



East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

Regular Meeting
February 24, 2025 - 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: I move the Board of Education approve the February 24, 2025, regular meeting agenda, as presented.

E. **Approval of Minutes**

Motion: I move the Board of Education approve the following minutes.

1. February 10, 2025, regular meeting

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I. Opening of Meeting

I.A. Call to Order

President Chris Martin called the meeting to order at 7:02 pm.

I.B. Roll Call

Dr. Terah Chambers:	Present
Dr. Kath Edsall:	Present
Ms. Tali Faris-Hylen:	Absent
Dr. Elizabeth Lyons:	Present
Mr. Chris Martin:	Present
Dr. Estrella Torrez:	Present
Ms. Abbie Tykocki:	7:04 pm
Student Representative Stella Alfredson	Absent
Student Representative Holyn Walsh	Present
Superintendent Dori Leyko	Present

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

Trustee Kath Edsall read the mission statement.

I.D. Approval of Agenda

Motion: 24-25/067: I move to approve the February 10, 2025, regular meeting agenda, as presented.

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

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

Aye: 6, Nay: 0

I.E. Approval of Minutes

Motion: 24-25/068: I move to approve the following minutes:

I.E.1. January 27, 2025, regular meeting

I.E.2. January 27, 2025, closed session

This motion, made by Dr. Kath Edsall and seconded by Dr. Estrella Torrez, Passed.

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

Aye: 6, Nay: 0

II. Recognition

- Congratulations to 8th graders Langston Chambers and Conner Drouare and 7th grade Mark Shilakes on auditioning and being accepted into the 2025 Michigan All-State Middle School Band along with Grace Jeong who was accepted into the All-State Middle School Orchestra. These students were selected as some of the best middle school musicians in the entire state and represented MacDonald Middle School proudly this past weekend in Grand Rapids. Also, congratulations to our 8th grade band on being selected to perform as part of a demonstration session for professional development for other music teachers in our state. A special thank you to Mrs. Thornton, Mr. Rosin, Ms. Paiz, and Mr. Dugan for ensuring our students were prepared for this opportunity!
- Thank you to Rich Pugh for his years of service as Director of Finance of East Lansing Public Schools. This will be his final board meeting.

III. Student Representative Report

Student Representative Holyn Walsh reported:

- Yearbook and Portrait submit publications into MPPA contest
- Multicultural Assembly video posted on YouTube
- East Lansing Floor Hockey is beginning
- Basketball, gymnastics and wrestling are still competing

IV. Superintendent's Report

- No official report tonight. There will be no school for students on February 14 while staff attends Professional Learning and no school for students and staff on February 17 in observance of President's Day.

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.

- Ross Gorman - ELEA Representative - Public Act 120 of 2024

VI. Presentation

RJ Naughton, PFM Financial Advisors, [2025 School Building and Site and Refunding Bonds](#)

Discussion followed

VII. Closed Session

Motion: 24-25/069: I move that the Board of Education enter into closed session in accordance with Section 8(1)(c) of the Open Meetings Act related to collective bargaining.

This motion, made by Ms. Abbie Tykocki and seconded by Dr. Estrella Torrez, Passed.

Roll Call Vote

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

Aye: 6, Nay: 0

The meeting returned to Open Session at 8:38 pm.

VIII. Board Discussion

No Board Discussion

IX. Action Items

IX.A. 2025 Bond Resolution, Series 2 and Refunding Bonds

Motion: 24-25/070: I move the Board of Education approve the Resolution Authorizing the Issuance and Delegating the Sale of the 2025 School Building and Site Bonds, Series II, and Refunding Bonds, as presented.

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

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

Aye: 6, Nay: 0

IX.B. Purchase of Network Hardware

Motion: 24-25/071: I move to approve the purchase of network hardware from MOSS in the amount of \$556,359.55.

This motion, made by Ms. Abbie Tykocki and seconded by Dr. Terah Chambers, Passed.

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

Aye: 6, Nay: 0

IX.C. Fiber Infrastructure Maintenance Agreement

Motion: 24-25/072: I move to approve the contract for fiber network maintenance with Fiberlink for an amount to not exceed \$34,200.00.

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

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

Aye: 6, Nay: 0

IX.D. Purchase of UPS Devices

Motion: 24-25/073: I move to approve the purchase and installation of UPS devices from MOSS in the amount of \$101,022.54.

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

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

Aye: 6, Nay: 0

IX.E. MASB Region 7 Board of Directors Election

Motion: 24-25/074: I move the Board of Education to cast a vote for candidate Guillermo Lopez for MASB Region 7 Board of Directors (Guillermo Lopez, Cory McLaughlin, or Jack Temsey).

This motion, made by Dr. Kath Edsall and seconded by Dr. Estrella Torrez, Passed.

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

Aye: 6, Nay: 0

X. Committee Reports

X.A. Academic and Technology Committee

- Next meeting February 12

X.B. Facilities Committee

- Meeting will be rescheduled

X.C. Finance Committee

- Next meeting February 19

X.D. Intergovernmental Relations

- Next meeting February 27

X.E. Personnel Committee

- No report

X.F. Policy Committee

- Title IX Updates - in Items of Information
- Policy 5201 - change to include new resolution link

X.G. Ingham School Officers Association (ISOA)

- [February 5 minutes](#)
- Next meeting is March 5
- MASB representative - Executive Order updates

XI. Announcements

XI.A. The next regularly scheduled meeting of the Board of Education meeting is February 24, 2025.

XII. Adjournment

The meeting adjourned at 8:46 pm.

President

Secretary

2. February 10, 2025, closed session

II. Recognition

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. Presentations

A. Dori Leyko, Superintendent - ELHS Construction Project Update

B. Glenn Mitcham, Deputy Superintendent - MLK, Jr and Papa the Great

VII. Board Discussion

VIII. Action Items

A. January 29, 2025 Thrun Policy Updates

Motion: I move the Board of Education approve the January 29, 2025 Thrun Policy Updates, as presented.

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Series 3000: Operations, Finance, and Property

3100 General Operations

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

- A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.
- B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.
- C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.
- D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.
- E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.
- F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.
- G. Reserved

H. Training and Notice: For more information about training requirements and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements and Policy Notice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: December 13, 2021

Date revised: August 12, 2024

Date revised:

Series 3000: Operations, Finance, and Property

3100 General Operations

3115A Definitions for 3115 Series

- A. The following definitions apply to policies 3115-3115H, 4101, 4102, and 5202, which address non-discrimination, anti-harassment, and non-retaliation:
1. “Appeals Officer” means a person who is designated to hear a determination appeal or a dismissal appeal. The Appeals Officer may not be the same person as the Coordinator, Decisionmaker, Investigator, or Informal Resolution Facilitator.
 2. “Complainant” means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination and who was participating or attempting to participate in the District’s education program or activity at the time of the alleged Unlawful Discrimination.
 3. “Complaint” means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Unlawful Discrimination.
 4. “Coordinator” means the person(s) designated by the District to coordinate the District’s compliance with state and federal non-discrimination laws. The Coordinator may be the same person as the Investigator and Decisionmaker.
 5. “Day” means a day that the District’s central office is open for business, unless otherwise indicated.
 6. “Decisionmaker” means the person designated to issue a determination as to whether Unlawful Discrimination occurred. The Decisionmaker may be the same person as the Coordinator and Investigator.
 7. “Disciplinary Sanctions” means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.
 8. “Grievance Procedure” means the process outlined in Policy 3115E.
 9. “Informal Resolution Facilitator” means the person designated to facilitate an informal resolution process. The Informal Resolution Facilitator may not be the same person as the Investigator or the Decisionmaker.
 10. “Investigator” means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.

11. “Key Role” means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.
12. “Party” means a Complainant or Respondent.
13. “Remedies” means measures provided, as appropriate, to a Complainant or any other person the District identifies as having had their equal access to the District’s education program or activity limited or denied by Unlawful Discrimination. These measures are provided to restore or preserve that person’s access to the District’s education program or activity after the District determines that Unlawful Discrimination occurred.
14. “Respondent” means a person who is alleged to have violated the District’s prohibition on Unlawful Discrimination.
15. “Retaliation” means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District’s education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series. Retaliation does not include a requirement that a District employee participate in a Grievance Procedure.
16. “Supportive Measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:
 - a. Restore or preserve that Party’s access to the District’s education program or activity, including measures that are designed to protect the safety of the Parties or the District’s educational environment; or
 - b. Provide support during the District’s Grievance Procedure or during an informal resolution process.
17. “Unlawful Discrimination” means to treat a person differently or less favorably due to the person’s race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, or pregnancy), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis or any other legally protected class, and includes unlawful harassment and retaliation based on a person’s membership in a protected classification.

B. Examples of Unlawful Harassment

Unlawful harassment may include, but is not limited to:

1. ***Race, Color, or National Origin Harassment***, which is prohibited by Title VI and Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, or national origin harassment is unwelcome conduct based on a person's actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct.

Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.

2. ***Disability Harassment***, which is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.
3. ***Sex-Based Harassment***, which is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Michigan Elliott-Larsen Civil Rights Act, and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy, sexual orientation, and gender identity. Title IX sexual harassment is governed by Policy 3118.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

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3115B Designation of Coordinators

The District designates the following person(s) to serve as non-discrimination Coordinators:

Title IX Coordinator
Rulesha Glover Payne, Chief Human Resources Officer
501 Burcham Dr East Lansing MI 48823
517-333-7413
rulesha.glover@elps.us

Second Title IX Coordinator
Glenn Mitcham, Deputy Superintendent
501 Burcham Dr East Lansing MI 48823
517-333-7463
glenn.mitcham@elps.us

Section 504 Coordinator
Dr. Precios Armstrong, Director of Special Education
501 Burcham Dr East Lansing MI 48823
517-333-7461
precios.armstrong@elps.us

Civil Rights Coordinator/Employment Compliance Officer
Dori Leyko, Superintendent
501 Burcham Dr East Lansing MI 48823
517-333-7426
dori.leyko@elps.us

A Complaint against a Coordinator listed above may be made to the Superintendent or Board President. A Complaint against the Superintendent may be made to the Board President. A Complaint against the Board President may be made to the Board Vice President.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

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3115C Supportive Measures

A. Supportive Measures

The District will offer and coordinate Supportive Measures, as appropriate, for Complainants, Respondents, and others whose access to the District's education program and activity was impacted by alleged Unlawful Discrimination. Supportive Measures are designed to restore or preserve a person's access to the District's education program or activity or provide support during the District's Grievance Procedure and informal resolution process. Supportive Measures are available at any time, including before, during, and after the Grievance Procedure or Informal Resolution Process.

Supportive Measures must not unreasonably burden any Party.

B. Students with Disabilities

If a Party is a student with a disability, the applicable Coordinator or designee should consult with one or more members, as appropriate, of the student's Section 504 or Individualized Education Program Team (as applicable), to ensure compliance with Section 504 or the IDEA in the implementation of Supportive Measures.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

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3115D Informal Resolution

In lieu of resolving a Complaint through the Grievance Procedure, and if offered by the District, the Parties may elect to participate in an informal resolution process. If the Complaint involves Title IX Sexual Harassment, the informal resolution process in Policy 3118 applies. Informal resolution is not available to resolve a Complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

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3115E Grievance Procedure and Remedies

A. Grievance Procedure

1. Generally

The District has adopted the following Grievance Procedure that provides for the prompt and equitable resolution of Unlawful Discrimination, including harassment and retaliation, Complaints, excluding Title IX Sexual Harassment complaints. This Grievance Procedure will be used to investigate and resolve Complaints of Unlawful Discrimination, including harassment and retaliation, between and among students, employees, volunteers, contractors, and Board members.

The District will treat Complainants and Respondents equitably.

The District requires that any individual serving in a Key Role not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District presumes that the Respondent is not responsible for the alleged Unlawful Discrimination until a determination is made at the conclusion of the Grievance Procedure.

2. Grievance Procedure Timeframes

The District anticipates that most investigations will be concluded within 60 days. Investigations that involve several parties or witnesses, or investigations that are more complex, may exceed 60 days.

3. Confidentiality

The District will take reasonable steps to protect the privacy of the Parties and witnesses during its Grievance Procedure. These steps will not restrict the ability of the Parties to obtain and present evidence, including consulting with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the Grievance Procedure.

4. Evidence Considerations

5. The Decisionmaker will objectively evaluate all relevant evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness. Complaint Consolidation

The District may consolidate Complaints when the allegations arise out of the same facts or circumstances.

6. Notice of Allegations

Upon receiving a Complaint, the applicable Coordinator will notify the Parties of the following:

- a. The Grievance Procedure and any informal resolution process;
- b. Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute Unlawful Discrimination, and the date(s) and location(s) of the alleged incident(s); and
- c. Retaliation is prohibited.

If, during an investigation, the District decides to investigate additional allegations of Unlawful Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the District will notify the Parties of the additional allegations.

7. Investigation

The District will ensure an adequate, reliable, and impartial Complaint investigation . The burden is on the District - not on the Parties - to conduct an investigation that gathers sufficient evidence to determine whether Unlawful Discrimination occurred.

The Parties will be provided an equal opportunity to present fact witnesses and other inculpatory and exculpatory relevant evidence. Throughout the investigation, the Investigator must determine what, if any, facts remain in dispute. If dispositive facts are not reasonably in dispute (e.g., based on Party admissions, irrefutable evidence), further investigation is not required.

8. Determination

Following the investigation and evaluation of the evidence, the Decisionmaker will:

- a. Use the preponderance of the evidence standard to determine whether Unlawful Discrimination occurred.
- b. Notify the Parties in writing of the determination whether Unlawful Discrimination occurred, including the rationale for such determination and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable.
- c. Comply with this Grievance Procedure before imposing any disciplinary sanctions against a Respondent.

9. Remedies

If there is a determination that Unlawful Discrimination occurred, the applicable Coordinator will, as appropriate:

- a. Coordinate the provision and implementation of remedies to a Complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by Unlawful Discrimination;
- b. Coordinate the imposition of any Disciplinary Sanctions against a Respondent; and
- c. Take other appropriate prompt and effective steps to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity.

10. False Statements

A person who knowingly files a false Complaint or makes a materially false statement is subject to discipline, including discharge from employment or expulsion.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

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3115F Complaint Dismissal and Appeals

A. Complaint Dismissal

The District may dismiss a Complaint if:

1. The District is unable to identify the Respondent after taking reasonable steps to do so;
2. The Respondent is not participating in the District's education program or activity and is not employed by the District;
3. The Complainant voluntarily withdraws any or all of the allegations in the Complaint and the applicable Coordinator declines to initiate a Complaint; or
4. The District determines the conduct alleged in the Complaint, even if proven, would not constitute Unlawful Discrimination.

Upon dismissal, the District will promptly notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, the District will also notify the Respondent of the dismissal and the basis for the dismissal promptly following notification to the Complainant, or simultaneously if notification is in writing.

Upon dismissal, the District will take prompt and effective steps, as appropriate, through the applicable Coordinator, to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity. The District will offer Supportive Measures to the Complainant as appropriate. The District will also offer Supportive Measures to the Respondent as appropriate if the Respondent has been notified of the Complaint allegations.

Determination Appeal Procedures Unless expressly stated in writing by the Decisionmaker, determinations are not subject to appeal.

Legal authority: 34 CFR 106.1, et seq.

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3115G Intentionally Left Blank

Legal authority:

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3115H Training Requirements and Policy Notice

A. Training Requirements

All Coordinators and individuals assigned to serve in a Key Role must be adequately trained.

B. Nondiscrimination Notice Requirement

The District will prominently post on its website a notice of nondiscrimination, clearly stating that it applies to students, parents, employees, and applicants for admission and employment. The notice of nondiscrimination will comply with all applicable laws.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

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3118 Title IX Sexual Harassment

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of Unlawful Discrimination and Unlawful Harassment (e.g., race, age, disability) Complaints that include allegations of Title IX sexual harassment may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance Procedure under Policies 3115-3115H. Investigating other forms of discrimination, including harassment and retaliation, pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 3115-3115H, 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and Informal Resolution Facilitator cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or Informal Resolution Facilitator must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions

For purposes of this Policy only, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
 - a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
 - b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - c. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).
 - i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent.
 - A) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - B) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - C) Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - D) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- E) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - F) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.
- ii. “Dating violence” means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - iii. “Domestic violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Michigan.
 - iv. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.
2. “Actual Knowledge” means notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
 3. “Appeals Officer” is the person designated by the District to decide appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.
 4. “Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
 5. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District

employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.
7. "Decision-Maker" is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker's conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. "Education Program or Activity" means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. "Formal Complaint" means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. "Grievance Process" is the process by which the District investigates and determines responsibility for Formal Complaints.
11. "Investigator" is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator has a conflict of interest or bias.
12. "Report" means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. "Respondent" is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.
14. "Supportive Measures" are non-disciplinary, non-punitive, individualized supports offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on any matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

B. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator

All Coordinators, including the Title IX Coordinator, are identified in Policy 3115B.

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of possible sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using a designated Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

7. Respondent Removal

a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include, but is not limited to, absence of a party, party's advisor, or witness; concurrent law

enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and

If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during an investigation or the disciplinary process, a citation to that portion of the Code of Conduct. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in the initial notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to a final resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or that could be disclosed.

4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding the privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment

unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, during the Grievance Procedure. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Investigator or Title IX Coordinator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
 - i. Notification to the parties;
 - ii. Party and witness interviews;
 - iii. Site visits;
 - iv. Methods used to collect evidence; and

- v. Hearings held.
 - c. Factual findings that support the determination;
 - d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including:
 - i. A determination of responsibility;
 - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
 - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
 - f. Appeal rights.
6. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.
- d. Reserved

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

G. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if substantiated, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

H. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

I. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant’s or the Respondent’s locker or work space;
6. Issuing a “no contact” directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations.

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or

4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

J. False Statements

Any person who knowingly makes a materially false statement in bad faith during a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

K. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

M. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

N. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

O. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

Date adopted: December 13, 2021

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Series 3000: Operation, Finance, and Property

3100 General Operations

3118-F-1 Title IX Sexual Harassment Formal Complaint Form

District Letterhead

This form is being submitted by: Complainant Title IX Coordinator

Complainant Name: _____

Contact Information: _____

If the Complainant is a student:

Date of Birth: _____ Grade: _____

School Building Attending: _____

If the Complainant is an employee:

Job Title: _____ Building: _____

Complaint Details

Reporter's Name (if different than Complainant): _____

Reporter's Relationship to Complainant: _____

Reporter's Contact Information: _____

Respondent's Name (if known): _____

1. Describe the alleged sexual harassment that you are requesting the District investigate. Please be specific. Describe the incident(s) and identify the individuals and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if needed.

3118-F-1 Title IX Sexual Harassment Formal Complaint Form

2. Describe the date/time/location(s) of the alleged incident(s).

3. What would you like the District to do to remedy the situation?

Complainant's/Coordinator's Signature

Date

Please submit this form to:

Rulesha Glover Payne
Chief Human Resource Officer
East Lansing Public Schools
509 Burcham Dr.
East Lansing MI 48823
rulesha.glover@elps.us
517-333-7413

A person alleging discrimination by the District on the basis of sex may file a complaint through the District's grievance procedure. A complaint may also be filed at any time with the Office for Civil Rights (OCR), U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115. Filing a complaint with the District is not a prerequisite to filing with OCR. For additional information about the District's grievance procedure, please contact the Title IX Coordinator identified above.

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4101 *Non-Discrimination*

A. Equal Employment Opportunity

The District is committed to equal employment opportunity and compliance with federal, state, and local laws that prohibit workplace Unlawful Discrimination, including unlawful harassment and Retaliation, based on any protected class or activity. This Policy applies to all aspects of employment, including recruiting, advertising, hiring, training, job placement, evaluation, classification, promotion, transfer, work assignment, compensation, benefits, discipline, demotion, termination, reduction in force, recall, and any other term or condition of employment.

This Policy prohibits discrimination against employees or applicants for employment based on the following protected classes: race, color, national origin, ethnicity, religion, sex (including pregnancy or related conditions, gender identity, or sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class. This Policy also prohibits Retaliation based on a protected activity.

The District prohibits unlawful employment discrimination as required by applicable civil rights statutes, including:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, or national origin;
- Title VII of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, sex (including gender identity, and sexual orientation), or national origin;
- Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex ;
- Age Discrimination in Employment Act of 1967 (ADEA), which prohibits discrimination based on age as to persons who are at least 40 years old;
- Equal Pay Act of 1963, which prohibits sex discrimination in payment of wages for persons performing substantially equal work in the same establishment;
- Section 504 of the Rehabilitation Act of 1973 (Section 504), which prohibits discrimination based on disability;

- Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified persons with disabilities in employment, public service, public accommodations, and telecommunications;
- Pregnancy Discrimination Act of 1978, which prohibits discrimination based on pregnancy, childbirth, or related medical conditions;
- Pregnant Workers Fairness Act (PWFA), which requires covered employers to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause an undue hardship.
- Genetic Information Non-Discrimination Act of 2008 (GINA), which prohibits discrimination based on genetic information as to health insurance and employment;
- Michigan Elliott-Larsen Civil Rights Act of 1976 (ELCRA), which prohibits discrimination based on race, color, national origin, age, sex, pregnancy, sexual orientation, gender identity or expression, religion, height, weight, or marital status;
- Michigan Persons with Disabilities Civil Rights Act of 1976 (MPDCRA), which prohibits discrimination against qualified persons based on disability that is unrelated to that person's ability to perform the duties of a particular position or genetic information; and
- Michigan Equal Pay Act, which prohibits discriminatory wage practices based on sex.

The District also complies with and prohibits employment action that violates the following statutes:

- Family and Medical Leave Act of 1993 (FMLA), which requires covered employers to provide up to 12 work weeks of unpaid, job-protected leave to eligible employees for certain family, military, and medical reasons, and up to 26 work weeks to care for a covered service member with a serious injury or illness;
- Michigan Paid Medical Leave Act of 2018 (PMLA), which provides eligible employees paid medical leave for certain reasons;
- Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), which provides job protection and reemployment rights to individuals who voluntarily or involuntarily leave employment to undertake military service, including military reservists and National Guard members called to duty;

- Public Employment Relations Act of 1947 (PERA), which prohibits a public employer from discriminating against an employee based on membership or non-membership in a labor organization;
- Fair Labor Standards Act of 1938 (FLSA), which establishes minimum wage, overtime pay, record keeping, and youth employment standards affecting employees; and
- Michigan Whistleblower Protection Act of 1980, which protects employees who report a violation or suspected violation of state, local, or federal law and employees who participate in hearings, investigations, or court actions.

B. Reporting Requirements

Any employee who believes he/she has been subjected to behavior that violates this Policy is encouraged to file complaint promptly with a supervisor. A complaint implicating an individual's civil rights will be investigated pursuant to the procedures outlined in Policy 4104 and 3115-3115H. A complaint alleging Title IX sexual harassment will be investigated pursuant to the procedures outlined in Policy 3118.

Employees with questions about compliance with this Policy and applicable laws should contact the Superintendent or the Employment Compliance Officer(s) identified in Policy 3115B.

Board members, administrators, and supervisors must promptly report incidents of Unlawful Discrimination and Retaliation that he/she observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s) identified in Policy 3115B.

A failure to comply with reporting requirements may result in discipline, including discharge.

C. Employment Discrimination Compliance Training

The District will train administrators, supervisors, and the Employment Compliance Officer(s) on how to address and investigate Unlawful Discrimination and Retaliation complaints.

The District may also provide Unlawful Discrimination and Retaliation training to Board members and employees.

Training may be provided by an outside entity or person approved by the District.

Legal authority: 20 USC 1681 et seq.; 29 USC 206 et seq., 701 et seq., 2601 et seq.; 38 USC 4301 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 12101 et seq.; H.R. 2617-1626, 117th Cong. § 103(1) (signed into

law December 29, 2022); MCL 37.1101 et seq., 37.2101 et seq.; MCL 423.201 et seq.; MCL 750.556; 34 CFR 106.1 et seq.

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Series 4000: District Employment

4100 Employee Rights and Responsibilities

4102 *Anti-Harassment*

A. Policy Statement

Employees will have the opportunity to work in an atmosphere free from unlawful harassment as defined by state, federal, and local laws.

The District will promptly and thoroughly investigate complaints alleging unlawful harassment and take appropriate action, including discipline, against any person found to have engaged in unlawful harassment.

