

**Eaton RESA Board of Education Agenda
Public Hearing on Budget and Regular Meeting
June 11, 2025, at 6:00 PM
Board Room
1790 East Packard Highway
Charlotte, Michigan 48813**

I. Public Hearing for 2025-2026 Eaton RESA Budgets

A. Call to Order

- 1) Pledge of Allegiance
- 2) Roll Call

B. Presentation

- 1) Proposed 2025-26 Eaton RESA Budgets: Tina Monroe, Executive Director of Finance & Operations

C. Audience Participation

II. Regular Board Meeting

A. Approval of Agenda

B. Audience Participation

C. Action Items

- 1) Consent Agenda
 - a. 5/21/25 Regular Board Meeting Minutes 5
 - b. Personnel Report 9
 - c. Board Bills and Disbursement Report 11
- 2) New Board Members Oath of Office: Based on the results of the recent Eaton RESA Board Election held on June 2, 2025, Jack Temsey, Denise DuFort, and Debbie Roberts will take the Oath of Office to serve on the Eaton RESA Board of Education for a six-year term, effective July 1, 2025, through June 30, 2031. 27
- 3) 2024-25 Final Budget Revisions: Tina Monroe, Executive Director of Finance & Operations, is requesting that the Board approve the 2024-25 Final Budget Revisions that were presented as an information item at the May 21, 2025, Board meeting. Board approval is required for the General Fund, Special Education Fund, Career & Technical Education Fund, Food Service Fund, and Student Activity Fund. 28
- 4) 2025-26 Proposed Budgets: Tina Monroe, Executive Director of Finance & Operations, is requesting that the Board approve the 2025-26 Proposed Budgets for the General Fund, Special Education Fund, and Career & Technical Education Fund based on support from four of our five local constituent district Boards of Education. Tina is also requesting that the Board approve the proposed budgets for the Food Service Fund and Student Activity 39

Fund. Board approval of the 2025-26 operating budgets is required prior to July 1, 2025.

5) 2025 Property Tax Levy: The District collects property taxes in the summer and winter. The summer tax levy needs to be submitted to local taxing units no later than June 30, 2025. Tina Monroe, Executive Director of Finance & Operations, is requesting that both the summer and winter tax levy be approved at this time to simplify the process. 50

6) Travel Requests

a. Out of State Travel - UDL-CON: International: Chelsea Chambers, Educational Systems Consultant, is requesting board approval for travel and attendance at UDL-CON: International in Washington, D.C. from July 21, 2025, through July 23, 2025. The estimated cost is \$2,227.00. Attendance at this conference will strengthen Chambers' ability to support local districts in improving Tier 1 instruction and advancing inclusive practices through the lens of Universal Design for Learning (UDL). The knowledge and strategies gained will directly inform professional learning, coaching, and systems-level support provided across the region. 61

This learning directly supports ongoing countywide initiatives, including:

- UDL-MTSS integration efforts aimed at building sustainable, inclusive systems of support
- The launch of UDL Teacher Labs, which will create space for educators to design and reflect on universally designed practices with coaching and peer collaboration

b.

Knowledge gained at UDL-CON will inform the professional learning, coaching, and systems-level guidance Chambers provides across these efforts.

c. Out of State Travel - Division for Early Childhood Annual International Conference on Young Children with Disabilities & Their Families: Kelly Hager, Assistant Superintendent for Special Education, is requesting Board approval for Amy Lowrie, Related Services and Early On Director, to attend the National Division for Early Childhood Conference in Portland, Oregon, October 7-10, 2025. The estimated cost is \$3,070.00. Amy collaborated with colleagues from Livingston RESA, Clinton RESA, Wayne RESA, and Saginaw ISD on the presentation "Connect and Collaborate for Early Interventionists," which was selected for inclusion in the national conference program. She would join these colleagues in co-presenting at the event.

7) 2025-26 Charlotte Public Schools Food Service Agreement: Tina Monroe, Executive Director of Finance & Operations, is requesting that the Board authorize the Superintendent to execute an agreement with Charlotte Public Schools Food Service to continue to provide meals and snacks for Meadowview and GSRP programs at Galewood Early Elementary and Meadowview School for the 2025-26 school year at an estimated cost of \$97,000. The District will receive federal reimbursement to offset the cost. 63

- 8) Administrative Salary Schedule for 2025-2026 and Sick Leave Payout Benefit: The Superintendent is requesting Board approval of the administrative salary schedule for 2025-2026, which includes an annuity schedule and also satisfies the new ORS salary schedule guidance for non-affiliated groups, effective July 1, 2025. 67
- 9) Dean Transportation Contract Renewal: The current contract for special education transportation services with Dean Transportation expires on 6/30/2025. Dean Transportation has proposed a five-year contract with a first-year reset increase of 6.4% and annual increases of 4% for subsequent years.
- 10) Oneida Business Services Agreement: Eaton RESA has been providing business services for Oneida S/D #3 for a number of years. The current service agreement ends June 30, 2025. Under the current agreement fees are \$40,310 (Year 1 @ \$19,760 and Year 2 @ \$20,550). Continuation of services is desired. It is recommended that the fees be raised to \$47,409 (Year 1 @ \$23,321 and Year 2 @ \$24,088). 69
- 11) 2025-2028 CTE Program Agreement with Lansing Community College: Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board authorize the Superintendent to execute a 3-year agreement with Lansing Community College for Career and Technical Education programs (exhibit A) school years 2025-2026, 2026-2027 and 2027-2028 and a standard lease agreement for one year with 4 (one-year) options for renewal. 84
- 12) Presence Learning Contract to provide virtual School Psychologists for the 2025-26 School Year: Kelly Hager, Assistant Superintendent for Special Education, is requesting that the board authorize the Superintendent to execute a contract in order to fill a 0.5 FTE vacancy for school psychologists. Eaton RESA plans to utilize a staffing agency (Presence Learning) having not had other qualified, in-person candidates apply. Use of virtual school psychologists was originally piloted through Presence Learning during the 2021-22 school year and this contract will allow for continued utilization of their services for the upcoming school year with a maximum cost of \$60,000. The term of the Agreement is August 14, 2025-June 12, 2026. 102
- 13) Presence Learning Contract to provide virtual School Social Work Services for the 2025-26 School Year: Kelly Hager, Assistant Superintendent for Special Education, is requesting that the board authorize the Superintendent to execute a contract in order to fill 2.0 FTE for current school social worker vacancies. Eaton RESA plans to utilize a staffing agency (Presence Learning) having not had other qualified, in-person candidates apply. Use of virtual school psychologists was originally piloted through Presence Learning during the 2021-22 school year and this contract will allow for continued utilization of their services for the upcoming school year with a maximum cost of \$245,000 for the 2025-2026 school year. The term of the Agreement is August 14, 2025-June 12, 2026. 113

14) Second Reading - Neola Updates Vol. 39, No. 2: Based on review by the Superintendent, the following revised policies are being provided to the Board for second reading. These policies address Field and other District-Sponsored Trips, Immunization, Use of Medications, Epinephrine Auto-Injections, Student Health, Well-Being, and Suicide Prevention, Personnel Files, and Wellness.

D. Information Items

E. Board Member Reports & Requests

F. Correspondence

1) Upcoming Events

- a. Organizational and Regular Board Meeting, July 16, 2025, at 6:00 p.m., Eaton RESA
- b. Welcome Back Celebration, August 14, 2025, at 7:45 a.m., Hilton Garden Inn

III. 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 May 21, 2025 – Regular Board Meeting

A Regular Board Meeting of the Eaton Regional Education Service Agency was held on Wednesday, May 21, 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, Gonzalez, and Rushford*

Absent: *Debbie Roberts*

B. Approval of Agenda

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

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 an update to the Board on Relevant Academy's progress and improvements.

D. Audience Participation – Kristen Smith and Tina Newton thanked everyone for the team effort and enjoyable experience collaborating with everyone during the ESPA Negotiations.

E. Closed Session

- 1) 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.

MOTION: *It was moved by Rushford, and supported by DuFort that the Board convene in closed session at 6:54 p.m. pursuant to Section B(c) of the Open Meetings Act to discuss negotiations connected with the ESPA Collective Bargaining Agreement. Motion carried 4-0*

Roll Call Vote: *Temsey, DuFort, Gonzalez, and Rushford*

Absent: *Debbie Roberts*

MOTION: *It was moved by Gonzalez, and supported by Rushford that the Board return to open session at 7:03. Motion carried 4-0*

Roll Call Vote to Return to Open Session: *Temsey, DuFort, Gonzalez, and Rushford*

Absent: *Debbie Roberts*

F. Action Items

- 1) Consent Agenda
 - a. 04/16/2025 Regular Board Meeting Minutes
 - b. Personnel Report
 - c. Board Bills and Disbursement Report

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

MOTION: *It was moved by Rushford to bundle Agenda Action Items 2-5, 7-9, and 10-14. Motion carried 4-0*

- 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.
- 3) Xello License Agreement: Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board authorize 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 the 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.
- 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.
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 23rd to the 28th. 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.
- 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 23rd to the 28th. 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.
- 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.
***MOTION:** It was moved by Rushford, and supported by Gonzalez to approve Agenda Items 2-5, as presented. Motion carried 4-0*
- 7) Special 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 which will be a bill back to Potterville Public Schools through the Special Education Funding System.

MOTION: *It was moved by DuFort, and supported by Rushford to authorize the Superintendent to execute the agreement, as presented. Motion carried 4-0*

- 8) Special Education Administrator Agreement with Maple Valley Schools: Eaton RESA has provided a Special Education Director to 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.
- 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.
MOTION: *It was moved by Rushford, and supported by Gonzalez to approve Agenda Items 7-9, as presented. Motion carried 4-0*
- 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.
- 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.
- 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, 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.
- 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 (WMHIP), to amend the trust agreement naming the Trustee and Alternate Trustee, for WMHIP records.
MOTION: *It was moved by Rushford, and supported by Gonzalez to approve Agenda Items 10-14, as presented. Motion carried 4-0*
- 15) 5 Year Calendar: 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 Rushford, and supported by DuFort to approve the Eaton RESA Five-Year Common Calendar supported unanimously by the Eaton Superintendent's Round Table, as presented. Motion carried 4-0*

- 16) ESPA Collective Bargaining Agreement: ESPA Master Agreement: Eaton RESA and the ESPA reached a tentative agreement on April 10, 2025, for a successor master agreement to take effect July 1, 2025. The ESPA recently ratified this tentative agreement. Based on review of the tentative agreement, the Superintendent recommends that the Eaton RESA Board of Education approve the ESPA Master Agreement for July 1, 2025, through June 30, 2027, and authorize the Board President and Treasurer to execute this two-year agreement.

MOTION: *It was moved by Temsey to add action the ESPA Master Agreement as Agenda Item 16. It was moved by Rushford and by DuFort to approve and authorize the Eaton RESA Board President and Treasurer to execute the ESPA Master Agreement for July 1, 2025 through June 30, 2027, as presented. Motion carried 4-0*

G. Information Items

- 1) 2024-25 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.
- 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, 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.
- 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**MOTION:** *It was moved by DuFort, and supported by Rushford to waive the first reading of the NEOLA Policy Updates. Motion carried 4-0*

H. Board Member Reports & Requests

- 1) Mark Rushford spoke about his experience at the MASB Spring Conference on Mackinaw Island, commenting especially about the additional AI Workshop that he was able to attend and how informative it was.
- 2) Jack Temsey complemented the Meadowview Graduation Ceremony that was held earlier in the day in the Quad at Eaton RESA.
- 3) Jack Temsey requested the addition of Action Item 16 to the Agenda.

I. 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

J. Adjournment

Board President, Jack Temsey, adjourned at 7:28 p.m.

Debbie Roberts, Board Secretary

Date

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**Eaton RESA Personnel
Report for June 11,
2025**

It is recommended that

| HIRES | |
|-------------------------|--|
| Name | Benjamin Bever |
| Title | CTE Director/Principal – Career Preparation Center |
| FTE | 1.0 |
| Department | CTE |
| Type of Contract | ADMIN |
| New/Replace | Replace |
| Prior Incumbent | Margo Hazelman |
| Supervisor | Vlad Lebedintsev |
| Schedule | Group C/Step 6 |
| Wage | \$108,233 + \$2,500 CTE Stipend |
| Effective | 7/1/2025 |
| Name | Richada Brown |
| Title | Prevention Specialist |
| FTE | 1.0 |
| Department | School Wellness & Prevention Services |
| Type of Contract | EIEA |
| New/Replace | Replace |
| Prior Incumbent | Rashmi Travis |
| Supervisor | Kim Thalison |
| Schedule | Teacher/RSS/BA/Step 9 |
| Wage | \$55,694 |
| Effective | 5/27/2025 |
| Name | Alison Gaffner |
| Title | Specialist/Consultant – ASD |
| FTE | 1.0 |
| Department | Special Education |
| Type of Contract | EIEA |
| New/Replace | Replace |
| Prior Incumbent | Donna Goyette |
| Supervisor | Kelly Hager |
| Schedule | Teacher/RSS/MA/Step 18 |
| Wage | \$80,735 |
| Effective | 8/13/2025 |
| Name | Samantha Hamilton |
| Title | Speech Language Pathologist |
| FTE | 1.0 |
| Department | Special Education |
| Type of Contract | EIEA |
| New/Replace | Replace |
| Prior Incumbent | Lisa Jaskowski & transfer movement |
| Supervisor | Amy Lowrie |
| Schedule | Teacher/RSS/MA+15/Step 17 |
| Wage | \$81,696 |
| Effective | 8/13/2025 |

| Name | Jay Marietti |
|-------------------------|--|
| Title | Adult Education Instructional Coordinator |
| FTE | 1.0 |
| Department | Adult Education |
| Type of Contract | NONA |
| New/Replace | New |
| Prior Incumbent | |
| Supervisor | Heather Algrim |
| Schedule | Group A/Step 12 |
| Wage | \$104,749 |
| Effective | 7/1/2025 |
| Name | Meghan McBride |
| Title | Administrative Assistant |
| FTE | 1.0 |
| Department | School Wellness & Prevention Services |
| Type of Contract | ESPA |
| New/Replace | Replace |
| Prior Incumbent | Laurie Marshall |
| Supervisor | Kim Thalison |
| Schedule | Administrative Assistant/Step 4 |
| Wage | \$20.34 |
| Effective | 7/1/2025 |
| JOB CHANGES | |
| Name | Marcee Theisen |
| Title | CTE Director/Principal – Career Preparation Center |
| Location | Career Prep Center-offsite locations |
| FTE | 1.0 |
| Department | CTE |
| Type of Contract | ADMIN |
| Supervisor | Vlad Lebedintsev |
| Effective | 7/1/2025 |
| Note | Internal Hire |
| DEPARTURES | |
| Name | Emily Guetschow |
| Title | Teacher – EI |
| FTE | 1.0 |
| Department | Special Education |
| Type of Contract | EIEA |
| Supervisor | Paige Rife |
| Effective | 7/31/2025 |
| Note | Resigned |
| | |
| Name | Mehgan Laughry |

**Eaton RESA Personnel
Report for June 11,
2025**

It is recommended that

| | |
|-------------------------|---------------------------------|
| Title | Classroom Assistant |
| FTE | 1.0 |
| Department | Special Education |
| Type of Contract | ESPA |
| Supervisor | Paige Rife |
| Effective | 6/6/2025 |
| Note | Resigned |
| Name | Lindsay Murray |
| Title | Paraprofessional |
| FTE | 1.0 |
| Department | Instructional Services/GSRP |
| Type of Contract | ESPA |
| Supervisor | Jennifer McCaffrey |
| Effective | 6/2/2025 |
| Note | Resigned |
| Name | Paige Rife |
| Title | Director-Meadowview Programming |
| FTE | 1.0 |
| Department | Special Education |
| Type of Contract | ADMIN |
| Supervisor | Kelly Hager |
| Effective | 6/6/2025 |
| Note | Resigned |
| Name | Mary Ann Schmedlen |
| Title | Math Consultant |
| FTE | 1.0 |
| Department | Instructional Services |
| Type of Contract | EIEA |
| Supervisor | Nate Leale |
| Effective | 8/28/2025 |
| Note | Retirement |
| Name | Kim Tripp |
| Title | Paraprofessional |
| FTE | 1.0 |
| Department | Special Education |
| Type of Contract | ESPA |
| Supervisor | Sarah Parker |
| Effective | 6/15/2025 |
| Note | Retirement |

**Eaton Regional Education Service Agency
Monthly Disbursements Report
For Period Ending May 31, 2025**

Accounts Payable Disbursements (See attached register):

| | |
|--|-------------------------------|
| Payroll Withholdings, Employer Liabilities & Electronic Withdrawal | \$ 1,154,863.10 |
| Check Distributions | \$ 245,429.70 |
| ACH transactions | \$ 2,354,799.68 |
| Total Electronic and Check Distributions | <u>\$ 3,755,092.48</u> |

Payroll Disbursements:

| | | |
|----------------------|-----------|-------------------------------|
| Net Pay | 5/2/2025 | \$ 376,459.59 |
| Net Pay | 5/16/2025 | \$ 377,136.07 |
| Net Pay | 5/30/2025 | \$ 392,543.06 |
| Total Net Pay | | <u>\$ 1,146,138.72</u> |

| | |
|---|--------------------------------------|
| Total Funds Disbursed This Month | <u><u>\$ 4,901,231.20</u></u> |
|---|--------------------------------------|

