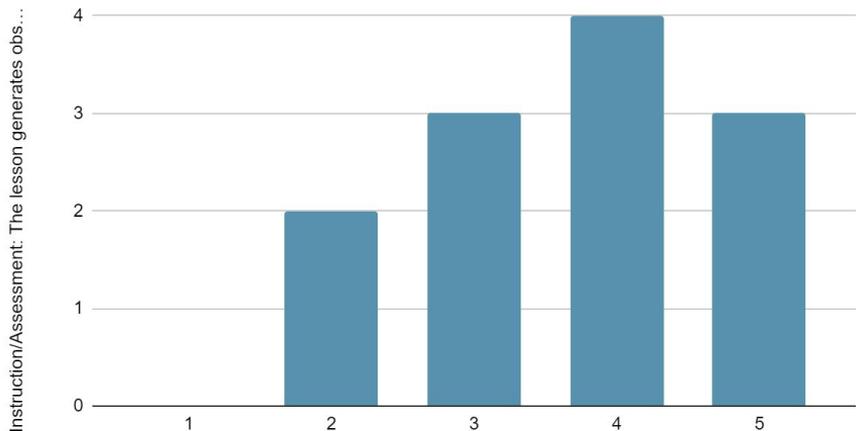
students are complete an analysis of the data and trying to make sense of the connection to water quality

They are very intentional to make sure you are seeing the different SEP and CCC for each unit. They make sure they have questions, both analysis and teacher directed that have the students answering these.

Instruction/Assessment: The lesson generates observable student artifacts or evidence of learning that integrates elements of the 3-Dimensions.



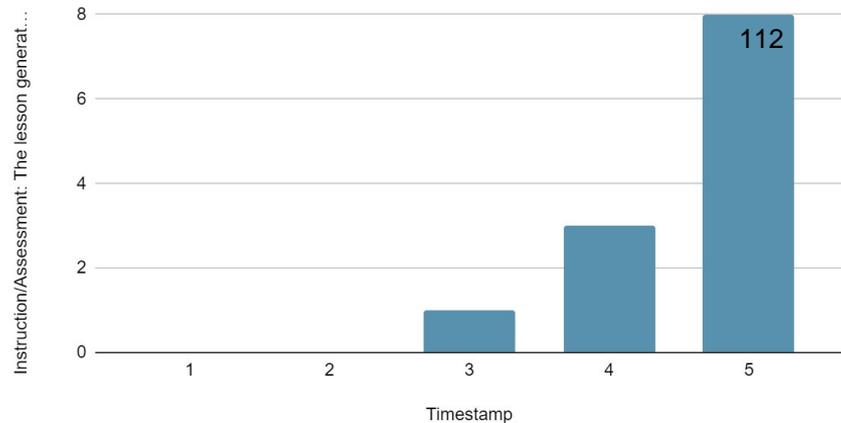
Instruction/Assessment: The lesson generates observable student artifacts or evidence of learning that integrates eleme...



Average = 3.67



Instruction/Assessment: The lesson generates observable student artifacts or evidence of learning that integrates eleme...



Average = 4.58

Instruction/Assessment: The lesson generates observable student artifacts or evidence of learning that integrates elements of the 3-Dimensions.

Without supplementations, there has only been adding questions to the DQB - nothing hands on, no models, no drawings.

Big in teacher edition less so in student work. Asking the teacher to look for it and put it in. Students do not demonstrate much in the work they produce.

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Discussion board, written responses, student conversations

Students build model to show understanding of water cycle.

students have had multiple opportunities, almost to many that it is all not flowing well

For asking questions: students had the ability to brainstorm questions using a graphic organizer and then, with other classmates, they organized their questions using sticky notes. Sticky notes were placed on a class Driving Question Board. There is a need to supplement when 'developing models.'

Instruction/Assessment: The lesson generates observable student artifacts or evidence of learning that integrates elements of the 3-Dimensions.

Students ask questions, but at this point it seems at a cursory level (unconnected). Limited cause/effect.

Does ask the students to make models. Not enough direction to what a model needs to entail.

I feel there are great opportunities for building upon understanding and continued re-evaluation of their models. I feel strongly there is a great deal of interconnections with CCC/DCI/SEP

Student responses and models indicate their level of achievement and were included in the materials.

Students use of claims and evidence are evident in both formative and summative assessment type questions that DE has designed for student completion. I would say they are currently struggling with reasoning as a way to justify their claims and evidence. They had early practice with this, but it has not yet been reinforced.

Instruction/Assessment: The lesson generates observable student artifacts or evidence of learning that integrates elements of the 3-Dimensions.

For the integration issue - I actually wish there was more reading!

Models

Numerous student artifacts have been produced for each activity. Driving questions, graphical displays of data, and individual analysis questions have come up so far.

Students have created graphs representing data concerning water quality. They have been challenged (and challenging!) to determine what the data is telling them and how it is related to the bigger question of where we should build.

So far for lessons 1, 2 and 4 it is mostly collecting data through an investigation and then graphing the data to analyze for results.

Except for the first lesson, students have produced artifacts. The artifacts were either models or graphs along with analysis of the information



Instruction/Assessment: The lesson generates observable student artifacts or evidence of learning that integrates elements of the 3-Dimensions.

The analysis questions will display what was described earlier. Additionally, supplemental materials were created (i.e. essay outline and group models with gallery walk) to further enhance sense-making.

We have a lot in this unit!

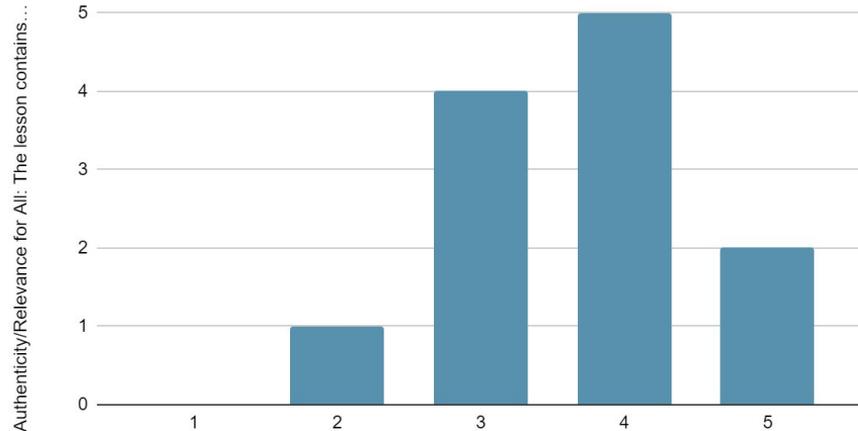
students are collecting data based on a sample of water. In this process they are creating charts

We have done lots of graphs- looking for more later on as we pull more together. Theme is how humans are a part of evolution- theme throughout

Authenticity/Relevance for All: The lesson contains relevance and authenticity for ALL students. (Student questions, prior experiences, and diverse backgrounds are used to drive the sense-making or problem-solving.)



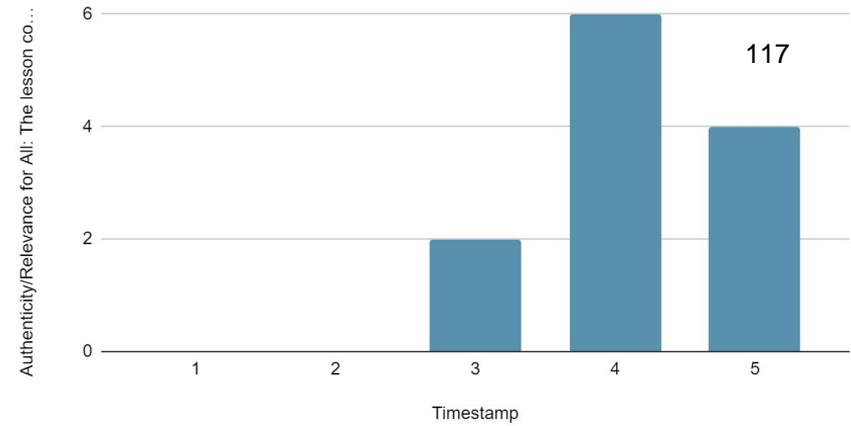
Authenticity/Relevance for All: The lesson contains relevance and authenticity for ALL students. (Student questions, prior e...



Average = 3.67



Authenticity/Relevance for All: The lesson contains relevance and authenticity for ALL students. (Student questions, prior e...



Average = 4.16

Authenticity/Relevance for All: The lesson contains relevance and authenticity for ALL students. (Student questions, prior experiences, and diverse backgrounds are used to drive the sense-making or problem-solving.)

This is relevant to my students - not much is missing so far but it would be really nice to dig a little deeper. I fear it is all vague surface stuff and I don't feel we are really honoring the NGSS.

They try to teach explicitly how to make the connection to questions. View an observation and then write a question to ask how to solve it. ie we saw the flame go out, Questions- why did the flame go out. Not bad to begin- need to teach it to kids. If is a little phony, but may get more relevant as the unit goes on.

Engagement was high to begin the unit. Kids were mostly interested in the historical footage, though I supplemented with additional photographs of the interior of the Hindenburg to highlight its luxury. The evidence for the initial lesson was strong with the video footage. The second lesson's evidence came from a figure highlighting the structural components of the Hindenburg, but few items were identified. I would have liked to see a much more detailed figure of the structural components of the ship. As we continue, I wonder how long all kids will remain engaged with this, mainly due to the time that has passed since the initial accident. Very few kids had heard of this before I introduced it.

Phenomenon of Superstorm of 1993 showing impact for much of the US.

students have had many real-world experiences with the anchoring lesson

It depends on the unit. In one unit, the phenomenon did not seem highly relevant, so it required supplementation of related phenomena. In another unit, the phenomenon was so relevant that it could be observed on every individual and every individual could relate to the experience. Motivation in one unit was only high due to supplemental materials, and motivation remained high for the other unit. In both units, students were able to consider their own questions, which increased "buy-in."

Authenticity/Relevance for All: The lesson contains relevance and authenticity for ALL students. (Student questions, prior experiences, and diverse backgrounds are used to drive the sense-making or problem-solving.)

Luckily we have had snow day patterns during the unit which can be related to the superstorm of 1993. Can't rely on that in the future though!

Students struggle to make questions that will bring them back to the Hindenburg. They can not always see a connections.

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cells are pretty universal - and the phenomena is relatable to all students - and honestly the interest and engagement is still piqued.

Most students are still engaged

Kids are super excited about seeing their cells and cells of other living things. They have drawn pictures of what they viewed and used those drawings as evidence for their claims.

we are in a place where students are focused on mostly readings, but the weather has allowed us to collect data as storms have moved into our area



Authenticity/Relevance for All: The lesson contains relevance and authenticity for ALL students. (Student questions, prior experiences, and diverse backgrounds are used to drive the sense-making or problem-solving.)

We all have body parts! Students are interested in what is 'inside' their bodies and how it works. While there wasn't diversity or individuality all students found relevance and interest.

Without an anchor that allowed for the development of an authentic driving question board, the unit doesn't feel as relevant as it could. Our unit only feels relevant because it's about human bodies.

Most of the unit has focused on animal evolution, and most of my students have been at least moderately interested, based on their understanding of and interest in animals.

Students are posed with a real-world issue (an area has experienced growth and needs a larger school). We can relate this to EL over the years with rising/falling/rising student populations and how our community has responded.

Students have knowledge about animals and that is where most of the lessons begin. Students are engaged.

It was very easy for students to make connections to the material. The lessons and topic are also being supported in social studies.



Authenticity/Relevance for All: The lesson contains relevance and authenticity for ALL students. (Student questions, prior experiences, and diverse backgrounds are used to drive the sense-making or problem-solving.)

This lesson built on their understanding of a previous activity.

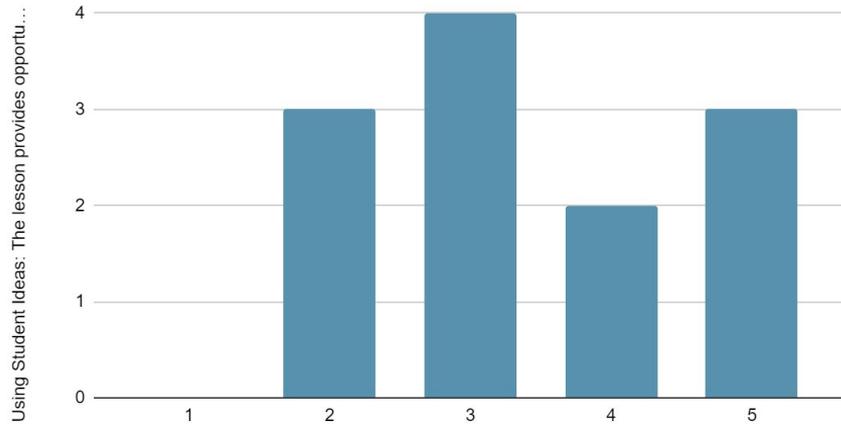
Everyone has a body! This is so amazing for this unit!

Not uses students idea very much.

Using Student Ideas: The lesson provides opportunities for students to express, clarify, justify, interpret, and represent their ideas as well as respond to peer / teacher feedback.

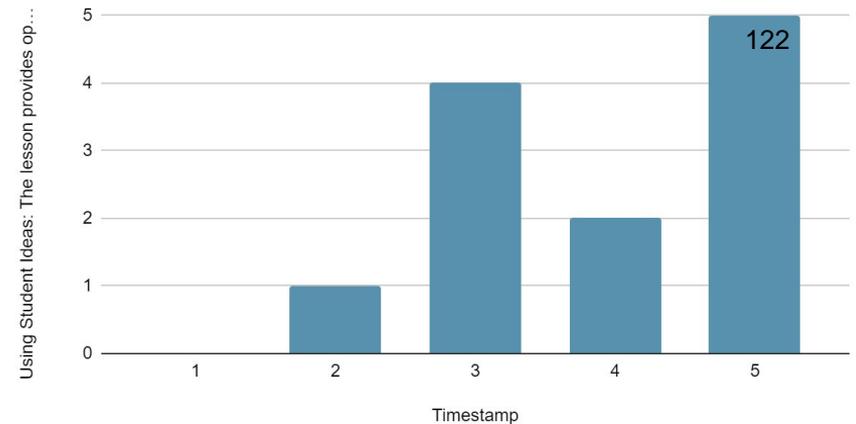


Using Student Ideas: The lesson provides opportunities for students to express, clarify, justify, interpret, and represent th...



Average = 3.4

Using Student Ideas: The lesson provides opportunities for students to express, clarify, justify, interpret, and represent th...



Average = 3.9

Using Student Ideas: The lesson provides opportunities for students to express, clarify, justify, interpret, and represent their ideas as well as respond to peer / teacher feedback.

There is a ton of expressing of very simple basic ideas to peers/class/teacher - there just isn't really anything exciting/interesting/engaging to share. This unit is a WHOLE LOTTA just sharing and not making/doing/touching.

There is a lot of partner share and medium group share then leads to whole group. They are only surface questions- not really looking at answers. It does have stuff in teacher edition for looking at what kids might have learned elsewhere and what they may say.

There are countless opportunities for students to share and express ideas in every lesson so far, though I'm not sure how much quality is in all of these discussions. Much of what the program asks from students is seemingly surface level understanding. Being a pilot, perhaps I'm just not familiar with the program to know what's coming next.

Students pair/share main ideas allowing students to clarify their thought/understandings.

lots of partner conversation and reviewing of materials but not always in depth

What is missing is the ability for peer and teacher feedback. There are lots of opportunities for students to "express and opportunities" their ideas (i.e. Driving Question Board & supplemental modeling activities), but not necessarily to "justify, clarify, and interpret" them (i.e. through whole-group, "scientist circle," sense-making activities).

Using Student Ideas: The lesson provides opportunities for students to express, clarify, justify, interpret, and represent their ideas as well as respond to peer / teacher feedback.

Students have opportunity but don't often take advantage or feel comfortable.

They want you to use student idea- if students are paying attention they should know the answer. Maybe too surface level

The activities that are offered (and in which I augment) give opportunities for solo work and wondering, peer/table work and whole classroom discussion. We are constantly circling back to our Driving Questions Board and how we have acquired further information to reconstruct/edit/revise our learning and understanding.

This is very repetitively incorporated in every lesson. Nothing seems to be missing, but I have removed a few of the pair/share and class discussion opportunities in the interest of time for certain sessions.

So far students have been able to represent their ideas in their responses to answers, but they do not always get peer and/or teacher feedback in real time, unless directed by teacher outside of the parameters of DE.

students have many chances to talk about data and talk through it



Using Student Ideas: The lesson provides opportunities for students to express, clarify, justify, interpret, and represent their ideas as well as respond to peer / teacher feedback.

There isn't a lot of peer/group interaction within the material. The collaboration isn't built into the lesson - I am backfilling this.

Analysis questions.

4-2-1 model intentionally includes collaboration among students. The driving question board provides additional opportunities for this throughout each activity.

Students have an opportunity to work in small group, respond with shoulder partners and work independently (4-2-1).

Neutral here- they ask students to share but I do not see them having students to revise/change or challenge their thinking.

students were able to have multiple conversations in small groups and then the conversation occurred in larger groups. They were encouraged to question one another.

Using Student Ideas: The lesson provides opportunities for students to express, clarify, justify, interpret, and represent their ideas as well as respond to peer / teacher feedback.

Student ideas were best expressed with the supplemental materials that I created to further enhance the sense-making process.

Lately - we are having to use everyone to do different parts of the WHOLE body! This is the ultimate understanding of role and parts of the body. Missing: more backfilling information.

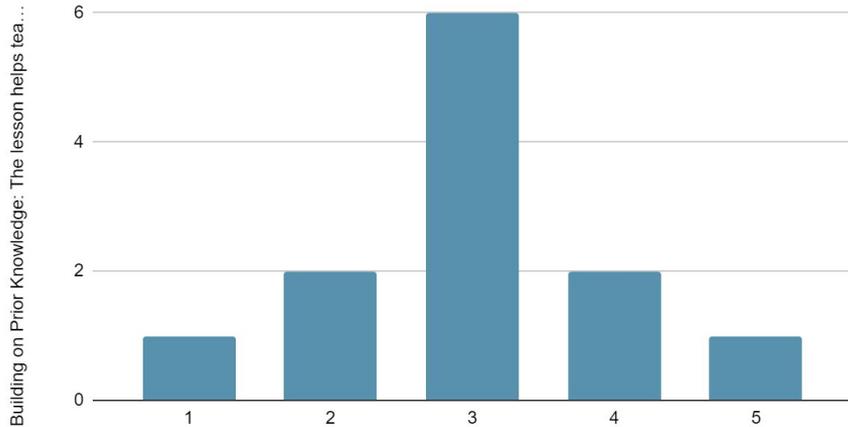
students had a chance to share their thinking and ask questions about the ideas.