- B. The District's procedures for investigating unlawful harassment are contained in Policy 3115-3115H. The District's procedures for investigating Title IX sexual harassment are contained in Policy 3118.

C. Reporting Requirements

Board members, administrators, and supervisors must promptly report incidents of unlawful harassment and Retaliation that he/she observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s) identified in Policy 3115B.

A failure to comply with reporting requirements may result in discipline, including discharge.

Legal authority: 20 USC 1681 et seq.; 29 USC 621 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1 et seq.; MCL 37.1101 et seq., 37.2101 et seq.; MCL 380.1300a

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Series 4000: District Employment

4100 Employee Rights and Responsibilities

4104 Employment Complaint Procedure for Allegations Implicating Civil Rights

This employment complaint procedure for allegations implicating an employee's civil rights is designed to facilitate: (1) prompt notification of alleged Unlawful Discrimination, including unlawful harassment and Retaliation; (2) a prompt and thorough investigation of good faith allegations; and (3) the implementation of appropriate corrective action, if necessary, to eliminate verified Unlawful Discrimination, harassment, and Retaliation from the workplace.

A. Initiating a Complaint

1. A Board member, employee, or employment applicant who believes he/she has been the subject of Unlawful Discrimination, harassment or Retaliation, must timely file a complaint, preferably within 10 business days of the alleged or suspected violation or when the reporter obtained knowledge of the alleged or suspected violation, with the Employment Compliance Officer or applicable coordinator listed in Policy 3115B.
2. A complaint of Unlawful Discrimination, including harassment or Retaliation, may be made verbally or in writing. The complaint will be memorialized on Form 3115-F-1.
3. A complaint alleging Title IX sexual harassment must be in writing. Policy 3118 governs the Title IX sexual harassment complaint procedures.

B. Investigation Procedures

A written or verbal report (including an anonymous report) of Unlawful Discrimination, including harassment or Retaliation, will be investigated promptly and thoroughly using the Grievance Procedure outlined in Policy 3115E, unless the Complaint is dismissed pursuant to Policy 3115F or informal resolution is reached Pursuant to Policy 3115D.

A complaint alleging Title IX sexual harassment will be investigated pursuant to the process set forth in Policy 3118.

C. Reports to State or Federal Administrative Agencies

Any person who believes that he/she was the victim of Unlawful Discrimination, including unlawful harassment or Retaliation, may file a complaint with the Michigan Department of Civil Rights (MDCR) or the Equal Employment Opportunity Commission (EEOC) at any time:

Michigan Department of Civil Rights Capitol Tower Building
110 W. Michigan Avenue, Suite 800

Lansing, MI 48933
Phone: 517-335-3165
Fax: 517-241-0546
TTY: 517-241-1965
Email: MDCR-INFO@michigan.gov

Equal Employment Opportunity Commission Patrick V. McNamara Building
477 Michigan Avenue - Room 865
Detroit, MI 48226
Phone: 800-669-4000
Fax: 313-226-4610
TTY: 800-669-6820
Email: info@eeoc.gov

An agency complaint may be filed before, during, or after a complaint is filed with the District, or a person may forego filing a complaint with the District and rely solely on the MDCR or EEOC. The District recommends that a person who has been subjected to Unlawful Discrimination, including unlawful harassment or Retaliation, also file a complaint with the District to ensure that the District can take steps to prevent further Unlawful Discrimination, including unlawful harassment or Retaliation, and to discipline the Respondent, if appropriate. The MDCR and EEOC do not serve as an appellate body for District decisions. An investigation by the MDCR or EEOC will occur separately from any District investigation.

Legal authority: U.S. CONST. amend. XIV; 20 USC 1681 et seq.; 29 USC 701 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1630; 34 CFR 104, 106.1, et seq.; MCL 15.261 et seq.; MCL 37.1101 et seq., 37.2101 et seq.

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Series 4000: District Employment

4100 Employee Rights and Responsibilities

4105A Pregnancy Workplace Accommodations for Employees and Applicants

The District complies with state and federal law prohibiting pregnancy discrimination. The District will provide reasonable accommodations to known limitations related to pregnancy, childbirth, or related medical conditions of a qualified employee absent an undue hardship. The District treats pregnancy or related conditions as any other temporary medical condition for all job-related purposes. For purposes of this policy, the term “employee” includes an applicant for employment where relevant.

For an employee who requires a reasonable accommodation due to a known limitation related to pregnancy, childbirth, or related medical conditions, the employee or the employee’s representative must make a proper District official (as identified in Pregnant Workers Fairness Act (“PWFA”) regulations) aware of the limitation.

Upon receipt of an accommodation request, the District will begin the interactive process with the employee to consider whether the employee is qualified under the PWFA and, if so, reasonable accommodation options consistent with the PWFA that do not cause undue hardship [Optional: using the interactive process form, 4105A-F].

Determining whether an employee is qualified may be a two-step inquiry. First, the District will determine whether the employee can perform the essential job functions of the employee’s position with or without a reasonable accommodation. If so, the employee is qualified. If not, then the District will consider the employee to be qualified if: (1) any inability to perform an essential job function(s) is for a temporary period, (2) the essential function(s) could be performed in the near future, and (3) the inability to perform the essential function(s) can be reasonably accommodated without an undue hardship.

Reasonable accommodation requests will not be granted if they cause an undue hardship, as defined by law. The District may require medical documentation supporting the requested accommodation where allowed by law because the information is necessary for assessing the accommodation request. Medical information will be kept confidential.

After considering any relevant medical information, essential job functions, and the employee’s requested accommodations, the District will, as appropriate, implement reasonable accommodations for a qualified employee that do not cause an undue hardship. The District is not obligated to adopt the employee’s specific accommodation request. The District may engage or re-engage in the interactive process, as necessary.

A reasonable accommodation may include a voluntary leave of absence. If an employee has insufficient leave or insufficient accrued employment time to qualify for leave, or if the District does not maintain a leave policy applicable to the employee, the District will treat any pregnancy or related conditions as a justification for a voluntary leave of absence without pay for a reasonable period of time, at the conclusion of which the employee will be reinstated to the status held when the leave began or to a comparable position without

decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

An employee who believes he/she has been discriminated against under this Policy must promptly file a complaint using the Employment Complaint Procedure in Policy 4104. Legal authority: 42 USC 2000gg et seq.; 29 CFR 1636.1 et seq.; 34 CFR 106.57

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Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5202 Unlawful Discrimination, Harassment, and Retaliation Against Students

The District prohibits unlawful discrimination. “Unlawful Discrimination” includes unlawful harassment and retaliation, unless specifically stated otherwise. The District will investigate all allegations of Unlawful Discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in Unlawful Discrimination.

Complaints alleging Unlawful Discrimination, harassment, and Retaliation against a student will be investigated using the process outlined in Policies 3115-3115H.

Complaints alleging Title IX sexual harassment will be investigated using the Grievance Process outlined in Policy 3118.

The identities of the District’s Title IX Coordinator, Section 504 Coordinator, and Civil Rights Coordinator are listed in Policy 3115B.

A. Student Handbooks

The Superintendent or designee will include in student handbooks a statement explaining the District’s policy against Unlawful Discrimination, including unlawful harassment and Retaliation. This statement must include an explanation of types of Unlawful Discrimination, examples of harassment, reporting requirements, and consequences as described in this Policy.

B. Reporting Requirements

District personnel must immediately report incidents of alleged Unlawful Discrimination, including incidents that District personnel witness or about which they receive reports or information, regardless of whether the incidents are verbal, visual, or physical, and whether the incidents also constitute harassment, bullying, or hazing.

District personnel who witness an act of Unlawful Discrimination must intervene immediately, unless circumstances would make intervention dangerous. A person who is unable to intervene should promptly attempt to find another person who is able to intervene, contact a building administrator, or contact law enforcement, as the situation requires.

Any student who witnesses an act of Unlawful Discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected Unlawful Discrimination. A student may also anonymously report an incident of Unlawful Discrimination. The District will investigate anonymous reports to the extent possible pursuant to Policies 3115-3115H or Policy 3118, as applicable. Minor students do not need Parent permission to file a

Complaint or participate in the Grievance Procedure described in Policies 3115-3115H and 3118.

C. Office for Civil Rights

Any person who believes that he or she was the victim of Unlawful Discrimination may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education
Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Complaint with the District. A person may forego filing a Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to Unlawful Discrimination also file a Complaint with the District to ensure that the District is able to take steps to prevent any further discrimination and to discipline the alleged perpetrator, if appropriate. OCR does not serve as an appellate body for District decisions. An investigation by OCR will occur separately from any District investigation.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

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Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5206 *Student Discipline* Student Discipline - Generally

The Board is committed to providing students and staff with a safe learning environment free from substantial disruption. Consistent with this commitment, the District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

B. Applicability

This Policy applies to student conduct that occurs:

1. on District property;
2. at a school-sponsored or school-related event;
3. on a school bus or vehicle;
4. while traveling to or from school, including at a bus stop; and
5. at any other time or place if the conduct has a nexus to the school, substantially disrupts the school environment, or as permitted by law.

C. Student Code of Conduct

The Superintendent or designee will develop, regularly update, and annually publish a student code of conduct in all student handbooks. The student code of conduct must:

1. identify offenses that may result in discipline;
2. identify possible disciplinary consequences for each offense, which may, if appropriate, include suspension or expulsion;
3. be consistent with applicable state and federal laws and Board Policies; and
4. include a copy of Policy 5206E entitled "Suspension from Class, Subject, or Activity by Teacher."

D. Definitions

For purposes of this Policy:

1. “suspend” or “suspension” means a disciplinary removal from school for less than 60 school days;
2. “expel” or “expulsion” means a disciplinary removal from school for 60 or more school days;
3. “restorative practices” means practices that emphasize repairing the harm to the victim and the school community caused by a student’s misconduct; and
4. “Mandatory 7 Factors” means the following:
 - a. the student’s age;
 - b. the student’s disciplinary history;
 - c. whether the student has a disability;
 - d. the seriousness of the behavior;
 - e. whether the behavior posed a safety risk;
 - f. whether restorative practices are a better option; and
 - g. whether lesser interventions would address the behavior.

E. Restorative Practices

Before suspending or expelling a student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student’s misconduct, recognizing the Board’s objective of minimizing out-of-school suspensions and expulsions. Likewise, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying.

All victim-offender conferences must be conducted consistent with state and federal law and Policies. No student who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

F. Discretionary Suspension or Expulsion

Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. A suspension of more than 10 school days or an expulsion is, in most circumstances, presumed not to be justified. Before imposing a suspension or an expulsion, administrators or the Board must consider the Mandatory 7 Factors.

1. Building Administrators - 10 or fewer days

The Board delegates to all building administrators the authority to suspend a student for up to 10 school days consistent with the student code of conduct.

A building administrator may also suspend a student for up to 10 school days pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion.

Before exercising this authority, the building administrator must consider the Mandatory 7 Factors.

Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

2. Superintendent - Less than 60 school days

The Board delegates to the Superintendent the authority to suspend a student for less than 60 school days consistent with the student code of conduct. Before exercising this authority, the Superintendent must consider the Mandatory 7 Factors.

Any time the Superintendent finds that a suspension of more than 10 school days is warranted, the Superintendent must base the rationale on the Mandatory 7 Factors and explain the rationale in writing.

Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

3. Board - Suspension or Expulsion

The Board may suspend or expel a student for an offense consistent with the student code of conduct.

Before exercising this authority, the Board must consider the Mandatory 7 Factors.

Any time the Board finds that a suspension of more than 10 school days or expulsion is warranted, the Board must base the rationale on the Mandatory 7 Factors and explain the rationale in writing.

Before exercising this authority, the Board must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

G. Criminal Sexual Conduct – Discretionary Suspension or Expulsion

If a student commits criminal sexual conduct, as defined in Revised School Code Section 1311, against another student enrolled in the District and expulsion is not mandatory under Policy 5206 H.3, the District may suspend or expel the student even if the student has not been criminally charged, subject to consideration of the Mandatory 7 Factors.

Before exercising this authority, the District must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

H. Mandatory Suspension or Expulsion

Building principals and other administrators must refer all incidents that may result in a mandatory suspension or expulsion to the Superintendent or designee for transmission to the Board. As explained below, the Board recognizes that in some circumstances it may choose not to suspend or expel a student. Nothing in this section may be construed as limiting the Board's discretion to suspend or expel a student for any offense that the student code of conduct identifies as possibly resulting in suspension or expulsion.

1. Possession of a Dangerous Weapon

a. Possession of a Firearm

If a student possesses a firearm in a weapon-free school zone, the Board will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- the student was not possessing the firearm to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- the student did not knowingly possess the firearm;
- the student did not know or have reason to know that the firearm constituted a "dangerous weapon"; or
- the student possessed the firearm at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

b. Possession of a Dangerous Weapon (Other than a Firearm)

If a student possesses a dangerous weapon (other than a firearm) in a weapon-free school zone, the Board will consider whether to permanently

expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Board is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:

- the student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- the student did not knowingly possess the weapon;
- the student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
- the student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

c. Applicable Definitions for Dangerous Weapon Offense

“Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property.

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

“Dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

“Firearm” means (i) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (ii) the frame or receiver of any such weapon; (iii) any firearm muffler or firearm silencer; or (iv) any destructive device. “Firearm” does not include an antique firearm, as defined by 18 USC § 921.

“Destructive device” means (i) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device); (ii) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is

generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (iii) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

d. Additional Procedures for Dangerous Weapon Expulsion

The Superintendent or designee must ensure that if a student is expelled for possession of a dangerous weapon, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for possession of a dangerous weapon to the county department of social services or the county community mental health agency and notify the student's Parent (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. The Superintendent or designee must also make a referral to local law enforcement and contact the student's Parent immediately any time a student is found to have brought a dangerous weapon to school or possessed a dangerous weapon at school, at a school related activity, or in a school vehicle. If a District official confiscates a dangerous weapon, the District official will give the dangerous weapon to law enforcement and will not release the dangerous weapon to any other person, including the legal owner.

Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for possession of a dangerous weapon may not enroll in the District.

2. Arson

If a student commits arson as defined in Revised School Code Section 1311, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for committing arson, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and notify the student's Parent (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for committing arson may not enroll in the District.

3. Criminal Sexual Conduct

If a student commits criminal sexual conduct as defined in Revised School Code Section 1311, in a school building or on school grounds, or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the District, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for committing criminal sexual conduct, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for committing criminal sexual conduct to the county department of social services or the county community mental health agency and notify the student's Parent (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for committing criminal sexual conduct may not enroll in the District.

4. Physical Assault

a. Physical Assault Against Employee, Volunteer, or Contractor

If a student in grade 6 or above commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to the Board or to a school administrator or, if the victim is unable to report the assault, another person makes the report on the victim's behalf, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for physically assaulting an employee, volunteer, or contractor, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and notify the student's Parent (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to Revised School Code Section 1311a(5), a student expelled by another district or public school academy for physically assaulting an employee, volunteer, or contractor may not enroll in the District.

b. Physical Assault Against Another Student

If a student in grade 6 or above commits a physical assault at school against another student and the physical assault is reported to the Board or to an administrator, the District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

A resident student in grade 6 or above who is currently expelled by another district or public school academy for committing a physical assault against another student may request to enroll in the District. The Superintendent or designee will consider the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.

c. Applicable Definitions for Physical Assault

- i. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.
- ii. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

5. Bomb Threat or Similar Threat

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other District property, or at a school-related event, the District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

A resident student in grade 6 or above who is currently expelled by another district or public school academy for making a bomb threat or similar threat may request to enroll in the District. The Superintendent or designee will consider the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.

I. Victims of Alleged Sexual Assault

The District will not expel a student or suspend a student for more than 10 days for an action the student took immediately preceding, immediately following, or that could reasonably be tied to an incident in which the student was sexually assaulted or an incident in which the student reports being sexually assaulted, an incident where another person witnesses and reports the student's sexual assault, or an incident for which school officials receive credible information that the student was sexually assaulted. This subsection does not apply if:

- The student is convicted of, pleads guilty or responsible to, or is adjudicated responsible for aggravated assault, assault with intent to commit murder,

assault with intent for great bodily harm, assault with intent to maim, attempted murder, homicide, manslaughter; or criminal sexual conduct;

- The student commits an act described in Section H.1 through H.3 of this Policy;
- A Title IX investigation conducted pursuant to Policy 3118 concludes by clear and convincing evidence that the report of sexual assault was false; or
- The Board or the Superintendent determines, after considering the Mandatory 7 factors, that a longer-term suspension or expulsion is warranted.

In determining whether to suspend a student described in this section, the District will consider the recommendations of the District's Title IX Coordinator, as applicable.

J. Statewide School Safety Information Policy (SSSIP) & Law Enforcement Reporting

The Superintendent or designee must notify law enforcement when required by the SSSIP and make all other reports and provide all other notifications required by the SSSIP or any state or federal law. Nothing in this Policy limits the ability of a school administrator to contact law enforcement at any other time.

K. Educational Programming During Suspension or Expulsion

Except as otherwise required by law or as provided in this Policy, a student who has been suspended or expelled may not be on school property, attend classes or other school functions, or participate in extracurricular activities during the student's suspension or expulsion without written permission from the Superintendent or designee. District personnel may assist students who have been suspended or expelled to explore alternative means, as allowed by law, to earn credit and to complete coursework during the period of the student's suspension or expulsion.

Legal authority: 18 USC 921; 20 USC 1401 et seq., 7151; 29 USC 705, 794-794b; MCL 380.1308-1310, 380.1310a, 380.1310c, 380.1310d, 380.1310e, 380.1311, 380.1311a, 380.1312, 380.1313

Date adopted: December 13, 2021

Date revised: April 24, 2023

Date revised: September 9, 2024

Date revised:

B. Policy 5201 Investigations, Arrests, and Other Law Enforcement Contacts

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Motion: I move the Board of Education approve the update to Policy 5201 to include the link to the Safe and Supportive Schools Resolution adopted on January 13, 2025.

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5202 Unlawful Discrimination, Harassment, and Retaliation Against Students

The District prohibits unlawful discrimination. “Unlawful Discrimination” includes unlawful harassment and retaliation, unless specifically stated otherwise. The District will investigate all allegations of Unlawful Discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in Unlawful Discrimination.

Complaints alleging Unlawful Discrimination, harassment, and Retaliation against a student will be investigated using the process outlined in Policies 3115-3115H.

Complaints alleging Title IX sexual harassment will be investigated using the Grievance Process outlined in Policy 3118.

The identities of the District’s Title IX Coordinator, Section 504 Coordinator, and Civil Rights Coordinator are listed in Policy 3115B.

A. Student Handbooks

The Superintendent or designee will include in student handbooks a statement explaining the District’s policy against Unlawful Discrimination, including unlawful harassment and Retaliation. This statement must include an explanation of types of Unlawful Discrimination, examples of harassment, reporting requirements, and consequences as described in this Policy.

B. Reporting Requirements

District personnel must immediately report incidents of alleged Unlawful Discrimination, including incidents that District personnel witness or about which they receive reports or information, regardless of whether the incidents are verbal, visual, or physical, and whether the incidents also constitute harassment, bullying, or hazing.

District personnel who witness an act of Unlawful Discrimination must intervene immediately, unless circumstances would make intervention dangerous. A person who is unable to intervene should promptly attempt to find another person who is able to intervene, contact a building administrator, or contact law enforcement, as the situation requires.

Any student who witnesses an act of Unlawful Discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected Unlawful Discrimination. A student may also anonymously report an incident of Unlawful Discrimination. The District will investigate anonymous reports to the extent possible pursuant to Policies 3115-3115H or Policy 3118, as applicable. Minor students do not need Parent permission to file a

Complaint or participate in the Grievance Procedure described in Policies 3115-3115H and 3118.

C. Office for Civil Rights

Any person who believes that he or she was the victim of Unlawful Discrimination may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education
Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Complaint with the District. A person may forego filing a Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to Unlawful Discrimination also file a Complaint with the District to ensure that the District is able to take steps to prevent any further discrimination and to discipline the alleged perpetrator, if appropriate. OCR does not serve as an appellate body for District decisions. An investigation by OCR will occur separately from any District investigation.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: December 13, 2021

Date revised: December 9, 2024

Date revised:

C. East Lansing High School Band and Orchestra Trip to Orlando, FL

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Motion: I move the Board of Education approve the East Lansing High School Band and Orchestra trip to Orlando, FL in March 2026, as presented.



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education

FROM: Glenn Mitcham

SUBJECT: Action Item: High School Band and Orchestra Trip to Orlando, Florida
March of 2026

DATE: February 19, 2025

Recommendation:

It is recommended that the Board approve the trip request from Mr. Larzelere and Mr. Rosin to travel to Orlando, Florida for an overnight trip in March 2026 with the high school band and orchestra students. While in Orlando, the students will have the opportunity to perform in the Disney Parks and participate in the Disney Performance Clinic

In keeping with district practice, three competitive bids were sought, as well as other required information that was provided within the information packet to the Board.



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education

FROM: Glenn Mitcham

SUBJECT: Information for Board consideration of the High School Band and Orchestra Trip to Orlando, Florida

DATE: February 6, 2025

Recommendation:

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It is recommended that the Board consider the attached proposal request from Mr. Larzelere and Mr. Rosin to travel to Orlando, Florida for an overnight trip in March 2026 with the high school band and orchestra students. While in Orlando, the students will have the opportunity to perform in the Disney Parks and participate in the Disney Performance Clinic

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

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



East Lansing
Public Schools

East Lansing High School
501 Burcham
East Lansing, MI 48823

February 5th, 2025

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

We are writing to request approval for the high school bands and orchestras to travel to Orlando, FL for an overnight trip on March 19-23, 2026. Our previous travel experiences have been positive for our students and are an important aspect of the band and orchestra curriculum. We believe that travel is an important part of “Building World Citizen” and that this experience will create unique performing opportunities and life-long memories. This unique experience will also require our students to demonstrate personal responsibility and planning skills.

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While in Orlando, students will have the opportunity to perform in a public concert (Marching Band and Orchestra). Additionally, students will receive an educational clinic from Disney’s professional music staff.

Students will also have the opportunity to visit several of the Orlando Theme parks.

Students who are not able to afford this trip will be offered several opportunities to fund raise through the East Lansing Band and Orchestra Parent Association.

We had a similar trip planned and approved for the Spring of 2020. This trip was postponed due to the pandemic and eventually cancelled altogether. We are excited to offer this trip again in 2026.

Feel free to contact us if you have any questions regarding our request. Accompanying this letter are bids from three trusted tour companies along with their insurance policies. Upon Board approval, the ELBOPA board of directors will assist us in selecting the best tour company for our needs. Thank you for your continued support of the East Lansing Public School bands and orchestras.

Sincerely,

David Rosin
David.rosin@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)

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Name and position of staff person requesting trip:

David Lorcere / David Rosin EL Band / Orchestra

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

Orlando, FL March 19-23, 2026

Purpose for trip and relationship to district curriculum:

Performance and Clinic w/ Disney Musicians

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

9-12 Grade 175 Students

Cost to students and fundraising/scholarship plans:

\$1700 approx

Names of chaperones, plus total number committed:

David Lorcere, David Rosin, Natalie Paiz, Holly Thornton
plus 18-24 parent chaperones

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

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

Airplane and motorcoach e Destination

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:

Accord \$ 2mil

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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.

[Signature]
Staff Member Signature

2/4/25
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.

[Signature]
Building Principal Signature

2/4/25
Date



East Lansing HS Music

East Lansing, MI

March 19 - 23, 2026

Thursday, March 19

Meet at East Lansing HS

Depart for Detroit Metro

Depart for Detroit Metropolitan Airport via Motorcoaches

Depart for Florida

Meals on own today

Arrive in Orlando

Meet Motorcoaches

Enjoy Disney Springs

Another option would be to go to Medieval Times Dinner & Tournament

Hotel Check-in

Overnight Security

Security will be provided each night in the hotel.

Friday, March 20

Breakfast at Hotel

Provided

Lunch

You will receive a \$50 Dining Card for Meals while in Universal Studios today.

Dinner

Universal Studios

You will have a 1-Day, 2-Park Pass for Universal & Islands of Adventure.

Note: The new park, EPIC, will be open by the time you travel. No information has been made public regarding pricing and tickets at this time.

Depart for Hotel

Saturday, March 21

Breakfast at Hotel

Provided

Lunch

You will receive a \$50 Dining Card for Meals while in the Disney park today.