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO # | AFC | Account | Description | Amount | CheckAmt |
|-----------------------|----------|--------|-------------------------------|---------|-----|---------------------------|--------------------------------|-----------|-----------|
| REGULAR CHECKS | | | | | | | | | |
| 309109 | 05/06/25 | 16009 | STILLMAN P.C. | | G | 12-451-0050-000-0000-0000 | CHECK # 309109 VOIDED | (414.15) | (414.15) |
| 309110 | 05/07/25 | 15722 | 16 HANDS, INC. | | G | 11-283-3190-000-0000-0000 | SLFP Admin - May | 900.00 | 900.00 |
| 309111 | 05/07/25 | 07560 | CITY OF CHARLOTTE | | G | 11-261-3830-000-0000-0000 | Water/sewer - 01/09 - 04/03 | 1,623.15 | 1,623.15 |
| 309112 | 05/07/25 | 15104 | CITY-STAR SERVICES, INC | 17933 P | G | 11-261-3840-000-0000-0000 | April Waste | 202.22 | |
| | | | | 17933 P | G | 11-261-3841-000-0000-0000 | April Waste | 98.80 | 301.02 |
| 309113 | 05/07/25 | 16005 | DATA RECOGNITION | 19697 C | G | 11-227-3450-000-0000-3310 | TABE 11 & 12 Online Tests | 1,557.50 | 1,557.50 |
| 309114 | 05/07/25 | 15973 | HARMONY GARDEN MUSIC | 19721 C | X | 21-122-3450-001-120-0000 | Group Music Therapy & Mileage | 246.76 | |
| | | | | 19721 C | X | 21-122-3450-001-193-0000 | Group Music Therapy & Mileage | 246.76 | 493.52 |
| 309115 | 05/07/25 | 46514 | STATE OF MICHIGAN | 19689 C | X | 21-257-3190-000-0000-0000 | Scanning services/Doc Prep | 10,626.98 | 10,626.98 |
| 309116 | 05/07/25 | 15829 | NEW APM, LLC | 19691 C | H | 91-296-7920-000-000-4318 | SY24/25 Yearbooks | 1,059.00 | 1,059.00 |
| 309117 | 05/07/25 | 15886 | SHERIDAN, SAMANTHA | | X | 21-215-3210-000-032-0000 | April Mileage | 66.50 | 66.50 |
| 309118 | 05/07/25 | 94958 | SONOVA USA INC | 19667 C | X | 21-218-4120-000-000-0000 | Roger Touchscreen Mic | 188.99 | 188.99 |
| 309119 | 05/14/25 | 12944 | AMERICAN OFFICE SOLUTIONS - | 17951 P | G | 11-252-4220-000-000-0000 | May Services - Lease | 4,358.44 | 4,358.44 |
| 309120 | 05/14/25 | 13960 | EATON RAPIDS PUBLIC SCHOOLS | 19756 P | G | 11-221-8220-000-000-7673 | Shape Conf - Reg J. Houstina// | 548.86 | |
| | | | | 19756 P | G | 11-221-8220-000-000-7673 | Sub Costs - 5/6/2025 | 533.70 | 533.70 |
| | | | | 19756 C | G | 11-221-8220-000-000-7673 | Sub Costs 3/13/2025 | 711.60 | 1,794.16 |
| 309121 | 05/14/25 | 15555 | KILMER, JASON R. | 19744 C | G | 11-221-3190-000-933-9303 | May 6 Conference - Speaker fee | 1,500.00 | 1,500.00 |
| 309122 | 05/14/25 | 46514 | STATE OF MICHIGAN | 17930 P | G | 11-257-3430-000-000-0000 | March Services | 168.30 | 168.30 |
| 309123 | 05/14/25 | 14148 | MICHIGAN STATE DISBURSEMENT | | G | 12-451-0027-000-000-0000 | ID# 913654672 - Corson | 185.06 | 185.06 |
| 309124 | 05/14/25 | 13728 | MORTONS FINE CATERING, LLC | 19764 C | V | 61-226-5993-000-000-0000 | 04/24 - event catering | 1,518.60 | 1,518.60 |
| 309125 | 05/14/25 | 16008 | BROOKE RODRIGUEZ | 19583 C | G | 11-221-3190-000-000-9303 | May 5 Presentation Services | 500.00 | 500.00 |
| 309126 | 05/14/25 | 93591 | SKILLS USA MICHIGAN | 19739 C | V | 61-127-5990-000-000-9999 | Nat'l Conference Fees | 1,836.00 | 1,836.00 |
| 309127 | 05/14/25 | 13986 | THOMPSON LAWN CARE | | G | 11-261-4110-000-000-0000 | April Services - Packard | 3,621.50 | |
| | | | | | G | 11-261-4111-000-000-0000 | April Services - Southridge | 1,405.00 | 5,026.50 |
| 309128 | 05/21/25 | 13341 | AT&T U-VERSE | | X | 21-261-3410-000-000-0000 | May Services - Sped | 165.14 | 165.14 |
| 309129 | 05/21/25 | 09260 | CONSUMERS ENERGY | | G | 11-261-5511-000-000-0000 | May - Southridge gas #1 | 287.62 | |
| | | | | | G | 11-261-5521-000-000-0000 | May - Southridge gas #2 | 433.72 | 751.38 |
| | | | | | G | 11-261-5521-000-000-0000 | May - Southridge electric #1 | 30.04 | |
| 309130 | 05/21/25 | 13906 | FIDELITY SECURITY LIFE | | G | 12-451-0012-000-000-0000 | May - EYE MED-VISION INSURANCE | 2,142.03 | 2,142.03 |
| 309131 | 05/21/25 | 46514 | STATE OF MICHIGAN | 19810 C | G | 11-252-3190-000-000-0000 | Job order# S-108661/Scanning | 5,477.92 | 5,477.92 |
| 309132 | 05/21/25 | 16021 | OMNI HOTEL AT CENTENNIAL PARK | 19766 C | V | 61-127-5990-000-000-9999 | Skills Nat'l Leader Conf - Lod | 5,290.36 | 5,290.36 |
| 309133 | 05/21/25 | 16001 | POSITIVE BEHAVIOR SUPPORTS | 19781 C | X | 21-216-3130-000-041-0000 | K.Thomas - April Svs - GL | 1,457.50 | |
| | | | | 19769 C | X | 21-216-3130-000-041-0000 | M.Goss - March/April Svs - ER | 330.00 | 330.00 |
| | | | | 19770 C | X | 21-216-3130-000-041-0000 | M.Goss - April Svs - Charlotte | 1,540.00 | 1,540.00 |
| | | | | 19771 C | X | 21-216-3130-000-041-0000 | K.Thomas - April Svs - ICA | 1,842.50 | 1,842.50 |
| | | | | 19772 C | X | 21-216-3130-000-041-0000 | K.Thomas - April Svs - Maple V | 137.50 | 137.50 |
| | | | | 19773 C | X | 21-216-3130-000-041-0000 | K.Thomas - April Svs - Potterv | 82.50 | 5,390.00 |

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO # | AFC | Account | Description | Amount | CheckAmt |
|---------|----------|--------|-----------------------------|---------|--------------------------|----------------------|--------------------------------|------------|------------|
| 309134 | 05/21/25 | 95852 | COUNTY JOURNAL | 19819 C | G | 11-231-3150-000-0000 | BOE Positions Advertising - TC | 109.10 | |
| | | | | 19818 C | G | 11-231-3150-000-0000 | BOE Positions Advertising - FA | 83.91 | |
| | | | | 19817 C | G | 11-231-3150-000-0000 | BOE Positions Advertising - FA | 83.91 | |
| | | | | 19816 C | G | 11-231-3150-000-0000 | BOE Positions Advertising - TC | 109.10 | 386.02 |
| 309135 | 05/29/25 | 14706 | AUTOMATIC EQUIPMENT SALES & | X | 21-261-4190-000-0000 | | Repair to door 13 - student da | 1,500.30 | 1,500.30 |
| 309136 | 05/29/25 | 12841 | BAVARIAN INN LODGE | 19838 C | G | 11-221-5990-000-9303 | May 5-7 Prevention Conf - Lodg | 20,717.14 | 20,717.14 |
| 309137 | 05/29/25 | 09260 | CONSUMERS ENERGY | G | 11-261-5510-000-0000 | | May - Packard gas | 570.24 | |
| | | | | G | 11-261-5520-000-0000 | | May - Packard electric | 3,037.54 | |
| | | | | X | 21-261-5510-000-0000 | | May - Meadowview gas | 26.29 | |
| | | | | X | 21-261-5520-000-0000 | | May - Meadowview electric | 62.23 | 3,696.30 |
| 309138 | 05/29/25 | 14924 | E3 DIAGNOSTICS | 19742 C | X | 21-226-5990-000-0800 | Eartips | 45.50 | 45.50 |
| 309139 | 05/29/25 | 13960 | EATON RAPIDS PUBLIC SCHOOLS | G | 11-411-8510-000-3430 | | GSRP Feb - May | 87,896.64 | 87,896.64 |
| 309140 | 05/29/25 | 13369 | INSIGHT SCHOOL OF MICHIGAN | G | 11-411-8510-000-6013 | | Title I RAG - 9/1/2024-1/31/20 | 40,029.27 | |
| | | | | G | 11-411-8510-000-6013 | | K.James - 04/01 - 04/30 | 4,138.62 | |
| | | | | X | 21-411-8510-903-000-8010 | | IDEA 04/01/2025 - 04/30/2025 | 10,406.97 | 54,574.86 |
| 309141 | 05/29/25 | 27860 | MASA | 19850 C | G | 11-226-3220-000-0000 | April 10-11 Conference - Regis | 500.00 | 500.00 |
| 309142 | 05/29/25 | 44351 | MASB | 19820 C | G | 11-231-3220-000-0000 | May 2 Workshop - Registration | 256.47 | 256.47 |
| 309143 | 05/29/25 | 46514 | STATE OF MICHIGAN | 17930 P | G | 11-257-3430-000-0000 | Apr Services | 158.97 | 158.97 |
| 309144 | 05/29/25 | 14148 | MICHIGAN STATE DISBURSEMENT | G | 12-451-0027-000-0000 | | ID# 913654672 - Corson | 185.06 | 185.06 |
| 309145 | 05/29/25 | 13253 | MONTCALM AREA INTERMEDIATE | V | 61-411-8510-000-3510 | | 61s FFA SUPPORT | 41,036.81 | 41,036.81 |
| 309146 | 05/29/25 | 13916 | RUSHFORD, MARK W | G | 11-231-3220-000-0000 | | May 2-4 Conference - Mileage/M | 499.40 | 499.40 |
| 991348 | 05/09/25 | 46259 | HEALTHEQUITY INC | G | 12-451-0041-000-0000 | | EMPLOYEE HSA CONTRIBUTION | 5,662.51 | 5,662.51 |
| 991349 | 05/09/25 | 28660 | MPERSERS | G | 12-451-1000-000-0000 | | EE/Member Defined Benefit | 34,626.69 | |
| | | | | G | 12-451-1001-000-0000 | | ER Defined Bene Contrib H299 | 158,450.91 | |
| | | | | G | 12-451-1010-000-0000 | | H553-561 TDP | 170.00 | 193,247.60 |
| 991350 | 05/09/25 | 28663 | MPERSERS DC | G | 12-451-1005-000-0000 | | H538 EE Defined Contribution | 20,290.39 | |
| | | | | G | 12-451-1006-000-0000 | | H539 ER Defined Contribution | 8,907.22 | |
| | | | | G | 12-451-1007-000-0000 | | H543 EE Personal Hlth Fund | 4,546.63 | |
| | | | | G | 12-451-1008-000-0000 | | H544 ER Personal Hlth Fund | 4,546.63 | 38,290.87 |
| 991351 | 05/09/25 | 96133 | UNITED STATES TREASURY | G | 12-451-0002-000-0000 | | FEDERAL WITHHOLDING | 40,568.59 | |
| | | | | G | 12-451-0003-000-0000 | | FICA WITHHOLDING - SOC SEC | 33,783.92 | |
| | | | | G | 12-451-0003-000-0000 | | FICA WITHHOLDING - SOC SEC | 33,783.92 | |
| | | | | G | 12-451-0003-000-0000 | | FICA WITHHOLDING - MED | 7,901.03 | |
| | | | | G | 12-451-0003-000-0000 | | FICA WITHHOLDING - MED | 7,901.03 | 123,938.49 |
| 991352 | 05/09/25 | 46259 | HEALTHEQUITY INC | G | 12-451-0021-000-0000 | | FSA DEPENDENT DEDUCT | 320.47 | |
| | | | | G | 12-451-0021-000-0000 | | FSA DEPENDENT DEDUCT | 288.50 | |
| | | | | G | 12-451-0021-000-0000 | | FSA DEPENDENT DEDUCT | 1,730.79 | |
| | | | | G | 12-451-0026-000-0000 | | FSA MEDICAL DEDUCTION | 1,481.88 | |

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO # | AFC | Account | Description | Amount | CheckAmt |
|---------|----------|--------|--------------------------|------|---------|--------------------------|---------------------------------|------------|------------|
| 991353 | 05/15/25 | 46259 | HEALTHEQUITY INC | | G | 12-451-0026-000-000-0000 | FSA MEDICAL DEDUCTION | 54.33 | |
| | | | | | G | 12-451-0026-000-000-0000 | FSA MEDICAL DEDUCTION | 626.76 | 4,502.73 |
| | | | | | G | 12-451-0021-000-000-0000 | FSA DEPENDENT DEDUCT | 614.00 | |
| | | | | | G | 12-451-0026-000-000-0000 | FSA MEDICAL DEDUCTION | 2,116.12 | 2,730.12 |
| 991354 | 05/27/25 | 14239 | WEST MICHIGAN HEALTH | | G | 12-451-0013-000-000-0000 | June - WMHIP PREMIUMS- | 163,533.49 | |
| | | | | | G | 12-451-2001-000-000-0000 | June - WMHIP COPAYS | 44,110.29 | 207,643.78 |
| 991355 | 05/28/25 | 46259 | HEALTHEQUITY INC | | G | 12-451-0021-000-000-0000 | FSA DEPENDENT DEDUCT | 384.62 | |
| | | | | | G | 12-451-0026-000-000-0000 | FSA MEDICAL DEDUCTION | 1,643.73 | |
| | | | | | G | 12-451-0026-000-000-0000 | FSA MEDICAL DEDUCTION | 1,487.55 | 3,515.90 |
| 991356 | 05/29/25 | 46259 | HEALTHEQUITY INC | | G | 12-451-0041-000-000-0000 | EMPLOYEE HSA CONTRIBUTION | 5,662.51 | 5,662.51 |
| 991357 | 05/29/25 | 28660 | MPERSERS | | G | 12-451-1000-000-000-0000 | EE/Member Defined Benefit | 34,654.29 | |
| | | | | | G | 12-451-1001-000-000-0000 | ER Defined Bene Contrib H299 | 158,386.34 | |
| | | | | | G | 12-451-1010-000-000-0000 | H553-561 TDP | 170.00 | 193,210.63 |
| 991358 | 05/29/25 | 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 |
| 991359 | 05/29/25 | 28663 | MPERSERS DC | | G | 12-451-1005-000-000-0000 | H538 EE Defined Contribution | 20,307.25 | |
| | | | | | G | 12-451-1006-000-000-0000 | H539 ER Defined Contribution | 8,927.06 | |
| | | | | | G | 12-451-1007-000-000-0000 | H543 EE Personal Hlth Fund | 4,563.29 | |
| | | | | | G | 12-451-1008-000-000-0000 | H544 ER Personal Hlth Fund | 4,563.29 | 38,360.89 |
| 991360 | 05/29/25 | 96133 | UNITED STATES TREASURY | | G | 12-451-0002-000-000-0000 | FEDERAL WITHHOLDING | 40,343.72 | |
| | | | | | G | 12-451-0003-000-000-0000 | FICA WITHHOLDING - SOC SEC | 33,741.64 | |
| | | | | | G | 12-451-0003-000-000-0000 | FICA WITHHOLDING - SOC SEC | 33,741.64 | |
| | | | | | G | 12-451-0003-000-000-0000 | FICA WITHHOLDING - MED | 7,891.18 | |
| | | | | | G | 12-451-0003-000-000-0000 | FICA WITHHOLDING - MED | 7,891.18 | 123,609.36 |
| 991361 | 05/29/25 | 90436 | PNC BANK - BUSINESS CARD | | G | 10-199-0000-000-000-0000 | McDonald - personal use credit | (7.27) | |
| | | | | | 19807 C | 10-199-0000-000-000-0000 | McDonalds - personal use error | 9.18 | |
| | | | | | 19698 C | 11-118-5110-500-000-3430 | Walmart/Meijer - Plates/Cutler | 90.73 | |
| | | | | | 19698 C | 11-118-5110-530-343-3430 | Walmart/Meijer - Plates/Cutler | 40.38 | |
| | | | | | 19698 C | 11-118-5110-560-000-3430 | Walmart/Meijer - Plates/Cutler | 4.64 | |
| | | | | | 19698 C | 11-118-5110-565-000-3430 | Walmart/Meijer - Plates/Cutler | 54.78 | |
| | | | | | 19732 C | 11-131-5110-000-000-6710 | Amazon - webcam | 99.95 | |
| | | | | | 19811 C | 11-221-3220-000-000-0000 | Future of Learning confir reg | 165.60 | |
| | | | | | 19702 C | 11-221-3220-000-000-0000 | Center/Shoreline Inn - MCIFEN L | 246.62 | |
| | | | | | 19743 C | 11-221-3220-000-000-2251 | Payroll/Ethics Training - Regis | 280.00 | |
| | | | | | 19713 C | 11-221-3220-000-933-9303 | Beyond Addiction - Registratio | 55.20 | |
| | | | | | 19698 C | 11-221-3220-500-000-3430 | Walmart/Meijer - Plates/Cutler | 1.24 | |
| | | | | | 19728 C | 11-221-3220-500-000-3430 | BJs - Water/Tea/Salad for PD | 3.80 | |
| | | | | | 19698 C | 11-221-3220-530-000-3430 | Walmart/Meijer - Plates/Cutler | 3.73 | |

