

**Eaton RESA Board of Education Agenda  
Regular Board Meeting  
May 21, 2025, at 6:00 PM  
Board Room  
1790 East Packard Highway  
Charlotte, Michigan 48813**

**I. REGULAR BUSINESS**

**A. Call to Order**

- 1) Pledge of Allegiance
- 2) Roll Call

**B. Approval of Agenda**

**C. Presentations**

- 1) Special Education Related Services: Kelly Hager, Assistant Superintendent for Special Education, and Amy Lowrie, Director of Related Services Staff and Early On will provide a brief presentation on highlights of the work of our related services staff.
- 2) Relevant Academy Update: The Relevant team will provide a update to the Board on Relevant Academy's progress and improvements.

**D. Audience Participation**

**1) Closed Session**

- a. Eaton RESA Support Personnel Association (ESPA) Collective Bargaining Agreement: The Superintendent is requesting that the Board enter into closed session, pursuant to the Open Meetings Act, Section 8(c) to discuss negotiations connected with the ESPA Collective Bargaining Agreement.

**E. Action Items**

- 1) Consent Agenda
  - a. 04.16.2025 Regular Board Meeting Minutes 5
  - b. Personnel Report 7
  - c. Board Bills and Disbursement Report 9
- 2) Apprenticeship Wall Project: Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board authorize the Superintendent to contract with Conduit for the Trades, LLC, a sole source provider of "apprenticeship walls" to design, print and deliver apprenticeship walls to awarded schools. Eaton RESA was awarded a \$1 million grant by MDE-OCTE in order to direct and manage the statewide apprenticeship wall project. Interested schools will be required to participate in an application process and to request an apprenticeship wall with costs ranging from \$2,000 - \$3,000. An estimated 50 apprenticeship walls will be developed, printed and delivered in round 1 of applications for a cost not to exceed \$160,000 through September, 2025. 28

- 3) Xello License Agreement: Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board authorize the Eaton RESA to renew a 3 year agreement to use the Xello system to conduct Education Development Plans for students in grades 7-12 throughout Eaton County service area. A 3 year agreement allows for discounted pricing which is based on student enrollment. The proposed/estimated cost for the 2025-2026 school year is \$17,709 and locks in the rate at \$3.45 per student in grades 9-12 and \$2.70 for students in grades 7-8. We are estimating 3,758 high school students and 1,757 middle school students to use the program. 32
- 4) Out of State Travel - ACTE Career Tech: Vlad Lebedintsev, Assistant Superintendent for CTE is requesting board approval to attend the ACTE Vision Conference from December 9th through December 12th in Nashville, Tennessee. The conference will allow the administrator to learn the most recent and relevant best practices in Career and Technical Education and bring back to share and implement with CTE programs across Eaton County. Vlad also is a MI-ACTE executive board member serving ACTE for the last 6 years. 36
- 5) Out of State Travel – SkillsUSA National Competition: Margo Hazelman, Principal, will accompany 4 students from the Career Prep Center to Atlanta Georgia for the National Skills Conference along with the Welding 2 Instructor, Jim Davis. The 4 students are made up of 3 Welding Fab Team Members and 1 Leadership Skills Student. The conference is from June 23<sup>rd</sup> to the 28<sup>th</sup>. Margo will be serving as their advisor, making sure that students are where they need to be when they need to be there, including the opening ceremony, testing, competition, and the closing ceremony. 47
- 6) Increase in GSRP Staffing: Jennifer McCaffrey, Director of Early Childhood, is requesting the Board to approve an increase of FTE – 3.0 FTE GSRP and 4.0 FTE GSRP Professional. PreK for All expansion in Michigan continues and the goal for each local district would be to offer free preschool to 50-70% of eligible students. In order to continue expansion towards that goal we need to add classrooms and staff to open 2-3 additional GSRP classrooms for 2025-26. 59
- 7) Education Administrator Agreement with Potterville Public Schools: Eaton RESA has provided a Special Education Director to Potterville Public Schools for several years. Kelly Hager, Assistant Superintendent for Special Education, is requesting that the Board authorize the Superintendent to execute an agreement with Potterville Public Schools for the continuation of a 0.8 FTE Special Education Director for the 2025-26 school year for an estimated amount of \$103,204.00 which will be a bill back to Potterville Public Schools through the Special Education Funding System. 60
- 8) Special Education Administrator Agreement with Maple Valley Schools: Eaton RESA has provided a Special Education Director to 67

Maple Valley Schools for several years. Kelly Hager, Assistant Superintendent for Special Education, is requesting that the Board authorize the Superintendent to execute an agreement with Maple Valley Schools for the continuation of a 0.5 FTE Special Education Director for the 2025-26 school year for an estimated amount of \$64,502 which will be a bill back to Maple Valley Schools through the Special Education Funding System.

9) FTE increase request for Related Service Staff: Through our special education funding system, an annual review of related service staff is completed in coordination with our local districts. As a result of this review, Kelly Hager, Assistant Superintendent for Special Education, is requesting that the Board approve an increase of a 0.5 FTE at an estimated cost of \$45,511 for Occupational Therapist and a 0.2 FTE increase for School Social Work for an estimated cost of \$16,838 for the 2025-26 school year. 74

10) Plan Member Services Provider and Consultant Agreement: Given low participation rates among Eaton RESA staff with voluntary retirement plans, the Superintendent is requesting that the Board of Education approve the Plan Member Services Provider and Consultant Agreement which includes developing and implementing a curriculum for financial literacy, providing financial education of employees designed to create a culture of savings, increase participation in the voluntary retirement programs and assist employees in better understanding their retirement. 80

11) Agreement with Capital Area Michigan Works (CAMW) for Adult Ed Office Space: The District will continue providing Adult Ed program services in 2025-26. Office space for the Director and Support Staff is leased at Capital Area Michigan Works, and the District would like to continue with the arrangement. Tina Monroe, Executive Director of Finance & Operations, would like to request that the Board approve the Lease and Infrastructure Agreements with Capital Area Michigan Works. 82

12) 2025-2026 Non Affiliated/Non Administrative Salary Schedule: The superintendent is requesting approval of the 2025-2026 Non Affiliated/Non Administrative Salary Schedule as presented. The schedule also satisfies the new ORS salary schedule guidance for non-affiliated groups. 87

13) Potterville Public Schools Business Services Agreement: The Potterville Public School Board approved a one-year Business Services Agreement with Eaton RESA at their May 5, 2025 board meeting, for the annual cost to Potterville is \$110,000. Tina Monroe, Executive Director of Finance and Operations requests approval by the Board for the continuation of services is desired, and it is recommended that the Board approve the one-year agreement. 89

14) Western Michigan Health Insurance Pool Resolution: Tina Monroe, Executive Director of Finance & Operations, is requesting that the board approve an updated resolution with Eaton RESA's health insurance provider, Western Michigan Health Insurance Pool 102

(WMHIP), to amend the trust agreement naming the Trustee and Alternate Trustee, for WMHIP records.

15) 5 Year Calendar: Eaton RESA Five-Year Common Calendar: 106  
The Eaton RESA Five-Year Common Calendar for 2025-26 through 2029-30 was approved at the Superintendent's Round Table Meeting on May 15, 2025, by a unanimous vote. As a result of this action, the Superintendent is requesting that the Board of Education approve the Eaton RESA Five-Year Common Calendar.

**F. Information Items**

1) 2024-2025 Final Revised Budgets: Final Budget amendment for the 2024-25 fiscal year. Action to approve the amended budgets will be requested at the June meeting. 109

2) Capital Projects Plan: Updates to the 10-year capital projects plan will be shared, along with identified projects for 2024-25 and 2025-26. The plan was developed as a tool to address building improvement needs and provide and schedule so that upgrades are complete in a timely manner. The plan also assists in the financial planning of how projects are to be funded. 110

3) First Reading - NEOLA Policy Update Vol. 39 No. 2: Based on review by the Superintendent, the following policies are being shared with the Board a. Revised Policies # 0131.0, 2340, 5320, 5330, 5330.01, 5350, 8320, 8500, and 8510

**G. Board Member Reports & Requests**

**H. Correspondence**

1) Upcoming Events

a. Board Election Meeting, June 2, 2025, at 6:00 p.m., Eaton RESA

b. Public Hearing on Budget and Regular Board Meeting, June 11, 2025, at 6:00 p.m., Eaton RESA

**I. Adjournment**

*It is the policy of Eaton Regional Education Service Agency not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent, 1790 East Packard Highway, Charlotte, MI 48813, 517.543.5500.*

## Eaton RESA Board of Education Minutes April 16, 2025 - Regular Board Meeting

A Regular Board Meeting of the Eaton Regional Education Service Agency was held on Wednesday, April 16, 2025, at 6:00 p.m. in the Board Room at 1790 East Packard Highway, Charlotte, Michigan

### I. REGULAR BUSINESS

#### A. Call to Order

- 1) Pledge of Allegiance
- 2) Roll Call

*Roll Call: Temsey, DuFort, Roberts, and Rushford*

#### B. Approval of Agenda

*MOTION: It was moved by Roberts, and supported by Rushford to approve the agenda, as presented. Motion carried 4-0*

#### C. Presentations

- 1) Meadowview School Presentation: Presentation by Sarah Parker and Paige Rife, Directors of Meadowview School, to share updates and highlights about Meadowview School Program.
- 2) 2025-2026 Eaton RESA Proposed Budgets: Tina Monroe, Executive Director of Finance & Operations, and Dr. Sean Williams, Superintendent, provided the Board with information on the proposed 2025-2026 budgets for general education, vocational education and special education that will be shared with local districts to pass needed Board resolutions by June 1, 2025.

#### D. Audience Participation

#### E. Action Items

- 1) Consent Agenda
  - a. 3/19/2025 Regular Board Meeting Minutes
  - b. Personnel Report
  - c. Board Bills and Disbursement Report

*MOTION: It was moved by Roberts, and supported by Dufort to approve the consent agenda, as presented. Motion carried 4-0*
- 2) 2) Addition of School Psychologist Intern: Kelly Hager, Assistant Superintendent for Special Education, requested board approval for an increase of one (1) School Psychologist intern position. An opportunity to partner with MSU for School Psychologist Interns has become available. Currently, there are 2 board approved positions. Internships have helped with the recruitment of School Psychologists and would provide additional support to our local districts. The position would be posted to fill for the 2025-26 school year and continuing every school year after with a rate of \$35.04/hour, up to 35 hours per week.

*MOTION: It was moved by Rushford, and supported by Roberts to approve the increase of FTE, as recommended. Motion carried 4-0*
- 3) 3) Instructional Coordinator Position of Adult Education: Heather Algrim, Director of Adult Education, requested board approval to increase the Adult Education program's FTE through the addition of one full time Instructional Coordinator position, to be funded using Section 107/WIOA funds. Under the direct supervision of the Adult Education Director, the Instructional Coach will play a critical role in supporting both student and educator success by managing learning system accounts, onboarding and training staff, analyzing assessments for student placement, coordinating tutoring and individualized learning plans, monitoring student progress, and leading professional development. The term of agreement would be Full Time-210 days and based on NONA salary and steps.

***MOTION:*** *It was moved by Roberts, and supported by Dufort to approve the increase of FTE, as presented. Motion carried 4-0*

- 4) 4) Public Relations/Communications Service Agreement: Sean Williams, Superintendent, requested authorization from the Board to execute an extension for 1 additional year included within the current Communications Agreement for the 2025-26 for the amount of \$95,175.

***MOTION:*** *It was moved by Roberts, and supported by Dufort to authorize the extension of the Communications Agreement for an additional school year, in an amount not to exceed \$95,175 for 2025-2026, as presented. Motion carried 4-0*

**F. Information Items**

- 1) 2024-25 Annual Review of Probationary Teachers: Based on Board policy and MCL 38.83 and 380.1249, the Superintendent provided the Board with a written summary and review of the status of each probationary teacher currently employed by the district. Given the performance of the probationary teachers listed during 2024-25, the following three teachers will continue in probationary status for 2025-26: Gina Ried, Emily Guetschow and Carrie Strong. One teacher, Elizabeth Buchhop-Siler, has successfully completed her probationary period and gained tenure status.
- 2) 2025-2026 Eaton RESA Proposed Budgets: Based on statutory requirements, Eaton RESA must provide its proposed general education and vocational education budgets to local district Boards of Education annually for review and a resolution either to approve or disapprove each of these Eaton RESA budgets. Tina Monroe, Executive Director of Finance & Operations, and Dr. Sean Williams, Superintendent, provided the Board with information on the proposed 2025-2026 budgets for general education, vocational education and special education that will be shared with local districts to pass needed Board resolutions by June 1, 2025.
- 3) Multi-year Budget Projection: Following last month's adoption of the 2024-25 Budget Revision and preceding the initial budget proposal for the 2025-26 school year, this extended budget forecast provided a broad overview of the district's financial outlook.

**G. Board Member Reports & Requests**

**H. Correspondence**

- 1) Upcoming Events
  - a. CPC 50<sup>th</sup> Celebration, April 24, 2025, at 4:00 p.m., Lansing Community College-West
  - b. Eaton CASBA Meeting, April 24, 2025, at 6:00 p.m., Lansing Community College-West
  - c. Regular Board Meeting, May 21, 2025, at 6:00 p.m., Eaton RESA

**I. Adjournment**

*Board President, Jack Temsey, adjourned at 6:41 p.m.*

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Debbie Roberts, Board Secretary

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Date

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## Eaton RESA Personnel Report for May 21, 2025

It is recommended that

HIRES	
<b>Name</b>	<b>Jill Hoort</b>
<b>Title</b>	Literacy Consultant
<b>FTE</b>	1.0
<b>Department</b>	Instructional Services
<b>Type of Contract</b>	EIEA
<b>New/Replace</b>	Replace
<b>Prior Incumbent</b>	Cortney Craig-Nowak
<b>Supervisor</b>	Nate Leale
<b>Schedule</b>	Educational Sys Consultant/Step 7
<b>Wage</b>	\$92,179
<b>Effective</b>	8/13/2025
<b>Name</b>	<b>Meghan Ritchey</b>
<b>Title</b>	School Social Worker
<b>FTE</b>	1.0
<b>Department</b>	Special Education
<b>Type of Contract</b>	EIEA
<b>New/Replace</b>	Replace
<b>Prior Incumbent</b>	Vacancy
<b>Supervisor</b>	Randy Cusack
<b>Schedule</b>	Teacher/RSS/MA/Step 18
<b>Wage</b>	\$80,735
<b>Effective</b>	8/13/2025
<b>Name</b>	<b>Resha Willis</b>
<b>Title</b>	School Social Worker
<b>FTE</b>	1.0
<b>Department</b>	Special Education
<b>Type of Contract</b>	EIEA
<b>New/Replace</b>	Replace
<b>Prior Incumbent</b>	Vacancy
<b>Supervisor</b>	Randy Cusack
<b>Schedule</b>	Teacher/RSS/MA+30/Step 8
<b>Wage</b>	\$65,382
<b>Effective</b>	8/13/2025
JOB CHANGES	
<b>Name</b>	<b>Lisa Jaskowski</b>
<b>Title</b>	Initial Service Coordinator
<b>Location</b>	Southridge
<b>FTE</b>	1.0
<b>Department</b>	Special Education/Early On
<b>Type of Contract</b>	EIEA
<b>Supervisor</b>	Amy Lowrie
<b>Effective</b>	8/13/2025
<b>Note</b>	Internal SLP to new position

JOB CHANGES - Continued	
<b>Name</b>	<b>Maya Skippers</b>
<b>Title</b>	Paraprofessional
<b>Location</b>	Onsite ASD Classroom & SCI
<b>FTE</b>	1.0
<b>Department</b>	Special Education
<b>Type of Contract</b>	ESPA
<b>Supervisor</b>	Sarah Parker
<b>Effective</b>	4/21/2025
<b>Note</b>	Transferred from Potterville MoCI
<b>Name</b>	<b>Debra Troll</b>
<b>Title</b>	Paraprofessional
<b>Location</b>	Onsite ASD Classroom
<b>FTE</b>	1.0
<b>Department</b>	Special Education
<b>Type of Contract</b>	ESPA
<b>Supervisor</b>	Paige Rife
<b>Effective</b>	4/7/2025
<b>Note</b>	Transferred from EI
DEPARTURES	
<b>Name</b>	<b>John Berres</b>
<b>Title</b>	Behavior/Mental Health Specialist
<b>FTE</b>	1.0
<b>Department</b>	Instructional Services
<b>Type of Contract</b>	EIEA
<b>Supervisor</b>	Melea Belton
<b>Effective</b>	6/10/2025
<b>Note</b>	Retirement
<b>Name</b>	<b>Shannon Bowers</b>
<b>Title</b>	Administrative Assistant
<b>FTE</b>	1.0
<b>Department</b>	Instructional Services
<b>Type of Contract</b>	ESPA
<b>Supervisor</b>	Melea Belton
<b>Effective</b>	5/8/2025
<b>Note</b>	Resigned
<b>Name</b>	<b>Amanda Bryner</b>
<b>Title</b>	Paraprofessional
<b>FTE</b>	1.0
<b>Department</b>	Special Education
<b>Type of Contract</b>	ESPA
<b>Supervisor</b>	Sarah Parker
<b>Effective</b>	4/8/2025
<b>Note</b>	Resigned
DEPARTURES - Continued	

**Eaton RESA Personnel  
Report for May 21,  
2025**

It is recommended that

<b>Name</b>	<b>Margo Hazelman</b>
<b>Title</b>	Director/Principal-Career Preparation Center
<b>FTE</b>	1.0
<b>Department</b>	CTE
<b>Type of Contract</b>	ADMIN
<b>Supervisor</b>	Vlad Lebedintsev
<b>Effective</b>	9/30/2025
<b>Note</b>	Retirement
<b>Name</b>	<b>Connie Parshall</b>
<b>Title</b>	Paraprofessional
<b>FTE</b>	Part Time
<b>Department</b>	Instructional Services/GSRP
<b>Type of Contract</b>	ESPA
<b>Supervisor</b>	Jennifer Smith-McCaffrey
<b>Effective</b>	4/30/2025
<b>Note</b>	Resigned
<b>Name</b>	<b>Brandi Roiter</b>
<b>Title</b>	Paraprofessional
<b>FTE</b>	1.0
<b>Department</b>	Special Education
<b>Type of Contract</b>	ESPA
<b>Supervisor</b>	Paige Rife
<b>Effective</b>	4/15/2025
<b>Note</b>	Resigned

**Eaton Regional Education Service Agency  
 Monthly Disbursements Report  
 For Period Ending April 30, 2025**

**Accounts Payable Disbursements (See attached register):**

Payroll Withholdings, Employer Liabilities & Electronic Withdrawal	\$ 1,190,952.53
Check Distributions	\$ 748,105.43
ACH transactions	\$ 3,336,687.07
<b>Total Electronic and Check Distributions</b>	<b><u>\$ 5,275,745.03</u></b>

**Payroll Disbursements:**

Net Pay	4/4/2025	\$ 382,810.52
Net Pay	4/18/2025	\$ 349,582.90
<b>Total Net Pay</b>		<b><u>\$ 732,393.42</u></b>

<b>Total Funds Disbursed This Month</b>	<b><u><u>\$ 6,008,138.45</u></u></b>
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**Check Register**

**Eaton RESA**

Type of Checks: All

Date Range: 04/01/2025 to 04/30/2025

CheckNo	CkDate	Vendor	Name	PO#	AFC	Account	Description	Amount	CheckAmt
<b>REGULAR CHECKS</b>									
309055	04/02/25	15722	16 HANDS, INC.		G	11-283-3190-000-0000	SLFP Admin - April	900.00	900.00
309056	04/02/25	13341	AT&T U-VERSE		V	61-284-3490-000-0000	Apr Services - CTE	2,167.9	2,167.9
309057	04/02/25	15104	CITY-STAR SERVICES, INC		G	11-261-2840-000-0000	March Waste	202.22	
					G	11-261-3841-000-0000	March Waste	98.80	301.02
309058	04/02/25	13777	DAVENPORT UNIVERSITY		V	61-127-3110-000-0000-9501	Winter tuition - Computer Secu	25,713.00	
					V	61-127-3110-000-0000-9505	Winter tuition - Health	27,353.00	
					V	61-127-3110-000-0000-9520	Winter tuition - Business	28,630.50	
					V	61-127-3110-000-0000-9524	Winter tuition - Game Design	25,574.00	
					V	61-127-3730-000-999-9520	Winter tuition - Aces 100	615.00	
					V	61-127-3730-000-999-9520	Winter tuition - ACES 100	615.00	108,500.50
309059	04/02/25	14924	E3 DIAGNOSTICS		X	21-226-5990-000-080-0000	Eartips	76.00	76.00
309060	04/02/25	13960	EATON RAPIDS PUBLIC SCHOOLS		G	11-221-8220-000-000-3650	Literacy Coach Reimbs	50,000.00	50,000.00
309061	04/02/25	16004	EBONI MORRELL		V	61-227-5110-000-000-0000	BLS/CPR Certifications	600.00	600.00
309062	04/02/25	46514	STATE OF MICHIGAN		G	11-257-3430-000-000-0000	January Services	363.96	363.96
309063	04/02/25	14148	MICHIGAN STATE DISBURSEMENT		G	12-451-0027-000-000-0000	ID# 913654672 - Corson	185.06	185.06
309064	04/02/25	15246	MICHIGAN STATEWIDE		G	11-284-3490-000-000-0000	FY2024/2025 Internet Access	2,160.00	2,160.00
309065	04/02/25	15886	SHERIDAN, SAMANTHA		X	21-215-3210-000-032-0000	March Mileage	41.37	41.37
309066	04/02/25	15889	THE MATH LEARNING CENTER		G	11-221-5990-000-000-2700	Number Corner Grade 1 Package	594.00	594.00
309067	04/02/25	13986	THOMPSON LAWN CARE		G	11-261-4110-000-000-0000	3/6 Services - Packard	408.00	
					G	11-261-4111-000-000-0000	3/6 Services - Southridge	194.00	602.00
309068	04/09/25	15993	A TO Z SPEECH THERAPY		X	21-215-3130-000-032-0000	February/March Hours	5,188.00	5,188.00
309069	04/09/25	13781	AMWAY HOTEL CORPORATION		V	61-127-5990-000-000-9999	Apr 11-13 conference lodging	8,460.48	8,460.48
309070	04/09/25	07560	CITY OF CHARLOTTE		G	11-261-3830-000-000-0000	Watersewer - 12/05 - 03/03	1,172.43	1,172.43
309071	04/09/25	14924	E3 DIAGNOSTICS		X	21-212-4120-000-080-0000	OAE Annual Calibration - 2/3	484.00	
					X	21-215-4120-000-032-0000	OAE Annual Calibration - 1/3	242.00	726.00
309072	04/09/25	13906	FIDELITY SECURITY LIFE		G	12-451-0012-000-000-0000	April - EYE MED-VISION INSURAN	2,140.89	2,140.89
309073	04/09/25	13369	INSIGHT SCHOOL OF MICHIGAN		G	11-411-8510-000-000-6013	Title 1 RAG 2/1/25-3/31/25	8,433.11	
					X	21-411-8510-903-000-8010	IDEA 2/1/2025-3/31/2025	21,095.92	29,529.03
309074	04/09/25	46370	LOGISOFT COMPUTER PRODUCTS,		G	11-284-3450-000-000-0000	Adobe K-12 Enterprise License	2,350.00	2,350.00
309075	04/09/25	15133	MICHIGAN INTERNATIONAL PREP		G	11-125-8221-000-000-6351	Graduation Cap & Gown (KP)	57.95	57.95
309076	04/09/25	15995	POSITIVE BEHAVIOR ADVOCATES		X	21-216-3130-000-041-0000	BCBA Contracted Svs 2/18-3/19	875.00	875.00
309077	04/09/25	00019	SUPER DUPER INC		X	21-215-5990-000-080-0000	Reel-4 Examiner Record Booklet	195.00	195.00
309078	04/16/25	15008	180 DESIGNS LLC		V	61-127-6410-000-000-4490	Trailer Wrap and graphics	4,580.00	4,580.00
309079	04/16/25	12944	AMERICAN OFFICE SOLUTIONS -		G	11-252-4220-000-000-0000	April Services - Lease	3,805.48	3,805.48
309080	04/16/25	16006	ELENCO ELECTRONICS LLC		V	61-127-5110-000-000-0000	Fan - 6SCM1F	83.41	83.41
309081	04/16/25	15973	HARMONY GARDEN MUSIC		X	21-122-3450-001-120-0000	Group Music Therapy	246.76	
					X	21-122-3450-001-193-0000	Group Music Therapy	246.76	493.52

Eaton RESA

Type of Checks: All

Date Range: 04/01/2025 to 04/30/2025

CheckNo	CkDate	Vendor	Name	PO#	AFC	Account	Description	Amount	CheckAmt
309082	04/16/25	44351	MASB	19592 C	G	11-231-3220-000-000-0000	CBA 360-108-226	375.00	
				19590 C	G	12-192-0000-000-000-0000	FY25 Board Book Tier 1	3,000.00	3,375.00
309083	04/16/25	15850	MICHIGAN ADULT, COMMUNITY,	19554 C	G	11-221-3220-000-000-3310	April 24-25 virtual confir reg	750.00	
				19554 C	G	11-283-3220-000-000-3310	April 24-25 virtual confir reg	750.00	1,500.00
309084	04/16/25	46514	STATE OF MICHIGAN	17930 P	G	11-257-3430-000-000-0000	February Services	90.12	90.12
309085	04/16/25	14148	MICHIGAN STATE DISBURSEMENT		G	12-451-0027-000-000-0000	ID# 913654672 - Corson	185.06	185.06
309086	04/16/25	15508	REALITY COUNSELING SERVICES	19609 C	G	11-212-3190-000-000-2251	12 Panel w/ETG	100.00	100.00
309087	04/16/25	16009	STILLMAN P.C.		G	12-451-0050-000-000-0000	Case # 23-01735-GC - Bowers	414.15	0.00
					G	12-451-0050-000-000-0000	CHECK # 309087 VOIDED	(414.15)	
309088	04/23/25	15273	A.D. SUTTON & SONS, INC.	19630 C	G	11-125-5991-000-000-6351	Backpacks - Clinton project	920.40	920.40
309089	04/23/25	13341	AT&T U-VERSE		X	21-261-3410-000-000-0000	Apr Services - Sped	165.14	165.14
309090	04/23/25	09260	CONSUMERS ENERGY		G	11-261-5511-000-000-0000	Apr - Southridge gas #2	751.82	
					G	11-261-5521-000-000-0000	Apr - Southridge electric #2	502.79	
					G	11-261-5521-000-000-0000	Apr - Southridge electric #2	29.97	1,284.58
309091	04/23/25	14456	DEWITT PUBLIC SCHOOLS	19640 C	G	11-221-8220-000-000-7673	What works in Schools - Trans/	636.28	636.28
309092	04/23/25	13960	EATON RAPIDS PUBLIC SCHOOLS		X	20-512-0000-000-000-0000	Transportation	(69,358.00)	
					X	20-518-9210-050-901-9214	Billbacks	(375,245.00)	
					X	21-261-4290-000-120-0000	MOCI Classroom Rent	10,677.00	
					X	21-411-8510-050-000-0000	Medicaid Outreach	5,722.00	
					X	21-411-8518-050-000-0000	SE Gross Claim	816,332.00	388,128.00
309093	04/23/25	13687	NATIONAL SEATING AND MOBILITY,	19163 C	X	21-122-6420-001-130-0000	Wheelchair	4,543.90	4,543.90
309094	04/23/25	16001	POSITIVE BEHAVIOR SUPPORTS	19646 C	X	21-216-3130-000-041-0000	Consult MG	165.00	
				19645 C	X	21-216-3130-000-041-0000	Consult MG	2,227.50	
				19644 C	X	21-216-3130-000-041-0000	Consult KT	495.00	
				19643 C	X	21-216-3130-000-041-0000	Consult KT	935.00	3,822.50
309095	04/23/25	14750	RIFTON EQUIPMENT	19613 C	X	21-261-5990-000-000-0000	Activity chair parts	67.00	67.00
309096	04/23/25	94648	SHIAWASSEE RESD		V	61-411-8510-000-000-3510	61s FFA SUPPORT	19,794.00	19,794.00
309097	04/23/25	15705	SPARROW EATON HOSPITAL	19639 C	G	11-226-3130-000-000-5225	GL Health Center SVS 1/2025-3/	61,110.00	61,110.00
309098	04/23/25	15483	PAUL J SCHMDT	19650 P	G	11-221-3190-000-000-7863	Stepping up Together Videos &	2,450.00	2,450.00
309099	04/30/25	13341	AT&T U-VERSE		V	61-284-3490-000-000-0000	May Services - CTE	216.83	216.83
309100	04/30/25	09260	CONSUMERS ENERGY		G	11-261-5510-000-000-0000	Apr - Packard gas	1,670.04	
					G	11-261-5520-000-000-0000	Apr - Packard electric	2,992.23	
					X	21-261-5510-000-000-0000	April - Meadowview gas	33.01	
					X	21-261-5520-000-000-0000	April - Meadowview electric	59.08	4,754.36
309101	04/30/25	13777	DAVENPORT UNIVERSITY	19685 C	V	61-127-5210-000-999-9520	Principles Risk Mgmt & Ins Tex	89.67	89.67
309102	04/30/25	13960	EATON RAPIDS PUBLIC SCHOOLS	18868 C	F	51-297-8220-000-000-8500	October - Breakfast	497.70	
				18868 C	F	51-297-8220-000-000-8510	October - Lunch	1,196.10	1,693.80
309103	04/30/25	15628	KALAMAZOO RESA		X	21-221-3220-000-064-0000	March 17 Conference - Reg	25.00	25.00