We are asking the students to share and debate- not as scripted as other units, but can easily fill in.

Building on Prior Knowledge: The lesson helps teachers identify and build on student prior knowledge in all 3-Dimensions.



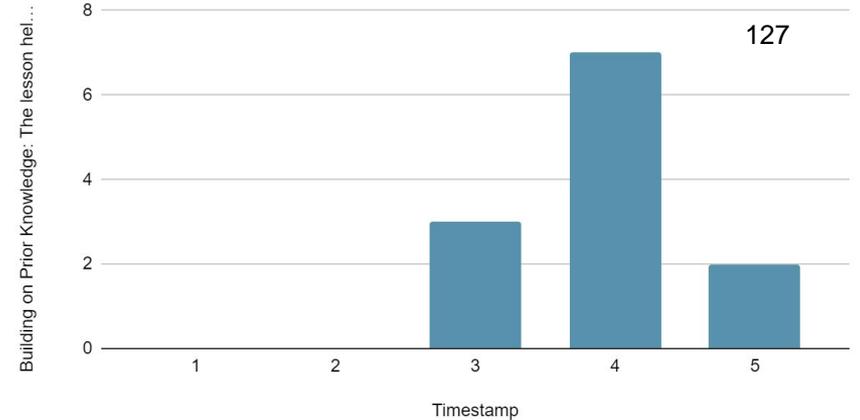
Building on Prior Knowledge: The lesson helps teachers identify and build on student prior knowledge in all 3-Dimensi...



Average = 3



Building on Prior Knowledge: The lesson helps teachers identify and build on student prior knowledge in all 3-Dimensi...



Average = 3.9

Building on Prior Knowledge: The lesson helps teachers identify and build on student prior knowledge in all 3-Dimensions.

There really isn't a need to go back to prior grade level - the material/phenomena is pretty basic and relevant and seemingly had an entry point for everyone to build upon.

Does show where is their units things were covered. Not there with students material.

I love that the teacher manual offers suggestions for different levels of output for some student output. While the attempt is to capture a variety of student entry points, I have found it a valuable tool for rephrasing or representing a question in a different way.

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Lesson does not demonstrate evidence for building on prior knowledge in all 3-dimensions.

I'm unable to measure this at this time. I've only been in the exploring phenomenon stages of the unit.

Building on Prior Knowledge: The lesson helps teachers identify and build on student prior knowledge in all 3-Dimensions.

Some material is basic and students have had lesson at previous grade level.

Tries but it is not always there. Difficult as we do not know what was missed from Covid year. Also new so they may have things set up differently than we have done at MMS. We would have talked about the periodic table and that has not really happened. Not sure if kids will get it.

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I have had to front-load much material...because of the lack of learning (COVID) students didn't have the background in cells or microscopy.

Most of what they ask for from the students seems very surface-level based on our previous experience with chemistry instruction.

Most kids have little to no knowledge of cells, and this was a new idea within the curriculum. We have not yet had an opportunity

Information from prior years was heavily present



Building on Prior Knowledge: The lesson helps teachers identify and build on student prior knowledge in all 3-Dimensions.

The material and lessons are all building up to (scaffolding knowledge) through starting with basic understanding of something in their current base and then adding to it with vocab or questions after the artifact/lesson has been completed.

The introduction always includes a reference to what students did in the previous lesson.

Aside from asking for previous experience with bacteria and antibiotics in activity 1, there hasn't been a lot of identifying or reflecting on students' prior knowledge.

Lessons have student prompts to recall driving questions and consider if new material/learning/evidence has changed or added to their previous ideas and to record that new information.

They do expect the students to have done genetics prior to this unit and they do refer to terms learned in that unit. We have not done that unit- I would always do it after this topic.

There are purposeful questions within the program to bring back prior learning for the students.



Building on Prior Knowledge: The lesson helps teachers identify and build on student prior knowledge in all 3-Dimensions.

Students are able to use data collected from this activity to better explain an activity from an earlier lesson within the context of an added anchoring phenomenon.

Lessons seem to build and flow allowing students to revisit related ideas.

Because I am at the end of this unit - everything is coming together -WOW

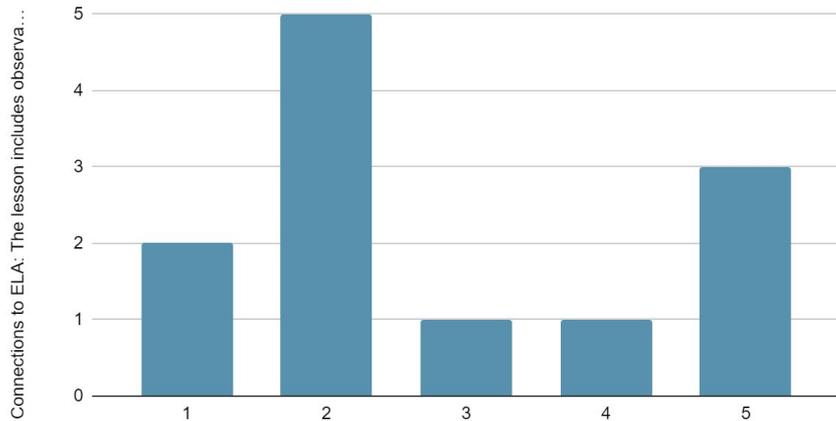
Building on prior knowledge that in the past students had but due to online school the focus was not on science (not the teachers' fault) was missing

Guide does a nice job of letting you know what students need to know in order to get where they need to- so makes it easy to add where needed.

Connections to ELA: The lesson includes observable connections to ELA/Literacy Standards.



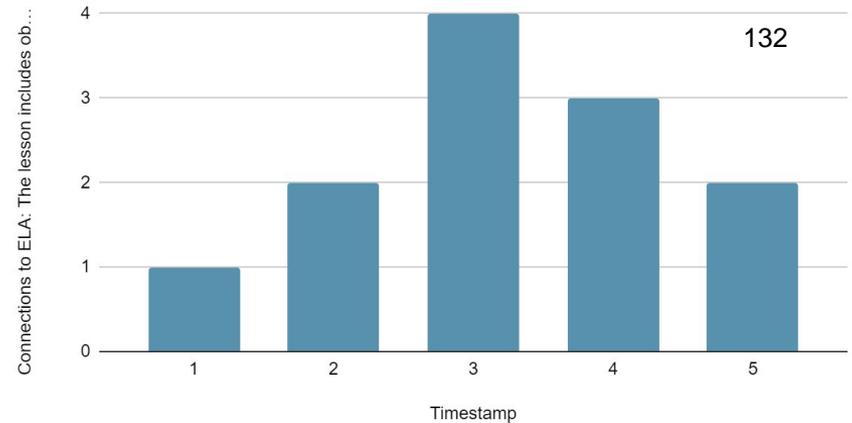
Connections to ELA: The lesson includes observable connections to ELA/Literacy Standards.



Average = 2.83



Connections to ELA: The lesson includes observable connections to ELA/Literacy Standards.

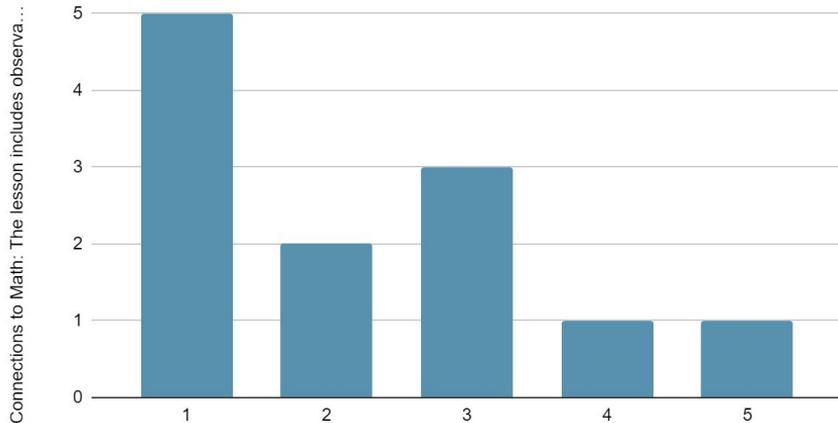


Average = 3.25

Connections to Math: The lesson includes observable connections to Math Standards.



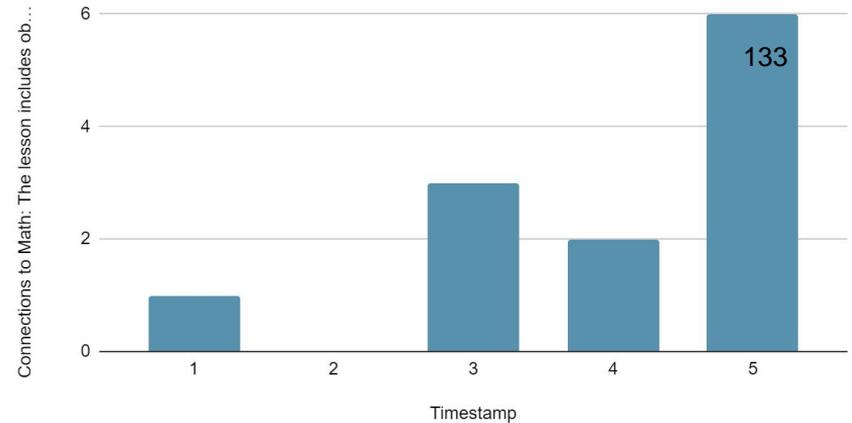
Connections to Math: The lesson includes observable connections to Math Standards.



$$\text{Average} = 2.25$$



Connections to Math: The lesson includes observable connections to Math Standards.

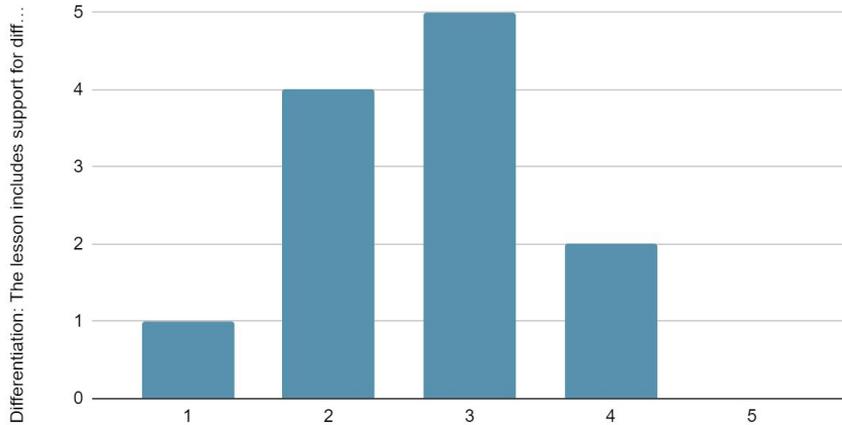


$$\text{Average} = 4$$

Differentiation: The lesson includes support for differentiation (ELL students, Special Needs students)



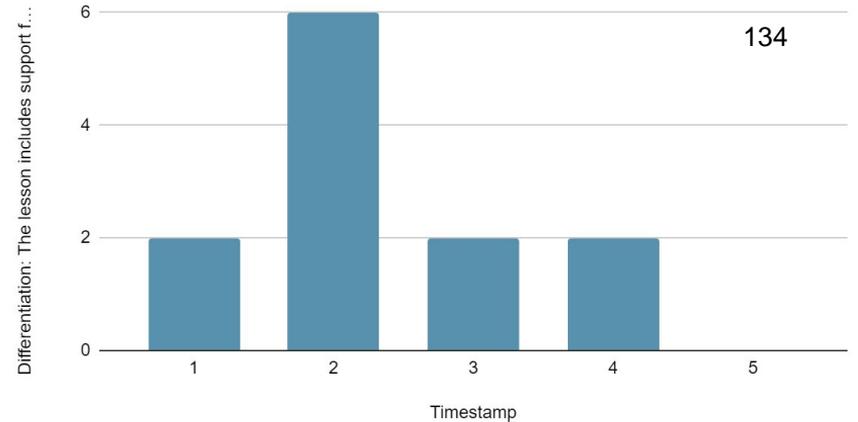
Differentiation: The lesson includes support for differentiation (ELL students, Special Needs students.)



Average = 2.67



Differentiation: The lesson includes support for differentiation (ELL students, Special Needs students...)

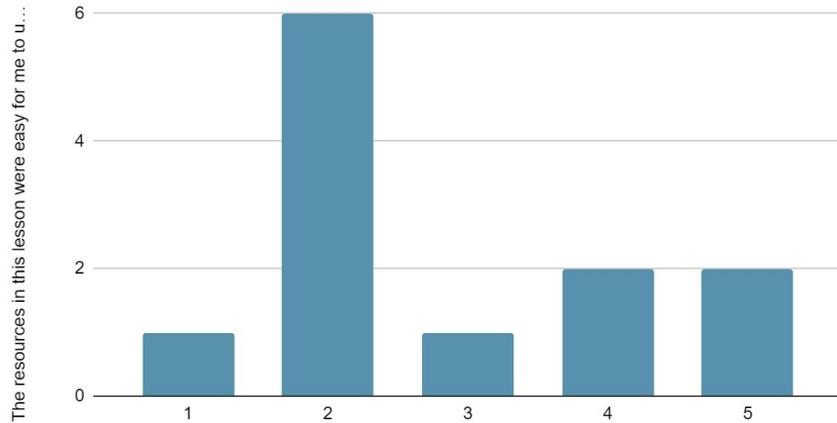


Average = 2.33

The resources in this lesson were easy for me to understand and use.

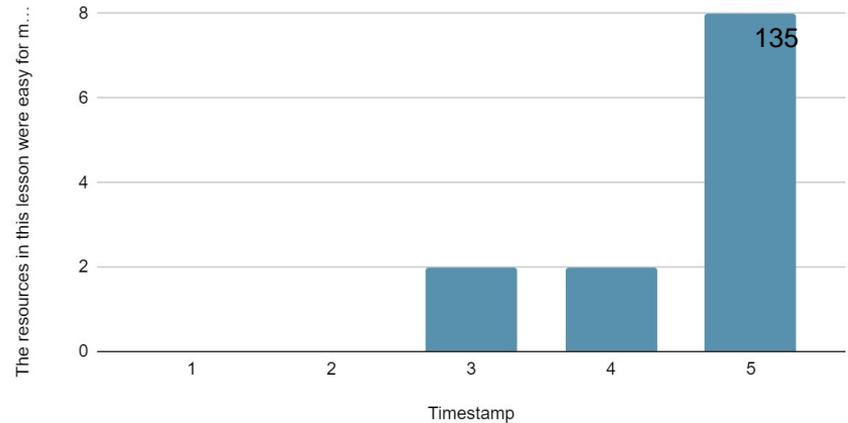


The resources in this lesson were easy for me to understand and use.



Average = 2.83

The resources in this lesson were easy for me to understand and use.



Average = 4.5

Overall Comments or Questions Not Covered Elsewhere in this Survey?

The activity resources were not very user friendly - I felt I was deleting and adding to the activities and supplementing.

So far I have found the slides-ok, but I could not add to them, editing was limited. PDF of work is nice, not really editable.

Having students do work online and trying to grade it online is super terrible. Not really connected to google classroom as well as it should. Too laborious- moved to paper and pencil.

Have to open too many tabs.

There were a few materials referenced in the 8th grade teacher handbook that my team could not locate despite our repeated efforts. They were not major documents, but they were referenced as an additional support for struggling students. We were disappointed that this was seemingly absent from the teacher resources. The student platform is taking some time to get used to, as expected. The printable handouts are excellent, as I do not have to make my own if need be. Overall, I'm glad to have the opportunity to try out this resource with my kids.

Students are struggling to find where the questions are located in the lesson. They are also struggling with going back and forth from computer to offline. I found myself needing to edit all the slides and remake most of the assignments

The printed teacher manual is very useful, but navigating the resources on the online platform is stressful. There are so many tabs that open and so many links required to navigate to the place you want to be. For example, in order to view student work, I must open the activity (rather than simply clicking on a student name) find a way to open a Concept Dashboard and then find the individual class, then the individual student, then the individual question. The online platform is stressful and NOT user friendly. The kids can easily access material earlier than what is needed. You have to supplement A LOT in order to give kids the exact material you wish them to have, and it takes A LOT of extra time to access what the kids did in order to give them feedback.



Overall Comments or Questions Not Covered Elsewhere in this Survey?

I like the ideas- not good with the discovery ed electronic format- print it out for kids and would continue to do so if used.

It was nice that I had the ability to edit and augment.

I am honestly wondering how many of my colleagues are using the online component? seems many have given up and are doing things "on paper" and are missing some of the really awesome resources? I feel that I needed to really DIG into the material and give it time to build up and get some awesome results. What felt monotonous at the beginning (and superficial and forced) really seemed to make sense later on - I was glad for the repetitive nature because my kids found a place where they could be confident in their explanations and illustration of models. Discovery Ed fosters partner work and inquiry.

Engagement has been high! It's been a good lesson.



Overall Comments or Questions Not Covered Elsewhere in this Survey?

We (7th grade teachers) did not get the teacher resource? We asked for differentiation in the training and was told there wasn't a lot. There has been a nice amount of math in the data gathering and synthesizing and graph making. I am quite surprised about the amount of time that I needed to spend with my students to prep and get them ready for the written assessment.

The students online component is not very helpful. I would not use it except for the library that has the book for the kids. I would use some other format to create online collection of student work.

I have loved the labsent. (labs for absent work) they are still able to complete the lab from home

This has been more hands on than the previous curr. My students are way more engaged



Overall Comments or Questions Not Covered Elsewhere in this Survey?