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO# | AFC | Account | Description | Amount | CheckAmt |
|---------|--------|--------|------|-----|--------------------------|---------|--------------------------------|----------|----------|
| 19728 C | | | | G | 11-221-3220-530-000-3430 | | BJs - Water/Tea/Salad for PD | 11.40 | |
| 19728 C | | | | G | 11-221-3220-560-000-3430 | | BJs - Water/Tea/Salad for PD | 11.40 | |
| 19698 C | | | | G | 11-221-3220-560-000-3430 | | Walmart/Meijer - Plates/Cutler | 3.73 | |
| 19698 C | | | | G | 11-221-3220-565-000-3430 | | Walmart/Meijer - Plates/Cutler | 3.74 | |
| 19728 C | | | | G | 11-221-3220-565-000-3430 | | BJs - Water/Tea/Salad for PD | 11.40 | |
| 19728 C | | | | G | 11-221-3221-000-000-3430 | | BJs - Water/Tea/Salad for PD | 26.72 | |
| 19807 C | | | | G | 11-221-5990-000-000-2910 | | Main Street Pizza, Buffalo Win | 189.15 | |
| 19699 C | | | | G | 11-221-5990-000-000-7673 | | Amazon - eGift cards | 1,400.00 | |
| 19754 C | | | | G | 11-221-5990-000-000-7673 | | Darkness to Light - Workbooks | 837.22 | |
| 19706 C | | | | G | 11-221-5990-000-000-7673 | | Basecamp.com - Monthly User fe | 120.00 | |
| 19707 C | | | | G | 11-221-5990-000-000-7673 | | PWY - Online training for 3 | 447.00 | |
| 19708 C | | | | G | 11-221-5990-000-000-7863 | | The Brew Cafe - Coffee for mee | 13.98 | |
| 19707 C | | | | G | 11-221-5990-000-000-9303 | | Marco/Custom Lanyards/Busy Bea | 352.49 | |
| 19714 C | | | | G | 11-221-5990-000-923-9303 | | McBap - 4 CE Hours | 20.00 | |
| 19812 C | | | | G | 11-221-5993-000-000-0000 | | Jimmy Johns - meeting meal | 44.40 | |
| 19743 C | | | | G | 11-221-5993-000-000-0000 | | Walmart - Water/pop/Choc cake | 55.52 | |
| 19702 C | | | | G | 11-221-5993-000-000-0000 | | Jimmy Johns - Early Math Mtg - | 79.33 | |
| 19754 C | | | | G | 11-221-5994-000-919-9303 | | Dominoes - PALS Event | 16.94 | |
| 19715 C | | | | G | 11-221-5994-000-919-9303 | | Walmart/Exxon mobile -SunTree | 61.02 | |
| 19754 C | | | | G | 11-221-5994-000-923-9303 | | Dominoes - PALS Event | 16.94 | |
| 19714 C | | | | G | 11-221-5994-000-923-9303 | | Walmart - Donuts/Oranges/Banan | 20.08 | |
| 19701 C | | | | G | 11-221-5994-000-923-9303 | | Tantay - Deposit for event cat | 360.40 | |
| 19713 C | | | | G | 11-221-5994-000-933-9303 | | Old Town General - Gift Basket | 38.00 | |
| 19754 C | | | | G | 11-221-5994-000-933-9303 | | Dominoes - PALS Event | 16.94 | |
| 19811 C | | | | G | 11-221-7410-000-000-0000 | | Mi Council for Soc Studies- re | 40.00 | |
| 19701 C | | | | G | 11-221-7410-000-000-0000 | | MCTM-MSELA - Membership | 99.00 | |
| 19812 C | | | | G | 11-226-3220-000-000-0000 | | MAISA reg, MASA 4/9 reg , Delm | 336.82 | |
| 19728 C | | | | G | 11-226-3220-000-000-3430 | | MAISA - ECAN Registration | 40.00 | |
| 19698 C | | | | G | 11-226-5910-000-000-3430 | | Walmart/Meijer - Plates/Cutler | 23.64 | |
| | | | | G | 11-231-3220-000-000-0000 | | Credit - Chippewa Hotel confn | (743.26) | |
| 19806 C | | | | G | 11-232-3220-000-000-0000 | | Uber, Horton HOTEL & Metro Par | 2,119.14 | |
| 19806 C | | | | G | 11-232-3450-000-000-0000 | | Zoom & Chat GPT subscription | 110.00 | |
| 19804 C | | | | G | 11-252-5993-000-000-0000 | | Pizza Hut & Jimmy John's | 208.82 | |
| 19805 C | | | | G | 11-252-7412-000-000-0000 | | Security Metric & Authorize.Ne | 137.80 | |
| 19732 C | | | | G | 11-261-3450-000-000-0000 | | Zoom & Dochub | 302.36 | |
| 19728 C | | | | G | 11-261-4190-565-000-3430 | | SOM LARA CCLB - Lic for MV GSR | 125.00 | |
| 19808 C | | | | G | 11-261-5990-000-000-0000 | | Zoro, Ace, Family Home & Easy | 342.69 | |
| 19808 C | | | | G | 11-261-5991-000-000-0000 | | Ace & Zoro | 46.57 | |

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO# | AFC | Account | Description | Amount | CheckAmt |
|---------|--------|--------|------|-----|--------------------------|---------|---------------------------------|----------|----------|
| 19712 | C | | | G | 11-271-3310-000-000-3310 | | Speedway - Fuel cards | 400.00 | |
| 19728 | C | | | G | 11-282-3510-000-000-3430 | | Meta - GSRP Recruitment Ads | 27.47 | |
| 19728 | C | | | G | 11-282-3511-000-000-3430 | | Meta - GSRP Recruitment Ads | 27.47 | |
| 19701 | C | | | G | 11-283-5993-000-000-0000 | | Jets - Lunch for Interview pan | 135.63 | |
| 19728 | C | | | G | 11-283-7410-000-000-0000 | | IdentoGo - Fingerprints - O.Pe | 65.00 | |
| 19732 | C | | | G | 11-284-5990-000-000-0000 | | Amazon - keyboard & screen pro | 75.37 | |
| 19732 | C | | | G | 11-284-6410-000-000-0000 | | Apple - iPads | 6,480.00 | |
| 19728 | C | | | G | 11-311-5990-000-000-3430 | | Meijer - Cookies | 13.97 | |
| 19698 | C | | | G | 11-311-5990-000-000-3430 | | Walmart/Meijer - Plates/Cutlery | 20.46 | |
| 19728 | C | | | G | 11-311-5991-000-000-3430 | | Meijer - Cookies | 13.98 | |
| 19709 | C | | | G | 11-331-3191-000-999-3433 | | Target - Gift cards | 50.00 | |
| 19709 | C | | | G | 11-331-5995-000-999-3433 | | Dollar Tree - Sandwich bags/Ta | 61.75 | |
| 19806 | C | | | G | 12-192-0000-000-000-0000 | | Grand Traveses - Sept 16-19 lo | 209.00 | |
| 19812 | C | | | G | 12-192-0000-000-000-0000 | | Sept MASA - reg & lodging | 759.00 | |
| 19793 | C | | | X | 21-122-5111-001-110-0000 | | Meijer - cooking class food | 47.15 | |
| 19794 | C | | | X | 21-122-5111-002-120-0000 | | Walmart - Cooking class food | 59.30 | |
| 19776 | C | | | X | 21-122-5111-002-120-0000 | | Meijer - cooking class food | 35.23 | |
| 19792 | C | | | X | 21-122-5111-002-120-0000 | | Meijer - cooking class food | 76.44 | |
| 19720 | C | | | X | 21-213-5990-000-011-0000 | | WPS - SPM2 Online forms | 246.00 | |
| 19720 | C | | | X | 21-215-5910-000-032-0000 | | Stuttering Therapy - OASES Sco | 73.73 | |
| 19751 | C | | | X | 21-218-5990-000-000-0000 | | MSU Library - Keyguard | 20.58 | |
| 19725 | C | | | X | 21-221-3220-000-000-3263 | | DEC - ECEC Conf Reg - 4 People | 300.00 | |
| 19725 | C | | | X | 21-221-3220-000-032-0000 | | DEC - ECEC Conf Reg - 1 person | 75.00 | |
| 19860 | C | | | X | 21-221-5993-000-000-0000 | | Cottage Inn Pizza - interview | 41.95 | |
| 19725 | C | | | X | 21-221-5993-000-000-0000 | | Cottage Inn - Pizza for EC Sum | 102.51 | |
| 19696 | C | | | X | 21-226-3450-000-000-0000 | | LessonPix - Subscription/Softw | 36.00 | |
| 19720 | C | | | X | 21-241-7910-001-000-0000 | | 4Imprint - Umbrellas | 761.24 | |
| 19725 | C | | | X | 21-261-3430-000-000-0000 | | USPS - Book of stamps | 14.60 | |
| 19774 | C | | | X | 21-271-3310-001-000-0000 | | Jackson Field - Lugnuts ticket | 576.00 | |
| 19860 | C | | | X | 21-283-3220-000-000-0000 | | MAASE & Delta baggage fee | 115.00 | |
| 19722 | C | | | V | 61-127-5110-000-000-0000 | | Walmart - Water/Granola bars | 32.44 | |
| 19763 | C | | | V | 61-127-5110-000-000-9507 | | Lowes - 2 50 gal chests | 179.96 | |
| 19763 | C | | | V | 61-127-5110-000-000-9513 | | Fabianos - Pizza party 4/16 | 87.94 | |
| 19723 | C | | | V | 61-127-5110-000-000-9515 | | Speedway Motors - steel heim j | 53.95 | |
| 19723 | C | | | V | 61-127-5990-000-000-4490 | | FlagCo & Custom Windsock | 707.31 | |
| 19723 | C | | | V | 61-127-5990-000-000-9999 | | Ferris State - welding comp re | 150.00 | |
| | | | | V | 61-127-5990-000-000-9999 | | Credit - Amway Grand parking f | (20.00) | |
| | | | | V | 61-127-5990-000-000-9999 | | Credit - The Atheneum lodging | (0.40) | |

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO# | AFC | Account | Description | Amount | CheckAmt |
|-------------------|----------|--------|------------------------------|-----|--------------------------|---------------------------------|-------------|-----------------------|----------|
| 19763 C | | | | V | 61-127-5990-000-000-9999 | Cherry Tree Inn - HOSA Conf lo | 1,811.86 | | |
| | | | | V | 61-127-5990-000-000-9999 | Credit - Ferris State Universi | (25.00) | | |
| 19722 C | | | | V | 61-127-5993-000-000-0000 | Subway - 4/15-4/17-4/24 - Stud | 157.72 | | |
| 19763 C | | | | V | 61-127-5993-000-000-0000 | Jimmy Johns - 4/12 Meals for s | 58.04 | | |
| 19741 C | | | | V | 61-226-3210-000-000-0000 | EL Parking - CEPD Conf parking | 10.00 | | |
| 19741 C | | | | V | 61-226-3220-000-000-0000 | MSU Police - Spring Update Con | 16.00 | | |
| 19723 C | | | | V | 61-227-5110-000-000-0000 | MDE - sub permit | 90.00 | | |
| 19724 C | | | | V | 61-241-5910-000-000-0000 | BJs - KCups | 29.99 | | |
| 19722 C | | | | V | 61-271-5710-000-000-0000 | Speedway - Mobile lab blue fue | 40.00 | | |
| 19763 C | | | | V | 61-271-5710-000-000-0000 | Bjs & Walmart - Fuel | 65.24 | | |
| 19741 C | | | | V | 62-192-0000-000-000-0000 | ACTE/Boyerne Falls - CTE Summer | 515.23 | | |
| 19791 C | | | | H | 91-296-7920-000-000-4312 | Walmart - Meadowview Munchies | 60.14 | | |
| 19791 C | | | | H | 91-296-7920-000-000-4313 | Graduation Source - caps | 35.73 | | |
| | | | | H | 91-296-7920-000-000-4313 | Credit - Graduation Source | (1.43) | | |
| 19791 C | | | | H | 91-296-7920-000-000-4314 | Yeti - tumblers | 760.00 | | |
| 19775 C | | | | H | 91-296-7920-000-000-4314 | Custom Lanyard | 131.00 | | |
| 19754 C | | | | H | 91-296-7920-000-000-4315 | April 11-13 Conf - Lodging/Mea | 1,000.86 | | |
| 19743 C | | | | H | 91-296-7920-000-000-4327 | QD - Donuts - Event 4/4 | 37.28 | 25,298.65 | |
| Sub Total: | | | | | | | | \$1,382,010.37 | |
| ACH CHECKS | | | | | | | | | |
| A13731 | 05/07/25 | 13889 | A.D.N. ADMINISTRATORS | G | 12-451-0009-000-000-0000 | April Replenish | 11,863.47 | 11,863.47 | |
| A13732 | 05/07/25 | 14848 | AMAZON CAPITAL SERVICES, INC | G | 11-118-5110-500-000-3430 | Laminating Film | 16.80 | | |
| | | | | G | 11-118-5110-500-000-3430 | Youth T-shirts | 40.07 | | |
| | | | | G | 11-118-5110-530-000-3430 | Youth T-shirts | 120.19 | | |
| | | | | G | 11-118-5110-530-000-3430 | Laminating Film | 50.30 | | |
| | | | | G | 11-118-5110-560-000-3430 | Laminating Film | 50.30 | | |
| | | | | G | 11-118-5110-560-000-3430 | Sidewalk chalk/masking tape/EO | 47.57 | | |
| | | | | G | 11-118-5110-560-000-3430 | Youth T-shirts | 120.20 | | |
| | | | | G | 11-118-5110-560-000-3430 | Tie-Dye kit/Sunglasses/Tshirts | 114.95 | | |
| | | | | G | 11-118-5110-565-000-3430 | Youth T-shirts | 120.20 | | |
| | | | | G | 11-118-5110-565-000-3430 | Fabric paint/Fabric markers | 33.68 | | |
| | | | | G | 11-118-5110-565-000-3430 | Step stool (2) | 47.98 | | |
| | | | | G | 11-118-5110-565-000-3430 | Laminating Film | 50.29 | | |
| | | | | G | 11-118-5110-565-000-3430 | Books/Magnet hooks/Worm farm | 132.03 | | |
| | | | | G | 11-118-5110-565-000-3430 | Wall Clock | 12.98 | | |
| | | | | G | 11-221-5990-000-000-0000 | Plastic forks/Table sign holde | 125.57 | | |
| | | | | G | 11-221-5990-000-000-6973 | Amazon Gift Cards | 100.00 | | |
| | | | | G | 11-221-5990-000-000-7673 | Amazon Gift Cards | 200.00 | | |

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO# | AFC | Account | Description | Amount | CheckAmt |
|---------|----------|--------|-------------------------------|---------|-----|--------------------------|---------------------------------|-----------|----------|
| A13733 | 05/07/25 | 15173 | AMN ALLIED SERVICES LLC | 19704 C | G | 11-221-5990-000-000-7673 | Games/Chalk/Wagon cart/Ball/Be | 150.43 | |
| A13734 | 05/07/25 | 12895 | ANDERSON, STACI | 19683 C | G | 11-221-5990-000-933-9303 | Tri-fold boards/mini sticky no | 41.99 | |
| A13735 | 05/07/25 | 94390 | BOSWORTH URGENT CARE | 19636 C | G | 11-226-5910-000-000-3430 | Filing labels/Tab folders/File | 124.04 | |
| A13736 | 05/07/25 | 14328 | BOWERS, AMY ELIZABETH | 19575 C | G | 11-331-5110-000-000-2781 | Books - Welcome Baby Bags | 766.16 | |
| | | | | 19575 P | G | 11-331-5110-000-000-2781 | Books - Welcome Baby Bags | 2,929.52 | |
| | | | | 19676 C | X | 21-213-5990-000-011-0000 | Cube Chairs | 249.95 | |
| | | | | 19587 C | X | 21-213-5990-001-015-0000 | Ketone test strips | 19.61 | |
| | | | | 19612 C | X | 21-213-5990-001-015-0000 | 60CC Syringes | 22.95 | |
| | | | | 19693 C | X | 21-213-5990-001-015-0000 | Duracell 2450 3V Battery | 3.97 | |
| | | | | 19687 C | X | 21-226-5910-000-000-0000 | Diploma Frame | 24.98 | |
| | | | | 19673 C | X | 21-226-5990-000-080-0000 | Laminating Film | 167.70 | |
| | | | | 18127 C | H | 91-296-7920-000-000-4314 | Ice Maker | 169.99 | 6,054.40 |
| A13737 | 05/07/25 | 15838 | BRYAN, JASON | 19716 C | X | 21-216-3130-000-041-0000 | Rials - 4/13 - 4/19 | 2,760.00 | 2,760.00 |
| A13738 | 05/07/25 | 14361 | BURCHAM, ERIN MICHELLE | | X | 21-219-3210-000-000-0000 | April Mileage | 132.30 | 132.30 |
| A13739 | 05/07/25 | 15951 | CAPITAL AREA MICHIGAN WORKS! | 18023 P | X | 21-213-3150-000-000-9310 | 158 RX - 4/25 | 592.50 | 592.50 |
| | | | | | G | 11-118-5110-560-000-3430 | Meijer - Fruit for Classroom | 72.13 | |
| | | | | | G | 11-226-3210-000-000-3430 | Feb - Mar Mileage | 36.40 | |
| | | | | | G | 12-451-0050-000-000-0000 | April Garnishment Reimbs | 414.15 | |
| | | | | | G | 12-451-0050-000-000-0000 | May Garnishment Reimbs | 414.15 | 936.83 |
| A13737 | 05/07/25 | 15838 | BRYAN, JASON | | X | 21-214-3210-000-021-0000 | Aug - Nov Mileage | 107.81 | 107.81 |
| A13738 | 05/07/25 | 14361 | BURCHAM, ERIN MICHELLE | | G | 11-283-3210-000-000-0000 | April Mileage | 21.21 | 21.21 |
| A13739 | 05/07/25 | 15951 | CAPITAL AREA MICHIGAN WORKS! | 19726 C | G | 11-261-4210-000-000-3310 | CAMW! RENT - 3rd Qtr | 6,219.59 | |
| | | | | 19726 C | G | 11-261-4210-000-000-6710 | CAMW! MOU/IFA - 3rd Qtr | 259.13 | 6,478.72 |
| A13740 | 05/07/25 | 15777 | CEDAR SPRINGS PUBLIC | | V | 61-411-8510-000-000-3510 | 61s FFA SUPPORT | 2,949.78 | 2,949.78 |
| A13741 | 05/07/25 | 07360 | CHARLOTTE PUBLIC SCHOOL | 19719 C | X | 21-122-4210-001-120-9450 | Swimming - May | 650.00 | 650.00 |
| A13742 | 05/07/25 | 13224 | CHEESEMAN, KAREN | | X | 21-213-3210-000-013-0000 | April Mileage | 87.29 | 87.29 |
| A13743 | 05/07/25 | 15521 | CHG MEDICAL STAFFING INC | 19695 C | X | 21-215-3130-000-032-0000 | R. Hooley - 4/13-4/19 - Hours & | 3,244.70 | 3,244.70 |
| A13744 | 05/07/25 | 15845 | CLARK, RACHAEL | | X | 21-212-3210-000-080-0000 | April Mileage | 289.94 | |
| | | | | | X | 21-221-3220-000-000-3263 | April 23 Conf - Reg | 10.00 | |
| | | | | | X | 21-221-3220-000-080-0000 | April 28 Conference - Parking | 10.00 | 309.94 |
| A13745 | 05/07/25 | 46233 | CLEAR RATE COMMUNICATIONS, | 18083 P | G | 11-261-3410-000-000-0000 | May Services | 357.77 | 357.77 |
| A13746 | 05/07/25 | 14213 | CRAIG, WHITNEY D | | G | 11-118-3210-000-000-3430 | Feb - Mar Mileage | 74.48 | 74.48 |
| A13747 | 05/07/25 | 15671 | CUSACK, RANDY | | X | 21-226-3210-000-082-0000 | April Mileage | 117.39 | 117.39 |
| A13748 | 05/07/25 | 13859 | D & D MAINTENANCE SUPPLY, INC | 17936 P | G | 11-261-4110-000-000-0000 | April Svs | 8,197.00 | 8,197.00 |
| A13749 | 05/07/25 | 90023 | DEAN TRANSPORTATION, INC. | 18282 P | G | 11-271-3310-000-000-3431 | Mar GSRP | 5,567.70 | |
| | | | | | X | 21-122-3111-001-140-0000 | Mar - ParaPro svs - Eaton RESA | 2,186.48 | |
| | | | | | X | 21-271-3310-030-000-0000 | Mar Bus & Driver - CPS | 46,602.93 | |
| | | | | | X | 21-271-3310-030-000-0000 | Mar Attendant - CPS | 3,844.43 | |