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CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
309104	04/30/25	14273	MICHIGAN DECA	19684 C	V	61-127-5990-000-000-9999	DECA District 5 Conference fee	1,025.00	1,025.00
309105	04/30/25	14148	MICHIGAN STATE DISBURSEMENT		G	12-451-0027-000-000-0000	ID# 913654672 - Corson	185.06	185.06
309106	04/30/25	15929	REDBIRD FLIGHT SIMULATORS, INC	19510 C	V	61-127-6410-000-000-4490	Jay Velocity/Rudder pedals/Hea	30,339.00	30,339.00
309107	04/30/25	13816	ROOFING INNOVATIONS, LLC		G	11-261-4110-000-000-0000	Roof repair	437.00	437.00
309108	04/30/25	94958	SONOVA USA INC	19618 C	X	21-218-6420-000-000-0000	Roger Equipment	119.99	119.99
309109	04/30/25	16009	STILLMAN P.C.		G	12-451-0050-000-000-0000	Case # 23-01735-GC - Bower	414.15	414.15
991325	04/03/25	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	1,189.38	
					G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	1,189.37	
					G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	1,189.36	3,568.11
991326	04/07/25	46259	HEALTHY EQUITY INC		G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	1,153.86	
					G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	320.54	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	793.44	2,267.84
991327	04/09/25	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	44,703.15	
					G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	40,840.97	
					G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	40,016.67	
					G	11-118-3110-530-000-3430	GSRP CPS TEACH SUBS	177.90	
					G	11-118-3111-530-000-3430	GSRP CPS AID SUBSTITUTES	148.25	
					G	11-118-3111-560-000-3430	GSRP GLPS AID SUBSTITUTES	444.75	
					G	11-118-3111-565-000-3430	GSRP MVPS AID SUBS	148.25	
					G	11-131-3110-000-000-0000	BASIC SUB SERVICES	3,801.44	
					G	11-131-3110-000-000-3310	AE 107 C/S INSTR SUPPORT	2,937.06	
					G	11-131-3110-000-000-6710	WIOA INSTR C/S ABE INSTR	2,681.28	
					G	11-131-3110-000-919-6750	WIOA CORRECTIONS C/S CLINTON	1,270.08	
					G	11-131-3110-000-923-6750	WIOA CORRECTIONS C/S EATON	846.72	
					G	11-131-3111-000-000-3310	AE 107 C/S AIDE/TUTOR	70.56	
					G	11-132-3110-000-000-3310	AE 107 C/S HSE INSTRUCTORS	2,451.96	
					G	11-132-3111-000-000-3310	AE 107 C/S HSE TUTOR	158.76	
					G	11-226-3110-000-000-3310	AE 107 C/S INSTR COORD	3,105.81	
					G	11-226-3190-000-000-3430	GSRP SUB CLERICAL	199.92	
					G	11-311-3190-000-999-3433	32P PARENT LIAISON C/S	1,490.60	
					G	11-311-3199-000-999-3433	32p LITERARY COORD C/S	1,542.91	
					X	21-122-3110-000-110-0000	LEA SUBS - MILD COG IMP	1,046.14	
					X	21-122-3110-000-191-0000	LEA SUBS - EARLY CHILDHOOD	326.15	
					X	21-122-3110-000-194-0000	LEA SUBS - RESOURCE ROOM	22,017.86	
					X	21-122-3110-000-196-0000	LEA SUBS - LRE CLASSROOM	120.08	
					X	21-122-3110-001-110-0000	MICI ERESA SUB TEACHERS	948.80	
					X	21-122-3110-001-120-0000	MOCI ERESA SUB TCHR PPS	415.10	
					X	21-122-3110-001-130-0000	SCI ERESA SUB TEACHERS	88.95	

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CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
991328	04/10/25	46259	HEALTHEQUITY INC		X	21-122-3110-001-193-0000	ASD ERESA TEACHER SUB	237.20	
					X	21-122-3110-002-120-0000	MOCI SUB TEACHER ER	948.80	
					X	21-122-3111-001-120-0000	MOCI ERESA SUB PARAPRO PPS	1,661.29	
					X	21-122-3111-001-130-0000	SCI ERESA SUB PARAPRO	1,186.00	
					X	21-122-3111-001-140-0000	SEI SUB PARAPRO	118.60	
					X	21-122-3111-001-193-0000	ASD ERESA PARA SUB	1,363.90	
					X	21-122-3111-002-120-0000	MOCI SUB PARAPRO ER	361.73	
					X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	4,245.06	
					V	61-226-3140-000-000-0000	CTE PRIN OFFC CLERICAL PUR SER	117.60	182,240.30
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	5,039.00	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	300.00	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	895.51	6,234.51
					G	12-451-0041-000-000-0000	EMPLOYEE HSA CONTRIBUTION	5,753.66	
					G	12-451-1000-000-000-0000	EE/Member Defined Benefit	35,260.36	
					G	12-451-1001-000-000-0000	ER Defined Bene Contrib H299	161,235.50	
					G	12-451-1010-000-000-0000	H553-561 TDP	170.00	196,665.86
					G	12-451-1005-000-000-0000	H538 EE Defined Contribution	20,658.64	
					G	12-451-1006-000-000-0000	H539 ER Defined Contribution	9,097.48	
					G	12-451-1007-000-000-0000	H543 EE Personal Hlth Fund	4,772.79	
					G	12-451-1008-000-000-0000	H544 ER Personal Hlth Fund	4,772.79	39,301.70
					G	12-451-0002-000-000-0000	FEDERAL WITHHOLDING	41,475.54	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	34,354.53	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	34,354.53	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	8,034.50	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	8,034.50	126,253.60
					G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	288.43	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	861.05	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	414.80	1,564.28
					G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	51,469.46	
					G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	47,178.13	
					G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	46,398.32	
					G	11-118-3111-530-000-3430	GSRP CPS AID SUBSTITUTES	504.05	
					G	11-118-3111-560-000-3430	GSRP GLPS AID SUBSTITUTES	593.00	
					G	11-118-3111-565-000-3430	GSRP MVPS AID SUBS	444.75	
					G	11-131-3110-000-000-0000	BASIC SUB SERVICES	4,077.21	
					G	11-131-3110-000-000-3310	AE 107 C/S INSTR SUPPORT	2,399.04	
					G	11-131-3110-000-000-6710	WIOA INSTR C/S ABE INSTR	2,921.28	
					G	11-131-3110-000-919-6750	WIOA CORRECTIONS C/S CLINTON	1,340.64	

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CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
					G	11-131-3110-000-923-6750	WIOA CORRECTIONS C/S EATON	846.72	
					G	11-131-3111-000-000-3310	AE 107 C/S AIDE/TUTOR	141.12	
					G	11-132-3110-000-000-3310	AE 107 C/S HSE INSTRUCTORS	3,927.74	
					G	11-132-3111-000-000-3310	AE 107 C/S HSE TUTOR	264.60	
					G	11-226-3110-000-000-3310	AE 107 C/S INSTR COORD	3,172.85	
					G	11-311-3190-000-999-3433	32P PARENT LIAISON C/S	1,133.08	
					G	11-311-3199-000-999-3433	32p LITERARY COORD C/S	1,639.34	
					X	21-122-3110-000-110-0000	LEA SUBS - MILD COG IMP	711.60	
					X	21-122-3110-000-191-0000	LEA SUBS - EARLY CHILDHOOD	463.48	
					X	21-122-3110-000-194-0000	LEA SUBS - RESOURCE ROOM	16,331.14	
					X	21-122-3110-000-196-0000	LEA SUBS - LRE CLASSROOM	459.00	
					X	21-122-3110-001-110-0000	MICI ERESA SUB TEACHERS	593.00	
					X	21-122-3110-001-120-0000	MOCI ERESA SUB TCHR PPS	237.20	
					X	21-122-3110-001-130-0000	SCI ERESA SUB TEACHERS	948.80	
					X	21-122-3110-002-120-0000	MOCI SUB TEACHER ER	711.60	
					X	21-122-3111-001-110-0000	MICI SUB PARAPRO	355.80	
					X	21-122-3111-001-120-0000	MOCI ERESA SUB PARAPRO PPS	1,863.80	
					X	21-122-3111-001-130-0000	SCI ERESA SUB PARAPRO	1,082.23	
					X	21-122-3111-001-140-0000	SEI SUB PARAPRO	237.20	
					X	21-122-3111-001-193-0000	ASD ERESA PARA SUB	3,528.35	
					X	21-122-3111-002-120-0000	MOCI SUB PARAPRO ER	474.40	
					X	21-213-3130-001-015-0000	NURSE CONTRACT SERV	91.78	
					X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	5,731.83	202,272.54
991335	04/21/25	14239	WEST MICHIGAN HEALTH		G	12-451-0013-000-000-0000	May - WMHIP PREMIUMS-	169,917.51	
					G	12-451-2001-000-000-0000	May - WMHIP COPAYS	44,612.52	214,530.03
991336	04/22/25	46259	HEALTH EQUITY INC		G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	876.49	876.49
991337	04/23/25	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	24,252.23	
					G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	22,535.68	
					G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	21,892.27	
					G	11-118-3111-565-000-3430	GSRP MVPS AID SUBS	296.50	
					G	11-131-3110-000-000-0000	BASIC SUB SERVICES	3,887.28	
					G	11-131-3110-000-000-3310	AE 107 C/S INSTR SUPPORT	2,028.60	
					G	11-131-3110-000-000-6710	WIOA INSTR C/S ABE INSTR	1,693.44	
					G	11-131-3110-000-919-6750	WIOA CORRECTIONS C/S CLINTON	564.48	
					G	11-131-3110-000-923-6750	WIOA CORRECTIONS C/S EATON	141.12	
					G	11-131-3111-000-000-3310	AE 107 C/S AIDE/TUTOR	176.40	
					G	11-132-3110-000-000-3310	AE 107 C/S HSE INSTRUCTORS	2,028.60	
					G	11-132-3111-000-000-3310	AE 107 C/S HSE TUTOR	176.40	

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CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
					G	11-226-3110-000-000-3310	AE 107 C/S INSTR COORD	1,753.55	
					G	11-311-3190-000-999-3433	32P PARENT LIAISON C/S	1,745.91	
					G	11-311-3199-000-999-3433	32p LITERARY COORD C/S	1,446.48	
					X	21-122-3110-000-110-0000	LEA SUBS - MILD COG IMP	355.80	
					X	21-122-3110-000-191-0000	LEA SUBS - EARLY CHILDHOOD	177.90	
					X	21-122-3110-000-194-0000	LEA SUBS - RESOURCE ROOM	8,299.87	
					X	21-122-3110-000-196-0000	LEA SUBS - LRE CLASSROOM	225.03	
					X	21-122-3110-001-140-0000	SEI ERESA SUB TEACHERS	88.95	
					X	21-122-3110-002-120-0000	MOCI SUB TEACHER ER	622.65	
					X	21-122-3111-001-110-0000	MICI SUB PARAPRO	355.80	
					X	21-122-3111-001-120-0000	MOCI ERESA SUB PARAPRO PPS	409.17	
					X	21-122-3111-001-130-0000	SCI ERESA SUB PARAPRO	770.90	
					X	21-122-3111-001-193-0000	ASD ERESA PARA SUB	1,838.30	
					X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	2,473.71	100,237.02
991338	04/24/25	15244	CITY OF EAST LANSING		G	12-451-0045-000-000-0000	EAST LANSING CITY TAX - 04/04/	130.83	
					G	12-451-0045-000-000-0000	EAST LANSING CITY TAX - 04/18/	120.34	251.17
991339	04/24/25	46259	HEALTHEQUITY INC		G	12-451-0041-000-000-0000	EMPLOYEE HSA CONTRIBUTION	5,837.51	5,837.51
991340	04/24/25	44843	LANSING CITY TREASURER		G	12-451-0036-000-000-0000	LANSING CITY TAX - 04/04/2025	423.78	
					G	12-451-0036-000-000-0000	LANSING CITY TAX - 04/18/2025	320.90	744.68
991341	04/24/25	28660	MPERSERS		G	12-451-1000-000-000-0000	EE/Member Defined Benefit	32,599.78	
					G	12-451-1001-000-000-0000	ER Defined Bene Contrib H299	149,011.51	
					G	12-451-1010-000-000-0000	H553-561 TDP	170.00	181,781.29
991342	04/24/25	46618	MPERSERS 147C		G	12-451-1040-000-000-0000	ORS 147C UAAAL LIABILITY	124,155.44	
					G	12-451-1045-000-000-0000	ORS 147C(2) LIABILITY	28,221.02	152,376.46
991343	04/24/25	28663	MPERSERS DC		G	12-451-1005-000-000-0000	H538 EE Defined Contribution	19,065.27	
					G	12-451-1006-000-000-0000	H539 ER Defined Contribution	8,550.72	
					G	12-451-1007-000-000-0000	H543 EE Personal Hlth Fund	4,268.79	
					G	12-451-1008-000-000-0000	H544 ER Personal Hlth Fund	4,268.79	36,153.57
991344	04/24/25	46409	STATE OF MICHIGAN - TREASURER		G	12-451-0004-000-000-0000	STATE WITHHOLDING - 04/04/2025	19,626.44	
					G	12-451-0004-000-000-0000	STATE WITHHOLDING - 04/18/2025	17,886.97	37,513.41
991345	04/24/25	96133	UNITED STATES TREASURY		G	12-451-0002-000-000-0000	FEDERAL WITHHOLDING	39,240.92	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	31,523.92	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	31,523.92	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	7,372.56	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	7,372.56	117,033.88
991346	04/25/25	46259	HEALTHEQUITY INC		G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	192.31	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	510.08	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	68.30	770.69

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CheckNo	CkDate	Vendor	Name	PO#	AFC	Account	Description	Amount	CheckAmt
991347	04/28/25	90436	PNC BANK - BUSINESS CARD	19573 C	G	11-118-5110-500-000-3430	Walmart - Cleaning supplies/Ca	80.97	
				19572 C	G	11-118-5110-500-000-3430	Walmart - Classroom/Meeting Su	41.69	
				19572 C	G	11-118-5110-530-000-3430	Walmart - Classroom/Meeting Su	76.98	
				19572 C	G	11-118-5110-560-000-3430	Walmart - Classroom/Meeting Su	65.02	
				19572 C	G	11-118-5110-565-000-3430	Walmart - Classroom/Meeting Su	91.42	
				19556 C	G	11-131-5990-000-000-0000	ESL Supplies - Grammar Set/Lit	172.00	
				19560 C	G	11-211-3220-000-000-9073	Prevention Conf - Registration	50.00	
				19564 C	G	11-221-3190-000-000-7863	KK Ins/Ingham Parks - Diaper D	622.50	
				19562 C	G	11-221-3190-000-923-9303	AliveTek - Training Fees	400.00	
				19546 C	G	11-221-3220-000-000-0000	Oakland Co Educators - Reg & p	50.00	
				19610 C	G	11-221-3220-000-000-2251	Paypal/Treetops - CTAC Conf Re	837.40	
				19559 C	G	11-221-3220-000-000-9013	Holiday Inn - Whole Child Summ	95.77	
				19572 C	G	11-221-3220-500-000-3430	Tractor Supply - Topsoil & sup	2.55	
				19572 C	G	11-221-3220-530-000-3430	Tractor Supply - Topsoil & sup	7.65	
				19572 C	G	11-221-3220-560-000-3430	Tractor Supply - Topsoil & sup	7.65	
				19572 C	G	11-221-3220-565-000-3430	Tractor Supply - Topsoil & sup	7.65	
				19572 C	G	11-221-3221-000-000-3430	Tractor Supply - Topsoil & sup	17.87	
				19573 C	G	11-221-4140-000-000-3430	Highscope - Virtual Campus Lic	100.00	
				19573 C	G	11-221-4141-000-000-3430	Highscope - Virtual Campus Lic	100.00	
				19562 C	G	11-221-5210-000-000-6951	Nat'l Council - Seats for YMHF	215.55	
				19546 C	G	11-221-5990-000-000-3290	Michaels/Acorn Naturalists - M	974.42	
				19562 C	G	11-221-5990-000-000-6951	PayPal - QPR Instructor Books	350.00	
				19559 C	G	11-221-5990-000-000-7673	Basecamp - Renewal for 6 peopl	60.00	
				19562 C	G	11-221-5990-000-000-7863	The Brew Cafe - Snacks for MIA	14.46	
				19566 C	G	11-221-5990-000-000-9013	R.A. Dinkle - Body Image/Phys	47.00	
				19562 C	G	11-221-5990-000-919-9303	Canva - Renewal	39.80	
				19563 C	G	11-221-5990-000-919-9303	Tri-County Lifesavers - Baseca	120.00	
				19563 C	G	11-221-5990-000-923-9303	Tri-County Lifesavers - Baseca	120.00	
				19562 C	G	11-221-5990-000-923-9303	Canva - Renewal	39.80	
				19562 C	G	11-221-5990-000-933-9303	Canva - Renewal	39.80	
				19563 C	G	11-221-5990-000-933-9303	Tri-County Lifesavers - Baseca	120.00	
				19541 C	G	11-221-5993-000-000-0000	Walmart/Sidestreet - Event mea	162.66	
				19563 C	G	11-221-5994-000-919-9303	LC/QD/Walmart - Meeting Suppli	53.42	
				19561 C	G	11-221-5994-000-923-9303	Woldumar Nature - Event Rental	297.13	
				19561 C	G	11-221-5994-000-933-9303	Woldumar Nature - Event Rental	297.13	
				19573 C	G	11-226-3220-000-000-3430	MAISA - Sec&Retraint Conf Reg	45.00	
				19562 C	G	11-226-5990-000-000-5225	VistaPrint - Sign for Health C	125.07	
				19555 C	G	11-227-3450-000-000-3310	DRC Corp - TABE 11-12 Online A	667.50	

**Check Register**

**Eaton RESA**

Type of Checks: All

Date Range: 04/01/2025 to 04/30/2025

CheckNo	CkDate	Vendor	Name	PO#	AFC	Account	Description	Amount	CheckAmt
19556	C			G	11-227-5110-000-000-3310		Pearson - NCS GED Exam Voucher	455.00	
19625	C			G	11-231-3220-000-000-0000		Chippewa Hotel - MASB Conferen	1,189.89	
19627	C			G	11-232-3220-000-000-0000		MAISA - Conference Reg	45.00	
19627	C			G	11-232-3450-000-000-0000		Zoom/ChatGPT - Subscription	110.00	
				G	11-232-3450-000-000-0000		Credit - Delta Air	(474.99)	
19628	C			G	11-252-3220-000-000-0000		MSBO - Conf Reg	115.00	
19625	C			G	11-252-5993-000-000-0000		Walmart/JJs - Catering for ESP	178.02	
19626	C			G	11-252-7412-000-000-0000		Authorize.net - payment	30.50	
19663	C			G	11-261-3410-000-000-0000		Verizon - Texas Plan	326.64	
19663	C			G	11-261-3450-000-000-0000		Dochub	200.00	
19629	C			G	11-261-4130-000-000-0000		Performance Plus - Truck wash	15.00	
19629	C			G	11-261-5990-000-000-0000		Zoro/Ace/Menards - Cleaning pa	190.81	
19629	C			G	11-261-5991-000-000-0000		Ace - Ant traps	15.98	
19573	C			G	11-282-3510-000-000-3430		Facebook - Recruitment ads	98.41	
19573	C			G	11-282-3511-000-000-3430		Facebook - Recruitment ads	98.40	
19628	C			G	11-283-3430-000-000-0000		USPS - Priority Mailing	10.10	
19663	C			G	11-284-5990-000-000-0000		Amazon - Acer Chromebooks	1,684.23	
19579	C			G	11-311-5910-000-999-3433		Walmart - Office supplies	179.17	
				G	11-311-5910-000-999-3433		Credit - Walmart	(49.33)	
19579	C			G	11-331-3191-000-999-3433		Wix.com - 2 year subscription	620.15	
19579	C			G	11-331-5995-000-999-3433		Meijer - Meeting supplies	86.19	
19579	C			G	11-391-5993-000-999-3433		Meijer/Flour Child - GSC Meeti	165.35	
19597	C			X	21-122-5111-001-110-0000		Walmart/Meijer - Food for cook	37.16	
19598	C			X	21-122-5111-002-120-0000		Walmart/FF - Grocery for class	69.82	
19599	C			X	21-122-5111-002-120-0000		Walmart - Food for Classroom a	47.53	
19632	C			X	21-122-5111-002-120-0000		Meijer - Food for classroom ac	87.04	
19597	C			X	21-122-5990-001-110-0000		Meijer - Donuts	5.99	
19599	C			X	21-122-5990-002-120-0000		Walmart - Plates/Bags/Soap	17.99	
19532	C			X	21-213-5990-011-080-0000		Occupational Therapy - Renewal	129.00	
19581	C			X	21-214-5990-000-021-0000		PAR Inc - BRIEF2 Forms	300.00	
19534	C			X	21-218-3450-000-000-0000		FastSpring - Proloquo License	198.61	
19553	C			X	21-218-3450-000-000-0000		FastSpring - Proloquo License	363.26	
19553	C			X	21-218-5990-000-000-0000		MyAssetTag/Walmart - Asset tag	321.13	
19662	C			X	21-218-5990-000-000-0000		MSU - keyguard	14.34	
19663	C			X	21-218-6420-000-000-0000		Amazon - Acer Chromebooks	269.99	
19657	C			X	21-221-3220-000-032-0000		Radisson Plaza - Mar conf lodg	365.00	
19581	C			X	21-221-5993-000-000-0000		Walmart/Applebees - Catering D	116.75	
19553	C			X	21-221-5993-000-000-0000		Walmart - Water/Granola Bars	15.93	

**Check Register**

**Eaton RESA**

Type of Checks: All

Date Range: 04/01/2025 to 04/30/2025

CheckNo	CkDate	Vendor	Name	PO#	AFC	Account	Description	Amount	CheckAmt
19581 C				X	21-241-7910-001-000-0000		JJs - ASD Open House Catering	102.37	
19532 C				X	21-261-3430-000-000-0000		USPS - Stamps & Lg packet mail	33.21	
19657 C				X	21-283-3220-000-000-0000		Amway Grand & various restaura	910.69	
19536 C				X	21-283-3220-000-000-0000		Ed Ldrshp Conf - Meals/Flight	956.28	
19581 C				X	21-331-5990-000-000-0000		JJs - PAC Meeting	82.53	
19581 C				X	22-192-0000-000-000-0000		GreatWolf - MAAASE Conference	995.68	
19550 C				V	61-127-5990-000-000-9999		FSU/Atheneum Hotel - Reg & DEC	2,105.60	
19549 C				V	61-127-5990-000-000-9999		Michaels/Baryames - SkillsUSA	229.40	
19550 C				V	61-127-5993-000-000-0000		Dominoes - HT Meal - 3/19	30.70	
19549 C				V	61-226-5993-000-000-0000		Tony M's - Educators Industry	447.33	
19549 C				V	61-241-5910-000-000-0000		BJ's - Kcups for Office	63.78	
19550 C				V	61-331-5993-000-000-0000		Tony M's - Advisory Lunch - 3/	371.63	
19565 C				H	91-296-7920-000-000-4315		Walmart - Snacks for MV Meetin	5.85	
19562 C				H	91-296-7920-000-000-4315		QD - Snacks for Mtg	18.11	
19566 C				H	91-296-7920-000-000-4315		JJ's-Meal 2/28-Amy's Meals 2/2	1,127.98	21,746.06
<b>Sub Total:</b>								<b>\$2,387,644.39</b>	
<b>ACH CHECKS</b>									
A13539	04/02/25	14848	AMAZON CAPITAL SERVICES, INC	19505 C	G	11-221-5990-000-000-2700	School Smart Chart Tablet (6)	80.10	
					G	11-261-5990-000-000-0000	Credit Memo - Hinge Tool	(29.99)	
				19518 C	X	21-213-5990-000-011-0000	Left handed scissors	17.08	
				19496 C	X	21-213-5990-000-011-0000	Letter Lacing/Mini Tongs/Stora	190.82	
				19493 P	X	21-221-5990-000-000-9150	Elephant&Piggle Book and Plush	279.12	
				19487 C	X	21-226-5990-000-080-0000	File Jackets/Accordion files/R	45.59	
				19516 C	V	61-241-5990-000-000-0000	Blank challenge coins	245.77	828.49
A13540	04/02/25	15173	AMN ALLIED SERVICES LLC	19526 C	X	21-216-3130-000-041-0000	Rials - 3/9-3/13	2,740.00	
				19527 C	X	21-216-3130-000-041-0000	Rials 3/16 - 3/22	2,400.00	
				19507 C	X	21-216-3130-000-041-0000	Rials 3/3 - 3/8	2,880.00	8,020.00
A13541	04/02/25	14542	AMY'S CATERING LLC	19509 C	G	11-221-5993-000-000-0000	Event Meal - 3/18/25	363.00	363.00
A13542	04/02/25	02360	BARRY EATON DIST HEALTH DEPT	19266 P	G	11-221-3190-000-923-9303	ECSAAG - Feb	1,527.91	1,527.91
A13543	04/02/25	15453	BERRES, JOHN		G	11-212-3210-000-000-2251	March Mileage	89.74	89.74
A13544	04/02/25	15969	BLACK MALE EDUCATORS		G	10-312-0000-000-000-3990	Installment billing - Youth De	350,000.00	350,000.00
A13545	04/02/25	15881	CASEY, RUSSELL REID		V	61-271-5710-000-000-0000	Fuel for Suburban	54.76	54.76
A13546	04/02/25	07360	CHARLOTTE PUBLIC SCHOOL	18248 P	G	11-257-8220-000-000-0000	Courier fee - March	280.00	
				F	51-297-8220-000-000-0000		Feb - Equipment - Lunch Trays	21.39	
				F	51-297-8220-000-000-0000		Feb - Delivery Fee	90.35	
				F	51-297-8220-000-000-8500		Feb - GSRP Galewood Breakfast	1,687.50	
				F	51-297-8220-000-000-8500		Feb - GSRP Meadowview Breakfas	702.00	
				F	51-297-8220-000-000-8510		Feb - GSRP Meadowview Lunch	1,105.00	

Eaton RESA

Type of Checks: All

Date Range: 04/01/2025 to 04/30/2025

CheckNo	CkDate	Vendor	Name	PO#	AFC	Account	Description	Amount	CheckAmt
A13547	04/02/25	15521	CHG MEDICAL STAFFING INC	19524 C	F	51-297-8220-000-000-8510	Feb - GSRP Galewood Lunch	2,656.25	
					V	61-271-8220-000-000-0000	3/14 - CMS to LCC West Transpo	1,186.80	7,729.29
				19523 C	X	21-215-3130-000-032-0000	R. Hooley - 3/16 - 3/22	2,790.00	
				19508 C	X	21-215-3130-000-032-0000	R. Hooley - 3/9 - 3/15 - Hours	3,246.16	6,036.16
A13548	04/02/25	14914	DAHLGREN, MELISSA	G	G	11-212-3210-000-000-2251	Jan - March Mileage	76.79	
				G	G	11-212-5990-000-000-2251	Walmart/Dollar Tree - Therapy	31.97	108.76
A13549	04/02/25	15501	DETERS, ERICA	X	X	21-218-3210-000-064-0000	March Mileage	48.65	48.65
A13550	04/02/25	14106	ELITE AUDITING AND CONSULTING,	17825 P	G	11-285-3190-000-000-0000	April Services	4,000.00	4,000.00
A13551	04/02/25	15611	EMBARK CORPORATION	19515 C	V	61-127-3450-000-000-0000	Variable Transactions - Feb	270.00	270.00
A13552	04/02/25	44684	EPARS (403B)	G	G	12-451-0015-000-000-0000	TSA 403B	8,285.70	
				G	G	12-451-0015-000-000-0000	TSA 403B BOE PD	730.77	
				G	G	12-451-0015-000-000-0000	TSA 403B ROTH	1,024.00	
				G	G	12-451-0015-000-000-0000	457	550.00	10,590.47
A13553	04/02/25	15540	FELSING, SARAH	G	G	11-221-3210-000-000-0000	Jan - Mar Mileage	78.26	
				G	G	11-221-3220-000-000-0000	March 17 Conf - Mileage	101.04	179.30
A13554	04/02/25	15689	GET 'EM AND GO PLUS MORE LLC	19520 C	X	21-271-3310-000-000-9140	3/17 & 3/19 Transportation svcs	325.20	325.20
A13555	04/02/25	15655	GILMORE, HANNAH	X	X	21-215-3210-000-032-0000	March Mileage	36.68	36.68
A13556	04/02/25	15606	HACKBARTH, MEGAN	X	X	21-215-3210-000-032-0000	Oct - Dec Mileage	10.85	
				X	X	21-215-3210-000-032-0000	Feb - March Mileage	7.56	7.56
				X	X	21-215-7410-000-032-0000	ASHA Dues	115.00	133.41
A13557	04/02/25	13589	HOLMES, CHRISTINA	G	G	11-221-3220-000-000-9013	March confr - mileage	159.60	159.60
A13558	04/02/25	15462	JOHNSON, KATIE	G	G	11-212-3210-000-000-2251	Jan - March Mileage	54.39	54.39
A13559	04/02/25	00420	LANSING COMMUNITY COLLEGE	19513 C	V	61-241-5993-000-000-0000	Event Meal - 3/10 & 3/14	4,644.00	
				19525 C	V	61-331-5993-000-000-0000	Catering - 3/18/2025	1,888.00	6,532.00
A13560	04/02/25	46477	LANSING SCHOOL DISTRICT	18855 P	G	11-221-8220-000-000-6973	M. Rebec - Feb	2,720.70	2,720.70
A13561	04/02/25	15602	LAUTZ E FLIPS, LLC	17935 P	X	21-261-4210-000-000-0000	April - Rent	300.00	300.00
A13562	04/02/25	14484	MADISON NATIONAL LIFE	G	G	12-451-0022-000-000-0000	April - MADISON NAT'L LIFE INS	6,791.24	6,791.24
A13563	04/02/25	15859	MOLETTE, SHIANN	X	X	21-226-3210-000-082-0000	March Mileage	26.11	26.11
A13564	04/02/25	94398	PEARSON	19528 C	X	21-214-5990-000-021-0000	Q-Interactive License	290.00	
				19528 C	X	21-215-5910-000-032-0000	Q-Interactive License	290.00	580.00
A13565	04/02/25	14333	PFM FINANCIAL ADVISORS, LLC	19446 C	G	11-252-7412-000-000-0000	Prep & filing FY2024	1,000.00	1,000.00
A13566	04/02/25	91170	SCHOOL SPECIALTY, LLC,	G	G	21-213-5990-000-013-0000	Rapper Snappers/Disc o sit	129.48	129.48
A13567	04/02/25	14309	SONITROL GREAT LAKES	G	G	11-261-4110-000-000-0000	Packard - Replaced bad card re	506.96	506.96
A13568	04/03/25	15501	DETERS, ERICA	X	X	21-218-3210-000-064-0000	March Mileage - 03/03 - 03/14	175.98	175.98
A13569	04/09/25	13889	A.D.N. ADMINISTRATORS	G	G	12-451-0009-000-000-0000	March 26-31 Replenish	4,127.20	4,127.20
A13570	04/09/25	14848	AMAZON CAPITAL SERVICES, INC	19476 C	G	11-118-5110-500-000-3430	Tempura paint/Checkout registre	64.95	
				19497 C	G	11-118-5110-565-000-3430	Kinetic sand	17.98	17.98
				19462 C	G	11-131-5990-000-000-0000	Alphabet chart/Drawer organize	292.65	292.65