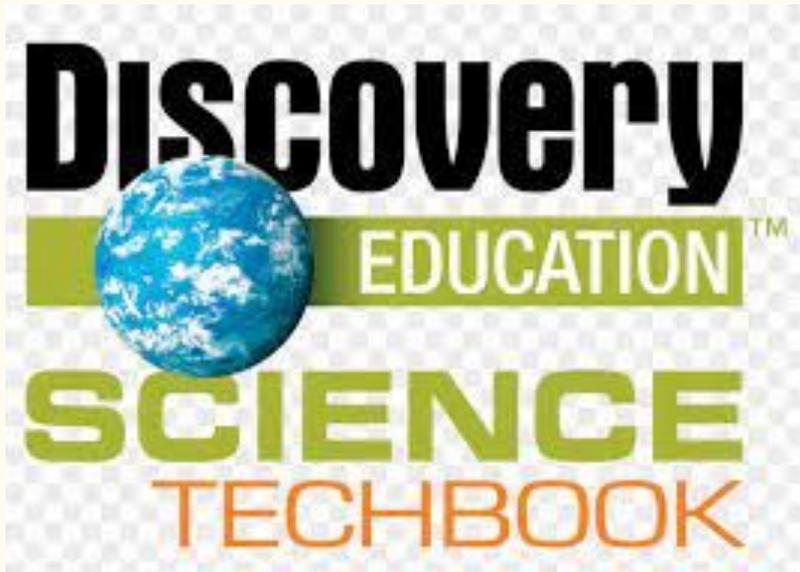
I like that SEPUP has a variety of hands-on activities because it encourages student engagement. The sense-making routines in SEPUP are lacking, but supplemental materials can easily be integrated when it is necessary for students to build connections between activities.

I really like this unit. I really enjoy this and there is so much hands on.

I feel like a much better science teacher with this program. My students are more engaged and being challenged more than in the other pilot. The activities are more hands on

I wish the teacher book and student information was all one- easier for me to flip through and find things.

Compiled Average Comparison



Average = 3.10



140

Average = 3.84

Teacher Feedback

Overall, how did our teachers feel about the two programs?

- Discovery Education
 - Science Education for Public Understanding Program (SEPUP)
-

Teacher Feedback

Discovery Education

- Overuse of videos in lieu of labs
- Grading within the platform is virtually impossible- individual file loading was cumbersome
- Single teacher resource for planning purposes
- Overuse of modeling SEP and student talk- became stale quickly
- No materials readily available for absent students or substitute teachers

Teacher Feedback

SEPUP

- More engagement with numerous hands-on lab opportunities
 - Readily available materials for absent students or substitute teachers
 - Ease of use for teachers is great
 - Online platform was not necessary unless activity was dependent on a simulation
-

Teacher Feedback

SEPUP

- Less preparation required with more supplementation from the teacher
 - Easier to supplement with additional materials from the teacher
 - Some activities were unique and not something we've traditionally taught in these units.
-

Student Feedback

Overall, how did our students feel about the two programs?

- Discovery Education
 - Science Education for Public Understanding Program (SEPUP)
-

Student Feedback

Discovery Education

- 38% of students preferred a mix of both online and printed materials
 - Authenticity of units was a strongpoint
 - There were difficulties in finding and navigating between resources on the digital platform
 - Media resources were successful at increasing engagement
-

Student Feedback

SEPUP

- Much more hands-on, engaging activities
 - Less authentic applications for students
 - Larger portion of students showed a preference for SEPUP
 - ***Students' evaluations were mostly based on content and not the curriculum resource design and implementation.
-

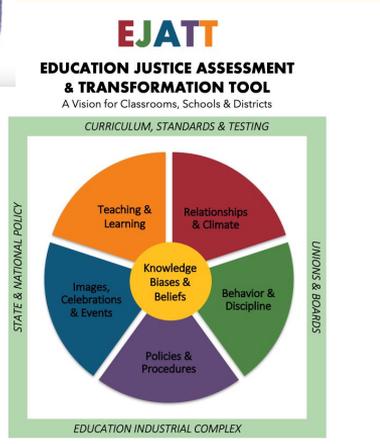
Diversity, Equity and Social Justice

How well did these curriculums reflect, honor and celebrate our diverse culture?

- Discovery Education
 - Science Education for Public Understanding Program (SEPUP)
-

Evaluation Tools

NYU CRSE + EJATT



- There were two evaluation tools that were used to assess this curriculum from equity and social justice lens
- NYU's Culturally Responsive Scorecard
 - Assessing the areas of Representation, Social Justice and Teacher Materials/Student Materials
- EJATT
 - Assessing the area of Teaching and Learning

Discovery Education

- **Cultural Responsiveness**

- Anchoring phenomena and lessons seemed intriguing for students to grasp conceptually
- Representation in terms of imagery was lacking in the examined units (Hindenburg, Healing Cut, and Superstorm); noticing of using majority of images with people of non-minority groups
- Connection to real life seemed applicable in some areas (mainly in the life science)
- Authors of the program are white as well

150

- **Equity in Accessibility**

- Website seemed accessible and beneficial for all students to access in terms of aesthetics and overall navigation
- There were insertions for ELL/SpED support suggestions for teachers who have students in those populations
- Evaluation criterion for teachers to hopefully remove biases in grading practices
- Did not see an option to have text reading/highlighting for students; note that there weren't a ton of larger reading passages

SEPUP

Cultural Responsiveness

- Anchoring phenomena seemed weak and lacked continuity across the unit; integration of different examples seemed forced and not authentic
- There was a larger representation of minority imagery in the text; there was inclusion of cultural perspectives for certain backgrounds to help in understanding for certain phenomena
 - Ex: evolution unit discussed Sickle Cell Anemia and included reference to the areas of the world where it be traced that majority of people have those traits; could great room for¹⁵¹ a larger conversation about different cultures
- Authors/collaborators of the program were 90% majority white

Equity in Accessibility

- Textbooks on the online site seemed outdated and the interface did seem as user friendly; clunkiness to the site
- Layout of information was hard to navigate
- Strategies for diverse learners were highlighted in the teachers manual for ELLs, advanced students and students with disabilities

Next Steps

Where do we go from here?

- May 5 - Committee Feedback (Google form - due 8:00 AM May 9) Results shared out
 - May 10 - Glenn and 3 teachers present recommendation to the board Academic and Technology Committee - 10:00 AM Board Room
-

Next Steps

Where do we go from here?

- May 10 - Recommendation submitted to board packet
 - May 23 Board action/Vote 7:00 PM - Teachers available to answer board questions
 - May 24 (If approved) order materials, organize training
-

Thank You!

Your time, energy, effort and
brain is SO appreciated!

- Questions,
wonderings or
thoughts?
-



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02	01	70.00	2/28/2022	SMS-IMP-3RSB	SEPUP LAND, WATER, AND HUMAN INTERACTIONS REVISED STUDENT BOOK THIRD EDITION	20.00	1400.00
03	01	70.00	2/28/2022	SMS-RES-3RSB	SEPUP EARTH'S RESOURCES REVISED STUDENT BOOK THIRD EDITION	20.00	1400.00
04	01	70.00	2/28/2022	SMS-SPA-3RSB	SEPUP SOLAR SYSTEMS AND BEYOND REVISED STUDENT BOOK THIRD EDITION	20.00	1400.00
05	01	70.00	2/28/2022	SMS-GEO-3RSB	SEPUP GEOLOGICAL PROCESSES REVISED STUDENT BOOK THIRD EDITION	20.00	1400.00
11	01	2.00	2/28/2022	SMS-WEA-3RTE	SEPUP WEATHER AND CLIMATE REVISED TEACHER EDITION THIRD EDITION	95.00	190.00
12	01	2.00	2/28/2022	SMS-IMP-3RTE	SEPUP LAND, WATER, AND HUMAN INTERACTIONS REVISED TEACHER EDITION, THIRD EDITION	50.00	100.00
13	01	2.00	2/28/2022	SMS-RES-3RTE	SEPUP EARTH'S RESOURCES REVISED TEACHER EDITION THIRD EDITION	50.00	100.00
14	01	2.00	2/28/2022	SMS-SPA-3RTE	SEPUP SOLAR SYSTEM AND BEYOND REVISED TEACHER EDITION THIRD EDITION	50.00	100.00
15	01	2.00	2/28/2022	SMS-GEO-3RTE	SEPUP GEOLOGICAL PROCESSES REVISED TEACHER EDITION THIRD EDITION	50.00	100.00
16	01	2.00	2/28/2022	SMS-3RTR	SEPUP ISSUES & SCIENCE REVISED TEACHER RESOURCES THIRD EDITION	0.00	0.00

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					COMMENTS		
17	01	2.00	2/28/2022	SMS-WEA-3000NC	WEATHER AND CLIMATE, 3rd EDITION, EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	1120.82	2241.64
18	01	2.00	2/28/2022	SMS-IMP-3000NC	LAND, WATER, AND HUMAN INTERACTIONS 3e EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	1532.16	3064.32
19	01	2.00	2/28/2022	SMS-RES-3000NC	EARTH'S RESOURCES, 3rd EDITION, EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	1664.24	3328.48
20	01	2.00	2/28/2022	SMS-SPA-3000NC	SOLAR SYSTEMS AND BEYOND, 3rd EDITION EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	956.66	1913.32
21	01	2.00	2/28/2022	SMS-GEO-3000NC	GEOLOGICAL PROCESSES, 3rd EDITION, EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	1818.23	3636.46
22	01	6.00	2/28/2022	CART-W08	STORAGE CART W/8 POSITIONS (8-SHELVES INCLUDED)	299.25	1795.50
23	01	2.00	2/28/2022	CART-BEX	STORAGE CART BULK EXTENSION	18.05	36.10
24	01	70.00	2/28/2022	SMS-ECO-3RSB	SEPUP ECOLOGY REVISED STUDENT BOOK THIRD EDITION	20.00	1400.00
25	01	70.00	2/28/2022	SMS-BIO-3RSB	SEPUP BIOMEDICAL ENGINEERING REVISED STUDENT BOOK, THIRD EDITION	20.00	1400.00
26	01	70.00	2/28/2022	SMS-REP-3RSB	SEPUP REPRODUCTION REVISED STUDENT BOOK THIRD EDITION	20.00	1400.00
27	01	70.00	2/28/2022	SMS-CEL-3RSB	SEPUP FROM CELLS TO ORGANISMS REVISED STUDENT BOOK THIRD EDITION	20.00	1400.00
28	01	70.00	2/28/2022	SMS-BOD-3RSB		20.00	1400.00

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					SEPUP BODY SYSTEMS REVISED STUDENT BOOK THIRD EDITION		
29	01	70.00	2/28/2022	SMS-EVO-3RSB	SEPUP EVOLUTION REVISED STUDENT BOOK THIRD EDITION	20.00	1400.00
36	01	2.00	2/28/2022	SMS-ECO-3RTE	SEPUP ECOLOGY REVISED TEACHER EDITION THIRD EDITION	50.00	100.00
37	01	2.00	2/28/2022	SMS-BIO-3RTE	BIOMEDICAL ENGINEERING REVISED TEACHER EDITION, THIRD EDITION	50.00	100.00
38	01	2.00	2/28/2022	SMS-REP-3RTE	SEPUP REPRODUCTION REVISED TEACHER EDITION THIRD EDITION	50.00	100.00
39	01	2.00	2/28/2022	SMS-CEL-3RTE	FROM CELLS TO ORGANISMS REVISED TEACHER'S EDITION, THIRD EDITION	50.00	100.00
40	01	2.00	2/28/2022	SMS-BOD-3RTE	SEPUP BODY SYSTEMS REVISED TEACHER EDITION, THIRD EDITION	50.00	100.00
41	01	2.00	2/28/2022	SMS-EVO-3RTE	SEPUP EVOLUTION REVISED TEACHER EDITION THIRD EDITION	50.00	100.00
42	01	2.00	2/28/2022	SMS-3RTR	SEPUP ISSUES & SCIENCE REVISED TEACHER RESOURCES THIRD EDITION	0.00	0.00
43	01	2.00	2/28/2022	SMS-ECO-3000NC	ECOLOGY, 3rd EDITION, EQUIPMENT PACKAGE WITH TEACHER ONLINE PORTAL (NO CART)	954.90	1909.80
44	01	2.00	2/28/2022	SMS-BIO-3000NC	BIOMEDICAL ENGINEERING, 3rd EDITION, EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	876.42	1752.84
45	01	2.00	2/28/2022	SMS-REP-3000NC	REPRODUCTION, 3rd EDITION,	783.59	1567.18

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					EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)		
46	01	2.00	2/28/2022	SMS-CEL-3000NC	FROM CELLS TO ORGANISMS, 3rd EDITION, MATERIALS EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	1689.66	3379.32
47	01	2.00	2/28/2022	SMS-BOD-3000NC	BODY SYSTEMS, 3rd EDITION, EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	1413.18	2826.36
48	01	2.00	2/28/2022	SMS-EVO-3000NC	EVOLUTION, 3rd EDITION, EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	1339.88	2679.76
49	01	4.00	2/28/2022	CART-W08	STORAGE CART W/8 POSITIONS (8-SHELVES INCLUDED)	299.25	1197.00
50	01	2.00	2/28/2022	CART-W03	STORAGE CART W/3 POSITIONS (3-SHELVES)	213.75	427.50
51	01	4.00	2/28/2022	CART-SHF	STORAGE CART SINGLE SHELF EXTENSION	48.45	193.80
52	01	70.00	2/28/2022	SMS-WAV-3RSB	SEPUP WAVES REVISED STUDENT BOOK THIRD EDITION	20.00	1400.00
53	01	70.00	2/28/2022	SMS-ENE-3RSB	SEPUP ENERGY REVISED STUDENT BOOK THIRD EDITION	20.00	1400.00
54	01	70.00	2/28/2022	SMS-MAT-3RSB	SEPUP CHEMISTRY OF MATERIALS REVISED STUDENT BOOK THIRD EDITION	20.00	1400.00
55	01	70.00	2/28/2022	SMS-REA-3RSB	SEPUP CHEMICAL REACTIONS REVISED STUDENT BOOK THIRD EDITION	20.00	1400.00
56	01	70.00	2/28/2022	SMS-FOR-3RSB	SEPUP FORCE AND MOTION REVISED STUDENT BOOK THIRD EDITION	20.00	1400.00

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57	01	70.00	2/28/2022	SMS-FIE-3RSB	SEPUP FIELDS AND INTERACTIONS REVISED STUDENT BOOK THIRD EDITION	20.00	1400.00
64	01	2.00	2/28/2022	SMS-WAV-3RTE	SEPUP WAVES REVISED TEACHER EDITION THIRD EDITION	50.00	100.00
65	01	2.00	2/28/2022	SMS-ENE-3RTE	SEPUP ENERGY REVISED TEACHER EDITION THIRD EDITION	50.00	100.00
66	01	2.00	2/28/2022	SMS-MAT-3RTE	SEPUP CHEMISTRY OF MATERIALS REVISED TEACHER EDITION THIRD EDITION	50.00	100.00
67	01	2.00	2/28/2022	SMS-REA-3RTE	SEPUP CHEMICAL REACTIONS REVISED TEACHER EDITION THIRD EDITION	50.00	100.00
68	01	2.00	2/28/2022	SMS-FOR-3RTE	SEPUP FORCE AND MOTION REVISED TEACHER EDITION THIRD EDITION	50.00	100.00
69	01	2.00	2/28/2022	SMS-FIE-3RTE	SEPUP FIELDS AND INTERACTIONS REVISED TEACHER EDITION THIRD EDITION	50.00	100.00
70	01	2.00	2/28/2022	SMS-3RTR	SEPUP ISSUES & SCIENCE REVISED TEACHER RESOURCES THIRD EDITION	0.00	0.00
71	01	2.00	2/28/2022	SMS-WAV-3000NC	WAVES, 3rd EDITION, EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	2361.24	4722.48
72	01	2.00	2/28/2022	SMS-ENE-3000NC	ENERGY, 3rd EDITION, EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	1371.02	2742.04
73	01	2.00	2/28/2022	SMS-MAT-3000NC	CHEMISTRY OF MATERIALS, 3rd EDITION, EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	1691.15	3382.30

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74	01	2.00	2/28/2022	SMS-REA-3000NC	CHEMICAL REACTIONS, 3rd EDITION, EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	2296.58	4593.16
75	01	2.00	2/28/2022	SMS-FOR-3000NC	FORCE AND MOTION, 3rd EDITION, EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	1680.12	3360.24
76	01	2.00	2/28/2022	SMS-FIE-3000NC	FIELDS AND INTERACTIONS, 3rd EDITION, EQUIPMENT PACKAGE WITH ONLINE TEACHER PORTAL (NO CART)	1917.72	3835.44
77	01	8.00	2/28/2022	CART-W08	STORAGE CART W/8 POSITIONS (8-SHELVES INCLUDED)	299.25	2394.00
78	01	4.00	2/28/2022	CART-BEX	STORAGE CART BULK EXTENSION	18.05	72.20
79	01	2.00	2/28/2022	CART-SHF	STORAGE CART SINGLE SHELF EXTENSION	48.45	96.90
80	01	875.00	2/28/2022	SLN-1	LAB-AIDS SCIENCE LAB NOTEBOOK	4.65	4068.75
81	01	290.00	2/28/2022	SMS-WEA-3ROLSP-7	SEPUP WEATHER AND CLIMATE, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	5.00	1450.00
82	01	290.00	2/28/2022	SMS-IMP-3ROLSP-7	SEPUP LAND, WATER, AND HUMAN INTERACTIONS, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	5.00	1450.00
83	01	290.00	2/28/2022	SMS-RES-3ROLSP-7	SEPUP EARTH'S RESOURCES, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	5.00	1450.00
84	01	290.00	2/28/2022	SMS-SPA-3ROLSP-7	SEPUP SOLAR SYSTEM AND BEYOND, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	5.00	1450.00
85	01	290.00	2/28/2022	SMS-GEO-3ROLSP-7	SEPUP GEOLOGICAL PROCESSES, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	5.00	1450.00

S/H DOES NOT INCLUDE PORTALS

www.lab-aids.com

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Orders can be faxed or mailed to: 631-737-1286

Interested in Professional Development:
<http://lab-aids.com/professional-development>

LAB-AIDS, Inc.
17 Colt Court
Ronkonkoma, NY 11779
customerservice@lab-aids.com



Proven Science Programs

**REPRINT
QUOTE**

Quote #	Quote Date	Page
90006969	2/28/2022	7

Quote good for 90 days
LAB-AIDS terms: Net 30 days

Bill To:

East Lansing School District
East Lansing PSD - Accts Payable
501 Burcham Drive
East Lansing, MI 48823
US

Ship To:

Attn: Glenn Mitcham
East Lansing PSD
501 Burcham Drive
East Lansing, MI 48823
USA

Quote Expires
05/29/2022

Questions? Contact: Denis Baker, Science Curriculum Specialist at 614-298-1559 or dbaker@lab-aids.com

Upon purchase of curriculum and/or Portal subscription, a School/District Administrator must be identified and will be responsible for student and teacher license distribution. The Administrator will receive login details from Lab-Aids when that person is identified by the Customer.