Dinner

Disney World

Park of Choice

You will have a 2-Day Disney Starter Pass.

(With this pass you will be allowed to perform in Disney World)

Orchestra Performance

Orchestra Performance at Disney Springs - pending audition approval by Disney

Marching Band Performance

Marching Band Performance down Main Street USA in the Magic Kingdom - pending audition approval by Disney

Depart for Hotel

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Sunday, March 22

Breakfast at Hotel

Provided

Lunch

You will receive a \$50 Dining Card for Meals while in the Disney park today.

Dinner

Disney World

Park of Choice

Depart for Hotel

Monday, March 23

Breakfast at Hotel & Check-out

Provided

Depart for Orlando Airport

Depart for Orlando Airport via Motorcoaches

Depart for Detroit

Meals on own today

Arrive in Detroit

Load Motorcoaches

Depart for East Lansing

Arrive at East Lansing HS

Arrive home

TOUR CONDITIONS

East Lansing HS Music

East Lansing, Michigan
to:

Orlando, FL

Disney World

Universal Studios

Marching Band - Magic Kingdom

Orchestra - Disney Springs

March 19 - 23, 2026

Trip Price per Person

4 Complimentary Trips Included in Single Occupancy. Airfare is NOT INCLUDED but is estimated at \$750 and built into payment plan. Park ticket costs ESTIMATED to be updated upon release of 2026 rates.

Passengers	170	140	150	160
Quint	\$1434	\$1537	\$1498	\$1464
Quad	\$1487	\$1589	\$1551	\$1517
Triple	\$1575	\$1677	\$1638	\$1604
Twin	\$1750	\$1852	\$1814	\$1780
Single	\$2276	\$2379	\$2340	\$2306

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 November 20, 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)
- Roundtrip economy class, non-refundable air transportation between home area and destination (if applicable).
- (4) nights Hotel Accommodations per the itinerary
- (10) 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	\$150.00	January 26, 2025
Installment	\$160.00	February 26, 2025
Installment	\$160.00	March 26, 2025
Installment	\$160.00	April 26, 2025
Installment	\$160.00	May 26, 2025
Installment	\$160.00	June 26, 2025
Installment	\$160.00	July 26, 2025
Installment	\$160.00	August 26, 2025
Installment	\$160.00	September 26, 2025
Installment	\$160.00	October 26, 2025
Installment (Airfare non-refundable)	\$160.00	November 26, 2025
Installment	\$160.00	December 26, 2025
Installment	\$160.00	January 26, 2026
Final Payment	Balance	February 26, 2026

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, 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 CHOOSE BENNETT TRAVEL?

Bennett Travel is proud to serve educators. Designing tours for all types of school groups, Bennett Travel consistently offers the best quality for an affordable rate to all clients. Superb service and attention to detail has been their hallmark.

The company is based in Michigan. Jeffrey Bennett, President and Tour Consultant of Bennett Travel, completed a successful thirty-year career as Director of Bands/Orchestras in North Branch, Kentwood, and Harbor Springs, Michigan. Since his retirement in 2008, he has been dedicating his knowledge, energy and expertise to organizing customized tours for school groups. Recently, Bennett Travel has partnered with Music Travel Consultants.

THE TRIP ACCOUNT APP

A travel app for the finest performing ensembles in the world.

Bennett Travel introduces the Trip Account App, free to all travelers. Music directors, staff, chaperones and students can use this secure, information-packed, versatile app during their trip. The App features real-time trip schedule updates so 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 upload photos with access by only members of their group. The Trip Account App is full of music director tools which easily record contacts, create lists of all kinds and assigns chaperones. To stay organized, assistants, staff and boosters may be granted access at the director's discretion. The Trip Account App frees the director's time and provides staff, chaperones, students and all other travelers a convenient, easy and secure way to enjoy the trip and all it offers!

You can find out more about the Trip Account App at: www.bennett-travel.com/app



DEDICATED TOUR DIRECTORS



One of the integral parts of a successful Music Travel Consultants trip is having dedicated and committed Tour Directors by 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 MTC 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 a dedicated MTC Tour Director at your side on your next trip?

Learn more at: www.bennett-travel.com/tour-director.html

GIFT LINK

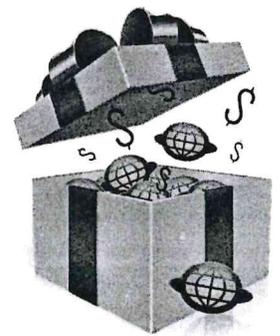
Safe and secure contributions to assist in covering the cost of your trip.

A trip to any destination can be expensive. Spending a few weeks overseas is an even larger financial investment. But don't forget these wise words: Travel is the only thing you can spend money on that will make you richer!

At Bennett Travel, we realize that you are investing family resources to send your students and sometimes yourself on your next trip. We work diligently to offer a safe and rewarding experience worthy of this financial sacrifice. To that end, we are proud to present Gift Link.

Gift Link allows you to efficiently contact family and friends that are invested in your musical journey. Be it a trip to Indianapolis for Grand Nationals, a tour of D.C. during the Cherry Blossom Festival or a multi-week tour that includes an international flight, the Eiffel Tower, Normandy and Disneyland Paris, this no fee personal fundraising option transfers 100% of your collected financial gifts directly into your trip account. Gift Link is a perfect suggestion for birthday or holidays. Our simple, automated process of sending an email describing your upcoming adventure allows your biggest supporters a quick and easy way to provide you with the gift of travel.

Find out more at www.bennett-travel.com/gift-link



THE MTC FAMILY OF BRANDS



Since 1987, Music Travel Consultants, led by accomplished music educators, has become the first choice for student performance group travel by providing industry-leading, on-line services and

customer-based support. Focused on creating custom trips that provide relevant, memorable and rewarding student travel experiences, Indianapolis-based MTC successfully partners with directors and administration, designing travel to destinations within the United States and around the globe. With more than 165 years combined travel expertise earned in over 68 countries, Music Travel Consultants anticipates group needs and delivers an amazing travel experience.



In today's world, nothing is more important that our children's education. To strengthen educational values, learning must be experienced in person. With over a century of in the classroom and out in the

world tach experience, Educational Destinations is supremely equipped to connect student the world. The educational process will be enhanced by accomplished educators and a travel team by your side from the planning process to your return home. Our solutions reduce liability for both school and trip organizers while our curriculum allows the teacher to educate.



Musicians Abroad catapulted off an already amazing student experience provided by Ambassadors of Music, to one that fits the nature of today's international travel demands.

Rather than offer the same itinerary to every state or regional group biannually, Musicians Abroad uses the power of MTC's extensive international travel knowledge to customize plans that fit each ensemble and their students. Two inaugural trips debuted in the summer of 2023 with several additional tours planned for upcoming years.



Designing tours for all types of school groups, Bennett Travel consistently offers the best quality at an affordable rate. Superb service and attention to detail has been their hallmark since 2008.

The company, based in Michigan, was founded by Jeffrey Bennett after he completed a successful 30-year career as Director of Bands/Orchestras in North Branch, Kentwood, and Harbor Springs, Michigan. Since his retirement, he has been dedicating his knowledge, energy and expertise to organizing customized tours for school groups. Bennett Travel partnered with Music Travel Consultants in 2021.

ASSOCIATIONS

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.

The MTC Family of Brands is proud to be a Disney Parks Recognized Youth Travel Planner. We were also selected to be a part of the Walt Disney World Resort/Disneyland Resort Youth Travel Planner Symposium. We are also the recipient of PremEar status in 2024.



We are pleased to be Disney Broadway's Preferred Travel Planner. Disney Theatrical Productions Limited (DTP), also known as Disney on Broadway, is the flagship stage play 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.

The MTC Family of Brands 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 for All



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.

The MTC Family of Brands 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 The MTC Family of Brands. We are surrounded by world-class programs and partners that support our vision and we support each other. Below are a portion of additional organizations with which we are proud partner.



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 HS Music, March 19 - March 23, 2026, to Orlando, FL dated November 21, 2024. All services outlined in that itinerary and tour conditions become part of this agreement.

East Lansing HS 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 November 20, 2024, and they are subject to change. (See TOUR CONDITIONS page of proposal) 84

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 HS Music.

FOR Bennett Travel:

Date: _____

Position:

FOR East Lansing HS 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)

01/15/2025

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 Services 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 <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Auto Owners Insurance Company</td> <td>18988</td> </tr> <tr> <td>INSURER B : Liberty Mutual Insurance Company</td> <td>36447</td> </tr> <tr> <td>INSURER C : RLI Insurance Company</td> <td>13056</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>		INSURER	NAIC #	INSURER A : Auto Owners Insurance Company	18988	INSURER B : Liberty Mutual Insurance Company	36447	INSURER C : RLI Insurance Company	13056	INSURER D :		INSURER E :		INSURER F :	
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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
A	GENERAL LIABILITY			09180932	04/01/2024	04/01/2025	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	General Liability						PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 4,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 4,000,000
							\$
B	AUTOMOBILE LIABILITY	<input checked="" type="checkbox"/>		BZS 55993005	04/01/2024	04/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$ 1,000,000
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$ 1,000,000
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$ 1,000,000
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/>		55180932	04/01/2024	04/01/2025	EACH OCCURRENCE \$ 3,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/>					AGGREGATE \$ 3,000,000
	DED <input type="checkbox"/> RETENTION \$ 0						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			XWS 55993005	04/01/2024	04/01/2025	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability	<input checked="" type="checkbox"/>		RTP0007439	04/01/2024	04/01/2025	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 Public Schools
 501 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

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Greetings David & David,

Thank you so much for your interest in Educational Tours Inc. We are thrilled that you are looking into travel opportunities for your students and parents. We specialize in custom-designing your trip to meet your exact requirements. We will do all that we are able to provide your students with a rewarding and life-changing trip.

In this proposal you will find:

1. A custom-designed itinerary complete with trip details
2. A pricing table based on various rooming types and current rates
3. A list of inclusions for your trip

A few things to note about pricing:

- Generally, unless you specify otherwise, students will pay the corresponding price based on the total group size and using **Quad** rooming. Adults on the trip will stay in **double/twin** rooming.
- Adults are welcome to pay the Single price and have a single room throughout the trip. Additional adults, above what has been budgeted for on your pricing table, will pay the double or single room supplement if they join the group.
- **Hotel check-in is 4:00 pm** and early check-in for groups will not be an option.
- The rates in this proposal are based on the most up-to-date pricing available to ETI. All items on the proposed itinerary are **subject to final confirmation**. Once the group has returned a signed and dated Travel Agreement, as well as any deposits that are required, ETI will lock in all available rates. Should you be securing your trip early and official rates are not in a vendor's systems, ETI will make every effort to negotiate and secure the rates at the quoted levels. In the rare instance that we are unable to secure those rates, additional charges would be the responsibility of the group.
- If you would like to **guarantee select rates** in this proposal, you are welcome to send a payment to cover the deposits that are necessary. Our Accounting team can invoice you for the amount. This payment will be applied to your final balance. Deposits may be non-refundable depending on the vendor. If deposits are not paid, rates may increase.
- **If you choose online payments** for your group, all payments are non-refundable. Therefore, we highly recommend purchasing the Travel Protection we offer.

I look forward to speaking with you about the proposal and ideally welcoming your group on tour with Educational Tours Inc.

Best regards,

Jennifer Orkisz

Jennifer Orkisz
Travel Consultant
800-654-4560 ext. 502



East Lansing High School Band & Orchestra
Trip to Orlando
03-26-2026 - 03-30-2026

Please note that the sightseeing order and scheduled times in the itinerary below are estimates. All services are subject to final reservation confirmation. The days and times may need to be adjusted based on availability.

Thursday, March 26, 2026

- 2:00 AM Your motor coaches arrive at East Lansing High School for loading.
- 3:00 AM Your motor coaches depart from the school and transfer the group to the airport.
- 5:00 AM Arrive at the airport and Meet your **Educational Tours, Inc. Representative** for airport assistance with check-in and security clearance. The representative will remain with the group until all have cleared security.
- 7:00 AM Depart on your flights from Detroit to Orlando. *(No flights have been secured for the group and this is just an estimated departure time)* 87
- 11:30 AM Arrive at the airport and meet your **Tour Director**, who will accompany the group exclusively throughout the tour.
- 12:30 PM Transfer by local motor coach.
- 1:00 PM Enjoy a day at **Universal Orlando's Volcano Bay**, a thrilling and relaxing water theme park in the middle of a realistic looking volcano. At this South Seas oasis you are certain to have whether riding the water slides, relaxing on the winding river, chilling in the wave pool, or lounging on the beach.
- 1:30 PM Free time is included for lunch in the park. *(lunch will be at your own expense)*
- 5:00 PM Transfer by local motor coach to dinner.
- 6:00 PM Arrive for your group dinner at the **Hard Rock Café Orlando**.
- 7:30 PM Enjoy vibrant entertainment, eclectic shopping, and rich experiences at **Universal CityWalk**, which is flamboyant, exhilarating, and colorful.
- 9:00 PM Transfer by local motor coach to the hotel.
- 9:30 PM Check into the hotel.
Private Security will be provided in the hotel.

Friday, March 27, 2026

- 7:00 AM **Breakfast** at the hotel.
- 8:15 AM Transfer by local motor coach.
- 9:00 AM Enjoy a day at **Walt Disney World's Magic Kingdom®** to explore lands of endless enchantment, where your fantasy becomes a reality. The world's most famous theme park features more than 40 unforgettable attractions, themed dining and shopping, numerous shows, and countless surprises.
- 12:00 PM Free time is included for lunch in the park. *(lunch will be at your own expense)*
- 6:00 PM Take time to get dinner using your **Walt Disney World® Resort Meal Certificate**. *(Your certificate is valid at several locations and is valid for one entree, one side, one drink, and one dessert.)*
- 9:00 PM Enjoy **Happily Ever After**, an astounding fireworks extravaganza featuring lights, lasers and special effects that includes all-new projections down Main Street, U.S.A. Go on a dazzling journey of color, light and song that captures the heart, humor, and heroism of favorite Disney stories. Watch in awe as Cinderella Castle is magically transformed through amazing state-of-the art projection technology you must see to believe. *(Weather permitting)*



9:45 PM Transfer by local motor coach to the hotel.
Private Security will be provided in the hotel.

Saturday, March 28, 2026

7:00 AM **Breakfast** at the hotel.

8:15 AM Transfer by local motor coach.

9:00 AM Enjoy a day at **Universal Orlando Resort** and visit both **Universal's Islands of Adventure** (*Harry Potter & the Forbidden Journey, Hagrid's Magical Creatures Motorbike Adventure, Jurassic World VelociCoaster, Jurassic Park River Adventure, Doctor Doom's Fearfall, Dudley Do-Right's Ripsaw Falls, Popeye & Bluto's Bilge-Rat Barges, Skull Island: Reign of Kong, The Amazing Adventures of Spider-Man, and The Incredible Hulk Coaster*) and **Universal Studios Florida** (*Harry Potter and the Escape from Gringotts, Despicable Me Minion Mayhem, TRANSFORMERS: The Ride 3D, Revenge of the Mummy, the E.T. Adventure, Fast & Furious Supercharged, Hollywood Rip Ride Rockit, Men in Black Alien Attack and The Simpson's Ride*). Take the **Hogwarts Express** to transfer between the parks.

TBD Meet your STARS Entertainment Coordinator and prepare for the parade performance.

TBD The marching band will participate in a **Parade Performance** along a one-mile-long route through Universal Studios Florida™ theme park. The marching band will represent your school with pride as you take to the streets lined with cheering theme park guests. *(After your application is accepted by Universal Orlando Youth Programs, your performance will be scheduled closer to your travel dates)*

12:30 PM Free time is included for lunch in the park. *(lunch will be at your own expense)*

6:00 PM Take time for dinner with your **Universal Food & Beverage Gift Card**. (\$25.00 value)

9:15 PM Transfer by local motor coach to the hotel.
Private Security will be provided in the hotel.

Sunday, March 29, 2026

7:15 AM **Breakfast** at the hotel.

8:30 AM Transfer by local motor coach.

9:15 AM Meet your STARS Entertainment Coordinator and prepare for your performance.

10:00 AM Participate in a **Performance on the Universal CityWalk™ Lagoon Stage and** entertain crowds of delighted Universal visitors and the cheers and applause of grateful guests, leaving your performers with wonderful lifelong memories. *(After your application is accepted by Universal Orlando Youth Programs, your performance will be scheduled closer to your travel dates)*

11:00 AM Transfer by local motor coach.

11:30 AM Enjoy a second day at **Universal Orlando Resort** and visit both **Universal's Islands of Adventure** and **Universal Studios Florida**. Take the **Hogwarts Express** to transfer between the parks.

12:30 PM Free time is included for lunch in the park. *(lunch will be at your own expense)*

6:00 PM Take time for dinner with your **Universal Food & Beverage Gift Card**. (\$25.00 value)

9:15 PM Transfer by local motor coach to the hotel.
Private Security will be provided in the hotel.



Monday, March 30, 2026

- 7:30 AM **Breakfast** at the hotel.
- 8:30 AM Check out of the hotel and load the motor coaches.
- 9:00 AM Transfer by local motor coach to the airport.
- 9:30 AM Arrive at the airport and check-in for your flights.
- 12:00 PM Depart on your return flights from Orlando to Detroit. *(No flights have been secured for the group and this is just an estimated departure time)*
- 5:00 PM Arrive at the airport and collect the luggage.
- 6:00 PM Your motor coach departs from the airport and transfer the group to the school.
- 8:00 PM Arrive back at the school.

PLEASE NOTE: *In keeping with Educational Tours, Inc.'s commitment to safety and security, we prepare each itinerary in accordance with the DOT rules and regulations, giving drivers a minimum of 9 hours off each night and a maximum of 15 hours on duty during any 24-hour period. We reserve the right to revise the itinerary, at any time, due to unforeseen circumstances such as traffic, road closures, site closures, weather, etc. Your Tour Manager will consult with the Group Leader and drivers on any changes.*



Trip Prices for East Lansing High School Band & Orchestra
Trip to Orlando & Cocoa Beach
03-26-2026 - 03-30-2026
Pricing 2.0 Valid until 2/29/25

Pricing Details & Ranges	152-156	157-161	162-166	167-171	172-176	177-181	182-186
Trip Price Per Participant (<i>quad rooming</i>)	\$2,051	\$2,036	\$2,022	\$2,085	\$2,071	\$2,057	\$2,045
Number of Adults Upgraded to Double Rooms	22	22	22	22	22	22	22
Number of Adults Upgraded to Single Rooms	2	2	2	2	2	2	2
Number of Complimentary Places Included	4	4	4	4	4	4	4
Triple Room Supplement (<i>per person</i>)	\$71						
Double Room Supplement (<i>per person</i>)	\$211						
Single Room Supplement (<i>per person</i>)	\$632						

With 167 or more passengers, a fourth motor coach will be required and is included in the pricing above

90

What is Included:

- Round trip flights (\$750 per ticket has been allotted including airline taxes)
- Ground transportation by private motor coach as per your itinerary (Coaches are modern, clean, and always compliant with industry health and safety standards)
- Accommodation in a quality hotel (*quad rooming for students*), including exclusive nighttime security in the hotel for your group
- All admissions, activities, workshops and performances as stated and bolded on your custom itinerary (Workshop minimum counts must be met. Students participating in more than one workshop will be charged an additional fee and will be dependent on itinerary timing. Students participating in more than one performance will be charged an additional fee and will be dependent on itinerary timing.)
- Walt Disney World® Resort 1-Day, 1-park ticket & Universal Orlando Resort 3-Park /3-Day Park-to-Park Ticket with Youth Performance
- All meals as stated on your itinerary
- Two professional Tour Directors to accompany your group exclusively from arrival through departure
- All gratuities for bus drivers and the Tour Director
- \$2,000 has been allotted for the Band trailer and driver
- Group Travel Videos App (Group Messaging, Group Mapping, Group Photo Gallery, Document Sharing, Post Trip Link to a Group Video)
- \$4,000,000 Liability Insurance
- Travel Protection, which includes Accident and Sickness, and Travel Delay protection for all participants after departure, will be purchased on your behalf.
- Emergency Phone Service 24/7/365 (Call 1-800-654-4560)

Items Not Included:

- Fuel surcharges imposed by any third-party provider (Motor coach, airline, etc. and if assessed, will be billed to you.)
- Fees for checked baggage on flights (including instruments)
- Any items not mentioned above or in the detailed itinerary
- Optional Additional Travel Protection, which adds Trip Cancellation and Cancel for Any Reason to the above product, is available for purchase and follows Educational Tours, Inc.'s cancellation policy. Information about this protection can be found when individuals register for the trip at www.groupcollect.com.

Please Note the Following:

- * **Online Registration for Individuals** is included at no additional cost for all participants.
- * **Lifeguards** may not be available at every swimming opportunity. ETI recommends no swimming without a lifeguard present. If you allow swimming without a lifeguard present, ETI is not responsible for the supervision or safety of the group.
- * **Trip inclusions** are based on prices as of time of this quotation. The itinerary is subject to availability, rate confirmation, and final reservation confirmation at the time of finalizing the Travel Agreement with Educational Tours Inc.
- * **Hotel Check-in is 4:00 pm.** Earlier check-in is not an option with group programs. Not all rooms are guaranteed to be ready by 4:00 pm.



CERTIFICATE OF LIABILITY INSURANCE

DATE
11/22/2022

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

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PRODUCER Affinity Insurance Services Aon Affinity Travel Practice 900 Stewart Avenue, 4th Floor Garden City, NY 11530	CONTACT NAME: Kenneth Whitman		
	PHONE (A/C, No, Ext): 1-(800) 803-1213	FAX (A/C, No): (516) 294-1821	
E-MAIL ADDRESS: kenneth.whitman@aon.com			
INSURED Educational Tours, Inc. 4205 Charlar Drive Suite 4 Holt, MI 48842	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Arch Insurance Company (AIC)		11150
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES	CERTIFICATE NUMBER	REVISION NUMBER
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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.

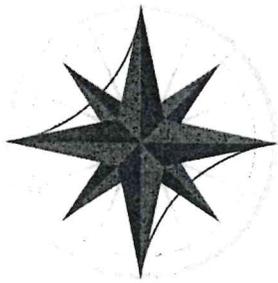
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			TAP0196667-01	11/12/2022	11/12/2023	91	
							EACH OCCURRENCE	\$4,000,000
							DAMAGE TO RENTED PREMISES (Each Occurrence)	\$50,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$4,000,000
							GENERAL AGGREGATE	\$4,000,000
							PRODUCTS - COMP/OP AGG	
A	AUTOMOBILE LIABILITY <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			TAP0196667-01	11/12/2022	11/12/2023	COMBINED SINGLE LIMIT (Ea accident) \$4,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <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				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	
A	ERRORS & OMISSIONS PROFESSIONAL LIABILITY			TAP0196667-01	11/12/2022	11/12/2023	EACH NEGLIGENT ACT OR NEGLIGENT OMISSION \$4,000,000	

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

This certificate has been issued as proof of insurance, only.

