



East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

Regular Meeting
May 13, 2024 - 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 Statement: Nurturing Each Child, Educating All Students, Building World Citizens*

D. *Approval of Agenda*

Motion: The Board of Education approves the May 13, 2024, regular meeting agenda, as presented.

E. **Approval of Minutes**

Motion: The Board of Education approves the following minutes.

1. April 22, 2024 regular meeting

2

I. Opening of Meeting

I.A. Call to Order

President Chris Martin called the meeting to order at 7:00 pm.

I.B. Roll Call

Dr. Terah Chambers:	Present
Dr. Kath Edsall:	Absent
Ms. Tali Faris-Hylen:	Present
Mr. Gary Holbrook:	Present
Dr. Elizabeth Lyons:	Present
Mr. Chris Martin:	Present
Dr. Estrella Torrez:	Present
Student Representative J Rairigh	Present
Student Representative H Walsh	Absent
Superintendent Dori Leyko	Present

Present: 8, Absent: 2.

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

Trustee Gary Holbrook read the mission statement.

I.D. Approval of Agenda

Motion: 23-24/094: *The Board of Education approves the agenda for the April 22, 2024, regular meeting, as presented.*

This motion, made by Dr. Elizabeth Lyons and seconded by Ms. Tali Faris-Hylen, Passed.
Dr. Kath Edsall: Absent, Dr. Terah Chambers: Aye, Ms. Tali Faris-Hylen: Aye, Mr. Gary Holbrook: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 6, Nay: 0, Absent: 1

I.E. Approval of Minutes

Motion: 23-24/095: *The Board of Education approves the following minutes as presented.*

I.E.1. April 8, 2024, regular meeting

This motion, made by Dr. Elizabeth Lyons and seconded by Mr. Gary Holbrook, Passed.

Dr. Kath Edsall: Absent, Dr. Terah Chambers: Aye, Ms. Tali Faris-Hylen: Aye, Mr. Gary Holbrook: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 6, Nay: 0, Absent: 1

II. Recognition

Please click [here](#) for the Recognition report.

III. Student Representative Report

Student Representative Rairigh reported:

- ELHS spring sports continue: girls' tennis, track and field, softball and baseball, and lacrosse;
- The Mental Health Summit is this week;
- AP Studio Art will be painting the sidewalks at the elementary buildings;
- Concert and Jazz bands are holding their Spring Senior Recognition concert
- ELHS Dance team is holding a dance showcase - \$5 entrance fee;
- Good luck on exams.

IV. Superintendent's Report

Please click [here](#) for the Superintendent's Report.

Discussion followed.

V. Consent Agenda

Motion: 23-24/096: The Board of Education approve the consent agenda to include the following items:

V.A. New Hires

V.A.1. Hiring of Hanigan Racelis - 1.0 FTE Speech and Language Pathologist at East Lansing High School at MA Step 7 effective August 26, 2024

V.A.2. Hiring of Sarah Moldenhauer - 1.0 FTE Resource Room Teacher with ASD Focus at MacDonald Middle School at MA Step 11 effective August 26, 2024.

This motion, made by Dr. Terah Chambers and seconded by Dr. Estrella Torrez, Passed.

Dr. Kath Edsall: Absent, Dr. Terah Chambers: Aye, Ms. Tali Faris-Hylen: Aye, Mr. Gary Holbrook: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 6, Nay: 0, Absent: 1

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.

- Joshua Hewitt - New Glencairn principal

VII. Public Hearing

VII.A. Opening of Public Hearing

Recommendation for the addition of a new 4th-grade puberty video, *Always Changing and Growing Up, Co-ed Puberty Education*.

The public hearing opened at 7:20 pm.

VII.B. Comments from Anne Scott, ELPS Director of Sexual Education

Mr. Glenn Mitcham spoke on behalf of Anne Scott.

VII.C. Public Comment

No public comments

VII.D. Close of Public Hearing

The public hearing closed at 7:23 pm.

VIII. Board Discussion

- No discussion.

IX. Action Items

IX.A. **Addition of a New 4th-grade Puberty Education Video**

Motion: 23-24/097: The Board of Education approves the replacement of the 4th grade puberty education videos with Always Changing and Growing Up - Co-Ed Puberty Education.

This motion, made by Ms. Tali Faris-Hylen and seconded by Dr. Terah Chambers, Passed.
Dr. Kath Edsall: Absent, Dr. Terah Chambers: Aye, Ms. Tali Faris-Hylen: Aye, Mr. Gary Holbrook: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 6, Nay: 0, Absent: 1

IX.B. Schools of Choice Openings for 2024-25

Motion: 23-24/098: The Board of Education approve the following number of Schools of Choice (SOC) openings for the 2024-25 school year:

Y5/Kindergarten	20
1 st grade	18
2 nd grade	2
3 rd grade	14
4 th grade	25
5 th grade	13
6 th grade	16
7 th grade	10
8 th grade	2
9 th grade	3
10 th grade	7
11 th grade	7
12 th grade	2
Total:	139

This motion, made by Dr. Terah Chambers and seconded by Ms. Tali Faris-Hylen, Passed.
 Dr. Kath Edsall: Absent, Dr. Terah Chambers: Aye, Ms. Tali Faris-Hylen: Aye, Mr. Gary Holbrook: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 6, Nay: 0, Absent: 1

Discussion followed

X. Committee Reports

X.A. Academic and Technology Committee

- Presentation and discussion on AI
- Algebra curriculum review
- Field trip procedures
- Next meeting is May 17 at 1:00 pm

X.B. Facilities Committee

- No report
- Will schedule a meeting in May or June

X.C. Finance Committee

- First draft of final budget revision
- Revenue projections 24-25
- The next meeting is May 6 at 1:00 pm

X.D. Intergovernmental Relations

- No report
- Working on a meeting in June

X.E. Personnel Committee

- No report

X.F. Policy Committee

- Majority of the discussion was around racial equity policy
- A draft version was in Items of Information and emailed to board members
- The next meeting is May 6 @ 10:30 am

XI. Announcements

XI.A. The next regularly scheduled meeting of the Board of Education is May 13, 2024.

XI.B. Kindergarten Round-Up - May 7 at all elementary buildings

XI.C. Election for Bond proposal - May 7

XII. Adjournment

President Chris Martin called the meeting adjourned at 7:48 pm.

President

Secretary

2. April 29, 2024 special meeting

8

I. Opening of Meeting

I.A. Call to Order

President Chris Martin called the meeting to order at 1:25 pm.

I.B. Roll Call

Dr. Terah Chambers:	Absent
Dr. Kath Edsall:	Present
Ms. Tali Faris-Hylen:	Present
Mr. Gary Holbrook:	Absent
Dr. Elizabeth Lyons:	Present
Mr. Chris Martin:	Present
Dr. Estrella Torrez:	Present
Superintendent Dori Leyko:	Present

Present: 6, Absent: 2.

I.C. Approval of Agenda

Motion: 23-24/099: The Board of Education approves the agenda of the April 29, 2024, special meeting, as presented.

This motion, made by Dr. Kath Edsall and seconded by Ms. Tali Faris-Hylen, Passed.

Dr. Terah Chambers: Absent, Mr. Gary Holbrook: Absent, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 5, Nay: 0, Absent: 2

II. Appointment of Hearing Officer

Motion: 23-24/100: The Board of Education moves to appoint attorney Lisa Swem as acting Hearing Officer for the reinstatement hearing.

This motion, made by Ms. Tali Faris-Hylen and seconded by Dr. Elizabeth Lyons, Passed.

Dr. Terah Chambers: Absent, Mr. Gary Holbrook: Absent, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 5, Nay: 0, Absent: 2

III. 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

IV. Reinstatement Hearing for Student #1010235

IV.A. Closed Session

Pursuant to Section 8(b) of the Open Meetings Act, the Board may convene in a closed session for the purpose of conducting a student disciplinary hearing if requested by the student's family.

Motion: 23-24/101: The Board of Education moves to go into closed session for the purpose of conducting a discipline/reinstatement hearing pursuant to Section 8(b) of the Open Meetings Act.

This motion, made by Dr. Kath Edsall and seconded by Ms. Tali Faris-Hylen, Passed.

Roll Call Vote

Dr. Terah Chambers: Absent, Mr. Gary Holbrook: Absent, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 5, Nay: 0, Absent: 2

The Board moved into a closed session at 1:45 pm.

IV.B. Comments from acting Hearing Officer, Lisa Swem

IV.C. Comments from the student's family and/or representative

IV.D. Opportunity for the Board members to ask questions

IV.E. Administrative recommendation to the Board of Education

The Board returned to open session at 2:17 pm.

V. Disciplinary Action

Motion: 23-24/102: The Board of Education approves the resolution for the reinstatement of Student # 1010235 as prepared by legal counsel.

This motion, made by Dr. Kath Edsall and seconded by Ms. Tali Faris-Hylen, Passed.

Dr. Terah Chambers: Absent, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Mr. Gary Holbrook: Absent, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 5, Nay: 0

VI. Adjournment

The meeting adjourned at 2:22 pm.

President

Secretary

East Lansing Public Schools
Board Resolution on Reinstatement Petition – Student #1010235

A special meeting of the Board of Education (the “Board”) was held in the Board Room, 509 Burcham Drive, within the boundaries of the District, on April 29, 2024, at 1:25 o’clock in the p.m. (the “Meeting”).

The meeting was called to order by Chris Martin, President

Present: Chris Martin, Elizabeth Lyons, Tali Faris-Hylen, Kath Edsall, Estrella Torrez

Absent: Terah Chambers, Gary Holbrook,

The following preamble and resolution were offered by Member Edsall and supported by Member Faris-Hylen:

WHEREAS:

1. On March 19, 2024, a Michigan school district suspended a 7th-grade student whose identity is known to the Board (the “Student”) for a physical assault against another student.

2. The Student’s suspension is through May 12, 2024, with return to school on May 13, 2024, contingent on meeting identified conditions.

3. On April 12, 2024, the Student attempted to enroll at MacDonald Middle School.

4. At the request of the Student’s parent, and as authorized by Michigan Open Meetings Act Section 8(b), the Board convened in closed session to consider this matter.

5. The Board thoroughly reviewed and deliberated upon all information provided during the hearing.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to Board Policy 5206D, the Student may enroll at MacDonald Middle School effective May 1, 2024.

2. Consistent with Revised School Code Sections 11a and 1311(1), the Board finds that the interests of the District are served by this resolution.

3. The administration is directed and authorized to implement all terms of this resolution and is delegated all necessary authority to do so.

4. All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Ayes: Chris Martin, Elizabeth Lyons, Tali Faris-Hylen, Kath Edsall, Estrella Torrez

Nays: None

Resolution declared adopted. 5-0

The undersigned, duly qualified and acting Board Secretary, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board at a special meeting held on April 29, 2024, the original of which is part of the Board’s minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the “Open Meetings Act” (Act 267, PA 1976, as amended).

Tali Faris-Hylen, Board Secretary

3. April 29, 2024 closed session

II. Recognition

A. Student Representative Recognition

1. Student Liaison to the Board of Education
 - Jennifer Rairigh
 - Holyn Walsh
2. Student Liaison to the Academic and Technology Committee
 - Reena Natla
 - Elliana Hayes
 - Naziyah Hall
3. Student Liaison to the Mental Health Advisory Committee
 - Nyx Zoll
 - Gabby Hodkinson
 - Leo Kendall
4. Student Liaison to the Sex Education Advisory Board
 - Kelly Maier
 - Myah Valla

III. Student Representative Report

IV. Superintendent's Report

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.

VI. Presentation

- A. "10 Things Red Cedar" Rinard Pugh, Principal, Chelsea Wheeler, Marc Finger, and Melissa Swales, Red Cedar teachers

VII. Board Discussion

- A. Potential Board Resolution, Trustee Edsall

VIII. Action Items

A. MacDonald Middle School Band and Orchestra Trip to Chicago, Illinois

Motion: The Board of Education approve the trip request from Mr. Larzelere and Mr. Rosin to travel to Chicago for an overnight trip in May 2025 with MacDonald Middle School band and orchestra students.

13



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education

FROM: Glenn Mitcham

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

DATE: May 9, 2024

Recommendation:

13

It is recommended that the Board of Education approve the trip request from Mr. Larzelere and Mr. Rosin to travel to Chicago for an overnight trip in May 2025 with MacDonald Middle School band and orchestra students.

Background:

While in Chicago, the students will have the opportunity to hear the Chicago Symphony Orchestra in a live performance, perform in a public concert, visit the Field Museum of Science and Industry, and visit several of Chicago's educational museums.

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 1, 2024

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 2025. 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.

14

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 Corporate Travel Group. Thank you for your continued support of the East Lansing Public School bands and orchestras.

Sincerely,

David Rosin

david.rosin@elps.us

Natalie Paiz

natalie.paiz@elps.us

Holly Thornton

holly.thornton@elps.us

David Larzelere

david.larzelere@elps.us

Band and Orchestra Teachers

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)

15

Name and position of staff person requesting trip:

Dave Rozin / Dave Larzeler

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

Chicago May 2-3

Purpose for trip and relationship to district curriculum: (see attached letter)

Our Biennial MS BAND & Orchestra trip to Chicago to perform, visit museums & hear the CSO.

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

7-8 BAND & ORCHESTRA (200-250)

Cost to students and fundraising/scholarship plans:

\$485-600 (see Bids)

we will offer fundraising for students

Names of chaperones, plus total number committed:

1 adult for every 4-8 students

**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

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:

AH needed to each BID

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

4-3-2024

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

4-3-24

Date



CLASSIC PERFORMANCES
BY CORPORATE TRAVEL

17

MACDONALD MIDDLE SCHOOL

CHICAGO PERFORMANCE TOUR

FRIDAY, MAY 2, 2025 –
SATURDAY, MAY 3, 2025





KEY TOUR INCLUSIONS AND HIGHLIGHTS

Tour Name:	MacDonald Middle School Performance Tour
Minimum # of Paying Passengers:	200
Destination(s):	Chicago, Illinois
Dates of Travel:	Friday, May 2, 2025 – Saturday, May 3, 2025
Motor Coach Reservations:	(5) deluxe motor coach
Complimentary Tours:	1 per 40 paying and traveling passengers* <i>*The price is based on 3 single occupancy and 2 double occupancy complimentary tours if minimum passengers is met</i>

18

TOUR COSTS BY OCCUPANCY TYPE

Occupancy	Price per Person
Quad	\$489
Triple	\$519
Double	\$589
Single	\$689

THE TOUR INCLUDES

- Round trip deluxe motor coach transportation
- One-night accommodations at a suburban hotel in Schaumburg
- Meals
 - One - American breakfast at the hotel
 - One - dinner at Hard Rock Cafe
 - One - lunch at Medieval Times with show
 - One - \$15 cash allowance for lunch
 - One - \$20 cash allowance for dinner
- Performance
 - Field Museum
- Entrance & Tour Fees
 - Museum of Science & Industry
 - Wendalla Boat Tour
 - Field Museum with Museum Movie
 - Chicago Symphony
- Local tour manager while in Chicago
- Private security – six hours each evening
- Gratuities payable to motor coach drivers
- 24-hour emergency number provided to all participants on tour



CERTIFICATE OF LIABILITY INSURANCE

DATE
03/21/2024

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 Affinity Insurance Services Aon Affinity Travel Practice 900 Stewart Avenue, 4th Floor Garden City, NY 11530	CONTACT NAME: Peter F. Maidhof	
	PHONE (A/C, No, Ext): 1-(800) 803-1213	FAX (A/C, No): (516) 294-1821
E-MAIL ADDRESS: peter.maidhof@aon.com		
INSURED Corporate Travel Service, Inc. 41780 Six Mile Rd Northville, MI 48168	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Arch Insurance Company (AIC)	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		
		NAIC # 11150

COVERAGES	CERTIFICATE NUMBER	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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		TAP0195413-02	08/01/2023	08/01/2024	EACH OCCURRENCE	\$3,000,000
							DAMAGE TO RENTED PREMISES (Each Occurrence)	\$50,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$3,000,000
							GENERAL AGGREGATE	\$3,000,000
							PRODUCTS - COMP/OP AGG	
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X		TAP0195413-02	08/01/2023	08/01/2024	COMBINED SINGLE LIMIT (Ea accident)	\$3,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION	N/A					EACH OCCURRENCE	
							AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>	
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	ERRORS & OMISSIONS PROFESSIONAL LIABILITY	X		TAP0195413-02	08/01/2023	08/01/2024	EACH NEGLIGENT ACT OR NEGLIGENT OMISSION	\$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is included as an Additional Insured but only with respect to the operations of the Named Insured in connection with the travel and/or tour services provided.

CERTIFICATE HOLDER MacDonald Middle School 1601 Burcham Dr. East Lansing, MI 48823	CANCELLATION 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 
--	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

Presenting your custom designed proposal:

East Lansing MacDonald MS Music

of
East Lansing, Michigan

David Rosin, David Larzelere

Your proposed trip is to:

CHICAGO, IL

Including these trip highlights:

Performance in Field Museum
Chicago Symphony Orchestra
Museum of Science & Industry
Wendella Boat Tour & Medieval Times

Proposed trip date:

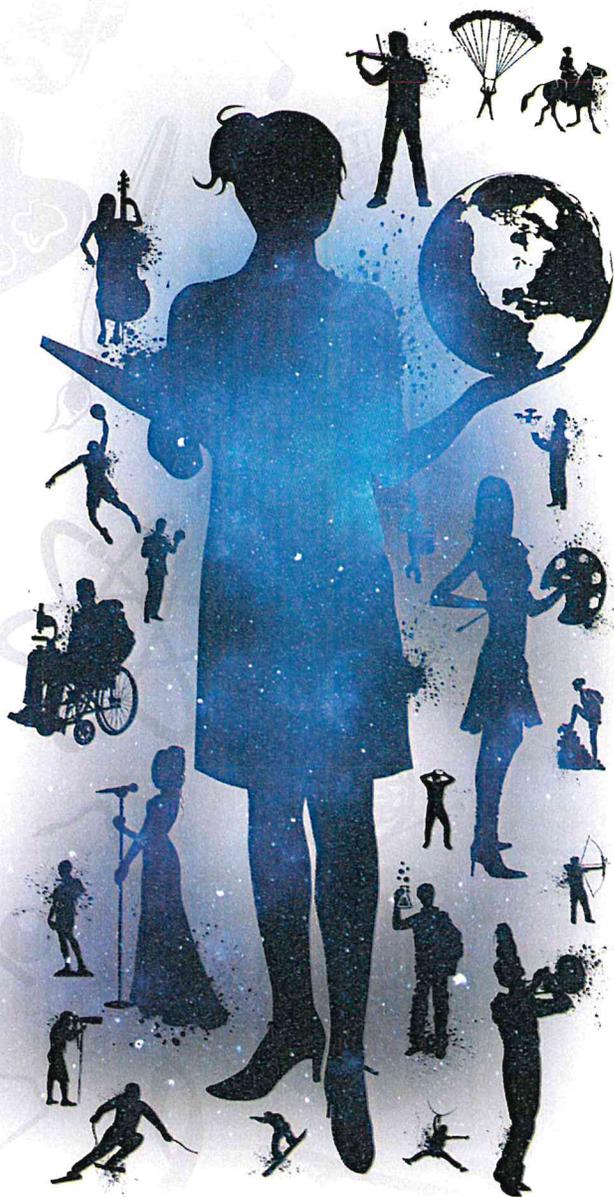
May 2 - 3, 2025

Presented by:

Jeff Bennett

Travel Designer

jeff@bennett-travel.com



20



East Lansing MacDonald MS Music

East Lansing, MI

May 2 - 3, 2025

Friday, May 02

Meet at School

Meet at school where you will meet your tour directors and four motor coaches.

Note: TD's will need the first two seats behind the driver on Bus 1 & 3.

Note: Director to have loading crew ready to load instruments on bus.

Note: Remember to bring portable music stands.

Depart for Chicago

Depart for the Windy City!

There will be a restroom stop at the Indiana Welcome Center.

Arrive at the Field Museum

Unload equipment and prepare for your band and orchestra performance at the Field Museum.

Field Museum

The Field Museum of Natural History.

Visit one of the world's four greatest natural history museums, alive with ideas, knowledge and discovery. Founded in 1893, the museum houses over 19 million artifacts and specimens drawn from the fields of anthropology, botany, geology and zoology.

\$20 Cash Back for Lunch

Wendella Cruise - Check In

Wendella Boat River Cruise

Experience Chicago's legendary architecture and the exceptional architects who created this ever-changing legacy for all to admire. Your expert guides will tell the story of 130 years of architectural innovation.

Dinner at Hard Rock Cafe

Pump up the octane with a meal at this high-energy, rockin' home of classic American food! One-of-a-kind rock and roll memorabilia, souvenirs, good music and delicious food make this a great experience.

Chicago Symphony Orchestra

Rich in tradition, innovative in vision, the CSO, one of the truly great orchestras, is a musical force in Chicago and around the world. Founded in 1890 and first directed by Theodore Thomas, its 110 talented musicians offer over 200 performances and events a year. Famous for its outstanding directors (Thomas, Reiner, Solti, Barenboim) and renowned soloists, composers and conductors (Richard Strauss, Saint-Saens, Elgar, Rachmaninov), the Orchestra makes its home in downtown Chicago. Symphony Hall opened in 1904, and it was expanded in 1997 into today's Symphony Center.

Hotel Check In

Once you arrive at your hotel, unload the luggage from underneath your motorcoach. One person from each room may get the keys for your room from your Tour Director. After you have given your roommates their room keys, you may proceed to your room. Be sure to take your luggage and all of your personal items off the motorcoach.

Security Guard on Duty

Two private overnight Security Guards will be provided each night.

Saturday, May 03

Breakfast at Hotel

Breakfast Buffet provided

21

Museum of Science & Industry

Visit the world's most popular museum where you can push buttons to play computer games and view the Apollo 8 Space Ship. As up-to-date as tomorrow, the light and sound displays will amaze you!

Depart for Medieval Times

Medieval Times Dinner

Medieval Times Dinner & Tournament.

Experience the splendor of the Middle Ages inside an 11th-century European Castle. Sit down to a medieval-style feast while knights on horses are challenged to jousting matches and sword fights. A memorable evening!

Depart for Michigan

Depart for Home

Arrive at School

Arrive home after an incredible trip to Chicago!

TOUR CONDITIONS

East Lansing MacDonald MS Music

East Lansing, Michigan
to:

Chicago, IL

Performance in Field Museum
Chicago Symphony Orchestra
Museum of Science & Industry
Wendella Boat Tour & Medieval Times

May 2 - 3, 2025

Trip Price per Person

5 Complimentary Trips Included. 220 Max Participants.

Passengers	210	165	180	195
Quad	\$499	\$542	\$525	\$511
Triple	\$514	\$557	\$541	\$526
Twin	\$545	\$588	\$571	\$557
Single	\$637	\$680	\$663	\$649

IMPORTANT NOTE: The above trip prices are based on hotel room occupancy and the total number of travelers and may vary depending on group size when prorated costs, such as motor coach, etc., are affected. Tour prices in this proposal are based on tariffs in effect as of February 13, 2024 and are subject to change. These trip prices were developed for individuals traveling with your group, as a group, on the trip described in this proposed itinerary.

Inclusions

- Bennett Travel tour director throughout
- Roundtrip Motorcoach Transportation via chartered coaches
- Tolls, Taxes and Daily Maintenance Fees for Driver(s)
- (1) nights Hotel Accommodations per the itinerary
- (4) Meals included; they will be a variety of buffet, fast food, plated and/or pre-selected menus per the itinerary. For variety and convenience, money will occasionally be given in lieu of a pre-determined restaurant.
- All Sightseeing & Special Events per the Itinerary
- Entrance Fees where necessary
- Taxes and Gratuities - As required for all included features
- Gratuities to Driver(s) and Local Guide(s) as necessary
- Trip Departure Briefing (if applicable)
- Customized Tour Itinerary & Baggage Tags
- All Operations & Planning Charges

Exclusions

Passport fees; baggage handling at airports & hotels; excess baggage charges; forwarding of baggage; items or services of a personal nature such as snacks, laundry, room service, telephone calls, pay TV, movies, cables, souvenirs or the like; gratuities to travel directors; any items or services not mentioned specifically in tour conditions.

Payment Schedule

Payment	Amount	Due Date
Non-refundable deposit	\$75.00	October 11, 2024
Deposit	\$75.00	November 11, 2024
Installment	\$75.00	December 11, 2024
Installment	\$75.00	January 11, 2025
Installment	\$75.00	February 11, 2025
Installment	\$75.00	March 11, 2025
Final Payment	Balance	April 11, 2025

Cancellation Information

"Cancellation" is defined as any change made to the passenger list at least 60 days prior to trip departure day. Cancellation must be made under the traveler's account at Trip Account by clicking on the "Cancel a Traveler" link on traveler's/ payer's welcome page dashboard OR by e-mail or written communication to BT@. With the exception of non-refundable deposits/payments, if cancellation is received 60 days or more prior to trip departure day, money returned by suppliers is refundable. Cancellations received 60 days or fewer before, or on, trip departure day are non-refundable, unless a paying substitute traveler takes the place of the cancelled person. If the trip includes airfare, cancellation and/or substitution policies may vary, depending on the airline, date of ticketing and group contract. Please contact BT@ for additional information. Travelers desiring travel and cancellation insurance may find it from a provider of their choice.

Tour Operator Responsibility

Bennett Travel (BT@) Powered by Music Travel Consultants acts only as an agent in providing means of transportation or other services. All tickets are issued and all other services are offered or provided subject to any and all terms and conditions, under which such means of transportation or other services are offered or provided. The issuance and acceptance of such services shall be deemed to be consent to the further condition that BT@ shall not be or become liable or responsible in any way in connection with such means of transportation or in connection with other services, or for any loss, injury or damage to or in respect of any person or property howsoever caused or arising, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Bennett Travel Powered by Music Travel Consultants. The airlines, trains, motor coaches and ships concerned are not to be held responsible for any act, omission or event during the time passengers are not aboard the airline, train, motor coach or ship. BT@ reserves the right to alter the itinerary. Any extra charges arising from such change must be met by the passenger. BT@ reserves the right to cancel the tour or to remove any passenger from the tour; its sole liability in such instance being the refund of all monies paid to it for unused services. By acceptance of tour membership, Passenger agrees to the foregoing and also agrees that BT@ shall not become liable or responsible for loss, damage, injury or inconvenience to Passenger and to their possessions caused by or resulting from occurrences, negligent or otherwise, due to the malfunction or breakdown of machinery or equipment, strikes or labor disputes, acts of God, war or civil strife, acts of governments or civil authorities, disease, delays, fire, theft, weather, itinerary changes or cancellation of services or default by suppliers, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of BT@ Powered by Music Travel Consultants.

Why Travel With Bennett Travel?

Founded in 2008 by Jeff Bennett, Bennett Travel specializes exclusively in student group travel arrangements for middle school, high school and collegiate groups including music performance ensembles. Led by former educators and award-winning music teachers, we focus on meeting the needs and exceeding the expectations of students, teaching staff, parents and administrators for each group we serve. High quality trips with extraordinary personal service are the hallmarks upon which we've built our reputation. Our staff takes the time to understand your needs and concerns. GROUP TRAVEL is OUR business. We've focused exclusively on group trips since day one and our staff has vast travel knowledge and travel experience in every popular group destination around the globe. Class trips, band, choir or orchestra performance tours, our commitment is to give your group an educational and once in a lifetime travel experience. Learn more about Bennett Travel here:

www.bennett-travel.com

The Travel App

A travel app for the finest bands, choirs and orchestras in the world.

Music Travel Consultants introduces the "Travel" app, free to all of a group's travelers. Teachers, directors, staff, chaperones and students may use this secure, information-packed, versatile app during their trip. With real-time trip schedule updates, everyone knows where to go and when to be there. The app also provides instantaneous group messaging because communication is key to a successful trip and invaluable in an emergency. Travelers can use the app to securely send messages and photos limited only to their group. The "Travel" app is full of trip leader tools, which easily record contacts, create lists of all kinds and assign chaperones. To stay organized, assistants, staff and boosters may be granted access at the trip leader's discretion. The "Travel" app frees a music director's time, and provides staff, chaperones, students and travelers a convenient, easy, secure way to totally enjoy the trip and all it offers! You can find out more about the "Travel" app at:

www.tripaccount.com/app



23



Dedicated Tour Directors

One of the integral parts of a successful Bennett Travel trip is having a dedicated and committed Tour Director, right at your side throughout your journey. From a group's first steps out the door until they return safely home, if the unpredictable happens, rest assured that your Bennett Travel Tour Director will use extensive training and management skills to find a solution as quickly as possible. Want to know more about the importance of having

www.bennett-travel.com

References? We've Got a Few...

Cadillac High School
Chippewa Valley High School
Coopersville High School
Dakota High School
Dow High School
East Grand Rapids High School
East Rockford Middle School
Grand Ledge High School
Greenville High School

Hamilton High School
Hastings High School
Imlay City High School
John Glen High School
Lake Fenton High School
Lakewood High School
Manton High School
Mason High School
Midland High School

Otsego High School
Owosso High School
Port Huron High School
South Haven High School
St Clair High School
Walled Lake High School
Waterford Kettering High School
Waterford Mott High School
West Ottawa High School

THE TRAVEL FAMILY



Bennett Travel has been a Michigan staple in the student travel industry since 2008. Staffed and operated by former educators, Bennett Travel is proud to serve educators and their student groups. Designing tours for all types of school groups, Bennett Travel consistently offers the best quality for all their clients. With a focus on one-of-a-kind, personalized service and attention to detail, Bennett Travel has grown to be the travel planner of choice in Michigan. President, Jeffrey Bennett, completed a successful 30-year career as Director of Bands and Orchestras in North Branch, Kentwood and Harbor Springs, Mich. Since his retirement from the classroom, Jeff and his team have dedicated their knowledge, energy and expertise into organizing customized tours for any type of school group. From first consultation to proposal, their staff meets with parents, administrators and travelers to ensure each portion of the tour is designed to meet your needs. A professionally trained Tour Director will get you to your destination and back home, taking the pressure of travel logistics off your plate so that you can focus on the student experience and their performance.

www.bennett-travel.com



Since 1987, Music Travel Consultants, led by accomplished band directors, has become first choice for student performing group travel by hearing customers, providing industry-leading on-line services and having professional Tour Directors conduct most trips. Focused on creating custom trips that provide relevant, memorable and rewarding student travel experiences, Indianapolis-based Music Travel successfully partners with customers to do just that, in destinations within the United States and world-wide. Over 165 years combined travel expertise earned in over 68 countries enables Music Travel Consultants to anticipate group needs and deliver group wishes, without surprises or hidden costs.

www.musictravel.com

APPOINTMENTS

We are pleased to be members of the following prestigious and respected travel associations in an ongoing effort to provide the absolute best student group travel service possible.

Music Travel Consultants is proud to be a Disney Parks Recognized Youth Travel Planner. Music Travel Consultants was also selected to be a part of the Walt Disney World Resort/Disneyland Resort Youth Travel Planner Symposium.



Music Travel Consultants is pleased to be Disney Broadway's Preferred Travel Planner. Disney Theatrical Productions Limited (DTP), also known as Disney on Broadway, is the flagship stageplay and musical production company of the Disney Theatrical Group, a subsidiary of The Walt Disney Studios, a major business unit of The Walt Disney Company.

Music Travel Consultants is proud to be an official Universal Orlando Preferred Youth Travel Planner. Universal Orlando Resort™ is proud to partner with select vendors that provide superior service and quality products for the ultimate theme park and resort hotel experience.



Music Travel Consultants is pleased to be the Official Student Travel Partner of Music for All and Bands of America. Music for All is one of the largest and most influential national music education organizations in support of active music-making. Music for All is unique in that it combines programming at a national level with awareness campaigns, research and advocacy. Bands of America, the nation's leading presenter of music events for high school band students, champions a mission to create and provide "positively life-changing" experiences for students, teachers, parents and communities.

24

Music Travel Consultants is proud to be Winter Guard International's Preferred Travel Partner. WGI Sport of the Arts is the world's premier organization producing



indoor color guard, percussion, and winds competitions. As a non-profit youth organization, WGI also serves as the governing body for the indoor color guard, percussion, and winds activities. It is called the Sport of the Arts because it brings music to life through performance in a competitive format. Even with over 40 years of history, the sport continues to evolve and grow.

MEMBERSHIPS

Providing students with educational and unforgettable experiences is an effort that goes beyond Music Travel Consultants. We are surrounded by world-class programs and partners that support our vision and we support each other the same way musicians do. Here are some additional organizations we are proud to be a part of:



LETTER OF INTENT

Bennett Travel
5348 Vermont Street, Suite 200
Indianapolis, IN 46224
Phone: 317.637.0837
www.bennett-travel.com



This Letter of Intent appoints **Bennett Travel** as the sole agent for all transportation, sleeping arrangements, food functions, entertainments activities, and tour arrangements in connection with the tour proposal for **East Lansing MacDonald MS Music, May 2 - May 3, 2025, to Chicago, IL** dated **February 14, 2024**. All services outlined in that itinerary and tour conditions become part of this agreement.

East Lansing MacDonald MS Music agrees to timely compliance with the payment schedule as outlined in the proposal, and further warrants that it will promote the trip to its membership so as to achieve the level of tour member participation specified in the tour proposal. It warrants that it understands that the tour pricing is based on the number of participants stated in the proposal, and it understands that the prices may change up or down with decreases or increases in the number of participants.

In the event that the proposed services cannot be provided due to cancellation or unavailability of said services, **Bennett Travel** reserves the right to make substitutions of features of equal value and similar quality, per its Tour Operator's Responsibility clause, printed below.