REFERENCE NUMBER	TERMS	SHIP VIA	F.O.B. POINT
REV A	ET 30	PS - Ground	Ronkonkoma, NY
REQUESTED BY	SALES REPRESENTATIVE	QUOTE DATE	OUR QUOTE #
	DENIS BAKER	2/28/2022	90006969
		CUSTOMER ID	4804EAS

LN	DL	ORDER QUANTITY	DUE DATE	PART IDENTIFIER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
					COMMENTS		
86	01	290.00	2/28/2022	SMS-ECO-3ROLSP-7	SEPUP ECOLOGY, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	4.15	1203.50
87	01	290.00	2/28/2022	SMS-BIO-3ROLSP-7	SEPUP BIOMEDICAL ENGINEERING, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	4.15	1203.50
88	01	290.00	2/28/2022	SMS-REP-3ROLSP-7	SEPUP REPRODUCTION, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	4.15	1203.50
89	01	290.00	2/28/2022	SMS-CEL-3ROLSP-7	SEPUP FROM CELLS TO ORGANISMS, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	4.15	1203.50
90	01	290.00	2/28/2022	SMS-BOD-3ROLSP-7	SEPUP BODY SYSTEMS, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	4.15	1203.50
91	01	290.00	2/28/2022	SMS-EVO-3ROLSP-7	SEPUP EVOLUTION, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	4.15	1203.50
92	01	290.00	2/28/2022	SMS-WAV-3ROLSP-7	SEPUP WAVES, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	4.15	1203.50
93	01	290.00	2/28/2022	SMS-MAT-3ROLSP-7	SEPUP CHEMISTRY OF MATERIALS, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	4.15	1203.50
94	01	290.00	2/28/2022	SMS-ENE-3ROLSP-7	SEPUP ENERGY, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	4.15	1203.50
95	01	290.00	2/28/2022	SMS-FOR-3ROLSP-7	SEPUP FORCE AND MOTION, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	4.15	1203.50
96	01	290.00	2/28/2022	SMS-FIE-3ROLSP-7	SEPUP FIELDS AND INTERACTIONS, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	4.15	1203.50

S/H DOES NOT INCLUDE PORTALS

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LAB-AIDS, Inc.
17 Colt Court
Ronkonkoma, NY 11779
customerservice@lab-aids.com

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Proven Science Programs

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05/29/2022

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Upon purchase of curriculum and/or Portal subscription, a School/District Administrator must be identified and will be responsible for student and teacher license distribution. The Administrator will receive login details from Lab-Aids when that person is identified by the Customer.

REFERENCE NUMBER	TERMS	SHIP VIA	F.O.B. POINT
REV A	ET 30	PS - Ground	Ronkonkoma, NY
REQUESTED BY	SALES REPRESENTATIVE	QUOTE DATE	OUR QUOTE #
	DENIS BAKER	2/28/2022	90006969
		CUSTOMER ID	4804EAS

LN	DL	ORDER QUANTITY	DUE DATE	PART IDENTIFIER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
					COMMENTS		
97	01	290.00	2/28/2022	SMS-REA-3ROLSP-7	SEPUP CHEMICAL REACTIONS, REVISED THIRD EDITION ONLINE PORTAL FOR STUDENTS, 7-YEARS	4.15	1203.50
98	01	5.00	2/28/2022	PDS-001	PROFESSIONAL LEARNING SERVICES 1 FREE SESSION FOR EVERY \$20K \$500 PER SESSION THEREAFTER	0.00	0.00
99	01	1.00	2/28/2022	S/H FROM 12% TO 9%	STUDENT PORTALS ARE BUY 5 YEARS GET 2 YEARS FREE	7812.60	7812.60
						Total.....	116,311.49

S/H DOES NOT INCLUDE PORTALS

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LAB-AIDS, Inc.
17 Colt Court
Ronkonkoma, NY 11779
customerservice@lab-aids.com



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education, Dori Leyko, Superintendent

FROM: Richard Pugh, Director of Finance & Operations

SUBJECT: Action Items – 2021-22 Final Budget Revision

DATE: May 18, 2022

Recommendation:

It is recommended that the Board of Education adopt the 2021-2022 Final Budget Revision resolution for the General Fund as presented.

It is recommended that the Board of Education adopt the 2021-2022 Final Budget Revision resolution for the Food Service Fund as presented.

It is recommended that the Board of Education adopt the 2021-2022 Final Budget Revision resolution for the Student/School Activity Fund as presented.

Background:

Attached is the 2021-22 Final Budget Revision for your review. The Finance Committee will review the 2021-22 Final Budget Revision at their meeting on May 20, 2022. Page 9 of the Budget Book provides a General Fund comparison, between the 2021-22 Final Budget Revision and the 2021-22 First Budget Revision, of major budget assumptions, revenues and expenditures.

GENERAL FUND:

The 2021-22 Final Budget Revision shows an overall revenue increase of \$889,863 and overall expenditure decrease of \$251,432. General Fund ending fund balance is projected to be \$13,107,320 or \$1,140,040 increase over the First Budget Revision. Ending fund balance is approximately 27% of total revenues. Although the 2021-22 General Fund budget appears to be structurally in balanced with a surplus, I remind the Board that the budget includes approximately \$3.4 million of one-time revenues.

FOOD SERVICE FUND:

The Food Service Fund budget is on page 24. This revision shows ending fund balance to be \$862,971 or \$78,563 increase over the First Budget Revision. The District is again projected to exceed the maximum allowable fund balance at the end of the fiscal year. We will continue to explore options to drawdown the fund balance.

STUDENT/SCHOOL ACTIVITY FUND:

The Student/School Activity Fund budget is on page 25. This revision shows ending fund balance to be \$407,508 or \$68,192 decrease from the First Budget Revision. This fund's activity is challenging to project due to it being a relatively new fund and abnormal activity during the pandemic.



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East Lansing Public Schools

BUDGET BOOK 2021-22 FINAL BUDGET REVISION

Prepared By: Richard Pugh, CPA
Director of Finance & Operations

Date: May 23, 2022

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

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Administration:

Superintendent – Dori Leyko
Assistant Superintendent – Glenn Mitcham
Director of Finance & Operations – Rich Pugh
Director of Student Support Services – Nick Hamilton
Director of Technology & Communications – Christian Palasty
East Lansing High School Principal – Andy Wells
East Lansing High School Associate Principal – Quiana Davis-Lewis
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 – Josh Robertson
Robert L Green 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 2021-22; 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 \$10,514,151 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 2021-22 is as follows:

Revenues:		
Local	\$	10,977,682
State		28,036,028
Federal		4,240,286
Incoming Transfers		5,063,198
Other Financing Sources (Uses)		<u>29,000</u>
Total Revenues & Other Financing Sources (Uses)	\$	<u>48,346,194</u>
Total Fund Balance, July 1, 2021		<u>12,321,595</u>
Total Available to Appropriate	\$	<u>60,667,789</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	\$ 22,115,669
	Added Needs	6,901,758
	Total Instruction	\$ 29,017,427
Support Services:		
	Pupil Services	3,667,088
	Instructional Staff Services	3,174,963
	General Administration	491,459
	School Administration	2,836,919
	Business Services	574,421
	Operations and Maintenance	4,350,185
	Pupil Transportation	1,524,136
	Central Services	1,066,466
	Athletic Activities	829,840
	Total Support Services	\$ 18,515,477
	Community Services	27,565
	Payments to Other Government Agencies	-
	Debt Services	-
	Total Appropriations	\$ 47,560,469
	Total Fund Balance, June 30, 2022	\$ 13,107,320

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: May 23, 2022

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 2021-22; 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 2021-22 is as follows:

Revenues:	
Local	\$ 17,500
State	54,249
Federal	1,922,000
Other Financing Sources (Uses)	-
Total Revenues & Other Financing Sources (Uses)	\$ 1,993,749
Total Fund Balance, July 1, 2021	740,822
Total Available to Appropriate	\$ 2,734,571

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	\$ 83,500
Purchased Services	561,100
Supplies & Materials	1,035,000
Capital Outlay	175,000
Other	17,000
Total Appropriations	\$ 1,871,600
Total Fund Balance, June 30, 2022	\$ 862,971

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: May 23, 2022

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 2021-22; 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 2021-22 is as follows:

Revenues:		
Local - student/school groups	\$	267,000
Other Financing Sources (Uses)		-
Total Revenues & Other Financing Sources (Uses)	\$	267,000
Total Fund Balance, July 1, 2021		401,508
Total Available to Appropriate		\$ 668,508

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		\$ 261,000
Total Appropriations		\$ 261,000
Total Fund Balance, June 30, 2022		\$ 407,508

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:

Nayes:

Excused Absences:

Resolution declared adopted on: May 23, 2022

East Lansing Public Schools

General Fund

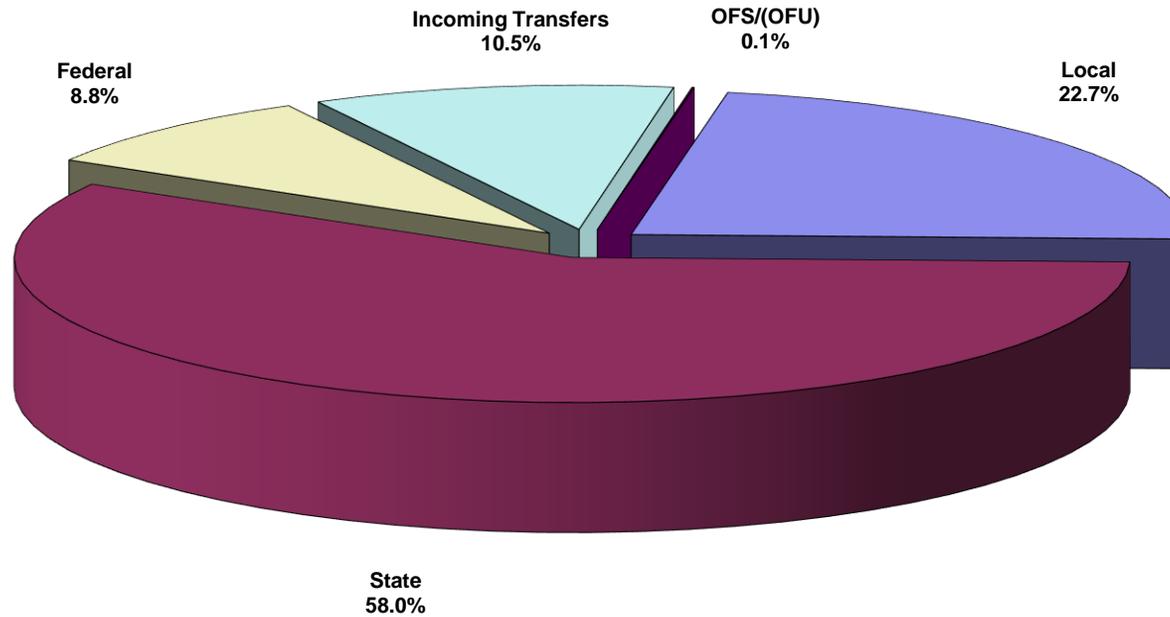
Major Assumptions and Revenue & Expenditure Summary Comparison

						2021-22 FIRST BUDGET REVISION	2021-22 FINAL BUDGET REVISION	Change	
1									1
2	Major Assumptions								
3	Revenues:								
4		Blended Enrollment				3,620.88	3,631.29	10.41	4
5		Foundation Allowance				8,700	8,700	-	5
6		Property Taxable Values (excludes Captured Values)				1,229,849,960	1,228,670,084	-0.10%	6
7		Property Taxes Delinquent %				1.50%	1.50%	0.00%	7
8		Current Property Taxes				10,634,852	10,578,580	(56,272)	8
9		Prop A/Disc./SE Headlee				21,737,763	21,886,666	148,903	9
10		MPSERS 147 Funds				4,132,586	4,161,462	28,876	10
11		Prior Year State Aid Adjustments				103,785	130,127	26,342	11
12		At-Risk				748,090	741,847	(6,243)	12
13		Federal Grants				3,837,876	4,240,286	402,410	13
14		County Special Education				4,941,678	5,009,931	68,253	14
15	Expenditures:								
16		Employee wages				Per Contract Settlements	Per Contract Settlements		16
17		MPSERS Rate (Pension & Health)				28.23%	28.23%	0.00%	17
18		Health Insurance Renewal				6.50%	6.50%	0.00%	18
19		Staffing FTEs:							19
20		Maintenance				5.00	5.00	-	20
21		At-Will				18.45	18.33	(0.12)	21
22		Director				5.42	4.92	(0.50)	22
23		Paraprofessional				69.05	68.98	(0.07)	23
24		Secretary				18.52	18.52	-	24
25		Teacher				233.43	233.36	(0.07)	25
26		Principal Group				11.92	11.92	-	26
27		Superintendent				1.00	1.00	-	27
28	Revenue & Expenditure Summary Comparison								
29	Revenues:								
30		Local				\$ 10,968,652	\$ 10,977,682	\$ 9,030	30
31		State				27,625,787	28,036,028	410,241	31
32		Federal				3,837,876	4,240,286	402,410	32
33		Incoming Transfers				5,000,016	5,063,198	63,182	33
34		Other Financing Sources/ (Uses)				24,000	29,000	5,000	34
35		Total Revenues				\$ 47,456,331	\$ 48,346,194	\$ 889,863	35
36	Expenditures:								
37		Salaries				\$ 21,939,679	\$ 21,846,946	\$ (92,733)	37
38		Benefits				15,499,182	15,438,243	(60,939)	38
39		Purchase Services				3,359,296	3,305,589	(53,707)	39
40		Supplies & Materials				3,004,599	2,841,980	(162,619)	40
41		Capital Outlay				288,827	257,343	(31,484)	41
42		Other				3,959,316	4,109,366	150,050	42
43		Total Expenditures (before favorable variance)				\$ 48,050,899	\$ 47,799,467	\$ (251,432)	43
44		Favorable Expenditure Variance				\$ (240,253)	\$ (238,998)	\$ 1,255	44
45		Projected Add/(Draw) To/From Fund Balance				\$ (354,315)	\$ 785,725	\$ 1,140,040	45
46		Beginning Fund Balance				12,321,595	12,321,595	-	46
47		Ending Fund Balance				\$ 11,967,280	\$ 13,107,320	\$ 1,140,040	47
48		Fund Balance as a Percentage of Expenditures				25.0%	27.6%		48
49		Fund Balance as a Percentage of Revenues				25.2%	27.1%		49

EAST LANSING PUBLIC SCHOOLS
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
2021-22 FINAL BUDGET REVISION

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	TOTAL
REVENUES:					
Local:					
Property Taxes	10,638,580		8,933,725	1,224,295	20,796,600
Interest Earnings			3,000	2,500	5,500
Building Use	64,000				64,000
Food Sales		17,500			17,500
Athletics	74,700				74,700
Other	200,402	267,000	500	2,800	470,702
State	28,036,028	54,249			28,090,277
Federal	4,240,286	1,922,000			6,162,286
County Special Education and Misc. via IISD	5,063,198				5,063,198
Total Revenues	48,317,194	2,260,749	8,937,225	1,229,595	60,744,763
EXPENDITURES:					
Instruction:					
Basic Programs	22,115,669				22,115,669
Added Needs	6,901,758				6,901,758
Instructional Support Services:					
Pupil	3,667,088				3,667,088
Instructional Staff	3,174,963				3,174,963
School Administration	2,836,919				2,836,919
Non-Instructional Support Services:					
General Administration	491,459				491,459
Business	574,421		12,000	0	586,421
Operations and Maintenance	4,350,185				4,350,185
Pupil Transportation	1,524,136				1,524,136
Central	1,066,466				1,066,466
Athletics	829,840				829,840
Food Service		1,871,600			1,871,600
Student/School Activity		261,000			261,000
Community	27,565				27,565
Payments to Other Gov't Agencies and Prior Period Adj.	0				0
Capital Outlay				9,448,648	9,448,648
Debt Services:					
Principal	0		4,030,000		4,030,000
Interest & Issuance Costs/Escrow			4,760,150		4,760,150
Dues and Fees			1,800		1,800
Total Expenditures	47,560,469	2,132,600	8,803,950	9,448,648	67,684,667
Excess of Revenues over Expenditures	756,725	128,149	133,275	(8,219,053)	(6,939,904)
OTHER FINANCING SOURCES/(USES):					
Net Operating Transfers	0	0	0	0	0
SBLF Proceeds					0
Sale of Bonds			0	0	0
Other	29,000	0			29,000
Total Other Financing Sources/(Uses)	29,000	0	0	0	29,000
Excess of Revenues and OFS/(OFU) over Expenditures	785,725	128,149	133,275	(8,219,053)	(6,910,904)
Fund Balance - Beginning of Year	12,321,595	1,142,330	570,659	13,709,262	27,743,846
Fund Balance - End of Year	13,107,320	1,270,479	703,934	5,490,209	20,832,942

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



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	2020-21	2021-22		2021-22			
	ACTUAL	FIRST REVISION	% of Total Revenues	FINAL REVISION	% of Total Revenues	\$ CHANGE from 2021-22 FIRST REVISION	% CHANGE from 2020-21 FIRST REVISION
REVENUES and OFS/(OFU):							
Local	10,679,986	10,968,652	23.1%	10,977,682	22.7%	9,030	0.1%
State	29,448,462	27,625,787	58.2%	28,036,028	58.0%	410,241	1.5%
Federal	2,371,244	3,837,876	8.1%	4,240,286	8.8%	402,410	10.5%
Incoming Transfers	4,426,088	5,000,016	10.5%	5,063,198	10.5%	63,182	1.3%
OFS/(OFU)	21,807	24,000	0.1%	29,000	0.1%	5,000	20.8%
Total ¹	46,947,587	47,456,331	100.0%	48,346,194	100.1%	889,863	1.9%