CERTIFICATE HOLDER Proof of Insurance Only	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 

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CLASSIC PERFORMANCES
BY CORPORATE TRAVEL

92

EAST LANSING HIGH SCHOOL
BAND & ORCHESTRA TOUR TO FLORIDA



DISNEY ACCOMMODATIONS

Tour Name: East Lansing High School Band & Orchestra Florida Tour
Number of Paying Passengers: 150
Destination(s): Orlando, Florida
Dates of Travel: March 26, 2025 – March 30, 2025
Air Departure Gateway: Detroit, MI (DTW)
Air Seats Reserved: 155 seats (including earned complimentary seats)
Motor Coach Reservations: (3) deluxe motor coach
Comps: 1:37 (single occupancy)

93

TOUR PRICES*

Occupancy	Price per Person
Quad	\$1724
Triple	\$1849
Double	\$2024
Single	\$2574

THE TOUR INCLUDES

- Round trip scheduled commercial economy air from Detroit, MI (DTW) to Orlando, FL (MCO)
- 3 nights' accommodations at a Disney Hotel
- Meals
 - Three - Breakfast at the hotel
 - Two - Disney Dining - Lunch Certificates
 - Two - Disney Dining - Dinner Certificates
 - One - Universal Dining - Lunch Certificate
 - One - Universal Dining - Dinner Certificate
 - One - \$10 cash allowance for breakfast
 - One - \$10 cash allowance for lunch
 - One - \$15 cash allowance for dinner
- One - One-day, Single Park, Universal Studios Ticket
- One - Two-day Disney World Performing Arts Single Park Ticket
- One - Disney Performance Band at Magic Kingdom **or** Disney Performance Orchestra Performance at Disney Springs
- Luxury motor coach in Florida for group airport transfers & pre-scheduled park transfers
- CTS Representative throughout the tour
- Private security - six hours each evening
- Gratuities payable to motor coach drivers
- One - 12 ft. box truck rental for transportation of instruments from East Lansing, MI to/from Orlando Florida. (Driver not included)



ORLANDO AREA ACCOMMODATIONS

Tour Name: East Lansing High School Band & Orchestra Florida Tour
Number of Paying Passengers: 150
Destination(s): Orlando, Florida
Dates of Travel: March 26, 2025 – March 30, 2025
Air Departure Gateway: Detroit, MI (DTW)
Air Seats Reserved: 155 seats (including earned complimentary seats)
Motor Coach Reservations: (3) deluxe motor coach
Comps: 1:37 (single occupancy)

TOUR PRICES*

Occupancy	Price per Person
Quad	\$1604
Triple	\$1722
Double	\$1878
Single	\$2328

94

THE TOUR INCLUDES

- Round trip scheduled commercial economy air from Detroit, MI (DTW) to Orlando, FL (MCO)
- 3 nights' accommodations at a Orlando Area
- Meals
 - Three - Breakfast at the hotel
 - Two – Disney Dining – Lunch Certificates
 - Two – Disney Dining – Dinner Certificates
 - One – Universal Dining – Lunch Certificate
 - One – Universal Dining – Dinner Certificate
 - One – \$10 cash allowance for breakfast
 - One – \$10 cash allowance for lunch
 - One – \$15 cash allowance for dinner
- One – One-day, Single Park, Universal Studios Ticket
- One – Two-day Disney World Performing Arts Single Park Ticket
- One – Disney Performance Band at Magic Kingdom **or** Disney Performance Orchestra Performance at Disney Springs
- Luxury motor coach in Florida for group airport transfers & pre-scheduled park transfers
- CTS Representative throughout the tour
- Private security – six hours each evening
- Gratuities payable to motor coach drivers
- One – 12 ft. box truck rental for transportation of instruments from East Lansing, MI to/from Orlando Florida. (Driver not included)



CERTIFICATE OF LIABILITY INSURANCE

DATE
08/01/2024

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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																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Arch Insurance Company (AIC)</td> <td>11150</td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Arch Insurance Company (AIC)	11150	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:	
INSURER(S) AFFORDING COVERAGE		NAIC #																			
INSURER A:	Arch Insurance Company (AIC)	11150																			
INSURER B:																					
INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED Corporate Travel Service, Inc. 41780 Six Mile Rd Northville, MI 48168																					

COVERAGES	CERTIFICATE NUMBER	REVISION NUMBER
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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	95
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			TAP0195413-03	08/01/2024	08/01/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Each Occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$5,000,000 \$50,000 \$10,000 \$5,000,000 \$5,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			TAP0195413-03	08/01/2024	08/01/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$5,000,000
	<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) Y / N <input type="checkbox"/> Y <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	
A	ERRORS & OMISSIONS PROFESSIONAL LIABILITY			TAP0195413-03	08/01/2024	08/01/2025	EACH NEGLIGENT ACT OR NEGLIGENT OMISSION	\$5,000,000

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

CERTIFICATE HOLDER Proof of Coverage	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 
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D. Purchase of New Technology

97

Motion: I move the Board of Education approve the purchase of 325 Chromebooks from SEHI in the amount of \$84,376.50.



509 Burcham Drive, East Lansing, MI 48823
 Technology & Media Services Department
 (517) 333-7418 Phone (517) 333-7404 Fax

East Lansing
 Public Schools

February 18, 2025

To: Board of Education
 From: Christian Palasty, Director of Technology & Media Services

Subj: ACTION ITEM – Purchase of Technology Hardware

Motion: MOVE TO APPROVE THE PURCHASE OF 325 CHROMEBOOKS FROM SEHI IN THE AMOUNT OF \$,376.50

As part of the regular rotation schedule, which replenishes aging instructional technology hardware, we are asking to purchase the following items from SEHI:

Qty	Item	Cost per	Total Cost
325	Chromebooks, HP 11 G9 EE	230.00	74,750.00
325	Chromebook Google License	29.62	9,626.50
			84,376.50

This quantity will be purchased and received in advance so that they may be used for standardized testing at the High School building in April. After that, they will be earmarked for the incoming 9th grade students. We are bypassing the normal Instructional Item due to the timeline with standardized testing, which starts April 8th and the requisite order, delivery, and prep time needed for the Chromebooks.

The Chromebooks will be purchased out of the Sinking Fund account while the Google license will be purchased out of the General Fund. The license is required in order to operate and manage the Chromebook device.

The purchase is being made through the state REMC program and meets all state and local bidding requirements.



Sehi Computer Products, Inc.
 2930 Bond Street
 Rochester Hills, MI 48309
 1-800-233-7344

Quote	Q00155908
Date	2/18/2025
Page	1

Bill To:

East Lansing Public Schools
 Email Invoices to:
 Accountspayable@elps.us
 East Lansing, MI 48823-2782

Ship To:

East Lansing Public Schools
 509 Burcham Drive
 East Lansing HS c/o Inst Aide Office / C Palasty
 East Lansing MI 48823-2782

Quote Number	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Master No.
Q00155908	EAS823	nmeller	BEST	Net 30	470,889

Quantity	Item Number	Description	UOM	Unit Price	Ext. Price
325	3V2Y2UT#ABA	HP ChromeBook 11 G9 EE (11.6") - Celeron N4500, 4GB/32GB	Each	\$230.00	\$74,750.00
325	CROSSWDISEDUNEW	GOOGLE Chrome OS Management Console License EDU	Each	\$29.62	\$9,626.50

Subtotal	\$84,376.50
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$84,376.50

E. Budget Calendar

100

Motion: I move the Board of Education adopt the budget calendar for developing the East Lansing Public Schools 2025-26 budget as presented.



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education, Dori Leyko, Superintendent

FROM: Lisa Allen, Director of Finance

SUBJECT: Action Item – Budget Calendar

DATE: February 20, 2025

Recommendation:

It is recommended that the Board of Education adopt the budget calendar for developing the East Lansing Public Schools 2025-26 budget as presented.

Background:

Section 141.434 of the Uniform Budgeting and Accounting Act states, “The chief administrative officer shall transmit the recommended budget to the legislative body according to an appropriate time schedule developed by the local unit.” Attached is the projected timeline for developing the 2025-26 Budget. The Finance Committee met on February 19, 2025, and reviewed the attached budget calendar.

EAST LANSING PUBLIC SCHOOLS

2025-26 Budget Calendar

Updated: 2/20/2025

January 10, 2025	January Consensus Revenue Estimating Conference
February 5, 2025	Govenor's State budget proposal
February 12, 2025	Supplemental Count Day
February 19, 3025	Finance Committee Meeting- review 2024-25 First Budget Revision
February 24, 2025	Board Meeting- action on 2024-25 First Budget Revision
February 26, 2025	Govenor's State of the State Address (budget priorities)
March 3, 2025	Finance Committee Meeting- initial 2025-26 budget forecast
Early April 2025	Buildings to confirm to the business office the number of returning students and kindergarten numbers (develop SOC)
April 7, 2025	Finance Committee Meeting- review 2025-26 budget development
April 14, 2025	Board Meeting- Information item on administrative recommendation on SOC slots
April 28, 2025	Board Meeting- action on SOC slots
May 5, 2025	Finance Committee Meeting- review 2025-26 budget development
mid May 2025	May Consensus Revenue Estimating Conference
May 19, 2025	Board Meeting- action on 2024-25 Final Budget Revision
May 30, 2025	Notice of Public Hearing published in local newspaper (Truth in Taxation, at least 6 calendar days prior to hearing)
June 2, 2025	Finance Committee Meeting- review 2025-26 budget recommendations
June 9, 2025	Board Meeting- Public Hearing on the 2025-26 Budget followed by adoption (by law, the Board must adopt the budget by June 30)

**F. Award Bids for Safety, Security, and Accessibility Bond Bid
Package #1 New Administration Building**

103

Motion: I move the Board of Education award the following bids related to the New Administration Building as follows:

Category 01 Building Demolition- Christman Constructors, Inc.	\$ 43,700
Category 02 Concrete- Proline Concrete	\$ 210,780
Category 03 Sitework & Site Demo- Verlinde Construction	\$ 453,323
Category 13 Fire Protection System- Grand Rapids Fire	\$ 86,056
Category 14 Plumbing & HVAC- Myers Mechanical	\$1,360,000
Category 15 Electrical- H&R Electrical	\$ 732,565
Construction General Conditions (3%)- Clark Construction	\$ 86,593
Total	\$2,973,017



MEMORANDUM

TO: ELPS Board of Education, Dori Leyko, Superintendent

FROM: Lisa Allen, Director of Finance

SUBJECT: Action Item – Award Bids for Safety, Security, and Accessibility
Bond Bid Package #1 New Administration Building

DATE: February 20, 2025

Recommendation:

It is recommended that the Board of Education award the following bids related to the New Administration Building as follows:

• Category 01 Building Demolition- Christman Constructors, Inc.	\$ 43,700
• Category 02 Concrete- Proline Concrete	\$ 210,780
• Category 03 Sitework & Site Demo- Verlinde Construction	\$ 453,323
• Category 13 Fire Protection System- Grand Rapids Fire	\$ 86,056
• Category 14 Plumbing & HVAC- Myers Mechanical	\$1,360,000
• Category 15 Electrical- H&R Electrical	\$ 732,565
• Construction General Conditions (3%)- Clark Construction	<u>\$ 86,593</u>
Total	\$2,973,017

Background:

I've attached a contract award recommendation letter and bid tabulation from Clark Construction for Bid Package #1—New Administration Building project.

Bids were due on February 5, 2025. This bid package included six bid categories, including the \$86,593 professional service fees for construction management.

A representative from Clark Construction will attend the meeting on February 24, 2025, to answer questions if needed. Of course, you may communicate questions to the administration before the meeting, and we will do our best to respond promptly.



Headquarters
 3535 Moores River Drive
 Lansing, MI 48911
 517.372.0940 phone | 517.372.0668 fax

Southeast Michigan Office
 2660 Superior Court
 Auburn Hills, MI 48326
 248.286.1000 phone

Northern Michigan Office
 3432 US 23 South
 Alpena, MI 49707
 989.278.2272 phone

February 14, 2025

Richard Pugh Director of Finance
 501 Burcham Drive
 East Lansing, MI 48823

Re: East Lansing Public School – 2024 Bond Program
Bid Package #1 – New Administration Building
Contract Award Recommendation

www.clarkcc.com

Dear Mr. Pugh,

Clark Construction Company recommends East Lansing Public Schools enter into Contracts with each Trade Contractors listed below.

Competitive bids were received February 5, 2025. Clark Construction Company has conducted post-bid interviews with each of the Trade Contractors listed below. The recommended Trade Contractors provided the lowest responsible bid for the Work.

Trade Contract award recommendations:

<u>Bid Category/Area of Work</u>	<u>Trade Contractor</u>	<u>Amount</u>
• 01 Building Demolition	Christman Constructors, Inc.	\$ 43,700
• 02 Concrete	Proline Concrete	\$ 210,780
• 03 Sitework & Site Demo	Verlinde Construction	\$ 453,323
• 13 Fire Protection System	Grand Rapids Fire	\$ 86,056
• 14 Plumbing & HVAC	Myers Mechanical	\$ 1,360,000
• 15 Electrical	H&R Electrical	\$ <u>732,565</u>
Trade Contract Award Total		\$ 2,886,424
Construction General Conditions 3% (Clark Construction)		\$ <u>86,593</u>
Subtotal		\$ 2,973,017
East Lansing Public Schools Construction Contingency 7%		\$ <u>208,111</u>
TOTAL		\$ 3,181,128

The scope of work for Bid Package #1 includes the Demolition of the existing structures and site and the Construction the new administration offices on the Towar Avenue property. We have enclosed a bid tabulation and summary of bids received.





Please contact me should you have any questions regarding the above.

Sincerely,

CLARK CONSTRUCTION COMPANY

Joseph L. Lorenz
Sr. Project Manager

Enclosure
C: File w/Enc



24-2946: East Lansing Schools - New Administration Building - Bid Package #1

Prepared by Clark Construction Company - 3535 Moores River Dr, Lansing, MI 48911, USA

Project Lead: Joseph Lorenz (jlorenz@clarkcc.com)

Project Location: 509 Burcham Drive, East Lansing, MI 48823, United States of America

Award Recommendations for Categories 1, 2, 3, 13, 14 & 15

Proposal Summary

Generated February 14, 2025

Base Bid

BID PACKAGES

BC-01: Building Demolition
BC-02: Site Concrete, Building Concrete, Flatwork & Foundations
BC-03: Earthwork, Utilities, Soil Erosion & Site Clearing
BC-13: Fire Protection
BC-14: Plumbing & HVAC
BC-15: Electrical

Subtotal

Low Responsible Bidders	
Company	Total Cost
\$2,886,424	
Christman Constructors, Inc.	\$43,700
Proline Concrete Construction Base Bid \$192,780. Alternate C2 - concrete Curb, Add \$18,000	\$210,780
Verlinde Construction, Inc.	\$453,323
Grand Rapids Fire Protection, Incorporated	\$86,056
Myers Plumbing & Heating, Inc.	\$1,360,000
H&R Electrical Contractors LLC	\$732,565
\$2,886,424	

2nd Apparent Low	
Company	Total Cost
Asbestos Abatement Inc.	\$54,600
Jelsema Concrete	\$203,500
Leavitt & Starck Excavating, Inc.	\$485,525
Great Lakes Fire Protection, Inc.	\$135,557
Ecker Mechanical	\$1,399,000
Buist Electric, Inc. - Upon Review this bid is determined to be incomplete.	\$505,305

3rd Apparent Low	
Company	Total Cost
E.T. Mackenzie Company	\$67,890
Cannon Concrete	\$205,000
Central Excavating, LLC	\$563,800
	106
Johnson & Wood, LLC	\$1,550,000

24-2946: East Lansing Schools - New Administration Building - Bid Package #1

Prepared by Clark Construction Company - 3535 Moores River Dr, Lansing, MI 48911, USA

Bid Package Lead: Joseph Lorenz (jlorenz@clarkcc.com)

Project Location: 509 Burcham Drive, East Lansing, MI 48823, United States of America

BC-01: Building Demolition

Generated February 6, 2025

Base Bid

LINE ITEMS

Unit	Qty	Unit Cost	Total Cost
Building Demolition			\$43,700
Base Bid Total			\$43,700

COMBINED BIDS

Combined bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.

Bid Category Numbers

Bid Category Descriptions

For the Lump Sum Base Bid of

ADDENDA

Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid

No. 1, dated	YES
1/30/25	
No. 2, dated	YES
1/31/25	

REJECTION OF BID

Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.

	YES

ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)

Alternate No. A-1 Pergola in the Courtyard	\$0
Alternate No. A-2 Courtyard Built-in Countertop	\$0
Alternate No. C-1 Sanitary Lateral Sewer Tap	\$0
Alternate No. C-2 Rolled Concrete Curb	\$0

Summary

Christman Constructors, Inc.

Submitted by Sean Webber

\$43,700

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$43,700
Base Bid Total			\$43,700

COMBINED BIDS

Combined bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.

Bid Category Numbers

Bid Category Descriptions

For the Lump Sum Base Bid of

ADDENDA

Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid

No. 1, dated	YES
1/30/25	
No. 2, dated	YES
1/31/25	

REJECTION OF BID

Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.

	YES

ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)

Alternate No. A-1 Pergola in the Courtyard	\$0
Alternate No. A-2 Courtyard Built-in Countertop	\$0
Alternate No. C-1 Sanitary Lateral Sewer Tap	\$0
Alternate No. C-2 Rolled Concrete Curb	\$0

Summary

Asbestos Abatement Inc.

Submitted by Mike Busterna

\$54,600

Original Proposal, January 31, 2025

Unit	Qty	Unit Cost	Total Cost
			\$54,600
Base Bid Total			\$54,600

COMBINED BIDS

Combined bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.

Bid Category Numbers

Bid Category Descriptions

For the Lump Sum Base Bid of

ADDENDA

Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid

No. 1, dated	YES
1/31/25	
No. 2, dated	YES
1/31/25	

REJECTION OF BID

Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.

	YES

ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)

Alternate No. A-1 Pergola in the Courtyard	\$0
Alternate No. A-2 Courtyard Built-in Countertop	\$0
Alternate No. C-1 Sanitary Lateral Sewer Tap	\$0
Alternate No. C-2 Rolled Concrete Curb	\$0

Summary

See attached copy of the bid form.

E.T. Mackenzie Company

Submitted by Phil Emmons

\$67,890

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$67,890
Base Bid Total			\$67,890

COMBINED BIDS

Combined bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.

Bid Category Numbers

Bid Category Descriptions

For the Lump Sum Base Bid of

ADDENDA

Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid

No. 1, dated	YES
1-30-25	
No. 2, dated	YES
1-31-25	

REJECTION OF BID

Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.

	YES

ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)

Alternate No. A-1 Pergola in the Courtyard	\$0
Alternate No. A-2 Courtyard Built-in Countertop	\$0
Alternate No. C-1 Sanitary Lateral Sewer Tap	\$0
Alternate No. C-2 Rolled Concrete Curb	\$0

Summary

Deduct \$4,600 from 01 Building Demolition if awarded both 01 and 03 Bid Categories.No Alternates.

Reese Contracting, Inc.

Submitted by isabella avitia

\$160,000

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$160,000
Base Bid Total			\$160,000

COMBINED BIDS

Combined bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.

Bid Category Numbers

Bid Category Descriptions

For the Lump Sum Base Bid of

ADDENDA

Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid

No. 1, dated	YES
1/30/24	
No. 2, dated	YES
1/31/24	

REJECTION OF BID

Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.

	YES

ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)

Alternate No. A-1 Pergola in the Courtyard	\$0
Alternate No. A-2 Courtyard Built-in Countertop	\$0
Alternate No. C-1 Sanitary Lateral Sewer Tap	\$0
Alternate No. C-2 Rolled Concrete Curb	\$0

Summary

Attached are the bid bond and bid forms.Thank you

24-2946: East Lansing Schools - New Administration Building - Bid Package #1

Prepared by Clark Construction Company - 3535 Moores River Dr, Lansing, MI 48911, USA

Bid Package Lead: Joseph Lorenz (jlorenz@clarkcc.com)

Project Location: 509 Burcham Drive, East Lansing, MI 48823, United States of America

BC-02: Site Concrete, Building Concrete, Flatwork & Foundations
Generated February 6, 2025

Base Bid

LINE ITEMS

Site Concrete, Building Concrete, Flatwork & Foundations

Base Bid Total

COMBINED BIDS

Combined bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.

Bid Category Numbers

Bid Category Descriptions

For the Lump Sum Base Bid of

ADDENDA

Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid

No. 1, dated

No. 2, dated

REJECTION OF BID

Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.

ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)

Alternate No. A-1 Pergola in the Courtyard

Alternate No. A-2 Courtyard Built-in Countertop

Alternate No. C-1 Sanitary Lateral Sewer Tap

Alternate No. C-2 Rolled Concrete Curb

Summary

Proline Concrete Construction
Submitted by Pete Klaassen

\$192,780

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$192,780
Base Bid Total			\$192,780

NO

1-30-25 YES

1-31-25

YES

Alternate No. A-1 Pergola in the Courtyard	\$5,000
Alternate No. A-2 Courtyard Built-in Countertop	\$1,200
Alternate No. C-1 Sanitary Lateral Sewer Tap	\$0
Alternate No. C-2 Rolled Concrete Curb	\$18,000

No allowances in BC 02 listed, so none were included. No unit prices were listed in BC 02 so none were

Jelsema Concrete
Submitted by Shawn Hunt

\$203,500

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$203,500
Base Bid Total			\$203,500

NO

1/30/25 YES

1/31/25

YES

Alternate No. A-1 Pergola in the Courtyard	\$2,000
Alternate No. A-2 Courtyard Built-in Countertop	\$1,500
Alternate No. C-1 Sanitary Lateral Sewer Tap	\$0
Alternate No. C-2 Rolled Concrete Curb	\$11,500

No allowances in BC 02 listed, so none were included. No unit prices were listed in BC 02 so none were

Cannon Concrete
Submitted by Brandon Zahrt

\$205,000

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$205,000
Base Bid Total			\$205,000

NO

1/30/25 YES

1/31/25

YES

Alternate No. A-1 Pergola in the Courtyard	\$2,735
Alternate No. A-2 Courtyard Built-in Countertop	\$920
Alternate No. C-1 Sanitary Lateral Sewer Tap	\$0
Alternate No. C-2 Rolled Concrete Curb	\$24,810

No allowances in BC 02 listed, so none were included. No unit prices were listed in BC 02 so none were

Choice Concrete Construction Inc.
Submitted by Dendel Craven

\$217,770

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$217,770
Base Bid Total			\$217,770

N/A

1/30/25 YES

1/31/25

YES

Alternate No. A-1 Pergola in the Courtyard	\$5,820
Alternate No. A-2 Courtyard Built-in Countertop	\$1,220
Alternate No. C-1 Sanitary Lateral Sewer Tap	\$0
Alternate No. C-2 Rolled Concrete Curb	\$31,610

No allowances in BC 02 listed, so none were included. No unit prices were listed in BC 02 so none were

Moore Trospen Construction Company
Submitted by Dana Walsh Ross

\$224,000

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$224,000
Base Bid Total			\$224,000

N/A

1/30/25 YES

1/31/25

YES

Alternate No. A-1 Pergola in the Courtyard	\$2,820
Alternate No. A-2 Courtyard Built-in Countertop	\$1,300
Alternate No. C-1 Sanitary Lateral Sewer Tap	\$0
Alternate No. C-2 Rolled Concrete Curb	\$18,500

No allowances in BC 02 listed, so none were included. No unit prices were listed in BC 02 so none were

Graham Construction
Submitted by Dylan Butterworth

\$343,000

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$343,000
Base Bid Total			\$343,000

NO

1/30/25 YES

1/31/25

YES

Alternate No. A-1 Pergola in the Courtyard	\$8,561
Alternate No. A-2 Courtyard Built-in Countertop	\$991
Alternate No. C-1 Sanitary Lateral Sewer Tap	\$0
Alternate No. C-2 Rolled Concrete Curb	\$9,808

No allowances in BC 02 listed, so none were included. No unit prices were listed in BC 02 so none were

24-2946: East Lansing Schools - New Administration Building - Bid Package #1

Prepared by Clark Construction Company - 3535 Moores River Dr, Lansing, MI 48911, USA

Bid Package Lead: Joseph Lorenz (jlorenz@clarkcc.com)

Project Location: 509 Burcham Drive, East Lansing, MI 48823, United States of America

BC-03: Earthwork, Utilities, Soil Erosion & Site Clearing

Generated February 5, 2025

Base Bid

LINE ITEMS

Earthwork, Utilities, Soil Erosion & Site Clearing

Base Bid Total

COMBINED BIDS

Combined Bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.

Bid Category Numbers

Bid Category Descriptions

For the Lump Sum Base Bid of

ADDENDA

Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid

No. 1, dated

No. 2, dated

REJECTION OF BID

Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.

ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)

Alternate No. A-1 Pergola in the Courtyard

Alternate No. A-2 Courtyard Built-in Countertop

Alternate No. C-1 Sanitary Lateral Sewer Tap

Alternate No. C-2 Rolled Concrete Curb

Summary

Verlinde Construction, Inc. Submitted by Shawn Blease			
\$453,323			
Original Proposal, February 5, 2025			
Unit	Qty	Unit Cost	Total Cost
Earthwork, Utilities, Soil Erosion & Site Clearing			\$453,323
Base Bid Total			\$453,323
<p>Combined Bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.</p> <p>Bid Category Numbers: n/a</p> <p>Bid Category Descriptions: n/a</p> <p>For the Lump Sum Base Bid of: n/a</p>			
<p>ADDENDA</p> <p>Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid</p> <p>No. 1, dated: 1/31/2025</p> <p>No. 2, dated: 1/31/2025</p>			
<p>REJECTION OF BID</p> <p>Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.</p> <p>YES</p>			
<p>ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)</p> <p>Alternate No. A-1 Pergola in the Courtyard: \$0</p> <p>Alternate No. A-2 Courtyard Built-in Countertop: \$0</p> <p>Alternate No. C-1 Sanitary Lateral Sewer Tap: \$19,065</p> <p>Alternate No. C-2 Rolled Concrete Curb: \$0</p>			
Summary: Bid Bond is attached			

Leavitt & Starck Excavating, Inc. Submitted by Tom Starck			
\$485,525			
Original Proposal, February 5, 2025			
Unit	Qty	Unit Cost	Total Cost
Earthwork and Asphalt Paving			\$524,825
Base Bid Total			\$485,525
<p>Combined Bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.</p> <p>Bid Category Numbers: 03 and 16</p> <p>Bid Category Descriptions: Earthwork and Asphalt Paving</p> <p>For the Lump Sum Base Bid of: \$524,825</p>			
<p>ADDENDA</p> <p>Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid</p> <p>No. 1, dated: 1-30-25</p> <p>No. 2, dated: 1-31-25</p>			
<p>REJECTION OF BID</p> <p>Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.</p> <p>YES</p>			
<p>ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)</p> <p>Alternate No. A-1 Pergola in the Courtyard: \$2,000</p> <p>Alternate No. A-2 Courtyard Built-in Countertop: \$0</p> <p>Alternate No. C-1 Sanitary Lateral Sewer Tap: \$17,350</p> <p>Alternate No. C-2 Rolled Concrete Curb: \$0</p>			

Central Excavating, LLC Submitted by Alex Fuller			
\$563,800			
Original Proposal, February 5, 2025			
Unit	Qty	Unit Cost	Total Cost
Earthwork and Asphalt Paving			\$563,800
Base Bid Total			\$563,800
<p>Combined Bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.</p> <p>Bid Category Numbers: n/a</p> <p>Bid Category Descriptions: n/a</p> <p>For the Lump Sum Base Bid of: \$0</p>			
<p>ADDENDA</p> <p>Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid</p> <p>No. 1, dated: 1-30-25</p> <p>No. 2, dated: 1-31-25</p>			
<p>REJECTION OF BID</p> <p>Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.</p> <p>YES</p>			
<p>ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)</p> <p>Alternate No. A-1 Pergola in the Courtyard: \$2,000</p> <p>Alternate No. A-2 Courtyard Built-in Countertop: \$0</p> <p>Alternate No. C-1 Sanitary Lateral Sewer Tap: \$19,400</p> <p>Alternate No. C-2 Rolled Concrete Curb: \$850</p>			
Summary: Alternate C-1: Does not include asphalt replacement. Base bid does not include provisions for "Frost I			

E. T. Mackenzie Company Submitted by Dustin Schneemann			
\$573,028			
Original Proposal, February 5, 2025			
Unit	Qty	Unit Cost	Total Cost
Earthwork, Utilities, Soil Erosion & Site Clearing			\$573,028
Base Bid Total			\$573,028
<p>Combined Bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.</p> <p>Bid Category Numbers: n/a</p> <p>Bid Category Descriptions: n/a</p> <p>For the Lump Sum Base Bid of: \$0</p>			
<p>ADDENDA</p> <p>Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid</p> <p>No. 1, dated: 1/30/2025</p> <p>No. 2, dated: 1/31/2025</p>			
<p>REJECTION OF BID</p> <p>Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.</p> <p>YES</p>			
<p>ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)</p> <p>Alternate No. A-1 Pergola in the Courtyard: \$0</p> <p>Alternate No. A-2 Courtyard Built-in Countertop: \$0</p> <p>Alternate No. C-1 Sanitary Lateral Sewer Tap: \$43,900</p> <p>Alternate No. C-2 Rolled Concrete Curb: \$3,600</p>			

Iron Horse Excavation LLC Submitted by Shawn Mills			
\$575,700			
Original Proposal, February 5, 2025			
Unit	Qty	Unit Cost	Total Cost
Earthwork, Utilities, Soil Erosion & Site Clearing			\$575,700
Base Bid Total			\$575,700
<p>Combined Bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.</p> <p>Bid Category Numbers: n/a</p> <p>Bid Category Descriptions: n/a</p> <p>For the Lump Sum Base Bid of: \$0</p>			
<p>ADDENDA</p> <p>Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid</p> <p>No. 1, dated: 1/30/25</p> <p>No. 2, dated: 1/31/25</p>			
<p>REJECTION OF BID</p> <p>Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.</p> <p>YES</p>			
<p>ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)</p> <p>Alternate No. A-1 Pergola in the Courtyard: \$1,200</p> <p>Alternate No. A-2 Courtyard Built-in Countertop: \$0</p> <p>Alternate No. C-1 Sanitary Lateral Sewer Tap: \$18,500</p> <p>Alternate No. C-2 Rolled Concrete Curb: \$0</p>			

24-2946: East Lansing Schools - New Administration Building - Bid Package #1

Prepared by Clark Construction Company - 3535 Moores River Dr, Lansing, MI 48911, USA

Bid Package Lead: Joseph Lorenz (jlorenz@clarkcc.com)

Project Location: 509 Burcham Drive, East Lansing, MI 48823, United States of America

BC-13: Fire Protection

Generated February 6, 2025

Base Bid

LINE ITEMS

Fire Protection

Base Bid Total

COMBINED BIDS

Combined bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.

Bid Category Numbers

Bid Category Descriptions

For the Lump Sum Base Bid of

ADDENDA

Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid

No. 1, dated

No. 2, dated

REJECTION OF BID

Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.

ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)

Alternate No. A-1 Pergola in the Courtyard

Alternate No. A-2 Courtyard Built-in Countertop

Alternate No. C-1 Sanitary Lateral Sewer Tap

Alternate No. C-2 Rolled Concrete Curb

Summary

Grand Rapids Fire Protection, Incorporated

Submitted by Cruz Paiz

\$86,056

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$86,056
Base Bid Total			\$86,056

1004413,104416 YES

FE Cabinets, FE, Fire Protection.

\$2,280

YES

1/30/25

1/31/25

YES

\$0

\$0

\$0

\$0

Please review the attached proposal and advise if you should have any questions. We thank you for your interest.

Great Lakes Fire Protection, Inc.

Submitted by tina carpenter

\$135,557

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$135,557
Base Bid Total			\$135,557

n/a NO

n/a

n/a

YES

01/30/2025

01/31/2025

YES

\$0

\$0

\$0

\$0

Included is 6" underground from 5' outside building. 4" double detector check assembly, OS&Y and 4

24-2946: East Lansing Schools - New Administration Building - Bid Package #1

Prepared by Clark Construction Company - 3535 Moores River Dr, Lansing, MI 48911, USA

Bid Package Lead: Joseph Lorenz (jlorenz@clarkcc.com)

Project Location: 509 Burcham Drive, East Lansing, MI 48823, United States of America

BC-14: Plumbing & HVAC

Generated February 6, 2025

Base Bid

LINE ITEMS

Plumbing & HVAC

Base Bid Total

COMBINED BIDS

Combined bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.

Bid Category Numbers

Bid Category Descriptions

For the Lump Sum Base Bid of

ADDENDA

Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid

No. 1, dated

No. 2, dated

REJECTION OF BID

Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.

ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)

Alternate No. A-1 Pergola in the Courtyard

Alternate No. A-2 Courtyard Built-in Countertop

Alternate No. C-1 Sanitary Lateral Sewer Tap

Alternate No. C-2 Rolled Concrete Curb

Summary

Myers Plumbing & Heating, Inc.

Submitted by Ryan Eggleston

\$1,360,000

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$1,360,000
Base Bid Total			\$1,360,000

N/A

1/30/2025

1/31/2025

\$0

\$12,400

\$0

\$0

Ecker Mechanical

Submitted by Estimating Department

\$1,399,000

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$1,399,000
Base Bid Total			\$1,399,000

NO

1/30/2025

1/31/2025

\$0

\$0

\$22,300

\$0

Johnson & Wood, LLC

Submitted by Chris Churchill

\$1,550,000

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$1,550,000
Base Bid Total			\$1,550,000

NO

1/30/25

1/31/25

\$0

\$12,000

\$0

\$0

No allowances or unit prices requested for this BC, so none provided.

24-2946: East Lansing Schools - New Administration Building - Bid Package #1

Prepared by Clark Construction Company - 3535 Moores River Dr, Lansing, MI 48911, USA

Bid Package Lead: Joseph Lorenz (jlorenz@clarkcc.com)

Project Location: 509 Burcham Drive, East Lansing, MI 48823, United States of America

BC-15: Electrical
Generated February 6, 2025

Base Bid

LINE ITEMS

Line Item	Unit Cost
Electrical	\$505,305
Base Bid Total	\$505,305

COMBINED BIDS
Combined bids of two (2) or more Bid Categories may be submitted. Separate Bids for each Bid Category included in a combined Bid are required.

Bid Category Numbers
Bid Category Descriptions
For the Lump Sum Base Bid of

ADDENDA
Acknowledges receipt of the following Addenda and has included the cost thereof in the Lump Sum Base Bid

No. 1, dated
No. 2, dated

REJECTION OF BID
Acknowledges the right of the Owner to accept or reject any or all Bids in whole or in part and to waive any informality or irregularity in the Bid, or to award the Contract to other than the low Bidder in its sole and absolute discretion.

ALTERNATE ACKNOWLEDGMENTS (LISTED IN EACH INDIVIDUAL BID PACKAGE)

Alternate No. A-1 Pergola in the Courtyard	\$0
Alternate No. A-2 Courtyard Built-in Countertop	\$935
Alternate No. C-1 Sanitary Lateral Sewer Tap	\$0
Alternate No. C-2 Rolled Concrete Curb	\$0

Summary

Buist Electric, Inc.
Submitted by Laura Bleber **Incomplete Scope**

\$505,305

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$505,305
			\$505,305

NO

N/A
N/A

YES

1/30/25
1/31/25

YES

	\$0
	\$935
	\$0
	\$0

Please see attached for completed bid form, IES, FD, CBC, Corporate Resolution and bid bond.Fee!

H&R Electrical Contractors LLC
Submitted by Todd Rusnell **Low Responsible Bidder**

\$732,565

Original Proposal, February 5, 2025

Unit	Qty	Unit Cost	Total Cost
			\$732,565
			\$732,565

NO

N/A
N/A

YES

January 30, 2025
January 31, 2025

YES

	\$0
	\$565
	\$0
	\$0

We will provide criminal background checks upon award of job.



MEMORANDUM

TO: ELPS Board of Education, Dori Leyko, Superintendent

FROM: Lisa Allen, Director of Finance

SUBJECT: Action Items – 2024-25 First Budget Revision

DATE: February 20, 2025

Recommendation:

It is recommended that the Board of Education adopt the 2024-25 First 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 2024-25 First 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 2024-25 First Budget Revision resolution for the Student/School Activity Fund, as presented on page 8 of the Budget Book.

Background:

Attached is the 2024-25 First Budget Revision for your review. The Finance Committee reviewed the 2024-25 First Budget Revision on February 19, 2025. Page 9 of the Budget Book provides a General Fund comparison between the 2024-25 First Budget Revision and the 2024-25 Original Budget (adopted June 10, 2024) of major budget assumptions, revenues, and expenditures.

GENERAL FUND:

The 2024-25 First Budget Revision shows overall revenue increases of \$2,837,057 and overall expenditure increases of \$2,117,198, net of estimated favorable expenditure budget variance.

The major revenue increases over the Original Budget are:

- MPSERS 147 funding \$2.3M
- Federal revenue \$227K
- County Special Education \$560K
- Prior year State Aid adjustments primarily for property tax refunds (some w/ offset in expenditures) \$739K

Offsetting the above revenue increases, discretionary state aid payment (22b/51e) decreased by \$1M as there was not an increase in the per pupil Foundation Allowance, and property taxes decreased by \$241K.

The major expenditure changes from the Original Budget are:

- An increase in employee benefits of \$1.1M, mainly from the pass-through of the MPERS revenues mentioned above.
- An increase of \$174K in purchase services primarily related to operations & maintenance and internal services (functions 261 and 257).
- An increase of \$149K in supplies & materials (\$69K operations & maintenance and \$80K instructional)
- An increase of \$510K in other services, offsetting the prior year's adjustments in revenue for property tax refunds.

The General Fund ending fund balance is projected to be \$14,759,085 or a \$1,201,783 decrease over the actual fund balance on June 30, 2024. The ending fund balance is 25.6% of total revenues. The General Fund fund balance continues to be healthy. This is generally the case county-wide, as the average June 30, 2024, General Fund fund balance was 21.7%.

FOOD SERVICE FUND:

The Food Service Fund budget is on page 24. This revision shows the ending fund balance to be \$667,740 or \$11,715 increase over the actual fund balance on June 30, 2024. Overall revenues are up over the Original Budget by \$93,888, primarily related to the utilization of the section 30d expanded free breakfast and lunch program. Overall expenditures are down slightly over the Original Budget by \$15,962, related to salaries & benefits.

STUDENT/SCHOOL ACTIVITY FUND:

The Student/School Activity Fund budget is on page 25. This revision shows the ending fund balance to be \$516,270, or a \$19,000 increase over the actual fund balance as of June 30, 2024.

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.

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East Lansing Public Schools

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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 – Dr. Estrella Torrez
Trustee – Abbie Tykocki

Administration:

Superintendent – Dori Leyko
Deputy Superintendent – Glenn Mitcham
Chief Human Resources Officer – Rulesha Glover-Payne
Director of Equity and Social Justice – Klaudia Burton
Director of Finance – Lisa Allen
Director of Finance and Operations – Rich Pugh
Director of Health and Safety – Matt Morales
Director of Operations and Maintenance – Billy Hastings
Director of Special Education – Precios Armstrong
Director of Technology and 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 – Justyne Richardson
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 2024-25; 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 \$12,190,192 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 2024-25 is as follows:

Revenues:		
Local	\$	13,452,305
State		37,037,834
Federal		1,024,396
Incoming Transfers		6,128,548
Other Financing Sources (Uses)		<u>30,000</u>
Total Revenues & Other Financing Sources (Uses)	\$	<u>57,673,083</u>
Total Fund Balance, July 1, 2024		<u>15,960,868</u>
Total Available to Appropriate	\$	<u>73,633,951</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	\$ 24,419,336
	Added Needs	8,619,499
	Total Instruction	\$ 33,038,835
Support Services:		
	Pupil Services	5,050,512
	Instructional Staff Services	4,051,658
	General Administration	631,768
	School Administration	3,163,186
	Business Services	1,607,796
	Operations and Maintenance	6,875,417
	Pupil Transportation	1,882,975
	Central Services	1,401,314
	Athletic Activities	1,099,710
	Total Support Services	\$ 25,764,336
	Community Services	50,025
	Payments to Other Government Agencies	-
	Debt Services	21,670
	Total Appropriations	\$ 58,874,866
	Total Fund Balance, June 30, 2025	\$ 14,759,085

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:

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 2024-25; 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 2024-25 is as follows:

Revenues:		
Local	\$	42,000
State		902,021
Federal		1,227,150
Other Financing Sources (Uses)		-
 Total Revenues & Other Financing Sources (Uses)	 \$	 2,171,171
 Total Fund Balance, July 1, 2024		 656,025
 Total Available to Appropriate	 \$	 2,827,196

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	\$	117,106
Purchased Services		867,400
Supplies & Materials		1,133,950
Capital Outlay		24,000
Other		17,000
 Total Appropriations	 \$	 2,159,456
 Total Fund Balance, June 30, 2025		 667,740

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 2024-25; 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 2024-25 is as follows:

Revenues:		
Local - student/school groups	\$	516,000
Other Financing Sources (Uses)		-
Total Revenues & Other Financing Sources (Uses)	\$	516,000
Total Fund Balance, July 1, 2024		497,270
Total Available to Appropriate	\$	1,013,270

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	\$	497,000
Total Appropriations	\$	497,000
Total Fund Balance, June 30, 2025	\$	516,270

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

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

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

This resolution shall take immediate effect.

Ayes:

Nayes:

Excused Absences:

Resolution declared adopted on:

East Lansing Public Schools

GENERAL FUND - Major Assumptions

				2024-25 ORIGINAL BUDGET	2024-25 FIRST BUDGET REVISION	Change	
1	Revenues:						1
2		Blended Enrollment		3,728.67	3,702.47	(26.20)	2
3		Foundation Allowance		\$ 9,861	\$ 9,608	\$ (253)	3
4		Property Taxable Values (excludes Captured Values)		\$ 1,448,136,867	\$ 1,437,635,460	-0.73%	4
5		Property Taxes Delinquent %		1.50%	1.50%	0.00%	5
6		Current Property Taxes		\$ 12,462,100	\$ 12,221,000	\$ (241,100)	6
7		Prop A/Disc./SE Headlee		\$ 26,496,777	\$ 25,524,999	\$ (971,778)	7
8		MPSERS 147 Funds		\$ 4,323,118	\$ 6,592,215	\$ 2,269,097	8
9		Prior Year State Aid Adjustments		\$ 160,006	\$ 899,008	\$ 739,002	9
10		At-Risk		\$ 1,623,532	\$ 1,908,887	\$ 285,355	10
11		Federal Grants		\$ 797,085	\$ 1,024,396	\$ 227,311	11
12		County Special Education		\$ 5,341,807	\$ 5,897,826	\$ 556,019	12
13	Expenditures:						13
14		Employee wages		Per contract settlements	Per contract settlements		14
15		MPSERS Rate (Pension & Health)		31.36%	31.36%	0.00%	15
16		Health Insurance Renewal January 1st		10.00%	17.00%	7.00%	16
17		Staffing FTEs:					17
18		Maintenance, Custodial, Grounds, & Courier		36.1	35.6	(0.5)	18
19		At-Wills		28.3	27.6	(0.6)	19
20		Central Office Administrators		8.5	8.5	(0.0)	20
21		ELESPA (paraprofessionals)		81.6	78.2	(3.5)	21
22		AFSCME (administrative assistants)		19.5	19.5	(0.0)	22
23		ELEA (teachers)		245.7	246.3	0.6	23
24		Building Level Administrators		12.0	12.0	-	24
25		Superintendent		1.0	1.0	-	25

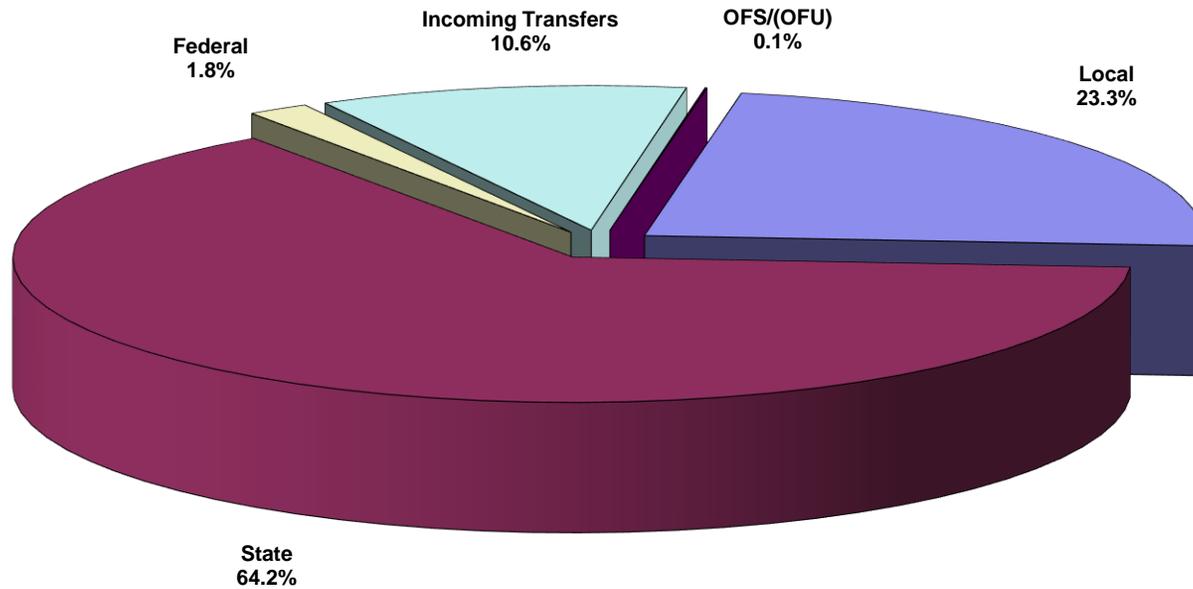
GENERAL FUND - Revenue & Expenditure Summary Comparison

				2024-25 ORIGINAL BUDGET	2024-25 FIRST BUDGET REVISION	Change	
27							27
28	Revenues:						28
29		Local		\$ 13,659,632	\$ 13,452,305	\$ (207,327)	29
30		State		34,920,750	37,037,834	2,117,084	30
31		Federal		797,085	1,024,396	227,311	31
32		Incoming Transfers		5,433,559	6,128,548	694,989	32
33		Other Financing Sources/(Uses)		25,000	30,000	5,000	33
34		Total Revenues		\$ 54,836,026	\$ 57,673,083	\$ 2,837,057	34
35	Expenditures:						35
36		Salaries		\$ 28,003,907	\$ 27,939,661	\$ (64,246)	36
37		Benefits		19,115,359	20,163,176	1,047,817	37
38		Purchase Services		2,875,995	3,049,924	173,929	38
39		Supplies & Materials		2,956,159	3,104,752	148,593	39
40		Capital Outlay		400,300	535,644	135,344	40
41		Other		4,270,276	4,978,281	708,005	41
42		Total Expenditures (before favorable variance)		\$ 57,621,996	\$ 59,771,438	\$ 2,149,442	42
43		Favorable Expenditure Variance (1.5%)		\$ (864,328)	\$ (896,572)	\$ (32,244)	43
44		Projected Add/(Draw) To/From Fund Balance		\$ (1,921,642)	\$ (1,201,783)	\$ 719,859	44
45		Beginning Fund Balance		14,965,865	15,960,868	995,003	45
46		Ending Fund Balance		\$ 13,044,223	\$ 14,759,085	\$ 1,714,862	46

EAST LANSING PUBLIC SCHOOLS
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
2024-25 FIRST BUDGET REVISION

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	TOTAL
REVENUES:					
Local:					
Property Taxes	12,251,000		9,803,500	1,451,400	23,505,900
Interest Earnings	840,000		110,300	140,000	1,090,300
Building Use	70,000				70,000
Food Sales		42,000			42,000
Athletics	95,800				95,800
Other	195,505	516,000	0	11,400	722,905
State	37,037,834	902,021			37,939,855
Federal	1,024,396	1,227,150			2,251,546
County Special Education and Misc. via IISD	6,128,548				6,128,548
Total Revenues	57,643,083	2,687,171	9,913,800	1,602,800	71,846,854
EXPENDITURES:					
Instruction:					
Basic Programs	24,419,336				24,419,336
Added Needs	8,619,499				8,619,499
Instructional Support Services:					
Pupil	5,050,512				5,050,512
Instructional Staff	4,051,658				4,051,658
School Administration	3,163,186				3,163,186
Non-Instructional Support Services:					
General Administration	631,768				631,768
Business	1,607,796		5,000	1,000	1,613,796
Operations and Maintenance	6,875,417				6,875,417
Pupil Transportation	1,882,975				1,882,975
Central	1,401,314				1,401,314
Athletics	1,099,710				1,099,710
Food Service		2,159,456			2,159,456
Student/School Activity		497,000			497,000
Community	50,025				50,025
Payments to Other Gov't Agencies and Prior Period Adj.	0				0
Capital Outlay				4,765,100	4,765,100
Debt Services:					
Principal	21,670		5,505,000		5,526,670
Interest & Issuance Costs/Escrow			4,291,325		4,291,325
Dues and Fees			2,400		2,400
Total Expenditures	58,874,866	2,656,456	9,803,725	4,766,100	75,604,147
Excess of Revenues over Expenditures	(1,231,783)	30,715	110,075	(3,163,300)	(3,757,293)
OTHER FINANCING SOURCES/(USES):					
Net Operating Transfers	0	0	0	0	0
SBLF Proceeds					0
Sale of Bonds			0	0	0
SBITA	0				0
Other	30,000	0			30,000
Total Other Financing Sources/(Uses)	30,000	0	0	0	30,000
Excess of Revenues and OFS/(OFU) over Expenditures	(1,201,783)	30,715	110,075	(3,163,300)	(3,727,293)
Fund Balance - Beginning of Year	15,960,868	1,153,295	832,065	5,094,443	23,040,671
Fund Balance - End of Year	14,759,085	1,184,010	942,140	1,931,143	19,313,378