Tour prices are based on a specifically proposed number of tour participants, in conjunction with tariffs in effect as of **February 13, 2024**, and they are subject to change. (See TOUR CONDITIONS page of proposal) 25

Written cancellations by individual tour members are refundable under the criteria set-forth in the paragraph entitled CANCELLATION INFORMATION on the proposal's TOUR CONDITIONS page.

Bennett Travel is insured and abides by the standards of business conduct of National Tour Association (NTA) and Student & Youth Travel Association (SYTA). Personal life, injury, cancellation and property insurance is available to individual tour members through **Bennett Travel** at an additional charge.

Both copies of this Letter of Intent are to be signed and dated by both parties. One copy is to be retained by each. This Letter of Intent, along with attachments described above, consists of the total agreement between **Bennett Travel** and **East Lansing MacDonald MS Music**.

FOR **Bennett Travel**:

Date: _____

Position:

FOR **East Lansing MacDonald MS Music**:

Date: _____

Position:

Tour Operator's Responsibility

Music Travel Consultants and its affiliated companies ("Agent") act only as Agent in providing means of transportation or other services. All tickets are issued and all other services are offered or provided subject to any and all terms and conditions under which such means of transportation or other services are offered or provided. The issuance and acceptance of such services shall be deemed to be consent to the further condition that Music Travel Consultants nor its affiliated companies shall be or become liable or responsible in any way in connection with such means of transportation or in connection with other services, or for any loss, injury or damage to or in respect of any person or property howsoever caused or arising. The airlines and motor coaches and ships concerned are not to be held responsible for any act, omission or event during the time passengers are not aboard the airline or motor coach or ship. Agent reserves the right to alter the itinerary. Any extra charges arising from such change must be met by the Passenger. Agent reserves the right to cancel the tour or to remove any Passenger from the tour; its sole liability in such instance being the refund of all monies paid to it for unused services. By acceptance of tour membership, Passenger agrees to the foregoing and also agrees that Agent shall not become liable or responsible for loss, damage, injury or inconvenience to Passenger and to his/her possessions caused by or resulting from occurrences, negligent or otherwise, due to the malfunction or breakdown of machinery or equipment, strikes or labor disputes, acts of God, war or civil strife, acts of Governments or Civil Authorities, disease, delays, fire, theft, weather, itinerary changes or cancellation of services or default by suppliers.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/12/2024

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 Robertson Insurance Service 3701 N Briarwood Ln Muncie, IN 47304	CONTACT NAME: Corey Robertson	
	PHONE (A/C. No. Ext): 765-896-9557 FAX (A/C. No): 765-896-9547 E-MAIL ADDRESS: corey@robertsonins.net	
INSURED Music Travel Consultants LLC 5348 W Vermont St, Suite 200 Indianapolis IN 46224	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Liberty Mutual Insurance Company	36447
	INSURER B: RLI Insurance Company	13056
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	26
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> General Liability	<input type="checkbox"/>	<input type="checkbox"/>	BZS 55993005	04/01/2023	04/01/2024	EACH OCCURRENCE	\$ 2,000,000
		<input type="checkbox"/>	<input type="checkbox"/>				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 2,000,000
		<input type="checkbox"/>	<input type="checkbox"/>				MED EXP (Any one person)	\$ 15,000
		<input type="checkbox"/>	<input type="checkbox"/>				PERSONAL & ADV INJURY	\$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>	BZS 55993005	11/02/2023	11/02/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per person)	\$ 1,000,000
		<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident)	\$ 1,000,000
		<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident)	\$ 1,000,000
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/>	<input type="checkbox"/>	USO 55993005	04/01/2023	04/01/2024	EACH OCCURRENCE	\$ 2,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	<input type="checkbox"/>	<input type="checkbox"/>				AGGREGATE	\$ 2,000,000
	DED	RETENTION \$	0					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>	XWS 55993005	04/01/2023	04/01/2024	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
		<input type="checkbox"/>	<input type="checkbox"/>				E.L. EACH ACCIDENT	\$ 1,000,000
		<input type="checkbox"/>	<input type="checkbox"/>				E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
		<input type="checkbox"/>	<input type="checkbox"/>				E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
B	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	RTP0007439	04/01/2023	04/01/2024	Each Occurrence: \$1,000,000 Annual Aggregate: \$2,000,000 Deductible: \$2500	

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

CERTIFICATE HOLDER CANCELLATION

East Lansing MacDonald Middle School 1601 Burcham Dr East Lansing MI 48823	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 Corey Robertson
--	--

© 1988-2010 ACORD CORPORATION. All rights reserved.



Guardian Travel Group

info@guardiantravelgroup.com
<https://guardiantravelgroup.com>



MacDonald Middle School to Chicago, IL 2025!

May 2, 2025 - May 3, 2025

Trip Summary

May 2 - Friday

6:00 AM Buses arrive for loading at MacDonald Middle School
Meet your Guardian Tour Directors

6:30 AM Depart for Chicago, IL
Welcome to Chicago!

9:30 AM Museum of Science and Industry
All participants will receive a meal voucher for lunch at the museum

12:30 PM Depart for Symphony Center

1:00 PM Arrive at Symphony Center
Chicago Symphony Orchestra: Muti, Montgomery & Rachmaninov 2

3:30 PM Depart for the dock

3:45 PM Arrive at the dock

4:00 PM Architectural River Cruise

5:30 PM Depart for Navy Pier

5:45 PM Arrive at Navy Pier

5:45 PM Navy Pier

6:45 PM Depart for dinner

7:00 PM Arrive at dinner

7:00 PM Hard Rock Café

9:00 PM Depart for the hotel

9:30 PM Arrive at the hotel

9:30 PM Check into the hotel
Overnight Security
Lights out at director discretion

28

May 3 - Saturday

6:00 AM Breakfast at the hotel

8:00 AM Check out of the hotel

8:15 AM Depart for the Field Museum

9:00 AM Arrive at the Field Museum

9:00 AM The Field Museum
Performances at the Field Museum

12:00 PM All participants will receive a meal voucher for lunch at the museum

2:00 PM Depart for Medieval Times

3:00 PM Arrive at Medieval Times

4:00 PM Medieval Times

6:00 PM Depart for East Lansing, MI

11:30 PM Arrive at MacDonald Middle School

May 2 - Friday



6:00 AM - Eastern Daylight Time
Buses arrive for loading at MacDonald Middle School
1601 Burcham Dr, East Lansing, MI 48823



Meet your Guardian Tour Directors
Your tour directors are part of our "Guardian Angel Service" to help with logistics and ensure the trip runs smoothly for everyone.



29



6:30 AM PICK-UP - Eastern Daylight Time - 4 hr
Depart for Chicago, IL
230 miles
4 hours

-1 hour time change

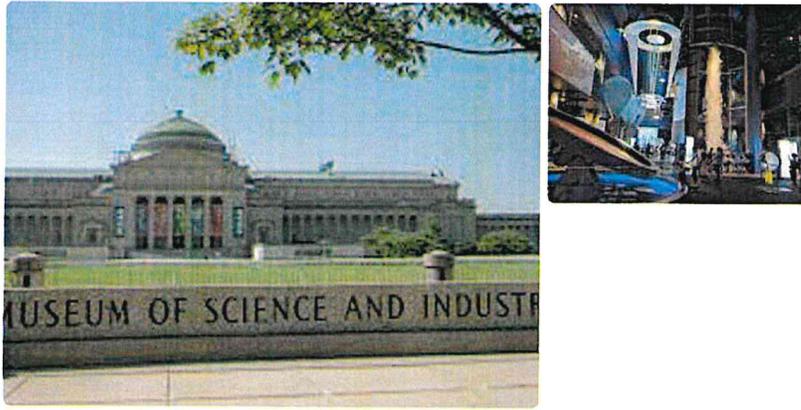


Welcome to Chicago!



9:30 AM - Central Daylight Time - 3 hr
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!



All participants will receive a meal voucher for lunch at the museum

Meal Combo Voucher

Each voucher is for a \$15 Meal Combo. Combo vouchers can be used at any of the open locations. The voucher includes your choice of an Entrée with one Side and a Beverage.

Location options:

Museum Garden - Any Entrée from Museum Garden Special or All-American Menus

One Small Snack - Any Entrée from Thermal Energy or Crew Meals

Finnigan's Sandwich Shop - Any Sandwich from Finnigan's Shop

30

Side dish options:

Pasta Salad | Potato Salad Bag of Chips | Whole Fruit | Cookie

Beverage options:

Half pint of Milk | Water | Soda



12:30 PM PICK-UP - Central Daylight Time - 30 min

Depart for Symphony Center

8 miles

20 minutes



1:00 PM DROP-OFF - Central Daylight Time

Arrive at Symphony Center

Doors open at 1:00pm



Chicago Symphony Orchestra: Muti, Montgomery & Rachmaninov 2

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

Concert program, times and availability TBD



3:30 PM PICK-UP - Central Daylight Time - 15 min



Depart for the dock

1 mile
10 minutes



3:45 PM DROP-OFF - Central Daylight Time

Arrive at the dock



4:00 PM - Central Daylight Time - 1 hr 30 min

Architectural River Cruise

Riverside Gardens on Chicago's Riverwalk at Michigan Ave - 112 E Wacker Dr, Chicago, IL 60601

It's one thing to gaze at Chicago's famed skyline, and another altogether to view it on Chicago, Illinois' popular architecture tour, the Chicago Architecture Foundation River Cruise aboard Chicago's First Lady Cruises. 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.



31



5:30 PM PICK-UP - Central Daylight Time - 15 min

Depart for Navy Pier

1.5 miles
10 minutes



5:45 PM DROP-OFF - Central Daylight Time

Arrive at Navy Pier



5:45 PM - Central Daylight Time - 1 hr

Navy Pier

600 E Grand Ave, Chicago, IL 60611

With museums, theaters, parks, gardens and the iconic Centennial Wheel, it's a perfect complement to the rich history and vibrant energy of Chicago. Navy Pier welcomes new events and features to its beloved location on the Lake Michigan waterfront, reflecting a dynamic city that continues to reinvent itself. There's something for everyone here, whether you like to shop, ride, sightsee, cruise or stroll.





6:45 PM PICK-UP - Central Daylight Time - 15 min

Depart for dinner

1.5 miles

10 minutes



7:00 PM DROP-OFF - Central Daylight Time

Arrive at dinner



7:00 PM - Central Daylight Time - 2 hr

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.



32



9:00 PM PICK-UP - Central Daylight Time - 30 min

Depart for the hotel

20 miles

30 minutes



9:30 PM DROP-OFF - Central Daylight Time

Arrive at the hotel



9:30 PM CHECK-IN - Central Daylight Time

Check into the hotel



Overnight Security

7 hours of security (10pm-5am) provided by Student Watchers



Lights out at director discretion

May 3 - Saturday



6:00 AM - Central Daylight Time - 2 hr

Breakfast at the hotel

8:00 AM CHECK-OUT - Central Daylight Time



Check out of the hotel



8:15 AM PICK-UP - Central Daylight Time - 45 min

Depart for the Field Museum

25 miles

45 minutes



9:00 AM DROP-OFF - Central Daylight Time - 45 min

Arrive at the Field Museum

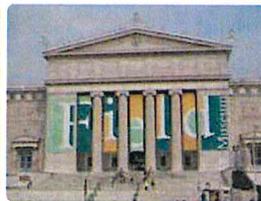
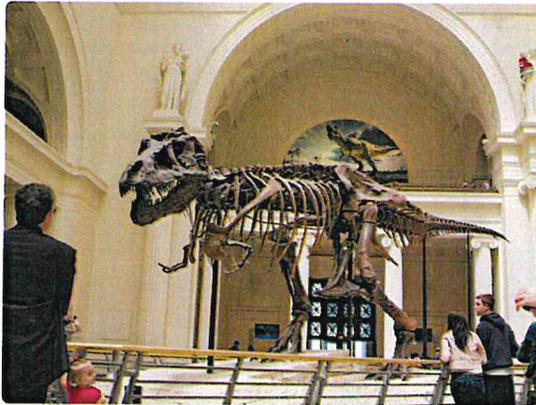


9:00 AM - Central Daylight Time - 5 hr

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.



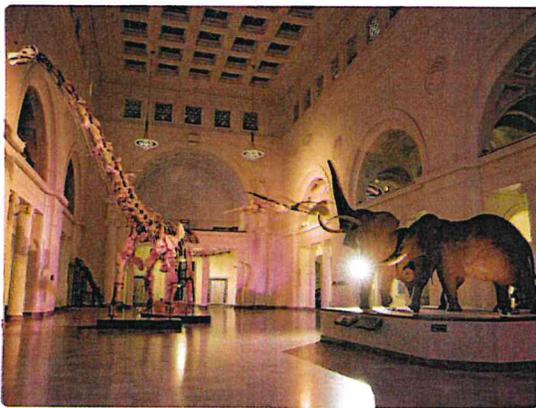
33



Performances at the Field Museum

The Field Museum is pleased to offer complimentary performance space for student band, choral, and orchestral groups with the purchase of the Discovery Pass. Perform for museum visitors in Stanley Field Hall – home of the Máximo, the world's biggest titanosaur, 35-foot long flying Pterosaurs, the fighting African Elephants and 40 foot tall totem poles!

Performance times to be determined.



12:00 PM - Central Daylight Time - 1 hr

All participants will receive a meal voucher for lunch at the museum

\$15 Meal Voucher

The Field Bistro, open 8am–4:30pm, is located on the main level. The restaurant offers a menu featuring locally sourced food and quick grab-and-go service, as well as a full bar featuring exclusive offerings made by local brewers and distilleries.

The Explorer Cafe, open 10am–4pm, is found on the ground level and offers family-friendly foods in a casual environment.



2:00 PM PICK-UP - Central Daylight Time - 1 hr

Depart for Medieval Times

30 miles

1 hour



3:00 PM DROP-OFF - Central Daylight Time - 1 hr

Arrive at Medieval Times

Doors open at 3pm



4:00 PM - Central Daylight Time - 2 hr

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.

Doors open at 3pm, seating begins at 3:35pm, and the tournament begins at 4pm.

34



6:00 PM PICK-UP - Central Daylight Time - 4 hr

Depart for East Lansing, MI

260 miles

4.5 hours

+1 hour time change



11:30 PM DROP-OFF - Eastern Daylight Time

Arrive at MacDonald Middle School

1601 Burcham Dr, East Lansing, MI 48823

Information & Documents



Inclusions and Pricing



Overnight Travefy Attachment

Macdonald Middle School Chicago, Illinois May 2 - 3, 2025 Overnight Trip Inclusions

- A full-time Guardian tour director to accompany your group for the entire trip
- Private motorcoach transportation for the entire trip
- 1 night of accommodations at an area hotel
- Overnight security at the hotel each night of stay
- Breakfast at the hotel each morning of stay
- Admission to the Museum of Science and Industry
- Ticket to the Chicago Symphony Orchestra
- Chicago Architectural River Cruises
- Navy Pier
- Group Dinner at The Hard Rock Cafe
- Admission and performance at the Field Museum
- Medieval Times
- 5 complimentary director packages at single occupancy
- 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 Protection Plan for cancellation
- Consumer Protection Plan
- Online Payment Program including donation program and fundraising integration

35

Price Per Participant		Student Quad	Student Triple	Student Double	Student Single	Chaperone Double	Chaperone Single
250-273	Max w/ Five buses	\$574.00	\$591.00	\$626.00	\$732.00	\$657.00	\$763.00
225-249	Paid Participants	\$595.00	\$613.00	\$648.00	\$754.00	\$679.00	\$785.00
200-224	w/ Five buses	\$623.00	\$640.00	\$675.00	\$781.00	\$706.00	\$812.00
200-224	w/ Four buses	\$593.00	\$611.00	\$646.00	\$752.00	\$677.00	\$783.00
175-199	Paid Participants	\$625.00	\$643.00	\$678.00	\$783.00	\$709.00	\$814.00

Optional Trip Protection Plan: \$74.00

Pricing is valid until March 12, 2024* or any changes to vendor pricing and availability.

*This is a group commitment date and does not apply to individual bookings. If Guardian does not receive a signed contract by this date, hotel rooms, buses, or other trip elements being held on behalf of the group may be released.

Should the group choose to use the online payment platform, an additional 1% plus 30 cents per transaction will be incurred by our payment processor. Additional fees for those not paying by bank transfer may occur.

Pricing is based on the number of participants listed above. The amount may change if the number of participants varies 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 are based on availability until a signed contract and/or deposit is received. All aspects of the trip are customizable! If you would like to make adjustments for pricing reasons or other desires, please let us know! We aim to please!

B. Bond Resolution

38

Motion: The Board of Education approve the authorizing resolution for the issuance of bonds as prepared by counsel.

**SCHOOL DISTRICT OF THE CITY OF EAST LANSING
RESOLUTION AUTHORIZING THE ISSUANCE
AND DELEGATING THE SALE OF BONDS
AND OTHER MATTERS RELATING THERETO**

School District of the City of East Lansing, Ingham and Clinton Counties, Michigan (the “Issuer”)

A regular meeting of the board of education of the Issuer (the “Board”) was held in the East Lansing Public Schools Board Room, within the boundaries of the Issuer, on the 13th day of May, 2024, at 7:00 o’clock in the p.m. (the “Meeting”).

The Meeting was called to order by Chris Martin, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. On May 7, 2024, the qualified electors of the Issuer voted in favor of bonding the Issuer for the sum of not to exceed Twenty-Three Million Five Hundred Thousand Dollars (\$23,500,000), the proceeds to be used for the purpose of erecting, furnishing, and equipping an addition to a school building; remodeling, including security improvements to, furnishing and refurbishing, and equipping and re-equipping school buildings; erecting, furnishing and equipping a new administration building; and preparing, developing and improving sites (the “Project”); and

2. It has been determined by the Board of the Issuer that there be issued at this time bonds of the Issuer in an aggregate principal amount not to exceed Five Million Twenty Thousand Dollars (\$5,020,000); and

3. The Board has received a proposal from Stifel, Nicolaus & Company, Incorporated, to act as underwriter for the bonds (the “Underwriter”); and

4. Prior to the issuance of bonds, the Issuer must either achieve qualified status or secure prior approval of the bonds from the Michigan Department of Treasury (the “Department of Treasury”) pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The first series of bonds of the Issuer, aggregating the principal sum of not to exceed Five Million Twenty Thousand Dollars (\$5,020,000), be issued for the purpose of funding a portion of the Project. The Bonds shall be designated 2024 School Building and Site Bonds, Series I (the “Bonds”).

2. The Bonds shall be dated the date of delivery, or such other date as established at the time of sale; shall be fully registered bonds as to principal and interest; shall be numbered consecutively in the direct order of maturity from 1 upwards; and shall bear interest at a rate or rates to be hereafter determined not exceeding the maximum rate permitted by law.

3. The Bonds may consist of serial or term Bonds or any combination thereof which may be issued in one or more series, all of which shall be determined upon sale of the Bonds. The Bonds shall be in denominations of \$5,000 or any whole multiple thereof and shall mature on May 1 in each year, in the final principal amounts determined upon sale, with interest thereon payable on November 1, 2024, or such other date as may be established at the time of sale, and semiannually thereafter on May 1 and November 1 in each year.

4. The Bonds shall otherwise be subject to redemption, as determined by the Superintendent or the Director of Finance and Operations of the Issuer (each an “Authorized Officer”), at the times, in the amounts, manner and at the prices as determined upon sale of the Bonds.

5. The Bonds and the interest thereon shall be payable in lawful money of the United States of America at or by a bank or trust company to be designated by an Authorized Officer at the time of sale (herein called the “Paying Agent”), which shall act as the paying agent and bond registrar or such successor paying agent-bond registrar as may be approved by the Issuer, on each semiannual interest payment date and the date of each principal maturity.

6. Book Entry. At the request of the Underwriter, the ownership of one fully registered bond for each maturity in the aggregate principal amount of such maturity shall be registered in the name of Cede & Co., as nominee of The Depository Trust Company (“DTC”). So long as the Bonds are in the book entry form only, the Paying Agent shall comply with the terms of the Blanket Issuer Letter of Representations to be entered into between the Issuer and DTC, which provisions shall govern registration, notices and payment, among other things, and which provisions are incorporated herein with the same effect as if fully set forth herein. An Authorized Officer is authorized and directed to enter into the Blanket Issuer Letter of Representations with DTC in such form as determined by an Authorized Officer, in consultation with bond counsel, to be necessary and appropriate. In the event the Issuer determines that the continuation of the system of book entry only transfer through DTC (or a successor securities depository) is not in the best interest of the DTC participants, beneficial owners of the Bonds, or the Issuer, the Issuer will notify the Paying Agent, whereupon the Paying Agent will notify DTC of the availability through DTC of the bond certificates. In such event, the Issuer shall issue and the Paying Agent shall transfer and exchange Bonds as requested by DTC of like principal amount, series and maturity, in authorized denominations to the identifiable beneficial owners in replacement of the beneficial interest of such beneficial owners in the Bonds, as provided herein.

So long as the book-entry-only system remains in effect, in the event of a partial redemption the Paying Agent will give notice to Cede & Co., as nominee of DTC, only, and only Cede & Co. will be deemed to be a holder of the Bonds. DTC is expected to reduce the credit balances of the applicable DTC Participants in respect of the Bonds and in turn the DTC Participants are expected to select those Beneficial Owners whose ownership interests are to be extinguished or reduced by such partial redemptions, each by such method as DTC or such DTC Participants, as the case may be, deems fair and appropriate in its sole discretion.

7. In the event the Bonds are no longer in book entry form only, the following provisions would apply to the Bonds:

The Paying Agent shall keep or cause to be kept, at its principal office, sufficient books for the registration and transfer of the Bonds, which shall at all times during normal business hours be open to inspection by the Issuer; and, upon presentation and surrender for such purpose, the Paying Agent shall, under such reasonable regulations as it may prescribe, transfer or cause to be transferred on said books, Bonds as herein provided.

Any Bond may be transferred upon the books required to be kept pursuant to this section by the person in whose name it is registered, in person or by a duly authorized agent, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Paying Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the Issuer shall furnish or cause to be furnished a sufficient number of manual or facsimile executed Bonds and the Paying Agent shall authenticate and deliver a new Bond or Bonds for like aggregate principal amount. The Paying Agent shall require the payment of any tax or other governmental charge required to be paid with respect to the transfer to be made by the bondholder requesting the transfer.

8. If any Bond shall become mutilated, the Issuer, at the expense of the holder of the Bonds, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution of the mutilated Bond, upon surrender to the Paying Agent of the mutilated Bond. If any Bond issued under this resolution shall be lost, destroyed or stolen, evidence of the loss, destruction or theft and indemnity may be submitted to the Paying Agent, and if satisfactory to the Paying Agent and the Issuer, the Issuer at the expense of the owner, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver a new Bond of like tenor and bearing the statement required by Act 354, Public Acts of Michigan, 1972, as amended, being sections 129.131 to 129.134, inclusive, of the Michigan Compiled Laws, or any applicable law hereafter enacted, in lieu of and in substitution of the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Paying Agent may pay the same without surrender thereof.

9. The President and Secretary are authorized to provide the Bonds in conformity with the specifications of this resolution by causing their manual or facsimile signatures to be affixed thereto, and upon the manual execution by the authorized signatory of the Paying Agent, the Treasurer is authorized and directed to cause said Bonds to be delivered to the Underwriter upon receipt of the purchase price and accrued interest, if any.

Blank bonds with the manual or facsimile signatures of the President and Secretary of the Board affixed thereto, shall, at the direction of bond counsel and as necessary, be delivered to the Paying Agent for safekeeping to be used for registration and transfer of ownership.

10. There is hereby created a separate depository account to be kept with a bank located in the State of Michigan and insured by the Federal Deposit Insurance Corporation, previously approved as an authorized depository of funds of the Issuer, to be designated 2024 SCHOOL BOND DEBT RETIREMENT FUND (hereinafter referred to as the "DEBT RETIREMENT FUND"), all proceeds from taxes levied for the fund to be used for the purpose of paying the principal and interest on the Bonds authorized herein as they mature or are redeemed. Upon receipt

of the Bond proceeds from the sale of the Bonds, the accrued interest, if any, shall be deposited in the DEBT RETIREMENT FUND. DEBT RETIREMENT FUND moneys may be invested as authorized by law.

Commencing with the 2024 tax levy, there shall be levied upon the tax rolls of the Issuer in each year for the purpose of the DEBT RETIREMENT FUND a sum not less than the amount estimated to be sufficient to pay the principal and interest on the Bonds as such principal and interest fall due, the probable delinquency in collections and funds on hand being taken into consideration in arriving at the estimate. When funds are borrowed from the School Loan Revolving Fund, such funds may be taken into consideration in arriving at the estimated required tax levy. Taxes required to be levied to meet the principal and interest obligations may be without limitation as to rate or amount, as provided by Article IX, Section 6, and Article IX, Section 16 of the Michigan Constitution of 1963.

11. From the proceeds of the Bonds there shall be set aside a sum sufficient to pay the costs of issuance of the Bonds in a fund designated 2024 BOND ISSUANCE FUND (hereinafter referred to as the “BOND ISSUANCE FUND”) and any balance remaining shall be deposited in a fund designated 2024 CAPITAL PROJECTS FUND (hereinafter referred to as the “CAPITAL PROJECTS FUND”). Moneys in the BOND ISSUANCE FUND shall be used solely to pay expenses of issuance of the Bonds. Any amounts remaining in the BOND ISSUANCE FUND after payment of issuance expenses shall be transferred to the CAPITAL PROJECTS FUND.

12. The Bonds shall be in substantially the form attached hereto as Exhibit A.

13. Stifel, Nicolaus & Company, Incorporated, Okemos, Michigan, is named as senior managing underwriter and further, that an Authorized Officer or designee is authorized to negotiate and execute a Bond Purchase Agreement with the Underwriter, subject to the requirements of paragraph 16 below. Based upon information provided by the Issuer’s financial consultant and the Underwriter, a negotiated sale allows flexibility in the timing, sale and structure of the Bonds in response to changing market conditions.

14. An Authorized Officer is authorized to approve circulation of a Preliminary Official Statement describing the Bonds.

15. An Authorized Officer, or designee if permitted by law, is authorized to:

- A. File with the Department of Treasury an application for approval to issue the Bonds, if required, and to pay any applicable fee therefor and, further, within fifteen (15) business days after issuance of the Bonds, file any and all documentation required subsequent to the issuance of the Bonds, together with any statutorily required fee.
- B. Make application for municipal bond insurance if, upon advice of the Issuer’s financial consultant, the purchase of municipal bond insurance will be cost effective. The premium for such bond insurance shall be paid by the Issuer from Bond proceeds.
- C. Execute and deliver the Continuing Disclosure Agreement (the “Agreement”) in substantially the same form as set forth in Exhibit B

attached hereto, or with such changes therein as the individual executing the Agreement on behalf of the Issuer shall approve, his/her execution thereof to constitute conclusive evidence of his/her approval of such changes. When the Agreement is executed and delivered on behalf of the Issuer as herein provided, the Agreement will be binding on the Issuer and the officers, employees and agents of the Issuer, and the officers, employees and agents of the Issuer are authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Agreement as executed, and the Agreement shall constitute, and is made, a part of this resolution, and copies of the Agreement shall be placed in the official records of the Issuer, and shall be available for public inspection at the office of the Issuer. Notwithstanding any other provision of this resolution, the sole remedies for failure to comply with the Agreement shall be the ability of any Bondholder or beneficial owner to take such actions as may be necessary and appropriate, including seeking mandamus or specific performance by court order, to cause the Issuer to comply with its obligations under the Agreement.

16. An Authorized Officer's or designee's authorization to accept and execute a Bond Purchase Agreement with the Underwriter is subject to the following parameters:

- A. the Underwriter discount shall not exceed \$6.00 per \$1,000 (0.6%); and
- B. the average true interest cost rate on the Bonds shall not exceed 5%; and
- C. the maximum bond term shall not exceed 9 years; and
- D. the receipt of express written recommendation of the Issuer's financial consultant identified herein to accept the terms of the Bond Purchase Agreement.

17. An Authorized Officer is further authorized and directed to (i) execute any and all other necessary documents required to complete the approval and sale of the Bonds to the Underwriter in accordance with the terms of the Bond Purchase Agreement; (ii) appoint a paying agent for the Bonds; (iii) select a bond insurer, accept a commitment therefore and authorize payment of a bond insurance premium to insure any or all of the Bonds if recommended in writing by the Issuer's financial consultant; (iv) deem the Preliminary Official Statement for the Bonds final for purposes of SEC Rule 15c2-12(b)(1); and (v) execute and deliver the final Official Statement on behalf of the Issuer.

18. An Authorized Officer is authorized to file with the Department of Treasury or other authorized state agency the Final Qualification Application for the Bonds approved by this Board and in substantially the form attached hereto as Exhibit C with such changes as an Authorized Officer shall deem necessary to conform with the final sale of the Bonds pursuant to the parameters set forth herein.

19. The President or Vice President, the Secretary, the Treasurer, the Superintendent, the Director of Finance and Operations, and/or all other officers, agents and representatives of the Issuer and each of them shall execute, issue and deliver any certificates, statements, warranties, representations, or documents necessary to effect the purposes of this resolution, the Bonds or the Bond Purchase Agreement.

20. The officers, agents and employees of the Issuer are authorized to take all other actions necessary and convenient to facilitate the sale and delivery of the Bonds.

21. Thrun Law Firm, P.C. is appointed as bond counsel for the Issuer with reference to the issuance of the Bonds authorized by this resolution. Although Thrun Law Firm, P.C. has informed the Issuer that it represents no other party in connection with the issuance of the Bonds, Thrun Law Firm, P.C. represents the Underwriter on other, unrelated matters. The Board acknowledges the services that Thrun Law Firm, P.C. provides to the Underwriter, consents to the representation of the Underwriter on other, unrelated public finance matters, and waives any conflict of interest that could be asserted with respect to such representation.

22. The financial consulting firm of PFM Financial Advisors LLC, is appointed as financial consultant to the Issuer with reference to the issuance of the Bonds herein authorized.

23. The Board covenants to comply with existing provisions of the Internal Revenue Code of 1986, as amended (the "Code"), necessary to maintain the exclusion of interest on the Bonds from gross income.

24. The Issuer designates the Bonds of this issue as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions under the provisions of the Code. In making said designation, the Board determines that the reasonably anticipated amount of tax-exempt obligations which will be issued by the Issuer or entities which issue obligations on behalf of the Issuer during calendar year 2024 will not exceed \$10,000,000, excluding only those tax-exempt obligations as permitted by Section 265(b)(3)(C)(ii) of the Code.

25. The advance payment for the Project is approved, and monies are authorized to be advanced from monies on hand in the General Fund, which monies will be repaid to the General Fund from the proceeds of the Bonds when received. The Issuer shall reimburse the General Fund not earlier than the date on which the expenses are paid and not later than the later of:

- A. the date that is eighteen (18) months after the expenses are paid, or
- B. the date the Project is placed in service or abandoned, but in no event more than three (3) years after the expenses are paid.

26. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the School District of the City of East Lansing, Ingham and Clinton Counties, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

CJI/keh

EXHIBIT A

**[No.]
UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTIES OF INGHAM AND CLINTON
SCHOOL DISTRICT OF THE CITY OF EAST LANSING
2024 SCHOOL BUILDING AND SITE BOND, SERIES I
(GENERAL OBLIGATION - UNLIMITED TAX)**

Rate Maturity Date Date of Original Issue CUSIP No.

REGISTERED OWNER:
PRINCIPAL AMOUNT:

SCHOOL DISTRICT OF THE CITY OF EAST LANSING, COUNTIES OF INGHAM AND CLINTON, STATE OF MICHIGAN (the “Issuer”), promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above in lawful money of the United States of America on the Maturity Date specified above, with interest thereon, from the Date of Original Issue until paid at the Rate specified above on the basis of a 360-day year, 30-day month, payable on _____, 20____, and semiannually thereafter on the first day of _____ and _____ of each year (the “Bond” or “Bonds”). Principal on this Bond is payable at the corporate trust office of _____, MICHIGAN (the “Paying Agent”), upon presentation and surrender hereof. Interest is payable by check or draft mailed to the Registered Owner at the registered address shown on the registration books of the Issuer kept by the Paying Agent as of the close of business on the 15th day of the month preceding any interest payment date. The Issuer may hereafter designate a successor paying agent/bond registrar by notice mailed to the Registered Owner not less than sixty (60) days prior to any interest payment date.

The Bonds, of which this is one, are the first series of bonds to be issued from a total amount of not to exceed \$23,500,000 authorized by the electors of the Issuer. The Bonds are of like date and tenor, except as to denomination, rate of interest and date of maturity, aggregating the principal amount of \$_____. The Bonds are issued under and in pursuance of the provisions of Act 451, Public Acts of Michigan, 1976, as amended; Act 34, Public Acts of Michigan, 2001, as amended; a majority vote of the qualified electors of the Issuer voting thereon at an election duly called and held on May 7, 2024; and resolutions duly adopted by the Board of Education of the Issuer on May 13, 2024 and _____, 2024, for the purpose of authorizing issuance of the Bonds by the Issuer.

The series of Bonds of which this is one is issued for the purpose of erecting, furnishing, and equipping an addition to a school building; remodeling, including security improvements to, furnishing and refurbishing, and equipping and re-equipping school buildings; erecting, furnishing and equipping a new administration building; and preparing, developing and improving sites.

The Issuer has pledged its full faith, credit and resources for the payment of the principal and interest on the Bonds. The Bonds of this issue are payable from ad valorem taxes, which may be levied without limitation as to rate or amount as provided by Article IX, Section 6 and Article IX, Section 16 of the Michigan Constitution of 1963.