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO # | AFC | Account | Description | Amount | CheckAmt |
|---------|----------|--------|------------------------------|------|--------------------------|--------------------------------|-------------|------------|----------|
| 18282 | P | | | X | 21-271-3310-050-000-0000 | Mar Attendant - ERPS | 10,872.48 | | |
| 18282 | P | | | X | 21-271-3310-050-000-0000 | Mar Bus & Driver - ERPS | 40,555.10 | | |
| 18282 | P | | | X | 21-271-3310-050-000-9140 | Mar GECKO - ERPS | 2,358.72 | | |
| 18282 | P | | | X | 21-271-3310-060-000-0000 | Mar Bus & Driver - GLPS | 85,218.94 | | |
| 18282 | P | | | X | 21-271-3310-060-000-0000 | Mar Attendant - GLPS | 15,507.66 | | |
| 18282 | P | | | X | 21-271-3310-060-000-9140 | Mar GECKO - GLPS | 10.50 | | |
| 18282 | P | | | X | 21-271-3310-065-000-0000 | Mar Attendant - MVPS | 8,298.94 | | |
| 18282 | P | | | X | 21-271-3310-065-000-0000 | Mar Bus & Driver - MVPS | 21,933.50 | | |
| 18282 | P | | | X | 21-271-3310-090-000-0000 | Mar Bus & Driver - PPS | 21,393.33 | | |
| 18282 | P | | | X | 21-271-3310-090-000-0000 | Mar Attendant - PPS | 2,199.66 | | |
| 18282 | P | | | X | 21-271-3310-090-000-9140 | Mar GECKO - PPS | 34.11 | | |
| 19718 | C | | | V | 61-271-3310-000-000-0000 | 3/10 & 3/20 Trans svcs | 1,413.68 | 267,998.16 | |
| A13750 | 05/07/25 | 13084 | DEAN, HARRIETT | G | 11-211-3210-000-000-9073 | March - April Mileage | 456.40 | 456.40 | |
| A13751 | 05/07/25 | 15501 | DETERS, ERICA | X | 21-218-3210-000-064-0000 | April Mileage | 373.87 | 373.87 | |
| A13752 | 05/07/25 | 04242 | EATRAN | G | 11-271-3310-000-000-3310 | March GED Route | 22.00 | 22.00 | |
| A13753 | 05/07/25 | 15689 | GET 'EM AND GO PLUS MORE LLC | X | 21-271-3310-000-000-9140 | 04/21 & 04/23 Transportation S | 378.26 | 378.26 | |
| A13754 | 05/07/25 | 15655 | GILMORE, HANNAH | X | 21-215-3210-000-032-0000 | April Mileage | 98.77 | 98.77 | |
| A13755 | 05/07/25 | 14857 | GORDON FOOD SERVICE INC. | F | 51-297-5610-000-000-8530 | Snack Supplies | 1,298.34 | | |
| | | | | F | 51-297-5610-000-000-8530 | Snack Supplies | 515.90 | 1,814.24 | |
| A13756 | 05/07/25 | 15232 | GOYETTE, DONNA LYNN | X | 21-218-3210-000-067-0000 | April Mileage | 174.51 | | |
| | | | | X | 21-221-3220-000-000-9150 | April 28 Conf - Parking | 15.00 | 189.51 | |
| A13757 | 05/07/25 | 14650 | HAMMELL, TRACI LYNN | X | 21-122-3210-000-273-0000 | April Mileage | 212.24 | 212.24 | |
| A13758 | 05/07/25 | 00402 | HIRCHERT, STEPHANIE | X | 21-212-3210-000-080-0000 | April Mileage | 336.21 | 336.21 | |
| A13759 | 05/07/25 | 13589 | HOLMES, CHRISTINA | G | 11-221-3220-000-000-9013 | Apr 29-May 1 Conf - Mileage | 81.90 | 81.90 | |
| A13760 | 05/07/25 | 14299 | HOLT PUBLIC SCHOOLS | G | 11-221-8220-000-000-7673 | Reimbursement - PWY License | 219.00 | | |
| A13761 | 05/07/25 | 14743 | HUBBERT, LAURIE ANN | V | 61-127-8220-000-000-0000 | DECA Transportation | 473.88 | 692.88 | |
| A13762 | 05/07/25 | 22260 | INGHAM INTERMEDIATE SCHOOL | X | 21-218-3210-000-065-0000 | April Mileage | 421.75 | 421.75 | |
| | | | | X | 21-215-8220-000-032-0000 | 23/24 Itinerant - Speech | 7,347.00 | | |
| | | | | X | 21-216-8220-000-041-0000 | 23/24 Itinerant - SSW | 35,714.00 | 43,061.00 | |
| A13763 | 05/07/25 | 13476 | JASKOWSKI, LISA | X | 21-215-3210-000-032-0000 | April Mileage | 54.46 | 54.46 | |
| A13764 | 05/07/25 | 00420 | LANSING COMMUNITY COLLEGE | V | 60-199-0000-000-000-3000 | MISTEM Career Camp | 2,385.00 | 2,385.00 | |
| A13765 | 05/07/25 | 46477 | LANSING SCHOOL DISTRICT | G | 11-411-8510-020-000-3310 | ADULT ED 107 LANSING - 05/06/2 | 72,212.10 | 72,212.10 | |
| A13766 | 05/07/25 | 15892 | LASKY, ADYSON | G | 11-221-3210-000-919-9303 | April Mileage | 231.28 | 231.28 | |
| A13767 | 05/07/25 | 15331 | LEALE, NATHAN J | G | 11-226-3220-000-000-0000 | April 30 Conf - Mileage | 127.40 | 127.40 | |
| A13768 | 05/07/25 | 14540 | LOBDELL, CHRISTINA JOY | X | 21-215-3210-000-035-0000 | January Mileage | 112.49 | | |
| | | | | X | 21-219-5990-000-000-0000 | Meijer/Ace - Pop/Snacks for PD | 69.26 | 181.75 | |
| A13769 | 05/07/25 | 15511 | MAIDA, ALICIA | X | 21-215-3210-000-032-0000 | April Mileage | 222.46 | 222.46 | |
| A13770 | 05/07/25 | 15323 | MCCLINTOCK, ALYSON | G | 11-221-3210-000-000-7673 | April Mileage | 81.90 | 81.90 | |

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO # | AFC | Account | Description | Amount | CheckAmt |
|---------|----------|--------|------------------------------|---------|-----|--------------------------|---------------------------------|-----------|-----------|
| A13771 | 05/07/25 | 13013 | MCCULLEN, MARINA | | V | 61-212-3210-000-000-0000 | Feb - April Mileage | 94.15 | 94.15 |
| A13772 | 05/07/25 | 12771 | STATE OF MICHIGAN | 19686 C | X | 21-212-3190-000-000-0000 | School based svcs - 1/1/25 - 03 | 1,611.90 | 1,611.90 |
| A13773 | 05/07/25 | 15662 | MIDWEST AIR LLC | 19717 C | V | 61-127-3110-000-000-9528 | March Hours | 5,000.00 | 5,000.00 |
| A13774 | 05/07/25 | 15859 | MOLETTE, SHIANN | | X | 21-226-3210-000-082-0000 | April Mileage | 23.87 | 23.87 |
| A13775 | 05/07/25 | 15672 | NETZEL, STEVEN | | G | 11-221-3210-000-000-2910 | April 2 Mileage | 259.00 | 259.00 |
| A13776 | 05/07/25 | 15802 | NORTH HURON SCHOOL DISTRICT | | V | 61-411-8510-000-000-3510 | 61s FFA SUPPORT | 44,403.68 | 44,403.68 |
| A13777 | 05/07/25 | 14608 | PALMER, JULIANNE NICOLE | | X | 21-122-3210-001-120-0000 | April Mileage | 15.12 | 15.12 |
| A13778 | 05/07/25 | 15703 | PROMER, MARLENE | | X | 21-212-3210-000-080-0000 | April Mileage | 232.54 | 232.54 |
| | | | | | X | 21-221-3220-000-080-0000 | Apr 28 Conference - Parking | 10.00 | 10.00 |
| A13779 | 05/07/25 | 40545 | ROSE PEST SOLUTIONS | 17939 P | G | 11-261-4110-000-000-0000 | 4/23/2025 - Services | 88.00 | 88.00 |
| A13780 | 05/07/25 | 14609 | RYAN, ANDREA JOYCE | | G | 11-211-3210-000-000-9073 | March Mileage | 79.80 | 79.80 |
| A13781 | 05/07/25 | 15937 | SHARP, TORI | | X | 21-213-3210-000-011-0000 | April Mileage | 15.96 | 15.96 |
| A13782 | 05/07/25 | 13018 | SIMON, BRITTANY | | X | 21-212-3210-000-080-0000 | April Mileage | 207.90 | 207.90 |
| A13783 | 05/07/25 | 14916 | SOHN LINEN SERVICE, INC | | G | 11-261-5992-000-000-0000 | Door mat rental - June | 181.69 | 181.69 |
| A13784 | 05/07/25 | 13038 | SOMMERLOT, EVELYN | | X | 21-215-3210-000-032-0000 | April Mileage | 61.46 | 61.46 |
| A13785 | 05/07/25 | 13216 | SURATO, JENNIFER | | X | 21-214-3210-000-021-0000 | April Mileage | 98.77 | 98.77 |
| A13786 | 05/07/25 | 12630 | THALISON, KIMBERLY | | G | 11-221-3210-000-923-9303 | April Mileage | 57.40 | 57.40 |
| | | | | | G | 11-221-3210-000-933-9303 | April Mileage | 57.40 | 114.80 |
| A13787 | 05/07/25 | 15976 | LPF HOLDINGS LLC | 19727 C | G | 11-261-4210-001-000-3310 | Mason Rent - May | 400.00 | 400.00 |
| A13788 | 05/07/25 | 14683 | VANDEVEN, RACHEL | | X | 21-213-3210-000-011-0000 | April Mileage | 93.66 | 93.66 |
| A13789 | 05/07/25 | 12951 | VENIER, KIRK | | G | 11-211-3210-000-000-9073 | April Mileage | 299.66 | 299.66 |
| A13790 | 05/07/25 | 46314 | ZAYO BANDWIDTH | 18189 P | G | 11-284-3490-000-000-0000 | May Services | 128.32 | 427.98 |
| A13791 | 05/14/25 | 15993 | A TO Z SPEECH THERAPY | 19747 C | X | 21-215-3130-000-032-0000 | April Hours | 8,798.00 | 8,798.00 |
| A13792 | 05/14/25 | 13858 | ACCUSHRED, LLC | 17929 P | G | 11-261-3840-000-000-0000 | May Services - Packard & South | 21,580.00 | 21,580.00 |
| A13793 | 05/14/25 | 13573 | ADAMS OUTDOOR ADVERTISING | | G | 11-282-3510-000-000-0000 | Bulletin 0 04/21-05/18 #082402 | 175.95 | 175.95 |
| A13794 | 05/14/25 | 00543 | AIS CONSTRUCTION EQUIPMENT | 18285 P | V | 61-127-3110-000-000-9516 | May Svcs | 2,800.00 | 2,800.00 |
| A13795 | 05/14/25 | 14848 | AMAZON CAPITAL SERVICES, INC | | G | 11-118-5110-560-000-3430 | Bluetooth Headphones | 28,000.00 | 28,000.00 |
| | | | | | G | 11-221-5990-000-000-3290 | Post Its/Markers/Easel pads/Bi | 21.99 | 21.99 |
| | | | | | G | 11-221-5990-000-933-9303 | Mini super sticky Post it note | 128.08 | 128.08 |
| | | | | | X | 21-214-5990-000-021-0000 | Tumble tower/building block co | 382.00 | 382.00 |
| | | | | | X | 21-216-5990-000-041-0000 | Velcro dots/anxiety stickers | 33.98 | 33.98 |
| | | | | | H | 91-296-7920-000-000-4313 | Candyland party decorations an | 28.58 | 28.58 |
| A13796 | 05/14/25 | 15736 | AMERICAN OFFICE SOLUTIONS - | 17952 P | G | 11-252-4220-000-000-0000 | May eGoldFax Svcs | 67.34 | 661.97 |
| A13797 | 05/14/25 | 14542 | AMY'S CATERING LLC | 19761 C | H | 91-296-7920-000-000-4315 | Event Meal - 5/6/2025 | 150.00 | 150.00 |
| A13798 | 05/14/25 | 13883 | BAY-ARENAC ISD | | V | 61-411-8510-000-000-3510 | 61s FFA SUPPORT | 528.00 | 528.00 |
| A13799 | 05/14/25 | 15613 | CAPITAL REGION AIRPORT | 18058 P | V | 61-261-4210-000-000-0000 | May Rent & Utilities | 21,338.50 | 21,338.50 |
| A13800 | 05/14/25 | 13224 | CHEESEMAN, KAREN | | X | 21-221-3220-000-014-0000 | April 29-30 Conference Registr | 3,463.42 | 3,463.42 |
| | | | | | | | | 389.00 | 389.00 |

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO # | AFC | Account | Description | Amount | CheckAmt |
|---------|----------|--------|-------------------------------|---------|-----|--------------------------|---------------------------------|------------|------------|
| A13801 | 05/14/25 | 15521 | CHG MEDICAL STAFFING INC | 19758 C | X | 21-215-3130-000-032-0000 | R. Hooley - 4/27 - 5/3 Hours an | 3,252.32 | |
| | | | | 19731 C | X | 21-215-3130-000-032-0000 | R. Hooley - 4/20-4/26 - Hours & | 3,245.95 | 6,498.27 |
| A13802 | 05/14/25 | 15866 | COMBS, MACKENSIE | X | X | 21-216-3210-000-041-0000 | April Mileage | 83.02 | 83.02 |
| A13803 | 05/14/25 | 13859 | D & D MAINTENANCE SUPPLY, INC | G | G | 11-261-5990-000-000-0000 | Kitchen towels/Tissue/Hand soa | 257.38 | 257.38 |
| A13804 | 05/14/25 | 90023 | DEAN TRANSPORTATION, INC. | 18282 P | G | 11-271-3310-000-000-3431 | Apr GSRP | 7,809.12 | |
| | | | | 18282 P | X | 21-122-3111-001-140-0000 | Apr - ParaPro svs - Eaton RESA | 2,272.32 | |
| | | | | 18282 P | X | 21-271-3310-030-000-0000 | Apr Attendant - CPS | 5,621.31 | |
| | | | | 18282 P | X | 21-271-3310-030-000-0000 | Apr Bus & Driver - CPS | 64,730.28 | |
| | | | | 18282 P | X | 21-271-3310-050-000-0000 | Apr Bus & Driver - ERPS | 60,424.75 | |
| | | | | 18282 P | X | 21-271-3310-050-000-0000 | Apr Attendant - ERPS | 16,285.61 | |
| | | | | 18282 P | X | 21-271-3310-050-000-9140 | Apr GECKO - ERPS | 1,672.00 | |
| | | | | 18282 P | X | 21-271-3310-060-000-0000 | Apr Bus & Driver - GLPS | 126,941.95 | |
| | | | | 18282 P | X | 21-271-3310-060-000-0000 | Apr Attendant - GLPS | 25,833.62 | |
| | | | | 18282 P | X | 21-271-3310-060-000-9140 | Apr GECKO - GLPS | 17.48 | |
| | | | | 18282 P | X | 21-271-3310-065-000-0000 | Apr Bus & Driver - MVPS | 33,795.43 | |
| | | | | 18282 P | X | 21-271-3310-065-000-0000 | Apr Attendant - MVPS | 13,687.45 | |
| | | | | 18282 P | X | 21-271-3310-065-000-9140 | Apr GECKO - MVPS | 115.90 | |
| | | | | 18282 P | X | 21-271-3310-090-000-0000 | Apr Attendant - PPS | 2,858.99 | |
| | | | | 18282 P | X | 21-271-3310-090-000-0000 | Apr Bus & Driver - PPS | 29,308.89 | |
| | | | | 18282 P | X | 21-271-3310-090-000-9140 | Apr GECKO - PPS | 54.24 | 391,429.34 |
| A13805 | 05/14/25 | 44684 | EPARS (403B) | G | G | 12-451-0015-000-000-0000 | TSA 403B | 8,385.70 | |
| | | | | 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 | 10,690.47 |
| A13806 | 05/14/25 | 15456 | FARMER, MAKENZI | X | X | 21-221-3220-000-000-9150 | April 28-29 Start Conference - | 61.18 | 61.18 |
| A13807 | 05/14/25 | 13071 | FRACCAROLLI, DEBRA | X | X | 21-215-3210-000-032-0000 | March - April Mileage | 350.21 | |
| | | | | X | X | 21-215-5990-000-032-0000 | Communication Matrix - 2 | 10.00 | 360.21 |
| A13808 | 05/14/25 | 14408 | GREAT LAKES GRAPHICS, INC. | 19755 C | G | 11-221-5990-000-000-6973 | Health fair passports | 89.00 | 89.00 |
| A13809 | 05/14/25 | 13225 | HUNTINGTON, KARI | X | X | 21-213-3210-000-014-0000 | April Mileage | 62.93 | 62.93 |
| A13810 | 05/14/25 | 13597 | JESSUP, JESSICA | X | X | 21-214-3210-000-021-0000 | April - May Mileage | 82.53 | 82.53 |
| A13811 | 05/14/25 | 13178 | JESTILA, MARY E | X | X | 21-215-3210-000-032-0000 | March - April Mileage | 113.96 | |
| | | | | X | X | 21-215-3210-000-032-0000 | Jan - Feb Mileage | 78.82 | 192.78 |
| A13812 | 05/14/25 | 00420 | LANSING COMMUNITY COLLEGE | 19740 C | V | 61-226-5993-000-000-0000 | Other Service Fees | 600.00 | 600.00 |
| A13813 | 05/14/25 | 15688 | LUMBERT, TAMMY | X | X | 21-122-3210-001-120-0000 | April Mileage | 18.90 | 18.90 |
| A13814 | 05/14/25 | 15940 | LYON, TIFFANI | X | X | 21-122-3210-002-120-0000 | November Mileage | 6.50 | 6.50 |
| A13815 | 05/14/25 | 15323 | MCCLINTOCK, ALYSON | G | G | 11-221-3220-000-000-7673 | April 11-13 Conference - Milea | 35.38 | |
| | | | | G | G | 11-221-3220-000-000-7673 | May 5 Conference - Mileage | 141.40 | 176.78 |
| A13816 | 05/14/25 | 12684 | MEA FINANCIAL SERVICES, INC. | G | G | 12-451-2500-000-000-0000 | June Premiums | 178.10 | 178.10 |