¹ Amount may not add to 100.0% due to rounding

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

2020-21 ACTUAL		2021-22 RECOMMENDED BUDGET	2021-22 FIRST REVISION	2021-22 FINAL REVISION	\$ CHANGE FINAL REVISION vs. 2021-22 FIRST REVISION	\$ CHANGE FINAL REVISION vs. 2020-21 ACTUAL
LOCAL REVENUE:						
10,191,076	Current Property Taxes (net 1.50% est. uncollectible)	11,160,408	10,634,852	10,578,580	(56,272)	387,504
34,273	Delinquent Property Taxes (includes P & I)	15,000	58,000	60,000	2,000	25,727
2,265	Building Use	56,694	56,694	64,000	7,306	61,735
317,177	Other	120,713	139,106	200,402	61,296	(116,775)
135,195	Other - Athletics	170,000	80,000	74,700	(5,300)	(60,495)
10,679,986	TOTAL LOCAL SOURCES	11,522,815	10,968,652	10,977,682	9,030	297,696
STATE REVENUE:						
13,782,477	Proposal A	12,289,715	12,738,979	12,863,700	124,721	(918,777)
6,841,401	Discretionary	6,725,504	7,270,745	7,294,927	24,182	453,526
1,643,935	Special Ed. Headlee	1,643,935	1,728,039	1,728,039	0	84,104
1,263,957	Prior Year State Aid Adjustments	208,660	103,785	130,127	26,342	(1,133,830)
1,005,156	At-Risk	924,684	748,090	741,847	(6,243)	(263,309)
425,116	Equalization Payment	0	0	0	0	(425,116)
3,603,702	MPSERS 147	3,541,202	4,132,586	4,161,462	28,876	557,760
190,680	Hold Harmless Guarantee	190,396	186,983	187,520	537	(3,160)
95,940	Headlee Obligation for Data Collection	95,834	97,153	97,461	308	1,521
214,988	GSRP	220,000	272,728	272,728	0	57,740
381,110	Other	249,078	346,699	558,217	211,518	177,107
29,448,462	TOTAL STATE SOURCES	26,089,008	27,625,787	28,036,028	410,241	(1,412,434)
FEDERAL REVENUE:						
344,036	Title 1a (Improving Basic Programs)	392,956	494,868	469,869	(24,999)	125,833
132,405	Title 2a (Supporting Effective Instruction)	81,505	79,828	79,829	1	(52,576)
42,770	Title 3 (Language English Learners & Immigrant)	39,106	45,553	45,552	(1)	2,782
45,252	Title 4 (Student Support & Academic Enrichment)	29,661	28,608	28,608	0	(16,644)
1,723,811	ESSER/CRF/11T/Other COVID	1,236,505	3,016,294	3,411,433	395,139	1,687,622
49,751	IDEA Preschool/Flowthrough	40,118	33,961	33,961	0	(15,790)
33,219	Other	29,351	138,764	171,034	32,270	137,815
2,371,244	TOTAL FEDERAL SOURCES	1,849,202	3,837,876	4,240,286	402,410	1,869,042
INCOMING TRANSFERS:						
4,379,774	County Special Education (via IISD)	4,547,603	4,941,678	5,009,931	68,253	630,157
46,314	Other	48,200	58,338	53,267	(5,071)	6,953
4,426,088	TOTAL INCOMING TRANSFERS	4,595,803	5,000,016	5,063,198	63,182	637,110
46,925,780	TOTAL REVENUES	44,056,828	47,432,331	48,317,194	884,863	1,391,414
OTHER FINANCING SOURCES (USES):						
0	Operating Transfer	0	0	0	0	0
21,807	Sale of Property	11,000	24,000	29,000	5,000	7,193
21,807	TOTAL OTHER FINANCING SOURCES (USES)	11,000	24,000	29,000	5,000	7,193
46,947,587	TOTAL REVENUE & OTHER FINANCING SOURCES (USES)	44,067,828	47,456,331	48,346,194	889,863	1,398,607
41,534,344	TOTAL EXPENDITURES	45,113,795	48,050,899	47,799,467	(251,432)	6,265,123
5,413,243	Increase (Decrease) in Fund Balance before est. Variance	(1,045,967)	(594,568)	546,727	1,141,295	(4,866,516)
0	Estimated Favorable Budget Variance	225,567	240,253	238,998	(1,255)	238,998
5,413,243	Total Increase (Decrease) in Fund Balance	(820,400)	(354,315)	785,725	1,140,040	(4,627,518)
0	Prior Year Restatement	0	0	0	0	0
6,908,352	Fund Balance - Beginning of Year	11,190,477	12,321,595	12,321,595	0	5,413,243
12,321,595	Fund Balance - End of Year	10,370,077	11,967,280	13,107,320	1,140,040	785,725
29.7%	Fund Balance as a Percentage of Expenditures	23.1%	25.0%	27.6%		
26.2%	Fund Balance as a Percentage of Revenues, OFS & OFU	23.5%	25.2%	27.1%		

EAST LANSING PUBLIC SCHOOLS

Historical General Fund Ending Fund Balance

Fiscal Year	June 30 Fund Balance	Fund Balance as a % of total Expenditures	Total Expenditures	Fund Balance \$ Change
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
2020-21	12,321,595	29.7%	41,534,344	5,413,243
2021-22 estimated	13,107,320	27.6%	47,560,469 ¹	785,725

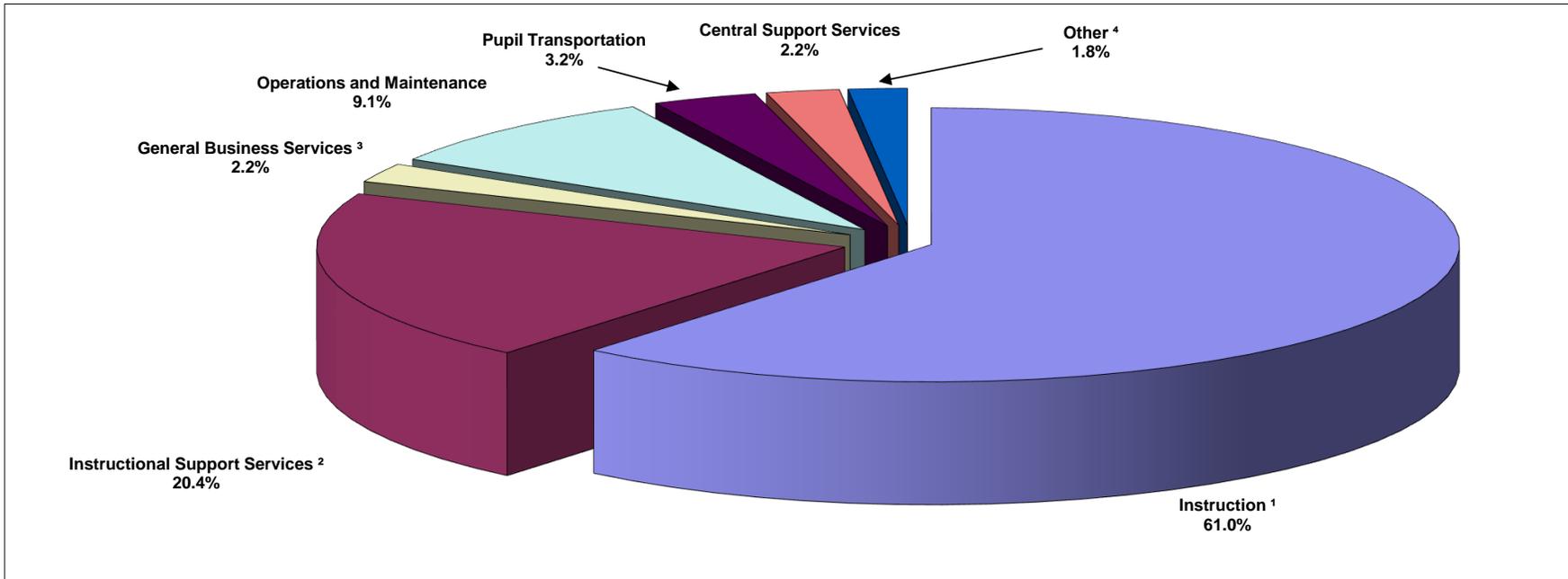
¹ Net of Estimate Favorable Budget Variance

EAST LANSING PUBLIC SCHOOLS
PER PUPIL 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>ARRA¹</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%
2021-22	8,529	171	0	0	0	0	8,700	171	2.0%

¹ 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)**



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	2020-21	2021-22		2021-22			
	ACTUAL	FIRST REVISION	% of Total Expenditures	FINAL REVISION	% of Total Expenditures	\$ CHANGE from 2021-22 FIRST REVISION	% CHANGE from 2021-22 FIRST REVISION
EXPENDITURES:							
Instruction ¹	25,452,267	29,318,920	61.0%	29,163,243	61.0%	(155,677)	-0.5%
Instructional Support Services ²	8,373,511	9,754,055	20.3%	9,727,609	20.4%	(26,446)	-0.3%
General Business Services ³	1,038,865	1,085,866	2.3%	1,071,236	2.2%	(14,630)	-1.3%
Operations and Maintenance	3,942,405	4,265,745	8.9%	4,372,045	9.1%	106,300	2.5%
Pupil Transportation	1,005,073	1,571,175	3.3%	1,531,795	3.2%	(39,380)	-2.5%
Central Support Services	934,256	1,193,736	2.5%	1,071,825	2.2%	(121,911)	-10.2%
Other ⁴	787,967	861,402	1.8%	861,714	1.8%	312	0.0%
Total ⁵	41,534,344	48,050,899	100.1%	47,799,467	99.9%	(251,432)	-0.5%

¹ Includes Basic Programs and Added Needs

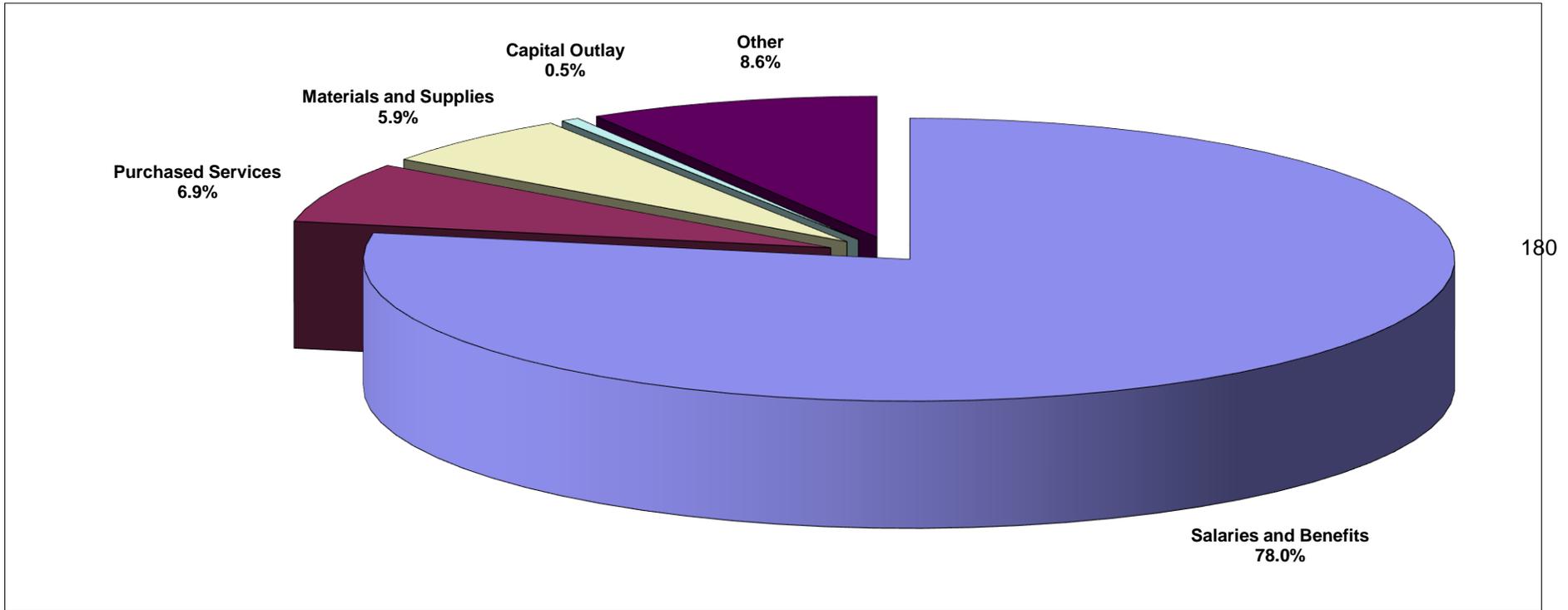
² Includes Pupil Support Services, Instructional Staff Services and School Administration

³ Includes General Administration and Business Services

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

⁵ Amount may not add to 100.0% due to rounding

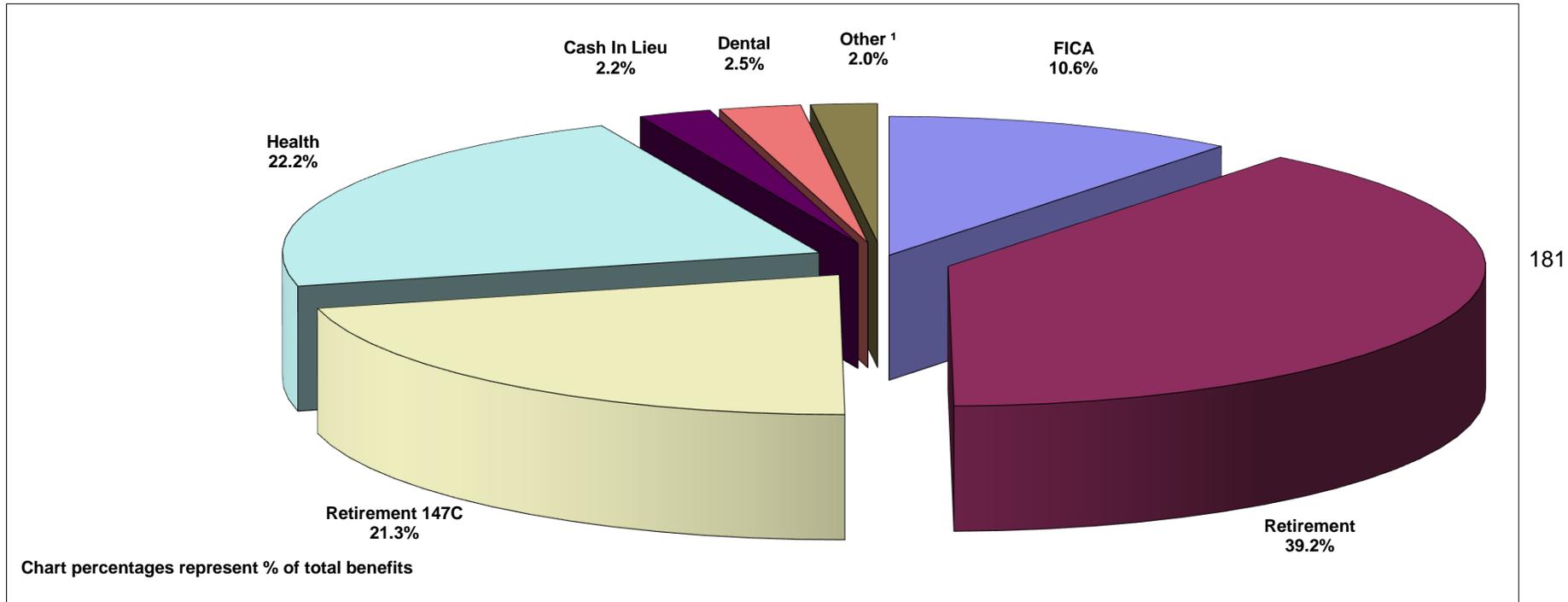
**EAST LANSING PUBLIC SCHOOLS
GENERAL FUND - EXPENDITURES BY OBJECT CODE (Before Est. Variance)**



	2020-21	2021-22		2021-22			
	ACTUAL	FIRST REVISION	% of Total Expenditures	FINAL REVISION	% of Total Expenditures	\$ CHANGE from 2021-22 FIRST REVISION	% CHANGE from 2021-22 FIRST REVISION
EXPENDITURES:							
Salaries and Benefits	33,664,043	37,438,861	77.9%	37,285,189	78.0%	(153,672)	-0.4%
Purchased Services	2,544,613	3,359,296	7.0%	3,305,589	6.9%	(53,707)	-1.6%
Materials and Supplies	2,162,967	3,004,599	6.3%	2,841,980	5.9%	(162,619)	-5.4%
Capital Outlay	364,993	288,827	0.6%	257,343	0.5%	(31,484)	-10.9%
Other	2,797,728	3,959,316	8.2%	4,109,366	8.6%	150,050	3.8%
Total ¹	41,534,344	48,050,899	100.0%	47,799,467	99.9%	(251,432)	-0.5%

¹ Amount may not add to 100.0% due to rounding

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



	2020-21	2021-22		2021-22			
	ACTUAL	FIRST REVISION	% of Total Expenditures	FINAL REVISION	% of Total Expenditures	\$ CHANGE from 2021-22 FIRST REVISION	% CHANGE from 2021-22 FIRST REVISION
EXPENDITURES:							
FICA	1,443,324	1,648,458	4.1%	1,641,531	3.4%	(6,927)	-0.4%
Retirement	5,467,884	6,077,307	15.2%	6,051,228	12.7%	(26,079)	-0.4%
Retirement 147C	2,818,971	3,297,260	8.2%	3,288,872	6.9%	(8,388)	-0.3%
Health	2,930,542	3,434,726	8.6%	3,428,195	7.2%	(6,531)	-0.2%
Cash In Lieu	316,277	338,495	0.8%	338,949	0.7%	454	0.1%
Dental	359,616	380,557	1.0%	380,060	0.8%	(497)	-0.1%
Other 1	260,716	322,379	0.8%	309,408	0.6%	(12,971)	-4.0%
Total	13,597,330	15,499,182	38.7%	15,438,243	32.3%	(60,939)	-0.4%

¹ LTD, Life, Vision, Workers Comp, Unemployment, Misc.