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



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	2023-24	2024-25		2024-25			
	ACTUAL	ORIGINAL BUDGET	% of Total Revenues	FIRST BUDGET REVISION	% of Total Revenues	\$ CHANGE from 2024-25 ORIGINAL BUDGET	% CHANGE from 2024-25 ORIGINAL BUDGET
REVENUES and OFS/(OFU):							
Local	12,968,876	13,659,632	24.9%	13,452,305	23.3%	(207,327)	-1.5%
State	36,744,088	34,920,750	63.7%	37,037,834	64.2%	2,117,084	6.1%
Federal	809,197	797,085	1.5%	1,024,396	1.8%	227,311	28.5%
Incoming Transfers	5,597,052	5,433,559	9.9%	6,128,548	10.6%	694,989	12.8%
OFS/(OFU)	249,269	25,000	0.0%	30,000	0.1%	5,000	20.0%
Total ¹	56,368,482	54,836,026	100.0%	57,673,083	100.0%	2,837,057	5.2%

¹ Amount may not add to 100.0% due to rounding

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

2023-24 ACTUAL		2024-25 ORIGINAL BUDGET	2024-25 FIRST BUDGET REVISION	\$ CHANGE FIRST BUDGET REVISION vs. ORIGINAL BUDGET	\$ CHANGE FIRST BUDGET REVISION vs. 2023-24 ACTUAL
LOCAL REVENUE:					
11,603,776	Current Property Taxes (net 1.50% est. uncollectible)	12,462,100	12,221,000	(241,100)	617,224
40,670	Delinquent Property Taxes (includes P & I)	30,000	30,000	0	(10,670)
72,311	Building Use	70,000	70,000	0	(2,311)
940,575	Interest on Investments	840,000	840,000	0	(100,575)
225,232	Other	173,432	195,505	22,073	(29,727)
86,312	Other - Athletics	84,100	95,800	11,700	9,488
<u>12,968,876</u>	TOTAL LOCAL SOURCES	<u>13,659,632</u>	<u>13,452,305</u>	<u>(207,327)</u>	<u>483,429</u>
STATE REVENUE:					
12,233,452	Proposal A	11,584,456	11,658,861	74,405	(574,591)
11,482,464	Discretionary (includes 51e SE)	12,532,084	11,507,218	(1,024,866)	24,754
2,220,231	Special Ed. Headlee	2,380,237	2,358,920	(21,317)	138,689
258,132	Enrollment Stabilization	0	0	0	(258,132)
412,675	Prior Year State Aid Adjustments	160,006	899,008	739,002	486,333
1,557,769	At-Risk	1,623,532	1,908,887	285,355	351,118
6,288,974	MPSERS	4,323,118	6,592,215	2,269,097	303,241
190,784	Hold Harmless Guarantee	99,892	94,853	(5,039)	(95,931)
107,994	Headlee Obligation for Data Collection	107,531	107,989	458	(5)
281,446	GSRP	335,306	417,724	82,418	136,278
190,231	Educator Compensation	0	0	0	(190,231)
368,972	Student Safety	0	0	0	(368,972)
564,428	Mental Health & Student Safety	1,219,572	786,138	(433,434)	221,710
160,167	MI Kids Back on Track	211,061	274,338	63,277	114,171
426,369	Other	343,955	431,683	87,728	5,314
<u>36,744,088</u>	TOTAL STATE SOURCES	<u>34,920,750</u>	<u>37,037,834</u>	<u>2,117,084</u>	<u>293,746</u>
FEDERAL REVENUE:					
452,564	Title 1a (Improving Basic Programs)	525,575	564,494	38,919	111,930
97,371	Title 2a (Supporting Effective Instruction)	97,371	95,418	(1,953)	(1,953)
31,036	Title 3 (Language English Learners & Immigrant)	46,616	52,003	5,387	20,967
29,769	Title 4 (Student Support & Academic Enrichment)	29,769	36,022	6,253	6,253
103,702	ESSER/CRF/11T/Other COVID	0	0	0	(103,702)
39,065	IDEA Preschool/Flowthrough	35,767	31,232	(4,535)	(7,833)
0	Filter First	0	173,840	173,840	173,840
55,690	Other	61,987	71,387	9,400	15,697
<u>809,197</u>	TOTAL FEDERAL SOURCES	<u>797,085</u>	<u>1,024,396</u>	<u>227,311</u>	<u>215,199</u>
INCOMING TRANSFERS:					
5,498,894	County Special Education (via IISD)	5,341,807	5,897,826	556,019	398,932
98,158	Other	91,752	230,722	138,970	132,564
<u>5,597,052</u>	TOTAL INCOMING TRANSFERS	<u>5,433,559</u>	<u>6,128,548</u>	<u>694,989</u>	<u>531,496</u>
<u>56,119,213</u>	TOTAL REVENUES	<u>54,811,026</u>	<u>57,643,083</u>	<u>2,832,057</u>	<u>1,523,870</u>
OTHER FINANCING SOURCES/(USES):					
0	Operating Transfer	0	0	0	0
206,933	Subscription-Based IT Agreements	0	0	0	(206,933)
42,336	Sale of Property	25,000	30,000	5,000	(12,336)
<u>249,269</u>	TOTAL OTHER FINANCING SOURCES (USES)	<u>25,000</u>	<u>30,000</u>	<u>5,000</u>	<u>(219,269)</u>
<u>56,368,482</u>	TOTAL REVENUE & OTHER FINANCING SOURCES (USES)	<u>54,836,026</u>	<u>57,673,083</u>	<u>2,837,057</u>	<u>1,304,601</u>
<u>55,909,568</u>	TOTAL EXPENDITURES	<u>57,621,996</u>	<u>59,771,438</u>	<u>2,149,442</u>	<u>3,861,870</u>
458,914	Increase (Decrease) in Fund Balance before est. Variance	(2,785,970)	(2,098,355)	687,615	(2,557,269)
0	Estimated Favorable Budget Variance (1.5%)	864,328	896,572	32,244	896,572
458,914	Total Increase (Decrease) in Fund Balance	(1,921,642)	(1,201,783)	719,859	(1,660,697)
0	Prior Year Restatement	0	0	0	0
<u>15,501,954</u>	Fund Balance - Beginning of Year	<u>14,965,865</u>	<u>15,960,868</u>	<u>995,003</u>	<u>458,914</u>
<u>15,960,868</u>	Fund Balance - End of Year	<u>13,044,223</u>	<u>14,759,085</u>	<u>1,714,862</u>	<u>(1,201,783)</u>
28.5%	Fund Balance as a % of Total Expenditures (excludes OFU)	23.0%	25.1%		
28.3%	Fund Balance as a % of Total Revenues (excludes OFS)	23.8%	25.6%		

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	15,960,868	28.5%	55,909,568	458,914
2024-25 est.	14,759,085	25.1%	58,874,866 ¹	(1,201,783)

¹ Net of Estimate Favorable Budget Variance

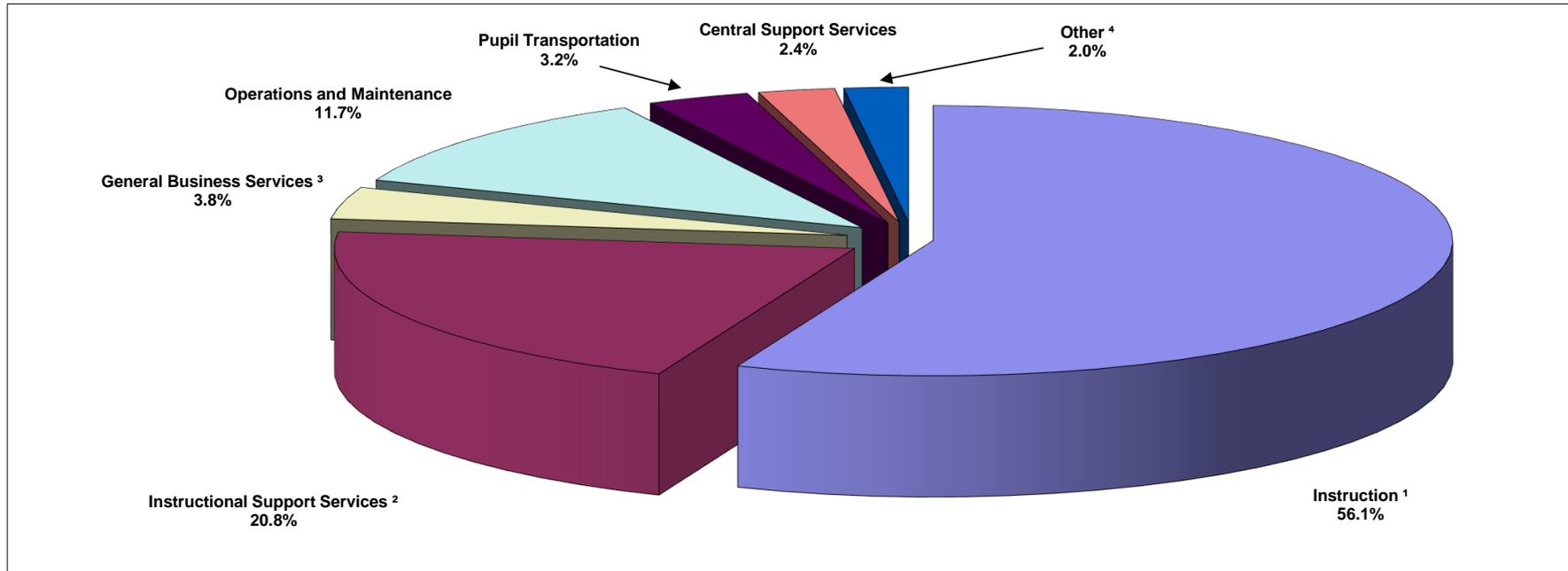
Board Policy #3202 (section A(6)) - unassigned General Fund fund balance of at least 10% of estimated expenditures.

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%
2024-25	9,608			0	9,608	0		9,608	0	0.0%

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)**



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	2023-24	2024-25		2024-25			
	ACTUAL	ORIGINAL BUDGET	% of Total Expenditures	FIRST BUDGET REVISION	% of Total Expenditures	\$ CHANGE from 2024-25 ORIGINAL BUDGET	% CHANGE from 2024-25 ORIGINAL BUDGET
EXPENDITURES:							
Instruction ¹	32,115,842	32,522,951	57.1%	33,541,965	56.1%	1,019,014	3.1%
Instructional Support Services ²	11,748,155	12,330,649	21.6%	12,452,138	20.8%	121,489	1.0%
General Business Services ³	1,365,473	1,410,649	2.5%	2,273,668	3.8%	863,019	61.2%
Operations and Maintenance	6,149,338	6,326,470	11.1%	6,980,119	11.7%	653,649	10.3%
Pupil Transportation	1,794,048	1,836,493	3.2%	1,911,650	3.2%	75,157	4.1%
Central Support Services	1,538,557	1,415,528	2.5%	1,422,654	2.4%	7,126	0.5%
Other ⁴	1,198,155	1,150,829	2.0%	1,189,244	2.0%	38,415	3.3%
Total ⁵	55,909,568	56,993,569	100.0%	59,771,438	100.0%	2,777,869	4.9%

¹ Includes Basic Programs and Added Needs

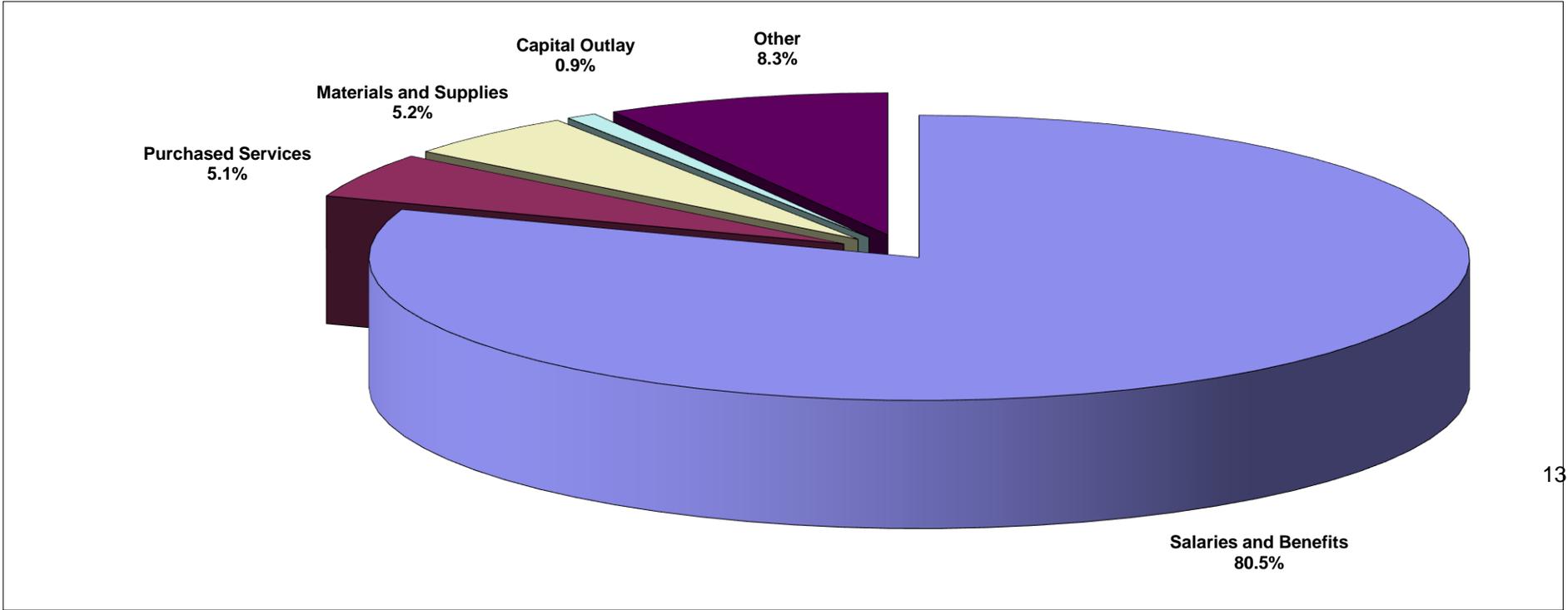
² Includes Pupil Support Services, Instructional Staff Services and School Administration

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)

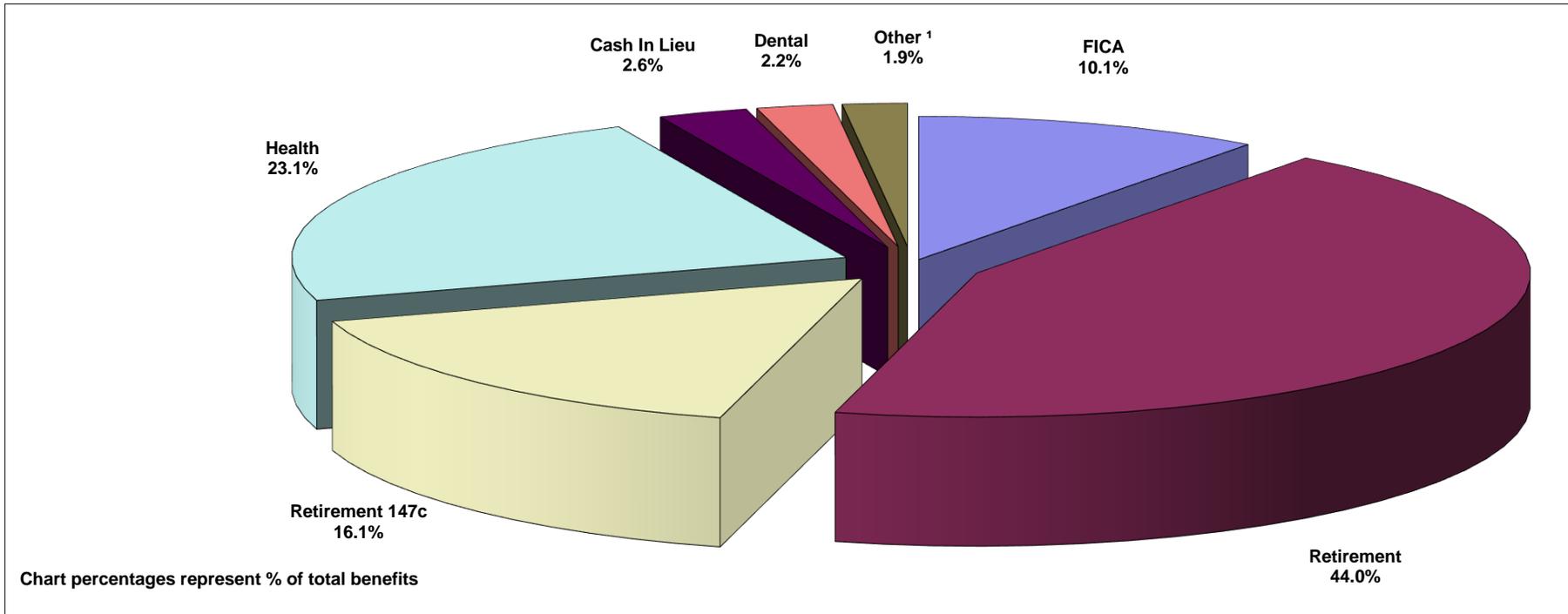


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	2023-24	2024-25		2024-25			
	ACTUAL	ORIGINAL BUDGET	% of Total Expenditures	FIRST BUDGET REVISION	% of Total Expenditures	\$ CHANGE from 2024-25 ORIGINAL BUDGET	% CHANGE from 2024-25 ORIGINAL BUDGET
EXPENDITURES:							
Salaries and Benefits	45,744,805	46,512,136	81.6%	48,102,837	80.5%	1,590,701	3.4%
Purchased Services	2,560,734	2,924,598	5.1%	3,049,924	5.1%	125,326	4.3%
Materials and Supplies	2,651,419	2,841,759	5.0%	3,104,752	5.2%	262,993	9.3%
Capital Outlay	492,913	369,300	0.6%	535,644	0.9%	166,344	45.0%
Other	4,459,697	4,345,776	7.6%	4,978,281	8.3%	632,505	14.6%
Total ¹	55,909,568	56,993,569	99.9%	59,771,438	100.0%	2,777,869	4.9%

¹ Amount may not add to 100.0% due to rounding

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



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	2023-24	2024-25		2024-25			
	ACTUAL	ORIGINAL BUDGET	% of Total Expenditures	FIRST BUDGET REVISION	% of Total Expenditures	\$ CHANGE from 2024-25 ORIGINAL BUDGET	% CHANGE from 2024-25 ORIGINAL BUDGET
EXPENDITURES:							
FICA	1,903,461	2,051,692	5.1%	2,045,557	3.4%	(6,135)	-0.3%
Retirement	7,731,802	8,437,764	21.1%	8,863,953	14.8%	426,189	5.1%
Retirement 147c	4,646,560	2,602,663	6.5%	3,239,348	5.4%	636,685	24.5%
Health	4,033,150	4,683,385	11.7%	4,655,195	7.8%	(28,190)	-0.6%
Cash In Lieu	492,339	516,910	1.3%	529,041	0.9%	12,131	2.3%
Dental	427,439	464,759	1.2%	449,801	0.8%	(14,958)	-3.2%
Other ¹	339,292	358,186	0.9%	380,281	0.6%	22,095	6.2%
Total	19,574,043	19,115,359	47.8%	20,163,176	33.7%	1,047,817	5.5%

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

EAST LANSING PUBLIC SCHOOLS
GENERAL FUND
EXPENDITURE DETAIL

2023-24 ACTUAL	FUNCTION	2024-25 ORIGINAL BUDGET	2024-25 FIRST BUDGET REVISION							
			(Net 1.5% Variance) Total	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other
11,034,134	111 Elementary	11,066,802	11,011,495	11,179,183	5,994,888	4,464,257	89,720	196,130	19,500	414,688
4,880,855	112 Middle School	4,888,260	4,861,277	4,935,307	2,692,765	1,979,735	40,115	80,691	18,480	123,521
7,458,212	113 High School	7,499,778	7,601,858	7,717,622	3,925,971	2,845,997	468,385	158,151	30,000	289,118
368,273	118 Pre-Kindergarten	375,084	583,068	591,947	302,253	235,990	3,000	35,704	500	14,500
283,174	119 Summer School	318,223	361,638	367,145	242,843	119,002	200	5,100	0	0
24,024,647	Total Basic Programs	24,148,147	24,419,336	24,791,204	13,158,720	9,644,981	601,420	475,776	68,480	841,827
5,819,086	122 Special Education	5,886,662	6,162,786	6,256,636	2,990,722	2,345,592	72,900	44,000	5,000	798,422
2,272,110	125 Compensatory Education	2,325,528	2,456,713	2,494,125	1,371,621	1,078,879	15,625	8,000	0	20,000
8,091,195	Total Added Needs	8,212,190	8,619,499	8,750,761	4,362,343	3,424,471	88,525	52,000	5,000	818,422
32,115,843	Total Instruction	32,360,337	33,038,835	33,541,965	17,521,063	13,069,452	689,945	527,776	73,480	1,660,249
0	211 Attendance	0	0	0	0	0	0	0	0	0
1,453,471	212 Guidance	1,468,486	1,422,142	1,443,799	781,382	550,917	92,500	17,000	2,000	0
376,229	213 Health	402,721	440,896	447,610	134,856	88,872	2,200	6,000	18,000	197,682
336,248	214 Psychology	331,186	345,136	350,392	210,878	135,914	600	3,000	0	0
964,751	215 Speech	962,262	934,809	949,045	426,529	345,492	700	3,000	1,000	172,324
1,017,869	216 Social Work	1,058,187	1,091,032	1,107,647	646,715	452,732	2,000	3,500	2,700	0
515,137	218 Teacher Consultant	553,452	578,760	587,574	231,923	148,782	9,100	2,500	0	195,269
283,955	219 Other Pupil Support	330,903	237,737	241,357	125,908	62,299	0	6,500	0	46,650
4,947,659	Total Pupil Support Services	5,107,197	5,050,512	5,127,424	2,558,191	1,785,008	107,100	41,500	23,700	611,925
1,385,242	221 Improvement of Instruction	1,609,034	1,588,160	1,612,345	728,780	439,661	180,770	129,134	3,000	131,000
672,491	222 Educational Media Services	704,756	755,854	767,364	372,163	310,700	19,300	64,701	0	500
69,791	224 Educational Television	69,315	68,963	70,013	41,860	28,153	0	0	0	0
358,859	225 Instruction Related Technology	387,223	390,517	396,464	197,390	139,074	55,000	5,000	0	0
723,192	226 Supervision of Instructional Staff	713,943	753,132	764,601	440,184	307,317	3,600	5,500	6,000	2,000
101,949	227 Academic Student Assessment	108,666	139,540	141,665	30,787	14,819	10,259	80,700	0	5,100
356,564	229 Other Instructional Staff Services	367,996	355,492	360,906	196,349	154,557	0	7,000	0	3,000
3,668,089	Total Instructional Staff Services	3,960,933	4,051,658	4,113,358	2,007,513	1,394,281	268,929	292,035	9,000	141,600
100,674	231 Board of Education	107,460	106,380	108,000	0	0	97,500	2,500	0	8,000
437,112	232 Executive Administration	428,151	525,388	533,389	303,210	200,179	14,000	13,000	1,000	2,000
537,786	Total General Administration	535,611	631,768	641,389	303,210	200,179	111,500	15,500	1,000	10,000
3,116,294	241 Office of the Principal	3,169,026	3,125,263	3,172,856	1,808,771	1,300,151	13,437	24,697	6,800	19,000
16,113	249 Other School Administration	31,840	37,923	38,500	0	0	21,500	17,000	0	0
3,132,407	Total School Administration	3,200,866	3,163,186	3,211,356	1,808,771	1,300,151	34,937	41,697	6,800	19,000
657,570	252 Fiscal Services	668,234	840,033	852,825	497,838	294,387	25,500	3,000	500	31,600
134,917	257 Internal Services	139,142	204,047	207,154	60,530	41,344	85,780	15,000	4,500	0
35,200	259 Other Business	60,608	563,716	572,300	0	0	19,300	0	0	553,000
827,687	Total Business Services	867,984	1,607,796	1,632,279	558,368	335,731	130,580	18,000	5,000	584,600