MANDATORY REDEMPTION

The Bonds maturing on _____, 20__, are term Bonds subject to mandatory redemption, in part, by lot, on the redemption dates and in the principal amounts set forth below and at a redemption price equal to the principal amount thereof, without premium, together with accrued interest thereon to the date fixed for redemption. When term Bonds are purchased by the Issuer and delivered to the Paying Agent for cancellation or are redeemed in a manner other than by mandatory redemption, the principal amount of the term Bonds affected shall be reduced by the principal amount of the Bonds so redeemed or purchased in the order determined by the Issuer.

<u>Bonds due</u>	<u>Principal Amounts</u>
<u>Redemption Dates</u>	<u>Principal Amounts</u>
_____, 20__	\$
_____, 20__	
_____, 20__	
_____, 20__ (maturity)	

OPTIONAL REDEMPTION

Bonds of this issue maturing in the years _____ through _____, inclusive, shall not be subject to redemption prior to maturity. The Bonds or portions of Bonds maturing on or after _____, 20__, are subject to redemption prior to maturity at the option of the Issuer in multiples of \$5,000 in such order as the Issuer may determine, by lot within any maturity, on any date occurring on or after _____, 20__, at par and accrued interest to the date fixed for redemption.

Notice of redemption of any Bond shall be given not less than thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption by mail to the Registered Owner at the registered address shown on the registration books kept by the Paying Agent. Bonds shall be called for redemption in multiples of \$5,000 and Bonds of denominations of more than \$5,000 shall be treated as representing the number of Bonds obtained by dividing the denomination of the Bond by \$5,000 and such Bonds may be redeemed in part. The notice of redemption for Bonds redeemed in part shall state that upon surrender of the Bond to be redeemed a new Bond or Bonds in an aggregate principal amount equal to the unredeemed portion of the Bond surrendered shall be issued to the Registered Owner thereof. No further interest payment on the Bonds or portions of Bonds called for redemption shall accrue after the date fixed for redemption, whether presented for redemption, provided funds are on hand with the Paying Agent to redeem the same.

If less than all of the Bonds of any maturity shall be called for redemption prior to maturity, unless otherwise provided, the particular Bonds or portions of Bonds to be redeemed shall be selected by the Paying Agent, in such manner as the Paying Agent in its discretion may deem proper, in the principal amounts designated by the Issuer. Upon presentation and surrender of such Bonds at the corporate trust office of the Paying Agent, such Bonds shall be paid and redeemed.

This Bond is registered as to principal and interest and is transferable as provided in the resolutions authorizing the Bonds only upon the books of the Issuer kept for that purpose by the Paying Agent, by the Registered Owner hereof in person or by an agent of the Registered Owner duly authorized in writing, upon the surrender of this Bond together with a written instrument of transfer satisfactory to the Paying Agent duly executed by the Registered Owner or agent thereof and thereupon a new Bond or Bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the resolutions authorizing the Bonds, and upon payment of the charges, if any, therein provided. The Bonds are issuable in denominations of \$5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

It is hereby certified and recited that all acts, conditions and things required to be done, to happen, and to be performed, precedent to and in the issuance of this Bond, have been done, have happened and have been performed in due time, form and manner, as required by law.

This Bond shall not be deemed a valid and binding obligation of the Issuer in the absence of authentication by manual execution hereof by the authorized signatory of the Paying Agent.

IN WITNESS WHEREOF, the School District of the City of East Lansing, Counties of Ingham and Clinton, State of Michigan, by its Board of Education, has caused this Bond to be signed in the name of the Issuer by the manual or facsimile signature of its President and countersigned by the manual or facsimile signature of its Secretary as of _____, 2024, and to be manually signed by the authorized signatory of the Paying Agent as of the date set forth below.

SCHOOL DISTRICT OF THE CITY OF EAST
LANSING
COUNTIES OF INGHAM AND CLINTON
STATE OF MICHIGAN

Countersigned

By _____
Secretary

By _____
President

CERTIFICATE OF AUTHENTICATION

Dated:

This Bond is one of the Bonds described herein.

(Name of Bank)

(City, State)

PAYING AGENT

By _____
Authorized Signatory

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers unto _____
_____ the within Bond and does hereby irrevocably
constitute and appoint _____ attorney to transfer
the Bond on the books kept for registration of the within Bond, with full power of substitution in
the premises.

Dated: _____

NOTICE: The assignor's signature to this assignment
must correspond with the name as it appears upon the
face of the within Bond in every particular without
alteration or any change whatever.

Signature Guaranteed:

Signature(s) must be guaranteed by an eligible guarantor institution participating in a
Securities Transfer Association recognized signature guarantee program.

The Paying Agent will not effect transfer of this Bond unless the information concerning
the transferee requested below is provided.

Name and Address: _____

(Include information for all joint owners if the Bond is held by joint
account.)

PLEASE INSERT SOCIAL SECURITY NUMBER OR
OTHER IDENTIFYING NUMBER OF ASSIGNEE

(if held by joint account, insert number
for first named transferee)

EXHIBIT B

**FORM OF
CONTINUING DISCLOSURE AGREEMENT**

\$ _____
**SCHOOL DISTRICT OF THE CITY OF EAST LANSING
COUNTIES OF INGHAM AND CLINTON
STATE OF MICHIGAN
2024 SCHOOL BUILDING AND SITE BONDS, SERIES I
(GENERAL OBLIGATION - UNLIMITED TAX)**

This Continuing Disclosure Agreement (the “Agreement”) is executed and delivered by the School District of the City of East Lansing, Counties of Ingham and Clinton, State of Michigan (the “Issuer”), in connection with the issuance of its \$ _____ 2024 School Building and Site Bonds, Series I (General Obligation - Unlimited Tax) (the “Bonds”). The Bonds are being issued pursuant to resolutions adopted by the Board of Education of the Issuer on May 13, 2024 and _____, 2024 (together, the “Resolution”). The Issuer covenants and agrees as follows:

SECTION 1. Purpose of the Disclosure Agreement. This Agreement is being executed and delivered by the Issuer for the benefit of the Bondholders and in order to assist the Participating Underwriter in complying with the Rule. The Issuer acknowledges that this Agreement does not address the scope of any application of Rule 10b-5 promulgated by the SEC pursuant to the 1934 Act to the Annual Reports or notices of the Listed Events provided or required to be provided by the Issuer pursuant to this Agreement.

SECTION 2. Definitions. In addition to the definitions set forth in the Resolution, which apply to any capitalized term used in this Agreement unless otherwise defined in this Section, the following capitalized terms shall have the following meanings:

“Annual Report” shall mean any Annual Report provided by the Issuer pursuant to, and as described in, Sections 3 and 4 of this Agreement.

“Bondholder” means the registered owner of a Bond or any person which (a) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, any Bonds (including any person holding Bonds through nominees, depositories or other intermediaries), or (b) is treated as the owner of any Bond for federal income tax purposes.

“Dissemination Agent” means any agent designated as such in writing by the Issuer and which has filed with the Issuer a written acceptance of such designation, and such agent’s successors and assigns.

“EMMA” shall mean the MSRB’s Electronic Municipal Market Access which provides continuing disclosure services for the receipt and public availability of continuing disclosure documents and related information required by Rule 15c2-12 promulgated by the SEC.

“Financial Obligation” shall mean (a) a debt obligation, (b) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation, or (c) a guarantee of (a) or (b) provided; however, that a “Financial Obligation” shall not include any municipal security for which a final official statement has been provided to the MSRB consistent with the Rule.

“Listed Events” shall mean any of the events listed in Section 5(a) of this Agreement.

“MSRB” shall mean the Municipal Securities Rulemaking Board.

“1934 Act” shall mean the Securities Exchange Act of 1934, as amended.

“Official Statement” shall mean the final Official Statement for the Bonds dated _____, 2024.

“Participating Underwriter” shall mean any of the original underwriters of the Bonds required to comply with the Rule in connection with the offering of the Bonds.

“Resolution” shall mean the resolutions duly adopted by the Issuer authorizing the issuance, sale and delivery of the Bonds.

“Rule” shall mean Rule 15c2-12 promulgated by the SEC pursuant to the 1934 Act, as the same may be amended from time to time.

“SEC” shall mean the Securities and Exchange Commission.

“State” shall mean the State of Michigan.

SECTION 3. Provision of Annual Reports.

(a) Each year, the Issuer shall provide, or shall cause the Dissemination Agent to provide, on or prior to the end of the sixth month after the end of the fiscal year of the Issuer commencing with the fiscal year ending June 30, 2024, to EMMA an Annual Report for the preceding fiscal year which is consistent with the requirements of Section 4 of this Agreement. Currently, the Issuer’s fiscal year ends on June 30. In each case, the Annual Report may be submitted as a single document or as separate documents comprising a package, and may include by specific reference other information as provided in Section 4 of this Agreement; provided, however, that if the audited financial statements of the Issuer are not available by the deadline for filing the Annual Report, they shall be provided when and if available, and unaudited financial statements in a format similar to the financial statements contained in the Official Statement shall be included in the Annual Report.

(b) The Annual Report shall be submitted to EMMA either through a web-based electronic submission interface or through electronic computer-to-computer data connections with EMMA in accordance with the submission process, document format and configuration requirements established by the MSRB. The Annual Report shall also include all related information required by MSRB to accurately identify: (i) the category of information being provided; (ii) the period covered by the Annual Report; (iii) the issues or specific securities to which the Annual Report is related (including CUSIP number, Issuer name, state, issue description/securities name, dated date, maturity date, and/or coupon rate); (iv) the name of any

obligated person other than the Issuer; (v) the name and date of the document; and (vi) contact information for the Dissemination Agent or the Issuer's submitter.

(c) If the Issuer is unable to provide to EMMA an Annual Report by the date required in subsection (a), the Issuer shall send a notice in a timely manner to the MSRB in substantially the form attached as Appendix A.

(d) If the Issuer's fiscal year changes, the Issuer shall send a notice of such change to the MSRB in substantially the form attached as Appendix B. If such change will result in the Issuer's fiscal year ending on a date later than the ending date prior to such change, the Issuer shall provide notice of such change to the MSRB on or prior to the deadline for filing the Annual Report in effect when the Issuer operated under its prior fiscal year. Such notice may be provided to the MSRB along with the Annual Report, provided that it is filed at or prior to the deadline described above.

SECTION 4. Content of Annual Reports. The Issuer's Annual Report shall contain or include by reference the following:

(a) audited financial statements of the Issuer prepared pursuant to State laws, administrative rules and guidelines and pursuant to accounting and reporting policies conforming in all material respects to generally accepted accounting principles as applicable to governmental units as such principles are prescribed, in part, by the Financial Accounting Standards Board and modified by the Government Accounting Standards Board and in effect from time to time; and

(b) additional annual financial information and operating data as set forth in the Official Statement under "CONTINUING DISCLOSURE".

Any or all of the items listed above may be included by specific reference to other documents, including official statements of debt issues of the Issuer or related public entities, which previously have been provided to each of the Repositories or filed with the SEC. If the document included by specific reference is a final official statement, it must be available from the MSRB. The Issuer shall clearly identify each such other document so included by reference.

SECTION 5. Reporting of Significant Events.

(a) The Issuer covenants to provide, or cause to be provided, notice in a timely manner not in excess of ten business days of the occurrence of any of the following events with respect to the Bonds in accordance with the Rule:

- (1) principal and interest payment delinquencies;
- (2) non-payment related defaults, if material;
- (3) unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) substitution of credit or liquidity providers, or their failure to perform;
- (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;

- (7) modifications to rights of security holders, if material;
- (8) bond calls, if material, and tender offers;
- (9) defeasances;
- (10) release, substitution, or sale of property securing repayment of the securities, if material;
- (11) rating changes;
- (12) bankruptcy, insolvency, receivership or similar event of the Issuer or other obligated person;
- (13) the consummation of a merger, consolidation, or acquisition involving the Issuer or other obligated person or the sale of all or substantially all of the assets of the Issuer or other obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (14) appointment of a successor or additional trustee or the change of name of a trustee, if material;
- (15) incurrence of a Financial Obligation of the Issuer or other obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the Issuer or other obligated person, any of which affect security holders, if material;
- (16) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the Issuer or other obligated person, any of which reflect financial difficulties.

(b) Whenever the Issuer obtains knowledge of the occurrence of a Listed Event, the Issuer shall as soon as possible determine if such event would constitute material information for the Bondholders, provided that any event other than those listed under Section 5(a)(2), (6), (7), (8), (10), (13), (14) or (15) above will always be deemed to be material. Events listed under Section 5(a)(6) and (8) above will always be deemed to be material except with respect to that portion of those events which must be determined to be material.

(c) The Issuer shall promptly cause a notice of the occurrence of a Listed Event, determined to be material in accordance with the Rule, to be electronically filed with EMMA, together with a significant event notice cover sheet substantially in the form attached as Appendix C. In connection with providing a notice of the occurrence of a Listed Event described in Section 5(a)(9) above, the Issuer shall include in the notice explicit disclosure as to whether the Bonds have been escrowed to maturity or escrowed to call, as well as appropriate disclosure of the timing of maturity or call.

(d) The Issuer acknowledges that the “rating changes” referred to above in Section 5(a)(11) of this Agreement may include, without limitation, any change in any rating on the Bonds or other indebtedness for which the Issuer is liable, or on any indebtedness for which the State is liable.

(e) The Issuer acknowledges that it is not required to provide a notice of a Listed Event with respect to credit enhancement when the credit enhancement is added after the primary offering of the Bonds, the Issuer does not apply for or participate in obtaining such credit enhancement, and such credit enhancement is not described in the Official Statement.

SECTION 6. Termination of Reporting Obligation.

(a) The Issuer's obligations under this Agreement shall terminate upon the legal defeasance of the Resolution or the prior redemption or payment in full of all of the Bonds.

(b) This Agreement, or any provision hereof, shall be null and void in the event that the Issuer (i) receives an opinion of nationally recognized bond counsel, addressed to the Issuer, to the effect that those portions of the Rule, which require such provisions of this Agreement, do not or no longer apply to the Bonds, whether because such portions of the Rule are invalid, have been repealed, amended or modified, or are otherwise deemed to be inapplicable to the Bonds, as shall be specified in such opinion, and (ii) delivers notice to such effect to the MSRB.

SECTION 7. Dissemination Agent. The Issuer, from time to time, may appoint or engage a Dissemination Agent to assist it in carrying out its obligations under this Agreement, and may discharge any such Dissemination Agent, with or without appointing a successor Dissemination Agent.

SECTION 8. Amendment. Notwithstanding any other provision of this Agreement, this Agreement may be amended, and any provision of this Agreement may be waived to the effect that:

(a) such amendment or waiver is made in connection with a change in circumstances that arises from a change in legal requirements, a change in law or a change in the identity, nature or status of the Issuer, or the types of business in which the Issuer is engaged;

(b) this Agreement as so amended or taking into account such waiver, would have complied with the requirements of the Rule at the time of the primary offering of the Bonds, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances, in the opinion of independent legal counsel; and

(c) such amendment or waiver does not materially impair the interests of the Bondholders, in the opinion of independent legal counsel.

If the amendment or waiver results in a change to the annual financial information required to be included in the Annual Report pursuant to Section 4 of this Agreement, the first Annual Report that contains the amended operating data or financial information shall explain, in narrative form, the reasons for the amendment and the impact of such change in the type of operating data or financial information being provided. If the amendment or waiver involves a change in the accounting principles to be followed in preparing financial statements, the Annual Report for the year in which the change is made shall present a comparison between the financial statements or information prepared based on the new accounting principles and those prepared based on the former accounting principles. The comparison should include a qualitative discussion of such differences and the impact of the changes on the presentation of the financial information. To the extent reasonably feasible, the comparison should also be quantitative. A notice of the change in the accounting principles should be sent by the Issuer to the MSRB. Further, if the annual financial information required to be provided in the Annual Report can no longer be generated because the operations to which it related have been materially changed or discontinued, a statement to that effect shall be included in the first Annual Report that does not include such information.

SECTION 9. Additional Information. Nothing in this Agreement shall be deemed to prevent the Issuer from disseminating any other information, using the means of dissemination set forth in this Agreement or any other means of communication, or including any other information in any Annual Report or notice of occurrence of a Listed Event, in addition to that which is required by this Agreement. If the Issuer chooses to include any information in any Annual Report or notice of occurrence of a Listed Event in addition to that which is specifically required by this Agreement, the Issuer shall have no obligation under this Agreement to update such information or include it in any future Annual Report or notice of occurrence of a Listed Event.

SECTION 10. Default. In the event of a failure of the Issuer to comply with any provision of this Agreement, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandamus or specific performance by court order, to cause the Issuer to comply with its obligations under this Agreement. A default under this Agreement shall not be deemed an Event of Default under the Resolution or the Bonds, and the sole remedy under this Agreement in the event of any failure of the Issuer to comply with the Agreement shall be an action to compel performance.

SECTION 11. Duties of Dissemination Agent. The Dissemination Agent shall have only such duties as are specifically set forth in this Agreement.

SECTION 12. Beneficiaries. This Agreement shall inure solely to the benefit of the Issuer, the Dissemination Agent, the Participating Underwriter, and the Bondholders and shall create no rights in any other person or entity.

SECTION 13. Governing Law. This Agreement shall be construed and interpreted in accordance with the laws of the State, and any suits and actions arising out of this Agreement shall be instituted in a court of competent jurisdiction in the State. Notwithstanding the foregoing, to the extent this Agreement addresses matters of federal securities laws, including the Rule, this Agreement shall be construed and interpreted in accordance with such federal securities laws and official interpretations thereof.

SCHOOL DISTRICT OF THE CITY OF EAST
LANSING
COUNTIES OF INGHAM AND CLINTON
STATE OF MICHIGAN

By: _____
Its: Superintendent

Dated: _____, 2024

APPENDIX A

NOTICE TO THE MSRB OF FAILURE TO FILE ANNUAL REPORT

Name of Issuer: School District of the City of East Lansing, Ingham and Clinton Counties,
Michigan

Name of Bond Issue: 2024 School Building and Site Bonds, Series I (General
Obligation - Unlimited Tax)

Date of Bonds: _____, 2024

NOTICE IS HEREBY GIVEN that the Issuer has not provided an Annual Report with respect to the above-named Bonds as required by Section 3 of its Continuing Disclosure Agreement with respect to the Bonds. The Issuer anticipates that the Annual Report will be filed by _____.

SCHOOL DISTRICT OF THE CITY OF EAST
LANSING
COUNTIES OF INGHAM AND CLINTON
STATE OF MICHIGAN

By: _____
Its: Superintendent

Dated: _____



APPENDIX B

NOTICE TO THE MSRB OF CHANGE IN ISSUER'S FISCAL YEAR

Name of Issuer: School District of the City of East Lansing, Ingham and Clinton Counties,
Michigan

Name of Bond Issue: 2024 School Building and Site Bonds, Series I (General
Obligation - Unlimited Tax)

Date of Bonds: _____, 2024

NOTICE IS HEREBY GIVEN that the Issuer's fiscal year has changed. Previously, the
Issuer's fiscal year ended on _____. It now ends on _____.

SCHOOL DISTRICT OF THE CITY OF EAST
LANSING
COUNTIES OF INGHAM AND CLINTON
STATE OF MICHIGAN

By: _____
Its: Superintendent

Dated: _____



APPENDIX C

SIGNIFICANT EVENT NOTICE COVER SHEET

This cover sheet and significant event notice should be provided in an electronic format to the Municipal Securities Rulemaking Board pursuant to Securities and Exchange Commission Rule 15c2-12(b)(5)(i)(C) and (D).

Issuer's and/or other Obligated Person's Name: _____

Issuer's Six-Digit CUSIP Number(s): _____

or Nine-Digit CUSIP Number(s) to which this significant event notice relates: _____

Number of pages of attached significant event notice: _____

Description of Significant Events Notice (Check One):

1. _____ Principal and interest payment delinquencies
2. _____ Non-payment related defaults
3. _____ Unscheduled draws on debt service reserves reflecting financial difficulties
4. _____ Unscheduled draws on credit enhancements reflecting financial difficulties
5. _____ Substitution of credit or liquidity providers, or their failure to perform
6. _____ Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security
7. _____ Modifications to rights of security holders
8. _____ Bond calls
9. _____ Tender offers
10. _____ Defeasances
11. _____ Release, substitution, or sale of property securing repayment of the securities
12. _____ Rating changes
13. _____ Bankruptcy, insolvency, receivership or similar event of the Issuer or other obligated person
14. _____ The consummation of a merger, consolidation, or acquisition involving the Issuer or other obligated person or the sale of all or substantially all of the assets of the Issuer or other obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms
15. _____ Appointment of a successor or additional trustee or the change of name of a trustee
16. _____ Incurrence of a financial obligation of the Issuer or other obligated person
17. _____ Agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation that affect security holders
18. _____ Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the Issuer or other obligated person that reflect financial difficulties
19. _____ Other significant event notice (specify) _____

I hereby represent that I am authorized by the issuer or its agent to distribute this information publicly:

Signature: _____

Name: _____ Title: _____

Employer: _____

Address: _____

City, State, Zip Code: _____

Voice Telephone Number: (_____) _____

The MSRB Gateway is www.msrb.org or through the EMMA portal at emma.msrb.org/submission/Submission_Portal.aspx. Contact the MSRB at (703) 797-6600 with questions regarding this form or the dissemination of this notice. The cover sheet and notice may also be faxed to the MAC at (313) 963-0943.

EXHIBIT C

Reset Form

Michigan Department of Treasury
3451 (Rev. 03-24)

Application No. SBL
33-010-4-K12-16-01

Application for Final Qualification of Bonds for Participation in the Michigan School Bond Qualification and Loan Program

Issued under authority of Public Act 92 of 2005, as amended.

Legal Name of School District School District of the City of East Lansing	District Code Number 33010	Telephone Number 517-333-7420	
Address 501 Burcham Drive	City East Lansing	County Ingham Clinton	ZIP Code 48823-2750
Name of Person Responsible for Preparation of this Application Dori Leyko		Title Superintendent	

CERTIFICATION

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a

regular **or** special meeting held on the **13** day of **May**, **2024**,

and that the meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

Name of Secretary (Print or Type) Tali Faris-Hylen	Signature of Secretary	Date
--	------------------------	------

PARTICIPANTS

Secretary, Board of Education Tali Faris-Hylen	Superintendent of Schools Dori Leyko
Treasurer, Board of Education Kath Edsall	Architectural Firm Kingscott Associates, Inc
Bond Counsel Thrun Law Firm, P.C.	Construction Manager Clark Construction
Financial Advisor PFM Financial Advisors LLC	Paying Agent TBD
Senior Underwriter Stifel, Nicolaus & Co., Inc.	

SALE TYPE

Competitive Bid Negotiated Sale

RESOLUTION

A meeting was called to order by _____, President.

Present: Members _____

Absent: Member _____

The following preamble and resolution were offered by Member _____ and supported by Member _____.



BACKGROUND

1. Act 92 of the Public Acts of Michigan, 2005, as amended, ("Act 92") enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for the final qualification of bonds for participation in the School Bond Qualification and Loan Program.
2. This district has taken all necessary actions to comply with all legal and procedural requirements for final qualification of this bond issue.

ACTION OF THE BOARD

1. The district hereby applies for final qualification of bonds by the State Treasurer for the purpose of:
 - Financing the school construction **and/or**
 - Refinancing existing debt as described in this application.
2. The bonds of the district qualified by the State Treasurer will conform to all the requirements of law pertaining generally to school bonds and specifically to school bonds qualified under Section 16, Article IX of the 1963 Michigan Constitution, Act 92, and Act 112, Public Acts of 1961, as amended.
3. Any moneys obtained through the sale of the qualified bonds of the district as herein proposed will be used only for the purpose of:
 - Financing the projects described in the application for the preliminary qualification of bonds numbered SBL_33-010-4-K12-16-01, including any changes that have been submitted to the State Treasurer and that are consistent with the approved ballot language, **and/or**
 - Refinancing existing qualified debt and for no other purpose unless such change of purpose is permitted by law and has the prior approval of the State Treasurer.
4. The district agrees to annually certify and levy its debt millage tax by filing an Annual Loan Activity Statement in accordance with the requirements of Act 92 and to determine the amounts, if any, to be borrowed from or repaid to the School Loan Revolving Fund ("SLRF"). The district agrees to deposit proceeds of debt millage upon receipt into an account established solely for debt service with the appointed banking institution as defined in Section 9. The district agrees to comply with the provisions of Act 92 governing the periodic recalculation of its millage, the adjustment of its millage levy when necessary, and the repayment of funds to the SLRF, where applicable.
5. The district agrees to enter into a loan agreement and file all necessary applications for qualified loans from the SLRF along with all supporting information for repayment to the SLRF within statutory application dates and in accordance with forms and procedures as prescribed by the State Treasurer. The (insert title of authorized school district official(s)) Superintendent/Director of Finance are/is authorized and directed to execute and deliver the loan agreement and any other documents that may be required by the loan agreement on behalf of the district. The district covenants to comply with the terms of any applicable qualified loan agreement it is now or may be a party to, including the provisions related to its millage levy.
6. The district agrees to take actions and refrain from taking actions as necessary to maintain the tax-exempt status of tax-exempt debt issued by the State of Michigan or the Michigan Finance Authority for the purpose of financing the School Bond Loan Fund or the School Loan Revolving Fund as defined in P.A. 227 of 1985, as amended.
7. The district agrees that if these bonds are issued as tax exempt bonds, it will use the proceeds of these bonds only for the purposes that are allowed for tax exempt bonds and that none of such proceeds will be used for more than the first advance refunding of any original bond issued after 1985, nor more than the second advance refunding of any original bond issued before 1986, and the district further agrees that proceeds of bonds issued as Qualified Zone Academy Bonds, Qualified School Construction Bonds, Build America Bonds or Recovery Zone Economic Development Bonds will only be used for the purposes that are allowed for such bonds.
8. The district agrees to use any funds borrowed from the SLRF only for the payment of principal and interest on qualified bonds that is immediately payable to bondholders and not to fund escrow or sinking funds.

9. The district agrees to appoint a banking institution that performs paying agent services in general, and to execute a signed agreement that provides, at a minimum, the following procedures:
 - a. If the district has not established an irrevocable escrow account with a qualified escrow agent, the district agrees to submit debt service payments for its qualified bonds in immediately available funds to its banking institution no less than five business days prior to the debt service due date, and agrees not to withdraw, or cause a debit to be drawn against, such funds except to pay debt service.
 - b. The district agrees to use an existing or establish a new interest bearing, money market or investment account with the banking institution that performs paying agent services for the subject bonds, that allows the district to provide written investment instructions for the investment of collected funds on hand preceding the debt service due date.
 - c. The paying agent will implement notification procedures that provide that if sufficient funds for full payment of debt service do not reach the banking institution five business days prior to the debt service payment due date, the paying agent will notify the district of the amount of insufficient funds four business days prior to the debt service payment due date. In the event that the district does not immediately resolve the insufficient funds situation, the paying agent will notify the Michigan Department of Treasury of the delinquency three business days before the payment due date.
 - d. The district agrees to furnish written notification to the paying agent and the Department of Treasury of any bonds that have been refunded.
10. The district agrees to deposit all federal interest credits received with respect to its qualified bonds issued as direct credit type bonds into the debt retirement fund payable for such bonds.
11. The district requests that the State Treasurer increase its computed millage if at any time the full amount of any tax credit related to direct credit type bonds is not received or the amount of debt service on its qualified bonds increases for any reason and the current computed millage is not sufficient to repay all outstanding qualified loans by the final mandatory repayment date.
12. The district agrees that if Treasury determines that the district will not be able to make all or part of the debt service payment, Treasury will process an emergency loan from the SLRF. If the district incurs an emergency loan it shall be a legal debt of the district and the State Treasurer shall bill the school district for the amount paid and the school district shall remit the amount to the state.
13. The board directs the school district administration to report any failure to perform as a result of this application. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.
14. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this Final Application and submit same to the State Treasurer for his or her review and approval.

Ayes: Members _____

Nays: Members _____



BOND DETAIL

- 1. PURPOSE: Specify the purpose of bond issue exactly as stated on the ballot and as it is to be cited in the Order Qualifying Bonds (or attach an official copy).

For the purpose of erecting an addition to, remodeling, including security improvements to, furnishing and refurbishing, and equipping and re-equipping school buildings; erecting, furnishing and equipping a new administration building; and preparing, developing and improving sites and paying the cost of issuing the bonds.

- 2. ELECTION DATA:

- a. Date of election: 05/07/2024
- b. Attach a copy of the Certified Official Canvass of Election (if not already on file).

- 3. FINAL MATURITY SCHEDULE:

- a. Total amount of this issue \$ _____
- b. Due date annually for principal payments: May 1st
- c. Due date semi-annually for interest payments: May 1st/Nov 1st
- d. Attach a copy of the bond amortization and millage impact schedules.

- 4. DEBT AMOUNTS:

- a. Amount of this bond issue \$ _____
- b. Total amount of bonded debt prior to this issue \$ 84,855,000
- c. Total amount of bonds being refunded \$ 0
- d. Total amount of proposed and existing debt (4a + b - c) \$ 84,855,000

- 5. PROPERTY VALUATION: Taxable valuation as of this date \$ 1,573,288,925

- 6. CHANGES IN FINANCIAL STRUCTURE: Specify any changes in financial structure since Preliminary Qualification or original Order Qualifying Bonds was approved:

N/A

- 7. Bond Type(s) (Check all that apply):

- Fixed Rate
- Variable Rate
- Tax Exempt
- Taxable
- Qualified Zone Academy Bond



**SCHOOL DISTRICT OF THE CITY OF EAST LANSING
COUNTIES OF INGHAM AND CLINTON
STATE OF MICHIGAN**

The President and Secretary of the Board of Education each should sign their name on the lines below, ensuring the signatures do not overlap. These signatures are needed for printing facsimile signatures on the bonds, if necessary.

PRESIDENT’S SIGNATURE

SECRETARY’S SIGNATURE

ALSO, please **type** in the names of the President, Secretary and Treasurer (as they sign legal documents) on the lines as indicated below:

Mr. Chris Martin
President

Ms. Tali Faris-Hylen
Secretary

Dr. Kath Edsall
Treasurer

(Please notify our office if the names of the officers should change during this issue.)

C. Renewal of the Food Service Management Contract with Chartwells School Dining for FY 2024-25

64

Motion: The Board of Education authorize the Superintendent, or designee, to sign the attached Contract Renewal – Rate Agreement Form and Signature Page, to renew the food service management contract with Chartwells School Dining for a period of one year beginning on July 1, 2024 through June 30, 2025 as presented.



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education, Dori Leyko, Superintendent

FROM: Richard Pugh, Director of Finance & Operations

SUBJECT: Action Item – Renewal of the Food Service Management Contract with Chartwells School Dining for FY 2024-25

DATE: 5-3-2024

Recommendation:

It is recommended that the Board of Education authorize the Superintendent, or designee, to sign the attached Contract Renewal – Rate Agreement Form and Signature Page, to renew the food service management contract with Chartwells School Dining for a period of one year beginning on July 1, 2024 through June 30, 2025 as presented.

Background:

From the 4-22-2024 BOE packet:

In May 2023 the Board awarded a competitive bid to Chartwells School Dining for the management of the district's food service operations for FY 2023-24. That contract includes four optional one-year renewals. The current contract with Chartwells expires on June 30, 2024. In order to renew the contract for FY 2024-25 the District must follow the Michigan Department of Education's (MDE) renewal process. Attached are documents related to the renewal which were submitted to MDE and the approval letter/email from MDE. At the Board meeting on May 13, 2024 it will be recommended that the Board approve renewing the contract with Chartwells for FY 2024-25.

Food Service Management Company Contract Renewal - Sponsor Acknowledgement

East Lansing Public Schools	2023
School Food Authority/Sponsor Name	Year of Original Contract
33010	1
Agreement Number/School District Code	Renewal Year (1, 2, 3, or 4)
Chartwells	
Food Service Management Company Name	
<p>By submission of the contract renewal documents, the sponsor acknowledges its responsibilities as outlined in the food service contract, including the overall operational and financial responsibility for the Child Nutrition Programs.</p> <p>The sponsor acknowledges it is required to conduct monthly (or at least quarterly) invoice reconciliations of its food service contract to ensure compliance with Federal law.</p> <p>The sponsor certifies its staff directly and independently conducts reconciliations of food service contract invoices to verify the following: usage and crediting of USDA Foods, allowable costs, and the accuracy of fees and/or per meal charges in accordance with the sponsor's food service contract.</p> <p>The sponsor further acknowledges it may be required to submit copies of any and all books and records pertaining to the food service contract including, but not limited to, food service contract invoices with supporting documentation from the vendor, internal sponsor reconciliation materials, distributor invoices, and all other related documents.</p>	
<p>Note: <u>Sponsor must sign</u> this page prior to uploading into GEMS/MARS.</p>	
Signed:	
	<div style="display: flex; justify-content: space-between;"> 4-3-24 </div>
	<div style="display: flex; justify-content: space-between;"> Sponsor Representative Date </div>
	<div style="display: flex; justify-content: center;"> Richard Pugh, Director of Finance </div>
	<div style="display: flex; justify-content: center;"> Printed Name/Title </div>

**Food Service Management Company
Contract Renewal - Rate Agreement Form
COST REIMBURSABLE CONTRACT**

East Lansing Public Schools	2023
School Food Authority/Sponsor Name	Year of Original Contract
33010	1
Agreement Number/School District Code	Renewal Year (1, 2, 3, or 4)
Chartwells	
Food Service Management Company Name	

This document contains the rates and fees for the furnishing of food service management for nonprofit food service programs for the period beginning **July 1, 2024**, and ending **June 30, 2025**. The terms and conditions of the original contract are applicable to the contract renewal.