**Check Register**  
 Type of Checks: All  
 Date Range: 04/01/2025 to 04/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A13571	04/09/25	15736	AMERICAN OFFICE SOLUTIONS -	19539 C	G	11-221-5990-000-000-7673	Bubble wands/Index Cards/Frame	257.51	
A13572	04/09/25	12895	ANDERSON, STACI	19475 C	G	11-252-5910-000-000-0000	Manila folders/Pink Folders/Bl	130.01	
A13573	04/09/25	01194	BESCO WATER TREATMENT, INC	19475 C	G	11-282-3510-000-000-3430	Recruitment Supplies/Gift Bags	80.83	
A13574	04/09/25	15454	BKM LLC	19448 P	G	11-282-5991-000-000-3430	Recruitment Supplies/Gift Bags	80.82	
A13575	04/09/25	00065	CDW LLC	19448 P	G	11-311-5910-000-999-3433	Felt tip pens	37.00	
A13576	04/09/25	07360	CHARLOTTE PUBLIC SCHOOL	19448 C	G	11-311-5910-000-999-3433	Gel Pens/laptop stand/planners	90.01	
				19519 C	G	11-331-5995-000-000-2781	Farm Puzzle/Sign Holder/Table	439.57	
				18979 C	X	21-122-5990-001-120-0000	Glue sticks & timer	44.64	
				19437 P	X	21-122-5990-001-130-0000	Arm protection gloves	10.98	
				19437 C	X	21-122-5990-001-130-0000	Mop pads & gallon storage bags	24.07	
				18979 P	X	21-122-5990-001-130-0000	Arm protection gloves	27.96	
				18979 C	X	21-122-5990-001-130-0000	Disposable under pads	15.39	
				18979 C	X	21-122-5990-001-193-0000	Sensory tent	51.96	
				19437 C	X	21-122-5990-001-193-0000	Rompers for students	52.88	
				18979 C	X	21-122-5990-002-120-0000	Party pack toys & candy minis	46.95	
				18979 P	X	21-122-6420-002-120-0000	Heavy capacity chair	56.46	
				19437 C	X	21-122-7910-002-120-0000	Spot It game	15.25	
				19262 C	X	21-213-5990-000-011-0000	Cardsstock/Wipes/Vest/Scissors/	155.13	
				19543 C	X	21-213-5990-001-015-0000	Glucose test strips	24.49	
				19544 C	X	21-213-5990-001-015-0000	Desk Calendar	17.67	
				19474 C	X	21-213-5990-011-080-0000	Sensory shirt - 2	53.50	
				19474 P	X	21-213-5990-011-080-0000	Sensory sock - 2	47.96	
				19521 C	X	21-218-5990-000-000-0000	iPhone Chargers/Case/Screen pr	50.44	
				19535 C	X	21-225-6420-000-000-0000	USB C to C charger	31.96	
				19503 C	X	21-226-5990-000-080-0000	Permanent Markers/Easel Pads/P	89.31	
				18979 C	X	21-241-7910-001-000-0000	Laminating film rolls	110.96	
				19437 C	X	21-241-7910-001-000-0000	Patch kit, self inking stamp	17.27	
				19506 C	X	21-261-4190-000-000-0000	Badge Holder Lanyard	9.99	
				19437 C	X	21-261-4190-000-000-0000	Monster book - replacement	11.99	
				19437 C	H	91-296-7920-000-000-4313	Shop Vac	43.12	
				17952 P	G	11-252-4220-000-000-0000	Apr eGoldFax Svs	150.00	2,501.66
A13572	04/09/25	12895	ANDERSON, STACI	17932 P	X	21-219-3210-000-000-0000	Feb - March Mileage	236.74	150.00
A13573	04/09/25	01194	BESCO WATER TREATMENT, INC	19502 C	G	11-261-4220-000-000-0000	Water Cooler Rent - April	76.00	236.74
A13574	04/09/25	15454	BKM LLC	19502 C	H	91-296-7920-000-000-4312	Corn oil/White Cheddar Shake/G	205.50	76.00
A13575	04/09/25	00065	CDW LLC	19571 C	G	11-284-3190-000-000-0000	Google Voice - January	717.64	205.50
A13576	04/09/25	07360	CHARLOTTE PUBLIC SCHOOL	19537 C	F	51-297-8220-000-000-0000	Delivery fee/Trays	22.46	717.64
				19537 C	F	51-297-8220-000-000-8500	Feb - MV Breakfast	864.68	
				19537 C	F	51-297-8220-000-000-8510	Feb - MV Lunch	1,271.81	
								2,158.95	

**Check Register**

**Eaton RESA**

Type of Checks: All

Date Range: 04/01/2025 to 04/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A13577	04/09/25	13224	CHEESEMAN, KAREN		X	21-213-3210-000-013-0000	March Mileage	52.15	52.15
A13578	04/09/25	15845	CLARK, RACHAEL		X	21-212-3210-000-080-0000	March Mileage	169.47	169.47
A13579	04/09/25	15966	CLARKE, ALICIA		X	21-216-2310-000-041-0000	Social Work 642 - Class Reimbs	750.00	
					X	21-216-3210-000-041-0000	Jan - March Mileage	49.42	799.42
A13580	04/09/25	46233	CLEAR RATE COMMUNICATIONS,	18083 P	G	11-261-3410-000-000-0000	April Services	357.77	357.77
A13581	04/09/25	13859	D & D MAINTENANCE SUPPLY, INC	17936 P	G	11-261-4110-000-000-0000	Mar Services - additional hour	8,434.50	
					G	11-261-5990-000-000-0000	Supersorb/Tissue/Liners/Husky	638.89	9,073.39
A13582	04/09/25	15540	FELSING, SARAH		G	11-221-3220-000-000-0000	Feb 25 - Conference Mileage	11.20	11.20
A13583	04/09/25	15857	FOX, ELIZABETH		X	21-212-3210-000-080-0000	February Mileage	292.53	292.53
A13584	04/09/25	15232	GOYETTE, DONNA LYNN		X	21-218-3210-000-067-0000	March Mileage	164.50	
					X	21-221-3220-000-067-0000	March conf - mileage, lodging	343.88	508.38
A13585	04/09/25	14714	HEFTY, MICAH ELIZABETH LURIE	19538 C	G	11-221-3190-000-923-9303	DYTUR Activities & Class Prep	1,200.00	1,200.00
A13586	04/09/25	15833	HICKS, JENNIFER		G	11-226-5910-000-000-3310	USPS Postage	48.80	48.80
A13587	04/09/25	14299	HOLT PUBLIC SCHOOLS	19558 C	G	11-221-8220-000-000-7673	Sub Reimbs - trainings	672.65	672.65
A13588	04/09/25	14743	HUBBERT, LAURIE ANN		X	21-218-3210-000-065-0000	March Mileage	360.71	360.71
A13589	04/09/25	14211	LCR PRINTING	19441 C	G	11-221-5990-000-000-2700	Early Math Playing Cards	1,410.00	1,410.00
A13590	04/09/25	15602	LAUTZ E FLIPS, LLC	17935 P	X	21-261-4210-000-000-0000	March & April - Consumers	422.11	422.11
A13591	04/09/25	15120	LOCK, SHANNON M		G	11-212-3210-000-000-2251	Jan - March Mileage	38.64	38.64
A13592	04/09/25	15511	MAIDA, ALICIA		X	21-216-3210-000-041-0000	March Mileage	190.54	190.54
A13593	04/09/25	14440	MICHIGAN ORGANIZATION	18845 P	G	11-221-3190-000-000-7673	Service Fees	350.00	350.00
A13594	04/09/25	93913	MICHIGAN VIRTUAL UNIVERSITY	19570 C	G	11-225-3110-000-000-9321	MVU Tuition	439,440.00	439,440.00
A13595	04/09/25	15662	MIDWEST AIR LLC	19547 C	V	61-127-3110-000-000-9528	Feb Hours	5,000.00	5,000.00
A13596	04/09/25	13218	MORSE, HEATHER		X	21-213-3210-000-011-0000	February Mileage	52.01	52.01
A13597	04/09/25	15931	NETTLETON, EDYND		X	21-214-3130-000-021-2770	March 3 - April 3 Hours	1,887.50	1,887.50
A13598	04/09/25	15945	NOEL, MATTHEW		G	11-212-3210-000-000-2251	March Mileage	106.61	106.61
A13599	04/09/25	14253	OSBORN, BRIDGET KAY		G	11-226-3210-000-000-3430	March Mileage	42.63	42.63
A13600	04/09/25	94398	PEARSON	19529 C	X	21-214-5990-000-021-0000	KTEA Forms	212.42	
				19531 C	X	22-192-0000-000-000-0000	FY26 Subscription	41,017.20	41,229.62
A13601	04/09/25	14817	PRESIDIO NETWORKED	19431 C	G	11-131-6420-000-000-6710	Dell Chromebook 3120	201.50	201.50
A13602	04/09/25	15703	PROMER, MARLENE		X	21-212-3210-000-080-0000	March Mileage	204.47	204.47
A13603	04/09/25	45836	PURITY CYLINDER GASES INC	19548 C	V	61-127-5110-000-000-0000	Quarterly Cylinder Rental	52.65	52.65
A13604	04/09/25	39160	QUILL CORPORATION		G	11-252-5910-000-000-0000	File folders	62.88	62.88
A13605	04/09/25	12686	RILEY, KATHRYN P		X	21-213-3210-000-013-0000	March Mileage	38.71	38.71
A13606	04/09/25	40545	ROSE PEST SOLUTIONS	17939 P	G	11-261-4110-000-000-2251	3/26/2025 - Services	85.00	85.00
A13607	04/09/25	15138	ROUSH, VICKI LYNN		G	11-212-3210-000-000-0000	March Mileage	36.75	36.75
A13608	04/09/25	13908	SCHMEDLEN, MARY ANN		G	11-221-3210-000-000-0000	March Mileage	14.84	14.84
A13609	04/09/25	12810	SEHI COMPUTER PRODUCTS, INC.	19480 C	G	11-284-3450-000-000-0000	Chrome Mgmt License/REMC 24610	148.10	
				19478 C	X	21-225-6420-000-000-0000	HP Fortis/Chrome Mgmt License	315.21	463.31

## Check Register

## Eaton RESA

## Type of Checks: All

Date Range: 04/01/2025 to 04/30/2025

CheckNo	CkDate	Vendor	Name	PO#	AFC	Account	Description	Amount	CheckAmt
A13610	04/09/25	15937	SHARP, TORI		X	21-213-3210-000-011-0000	March Mileage	21.07	21.07
A13611	04/09/25	15126	SHIAWASSEE REGIONAL	19511 C	V	61-212-3220-000-000-0000	Support Staff Conf - Reg	175.00	
				19511 C	V	61-241-3220-000-000-0000	Principal Conf - Reg - MHazelm	25.00	200.00
A13612	04/09/25	14916	SOHN LINEN SERVICE, INC		G	11-261-5992-000-000-0000	Door Mat Rental - May	181.69	181.69
A13613	04/09/25	14149	TRIPP, KIMBERLEE DAWN		X	21-122-3210-002-120-0000	April Mileage	7.91	7.91
A13614	04/09/25	14683	VANDEVEN, RACHEL		X	21-213-3210-000-011-0000	March Mileage	57.33	57.33
A13615	04/09/25	14111	VANHOESEN, JOHN K		G	11-283-3210-000-000-0000	Feb & March Mileage	529.06	529.06
A13616	04/09/25	91627	CELICO PARTNERSHIP		G	11-261-3410-000-000-0000	Mar - *S/C TELEPHONE EXPENSE	1,424.02	
					G	11-261-3490-000-000-0000	Mar - GE Broadband Wireless	72.02	1,496.04
A13617	04/09/25	15835	WEBBER, JEANNETTE		G	11-227-3210-000-000-3310	Jan - Feb Mileage	275.10	275.10
A13618	04/09/25	46314	ZAYO BANDWIDTH	18189 P	G	11-284-3490-000-000-0000	April Services	8,798.00	8,798.00
A13619	04/16/25	13858	ACCUSHRED, LLC	17929 P	G	11-261-3840-000-000-0000	April Services - Packard	114.95	114.95
A13620	04/16/25	13573	ADAMS OUTDOOR ADVERTISING	19584 C	G	11-282-3510-000-000-0000	Bulletin - 3/24-4/20 #08240298	2,800.00	2,800.00
A13621	04/16/25	14848	AMAZON CAPITAL SERVICES, INC	19552 C	G	11-118-5110-530-000-3430	Velcro dots/File holder/Paint	102.83	
				19569 C	G	11-221-5990-000-000-2700	Printer Paper	28.99	
				19577 P	G	11-221-5990-000-000-7673	Supplies for CHS	904.74	
				19577 C	G	11-221-5990-000-000-7673	Supplies for CHS	52.99	
					G	11-261-5990-000-000-0000	Hinge tool multi size	39.99	
				19545 C	X	21-213-5990-001-015-0000	Childrens Pain reliever and Ib	15.94	
				19593 C	F	51-297-5610-000-000-8510	Vanilla Nutrition Shake - 4	179.56	1,325.04
A13622	04/16/25	02360	BARRY EATON DIST HEALTH DEPT	19586 C	F	51-297-7410-000-000-0000	SFE-0823-359336 license renewa	81.00	81.00
				19585 C	F	51-297-7410-000-000-0000	SFE-0823-217549 license renewa	81.00	162.00
A13623	04/16/25	94390	BOSWORTH URGENT CARE	18023 P	X	21-213-3150-000-000-9310	83 RX - 04/08	311.25	311.25
A13624	04/16/25	13278	BURG, SHARI		X	21-213-3210-000-011-0000	March Mileage	7.98	7.98
A13625	04/16/25	15613	CAPITAL REGION AIRPORT	18058 P	V	61-261-4210-000-000-0000	Apr Rent & Utilities	3,463.42	
				18058 P	V	61-261-4210-000-000-0000	Mar Rent & utilities	3,463.42	6,926.84
A13626	04/16/25	15881	CASEY, RUSSELL REID		V	61-127-5990-000-000-9999	Apr confir - meal	21.20	
					V	61-127-5993-000-000-0000	Apr confir - student meals	48.01	69.21
A13627	04/16/25	00065	CDW LLC	19606 C	G	11-284-3190-000-000-0000	Google Voice - February	729.25	729.25
A13628	04/16/25	13740	CLARK HILL PLC	19589 C	G	11-231-3170-000-000-0000	Services through 2/28/2025	1,608.00	1,608.00
A13629	04/16/25	95370	CONVERGENT TECHNOLOGY	19605 C	G	11-284-3190-000-000-0000	4th Qtr - Apr-Jun	900.00	900.00
A13630	04/16/25	15671	CUSACK, RANDY		X	21-226-3210-000-082-0000	February Mileage (2)	139.58	139.58
A13631	04/16/25	44684	EPARS (403B)		G	12-451-0015-000-000-0000	TSA 403B	8,385.70	
					G	12-451-0015-000-000-0000	TSA 403B BOE PD	730.77	
					G	12-451-0015-000-000-0000	TSA 403B ROTH	1,024.00	
					G	12-451-0015-000-000-0000	457	550.00	10,690.47
A13632	04/16/25	15456	FARMER, MAKENZI		X	21-215-3210-000-035-0000	March Mileage	167.72	167.72
A13633	04/16/25	19060	GRAND LEDGE PUBLIC SCHOOLS		X	21-411-8510-060-000-8010	IDEA Reimbursement	1,097,307.13	

**Check Register**

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Date Range: 04/01/2025 to 04/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A13634	04/16/25	13367	GRANTHAM, JENNIFER		X	21-411-8510-060-000-8010	CHECK # A13633 VOIDED	(1,097,307.	0.00
A13635	04/16/25	00420	LANSING COMMUNITY COLLEGE	19604 C	V	61-127-5990-000-000-9999	Bjs - Snacks for SkillsUSA	66.47	
A13636	04/16/25	46477	LANSING SCHOOL DISTRICT		V	61-127-5990-000-000-9999	April 11-13 Conference - Meals	119.62	186.09
A13637	04/16/25	12684	MEA FINANCIAL SERVICES, INC.		V	61-241-3430-000-000-0000	Mail Charges	549.96	549.96
A13638	04/16/25	14441	LOWRIE, AMY MILLER		G	11-411-8510-020-000-3310	ADULT ED 107 LANSING - 3/31/20	79,290.49	79,290.49
A13639	04/16/25	16010	MONTAG FORWARD SOLUTIONS		G	12-451-2500-000-000-0000	May Premiums	178.10	178.10
A13640	04/16/25	39160	QUILL CORPORTATION		X	21-283-3220-000-000-0000	Feb 26-28 Conference - Mileage	59.36	59.36
A13641	04/16/25	46007	RELEVANT ACADEMY OF EATON		G	11-221-3190-000-000-9303	May 5-6 Conference Presentatio	1,000.00	1,000.00
A13642	04/16/25	15496	SIX, KRISTIN		H	91-296-7920-000-000-4315	Ring Binders - 24	112.92	112.92
A13643	04/16/25	13038	SOMMERLOT, EVELYN		G	10-518-1902-902-000-0000	April State Aid	(1,820.94)	
A13644	04/16/25	13216	SURATO, JENNIFER		G	12-421-1902-000-000-0000	April State Aid	77,435.17	75,614.23
A13645	04/16/25	15636	TAYLOR, LYNN		X	21-122-3210-002-120-0000	April Mileage	7.91	7.91
A13646	04/16/25	45860	THRUN, MAATSCH, AND		X	21-215-5910-000-032-0000	Panda Speech Interactive Board	20.37	20.37
A13647	04/16/25	15835	WEBBER, JEANNETTE		X	21-214-3210-000-021-0000	February Mileage	34.72	34.72
A13648	04/16/25	13590	WESTENDORP, LINDSEY		F	51-297-3210-000-000-0000	March Mileage	15.82	15.82
A13649	04/16/25	15885	WIDDICOMBE, MELINDA		G	11-231-3170-000-000-0000	Services through 2/20/2025	100.50	100.50
A13650	04/23/25	13889	A.D.N. ADMINISTRATORS		G	11-227-3210-000-000-3310	December Mileage	89.11	89.11
A13651	04/23/25	12719	ALGRIM, HEATHER		G	11-226-3210-000-000-3430	Jan-March Mileage	363.93	363.93
A13652	04/23/25	14848	AMAZON CAPITAL SERVICES, INC		X	21-215-3210-000-032-0000	March 13-14 Conf - Mileage & R	414.00	414.00
					G	12-451-0009-000-000-0000	May - A.D.N. ADMIN-DENTAL PRE	1,551.00	1,551.00
					G	11-226-3210-000-000-3310	March Mileage	98.00	98.00
					G	11-212-5990-000-000-2251	Sharpie markers/Expo dry erase	98.62	
					G	11-212-5990-000-000-2251	Temporary Tattoos - suicide pr	8.99	
					G	11-221-5910-000-000-0000	Sticky notes - 24 pack	14.99	
					G	11-221-5990-000-000-0000	Napkins	6.66	
					G	11-221-5990-000-000-9303	Gift bags/badge holders/printe	1,400.76	
					G	11-221-5990-000-919-9303	Rainbow stickers/badges/poster	67.39	
					G	11-221-5990-000-923-9303	Rainbow stickers/badges/poster	67.37	
					G	11-221-5990-000-933-9303	Rainbow stickers/badges/poster	67.37	
					G	11-221-6420-000-000-0000	Standing Desk	123.49	
					G	11-226-5990-000-000-5225	Candy/Gum/Suckers	184.40	
					X	21-214-5990-000-021-0000	File Folders	20.99	
					X	21-215-5990-000-032-0000	iPad Case	18.99	
					X	21-218-5990-000-000-0000	Rubber Stamp/iPad case/screen	155.75	
					X	21-218-5990-000-065-0000	Hearing aid batteries	37.98	
					X	21-221-5990-000-000-9150	Flipchart paper/sharplies/sciss	436.13	
					V	61-127-5990-000-000-4490	20ft Flagpole	299.99	
					V	61-127-5990-000-000-4490	Batteries	82.36	3,092.23

**Check Register**

**Eaton RESA**

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Date Range: 04/01/2025 to 04/30/2025

CheckNo	CkDate	Vendor	Name	PO#	AFC	Account	Description	Amount	CheckAmt
A13653	04/23/25	15173	AMN ALLIED SERVICES LLC	19615 C	X	21-216-3130-000-041-0000	Rials - 03/20 - 04/05	2,400.00	2,400.00
A13654	04/23/25	14542	AMY'S CATERING LLC	19658 C	G	11-221-5993-000-000-0000	Event Meal - 04/15	275.00	275.00
A13655	04/23/25	14527	BANK OF NEW YORK MELLON -		G	11-252-7412-000-000-0000	Paying Agent Fee - 05/21/25-06	750.00	750.00
A13656	04/23/25	15578	BUCHHOP-SILER, ELIZABETH		X	21-122-3210-001-120-0000	Feb - Mar Mileage	50.40	50.40
A13657	04/23/25	50674	CENTRAL MICHIGAN PAPER CO.	19576 C	G	11-252-5910-000-000-0000	Copy Paper	1,360.00	1,360.00
A13658	04/23/25	07360	CHARLOTTE PUBLIC SCHOOL		X	20-512-0000-000-000-0000	Transportation	(45,854.00)	
					X	20-518-9210-030-901-9214	Billbacks	(438,439.00)	
					X	21-411-8510-030-000-0000	Medicaid Outreach	3,003.00	
					X	21-411-8518-030-000-0000	SE Gross Claim	797,923.00	316,633.00
A13659	04/23/25	15521	CHG MEDICAL STAFFING INC	19660 C	X	21-215-3130-000-032-0000	R. Hooley - 03/30 - 04/12	4,500.00	4,500.00
A13660	04/23/25	13740	CLARK HILL PLC	19624 C	X	21-226-3170-000-000-0000	Services through 2/28/2025	2,698.00	
				19622 C	X	21-226-3170-000-000-0000	Services through 1/31/2025	1,171.50	3,869.50
A13661	04/23/25	15866	COMBS, MACKENSIE		X	21-216-3210-000-041-0000	February Mileage	37.80	37.80
A13662	04/23/25	94460	HASSEL FREE FUELS		G	11-261-5710-000-000-0000	S/C PACK TRUCK GASOLINE	35.55	35.55
A13663	04/23/25	04242	EATRAN	18295 P	X	21-271-3310-001-000-0000	130 Yellow/Gold Tokens	1,170.00	1,170.00
A13664	04/23/25	15611	EMBARK CORPORATION	19655 C	V	61-127-3450-000-000-0000	Variable Transactions - March	70.00	70.00
A13665	04/23/25	15456	FARMER, MAKENZI		X	21-215-3210-000-035-0000	February Mileage	100.66	
					X	21-221-3220-000-035-0000	Feb 27-28 Conference - Mileage	147.60	248.26
A13666	04/23/25	44597	GATZ, STACY		X	21-212-3210-000-080-0000	Feb & Mar Mileage	83.30	83.30
A13667	04/23/25	15689	GET 'EM AND GO PLUS MORE LLC	19619 C	X	21-271-3310-000-000-9140	04/02 Transportation Svs	162.69	
				19620 C	X	21-271-3310-000-000-9140	04/07 Transportation Svs	202.69	365.38
A13668	04/23/25	19060	GRAND LEDGE PUBLIC SCHOOLS		X	20-512-0000-000-000-0000	Transportation	(92,559.00)	
					X	20-518-9210-060-901-9214	Billbacks	(930,419.00)	
					X	21-411-8510-000-060-0000	Medicaid Outreach	6,858.00	
					X	21-411-8510-060-000-8010	IDEA Reimbursement	1,097,307.13	
					X	21-411-8518-060-000-0000	SE Gross Claim	1,099,502.00	
					X	21-411-8521-000-000-0000	IDEA 3% Handling Fee	32,919.00	
					X	22-421-0000-000-000-0000	Due to Grand Ledge	(604,234.13)	609,374.00
A13669	04/23/25	12978	HAGER, KELLY		X	21-226-3210-000-082-0000	Jan - Mar Mileage	232.89	232.89
A13670	04/23/25	14650	HAMMELL, TRACI LYNN		X	21-122-3210-000-273-0000	March Mileage	186.97	186.97
A13671	04/23/25	22260	INGHAM INTERMEDIATE SCHOOL		G	12-192-0000-000-000-0000	FY26 Arctic Wolf & Sentinel O	31,243.84	
					V	61-411-8510-000-000-3510	CIP Lab Equipment	32,537.28	63,781.12
A13672	04/23/25	00515	ISLAND CITY ACADEMY		X	20-518-9210-901-901-9214	Billbacks	(18,178.00)	
					X	21-411-8518-901-000-0000	SE Gross Claim	32,912.00	14,734.00
A13673	04/23/25	15550	JACKSON, TAYLOR		X	21-219-3210-000-075-0000	March Mileage	159.39	159.39
A13674	04/23/25	14846	KING, MORGAN ELIZABETH		G	11-118-5610-560-000-3430	Meijer - Fresh Fruit for class	116.29	116.29
A13675	04/23/25	12749	LIFE TECH ACADEMY		X	21-411-8510-900-000-8010	IDEA Reimbursement - (Jan 2025	21,444.73	21,444.73
A13676	04/23/25	29560	MAPLE VALLEY PUBLIC SCHOOLS		X	20-512-0000-000-000-0000	Transportation	(64,034.00)	

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Date Range: 04/01/2025 to 04/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A13677	04/23/25	13013	MCCULLEN, MARINA		X	20-518-9210-065-901-9214	Billbacks	(215,914.00)	
A13678	04/23/25	13646	MYERS PLUMBING & HEATING INC.		X	21-411-8510-065-000-0000	Medicaid Outreach	923.00	
A13679	04/23/25	15800	NILES COMMUNITY SCHOOLS		X	21-411-8518-065-000-0000	SE Gross Claim	364,474.00	85,449.00
A13680	04/23/25	94398	PEARSON		V	61-127-5990-000-000-9999	April 17-19 Conference - Milea	344.50	344.50
A13681	04/23/25	14859	PLANSOURCE BENEFITS	19642 C	X	21-214-5990-000-021-0000	Replaced Toilet/cleaned drain	2,719.59	2,719.59
A13682	04/23/25	37660	POTTERVILLE PUBLIC SCHOOL		G	11-261-4110-000-000-0000	61s FFA SUPPORT	1,025.00	1,025.00
					X	12-451-0023-000-000-0000	CASL2 Record Forms	186.56	186.56
					G	20-512-0000-000-000-0000	AFLAC - May	2,219.14	2,219.14
					X	20-518-9210-090-901-9214	Transportation	(33,443.00)	
					X	21-261-4290-090-120-0000	Billbacks	(210,137.00)	
					X	21-411-8510-090-000-0000	MOCI Classroom Rent	8,088.00	
					X	21-411-8518-090-000-0000	Medicaid Outreach	760.00	
					X	21-215-5910-000-032-0000	SE Gross Claim	484,735.00	250,003.00
A13683	04/23/25	12639	PRO-ED, INC	19316 C	X	21-215-5910-000-032-0000	SLDT-E:NU examiner record book	55.00	
					X	21-215-5910-000-032-0000	SLDT-A examiner booklets	110.00	165.00
A13684	04/23/25	15496	SIX, KRISTIN	19141 C	X	21-122-3210-002-120-0000	March Mileage	7.91	7.91
A13685	04/23/25	13038	SOMMERLOT, EVELYN		X	21-215-3210-000-032-0000	March Mileage	45.99	45.99
A13686	04/23/25	95289	SPEECH THERAPY ASSOCIATES	19641 C	X	21-215-3130-000-032-0000	February Services	5,130.00	5,130.00
A13687	04/23/25	45860	THRUN, MAATSCH, AND	19623 C	G	11-231-3170-000-000-0000	Services through 03/20/2025	536.00	
					X	21-226-3170-000-000-0000	Services through 3/20/2025	368.50	904.50
A13688	04/23/25	15172	TRAVIS, RASHMI		G	11-226-3210-000-000-6351	March - April Mileage	86.80	86.80
A13689	04/23/25	15900	WACOUSTA COOPERATIVE		G	11-441-8513-000-000-3430	GSRP - Feb	11,560.43	11,560.43
A13690	04/23/25	15885	WIDDICOMBE, MELINDA		X	21-215-3210-000-032-0000	March Mileage	17.22	17.22
A13691	04/30/25	14848	AMAZON CAPITAL SERVICES, INC	19659 C	G	11-221-5990-000-000-2700	Rolling cart with drawers	51.99	
					G	11-221-5990-000-000-7673	Frozen Unicorn game/Stickers/U	89.55	
					G	11-221-5990-000-000-7673	Affirmation cards/Rings/Passpo	514.66	
					G	11-221-5990-000-000-9303	Costumes/Red Curtain/Sign hold	140.17	
					G	11-221-5990-000-000-9303	Trophies	39.48	
					G	11-221-5990-000-000-9303	Pearl Garland/White feathers	21.46	
					G	11-221-5990-000-000-9303	Star pins/Vases/Feathers/Stick	143.50	
					X	21-122-5110-000-140-0000	Butterflies	13.77	
					X	21-122-5990-000-140-0000	Magnetic Laptop Screen	41.52	
					X	21-213-5990-000-011-0000	Loop Scissors/child vest/clear	146.93	
					X	21-218-5990-000-000-0000	Chromebook case	18.99	
					X	21-218-5990-000-064-0000	Hearing aid batteries	29.99	
					X	21-218-6420-000-000-0000	Neckband Bluetooth speaker	34.19	
A13692	04/30/25	15173	AMN ALLIED SERVICES LLC	19588 C	X	21-241-7910-001-000-0000	Graduation Tassels - Teal	69.90	1,356.10
					X	21-216-3130-000-041-0000	Rials 4/6-4/12	3,000.00	3,000.00

### Check Register

Eaton RESA

Type of Checks: All

Date Range: 04/01/2025 to 04/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A13693	04/30/25	14542	AMY'S CATERING LLC	19677 C	G	11-211-5990-000-000-9073	Event Meal - 04/25/2025	440.00	440.00
A13694	04/30/25	02360	BARRY EATON DIST HEALTH DEPT	19266 P	G	11-221-3190-000-923-9303	ECSAAG - Apr	1,527.91	1,527.91
A13695	04/30/25	14659	BLANCHARD, JADA MARIE		X	21-213-3210-000-000-9310	April Mileage	107.10	107.10
A13696	04/30/25	93871	CAPITAL AREA COMMUNITY		G	11-445-8510-000-000-3430	GSRP - Jan - Mar	58,491.17	58,491.17
A13697	04/30/25	15236	CHAMBERS, CHELSEA MARIE		G	11-221-3220-000-000-0000	April 15-16 Conf - Mileage & M	131.40	131.40
A13698	04/30/25	07360	CHARLOTTE PUBLIC SCHOOL	18248 P	G	11-257-8220-000-000-0000	April - Courier fees	280.00	
					F	51-297-8220-000-000-0000	Delivery Fee/Milk	87.54	
					F	51-297-8220-000-000-0000	Lunch Trays/Sporks	62.55	
					F	51-297-8220-000-000-8500	March - GSRP Galewood Breakfas	1,552.50	
					F	51-297-8220-000-000-8500	March - GSRP MV Breakfast	486.00	
					F	51-297-8220-000-000-8510	March - GSRP Galewood Lunch	2,443.75	
					F	51-297-8220-000-000-8510	March - GSRP MV Lunch	765.00	5,677.34
A13699	04/30/25	13827	CLUTE, ANGELA		G	11-226-3210-000-000-3430	Feb - Mar Mileage	64.96	64.96
A13700	04/30/25	12823	COUSINS, SUSAN		G	11-118-5110-560-000-3430	Dollar Tree - Classroom suppli	11.25	
					G	11-118-5610-560-000-3430	Meijer - Classroom snacks	50.00	61.25
A13701	04/30/25	13859	D & D MAINTENANCE SUPPLY, INC		G	11-261-5990-000-000-0000	Quart Bottles/Trigger Sprayer	29.52	
					G	11-261-5990-000-000-0000	HD Liners/Tissue/Roll Towel/Wa	330.67	360.19
A13702	04/30/25	13029	DEVOLDER-HICKS, SHEILA		X	21-212-3210-000-080-0000	February Mileage	137.83	137.83
A13703	04/30/25	14681	DYKSTRA, KRISTIN		V	61-212-3210-000-000-0000	Jan - Mar Mileage	339.50	339.50
A13704	04/30/25	14106	ELITE AUDITING AND CONSULTING,	17825 P	G	11-285-3190-000-000-0000	May Services	4,000.00	4,000.00
A13705	04/30/25	44684	EPARS (403B)		G	12-451-0015-000-000-0000	TSA 403B	8,385.70	
					G	12-451-0015-000-000-0000	TSA 403B BOE PD	730.77	
					G	12-451-0015-000-000-0000	TSA 403B ROTH	1,024.00	
					G	12-451-0015-000-000-0000	457	550.00	10,690.47
A13706	04/30/25	14408	GREAT LAKES GRAPHICS, INC.	19665 C	G	11-221-5990-000-000-9303	2025 Prevention Conf Cover	74.75	74.75
A13707	04/30/25	46475	GRAND LEDGE PUBLIC SCHOOLS -		G	11-118-8220-560-000-3430	Feb - GSRP Meals	372.75	
					G	11-118-8220-560-000-3430	March - GSRP Meals	276.50	649.25
A13708	04/30/25	13367	GRANTHAM, JENNIFER		V	61-271-5710-000-000-0000	Fuel for Suburban	20.01	20.01
A13709	04/30/25	15786	HARBOR BEACH COMMUNITY		V	61-411-8510-000-000-3510	61s FFA SUPPORT - Final Report	47,749.27	47,749.27
A13710	04/30/25	13589	HOLMES, CHRISTINA		H	11-221-3210-000-000-7673	March 5 - Mileage	13.86	
					H	91-296-7920-000-000-4315	April 11-13 Conf - Mileage & P	74.00	87.86
A13711	04/30/25	14743	HUBBERT, LAURIE ANN		X	21-221-3220-000-065-0000	Apr 24-25 Conf - Reg/Miles/Mea	555.09	555.09
A13712	04/30/25	22260	INGHAM INTERMEDIATE SCHOOL		G	11-282-3510-000-000-3310	2nd Qtr Communication	738.50	
					G	11-282-8290-000-000-0000	2nd Qtr Communication	23,838.75	
					G	11-284-8220-000-000-0000	3rd Qtr Tech Services	126,586.18	
					V	61-282-8290-000-000-0000	2nd Qtr Communication	5,312.75	156,476.18
A13713	04/30/25	12661	LANSING REGIONAL CHAMBER OF	19682 C	G	11-231-7410-000-000-0000	2025 Engagement Package - dues	8,650.00	
				19682 C	X	21-283-3220-000-000-0000	Leadership Lansing - A. Baker	2,000.00	