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO # | AFC | Account | Description | Amount | CheckAmt |
|---------|----------|--------|------------------------------|---------|-----|--------------------------|--------------------------------|-----------|-----------|
| A13817 | 05/14/25 | 14440 | MICHIGAN ORGANIZATION | 18845 P | G | 11-221-3190-000-000-7673 | Service Fees - April | 150.00 | 150.00 |
| A13818 | 05/14/25 | 16010 | MONTAG FORWARD SOLUTIONS | 19582 C | G | 11-221-3190-000-000-9303 | May 5-6 Conference Presentatio | 1,000.00 | 1,000.00 |
| A13819 | 05/14/25 | 15877 | MOUBRAY, ERICA | | X | 21-122-3210-001-120-0000 | April Mileage | 11.34 | 11.34 |
| A13820 | 05/14/25 | 15931 | NETTLETON, EDYN D | | X | 21-214-3130-000-021-2770 | April 7 - May 7 Hours | 2,562.50 | 2,562.50 |
| A13821 | 05/14/25 | 15446 | PARKER, SARAH | | X | 21-122-5110-001-193-0000 | Baby Gate | 39.99 | |
| | | | | | X | 21-226-3210-000-082-0000 | April - May Mileage | 53.48 | |
| A13822 | 05/14/25 | 15663 | POLHAMUS, KEVIN | | H | 91-296-7920-000-000-4312 | Teacher Appreciation - Cards/S | 154.94 | 248.41 |
| A13823 | 05/14/25 | 15697 | PORZONDEK, CHEYENNE | | X | 21-213-3220-000-000-9310 | May 5-6 Conference - Mileage | 141.40 | 141.40 |
| A13824 | 05/14/25 | 14620 | RIVERSIDE ASSESSMENTS | | G | 11-221-3220-000-933-9303 | May 5-6 Conference - Mileage | 137.20 | 137.20 |
| A13825 | 05/14/25 | 16003 | RIZE CONSULTANTS INC | 19748 C | X | 21-214-5990-000-021-0000 | WJIV Test record form & shippi | 340.93 | 340.93 |
| A13826 | 05/14/25 | 14609 | RYAN, ANDREA JOYCE | 19484 C | G | 11-221-3190-000-000-9303 | May 5 & 6 conference - 50% | 3,750.00 | 3,750.00 |
| A13827 | 05/14/25 | 15496 | SIX, KRISTIN | | G | 11-211-3210-000-000-9073 | April Mileage | 99.75 | 99.75 |
| A13828 | 05/14/25 | 45096 | SUNBELT STAFFING LLC | 19734 C | X | 21-122-3210-002-120-0000 | May 9 Mileage | 7.91 | 7.91 |
| A13829 | 05/14/25 | 13043 | TALARICO, MARY | | X | 21-216-3130-000-041-0000 | J. Humphreys - 4/18-4/26 | 3,080.00 | 3,080.00 |
| A13830 | 05/14/25 | 14149 | TRIPP, KIMBERLEE DAWN | | X | 21-212-3210-000-080-0000 | September Mileage | 229.81 | 229.81 |
| A13831 | 05/14/25 | 12951 | VENIER, KIRK | | X | 21-122-3210-002-120-0000 | May 9 Mileage | 7.91 | 7.91 |
| A13832 | 05/14/25 | 91627 | CELICO PARTNERSHIP | | G | 11-211-3210-000-000-9073 | April 30 Mileage | 16.87 | 16.87 |
| A13833 | 05/14/25 | 00013 | WAYNE COUNTY RESA | | G | 11-261-3410-000-000-0000 | Apr - *S/C TELEPHONE EXPENSE | 1,426.07 | 1,498.09 |
| A13834 | 05/14/25 | 15819 | WHITEFORD ASD OF THE | | G | 11-261-3490-000-000-0000 | Apr - GE Broadband Wireless | 72.02 | |
| A13835 | 05/21/25 | 12719 | ALGRIM, HEATHER | 18892 C | G | 11-252-5990-000-000-0000 | 2024 Tax Year Forms & Envelope | 78.52 | 78.52 |
| A13836 | 05/21/25 | 14848 | AMAZON CAPITAL SERVICES, INC | | V | 61-411-8510-000-000-3510 | 61s FFA SUPPORT | 47,557.00 | 47,557.00 |
| | | | | | G | 11-283-3220-000-000-3310 | May 6-8 Conference - Mileage | 157.50 | 157.50 |
| | | | | | G | 11-212-5990-000-000-2251 | Sensory supplies | 358.47 | |
| | | | | | G | 11-221-5990-000-000-7673 | Key chains/Lanyards/Notepads/S | 1,336.51 | |
| | | | | | G | 11-221-5990-000-000-7673 | Yoga mats/Deodorant/Sanitizer/ | 525.59 | |
| | | | | | G | 11-221-5990-000-000-7673 | Dental care kits/Cleansing wip | 2,084.50 | |
| | | | | | G | 11-221-5990-000-000-9303 | Credit | (21.99) | |
| | | | | | G | 11-221-5990-000-000-9303 | Credit | (43.98) | |
| | | | | | G | 11-311-5910-000-999-3433 | Office supplies | 943.71 | |
| | | | | | X | 21-216-5990-000-041-0000 | Tumbling mats/rain tubes/senso | 251.77 | |
| | | | | | X | 21-218-5990-000-000-0000 | Ipap cases & Screen protectors | 71.77 | |
| | | | | | X | 21-218-5990-000-000-0000 | Ipap covers (9) | 242.91 | |
| | | | | | X | 21-226-5910-000-000-0000 | Portable charger power bank | 31.12 | |
| | | | | | V | 61-127-5110-000-000-0000 | Table saw grinder | (129.99) | 5,650.39 |
| A13837 | 05/21/25 | 15173 | AMN ALLIED SERVICES LLC | 19768 C | X | 21-216-3130-000-041-0000 | Rials - 04/27 - 05/03 | 3,000.00 | 3,000.00 |
| A13838 | 05/21/25 | 14542 | AMY'S CATERING LLC | 19633 C | H | 91-296-7920-000-000-4317 | 05/08 - Event Meal | 357.50 | |
| | | | | | H | 91-296-7920-000-000-4317 | 05/09 - Event Meal | 396.00 | 753.50 |
| A13839 | 05/21/25 | 01194 | BESCO WATER TREATMENT, INC | 17932 P | G | 11-261-4220-000-000-0000 | Water Cooler Rent - May | 76.00 | |

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO # | AFC | Account | Description | Amount | CheckAmt |
|---------|----------|--------|-----------------------------|---------|-----|--------------------------|--------------------------------|-----------|-----------|
| A13840 | 05/21/25 | 00065 | CDW LLC | 17932 P | G | 11-261-5990-000-000-0000 | Water & salt delivery | 346.98 | 422.98 |
| | | | | 19332 C | G | 11-284-3450-000-000-0000 | Microsoft 365 1 year subscript | 12,054.42 | |
| | | | | 19669 C | G | 11-284-3450-000-000-0000 | Gemini EDU annual licenses | 1,080.00 | 13,134.42 |
| A13841 | 05/21/25 | 07360 | CHARLOTTE PUBLIC SCHOOL | 19694 C | F | 51-297-8220-000-000-0000 | March - Equipment - Trays | 116.71 | |
| | | | | 19694 C | F | 51-297-8220-000-000-8500 | March - MV Breakfast | 885.60 | |
| | | | | 19694 C | F | 51-297-8220-000-000-8510 | March - MV Lunch | 1,224.00 | 2,226.31 |
| A13842 | 05/21/25 | 15521 | CHG MEDICAL STAFFING INC | 19801 C | X | 21-215-3130-000-032-0000 | R.Hooley - 5/4 - 5/10 | 3,240.00 | 3,240.00 |
| A13843 | 05/21/25 | 15671 | CUSACK, RANDY | X | X | 21-226-3210-000-082-0000 | April Mileage (2) | 88.41 | 88.41 |
| A13844 | 05/21/25 | 94460 | HASSEL FREE FUELS | G | G | 11-261-5710-000-000-0000 | SIC PACK TRUCK GASOLINE | 39.59 | 39.59 |
| A13845 | 05/21/25 | 13029 | DEVOLDER-HICKS, SHEILA | X | X | 21-212-3210-000-080-0000 | April Mileage | 54.60 | 54.60 |
| A13846 | 05/21/25 | 14208 | DOORNKAAT, PAMELA DIANE | X | X | 21-212-3210-000-080-0000 | April - May Mileage | 331.45 | 331.45 |
| A13847 | 05/21/25 | 04242 | EATRAN | 18295 P | X | 21-271-3310-001-000-0000 | 40 Blue & 77 Yellow tokens | 1,413.00 | 1,413.00 |
| A13848 | 05/21/25 | 15611 | EMBARC CORPORATION | 19790 C | V | 61-127-3450-000-000-0000 | Variable Transactions - April | 290.00 | 290.00 |
| A13849 | 05/21/25 | 14138 | FADER, BRYANNA YVONNE | X | X | 21-212-3210-000-080-0000 | March Mileage | 261.10 | |
| | | | | X | X | 21-212-3210-000-080-0000 | April Mileage | 359.80 | 620.90 |
| A13850 | 05/21/25 | 15456 | FARMER, MAKENZI | X | X | 21-215-3210-000-000-0000 | April Mileage | 394.03 | 394.03 |
| A13851 | 05/21/25 | 15598 | FORNEY, LINDSEY | X | X | 21-218-3210-000-067-0000 | April 24-25 Conference - Reg & | 295.21 | 295.21 |
| A13852 | 05/21/25 | 15857 | FOX, ELIZABETH | X | X | 21-212-3210-000-080-0000 | March Mileage | 278.25 | 278.25 |
| A13853 | 05/21/25 | 14408 | GREAT LAKES GRAPHICS, INC. | 19796 C | G | 11-221-5990-000-000-7673 | Print job - Charlotte Health W | 178.00 | 391.00 |
| | | | | 19798 C | G | 11-221-5990-000-923-9303 | Mental Health Flyer print | 213.00 | |
| A13854 | 05/21/25 | 00402 | HIRCHERT, STEPHANIE | X | X | 21-221-3220-000-000-3263 | May 13-14 Conf - Registration | 150.00 | 150.00 |
| A13855 | 05/21/25 | 15550 | JACKSON, TAYLOR | X | X | 21-219-3210-000-075-0000 | April Mileage | 170.52 | 170.52 |
| A13856 | 05/21/25 | 15462 | JOHNSON, KATIE | G | G | 11-221-3220-000-000-2251 | May 5-6 Conf - Meals & Mileage | 173.78 | 205.07 |
| | | | | G | G | 11-221-3220-000-000-2251 | May 7 Conference - Meals | 31.29 | |
| A13857 | 05/21/25 | 00420 | LANSING COMMUNITY COLLEGE | 19789 C | V | 61-241-3430-000-000-0000 | Mail Charge - 05/12 | 116.61 | 116.61 |
| A13858 | 05/21/25 | 15602 | LAUTZ E FLIPS, LLC | 17935 P | X | 21-261-4210-000-000-0000 | May - Consumers | 144.46 | 144.46 |
| A13859 | 05/21/25 | 15331 | LEALE, NATHAN J | G | G | 11-226-3220-000-000-0000 | April 10-11 Conference - Milea | 231.00 | 231.00 |
| A13860 | 05/21/25 | 14540 | LOBDELL, CHRISTINA JOY | X | X | 21-215-3210-000-035-0000 | Feb - Apr Mileage | 266.42 | 266.42 |
| A13861 | 05/21/25 | 29560 | MAPLE VALLEY PUBLIC SCHOOLS | G | G | 11-118-8220-565-000-3430 | GSRP Meals - April | 187.98 | |
| | | | | G | G | 11-118-8220-565-000-3430 | GSRP Meals - March | 130.14 | 318.12 |
| A13862 | 05/21/25 | 15448 | MERRILL, JAMIE | G | G | 11-212-3210-000-000-2251 | Jan Mileage | 92.40 | |
| | | | | G | G | 11-221-3220-000-000-2251 | May 5-7 Conference - Mileage | 191.93 | 284.33 |
| A13863 | 05/21/25 | 94398 | PEARSON | 19737 C | X | 21-215-5910-000-032-0000 | Record Forms | 392.94 | 392.94 |
| A13864 | 05/21/25 | 14878 | PRESENCELEARNING, INC | 19783 C | X | 21-214-3130-000-021-0000 | SP Evaluations | 16,941.33 | |
| | | | | 19783 C | X | 21-216-3130-000-041-0000 | BMH Hours | 56,776.80 | 73,718.13 |
| A13865 | 05/21/25 | 12686 | RILEY, KATHRYN P | X | X | 21-213-3210-000-014-0000 | April Mileage | 45.78 | 45.78 |
| A13866 | 05/21/25 | 13908 | SCHMEDLEN, MARY ANN | G | G | 11-221-3210-000-000-0000 | April Mileage | 10.78 | |
| | | | | G | G | 11-221-3210-000-000-2700 | April Mileage | 23.94 | 34.72 |

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO# | AFC | Account | Description | Amount | CheckAmt |
|---------|----------|--------|------------------------------|---------|-----|--------------------------|---------------------------------|------------|-----------|
| A13867 | 05/21/25 | 15328 | SMITH, KRISTEN | | G | 11-221-3220-000-000-2251 | May 5-6 Conference - Mileage | 135.80 | 135.80 |
| A13868 | 05/21/25 | 15290 | WEBER, CHARLES J | | G | 11-221-3220-000-000-7863 | May 5-6 Conference - Mileage | 95.76 | 95.76 |
| A13869 | 05/21/25 | 16007 | WYSE CONSULTING LLC | 19777 C | X | 21-214-3130-000-021-0000 | IEE/Testing/Mileage | 2,611.84 | 2,611.84 |
| A13870 | 05/22/25 | 13889 | A.D.N. ADMINISTRATORS | | G | 12-451-0009-000-000-0000 | June - A.D.N. ADMIN-DENTAL PRE | 1,534.50 | 1,534.50 |
| A13871 | 05/22/25 | 46007 | RELEVANT ACADEMY OF EATON | | G | 10-518-1902-902-000-0000 | ERESA fee | (1,726.20) | |
| | | | | | G | 12-421-1902-000-000-0000 | May State Aid | 75,768.22 | 74,042.02 |
| A13872 | 05/29/25 | 13573 | ADAMS OUTDOOR ADVERTISING | 19847 C | G | 11-282-3510-000-000-0000 | Bulletin - 05/19-06/15 #082402 | 2,800.00 | 2,800.00 |
| A13873 | 05/29/25 | 14848 | AMAZON CAPITAL SERVICES, INC | 19784 C | G | 11-221-5990-000-000-7673 | Body Wash/Signs/Toothbrushes/F | 400.69 | |
| | | | | 19799 C | G | 11-221-5990-000-923-9303 | Mini resin frogs and dinosaurs | 45.16 | |
| | | | | | G | 11-252-5910-000-000-0000 | Dry erase board & markers | 36.67 | |
| | | | | | G | 11-252-5910-000-000-0000 | Shipping tape & dry erase boar | 52.58 | |
| | | | | 19760 C | X | 21-122-5990-001-120-0000 | Microwave | 89.99 | |
| | | | | 19760 C | X | 21-122-5990-001-130-0000 | Sheet protectors/cabinet locks | 22.40 | |
| | | | | 19760 C | X | 21-122-5990-001-193-0000 | Command Hooks/Toilet frame | 50.59 | |
| | | | | 19760 C | X | 21-122-5990-002-120-0000 | Headphones | 21.84 | |
| | | | | 19780 P | X | 21-216-5990-000-041-0000 | Laminating pouches | 25.99 | |
| | | | | 19780 C | X | 21-216-5990-000-041-0000 | *SSW SUPPLIES | 133.82 | |
| | | | | 19779 C | X | 21-216-5990-000-041-0000 | Stickers/Games/Workbook/Agilit | 308.96 | |
| | | | | 19753 C | X | 21-218-5990-000-000-0000 | Rubber bands/calculator/correc | 123.73 | |
| | | | | 19795 C | X | 21-226-5910-000-000-0000 | Stapler/Scissors/Desk File/Mon | 104.27 | |
| | | | | 19760 C | X | 21-241-7910-001-000-0000 | Batteries/Label tape refill/di | 55.96 | 1,472.65 |
| A13874 | 05/29/25 | 15173 | AMN ALLIED SERVICES LLC | 19856 C | X | 21-216-3130-000-041-0000 | Rials 5/4/25 - 5/10/25 | 2,760.00 | 2,760.00 |
| A13875 | 05/29/25 | 14542 | AMY'S CATERING LLC | 19522 C | G | 11-221-3220-500-000-3430 | Event Meal 05/16 | 38.82 | |
| | | | | 19522 C | G | 11-221-3220-530-000-3430 | Event Meal 05/16 | 116.46 | |
| | | | | 19522 C | G | 11-221-3220-560-000-3430 | Event Meal 05/16 | 116.46 | |
| | | | | 19522 C | G | 11-221-3220-565-000-3430 | Event Meal 05/16 | 116.46 | |
| | | | | 19522 C | G | 11-221-3221-000-000-3430 | Event Meal 05/16 | 271.80 | 660.00 |
| A13876 | 05/29/25 | 01194 | BESCO WATER TREATMENT, INC | 17932 P | G | 11-261-5990-000-000-0000 | Water & salt delivery | 368.98 | |
| | | | | 17932 P | G | 11-261-5990-000-000-0000 | Water delivery | 73.50 | |
| | | | | 17932 P | G | 11-261-5990-000-000-0000 | Water & salt delivery | 363.61 | 806.09 |
| A13877 | 05/29/25 | 13041 | BELLINGAR, KRISTIN R | | X | 21-212-3210-000-080-0000 | December Mileage | 200.93 | 200.93 |
| A13878 | 05/29/25 | 07360 | CHARLOTTE PUBLIC SCHOOL | | F | 51-297-8220-000-000-0000 | Delivery Fee/Milk | 150.09 | |
| | | | | | F | 51-297-8220-000-000-0000 | Equipment - Lunch trays/Sports | 86.35 | |
| | | | | | F | 51-297-8220-000-000-8500 | April - MV GSRP Breakfast | 972.00 | |
| | | | | | F | 51-297-8220-000-000-8500 | April - GSRP Galewood Breakfas | 2,340.90 | |
| | | | | | F | 51-297-8220-000-000-8510 | April - GSRP Galewood Lunch | 3,684.75 | |
| | | | | | F | 51-297-8220-000-000-8510 | April - MV GSRP Lunch | 1,530.00 | 8,764.09 |
| A13879 | 05/29/25 | 15521 | CHG MEDICAL STAFFING INC | 19861 C | X | 21-215-3130-000-032-0000 | R. Hooley - 05/11 - 05/17 - Hou | 3,251.90 | 3,251.90 |