The **Consumer Price Index** for All Urban Consumers (CPI-U) for the Midwest Region for December 2023 is **4.2%** as released by the U.S. Bureau of Labor Statistics. The **Equivalent Meal Factor** decreased from \$4.7100 to **\$4.6250** for SY 2024-2025.

Price Per Meal and Meal Equivalents must be quoted as if no USDA Donated Commodities will be received.

Rates for School Year (SY) 2023-2024 must match what was approved by MDE.

RATE NEGOTIATIONS ARE NOT ALLOWED FOR THE SY 2024-2025 RENEWAL.

RATES MUST NOT BE ROUNDED UP.

Fee Items	SY 2023-2024 Rate	Flat % Increase per Original Contract	New SY 2024-2025 Rate
1. Management Fee per Meal (breakfast and lunch) and Meal Equivalent (a la carte)	8.60 cents	4.2%	8.96 cents
2. Administrative Fee per Meal or Month	\$6,300.00 per month	4.2%	\$6,564.60 per month
3. Reimbursable Breakfasts	N/A	N/A	N/A
4. Reimbursable Lunches	N/A	N/A	N/A
5. A la Carte Meal Equivalents	N/A	N/A	N/A
6. After School Snacks	N/A	N/A	N/A
7. At Risk Suppers	N/A	N/A	N/A
8. Special Milk	N/A	N/A	N/A
9. Advance Payment amount for the 24-25 school year, if any			\$90,000.00
10. Guaranteed Return amount for the 24-25 school year, if any			N/A
11. Planned Client Investment amount for the 24-25 school year, if any			N/A

Note: Company must sign this page prior to initial upload into GEMS/MARS.

By submission of this proposal, the company certifies that, in the event it receives a renewal award under this solicitation, the company shall operate in accordance with applicable program laws and regulations. The company shall not plead misunderstanding or deception because of such estimates of quantities, or of the character, location, or other conditions pertaining to the proposal. This agreement shall not exceed one year.

Signed:  4/1/2024
 Food Service Management Company Representative Date
 Amy Shaffer, CEO, Chartwells K12
 Printed Name/Title

**Note: Sponsor does NOT sign this page prior to initial upload into GEMS/MARS.
Signature is obtained AFTER MDE approval.**

Sponsor Acceptance of Contract Renewal Agreement

Signed: _____ Date
 Sponsor Representative

 Printed Name/Title

**Food Service Management Company
Contract Renewal - Signature Page**

East Lansing Public Schools	2023
School Food Authority/Sponsor Name	Year of Original Contract
33010	1
Agreement Number/School District Code	Renewal Year (1, 2, 3, or 4)
Chartwells	
Food Service Management Company Name	

The Food Service Management Company certifies that it will operate in accordance with all applicable State and Federal laws and regulations.

This Contract Renewal Agreement, attachments, and the original Contract, with addenda, if any, constitute the entire agreement between the School Food Authority (Sponsor) and the Company. The parties shall not execute any additional contractual documents pertaining to this Contract, except as permitted by applicable law.

This agreement shall be in effect for one year from July 1, 2024, to June 30, 2025.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their duly authorized representative on this day and year.

Note: Company must sign this page prior to initial upload into GEMS/MARS.

Signed:		4/1/2024
	Food Service Management Company Representative	Date
	Amy Shaffer, CEO, Chartwells K12	
	Printed Name/Title	

**Note: Sponsor does NOT sign this page prior to initial upload into GEMS/MARS.
Signature is obtained AFTER MDE approval.**

Signed:		
	Sponsor Representative	Date
	Printed Name/Title	

Richard Pugh

From: MDE-GEMS@michigan.gov
Sent: Wednesday, April 17, 2024 12:19 PM
To: Kelly Hocquard
Cc: Richard Pugh; Scott David Baker Young; gaffkej2@michigan.gov; sault1@michigan.gov; williamsS116@michigan.gov; zavalara1@michigan.gov
Subject: Food Service Contract Renewal Approval

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



04/17/2024

68

SUPERINTENDENT DR DORI LEYKO
EAST LANSING SCHOOL DISTRICT (AGREEMENT #33010)
501 BURCHAM DR
EAST LANSING MI 48823

Dear Dr. Leyko:

The Michigan Department of Education (MDE) has received your request to renew the food service management company contract with Chartwells for the 2024-2025 school year. The Equivalent Meal Factor has changed from \$4.7100 to \$4.6250 per USDA/MDE guidelines, and the current CPI-U for December 2023 is 4.2%.

MDE has approved the following:

1. The current management fee of \$0.086 per meal will increase by 4.2% to the new management fee of \$0.0896.
2. The current administrative fee of \$6,300 per month will increase by 4.2% to the new administrative fee of \$6,564.60 per month for 10 months.
3. The advance payment will be \$90,000.
4. There are no guarantees for the 2024-2025 school year.
5. No client investment is planned for the 2024-2025 school year.

MDE agrees with the recommendation that the contract be renewed with Chartwells for the 2024-2025 school year. It is ready for approval by the school district's Board of Education. After approval, signed copies of the [Cost Reimbursable Rate Agreement Form](#) and the [Signature Page](#) must be uploaded to MDE in GEMS/MARS. If the school board makes any changes to the contract, these changes must be sent to MDE for approval before the contract renewal can be signed by the school district.

This renewed contract is in effect from July 1, 2024, to June 30, 2025.

If you have any questions, need more information, or need contract changes, please send an email to zavalara1@michigan.gov with "Contract Renewal" in the subject line.

Sincerely,

Emily Ross, RDN
Manager, Food Distribution Unit

Office of Nutrition Services
RossE@michigan.gov



D. IRC Section 127 Plan

Motion: The Board of Education adopt the Section 127 Plan of the Internal Revenue Code, as presented.

71



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education, Dori Leyko, Superintendent

FROM: Richard Pugh, Director of Finance & Operations

SUBJECT: Action Item – IRC Section 127 Plan

DATE: May 1, 2024

Recommendation:

It is recommended that the Board of Education adopt the Section 127 Plan of the Internal Revenue Code, as presented.

Background:

Included in the 2023-24 State School Aid is \$225 million dollars under section 27k, Student Loan Repayment Program. Attached is the applicable MCL. An eligible individual can receive up to \$200 per month. The District submitted the grant application on behalf of 37 District employees. In order for the payments to eligible employees be tax free the District needs a Section 127 Plan. Attached is the Section 127 Plan developed by Thrun Law Firm.

Educational Assistance Program

SCHOOL DISTRICT OF THE CITY OF EAST LANSING

This Educational Assistance Plan (the “Plan”) is established by the School District of the City of East Lansing (the “District”) to provide eligible employees with educational assistance benefits under Section 127 of the Internal Revenue Code (“Section 127”) to enhance employee proficiency and opportunity for advancement, or in the case of educational assistance provided through grant-funded loan repayment programs, to recognize past academic accomplishments.

1. **District-Funded Educational Assistance.** Not Applicable.
2. **Grant-Funded Educational Assistance.** Grant-funded educational assistance consists of grant funds received by the District from a third party for: (1) payment for any form of eligible instruction or training that improves or develops the employee’s capabilities; or (2) repayment of eligible student loans. To the extent such grant funding is available, the District will distribute this funding in accordance with grant requirements to employees who meet the grant program’s guidelines and eligibility requirements, and who complete any District-required certifications and documentation of eligibility.
3. **Plan Revision or Termination.** The District reserves the right to change the terms or terminate the Plan without prior notice. In this event, the District will reimburse employees according to the terms of this Plan for all courses in process prior to termination, but reimbursement will not be provided for any course that began after termination and notification of the same.
4. **Service Obligation.** Not Applicable.
5. **Taxation.** Section 127 provides an exemption from gross income of up to \$5,250 of educational assistance per calendar year, including employer-paid student loan payments through December 31, 2025. Once the receipt of benefits of \$5,250 is exceeded in a calendar year, or if an educational assistance benefit is no longer exempt from gross income under the Internal Revenue Code, the employee is responsible for any resulting tax consequences.

THE STATE SCHOOL AID ACT OF 1979 (EXCERPT)
Act 94 of 1979

388.1627k Student loan repayment program.

Sec. 27k. (1) From the state school aid fund money appropriated in section 11, \$225,000,000.00 is allocated for 2023-2024 only to districts and intermediate districts for the purposes under this section.

(2) To receive funding under this section, a district or intermediate district must apply for the funding in a form and manner prescribed by the department.

(3) A district or intermediate district that receives funding under this section shall use the funding only to implement a student loan repayment program in accordance with guidelines issued by the department. The guidelines must include all of the following criteria:

(a) A system for which the district or intermediate district verifies all of the following:

(i) That each eligible participant owes federal student loans.

(ii) That each eligible participant is enrolled in the federal public service loan forgiveness program and is under, pursuant to federal law, a payment plan that makes eligible payments toward federal public service loan forgiveness.

(iii) That each eligible participant is enrolled in an income-driven repayment plan. Participants may be exempt from this requirement if their loan is not eligible for income-driven repayment.

(b) A requirement that each eligible participant shall receive up to \$200.00 per month, or, if the eligible participant is employed in a district or intermediate district that is assigned to band 6 in the opportunity index, as described in section 31a, up to \$400.00 per month, for the duration of the program or the total amount of the eligible participant's monthly federal student loan payment, as verified under subdivision (a), whichever is less. As used in this subdivision, "band 6 in the opportunity index" means at least 85% of pupils in the district or intermediate district are economically disadvantaged pupils.

(c) A requirement that payments to eligible participants through the program must be made in equal amounts on a monthly basis.

(d) A requirement that an eligible participant must only receive funding through the program if the eligible participant continues to meet the criteria of an eligible participant.

(e) A requirement that an eligible participant annually, or, if the participant leaves the program, on the date the participant leaves the program, if applicable, certifies to the district or intermediate district that the eligible participant made payments toward the eligible participant's federal student loan with the funding received under this section.

(f) A requirement that the eligible participant certifies to the district or intermediate district any increases or decreases in the participant's monthly payment toward the eligible participant's federal student loan.

(4) An eligible participant remains eligible, unless otherwise provided under federal law or other state laws, for student loans even though the eligible participant receives funding from the money allocated under this section.

(5) Payments to an eligible participant by districts or intermediate districts under this section must be made for no more than 10 years or until the eligible participant's federal student loan is paid off, whichever occurs earlier.

(6) The funds allocated under this section for 2023-2024 are a work project appropriation, and any unexpended funds for 2023-2024 are carried forward into 2024-2025. The purpose of the work project is to continue support for federal student loan repayment programs as described in this section. The estimated completion date of the work project is December 31, 2026.

(7) If the amount allocated under this section is insufficient to fully make payments to all eligible participants as required under this section, the department shall prorate the amount paid to districts and intermediate districts to distribute to all eligible participants on an equal basis.

(8) As used in this section:

(a) "At-risk pupil" means that term as defined in section 31a.

(b) "Eligible participant" means an individual who is participating in a federal student loan repayment program described in subsection (3) and who is working 32 hours or more per week at a district or intermediate district in a role in which the individual works directly with pre-K to 12 students, including, but not limited to, educators, counselors, social workers, psychologists, reading specialists, librarians, and school administrators who work directly with students.

History: Add. 2023, Act 103, Eff. Oct. 1, 2023.

**E. Ingham Intermediate School District's 2024-25 Proposed
General Fund Budget**

75

Motion: The Board of Education adopt the resolution in support of the proposed 2024-25 Ingham Intermediate School District General Fund budget, as presented.



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education, Dori Leyko, Superintendent

FROM: Richard Pugh, Director of Finance & Operations

SUBJECT: Action Item – Ingham Intermediate School District’s 2024-25 Proposed General Fund Budget

DATE: 5-3-2024

Recommendation:

It is recommended that the Board of Education adopt the resolution in support of the proposed 2024-25 Ingham Intermediate School District General Fund budget, as presented.

Background:

From the 4-22-2024 BOE packet:

By June 1 of each year (per PA 234 of 2004) constituent districts of an intermediate school district (ISD) must take board action on the ISD’s proposed General Fund budget. Attached for your review is Ingham Intermediate School District’s (IISD) 2024-25 Proposed General Fund Budget.

An overview of proposed revenue and expenses are highlighted on page 6 and 7 respectively. The proposed budget projects ending fund balance of \$7,749,911 or 15.9% of total expenditures. This is an increase of \$321,429 in the projected ending fund balance for the year ending June 30, 2024.

The IISD Proposed General Fund Budget will be reviewed at the April 15, 2024 Finance Committee meeting. At the May 13, 2024 Board meeting it is anticipated that a resolution will be presented to support IISD’s 2024-25 Proposed General Fund Budget.



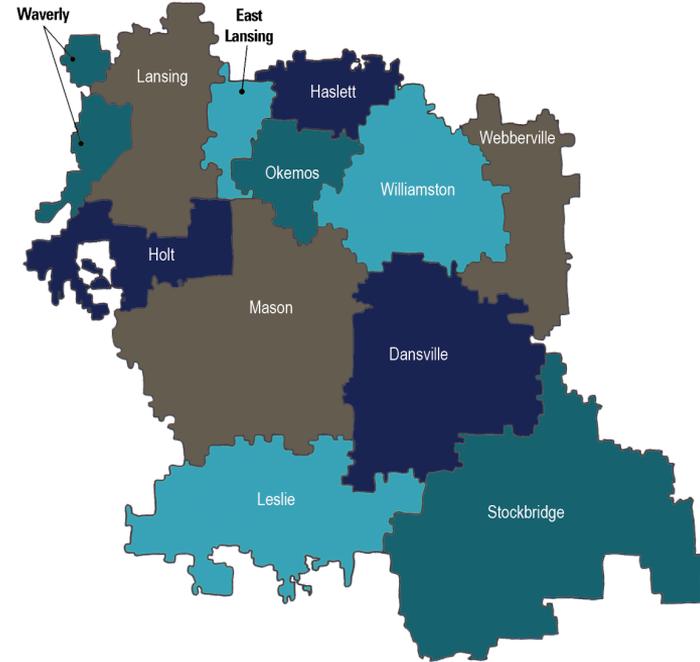
Ingham Intermediate
School District
A Regional Educational Service Agency

Ingham Intermediate School District 2024-25 Proposed General Fund Budget

Ingham ISD General Fund Overview

Ingham Intermediate School District (ISD) is pleased to provide this information regarding our 2024-25 Proposed General Fund Budget. A wide variety of programs and services to support our constituent districts are encompassed within our General Fund Budget. Ingham ISD is focused on assisting districts in their efforts to increase student achievement by creating and supporting collaborative programs and services.

Ingham ISD operates three funds: General Education, Special Education and Career and Technical Education. [Public Act 234 of 2004](#) mandates local district boards of education adopt a resolution either in support or disapproval of Ingham ISD's General Fund Budget. The information in this report is designed to assist you as a board member in this process.



Ingham ISD General Fund Overview

We strive to provide programs and services toward fulfilling our mission which is to lead and serve for the achievement and success of all learners. Our budget resource allocations also support our vision that Ingham ISD, in partnership with all stakeholders, will foster the success of all learners.

Ingham ISD's General Fund Budget supports our mission and vision in many different ways. Our programs and services are provided in collaboration with districts and are focused on individual district needs. Our General Fund Budget totals approximately \$48.8 million in expenditures and encompasses:

- Early childhood initiatives to ensure school readiness
- Instructional programs
- Instructional supports to districts to improve student outcomes
- Collaborations with districts to maximize resources



General Fund 2024-25 Proposed Budget

The Ingham ISD General Fund Budget represents a diverse collection of instructional programs, support services and outgoing transfers which are supported by a set of equally diverse funding sources.

Budget Highlights

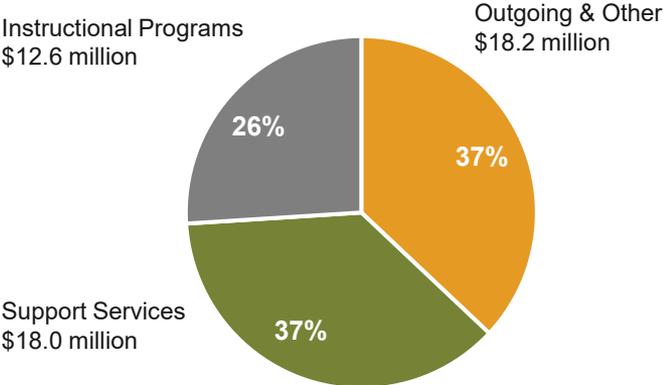
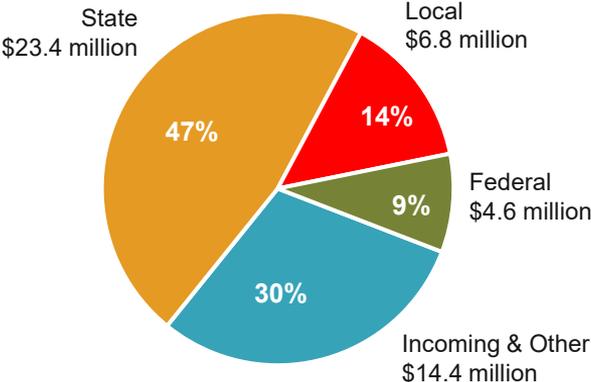
	<u>2023-24 Revised</u>	<u>2024-25 Proposed</u>	<u>Increase/ (Decrease)</u>
Revenue	58,401,131	49,158,192	(9,242,939)
Expense	<u>57,842,920</u>	<u>48,836,763</u>	<u>(9,006,157)</u>
Excess Revenue (Expense)	558,211	321,429	(236,782)
Beg Fund Balance	<u>6,870,271</u>	<u>7,428,482</u>	<u>558,211</u>
End Fund Balance	<u>7,428,482</u>	<u>7,749,911</u>	<u>321,429</u>

- The 2024-25 excess revenue of \$321,429 compares with 2023-24 revised budget excess revenue of \$558,211.
- The 2023-24 revised budget excess revenue was an improvement over the original budget excess revenue of \$182,014.
- The current year revised budget includes \$11.8 million of additional revenues and expenditures over the original budget related mainly to \$8.5 million of MISecure grant funding, \$1.3 million of GSRP grant funding and \$2.0 million of other additional funding.
- The General Fund Budget for both years includes recently expanded initiatives to directly support preschool education and school mental health services at the local district level.

General Fund Revenues & Expenses

General Fund Revenues - \$49.2 million

General Fund Expenses - \$48.8 million



Revenue Highlights

General Fund revenue sources include property taxes, state aid, fees for programs/services and grants. A significant portion of revenue is restricted for specific programs or grants and is not available for discretionary general appropriations. Examples include instructional programs such as Ingham Academy, early childhood programs and services and regional substitute consortium.

Expense Highlights

General Fund expenditures include a wide variety of programs and services described in the following pages. The majority of expenditures for this fund have specific and designated revenues. As these designated revenues increase or decrease, there is an offsetting change in the related expenditures.

General Fund 2024-25 Proposed Budget Overview

Revenues

- The primary unrestricted revenue sources for the General Fund are property taxes and state aid Section 81.
- Property taxes contribute \$2.3 million in revenue and are based on an estimated levy of 0.1994 mills.
- Budget assumptions include a 4.0 percent increase in property tax revenue net of a contingency for reduced taxable values, increased personal property tax delinquencies and captures.
- State Aid Section 81 assumes no increase and is estimated at \$1.8 million.
- Revenues decreased overall from 2023-24, mainly due to a one-time 2023-24 MISecure grant of approximately \$8,500,000.
- The Governor's budget is currently in the recommendation stage thus no new assumptions have been included in the 2024-25 proposed budget.
- The revised budget for next year will likely see increases for early childhood and potentially Section 81.
- Local and state revenue sources will be monitored for a potential downturn in the economy and other uncertainties next year.



General Fund 2024-25 Proposed Budget Overview - Continued

Expenses

- Several open and unfilled positions are budgeted to be filled at full-year levels.
- The General Fund includes an increase of one staffing position fully funded by an Early Childhood grant and a reduction of two staffing positions that were previously held open for the Regional Assistance Grant but remained unfilled and subsequently removed from the grant.
- Ingham ISD is working to implement an updated early college program and will look to fill the Director, Early College position in 2024-25.
- Ingham ISD continues to support local districts with accounting, payroll, technology and public relations support. Although this leads to increases in overall expenditures, the expenditures are off-set with bill-back revenue from the Local Education Agencies.
- As new threats emerge in the realm of cyber security, Ingham ISD has led the consortium-wide procurement of systems to proactively protect Ingham ISD and local districts.
- Ingham ISD bargaining contracts are in effect through 2024-25 providing stability in estimating future year staffing costs.
- Statutory healthcare hard cap and retirement rates will be monitored for future year impact to the budget.

Programs and Services Supported by Ingham ISD's General Fund

Student Instructional Services (SIS)/Multi-Tiered System of Supports (MTSS)

\$7.0 million

Ingham ISD, in collaboration with our constituent districts, is committed to implementing the essential research and evidence-based practices of MTSS to increase achievement for all pre-K-12 students. Specifically, Ingham ISD supports stakeholders in the following ways:

Data Review

Ingham ISD provides training and facilitation for ongoing data reviews utilizing a problem-solving process at the grade, building and district level.

Michigan's Continuous Improvement Process (MICIP)

Ingham ISD provides professional learning and customized support to local districts in the implementation of a continuous improvement process and the use of the MICIP platform. Professional learning and support with the MiStrategy Bank are provided to internal Ingham ISD programs and local districts.

English Language Arts (ELA) Steering Committee

The ELA Steering Committee provides an opportunity for literacy educators in the service area to learn about and implement the essential evidence-based literacy practices within an MTSS framework. The emphasis of this work focuses on four core areas: collaboration, professional development, assessment/data and research-based practices (General Education Leadership Network (GELN) Essential Practices).

Early Warning Systems and Positive Behavioral Interventions & Supports (PBIS)

Ingham ISD supports the collection and analysis of K-12 early warning indicators. We support implementation of school-wide and classroom PBIS systems through training and technical support.

Survey of Enacted Curriculum

In collaboration with the University of Wisconsin, Ingham ISD provides training and support in the use of The Surveys of Enacted Curriculum (SEC) to assist district/school leadership and teachers in aligning instruction to the Common Core.

Programs and Services Supported by Ingham ISD's General Fund

Student Instructional Services (SIS)/Multi-Tiered System of Supports (MTSS) – Continued

Continuous Improvement and Accountability Index School Support

Technical assistance and support are provided to identified schools consistent with our MTSS framework for Michigan's required continuous school improvement model.

Literacy and Math Supports

Ingham ISD provides county-wide and customized support, pre-K-12, for evidence-based curriculum, assessment and instructional practices within the universal tier and for supplemental and intensive support. Ingham ISD provides in-district math and literacy coaching support that augments our professional learning opportunities as well as direct grant payments to districts which support literacy coaching. We support the GELN Literacy Essential School-wide and Instructional Practices through professional learning and coaching to build capacity and expertise in area schools.

Science, Technology, Engineering and Mathematics (STEM)

Ingham ISD provides training, support and technical assistance for implementing an integrated curriculum aligned with the Next Generation Science Standards as well as engineering design practices pre-K-12. Ingham ISD is supporting districts implementing recommended curriculum material aligned with the Next Generation Science Standards.

Leadership Learning Networks

Ingham Leadership Networks provide principal and central office support and learning for our constituent districts' administrators and leadership teams. It provides a networking opportunity for school-based leaders that combines updates from the state, problem solving, collaboration and leadership learning. In addition, collaborative networks are led by SIS staff for counselors, new teachers, instructional coaches and leaders of English learners.

School Mental Health Services

Ingham ISD supports local districts with professional learning on mental health and wellness. Mental health specialists provide mental health treatment and linkage to community services for students and families in need of mental health support through the 31n grant.

Programs and Services Supported by Ingham ISD's General Fund

Instructional Programs

\$13.4 million

Central Michigan Substitute System

Ingham ISD, along with Clinton County RESA, Eaton RESA and Shiawassee RESD, provide a regionalized substitute teacher system to identify and contract substitute teachers for participating districts. Ingham ISD provides coordination, contract administration and billing for districts.

Early College

The Early College at Lansing Community College (LCC) was fully phased out at the end of the 2022-23 school year. Ingham ISD has committed to hiring a director in 2024-25 to embark on re-envisioning a new model of success moving forward to provide high school students an opportunity for early entry to a higher education environment by earning post-secondary credentials.

Ingham Academy

Ingham ISD partners with the Ingham County Board of Commissioners and the Circuit Court to provide an alternative day-school for adjudicated youth that provides educational and behavioral support. Ingham Academy is funded by state aid with the remaining cost billed to the Circuit Court.

Programs and Services Supported by Ingham ISD's General Fund

Early Childhood Programs

\$17.6 million

Early Childhood

Ingham ISD provides early childhood administrative support and coordination for the implementation of a comprehensive continuum of early childhood programs and services for children from birth to age eight and for their families. Through facilitation of the Ingham Great Start Collaborative (GSC), Ingham ISD guides local districts, human service agencies and families in the development, implementation and sustainability of an ISD-wide early childhood education and care system. The majority of these activities are grant-funded and support core implementation of the GSC and the Great Start Family Coalitions (GSFC).

Great Parents, Great Start (GPGS)

Ingham ISD provides a parent involvement and education program that offers personal visits, developmental screenings, playgroups and connections to community resources for families with children, ages birth to kindergarten, to improve school readiness. GPGS also has received grant funds through Families First Prevention Services Act (FFPSA) connecting GPGS programming with families served through Child Protective Services (CPS) to reduce recidivism and prevent foster care placements through parent education.

Great Start Readiness Program (GSRP)

Ingham ISD operates the consortium in coordination with local districts, public school academies and community grantees which provides eligible, at-risk four-year-olds with preschool programming. Ingham ISD provides professional learning, instructional coaching and program outreach services for consortium partners.

Early Childhood Support Networks (ECSN)

Ingham ISD participates in a federally-funded partnership with the Michigan Department of Education to develop and facilitate regional access to a better-coordinated early childhood system for providers and families. The Eastern ECSN provides training and technical assistance to resource centers, GSC and GSFC for 18 counties.

Programs and Services Supported by Ingham ISD's General Fund

Instructional Data, Software & Analysis

\$1.3 million

Data, Systems and Analysis Team (DSA)

The DSA team assists district stakeholders in the use of data to improve student outcomes. This includes facilitating, collecting, moving, analyzing data and making it accessible and actionable. The DSA team also disseminates research, bridges the gap between research and practice and develops innovative practices by conducting rigorous research. Research is interwoven in DSA and Ingham ISD activities by examining the effectiveness of third-party vendors, Ingham ISD programs and services.

Student Data and Assessment Software

Eleven districts and Ingham ISD are part of a student data and assessment software collaboration utilizing Illuminate Education DnA which helps districts manage and leverage student data and assessments to improve student outcomes.

Student Information Software

Nine districts and Ingham ISD are using PowerSchool as their Student Information System and Ingham ISD provides application support to eight of those school districts.

Data Visualization Tool

Eight districts and Ingham ISD are part of a service area agreement with Eidex/Munetrix for software to assist in data visualization and calculations of student growth.

Programs and Services Supported by Ingham ISD's General Fund

Other

\$9.5 million

Sharing Technology & Academic Resources Network (StarNET)

StarNET wide-area network members (all twelve local districts and Ingham ISD) share resources including a wide-area network and internet bandwidth. Members collaborate on a variety of instructional and other resources including student information systems, web content filtering, data center hosting, shared application servers (Meal Magic servers, Foxbright, etc.) and other shared technical resources. Cooperative purchasing and sharing of services, such as software for student data and assessment and special education, are also done through StarNET. Additionally, StarNET is the mechanism in place for connecting local districts to the Michigan Statewide Educational Network (MiSEN) to leverage statewide cooperative buying power on things like internet service, peering with content providers as well as secure data transport to projects such as Michigan Data Hub for automating movement of student data between common school resources.

General Education Transportation

Ingham ISD operates a general education transportation consortium to provide a cost-effective and quality transportation service option for participating districts. Additionally, regional bus driver and transportation supervisor training is provided for all districts in Ingham ISD, Clinton County RESA and Eaton RESA service areas. Ingham ISD also facilitates contracted transportation routing services and management consulting services for districts.

Technology Services

Ingham ISD provides a variety of technology support services including comprehensive technology services for three local districts and one neighboring ISD, as well as strategic staffing supports varied on district need in four local districts. In addition, many other technology services are being provided such as web content filtering, website hosting, data center hosting, VoIP phone system support, blended and online learning supports, technology integration and various instructional resources.

Programs and Services Supported by Ingham ISD's General Fund

Other – Continued

Business Services

Ingham ISD provides comprehensive business services including finance, accounting, purchasing, payroll and benefits, budgeting and reporting services to two local districts and one public school academy as well as payroll and benefit services to three additional local districts.

Communication Services

Ingham ISD provides communication services including media support, crisis management, website support, writing and/or graphic design to four local districts and two regional education service agencies.

Pupil Accounting & Truancy

Ingham ISD assists local districts by conducting MDE required audits to verify the accuracy of pupil membership counts which determines the amount of state school aid a district receives. Statutorily required student attendance and truancy services are also provided.

Administrative Services and Support

Ingham ISD's General Fund Budget partially funds programs designed to assist local districts in areas such as administrative services, facilitation and support for board members, curriculum directors, human resources directors, business directors and technology directors, acquisition of grant funds, communication and public information planning, property tax reporting assistance and purchasing collaborations. Ingham ISD also provides programs and services to improve the effectiveness and efficiency of school operations supported by the General Fund such as Superintendents' Round Table facilitation, finance software system (MUNIS) and human resources employee application system.

Capital Projects Fund Transfer

The General Fund Budget includes an outgoing transfer to our Capital Projects Fund for future facility needs.

Next Steps and Responsibility

Next Steps	Responsibility
<p>Submit 2024-25 General Fund Budget to local districts by May 1.</p>	<p>Ingham ISD</p>
<p>By June 1, adopt a resolution either in support or in disapproval of the General Fund Budget. If disapproved, submit specific objections and proposed changes.</p> <p>Send resolution to Ingham ISD, c/o Superintendent's Office.</p>	<p>Local Districts</p>
<p>Adopt General Fund Budget by July 1.</p>	<p>Ingham ISD</p>



ISD BUDGET RESOLUTION

East Lansing, Michigan (the “District”)

A regular meeting of the board of education of the District was held in the East Lansing Public Schools Board Room in the District, on the 13 day of May 2024, at 7:00 o’clock in the p.m.

The meeting was called to order by Chris Martin, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district budget.
2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2024.
3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of East Lansing, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a regular meeting held on May 13, 2024, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education



MEMORANDUM

TO: ELPS Board of Education, Dori Leyko, Superintendent

FROM: Richard Pugh, Director of Finance & Operations

SUBJECT: Action Item – 2023-24 Final Budget Revision

DATE: 5-3-2024

Recommendation:

It is recommended that the Board of Education adopt the 2023-24 Final Budget Revision resolution for the General Fund, as presented on pages 5-6 of the Budget Book.

It is recommended that the Board of Education adopt the 2023-24 Final Budget Revision resolution for the Food Service Fund, as presented on page 7 of the Budget Book.

It is recommended that the Board of Education adopt the 2023-24 Final Budget Revision resolution for the Student/School Activity Fund, as presented on page 8 of the Budget Book.

Background:

Attached is the 2023-24 Final Budget Revision for your review. The Finance Committee reviewed 2023-24 First Budget Revision on April 15, 2024 and again on May 7, 2024. Page 9 of the Budget Book provides a General Fund comparison, between the 2023-24 Final Budget Revision and the 2023-24 First Budget Revision, of the major budget assumptions, revenues and expenditures.

GENERAL FUND:

The 2023-24 Final Budget Revision shows overall revenue increases of \$331,113 and overall expenditure increases, net of estimated favorable expenditure budget variance, of \$668,201.

The major revenue changes from the First Budget Revision are:

- \$106,000 decrease of property taxes due to revised taxable values (TV)
- \$103,000 increase in State Aid per TV changes
- \$158,000 increase in section 22L District Transportation Costs
- \$110,000 increase in Federal grants (mostly Title 1)
- \$105,000 decrease in County SE funds

The major expenditure changes from the First Budget Revision are:

- \$591,000 increase in salaries and benefits related to staff bonus
- \$68,000 increase of contracted SE services via IISD (mostly SLP)

- \$64,000 increase of Virtual HS

General Fund ending fund balance is projected to be \$14,965,865 or \$536,089 decrease over the actual fund balance at June 30, 2023. The projected June 30, 2024 ending fund balance is 26.7% of total revenues.

FOOD SERVICE FUND:

The Food Service Fund budget is on page 24. This revision shows ending fund balance to be \$570,512 or \$6,534 decrease over actual fund balance at June 30, 2023. Overall revenues are down from the First Budget Revision by \$39,000. Overall expenditures are up from the First Budget Revision by \$24,000.

STUDENT/SCHOOL ACTIVITY FUND:

The Student/School Activity Fund budget is on page 25. This revision shows ending fund balance to be \$496,130 or \$33,000 increase over actual fund balance at June 30, 2023.

Although the Uniform Budgeting and Accounting Act does not require formal Board action on Debt Funds and Capital Project Funds the budgets for these funds are provided in the Budget Book.