**Check Register**

**Eaton RESA**

Type of Checks: All

Date Range: 04/01/2025 to 04/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A13714	04/30/25	46477	LANSING SCHOOL DISTRICT	19682 C	V	61-212-3220-000-000-0000	Leadership - Lansing - S. Jobs	2,000.00	12,650.00
A13715	04/30/25	15892	LASKY, ADYSON	18855 P	G	11-221-8220-000-000-6973	M. Rebec - March	2,737.00	2,737.00
A13716	04/30/25	15602	LAUTZ E FLIPS, LLC	17935 P	G	11-221-3210-000-919-9303	March Mileage	367.29	367.29
A13717	04/30/25	15525	LIND, SAMANTHA		X	21-261-4210-000-000-0000	April - Rent	300.00	300.00
A13718	04/30/25	14540	LOBDELL, CHRISTINA JOY		V	61-212-3210-000-000-0000	Jan - Mar Mileage	91.56	91.56
A13719	04/30/25	14484	MADISON NATIONAL LIFE		X	21-215-3210-000-035-0000	Aug - Dec Mileage	523.13	523.13
A13720	04/30/25	93913	MICHIGAN VIRTUAL UNIVERSITY	19678 C	G	12-451-0022-000-000-0000	May - MADISON NAT'L LIFE INS C	6,737.19	6,737.19
A13721	04/30/25	15608	MILLER, LAURA		G	11-225-3110-000-000-9321	MVU Tuition - GL, Leslie, Maso	7,500.00	7,500.00
A13722	04/30/25	13218	MORSE, HEATHER		X	21-221-3220-000-032-0000	Nov 7-8 Speech Conf - Mileage	11.26	11.26
A13723	04/30/25	15330	OSGOOD, DONNA L		X	21-213-3210-000-011-0000	March Mileage	47.04	47.04
A13724	04/30/25	15697	PORZONDEK, CHEYENNE		G	11-252-3220-000-000-0000	April 17 Conference - Mileage	22.26	22.26
A13725	04/30/25	14919	RICHARDSON, EMILY ANN		G	11-221-3210-000-933-9303	Parking fees	19.85	19.85
A13726	04/30/25	15660	RIFE, PAIGE V		G	11-221-3210-000-933-9303	April Mileage	76.23	76.23
A13727	04/30/25	15690	TRUSTMARK VOLUNTARY BENEFIT		G	11-221-3210-000-0251	Jan - Mar Mileage	114.66	114.66
					X	21-241-2310-001-000-0000	Winter 2025 Course Reimbs	2,390.52	2,390.52
					G	12-451-0060-000-000-0000	LTC ER PREMIUM - 04/04/2025	2,790.26	2,790.26
					G	12-451-0060-000-000-0000	LTC ER PREMIUM - 04/18/2025	2,748.60	2,748.60
					G	12-451-0061-000-000-0000	LTC EE PREMIUM - 04/04/2025	1,271.23	1,271.23
					G	12-451-0061-000-000-0000	LTC EE PREMIUM - 04/18/2025	1,270.33	1,270.33
A13728	04/30/25	15968	VIANE, JAEDYN		V	61-212-3210-000-000-0000	Mar - Apr Mileage	19.60	19.60
A13729	04/30/25	14115	WILLIAMS, SEAN M		G	11-232-3220-000-000-0000	April 5-9 Conf Mileage & Meals	204.66	204.66
A13730	04/30/25	15879	YOU AND ME ACADEMY		G	11-441-8512-000-000-3430	GSRP - March	17,679.27	17,679.27
					G	11-445-8510-000-343-3430	GSRP - Start up - Feb/March	10,123.41	27,802.68
<b>Sub Total:</b>								<b>\$2,888,100.64</b>	
<b>Register Total:</b>								<b>\$5,275,745.03</b>	

## BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

**I. DATE OF BOARD MEETING:** 05/21/2025

**II. AGENDA ITEM TITLE:** Apprenticeship Wall Project

**III. TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

- Presentation
- Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*
- Action/Approval *(new positions/FTE increases for existing positions are action items)*
- Information

**IV. AGENDA ITEM DESCRIPTION:**

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

Eaton RESA was awarded a \$1 million grant by MDE-OCTE in order to direct and manage the statewide apprenticeship wall project. Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board award authorize the Superintendent to contract with Conduit for the Trades, LLC, a sole source provider of "apprenticeship walls" to design, print and deliver apprenticeship walls to awarded schools. Interested schools will be required to go through an application process and will request an apprenticeship wall from 3 different size options and costs ranging from \$2,000 - \$3,000. An estimated 50 apprenticeship walls will be developed, printed and delivered in round 1 of applications for a cost not to exceed \$160,000 through September, 2025.

b) **Cost:** not to exceed \$160,000

c) **Timeframe/term of agreement:** 05/21/2025 to June 30, 2026

d) **List Supporting materials/attachments, if any:**

*Conduit to the Trades, LLC agreement*

**V. RECOMMENDATION:** *(Place an X in the box you select)*

- Approve
- Authorize the Superintendent to execute agreement
- Approve the increase of FTE: Position \_\_\_\_\_ FTE Increase \_\_\_\_\_
- Award a bid
- Other: \_\_\_\_\_

**VI. RECOMMENDED BY:** Vlad Lebedintsev, Asst. Supt for CTE

# **Business Proposal: Apprenticeship Program Wall Project**

**Date:** April 7, 2025

**Prepared for:** Eaton RESA

**Prepared by:** Conduit to the Trades, LLC

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## **1. Executive Summary**

In collaboration with the Michigan Building Construction and Trades Council, Conduit to the Trades, LLC is a single source vendor that proposes to design, produce, and ship Apprenticeship Program Walls. This initiative highlights and promotes various building trades and their apprenticeship programs. Following the successful implementation at Grand Ledge High School, Conduit to the Trades, LLC, intends to expand this program to additional school districts across Michigan.

## **2. Project Overview**

**Objective:** The primary objective is to create an Apprenticeship Program Wall that showcases participating trades' logos and QR codes, providing students and the community with information on apprenticeship opportunities and career paths in the building trades.

### **Scope of Work:**

1. **Artwork and Design:** Conduit to the Trades, LLC, has secured the necessary logos and QR codes and obtained three competitive bids from Michigan Allied print shops. Based on these bids, a print shop has been chosen.
2. **Approval Process:** Conduit to the Trades, LLC, will contact school district contacts to obtain approval for wall placements.
3. **Sign Production and Installation:** The selected print shop will create proofs for each trade sign, which partners will review and approve before final production. The shop will ship the signs to the schools for installation performed by the school.

## **3. Project Phases**

1. **Initial Planning and Design:**
  - Contact school districts to seek approval for the wall installation.
  - Gather partner logos, QR codes, and required wording for each trade sign.
  - Develop artwork and design for the Apprenticeship Program Wall.
2. **Approval and Coordination:**
  - Contact school districts to finalize locations for the wall installation.
  - Finalize designs and obtain approval from all participating partners.
3. **Production:**

- Send approved design files to the print shop.
- Review and approve proofs provided by the print shop.
- 4. **Installation:**
  - The print shop will produce the final signs.
  - Coordinate with the print shop to ship the Apprenticeship Program Wall to the awarded school.
  - Installation will be performed by the school district.

## 4. Budget and Financial Plan

### Package Costs:

#### Package 1: \$3,000

- 16.5' wide x 7' tall

#### Package 2: \$2,500

- 12' wide x 6' tall

#### Package 3: \$2,000

- 8' wide x 4' tall

**Additional 2'x3' Add-on: \$200**

## 5. Expected Outcomes

1. **Enhanced Visibility:** Increase awareness of apprenticeship opportunities among students and the community.
2. **Educational Value:** Provide students with tangible information about career paths in the building trades.
3. **Community Engagement:** Foster stronger relationships between schools and the building trades industry.

## 6. Partners and Stakeholders

### Primary Partners:

- Michigan Building Construction and Trades Council
- Participating Trade Organizations

### Key Stakeholders:

- Targeted High School
- Additional School Districts (for future expansions)
- Michigan Allied Print Shops

## 7. Next Steps

1. **Confirm Approval:** Secure final approval from targeted High Schools and other potential school districts.
2. **Finalize Designs:** Complete the design and proof approval process with the print shop and partners.
3. **Schedule Shipment:** Coordinate with the print shop for shipment dates.

## 8. Contact Information

For further details or inquiries, please contact:

**Betsy Mauk**

**Conduit to the Trades, LLC**

**tradesconduit@gmail.com**

**517-645-2431**

[https://www.flowcode.com/page/conduit to the trades](https://www.flowcode.com/page/conduit%20to%20the%20trades)

<https://www.facebook.com/profile.php?id=61569861663178>

## 9. Invoicing and Payments:

### Timeline:

**Round 1:** May 2025 - September 2025. The goal and purpose of this agreement is for Conduit to the Trades, LLC to plan, design, coordinate, produce and ship approximately 50 apprenticeship walls for approved Michigan public schools in round 1 of applications with a deadline ship date of August 1, 2025. Payment will be determined by apprenticeship wall package/sizing options and up to 1 add-on option approved requests for awarded schools. Payment to the vendor will be processed for approved schools by sending an invoice to Eaton RESA with attached proof of product shipment and service completion.

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Thank you for considering this proposal. Conduit to the Trades, LLC, looks forward to collaborating on this impactful project.

## BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

**I. DATE OF BOARD MEETING:** 5/21/2025

**II. AGENDA ITEM TITLE:** Xello License Agreement

**III. TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

- Presentation
- Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*
- Action/Approval *(new positions/FTE increases for existing positions are action items)*
- Information

**IV. AGENDA ITEM DESCRIPTION:**

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board authorize the Eaton RESA to renew a 3 year agreement to use the Xello system to conduct Education Development Plans for students in grades 7-12 throughout Eaton County service area. A 3 year agreement allows for discounted pricing which is based on student enrollment. The proposed/estimated cost for the 2025-2026 school year is \$17,709 and locks in the rate at \$3.45 per student in grades 9-12 and \$2.70 for students in grades 7-8. We are estimating 3,758 high school students and 1,757 middle school students to use the program.

b) **Cost:** \$3.45 p/student in 9-12 & \$2.70 p/student in 7-8. - \$17,709 in 2025-26

c) **Timeframe/term of agreement:** 07/01/2025 to 6/30/2028

d) **List Supporting materials/attachments, if any:**

*Xello quote attached*

**V. RECOMMENDATION:** *(Place an X in the box you select)*

- Approve
- Authorize the Superintendent to execute agreement
- Approve the increase of FTE: Position \_\_\_\_\_ FTE Increase \_\_\_\_\_
- Award a bid
- Other: \_\_\_\_\_

**VI. RECOMMENDED BY:** Vlad Lebedintsev, Asst. Supt for CTE

# Xello Quote

Proposal for **Eaton RESA**

Prepared By:

**Courtney McKenzie**

Customer Success Manager

+1 (800) 965-8541 Ext.173

courtneym@xello.world

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# ORDER / QUOTE

REF-075186

**QUOTE FOR:**

ATTN: **Accounts Payable**  
 Eaton RESA  
 1790 E. Packard Highway  
 Charlotte, MI 48813

**REQUESTED BY:**

Vlad Lebedintsev  
 Eaton RESA  
 1790 E. Packard Highway  
 Charlotte, MI 48813

**SUBSCRIPTION PERIOD:**

Start Date: **Jul 1, 2025**  
 End Date: **Jun 30, 2026**  
 Multiyear Term: Year 1 of 3  
 Total Term Length: 3 years

PRODUCT	QTY	ANNUAL RATE	PRICE	SUBTOTAL
Xello for High School ▼ Includes Project Success	3,758	<b>\$3.45</b> Per Student Reg \$5.95	\$3.45 42% (\$2.50) discount	\$12,965.10
Xello for Middle School ▼	1,757	<b>\$2.70</b> Per Student Reg \$4.75	\$2.70 43% (\$2.05) discount	\$4,743.90

**NOTES:**

This quote represents the costs associated with year 1 of your agreed upon 3 year term for the quantity identified above. Thank you for continuing to partner with us to make every student future ready!

**GRAND TOTAL:**

**\$17,709.00**  
 USD

Xello Terms of Use Agreement W8 Form Billing + Renewals FAQ's	Start Date	Year	Amount
	Jul 1, 2025	1	17,709.00
	Jul 1, 2026	2	18,548.45
	Jul 1, 2027	3	18,824.20
<b>Total Contract Amount</b> (Changes to student enrollment may affect future contract amounts)			<b>\$55,081.65</b>



courtneym@xello.world



Phone: +1 (800) 965-8541 Ext.173

1867 Yonge Street • Suite 502 • Toronto, ON M4S 1Y5 • Canada

## BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

**I. DATE OF BOARD MEETING:** 5/21/2025

**II. AGENDA ITEM TITLE:** Out of state conference travel request

**III. TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

Presentation

Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*

Action/Approval *(new positions/FTE increases for existing positions are action items)*

Information

**IV. AGENDA ITEM DESCRIPTION:**

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

Vlad Lebedintsev, Assistant Superintendent for CTE is requesting board approval to attend the ACTE Vision Conference from December 9th through December 12th in Nashville, Tennessee. The conference will allow the administrator to learn the most recent and relevant best practices in Career and Technical Education and bring back to share and implement with CTE programs across Eaton County. Vlad also is a MI-ACTE executive board member serving ACTE for the last 6 years.

b) **Cost:** \$2,417

c) **Timeframe/term of agreement:** 12/09/2025 to 12/12/2025

d) **List Supporting materials/attachments, if any:**

Pre-Conference Travel Request Form

**V. RECOMMENDATION:** *(Place an X in the box you select)*

Approve

Authorize the Superintendent to execute agreement

Approve the increase of FTE: Position \_\_\_\_\_ FTE Increase \_\_\_\_\_

Award a bid

Other: \_\_\_\_\_

**VI. RECOMMENDED BY:** Vlad Lebedintsev, Assistant Superintendent for CTE



School Year 24-25

### Pre-Conference Request Form

**To be completed 2 weeks prior to In State travel / 4 weeks prior to Board Meeting if Out Of State**

**Conference Information**

Employee Name Vlad Lebedintsev Dept: CTE  
 Conference Date(s) December 9th-12th, 2025  
 Conference Title ACTE CareerTech Vision 2025  
 Conference Location Gaylord Opryland Resort & Convention Center, Nashville, TN

**Registration**

Will pay using P Card \_\_\_\_\_ Registration Cost: \$ 670  
 Account #: 61-226-3220-000-000-0000  
 Vendor Name PNC - Business Card  
 Vendor Address NA  
 Is this a Group Registration no  
 If yes, please provide name(s) of other employees in group

**Other Expenses (Items to be reimbursed after conference with supporting documentation)**

Enter 0 in the normal commute field if your normal commute is more than the distance to/from the conference **Miles**  
 Mileage from departure (address) \_\_\_\_\_  
 to conference (address) \_\_\_\_\_  
 Subtract my normal commute (if leaving from home or other non base work location) \_\_\_\_\_  
**Equals reimbursable one-way mileage** \_\_\_\_\_  
**Roundtrip mileage** \_\_\_\_\_  
**Total estimated mileage for conference timeframe** \_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

Other Travel (Air, Train, Bus): Air Travel 500.00  
 Other (Parking, Shuttle, Taxi, Books, etc...): Uber to/from hotel and airport, Parking at DTW 200.00  
 Meals 360.00

**Per diem is \$55\* for meals plus tips up to 20%, daily max. of \$66** - See Directions tab regarding pre-approval for \*increased per diem for Major Cities.

**Lodging Expense (Note: ENSURE hotel has copy of ERESA Tax Exemption Certificate)**

Will pay with P Card \_\_\_\_\_  
 # of Nights: 3.00 Daily Rate (include taxes/fees): 229.00 \$ 687.00  
 Acct # 61-226-3220-000-000-0000  
 Hotel Name Gaylord Opryland Resort & Convention Center  
 Hotel Address 2800 Opryland Dr, Nashville, TN 37214





## Post-Conference Request Form

(To be completed upon return, even if no reimbursement is requested)

### Conference Information

Employee Name \_\_\_\_\_ Dept: \_\_\_\_\_

Conference Date(s) \_\_\_\_\_

Conference Title \_\_\_\_\_

Conference Location \_\_\_\_\_

### Actual Conference Expense

\*\*Attach all detailed receipts for which you are requesting reimbursement - attach original purchasing card receipts to P-Card statement.\*\*

	Estimated Approval	Actual Expense	ERESA Pre-Paid	ERESA PCARD Charges	Employee Reimbursement
Registration Fee	670.00				
Est. Mileage: _____ Miles @ _____ Actual Mileage: _____					
Other Travel _____	700.00				
Lodging	687.00				
Meals (complete detail below)	360.00				
Other _____ (explain)	200.00				
<b>Total</b>	<b>2,617.00</b>				

**Note:** All meals must be supported by detailed receipts & names of participants if receipt is for more than one person.

**New!** As of July 1, 2019, staff are allowed a per diem of \$55\* for meals plus the costs of tips, which are reimbursable up to 20% for a maximum daily reimbursement of \$66.

\* Major Cities per diem increase must have been pre-approved on the pre-conference form prior to travel.



## Fwd: Gaylord Opryland Resort & Convention Center Reservation Confirmation For ACTE CareerTech VISION 2025

1 message

**Vlad Lebedintsev** <vlebedintsev@eatonresa.org>  
To: Madison Lytle <mlytle@eatonresa.org>

Tue, Mar 18, 2025 at 12:50 PM

Receipt for hotel

Vlad Lebedintsev, Ed.S, MBA  
Assistant Superintendent for Career and Technical Education  
Eaton Regional Education Service Agency  
"Where Your Talent Pipeline Begins"  
Office: (517) 483-1341

[Vlebedintsev@eatonresa.org](mailto:Vlebedintsev@eatonresa.org)



To request a 30 minute virtual meeting with me, please [click here](#)

----- Forwarded message -----

From: **Vlad Lebedintsev** <[vladlebedintsev@gmail.com](mailto:vladlebedintsev@gmail.com)>

Date: Tue, Mar 18, 2025 at 12:50 PM

Subject: Fwd: Gaylord Opryland Resort & Convention Center Reservation Confirmation For ACTE CareerTech VISION 2025

To: Vlad Lebedintsev <[vlebedintsev@eatonresa.org](mailto:vlebedintsev@eatonresa.org)>

----- Forwarded message -----

From: **The Gaylord Opryland Resort & Convention Center Team** <[info@cvent.com](mailto:info@cvent.com)>

Date: Tue, Mar 18, 2025 at 12:49 PM

Subject: Gaylord Opryland Resort & Convention Center Reservation Confirmation For ACTE CareerTech VISION 2025

To: <[VladLebedintsev@gmail.com](mailto:VladLebedintsev@gmail.com)>



Dear Vladislav,

We are pleased to confirm your reservations for the ACTE CareerTech VISION 2025 at Gaylord Opryland Resort & Convention Center. Our entire staff is looking forward to your arrival.

Below is a summary of your booking and room information. Should your travel plans change and you need to make updates to your reservation, click the red "Update Now" button on the right hand side of this email.

**Payment Information At Your Fingertips**

Gaylord Opryland Resort & Convention Center is now cashless throughout your experience. The resort accepts credit card and mobile payments only, including front desk, food and beverage locations, retail, special events, parking, etc. Guests can convert their cash into \$20 - \$500 gift cards at Cash-To-Card kiosks located next to the Delta and Cascades ATMs.

**Credit Card Payments:** If you would like to pay for the room with a credit card in advance, please email at [RESVMGR@GAYLORDHOTELS.COM](mailto:RESVMGR@GAYLORDHOTELS.COM), if you need a credit card authorization form for 10 rooms or more, please email at [gh.bnago.deposits@gaylordhotels.com](mailto:gh.bnago.deposits@gaylordhotels.com). A secure link will then be sent from Sertifi to provide us the credit card details and allow us to charge the card at time of receipt.

**Check Payments:** If you like to pay by check, we must receive the check 14-21 days prior to arrival to ensure proper posting. Please include the list of guests that the check is covering, including their confirmation information. If tax exempt, please also include a valid Federal, Tennessee State Only or a 501 C3 (any state) along with the check. All checks will need to be sent priority mail with a tracking number to: **Gaylord Opryland Resort, 2800 Opryland Drive, Nashville, TN 37214 Attn: Accounting Department**. You will email the tracking number and check/reservation details to [gh.bnago.deposits@gaylordhotels.com](mailto:gh.bnago.deposits@gaylordhotels.com). This way we can track the check for arrival.

**Pre Arrival Invoice:** If you need a pre arrival invoice please email, [gh.bnago.deposits@gaylordhotels.com](mailto:gh.bnago.deposits@gaylordhotels.com) . Please include confirmation/acknowledgement numbers for all reservations you would like to include in the invoice.

**Tax Exemption** forms we accept are only valid Federal, Tennessee State Only, or a 501 c3(Any state). To remain in compliance for state audit purposes, taxes can only be removed when correct documentation has been provided. You can email your tax form along with your reservation details to: [bnagocidseniorresv@gaylordhotels.com](mailto:bnagocidseniorresv@gaylordhotels.com) or bring it with you at check-in. WE DO NOT ACCEPT OTHER STATE TAX FORMS UNLESS THEY ARE A 501c3.

\* **Forgot your Marriott Bonvoy number? Click [Forgot my Account](#)**

We look forward to welcoming you soon!

- Gaylord Opryland Resort & Convention Center

To update your reservation online, click the button below



**Wayfinding App**

Download for step-by-step directions around the resort and access to the amenities, resources and reservations you need.

[Download the app from you apple store or google play.](#)

**Reservation Details**

**Online Confirmation Number:** Y511IE11

**Hotel Confirmation Number:** 88759947

**Date Booked:** Mar 18, 2025

**Reservation Name:** Vladislav  
LEBEDINTSEV

**Arrival Date:** Dec 9, 2025

**Departure Date:** Dec 12, 2025

**Room Type:** Run Of House Room

**Special Requests:**

**Number of Rooms:** 1

**Number of Guests:** 1

	Date	Guests
	Status	Rate
<b>Nightly Rate &amp; Status:</b>	Dec 9, 2025	1
	Confirmed	229.00
	Dec 10, 2025	1
	Confirmed	229.00
	Dec 11, 2025	1
	Confirmed	229.00

Additional Guest	Rate
Second Guest	0.00
Third Guest	20.00
Fourth Guest	20.00

**Total Charges:** 687.00



**NASHVILLE**  
**TUES.-FRI.**  
**DEC. 9-12**



44



ACTE's CareerTech

**VISION**



**2025**



**EARLY BIRD REGISTRATION OPENING SOON!**



Vlad Lebedintsev <vlebedintsev@eatonresa.org>

### ACTE's CareerTech VISION 2025 - Attendee Registration Confirmation

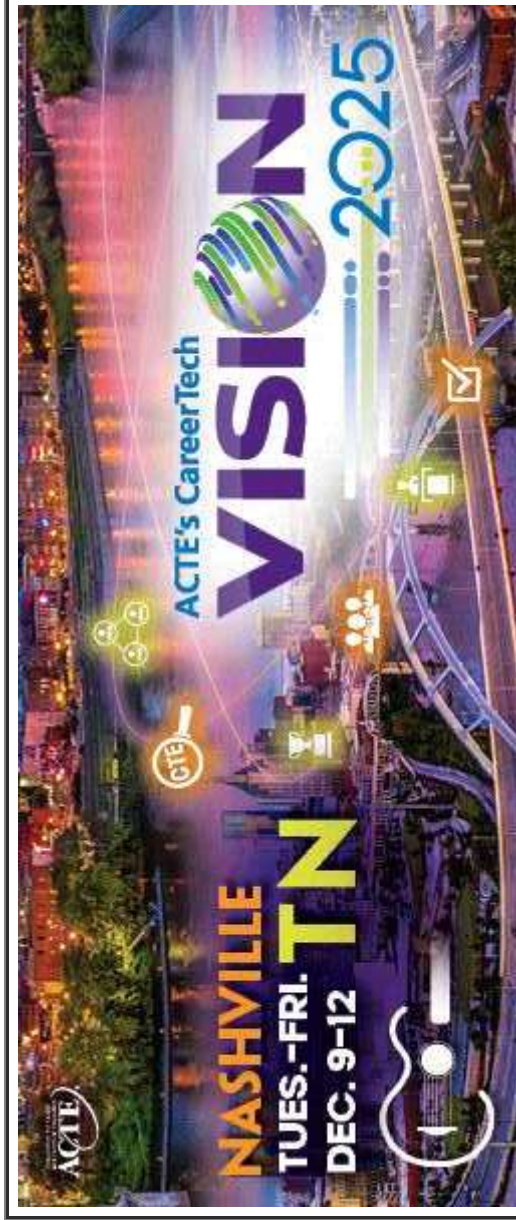
1 message

[registration@acteonline.org](mailto:registration@acteonline.org) <registration@acteonline.org>

To: [Vlebedintsev@eatonresa.org](mailto:Vlebedintsev@eatonresa.org)

Cc: [Mlytle@eatonresa.org](mailto:Mlytle@eatonresa.org)

Mon, May 12, 2025 at 9:54 AM



Dear **Vladislav**,

Thank you for registering for ACTE's CareerTech VISION 2025! Your registration information is listed below:

Sales Date	Description	Unit Price	Qty	Gross Amount
05/12/25	ACTE Excellence Awards Gala Single Ticket Tuesday, December 09, 7:00 PM - 9:00 PM	\$95.00	1	\$95.00
05/12/25	VISION & Career Tech Expo Member	\$575.00	1	\$575.00
<b>Total Sales</b>				<b>\$670.00</b>
05/12/25	Payment By VISA Vladislav Lebedintsev *2712			(\$670.00)

<b>Balance Due</b>	<b>\$0.00</b>
--------------------	---------------

Click here to download your invoice



**Click to View**

**Attendee Service Center**

[Click here](#) to access the Attendee Service Center, which gives you access to your registration information with the opportunity to add on workshops and other special events at VISION.

**USE THE FOLLOWING CREDENTIALS TO LOG INTO THE ATTENDEE SERVICE CENTER:**

Email: [Vlebedintsev@eatonresa.org](mailto:Vlebedintsev@eatonresa.org)

Password: Our records indicate that you have reset your password. Due to PCI Compliance guidelines, we do not have access to your password. If you do not remember it, [you can reset your password](#).

Thanks again for registering! If you have any questions or need assistance in any way, please do not hesitate to contact us. Please contact the ACTE staff at [registration@acteonline.org](mailto:registration@acteonline.org) or 800-826-9972 between the hours of 8:30 a.m. and 5 p.m. Monday - Friday, EST.

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Board of Education
BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. (Submit one form per agenda item and provide attachments as separate documents.)

I. DATE OF BOARD MEETING: May 21, 2025

II. AGENDA ITEM TITLE: SkillsUSA National Competition

III. TYPE OF AGENDA ITEM: (Place an X in the box you select)

- Presentation
Consent Agenda (replacement of/transfer to/resignation from existing positions are consent agenda)
[X] Action/Approval (new positions/FTE increases for existing positions are action items)
Information

IV. AGENDA ITEM DESCRIPTION:

a) Purpose and background: (Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)

Margo Hazelman, Principal will accompany 4 students from the Career Prep Center to Atlanta Georgia for the National Skills Conference along with the Welding 2 Instructor, Jim Davis. The 4 students are 3 Welding Fab Team members and 1 Leadership Skills Student. The conference is from June 23rd - 28th. Margo will be fulfilling all duties as their Advisor, making sure that the students are where they need to be, when they need to be there, including the opening ceremony, testing, competition, and the closing ceremony.

- b) Cost: \$6,000.00 (approximate)
c) Timeframe/term of agreement: June 23, 2025 to June 28, 2025
d) List Supporting materials/attachments, if any:

V. RECOMMENDATION: (Place an X in the box you select)

- [X] Approve
[ ] Authorize the Superintendent to execute agreement
[ ] Approve the increase of FTE: Position FTE Increase
[ ] Award a bid
[ ] Other:

VI. RECOMMENDED BY: Margo Hazelman

VII. DATE: 5/9/25



Pre-Conference Request Form

To be completed 2 weeks prior to In State travel / 4 weeks prior to Board Meeting if Out Of State

Conference Information

Employee Name Jim Davis Dept: CTE
Conference Date(s) 6/23 - 6/27
Conference Title SkillsUSA National Conference
Conference Location Atlanta, Georgia

Registration

Registration Cost: \$ 306
Account #:
Vendor Name SkillsUSA MI
Vendor Address
Is this a Group Registration
If yes, please provide name(s) of other employees in group

X Other Expenses (Items to be reimbursed after conference with supporting documentation)

Mileage from departure (address) to conference (address)
Subtract my normal commute (if leaving from home or other non base work location)
Equals reimbursable one-way mileage
Roundtrip mileage
Total estimated mileage for conference timeframe @ = \$
Other Travel (Air, Train, Bus): Air \$400
Other (Parking, Shuttle, Taxi, Books, etc...):
Meals

Per diem is \$55\* for meals plus tips up to 20%, daily max. of \$66 - See Directions tab regarding pre-approval for \*increased per diem for Major Cities.