EAST LANSING PUBLIC SCHOOLS
GENERAL FUND
EXPENDITURE DETAIL

2023-24 ACTUAL	FUNCTION	2024-25 ORIGINAL BUDGET	2024-25 FIRST BUDGET REVISION							
			(Net 1.5% Variance) Total	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other
5,752,373	261 Operating Buildings Services	5,881,973	6,223,807	6,318,586	1,826,631	1,227,622	1,027,383	1,959,740	271,400	5,810
396,965	266 Building Security	412,864	651,610	661,533	304,330	198,951	58,800	6,000	7,500	85,952
6,149,338	Total Operations and Maintenance	6,294,837	6,875,417	6,980,119	2,130,961	1,426,573	1,086,183	1,965,740	278,900	91,762
1,794,048	271 Pupil Transportation	1,827,311	1,882,975	1,911,650	30,000	5,189	28,000	92,716	0	1,755,745
0	281 Planning, Research, Development	0	0	0	0	0	0	0	0	0
76,003	282 Communication Services	75,911	111,860	113,563	45,534	32,029	12,600	1,500	2,000	19,900
623,241	283 Staff/Personnel Services	615,594	567,429	576,070	279,559	181,996	79,015	10,000	1,500	24,000
678,066	284 Non-Instructional Technology	549,821	542,385	550,645	130,405	83,240	291,500	10,000	34,500	1,000
161,247	285 Pupil Accounting	167,125	179,640	182,376	79,578	55,798	40,000	500	0	6,500
1,538,557	Total Central Support Services	1,408,451	1,401,314	1,422,654	535,076	353,063	423,115	22,000	38,000	51,400
1,060,435	293 Athletic Activities	1,081,369	1,099,710	1,116,457	486,508	293,549	148,400	73,000	85,000	30,000
31,295	3xx Community Services	41,816	50,025	50,787	0	0	21,235	14,788	14,764	0
	Payments to Oth Gov't Agencies, Facilities Acquisition, and Prior									
0	4xx Period Adjustments	0	0	0	0	0	0	0	0	0
106,425	5xx Debt Service - Long Term	21,890	21,670	22,000	0	0	0	0	0	22,000
55,909,568	Total General Fund	56,708,602	58,874,866	59,771,438	27,939,661	20,163,176	3,049,924	3,104,752	535,644	4,978,281
	Percent of Total ¹	net est. variance	net est. variance							
			98.50%	100.0%	46.7%	33.7%	5.1%	5.2%	0.9%	8.3%
	2024-25 ORIGINAL BUDGET (before est. variance)			57,621,996	28,003,907	19,115,359	2,875,995	2,956,159	400,300	4,270,276
	\$ CHANGE			2,149,442	(64,246)	1,047,817	173,929	148,593	135,344	708,005
	% CHANGE			3.7%	-0.2%	5.5%	6.0%	5.0%	33.8%	16.6%
	2023-24 ACTUAL			55,909,568	26,170,762	19,574,043	2,560,734	2,651,419	492,913	4,459,697
	\$ CHANGE			3,861,870	1,768,899	589,133	489,190	453,333	42,731	518,584
	% CHANGE			6.9%	6.8%	3.0%	19.1%	17.1%	8.7%	11.6%

¹ Amount may not add to 100.0% due to rounding

**EAST LANSING PUBLIC SCHOOLS
GENERAL FUND**

NET EXPENDITURE CHANGES (Before Est. Variance)

FUNCTION	2024-25 FIRST BUDGET REVISION vs. 2024-25 ORIGINAL BUDGET							Adjustment Notes
	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other	
111 Elementary	174,418	(73,264)	260,998	(16,600)	16,284	17,000	(30,000)	
112 Middle School	212,846	51,908	161,138	(4,380)	(800)	14,980	(10,000)	
113 High School	297,045	5,876	249,817	14,500	17,263	11,000	(1,411)	
118 Pre-Kindergarten	33,809	6,896	9,709	0	33,704	(25,000)	8,500	
119 Summer School	63,720	41,193	22,527	0	0	0	0	
Total Basic Programs	781,838	32,609	704,189	(6,480)	66,451	17,980	(32,911)	
122 Special Education	41,207	(146,433)	64,636	(50)	13,500	0	109,554	
125 Compensatory Education	16,925	(25,236)	24,566	(2,405)	0	0	20,000	
Total Added Needs	58,132	(171,669)	89,202	(2,455)	13,500	0	129,554	
Total Instruction	839,970	(139,060)	793,391	(8,935)	79,951	17,980	96,643	
211 Attendance	0	0	0	0	0	0	0	
212 Guidance	(35,342)	(35,900)	3,858	(300)	(5,000)	2,000	0	
213 Health	46,478	12,785	13,204	0	0	2,000	18,489	
214 Psychology	31,788	18,080	12,708	0	1,000	0	0	
215 Speech	30,395	(3,000)	8,740	0	(1,000)	1,000	24,655	
216 Social Work	15,864	(436)	16,300	0	0	0	0	
218 Teacher Consultant	33,447	(3,000)	4,770	0	0	0	31,677	
219 Other Pupil Support	(3,471)	(1,500)	502	0	0	0	(2,473)	
Total Pupil Support Services	119,159	(12,971)	60,082	(300)	(5,000)	5,000	72,348	
221 Improvement of Instruction	(36,213)	(22,410)	(1,807)	(1,775)	(2,021)	(9,200)	1,000	
222 Educational Media Services	14,798	750	12,101	(4,600)	6,547	0	0	
224 Educational Television	1,308	0	1,308	0	0	0	0	
225 Instruction Related Technology	13,376	0	3,376	10,000	0	0	0	
226 Supervision of Instructional Staff	66,302	22,453	43,349	(1,000)	0	1,500	0	
227 Academic Student Assessment	26,152	10,001	4,892	259	11,000	0	0	
229 Other Instructional Staff Services	(9,976)	(3,431)	655	(7,200)	0	0	0	
Total Instructional Staff Services	75,747	7,363	63,874	(4,316)	15,526	(7,700)	1,000	
231 Board of Education	0	0	0	0	0	0	0	
232 Executive Administration	108,839	62,470	34,569	11,800	0	0	0	
Total General Administration	108,839	62,470	34,569	11,800	0	0	0	

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

FUNCTION	2024-25 FIRST BUDGET REVISION vs. 2024-25 ORIGINAL BUDGET							Adjustment Notes
	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other	
241 Office of the Principal	38,510	(1,539)	55,349	(15,300)	0	0	0	
249 Other School Administration	2,500	0	0	2,500	0	0	0	
Total School Administration	41,010	(1,539)	55,349	(12,800)	0	0	0	
252 Fiscal Services	38,162	13,337	12,625	11,700	0	500	0	
257 Internal Services	71,878	0	767	71,111	0	0	0	
259 Other Business	511,387	0	0	1,387	0	0	510,000	
Total Business Services	621,427	13,337	13,392	84,198	0	500	510,000	
261 Operating Buildings Services	252,716	(11,746)	11,250	83,062	69,840	100,000	310	
266 Building Security	(46,139)	(656)	497	(39,932)	1,000	(7,000)	(48)	
Total Operations and Maintenance	206,577	(12,402)	11,747	43,130	70,840	93,000	262	
271 Pupil Transportation	65,157	30,000	5,189	18,000	(5,384)	0	17,352	
281 Planning, Research, Development	0	0	0	0	0	0	0	
282 Communication Services	2,490	425	765	1,300	0	0	0	
283 Staff/Personnel Services	(11,644)	(14,494)	1,535	(6,085)	2,200	(200)	5,400	
284 Non-Instructional Technology	26,133	4,925	808	20,400	0	0	0	
285 Pupil Accounting	6,805	(500)	2,305	5,000	0	0	0	
Total Central Support Services	23,784	(9,644)	5,413	20,615	2,200	(200)	5,400	
293 Athletic Activities	39,011	(1,800)	4,811	16,000	0	15,000	5,000	
3xx Community Services	8,761	0	0	6,537	(9,540)	11,764	0	
4xx Payments to Oth Gov't Agencies, Facilities Acquisition, and Prior Period Adjustments	0	0	0	0	0	0	0	
5xx Debt Service - Long Term	0	0	0	0	0	0	0	
Total General Fund	2,149,442	(64,246)	1,047,817	173,929	148,593	135,344	708,005	
Percent of Total ¹	100.0%	-3.0%	48.7%	8.1%	6.9%	6.3%	32.9%	

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¹ Amount may not add to 100.0% due to rounding

EAST LANSING PUBLIC SCHOOLS GENERAL FUND

THREE YEAR EXPENDITURE COMPARISON (Net Est. Variance)

FUNCTION:	2022-23		2023-24		2024-25	
	ACTUAL	% of TOTAL	ACTUAL	% of TOTAL	FIRST BUDGET REVISION	% of TOTAL
111 Elementary	12,498,434	22.9%	11,034,132	19.7%	11,011,495	18.7%
112 Middle School	4,863,354	8.9%	4,880,855	8.7%	4,861,277	8.3%
113 High School	7,318,319	13.4%	7,458,212	13.3%	7,601,858	12.9%
118 Pre-Kindergarten	359,851	0.7%	368,273	0.7%	583,068	1.0%
119 Summer School	234,646	0.4%	283,174	0.5%	361,638	0.6%
Total Basic Programs	25,274,604	46.4%	24,024,646	43.0%	24,419,336	41.5%
122 Special Education	5,639,638	10.3%	5,819,086	10.4%	6,162,786	10.5%
125 Compensatory Education	2,287,878	4.2%	2,272,110	4.1%	2,456,713	4.2%
Total Added Needs	7,927,516	14.5%	8,091,196	14.5%	8,619,499	14.6%
Total Instruction	33,202,120	60.9%	32,115,842	57.4%	33,038,835	56.1%
211 Attendance	0	0.0%	0	0.0%	0	0.0%
212 Guidance	1,054,405	1.9%	1,453,471	2.6%	1,422,142	2.4%
213 Health	273,336	0.5%	376,229	0.7%	440,896	0.7%
214 Psychology	282,260	0.5%	336,248	0.6%	345,136	0.6%
215 Speech	830,633	1.5%	964,751	1.7%	934,809	1.6%
216 Social Work	973,454	1.8%	1,017,869	1.8%	1,091,032	1.9%
218 Teacher Consultant	513,484	0.9%	515,137	0.9%	578,760	1.0%
219 Other Pupil Support	252,245	0.5%	283,955	0.5%	237,737	0.4%
Total Pupil Support Services	4,179,817	7.7%	4,947,660	8.8%	5,050,512	8.6%
221 Improvement of Instruction	1,195,969	2.2%	1,385,242	2.5%	1,588,160	2.7%
222 Educational Media Services	666,339	1.2%	672,491	1.2%	755,854	1.3%
224 Educational Television	64,995	0.1%	69,791	0.1%	68,963	0.1%
225 Instruction Related Technology	367,271	0.7%	358,859	0.6%	390,517	0.7%
226 Supervision of Instructional Staff	624,788	1.1%	723,192	1.3%	753,132	1.3%
227 Academic Student Assessment	86,546	0.2%	101,949	0.2%	139,540	0.2%
229 Other Instructional Staff Services	320,393	0.6%	356,564	0.6%	355,492	0.6%
Total Instructional Staff Support	3,326,301	6.1%	3,668,088	6.6%	4,051,658	6.9%
231 Board of Education	98,493	0.2%	100,674	0.2%	106,380	0.2%
232 Executive Administration	408,389	0.7%	437,112	0.8%	525,388	0.9%
Total General Administration	506,882	0.9%	537,786	1.0%	631,768	1.1%

EAST LANSING PUBLIC SCHOOLS GENERAL FUND

THREE YEAR EXPENDITURE COMPARISON (Net Est. Variance)

FUNCTION:	2022-23		2023-24		2024-25	
	ACTUAL	% of TOTAL	ACTUAL	% of TOTAL	FIRST BUDGET REVISION	% of TOTAL
241 Office of the Principal	3,034,272	5.6%	3,116,294	5.6%	3,125,263	5.3%
249 Other School Administration	31,347	0.1%	16,113	0.0%	37,923	0.1%
Total School Administration	3,065,619	5.6%	3,132,407	5.6%	3,163,186	5.4%
252 Fiscal Services	483,820	0.9%	657,570	1.2%	840,033	1.4%
257 Internal Services	116,180	0.2%	134,917	0.2%	204,047	0.3%
259 Other Business	79,944	0.1%	35,200	0.1%	563,716	1.0%
Total Business Services	679,944	1.2%	827,687	1.5%	1,607,796	2.7%
261 Operating Buildings Services	5,329,281	9.8%	5,752,373	10.3%	6,223,807	10.6%
266 Building Security	93,494	0.2%	396,965	0.7%	651,610	1.1%
Total Operations and Maintenance	5,422,775	9.9%	6,149,338	11.0%	6,875,417	11.7%
271 Pupil Transportation	1,809,929	3.3%	1,794,048	3.2%	1,882,975	3.2%
281 Planning, Research, Development	0	0.0%	0	0.0%	0	0.0%
282 Communication Services	74,133	0.1%	76,003	0.1%	111,860	0.2%
283 Staff/Personnel Services	678,696	1.2%	623,241	1.1%	567,429	1.0%
284 Non-Instructional Technology	437,563	0.8%	678,066	1.2%	542,385	0.9%
285 Pupil Accounting	156,895	0.3%	161,247	0.3%	179,640	0.3%
Total Central Support Services	1,347,287	2.5%	1,538,557	2.8%	1,401,314	2.4%
Total Support Services	20,338,554	37.3%	22,595,571	40.4%	24,664,626	41.9%
293 Athletic Activities	935,783	1.7%	1,060,435	1.9%	1,099,710	1.9%
3xx Community Services	19,465	0.0%	31,295	0.1%	50,025	0.1%
Payments to Oth Gov't Agencies, Facilities Acquisition, and Prior Period Adjustments	0	0.0%	0	0.0%	0	0.0%
4xx Debt Service - Long Term	22,000	0.0%	106,425	0.2%	21,670	0.0%
Total ¹	54,517,922	100.0%	55,909,568	100.0%	58,874,866	100.0%

net est. variance

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

2023-24 ACTUAL		2024-25 ORIGINAL BUDGET	2024-25 FIRST BUDGET REVISION	\$ CHANGE FIRST BUDGET REVISION vs. ORIGINAL BUDGET	\$ CHANGE FIRST BUDGET REVISION vs. 2023-24 ACTUAL
	Revenues:				
	Local:				
43,064	Food Sales	30,000	30,000	0	(13,064)
9,952	Catered Events	10,000	12,000	2,000	2,048
0	Other	800	0	(800)	0
	State:				
	Breakfast - Supplemental	0	0	0	0
11,482	At-Risk	13,483	13,580	97	2,098
80,403	Lunch	70,000	70,279	279	(10,124)
14,317	31j 10 Cents	7,000	12,362	5,362	(1,955)
809,398	30d Expanded Breakfast and Lunch Program	806,000	805,800	(200)	(3,598)
	Federal:				
197,038	Breakfast	196,000	213,600	17,600	16,562
755,427	Lunch	770,000	844,900	74,900	89,473
22,288	SSO/SFSP	26,000	20,700	(5,300)	(1,588)
117,522	Supply Chain Assistance	0	0	0	(117,522)
0	Local Food for Schools	0	0	0	0
125,616	USDA Commodities (Entitlement and Bonus)	148,000	147,950	(50)	22,334
<u>2,186,507</u>	Total Revenues	<u>2,077,283</u>	<u>2,171,171</u>	<u>93,888</u>	<u>(15,336)</u>
	Expenditures:				
73,294	Salaries	90,221	79,810	(10,411)	6,516
36,089	Employee Benefits	41,197	37,296	(3,901)	1,207
904,585	Purchased Services	940,000	867,400	(72,600)	(37,185)
999,207	Supplies & Materials	1,064,000	1,133,950	69,950	134,743
75,283	Capital Outlay	20,000	24,000	4,000	(51,283)
19,070	Other	20,000	17,000	(3,000)	(2,070)
<u>2,107,528</u>	Total Expenditures	<u>2,175,418</u>	<u>2,159,456</u>	<u>(15,962)</u>	<u>51,928</u>
78,979	Excess (Deficit) of Revenues over (under) Expenditures	(98,135)	11,715	109,850	(67,264)
	Other Financing (Uses) Sources				
0	Operating Transfers	0	0	0	0
0	Other	0	0	0	0
<u>0</u>	Total Other Financing (Uses) Sources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
78,979	Increase (Decrease) in Fund Balance	(98,135)	11,715	109,850	(67,264)
<u>577,046</u>	Fund Balance - Beginning of Year	<u>570,512</u>	<u>656,025</u>	<u>85,513</u>	<u>78,979</u>
<u>656,025</u>	Fund Balance - End of Year	<u>472,377</u>	<u>667,740</u>	<u>195,363</u>	<u>11,715</u>
31.1%	Fund Balance as a Percentage of Expenditures	21.7%	30.9%		
677,415	Max. Fund Balance three Months of Operating Costs	718,473	711,819		

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

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2023-24 ACTUAL		2024-25 ORIGINAL BUDGET	2024-25 FIRST BUDGET REVISION	\$ CHANGE FIRST BUDGET REVISION vs. ORIGINAL BUDGET	\$ CHANGE FIRST BUDGET REVISION vs. 2023-24 ACTUAL
	Revenues:				
	Local:				
9,899	Donley Elementary	7,000	9,000	2,000	(899)
22,781	Glencairn Elementary	23,000	9,000	(14,000)	(13,781)
6,982	Marble Elementary	6,000	7,000	1,000	18
6,418	Robert L Green Elementary	7,000	7,000	0	582
12,377	Red Cedar Elementary	10,000	20,000	10,000	7,623
6,913	Whitehills Elementary	8,000	8,000	0	1,087
68,997	MacDonald Middle School	59,000	62,000	3,000	(6,997)
435,410	East Lansing High School	347,000	394,000	47,000	(41,410)
<u>569,777</u>	Total Revenues	<u>467,000</u>	<u>516,000</u>	<u>49,000</u>	<u>(53,777)</u>
	Expenditures:				
6,119	Donley Elementary	6,000	6,000	0	(119)
33,435	Glencairn Elementary	36,000	10,000	(26,000)	(23,435)
22,773	Marble Elementary	17,000	17,000	0	(5,773)
7,054	Robert L Green Elementary	6,000	7,000	1,000	(54)
7,683	Red Cedar Elementary	7,000	8,000	1,000	317
3,891	Whitehills Elementary	5,000	5,000	0	1,109
80,686	MacDonald Middle School	55,000	68,000	13,000	(12,686)
373,996	East Lansing High School	311,000	376,000	65,000	2,004
<u>535,637</u>	Total Expenditures	<u>443,000</u>	<u>497,000</u>	<u>54,000</u>	<u>(38,637)</u>
34,140	Excess (Deficit) of Revenues over (under) Expenditures	24,000	19,000	(5,000)	(15,140)
	Other Financing (Uses) Sources				
0	Operating Transfers	0	0	0	0
0	Other	0	0	0	0
<u>0</u>	Total Other Financing (Uses) Sources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
34,140	Increase (Decrease) in Fund Balance	24,000	19,000	(5,000)	(15,140)
463,130	Fund Balance - Beginning of Year	496,130	497,270	1,140	34,140
<u>497,270</u>	Fund Balance - End of Year	<u>520,130</u>	<u>516,270</u>	<u>(3,860)</u>	<u>19,000</u>

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

2023-24 ACTUAL		2024-25 ORIGINAL BUDGET	2024-25 FIRST BUDGET REVISION	\$ CHANGE FIRST BUDGET REVISION vs. ORIGINAL BUDGET	\$ CHANGE FIRST BUDGET REVISION vs. 2023-24 ACTUAL
	Revenues:				
	Local:				
3,379,876	Current Property Taxes (net 0.50% est. delinquent)	3,283,400	3,291,700	8,300	(88,176)
5,144	Payment in Lieu of Taxes	7,000	7,000	0	1,856
1,748	Delinquent Property Taxes (includes penalties & interest)	2,700	1,800	(900)	52
61,327	Interest on Investments	61,000	41,600	(19,400)	(19,727)
0	Other	0	0	0	0
<u>3,448,095</u>	Total Revenues	<u>3,354,100</u>	<u>3,342,100</u>	<u>(12,000)</u>	<u>(105,995)</u>
	Expenditures:				
	Due November:				
440,500	Interest on Bonded Debt	375,375	375,375	0	(65,125)
	Due May:				
2,605,000	Redemption of Principal (matures May 2030)	2,590,000	2,590,000	0	(15,000)
440,500	Interest on Bonded Debt	375,375	375,375	0	(65,125)
548	Dues and Fees	600	600	0	52
1,539	Property Tax Refunds (MTT/STC/Board of Review)	2,000	2,000	0	461
0	Other - Costs of Bond Issuance	0	0	0	0
<u>3,488,087</u>	Total Expenditures	<u>3,343,350</u>	<u>3,343,350</u>	<u>0</u>	<u>(144,737)</u>
(39,992)	Excess (Deficit) of Revenues over (under) Expenditures	10,750	(1,250)	(12,000)	38,742
	Other Financing (Uses) Sources				
0	Operating Transfers	0	0	0	0
0	Sale of Bonds	0	0	0	0
<u>0</u>	Total Other Financing (Uses) Sources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(39,992)	Increase (Decrease) in Fund Balance	10,750	(1,250)	(12,000)	38,742
<u>357,583</u>	Fund Balance - Beginning of Year	<u>312,383</u>	<u>317,591</u>	<u>5,208</u>	<u>(39,992)</u>
<u>317,591</u>	Fund Balance - End of Year	<u>323,133</u>	<u>316,341</u>	<u>(6,792)</u>	<u>(1,250)</u>

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

2023-24 ACTUAL		2024-25 ORIGINAL BUDGET	2024-25 FIRST BUDGET REVISION	\$ CHANGE FIRST BUDGET REVISION vs. ORIGINAL BUDGET	\$ CHANGE FIRST BUDGET REVISION vs. 2023-24 ACTUAL
	Revenues:				
	Local:				
4,184,608	Current Property Taxes (net 0.50% est. delinquent)	4,429,500	4,440,700	11,200	256,092
6,261	Payment in Lieu of Taxes	7,200	7,200	0	939
1,979	Delinquent Property Taxes (includes penalties & interest)	3,000	2,400	(600)	421
65,014	Interest on Investments	64,000	48,600	(15,400)	(16,414)
0	Other	0	0	0	0
<u>4,257,862</u>	Total Revenues	<u>4,503,700</u>	<u>4,498,900</u>	<u>(4,800)</u>	<u>241,038</u>
	Expenditures:				
	Due November:				
1,244,425	Interest on Bonded Debt	1,208,625	1,208,625	0	(35,800)
	Due May:				
1,790,000	Redemption of Principal (matures May 2042)	2,000,000	2,000,000	0	210,000
1,244,425	Interest on Bonded Debt	1,208,625	1,208,625	0	(35,800)
549	Dues and Fees	600	600	0	51
1,755	Property Tax Refunds (MTT/STC/Board of Review)	2,000	2,000	0	245
0	Other - Costs of Bond Issuance	0	0	0	0
<u>4,281,154</u>	Total Expenditures	<u>4,419,850</u>	<u>4,419,850</u>	<u>0</u>	<u>138,696</u>
(23,292)	Excess (Deficit) of Revenues over (under) Expenditures	83,850	79,050	(4,800)	102,342
	Other Financing (Uses) Sources				
0	Operating Transfers	0	0	0	0
0	Sale of Bonds	0	0	0	0
<u>0</u>	Total Other Financing (Uses) Sources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(23,292)	Increase (Decrease) in Fund Balance	83,850	79,050	(4,800)	102,342
<u>392,296</u>	Fund Balance - Beginning of Year	<u>360,746</u>	<u>369,004</u>	<u>8,258</u>	<u>(23,292)</u>
<u>369,004</u>	Fund Balance - End of Year	<u>444,596</u>	<u>448,054</u>	<u>3,458</u>	<u>79,050</u>