EAST LANSING PUBLIC SCHOOLS
GENERAL FUND
EXPENDITURE DETAIL

2020-21 ACTUAL	FUNCTION	2021-22 RECOMMENDED BUDGET	2020-21 FIRST REVISION	2021-22 FINAL BUDGET REVISION							
				(Net 0.50% Variance) Total	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other
8,970,454	111 Elementary	10,155,832	10,380,637	10,305,621	10,357,408	5,553,261	3,759,816	62,100	425,998	4,000	552,233
4,003,618	112 Middle School	4,345,390	4,721,373	4,595,770	4,618,864	2,491,575	1,772,457	40,592	163,316	14,900	136,024
6,095,389	113 High School	6,208,798	6,477,346	6,502,271	6,534,946	3,380,829	2,340,288	291,200	125,413	67,443	329,773
283,660	118 Pre-Kindergarten	305,327	297,187	299,204	300,708	160,877	128,831	3,000	2,000	500	5,500
226,696	119 Summer School	87,133	417,595	412,803	414,877	279,237	113,673	0	5,467	0	16,500
19,579,817	Total Basic Programs	21,102,480	22,294,138	22,115,669	22,226,803	11,865,779	8,115,065	396,892	722,194	86,843	1,040,030
4,080,996	122 Special Education	4,609,195	5,106,712	5,175,677	5,201,685	2,305,684	1,901,737	0	18,000	3,500	972,764
1,791,454	125 Compensatory Education	1,888,545	1,771,477	1,726,081	1,734,755	955,454	748,831	20,470	8,000	0	2,000
5,872,450	Total Added Needs	6,497,740	6,878,189	6,901,758	6,936,440	3,261,138	2,650,568	20,470	26,000	3,500	974,764
25,452,267	Total Instruction	27,600,220	29,172,327	29,017,427	29,163,243	15,126,917	10,765,633	417,362	748,194	90,343	2,014,794
575,199	212 Guidance	594,713	787,006	787,023	790,978	470,524	311,054	400	9,000	0	0
167,236	213 Health	176,082	240,518	292,636	294,107	61,232	64,993	5,000	6,000	3,000	153,882
213,166	214 Psychology	219,895	222,294	222,791	223,911	132,169	89,142	600	2,000	0	0
731,398	215 Speech	801,511	829,520	827,389	831,547	398,336	314,690	700	1,500	0	116,321
832,541	216 Social Work	914,278	879,266	881,990	886,422	533,704	350,618	100	2,000	0	0
587,913	218 Teacher Consultant	500,379	442,095	429,654	431,813	185,425	135,938	100	1,500	5,000	103,850
114,843	219 Other Pupil Support	214,310	308,790	225,605	226,739	107,431	70,896	0	7,500	0	40,912
3,222,296	Total Pupil Support Services	3,421,168	3,709,489	3,667,088	3,685,517	1,888,821	1,337,331	6,900	29,500	8,000	414,965
612,757	221 Improvement of Instruction	678,272	1,087,444	1,113,814	1,119,411	508,907	310,435	119,461	95,332	0	85,276
436,876	222 Educational Media Services	527,770	662,396	638,244	641,451	292,200	261,682	20,240	64,329	500	2,500
62,774	224 Educational Television	60,261	60,742	60,742	61,047	36,683	24,364	0	0	0	0
369,161	225 Instruction Related Technology	315,132	393,712	384,757	386,690	175,337	113,853	62,000	20,000	10,000	5,500
605,281	226 Supervision of Instructional Staff	811,614	628,024	628,021	631,177	369,176	250,201	4,300	5,500	0	2,000
47,158	227 Academic Student Assessment	71,159	68,531	70,226	70,579	4,000	2,038	4,000	56,745	0	3,796
246,610	229 Other Instructional Staff Services	267,108	279,159	279,159	280,562	150,846	111,516	8,200	7,000	0	3,000
2,380,617	Total Instructional Staff Services	2,731,316	3,180,008	3,174,963	3,190,917	1,537,149	1,074,089	218,201	248,906	10,500	102,072
84,760	231 Board of Education	110,943	115,520	117,510	118,100	0	0	106,000	3,500	1,100	7,500
355,935	232 Executive Administration	370,773	373,949	373,949	375,828	215,767	148,361	1,200	8,500	0	2,000
440,695	Total General Administration	481,716	489,469	491,459	493,928	215,767	148,361	107,200	12,000	1,100	9,500
2,741,306	241 Office of the Principal	2,792,001	2,788,922	2,810,054	2,824,175	1,623,474	1,129,407	25,097	24,697	1,000	20,500
29,292	249 Other School Administration	26,865	26,865	26,865	27,000	0	0	16,000	11,000	0	0
2,770,598	Total School Administration	2,818,866	2,815,787	2,836,919	2,851,175	1,623,474	1,129,407	41,097	35,697	1,000	20,500
472,627	252 Fiscal Services	449,978	408,364	416,692	418,786	231,130	158,956	11,700	3,000	0	14,000
79,534	257 Internal Services	125,005	109,413	109,413	109,963	47,975	36,719	18,269	7,000	0	0
46,009	259 Other Business	77,072	73,191	48,316	48,559	0	0	15,559	0	0	33,000
598,170	Total Business Services	652,055	590,968	574,421	577,308	279,105	195,675	45,528	10,000	0	47,000

EAST LANSING PUBLIC SCHOOLS
GENERAL FUND
EXPENDITURE DETAIL

2020-21 ACTUAL	FUNCTION	2021-22 RECOMMENDED BUDGET	2020-21 FIRST REVISION	2021-22 FINAL BUDGET REVISION							
				(Net 0.50% Variance) Total	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other
3,931,839	261 Operating Buildings Services	4,131,741	4,224,019	4,331,777	4,353,545	394,979	276,695	1,990,598	1,605,873	81,400	4,000
10,566	266 Building Security	20,398	20,398	18,408	18,500	0	0	16,000	2,000	0	500
3,942,405	Total Operations and Maintenance	4,152,139	4,244,417	4,350,185	4,372,045	394,979	276,695	2,006,598	1,607,873	81,400	4,500
1,005,073	271 Pupil Transportation	1,250,043	1,563,319	1,524,136	1,531,795	0	0	8,550	73,110	0	1,450,135
9,728	281 Planning, Research, Development	9,679	0	0	0	0	0	0	0	0	0
51,256	282 Communication Services	74,280	85,748	70,823	71,179	23,223	14,256	11,300	1,500	1,000	19,900
275,236	283 Staff/Personnel Services	312,815	480,530	358,191	359,991	171,115	119,676	55,200	3,000	500	10,500
461,222	284 Non-Instructional Technology	440,433	477,151	492,119	494,592	119,870	81,722	255,500	4,000	32,500	1,000
136,814	285 Pupil Accounting	147,867	144,338	145,333	146,063	58,449	51,614	35,000	500	0	500
934,256	Total Central Support Services	985,074	1,187,767	1,066,466	1,071,825	372,657	267,268	357,000	9,000	34,000	31,900
722,301	293 Athletic Activities	757,130	829,431	829,840	834,010	405,060	241,800	79,150	63,000	31,000	14,000
65,666	3xx Community Services	38,501	27,664	27,565	27,704	3,017	1,984	18,003	4,700	0	0
0	4xx Period Adjustments	0	0	0	0	0	0	0	0	0	0
0	5xx Debt Service - Long Term	0	0	0	0	0	0	0	0	0	0
41,534,344	Total General Fund	44,888,228	47,810,646	47,560,469	47,799,467	21,846,946	15,438,243	3,305,589	2,841,980	257,343	4,109,366
	Percent of Total ¹	net est. variance	net est. variance	net est. variance							
				99.50%	100.0%	45.7%	32.3%	6.9%	5.9%	0.5%	8.6%
	2020-21 FIRST BUDGET REVISION (before est. variance)				48,050,899	21,939,679	15,499,182	3,359,296	3,004,599	288,827	3,959,316
	\$ CHANGE				(251,432)	(92,733)	(60,939)	(53,707)	(162,619)	(31,484)	150,050
	% CHANGE				-0.5%	-0.4%	-0.4%	-1.6%	-5.4%	-10.9%	3.8%
	2020-21 ACTUAL				41,534,344	20,066,713	13,597,330	2,544,613	2,162,967	364,993	2,797,728
	\$ CHANGE				6,265,123	1,780,233	1,840,913	760,976	679,013	(107,650)	1,311,638
	% CHANGE				15.1%	8.9%	13.5%	29.9%	31.4%	-29.5%	46.9%

¹ Amount may not add to 100.0% due to rounding

**EAST LANSING PUBLIC SCHOOLS
GENERAL FUND**

NET EXPENDITURE CHANGES (Before Est. Variance)

FUNCTION	2021-22 FINAL BUDGET REVISION VS. 2021-22 FIRST BUDGET REVISION							Adjustment Notes
	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other	
111 Elementary	(75,393)	(2,044)	(280)	7,000	(179,625)	2,500	97,056	
112 Middle School	(126,234)	(225)	710	(14,000)	(157,219)	500	44,000	
113 High School	25,051	(5,698)	(5,011)	(5,750)	(1,198)	0	42,708	
118 Pre-Kindergarten	2,028	0	3,528	0	(1,000)	500	(1,000)	
119 Summer School	(4,816)	0	(8,986)	0	4,170	0	0	
Total Basic Programs	(179,364)	(7,967)	(10,039)	(12,750)	(334,872)	3,500	182,764	
122 Special Education	69,311	16,347	(824)	(2,500)	3,000	3,500	49,788	
125 Compensatory Education	(45,624)	(18,715)	(11,909)	(9,000)	(5,000)	0	(1,000)	
Total Added Needs	23,687	(2,368)	(12,733)	(11,500)	(2,000)	3,500	48,788	
Total Instruction	(155,677)	(10,335)	(22,772)	(24,250)	(336,872)	7,000	231,552	
212 Guidance	17	0	(83)	100	0	0	0	
213 Health	52,380	17,220	38,068	0	0	0	(2,908)	
214 Psychology	500	0	0	0	500	0	0	
215 Speech	(2,141)	0	0	0	0	0	(2,141)	
216 Social Work	2,738	1,483	755	0	500	0	0	
218 Teacher Consultant	(12,504)	0	0	(900)	0	(5,000)	(6,604)	
219 Other Pupil Support	(83,603)	(50,545)	(32,089)	0	0	0	(969)	
Total Pupil Support Services	(42,613)	(31,842)	6,651	(800)	1,000	(5,000)	(12,622)	
221 Improvement of Instruction	26,502	(9,925)	(3,877)	22,500	12,804	0	5,000	
222 Educational Media Services	(24,274)	7,925	7,301	0	(40,000)	500	0	
224 Educational Television	0	0	0	0	0	0	0	
225 Instruction Related Technology	(9,000)	0	0	2,000	8,500	(20,000)	500	
226 Supervision of Instructional Staff	(3)	0	(3)	0	0	0	0	
227 Academic Student Assessment	1,704	0	0	0	1,704	0	0	
229 Other Instructional Staff Services	0	0	0	0	0	0	0	
Total Instructional Staff Services	(5,071)	(2,000)	3,421	24,500	(16,992)	(19,500)	5,500	
231 Board of Education	2,000	0	0	2,000	0	0	0	
232 Executive Administration	0	0	0	0	0	0	0	
Total General Administration	2,000	0	0	2,000	0	0	0	

EAST LANSING PUBLIC SCHOOLS
GENERAL FUND
NET EXPENDITURE CHANGES (Before Est. Variance)

FUNCTION	2021-22 FINAL BUDGET REVISION VS. 2021-22 FIRST BUDGET REVISION							Adjustment Notes
	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other	
241 Office of the Principal	21,238	12,080	6,158	0	0	1,000	2,000	
249 Other School Administration	0	0	0	0	0	0	0	
Total School Administration	21,238	12,080	6,158	0	0	1,000	2,000	
252 Fiscal Services	8,370	5,214	2,656	500	0	0	0	
257 Internal Services	0	0	0	0	0	0	0	
259 Other Business	(25,000)	0	0	0	0	0	(25,000)	
Total Business Services	(16,630)	5,214	2,656	500	0	0	(25,000)	
261 Operating Buildings Services	108,300	0	0	(46,100)	170,884	(16,484)	0	
266 Building Security	(2,000)	0	0	(3,500)	1,000	0	500	
Total Operations and Maintenance	106,300	0	0	(49,600)	171,884	(16,484)	500	
271 Pupil Transportation	(39,380)	0	0	0	15,000	0	(54,380)	
281 Planning, Research, Development	0	0	0	0	0	0	0	
282 Communication Services	(15,000)	0	0	(15,000)	(1,000)	1,000	0	
283 Staff/Personnel Services	(122,954)	(67,210)	(57,744)	0	1,500	500	0	
284 Non-Instructional Technology	15,043	0	0	14,043	1,000	0	0	
285 Pupil Accounting	1,000	0	0	0	500	0	500	
Total Central Support Services	(121,911)	(67,210)	(57,744)	(957)	2,000	1,500	500	
293 Athletic Activities	411	1,360	690	(5,000)	1,361	0	2,000	
3xx Community Services	(99)	0	1	(100)	0	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	
Total General Fund	(251,432)	(92,733)	(60,939)	(53,707)	(162,619)	(31,484)	150,050	
Percent of Total ¹	100.0%	36.9%	24.2%	21.4%	64.7%	12.5%	-59.7%	

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¹ Amount may not add to 100.0% due to rounding

**EAST LANSING PUBLIC SCHOOLS
GENERAL FUND**

THREE YEAR EXPENDITURE COMPARISON (Net Est. Variance)

FUNCTION:	2019-20		2020-21		2021-22	
	ACTUAL	% of TOTAL	ACTUAL	% of TOTAL	FINAL REVISION	% of TOTAL
111 Elementary	9,071,575	22.2%	8,970,454	21.6%	10,305,621	21.7%
112 Middle School	4,009,563	9.8%	4,003,618	9.6%	4,595,770	9.7%
113 High School	6,289,605	15.4%	6,095,389	14.7%	6,502,271	13.7%
118 Pre-Kindergarten	281,451	0.7%	283,660	0.7%	299,204	0.6%
119 Summer School	1,724	0.0%	226,696	0.5%	412,803	0.9%
Total Basic Programs	19,653,918	48.2%	19,579,817	47.1%	22,115,669	46.5%
122 Special Education	3,826,167	9.4%	4,080,996	9.8%	5,175,677	10.9%
125 Compensatory Education	1,550,890	3.8%	1,791,454	4.3%	1,726,081	3.6%
Total Added Needs	5,377,057	13.2%	5,872,450	14.1%	6,901,758	14.5%
Total Instruction	25,030,975	61.3%	25,452,267	61.3%	29,017,427	61.0%
212 Guidance	624,837	1.5%	575,199	1.4%	787,023	1.7%
213 Health	147,150	0.4%	167,236	0.4%	292,636	0.6%
214 Psychology	209,233	0.5%	213,166	0.5%	222,791	0.5%
215 Speech	687,854	1.7%	731,398	1.8%	827,389	1.7%
216 Social Work	772,560	1.9%	832,541	2.0%	881,990	1.9%
218 Teacher Consultant	557,905	1.4%	587,913	1.4%	429,654	0.9%
219 Other Pupil Support	174,062	0.4%	114,843	0.3%	225,605	0.5%
Total Pupil Support Services	3,173,601	7.8%	3,222,296	7.8%	3,667,088	7.7%
221 Improvement of Instruction	685,647	1.7%	612,757	1.5%	1,113,814	2.3%
222 Educational Media Services	523,245	1.3%	436,876	1.1%	638,244	1.3%
224 Educational Television	58,193	0.1%	62,774	0.2%	60,742	0.1%
225 Instruction Related Technology	292,355	0.7%	369,161	0.9%	384,757	0.8%
226 Supervision of Instructional Staff	602,662	1.5%	605,281	1.5%	628,021	1.3%
227 Academic Student Assessment	69,685	0.2%	47,158	0.1%	70,226	0.1%
229 Other Instructional Staff Services	253,615	0.6%	246,610	0.6%	279,159	0.6%
Total Instructional Staff Support	2,485,402	6.1%	2,380,617	5.7%	3,174,963	6.7%
231 Board of Education	77,973	0.2%	84,760	0.2%	117,510	0.2%
232 Executive Administration	346,448	0.8%	355,935	0.9%	373,949	0.8%
Total General Administration	424,421	1.0%	440,695	1.1%	491,459	1.0%

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**EAST LANSING PUBLIC SCHOOLS
GENERAL FUND**

THREE YEAR EXPENDITURE COMPARISON (Net Est. Variance)

FUNCTION:	2019-20		2020-21		2021-22	
	ACTUAL	% of TOTAL	ACTUAL	% of TOTAL	FINAL REVISION	% of TOTAL
241 Office of the Principal	2,367,247	5.8%	2,741,306	6.6%	2,810,054	5.9%
249 Other School Administration	9,505	0.0%	29,292	0.1%	26,865	0.1%
Total School Administration	2,376,752	5.8%	2,770,598	6.7%	2,836,919	6.0%
252 Fiscal Services	432,257	1.1%	472,627	1.1%	416,692	0.9%
257 Internal Services	94,195	0.2%	79,534	0.2%	109,413	0.2%
259 Other Business	89,839	0.2%	46,009	0.1%	48,316	0.1%
Total Business Services	616,291	1.5%	598,170	1.4%	574,421	1.2%
261 Operating Buildings Services	3,798,275	9.3%	3,931,839	9.5%	4,331,777	9.1%
266 Building Security	75,341	0.2%	10,566	0.0%	18,408	0.0%
Total Operations and Maintenance	3,873,616	9.5%	3,942,405	9.5%	4,350,185	9.1%
271 Pupil Transportation	1,216,326	3.0%	1,005,073	2.4%	1,524,136	3.2%
281 Planning, Research, Development	0	0.0%	9,728	0.0%	0	0.0%
282 Communication Services	36,377	0.1%	51,256	0.1%	70,823	0.1%
283 Staff/Personnel Services	261,452	0.6%	275,236	0.7%	358,191	0.8%
284 Non-Instructional Technology	450,471	1.1%	461,222	1.1%	492,119	1.0%
285 Pupil Accounting	155,469	0.4%	136,814	0.3%	145,333	0.3%
Total Central Support Services	903,769	2.2%	934,256	2.2%	1,066,466	2.2%
Total Support Services	15,070,178	36.9%	15,294,110	36.8%	17,685,637	37.2%
293 Athletic Activities	689,509	1.7%	722,301	1.7%	829,840	1.7%
3xx Community Services	18,881	0.0%	65,666	0.2%	27,565	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 ¹	40,809,543	100.0%	41,534,344	100.0%	47,560,469	100.0%

net est. variance

¹ Amount may not add to 100.0% due to rounding

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

2020-21 ACTUAL		2021-22 RECOMMENDED BUDGET	2021-22 FIRST REVISION	2021-22 FINAL REVISION	\$ CHANGE FINAL REVISION vs. FIRST REVISION	\$ CHANGE FINAL REVISION vs. 2020-21 ACTUAL
	Revenues:					
	Local:					
0	Food Sales	0	12,000	15,500	3,500	15,500
0	Catered Events	0	0	2,000	2,000	2,000
0	Other	0	0	0	0	0
	State:					
3,148	Breakfast - Supplemental & At-Risk	10,000	10,000	3,500	(6,500)	352
59,481	Lunch	50,749	50,749	50,749	0	(8,732)
	Federal:					
0	Breakfast	0	0	0	0	0
0	Lunch	0	0	0	0	0
1,507,629	Other (SSO - SFSP)	1,639,000	1,680,300	1,750,000	69,700	242,371
84,846	USDA Commodity & Supply Chain Assistance	91,000	91,000	172,000	81,000	87,154
1,655,104	Total Revenues	1,790,749	1,844,049	1,993,749	149,700	338,645
	Expenditures:					
28,732	Salaries	111,353	64,400	54,500	(9,900)	25,768
14,046	Employee Benefits	37,770	31,563	29,000	(2,563)	14,954
422,319	Purchased Services	477,000	524,000	561,100	37,100	138,781
773,126	Supplies & Materials	1,012,000	989,000	1,035,000	46,000	261,874
30,916	Capital Outlay	180,000	175,000	175,000	0	144,084
14,345	Other	15,000	16,500	17,000	500	2,655
1,283,484	Total Expenditures	1,833,123	1,800,463	1,871,600	71,137	588,116
371,620	Excess (Deficit) of Revenues over (under) Expenditures	(42,374)	43,586	122,149	78,563	(249,471)
	Other Financing (Uses) Sources					
0	Operating Transfers	0	0	0	0	0
0	Other	0	0	0	0	0
0	Total Other Financing (Uses) Sources	0	0	0	0	0
371,620	Increase (Decrease) in Fund Balance	(42,374)	43,586	122,149	78,563	(249,471)
369,202	Fund Balance - Beginning of Year	577,134	740,822	740,822	0	371,620
740,822	Fund Balance - End of Year	534,760	784,408	862,971	78,563	122,149
57.7%	Fund Balance as a Percentage of Expenditures	29.2%	43.6%	46.1%		
417,523	Max. Fund Balance per 3 Months of Operating Costs	551,041	541,821	565,533		