Lodging Expense (Note: ENSURE hotel has copy of ERESA Tax Exemption Certificate)

# of Nights: 5 Daily Rate (include taxes/fees): 264.52 \$ 1,322.59
Acct #
Hotel Name Omni Atlanta Hotel
Hotel Address 190 Marietta St NW Atlanta GA 30303





School Year 24-25

### Pre-Conference Request Form

**To be completed 2 weeks prior to In State travel / 4 weeks prior to Board Meeting if Out Of State**

**Conference Information**

Employee Name Margo Hazelman Dept: CTE  
 Conference Date(s) June 23 -28  
 Conference Title Skills USA National Leadership and Skills Conference  
 Conference Location Georgia World Congress Center, Atlanta GA

**Registration**

Will pay using P Card \_\_\_\_\_ Registration Cost: \$ 306.00  
 Account #: 61-127-5990-000-000-9999  
 Vendor Name Skills USA  
 Vendor Address PO Box 980432 Ypsilanti, MI  
 Is this a Group Registration no  
 If yes, please provide name(s) of other employees in group \_\_\_\_\_

**Other Expenses (Items to be reimbursed after conference with supporting documentation)**

Enter 0 in the normal commute field if your normal commute is more than the distance to/from the conference **Miles**  
 Mileage from departure (address) 5708 Cornerstone Dr, Lansing MI  
 to conference (address) Detroit Airport 0.00  
 Subtract my normal commute (if leaving from home or other non base work location) 0.00  
**Equals reimbursable one-way mileage** 0.00  
**Roundtrip mileage** 0.00  
**Total estimated mileage for conference timeframe** 0.00 @ \_\_\_\_\_ = \$ 0.00

Other Travel (Air, Train, Bus): Air 400.00  
 Other (Parking, Shuttle, Taxi, Books, etc...): Uber, Parking 450.00  
 Meals 400.00

**Per diem is \$55\* for meals plus tips up to 20%, daily max. of \$66** - See Directions tab regarding pre-approval for \*increased per diem for Major Cities.

**Lodging Expense (Note: ENSURE hotel has copy of ERESA Tax Exemption Certificate)**

Already Reserved - Needs to be Paid, Please Send Check w/ Hotel Confirmation \_\_\_\_\_  
 # of Nights: 5.00 Daily Rate (include taxes/fees): 222.00 \$ 1,110.00  
 Acct # 61-127-5990-000-000-9999  
 Hotel Name Omni Hotel  
 Hotel Address 190 Marietta St NW, Atlanta, GA 30303



**Rationale for Attendance**

CTSO for students who made it to Nationals, CTE leadership requirement.

Total Est. Cost: \$ 2,666.00

**Supervisor Approval for Attendance**

*Margo Hazelman*

05/09/2025

Employee Signature

Date

**Additional Required Approval for Out-Of-State/Overnight Travel or Major City Per Diem Increase**

I certify that overnight travel was approved by the District Superintendent on \_\_\_\_\_.

I certify that out-of-state travel was approved by the ERESA BOE on \_\_\_\_\_.

I certify that per diem for meals may be increased to \$\_\_\_\_\_ due to the location of the conference.

*Vlad Lebedintsev*

*Sean Williams*

**Supervisor Signature**

**Superintendent Signature**



## Post-Conference Request Form

(To be completed upon return, even if no reimbursement is requested)

### Conference Information

Employee Name \_\_\_\_\_ Dept: \_\_\_\_\_

Conference Date(s) \_\_\_\_\_

Conference Title \_\_\_\_\_

Conference Location \_\_\_\_\_

### Actual Conference Expense

\*\*Attach all detailed receipts for which you are requesting reimbursement - attach original purchasing card receipts to P-Card statement.\*\*

	Estimated Approval	Actual Expense	ERESA Pre-Paid	ERESA PCARD Charges	Employee Reimbursement
Registration Fee	306.00				
Est. Mileage: <u>0.00</u> Miles @ _____ Actual Mileage: _____	0.00				
Other Travel _____	850.00				
Lodging	1,110.00				
Meals (complete detail below)	400.00				
Other _____ (explain)	450.00				
<b>Total</b>	<b>3,116.00</b>				

**Note:** All meals must be supported by detailed receipts & names of participants if receipt is for more than one person.

**New!** As of July 1, 2019, staff are allowed a per diem of \$55\* for meals plus the costs of tips, which are reimbursable up to 20% for a maximum daily reimbursement of \$66.

\* Major Cities per diem increase must have been pre-approved on the pre-conference form prior to travel.



## TENTATIVE Conference Agenda

---

### Saturday, June 21

8:30 a.m. - 9:30 a.m.

Leverage Training Arrival\*

9:30 a.m. - 4:00 p.m.

Leverage Training Day 1 \* *(Optional, for incoming State Officers, pre-registration and additional registration fee required)*

### Sunday, June 22

9:00 a.m. - 4:00 p.m.

Leverage Training Day 2 \*

### Monday, June 23

9:00 a.m. - 3:00 p.m.

Leverage Training Day 3\*

1:00 p.m. - 6:00 p.m.

#### Chapters Arrive

6:30 p.m.

SkillsUSA Store Grand Opening

7 p.m.

Michigan Advisor Registration Materials Pickup

Michigan Delegation Meeting

### Tuesday, June 24

7:30 a.m. - 5:00 p.m.

SkillsUSA Store open

8:00 a.m. - 5:30 p.m.

SkillsUSA Championships

8:00 a.m. - 5:30 p.m.

SkillsUSA TECHSPO

10:00 a.m. - 4:30 p.m.

Academy of Excellence

10:30 a.m. - 3:30 p.m.

SkillsUSA University

7:00 p.m.

Opening Session

### Wednesday, June 25

7:30 a.m. - 5:00 p.m.

SkillsUSA Store open

7:30 a.m. - 5:30 p.m.

SkillsUSA Championships

8:00 a.m. - 5:30 p.m.

SkillsUSA TECHSPO

10:00 a.m. - 4:30 p.m.

Academy of Excellence

10:30 a.m. - 3:30 p.m.

SkillsUSA University

### Thursday, June 26

7:30 a.m. - 2:00 p.m.

SkillsUSA Store open

7:30 a.m. - 5:00 p.m.

SkillsUSA Championships

8:00 a.m. - 5:00 p.m.

SkillsUSA TECHSPO

10:00 a.m. - 4:30 p.m.

Academy of Excellence

10:30 a.m. - 3:30 p.m.

SkillsUSA University

6:00 p.m. - 9:30 p.m.

Champion's Festival

### Friday, June 27

9:00 a.m. - 12:00 p.m.

Community Service Project\*\* *(Optional, pre-registration required)*

4:00 p.m.

Grand Awards Session

8:30 p.m.

Michigan Award Celebration Dinner

### Saturday, June 28

Chapters Depart

*\*Leverage training sessions are optional and require an additional registration fee.*

*Pre-registration for these sessions is through the conference registration portal.*

*\*\*The Community Service Project is an optional, free activity. Pre-registration for this activity is through the conference registration portal.*



2025 SkillsUSA National Leadership and Skills Conference

INVOICE

Invoice Date: 5/5/2025

Invoice #: S136418

Invoice Amount: \$1,836.00

Print Date: 05/05/2025

PO #:

Bill To

Accounts Payable
Eaton RESA Career Preparation Center
Eaton RESA Career Preparation Center
Eaton RESA Career Preparation Center
Charlotte, MI 48813

School / Chapter / Training Program

Eaton RESA Career Preparation Center
1790 East Packard Hwy.
Charlotte, MI 48813

Inv. Created By: rcasey@eatonresa.org

Billing Email: rcasey@eatonresa.org

Chapter ID: 2365

Payment Information:

SkillsUSA Michigan
PO Box 980432
Ypsilanti
aday7@emich.edu

Event Information:

Dates: 6/23/25 - 6/27/25
Georgia World Congress Center

Atlanta

GA

NEW FOR 2025: HOTEL ROOMS ARE TO BE PAID DIRECTLY TO THE OMNI ATLANTA HOTEL.

CONFERENCE REGISTRATION IS TO BE PAID TO SKILLSUSA MICHIGAN.

Payment deadline is May 15, 2024.

We can provide a two week payment extension if the Payment Extension Form that is posted on https://www.miskillsusa.org/resources/ is submitted by May 1, 2024. All appropriate signatures and information must be completed.

Checks

Please submit to SkillsUSA Michigan, PO Box 980432, Ypsilanti, MI 48198

Credit card payments are accepted with a 3% convenience fee at https://tinyurl.com/paymiskillsusa

Questions? Contact Ann Day at aday7@emich.edu

Cancellations

The last day for cancellations/refunds is May 10, 2024. After that date, we can only refund a portion of the package price depending on the date of cancellation and items that we have pre-ordered.

Table with 5 columns: Name, Fee Item, Qty, Amount, Extended. Rows include Arnett, Antonio; Blasius, Reid; Davis, Jim; Hazelman, Margo; Robins, Aaron; Sutton, Judah. Summary row: Number Of Registrants: 6, Total Amount Due: \$1,836.00

Date of Purchase: May 08, 2025

# Detroit, MI ▶ Atlanta, GA

## Passenger Information

JAMES VERNON DAVIS JR  
 JUDAH JAMES SUTTON  
 REID GARRISON LEE BLASIUS  
 AARON MATTHEW ROBINS  
 MARGO LORRAINE HAZELMAN  
 SkyMiles#: 9961271690  
 ANTONIO IGNACIO ARNETT

Confirmation Number: H64V8P  
 Ticket Number: 0062330897167  
 0062330897171  
 0062330897170  
 0062330897169  
 0062330897168  
 0062330897172

## FLIGHT

Date and Flight	Status	Class	Seat/Cabin
DTW ▶ ATL   Mon 23Jun2025   DL 2777	OPEN	L	
ATL ▶ DTW   Sat 28Jun2025   DL 1031	OPEN	X	

## DETAILED CHARGES

### Air Transportation Charges

Base Fare: \$324.73 USD

### Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY) \$11.20 USD  
 United States - Transportation Tax (US) \$24.35 USD  
 United States - Passenger Facility Charge (XF) \$9.00 USD  
 United States - Flight Segment Tax (ZP) \$10.40 USD  
**Total Per Passenger: \$379.68 USD**

Total (6 Passengers) \$2,278.08 USD

Paid with Visa ending 2980

## KEY OF TERMS

- |  |                                 |
|--|---------------------------------|
| # - Arrival date different than departure date | F - Food available for purchase |
| ** - Check-in required                         | L - Lunch                       |
| ***- Multiple meals                            | LV - Departs                    |
| *S\$ - Multiple seats                          | M - Movie                       |
| AR - Arrives                                   | R - Refreshments, complimentary |
| B - Breakfast                                  | S - Snack                       |
| C - Bagels / Beverages                         | T - Cold meal                   |
| D - Dinner                                     | V - Snacks for sale             |

Check your flight information online at [delta.com](http://delta.com) or call the Delta Flightline at 800.325.1999.

Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket.

Please review Delta's [check-in requirements](#) and [baggage](#) guidelines for details.

You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States.

You must be checked in and at the gate at least 45 minutes before your scheduled departure time for international travel.

For tips on flying safely with laptops, cell phones, and other battery-powered devices, please visit <http://SafeTravel.dot.gov>

Do you have comments about service? Please [email](#) us to share them.

### NON-REFUNDABLE / CHANGE FEE

When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

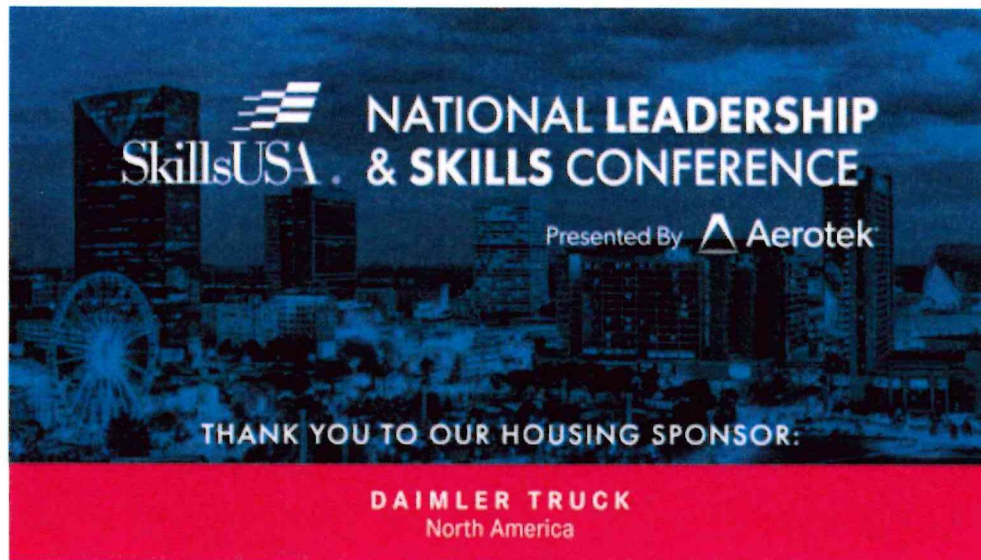
This ticket is non-refundable unless issued as a fully refundable fare. Any change to your itinerary may require payment of a change fee and increased fare. If you do not show up for any flight in your itinerary without notifying Delta or canceling/changing your flight prior to departure,

## Hotel Reservation Acknowledgement - 2025 SkillsUSA National Leadership and Skills Conference

1 message

SkillsUSA NLSC Housing <info@cvent.com>  
 Reply-To: skillsusanlsc@hpnglobal.com  
 To: mhazelman@eatonresa.org

Mon, May 5, 2025 at 2:01 PM



### 2025 Skills National Leadership and Skills Conference

June 23-27, 2025  
 Atlanta

Dear Margo,

Thank you for making your hotel reservation on May 5, 2025 for the 2025 Skills National Leadership and Skills Conference being held in Atlanta over the dates of June 23-27, 2025.

All reservation changes can be made at the event website by [clicking here](#), emailing: [SkillsUSANLSC@HPNGlobal.com](mailto:SkillsUSANLSC@HPNGlobal.com) or calling us at 480-998-9770 ext. 2.

Reservation Information	
Passkey Acknowledgement Number:	CRPR2YAD
Your hotel:	Atlanta Omni Hotel at Centennial Park
Check-in:	Jun 23, 2025
Check-out:	Jun 28, 2025
Room type:	Standard Double/Double
Guests per room:	2
Guest name:	Margo Hazelman

<b>Share with:</b>	Margo Hazelman Margo Hazelman																												
<b>Requests:</b>																													
<b>Guarantee method:</b>	Credit Card																												
<b>Nightly Rates:</b>	<table border="1"> <thead> <tr> <th colspan="4">\$</th> </tr> <tr> <th>Date</th> <th>Guests</th> <th>Status</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Jun 23, 2025</td> <td>2</td> <td>Confirmed</td> <td>222.00</td> </tr> <tr> <td>Jun 24, 2025</td> <td>2</td> <td>Confirmed</td> <td>222.00</td> </tr> <tr> <td>Jun 25, 2025</td> <td>2</td> <td>Confirmed</td> <td>222.00</td> </tr> <tr> <td>Jun 26, 2025</td> <td>2</td> <td>Confirmed</td> <td>222.00</td> </tr> <tr> <td>Jun 27, 2025</td> <td>2</td> <td>Confirmed</td> <td>222.00</td> </tr> </tbody> </table>	\$				Date	Guests	Status	Rate	Jun 23, 2025	2	Confirmed	222.00	Jun 24, 2025	2	Confirmed	222.00	Jun 25, 2025	2	Confirmed	222.00	Jun 26, 2025	2	Confirmed	222.00	Jun 27, 2025	2	Confirmed	222.00
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Jun 27, 2025	2	Confirmed	222.00																										
<b>Additional Person Charges:</b>	<table border="1"> <thead> <tr> <th colspan="2">\$</th> </tr> <tr> <th>Additional Guest</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Second Guest</td> <td>0.00</td> </tr> <tr> <td>Third Guest</td> <td>0.00</td> </tr> <tr> <td>Fourth Guest</td> <td>0.00</td> </tr> </tbody> </table>	\$		Additional Guest	Rate	Second Guest	0.00	Third Guest	0.00	Fourth Guest	0.00																		
\$																													
Additional Guest	Rate																												
Second Guest	0.00																												
Third Guest	0.00																												
Fourth Guest	0.00																												
<b>Total Room Charge:</b>	<b>\$1,322.59</b>																												
<b>Cancellation Policy:</b>	Cancellations received after May 16, 2025, 5pm MST will be charged one night's room and tax.																												
<b>Hotel Information</b>																													
<b>Hotel Name:</b>	Atlanta Omni Hotel at Centennial Park																												
<b>Address:</b>	190 Marietta St NW Atlanta, GA 30303																												

Questions? Please contact us at: [SkillsUSANLSC@HPNGlobal.com](mailto:SkillsUSANLSC@HPNGlobal.com) | 480-998-9770 Ext: 2

Please note, this is an acknowledgement of your hotel request. Official hotel confirmations will be distributed closer to the event date. **Please do not call your hotel to make any changes or cancellations.**

**BOARD AGENDA ITEM**

Email completed form and supporting documents to the Superintendent and the Superintendent’s Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

**I. DATE OF BOARD MEETING: May 14, 2025** \_\_\_\_\_

**II. AGENDA ITEM TITLE:** Increase in GSRP Staffing

**III. TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

Presentation

Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*

Action/Approval *(new positions/FTE increases for existing positions are action items)*

Information

**IV. AGENDA ITEM DESCRIPTION:**

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

PreK for All expansion in Michigan continues and the goal for each local district would be to offer free preschool to 50-70% of eligible students. In order for this to continue expansion towards that goal we need to add classrooms and staff to open 2-3 additional GSRP classrooms for 2025-26.

b) **Cost:** \_\_\_\_\_

c) **Timeframe/term of agreement:** \_\_\_\_\_

d) **List Supporting materials/attachments, if any:**

\_\_\_\_\_

**V. RECOMMENDATION:** *(Place an X in the box you select)*

Approve

Authorize the Superintendent to execute agreement

Approve the increase of FTE:  
3.0 FTE GSRP Teacher and 4.0 FTE GSRP Paraprofessional \_\_\_\_\_

Award a bid

Other: \_\_\_\_\_

**VI. RECOMMENDED BY:** Jennifer McCaffrey Director of Early Childhood

## BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

**I. DATE OF BOARD MEETING:** 05/21/2025

**II. AGENDA ITEM TITLE:** Special Education Administrator Agreement with Pottersville Public Schools

**III. TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

Presentation

Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*

Action/Approval *(new positions/FTE increases for existing positions are action items)*

Information

**IV. AGENDA ITEM DESCRIPTION:**

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

Eaton RESA has provided a Special Education Director to Pottersville Public Schools for several years. It is requesting that the Board authorize the Superintendent to execute an agreement with Pottersville Public Schools for the continuation of a 0.8 FTE Special Education Director for the 2025-26 school year for an estimated amount of \$103,204 which will be a bill back to Pottersville Public Schools through the Special Education Funding System.

a) **Estimated Cost:** \$103,204

b) **Timeframe/term of agreement:** July 1, 2025 through June 30, 2026

c) **Supporting materials/attachments, if any:** Special Education Director/Supervisor Agreement

**V. RECOMMENDATION:** *(Place an X in the box you select)*

Approve

Authorize the Superintendent to execute agreement

Approve the increase of FTE:

Award a bid

Other: \_\_\_\_\_

**VI. RECOMMENDED BY:** Kelly Hager, Assistant Superintendent for Special Education

**SPECIAL EDUCATION DIRECTOR/SUPERVISOR  
AGREEMENT  
For Special Education Director or Supervisor Services**

This Agreement is entered into this 1st day of July 1, 2025, between Eaton Regional Education Service Agency, 1790 E. Packard Highway, Charlotte, MI 48813 (hereinafter referred to as "ERESA") and Potterville Public Schools located at 422 N. High St, Potterville, MI 48876 (hereinafter referred to as "PPS").

**RECITALS**

ERESA is organized and operated as a general powers school district pursuant to Section 11 of the Revised School Code, MCLA 380.11, and has the powers, authority and duties specified therein.

PPS is organized and operated as a general powers school district pursuant to Section 11 of the Revised School Code, MCLA 380.11, and has the powers, authority and duties specified therein.

PPS desires to enter into an agreement with ERESA to perform certain ministerial functions connected with the Special Education services of ERESA, under the authority set forth in Section 11a(4) of the Revised School Code.

**SECTION 1. DESCRIPTION OF SERVICES TO BE PROVIDED BY ERESA**

**Section 1.1** ERESA will provide a 0.80 FTE Special Education Director or Supervisor on-site at PPS four days a week. It is recognized that special circumstances may occur that require alteration of those designated work days. PPS acknowledges that the Special Education Director or Supervisor is also performing services for ERESA and that the scheduling of services must accordingly be accomplished cooperatively, and in view of the respective needs of each school system.

**Section 1.2** ERESA will assign a qualified administrator to serve as the Director of Special Education and be responsible to provide special education services that include: (1) supervise and administer district programs for children with disabilities under the Individuals with Disabilities Education Act (IDEA); (2) supervise the location, identification and evaluation process for students with disabilities; (3) provide information related to due process and dispute resolution procedures and IDEA requirements to administrators, teachers and parents; (4) consult with administrators and teaching staff to determine needs of specific students and the program including professional development, materials and supplies needed for the program; and (5) provide on-going consultation to district personnel to determine goals and objectives of a student's individualized education program (IEP)

## **SECTION 2. RELATIONSHIP OF PARTIES**

**Section 2.1** ERESA shall be regarded, designated and considered to be the employer with respect to the personnel which ERESA will assign to provide services for implementation and delivery under this Agreement. ERESA shall be exclusively and solely responsible for hiring, retaining, evaluating, disciplining, dismissing and otherwise regulating the employment conditions, employment rights, compensation and other similar matters relative to personnel which ERESA utilizes in connection with the performance of services under this Agreement.

**Section 2.2** The parties intend that an independent contractor relationship exists between ERESA and PPS and that nothing in this Agreement shall be construed as being inconsistent with that status or relationship. ERESA's employees and contractors shall not be considered as agents, employees, third party beneficiaries or contractors of PPS for any purpose and no such ERESA employees or contractors are entitled to rights, compensation or other benefits which PPS may provide to its own employees.

**Section 2.3** PPS does not agree to use ERESA exclusively for the services contemplated under this Agreement or otherwise. It is understood and acknowledged that PPS is free to contract for similar services to be performed by other persons or entities so long as such services do not interfere with the performance or obligations of the parties under this Agreement.

**Section 2.4** PPS agrees to provide and equip suitable facilities on its premises for carrying out the services contemplated under this Agreement. These facilities shall include reasonable work space and parking for ERESA personnel assigned to perform services under this Agreement.

**Section 2.5** PPS agrees to give designated personnel of ERESA use of and access to its computers, servers and network for the purposes of providing services under this Agreement. Such use by ERESA personnel shall be subject to the policies and user agreements which PPS otherwise requires of its employees and agents.

**Section 2.6** ERESA will periodically communicate with PPS regarding facilities and supplies which ERESA believes are necessary to effectively carry out the purposes and objectives of this Agreement. ERESA shall have no authority to expend funds or commit any financial resources chargeable to PPS without the express written consent of PPS.

**SECTION 3. ADHERENCE TO DISTRICT POLICIES**

**Section 3.1** ERESA (and its employees and agents) recognize the need to conform and abide by PPS policies while performing services under the terms of this Agreement on the premises of PPS. These policies include, but are not limited to: corporal punishment and use of physical force upon students; sexual harassment and/or abuse of pupils or PPS employees; and all policies relating to use of controlled substances or alcohol.

**Section 3.2** ERESA additionally recognizes the need to perform services under this Agreement in a manner that is consistent with applicable state and federal laws and the policies of PPS pertaining to financial matters and operations which have been adopted by PPS.

**Section 3.3** At the inception of this Agreement, a copy of any and all of the above policies shall be delivered to ERESA by PPS. Additionally, PPS agrees to provide copies of revised, amended or additional policies to ERESA should the same be adopted during the term of this Agreement.

**SECTION 4. FEES AND PAYMENT**

**Section 4.1** In consideration of the services provided to PPS by ERESA under this Agreement, ERESA will billback through the Special Ed Funding System an estimated amount of \$103,204 for the 2025 - 2026 fiscal year. Amounts will be deducted from PPS's gross claim in December (50%), April (25%), and June (25%). Subsequent yearly fees will be mutually agreed upon and determined by July 1, 2026. The parties agree that changes in employee costs may occur if benefit elections or offerings change during the course of the year, or if there are staff assignment changes.

<i>Cost</i>	<i>Total Salary</i>	<i>FICA 7.65%</i>	<i>Retirement 29.91%</i>	<i>Health Insurance</i>	<i>Total Salary &amp; Benefits</i>	<i>Overhead 10%</i>	<i>Total Billback</i>	<i>State Aid Reimbursement 28.6138%</i>	<i>Net Costs</i>
<i>ERESA Avg @ 1.0 FTE</i>	108,721	8,317	32,518	14,730	164,286	16,429	180,715	(51,709)	129,006
<i>PPS @ .8 FTE</i>	86,977	6,654	26,014	11,784	131,429	13,143	144,572	(41,368)	103,204

**Section 4.2** If any approved services provided by ERESA are in excess of the above fees, ERESA shall notify PPS when such hourly charges are in effect because the budgeted number of hours for a given service period has been exceeded. PPS shall have the right to accept or decline such services.

**Section 4.3** ERESA shall have the sole and exclusive responsibility for the following costs and charges attributable to the assignment of its personnel or contractors performing services under the terms of this Agreement: wage and salary compensation; pension and retirement contribution; all state and federal employment taxes, unemployment taxes or unemployment reimbursements; all applicable premium costs for insurance coverage and programs applicable to ERESA personnel.

#### **SECTION 5. INSURANCE**

**Section 5.1** ERESA will be responsible for workers' compensation and employee insurance for all personnel under this agreement. PPS will be responsible for insuring all hardware and equipment assets owned by PPS.

#### **SECTION 6. NON-DISCRIMINATION**

**Section 6.1** ERESA and PPS agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, due to race, color, religion, national origin, age, height, weight, disability, marital status or veteran status.

**Section 6.2** ERESA and PPS further agree not to discriminate against any student or other recipient of service under this Agreement due to race, color, religion, sex, national origin or disability in the delivery of services under this Agreement.

**Section 6.3** Breach of the covenant recited in this Section shall be regarded as a material breach of this Agreement.

#### **SECTION 7. WAIVER AND MODIFICATION**

**Section 7.1** No waiver, alteration or modification of any provision of this Agreement shall be binding unless committed to writing and signed by duly authorized representatives of both ERESA and PPS.

**SECTION 8. NO ASSIGNMENT WITHOUT CONSENT**

**Section 8.1** This Agreement shall be binding upon and shall inure to the benefit of ERESA and PPS and their successors and assigns. However, no party to this Agreement may assign or delegate any of the rights or obligations hereunder without first obtaining the written consent of the other party.

**SECTION 9. NOTICES**

**Section 9.1** All communications regarding this Agreement shall be sent to ERESA at:  
Eaton RESA, 1790 E Packard Highway, Charlotte, MI 48813 and to PPS at:  
Potterville Public Schools, 422 N. High St, Potterville, MI 48876.

Any written notice required or contemplated under this Agreement shall become effective as of the date of mailing by registered or certified mail and shall be deemed sufficiently given if sent to the addressee at the address above or to such other addresses which may hereafter be designated by written notice.

**SECTION 10. GOVERNING LAW**

**Section 10.1** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

**SECTION 11. SEPARABILITY**

**Section 11.1** In the event that any provision of this Agreement is determined by a Court (or other judicial or administrative body of competent jurisdiction) to be null, void or unenforceable or in the event that any provisions of this Agreement becomes subsequently invalid due to legislative enactment, such invalidity shall not affect the remaining provision of this Agreement which can be given effect without the invalid provision, and, to that extent, the provisions hereof are severable.

**SECTION 12. TERMINATION**

**Section 12.1** The term of this Agreement shall commence on July 1, 2025, unless otherwise mutually agreed to by addendum to this agreement, and will expire on June 30, 2026.

**Section 12.2** This Agreement may be terminated during its term by either ERESA or PPS for any reason upon sixty (60) days written notice to the other party.

**SECTION 13. AUTHORIZATION**

**Section 13.1** This Agreement has been duly authorized, executed and delivered by the parties and constitutes a legal, valid and binding obligation upon each of them, enforceable in accordance with its terms. Each individual placing his/her signature below represents and warrants that he/she is the signatory duly authorized to execute this Agreement on behalf of ERESA or PPS, as is respectively applicable.

**EATON RESA**

Dated: \_\_\_\_\_, 2025

By: \_\_\_\_\_

Its: \_\_\_\_\_

**POTTERVILLE PUBLIC SCHOOLS**

Dated: April 20, 2025

By:  \_\_\_\_\_

Its: Board President \_\_\_\_\_

## BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

**I. DATE OF BOARD MEETING:** 05/21/2025

**II. AGENDA ITEM TITLE:** Special Education Administrator Agreement with Maple Valley Schools

**III. TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

Presentation

Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*

Action/Approval *(new positions/FTE increases for existing positions are action items)*

Information

**IV. AGENDA ITEM DESCRIPTION:**

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

Eaton RESA has provided a Special Education Director to Maple Valley Schools for several years. It is requesting that the Board authorize the Superintendent to execute an agreement with Maple Valley Schools for the continuation of a 0.5 FTE Special Education Director for the 2025-26 school year for an estimated amount of \$64,502 which will be a bill back to Maple Valley Schools through the Special Education Funding System.

a) **Estimated Cost:** \$64,502

b) **Timeframe/term of agreement:** July 1, 2025 through June 30, 2026

c) **Supporting materials/attachments, if any:** Special Education Director/Supervisor Agreement

**V. RECOMMENDATION:** *(Place an X in the box you select)*

Approve

Authorize the Superintendent to execute agreement

Approve the increase of FTE:

Award a bid

Other:

---

**VI. RECOMMENDED BY:** Kelly Hager, Assistant Superintendent for Special Education

**SPECIAL EDUCATION DIRECTOR/SUPERVISOR  
AGREEMENT  
For Special Education Director or Supervisor Services**

This Agreement is entered into this 1st day of July, 2025, between Eaton Regional Education Service Agency, 1790 E. Packard Highway, Charlotte, MI 48813 (hereinafter referred to as "ERESA") and Maple Valley Schools located at 11090 Nashville Hwy., Vermontville, MI 49096 (hereinafter referred to as "MVS").

**RECITALS**

ERESA is organized and operated as a general powers school district pursuant to Section 11 of the Revised School Code, MCLA 380.11, and has the powers, authority and duties specified therein.

MVS is organized and operated as a general powers school district pursuant to Section 11 of the Revised School Code, MCLA 380.11, and has the powers, authority and duties specified therein.

MVS desires to enter into an agreement with ERESA to perform certain ministerial functions connected with the Special Education services of ERESA, under the authority set forth in Section 11a(4) of the Revised School Code.

**SECTION 1. DESCRIPTION OF SERVICES TO BE PROVIDED BY ERESA**

**Section 1.1** ERESA will provide a 1/2 time Special Education Director or Supervisor on-site at MVS alternating weeks of two and three days a week. It is recognized that special circumstances may occur that require alteration of those designated work days. MVS acknowledges that the Special Education Director or Supervisor is also performing services for ERESA and that the scheduling of services must accordingly be accomplished cooperatively, and in view of the respective needs of each school system.