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

2023-24 ACTUAL		2024-25 ORIGINAL BUDGET	2024-25 FIRST BUDGET REVISION	\$ CHANGE FIRST BUDGET REVISION vs. ORIGINAL BUDGET	\$ CHANGE FIRST BUDGET REVISION vs. 2023-24 ACTUAL
	Revenues:				
	Local:				
1,653,359	Current Property Taxes (net 0.50% est. delinquent)	1,889,500	1,894,300	4,800	240,941
2,396	Payment in Lieu of Taxes	2,100	2,100	0	(296)
648	Delinquent Property Taxes (includes penalties & interest)	1,500	1,000	(500)	352
24,236	Interest on Investments	22,500	19,600	(2,900)	(4,636)
0	Other	0	0	0	0
<u>1,680,639</u>	Total Revenues	<u>1,915,600</u>	<u>1,917,000</u>	<u>1,400</u>	<u>236,361</u>
	Expenditures:				
	Due November:				
497,650	Interest on Bonded Debt	484,650	484,650	0	(13,000)
	Due May:				
650,000	Redemption of Principal (matures May 2044)	915,000	915,000	0	265,000
497,650	Interest on Bonded Debt	484,650	484,650	0	(13,000)
548	Dues and Fees	600	600	0	52
585	Property Tax Refunds (MTT/STC/Board of Review)	1,000	1,000	0	415
0	Other - Costs of Bond Issuance	0	0	0	0
<u>1,646,433</u>	Total Expenditures	<u>1,885,900</u>	<u>1,885,900</u>	<u>0</u>	<u>239,467</u>
34,206	Excess (Deficit) of Revenues over (under) Expenditures	29,700	31,100	1,400	(3,106)
	Other Financing (Uses) Sources				
0	Operating Transfers	0	0	0	0
0	Sale of Bonds	0	0	0	0
<u>0</u>	Total Other Financing (Uses) Sources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
34,206	Increase (Decrease) in Fund Balance	29,700	31,100	1,400	(3,106)
<u>111,264</u>	Fund Balance - Beginning of Year	<u>140,364</u>	<u>145,470</u>	<u>5,106</u>	<u>34,206</u>
<u>145,470</u>	Fund Balance - End of Year	<u>170,064</u>	<u>176,570</u>	<u>6,506</u>	<u>31,100</u>

EAST LANSING PUBLIC SCHOOLS
2024 DEBT FUND (SAFETY, SECURITY AND ACCESSIBILITY BOND - SERIES 1)
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

<u>2023-24 ACTUAL</u>	<u>2024-25 ORIGINAL BUDGET</u>	<u>2024-25 FIRST BUDGET REVISION</u>	<u>\$ CHANGE FIRST BUDGET REVISION vs. ORIGINAL BUDGET</u>	<u>\$ CHANGE FIRST BUDGET REVISION vs. 2023-24 ACTUAL</u>
Revenues:				
Local:				
0	154,900	155,300	400	155,300
0	0	0	0	0
0	0	0	0	0
0	1,000	500	(500)	500
0	0	0	0	0
<u>0</u>	<u>155,900</u>	<u>155,800</u>	<u>(100)</u>	<u>155,800</u>
Expenditures:				
Due November:				
0	62,620	63,125	505	63,125
Due May:				
0	0	0	0	0
0	90,900	90,900	0	90,900
0	600	600	0	600
0	0	0	0	0
0	0	0	0	0
<u>0</u>	<u>154,120</u>	<u>154,625</u>	<u>505</u>	<u>154,625</u>
0	1,780	1,175	(605)	1,175
Other Financing (Uses) Sources				
0	0	0	0	0
0	0	0	0	0
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
0	1,780	1,175	(605)	1,175
0	0	0	0	0
<u>0</u>	<u>1,780</u>	<u>1,175</u>	<u>(605)</u>	<u>1,175</u>

**EAST LANSING PUBLIC SCHOOLS
2019 SINKING FUND**

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2023-24 ACTUAL		2024-25 ORIGINAL BUDGET	2024-25 FIRST BUDGET REVISION	\$ CHANGE FIRST BUDGET REVISION vs. ORIGINAL BUDGET	\$ CHANGE FIRST BUDGET REVISION vs. 2023-24 ACTUAL
	Revenues:				
	Local:				
1,377,916	Current Property Taxes (net 0.50% est. delinquent)	1,458,400	1,448,000	(10,400)	70,084
2,163	Payment in Lieu of Taxes	2,400	2,400	0	237
1,458	Delinquent Property Taxes (includes penalties & interest)	1,000	1,000	0	(458)
0	Interest on Investments	0	0	0	0
0	Other	0	11,400	11,400	11,400
<u>1,381,537</u>	Total Revenues	<u>1,461,800</u>	<u>1,462,800</u>	<u>1,000</u>	<u>81,263</u>
	Expenditures:				
39,709	Donley Elementary	65,000	29,500	(35,500)	(10,209)
107,700	Glencairn Elementary	65,000	33,900	(31,100)	(73,800)
40,849	Marble Elementary	65,000	27,400	(37,600)	(13,449)
37,356	Robert L Green Elementary	65,000	50,400	(14,600)	13,044
59,517	Red Cedar Elementary	65,000	31,200	(33,800)	(28,317)
45,631	Whitehills Elementary	90,000	35,300	(54,700)	(10,331)
336,664	MacDonald Middle School	275,000	348,200	73,200	11,536
545,467	East Lansing High School	282,000	509,200	227,200	(36,267)
6,471	Towar	0	0	0	(6,471)
583	Property Tax Refunds (MTT/STC/Board of Review)	1,000	1,000	0	417
<u>1,219,947</u>	Total Expenditures	<u>973,000</u>	<u>1,066,100</u>	<u>93,100</u>	<u>(153,847)</u>
161,590	Excess (Deficit) of Revenues over (under) Expenditures	488,800	396,700	(92,100)	235,110
0	Other Financing (Uses) Sources - Operating Transfers	0	0	0	0
161,590	Increase (Decrease) in Fund Balance	488,800	396,700	(92,100)	235,110
<u>434,828</u>	Fund Balance - Beginning of Year	<u>272,928</u>	<u>596,418</u>	<u>323,490</u>	<u>161,590</u>
<u>596,418</u>	Fund Balance - End of Year	<u>761,728</u>	<u>993,118</u>	<u>231,390</u>	<u>396,700</u>

EAST LANSING PUBLIC SCHOOLS
2024 CAPITAL PROJECTS FUND (SAFETY, SECURITY AND ACCESSIBILITY BOND)
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2023-24 ACTUAL		2024-25 ORIGINAL BUDGET	2024-25 FIRST BUDGET REVISION	\$ CHANGE FIRST BUDGET REVISION vs. ORIGINAL BUDGET	\$ CHANGE FIRST BUDGET REVISION vs. 2023-24 ACTUAL
	Revenues:				
	Local:				
3,004	Interest on Investments	60,000	140,000	80,000	136,996
0	Other	0	0	0	0
<u>3,004</u>	Total Revenues	<u>60,000</u>	<u>140,000</u>	<u>80,000</u>	<u>136,996</u>
	Expenditures:				
56,836	MacDonald Middle School	250,000	100,000	(150,000)	43,164
49,303	East Lansing High School	250,000	600,000	350,000	550,697
41,770	Towar (Admin)	3,096,000	3,000,000	(96,000)	2,958,230
<u>147,909</u>	Total Expenditures	<u>3,596,000</u>	<u>3,700,000</u>	<u>104,000</u>	<u>3,552,091</u>
(144,905)	Excess (Deficit) of Revenues over (under) Expenditures	(3,536,000)	(3,560,000)	(24,000)	(3,415,095)
	Other Financing (Uses) Sources				
0	Operating Transfers	0	0	0	0
4,642,930	Sale of Bonds	0	0	0	(4,642,930)
<u>4,642,930</u>	Total Other Financing (Uses) Sources	<u>0</u>	<u>0</u>	<u>0</u>	<u>(4,642,930)</u>
4,498,025	Increase (Decrease) in Fund Balance	(3,536,000)	(3,560,000)	(24,000)	(8,058,025)
0	Fund Balance - Beginning of Year	4,619,690	4,498,025	(121,665)	4,498,025
<u>4,498,025</u>	Fund Balance - End of Year	<u>1,083,690</u>	<u>938,025</u>	<u>(145,665)</u>	<u>(3,560,000)</u>

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

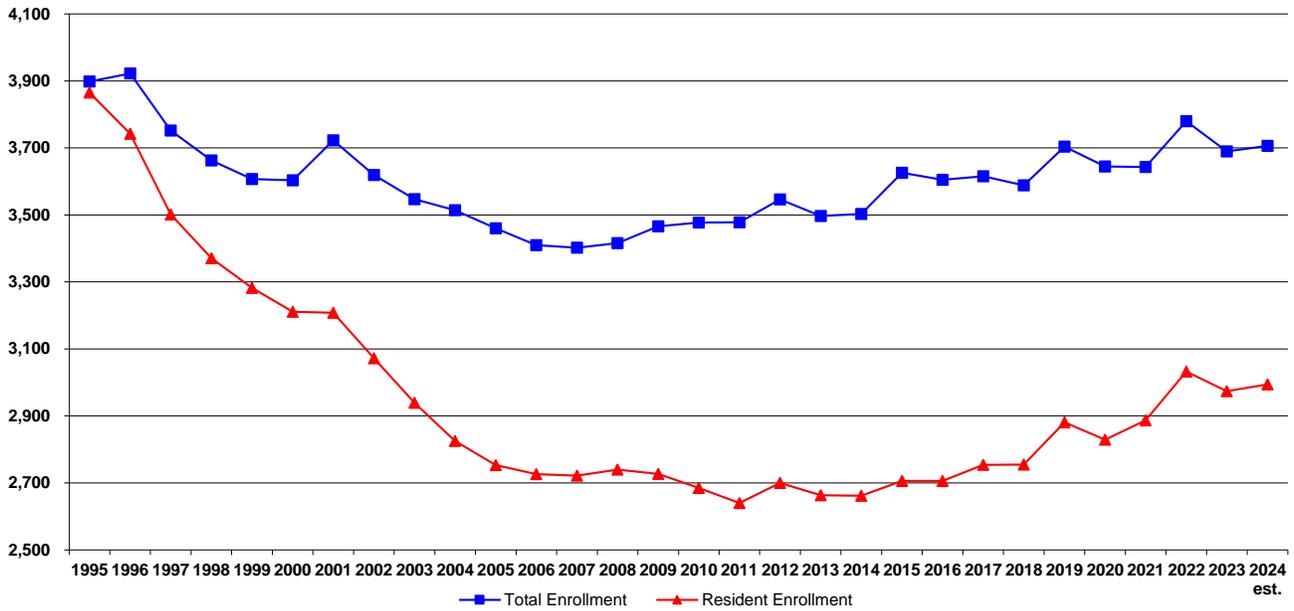
	10/5/2022 Fall 22	2/9/2022 Supp 22	2022-23 Blended Count	10/4/2023 Fall 23	2/8/2023 Supp 23	2023-24 Blended Count	10/2/2024 Fall 24	2/14/2024 Supp 24	Projected 2024-25 Blended Count
ELEMENTARY:									
Donley	266.00	267.00	266.10	274.00	262.00	272.80	262.00	273.00	263.10
Glencairn	299.00	283.00	297.40	296.00	299.00	296.30	298.00	294.00	297.60
Marble	298.00	316.00	299.80	301.00	297.00	300.60	306.00	306.00	306.00
Robert L Green	303.32	289.01	301.89	272.33	294.38	274.54	274.08	270.80	273.75
Red Cedar	210.20	153.70	204.55	209.44	221.31	210.63	210.45	224.82	211.89
Whitehills	288.00	284.00	287.60	274.00	297.00	276.30	286.00	276.00	285.00
Total Elementary	1,664.52	1,592.71	1,657.34	1,626.77	1,670.69	1,631.17	1,636.53	1,644.62	1,637.34
MacDonald Middle School	862.54	837.46	860.03	838.41	852.73	839.84	854.17	832.06	851.96
East Lansing High School	1,205.32	1,144.09	1,199.20	1,181.90	1,164.42	1,180.15	1,171.47	1,155.13	1,169.84
Sec 23a (Graduation Alliance)	48.00	0.00	48.00	43.33	0.00	43.33	43.33	0.00	43.33
TOTAL PUPIL MEMBERSHIP	3,780.38	3,574.26	3,764.57	3,690.41	3,687.84	3,694.49	3,705.50	3,631.81	3,702.47
Blended FTE count change from prior year			125.62			(70.08)			7.98
Blended FTE % change from prior year			3.5%			-1.9%			0.2%
Fall FTE count change from prior year	137.79			(89.97)			15.09		

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	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Change from Prior Year Fall Count
Early Childhood Special Education	17.00	17.75	16.00	16.00	22.00	16.00	18.00	17.20	17.44	21.45	4.01
Kindergarten	276.62	288.24	271.00	256.00	292.13	254.00	288.00	304.00	276.00	272.00	(4.00)
1st Grade	279.57	248.67	271.00	256.00	242.36	251.00	246.00	286.29	271.00	247.00	(24.00)
2nd Grade	274.27	281.50	259.44	265.08	245.00	230.73	261.68	258.33	273.58	264.00	(9.58)
3rd Grade	267.03	261.71	285.00	258.28	268.00	239.00	234.22	282.70	251.33	286.83	35.50
4th Grade	271.54	277.26	277.32	283.00	263.09	279.00	238.00	249.00	279.73	266.25	(13.48)
5th Grade	289.19	280.75	282.00	287.15	287.31	266.44	281.00	267.00	257.69	279.00	21.31
Elementary Total	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	1,636.53	9.76
6th Grade	278.33	286.77	282.69	287.00	306.30	297.00	266.00	301.15	267.27	286.00	18.73
7th Grade	282.78	279.05	279.37	283.24	286.00	317.33	282.28	277.71	293.83	269.17	(24.66)
8th Grade	279.20	280.37	278.86	284.92	301.86	281.00	314.00	283.68	277.31	299.00	21.69
Middle School Total	840.31	846.19	840.92	855.16	894.16	895.33	862.28	862.54	838.41	854.17	15.76
9th Grade	278.00	269.78	299.46	287.74	306.33	308.00	300.00	313.34	296.55	299.88	3.33
10th Grade	295.53	277.00	283.51	301.84	306.83	312.33	296.83	296.33	304.24	296.93	(7.31)
11th Grade	293.01	275.27	258.66	274.71	289.64	297.00	305.17	302.02	291.00	291.56	0.56
12th Grade (plus Sec 23a)	244.28	280.68	270.76	247.51	287.40	296.49	311.41	341.63	333.44	326.43	(7.01)
High School Total	1,110.82	1,102.73	1,112.39	1,111.80	1,190.20	1,213.82	1,213.41	1,253.32	1,225.23	1,214.80	(10.43)
TOTAL PUPIL MEMBERSHIP COUNT	3,626.35	3,604.80	3,615.07	3,588.47	3,704.25	3,645.32	3,642.59	3,780.38	3,690.41	3,705.50	15.09
FTE change from prior year	123.79	(21.55)	10.27	(26.60)	115.78	(58.93)	(2.73)	137.79	(89.97)	15.09	

**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	3,690	2,974	716	80.6%	19.4%	563	15.3%
2024 est.	3,706	2,994	712	80.8%	19.2%	596	16.1%

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	2024 Tax Year (TY)				
		2024-25	2023-24	2022-23	2021-22	2020-21
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	0.9956	0.9972	0.9972	0.9990	1.0000
2024 Debt Fund - ALL	N/A	0.1000	0.0000	0.0000	0.0000	0.0000
2020 Debt Fund - ALL	N/A	1.2200	1.1300	1.0000	0.7600	1.0000
2017 Debt Fund - ALL	N/A	2.8600	2.8600	3.0000	3.1400	3.1500
2015 Debt Fund - ALL	N/A	2.1200	2.3100	2.6300	2.9000	3.0000
Total Debt		6.3000	6.3000	6.6300	6.8000	7.0000
Total PRE (Homestead)		7.2956	7.2972	7.6272	7.7990	8.0000
Total Non-PRE (Non-Homestead)		25.2956	25.2972	25.6272	25.7990	26.0000
Headlee Reduction ¹ - ALL		YES - 0.9984	NO	YES - 0.9982	YES - 0.9990	NO
Headlee Reduction ¹ - Non-PRE (Non-Homestead)		YES - 0.9984	NO	YES - 0.9995	NO	NO
Operating - Non-PRE (Non-Homestead) authorized millage rate only		21.9384	21.9736	21.9736	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 Dec. 27, 2024) 2024-25	(as of Dec. 27, 2024) 2023-24	\$ Change	% Change
City of East Lansing	76.7%	1,102,308,532	1,031,686,041	70,622,491	6.85%
City of Lansing	3.4%	49,516,954	45,318,741	4,198,213	9.26%
Bath Township	3.9%	55,569,843	52,608,008	2,961,835	5.63% 151
DeWitt Township	0.1%	1,922,332	1,947,122	(24,790)	-1.27%
Lansing Township	0.0%	161,340	149,300	12,040	8.06%
Meridian Township	15.9%	228,156,459	211,426,921	16,729,538	7.91%
	100.0%	1,437,635,460	1,343,136,133	94,499,327	7.04%

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 Dec. 27, 2024)	(as of Dec. 27, 2024)			
	2024-25	2023-24	\$ Change	% Change	
City of East Lansing	547,295,054	526,841,826	20,453,228	3.88%	
City of Lansing	8,245,790	7,681,343	564,447	7.35%	
Bath Township	0	0	0	#DIV/0!	152
DeWitt Township	44,851	42,716	2,135	5.00%	
Lansing Township	0	0	0	#DIV/0!	
Meridian Township	168,659,111	157,184,545	11,474,566	7.30%	
	<u>724,244,806</u>	<u>691,750,430</u>	<u>32,494,376</u>	<u>4.70%</u>	
Percent of total taxable value	50.4%	51.5%			

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

EAST LANSING PUBLIC SCHOOLS PROPERTY TAXABLE VALUES

COMMERCIAL PERSONAL PROPERTY TAXABLE VALUE (excludes Capture)

	(as of Dec. 27, 2024)	(as of Dec. 27, 2024)		
	2024-25	2023-24	\$ Change	% Change
City of East Lansing	30,514,300	28,510,900	2,003,400	7.03%
City of Lansing	3,118,800	3,258,300	(139,500)	-4.28%
Bath Township	1,859,300	1,777,600	81,700	4.60%
DeWitt Township	178,200	182,800	(4,600)	-2.52%
Lansing Township	0	0	0	#DIV/0!
Meridian Township	487,000	476,300	10,700	2.25%
	36,157,600	34,205,900	1,951,700	5.71%
Percent of total taxable value	2.5%	2.5%		

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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 Dec. 27, 2024)	(as of Dec. 27, 2024)		
	2024-25	2023-24	\$ Change	% Change
City of East Lansing	524,499,178	476,333,315	48,165,863	10.11%
City of Lansing	38,152,364	34,379,098	3,773,266	10.98%
Bath Township	53,710,543	50,830,408	2,880,135	5.67%
DeWitt Township	1,699,281	1,721,606	(22,325)	-1.30%
Lansing Township	161,340	149,300	12,040	8.06%
Meridian Township	59,010,348	53,766,076	5,244,272	9.75%
	<u>677,233,054</u>	<u>617,179,803</u>	<u>60,053,251</u>	<u>9.73%</u>
Percent of total taxable value	47.1%	46.0%		

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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	2024 TAX YEAR TAXABLE VALUATION ¹	OPERATING MILLAGE (GENERAL FUND)			2019 SINKING FUND 0.9956	2015 DEBT FUND 2.1200	2017 DEBT FUND 2.8600	2020 DEBT FUND 1.2200	2024 DEBT FUND 0.1000
			Non-PRE	Commercial Personal	TOTAL OPERATING					
			18.0000	6.0000						
City of East Lansing	Ingham									
PRE (includes Industrial Personal)		523,037,968			\$ 520,736	\$ 1,108,840	\$ 1,495,888	\$ 638,106	\$ 52,303	
Commercial Personal		30,506,900		\$ 183,041	30,372	64,674	87,249	37,218	3,050	
Non-PRE		523,294,326	\$ 9,419,297		520,991	1,109,383	1,496,621	638,419	52,329	
Capture - PRE		10,383,405		9,419,297		22,012	29,696	12,667	1,038	
Capture - Commercial Personal		0				0	0	0	0	
Capture - Non-PRE		87,484,959				185,468	250,206	106,731	8,748	
TOTAL CITY OF EAST LANSING		1,174,707,558	9,419,297	183,041	9,602,338	1,072,099	2,490,377	3,359,660	1,433,141	117,468
City of East Lansing	Clinton									
PRE		24,257,086			24,150	51,425	69,375	29,593	2,425	
Commercial Personal		7,400		44	7	15	21	9	0	
Non-PRE		1,204,852	21,687		1,199	2,554	3,445	1,469	120	
TOTAL CITY OF EAST LANSING		25,469,338	21,687	44	21,731	53,994	72,841	31,071	2,545	
City of Lansing	Ingham									
PRE		8,245,790			8,209	17,481	23,582	10,059	824	
Commercial Personal		3,118,800		18,712	3,105	6,611	8,919	3,804	311	
Non-PRE		38,152,364	686,742		37,984	80,883	109,115	46,545	3,815	
Capture - PRE		942,734				1,998	2,696	1,150	94	
Capture - Commercial Personal		0				0	0	0	0	
Capture - Non-PRE		24,036,273			23,930	50,956	68,743	29,324	2,403	
TOTAL CITY OF LANSING		74,495,961	686,742	18,712	705,454	157,929	213,055	90,882	7,447	
Lansing Township	Ingham									
PRE		0			0	0	0	0	0	
Commercial Personal		0		0	0	0	0	0	0	
Non-PRE		161,340	2,904		160	342	461	196	16	
TOTAL LANSING TOWNSHIP		161,340	2,904	0	2,904	160	342	461	16	
Meridian Township	Ingham									
PRE		168,659,111			167,917	357,557	482,365	205,764	16,865	
Commercial Personal		487,000		2,922	484	1,032	1,392	594	48	
Non-PRE		59,010,348	1,062,186		58,750	125,101	168,769	71,992	5,901	
TOTAL MERIDIAN TOWNSHIP		228,156,459	1,062,186	2,922	1,065,108	483,690	652,526	278,350	22,814	
DeWitt Township	Clinton									
PRE		44,851			44	95	128	54	4	
Commercial Personal		178,200		1,069	177	377	509	217	17	
Non-PRE		1,699,281	30,587		1,691	3,602	4,859	2,073	169	
TOTAL DEWITT TOWNSHIP		1,922,332	30,587	1,069	31,656	4,074	5,496	2,344	190	
Bath Township	Clinton									
PRE		0			0	0	0	0	0	
Commercial Personal		1,859,300		11,155	1,851	3,941	5,317	2,268	185	
Non-PRE		53,710,543	966,789		53,474	113,866	153,612	65,526	5,371	
TOTAL BATH TOWNSHIP		55,569,843	966,789	11,155	977,944	117,807	158,929	67,794	5,556	
Total PRE (Homestead)		735,570,945	0	0	721,056	1,559,408	2,103,730	897,393	73,553	
Total Commercial Personal		36,157,600	0	216,943	35,996	76,650	103,407	44,110	3,611	
Total Non-PRE (Non-Homestead)		788,754,286	12,190,192	0	12,190,192	698,179	1,672,155	962,275	78,872	
Grand Total (includes Capture)		1,560,482,831	\$ 12,190,192	\$ 216,943	\$ 12,407,135	\$ 1,455,231	\$ 3,308,213	\$ 4,462,968	\$ 1,903,778	\$ 156,036
Less Capture Amount		(122,847,371)								\$ 9,830,995
Grand Total (excludes Capture)		1,437,635,460								\$ 23,693,361
						Total Debt Tax Revenue				
										Total Tax Revenue

¹ As of December 27, 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: I move the Board of Education adopt the 2024-25 First Budget Revision resolution for the General Fund, as presented on pages 5-6 of the Budget Book.

2. Food Service Fund

Motion: I move that the Board of Education adopt the 2024-25 First Budget Revision resolution for the Food Service Fund, as presented on page 7 of the Budget Book.

3. Student/School Activity Fund

Motion: I move that the Board of Education adopt the 2024-25 First Budget Revision resolution for the Student/School Activity Fund, as presented on page 8 of the Budget Book.

IX. Committee Reports

- A. Academic and Technology Committee
- B. Facilities Committee
- C. Finance Committee
- D. Intergovernmental Relations
- E. Personnel Committee
- F. Policy Committee
- G. Ingham School Officers Association (ISOA)

X. Announcements

- A. The next regularly scheduled meeting of the Board of Education is March 10, 2025.

XI. Adjournment

Respectfully Submitted,

***Dori Leyko
Superintendent***