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO # | AFC | Account | Description | Amount | CheckAmt |
|---------|----------|--------|------------------------------|---------|--------------------------|--------------------------------|-----------------------------|------------|------------|
| A13880 | 05/29/25 | 13740 | CLARK HILL PLC | 19849 C | G | 11-231-3170-000-000-0000 | Services through 04/30/2025 | 2,913.00 | |
| | | | | 19845 C | G | 11-231-3170-000-000-0000 | Services through 09/30/2024 | 854.00 | |
| | | | | 19821 C | G | 11-231-3170-000-000-0000 | Services through 03/31/2025 | 5,049.22 | |
| | | | | 19845 C | X | 21-226-3170-000-000-0000 | Services through 09/30/2024 | 138.00 | |
| | | | | 19844 C | X | 21-226-3170-000-000-0000 | Services through 03/31/2025 | 244.00 | |
| | | | | 19849 C | X | 21-226-3170-000-000-0000 | Services through 04/30/2025 | 167.50 | |
| | | | | 19843 C | X | 21-226-3170-000-000-0000 | Services through 03/31/2025 | 745.50 | 10,111.22 |
| A13881 | 05/29/25 | 15845 | CLARK, RACHAEL | X | 21-221-3220-000-080-0000 | Feb 21 Conference - Registrati | | 10.00 | |
| | | | | X | 21-221-3220-000-080-0000 | March 14 Conference - Registr | | 10.00 | 20.00 |
| A13882 | 05/29/25 | 15966 | CLARKE, ALICIA | X | 21-216-2310-000-041-0000 | Social Work 641 - Class and bo | | 912.13 | 912.13 |
| A13883 | 05/29/25 | 12823 | COUSINS, SUSAN | G | 11-118-5110-560-000-3430 | Meijer - Worms | | 17.96 | 17.96 |
| A13884 | 05/29/25 | 14213 | CRAIG, WHITNEY D | G | 11-226-3210-000-000-3430 | May Mileage | | 18.90 | 18.90 |
| A13885 | 05/29/25 | 15671 | CUSACK, RANDY | X | 21-226-3210-000-082-0000 | May Mileage | | 96.18 | 96.18 |
| A13886 | 05/29/25 | 13084 | DEAN, HARRIETT | G | 11-211-3220-000-000-9073 | May 4-6 conf - mileage | | 110.60 | 110.60 |
| A13887 | 05/29/25 | 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 |
| A13888 | 05/29/25 | 15857 | FOX, ELIZABETH | X | 21-212-3210-000-080-0000 | April Mileage | | 420.98 | 420.98 |
| A13889 | 05/29/25 | 15689 | GET 'EM AND GO PLUS MORE LLC | X | 21-271-3310-000-000-9140 | April 30 Transportation Svs | | 205.68 | |
| | | | | X | 21-271-3310-000-000-9140 | May 19 & 21 Transportation Svs | | 458.36 | |
| | | | | X | 21-271-3310-000-000-9140 | May 7 Transportation Svs | | 252.68 | |
| | | | | X | 21-271-3310-000-000-9140 | May 12 & 14 Transportation Svs | | 461.86 | 1,378.58 |
| A13890 | 05/29/25 | 14408 | GREAT LAKES GRAPHICS, INC. | X | 21-226-5990-000-080-0000 | Carbonless HV Sheets/8.5x11 (1 | | 120.00 | 120.00 |
| A13891 | 05/29/25 | 19060 | GRAND LEDGE PUBLIC SCHOOLS | V | 61-271-8220-000-000-0000 | 12/3 Transportation - MiCareer | | 699.71 | 699.71 |
| A13892 | 05/29/25 | 13145 | HART, MIRANDA | X | 21-215-3210-000-032-0000 | Feb - April Mileage | | 47.67 | 47.67 |
| A13893 | 05/29/25 | 00420 | LANSING COMMUNITY COLLEGE | V | 61-127-3110-000-000-9503 | Digital Media & Design course | | 68,085.30 | |
| | | | | V | 61-127-3110-000-000-9504 | Robotics course & Parapro | | 63,151.00 | |
| | | | | V | 61-127-3110-000-000-9507 | Law Enforcement course | | 33,469.00 | |
| | | | | V | 61-127-3110-000-000-9511 | CJ & Public Service course | | 100,781.50 | |
| | | | | V | 61-127-3110-000-000-9512 | Construction Tech course | | 43,499.00 | |
| | | | | V | 61-127-3110-000-000-9515 | Auto Tech course & Parapro | | 204,530.90 | |
| | | | | V | 61-127-3110-000-000-9518 | Manufacturing course & Parapro | | 96,933.50 | |
| | | | | V | 61-127-3110-000-000-9519 | Welding course & Parapro | | 182,989.50 | |
| | | | | V | 61-127-3110-000-000-9523 | Sports Med course | | 70,359.50 | |
| | | | | V | 61-127-3110-000-000-9525 | Health Operations courses | | 152,338.00 | |
| | | | | V | 61-241-4210-000-000-0000 | Lease | | 19,536.00 | 1,035,673. |
| A13894 | 05/29/25 | 46477 | LANSING SCHOOL DISTRICT | G | 11-221-8220-000-000-6973 | M. Rebec - April | | 2,667.58 | 2,667.58 |

Check Register

Eaton RESA

Type of Checks: All

Date Range: 05/01/2025 to 05/31/2025

| CheckNo | CkDate | Vendor | Name | PO # | AFC | Account | Description | Amount | CheckAmt |
|------------------------|----------|--------|-----------------------------|---------|-----|--------------------------|--------------------------------|-----------------------|-----------|
| A13895 | 05/29/25 | 15602 | LAUTZ E FLIPS, LLC | 17935 P | X | 21-261-4210-000-000-0000 | Apr - Water & Sewer | 144.99 | 144.99 |
| A13896 | 05/29/25 | 15474 | LEBEDINTSEV, VLADISLAV | | V | 61-226-3210-000-000-0000 | Jan - May 15 Mileage | 268.80 | 268.80 |
| A13897 | 05/29/25 | 13901 | MANER COSTERISAN & ELLIS PC | | G | 11-231-3180-000-000-0000 | 2025 Audit planning & prep | 725.00 | 725.00 |
| A13898 | 05/29/25 | 15323 | MCCLINTOCK, ALYSON | | G | 11-221-3220-000-000-9013 | April 29-30 Conference - Milea | 128.10 | 128.10 |
| A13899 | 05/29/25 | 15945 | NOEL, MATTHEW | | G | 11-221-3220-000-000-2251 | May 8 & 9 Conference - Mileage | 274.40 | 274.40 |
| A13900 | 05/29/25 | 39160 | QUILL CORPORATION | | G | 11-252-5910-000-000-0000 | Correction tape | 11.18 | 11.18 |
| A13901 | 05/29/25 | 14116 | SMITH MCCAFFREY, JENNIFER R | | G | 11-226-3220-000-000-3430 | April 30 Conference - Mileage | 151.20 | 151.20 |
| A13902 | 05/29/25 | 14309 | SONITROL GREAT LAKES | 19802 C | G | 11-284-3190-000-000-0000 | Packard - monthly fee - 06/01- | 422.91 | |
| | | | | 19803 C | G | 11-284-3190-000-000-0000 | Southridge - Monthly fee - 06/ | 147.75 | 570.66 |
| A13903 | 05/29/25 | 13043 | TALARICO, MARY | | X | 21-212-3210-000-080-0000 | December Mileage | 130.99 | |
| | | | | | X | 21-212-3210-000-080-0000 | November Mileage | 168.44 | |
| | | | | | X | 21-212-3210-000-080-0000 | October Mileage | 272.36 | 571.79 |
| A13904 | 05/29/25 | 15636 | TAYLOR, LYNN | | F | 51-297-3220-000-000-0000 | Feb training - mileage & parki | 31.60 | 31.60 |
| A13905 | 05/29/25 | 12630 | THALISON, KIMBERLY | | G | 11-221-5990-000-000-9303 | MSHN Conference supplies - Wal | 18.76 | 18.76 |
| A13906 | 05/29/25 | 14287 | THEISEN, MARCEE LYNN | | V | 61-127-5990-000-000-9999 | Mar - DECA meals | 56.51 | |
| | | | | | V | 61-127-5993-000-000-0000 | Mar - DECA student meals | 314.96 | 371.47 |
| A13907 | 05/29/25 | 45860 | THRUN, MAATSCH, AND | 19842 C | G | 11-231-3170-000-000-0000 | Services through 04/16/2025 | 851.00 | |
| | | | | 19842 C | X | 21-226-3170-000-000-0000 | Services through 04/16/2025 | 234.50 | 1,085.50 |
| A13908 | 05/29/25 | 00013 | WAYNE COUNTY RESA | | G | 11-252-9220-000-000-0000 | 2024-25 Computer Service Fees | 24,474.00 | 24,474.00 |
| A13909 | 05/29/25 | 15835 | WEBBER, JEANNETTE | | G | 11-227-3210-000-000-3310 | March - May Mileage | 228.90 | 228.90 |
| A13910 | 05/29/25 | 15885 | WIDDICOMBE, MELINDA | | X | 21-215-3210-000-032-0000 | Jan - Feb Mileage | 41.30 | 41.30 |
| A13911 | 05/29/25 | 14115 | WILLIAMS, SEAN M | | G | 11-232-3210-000-000-0000 | April - May Mileage | 181.09 | |
| | | | | | G | 11-232-3220-000-000-0000 | April 30 Conference - Mileage | 165.20 | 346.29 |
| A13912 | 05/30/25 | 14484 | MADISON NATIONAL LIFE | | G | 12-451-0022-000-000-0000 | June - MADISON NAT'L LIFE INS | 6,731.13 | 6,731.13 |
| A13913 | 05/30/25 | 14859 | PLANSOURCE BENEFITS | | G | 12-451-0023-000-000-0000 | AFLAC - June | 2,071.04 | 2,071.04 |
| A13914 | 05/30/25 | 15900 | WACOUSTA COOPERATIVE | | G | 11-441-8513-000-000-3430 | GSRP - Mar | 14,276.32 | 14,276.32 |
| Sub Total: | | | | | | | | \$2,373,082.11 | |
| Register Total: | | | | | | | | \$3,755,092.48 | |

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: 6/11/25

II. AGENDA ITEM TITLE: New Board Members Oath of Office

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)*

Based on the results of the recent Eaton RESA Board Election held on June 2, 2025, Jack Temsey, Denise DuFort, and Debbie Roberts will take the Oath of Office to serve on the Eaton RESA Board of Education for a six year term effective July 1, 2025 – June 30, 2031.

b) **Cost:** _____

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

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

Oath of Office – Do NOT post Oaths on BoardBook

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 REGIONAL EDUCATION SERVICE AGENCY
CAREER & TECHNICAL EDUCATION FUND**

**APPROPRIATIONS ACT
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
OF EATON REGIONAL EDUCATION SERVICE AGENCY**

RESOLVED, that this resolution shall be the **revised** general appropriations act of the Eaton Regional Education Service Agency for the fiscal year July 1, 2024-June 30, 2025; AN ACT to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of all income received by the Eaton Regional Education Service Agency.

BE IT FURTHER RESOLVED, that the total revenues, which include .8896 mills of ad valorem property taxes to be levied on all property, and unappropriated fund balance estimated to be available for appropriations in the **career and technical education fund** of the Eaton Regional Education Service Agency for the fiscal year July 1, 2024-June 30, 2025, is as follows:

| | |
|----------------------------------|---------------------|
| Revenue: | |
| Local | \$ 3,443,915 |
| State | 3,679,952 |
| Federal | 589,334 |
| Reimbursements & Other Transfers | <u>647,893</u> |
| Total Revenues | \$ 8,361,094 |
| | |
| Fund Balance July 1, 2024 | <u>\$ 3,399,851</u> |
| | |
| TOTAL AVAILABLE TO APPROPRIATE | \$ 11,760,945 |

BE IT FURTHER RESOLVED, that \$8,588,852 of the total available to appropriate in the **career and technical education fund** is hereby appropriated in the amounts and for the purposes set forth below:

| | |
|--|----------------|
| Expenditures: | |
| Instruction - Basic | \$ 0 |
| Instruction - Added Needs | 3,945,964 |
| Support Services – Pupil | 1,125,407 |
| Support Services – Instructional Staff | 556,643 |
| Support Services – General Admin | 0 |
| Support Services – School Admin | 369,076 |
| Support Services – Business | 2,900 |
| Operations and Maintenance | 700 |
| Pupil Transportation | 242,804 |
| Support Services – Central | 66,597 |
| Support Services – Other | 0 |
| Community Services | 8,500 |
| Payments to Other Schools | 1,987,280 |
| Other Transactions | <u>282,981</u> |
| Total Expenditures | \$ 8,588,852 |

**EATON REGIONAL EDUCATION SERVICE AGENCY
CAREER & TECHNICAL EDUCATION FUND**

| | |
|--|----------------|
| Estimated Fund Balance June 30, 2025 | \$ 3,172,093 |
| Less Committed for Early Middle College | <u>816,308</u> |
| Estimated Uncommitted Fund Balance June 30, 2025 | \$ 2,355,785 |

FURTHER RESOLVED, that no Board member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the District Leadership is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED, that, for purposes of meeting emergency needs of the school district, changes in appropriations may be made upon the written authorization of the District Leadership. When the District Leadership makes a change in appropriations as permitted by this resolution, such change shall be presented to the Board of Education in the form of an appropriations act amendment, which shall be adopted by the Board of Education at a regularly scheduled meeting.

This act is to take effect immediately.

Secretary, Board of Education

Date

**EATON REGIONAL EDUCATION SERVICE AGENCY
FOOD SERVICE FUND**

**GENERAL APPROPRIATIONS ACT
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
OF EATON REGIONAL EDUCATION SERVICE AGENCY**

RESOLVED, that this resolution shall be the revised general appropriations act of the Eaton Regional Education Service Agency for the fiscal year July 1, 2024-June 30, 2025; AN ACT to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of all income received by the Eaton Regional Education Service Agency.

BE IT FURTHER RESOLVED that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **Food Service fund** of the Eaton Regional Education Service Agency for the fiscal year July 1, 2024-June 30, 2025, is as follows:

| | | |
|-------------------------------------|----|----------------|
| Revenue: | | |
| Local | \$ | 0 |
| State | | 12,000 |
| Federal | | 76,000 |
| Reimbursements & Other Transfers | | 69,825 |
| Total Revenues | \$ | <u>157,825</u> |
| Estimated Fund Balance July 1, 2024 | \$ | <u>2,175</u> |
| TOTAL AVAILABLE TO APPROPRIATE | \$ | 160,000 |

BE IT FURTHER RESOLVED, that \$160,000 of the total available to appropriate in the **Food Service fund** is hereby appropriated in the amounts and for the purposes set forth below:

| | | |
|--------------------------------------|----|---------------|
| Expenditures: | | |
| Operating Costs | | 70,000 |
| Payments to Other Schools | | <u>90,000</u> |
| Total Expenditures | \$ | 160,000 |
| Estimated Fund Balance June 30, 2025 | \$ | 0 |

**EATON REGIONAL EDUCATION SERVICE AGENCY
FOOD SERVICE FUND**

FURTHER RESOLVED, that no Board member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the District Leadership is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED, that, for purposes of meeting emergency needs of the school district, changes in appropriations may be made upon the written authorization of the District Leadership. When the District Leadership makes a change in appropriations as permitted by this resolution, such change shall be presented to the Board of Education in the form of an appropriations act amendment, which shall be adopted by the Board of Education at a regularly scheduled meeting.

This act is to take effect immediately.

Secretary, Board of Education

Date

**EATON REGIONAL EDUCATION SERVICE AGENCY
GENERAL EDUCATION FUND**

**GENERAL APPROPRIATIONS ACT
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
OF EATON REGIONAL EDUCATION SERVICE AGENCY**

RESOLVED, that this resolution shall be the **revised** general appropriations act of the Eaton Regional Education Service Agency for the fiscal year July 1, 2024-June 30, 2025; AN ACT to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of all income received by the Eaton Regional Education Service Agency.

BE IT FURTHER RESOLVED, that the total revenues, which include .1775 mills of ad valorem property taxes to be levied on all property, and unappropriated fund balance estimated to be available for appropriations in the **general education fund** of the Eaton Regional Education Service Agency for the fiscal year July 1, 2024-June 30, 2025, is as follows:

| | |
|----------------------------------|---------------------|
| Revenue: | |
| Local | \$ 1,393,085 |
| State | 11,568,841 |
| Federal | 2,457,583 |
| Reimbursements & Other Transfers | 4,070,582 |
| Transfers In | <u>2,301,870</u> |
| Total Revenues | \$ 21,791,961 |
| | |
| Fund Balance July 1, 2024 | <u>\$ 3,261,737</u> |
| | |
| TOTAL AVAILABLE TO APPROPRIATE | \$ 25,053,698 |

BE IT FURTHER RESOLVED, that \$21,095,066 of the total available to appropriate in the **general education fund** is hereby appropriated in the amounts and for the purposes set forth below:

| | |
|--|----------------|
| Expenditures: | |
| Instruction | \$ 4,509,644 |
| Added Needs | 34,967 |
| Adult/Continuing Education | 329,072 |
| Support Services – Pupil | 1,093,186 |
| Support Services – Instructional Staff | 6,084,105 |
| Support Services – General Admin | 565,537 |
| Support Services – School Admin | 79,577 |
| Support Services – Business | 855,049 |
| Operations and Maintenance | 863,414 |
| Pupil Transportation | 157,174 |
| Support Services – Central | 1,689,459 |
| Support Services – Other | (1,608) |
| Community Services | 543,829 |
| Payments to Other Schools | 4,081,178 |
| Long Term Debt/Other Transactions | <u>210,483</u> |
| Total Expenditures | \$ 21,095,066 |
| | |
| Estimated Fund Balance June 30, 2025 | \$ 3,958,632 |

**EATON REGIONAL EDUCATION SERVICE AGENCY
GENERAL EDUCATION FUND**

FURTHER RESOLVED, that no Board member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the District Leadership is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED, that, for purposes of meeting emergency needs of the school district, changes in appropriations may be made upon the written authorization of the District Leadership. When the District Leadership makes a change in appropriations as permitted by this resolution, such change shall be presented to the Board of Education in the form of an appropriations act amendment, which shall be adopted by the Board of Education at a regularly scheduled meeting.

This act is to take effect immediately.