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

2020-21 ACTUAL		2021-22 RECOMMENDED BUDGET	2021-22 FIRST REVISION	2021-22 FINAL REVISION	\$ CHANGE FINAL REVISION vs. FIRST REVISION	\$ CHANGE FINAL REVISION vs. 2020-21 ACTUAL
	Revenues:					
	Local:					
4,966	Donley Elementary	6,000	3,412	1,000	(2,412)	(3,966)
3,496	Glencairn Elementary	21,000	17,397	15,000	(2,397)	11,504
4,645	Marble Elementary	40,000	17,057	13,000	(4,057)	8,355
1,927	Robert L Green Elementary	11,000	2,537	7,000	4,463	5,073
129	Red Cedar Elementary	0	8,280	8,000	(280)	7,871
460	Whitehills Elementary	5,000	1,000	1,000	0	540
12,423	MacDonald Middle School	32,000	2,620	4,000	1,380	(8,423)
101,476	East Lansing High School	200,000	207,812	218,000	10,188	116,524
<u>129,522</u>	Total Revenues	<u>315,000</u>	<u>260,115</u>	<u>267,000</u>	<u>6,885</u>	<u>137,478</u>
	Expenditures:					
1,561	Donley Elementary	8,000	3,701	5,000	1,299	3,439
4,306	Glencairn Elementary	20,000	10,090	14,000	3,910	9,694
2,540	Marble Elementary	24,000	11,247	15,000	3,753	12,460
1,939	Robert L Green Elementary	8,000	2,163	10,000	7,837	8,061
63	Red Cedar Elementary	0	1,807	4,000	2,193	3,937
371	Whitehills Elementary	4,000	1,316	2,000	684	1,629
4,126	MacDonald Middle School	30,000	1,930	12,000	10,070	7,874
89,755	East Lansing High School	215,000	153,669	199,000	45,331	109,245
<u>104,661</u>	Total Expenditures	<u>309,000</u>	<u>185,923</u>	<u>261,000</u>	<u>75,077</u>	<u>156,339</u>
24,861	Excess (Deficit) of Revenues over (under) Expenditures	6,000	74,192	6,000	(68,192)	(18,861)
	Other Financing (Uses) Sources					
0	Operating Transfers	0	0	0	0	0
0	Other	0	0	0	0	0
<u>0</u>	Total Other Financing (Uses) Sources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
24,861	Increase (Decrease) in Fund Balance	6,000	74,192	6,000	(68,192)	(18,861)
376,647	Fund Balance - Beginning of Year	385,147	401,508	401,508	0	24,861
<u>401,508</u>	Fund Balance - End of Year	<u>391,147</u>	<u>475,700</u>	<u>407,508</u>	<u>(68,192)</u>	<u>6,000</u>

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

2020-21 ACTUAL		2021-22 RECOMMENDED BUDGET	2021-22 FIRST REVISION	2021-22 FINAL REVISION	\$ CHANGE FINAL REVISION vs. FIRST REVISION	\$ CHANGE FINAL REVISION vs. 2020-21 ACTUAL
	Revenues:					
	Local:					
3,810,595	Current Property Taxes (net 0.50% est. delinquent)	3,799,775	3,799,775	3,796,370	(3,405)	(14,225)
4,096	Payment in Lieu of Taxes	7,500	7,500	7,500	0	3,404
4,116	Delinquent Property Taxes (includes penalties & interest)	3,300	2,000	2,000	0	(2,116)
2,647	Interest on Investments	2,600	1,400	1,400	0	(1,247)
0	Other	0	0	0	0	0
<u>3,821,454</u>	Total Revenues	<u>3,813,175</u>	<u>3,810,675</u>	<u>3,807,270</u>	<u>(3,405)</u>	<u>(14,184)</u>
	Expenditures:					
	Due November:					
635,625	Interest on Bonded Debt	571,000	571,000	571,000	0	(64,625)
	Due May:					
2,585,000	Redemption of Principal (matures May 2030)	2,600,000	2,600,000	2,600,000	0	15,000
0	Redemption of Principal - SLRF	0	0	0	0	0
635,625	Interest on Bonded Debt	571,000	571,000	571,000	0	(64,625)
0	Interest on SLRF	0	0	0	0	0
544	Dues and Fees	600	600	600	0	56
4,205	Property Tax Refunds (MTT/STC/Board of Review)	8,000	5,000	5,000	0	795
0	Other - Costs of Bond Issuance	0	0	0	0	0
<u>3,860,999</u>	Total Expenditures	<u>3,750,600</u>	<u>3,747,600</u>	<u>3,747,600</u>	<u>0</u>	<u>(113,399)</u>
(39,545)	Excess (Deficit) of Revenues over (under) Expenditures	62,575	63,075	59,670	(3,405)	99,215
	Other Financing (Uses) Sources					
0	Operating Transfers	0	0	0	0	0
0	Sale of Bonds	0	0	0	0	0
<u>0</u>	Total Other Financing (Uses) Sources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(39,545)	Increase (Decrease) in Fund Balance	62,575	63,075	59,670	(3,405)	99,215
<u>283,825</u>	Fund Balance - Beginning of Year	<u>230,020</u>	<u>244,280</u>	<u>244,280</u>	<u>0</u>	<u>(39,545)</u>
<u>244,280</u>	Fund Balance - End of Year	<u>292,595</u>	<u>307,355</u>	<u>303,950</u>	<u>(3,405)</u>	<u>59,670</u>

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

2020-21 ACTUAL		2021-22 RECOMMENDED BUDGET	2021-22 FIRST REVISION	2021-22 FINAL REVISION	\$ CHANGE FINAL REVISION vs. FIRST REVISION	\$ CHANGE FINAL REVISION vs. 2020-21 ACTUAL
	Revenues:					
	Local:					
3,810,595	Current Property Taxes (net 0.50% est. delinquent)	4,114,238	4,114,238	4,110,553	(3,685)	299,958
4,096	Payment in Lieu of Taxes	7,500	7,500	7,500	0	3,404
4,081	Delinquent Property Taxes (includes penalties & interest)	3,300	2,000	2,000	0	(2,081)
2,067	Interest on Investments	2,000	1,400	1,300	(100)	(767)
0	Other	0	0	500	500	500
<u>3,820,839</u>	Total Revenues	<u>4,127,038</u>	<u>4,125,138</u>	<u>4,121,853</u>	<u>(3,285)</u>	<u>301,014</u>
	Expenditures:					
	Due November:					
1,316,825	Interest on Bonded Debt	1,304,525	1,304,525	1,304,525	0	(12,300)
	Due May:					
1,230,000	Redemption of Principal (matures May 2042)	1,430,000	1,430,000	1,430,000	0	200,000
0	Redemption of Principal - SLRF	0	0	0	0	0
1,316,825	Interest on Bonded Debt	1,304,525	1,304,525	1,304,525	0	(12,300)
0	Interest on SLRF	0	0	0	0	0
699	Dues and Fees	700	600	600	0	(99)
4,192	Property Tax Refunds (MTT/STC/Board of Review)	8,000	5,000	5,000	0	808
0	Other - Costs of Bond Issuance	0	0	0	0	0
<u>3,868,541</u>	Total Expenditures	<u>4,047,750</u>	<u>4,044,650</u>	<u>4,044,650</u>	<u>0</u>	<u>176,109</u>
(47,702)	Excess (Deficit) of Revenues over (under) Expenditures	79,288	80,488	77,203	(3,285)	124,905
	Other Financing (Uses) Sources					
0	Operating Transfers	0	0	0	0	0
0	Sale of Bonds	0	0	0	0	0
<u>0</u>	Total Other Financing (Uses) Sources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(47,702)	Increase (Decrease) in Fund Balance	79,288	80,488	77,203	(3,285)	124,905
<u>293,145</u>	Fund Balance - Beginning of Year	<u>231,240</u>	<u>245,443</u>	<u>245,443</u>	<u>0</u>	<u>(47,702)</u>
<u>245,443</u>	Fund Balance - End of Year	<u>310,528</u>	<u>325,931</u>	<u>322,646</u>	<u>(3,285)</u>	<u>77,203</u>

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

2020-21 ACTUAL		2021-22 RECOMMENDED BUDGET	2021-22 FIRST REVISION	2021-22 FINAL REVISION	\$ CHANGE FINAL REVISION vs. FIRST REVISION	\$ CHANGE FINAL REVISION vs. 2020-21 ACTUAL
	Revenues:					
	Local:					
1,270,199	Current Property Taxes (net 0.50% est. delinquent)	995,793	995,793	994,902	(891)	(275,297)
1,365	Payment in Lieu of Taxes	2,500	12,500	12,500	0	11,135
388	Delinquent Property Taxes (includes penalties & interest)	200	400	400	0	12
497	Interest on Investments	500	300	300	0	(197)
0	Other	0	0	0	0	0
<u>1,272,449</u>	Total Revenues	<u>998,993</u>	<u>1,008,993</u>	<u>1,008,102</u>	<u>(891)</u>	<u>(264,347)</u>
	Expenditures:					
	Due November:					
686,749	Interest on Bonded Debt	504,550	504,550	504,550	0	(182,199)
	Due May:					
0	Redemption of Principal (matures May 2044)	0	0	0	0	0
0	Redemption of Principal - SLRF	0	0	0	0	0
504,550	Interest on Bonded Debt	504,550	504,550	504,550	0	0
0	Interest on SLRF	0	0	0	0	0
211	Dues and Fees	600	600	600	0	389
3	Property Tax Refunds (MTT/STC/Board of Review)	4,000	2,000	2,000	0	1,997
0	Other - Costs of Bond Issuance	0	0	0	0	0
<u>1,191,513</u>	Total Expenditures	<u>1,013,700</u>	<u>1,011,700</u>	<u>1,011,700</u>	<u>0</u>	<u>(179,813)</u>
<u>80,936</u>	Excess (Deficit) of Revenues over (under) Expenditures	<u>(14,707)</u>	<u>(2,707)</u>	<u>(3,598)</u>	<u>(891)</u>	<u>(84,534)</u>
	Other Financing (Uses) Sources					
0	Operating Transfers	0	0	0	0	0
0	Sale of Bonds	0	0	0	0	0
<u>0</u>	Total Other Financing (Uses) Sources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>80,936</u>	Increase (Decrease) in Fund Balance	<u>(14,707)</u>	<u>(2,707)</u>	<u>(3,598)</u>	<u>(891)</u>	<u>(84,534)</u>
<u>0</u>	Fund Balance - Beginning of Year	<u>77,176</u>	<u>80,936</u>	<u>80,936</u>	<u>0</u>	<u>80,936</u>
<u>80,936</u>	Fund Balance - End of Year	<u>62,469</u>	<u>78,229</u>	<u>77,338</u>	<u>(891)</u>	<u>(3,598)</u>

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**EAST LANSING PUBLIC SCHOOLS
SINKING FUND**

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2020-21 ACTUAL		2021-22 RECOMMENDED BUDGET	2021-22 FIRST REVISION	2021-22 FINAL REVISION	\$ CHANGE FINAL REVISION vs. FIRST REVISION	\$ CHANGE FINAL REVISION vs. 2020-21 ACTUAL
	Revenues:					
	Local:					
0	Current Property Taxes (net 0.50% est. delinquent)	0	0	0	0	0
0	Payment in Lieu of Taxes	0	0	0	0	0
126	Delinquent Property Taxes (includes penalties & interest)	100	100	0	(100)	(126)
0	Interest on Investments	0	0	0	0	0
0	Other	0	2,800	2,800	0	2,800
126	Total Revenues	100	2,900	2,800	(100)	2,674
	Expenditures:					
3,070	Donley Elementary	0	410	6,500	6,090	3,430
1,295	Glencairn Elementary	0	3,907	3,907	0	2,612
0	Marble Elementary	0	6,108	7,200	1,092	7,200
3,788	Robert L Green Elementary	0	0	12,300	12,300	8,512
5,428	Red Cedar Elementary	0	2,151	2,151	0	(3,277)
655	Whitehills Elementary	0	4,621	7,900	3,279	7,245
58,739	MacDonald Middle School	200,000	59,121	59,121	0	382
88,791	East Lansing High School	1,002,005	1,220,197	1,197,336	(22,861)	1,108,545
0	Towar	0	0	0	0	0
50	Property Tax Refunds (MTT/STC/Board of Review)	3,000	0	0	0	(50)
161,816	Total Expenditures	1,205,005	1,296,515	1,296,415	(100)	1,134,599
(161,690)	Excess (Deficit) of Revenues over (under) Expenditures	(1,204,905)	(1,293,615)	(1,293,615)	0	(1,131,925)
0	Other Financing (Uses) Sources - Operating Transfers	0	0	0	0	0
(161,690)	Increase (Decrease) in Fund Balance	(1,204,905)	(1,293,615)	(1,293,615)	0	(1,131,925)
1,455,305	Fund Balance - Beginning of Year	1,204,905	1,293,615	1,293,615	0	(161,690)
1,293,615	Fund Balance - End of Year	0	0	0	0	(1,293,615)

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**EAST LANSING PUBLIC SCHOOLS
2019 SINKING FUND**

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2020-21 ACTUAL		2021-22 RECOMMENDED BUDGET	2021-22 FIRST REVISION	2021-22 FINAL REVISION	\$ CHANGE FINAL REVISION vs. FIRST REVISION	\$ CHANGE FINAL REVISION vs. 2020-21 ACTUAL
	Revenues:					
	Local:					
1,218,967	Current Property Taxes (net 0.50% est. delinquent)	1,253,746	1,222,471	1,221,295	(1,176)	2,328
1,365	Payment in Lieu of Taxes	2,500	2,500	2,500	0	1,135
1,186	Delinquent Property Taxes (includes penalties & interest)	1,000	500	500	0	(686)
0	Interest on Investments	0	0	0	0	0
0	Other	0	0	0	0	0
<u>1,221,518</u>	Total Revenues	<u>1,257,246</u>	<u>1,225,471</u>	<u>1,224,295</u>	<u>(1,176)</u>	<u>2,777</u>
	Expenditures:					
0	Donley Elementary	3,000	0	0	0	0
0	Glencairn Elementary	3,000	345	345	0	345
0	Marble Elementary	3,000	0	0	0	0
0	Robert L Green Elementary	3,000	0	0	0	0
0	Red Cedar Elementary	3,000	0	0	0	0
0	Whitehills Elementary	3,000	0	0	0	0
13,297	MacDonald Middle School	98,000	0	24,600	24,600	11,303
125,787	East Lansing High School	400,000	394,065	967,636	573,571	841,849
0	Towar	0	0	0	0	0
1,250	Property Tax Refunds (MTT/STC/Board of Review)	1,500	0	0	0	(1,250)
<u>140,334</u>	Total Expenditures	<u>517,500</u>	<u>394,410</u>	<u>992,581</u>	<u>598,171</u>	<u>852,247</u>
1,081,184	Excess (Deficit) of Revenues over (under) Expenditures	739,746	831,061	231,714	(599,347)	(849,470)
0	Other Financing (Uses) Sources - Operating Transfers	0	0	0	0	0
1,081,184	Increase (Decrease) in Fund Balance	739,746	831,061	231,714	(599,347)	(849,470)
<u>1,055,207</u>	Fund Balance - Beginning of Year	<u>2,074,821</u>	<u>2,136,391</u>	<u>2,136,391</u>	<u>0</u>	<u>1,081,184</u>
<u>2,136,391</u>	Fund Balance - End of Year	<u>2,814,567</u>	<u>2,967,452</u>	<u>2,368,105</u>	<u>(599,347)</u>	<u>231,714</u>

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

2020-21 ACTUAL		2021-22 RECOMMENDED BUDGET	2021-22 FIRST REVISION	2021-22 FINAL REVISION	\$ CHANGE FINAL REVISION vs. FIRST REVISION	\$ CHANGE FINAL REVISION vs. 2020-21 ACTUAL
	Revenues:					
	Local:					
0	Interest on Investments	0	0	0	0	0
0	Other	0	0	0	0	0
<u>0</u>	Total Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Expenditures:					
0	Donley Elementary	0	0	0	0	0
0	Glencairn Elementary	0	0	0	0	0
0	Marble Elementary	0	0	0	0	0
0	Robert L Green Elementary	0	0	0	0	0
53,645	Red Cedar Elementary	0	0	0	0	(53,645)
0	Whitehills Elementary	0	0	0	0	0
223,503	MacDonald Middle School	0	79,130	79,130	0	(144,373)
85,309	East Lansing High School	0	67,522	67,522	0	(17,787)
29,387	Other	0	0	0	0	(29,387)
<u>391,844</u>	Total Expenditures	<u>0</u>	<u>146,652</u>	<u>146,652</u>	<u>0</u>	<u>(245,192)</u>
(391,844)	Excess (Deficit) of Revenues over (under) Expenditures	0	(146,652)	(146,652)	0	245,192
	Other Financing (Uses) Sources					
0	Operating Transfers	0	0	0	0	0
0	Sale of Bonds	0	0	0	0	0
<u>0</u>	Total Other Financing (Uses) Sources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(391,844)	Increase (Decrease) in Fund Balance	0	(146,652)	(146,652)	0	245,192
538,496	Fund Balance - Beginning of Year	0	146,652	146,652	0	(391,844)
<u>146,652</u>	Fund Balance - End of Year	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(146,652)</u>