East Lansing Public Schools

96

BUDGET BOOK 2023-24 FINAL BUDGET REVISION

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

Date: May 13, 2024

TABLE OF CONTENTS

Mission and Vision Statements.....	3
Board of Education and Administration	4
Budget Resolution – General Fund.....	5-6
Budget Resolution – Food Service Fund	7
Budget Resolution – Student/School Activity Fund.....	8
General Fund – Major Assumptions and Summary Revenue and Expenditure Comparison.....	9
Combining Statement of Revenues, Expenditures and Changes in Fund Balances	10
General Fund – Revenue Pie Chart.....	11
General Fund – Revenue Detail and Changes in Fund Balance	12
General Fund – Historical Fund Balance	13
Per Pupil Foundation Allowance History	14
General Fund – Expenditure Pie Chart by Function.....	15
General Fund – Expenditure Pie Chart by Object Code	16
General Fund – Employee Benefits Pie Chart	17
General Fund – Expenditure Detail	18-19
General Fund – Net Expenditure Changes by Function and Object Code	20-21
General Fund – Three Year Expenditure Comparison	22-23
Food Service Fund	24
Student/School Activity Fund.....	25
2015 Debt Fund.....	26
2017 Debt Fund.....	27
2020 Debt Fund.....	28
2019 Sinking Fund.....	29
2020 Capital Projects Fund.....	30
Blended Pupil Membership FTE – Three Year Comparison by Building.....	31
Fall Pupil Membership FTE – Ten Year Comparison by Grade Level	32
Fall Pupil Membership Graph – Resident vs Non-Resident Enrollment.....	33
Property Tax Millage Rates – Five Year History	34
Property Taxable Values.....	35-38
Property Tax Revenues by Millage.....	39
Definitions of Expenditure Function Codes	40



East Lansing Public Schools

98

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 – Chris Martin
Vice President – Dr. Elizabeth Guerrero Lyons
Secretary – Tali Faris-Hylen
Treasurer – Dr. Kath Edsall
Trustee – Dr. Terah Chambers
Trustee – Gary Holbrook
Trustee – Dr. Estrella Torrez

Administration:

Superintendent – Dori Leyko
Assistant Superintendent – Glenn Mitcham
Chief Human Resources Officer – Rulesha Glover-Payne
Director of Finance & Operations – Rich Pugh
Director of Operations & Maintenance – Billy Hastings
Director of Student Support Services – Nick Hamilton
Director of Technology & Communications – Christian Palasty
East Lansing High School Principal – Ashley Schwarzbek
East Lansing High School Associate Principal – Quiana Davis-Lewis
East Lansing High School Associate Principal – Jeff Lampi
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 – Molly Williams

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 2023-24; 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 \$11,575,492 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 2023-24 is as follows:

Revenues:		
Local	\$	12,916,957
State		36,801,153
Federal		809,787
Incoming Transfers		5,619,616
Other Financing Sources (Uses)		<u>25,000</u>
Total Revenues & Other Financing Sources (Uses)	\$	<u>56,172,513</u>
Total Fund Balance, July 1, 2023		<u>15,501,954</u>
Total Available to Appropriate	\$	<u>71,674,467</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	\$ 24,148,147
Added Needs	8,212,190
	<hr/>
Total Instruction	\$ 32,360,337
Support Services:	
Pupil Services	5,107,197
Instructional Staff Services	3,960,933
General Administration	535,611
School Administration	3,200,866
Business Services	867,984
Operations and Maintenance	6,294,837
Pupil Transportation	1,827,311
Central Services	1,408,451
Athletic Activities	1,081,369
	<hr/>
Total Support Services	\$ 24,284,559
Community Services	41,816
Payments to Other Government Agencies	-
Debt Services	21,890
	<hr/>
Total Appropriations	\$ 56,708,602
Total Fund Balance, June 30, 2024	\$ 14,965,865

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

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

This resolution shall take immediate effect.

Ayes:

Nays:

Excused Absences:

Resolution declared adopted on:

FOOD SERVICE FUND APPROPRIATIONS

RESOLUTION FOR ADOPTION BY THE EAST LANSING BOARD OF EDUCATION

RESOLVED: That this resolution shall be the Food Service Fund appropriations of East Lansing Public Schools (the School District) for the fiscal year 2023-24; 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 2023-24 is as follows:

Revenues:			
Local		\$	38,300
State			898,965
Federal			1,189,940
Other Financing Sources (Uses)			-
Total Revenues & Other Financing Sources (Uses)		\$	2,127,205
Total Fund Balance, July 1, 2023			577,046
Total Available to Appropriate		\$	2,704,251

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		\$	115,163
Purchased Services			902,200
Supplies & Materials			1,021,215
Capital Outlay			75,661
Other			19,500
Total Appropriations		\$	2,133,739
Total Fund Balance, June 30, 2024		\$	570,512

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

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

This resolution shall take immediate effect.

Ayes:

Nayes:

Excused Absences:

Resolution declared adopted on:

STUDENT/SCHOOL ACTIVITY FUND APPROPRIATIONS

RESOLUTION FOR ADOPTION BY THE EAST LANSING BOARD OF EDUCATION

RESOLVED: That this resolution shall be the Student/School Activity Fund appropriations of East Lansing Public Schools (the School District) for the fiscal year 2023-24; 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 2023-24 is as follows:

Revenues:			
Local - student/school groups		\$	439,000
Other Financing Sources (Uses)			-
Total Revenues & Other Financing Sources (Uses)		\$	439,000
Total Fund Balance, July 1, 2023			463,130
Total Available to Appropriate		\$	902,130

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	\$	406,000
Total Appropriations	\$	406,000
Total Fund Balance, June 30, 2024	\$	496,130

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

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

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

This resolution shall take immediate effect.

Ayes:

Nays:

Excused Absences:

Resolution declared adopted on:

East Lansing Public Schools

General Fund

Major Assumptions and Revenue & Expenditure Summary Comparison

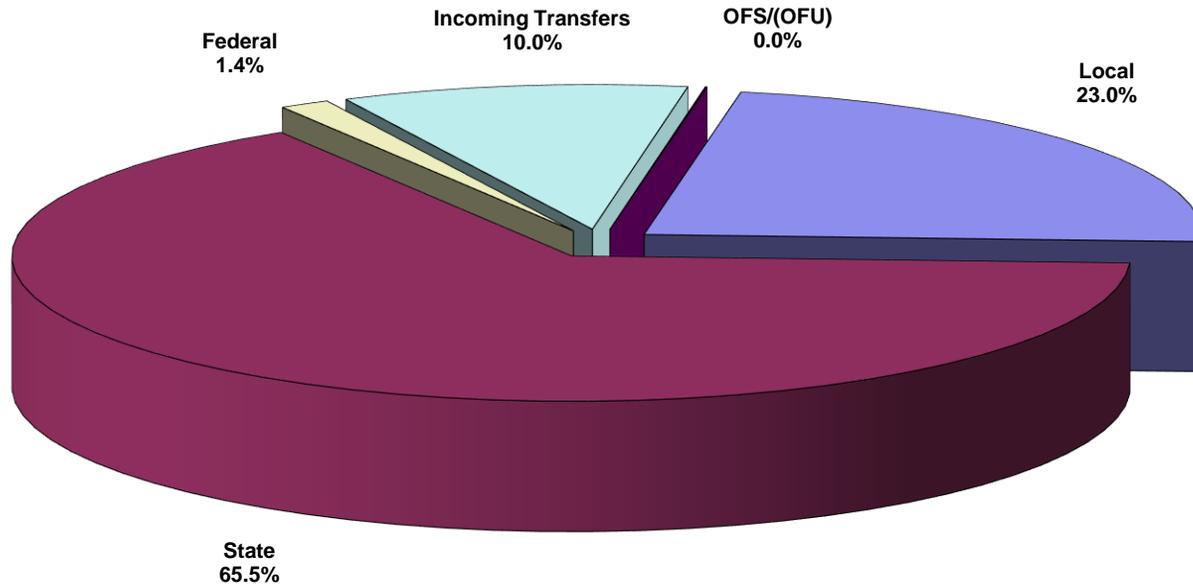
Major Assumptions

					2023-24 FIRST BUDGET REVISION	2023-24 FINAL BUDGET REVISION	Change		
1	Revenues:								1
2		Blended Enrollment			3,698.69	3,697.98	(0.71)	2	
3		Foundation Allowance			\$ 9,608	\$ 9,608	\$ -	3	
4		Property Taxable Values (excludes Captured Values)			\$ 1,361,922,996	\$ 1,358,949,767	-0.22%	4	
5		Property Taxes Delinquent %			1.50%	1.50%	0.00%	5	
6		Current Property Taxes			\$ 11,709,500	\$ 11,604,000	\$ (105,500)	6	
7		Prop A/Disc./SE Headlee			\$ 25,842,982	\$ 25,969,682	\$ 126,700	7	
8		MPSERS			\$ 6,136,960	\$ 6,199,708	\$ 62,748	8	
9		Prior Year State Aid Adjustments			\$ 359,667	\$ 402,835	\$ 43,168	9	
10		At-Risk			\$ 1,617,112	\$ 1,609,651	\$ (7,461)	10	
11		Federal Grants			\$ 700,282	\$ 809,787	\$ 109,505	11	
12		County Special Education			\$ 5,583,648	\$ 5,517,807	\$ (65,841)	12	
13	Expenditures:							13	
14		Employee wages			Per Contract Settlements	Per Contract Settlements		14	
15		MPSERS Rate (Pension & Health)			31.34%	31.34%	0.00%	15	
16		Health Insurance Renewal			3.00%	3.00%	0.00%	16	
17		Staffing FTEs:						17	
18		Maintenance, Custodial, Grounds, & Courier			36.01	36.49	0.5	18	
19		At-Wills			24.79	23.47	(1.3)	19	
20		Central Office Administrators			7.94	7.94	-	20	
21		ELESPA			72.81	73.96	1.1	21	
22		IUOE			19.71	19.66	(0.1)	22	
23		ELEA			242.43	241.70	(0.7)	23	
24		Building Level Administrators			12.00	12.00	-	24	
25		Superintendent			1.00	1.00	-	25	
26	Revenue & Expenditure Summary Comparison							26	
					2023-24 FIRST BUDGET REVISION	2023-24 FINAL BUDGET REVISION	Change		
27	Revenues:							27	
28		Local			\$ 13,052,998	\$ 12,916,957	\$ (136,041)	28	
29		State			36,338,497	36,801,153	462,656	29	
30		Federal			700,282	809,787	109,505	30	
31		Incoming Transfers			5,724,623	5,619,616	(105,007)	31	
32		Other Financing Sources/(Uses)			25,000	25,000	-	32	
33		Total Revenues			\$ 55,841,400	\$ 56,172,513	\$ 331,113	33	
34	Expenditures:							34	
35		Salaries			\$ 26,223,319	\$ 26,567,436	\$ 344,117	35	
36		Benefits			19,935,678	19,944,700	9,022	36	
37		Purchase Services			2,804,691	2,924,598	119,907	37	
38		Supplies & Materials			2,873,720	2,841,759	(31,961)	38	
39		Capital Outlay			329,200	369,300	40,100	39	
40		Other			4,155,403	4,345,776	190,373	40	
41		Total Expenditures (before favorable variance)			\$ 56,322,011	\$ 56,993,569	\$ 671,558	41	
42		Favorable Expenditure Variance			\$ (281,610)	\$ (284,967)	\$ (3,357)	42	
43		Projected Add/(Draw) To/From Fund Balance			\$ (199,001)	\$ (536,089)	\$ (337,088)	43	
44		Beginning Fund Balance			15,501,954	15,501,954	-	44	
45		Ending Fund Balance			\$ 15,302,953	\$ 14,965,865	\$ (337,088)	45	
46								46	

EAST LANSING PUBLIC SCHOOLS
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
2023-24 FINAL BUDGET REVISION

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	TOTAL
REVENUES:					
Local:					
Property Taxes	11,634,000		9,221,800	1,375,600	22,231,400
Interest Earnings	954,000		147,500	0	1,101,500
Building Use	70,000				70,000
Food Sales		38,300			38,300
Athletics	84,100				84,100
Other	174,857	439,000	0	0	613,857
State	36,801,153	898,965			37,700,118
Federal	809,787	1,189,940			1,999,727
County Special Education and Misc. via IISD	5,619,616				5,619,616
Total Revenues	56,147,513	2,566,205	9,369,300	1,375,600	69,458,618
EXPENDITURES:					
Instruction:					
Basic Programs	24,148,147				24,148,147
Added Needs	8,212,190				8,212,190
Instructional Support Services:					
Pupil	5,107,197				5,107,197
Instructional Staff	3,960,933				3,960,933
School Administration	3,200,866				3,200,866
Non-Instructional Support Services:					
General Administration	535,611				535,611
Business	867,984		5,000	1,000	873,984
Operations and Maintenance	6,294,837				6,294,837
Pupil Transportation	1,827,311				1,827,311
Central	1,408,451				1,408,451
Athletics	1,081,369				1,081,369
Food Service		2,133,739			2,133,739
Student/School Activity		406,000			406,000
Community	41,816				41,816
Payments to Other Gov't Agencies and Prior Period Adj.	0				0
Capital Outlay				1,673,707	1,673,707
Debt Services:					
Principal	21,890		5,045,000		5,066,890
Interest & Issuance Costs/Escrow			4,365,150		4,365,150
Dues and Fees			1,800		1,800
Total Expenditures	56,708,602	2,539,739	9,416,950	1,674,707	69,933,998
Excess of Revenues over Expenditures	(561,089)	26,466	(47,650)	(299,107)	(475,380)
OTHER FINANCING SOURCES/(USES):					
Net Operating Transfers	0	0	0	0	0
SBLF Proceeds					0
Sale of Bonds			0	0	0
SBITA	0				
Other	25,000	0			25,000
Total Other Financing Sources/(Uses)	25,000	0	0	0	25,000
Excess of Revenues and OFS/(OFU) over Expenditures	(536,089)	26,466	(47,650)	(299,107)	(450,380)
Fund Balance - Beginning of Year	15,501,954	1,040,176	861,143	572,035	17,975,308
Fund Balance - End of Year	14,965,865	1,066,642	813,493	272,928	17,524,928

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



106

	2022-23	2023-24		2023-24			
	ACTUAL	FIRST BUDGET REVISION	% of Total Revenues	FINAL BUDGET REVISION	% of Total Revenues	\$ CHANGE from 2023-24 FIRST BUDGET	% CHANGE from 2023-24 FIRST BUDGET
REVENUES and OFS/(OFU):							
Local	11,903,457	13,052,998	23.4%	12,916,957	23.0%	(136,041)	-1.0%
State	34,501,142	36,338,497	65.1%	36,801,153	65.5%	462,656	1.3%
Federal	3,168,921	700,282	1.3%	809,787	1.4%	109,505	15.6%
Incoming Transfers	5,677,524	5,724,623	10.3%	5,619,616	10.0%	(105,007)	-1.8%
OFS/(OFU)	85,841	25,000	0.0%	25,000	0.0%	0	0.0%
Total ¹	55,336,885	55,841,400	100.1%	56,172,513	99.9%	331,113	0.6%

¹ Amount may not add to 100.0% due to rounding

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

2022-23 ACTUAL		2023-24 ORIGINAL BUDGET	2023-24 FIRST BUDGET REVISION	2023-24 FINAL BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. FIRST BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. 2022-23 ACTUAL
LOCAL REVENUE:						
10,839,730	Current Property Taxes (net 1.50% est. uncollectible)	12,104,700	11,709,500	11,604,000	(105,500)	764,270
28,260	Delinquent Property Taxes (includes P & I)	35,000	35,000	30,000	(5,000)	1,740
66,959	Building Use	70,000	70,000	70,000	0	3,041
623,225	Interest on Investments	400,000	984,000	954,000	(30,000)	330,775
263,839	Other	158,014	175,098	174,857	(241)	(88,982)
81,444	Other - Athletics	62,600	79,400	84,100	4,700	2,656
<u>11,903,457</u>	TOTAL LOCAL SOURCES	<u>12,830,314</u>	<u>13,052,998</u>	<u>12,916,957</u>	<u>(136,041)</u>	<u>1,013,500</u>
STATE REVENUE:						
13,582,230	Proposal A	12,084,040	12,153,571	12,256,141	102,570	(1,326,089)
9,786,079	Discretionary (includes 51e SE)	11,443,723	11,495,442	11,493,310	(2,132)	1,707,231
1,834,302	Special Ed. Headlee	2,005,783	2,193,969	2,220,231	26,262	385,929
0	Enrollment Stabilization	0	239,410	261,562	22,152	261,562
(41,403)	Prior Year State Aid Adjustments	14,580	359,667	402,835	43,168	444,238
1,468,534	At-Risk	1,580,028	1,617,112	1,609,651	(7,461)	141,117
6,915,983	MPSERS	5,735,386	6,136,960	6,199,708	62,748	(716,275)
194,402	Hold Harmless Guarantee	193,252	189,351	189,892	541	(4,510)
101,386	Headlee Obligation for Data Collection	100,842	107,244	107,531	287	6,145
347,184	GSRP	385,390	289,788	289,788	0	(57,396)
0	Educator Compensation	0	160,000	168,771	8,771	168,771
71,538	Student Safety	313,559	368,972	368,972	0	297,434
8,714	Mental Health	550,347	565,329	584,163	18,834	575,449
0	MI Kids Back on Track	0	217,253	221,865	4,612	221,865
232,193	Other	133,919	244,429	426,733	182,304	194,540
<u>34,501,142</u>	TOTAL STATE SOURCES	<u>34,540,849</u>	<u>36,338,497</u>	<u>36,801,153</u>	<u>462,656</u>	<u>2,300,011</u>
FEDERAL REVENUE:						
382,887	Title 1a (Improving Basic Programs)	385,809	358,764	445,575	86,811	62,688
79,752	Title 2a (Supporting Effective Instruction)	74,860	83,288	97,371	14,083	17,619
33,248	Title 3 (Language English Learners & Immigrant)	31,754	25,205	29,616	4,411	(3,632)
28,863	Title 4 (Student Support & Academic Enrichment)	28,863	25,353	29,769	4,416	906
2,482,015	ESSER/CRF/11T/Other COVID	141,548	107,069	103,702	(3,367)	(2,378,313)
33,177	IDEA Preschool/Flowthrough	52,991	40,906	35,767	(5,139)	2,590
128,979	Other	193,545	59,697	67,987	8,290	(60,992)
<u>3,168,921</u>	TOTAL FEDERAL SOURCES	<u>909,370</u>	<u>700,282</u>	<u>809,787</u>	<u>109,505</u>	<u>(2,359,134)</u>
INCOMING TRANSFERS:						
5,590,296	County Special Education (via IISD)	5,675,342	5,583,648	5,517,807	(65,841)	(72,489)
87,228	Other	74,668	140,975	101,809	(39,166)	14,581
<u>5,677,524</u>	TOTAL INCOMING TRANSFERS	<u>5,750,010</u>	<u>5,724,623</u>	<u>5,619,616</u>	<u>(105,007)</u>	<u>(57,908)</u>
<u>55,251,044</u>	TOTAL REVENUES	<u>54,030,543</u>	<u>55,816,400</u>	<u>56,147,513</u>	<u>331,113</u>	<u>896,469</u>
OTHER FINANCING SOURCES/(USES):						
0	Operating Transfer	0	0	0	0	0
63,494	Subscription-Based IT Agreements	0	0	0	0	(63,494)
22,347	Sale of Property	15,000	25,000	25,000	0	2,653
<u>85,841</u>	TOTAL OTHER FINANCING SOURCES (USES)	<u>15,000</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>(60,841)</u>
<u>55,336,885</u>	TOTAL REVENUE & OTHER FINANCING SOURCES (USES)	<u>54,045,543</u>	<u>55,841,400</u>	<u>56,172,513</u>	<u>331,113</u>	<u>835,628</u>
<u>54,517,922</u>	TOTAL EXPENDITURES	<u>55,819,333</u>	<u>56,322,011</u>	<u>56,993,569</u>	<u>671,558</u>	<u>2,475,647</u>
818,963	Increase (Decrease) in Fund Balance before est. Variance	(1,773,790)	(480,611)	(821,056)	(340,445)	(1,640,019)
0	Estimated Favorable Budget Variance	279,097	281,610	284,967	3,357	284,967
818,963	Total Increase (Decrease) in Fund Balance	(1,494,693)	(199,001)	(536,089)	(337,088)	(1,355,052)
0	Prior Year Restatement	0	0	0	0	0
14,682,991	Fund Balance - Beginning of Year	14,109,244	15,501,954	15,501,954	0	818,963
<u>15,501,954</u>	Fund Balance - End of Year	<u>12,614,551</u>	<u>15,302,953</u>	<u>14,965,865</u>	<u>(337,088)</u>	<u>(536,089)</u>
28.4%	Fund Balance as a % of Total Expenditures (excludes OFU)	22.7%	27.3%	26.4%		
28.0%	Fund Balance as a % of Total Revenues (excludes OFS)	23.3%	27.4%	26.7%		

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	14,682,991	31.6%	46,446,051	2,361,396
2022-23	15,501,954	28.4%	54,517,922	818,963
2023-24 est.	14,965,865	26.4%	56,708,602 ¹	(536,089)

¹ Net of Estimate Favorable Budget Variance

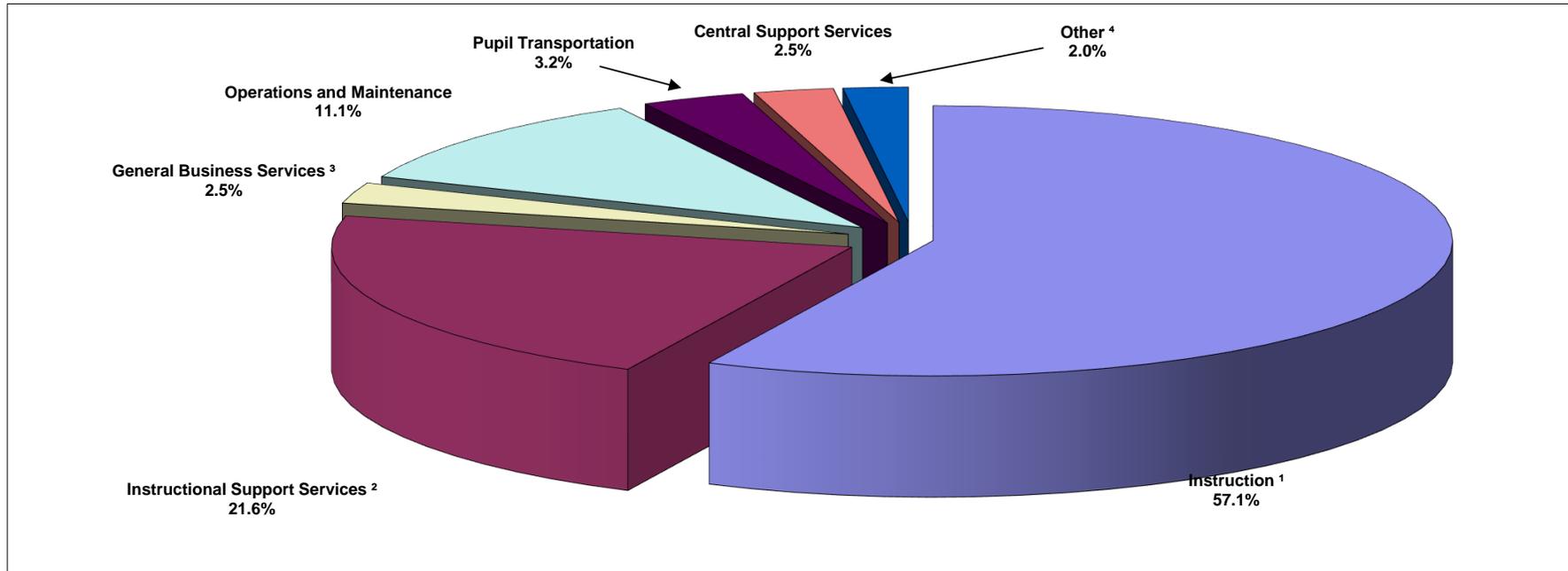
Board Policy #3202 (section A(6)) - unassigned General Fund fund balance of at least 10% of estimated expenditures.

EAST LANSING PUBLIC SCHOOLS
PER PUPIL FOUNDATION ALLOWANCE HISTORY

<u>Fiscal Year</u>	<u>Per Pupil Foundation</u>	<u>20j Hold Harmless PP</u>	<u>HB 6212</u>	<u>Foundation Inc (Dec)</u>	<u>Total Foundation</u>	<u>Per Pupil Pro-ration</u>	<u>Reduction ARRA¹</u>	<u>Net Foundation</u>	<u>Net \$ Change</u>	<u>Net % Change</u>
1994-95	6,632	0		0	6,632	0		6,632	0	
1995-96	6,632	0		153	6,785	0		6,785	153	2.3%
1996-97	6,785	0		155	6,940	0		6,940	155	2.3%
1997-98	6,940	0		154	7,094	0		7,094	154	2.2%
1998-99	7,094	0		0	7,094	0		7,094	0	0.0%
1999-00	7,094	124		114	7,332	0		7,332	238	3.4%
2000-01	7,332	141		159	7,632	0		7,632	300	4.1%
2001-02	7,632	49		251	7,932	0		7,932	300	3.9%
2002-03	7,932	0		200	8,132	(43)		8,089	157	2.0%
2003-04	8,132	0		0	8,132	(74)		8,058	(74)	-0.9%
2004-05	8,132	0		0	8,132	0		8,132	0	0.0%
2005-06	8,132	0		175	8,307	0		8,307	175	2.2%
2006-07	8,307	0		210	8,517	0		8,517	210	2.5%
2007-08	8,517	0		48	8,565	0		8,565	48	0.6%
2008-09	8,565	0		56	8,621	0	(372)	8,249	(316)	-3.7%
2009-10	8,621	(314)		(154)	8,153	0	(277)	7,876	(745)	-9.0%
2010-11	8,153			(16)	8,137	0	(116)	8,021	(132)	-1.7%
2011-12	8,137		182	(300)	8,019	0		8,019	(118)	-1.5%
2012-13	8,019			0	8,019	0		8,019	0	0.0%
2013-14	8,019			30	8,049	0		8,049	30	0.4%
2014-15	8,049			50	8,099	0		8,099	50	0.6%
2015-16	8,099			70	8,169	0		8,169	70	0.9%
2016-17	8,169			60	8,229	0		8,229	60	0.7%
2017-18	8,229			60	8,289	0		8,289	60	0.7%
2018-19	8,289			120	8,409	0		8,409	120	1.4%
2019-20	8,409			120	8,529	0		8,529	120	1.4%
2020-21	8,529			0	8,529	0		8,529	0	0.0%
2021-22	8,529			171	8,700	0		8,700	171	2.0%
2022-23	8,700			450	9,150	0		9,150	450	5.2%
2023-24	9,150			458	9,608	0		9,608	458	5.0%

¹ The American Recovery and Reinvestment Act (ARRA) provided "Stabilization Funds" to offset Foundation decreases in 2008-09, 2009-10, & 2010-11.

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



110

	2022-23	2023-24		2023-24			
	ACTUAL	FIRST BUDGET REVISION	% of Total Expenditures	FINAL BUDGET REVISION	% of Total Expenditures	\$ CHANGE from 2023-24 FINAL BUDGET	% CHANGE from 2023-24 FINAL BUDGET
EXPENDITURES:							
Instruction ¹	33,202,120	32,121,493	57.0%	32,522,951	57.1%	401,458	1.2%
Instructional Support Services ²	10,571,737	12,237,168	21.7%	12,330,649	21.6%	93,481	0.8%
General Business Services ³	1,186,826	1,391,522	2.5%	1,410,649	2.5%	19,127	1.4%
Operations and Maintenance	5,422,775	6,201,626	11.0%	6,326,470	11.1%	124,844	2.0%
Pupil Transportation	1,809,929	1,835,113	3.3%	1,836,493	3.2%	1,380	0.1%
Central Support Services	1,347,287	1,393,171	2.5%	1,415,528	2.5%	22,357	1.6%
Other ⁴	977,248	1,141,918	2.0%	1,150,829	2.0%	8,911	0.8%
Total ⁵	54,517,922	56,322,011	100.0%	56,993,569	100.0%	671,558	1.2%

¹ Includes Basic Programs and Added Needs

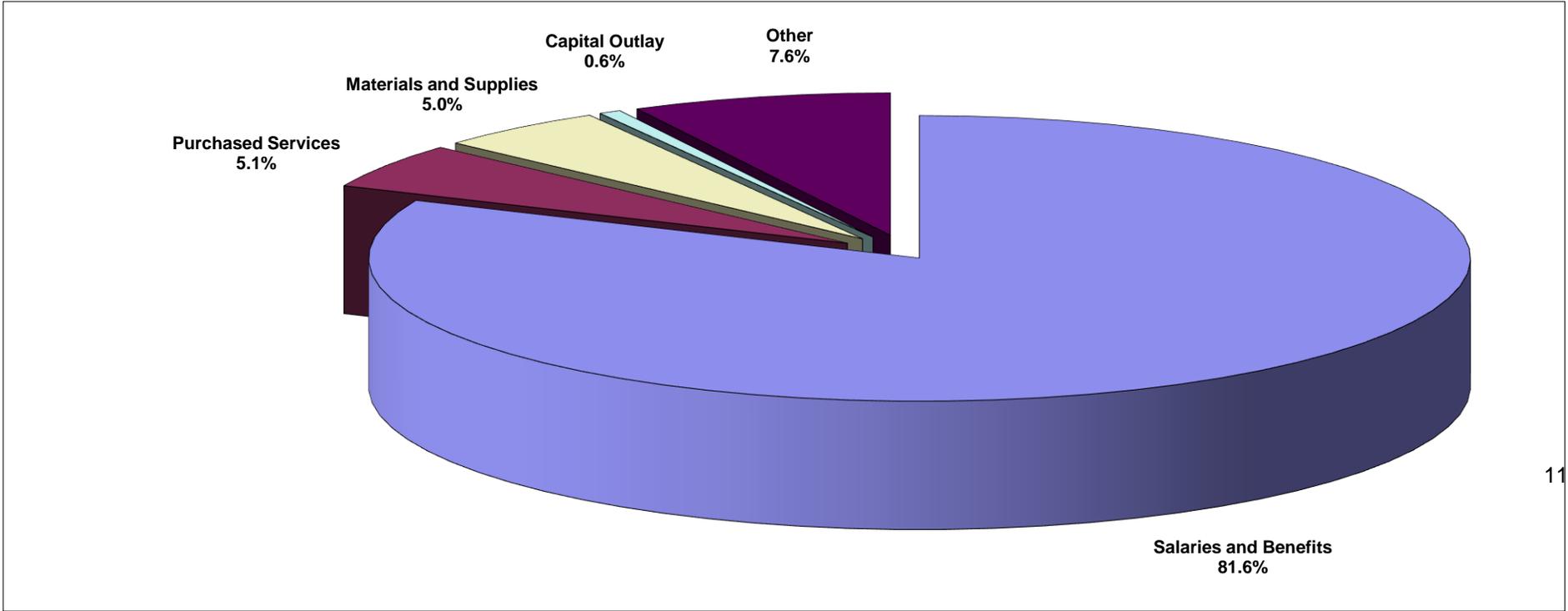
² Includes Pupil Support Services, Instructional Staff Services and School Administration

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)**

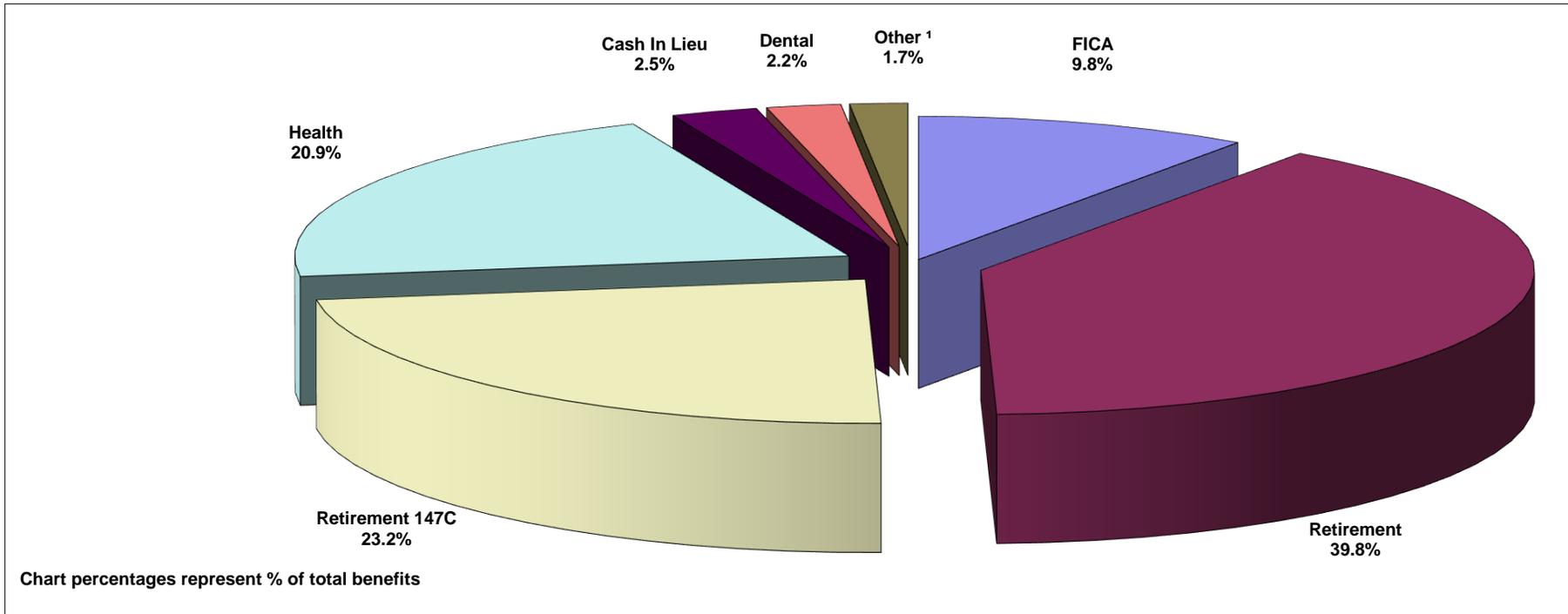


111

	2022-23	2023-24		2023-24			
	ACTUAL	FIRST BUDGET REVISION	% of Total Expenditures	FINAL BUDGET REVISION	% of Total Expenditures	\$ CHANGE from 2023-24 FINAL BUDGET	% CHANGE from 2023-24 FINAL BUDGET
EXPENDITURES:							
Salaries and Benefits	43,678,808	46,158,997	82.0%	46,512,136	81.6%	353,139	0.8%
Purchased Services	2,941,749	2,804,691	5.0%	2,924,598	5.1%	119,907	4.3%
Materials and Supplies	2,924,065	2,873,720	5.1%	2,841,759	5.0%	(31,961)	-1.1%
Capital Outlay	597,654	329,200	0.6%	369,300	0.6%	40,100	12.2%
Other	4,375,646	4,155,403	7.4%	4,345,776	7.6%	190,373	4.6%
Total ¹	54,517,922	56,322,011	100.1%	56,993,569	99.9%	671,558	1.2%