**Section 1.2** ERESA will assign a qualified administrator to serve as the Director of Special Education and be responsible to provide special education services that include: (1) supervise and administer district programs for children with disabilities under the Individuals with Disabilities Education Act (IDEA); (2) supervise the location, identification and evaluation process for students with disabilities; (3) provide information related to due process and dispute resolution procedures and IDEA requirements to administrators, teachers and parents; (4) consult with administrators and teaching staff to determine needs of specific students and the program including professional development, materials and supplies needed for the program; and (5) provide on-going consultation to district personnel to determine goals and objectives of a student's individualized education program (IEP)

## **SECTION 2. RELATIONSHIP OF PARTIES**

**Section 2.1** ERESA shall be regarded, designated and considered to be the employer with respect to the personnel which ERESA will assign to provide services for implementation and delivery under this Agreement. ERESA shall be exclusively and solely responsible for hiring, retaining, evaluating, disciplining, dismissing and otherwise regulating the employment conditions, employment rights, compensation and other similar matters relative to personnel which ERESA utilizes in connection with the performance of services under this Agreement.

**Section 2.2** The parties intend that an independent contractor relationship exists between ERESA and MVS and that nothing in this Agreement shall be construed as being inconsistent with that status or relationship. ERESA's employees and contractors shall not be considered as agents, employees, third party beneficiaries or contractors of MVS for any purpose and no such ERESA employees or contractors are entitled to rights, compensation or other benefits which MVS may provide to its own employees.

**Section 2.3** MVS does not agree to use ERESA exclusively for the services contemplated under this Agreement or otherwise. It is understood and acknowledged that MVS is free to contract for similar services to be performed by other persons or entities so long as such services do not interfere with the performance or obligations of the parties under this Agreement.

**Section 2.4** MVS agrees to provide and equip suitable facilities on its premises for carrying out the services contemplated under this Agreement. These facilities shall include reasonable work space and parking for ERESA personnel assigned to perform services under this Agreement.

**Section 2.5** MVS agrees to give designated personnel of ERESA use of and access to its computers, servers and network for the purposes of providing services under this Agreement. Such use by ERESA personnel shall be subject to the policies and user agreements which MVS otherwise requires of its employees and agents.

**Section 2.6** ERESA will periodically communicate with MVS regarding facilities and supplies which ERESA believes are necessary to effectively carry out the purposes and objectives of this Agreement. ERESA shall have no authority to expend funds or commit any financial resources chargeable to MVS without the express written consent of MVS.

**SECTION 3. ADHERENCE TO DISTRICT POLICIES**

**Section 3.1** ERESA (and its employees and agents) recognize the need to conform and abide by MVS policies while performing services under the terms of this Agreement on the premises of MVS. These policies include, but are not limited to: corporal punishment and use of physical force upon students; sexual harassment and/or abuse of pupils of MVS employees; and all policies relating to use of controlled substances or alcohol.

**Section 3.2** ERESA additionally recognizes the need to perform services under this Agreement in a manner that is consistent with applicable state and federal laws and the policies of MVS pertaining to financial matters and operations which have been adopted by MVS.

**Section 3.3** At the inception of this Agreement, a copy of any and all of the above policies shall be delivered to ERESA by MVS. Additionally, MVS agrees to provide copies of revised, amended or additional policies to ERESA should the same be adopted during the term of this Agreement.

**SECTION 4. FEES AND PAYMENT**

**Section 4.1** In consideration of the services provided to MVS by ERESA under this Agreement, ERESA will billback through the Special Ed Funding System an estimated amount of \$64,502 for the 2025- 2026 fiscal year. Amounts will be deducted from MVS’s gross claim in December (50%), April (25%), and June (25%). Subsequent yearly fees will be mutually agreed upon and determined by July 1, 2026. The parties agree that changes in employee costs may occur if benefit elections or offerings change during the course of the year, or if there are staff assignment changes.

<i>Cost</i>	<i>Total Salary</i>	<i>FICA 7.65%</i>	<i>Retirement 29.91%</i>	<i>Health Insurance</i>	<i>Total Salary &amp; Benefits</i>	<i>Overhead 10%</i>	<i>Total Billback</i>	<i>State Aid Reimbursement 28.6138%</i>	<i>Net Costs</i>
<i>ERESA Avg. @ 1.0 FTE</i>	108,721	8,317	32,518	14,730	164,286	16,429	180,715	(51,709)	129,006
<i>MVS @ .5 FTE</i>	54,360	4,159	16,259	7,365	82,143	8,214	90,357	(25,855)	64,502

**Section 4.2** If any approved services provided by ERESA are in excess of the above fees, ERESA shall notify MVS when such hourly charges are in effect because the budgeted number of hours for a given service period has been exceeded. MVS shall have the right to accept or decline such services.

**Section 4.3** ERESA shall have the sole and exclusive responsibility for the following costs and charges attributable to the assignment of its personnel or contractors performing services under the terms of this Agreement: wage and salary compensation; pension and retirement contribution; all state and federal employment taxes, unemployment taxes or unemployment reimbursements; all applicable premium costs for insurance coverage and programs applicable to ERESA personnel.

#### **SECTION 5. INSURANCE**

**Section 5.1** ERESA will be responsible for workers' compensation and employee insurance for all personnel under this agreement. MVS will be responsible for insuring all hardware and equipment assets owned by MVS.

#### **SECTION 6. NON-DISCRIMINATION**

**Section 6.1** ERESA and MVS agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, due to race, color, religion, national origin, age, height, weight, disability, marital status or veteran status.

**Section 6.2** ERESA and MVS further agree not to discriminate against any student or other recipient of service under this Agreement due to race, color, religion, sex, national origin or disability in the delivery of services under this Agreement.

**Section 6.3** Breach of the covenant recited in this Section shall be regarded as a material breach of this Agreement.

#### **SECTION 7. WAIVER AND MODIFICATION**

**Section 7.1** No waiver, alteration or modification of any provision of this Agreement shall be binding unless committed to writing and signed by duly authorized representatives of both ERESA and MVS.

**SECTION 8. NO ASSIGNMENT WITHOUT CONSENT**

**Section 8.1** This Agreement shall be binding upon and shall inure to the benefit of ERESA and MVS and their successors and assigns. However, no party to this Agreement may assign or delegate any of the rights or obligations hereunder without first obtaining the written consent of the other party.

**SECTION 9. NOTICES**

**Section 9.1** All communications regarding this Agreement shall be sent to ERESA at:  
Eaton RESA, 1790 E Packard Highway, Charlotte, MI 48813  
and to MVS at:  
Maple Valley Schools, 11090 Nashville Hwy., Vermontville, MI 49096.

Any written notice required or contemplated under this Agreement shall become effective as of the date of mailing by registered or certified mail and shall be deemed sufficiently given if sent to the addressee at the address above or to such other addresses which may hereafter be designated by written notice.

**SECTION 10. GOVERNING LAW**

**Section 10.1** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

**SECTION 11. SEPARABILITY**

**Section 11.1** In the event that any provision of this Agreement is determined by a Court (or other judicial or administrative body of competent jurisdiction) to be null, void or unenforceable or in the event that any provisions of this Agreement becomes subsequently invalid due to legislative enactment, such invalidity shall not affect the remaining provision of this Agreement which can be given effect without the invalid provision, and, to that extent, the provisions hereof are severable.

**SECTION 12. TERMINATION**

**Section 12.1** The term of this Agreement shall commence on July 1, 2025, unless otherwise mutually agreed to by addendum to this agreement, and will expire on June 30, 2026.

**Section 12.2** This Agreement may be terminated during its term by either ERESA or MVS for any reason upon sixty (60) days written notice to the other party.

**SECTION 13. AUTHORIZATION**

**Section 13.1** This Agreement has been duly authorized, executed and delivered by the parties and constitutes a legal, valid and binding obligation upon each of them, enforceable in accordance with its terms. Each individual placing his/her signature below represents and warrants that he/she is the signatory duly authorized to execute this Agreement on behalf of ERESA or MVS, as is respectively applicable.

**EATON RESA**

Dated: 4/15/2025, 2025

By: Sean Williams

Its: Superintendent

**MAPLE VALLEY SCHOOLS**

Dated: April 14, 2025

By: Katherine Bertolini

Its: Superintendent

## BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

**I. DATE OF BOARD MEETING:** 05/21/25

**II. AGENDA ITEM TITLE:** FTE increase request for Related Service Staff

**III. TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

Presentation

Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*

Action/Approval *(new positions/FTE increases for existing positions are action items)*

Information

**IV. AGENDA ITEM DESCRIPTION:**

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

Increase in FTE for Special Education: Through our special education funding system, an annual review of related service staff is completed in coordination with our local districts. As a result of this review, Kelly Hager, Assistant Superintendent for Special Education, is requesting that the Board approve an increase of a 0.5 FTE at an estimated cost of \$45,511 for Occupational Therapist and a 0.2 FTE increase for School Social Work for at an estimated cost of \$16,838 for the 2025-26 school year.

a) **Total Cost:** \$62,349

b) **Timeframe/term of agreement:** 2025-26

c) **Supporting materials/attachments, if any:** District Related Service Staff Agreements for Charlotte, Potterville, and Grand Ledge.

**V. RECOMMENDATION:** *(Place an X in the box you select)*

Approve

Authorize the Superintendent to execute agreement

Approve the increase of FTE: 0.5 OT

Award a bid

Other: \_\_\_\_\_

**VI. RECOMMENDED BY:** Kelly Hager, Assistant Superintendent for Special Education



## Eaton RESA

1790 E. Packard Hwy., Charlotte, Michigan 48813  
517-543-5500 \* Fax - 517-543-6633

### RELATED SERVICES CASELOAD AGREEMENT

Below is the projected Related Services caseload for the 2025-26 school year between Charlotte Public Schools and Eaton Regional Education Service Agency. The term of this agreement commences August 18, 2025 and continues through June 13, 2026\*\*, at which time this Agreement shall need to be renewed. (See Attachment A for terms of the Agreement)

#### ERESA Services Rendered (projected as of April 2025)


Service	Staff FTE Assigned	Projected Cost*
Occupational Therapist	1.50	136,532
Psychologist	1.00	108,738
Testing TC	1.00	113,087
Physical Therapist	0.45	36,161
Speech	5.00	491,270
School Social Worker	2.80	235,732
<b>Totals</b>	<b>11.75</b>	<b>1,121,520</b>

\*Costs are estimates

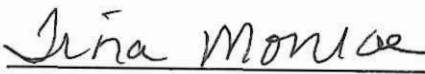
On Behalf of the

Eaton Regional Education Service Agency

Date: \_\_\_\_\_

  
\_\_\_\_\_  
Kelly Hager  
Assistant Superintendent for Special Education

Date: 4/29/25

  
\_\_\_\_\_  
Tina Monroe  
Executive Director of Finance and Operations

On Behalf of the

School

Date: \_\_\_\_\_

\_\_\_\_\_  
Special Education Administrator

Date: \_\_\_\_\_

\_\_\_\_\_  
Business Official

\*\*School year start and end dates still to be determined

## RELATED SERVICES CASELOAD

### ATTACHMENT A

1. Billback:
  - a. **School Year:** The local district agrees to reimburse Eaton RESA for services for the period of the Agreement using the current tuition billback formula. Related services staff are billed back based on the average cost per 1.0 FTE for a given job category (i.e. SSW, Psych). The average cost is determined by adding all revised budget costs for salaries and benefits plus a 20% indirect cost rate. The indirect cost rate covers such things as subs, professional development, supplies, direct supervision of related services staff, operations and maintenance. Any anticipated state aid revenue that Eaton RESA will receive for employing these staff is deducted. This net amount is divided by the total number of FTE assigned to the category and the resulting total would be the cost per 1.0 FTE. Districts are billed back based upon the amount of FTE assigned to a specific district multiplied by the cost per 1.0 FTE in a given job category. Example: A School Social Worker's net billback cost is \$84,190 per 1.0 FTE. District A requests .80 FTE in services, the billback will be \$67,352 (\$84,190 x .80). District B requests 1.20 FTE in services, the billback will be \$101,028 (\$84,190 x 1.20).
  - b. **Extended School Year (ESY):** The local district agrees to reimburse Eaton RESA for services that extend the agreement period, i.e. summer hours. The billback will be based on the assigned Eaton RESA staff's hourly rate times the number of hours worked at the district, including any associated FICA & Retirement (excluding UAAL) on those wages. Any anticipated state aid revenue that Eaton RESA will receive for employing these staff is deducted.
2. Eaton RESA Obligations: Eaton RESA Shall:
  - a. Employ qualified personnel to render the services identified and provide appropriate salary and benefits articulated within the Eaton Intermediate Education Association and the Eaton RESA Master Agreement.
  - b. Reserve the right to designate which of its employees shall be assigned to perform educational services under this Agreement.
  - c. Provide the local school district with periodic tuition billback claims seeking remuneration for the cost of services identified on the Agreement.
  - d. Not change or add to the services agreed upon without the approval of an appropriate local school district designee. Service FTE changes/adjustments, less than a .05, based on actual FTE provided to the local district will not result in notification to the local district nor require approval from the local district.
3. Local School District Obligations: The local school district shall:
  - a. Reimburse Eaton RESA for services identified during the period of the Agreement.\*
  - b. Notify Eaton RESA of their needs for special education ancillary and/or related services **and of their intent to contract with Eaton RESA** for the forthcoming school year (2026-27) **by February 28, 2026.**
  - c. Provide Eaton RESA personnel with appropriate, designated workspace for the delivery of services within local school district buildings as assigned.
  - d. Notify Eaton RESA if the assigned Eaton RESA staff providing contracted service is not meeting the service delivery expectations as identified.



# Eaton RESA

1790 E. Packard Hwy., Charlotte, Michigan 48813  
517-543-5500 \* Fax - 517-543-6633

## RELATED SERVICES CASELOAD AGREEMENT

Below is the projected Related Services caseload for the 2025-26 school year between Grand Ledge Public Schools and Eaton Regional Education Service Agency. The term of this agreement commences August 18, 2025 and continues through June 13, 2026\*\*, at which time this Agreement shall need to be renewed. (See Attachment A for terms of the Agreement)

### ERESA Services Rendered (projected as of April 2025)

Service	Staff FTE Assigned	Projected Cost*
Occupational Therapist	3.40	309,471
Psychologist	3.00	326,214
Testing TC	3.00	339,261
Physical Therapist	1.00	80,358
Speech	11.00	1,080,794
School Social Worker	9.00	757,710
<b>Totals</b>	<b>30.40</b>	<b>2,893,808</b>

\*Costs are estimates

#### On Behalf of the

Date: 5/2/2025

Date: 4/29/25

#### Eaton Regional Education Service Agency

Kelly Hager  
Kelly Hager  
Assistant Superintendent for Special Education

Tina Monroe  
Tina Monroe  
Executive Director of Finance and Operations

#### On Behalf of the

Date: 5-8-2025

Date: 5-8-25

#### School

Wendy Seida  
Special Education Administrator

Adrienne Banna  
Business Official

\*\*School year start and end dates still to be determined



# Eaton RESA

1790 E. Packard Hwy., Charlotte, Michigan 48813  
 517-543-5500 \* Fax - 517-543-6633

## RELATED SERVICES CASELOAD AGREEMENT

Below is the projected Related Services caseload for the 2025-26 school year between Potterville Public Schools and Eaton Regional Education Service Agency. The term of this agreement commences August 18, 2025 and continues through June 13, 2026\*\*, at which time this Agreement shall need to be renewed. (See Attachment A for terms of the Agreement)

### ERESA Services Rendered (projected as of April 2025)

Service	Staff FTE Assigned	Projected Cost*
Occupational Therapist	0.60	54,613
Psychologist	0.80	86,990
Physical Therapist, PTA	0.20	16,072
Speech	1.60	157,206
School Social Worker	1.40	117,866
<b>Totals</b>	<b>4.60</b>	<b>432,747</b>

\*Costs are estimates

#### On Behalf of the

Date: 5/2/2025

Date: 4/29/25

#### Eaton Regional Education Service Agency

Kelly Hager  
 Kelly Hager  
 Assistant Superintendent for Special Education

Tina Monroe  
 Tina Monroe  
 Executive Director of Finance and Operations

#### On Behalf of the

Date: 5/5/2025

Date: 4/29/25

#### School

Amber Baker  
 Amber Baker  
 Special Education Administrator

Tina Monroe  
 Tina Monroe  
 Business Official

\*\*School year start and end dates still to be determined

## RELATED SERVICES CASELOAD

### ATTACHMENT A

1. Billback:
  - a. **School Year:** The local district agrees to reimburse Eaton RESA for services for the period of the Agreement using the current tuition billback formula. Related services staff are billed back based on the average cost per 1.0 FTE for a given job category (i.e. SSW, Psych). The average cost is determined by adding all revised budget costs for salaries and benefits plus a 20% indirect cost rate. The indirect cost rate covers such things as subs, professional development, supplies, direct supervision of related services staff, operations and maintenance. Any anticipated state aid revenue that Eaton RESA will receive for employing these staff is deducted. This net amount is divided by the total number of FTE assigned to the category and the resulting total would be the cost per 1.0 FTE. Districts are billed back based upon the amount of FTE assigned to a specific district multiplied by the cost per 1.0 FTE in a given job category. Example: A School Social Worker's net billback cost is \$84,190 per 1.0 FTE. District A requests .80 FTE in services, the billback will be \$67,352 (\$84,190 x .80). District B requests 1.20 FTE in services, the billback will be \$101,028 (\$84,190 x 1.20).
  - b. **Extended School Year (ESY):** The local district agrees to reimburse Eaton RESA for services that extend the agreement period, i.e. summer hours. The billback will be based on the assigned Eaton RESA staff's hourly rate times the number of hours worked at the district, including any associated FICA & Retirement (excluding UAAL) on those wages. Any anticipated state aid revenue that Eaton RESA will receive for employing these staff is deducted.
2. Eaton RESA Obligations: Eaton RESA Shall:
  - a. Employ qualified personnel to render the services identified and provide appropriate salary and benefits articulated within the Eaton Intermediate Education Association and the Eaton RESA Master Agreement.
  - b. Reserve the right to designate which of its employees shall be assigned to perform educational services under this Agreement.
  - c. Provide the local school district with periodic tuition billback claims seeking remuneration for the cost of services identified on the Agreement.
  - d. Not change or add to the services agreed upon without the approval of an appropriate local school district designee. Service FTE changes/adjustments, less than a .05, based on actual FTE provided to the local district will not result in notification to the local district nor require approval from the local district.
3. Local School District Obligations: The local school district shall:
  - a. Reimburse Eaton RESA for services identified during the period of the Agreement.\*
  - b. Notify Eaton RESA of their needs for special education ancillary and/or related services **and of their intent to contract with Eaton RESA** for the forthcoming school year (2026-27) **by February 28, 2026.**
  - c. Provide Eaton RESA personnel with appropriate, designated workspace for the delivery of services within local school district buildings as assigned.
  - d. Notify Eaton RESA if the assigned Eaton RESA staff providing contracted service is not meeting the service delivery expectations as identified.



- Approve
- Authorize the Superintendent to execute agreement
- Approve the increase of FTE: Position \_\_\_\_\_ FTE Increase \_\_\_\_\_
- Award a bid
- Other: \_\_\_\_\_

VII. **RECOMMENDED BY: Sean Williams, Superintendent**

**BOARD AGENDA ITEM**

Email completed form and supporting documents to the Superintendent and the Superintendent’s Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

**I. DATE OF BOARD MEETING:** May 21, 2025

**II. AGENDA ITEM TITLE:** Agreement with Capital Area Michigan Works (CAMW) for Adult Ed Office Space

**III. TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

Presentation

Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*

Action/Approval *(new positions/FTE increases for existing positions are action items)*

Information

**IV. AGENDA ITEM DESCRIPTION:**

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

The District will continue providing Adult Ed program services in 2025-26. Office space for the Director and Support Staff is leased at Capital Area Michigan Works, and the District would like to continue with the arrangement. It is recommended that the Board approve the Lease and Infrastructure Agreements with Capital Area Michigan Works.

b) **Cost:** Estimated not to exceed \$37,000

c) **Timeframe/term of agreement:** 7/1/2025 to 6/30/2026

d) **List Supporting materials/attachments, if any:**

*CAMW Lease and Infrastructure Agreements*

**V. RECOMMENDATION:** *(Place an X in the box you select)*

Approve

Authorize the Superintendent to execute agreement

Approve the increase of FTE: Position \_\_\_\_\_ FTE Increase \_\_\_\_\_

Award a bid

Other: \_\_\_\_\_

**VI. RECOMMENDED BY:** Tina Monroe, Executive Director of Finance & Operations

**MICHIGAN WORKS! SYSTEM  
INFRASTRUCTURE FUNDING AGREEMENT  
BETWEEN  
Eaton Regional Education Service Agency (ERESA)  
(ADULT EDUCATION)**

**AND THE  
CAPITAL AREA MICHIGAN WORKS!  
WORKFORCE DEVELOPMENT BOARD (WDB)**

**General Information**

This Infrastructure Funding Agreement (hereinafter referred to as the IFA) establishes the terms and conditions between **EATON REGIONAL EDUCATION SERVICE AGENCY (ERESA) (ADULT EDUCATION)** as represented under the Adult Education and Family Literacy Act (AEFLA) program, authorized under WIOA title II (hereinafter referred to as partner) and the local Workforce Development Board (hereinafter referred to as the WDB) for the **CAPITAL AREA MICHIGAN WORKS! AGENCY**. This IFA is designed to ensure that all One-Stop partner programs contribute and support the infrastructure costs of the Michigan Works! One-Stop System in compliance with the provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014, Section 121(h), and 20 Code of Federal Regulation 678.700 through 678.760. By signing this IFA, the parties agree to abide by the terms, conditions, goals, and principles set forth herein.

In addition, this IFA establishes joint processes and procedures for reviewing and modifying the infrastructure funding contributions to ensure each partner program is contributing its proportionate share in accordance with the terms of the IFA. The previously negotiated sublease terms and budget is incorporated as part of this IFA.

**Part I  
Duration/Termination**

This IFA takes effect on **July 1, 2025**, and remains in effect through **June 30, 2026** unless terminated early in accordance to the procedures in this IFA. It is the intent of the parties to enter into a new IFA annually to the extent required by the WIOA and its regulations.

Any party may withdraw from this IFA by giving written notice of intent to withdraw at least sixty (60) calendar days in advance of the effective date of the withdrawal. Notice of withdrawal shall be given to all parties covered by this agreement. Should any partner withdraw, this IFA shall remain in effect in its entirety with respect to the remaining parties until the expiration date of this agreement, or a new IFA is executed, whichever occurs first.

**Part II  
Infrastructure Costs Budget**

The estimated lease costs for Allocation Year **PY2025** are **\$806,539** for the following line items:

Lease	\$526,536
Cleaning Services	\$ 55,125
Utilities	\$ 90,405
Telecommunications/Internet	\$ 39,900
Other: Supplies, Postage, Photocopy	\$ 17,526
One-Stop Reception	<u>\$ 77,047</u>
<b>TOTAL ONE-STOP COSTS</b>	<b><u>\$806,539</u></b>

The **ERESA [Adult Education]** and the WDB agree, based on the total FTE of 4, **ERESA [Adult Education]** will be responsible for contributing **\$31,306.71** towards infrastructure costs.

The **ERESA [Adult Education]** agrees to the following:

- Reimburse CAMW! for the **actual** infrastructure costs as agreed in IFA Budget for rents and associated costs based on the relative benefit described in Part IV (Consensus Strategies).
- **Actual** rents and associated costs will be payable as invoiced by the following calendar month after receipt of invoice.
- Payment will be made by check from the authorized federal funding awarded to **ERESA [ADULT EDUCATION]** under the AEFLA program authorized under WIOA Title II.

The **WDB** agrees to the following:

- CAMW! will reconcile **actual** costs with budgeted costs and monthly sublease payments no less than quarterly.
- CAMW! will invoice quarterly in the month following the quarter end reconciliation for **actual** costs.

### **Part III Modification and Review**

All signing parties assure that this IFA will be reviewed at least quarterly and renewed at least annually, or in the event of a substantial change, and in accordance with the sublease, if applicable.

This IFA may be modified at any time by written agreement of the all parties. Such amendments will require the signature of all parties affected by such amendment.

The **ERESA [Adult Education]** should submit any modification or expressed lack of consensus in writing via email to the Chief Financial Officer of CAMW! In Step 1 - Informal negotiations shall be conducted between the **ERESA [Adult Education]** and CAMW!. CAMW! shall, within seven (7) business days, issue a determination which includes a synopsis of the reasons for the decision made and provide an opportunity to appeal.

If the issue is not resolved then, in Step 2, the **ERESA [Adult Education]** may, within three (3) business days of the issuance in Step 1 decision, submit the modification or expressed lack of consensus via email to the Chief Executive Officer of CAMW! A formal or informal hearing will be held between the **ERESA [Adult Education]** and CAMW!; a decision shall be issued within seven (7) business days.

If the dispute is not resolved then, in Step 3, the **ERESA [Adult Education]** may, within three (3) business days of the issuance of the CEO's decision, submit the modification or expressed lack of consensus via email to the CAMW! Workforce Development Board chair AND to the CAMW Administrative Board.

Finally, if the negotiations between partners within said agreement reach an impasse or fail to yield a consensus, the CAMW! local boards shall submit the Notice of Failure to Reach Consensus form the Governor, thereby triggering the State-funding Mechanism [SFM]. Expressed consent by all parties in this Infrastructure Agreement ensures adherence to the SFM process as outlined in the Federal Register (20 CFR Part 678.725 – 678.740).

The **ERESA [Adult Education]** agrees to the following:

- Work with CAMW! staff to update any services based on the Memorandum of Understanding (MOU) and the benefit to the American Job Center system.

The **WDB** agrees to the following:

- Work with **ERESA [Adult Education]** to reconcile and make any modifications in a timely manner.

#### **Part IV Consensus Strategies**

The **ERESA [Adult Education]** agrees to the following:

- That the IFA Budget was negotiated in good faith, with openness and transparency, based on the Full-time equivalent above in Part II.
- To review, in a timely manner, the IFA in its entirety including Section II, IFA Budget for completeness.

The **WDB** agrees to the following:

- Work with **ERESA [Adult Education]** to ensure that they pay their fair share of Infrastructure costs.
- Promptly review any changes to the IFA Budget that accurately reflect costs as agreed.

#### **Part V Problem Resolution**

The **ERESA [Adult Education]** agrees to the following:

- As soon as any issues arise regarding the IFA, **ERESA [Adult Education]** will submit in writing to CAMW! the problem(s) that have occurred.

The **WDB** agrees to the following:

- Issues brought up by **ERESA [Adult Education]** will be quickly addressed by CAMW!

**Part VI  
Certification**

The undersigned hereby agree to abide by all terms and conditions outlined in this agreement, or in any amended version of this Agreement, for the duration of this Agreement.

Approval on behalf of Partner: ***EATON REGIONAL EDUCATION SERVICE AGENCY (ERESA) (ADULT EDUCATION)***:

**SEAN WILLIAMS, Superintendent**

Print Name and Title

---

Signature

Date

Approval on behalf of Partner: ***Workforce Development Board:***

**DENNIS M. LOUNEY, Chair**

Print Name and Title

---

Signature

Date

Approval on behalf of Partner: ***Chief Elected Official:***

**ROBIN ANDERSON-KING, Chair Administrative Board**

Print Name and Title

---

Signature

Date

Approval on behalf of Partner: ***Capital Area Michigan Works!***

**Carrie Rosingana, Chief Executive Officer**

Print Name and Title

---

Signature

Date

## BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

**I. DATE OF BOARD MEETING:** May 21, 2025

**II. AGENDA ITEM TITLE:** NONA Salary Schedule

**III. TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

Presentation

Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*

Action/Approval *(new positions/FTE increases for existing positions are action items)*

Information

**IV. AGENDA ITEM DESCRIPTION:**

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

2025-2026 Non Affiliated/Non Administrative Salary Schedule: The superintendent is requesting approval of the 2025-2026 Non Affiliated/Non Administrative Salary Schedule as presented. The schedule also satisfies the new ORS salary schedule guidance for non-affiliated groups.

b) **Cost:**

c) **Timeframe/term of agreement:** 7/1/2025 to 6/30/2026

d) **List Supporting materials/attachments, if any:**

*NONA Salary and Hourly salary schedules.*

**V. RECOMMENDATION:** *(Place an X in the box you select)*

Approve

Authorize the Superintendent to execute agreement

Approve the increase of FTE: Position \_\_\_\_\_ FTE Increase \_\_\_\_\_

Award a bid

Other: \_\_\_\_\_

**VI. RECOMMENDED BY:** Tina Monroe, Executive Director of Finance & Operations

**NONA Salary Personnel**

3%

2025-26

STEPS												
Group	1	2	3	4	5	6	7	8	9	10	11	12
A	\$ 80,943	\$ 83,107	\$ 85,271	\$ 87,435	\$ 89,600	\$ 91,764	\$ 93,928	\$ 96,092	\$ 98,256	\$ 100,421	\$ 102,585	\$ 104,749
B	\$ 59,740	\$ 61,800	\$ 63,860	\$ 65,920	\$ 67,980	\$ 70,040	\$ 72,100	\$ 74,160	\$ 76,220	\$ 78,280	\$ 80,340	\$ 82,400
C	\$ 54,214	\$ 56,162	\$ 58,110	\$ 60,057	\$ 62,005	\$ 63,953	\$ 65,901	\$ 67,849	\$ 69,797	\$ 71,745	\$ 73,692	\$ 75,640

**NONA Hourly Personnel**

2025-26

STEPS												
Group	1	2	3	4	5	6	7	8	9	10	11	12
D	\$ 22.62	\$ 23.42	\$ 24.25	\$ 25.05	\$ 25.86	\$ 26.67	\$ 27.49	\$ 28.29	\$ 29.11	\$ 29.92	\$ 30.74	\$ 31.54
E	\$ 20.29	\$ 20.94	\$ 21.59	\$ 22.24	\$ 22.89	\$ 23.55	\$ 24.18	\$ 24.83	\$ 25.48	\$ 26.13	\$ 26.79	\$ 27.44

## BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

- I. DATE OF BOARD MEETING:** May 21, 2025  
**II. AGENDA ITEM TITLE:** Potterville Public Schools Business Services Agreement

**III. TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

- Presentation
- Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*
- Action/Approval *(new positions/FTE increases for existing positions are action items)*
- Information

**IV. AGENDA ITEM DESCRIPTION:**

- a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

The Potterville Public School Board approved a one-year Business Services Agreement with Eaton RESA at their May 5, 2025 board meeting, for the annual cost to Potterville is \$110,000. Continuation of services is desired, and it is recommended that the Board approve the one-year agreement.