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

2020-21 ACTUAL		2021-22 RECOMMENDED BUDGET	2021-22 FIRST REVISION	2021-22 FINAL REVISION	\$ CHANGE FINAL REVISION vs. FIRST REVISION	\$ CHANGE FINAL REVISION vs. 2020-21 ACTUAL
	Revenues:					
	Local:					
22,139	Interest on Investments	5,000	1,700	2,500	800	(19,639)
80,292	Other	0	0	0	0	(80,292)
<u>102,431</u>	Total Revenues	<u>5,000</u>	<u>1,700</u>	<u>2,500</u>	<u>800</u>	<u>(99,931)</u>
	Expenditures:					
369,292	Donley Elementary	2,447,047	2,348,104	2,395,000	46,896	2,025,708
179,664	Glencairn Elementary	343,316	348,734	405,000	56,266	225,336
12,589,590	Marble Elementary	2,653,332	2,071,185	2,175,000	103,815	(10,414,590)
836,030	Robert L Green Elementary	359,952	389,984	448,000	58,016	(388,030)
706,779	Red Cedar Elementary	719,559	720,995	845,000	124,005	138,221
848,730	Whitehills Elementary	717,921	693,835	745,000	51,165	(103,730)
<u>15,530,085</u>	Total Expenditures	<u>7,241,127</u>	<u>6,572,837</u>	<u>7,013,000</u>	<u>440,163</u>	<u>(8,517,085)</u>
<u>(15,427,654)</u>	Excess (Deficit) of Revenues over (under) Expenditures	<u>(7,236,127)</u>	<u>(6,571,137)</u>	<u>(7,010,500)</u>	<u>(439,363)</u>	<u>8,417,154</u>
	Other Financing (Uses) Sources					
2,987	Operating Transfers	0	0	0	0	(2,987)
0	Sale of Bonds	0	0	0	0	0
<u>2,987</u>	Total Other Financing (Uses) Sources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(2,987)</u>
<u>(15,424,667)</u>	Increase (Decrease) in Fund Balance	<u>(7,236,127)</u>	<u>(6,571,137)</u>	<u>(7,010,500)</u>	<u>(439,363)</u>	<u>8,414,167</u>
<u>25,557,271</u>	Fund Balance - Beginning of Year	<u>10,892,558</u>	<u>10,132,604</u>	<u>10,132,604</u>	<u>0</u>	<u>(15,424,667)</u>
<u>10,132,604</u>	Fund Balance - End of Year	<u>3,656,431</u>	<u>3,561,467</u>	<u>3,122,104</u>	<u>(439,363)</u>	<u>(7,010,500)</u>

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

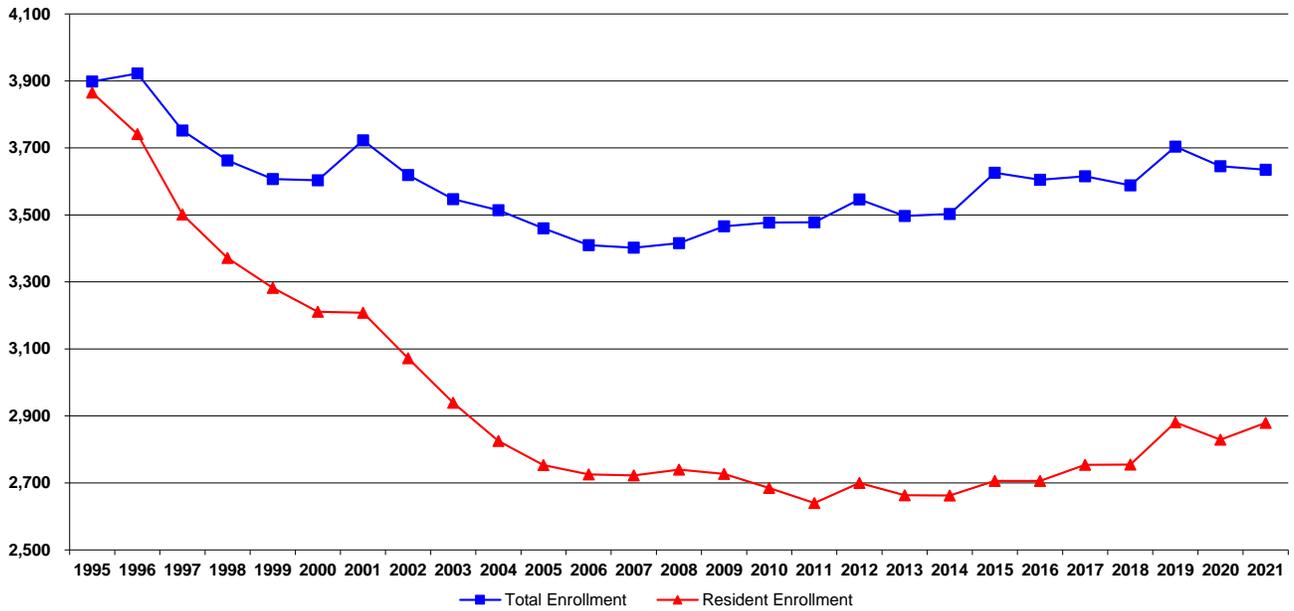
	10/2/2019 Fall 19	2/13/2019 Supp 19	2019-20 Blended Count	10/7/2020 Fall 20	2/12/2020 Supp 20	2020-21 Blended Count	2020-21 "Super Blend"	10/6/2021 Fall 21	2/10/2021 Supp 21	Projected 2021-22 Blended Count
ELEMENTARY:										
Donley	281.22	275.00	280.60	263.00	277.22	264.42	276.56	271.00	261.00	270.00
Glencairn	341.00	316.00	338.50	275.00	346.12	282.11	324.40	270.00	268.00	269.80
Marble	364.14	362.00	363.93	332.14	370.14	335.94	356.93	319.00	319.46	319.05
Robert L Green	325.53	347.02	327.68	274.03	337.72	280.40	315.86	289.90	271.32	288.04
Red Cedar	0.00	0.00	0.00	108.00	0.00	97.20	24.30	135.00	108.00	132.30
Whitehills	308.00	318.00	309.00	284.00	308.00	286.40	303.35	282.00	279.00	281.70
Total Elementary	1,619.89	1,618.02	1,619.71	1,536.17	1,639.20	1,546.47	1,601.40	1,566.90	1,506.78	1,560.89
MacDonald Middle School	894.16	856.74	890.42	895.33	897.87	895.58	891.71	862.28	889.12	864.96
East Lansing High School	1,183.03	1,091.43	1,173.87	1,198.90	1,156.59	1,194.67	1,179.07	1,185.32	1,181.56	1,184.94
Sec 23a	7.17	0.00	7.17	14.92	0.00	14.92	20.30	20.50	0.00	20.50
TOTAL PUPIL MEMBERSHIP	3,704.25	3,566.19	3,691.17	3,645.32	3,693.66	3,651.64	3,692.48	3,635.00	3,577.46	3,631.29
Blended FTE count change from prior year			101.77			(39.53)	1.31			(61.19)
Blended FTE % change from prior year			2.8%			-1.1%	0.0%			-1.7%
Fall FTE count change from prior year	115.78			-58.93				-10.32		

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" was used which included 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	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Change from Prior Year Fall Count
Early Childhood Special Education	16.84	15.61	16.79	17.00	17.75	16.00	16.00	22.00	16.00	18.00	2.00
Kindergarten	291.00	275.00	285.32	276.62	288.24	271.00	256.00	292.13	254.00	288.00	34.00
1st Grade	274.05	260.78	250.45	279.57	248.67	271.00	256.00	242.36	251.00	246.00	(5.00)
2nd Grade	276.42	246.59	248.70	274.27	281.50	259.44	265.08	245.00	230.73	261.68	30.95
3rd Grade	259.65	268.36	258.74	267.03	261.71	285.00	258.28	268.00	239.00	234.22	(4.78)
4th Grade	267.81	254.69	276.42	271.54	277.26	277.32	283.00	263.09	279.00	238.00	(41.00)
5th Grade	251.05	260.22	265.06	289.19	280.75	282.00	287.15	287.31	266.44	281.00	14.56
Elementary Total			1,601.48	1,675.22	1,655.88	1,661.76	1,621.51	1,619.89	1,536.17	1,566.90	30.73
6th Grade	247.58	250.29	259.30	278.33	286.77	282.69	287.00	306.30	297.00	266.00	(31.00)
7th Grade	261.19	258.76	267.34	282.78	279.05	279.37	283.24	286.00	317.33	282.28	(35.05)
8th Grade	274.13	281.17	256.24	279.20	280.37	278.86	284.92	301.86	281.00	314.00	33.00
Middle School Total			782.88	840.31	846.19	840.92	855.16	894.16	895.33	862.28	(33.05)
9th Grade	280.00	280.00	289.67	278.00	269.78	299.46	287.74	306.33	308.00	300.00	(8.00)
10th Grade	280.97	283.95	291.83	295.53	277.00	283.51	301.84	306.83	312.33	296.83	(15.50)
11th Grade	284.77	266.83	261.49	293.01	275.27	258.66	274.71	289.64	297.00	305.17	8.17
12th Grade + Sec 23a	280.96	295.23	275.21	244.28	280.68	270.76	247.51	287.40	296.49	303.82	7.33
High School Total			1,118.20	1,110.82	1,102.73	1,112.39	1,111.80	1,190.20	1,213.82	1,205.82	(8.00)
TOTAL PUPIL MEMBERSHIP COUNT	3,546.42	3,497.48	7,005.12	3,626.35	3,604.80	3,615.07	3,588.47	3,704.25	3,645.32	3,635.00	(10.32)
FTE change from prior year	68.34	(48.94)	3,507.64	(3,378.77)	(21.55)	10.27	(26.60)	115.78	(58.93)	(10.32)	

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



Year	Total Fall Enrollment	Resident Enrollment	Non-Resident (NR) Enrollment ¹	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	3,645	2,829	816	77.6%	22.4%	739	20.3%
2021	3,635	2,879	756	79.2%	20.8%	656	18.0%

¹ 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). Effective with FY 2021-22 the per pupil Foundation Allowance is the same for a Resident and Non-Resident student.

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

Levy	Expiration	2021 Tax Year (TY)	2020 TY	2019 TY	2018 TY	2017 TY
		2021-22	2020-21	2019-20	2018-19	2017-18
Operating - Non-PRE (Non-Homestead)	12/31/28	18.0000	18.0000	18.0000	17.9795	18.0000
Sinking Fund - ALL					1.2770	1.2804
2019 Sinking Fund - ALL	12/31/28	0.9990	1.0000	1.0000		
Total Sinking Funds		0.9990	1.0000	1.0000	1.2770	1.2804
2020 Debt Fund - ALL		0.7600	1.0000			
2017 Debt Fund - ALL		3.1400	3.0000	3.2500	3.3400	2.2890
2015 Debt Fund - ALL		2.9000	3.0000	3.2500	3.6600	3.7550
2013 Debt Fund - ALL						0.9560
Total Debt		6.8000	7.0000	6.5000	7.0000	7.0000
Total PRE (Homestead)		7.7990	8.0000	7.5000	8.2770	8.2804
Total Non-PRE (Non-Homestead)		25.7990	26.0000	25.5000	26.2565	26.2804
Headlee Reduction ¹ - ALL		YES - 0.9990	NO	NO	YES - 0.9974	YES - 0.9957
Headlee Reduction - Non-PRE (Non-Homestead)		NO	NO	YES - 0.9993	YES - 0.9924	YES - 0.9922

¹ 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

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

	Percentage of Taxable Value	(as of April 22, 2022) 2021-22	(as of April 24, 2022) 2020-21	\$ Change	% Change
					201
City of East Lansing	76.8%	943,346,469	908,569,010	34,777,459	3.83%
City of Lansing	3.6%	44,700,015	43,916,118	783,897	1.78%
Bath Township	4.1%	50,086,975	48,818,226	1,268,749	2.60%
DeWitt Township	0.2%	1,895,250	1,847,846	47,404	2.57%
Lansing Township	0.0%	249,433	240,146	9,287	3.87%
Meridian Township	15.3%	188,391,942	181,807,501	6,584,441	3.62%
	100.0%	1,228,670,084	1,185,198,847	43,471,237	3.67%

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

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

	(as of April 22, 2022)	(as of April 24, 2022)			
	2021-22	2020-21	\$ Change	% Change	202
City of East Lansing	460,266,890	449,010,865	11,256,025	2.51%	
City of Lansing	7,858,921	8,093,053	(234,132)	-2.89%	
Bath Township	0	0	0	#DIV/0!	
DeWitt Township	39,383	38,840	543	1.40%	
Lansing Township	0	0	0	#DIV/0!	
Meridian Township	138,797,748	135,477,972	3,319,776	2.45%	
	<u>606,962,942</u>	<u>592,620,730</u>	<u>14,342,212</u>	<u>2.42%</u>	
Percent of total taxable value	49.4%	50.0%			

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

COMMERCIAL PERSONAL PROPERTY TAXABLE VALUE (excludes Capture)

	(as of April 22, 2022)	(as of April 24, 2022)			
	2021-22	2020-21	\$ Change	% Change	
City of East Lansing	31,621,200	32,256,900	(635,700)	-1.97%	
City of Lansing	3,741,000	4,251,400	(510,400)	-12.01%	
Bath Township	1,610,000	1,468,500	141,500	9.64%	
DeWitt Township	219,200	182,800	36,400	19.91%	
Lansing Township	0	0	0	#DIV/0!	
Meridian Township	396,000	527,600	(131,600)	-24.94%	
	<u>37,587,400</u>	<u>38,687,200</u>	<u>(1,099,800)</u>	<u>-2.84%</u>	
Percent of total taxable value	3.1%	3.3%			203

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

NON-PRE PROPERTY TAXABLE VALUE (excludes Capture)

	(as of April 22, 2022)	(as of April 24, 2022)			
	2021-22	2020-21	\$ Change	% Change	
City of East Lansing	451,458,379	427,301,245	24,157,134	5.65%	
City of Lansing	33,100,094	31,571,665	1,528,429	4.84%	
Bath Township	48,476,975	47,349,726	1,127,249	2.38%	
DeWitt Township	1,636,667	1,626,206	10,461	0.64%	
Lansing Township	249,433	240,146	9,287	3.87%	
Meridian Township	49,198,194	45,801,929	3,396,265	7.42%	
	<u>584,119,742</u>	<u>553,890,917</u>	<u>30,228,825</u>	<u>5.46%</u>	
Percent of total taxable value	47.5%	46.7%			204

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 REVENUES BY MILLAGE**

ASSESSING UNIT	COUNTY	OPERATING MILLAGE			2019 SINKING FUND	2015 DEBT (2005 Refinance)	2017 DEBT (Elem.)	2020 DEBT (Elem.)	
		2021 TAXABLE VALUATION ¹	Non-PRE	Commercial Personal					TOTAL
			18.0000	6.0000					OPERATING
City of East Lansing Ingham									
PRE (includes Industrial Personal)		439,396,171			\$ 438,956	\$ 1,274,248	\$ 1,379,703	\$ 333,941	
Commercial Personal		31,621,200		\$ 189,727	\$ 31,589	91,701	99,290	24,032	
Non-PRE		450,812,831	\$ 8,114,630		450,362	1,307,357	1,415,552	342,617	
Capture - PRE		11,663,332				33,823	36,622	8,864	
Capture - Commercial Personal		0				0	0	0	
Capture - Non-PRE		54,426,108				157,835	170,897	41,363	
TOTAL CITY OF EAST LANSING		987,919,642	8,114,630	189,727	920,907	2,864,964	3,102,064	750,817	
City of East Lansing Clinton									
PRE		20,870,719			20,849	60,525	65,534	15,861	
Commercial Personal		0		0	0	0	0	0	
Non-PRE		645,548	11,619		644	1,872	2,027	490	
TOTAL CITY OF EAST LANSING		21,516,267	11,619	0	21,493	62,397	67,561	16,351	
City of Lansing Ingham									
PRE		7,858,921			7,851	22,790	24,677	5,972	
Commercial Personal		3,741,000		22,446	3,737	10,848	11,746	2,843	
Non-PRE		33,100,094	595,801		33,066	95,990	103,934	25,156	
Capture - PRE		0				0	0	0	
Capture - Commercial Personal		0				0	0	0	
Capture - Non-PRE		20,915,004				60,653	65,673	15,895	
TOTAL CITY OF LANSING		65,615,019	595,801	22,446	44,654	190,281	206,030	49,866	
Lansing Township Ingham									
PRE		0			0	0	0	0	
Commercial Personal		0		0	0	0	0	0	
Non-PRE		249,433	4,489		249	723	783	189	
TOTAL LANSING TOWNSHIP		249,433	4,489	0	249	723	783	189	
Meridian Township Ingham									
PRE		138,797,748			138,658	402,513	435,824	105,486	
Commercial Personal		396,000		2,376	395	1,148	1,243	300	
Non-PRE		49,198,194	885,567		49,148	142,674	154,482	37,390	
TOTAL MERIDIAN TOWNSHIP		188,391,942	885,567	2,376	188,201	546,335	591,549	143,176	
DeWitt Township Clinton									
PRE		39,383			39	114	123	29	
Commercial Personal		219,200		1,315	218	635	688	166	
Non-PRE		1,636,667	29,460		1,635	4,746	5,139	1,243	
TOTAL DEWITT TOWNSHIP		1,895,250	29,460	1,315	1,892	5,495	5,950	1,438	
Bath Township Clinton									
PRE		0			0	0	0	0	
Commercial Personal		1,610,000		9,660	1,608	4,669	5,055	1,223	
Non-PRE		48,476,975	872,585		48,428	140,583	152,217	36,842	
TOTAL BATH TOWNSHIP		50,086,975	872,585	9,660	50,036	145,252	157,272	38,065	
Total PRE (Homestead)		618,626,274	0	0	606,353	1,794,013	1,942,483	470,153	
Total Commercial Personal		37,587,400	0	225,524	37,547	109,001	118,022	28,564	
Total Non-PRE (Non-Homestead)		659,460,854	10,514,151	0	583,532	1,912,433	2,070,704	501,185	
Grand Total (includes Capture)		1,315,674,528	\$ 10,514,151	\$ 225,524	\$ 1,227,432	\$ 3,815,447	\$ 4,131,209	\$ 999,902	
Less Capture Amount		(87,004,444)						\$ 8,946,558	
Grand Total (excludes Capture)		1,228,670,084				Total Debt Tax Revenue		\$ 20,913,665	
						Total Tax Revenue			

¹ As of April 24, 2022 per MDE Taxable Value System website (<https://mdoe.state.mi.us/TVS/Menu>).

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.

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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. In-service training and professional development for non-instructional support staff should be recorded here.
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. All other payments for services, supplies, and materials should be reported in the appropriate function and object code 82xx.
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.

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