¹ Amount may not add to 100.0% due to rounding

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



112

	2022-23	2023-24		2023-24			
	ACTUAL	FIRST BUDGET REVISION	% of Total Expenditures	FINAL BUDGET REVISION	% of Total Expenditures	\$ CHANGE from 2023-24 FIRST BUDGET	% CHANGE from 2023-24 FIRST BUDGET
EXPENDITURES:							
FICA	1,762,429	1,926,168	4.8%	1,952,739	3.4%	26,571	1.4%
Retirement	6,626,887	7,902,127	19.8%	7,928,922	13.9%	26,795	0.3%
Retirement 147C	5,982,158	4,694,238	11.7%	4,620,492	8.1%	(73,746)	-1.6%
Health	3,830,222	4,149,238	10.4%	4,169,307	7.3%	20,069	0.5%
Cash In Lieu	440,416	502,362	1.3%	504,206	0.9%	1,844	0.4%
Dental	402,026	433,733	1.1%	432,957	0.8%	(776)	-0.2%
Other ¹	272,856	327,812	0.8%	336,077	0.6%	8,265	2.5%
Total	19,316,994	19,935,678	49.9%	19,944,700	35.0%	9,022	0.0%

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

EAST LANSING PUBLIC SCHOOLS
GENERAL FUND
EXPENDITURE DETAIL

2022-23 ACTUAL	FUNCTION	2023-24 ORIGINAL BUDGET	2023-24 FIRST REVISION	2023-24 FINAL BUDGET REVISION							
				(Net 0.50% Variance) Total	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other
12,498,434	111 Elementary	11,038,666	10,925,253	11,066,802	11,122,414	5,908,424	4,480,636	106,320	179,846	2,500	444,688
4,863,354	112 Middle School	4,875,101	4,857,740	4,888,260	4,912,824	2,639,102	2,010,715	44,495	81,491	3,500	133,521
7,318,319	113 High School	7,440,737	7,469,843	7,499,778	7,537,465	3,834,877	2,798,286	453,885	140,888	19,000	290,529
359,851	118 Pre-Kindergarten	374,082	368,924	375,084	376,969	203,687	161,782	3,000	2,000	500	6,000
234,646	119 Summer School	68,951	319,181	318,223	319,822	201,650	112,872	200	5,100	0	0
25,274,604	Total Basic Programs	23,797,537	23,940,941	24,148,147	24,269,494	12,787,740	9,564,291	607,900	409,325	25,500	874,738
5,639,638	122 Special Education	6,051,507	5,762,119	5,886,662	5,916,243	2,753,057	2,185,868	76,950	30,500	5,000	864,868
2,287,878	125 Compensatory Education	2,275,122	2,257,825	2,325,528	2,337,214	1,269,933	1,041,251	18,030	8,000	0	0
7,927,516	Total Added Needs	8,326,629	8,019,944	8,212,190	8,253,457	4,022,990	3,227,119	94,980	38,500	5,000	864,868
33,202,120	Total Instruction	32,124,166	31,960,885	32,360,337	32,522,951	16,810,730	12,791,410	702,880	447,825	30,500	1,739,606
0	211 Attendance	48,049	0	0	0	0	0	0	0	0	0
1,054,405	212 Guidance	1,500,637	1,440,392	1,468,486	1,475,865	770,019	570,046	92,800	22,000	21,000	0
273,336	213 Health	294,715	402,251	402,721	404,745	119,117	82,235	2,200	6,000	16,000	179,193
282,260	214 Psychology	325,637	325,584	331,186	332,850	193,632	136,618	600	2,000	0	0
830,633	215 Speech	883,143	918,009	962,262	967,097	445,944	368,784	700	4,000	0	147,669
973,454	216 Social Work	1,045,346	1,028,172	1,058,187	1,063,505	598,913	456,392	2,000	3,500	2,700	0
513,484	218 Teacher Consultant	535,911	552,870	553,452	556,233	227,087	153,954	9,100	2,500	0	163,592
252,245	219 Other Pupil Support	409,569	368,191	330,903	332,566	165,608	111,335	0	6,500	0	49,123
4,179,817	Total Pupil Support Services	5,043,007	5,035,469	5,107,197	5,132,861	2,520,320	1,879,364	107,400	46,500	39,700	539,577
1,195,969	221 Improvement of Instruction	1,383,736	1,598,115	1,609,034	1,617,120	728,403	480,817	134,545	131,155	12,200	130,000
666,339	222 Educational Media Services	708,302	690,373	704,756	708,297	333,607	292,136	23,900	58,154	0	500
64,995	224 Educational Television	68,449	68,428	69,315	69,663	40,790	28,873	0	0	0	0
367,271	225 Instruction Related Technology	411,113	398,960	387,223	389,169	192,900	146,269	45,000	5,000	0	0
624,788	226 Supervision of Instructional Staff	712,376	716,375	713,943	717,531	404,804	296,127	4,600	5,500	4,500	2,000
86,546	227 Academic Student Assessment	89,460	110,506	108,666	109,212	15,655	8,757	10,000	69,700	0	5,100
320,393	229 Other Instructional Staff Services	341,615	356,884	367,996	369,845	190,912	161,733	7,200	7,000	0	3,000
3,326,301	Total Instructional Staff Services	3,715,051	3,939,641	3,960,933	3,980,837	1,907,071	1,414,712	225,245	276,509	16,700	140,600
98,493	231 Board of Education	104,077	103,480	107,460	108,000	0	0	97,500	2,500	0	8,000
408,389	232 Executive Administration	424,676	425,104	428,151	430,303	235,039	177,064	2,200	13,000	1,000	2,000
506,882	Total General Administration	528,753	528,584	535,611	538,303	235,039	177,064	99,700	15,500	1,000	10,000
3,034,272	241 Office of the Principal	3,195,053	3,169,033	3,169,026	3,184,951	1,765,150	1,340,567	28,737	24,697	6,800	19,000
31,347	249 Other School Administration	26,865	31,840	31,840	32,000	0	0	15,000	17,000	0	0
3,065,619	Total School Administration	3,221,918	3,200,873	3,200,866	3,216,951	1,765,150	1,340,567	43,737	41,697	6,800	19,000
483,820	252 Fiscal Services	561,815	666,996	668,234	671,592	353,696	237,496	23,800	3,000	22,000	31,600
116,180	257 Internal Services	105,443	128,376	139,142	139,841	59,648	46,024	14,669	15,000	4,500	0
79,944	259 Other Business	80,508	60,608	60,608	60,913	0	0	17,913	0	0	43,000
679,944	Total Business Services	747,766	855,980	867,984	872,346	413,344	283,520	56,382	18,000	26,500	74,600

EAST LANSING PUBLIC SCHOOLS
GENERAL FUND
EXPENDITURE DETAIL

2022-23 ACTUAL	FUNCTION	2023-24 ORIGINAL BUDGET	2023-24 FIRST REVISION	(Net 0.50% Variance) Total	2023-24 FINAL BUDGET REVISION						
					Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other
5,329,281	261 Operating Buildings Services	5,643,953	5,812,077	5,881,973	5,911,531	1,799,908	1,299,902	944,321	1,759,500	102,400	5,500
93,494	266 Building Security	163,877	358,541	412,864	414,939	120,962	80,842	193,135	5,000	14,500	500
5,422,775	Total Operations and Maintenance	5,807,830	6,170,618	6,294,837	6,326,470	1,920,870	1,380,744	1,137,456	1,764,500	116,900	6,000
1,809,929	271 Pupil Transportation	1,761,047	1,825,937	1,827,311	1,836,493	0	0	10,000	98,100	0	1,728,393
0	281 Planning, Research, Development	0	0	0	0	0	0	0	0	0	0
74,133	282 Communication Services	74,471	75,572	75,911	76,292	24,979	16,613	11,300	1,500	2,000	19,900
678,696	283 Staff/Personnel Services	709,186	629,637	615,594	618,687	298,674	194,613	97,300	7,800	1,700	18,600
437,563	284 Non-Instructional Technology	476,504	504,421	549,821	552,584	134,668	102,316	270,100	10,000	34,500	1,000
156,895	285 Pupil Accounting	160,081	176,575	167,125	167,965	72,095	53,870	35,000	500	0	6,500
1,347,287	Total Central Support Services	1,420,242	1,386,205	1,408,451	1,415,528	530,416	367,412	413,700	19,800	38,200	46,000
935,783	293 Athletic Activities	1,049,687	1,071,634	1,081,369	1,086,803	464,496	309,907	113,400	89,000	90,000	20,000
19,465	3xx Community Services	32,612	31,939	41,816	42,026	0	0	14,698	24,328	3,000	0
0	4xx Period Adjustments	0	0	0	0	0	0	0	0	0	0
22,000	5xx Debt Service - Long Term	88,157	32,636	21,890	22,000	0	0	0	0	0	22,000
54,517,922	Total General Fund	55,540,236	56,040,401	56,708,602	56,993,569	26,567,436	19,944,700	2,924,598	2,841,759	369,300	4,345,776
	Percent of Total ¹	net est. variance	net est. variance	net est. variance							
				99.50%	100.0%	46.6%	35.0%	5.1%	5.0%	0.6%	7.6%
	2023-24 FIRST BUDGET REVISION (before est. variance)				56,322,011	26,223,319	19,935,678	2,804,691	2,873,720	329,200	4,155,403
	\$ CHANGE				671,558	344,117	9,022	119,907	(31,961)	40,100	190,373
	% CHANGE				1.2%	1.3%	0.0%	4.3%	-1.1%	12.2%	4.6%
	2023-24 ORIGINAL BUDGET (before est. variance)				55,819,333	25,959,968	20,176,679	2,533,887	2,895,205	328,700	3,924,894
	\$ CHANGE				1,174,236	607,468	(231,979)	390,711	(53,446)	40,600	420,882
	% CHANGE				2.1%	2.3%	-1.1%	15.4%	-1.8%	12.4%	10.7%
	2022-23 ACTUAL				54,517,922	24,361,814	19,316,994	2,941,749	2,924,065	597,654	4,375,646
	\$ CHANGE				2,475,647	2,205,622	627,706	(17,151)	(82,306)	(228,354)	(29,870)
	% CHANGE				4.5%	9.1%	3.2%	-0.6%	-2.8%	-38.2%	-0.7%

¹ Amount may not add to 100.0% due to rounding

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

FUNCTION	2023-24 FINAL BUDGET REVISION vs. 2023-24 FIRST BUDGET REVISION							Adjustment Notes
	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other	
111 Elementary	142,260	121,270	31,723	9,000	(19,733)	0	0	
112 Middle School	30,673	34,200	(209)	1,500	(590)	0	(4,228)	
113 High School	30,085	(14,153)	(34,994)	19,600	(5,497)	0	65,129	
118 Pre-Kindergarten	6,191	5,143	1,048	0	0	0	0	
119 Summer School	(963)	0	(1,063)	100	0	0	0	
Total Basic Programs	208,246	146,460	(3,495)	30,200	(25,820)	0	60,901	
122 Special Education	125,169	43,027	(8,449)	0	0	0	90,591	
125 Compensatory Education	68,043	46,294	20,944	805	0	0	0	
Total Added Needs	193,212	89,321	12,495	805	0	0	90,591	
Total Instruction	401,458	235,781	9,000	31,005	(25,820)	0	151,492	
211 Attendance	0	0	0	0	0	0	0	
212 Guidance	28,235	9,511	(2,276)	0	0	21,000	0	
213 Health	473	1,875	43	0	0	0	(1,445)	
214 Psychology	5,630	4,500	1,130	0	0	0	0	
215 Speech	44,475	7,501	674	0	0	0	36,300	
216 Social Work	30,166	6,875	20,591	0	0	2,700	0	
218 Teacher Consultant	585	(500)	(2,267)	(1,000)	1,000	0	3,352	
219 Other Pupil Support	(37,475)	(23,304)	(15,888)	0	500	0	1,217	
Total Pupil Support Services	72,089	6,458	2,007	(1,000)	1,500	23,700	39,424	
221 Improvement of Instruction	10,974	6,002	6,543	(14,978)	(5,793)	12,200	7,000	
222 Educational Media Services	14,455	11,566	2,889	0	(500)	0	500	
224 Educational Television	891	879	12	0	0	0	0	
225 Instruction Related Technology	(11,796)	3,129	75	(5,000)	(10,000)	0	0	
226 Supervision of Instructional Staff	(2,444)	(1,125)	(1,319)	0	0	0	0	
227 Academic Student Assessment	(1,849)	(1,131)	(718)	0	0	0	0	
229 Other Instructional Staff Services	11,168	8,203	2,965	0	0	0	0	
Total Instructional Staff Services	21,399	27,523	10,447	(19,978)	(16,293)	12,200	7,500	
231 Board of Education	4,000	0	0	5,500	(1,500)	0	0	
232 Executive Administration	3,063	2,250	(687)	500	1,500	(500)	0	
Total General Administration	7,063	2,250	(687)	6,000	0	(500)	0	

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

FUNCTION	2023-24 FINAL BUDGET REVISION vs. 2023-24 FIRST BUDGET REVISION							Adjustment Notes
	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other	
241 Office of the Principal	(7)	15,565	(18,072)	2,000	(1,000)	1,500	0	
249 Other School Administration	0	0	0	0	0	0	0	
Total School Administration	(7)	15,565	(18,072)	2,000	(1,000)	1,500	0	
252 Fiscal Services	1,244	3,188	(2,244)	300	0	500	(500)	
257 Internal Services	10,820	2,500	3,120	200	5,000	0	0	
259 Other Business	0	0	0	0	0	0	0	
Total Business Services	12,064	5,688	876	500	5,000	500	(500)	
261 Operating Buildings Services	70,248	23,890	1,558	43,800	0	0	1,000	
266 Building Security	54,596	1,250	73	47,773	2,000	3,500	0	
Total Operations and Maintenance	124,844	25,140	1,631	91,573	2,000	3,500	1,000	
271 Pupil Transportation	1,380	0	0	0	(877)	0	2,257	
281 Planning, Research, Development	0	0	0	0	0	0	0	
282 Communication Services	340	375	(35)	0	0	0	0	
283 Staff/Personnel Services	(14,114)	11,563	864	(28,041)	300	1,200	0	
284 Non-Instructional Technology	45,628	2,496	632	42,500	2,000	(2,000)	0	
285 Pupil Accounting	(9,497)	1,500	3	(11,000)	0	0	0	
Total Central Support Services	22,357	15,934	1,464	3,459	2,300	(800)	0	
293 Athletic Activities	9,784	9,778	2,356	(2,350)	0	0	0	
3xx Community Services	9,927	0	0	8,698	1,229	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	(10,800)	0	0	0	0	0	(10,800)	
Total General Fund	671,558	344,117	9,022	119,907	(31,961)	40,100	190,373	
Percent of Total ¹	100.0%	51.2%	1.3%	17.9%	-4.8%	6.0%	28.3%	

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:	2021-22		2022-23		2023-24	
	ACTUAL	% of TOTAL	ACTUAL	% of TOTAL	FINAL BUDGET REVISION	% of TOTAL
111 Elementary	9,967,810	21.5%	12,498,434	22.9%	11,066,802	19.5%
112 Middle School	4,593,437	9.9%	4,863,354	8.9%	4,888,260	8.6%
113 High School	6,490,675	14.0%	7,318,319	13.4%	7,499,778	13.2%
118 Pre-Kindergarten	306,932	0.7%	359,851	0.7%	375,084	0.7%
119 Summer School	465,581	1.0%	234,646	0.4%	318,223	0.6%
Total Basic Programs	21,824,435	47.0%	25,274,604	46.4%	24,148,147	42.6%
122 Special Education	4,882,391	10.5%	5,639,638	10.3%	5,886,662	10.4%
125 Compensatory Education	1,748,539	3.8%	2,287,878	4.2%	2,325,528	4.1%
Total Added Needs	6,630,930	14.3%	7,927,516	14.5%	8,212,190	14.5%
Total Instruction	28,455,365	61.3%	33,202,120	60.9%	32,360,337	57.1%
211 Attendance	0	0.0%	0	0.0%	0	0.0%
212 Guidance	761,341	1.6%	1,054,405	1.9%	1,468,486	2.6%
213 Health	255,118	0.5%	273,336	0.5%	402,721	0.7%
214 Psychology	222,154	0.5%	282,260	0.5%	331,186	0.6%
215 Speech	826,395	1.8%	830,633	1.5%	962,262	1.7%
216 Social Work	813,867	1.8%	973,454	1.8%	1,058,187	1.9%
218 Teacher Consultant	470,064	1.0%	513,484	0.9%	553,452	1.0%
219 Other Pupil Support	213,953	0.5%	252,245	0.5%	330,903	0.6%
Total Pupil Support Services	3,562,892	7.7%	4,179,817	7.7%	5,107,197	9.0%
221 Improvement of Instruction	1,014,935	2.2%	1,195,969	2.2%	1,609,034	2.8%
222 Educational Media Services	586,526	1.3%	666,339	1.2%	704,756	1.2%
224 Educational Television	61,045	0.1%	64,995	0.1%	69,315	0.1%
225 Instruction Related Technology	380,707	0.8%	367,271	0.7%	387,223	0.7%
226 Supervision of Instructional Staff	620,724	1.3%	624,788	1.1%	713,943	1.3%
227 Academic Student Assessment	62,524	0.1%	86,546	0.2%	108,666	0.2%
229 Other Instructional Staff Services	275,364	0.6%	320,393	0.6%	367,996	0.6%
Total Instructional Staff Support	3,001,825	6.5%	3,326,301	6.1%	3,960,933	7.0%
231 Board of Education	89,037	0.2%	98,493	0.2%	107,460	0.2%
232 Executive Administration	374,901	0.8%	408,389	0.7%	428,151	0.8%
Total General Administration	463,938	1.0%	506,882	0.9%	535,611	0.9%

**EAST LANSING PUBLIC SCHOOLS
GENERAL FUND**

THREE YEAR EXPENDITURE COMPARISON (Net Est. Variance)

FUNCTION:	2021-22		2022-23		2023-24	
	ACTUAL	% of TOTAL	ACTUAL	% of TOTAL	FINAL BUDGET REVISION	% of TOTAL
241 Office of the Principal	2,754,223	5.9%	3,034,272	5.6%	3,169,026	5.6%
249 Other School Administration	25,087	0.1%	31,347	0.1%	31,840	0.1%
Total School Administration	2,779,310	6.0%	3,065,619	5.6%	3,200,866	5.6%
252 Fiscal Services	402,454	0.9%	483,820	0.9%	668,234	1.2%
257 Internal Services	114,789	0.2%	116,180	0.2%	139,142	0.2%
259 Other Business	23,775	0.1%	79,944	0.1%	60,608	0.1%
Total Business Services	541,018	1.2%	679,944	1.2%	867,984	1.5%
261 Operating Buildings Services	4,271,936	9.2%	5,329,281	9.8%	5,881,973	10.4%
266 Building Security	2,814	0.0%	93,494	0.2%	412,864	0.7%
Total Operations and Maintenance	4,274,750	9.2%	5,422,775	9.9%	6,294,837	11.1%
271 Pupil Transportation	1,557,709	3.4%	1,809,929	3.3%	1,827,311	3.2%
281 Planning, Research, Development	0	0.0%	0	0.0%	0	0.0%
282 Communication Services	56,919	0.1%	74,133	0.1%	75,911	0.1%
283 Staff/Personnel Services	334,546	0.7%	678,696	1.2%	615,594	1.1%
284 Non-Instructional Technology	441,760	1.0%	437,563	0.8%	549,821	1.0%
285 Pupil Accounting	134,901	0.3%	156,895	0.3%	167,125	0.3%
Total Central Support Services	968,126	2.1%	1,347,287	2.5%	1,408,451	2.5%
Total Support Services	17,149,568	36.9%	20,338,554	37.3%	23,203,190	40.9%
293 Athletic Activities	828,519	1.8%	935,783	1.7%	1,081,369	1.9%
3xx Community Services	12,599	0.0%	19,465	0.0%	41,816	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%	22,000	0.0%	21,890	0.0%
Total ¹	46,446,051	100.0%	54,517,922	100.0%	56,708,602	100.0%

net est. variance

¹ Amount may not add to 100.0% due to rounding

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

2022-23 ACTUAL		2023-24 ORIGINAL BUDGET	2023-24 FIRST BUDGET REVISION	2023-24 FINAL BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. FIRST BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. 2022-23 ACTUAL
	Revenues:					
	Local:					
249,082	Food Sales	43,000	44,000	27,500	(16,500)	(221,582)
13,549	Catered Events	20,000	15,000	10,000	(5,000)	(3,549)
872	Other	800	800	800	0	(72)
	State:					
61,162	Breakfast - Supplemental	0	0	0	0	(61,162)
4,224	At-Risk	6,697	13,164	11,540	(1,624)	7,316
79,238	Lunch	60,167	72,025	72,025	0	(7,213)
5,412	31j 10 Cents	0	44,530	20,000	(24,530)	14,588
0	30d Expanded Breakfast and Lunch Program	400,000	808,000	795,400	(12,600)	795,400
	Federal:					
129,738	Breakfast	125,000	189,000	190,000	1,000	60,262
665,137	Lunch	665,000	730,000	750,000	20,000	84,863
22,014	SSO/SFSP	20,000	24,700	25,000	300	2,986
127,717	Supply Chain Assistance	128,000	112,725	112,725	0	(14,992)
5,150	Local Food for Schools	0	0	0	0	(5,150)
134,133	USDA Commodities	110,000	112,215	112,215	0	(21,918)
<u>1,497,428</u>	Total Revenues	<u>1,578,664</u>	<u>2,166,159</u>	<u>2,127,205</u>	<u>(38,954)</u>	<u>629,777</u>
	Expenditures:					
73,981	Salaries	94,292	83,913	73,868	(10,045)	(113)
36,727	Employee Benefits	49,687	45,569	41,295	(4,274)	4,568
743,147	Purchased Services	756,400	836,480	902,200	65,720	159,053
769,228	Supplies & Materials	855,000	1,064,655	1,021,215	(43,440)	251,987
26,375	Capital Outlay	76,500	62,500	75,661	13,161	49,286
17,256	Other	18,000	16,355	19,500	3,145	2,244
<u>1,666,714</u>	Total Expenditures	<u>1,849,879</u>	<u>2,109,472</u>	<u>2,133,739</u>	<u>24,267</u>	<u>467,025</u>
(169,286)	Excess (Deficit) of Revenues over (under) Expenditures	(271,215)	56,687	(6,534)	(63,221)	162,752
	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>
(169,286)	Increase (Decrease) in Fund Balance	(271,215)	56,687	(6,534)	(63,221)	162,752
<u>746,332</u>	Fund Balance - Beginning of Year	<u>389,193</u>	<u>577,046</u>	<u>577,046</u>	<u>0</u>	<u>(169,286)</u>
<u>577,046</u>	Fund Balance - End of Year	<u>117,978</u>	<u>633,733</u>	<u>570,512</u>	<u>(63,221)</u>	<u>(6,534)</u>
34.6%	Fund Balance as a Percentage of Expenditures	6.4%	30.0%	26.7%		
546,780	Max. Fund Balance three Months of Operating Costs	591,126	682,324	686,026		

**EAST LANSING PUBLIC SCHOOLS
STUDENT/SCHOOL ACTIVITY FUND**

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2022-23 ACTUAL		2023-24 ORIGINAL BUDGET	2023-24 FIRST BUDGET REVISION	2023-24 FINAL BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. FIRST BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. 2022-23 ACTUAL
	Revenues:					
	Local:					
4,589	Donley Elementary	2,600	10,000	10,000	0	5,411
23,621	Glencairn Elementary	21,000	25,000	25,000	0	1,379
6,211	Marble Elementary	9,300	9,000	9,000	0	2,789
8,579	Robert L Green Elementary	7,300	7,000	7,000	0	(1,579)
8,512	Red Cedar Elementary	8,000	15,000	15,000	0	6,488
8,503	Whitehills Elementary	3,400	8,000	8,000	0	(503)
49,328	MacDonald Middle School	25,500	25,000	30,000	5,000	(19,328)
298,689	East Lansing High School	305,600	315,000	335,000	20,000	36,311
<u>408,032</u>	Total Revenues	<u>382,700</u>	<u>414,000</u>	<u>439,000</u>	<u>25,000</u>	<u>30,968</u>
	Expenditures:					
6,772	Donley Elementary	4,200	7,000	7,000	0	228
39,816	Glencairn Elementary	25,200	25,000	35,000	10,000	(4,816)
18,762	Marble Elementary	18,600	20,000	20,000	0	1,238
6,522	Robert L Green Elementary	5,300	7,000	7,000	0	478
7,518	Red Cedar Elementary	4,300	7,000	7,000	0	(518)
7,671	Whitehills Elementary	3,200	5,000	5,000	0	(2,671)
40,623	MacDonald Middle School	22,500	30,000	35,000	5,000	(5,623)
292,150	East Lansing High School	259,000	275,000	290,000	15,000	(2,150)
<u>419,834</u>	Total Expenditures	<u>342,300</u>	<u>376,000</u>	<u>406,000</u>	<u>30,000</u>	<u>(13,834)</u>
(11,802)	Excess (Deficit) of Revenues over (under) Expenditures	40,400	38,000	33,000	(5,000)	44,802
	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>
(11,802)	Increase (Decrease) in Fund Balance	40,400	38,000	33,000	(5,000)	44,802
474,932	Fund Balance - Beginning of Year	467,932	463,130	463,130	0	(11,802)
<u>463,130</u>	Fund Balance - End of Year	<u>508,332</u>	<u>501,130</u>	<u>496,130</u>	<u>(5,000)</u>	<u>33,000</u>

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

2022-23 ACTUAL		2023-24 ORIGINAL BUDGET	2023-24 FIRST BUDGET REVISION	2023-24 FINAL BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. FIRST BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. 2022-23 ACTUAL
	Revenues:					
	Local:					
3,607,516	Current Property Taxes (net 0.50% est. delinquent)	3,379,500	3,379,500	3,372,700	(6,800)	(234,816)
4,322	Payment in Lieu of Taxes	7,000	7,000	7,000	0	2,678
2,352	Delinquent Property Taxes (includes penalties & interest)	2,000	2,700	2,700	0	348
45,636	Interest on Investments	40,000	60,000	61,000	1,000	15,364
0	Other	0	0	0	0	0
<u>3,659,826</u>	Total Revenues	<u>3,428,500</u>	<u>3,449,200</u>	<u>3,443,400</u>	<u>(5,800)</u>	<u>(216,426)</u>
	Expenditures:					
	Due November:					
506,000	Interest on Bonded Debt	440,500	440,500	440,500	0	(65,500) 121
	Due May:					
2,620,000	Redemption of Principal (matures May 2030)	2,605,000	2,605,000	2,605,000	0	(15,000)
506,000	Interest on Bonded Debt	440,500	440,500	440,500	0	(65,500)
548	Dues and Fees	600	600	600	0	52
1,793	Property Tax Refunds (MTT/STC/Board of Review)	2,500	2,000	2,000	0	207
0	Other - Costs of Bond Issuance	0	0	0	0	0
<u>3,634,341</u>	Total Expenditures	<u>3,489,100</u>	<u>3,488,600</u>	<u>3,488,600</u>	<u>0</u>	<u>(145,741)</u>
25,485	Excess (Deficit) of Revenues over (under) Expenditures	(60,600)	(39,400)	(45,200)	(5,800)	(70,685)
	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>
25,485	Increase (Decrease) in Fund Balance	(60,600)	(39,400)	(45,200)	(5,800)	(70,685)
<u>332,098</u>	Fund Balance - Beginning of Year	<u>349,898</u>	<u>357,583</u>	<u>357,583</u>	<u>0</u>	<u>25,485</u>
<u>357,583</u>	Fund Balance - End of Year	<u>289,298</u>	<u>318,183</u>	<u>312,383</u>	<u>(5,800)</u>	<u>(45,200)</u>

EAST LANSING PUBLIC SCHOOLS
2017 DEBT FUND (ELEMENTARY BOND - SERIES 1)
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2022-23 ACTUAL		2023-24 ORIGINAL BUDGET	2023-24 FIRST BUDGET REVISION	2023-24 FINAL BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. FIRST BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. 2022-23 ACTUAL
	Revenues:					
	Local:					
4,115,007	Current Property Taxes (net 0.50% est. delinquent)	4,184,200	4,184,200	4,175,700	(8,500)	60,693
4,930	Payment in Lieu of Taxes	8,600	7,200	7,200	0	2,270
2,901	Delinquent Property Taxes (includes penalties & interest)	2,500	3,000	3,000	0	99
45,921	Interest on Investments	40,000	62,000	64,000	2,000	18,079
0	Other	0	0	0	0	0
<u>4,168,759</u>	Total Revenues	<u>4,235,300</u>	<u>4,256,400</u>	<u>4,249,900</u>	<u>(6,500)</u>	<u>81,141</u>
	Expenditures:					
	Due November:					
1,275,925	Interest on Bonded Debt	1,244,425	1,244,425	1,244,425	0	(31,500) 122
	Due May:					
1,575,000	Redemption of Principal (matures May 2042)	1,790,000	1,790,000	1,790,000	0	215,000
1,275,925	Interest on Bonded Debt	1,244,425	1,244,425	1,244,425	0	(31,500)
548	Dues and Fees	600	600	600	0	52
1,994	Property Tax Refunds (MTT/STC/Board of Review)	3,000	2,000	2,000	0	6
0	Other - Costs of Bond Issuance	0	0	0	0	0
<u>4,129,392</u>	Total Expenditures	<u>4,282,450</u>	<u>4,281,450</u>	<u>4,281,450</u>	<u>0</u>	<u>152,058</u>
39,367	Excess (Deficit) of Revenues over (under) Expenditures	(47,150)	(25,050)	(31,550)	(6,500)	(70,917)
	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>
39,367	Increase (Decrease) in Fund Balance	(47,150)	(25,050)	(31,550)	(6,500)	(70,917)
<u>352,929</u>	Fund Balance - Beginning of Year	<u>383,879</u>	<u>392,296</u>	<u>392,296</u>	<u>0</u>	<u>39,367</u>
<u>392,296</u>	Fund Balance - End of Year	<u>336,729</u>	<u>367,246</u>	<u>360,746</u>	<u>(6,500)</u>	<u>(31,550)</u>

EAST LANSING PUBLIC SCHOOLS
2020 DEBT FUND (ELEMENTARY BOND - SERIES 2)
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2022-23 ACTUAL		2023-24 ORIGINAL BUDGET	2023-24 FIRST BUDGET REVISION	2023-24 FINAL BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. FIRST BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. 2022-23 ACTUAL
	Revenues:					
	Local:					
1,371,618	Current Property Taxes (net 0.50% est. delinquent)	1,653,200	1,653,200	1,649,900	(3,300)	278,282
1,643	Payment in Lieu of Taxes	3,400	2,100	2,100	0	457
1,353	Delinquent Property Taxes (includes penalties & interest)	1,500	1,500	1,500	0	147
16,661	Interest on Investments	16,000	22,000	22,500	500	5,839
0	Other	0	0	0	0	0
<u>1,391,275</u>	Total Revenues	<u>1,674,100</u>	<u>1,678,800</u>	<u>1,676,000</u>	<u>(2,800)</u>	<u>284,725</u>
	Expenditures:					
	Due November:					
504,550	Interest on Bonded Debt	497,650	497,650	497,650	0	(6,900) 123
	Due May:					
345,000	Redemption of Principal (matures May 2044)	650,000	650,000	650,000	0	305,000
504,550	Interest on Bonded Debt	497,650	497,650	497,650	0	(6,900)
548	Dues and Fees	600	600	600	0	52
579	Property Tax Refunds (MTT/STC/Board of Review)	1,500	1,000	1,000	0	421
0	Other - Costs of Bond Issuance	0	0	0	0	0
<u>1,355,227</u>	Total Expenditures	<u>1,647,400</u>	<u>1,646,900</u>	<u>1,646,900</u>	<u>0</u>	<u>291,673</u>
36,048	Excess (Deficit) of Revenues over (under) Expenditures	26,700	31,900	29,100	(2,800)	(6,948)
	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>
36,048	Increase (Decrease) in Fund Balance	26,700	31,900	29,100	(2,800)	(6,948)
75,216	Fund Balance - Beginning of Year	108,216	111,264	111,264	0	36,048
<u>111,264</u>	Fund Balance - End of Year	<u>134,916</u>	<u>143,164</u>	<u>140,364</u>	<u>(2,800)</u>	<u>29,100</u>