Secretary, Board of Education

Date

**EATON REGIONAL EDUCATION SERVICE AGENCY
SPECIAL EDUCATION FUND**

**APPROPRIATIONS ACT
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
OF EATON REGIONAL EDUCATION SERVICE AGENCY**

RESOLVED, that this resolution shall be the **revised** general appropriations act of the Eaton Regional Education Service Agency for the fiscal year July 1, 2024-June 30, 2025; AN ACT to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of all income received by the Eaton Regional Education Service Agency.

BE IT FURTHER RESOLVED, that the total revenues, which include 3.570 mills of ad valorem property taxes to be levied on all property, and unappropriated fund balance estimated to be available for appropriations in the **special education fund** of the Eaton Regional Education Service Agency for the fiscal year July 1, 2024-June 30, 2025, is as follows:

| | |
|----------------------------------|---------------------|
| Revenue: | |
| Local | \$ 15,258,783 |
| State | 11,004,614 |
| Federal | 4,380,101 |
| Reimbursements & Other Transfers | <u>10,018,245</u> |
| Total Revenues | \$ 40,661,743 |
| | |
| Fund Balance July 1, 2024 | <u>\$ 2,022,089</u> |
| | |
| TOTAL AVAILABLE TO APPROPRIATE | \$ 42,683,832 |

BE IT FURTHER RESOLVED, that \$41,840,673 of the total available to appropriate in the **special education fund** is hereby appropriated in the amounts and for the purposes set forth below:

| | |
|--|------------------|
| Expenditures: | |
| Instruction - Basic | \$ 0 |
| Instruction - Added Needs | 3,677,615 |
| Support Services – Pupil | 12,762,722 |
| Support Services – Instructional Staff | 1,075,002 |
| Support Services – General Admin | 0 |
| Support Services – School Admin | 427,655 |
| Support Services – Business | 77,502 |
| Operations and Maintenance | 124,996 |
| Pupil Transportation | 3,314,218 |
| Support Services – Central | 134,751 |
| Support Services – Other | 0 |
| Community Services | 122,624 |
| Payments to Other Schools | 17,396,895 |
| Other Transactions | <u>2,726,693</u> |
| Total Expenditures | \$ 41,840,673 |
| | |
| Estimated Fund Balance June 30, 2025 | \$ 843,159 |

**EATON REGIONAL EDUCATION SERVICE AGENCY
SPECIAL EDUCATION FUND**

FURTHER RESOLVED, that no Board member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the District Leadership is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED, that, for purposes of meeting emergency needs of the school district, changes in appropriations may be made upon the written authorization of the District Leadership. When the District Leadership makes a change in appropriations as permitted by this resolution, such change shall be presented to the Board of Education in the form of an appropriations act amendment, which shall be adopted by the Board of Education at a regularly scheduled meeting.

This act is to take effect immediately.

Secretary, Board of Education

Date

**EATON REGIONAL EDUCATION SERVICE AGENCY
STUDENT ACTIVITY FUND**

**GENERAL APPROPRIATIONS ACT
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
OF EATON REGIONAL EDUCATION SERVICE AGENCY**

RESOLVED, that this resolution shall be the revised general appropriations act of the Eaton Regional Education Service Agency for the fiscal year July 1, 2024-June 30, 2025; AN ACT to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of all income received by the Eaton Regional Education Service Agency.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **Student Activity fund** of the Eaton Regional Education Service Agency for the fiscal year July 1, 2024-June 30, 2025, is as follows:

| | | |
|-------------------------------------|----|---------------|
| Revenue: | | |
| Local | \$ | 18,000 |
| Federal | | 0 |
| Reimbursements & Other Transfers | | 0 |
| Transfers In | | 0 |
| Total Revenues | \$ | <u>18,000</u> |
| Estimated Fund Balance July 1, 2024 | \$ | <u>34,760</u> |
| TOTAL AVAILABLE TO APPROPRIATE | \$ | 52,760 |

BE IT FURTHER RESOLVED, that \$18,000 of the total available to appropriate in the **Student Activity fund** is hereby appropriated in the amounts and for the purposes set forth below:

| | | |
|--------------------------------------|----|---------------|
| Expenditures: | | |
| Student Activity | \$ | <u>18,000</u> |
| Total Expenditures | \$ | 18,000 |
| Estimated Fund Balance June 30, 2025 | \$ | 34,760 |

**EATON REGIONAL EDUCATION SERVICE AGENCY
STUDENT ACTIVITY FUND**

FURTHER RESOLVED, that no Board member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the District Leadership is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED, that, for purposes of meeting emergency needs of the school district, changes in appropriations may be made upon the written authorization of the District Leadership. When the District Leadership makes a change in appropriations as permitted by this resolution, such change shall be presented to the Board of Education in the form of an appropriations act amendment, which shall be adopted by the Board of Education at a regularly scheduled meeting.

This act is to take effect immediately.

Secretary, Board of Education

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: June 11, 2025

II. AGENDA ITEM TITLE: 2025-26 Proposed 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)*

Based on support from four of our five local constituent district Boards of Education, it is recommended that the Board approve 2024-25 Proposed Budgets for the General Fund, Special Ed Fund, and Career & Technical Education Fund. Board approval of the 2025-26 operating budgets is required prior to July 1, 2025. The Food Service and Student Activity budgets are also recommended for Board approval.

b) **Cost:** N/A

c) **Timeframe/term of agreement:** _____ N/A _____ to _____

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

Budget Resolutions

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

**EATON REGIONAL EDUCATION SERVICE AGENCY
CAREER & TECHNICAL EDUCATION FUND**

**APPROPRIATIONS ACT
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
OF EATON REGIONAL EDUCATION SERVICE AGENCY**

RESOLVED, that this resolution shall be the general appropriations act of the Eaton Regional Education Service Agency for the fiscal year July 1, 2025-June 30, 2026; AN ACT to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of all income received by the Eaton Regional Education Service Agency.

BE IT FURTHER RESOLVED, that the total revenues, which include .8840 mills of ad valorem property taxes to be levied on all property, and unappropriated fund balance estimated to be available for appropriations in the **career and technical education fund** of the Eaton Regional Education Service Agency for the fiscal year July 1, 2025-June 30, 2026, is as follows:

| | |
|---------------------------------------|---------------------|
| Revenue: | |
| Local | \$ 3,627,283 |
| State | 1,757,958 |
| Federal | 262,467 |
| Reimbursements & Other Transfers | <u>871,930</u> |
| Total Revenues | \$ 6,519,638 |
| Estimated Fund Balance July 1, 2025 | <u>\$ 3,172,093</u> |
| TOTAL AVAILABLE TO APPROPRIATE | \$ 9,691,731 |

BE IT FURTHER RESOLVED, that \$6,730,015 of the total available to appropriate in the **career and technical education fund** is hereby appropriated in the amounts and for the purposes set forth below:

| | |
|--|----------------|
| Expenditures: | |
| Instruction - Basic | \$ 0 |
| Instruction - Added Needs | 3,653,315 |
| Support Services – Pupil | 1,112,880 |
| Support Services – Instructional Staff | 464,732 |
| Support Services – General Admin | 0 |
| Support Services – School Admin | 423,428 |
| Support Services – Business | 2,900 |
| Operations and Maintenance | 700 |
| Pupil Transportation | 247,850 |
| Support Services – Central | 22,560 |
| Support Services – Other | 0 |
| Community Services | 9,000 |
| Payments to Other Schools | 500,000 |
| Other Transactions | <u>292,650</u> |
| Total Expenditures | \$ 6,730,015 |

**EATON REGIONAL EDUCATION SERVICE AGENCY
CAREER & TECHNICAL EDUCATION FUND**

| | |
|--|----------------|
| Estimated Fund Balance June 30, 2025 | \$ 2,961,716 |
| Less Committed for Early Middle College | <u>816,308</u> |
| Estimated Uncommitted Fund Balance June 30, 2026 | \$ 2,145,408 |

FURTHER RESOLVED, that no Board member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the District Leadership is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED, that, for purposes of meeting emergency needs of the school district, changes in appropriations may be made upon the written authorization of the District Leadership. When the District Leadership makes a change in appropriations as permitted by this resolution, such change shall be presented to the Board of Education in the form of an appropriations act amendment, which shall be adopted by the Board of Education at a regularly scheduled meeting.

This act is to take effect July 1, 2025.

Secretary, Board of Education

Date

**EATON REGIONAL EDUCATION SERVICE AGENCY
FOOD SERVICE FUND**

**GENERAL APPROPRIATIONS ACT
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
OF EATON REGIONAL EDUCATION SERVICE AGENCY**

RESOLVED, that this resolution shall be the general appropriations act of the Eaton Regional Education Service Agency for the fiscal year July 1, 2025-June 30, 2026; AN ACT to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of all income received by the Eaton Regional Education Service Agency.

BE IT FURTHER RESOLVED that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **Food Service fund** of the Eaton Regional Education Service Agency for the fiscal year July 1, 2025-June 30, 2026, is as follows:

| | | |
|-------------------------------------|----|---------------|
| Revenue: | | |
| Local | \$ | 0 |
| State | | 12,000 |
| Federal | | 76,000 |
| Reimbursements & Other Transfers | | <u>79,000</u> |
| Total Revenues | \$ | 167,000 |
| | | |
| Estimated Fund Balance July 1, 2025 | \$ | <u>0</u> |
| | | |
| TOTAL AVAILABLE TO APPROPRIATE | \$ | 167,000 |

BE IT FURTHER RESOLVED, that \$167,000 of the total available to appropriate in the **Food Service fund** is hereby appropriated in the amounts and for the purposes set forth below:

| | | |
|--------------------------------------|----|---------------|
| Expenditures: | | |
| Operating Costs | | 73,000 |
| Payments to Other Schools | | <u>94,000</u> |
| | | |
| Total Expenditures | \$ | 167,000 |
| | | |
| Estimated Fund Balance June 30, 2026 | \$ | 0 |

**EATON REGIONAL EDUCATION SERVICE AGENCY
FOOD SERVICE FUND**

FURTHER RESOLVED, that no Board member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the District Leadership is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED, that, for purposes of meeting emergency needs of the school district, changes in appropriations may be made upon the written authorization of the District Leadership. When the District Leadership makes a change in appropriations as permitted by this resolution, such change shall be presented to the Board of Education in the form of an appropriations act amendment, which shall be adopted by the Board of Education at a regularly scheduled meeting.

This act is to take effect July 1, 2025.

Secretary, Board of Education

Date

**EATON REGIONAL EDUCATION SERVICE AGENCY
GENERAL EDUCATION FUND**

**GENERAL APPROPRIATIONS ACT
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
OF EATON REGIONAL EDUCATION SERVICE AGENCY**

RESOLVED, that this resolution shall be the general appropriations act of the Eaton Regional Education Service Agency for the fiscal year July 1, 2025-June 30, 2026; AN ACT to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of all income received by the Eaton Regional Education Service Agency.

BE IT FURTHER RESOLVED, that the total revenues, which include .1773 mills of ad valorem property taxes to be levied on all property, and unappropriated fund balance estimated to be available for appropriations in the **general education fund** of the Eaton Regional Education Service Agency for the fiscal year July 1, 2025-June 30, 2026, is as follows:

| | |
|-------------------------------------|---------------------|
| Revenue: | |
| Local | \$ 1,291,666 |
| State | 8,569,912 |
| Federal | 1,501,110 |
| Reimbursements & Other Transfers | 4,379,500 |
| Transfers In | <u>2,402,559</u> |
| Total Revenues | \$ 18,144,747 |
| | |
| Estimated Fund Balance July 1, 2025 | <u>\$ 3,958,632</u> |
| | |
| TOTAL AVAILABLE TO APPROPRIATE | \$ 22,103,379 |

BE IT FURTHER RESOLVED, that \$17,994,722 of the total available to appropriate in the **general education fund** is hereby appropriated in the amounts and for the purposes set forth below:

| | |
|--|----------------|
| Expenditures: | |
| Instruction | \$ 4,744,898 |
| Added Needs | 32,000 |
| Adult/Continuing Education | 308,042 |
| Support Services – Pupil | 1,184,477 |
| Support Services – Instructional Staff | 4,723,710 |
| Support Services – General Admin | 577,028 |
| Support Services – School Admin | 66,619 |
| Support Services – Business | 899,544 |
| Operations and Maintenance | 896,273 |
| Pupil Transportation | 90,070 |
| Support Services – Central | 1,726,995 |
| Support Services – Other | 0 |
| Community Services | 384,000 |
| Payments to Other Schools | 2,089,666 |
| Long Term Debt/Other Transactions | <u>271,400</u> |
| Total Expenditures | \$ 17,994,722 |
| | |
| Estimated Fund Balance June 30, 2026 | \$ 4,108,657 |

**EATON REGIONAL EDUCATION SERVICE AGENCY
GENERAL EDUCATION FUND**

FURTHER RESOLVED, that no Board member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the District Leadership is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED, that, for purposes of meeting emergency needs of the school district, changes in appropriations may be made upon the written authorization of the District Leadership. When the District Leadership makes a change in appropriations as permitted by this resolution, such change shall be presented to the Board of Education in the form of an appropriations act amendment, which shall be adopted by the Board of Education at a regularly scheduled meeting.

This act is to take effect July 1, 2025.

Secretary, Board of Education

Date

**EATON REGIONAL EDUCATION SERVICE AGENCY
SPECIAL EDUCATION FUND**

**APPROPRIATIONS ACT
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
OF EATON REGIONAL EDUCATION SERVICE AGENCY**

RESOLVED, that this resolution shall be the general appropriations act of the Eaton Regional Education Service Agency for the fiscal year July 1, 2025-June 30, 2026; AN ACT to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of all income received by the Eaton Regional Education Service Agency.

BE IT FURTHER RESOLVED, that the total revenues, which include 3.5478 mills of ad valorem property taxes to be levied on all property, and unappropriated fund balance estimated to be available for appropriations in the **special education fund** of the Eaton Regional Education Service Agency for the fiscal year July 1, 2025-June 30, 2026, is as follows:

| | |
|-------------------------------------|-------------------|
| Revenue: | |
| Local | \$ 15,834,618 |
| State | 10,074,562 |
| Federal | 4,217,271 |
| Reimbursements & Other Transfers | <u>10,420,000</u> |
| Total Revenues | \$ 40,546,451 |
| Estimated Fund Balance July 1, 2025 | \$ <u>843,159</u> |
| TOTAL AVAILABLE TO APPROPRIATE | \$ 41,389,610 |

BE IT FURTHER RESOLVED, that \$40,548,602 of the total available to appropriate in the **special education fund** is hereby appropriated in the amounts and for the purposes set forth below:

| | |
|--|------------------|
| Expenditures: | |
| Instruction - Basic | \$ 0 |
| Instruction - Added Needs | 4,036,038 |
| Support Services – Pupil | 14,012,639 |
| Support Services – Instructional Staff | 1,119,868 |
| Support Services – General Admin | 0 |
| Support Services – School Admin | 414,228 |
| Support Services – Business | 56,155 |
| Operations and Maintenance | 109,555 |
| Pupil Transportation | 3,919,468 |
| Support Services – Central | 138,752 |
| Support Services – Other | 0 |
| Community Services | 72,374 |
| Payments to Other Schools | 13,873,489 |
| Other Transactions | <u>2,796,036</u> |
| Total Expenditures | \$ 40,548,602 |
| Estimated Fund Balance June 30, 2026 | \$ 841,008 |

**EATON REGIONAL EDUCATION SERVICE AGENCY
SPECIAL EDUCATION FUND**

FURTHER RESOLVED, that no Board member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the District Leadership is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED, that, for purposes of meeting emergency needs of the school district, changes in appropriations may be made upon the written authorization of the District Leadership. When the District Leadership makes a change in appropriations as permitted by this resolution, such change shall be presented to the Board of Education in the form of an appropriations act amendment, which shall be adopted by the Board of Education at a regularly scheduled meeting.

This act is to take effect July 1, 2025.

Secretary, Board of Education

Date

**EATON REGIONAL EDUCATION SERVICE AGENCY
STUDENT ACTIVITY FUND**

**GENERAL APPROPRIATIONS ACT
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
OF EATON REGIONAL EDUCATION SERVICE AGENCY**

RESOLVED, that this resolution shall be the general appropriations act of the Eaton Regional Education Service Agency for the fiscal year July 1, 2025-June 30, 2026; AN ACT to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of all income received by the Eaton Regional Education Service Agency.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **Student Activity fund** of the Eaton Regional Education Service Agency for the fiscal year July 1, 2025-June 30, 2026, is as follows:

| | | |
|-------------------------------------|----|---------------|
| Revenue: | | |
| Local | \$ | 18,000 |
| Federal | | 0 |
| Reimbursements & Other Transfers | | 0 |
| Transfers In | | 0 |
| Total Revenues | \$ | <u>18,000</u> |
| Estimated Fund Balance July 1, 2025 | \$ | <u>34,760</u> |
| TOTAL AVAILABLE TO APPROPRIATE | \$ | 52,760 |

BE IT FURTHER RESOLVED, that \$18,000 of the total available to appropriate in the **Student Activity fund** is hereby appropriated in the amounts and for the purposes set forth below:

| | | |
|--------------------------------------|----|---------------|
| Expenditures: | | |
| Student Activity | \$ | <u>18,000</u> |
| Total Expenditures | \$ | 18,000 |
| Estimated Fund Balance June 30, 2026 | \$ | 34,760 |

**EATON REGIONAL EDUCATION SERVICE AGENCY
STUDENT ACTIVITY FUND**

FURTHER RESOLVED, that no Board member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the District Leadership is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED, that, for purposes of meeting emergency needs of the school district, changes in appropriations may be made upon the written authorization of the District Leadership. When the District Leadership makes a change in appropriations as permitted by this resolution, such change shall be presented to the Board of Education in the form of an appropriations act amendment, which shall be adopted by the Board of Education at a regularly scheduled meeting.

This act is to take effect July 1, 2025.

Secretary, Board of Education

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: June 11, 2025

II. AGENDA ITEM TITLE: 2025 Property Tax Levy

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 collects property taxes in the summer and winter. The summer tax levy needs to be submitted to local taxing units no later than June 30. To simplify the process, we are requesting that both the summer and winter tax levy be approved at this time.

An L4029 form is used to request tax levies. Separate forms are required for each county.

b) **Cost:** N/A

c) **Timeframe/term of agreement:** _____ N/A _____ to _____

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

L4029 Tax Levy Forms for signatures of the Board President and Secretary.