- b) **Cost:** N/A
- c) **Timeframe/term of agreement:** July 1, 2025 to June 30, 2026
- d) **List Supporting materials/attachments, if any:**

*Business Services Agreement approved by Potterville Public Schools on May 5, 2025.*

**V. RECOMMENDATION:** *(Place an X in the box you select)*

- Approve
- Authorize the Superintendent to execute agreement
- Approve the increase of FTE: Position \_\_\_\_\_ FTE Increase \_\_\_\_\_
- Award a bid
- Other: \_\_\_\_\_

**VI. RECOMMENDED BY:** Tina Monroe, Executive Director of Finance and Operations

## COOPERATIVE SHARED BUSINESS SERVICES AGREEMENT

This Shared Services Agreement (this "Agreement") is made this \_\_\_ day of \_\_\_\_\_, 2025 by and between Eaton RESA, a Michigan Intermediate school district organized and operating under the provisions of the Revised School Code, MCL 380.1, et seq. as amended, whose address is 1790 E. Packard Highway, Charlotte, MI 48813 and Potterville Public Schools, a Michigan general powers school district organized and operating under the provisions of the Revised School Code, MCL 380.1, et seq., as amended, whose address is 425 East Main Street, Potterville, MI, 48876. As used in this Agreement, the term "District" shall refer to Eaton RESA or Potterville Public Schools and the term "Districts" shall refer to both Eaton RESA and Potterville Public Schools.

### RECITALS

WHEREAS, Eaton RESA is organized and operating as an intermediate school district under the Revised School Code, MCL 380.1 et seq., as amended (the "Revised School Code") and has the powers, authorities and duties established therein, specifically including the authority under Section 627(4) of the Revised School Code to provide its constituent district business services that can be accomplished on a more cost-effective basis by Eaton RESA and

WHEREAS, Potterville Public Schools is organized and operating as general powers school district under the Revised School Code and has the powers, authority and duties established therein, specifically including the authority under Section 11a(4) of the Revised School Code to enter into agreements or cooperative arrangements for the purpose of performing the functions of the Districts; and

WHEREAS, Sections 11(a)(4) and 601(a)(2) of the Revised School Code generally authorize and encourage school districts and intermediate school districts to enter into cooperative arrangements with other entities as part of performing the functions of the Districts; and

WHEREAS, Potterville Public Schools desires to engage Eaton RESA to provide certain business services and other services as may be mutually agreed to in the future by the Districts (collectively, the "Services"); and

WHEREAS, the Districts share an interest in achieving cost saving and cost-efficient administrative, supervisory and support staff for the Services; and

WHEREAS, Eaton RESA is willing to provide the Services Potterville Public Schools upon the terms and conditions contained in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and benefits contained herein, the Districts agree as follows:

## SECTION 1 – PURPOSE

1.1 Purpose. The purpose of this Agreement is to outline the terms and conditions upon which Eaton RESA will provide services to Potterville Public Schools. In the future, Eaton RESA may provide additional services to Potterville Public Schools, the provision of which shall be subject to a written agreement between the Districts that will be appended to the Agreement.

## SECTION 2 - TERM

2.1 Initial Term. This Agreement shall become effective at such time as it receives the formal approval of the Board of Education of each District and when authorized representatives of the Districts have executed this Agreement. Subject to the termination provisions contained in Section 6, below, this Agreement shall continue thereafter until June 30, 2026.

2.2 Renewal Terms. The Districts may agree to renew this Agreement beyond the initial term for subsequent terms, which renewal terms shall be by mutual written agreement of the Districts.

2.3 Fiscal Year. The initial and any renewal terms of this Agreement shall be the fiscal years of the Districts (i.e. July 1st through June 30th).

## SECTION 3 - BUDGET, COMPENSATION AND PAYMENT

3.1 Budget. The budget for the initial term of this Agreement is attached hereto and made a part hereof as Exhibit "A". The budget for each renewal term shall be agreed to by the Districts at least thirty (30) days prior to the commencement of a renewal term. Copies of the budget for each renewal term shall be appended to this Agreement. The budget for the initial term and the renewal terms may be revised from time to time upon written approval of both Districts.

3.2 Compensation. Eaton RESA shall receive from Potterville Public Schools compensation for the Services as specifically contained in the initial budget, Exhibit "A", and any renewal budget provided in this Agreement.

3.3 Payment. Subject to the specific provisions contained in this Agreement, Potterville Public Schools shall make payment to Eaton RESA for the Services within thirty (30) days from the date of receipt of an invoice for services.

## SECTION 4 - RELATIONSHIP OF PARTIES

4.1 Eaton RESA shall be regarded, designated and considered to be the sole employer with respect to all individuals whom Eaton RESA may select and assign to provide Services under this Agreement. Eaton RESA shall be exclusively and solely responsible for compensating, hiring, retaining, evaluating, disciplining, dismissing and otherwise regulating the employment conditions, employment rights, compensation and other similar matters relative to all individuals whom Eaton RESA utilizes in connection with providing services under this Agreement.

4.2 Eaton RESA shall be responsible for answering, defending and/or resolving any and all claim arising from the assignment and performance of its employees or agents to carry out the services under this Agreement.

All costs (including legal fees) incurred in connection with the defense of the foregoing matters and any judgments resulting therefrom shall be the sole and exclusive responsibility of Eaton RESA.

4.3 Potterville Public Schools shall be responsible for the adoption, implementation and maintaining of policies related to the financial operating of the school and communicating those policies to Eaton RESA. Such polices shall include, but not be limited to, fiscal planning and budgeting, purchasing, credit/debit card use, vendor selection and conflict of interest.

Potterville Public Schools shall be responsible for the timely submission of information to Eaton RESA to assure that the services prescribed in Section 5.1 of this agreement can be carried out. Eaton RESA shall rely on the data submitted by the School to carry out the services prescribed.

4.4 Policies. Eaton RESA agrees that the individuals it assigns to the District under this Agreement will abide by those policies of Potterville Public Schools which are applicable to performance of services under this Agreement including, but not limited to policies pertinent to:

- a) Non-discrimination;
- b) Child abuse and neglect reporting;
- c) Sexual harassment;
- d) Confidentiality of student records and student record information;
- e) Blood borne pathogens exposure control;
- f) Communicable diseases;
- g) Alcohol/controlled substance possession and use; and
- h) Copyright
- i) Emergency Procedures (Fire Drills, evacuations)

At the inception of this Agreement, a copy of the above policies will be provided to Eaton RESA by Potterville Public Schools which agrees to adopt and amend policies as necessary to ensure its operations are managed within legal parameters.

4.5 No Tenure Rights. All employees assigned by Eaton RESA to provide services to Potterville Public Schools under this Agreement shall remain employees of Eaton RESA. Eaton RESA employees shall not be eligible for tenure or other employment security rights with Potterville Public Schools or be entitled to participate in any benefit, pension, retirement, deferred compensation, insurance, disability, vacation pay, severance pay or other similar plans, programs or agreements of Potterville Public Schools.

4.6 Personnel. Personnel provided by Eaton RESA shall be qualified and competent to provide the services and shall possess such licenses and qualifications as required by law. No Eaton RESA employee providing services under this Agreement shall have been convicted of a felony,

Eaton RESA maintains all personnel files for all of its employees providing services, which personnel files shall be provided to Potterville Public Schools upon request, except to the extent permitted by law.

4.7 Removal or Reassignment of Personnel. Potterville Public Schools may request that Eaton RESA remove any person providing Service under this Agreement if, in its good faith judgment, the employee should be removed from providing services or reassigned to a different position with regards to the Services. Eaton RESA shall consider such request, but is not obligated to comply with such a request.

4.8 Director. Eaton RESA shall appoint a Director who will oversee all business operations at the Potterville Public Schools. The Director shall attend meetings of the Potterville Public Schools Board of Education, Finance Committee, and Administrative Meetings when requested and agreed by Eaton RESA.

4.9 Contracting Authority. Eaton RESA and its employees providing Services under this Agreement shall not have the authority to enter into the contracts or otherwise bind Potterville Public Schools with regards to any obligation, except to the extent that Potterville Public Schools has provided written authorization which grants this authorization.

4.10 Work Space. Services provided under this agreement will be performed at Potterville Public Schools or Eaton RESA. The physical space, use of a desk, and related supplies for the performance of duties at either district shall be provided by each district at no cost.

## SECTION 5 - BUSINESS SERVICES

5.1 Scope of Services, Eaton RESA shall provide to Potterville Public Schools day to day management and operation of Potterville Public Schools business services. These responsibilities shall specifically include the following:

### **Business Management and Accounting Services:**

- a) Prepare the annual budget, including required amendments
- b) Provide long- range financial planning
- c) Maintain state required chart of accounts
- d) Prepare audit schedules and oversee annual audit and financial statements
- e) Monitor cash flow and facilitate cash flow borrowing if necessary
- f) Reconcile bank accounts monthly
- g) Prepare Form L4029 (Request for Property Tax Levy)
- h) Ensure that tax collections and bond payments are appropriately administered
- i) Provide periodic (monthly) budget comparison to actual financial reports to the Superintendent, Board, Administrators and others
- j) Administer State and Federal grants including grant budgets, NexSys, cash requests and final expenditure reports
- k) Submit electronic reports for grants using the NexSys
- m) Prepare and submit required financial reports to the Michigan Department of Education including but not limited to the Financial Infrastructure Database (FID) report
- n) Attend Board and/or committee meetings for budget adoption/amendment presentation, or other items pertaining to the District finances
- o) Prepare monthly journal entries for month end and year end close
- p) Provide financial information to the District for inclusion in their Transparency Report
- q) Other duties as agreed between Districts which are necessary to maintain an efficient business management services

5.2 Written Reports. On at least a quarterly basis, Eaton RESA shall provide a written report to Potterville Public Schools which updates Potterville Public Schools with regard to the Services that Eaton RESA provided during the previous quarter and any recommendations with regards to the Services or coordination with the central office of Potterville Public Schools

## SECTION 6 – BREACH/DISPUTE RESOLUTION AND TERMINATION

6.1 Breach by Eaton RESA. Potterville Public Schools shall have the right to declare to be in breach of this Agreement if:

- a) Eaton RESA abandons any of the Services required under this Agreement.
- b) The level of Services provided under this Agreement falls below the standards which are generally required of the type of Services being provided.
- c) Potterville Public Schools is of the good faith opinion that Eaton RESA is or has been willfully or in bad faith violating any provisions of this Agreement,

- d) Eaton RESA or its agents, servants or employees have violated any applicable legal requirements.
- e) Services have been provided in a manner that imperils the safety of Potterville Public Schools, its employees, agents or students.
- f) Eaton RESA has materially breached any other terms or conditions contained in this Agreement.

6.2 Breach by Potterville Public Schools. Eaton RESA shall have the right to declare Potterville Public Schools to be in breach of this Agreement if:

- a) Potterville Public Schools fails to pay, when due, an invoice for Services provided under this Agreement.
- b) Eaton RESA is of the good faith opinion that Potterville Public Schools has been willfully or in bad faith violating any of the provisions of this Agreement.
- c) Potterville Public Schools or its agents, servants or employees have violated any applicable legal requirements.
- d) Potterville Public Schools has materially breached any other terms or condition contained in this Agreement.

6.3 Remedy Procedure. In the event of a breach described in Sections 6.1 or 6.2, above, the non-breaching party shall provide the breaching party written notice of the specific breach being alleged and, if possible, a description of how the breaching party can cure the breach. Within five (5) days of a notice of breach, authorized representatives of both districts shall convene a meeting to discuss resolution of the breach. If the parties are unable to resolve the dispute, either party may request mediation in accordance with Section 6.4, below.

6.4 Mediation. Within five (5) days after the parties have determined they are unable to resolve the dispute, either party may file a written request for mediation with the American Arbitration Association, a copy of which notice shall be provided to the other District. A mediation shall then be conducted in accordance with the American Arbitration Association's commercial dispute resolution rules. All potential mediators shall have their principal place of business in Eaton County, Michigan. During the time that a mediation proceeding is pending, Eaton RESA shall continue to provide the services and Potterville Public Schools shall pay the cost of the services as provided in this Agreement. In the event the matter is not resolved through mediation, services shall be provided for thirty (30) days after the last mediation session, at which time this Agreement shall terminate, The Districts may then pursue their legal and equitable rights. The Districts agree that the cost of Mediation would be shared equally by the parties.

6.5 Termination for Convenience. Either District may terminate this Agreement, for any or no reason, upon sixty (60) days' written notice to the other District.

## SECTION 7 - CRIMINAL OFFENSES AND CRIMINAL HISTORY CHECK

7.1 Criminal Offenses. Eaton RESA agrees that it shall not assign any of its employees, agents or other individuals to perform any Services under this Agreement where such individuals would regularly and continuously work in Potterville Public Schools ' facilities if such person has been convicted of any of the following offenses:

- a) Any "listed offense" as defined under Section 2 of the Sex Offenders Registration Act, MCL 28.722
- b) Any offense enumerated in Sections 1535a or 1539b of the Revised School Code, MCL 380.1535; 380.1539b
- c) Any felony as provided in Section 5.6, above
- d) Any misdemeanor conviction involving sexual or physical abuse as those terms are defined in Sections 1230(10) and 1230a(8) of the Revised School code, MCL 380.1230(10) and 1230a(8).
- e) Any offense of a substantially similar enactment (to those enumerated in A-D, above) of the United States or another State
- f) Any other offense that would, in the reasonable judgment of Eaton RESA, create a potential risk to the safety and security of Potterville Public Schools students or employees.

7.2 Criminal Background Check. Eaton RESA shall at its cost, comply with Sections 1230, 1230a, and 1230g of the Revised School Code for all its employees regularly and continuously working in the Potterville Public Schools facility. Potterville Public Schools shall reimburse Eaton RESA for the costs associated with criminal history checks and criminal records checks required pursuant to the terms of this Agreement which are accomplished in order to comply with the Revised School Code with respect to the Eaton RESA employees and agents who provide services under this Agreement.

## SECTION 8 – CONFLICTS

8.1 Representations. The Districts warrant and represent to each other that at the inception of this Agreement there are no disputes or conflicts between the Districts, either pending or within the past five (5) years; that their relationship, contractual and otherwise, has been amicable and harmonious; that each District is intent on cooperation with the other for the full and mutual benefit of both Districts; and that each District anticipates no future dispute or conflict with the other District.

8.2 Quality Meeting. During the course of the Agreement, a meeting may be called at any time by the Districts to review the quality of the financial services provided or any other issue that may arise, including, but not limited to, the performance of any particular employee(s),

8.3 Efficiencies. Continuous analysis of the financial operations of the District in order to effectively manage costs, while maintaining service levels in accordance with District policy and safety protocol. Eaton RESA shall identify and implement operational efficiencies that will lead to cost reductions reflected in reimbursement reductions for Potterville Public Schools.

8.4 Unanticipated Conflicts. While no future disputes or conflicts between the Districts are either foreseen or anticipated, the Districts acknowledge that future events, developments or other circumstances could give rise to such disputes and/or conflicts.

## SECTION 9 – INSURANCE

9.1 Workers' Compensation Insurance. Eaton RESA agrees to procure and maintain in full force workers' compensation insurance covering its employees while those persons are engaged in performing the Services under this Agreement. Eaton RESA agrees to provide Potterville Public Schools, upon request, with certifications evidencing the required coverage.

9.2 Comprehensive General liability and Errors and Omissions Insurance. Eaton RESA agree to carry comprehensive general liability and errors and omissions insurance, with limits identified in its applicable policies and procedures, to protect Eaton RESA and Potterville Public Schools against liability or claims of liability which may arise out of Eaton RESA's (including Eaton RESA's employees and agents) performance under this Agreement. Not more than ten (10) days from the date both Districts have executed this Agreement, Eaton RESA shall provide Potterville Public Schools with certificates of insurance evidencing all coverages and endorsements required hereunder. Eaton RESA agrees to name Potterville Public Schools, and its officers, agents and employees, as additional insured under said policies.

9.3 Employee Dishonesty Coverage. Eaton RESA agrees to maintain sufficient Employee Dishonesty insurance to cover the acts of all persons providing services under this Agreement (in particular, handling any monies of Potterville Public Schools). The cost of such insurance shall be included in the fees noted in Exhibit "A".

Levels of Coverage. The following types of insurance, limits of liability, and policy extensions are required of Eaton RESA:

### Workers Compensation and Employers Liability Insurance

- Coverage A- Statutory
- Coverage B - Employer's Employee: \$500,000 each accident/\$500,000 each disease/\$500,000 each employee policy limit

### Broad Form Comprehensive General Liability Insurance (Including - Premises, Contractual, Products & Completed Operations, Personal Injury - Including Broad Form Extensions)

- |  |             |
|--|-------------|
| • Each Occurrence                            | \$1,000,000 |
| • General Aggregate                          | \$2,000,000 |
| • Crime - Blanket Public Employee Dishonesty | \$200,000   |
| • Errors and Omissions                       | \$1,000,000 |
| • Umbrella Liability                         | \$1,000,000 |

Eaton RESA shall not commence work under the Contract until all insurance stated in these Specifications is obtained and the Potterville Public Schools has reviewed all associated insurance policies.

9.5 Mutual Indemnification. Each District shall be solely and entirely responsible for the obligations under this Agreement, and for the acts and omissions attributable to it, or its officers, employees or agents during the performance of this Agreement. To the extent permitted by law, each District shall indemnify and hold harmless the other District from any claims, suits, damages or causes of action, including a defense thereof, arising out of any action or inaction by the other District, its officers, employees, agents or subcontractors with respect to the Services or this Agreement.

#### SECTION 10 – CONFIDENTIALITY

10.1 Student Records. Eaton RESA agrees that it shall direct its employees to observe and hold them accountable for compliance with the policies of Pottersville Public Schools pertaining to the confidentiality of student records and student record information under, without limitation, the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), 20 USC 1232334 CFR 99; the Individuals with Disabilities Education Act ("IDEA"), 20 USC 1404, et seq., 34 CFR 300.610 - 300.626; and Section 504 of the Rehabilitation Act of 1973, 29 USC 794(a); 34 CFR 104.36, as well as the regulations implementing each of those enactments.

#### SECTION 11 - NON-DISCRIMINATION

11.1 General. The Districts agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, due to race, color, religion, sex, national origin, pregnancy, age, height, weight, disability, marital status or veteran status,

11.2 Delivery of Services. The Districts further agree not to discriminate against any student or other recipient of services under this Agreement due to race, color, religion, sex, national origin, or disability in the delivery of services rendered under this Agreement.

11.3 Material Breach. Breach of covenants recited in this Section 13 shall be regarded as a material breach of this Agreement.

#### SECTION 12 – MISCELLANEOUS

12.1 No Joint Liability. The Districts are not jointly liable for any act, failure to act or omission committed by the other District. Any cause of action, in any form, brought based upon the act, failure to act or omission of a District may be brought only against the District that failed to act or committed the omission. Each District is a separate legal entity with all rights provided by law and this Agreement.

12.2 Entire Agreement. This Agreement contains all of the terms of the Agreement among the Districts, collectively, with respect to the Services and supersedes all prior and contemporaneous agreements and understandings, oral or written, with respect to the District, jointly, and the Services.

12.3 Amendment. Any amendment to this Agreement shall be by mutual written agreement of both of the Districts.

12.4 Waiver. Failure to enforce or insist upon compliance with any of the terms or provision of this Agreement shall not constitute a general waiver or relinquishment of any term or provision of this

12.5 Applicable Law. The term "applicable law" as used in this Agreement means: Generally, all federal, state, and municipal laws and regulations, and judicial or administrative determinations, applicable to this Agreement, the Districts and the funding administration and operation thereof. In particular, but not limited to, the Revised School Code (1976 PA 451), CIA 380.1, et seq.; MSA 15.4001, et seq.

12.6 Notices. All notices, bills, or other communications required or permitted under this Agreement shall be in Writing and shall be deemed to be duly given on the day of service if served personally or by confirmed facsimile or e-mail delivery upon the District to whom notice is given at its address as listed above, or any address subsequently provided to all other Districts, or on the day after delivery to the United States Postal Service for regular mail service, to the attention of the District's Superintendent of Schools or the Superintendent's designee.

12.7 Successors and Assigns. The terms and conditions of this Agreement shall be binding upon the successors or assigns of either of the Districts. No District may assign or transfer any of its rights under this Agreement in whole or in part without the prior written consent of the other District, which consent shall not be unreasonably withheld.

12.8 Headings and Titles. The headings and titles in this Agreement are for convenience only and shall not be considered a part of or used in the interpretation of this Agreement.

12.9 Severability. The unenforceability of any provision of this Agreement shall not affect the enforceability of the remaining provisions of this Agreement, and to this end, the provisions hereof are severable.

12.10 Governing Law. The Agreement shall be governed by and enforced in accordance with the laws of the State of Michigan.

12.11 Counterparts. This Agreement shall be executed in counterparts separately by each District/ each of which counterparts shall be deemed an original, and all of which shall constitute one and the same instrument.

12.12 Effectiveness. This Agreement shall come into full force and effect at such time as this Agreement has been executed by both Districts, and such executed Agreement or counterparts are on file with the Districts.

12.13 No Third Party Beneficiaries. This Agreement is enforceable only by the Districts. No other person may enforce any of the terms contained in this Agreement, nor is the Agreement intended to confer third party beneficiary status on any third party.

12.14 Force Majeure. Neither District shall be liable to the other for damages caused by an interruption of this Shared Services Agreement where such interruption is due to war, rebellion, or insurrection, acts of God, fire, governmental statute, judicial or agency order or regulation prohibiting the performance of this Agreement, labor disputes, or for other causes beyond the reasonable control of either District.

12.15 Change of Employees. Eaton RESA is required to inform the District's designee when there will be a change of employees including long-term absence.

12.16 Training Program. Eaton RESA is to have, in-place, an on-going, effective and documented training program which provides all local, state and federally mandated training.

12.17 Timeliness of Financial Reporting. The Districts agree that monthly financial reporting shall take place by the third Tuesday after the previous month end in accordance with the monthly Board meeting schedule.

EACH SIGNER TO THIS AGREEMENT PERSONALLY REPRESENTS AND WARRANTS THAT THIS AGREEMENT HAS BEEN APPROVED BY THE GOVERNING BODY OF THE DISTRICT ON WHOSE BEHALF THIS AGREEMENT IS SIGNED AND THAT HE/SHE HAS BEEN AUTHORIZED TO SIGN THIS AGREEMENT. A COPY OF EACH DISTRICT'S RESOLUTION SHALL BE APPENDED TO THIS AGREEMENT.

AUTHORIZED SIGNATURES

Pottersville Public Schools Representative

Printed Name: Sam Sinicropi

Signature: *Sam Sinicropi*

Date: 5-5-2025

Eaton RESA Representative

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT "A"**

In consideration of the services specified in Section 5 of the Agreement, Potterville Public Schools shall pay Eaton RESA \$110,000 annually.

The above fees do not include the District's finance software cost, audit, legal fees or other professional consulting fees associated with the work described in this contract. Potterville Public Schools will be responsible for processing Accounts Payable/Receivable and Payroll/ Human Resource functions.

Invoicing shall be done on a quarterly basis.

## BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

**I. DATE OF BOARD MEETING:** May 21, 2025

**II. AGENDA ITEM TITLE:** Western Michigan Health Insurance Pool Resolution

**III. TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

Presentation

Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*

Action/Approval *(new positions/FTE increases for existing positions are action items)*

Information

**IV. AGENDA ITEM DESCRIPTION:**

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

Eaton RESA's health insurance provider, Western Michigan Health Insurance Pool (WMHIP), is requesting an updated resolution for their records to amend the trust agreement naming the Trustee and Alternate Trustee. It is requested that the Board approve the resolution.

b) **Cost:**

c) **Timeframe/term of agreement:** immediately

d) **List Supporting materials/attachments, if any:** .

Resolution

**V. RECOMMENDATION:** *(Place an X in the box you select)*

Approve

Authorize the Superintendent to execute agreement

Approve the increase of FTE: Position \_\_\_\_\_ FTE Increase \_\_\_\_\_

Award a bid

Other: \_\_\_\_\_

**VI. RECOMMENDED BY:** Tina Monroe, Executive Director of Finance & Operations

**BOARD OF \_\_\_\_\_ OF**

**(the “Public Entity”)**

**RESOLUTION AUTHORIZING PUBLIC ENTITY MEMBERSHIP  
IN THE WEST MICHIGAN HEALTH INSURANCE POOL (“WMHIP”) FOR A MINIMUM  
THREE-YEAR PERIOD**

**PREMISES**

A. The Western Michigan Health Insurance Pool (“WMHIP”) is a Public Employer Pooled Plan (“PEPP”) that provides pooled self-funded health insurance coverage, as authorized by the Public Employees Health Benefit Act, Act 106 of 2007.

B. WMHIP has received from the Michigan Department of Insurance and Financial Services (“DIFS”) a certificate of registration authorizing establishment of the PEPP.

C. The Board has had opportunity to consider the obligations of the Public Entity to WMHIP and PEPP plans, and services available to the Public Entity by WMHIP, and has carefully reviewed the WMHIP Amended Trust Agreement and Bylaws.

D. The Board desires to authorize membership of the Public Entity in the WMHIP for a minimum period of three years.

NOW, THEREFORE, the Board of the Public Entity hereby resolves:

1. The Board approves the WMHIP Amended Trust Agreement and bylaws, and accepts WMHIP provision of Public Entity self-funded, pooled health insurance coverage under the PEPP plan.

2. The Superintendent, Manager, or CFO of the Public Entity or, with their approval, the person appointed by the Board as WMHIP Trustee or Alternate Trustee, is hereby authorized to

execute all documents necessary for the Public Entity to become a Member in the WMHIP PEPP plan.

3. The Board hereby confirms its appointment of the following persons as Trustee and Alternate Trustee to serve as Trustee when the initial Trustee is not available or in attendance to carry out the Trustee's duties:

---

[Insert Trustee's Name]

---

[Insert Alternate Trustee's Name]

As required by law, neither the Trustee nor the Alternate Trustee is an owner, officer, or employee of any third-party administrator or any other third party providing services to WMHIP. The Trustee and Alternate Trustee shall serve until replaced by action of the Board. Once appointments are made known to the WMHIP, the persons appointed shall remain in office until the WMHIP receives evidence of appointment of other persons. Evidence of proper appointment of the Trustee and Alternate Trustee shall be a certified copy of the resolution passed by the Board, indicating the names of the designated Trustee and/or Alternate Trustee. Failure of the Public Entity to designate a Trustee, or the failure of that Trustee/Alternate Trustee to participate on the Board of Trustees, shall not affect the responsibilities or duties of the Public Entity under the Amended Trust Agreement.

4. The Public Entity shall continue participation in the WMHIP for a minimum of three full years under its PEPP plan.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same are hereby rescinded.

**CERTIFICATE**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of \_\_\_\_\_ of the \_\_\_\_\_ Public Entity, \_\_\_\_\_ County(ies), State of Michigan, at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 20\_\_\_\_, and that this meeting was conducted and public notice of this meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of this meeting were kept and will be or have been made available as required by this Act.

I further certify that the following Members were present at this meeting:

\_\_\_\_\_ and that the following Members were absent \_\_\_\_\_.

I further certify that the foregoing resolution was moved by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_.

I further certify that the following Members voted for adoption of the foregoing resolution:

\_\_\_\_\_ and that the following Members voted against adoption of this resolution:

\_\_\_\_\_.

\_\_\_\_\_  
Secretary

## BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

I. **DATE OF BOARD MEETING:** 5-21-2025

II. **AGENDA ITEM TITLE:** 5-Year Calendar

III. **TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

Presentation

Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*

Action/Approval *(new positions/FTE increases for existing positions are action items)*

Information

IV. **AGENDA ITEM DESCRIPTION:**

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

Eaton RESA Five-Year Common Calendar: The Eaton RESA Five-Year Common Calendar for 2025-26 through 2029-30 was approved at the Superintendent's Round Table Meeting on May 15, 2025, by a unanimous vote. As a result of this action, the Superintendent is requesting that the Board of Education approve the Eaton RESA Five-Year Common Calendar.

**MOTION:** *It was moved by XX, and supported by XXX to approve the Eaton RESA Five-Year Common Calendar supported unanimously by the Eaton Superintendent's Round Table, as presented.*

[5- Year Calendar, print after May 15th](#)

b) **Cost:** NA

c) **Timeframe/term of agreement:** NA to \_\_\_\_\_

d) **List Supporting materials/attachments, if any:**

V. **RECOMMENDATION:** *(Place an X in the box you select)*

Approve

Authorize the Superintendent to execute agreement

Approve the increase of FTE: Position \_\_\_\_\_ FTE Increase \_\_\_\_\_

Award a bid

Other: \_\_\_\_\_

VI. **RECOMMENDED BY: Sean Williams, Superintendent**

## Eaton RESA Common Calendar 2025-2030

	First Day of School	Last Day Before Fall	First Day After Fall Break	Last Day Before Holiday	First Day After Holiday	Last Day Before Spring	First Day After Spring
2025-26*	8/18/2025	11/21/2025	12/2/2025	12/19/2025	1/5/2026	3/27/2026	4/6/2026
2026-27	8/17/2026	11/20/2026	11/30/2026	12/18/2026	1/4/2027	3/26/2027	4/5/2027
2027-28	8/16/2027	11/19/2027	11/29/2027	12/17/2027	1/3/2028	3/24/2028	4/3/2028
2028-29	8/21/2028	11/17/2028	11/27/2028	12/22/2028	1/5/2029	3/23/2029	4/2/2029
2029-30	8/19/2029	11/22/2029	12/1/2029	12/20/2029	1/6/2030	3/21/2030	4/1/2030

**Common Calendar Requirement:**

PA 101 of 2007 mandates that an intermediate school district, in cooperation with constituent districts, shall adopt a common school calendar which applies to all its constituent districts and to the intermediate district programs. The common calendar identifies winter and spring breaks and the first day of school for students for a five year cycle. The Eaton RESA Five Year Common Calendar noted above was approved by local Superintendents by a unanimous vote prior to the adoption on 5.21.2025 by the Eaton RESA Board of Education on. \* Denotes Pre-Labor Day Start Waiver Granted by MDE.

## BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

- I. DATE OF BOARD MEETING:** May 21, 2025  
**II. AGENDA ITEM TITLE:** 2024-25 Final Revised Budgets

**III. TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

- Presentation
- Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*
- Action/Approval *(new positions/FTE increases for existing positions are action items)*
- Information

**IV. AGENDA ITEM DESCRIPTION:**

- a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

This is the final budget amendment for the 2024-25 fiscal year. Action to approve the amended budgets will be requested at the June meeting.

- b) **Cost:** N/A
- c) **Timeframe/term of agreement:** N/A
- d) **List Supporting materials/attachments, if any:**

Budget revision spreadsheets with comparative information.

**V. RECOMMENDATION:** *(Place an X in the box you select)*

- Approve
- Authorize the Superintendent to execute agreement
- Approve the increase of FTE: Position \_\_\_\_\_ FTE Increase \_\_\_\_\_
- Award a bid
- Other: Information and future action

**VI. RECOMMENDED BY:** Tina Monroe, Executive Director of Finance and Operations

## BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

**I. DATE OF BOARD MEETING:** 5/21/2025

**II. AGENDA ITEM TITLE:** Capital Projects Plan

**III. TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

- Presentation
- Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*
- Action/Approval *(new positions/FTE increases for existing positions are action items)*
- Information

**IV. AGENDA ITEM DESCRIPTION:**

- a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

Updates to the 10-year capital projects plan will be shared, along with identified projects for 2024-25 and 2025-26. The plan was developed as a tool to address building improvement needs and provide a schedule so that upgrades are completed in a timely manner. The plan also assists in the financial planning of how projects are to be funded.

b) **Cost:**

c) **Timeframe/term of agreement:**

d) **List Supporting materials/attachments, if any:**

10-year Capital Project Plan & short-term Summary will be provided at the Board meeting.