**EAST LANSING PUBLIC SCHOOLS
2019 SINKING FUND**

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2022-23 ACTUAL		2023-24 ORIGINAL BUDGET	2023-24 FIRST BUDGET REVISION	2023-24 FINAL BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. FIRST BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. 2022-23 ACTUAL
	Revenues:					
	Local:					
1,299,592	Current Property Taxes (net 0.50% est. delinquent)	1,392,900	1,375,200	1,372,200	(3,000)	72,608
1,639	Payment in Lieu of Taxes	3,000	2,400	2,400	0	761
957	Delinquent Property Taxes (includes penalties & interest)	1,000	1,000	1,000	0	43
0	Interest on Investments	0	0	0	0	0
210,000	Other	0	0	0	0	(210,000)
<u>1,512,188</u>	Total Revenues	<u>1,396,900</u>	<u>1,378,600</u>	<u>1,375,600</u>	<u>(3,000)</u>	<u>(136,588)</u>
	Expenditures:					
2,722	Donley Elementary	97,520	50,000	50,000	0	47,278
942	Glencairn Elementary	144,949	118,000	118,000	0	117,058
3,432	Marble Elementary	42,520	51,000	51,000	0	47,568
4,512	Robert L Green Elementary	42,520	48,000	48,000	0	43,488
942	Red Cedar Elementary	31,260	60,000	60,000	0	59,058
3,642	Whitehills Elementary	42,520	56,000	56,000	0	52,358
338,237	MacDonald Middle School	250,988	391,000	391,000	0	52,763
3,431,241	East Lansing High School	718,745	695,000	756,000	61,000	(2,675,241)
0	Towar	0	6,000	6,500	500	6,500
640	Property Tax Refunds (MTT/STC/Board of Review)	1,000	1,000	1,000	0	360
<u>3,786,310</u>	Total Expenditures	<u>1,372,022</u>	<u>1,476,000</u>	<u>1,537,500</u>	<u>61,500</u>	<u>(2,248,810)</u>
<u>(2,274,122)</u>	Excess (Deficit) of Revenues over (under) Expenditures	<u>24,878</u>	<u>(97,400)</u>	<u>(161,900)</u>	<u>(64,500)</u>	<u>2,112,222</u>
<u>0</u>	Other Financing (Uses) Sources - Operating Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>(2,274,122)</u>	Increase (Decrease) in Fund Balance	<u>24,878</u>	<u>(97,400)</u>	<u>(161,900)</u>	<u>(64,500)</u>	<u>2,112,222</u>
<u>2,708,950</u>	Fund Balance - Beginning of Year	<u>565,550</u>	<u>434,828</u>	<u>434,828</u>	<u>0</u>	<u>(2,274,122)</u>
<u>434,828</u>	Fund Balance - End of Year	<u>590,428</u>	<u>337,428</u>	<u>272,928</u>	<u>(64,500)</u>	<u>(161,900)</u>

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

2022-23 ACTUAL		2023-24 ORIGINAL BUDGET	2023-24 FIRST BUDGET REVISION	2023-24 FINAL BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. FIRST BUDGET REVISION	\$ CHANGE FINAL BUDGET REVISION vs. 2022-23 ACTUAL
	Revenues:					
	Local:					
346	Interest on Investments	0	0	0	0	(346)
0	Other	0	0	0	0	0
<u>346</u>	Total Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(346)</u>
	Expenditures:					
485,458	Donley Elementary	97,675	24,555	24,555	0	(460,903)
401,694	Glencairn Elementary	97,675	24,555	24,555	0	(377,139)
397,637	Marble Elementary	100,935	23,817	23,817	0	(373,820)
337,613	Robert L Green Elementary	3,787	11,788	11,591	(197)	(326,022)
964,877	Red Cedar Elementary	97,766	24,696	24,696	0	(940,181)
404,888	Whitehills Elementary	102,290	27,796	27,993	197	(376,895)
<u>2,992,167</u>	Total Expenditures	<u>500,128</u>	<u>137,207</u>	<u>137,207</u>	<u>0</u>	<u>(2,854,960)</u>
<u>(2,991,821)</u>	Excess (Deficit) of Revenues over (under) Expenditures	<u>(500,128)</u>	<u>(137,207)</u>	<u>(137,207)</u>	<u>0</u>	<u>2,854,614</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>(2,991,821)</u>	Increase (Decrease) in Fund Balance	<u>(500,128)</u>	<u>(137,207)</u>	<u>(137,207)</u>	<u>0</u>	<u>2,854,614</u>
<u>3,129,028</u>	Fund Balance - Beginning of Year	<u>500,128</u>	<u>137,207</u>	<u>137,207</u>	<u>0</u>	<u>(2,991,821)</u>
<u>137,207</u>	Fund Balance - End of Year	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(137,207)</u>

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

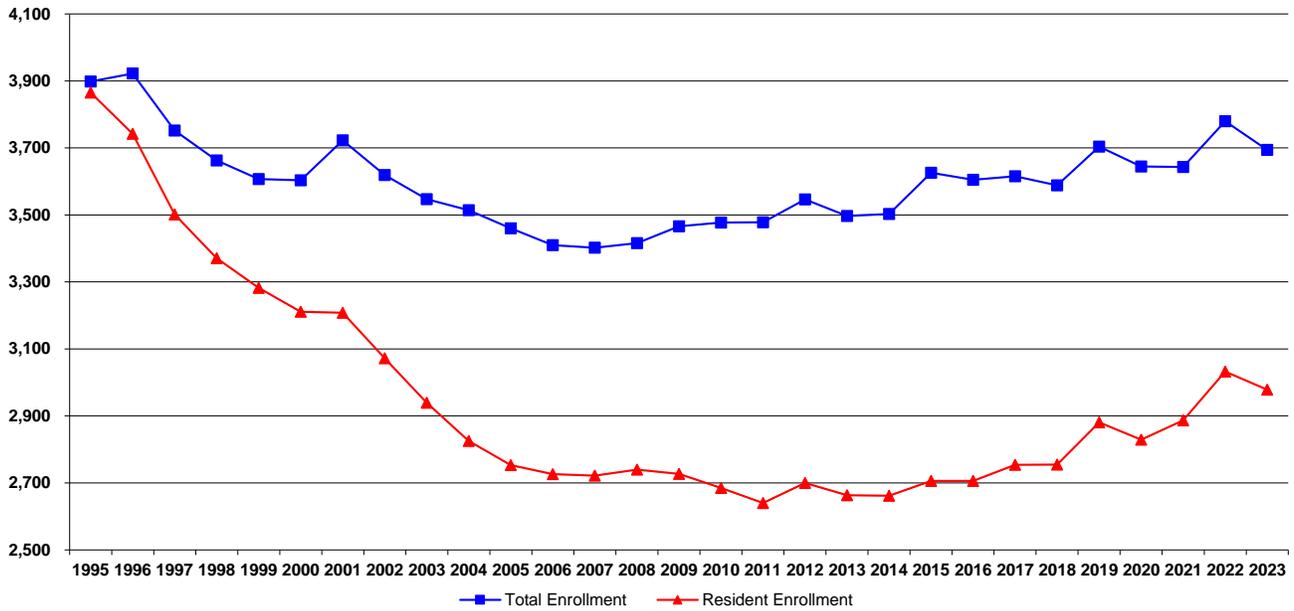
	10/6/2021 Fall 21	2/10/2021 Supp 21	2021-22 Blended Count	10/5/2022 Fall 22	2/9/2022 Supp 22	2022-23 Blended Count	10/4/2023 Fall 23	2/8/2023 Supp 23	Projected 2023-24 Blended Count
ELEMENTARY:									
Donley	271.00	261.00	270.00	266.00	267.00	266.10	274.00	262.00	272.80
Glencairn	270.00	268.00	269.80	299.00	283.00	297.40	296.00	299.00	296.30
Marble	319.00	319.46	319.05	298.00	316.00	299.80	301.00	297.00	300.60
Robert L Green	289.90	271.32	288.04	303.32	289.01	301.89	272.33	294.38	274.54
Red Cedar	135.00	108.00	132.30	210.20	153.70	204.55	209.44	221.31	210.63
Whitehills	282.00	279.00	281.70	288.00	284.00	287.60	274.00	297.00	276.30
Total Elementary	1,566.90	1,506.78	1,560.89	1,664.52	1,592.71	1,657.34	1,626.77	1,670.69	1,631.47
MacDonald Middle School	862.28	889.12	864.96	862.54	837.46	860.03	838.41	852.73	839.84
East Lansing High School	1,184.66	1,181.56	1,184.35	1,205.32	1,144.09	1,199.20	1,180.59	1,164.42	1,178.97
Sec 23a (Graduation Alliance)	28.75	0.00	28.75	48.00	0.00	48.00	48.00	0.00	48.00
TOTAL PUPIL MEMBERSHIP	3,642.59	3,577.46	3,638.95	3,780.38	3,574.26	3,764.57	3,693.77	3,687.84	3,697.98
Blended FTE count change from prior year			(53.53)			125.62			(66.59)
Blended FTE % change from prior year			-1.4%			3.5%			-1.8%
Fall FTE count change from prior year	(2.73)			137.79			(86.61)		

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.

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

Grade Level	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Change from Prior Year Fall Count
Early Childhood Special Education	16.79	17.00	17.75	16.00	16.00	22.00	16.00	18.00	17.20	17.44	0.24
Kindergarten	285.32	276.62	288.24	271.00	256.00	292.13	254.00	288.00	304.00	276.00	(28.00)
1st Grade	250.45	279.57	248.67	271.00	256.00	242.36	251.00	246.00	286.29	271.00	(15.29)
2nd Grade	248.70	274.27	281.50	259.44	265.08	245.00	230.73	261.68	258.33	273.58	15.25
3rd Grade	258.74	267.03	261.71	285.00	258.28	268.00	239.00	234.22	282.70	251.33	(31.37)
4th Grade	276.42	271.54	277.26	277.32	283.00	263.09	279.00	238.00	249.00	279.73	30.73
5th Grade	265.06	289.19	280.75	282.00	287.15	287.31	266.44	281.00	267.00	257.69	(9.31)
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	1,664.52	1,626.77	(37.75)
6th Grade	259.30	278.33	286.77	282.69	287.00	306.30	297.00	266.00	301.15	267.27	(33.88)
7th Grade	267.34	282.78	279.05	279.37	283.24	286.00	317.33	282.28	277.71	293.83	16.12
8th Grade	256.24	279.20	280.37	278.86	284.92	301.86	281.00	314.00	283.68	277.31	(6.37)
Middle School Total	782.88	840.31	846.19	840.92	855.16	894.16	895.33	862.28	862.54	838.41	(24.13)
9th Grade	289.67	278.00	269.78	299.46	287.74	306.33	308.00	300.00	313.34	296.55	(16.79)
10th Grade	291.83	295.53	277.00	283.51	301.84	306.83	312.33	296.83	296.33	304.24	7.91
11th Grade	261.49	293.01	275.27	258.66	274.71	289.64	297.00	305.17	302.02	291.00	(11.02)
12th Grade (plus Sec 23a)	275.21	244.28	280.68	270.76	247.51	287.40	296.49	311.41	341.63	336.80	(4.83)
High School Total	1,118.20	1,110.82	1,102.73	1,112.39	1,111.80	1,190.20	1,213.82	1,213.41	1,253.32	1,228.59	(24.73)
TOTAL PUPIL MEMBERSHIP COUNT	3,502.56	3,626.35	3,604.80	3,615.07	3,588.47	3,704.25	3,645.32	3,642.59	3,780.38	3,693.77	(86.61)
FTE change from prior year	5.08	123.79	(21.55)	10.27	(26.60)	115.78	(58.93)	(2.73)	137.79	(86.61)	

**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	3,371	292	92.0%	8.0%	272	7.4%
1999	3,607	3,282	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	2,753	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	76.2%	23.8%	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	3,643	2,887	756	79.2%	20.8%	656	18.0%
2022	3,780	3,032	748	80.2%	19.8%	601	15.9%
2023	3,694	2,978	716	80.6%	19.4%	563	15.2%

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	2023 Tax Year (TY)	2022 TY	2021 TY	2020 TY	2019 TY
		2023-24	2022-23	2021-22	2020-21	2019-20
Operating - Non-PRE (Non-Homestead)	12/31/28	18.0000	18.0000	18.0000	18.0000	18.0000
2019 Sinking Fund - ALL	12/31/28	0.9972	0.9972	0.9990	1.0000	1.0000
2020 Debt Fund - ALL	N/A	1.1300	1.0000	0.7600	1.0000	0.0000
2017 Debt Fund - ALL	N/A	2.8600	3.0000	3.1400	3.0000	3.2500
2015 Debt Fund - ALL	N/A	2.3100	2.6300	2.9000	3.0000	3.2500
Total Debt		6.3000	6.6300	6.8000	7.0000	6.5000
Total PRE (Homestead)		7.2972	7.6272	7.7990	8.0000	7.5000
Total Non-PRE (Non-Homestead)		25.2972	25.6272	25.7990	26.0000	25.5000
Headlee Reduction ¹ - ALL		NO	YES - 0.9982	YES - 0.9990	NO	NO
Headlee Reduction ¹ - Non-PRE (Non-Homestead)		NO	YES - 0.9995	NO	NO	YES - 0.9993
Operating - Non-PRE (Non-Homestead) authorized millage rate only		21.9736	21.9736	21.9846	21.9846	21.9846

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 11, 2024) 2023-24	(as of April 11, 2024) 2022-23	\$ Change	% Change
City of East Lansing	77.0%	1,046,468,633	975,327,884	71,140,749	7.29%
City of Lansing	3.4%	46,354,852	43,577,072	2,777,780	6.37%
Bath Township	3.9%	52,608,008	50,045,943	2,562,065	5.12% 130
DeWitt Township	0.1%	1,947,122	1,907,583	39,539	2.07%
Lansing Township	0.0%	149,300	275,200	(125,900)	-45.75%
Meridian Township	15.6%	211,421,852	197,006,948	14,414,904	7.32%
	100.0%	1,358,949,767	1,268,140,630	90,809,137	7.16%

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 11, 2024)	(as of April 11, 2024)			
	2023-24	2022-23	\$ Change	% Change	
City of East Lansing	516,846,824	484,807,965	32,038,859	6.61%	
City of Lansing	7,727,492	7,431,336	296,156	3.99%	
Bath Township	0	0	0	#DIV/0!	131
DeWitt Township	42,716	40,682	2,034	5.00%	
Lansing Township	0	0	0	#DIV/0!	
Meridian Township	157,043,745	146,998,689	10,045,056	6.83%	
	<u>681,660,777</u>	<u>639,278,672</u>	<u>42,382,105</u>	<u>6.63%</u>	
Percent of total taxable value	50.2%	50.4%			

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 11, 2024)	(as of April 11, 2024)		
	2023-24	2022-23	\$ Change	% Change
City of East Lansing	28,510,900	31,437,100	(2,926,200)	-9.31%
City of Lansing	3,258,300	3,479,000	(220,700)	-6.34%
Bath Township	1,777,600	1,656,500	121,100	7.31%
DeWitt Township	182,800	183,500	(700)	-0.38%
Lansing Township	0	0	0	#DIV/0!
Meridian Township	476,300	396,000	80,300	20.28%
	<u>34,205,900</u>	<u>37,152,100</u>	<u>(2,946,200)</u>	<u>-7.93%</u>
Percent of total taxable value	2.5%	2.9%		

132

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 11, 2024)	(as of April 11, 2024)		
	2023-24	2022-23	\$ Change	% Change
City of East Lansing	501,110,909	459,082,819	42,028,090	9.15%
City of Lansing	35,369,060	32,666,736	2,702,324	8.27%
Bath Township	50,830,408	48,389,443	2,440,965	5.04%
DeWitt Township	1,721,606	1,683,401	38,205	2.27%
Lansing Township	149,300	275,200	(125,900)	-45.75%
Meridian Township	53,901,807	49,612,259	4,289,548	8.65%
	643,083,090	591,709,858	51,373,232	8.68%
Percent of total taxable value	47.3%	46.7%		

133

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	2023 TAX YEAR TAXABLE VALUATION ¹	OPERATING MILLAGE (GENERAL FUND)			2019 SINKING FUND	2015 DEBT FUND	2017 DEBT FUND	2020 DEBT FUND
			Non-PRE	Commercial Personal	TOTAL OPERATING				
			18.0000	6.0000					
City of East Lansing Ingham									
PRE (includes Industrial Personal)		493,661,445			\$ 492,279	\$ 1,140,357	\$ 1,411,871	\$ 557,837	
Commercial Personal		28,509,600	\$ 171,057	\$ 171,057	28,429	65,857	81,537	32,215	
Non-PRE		500,386,092	\$ 9,006,949	9,006,949	498,985	1,155,891	1,431,104	565,436	
Capture - PRE		9,851,990				22,758	28,176	11,132	
Capture - Commercial Personal		0				0	0	0	
Capture - Non-PRE		73,609,488				170,037	210,523	83,178	
TOTAL CITY OF EAST LANSING		1,106,018,615	9,006,949	171,057	9,178,006	1,019,693	2,554,900	3,163,211	1,249,798
City of East Lansing Clinton									
PRE		23,185,379			23,120	53,558	66,310	26,199	
Commercial Personal		1,300	7	7	1	3	3	1	
Non-PRE		724,817	13,046	13,046	722	1,674	2,072	819	
TOTAL CITY OF EAST LANSING		23,911,496	13,046	7	13,053	23,843	55,235	68,385	27,019
City of Lansing Ingham									
PRE		7,727,492			7,705	17,850	22,100	8,732	
Commercial Personal		3,258,300	19,549	19,549	3,249	7,526	9,318	3,681	
Non-PRE		35,369,060	636,643	636,643	35,270	81,702	101,155	39,967	
Capture - PRE		942,734				2,177	2,696	1,065	
Capture - Commercial Personal		0				0	0	0	
Capture - Non-PRE		24,036,273			23,968	55,523	68,743	27,160	
TOTAL CITY OF LANSING		71,333,859	636,643	19,549	656,192	70,192	164,778	204,012	80,605
Lansing Township Ingham									
PRE		0			0	0	0	0	
Commercial Personal		0	0	0	0	0	0	0	
Non-PRE		149,300	2,687	2,687	148	344	426	168	
TOTAL LANSING TOWNSHIP		149,300	2,687	0	2,687	148	344	426	168
Meridian Township Ingham									
PRE		157,043,745			156,604	362,771	449,145	177,459	
Commercial Personal		476,300	2,857	2,857	474	1,100	1,362	538	
Non-PRE		53,901,807	970,232	970,232	53,750	124,513	154,159	60,909	
TOTAL MERIDIAN TOWNSHIP		211,421,852	970,232	2,857	973,089	210,828	488,384	604,666	238,906
DeWitt Township Clinton									
PRE		42,716			42	98	122	48	
Commercial Personal		182,800	1,096	1,096	182	422	522	206	
Non-PRE		1,721,606	30,988	30,988	1,716	3,976	4,923	1,945	
TOTAL DEWITT TOWNSHIP		1,947,122	30,988	1,096	32,084	1,940	4,496	5,567	2,199
Bath Township Clinton									
PRE		0			0	0	0	0	
Commercial Personal		1,777,600	10,665	10,665	1,772	4,106	5,083	2,008	
Non-PRE		50,830,408	914,947	914,947	50,688	117,418	145,374	57,438	
TOTAL BATH TOWNSHIP		52,608,008	914,947	10,665	925,612	52,460	121,524	150,457	59,446
Total PRE (Homestead)		692,455,501	0	0	0	679,750	1,599,569	1,980,420	782,472
Total Commercial Personal		34,205,900	0	205,231	205,231	34,107	79,014	97,825	38,649
Total Non-PRE (Non-Homestead)		740,728,851	11,575,492	0	11,575,492	665,247	1,711,078	2,118,479	837,020
Grand Total (includes Capture)		1,467,390,252	\$ 11,575,492	\$ 205,231	\$ 11,780,723	\$ 1,379,104	\$ 3,389,661	\$ 4,196,724	\$ 1,658,141
Less Capture Amount		(108,440,485)							\$ 9,244,526
Grand Total (excludes Capture)		1,358,949,767					Total Debt Tax Revenue		\$ 22,404,353
							Total Tax Revenue		

¹ As of April 11, 2024 per the Michigan Department of Education Taxable Value System website.

DEFINITIONS of EXPENDITURE FUNCTION CODES

Below is a hyper link to the Michigan Public School Accounting Manual. Definitions to expenditure function codes can be found in the **Appendix - Definition for Accounting Codes.**

<https://www.michigan.gov/mde/services/financial-management/state-aid/publications/michigan-public-school-accounting-manual>

1. General Fund

Motion: The Board of Education adopt the 2023-24 Final Budget Revision resolution for the General Fund, as presented on pages 5-6 of the Budget Book.

2. Food Service Fund

Motion: The Board of Education adopt the 2023-24 Final Budget Revision resolution for the Food Service Fund, as presented on page 7 of the Budget Book.

3. Student/School Activity Fund

Motion: The Board of Education adopt the 2023-24 Final Budget Revision resolution for the Student/School Activity Fund, as presented on page 8 of the Budget Book.

G. AFSCME (Administrative Assistants) CBA

137

Motion: The Board of Education approve the agreement between the East Lansing Board of Education and the American Federation of State, County, and Municipal Employees (AFSCME) Local 1390 covering the period July 1, 2024 through June 30, 2025 as presented.



MEMORANDUM

TO: ELPS Board of Education, Dori Leyko, Superintendent

FROM: Richard Pugh, Director of Finance & Operations

SUBJECT: Action Item – AFSCME (Administrative Assistants) CBA

DATE: May 9, 2024

Recommendation:

It is recommended that the Board of Education approve the agreement between the East Lansing Board of Education and the American Federation of State, County, and Municipal Employees (AFSCME) Local 1390 covering the period July 1, 2024 through June 30, 2025 as presented.

Background:

From the 4-8-2024 BOE packet:

Administrative assistants were previously represented by the International Union of Operating Engineers (IUOE) Local 324. On May 13, 2023 the IUOE disclaimed interest in representing the bargaining unit. This essentially nullified the existing Collective Bargaining Agreement (CBA). The District transitioned employees to At-Will agreements for FY 2023-24 and maintained the previously agreed upon 2023-24 wage scale and benefits. On July 31, 2023 administrative assistants voted to be represented by AFSCME. On September 6, 2023 the District received Certificate of Representative with an effective date of representation of August 15, 2023.

The District started bargaining with AFSCME on October 4, 2023. We had a total of nine bargaining sessions with the last session on March 13, 2024. A tentative agreement (TA) on the entire CBA was reached on March 13, 2024. Attached is the CBA per the TA. As this is an entirely new CBA it is not redlined. Below are a few of the TA items and changes from the previous CBA:

- Term is one year, July 1, 2024 to June 30, 2025.
- Personal business days increased from two to three.
- Added Juneteenth as a paid holiday for employees scheduled to work Juneteenth.
- Increases the maximum sick payout upon retirement from \$7,500 to \$8,500.
- Changes the cut-off hire date to be eligible for Board paid two-person and full-family health care coverage from June 30, 2024 to June 30, 2025.
- Cash-in-lieu increased from \$200 to \$243 per month.
- Maintained benefit packages for health, dental, vision, life, and LTD.

- Removed some of the continuing education language that was not historically utilized by employees.
- FY 2024-25 wage scale was condensed from 20 steps plus longevity to 17 steps. Step percentages were equalized to 2% with exception of the top step of 4%. Each employee's placement on the wage scale was agreed. The average employee increase is 7.7%.
- Step advancements for FY 2025-26.

It is estimated that the changes to the wage schedule are projected to cost an additional \$97,000 for FY 2024-25.

If the Board would like to discuss the TA I would suggest a closed session pursuant to Section 8(C) of the Michigan Open Meeting Act for discussion related to collective bargaining strategy.

MASTER AGREEMENT
between
THE BOARD OF EDUCATION OF THE SCHOOL DISTRICT
OF THE CITY OF EAST LANSING
and
THE AMERICAN FEDERATION OF STATE, COUNTY, AND
MUNICIPAL EMPLOYEES
AFL-CIO, LOCAL 1390 OF MICHIGAN COUNCIL NO. 25

2024 – 2025

Table Of Contents

- Article 1 - Agreement
- Article 2 - Recognition
- Article 3 - Management Rights
- Article 4 - Non-Discrimination
- Article 5 - Union Membership
- Article 6 - Union Representation
- Article 7 - Visitation
- Article 8 - Seniority
- Article 9 - Transfer and Promotion Procedures
- Article 10 - Discharge, Demotion, and Discipline
- Article 11 - Layoff and Recall
- Article 12 - Leave of Absence
- Article 13 - Grievance Procedure
- Article 14 - Hours and Work Week
- Article 15 - Paid Leave
- Article 16 - Holidays
- Article 17 - Vacations
- Article 18 - Insurance Protection
- Article 19 - General
- Article 20 - Compensation
- Article 21 - Part-Time Employee
- Article 22 - Scope, Waiver, and Alteration of Agreement
- Article 23 - Termination And Modification
- Appendix A - Salary Schedule 2024-2025

Article 1 **Agreement**

This Agreement is between the Board of Education of the School District of the City of East Lansing (the District, Board, or Employer) and the East Lansing Public School Employees, Local 1390 American Federation of State, County and Municipal Employees, AFL-CIO of Council No. 25 (the Union).

Article 2 **Recognition**

Section 1. Covered Employee. Pursuant to and in accordance with the Public Employment Relations Act, as amended, the Employer recognizes the Union as the exclusive representative of the District's employees listed below for the purpose of collective bargaining for wages, hours, and other terms and conditions of employment for the term of this Agreement:

- Student Support Services / Transportation Administrative Assistant
- Elementary Administrative Assistant
- Middle School Administrative Assistant
- High School Administrative Assistant
- Guidance Administrative Assistant
- High School Registrar
- Assist. Supt. / DEI Administrative Assistant
- Athletic Administrative Assistant
- Copy Center Administrative Assistant
- Accounts Payable / Purchasing
- Middle School Instructional Aide
- High School Instructional Aide
- Employee Benefits Coordinator

Excluded from the bargaining unit are any administrative assistants deemed confidential (Superintendent's Administrative Assistant, Director of Finance and Operations Administrative Assistant, Chief Human Resources Officer Administrative Assistant), Payroll Supervisor, Supervisor of Accounting, substitute employees, and all other employees.

This Agreement shall not be construed to deny or restrict to any bargaining unit employee rights they may have under the Revised School Code, or other applicable laws and regulations. The rights granted to bargaining unit employees are in addition to those provided elsewhere.

Section 2. Jurisdiction. Board employees not covered by this Agreement shall not perform bargaining unit work except for instructional training, an emergency, or when a substitute secretary is required. If a substitute employee works in a bargaining unit position for more than thirty (30) consecutive days, for the same person in the same building, the substitute employee

shall be covered by this Agreement, except that the substitute employee does not accrue seniority and will terminate upon the return of the regular employee.

Section 3. Aid to Other Unions. The Employer will not aid, promote, or finance any labor organization which purports to engage in collective bargaining or make any agreement with any labor organization to undermine the Union's representation of the bargaining unit described in Section 1.

Section 4. Strike/Lockout. Neither the Union, its agents, nor its members will authorize, instigate, aid, or engage in a work stoppage, slow down, strike, or similar activity against the Employer. The Employer will not implement a lockout for the same period.

Section 5. Payroll Deduction. A request for payroll deduction shall be in writing and signed by the bargaining unit employee. The Board assumes only the responsibility for the remittance of the amount specified by the employee. The Union and employees covered by this Agreement shall indemnify and hold harmless the Board for any violation of the Tax Code relating to tax-deferred annuity contribution limitations.

Article 3

Management Rights

There is exclusively reserved to the Board all responsibilities, powers, rights, and authority vested in it by the laws and Constitutions of Michigan and the United States except as expressly limited by this Agreement. The Board retains the right, among others, to establish and enforce reasonable rules and personnel policies relating to the duties and responsibilities of the employees and their working conditions which are not inconsistent with this Agreement. In meeting these responsibilities and in exercising its powers and rights, the Board acts through its administrative staff.

Article 4

Non-Discrimination

The Board and the Union reaffirm their commitment not to discriminate against any person based on race, color, religion, sex (including pregnancy, gender identity, sexual orientation), age, disability, marital status, genetic information, height, weight, or national origin.

Article 5

Union Membership

Employees covered by this Agreement are not required to become members of the Union. Employees in the unit covered by this Agreement may elect or may not elect to: (a) become a member and pay to the Union the initiation fees and periodic dues that are the obligations of the Union member; or (b) pay to the Union the appropriate periodic service fees computed in accordance with AFSCME's Notice To All Non-Member Employees Paying Fees.

Article 6

Union Representation

Section 1. Union Officers. Unit employees will be represented by a Chapter Chair and a Chief Steward who are elected by the membership. The Union shall provide the Employer with a list of the Union Officers and Stewards within five (5) workdays of any election.

1. Reasonable arrangements may be made when the Chapter Chair or Chief Steward is required by the Board to engage during their workday in negotiations on the Union's behalf with any Board representative or required to participate in any grievance procedure, including arbitration, and shall not incur loss of salary when the grievance procedure has been mutually scheduled by both parties or the arbitrator.
2. The Employer shall provide the Chapter Chair with the following information for any newly-hired employee within twenty-one (21) days of the start date: name, hire date, schedule placement, and job location. This information is solely for Union business and shall not be sold or used for any nonunion purpose.
3. During their term of office, the Chapter Chair and the Chief Steward will head the seniority list only for the purpose of layoff/recall if administration determines that they are qualified to perform the required work. Upon conclusion of their office term, the Chapter Chair and Chief Steward will return to their regular seniority status.
4. A total of five (5) days per contract year is available for Union leave for the Chapter Chair and Chief Steward combined. The Union shall reimburse the District on a current basis those sums paid to the Office of Retirement Services for Union release time. The District will invoice the Union for that expense.

Section 2. Bargaining Committee. Unit employees will be represented in negotiations by the Chapter Chair and four (4) representatives.

Article 7

Visitation

Upon Union request and the presentation of proper credentials, Union officers or credentialed Union representatives shall be admitted to District premises during work hours to assist in adjusting grievances and other reasonable Union business. The officer or representative shall not disrupt orderly operations and must first check-in at the building office.

Article 8

Seniority

Section 1. Probation. A newly-hired regular employee shall be on probationary status for sixty (60) workdays, starting from the first day of employment. If at any time before completion of the probationary period the employee's work performance is determined by the Employer to be unsatisfactory, the employee may be dismissed during the probationary period without appeal by the Union. An employee who is absent during the probationary period must work additional days equal to the number of days absent to complete the probationary period. Upon satisfactory completion of the probationary period, the employee's seniority date is retroactive to the first day of employment.

Section 2. Definition. "Seniority" is defined as the amount of service accumulated within the District as a unit employee. Seniority is measured from the employee's most recent hire date in a unit position.

1. An employee regularly scheduled to work less than twenty (20) hours per week will be credited with a one-half (1/2) year of seniority. An employee regularly scheduled to work twenty (20) or more hours per week will be credited with a full year of seniority. There will be no pro-rating for a partial year of service for unit employees hired during the fiscal year (July 1 – June 30). Unit employees hired after the commencement of a fiscal year (July 1) shall receive pro-rated seniority, on a quarterly basis, during their first year of employment. Service within the quarter will not be pro-rated.
2. Whenever two (2) or more unit employees have equal seniority, they will be ranked using the following criteria in the order stated:
 - A. The employee with the earliest hire date will be ranked first.
 - B. If The employees have the same hire date and one is a 12-month secretary, one is an 11-month secretary, and one is a 10-month secretary, the 12-month secretary shall be ranked first, the 11-month secretary shall be ranked second, and the 10-month secretary shall be ranked third.

- C. If the employees have the same work year (e.g., both are 12 months) the employee with the lowest number in the last four digits of the employee's social security number shall be ranked first.
3. A seniority list shall be made available to all unit employees by September 30 of each fiscal year. This list shall include the employee's location, assignment, seniority, and hire date into the unit. The seniority list shall contain a statement, signed by the Board and the Union, that if no objection is received within thirty (30) days, the list distributed shall be regarded as conclusive.
4. A unit employee shall retain accumulated seniority for up to two (2) years but shall not accrue seniority while on unpaid leave of absence.

Section 3. Loss of Seniority. An employee will lose seniority rights and shall be deemed terminated if the employee:

1. Quits.
2. Is discharged in accordance with Article 10 and the discharge is not reversed through the grievance procedure.
3. Does not return to work when recalled after a layoff.
4. Is laid off for two (2) consecutive years without being recalled.
5. Is absent for three (3) consecutive workdays without notifying the immediate supervisor.
6. Fails to return to work within three (3) consecutive workdays from the expiration date of a leave of absence, vacation, or disciplinary suspension without notifying the immediate supervisor.
7. Retires.

Unit seniority accumulated as of the date an employee transfers to a non-unit position in the District shall be retained for up to two (2) years. The employee has the right to exercise this seniority and bid on a vacant unit position if the employee possesses the qualifications for that vacant position.

Article 9

Transfer and Promotion Procedures

Section 1. When the Board determines to fill a vacancy or create a new position, a copy of the job posting will be emailed to the Chapter Chair. No vacancy will be filled on a permanent basis until five (5) workdays after the vacancy notice has been posted.

The job posting shall include the following information: position title, start date, pay rate, hours to be worked, and qualifications.

A vacancy shall not exist when the work year or work week of a unit position is increased by 20% or less. Example: If the established work week of a unit position is 35 hours, 7 or fewer added hours does not cause the position to be regarded as vacant under this Article.

Notice of appointment or non-appointment will be given to unit employees who have applied for the vacancy or newly-created position within ten (10) workdays after the position is filled.

Section 2. The Board has the right to hire the most qualified applicant as determined in the Board's sole discretion, for all vacancies and new unit positions regardless of seniority. Upon application, a unit employee who is qualified and has received at least a satisfactory evaluation in his/her most recent evaluation shall be interviewed and considered for the vacancy or new position.

Section 3. The employee who is promoted or transferred shall receive a three (3) week (15 workdays when students are in the building) trial period [which includes ten (10) workdays when the unit employee's immediate supervisor is present and when students are in school, for those employees working in buildings with students] to determine:

1. The ability to perform on the job.
2. The desire to remain on the job.

The trial period shall be extended for ten (10) additional workdays upon mutual written agreement by the Employer and the Union.

During this trial period, the employee shall have the opportunity to revert to the employee's former position.

If the Employer determines the employee's job performance in the new position to be unsatisfactory, notice of that finding and the reason(s) shall be given to the employee before the employee is returned to their former position, with the employee having the right to grieve the Employer's decision of the Employer, through Step Three of the Grievance Procedure.

During the trial period, the Employer has the right to use a substitute employee in the position to which the transferred unit employee was previously assigned.

Section 4. An employee who is temporarily transferred to another assignment within the unit shall be paid at the employee's present pay rate for the duration of the temporary assignment. The temporary transfer shall not exceed 180 school days.

Section 5. If the transferred employee returns to the former position, the position need not be re-posted as a vacancy if another unit applicant from the original posted vacancy offered the

position under the standards in section 2 of this Article. If there are no other unit applicants for the original posting or if those applicants do not meet the selection standards in section 2 of this Article, the position will be re-posted.

Article 10

Discharge, Demotion, and Discipline

Section 1. Standard. No non-probationary employee shall be disciplined for reasons that are not arbitrary or capricious.

Section 2. Notice. Upon a unit employee's discharge, suspension, or demotion the Board will provide written notice of the action taken to the employee and the Union.

Article 11

Layoff and Recall

Section 1. General. Employees shall be laid off and/or recalled according to qualifications and seniority. The decision to implement a layoff or recall is within the Board's sole discretion. An employee whose position is eliminated or reduced (by two or more hours per day) has the right to displace any unit position held by an employee with less seniority.

Section 2. Displacement. Displacement of a unit employee with less seniority only applies if the senior employee is qualified to hold the position, as determined by the Employer, and the employee has more seniority than the employee being displaced. This determination is not subject to the grievance procedure.

1. This provision may result in an increase or decrease in an employee's hours and/or work year.
2. All displacement and bumping under this provision will be accomplished at a single meeting.
3. If the unit employee whose position has been eliminated chooses not to displace a less senior employee the displaced unit employee will be placed on layoff with recall rights as specified in this Agreement.

Section 3. Notice. If the Board determines to eliminate a position or to reduce the hours of a position by two (2) or more hours per day, the unit employee then assigned to that position shall receive a minimum of fourteen (14) calendar days written notice, with a copy of the notice furnished to the Union. The Union may request that a meeting be scheduled with a Board representative to receive an explanation of the reason(s) for the lay-off or reduction of hours and how the work associated with the eliminated or reduced assignment will be performed.

Section 4. Recall. Notice of recall shall be sent by e-mail and first-class mail to the employee's last known e-mail and residential address which the Board has in its personnel records. If the employee does not notify the Board of recall acceptance within five (5) calendar days from the notice's mailing date or if the employee does not report to work within ten (10) calendar days from the notice's mailing date (unless otherwise excused by the Board) the employee shall be considered a quit.

Article 12 **Leave of Absence**

Section 1. Leave for Extended Illness/Disability. An employee who, due to illness or disability which is non-compensable under the Worker's Disability Compensation Act, is unable to report for work and has exhausted all means of allowable compensation, shall receive a leave of absence for up to one (1) year, provided the employee promptly notifies the Board of the leave's necessity and submits a statement from their health care provider of the leave's necessity and projected absence time. Upon return from leave, the employee shall be assigned to the same position or a position of like nature.

Section 2. Childcare Leave. Childcare leave may be granted (when leave is not required to be granted under the Family and Medical Leave Act) to an employee for the primary care of a child during infancy (up to 12 months from birth). This leave request must be made in writing at least thirty (30) calendar days in advance as foreseeable. The request shall state the expected leave start/end dates. A unit employee adopting a child may be granted leave (when leave is not required to be granted under the Family and Medical Leave Act) under the same terms as childcare leave which shall begin upon the Probate Court's entry of an order awarding custody to the adopting parent.

Section 3. Uniformed Services Leave. The reinstatement rights of any employee who enters the uniformed service of the United States will be determined in accordance with the Uniformed Services Employment and Reemployment Rights Act.

Section 5. Reserve Training. A leave of absence will be granted to an employee who is active in the National Guard or a branch of the Armed Forces Reserves for the purpose of fulfilling annual field training obligations, or if the employee is ordered to active duty. The employee must submit a written request for this leave immediately upon receipt of orders to report for duty. The Board will pay the difference between the employee's military pay and regular pay if military pay is less, for a period not to exceed fourteen (14) days in any fiscal year (July 1 - June 30).

Section 6. Union Leave. Any unit employee who is elected or appointed to a full-time position or office in the Union and whose duties require the employee's absence from work shall be granted a leave of absence for up to two (2) years. The Union leave may be extended beyond two (2) years, upon the employee's request and at the Board's sole discretion. No more than one (1) Union member shall be on Union leave at any one time.

Section 7. General Leave Provisions.

1. All leave requests shall be in writing, stating the reason for the request and the approximate length of the leave. If leave is granted under this Article, the Board shall notify the Union of the unit employee's identity but shall not be required to disclose confidential information pertaining to the leave (e.g., medical information) to the Union without the employee's consent.
2. An employee who meets all requirements specified in this Article shall be granted a leave of absence (except for childcare leave or other discretionary leave) without pay and benefits. Other leaves of absence may be granted at the Board's sole discretion for reasons other than those listed above if deemed beneficial to the employee and the Board. The Superintendent may grant a leave of sixty (60) days or less.
3. Return from any leave of absence not covered by law shall be in accordance with the following:
 - A. An employee who is on leave for six (6) months or less is entitled to resume regular seniority status and all job and recall rights upon return from leave.
 - B. An employee who is on a leave of more than six (6) months to a maximum of two (2) years must inform the Board, in writing, sixty (60) calendar days before the return date and will receive the opportunity to return to the first open position for which the employee is qualified and possesses seniority.
 - i. A position is considered "open" after it has been posted per Article 9.
 - ii. An employee who has informed the Board of the intent to return from leave has the right to bid on open position(s) posted under Article 9.
4. The Employer has the right to receive medical certification from the employee's health care provider about the necessity for any personal illness/disability leave taken under this Article. The employee will facilitate and cooperate in the furnishing of such information, which shall include the information that may permissibly be requested under Form WH 380-E (or its successor) as developed by the United States Department of Labor to implement the Family and Medical Leave Act.

The Employer has the right to require a second medical opinion (at Employer expense). If that opinion differs from that of the employee's health care provider, the employee and Employer (in consultation with the Union, if requested by the employee) shall mutually designate a third health care provider whose opinion about leave eligibility or fitness to return to work is considered final and binding on the Employer, the employee, and the Union. The cost of this examination shall be paid by the Employer.

The Employer has the right to require medical certification of the employee's fitness to return to duty at the expiration of the leave period, including the securing of a second medical opinion (at Employer expense).

Article 13

Grievance Procedure

Section 1. Definitions.

1. A "grievance" is defined as an alleged violation of the express terms of this Agreement.
2. The term "workdays" for grievance processing is defined as Monday through Friday, excluding all paid holidays and winter and spring vacation intervals.

Section 2. Procedures.

1. The time elements for these Steps will be strictly observed, but may be shortened, waived, or extended upon the parties' written mutual agreement.
2. Any grievance not appealed within the time limits in that Step level of the grievance procedure will be considered settled based on the decision rendered at the previous Step.
If an answer to a grievance is not given within the time limit of that Step level, the appealing party may automatically appeal the grievance to the next Step.
3. Any grievance not presented for disposition through the grievance procedure within seven (7) workdays of the occurrence giving rise to the grievance or within seven (7) workdays of the date it is reasonable to assume that the employee or the Union first became aware of the condition giving rise to the grievance, shall not be considered as a grievance. If an objection to the grievance's timeliness, is made, the Employer's processing of the grievance does not waive the timeliness objection.
4. A written grievance shall:
 - A. Be signed by the grievant(s) and the Union representative;

- B. Be specific;
- C. Contain a synopsis of the facts giving rise to the alleged violation;
- D. Cite the Agreement's section or subsections alleged to have been violated;
- E. Contain the date of the alleged violation; and
- F. Specify the relief requested.

Any written grievance not in compliance with the above requirements may be rejected as improper. Such a rejection shall not extend the time limitations set forth in this Article.

- 5. The following matters shall not be the basis of any grievance filed under this Article:
 - A. The termination of services or failure to re-employ a probationary employee.
 - B. Any claim for which there is another remedial procedure or forum established by law or regulation.
 - C. An alleged violation of Michigan or federal statutory or regulatory law (including constitutional provisions). Instead, the alleged violation may be processed through the appropriate agency or judicial enforcement of the law(s) in question.
 - D. Any matter which is exclusively reserved to management under Article 3.
- 6. The purpose of this procedure is to secure, at the earliest possible level, an equitable solution to a grievance. These proceedings shall be kept as informal and confidential as appropriate at any level of the procedure.
- 7. This grievance procedure does not limit the right of an employee having a grievance to discuss the matter informally with an appropriate administrator.

Step One – Immediate Supervisor (Oral)

- 1. An employee shall discuss the grievance with their immediate supervisor within the time limits set forth in Section 2(3) above. If the grievance is not settled orally, the employee may request a meeting with the Union to discuss the grievance.
- 2. The Union may submit the written grievance to the immediate supervisor stating the remedy requested, the facts upon which the grievance is based, and the specific provision(s) of the Agreement allegedly violated. The employee and the Union shall sign the grievance and submit it to the immediate supervisor within the time limits set forth in section 2(3), above.

Step Two - Immediate Supervisor (Written)

1. The Union and affected unit employee(s) shall meet with the immediate supervisor to discuss the grievance within seven (7) workdays of its written submission to the immediate supervisor.
2. The immediate supervisor shall issue a written decision within seven (7) workdays of the meeting with the Union.

Step Three – Superintendent or Designee

1. If the grievance is not resolved in Step two, it must be submitted to the Superintendent or designee within seven (7) workdays from date of receipt of the immediate supervisor's decision, and the Superintendent or designee shall meet with a Union Business Representative at a time mutually agreeable to them.
2. The Superintendent or designee shall provide a written answer within ten (10) workdays of the meeting date with the Union's Business Representative.

Step Four - Arbitration

1. Written notice of an intent to arbitrate must be submitted to the Superintendent within fifteen (15) workdays from the end of Step 3.
2. Within thirty (30) workdays of submitting the written notice an intent to arbitrate, a demand for arbitration must be filed with the American Arbitration Association (AAA), whose rules govern the arbitrator selection process and all arbitration procedures.
3. The Arbitrator, the Union or the Board may call any relevant person as a witness in any arbitration hearing.
4. Each party is responsible for the expenses of the witnesses that they may call.
5. The Arbitrator has no authority to:
 - A. subtract from, add to, or otherwise modify any of the term of this Agreement;
 - B. issue a decision on the merits of a prohibited or illegal bargaining subject;
 - C. decide matters removed from the grievance process or scope of arbitration under this Agreement;
 - D. substitute the Arbitrator's discretion for that of the parties;
 - E. order retroactive back-pay beyond the grievance date and shall deduct from such back-pay an amount equal to any compensation the grievant may have received from other sources during the applicable time.

6. The parties are not permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party.
7. If the arbitrability of any grievance is disputed, the arbitrator shall have no jurisdiction to render a decision on the merits until he/she has first made a ruling on the arbitrability issue. By stipulation of the parties of the grievance, the arbitrator may concurrently hear both the jurisdictional issues and the merits of that dispute in the same proceeding. If the arbitrator determines that he/she is without jurisdiction to rule, the matter shall be dismissed without decision on the merits.
8. The AAA fees shall be paid equally by the parties. The Arbitrator's fees and expenses shall be paid by the non-prevailing party. The Union shall be considered the non-prevailing party if it does not receive all the requested relief. If the arbitrator's decision is split between the parties, the arbitrator shall apportion the parties' fees and expenses.
9. The Arbitrator shall render a decision in writing not later than thirty (30) calendar days from the date of the conclusion of the arbitration hearing.
10. The Arbitrator's decision is final, conclusive, and binding on all unit employees, the Board, and the Union.
11. Notwithstanding any other provision in this Agreement, the Employer shall have no obligation to arbitrate any grievance after the expiration of this Agreement. The Employer, however, shall arbitrate grievances arising during the term of this Agreement for which a timely grievance was filed before the Agreement's expiration.

Article 14

Hours and Work Week

Section 1. Normal Workday. The normal workday shall consist of eight (8) consecutive hours per day, excluding a duty-free, uninterrupted lunch period of not less than one (1) hour, unless mutually agreed between the Employer and the employee. The normal work week shall consist of forty (40) hours per week, Monday through Friday. The Board retains the right to regularly schedule work for less than eight (8) hours per day or forty (40) hours per week.

If the Board requires an employee to work more than his/her established work weeks or workdays per year, that employee shall be notified by the Board, in writing, at least fifteen (15) workdays before the effective date of the additional work, unless the change by shorter notice is by mutual agreement.

The normal workday is scheduled between 6 a.m. and 7 p.m. The Board has the right to reduce the hours of unit positions in accordance with the provisions of Article 8 (Seniority).

Section 2. Overtime. Time and one-half (1/2) will be paid for all time worked over forty (40) hours in one (1) week. All overtime must be authorized in advance by the employee's direct supervisor.

1. All hours worked on Saturday or Sunday will be for a three (3) hour minimum.
2. As an alternative to monetary overtime payment, an employee and immediate supervisor may agree that compensatory time will be earned instead of overtime. Each is computed at 1.5 hours (time and a half) for each hour worked over forty (40) per week. Compensatory time is subject to a maximum accrual of forty-five (45) compensatory hours in a fiscal year, which is thirty (30) hours worked. Compensatory time will be scheduled cooperatively between the employee and immediate supervisor. The time sheet's notes section will record compensatory time earned, compensatory time used, and current balance.
3. An employee is not required to take time off from the employee's regular schedule or have their hours reduced because of having to report to work before their shift or because the employee worked over eight (8) hours in a workday. An employee and his/her immediate supervisor may agree to a flexible work schedule within the regular work week that better meets the needs of the Employer and the employee.
4. If the Employer determines to allocate overtime projects involving ten (10) or more work hours to its employees (as opposed to using an outside contractor), the project will first be offered to unit employees when the work involves functions normally performed by unit personnel. The person assigned to the position with the overtime opportunity has the first right to bid on the overtime project. If that person declines the overtime (or is unavailable) the next most senior unit employee in the same building who is qualified to perform the overtime work will be offered that opportunity. If the work remains unallocated after the above steps, it will be offered to the most senior qualified unit employee who has indicated interest in overtime opportunities by placing his/her name on the District-wide overtime list. Overtime will be rotated in inverse seniority order. The Union will maintain an equalization list and provide the Employer with an updated list.

Section 3. Call Back. When an employee has left the Employer's premises and must return to work after completion of the employee's regularly scheduled work hours, the employee shall receive pay for the actual hours worked at the appropriate pay rate or a minimum of two (2) hours pay at the employee's straight hourly rate, whichever is greater.

Section 4. Relief Time. Employees shall receive a fifteen (15) minute relief time during each four (4) hours of work. This time, if not used, does not accumulate for later use and cannot be used

for any other purpose. The Employer may provide a person to relieve the employee for these 15-minute breaks.

Article 15

Paid Leave

Section 1. Sick Leave.

1. Each unit employee will accumulate one (1) sick leave day per month in an individual single sick leave bank, with a maximum accumulation of one hundred and fifty (150) days. A leave of absence with pay chargeable against the employee's sick leave allowance shall be granted for the following reasons or any other approved reasons:
 - A. When the employee is incapacitated from performing the employee's duties due to sickness, pregnancy, injury or for medical, dental, or optical examination or treatment.
 - B. A maximum of ten (10) workdays per work year for an illness in the immediate family, which includes the employee's spouse, child, parent, sibling, and corresponding in-law, grandparent, grandchild, or member(s) of the employee's household.
2. An employee who is unable to perform their duties due to illness or disability shall notify their supervisor before the start of the workday. If an illness or disability extends beyond the first absence day, the employee and the employee's supervisor may decide the notice frequency for the continued illness or disability.
3. An employee who permanently separates from employment with the District for retirement purposes, in accordance with the Michigan Public School Employees Retirement Act, shall receive a lump-sum payment for the employee's unused sick leave days at the rate of \$65 per day. The maximum amount payable shall not exceed \$8,500. This payment will be made in the fiscal year immediately after the employee's effective retirement date. The retiring employee may elect to receive this payment in either July or January. An employee receiving pay for unused sick leave under section 1(5) of this Article is not eligible for this benefit.

Unused sick leave payout does not apply to an employee who is discharged, and the discharge is not reversed through the grievance procedure.

4. An employee who has exhausted sick leave credit and still not able to return to work may be paid for any unused vacation days.

5. An employee who has attained the maximum sick leave accumulation will be paid \$25 per day for each unused sick leave day from their annual allotment which cannot be added to their accumulation due to the limit in section 1(1) of this Article. This payment will be made in July annually, based on sick leave accumulation and use as of the immediately preceding June 30.

Section 2. Funeral Leave.

1. An employee shall be granted up to five (5) workdays off with pay for a death in the employee's immediate family, which is defined as the employee's spouse, child, parent, sibling, and-corresponding in-law, grandparent, grandchild, or member(s) of the employee's household.
2. Time off with pay, not to exceed one (1) day, will be granted for attendance at the funeral service of a person whose relationship warrants such attendance.

Section 3. Personal Business Days.

1. Each unit employee shall earn three (3) personal business days per fiscal year to attend to personal business, which by its nature cannot be scheduled outside the regular workday. Personal business days shall not be used to extend a holiday, vacation period or to extend a period when school is not in session, nor shall personal business days be granted for the purpose of pursuing other employment or for any other leave provision in this Agreement.
2. Personal business days may not be used for less than one-half (1/2) day increments. If the employee does not use the allocated personal business days, those days shall be credited to the employee's sick leave bank the following year. An employee seeking to use personal business days must submit a written application to the employee's immediate supervisor before use and with as much advance notice as possible.

Section 4. Jury Duty. An employee who serves on jury duty will be paid the difference between the employee's pay for that duty and the employee's regular pay provided proof of service and pay is submitted. A leave of absence with full pay shall be granted for court appearance when subpoenaed as a witness in any case connected with the employee's employment in the school.

Article 16

Holidays

The Board will pay the normal day's pay for the following holidays, even though no work is performed by the employee:

12-month Employees

New Year's Day
 Martin Luther King, Jr. Day
 President's Day
 Memorial Day
 Juneteenth
 Fourth of July
 Labor Day
 Day before Thanksgiving (if students not in session)
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Eve Day
 Christmas Day
 New Year's Eve Day

10- and 11-month Employees

New Year's Day
 Martin Luther King, Jr. Day
 President's Day
 Memorial Day
 Juneteenth (if in work year calendar)
 --
 Labor Day
 Day before Thanksgiving (if students not in session)
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Eve Day
 Christmas Day
 New Year's Eve Day

An employee required to work on any of the above holidays shall receive double time for hours worked, with a three (3) hour minimum, in addition to regular holiday pay.

If one of the above holidays falls on Saturday or Sunday, the day recognized as the paid holiday shall be consistent with the holiday calendar designated by administration. If any of the above alternate days for observing a designated holiday falls on a student attendance day, the Employer, in consultation with the Union, shall designate another day to serve as the alternate paid holiday.

To receive holiday pay, the employee must work the last workday scheduled before the holiday and the first scheduled workday after the holiday, unless specified otherwise or the absence is excused.

Article 17

Vacations

Section 1. 12-Month Employees. All employees working on a 12-month basis shall receive an annual vacation with full pay based on the following schedule:

Years of Service	Vacation Days Earned Per Month
1-5 years	5/6 days per month or days 10 days per year
6-10 years	1-1/4 days per month or days 15 days per year
11-24 years	1-2/3 days per month or days 20 days per year

25 years or more	2.083 days per month or days 25 days per year
------------------	---

12-month secretaries (hired on or before July 1, 1994) who are reassigned or reduced to 11-month positions will receive pro-rated vacation allotment (88%) of that accrued by a 12-month secretary. 12-month secretaries (hired after July 1, 1994) who are reassigned or reduced to 11-month positions will accrue vacation under section 2 of this Article.

Section 2. Less Than 12-Month Employees. Employees working less than 12 months are entitled to a paid vacation on the following schedule:

Years of Service	Vacation Days Earned
1-10 years	5 workdays
11 years or more	7 workdays

Unit employees hired after July 1, 1994 who work less than twelve (12) months per year are not eligible for paid vacation days under this section.

Section 3. Procedures.

1. Vacation allowances shall be front loaded July 1st of each year. Per diem pay shall be payroll deducted for an employee who uses vacation days not earned before employment separation with the District.
2. Vacation allowance shall be pro-rated during the first year of employment to the nearest one-half (1/2) day (based on 5/6 of a day per month of service to June 30).
3. Not more than fifteen (15) vacation days for 12-month secretaries may be carried over from one fiscal year to the next. If carried over vacation days are not used, they will be paid by July 31 immediately after the fiscal year in which they accrued. Payment shall be made at the employee's hourly rate at the time that the vacation time originally accrued.
4. Less than 12-month secretaries will normally use vacation time at the end of their work year but may use vacation time during their work year with their immediate supervisor's approval. If vacation days are not used by the end of the secretary's work year, the secretary may request that the vacation days be paid at the end of July following the work year in which they originally accrued, provided that this request is made to the Business Office not later than May 15. Alternatively, the secretary may request that the unused vacation days be carried over to the next fiscal year (i.e., July 1), to a maximum carryover of one (1) year's earned vacation days. If the vacation days carried over are not used during the fiscal year immediately after the fiscal year in which they accrued, they will be paid by July 31. Payment shall be made at the employee's hourly rate at the time the vacation time originally accrued.

5. Vacation shall be scheduled at a time which does not interfere with normal District operations. As possible within this limitation, vacation shall be scheduled at a time satisfactory to the employee.
6. Vacation shall be scheduled for a period of not less than one (1) week at a time or not less than the number of days to which the employee is entitled, whichever is smaller, unless otherwise approved by the employee's immediate supervisor and the appropriate director.
7. Employees terminating employment or commencing a leave of absence under Article 12 shall receive a pro-rated vacation allowance based on the amount of vacation time earned according to the above schedule.

Article 18

Insurance Protection

Section 1. The Employer will make premium contributions, as specified in this Article, on behalf of each unit employee (and the employee's eligible dependents) who works thirty (30) hours or more per week for the following insurance programs:

1. Employer premium and health savings account contributions, as specified in this Article, shall be pro-rated for employees regularly scheduled to work at least seventeen and one-half (17.5) hours per week but less than thirty (30) hours per week.
2. Employees working less than seventeen and one-half (17.5) hours per week are not eligible to participate in any insurance benefit programs at Employer expense.
3. All premium or premium equivalent amounts for which the employee is responsible will be payroll deducted.

Section 2. Health/Medical Insurance and Cash-In-Lieu. Health/medical plan coverage shall be MESSA Choices II (PAK) with in-network deductible of \$500/\$1,000, \$20 office visit copay, \$25 urgent care copay, \$50 emergency copay, and Saver Rx drug copay, or an equivalent policy. Unit employees shall have the option to enroll in MESSA ABC Plan 1. The Board shall contribute the following annual amounts to an employee's health savings account: \$1,000 for single subscribers and \$2,000 for two-person or family subscribers.

An employee enrolled in health/medical insurance is required, as a condition of enrollment, to pay twenty percent (20%) of the medical benefit plan costs for their enrollment category. This payment is in addition to pro-rated premium amounts that are the responsibility of part-time employees. Unit employees that elect MESSA Choices II, rather than MESSA ABC Plan 1, shall additionally pay one hundred percent (100%) of the difference in medical benefit plan costs (including any Board-paid HSA contribution) between MESSA Choices II and MESSA ABC Plan 1.

The full twelve (12) months' coverage depends on the employee's completion of the contract for the total school year.

1. Unit employees (and their eligible dependents) who are enrolled in any health or medical insurance coverage from any outside source or through another District employee shall not be concurrently eligible for health plan premium contributions by the Employer, as set forth in this Article, but shall instead elect the cash option specified in Paragraph A(2) of this Article.
2. Eligible employees (those working 30 or more hours per week) who elect not to participate in the offered health insurance program shall instead receive \$243 each month in cash under a valid IRS Section 125 Plan established by the Employer.
3. Unit employees hired after June 30, 2025, are only eligible to have the Employer's portion of single subscriber health/medical benefit plan costs contributed on their behalf. Those persons, however, may elect additional health/medical coverage, at their expense, provided that the insurance carrier permits additional enrollment.
4. There is no probationary period for eligibility of Insurance Protection (Article 18).

Section 3. Dental Insurance. The Employer shall provide Delta Insurance 100% of Class I, 80% of Class II, and 80% of Class III benefits with \$1,500 annual maximum; and 80% orthodontics with \$1,500 lifetime maximum or an equivalent policy.

Section 4. Life Insurance. The Employer shall provide group life insurance protection in the amount of \$50,000.

Section 5. Vision Insurance. The Employer shall provide MESSA VSP-3 vision insurance, or an equivalent policy.

Section 6. Long-Term Disability Insurance. The Employer shall provide an insured income continuation plan for disability that extends beyond the employee's accumulated sick leave. The benefits of this plan are summarized per MESSA's "Negotiated LTD Plan Highlights" document.

Employees who have exhausted their accumulated sick leave but are not eligible for long-term disability benefits because they have not satisfied the 90-day wait period are eligible for continuation of 60% of their base wages after an unpaid ten (10) workday wait period. The Employer-funded wage continuation amount shall be reduced by the amount of Social Security, Workers' Compensation, or any other Employer-sponsored benefit. The Employer's responsibility after the above ten (10) day unpaid wait period shall not exceed the number of workdays in the balance of the 90-calendar day qualifying interval for long-term disability benefits.

The employee will continue to receive health insurance while on long-term disability for up to a maximum of twenty-four (24) months.

Section 7. Tax-Deferred Annuities. The Employer will deduct twice each month tax-deferred 403(b) employee contributions and remit those contributions to a single Employer approved 403(b) vendor or third-party administrator within one (1) week after the deduction, subject to the following conditions:

1. The Employer-approved 403(b) vendor shall be selected from a list of vendors established by the Michigan Retirement Investment Consortium and the Employer.
2. The third-party administrator shall be determined by the Michigan Retirement Investment Consortium.
3. Any failure by the 403(b) vendor to promptly credit employee contributions transmitted pursuant to this Article shall be addressed to the employee directly with the 403(b) vendor and/or the third-party administrator.

The Union will continue to participate in District level review of insurance program coverages and cost structure during the term of this Agreement.

Article 19 **General**

Section 1. Parking. Adequate parking facilities within reasonable proximity of the assigned building will be provided.

Section 2. Resignation. An employee desiring to resign shall submit a written resignation notice to the Human Resources Office at least ten (10) workdays before the resignation's effective date. An employee who fails to follow this resignation procedure forfeits their right to termination pay under Article 15 and any earned vacation time.

Section 3. Emergency School Closing. Unit employees are not required to report for work on scheduled student instruction days when classes are canceled due to conditions beyond the Board's control e.g., inclement weather, fire, mechanical breakdown, public health conditions (as defined by City, County, or State health authorities) and will receive their regular wages for those day(s), based on their regularly scheduled hours. If the Board reschedules lost instruction day(s) to comply with the Revised School Code and the State School Aid Act for receipt of full state school aid, employees who were paid for the previously canceled day(s) and who are not otherwise scheduled to work on the rescheduled instruction day(s) may be required to work on the rescheduled day(s) with no compensation beyond what was previously paid to them for the canceled day(s) on which they were not required to work.

Section 4. Continuing Education Reimbursement. The District allocates four thousand dollars (\$4,000) per contract year for reimbursement of continuing education expenses for the entire bargaining unit. Individual unit members are eligible for registration fees, tuition, books, lab fees, and other expenses upon successful completion of the continuing education course with a minimum of a 2.5 (C+) for graded courses or a Course Completion Form signed by the instructor for non-graded courses. The employee must submit to the Human Resources Office a completed Continuing Education Reimbursement Form, along with the transcript and signed Course Completion Form to be eligible for reimbursement. An individual unit employee will not receive reimbursement for more than two thousand dollars (\$2,000) per contract year unless otherwise approved by the Superintendent or designee.

Section 5. Evaluation. The Union recognizes the Board's right and need to evaluate employee performance. Each employee's immediate supervisor shall perform an evaluation at least once every two (2) years; however, other administrative personnel may be called upon to assist in the evaluation process if requested by either the employee or the immediate supervisor.

Evaluation shall be primarily directed to the improvement of employee performance and to assist the employee in addressing any area of concern.

An employee performance evaluation shall be reduced to writing before placement in the employee's personnel file and will adhere to the Board of Education/Secretarial Union Evaluation Form. Performance evaluation criteria include but are not limited to the employee's:

1. Adaptability
2. Initiative
3. Job knowledge
4. Organization
5. Ability to perform essential job functions
6. Personal relations / cooperation
7. Punctuality and attendance
8. Quality of work
9. Responsibility

Article 20

Compensation

The salaries for unit employees are set forth in Schedule A. The salary schedule shall remain in effect during the term of this Agreement.

A new hire may be granted credit on the salary schedule for similar experience for up to six (6) steps. Any new hire step credit outside these parameters requires agreement from the Union.

An employee working less than 12 months shall be paid on the bi-weekly payroll during their scheduled work year unless the employee submits a signed consent form to the Payroll Department electing to be paid on the bi-weekly payroll over a twelve (12) month period.

To be eligible for reimbursement, employee receipts for out-of-pocket expenses must be submitted to the Business Office as soon as possible but no later than June 30 of the transaction's fiscal year.

Article 21

Part-Time Employees

If an employee works less than the established full-time hours in the employee's assignment, the employee is entitled to a pro-rated portion (based on hours worked compared to full-time hours) of the sick leave, vacation, holiday, personal business day, funeral leave, and terminal leave benefits provided under this Agreement. For purposes of this provision, "full-time hours" are those set forth in Article 14.

Eligibility of part-time employees to participate in insurance programs is addressed in Article 18.

Article 22

Scope, Waiver, And Alteration Of Agreement

This Agreement is the result of extensive negotiations in which both parties had the right and the opportunity to submit and negotiate their proposals with the other party. This Agreement sets forth the parties' full and entire understanding as to the matters expressed herein. This Agreement may be modified, but only in writing, upon the mutual consent of the parties. All past practices and understandings between the parties not memorialized and incorporated in this Agreement are not enforceable.

A written waiver of any breach or condition of this Agreement by either party does not constitute a precedent for future enforcement of the Agreement's terms and conditions.

If any provision of the Agreement is held invalid by operation of law, or if compliance with or enforcement of any article or section is restrained by such law, the remainder of this Agreement shall not be affected. The parties shall enter immediate collective bargaining negotiations for the purpose of achieving a mutually satisfactory resolution for the affected article or section.

This Agreement supersedes any rules, policies, regulations, or practices of the Board which are contrary to or inconsistent with the Agreement's express terms.

Article 23
Termination and Modification

This Agreement shall continue in full force and effect until June 30, 2025.

Section 1. Notice of Termination or Modification. If either party desires to terminate or modify this Agreement, they shall give written notice of termination or modification one hundred twenty (120) calendar days before the termination date. If neither party gives notice of termination or modification or withdraws before this Agreement's termination date, the Agreement shall continue in full force and effect, subject to notice of termination or modification by either party on one hundred twenty (120) calendar days written notice before the current year of termination.

Section 2. Notice Address. Notice shall be in writing and shall be sufficient if sent by Certified Mail to the Union, addressed to 1034 North Washington Avenue, Lansing, Michigan 48906, and to the Employer, addressed to East Lansing Public Schools, Board of Education Office, 501 Burcham Drive, East Lansing, Michigan 48823 or to any other address the parties may make available to each other.

Section 3. Emergency Manager. An emergency manager appointed under the Local Financial Stability and Choice Act, MCL 141.1501 et seq., may reject, modify, or terminate this Agreement as provided in that Act.

**EAST LANSING PUBLIC SCHOOLS BOARD OF
EDUCATION:**

PRESIDENT

DATE: _____

SECRETARY

DATE: _____

**AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, AFL-CIO OF
COUNCIL 25:**

CHAPTER CHAIR

DATE: _____

BARGAINING COMMITTEE

DATE: _____

STAFF REPRESENTATIVE

DATE: _____

APPENDIX A – SALARY SCHEDULE 2024-2025

<u>Step</u>	<u>Hourly Rate</u>
1	22.00
2	22.44
3	22.89
4	23.35
5	23.81
6	24.29
7	24.77
8	25.27
9	25.78
10	26.29
11	26.82
12	27.35
13	27.90
14	28.46
15	29.03
16	29.61
17+	30.79

The Parties recognize that this Agreement expires on June 30, 2025. Nonetheless, unit employees will move one (1) step on the above Salary Schedule for the 2025-2026 school year unless that employee is at the top step.

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

- A. The next regularly scheduled Board of Education meeting is June 10, 2024.

XI. Adjournment

Respectfully Submitted,

*Dori Leyko
Superintendent*