**V. RECOMMENDATION:** *(Place an X in the box you select)*

- Approve
- Authorize the Superintendent to execute agreement
- Approve the increase of FTE: Position \_\_\_\_\_ FTE Increase \_\_\_\_\_
- Award a bid
- Other: Information Item

**VI. RECOMMENDED BY:** Tina Monroe, Executive Director of Finance & Operations

**Eaton RESA**  
**Capital Projects Balances by Fund**

	<b>GE Capital Projects</b>	<b>SE Capital Projects</b>	<b>CTE Capital Projects</b>	<b>Total</b>
<b>7/1/2024</b>	<b>638,499.65</b>	<b>166,957.64</b>	<b>38,121.16</b>	<b>843,578.45</b>
Project Costs	(169,712.00)	(409,995.70)	(7,925.00)	(587,632.70)
Transfers In	-	400,000.00	12,000.00	412,000.00
<b>7/1/2025</b>	<b>468,787.65</b>	<b>156,961.94</b>	<b>42,196.16</b>	<b>667,945.75</b>
Project Costs	(70,145.00)	(491,930.00)	(7,925.00)	(570,000.00)
Transfers In	50,000.00	400,000.00	12,000.00	462,000.00
<b>7/1/2026</b>	<b>448,642.65</b>	<b>65,031.94</b>	<b>46,271.16</b>	<b>559,945.75</b>
Project Costs	(72,625.00)	(164,250.00)	(13,125.00)	(250,000.00)
Transfers In	50,000.00	250,000.00	12,000.00	312,000.00
<b>7/1/2027</b>	<b>426,017.65</b>	<b>150,781.94</b>	<b>45,146.16</b>	<b>621,945.75</b>
Project Costs	(54,195.00)	(104,630.00)	(11,175.00)	(170,000.00)
Transfers In	50,000.00	250,000.00	12,000.00	312,000.00
<b>7/1/2028</b>	<b>421,822.65</b>	<b>296,151.94</b>	<b>45,971.16</b>	<b>763,945.75</b>
Project Costs	(86,402.50)	(340,435.00)	(18,162.50)	(445,000.00)
Transfers In	75,000.00	225,000.00	12,000.00	312,000.00
<b>7/1/2029</b>	<b>410,420.15</b>	<b>180,716.94</b>	<b>39,808.66</b>	<b>630,945.75</b>
Project Costs	(57,005.00)	(111,170.00)	(11,825.00)	(180,000.00)
Transfers In	75,000.00	225,000.00	12,000.00	312,000.00
<b>7/1/2030</b>	<b>428,415.15</b>	<b>294,546.94</b>	<b>39,983.66</b>	<b>762,945.75</b>
Project Costs	(33,720.00)	(78,480.00)	(7,800.00)	(120,000.00)
Transfers In	75,000.00	225,000.00	12,000.00	312,000.00
<b>7/1/2031</b>	<b>469,695.15</b>	<b>441,066.94</b>	<b>44,183.66</b>	<b>954,945.75</b>
Project Costs	(33,720.00)	(138,480.00)	(7,800.00)	(180,000.00)
Transfers In	75,000.00	225,000.00	12,000.00	312,000.00
<b>7/1/2032</b>	<b>510,975.15</b>	<b>527,586.94</b>	<b>48,383.66</b>	<b>1,086,945.75</b>
Project Costs	(60,745.00)	(144,830.00)	(9,425.00)	(215,000.00)
Transfers In	75,000.00	225,000.00	12,000.00	312,000.00
<b>7/1/2033</b>	<b>525,230.15</b>	<b>607,756.94</b>	<b>50,958.66</b>	<b>1,183,945.75</b>
Project Costs	(71,655.00)	(166,770.00)	(16,575.00)	(255,000.00)
Transfers In	75,000.00	225,000.00	12,000.00	312,000.00
<b>7/1/2034</b>	<b>528,575.15</b>	<b>665,986.94</b>	<b>46,383.66</b>	<b>1,240,945.75</b>

Eaton RESA  
10-year Capital Projects Plan

Anticipated Years of Project - 10 Year Plan

Project	Notes	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
1	Unidentified repair/equipment needs	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	100,000.00	100,000.00
	Aviation	-	-	-	-	-	-	-	-	-	-
	Security Cameras	-	-	-	-	-	-	-	-	-	-
	Cabinet	-	-	-	-	-	-	-	-	-	-
	Office reconfiguration	-	-	-	-	-	-	-	-	-	-
	SE Student Device	-	-	-	-	-	-	-	-	-	-
	Pottersville - RSS	-	-	-	-	-	-	-	-	-	-
	Union St.	-	-	-	-	-	-	-	-	-	-
2	Laptop Replacement	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00
3	Windows	-	-	-	-	10,000.00	-	-	-	-	-
4	Replace Parking Lot (approximately 83,061 sq ft)+ partial drive to horse barn	-	-	-	-	-	-	-	-	-	-
5	Exterior Doors	-	-	-	-	-	-	-	-	-	-
	Total cost \$90,000, funding of \$50,000 from MSP safety grant										
6	Sidewalk Replacement (combined with Parking Lot Replacement)	-	-	-	-	-	-	-	-	-	-
	Bids due 1/20/2023										
7	HVAC	-	150,000.00	-	-	-	-	-	-	-	-
8	Courtyard Drainage	259,134.00	-	-	-	-	-	-	-	-	-
8a	Courtyard Playground Equipment & Surfacing	-	300,000.00	-	-	-	-	-	-	-	-
9	Special Ed playground surfacing	205,064.70	-	-	-	-	-	-	-	-	-
10	Exterior Doors	-	-	-	-	-	-	-	-	-	-
	Doors going into building 2033-34; external storage doors 2024-25										
11	Windows	-	-	-	-	-	-	-	-	-	-
	old, functional, underneath board covered with aluminum; 5 more years on windows, they are repairable - \$1,200 per window, 75 windows										

**Anticipated Years of Project - 10 Year Plan**

Project	Notes	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
12 Sidewalk Replacement		-	-	50,000.00	-	-	-	-	-	-	-
13 Security System	new in 2018-19	-	-	80,000.00	-	-	-	-	-	-	-
14 Phone system	new in 2018-19	-	-	-	50,000.00	-	-	-	-	-	-
15 Roof Replacement	can be patched and repaired for several years (shingled section was done in 2011; rubber roof flat 15 more years left)	-	-	-	-	315,000.00	-	-	-	-	-
16 Core Routing Switches	12/8/20 MG exploring other options; updates done with tech operating funds)	-	-	-	-	-	60,000.00	-	-	-	-
17 Refresh SCI Rooms	amount above bond (includes doors) (budget in 2040-41)	-	-	-	-	-	-	-	-	-	-
18 Storefront	MIcI refresh	-	-	-	-	-	-	-	-	-	-
19 Interactive Boards		-	-	-	-	-	-	-	-	-	-
20 Fire Alarm Panel (possible pulls & detectors)	replaced in 2021-22	-	-	-	-	-	-	-	-	-	-
21 Interior Doors - Section 300	included in bond excess (budget in 2040-41)	-	-	-	-	-	-	-	-	-	-
22 Interior Doors - Section 400	included in bond excess (budget in 2040-41)	-	-	-	-	-	-	-	-	-	-
23 Interior Doors	included in bond excess (budget in 2040-41)	-	-	-	-	-	-	-	-	-	-
24 EI technology	Interactive view boards	-	-	-	-	-	-	-	-	-	-
25 Interior Doors - Section 100	included in bond excess (budget in 2041-42)	-	-	-	-	-	-	-	-	-	-
26 Interior Doors - Section 200	included in bond excess (budget in 2041-42)	-	-	-	-	-	-	-	-	-	-
27 Office upgrades/furniture	2039-40	-	-	-	-	-	-	-	-	-	-
28 Interior Doors #402 & #404	replace wood door w/metal	-	-	-	-	-	-	-	-	-	-
29 MoCI Furniture/technology	New tables/chairs and technology	-	-	113	-	-	-	-	-	-	-

**Anticipated Years of Project - 10 Year Plan**

Project		Notes	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
30	MoCI Building refitted for programs	Bathrooms, security doors	-	-	-	-	-	-	-	-	-	-
31	Replace Parking Lot	new in 2018	-	-	-	-	-	-	-	-	-	-
32	Roof Replacement	2040-41	-	-	-	-	-	-	-	-	-	-
33	Carpet (Sq. Footage 43,757)	2033-34	-	-	-	-	-	-	-	-	-	110,000.00
34	Carpet (Sq. Footage 10,378)	2032-33	-	-	-	-	-	-	-	-	50,000.00	-
35	Hard flooring	2031-32	-	-	-	-	-	-	-	60,000.00	-	-
36	Fire Alarm System	new in 2018	-	-	-	-	-	-	-	-	-	-
37	Boilers	\$10,000 recent/pair budget 2032-33	-	-	-	-	-	-	-	-	20,000.00	-
38	Chromebooks	overrun from bond	-	-	-	-	-	-	-	-	-	-
39	SE Furniture/Classroom Equip	ongoing	3,434.00	-	-	-	-	-	-	-	-	-
40	SE Office/ Asst. Principal	moved to previous storage room	-	-	-	-	-	-	-	-	-	-
41	Electric Panel	Quote from Ewing \$18,989 (will come out of operating budget) - Done in 2023-24	-	-	-	-	-	-	-	-	-	-
			587,632.70	570,000.00	250,000.00	170,000.00	445,000.00	180,000.00	120,000.00	180,000.00	215,000.00	255,000.00

Capital Projects list  
2024-25

Project	Allocation Method	Building	Notes	Useful Life	2023-24 Actual	2024-25	2025-26
Unidentified repair/equipment needs	TBD	Packard & Southridge	See below for potential needs*	varied	179,679	75,000	75,000
Device/Laptop Replacement	Staff Assigned	Staff	Per replacement schedule	5	40,112	45,000	45,000
Replace Parking Lot & Sidewalk replacement	50% GE/50% SE	Packard	Completed August 2023	20	515,544	-	-
Courtyard Drainage	Shared Cost	Packard	Completed November 2024	20	29,614	259,134	-
Courtyard Playground Equipment & Surfacing	50% GE/50% SE	Packard		20	-	-	300,000
Special Ed Playground Surfacing	Special Ed	Packard		15	-	205,065	-
HVAC	20% GE/80% SE	Southridge		20	-	-	150,000
SE Equipment/Furniture	SE	Packard		5 - 10	5,028	3,434	-
Exterior Doors	Shared Cost	Packard		20	8,431	-	-
					778,407	587,633	570,000

**\*2023-24**

Aviation	37,228.44	CTE
Security Cameras	101,244.80	50%GE/50%SE
Office Reconfiguration	18,887.84	69%GE/31%SE
Union St.	22,318.07	SE
	<u>179,679.15</u>	

**\*2024-25**

Board Room Updates	13,846.00
Unassigned	61,154.00
	<u>75,000.00</u>

**\*2025-26**

Unassigned	75,000.00
	<u>75,000.00</u>



Book	Policy Manual
Section	BOE 1st & 2nd Reading
Title	Vol. 39, No. 2 - February 2025 Revised BYLAWS AND POLICIES
Code	po0131.1 - AW Policy Updates
Status	
Adopted	April 21, 1993
Last Revised	January 16, 2019

### **Revised Bylaw - Vol. 39, No. 2**

#### **0131.1 - BYLAWS AND POLICIES**

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District and shall be bound to follow such bylaws and policies.

Those bylaws and policies which are not required to have a public hearing dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, or repealed by a majority vote of the Board at a regular or special meeting and repealed at any meeting of the Board,

after completing two (2) readings at two (2) scheduled meetings provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected.

except that the Board may vote to waive the two (2) reading requirement and then vote to adopt, amend, or repeal a bylaw or policy with one (1) reading, provided the amendment or adoption does not conflict with the law, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.

Bylaws and policies may be suspended by shall be adopted, amended, repealed, or suspended by a majority vote of the Board. Any resolution suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board.

Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole and that are of a non-substantive nature. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. The Superintendent is authorized to identify and make technical corrections to the policies and regulations without Board approval. Upon completion of the technical corrections, the Superintendent shall provide a brief summary of the technical corrections to the Board for review. Should the Board determine that a technical correction is substantive in nature, it will utilize the normal policy adoption procedure to adopt the amendments to the policy or regulation. Should the Board choose to make such technical corrections, it may be accomplished by resolution without going through the normal policy adoption procedures.

The Board may adopt, amend, or repeal rules of order for its operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

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M.C.L. 380.1201 et seq.



Book	Policy Manual
Section	BOE 1st & 2nd Reading
Title	Vol. 39, No. 2 - February 2025 Revised FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po2340 - AW Policy Updates
Status	
Adopted	April 21, 1993
Last Revised	January 17, 2018

### **Revised Policy - Vol. 39, No. 2**

#### **2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

The Board of Education recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

#### **Field Trips**

~~The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:~~

- ~~A. (→) supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;~~
- ~~B. (→) arouse new interests among students;~~
- ~~C. (→) help students relate school experiences to the reality of the world outside of school;~~
- ~~D. (→) bring the resources of the community — natural, artistic, industrial, commercial, governmental, educational — within the student's learning experience;~~
- ~~E. (→) afford students the opportunity to study real things and real processes in their actual environment.~~

For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by the Board and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher.

Properly planned and executed field trips should cultivate new interests among students, help students relate school experience to the reality of the world outside of school, bring the resources of the community within the student's learning experience, and afford students the opportunity to study real things and processes in their actual environment.

Out-of-state field trips that do not include an overnight stay must be approved by the Administration.

#### **Extra-Curricular/Co-Curricular Trips**

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the Administration in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the Board of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than MHSAA athletic teams participating in State tournaments/meets.

### **Overnight Travel**

Overnight travel is defined as a field trip that involves one (1) or more overnight stays. The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such, it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the Superintendent in accordance with the District's overnight travel guidelines.

International field trips present special considerations that need to be taken into account when planning these activities. The Board must approve these trips to be considered District-sponsored trips. The Board will only approve international field trips that are affiliated with a sponsoring or commercial organization that specializes in international travel and that is responsible for establishing the cost of such programs and for collecting payment directly from participating students or their parents.

Approval of international travel shall also take into account travel warnings for Americans to avoid travel to specified countries. These warnings are issued by the United States Department of State based on current conditions around the world and are updated as deemed necessary.

### **Other District-Sponsored Trips**

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

### **Trip Approval Process**

No staff member may offer or lead any trip as a District-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

Proposals shall include the details of the trip, the cost of the trip, identify any third-party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be properly supervised.

### **General Trip Provisions**

The Superintendent shall approve all other such trips.

Students may be charged fees for District-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:

- A. the staff member in charge shall have access to each student's Emergency Medical Authorization Form; ~~a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.~~
- B. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;

- C. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities;
- D. provisions for the selection of lodging (for overnight trips) that provides a safe and secure environment.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are in the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well to supervise students upon return to the District and while they are waiting for rides home.

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Legal

M.C.L. 380.1282



Book	Policy Manual
Section	BOE 1st & 2nd Reading
Title	Vol. 39, No. 2 - February 2025 Revised IMMUNIZATION
Code	po5320 - AW Policy Updates
Status	
Adopted	April 21, 1993
Last Revised	June 1, 2015

**Revised Policy - Vol. 39, No. 2**

**5320 - IMMUNIZATION**

Students must meet the immunization requirements set by **the** State for attendance at school in order to enroll or attend.

Students who do not meet the immunization requirements on the opening day of school shall be admitted by the Superintendent in accordance with District administrative procedures. Transfer students shall not be admitted without proof of immunization as required by the State.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

- A. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication, **the vaccines involved, and the time frame the student is not able to get the vaccines,** on the appropriate form.
- B. The parents hold religious or philosophical beliefs against receiving a vaccination. Any parent/guardian/in loco parentis who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department.
- C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet. **The District must follow up with the parent or legal guardian to ensure the student has received the required follow-up dose(s) of the vaccine.**

When the District provides information on immunizations, infectious disease, medications, or other school health issues to parents and guardians of students in at least grades 6, 9, and 12, the Board shall include information about meningococcal meningitis and, the vaccine for meningococcal meningitis and about human papillomavirus and the vaccine for human papillomavirus. The information shall include at least the causes and symptoms of meningococcal meningitis and how it is spread and the risks associated with human papillomavirus. In addition, the information shall include sources where parents/guardian may obtain additional information about both diseases and where they may obtain meningococcal meningitis and/or human papillomavirus vaccination of a child.

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Legal M.C.L. 333.9201 et seq., 380.1177, 380.1177a  
A.C. 325.176



Book	Policy Manual
Section	BOE 1st & 2nd Reading
Title	Vol. 39, No. 2 - February 2025 Revised USE OF MEDICATIONS
Code	po5330 - AW Policy Updates
Status	
Adopted	April 21, 1993
Last Revised	January 16, 2019

### **Revised Policy - Vol. 39, No. 2**

#### **5330 - USE OF MEDICATIONS**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the ~~student/child~~ is disabled and requires medication to benefit from ~~the student's/his/her~~ educational program.

For purposes of this policy, **the following definitions shall be used:**

**"Administer"** means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.

**"Medication"** shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies.

**"Nonprescription drug product"** means any non-narcotic drug product which may be sold without a prescription and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

**"Practitioner"** shall include any physician, naturopathic doctor, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.

"Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

#### **Administration of Prescription Drug Products by School Staff**

Before any prescribed medication may be administered to any student during school hours, the Board shall require written instructions from the child's practitioner accompanied by the written authorization of the parent. Such documentation shall be kept on file in the nurse's office. Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

#### **Administration of Nonprescription Drug Products by School Staff**

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the nurse's office. Substances that are not FDA approved (i.e., natural products, food supplements) (X) will require the written instruction of a practitioner and the written consent of the parent. Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients, recommended therapeutic dosage in a legible format, and the student's name. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

~~Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.~~

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

### **Student Possession of Medication**

Students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

The provisions of this policy are to be viewed together with the Board Policy 5530 - Drug Prevention.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent's guidelines, if the following conditions are met:

- A. ~~there~~ There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c),  
and
- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian,  
and
- C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and ~~the student's~~ parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

### **General Provisions**

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of ~~the student's~~ his/her parent/guardian to the Principal.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of the Student Code of Conduct and Policy 5530 - Drug Prevention.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of medications to the extent set forth in applicable State law.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

M.C.L. 380.1178, 380.1178a, ~~380.1179~~301.1179

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools

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M.C.L. 380.1178, 380.1178a, 380.1179

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools



Book Policy Manual  
Section BOE 1st & 2nd Reading  
Title Vol. 39, No. 2 - February 2025 Revised EPINEPHRINE AUTO-INJECTORS  
Code po5330.01 - AW Policy Updates  
Status

### **Revised Policy - Vol. 39, No. 2**

#### **5330.01 - EPINEPHRINE AUTO-INJECTORS**

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

~~Each~~ Commencing with the 2014-15 school year, each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of the School Nurse to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The School Nurse shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

#### **Individuals Qualified to Administer**

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the District maintained Epi-Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

#### **Students to Whom Injections May Be Administered**

A licensed, registered, professional nurse or trained and authorized employees under this policy may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of epinephrine to the extent set forth in applicable State law.

#### **Reporting of Injections**

Any person who administers an Epi-Pen injection to a student shall promptly notify the

Student's parent/guardian.

School Nurse and/or Program Administrator, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

All Epi-Pen injections by District employees to students shall be reported in writing to the **Program Administrator**. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The **Program Administrator** shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.  
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Legal

M.C.L. 380.1178, 380.1179, 380.1179A

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School

Book	Policy Manual
Section	BOE 1st & 2nd Reading
Title	Vol. 39, No. 2 - February 2025 Revised STUDENT HEALTH, WELL-BEING, AND SUICIDE PREVENTION
Code	po5350 - AW Policy Updates
Status	
Adopted	April 21, 1993

**Revised Policy - Vol. 39, No. 2**

**5350 - STUDENT HEALTH, WELL-BEING, AND SUICIDE PREVENTION**

The Board of Education recognizes the importance of addressing emotional and physical safety of students and staff in order to create and maintain safe and supportive learning environments. Comprehensive mental health and wellness initiatives are key to providing that students are in school, healthy, ready to learn, and prepared for success. ~~that depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.~~

The District's comprehensive mental health and wellness initiatives may include supports and services that promote:

- A. Positive school climate;
- B. Social skills;
- C. Mental health and well-being;
- D. Support for students and staff; and
- E. Trauma-informed and restorative practices.

The District shall implement specific strategies to promote school safety, including student instruction, anonymous reporting systems, threat assessment teams, emergency management plans, and staff training. **[END OF OPTION]**

The District may provide students with age-appropriate instruction concerning the warning signs and risk factors for suicide and depression and the protective factors that help prevent suicide. **[END OF OPTION]**

All school personnel should be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

District staff shall receive professional development training in the risk factors, warning signs for suicide and depression, and about the protective factors that help prevent suicide, as well as the available resources regarding youth suicide awareness and prevention. Such training shall include the warnings signs of non-suicidal self-injurious behaviors.

Additional professional development training in suicide risk assessment and intervention shall be provided to counselors, psychologists, and school nurses.

The instruction and professional development shall be designed to:

- A. To prevent both fatal and nonfatal suicide behaviors among youth.
- B. To increase pupil awareness of the warning signs and risk factors for suicide and depression.
- C. To improve access to appropriate prevention services for vulnerable youth groups.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - Assessment of the Risk

Step 3 - Use of Appropriate Risk Procedure

Step 4 - Communication with Appropriate Parties

Step 5 - Follow-up

Parents/Guardians shall be notified of any suicide prevention instruction provided their children using the communication method used for regular communication with parents in that particular building. Upon written request of a parent/guardian, a student will be excused from instruction in this area.

Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.

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M.C.L. 380.1171 (Chase Edwards Law)

Kelson v City of Springfield, 767 F2d 651 (9th Cir. 1985)



Book	Policy Manual
Section	BOE 1st & 2nd Reading
Title	Vol. 39, No. 2 - February 2025 Revised PERSONNEL FILES
Code	po8320 - AW Policy Updates
Status	
Adopted	April 21, 1993
Last Revised	December 15, 2021

**Revised Policy - Vol. 39, No. 2**

**8320 - PERSONNEL FILES**

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held; compliance with Federal, State, and local benefit programs; conformance with District rules; and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

Unless the District is required by law to provide this information to a third-party, the District shall not disclose an employee's home address or contact information to a third party without the employee's written authorization.

The Board delegates the maintenance of an employee personal information system to the Superintendent.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. Employees shall provide necessary information for their personnel files. If providing the requested information is optional, employees shall be informed of their right to decline to supply the information.

Employee medical records, including, but not limited to, insurance forms, medical certifications by a physician, and requests for leave or accommodation, shall not be maintained in the employee's personnel file and shall instead be maintained in a confidential medical file.

A copy of each such entry shall be given to the employee upon request.

A copying cost will be charged for each copy given to the employee at the employee's request at the rate determined by the Human Resources Coordinator.

An employee may review their personnel record upon written request.

Personnel wishing to review their own records shall:

- A. request access in writing;
- B. review the record in the presence of the administrator designated to maintain said records or designee;

- C. make no alterations or additions to the record nor remove any material therefrom;
- D. sign a log attached to the file indicating date and person reviewing.

Personnel records shall not be available to Board members and school administrators except as may be required in the performance of their jobs.

Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. name and date;
- B. material to be appealed;
- C. reason for appeal.

If the appeal does not resolve the disagreement, the employee may submit a written statement, not exceeding five (5) sheets of 8 1/2 inch by 11-inch paper, explaining the employee's position. This written statement shall be kept in the employee's file.

#### **Records Retention**

Generally, personnel files shall be maintained for the duration of the individual's employment with the District, plus six (6) years. Files maintained on employees who were cited for unprofessional conduct shall be maintained for the duration of employment plus fifty (50) years.

Medical files shall be maintained for the period during which the individual is employed by the District or receiving benefits, whichever is longer, plus seven (7) years.

Per the State of Michigan Records Retention and Disposal Schedule for Public Schools, 404A.

State of Michigan Records Retention and Disposal Schedule for Public Schools at 400A and 400B.

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M.C.L. 423.501 et seq



Book	Policy Manual
Section	BOE 1st & 2nd Reading
Title	Vol. 39, No. 2 - February 2025 Revised FOOD SERVICES
Code	po8500 - AW Policy Updates
Status	
Adopted	February 18, 2015
Last Revised	May 24, 2021

**Revised Policy - Vol. 39, No. 2**

**8500 - FOOD SERVICES**

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages including, but not limited to, the current United States Department of Agriculture's ("USDA") school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

Further, the food service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point ("HACCP") system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the USDA and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines.

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report to the Board at one of its regular meetings, annually, regarding the District's compliance with the standards.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

## **Dietary Modifications**

### **Modifications Based on Compliant Medical Documentation**

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Michigan to write prescriptions. The request must contain the following information:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted; and
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the Special Dietary Accommodation Coordinator or Food Service Director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Food Service Director who shall serve as the Special Dietary Accommodation Coordinator.

Lynn Taylor

Food Service Director for Meadowview

1790 East Packard Highway

Charlotte, MI 48813

517.541.8768

ltaylor@eatonresa.org

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State-authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

### **Disability Accommodation Grievance Procedure**

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the Building Principal and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented

without delay. If the initial decision is affirmed, the decision is final.

- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or Superintendent for review. The administrator's determination shall be final.

### **Modifications Based on Noncompliant Medical Requests**

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

### **IMPLEMENTATION AND DISCONTINUATION**

#### **Review**

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

#### **Implementation**

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State-authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food-related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

#### **Student Absence**

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the Special Dietary Accommodation Coordinator by 9:00 a.m. the same day.

#### **Renewing A Special Dietary Request**

An authorized Medical Statement does not need to be updated annually. However, the Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

#### **Discontinuation of a Special Dietary Request**

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities' recommendation provided with the Medical Statement for Special Dietary Needs.

~~The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260—Nondiscrimination and Access to Equal Educational Opportunity.~~

~~The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.~~

### **Substitutions**

~~If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15(b). To qualify for such substitutions the medical certification must identify:~~

- ~~A. the student's disability and the major life activity affected by the disability;~~
- ~~B. an explanation of why the disability affects the student's diet; and~~
- ~~C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).~~

~~[ ] If determined appropriate by a team of qualified individuals including, but not limited to, the Principal, school nurse, parent, Director of Food Services, ( ) \_\_\_\_\_, substitutions to the standard meal requirements may be made, at no additional charge, for a student who is not a "disabled person" but has a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:~~

- ~~A. the medical or dietary need that restricts the student's diet; and~~
- ~~B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.~~

~~For non disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.~~

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the **Superintendent Designee** and the Food Service **Coordinator**. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the **Food Service Coordinator**. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

### **Meal Charges**

~~Meals sold by the school may be purchased by students, staff members, and community residents in accordance with administrative guidelines established by the Superintendent. Meals may be made available, free of charge, to senior citizens who are serving as volunteers to the District.~~

~~The operation and supervision of the food service program shall be the responsibility of the \_\_\_\_\_. In accordance with Federal law, the \_\_\_\_\_ shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food~~

safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request. ~~[DRAFTING NOTE: Schools participating in more than one (1) child nutrition program are only required to obtain two (2) food safety inspections per school year if the nutrition programs offered use the same facilities for the preparation and service of meals. Also, the requirement for two (2) inspections does not apply to schools that only offer the Special Milk Program.]~~

A periodic review of the food service accounts shall be made by the \_\_\_\_\_, Any surplus funds from the National School Lunch Program or the Healthy, Hunger Free Kids Act of 2010 (P.L. 111 296) shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a la carte foods may accrue to the food service program.

### **Bad Debt**

Bad debt incurred through the inability to collect lunch payments from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred (X) and after the Superintendent determines that sufficient reasonable effort and approaches to collecting the debt have been made. [END OF OPTION] If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

### **Negative Account Balances**

Students who have qualified for Free lunches are still responsible for paying off any debt that was incurred prior to qualifying for free lunches. This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. ( ) The policy and guideline(s) will be posted on the District website. [END OF OPTION]

~~Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.~~

~~[ ] Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).~~

~~The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service and shall also address feeding students with unpaid meal balances without stigmatizing them.~~

~~This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.~~

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with <sup>135</sup>USDA requirements;

- D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (See Policy 1130, Policy 3110, and Policy 4110);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (See Policy 6116).

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines, and may be vended in accordance with Board Policy 8540.

The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of the Board's regular meetings annually.

**Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. Fax:(833) 256-1665 or (202) 690-7442; or
3. E-mail:program.intake@usda.gov.

This institution is an equal opportunity provider.

7 C.F.R. Parts 15b, 127, 210, 215, 220, 225, 226, 240, 245, 3015

42 U.S.C. 1758, 1760

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

OMB Circular No. A 87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Book	Policy Manual
Section	BOE 1st & 2nd Reading
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**Revised Policy - Vol. 39, No. 2**

**8510 - WELLNESS**

**[DRAFTING NOTE: THE FINAL RULE DOES NOT CHANGE THE PROVISIONS ALLOWING "INFREQUENT" SCHOOL-SPONSORED FUND-RAISERS. THE OPTIONS SELECTED IN PO 9211 AND 5830 ARE, THEREFORE, NOT AFFECTED BY THESE FINAL RULES]**

As required by law, the Board of Education establishes the following wellness policy for the **Eaton RESA** School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and **the student's** ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits **with respect to eating and exercise**.

The Board sets the following goals in an effort to enable students to establish good health, **healthy nutrition, and physical activity habits** ~~and nutrition habits~~:

A. With regard to nutrition education, the District shall:

1. **Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.**

B. With regard to physical activity, the District shall:

**1. Physical Education**

- a. **A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.**

**2. Physical Activity**

- a. **Physical activity shall not be employed as a form of discipline or punishment.**

C. With regard to other school-based activities:

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Free drinking water shall be available to students during designated meal times and may be available throughout the

school day.

1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
  2. Schools provide students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances.
- D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the District shall:

1. encourage students to increase their consumption of healthful foods during the school day

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Services, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including, but not limited to, the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced-Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

- C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
- D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program ("NSLP") or School Breakfast Program ("SBP") menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.
- E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines.
- F. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include classroom snacks, for classroom parties, and at holiday celebrations) shall comply with the

current USDA Dietary Guidelines for Americans.

The Board designates the Superintendent Designee as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.

The Superintendent shall appoint a District wellness committee that meets at least four (4) times per year and includes parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, members of the public and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually. School-level health advisory teams may assist in the planning and implementation of these Wellness initiatives.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;

- B. review of the District's wellness policy;
- C. presentation of the wellness policy to the school board for approval;
- D. measurement of the implementation of the policy;
- E. recommendation for the revision of the policy, as necessary.

Before the end of each school year, the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.

The Superintendent is also responsible for informing the public, including parents, students, and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall:

- A. include information in the student handbook;
- B. and post the policy on the District's website, including the Wellness Committee's assessment of the implementation of the policy.

The District shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies, and the progress made in attaining the goals of the District Wellness Policy. The assessment shall be made available to the public:

- A. in the School District Annual Report to the public;
- B. on the School District's website;

**Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- 2. Fax:  
(833) 256-1665 or (202) 690-7442; or
- 3. E-mail:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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Legal                      7 C.F.R. Parts 210 and 220  
                                  42 U.S.C. 1751, Sec. 204  
                                  42 U.S.C. 1771