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

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes

Barry County

Local Government Unit Requesting Millage Levy

Eaton RESA

2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025
127,363,026
For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

Carefully read the instructions on page 2.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2025 Current Year "Headlee" Millage Reduction Fraction | (7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy* | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|--|---|---|---|--|---|---|---|
| Allocated | Operating | 1978 | 0.2000 | 0.1775 | 0.9938 | 0.1763 | 1.000 | 0.1763 | 0.0881 | 0.0882 | N/A |
| Ex Voted | Special Ed | 1985 | 3.0000 | 2.6703 | 0.9938 | 2.6537 | 1.000 | 2.6537 | 1.3268 | 1.3269 | N/A |
| Ex Voted | Voc Ed | 1973 | 1.0000 | .8896 | 0.9938 | 0.8840 | 1.000 | 0.8840 | 0.4420 | 0.4420 | N/A |
| Ex Voted | Special Ed | 20223 | 0.9000 | .8997 | 0.9938 | 0.8941 | 1.000 | 0.8941 | 0.4470 | 0.4471 | 2033 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Prepared by: **Rachel Stambaugh** Telephone Number: **(517) 541-8915** Title of Preparer: **District Accountant** Date: _____

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

| | | | |
|---|-----------|-----------------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | Debbie Roberts | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | Jack Temsey | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section. | Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal | For Commercial Personal | For all Other | Rate |
|--|---|--|-------------------------|---------------|------|
| | | | | | |

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes

Barry County

Local Government Unit Requesting Millage Levy

Eaton RESA

2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025
127,363,026

For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

Carefully read the instructions on page 2.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5)** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2025 Current Year "Headlee" Millage Reduction Fraction | (7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|---|---|---|---|---|---|---|---|
| Allocated | Operating | 1978 | 0.2000 | 0.1775 | 0.9938 | 0.1763 | 1.000 | 0.1763 | 0.1763 | 0.1763 | N/A |
| Ex Voted | Special Ed | 1985 | 3.0000 | 2.6703 | 0.9938 | 2.6537 | 1.000 | 2.6537 | 2.6537 | 2.6537 | N/A |
| Ex Voted | Voc Ed | 1973 | 1.0000 | .8896 | 0.9938 | 0.8840 | 1.000 | 0.8840 | 0.8840 | 0.8840 | N/A |
| Ex Voted | Special Ed | 20223 | 0.9000 | .8997 | 0.9938 | 0.8941 | 1.000 | 0.8941 | 0.8941 | 0.8941 | 2033 |

Prepared by **Rachel Stambaugh** Telephone Number **(517) 541-8915** Title of Preparer **District Accountant** Date _____

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

| | | | |
|---|-----------|-----------------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | Debbie Roberts | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | Jack Temsey | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)

| | | |
|--|--|------|
| For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal | | Rate |
| For Commercial Personal | | |
| For all Other | | |

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

Carefully read the instructions on page 2.

| | |
|---|---|
| County(ies) Where the Local Government Unit Levies Taxes Clinton County | 2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025 271,631,080 |
| Local Government Unit Requesting Millage Levy Eaton RESA | For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2025 Current Year "Headlee" Millage Reduction Fraction | (7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|--|---|---|---|---|---|---|---|
| Allocated | Operating | 1978 | 0.2000 | 0.1775 | 0.9938 | 0.1763 | 1.000 | 0.1763 | 0.0881 | 0.0882 | N/A |
| Ex Voted | Special Ed | 1985 | 3.0000 | 2.6703 | 0.9938 | 2.6537 | 1.000 | 2.6537 | 1.3268 | 1.3269 | N/A |
| Ex Voted | Voc Ed | 1973 | 1.0000 | .8896 | 0.9938 | 0.8840 | 1.000 | 0.8840 | 0.4420 | 0.4420 | N/A |
| Ex Voted | Special Ed | 20223 | 0.9000 | .8997 | 0.9938 | 0.8941 | 1.000 | 0.8941 | 0.4470 | 0.4471 | 2033 |

| | | | |
|--|---|---|------|
| Prepared by Rachel Stambaugh | Telephone Number (517) 541-8915 | Title of Preparer District Accountant | Date |
|--|---|---|------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

| | | | |
|---|-----------|-----------------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | Debbie Roberts | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | Jack Temsey | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

| | |
|--|------|
| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section. | |
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
| For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes: **Clinton County** 2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025: **271,631,080**

Local Government Unit Requesting Millage Levy: **Eaton RESA** For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties:

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5)** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2025 Current Year "Headlee" Millage Reduction Fraction | (7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth In Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|---|---|---|---|---|---|---|---|
| Allocated | Operating | 1978 | 0.2000 | 0.1775 | 0.9938 | 0.1763 | 1.000 | 0.1763 | 0.1763 | 0.1763 | N/A |
| Ex Voted | Special Ed | 1985 | 3.0000 | 2.6703 | 0.9938 | 2.6537 | 1.000 | 2.6537 | 2.6537 | 2.6537 | N/A |
| Ex Voted | Voc Ed | 1973 | 1.0000 | .8896 | 0.9938 | 0.8840 | 1.000 | 0.8840 | 0.8840 | 0.8840 | N/A |
| Ex Voted | Special Ed | 20223 | 0.9000 | .8997 | 0.9938 | 0.8941 | 1.000 | 0.8941 | 0.8941 | 0.8941 | 2033 |

Prepared by: **Rachel Stambaugh** Telephone Number: **(517) 541-8915** Title of Preparer: **District Accountant** Date:

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

Clerk Signature: _____ Print Name: **Debbie Roberts** Date: _____
 Secretary Signature: _____ Print Name: **Jack Temsey** Date: _____
 Chairperson Signature: _____ Print Name: _____ Date: _____
 President Signature: _____ Print Name: _____ Date: _____

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk
L-4029
Carefully read the instructions on page 2.

| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section. | |
|--|------|
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
| For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk
L-4029
Carefully read the instructions on page 2.

| | | | |
|--|--------------|---|---|
| County(ies) Where the Local Government Unit Levies Taxes | Eaton County | 2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025 | 2025 Taxable Value (All) 3,538,973,452, minus RenZones 3,535,318,690 |
| Local Government Unit Requesting Millage Levy | Eaton RESA | For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. | |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2025 Current Year "Headlee" Millage Reduction Fraction | (7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|---|---|---|---|---|---|---|---|
| Allocated | Operating | 1978 | 0.2000 | 0.1775 | 0.9938 | 0.1763 | 1.000 | 0.1763 | 0.0881 | 0.0882 | N/A |
| Ex Voted | Special Ed | 1985 | 3.0000 | 2.6703 | 0.9938 | 2.6537 | 1.000 | 2.6537 | 1.3268 | 1.3269 | N/A |
| Ex Voted | Voc Ed | 1973 | 1.0000 | .8896 | 0.9938 | 0.8840 | 1.000 | 0.8840 | 0.4420 | 0.4420 | N/A |
| Ex Voted | Special Ed | 20223 | 0.9000 | .8997 | 0.9938 | 0.8941 | 1.000 | 0.8941 | 0.4470 | 0.4471 | 2033 |

| | | | |
|--|---|---|------|
| Prepared by Rachel Stambaugh | Telephone Number (517) 541-8915 | Title of Preparer District Accountant | Date |
|--|---|---|------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

| | | | |
|---|-----------|-----------------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | Debbie Roberts | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | Jack Temsey | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section. | |
|--|------|
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
| For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes

Eaton County

Local Government Unit Requesting Millage Levy

Eaton RESA

2025 Taxable Value of All Properties in the Unit as of 05-27-2025

2025 Taxable Value (All) 3,538,973,452, minus RenZones 3,535,318,690

For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

Carefully read the instructions on page 2.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2025 Current Year "Headlee" Millage Reduction Fraction | (7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|--|---|---|---|---|---|---|---|
| Allocated | Operating | 1978 | 0.2000 | 0.1775 | 0.9938 | 0.1763 | 1.000 | 0.1763 | | 0.1763 | N/A |
| Ex Voted | Special Ed | 1985 | 3.0000 | 2.6703 | 0.9938 | 2.6537 | 1.000 | 2.6537 | | 2.6537 | N/A |
| Ex Voted | Voc Ed | 1973 | 1.0000 | .8896 | 0.9938 | 0.8840 | 1.000 | 0.8840 | | 0.8840 | N/A |
| Ex Voted | Special Ed | 20223 | 0.9000 | .8997 | 0.9938 | 0.8941 | 1.000 | 0.8941 | | 0.8941 | 2033 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Prepared by **Rachel Stambaugh** Telephone Number **(517) 541-8915** Title of Preparer **District Accountant** Date _____

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

Clerk Signature _____ Print Name **Debbie Roberts** Date _____

Secretary Signature _____ Print Name **Jack Temsey** Date _____

Chairperson Signature _____ Print Name _____ Date _____

President Signature _____ Print Name _____ Date _____

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section. | |
|--|------|
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
| For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

Carefully read the instructions on page 2.

| | |
|--|---|
| County(ies) Where the Local Government Unit Levies Taxes Ingham County | 2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025 118,488,472 |
| Local Government Unit Requesting Millage Levy Eaton RESA | For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2025 Current Year "Headlee" Millage Reduction Fraction | (7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|--|---|---|---|---|---|---|---|
| Allocated | Operating | 1978 | 0.2000 | 0.1775 | 0.9938 | 0.1763 | 1.000 | 0.1763 | 0.0881 | 0.0882 | N/A |
| Ex Voted | Special Ed | 1985 | 3.0000 | 2.6703 | 0.9938 | 2.6537 | 1.000 | 2.6537 | 1.3268 | 1.3269 | N/A |
| Ex Voted | Voc Ed | 1973 | 1.0000 | .8896 | 0.9938 | 0.8840 | 1.000 | 0.8840 | 0.4420 | 0.4420 | N/A |
| Ex Voted | Special Ed | 20223 | 0.9000 | .8997 | 0.9938 | 0.8941 | 1.000 | 0.8941 | 0.4470 | 0.4471 | 2033 |
| | | | | | | | | | | | |
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| | | | |
|--|---|---|------|
| Prepared by Rachel Stambaugh | Telephone Number (517) 541-8915 | Title of Preparer District Accountant | Date |
|--|---|---|------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

| | | | |
|---|-----------|-----------------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | Debbie Roberts | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | Jack Temsey | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

| | |
|--|------|
| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section. | Rate |
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | |
| For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes: **Ingham County** 2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025 **118,488,472**

Local Government Unit Requesting Millage Levy: **Eaton RESA**

For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

Carefully read the instructions on page 2.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2025 Current Year "Headlee" Millage Reduction Fraction | (7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|--|---|---|---|---|---|---|---|
| Allocated | Operating | 1978 | 0.2000 | 0.1775 | 0.9938 | 0.1763 | 1.000 | 0.1763 | 0.1763 | 0.1763 | N/A |
| Ex Voted | Special Ed | 1985 | 3.0000 | 2.6703 | 0.9938 | 2.6537 | 1.000 | 2.6537 | 2.6537 | 2.6537 | N/A |
| Ex Voted | Voc Ed | 1973 | 1.0000 | .8896 | 0.9938 | 0.8840 | 1.000 | 0.8840 | 0.8840 | 0.8840 | N/A |
| Ex Voted | Special Ed | 20223 | 0.9000 | .8997 | 0.9938 | 0.8941 | 1.000 | 0.8941 | 0.8941 | 0.8941 | 2033 |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |

Prepared by: **Rachel Stambaugh** Telephone Number: **(517) 541-8915** Title of Preparer: **District Accountant** Date: _____

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

| | | | |
|---|-----------|-----------------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | Debbie Roberts | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | Jack Temsey | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

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| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section. | |
|--|------|
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
| For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes: **2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025**
9,027,663

Local Government Unit Requesting Millage Levy: **Eaton RESA** For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties:

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| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5)** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2025 Current Year "Headlee" Millage Reduction Fraction | (7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|---|---|---|---|---|---|---|---|
| Allocated | Operating | 1978 | 0.2000 | 0.1775 | 0.9938 | 0.1763 | 1.000 | 0.1763 | 0.0881 | 0.0882 | N/A |
| Ex Voted | Special Ed | 1985 | 3.0000 | 2.6703 | 0.9938 | 2.6537 | 1.000 | 2.6537 | 1.3268 | 1.3269 | N/A |
| Ex Voted | Voc Ed | 1973 | 1.0000 | .8896 | 0.9938 | 0.8840 | 1.000 | 0.8840 | 0.4420 | 0.4420 | N/A |
| Ex Voted | Special Ed | 20223 | 0.9000 | .8997 | 0.9938 | 0.8941 | 1.000 | 0.8941 | 0.4470 | 0.4471 | 2033 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Prepared by: **Rachel Stambaugh** Telephone Number: **(517) 541-8915** Title of Preparer: **District Accountant** Date: _____

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

Clerk Signature: _____ Print Name: **Debbie Roberts** Date: _____

Secretary Signature: _____ Print Name: **Jack Temsey** Date: _____

Chairperson Signature: _____ Print Name: _____ Date: _____

President Signature: _____ Print Name: _____ Date: _____

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

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| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section. | |
|--|------|
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
| For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

Carefully read the instructions on page 2.

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

Carefully read the instructions on page 2.

| | |
|---|---|
| County(ies) Where the Local Government Unit Levies Taxes Ionia County | 2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025 9,027,663 |
| Local Government Unit Requesting Millage Levy Eaton RESA | For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. |

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| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5)** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2025 Current Year "Headlee" Millage Reduction Fraction | (7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|---|---|---|---|---|---|---|---|
| Allocated | Operating | 1978 | 0.2000 | 0.1775 | 0.9938 | 0.1763 | 1.000 | 0.1763 | 0.1763 | 0.1763 | N/A |
| Ex Voted | Special Ed | 1985 | 3.0000 | 2.6703 | 0.9938 | 2.6537 | 1.000 | 2.6537 | 2.6537 | 2.6537 | N/A |
| Ex Voted | Voc Ed | 1973 | 1.0000 | .8896 | 0.9938 | 0.8840 | 1.000 | 0.8840 | 0.8840 | 0.8840 | N/A |
| Ex Voted | Special Ed | 20223 | 0.9000 | .8997 | 0.9938 | 0.8941 | 1.000 | 0.8941 | 0.8941 | 0.8941 | 2033 |

| | | | |
|--|---|---|------|
| Prepared by Rachel Stambaugh | Telephone Number (517) 541-8915 | Title of Preparer District Accountant | Date |
|--|---|---|------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

| | | | |
|---|-----------|-----------------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | Debbie Roberts | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | Jack Temsey | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

| | |
|--|------|
| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section. | |
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
| For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

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: June 12, 2024

II. AGENDA ITEM TITLE: Out of State Travel Request

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

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

IV. AGENDA ITEM DESCRIPTION:

Purpose and background: *Chelsea Chambers, Educational Systems Consultant, is requesting board approval for travel and attendance at UDL-CON: International in Washington, D.C. The estimated cost is \$2,227.00. Attendance at this conference will strengthen Chambers' ability to support local districts in improving Tier 1 instruction and advancing inclusive practices through the lens of Universal Design for Learning (UDL). The knowledge and strategies gained will directly inform professional learning, coaching, and systems-level support provided across the region.*

This learning directly supports ongoing countywide initiatives, including:

- *UDL-MTSS integration efforts aimed at building sustainable, inclusive systems of support*
- *The launch of UDL Teacher Labs, which will create space for educators to design and reflect on universally designed practices with coaching and peer collaboration*

Knowledge gained at UDL-CON will inform the professional learning, coaching, and systems-level guidance Chambers provides across these efforts.

a) **Cost:** \$2,227.00

b) **Timeframe/term of agreement:** July 21, 2025 to July 23, 2025

c) **List Supporting materials/attachments, if any:** Pre-Conference Form

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

| | |
|---|--|
| X | Approve |
| | Authorize the Superintendent to execute agreement |
| | 61 |
| | Approve the increase of FTE: Position _____ FTE Increase _____ |

| | |
|--|-------------|
| | |
| | Award a bid |
| | Other: |

VI. RECOMMENDED BY: Nate Leale, Assistant Superintendent for Instructional Services



SHARED SERVICES AGREEMENT

This Shared Services Agreement (“Agreement”) is by and between Charlotte Public Schools (“CPS”) and Eaton Regional Education Service Agency (“ERESA”), each a party and collectively the “Parties”.

PREAMBLES

- A. The Revised School Code Section intermediate and local school districts to provide to constituent districts services that can be accomplished more cost effectively by an another school district, and to charge a fee for such services.
- B. The Parties, after careful consideration, have concluded that CPS can furnish ERESA certain food and nutrition services on a cost-effective basis.
- C. CPS is willing to furnish, and ERESA desires to receive such services as outlined below for the consideration and on the terms and conditions stated in this Agreement.

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

ARTICLE I **DESCRIPTION OF SERVICES**

1.1 Scope of Services.

CPS shall provide to ERESA the food and nutrition services set forth below, including but not limited to the employment and supervision of all incidental food and nutrition supervision staff necessary to render such services. This will include but is not limited to:

- Menu planning
- Meal preparation and delivery
- Ordering of necessary meal service supplies (non-food) including but not limited to: serving trays, serving utensils, student utensils, etc. These items are billed under section 3.4.

ERESA shall provide a point of contact to CPS for all food and nutrition services. This point of contact will:

- Ensure that all food service related equipment such as pots, pans, and utensils are cleaned and sanitized before they are returned to CPS. Failure to clean aforementioned items may result in an additional cleaning fee of 2% assessed.
- Supply ERESA students with monthly menus.
- Distribute, collect, review and process Application for Free and Reduced Price School Meals to ERESA students.
- Submit required monthly/annual state/federal food service related reports.
- Accept delivery of daily meals and supplies.

- Have proper training in safe food handling.
- Strict health and sanitation requirements will be met at all times by all staff.
- Collect orders and place collective meal order to CPS before 8:30 a.m. daily.
- Fill out order request forms for non-food meal service supplies with notice of at least five (5) business days.
- Unused items must be returned prior to expiration date in order to receive any consideration for bill credit. Return of items does not guarantee bill credit.
- Maintain own student meal counts as required for reporting purposes.
- Equipment necessary to store food is the responsibility of ERESA. This includes items like: refrigerator, stove, hot box, cold box, etc.

1.2 Services Personnel.

CPS & ERESA shall furnish to each other the names of all primary personnel to be utilized by one another in connection with the performance of the Services. Personnel assigned to perform Services shall be experienced, fully qualified and certified or licensed as or when legally necessary to perform the Services pursuant to and in conformance with the provisions of the Michigan Revised School Code. CPS & ERESA represent that it has secured any necessary licenses, approvals and regulatory authorizations to provide the Services.

1.3 Standard of Services. CPS & ERESA shall assure that the individuals which one another assigns to perform Services for each other adhere to professional standards and perform all Services in a manner consistent with generally accepted proficiency and competency for the type and nature of Services rendered.

1.4 Compliance with Policies. The individuals which CPS & ERESA assigns for Services to one another under this Agreement shall abide by those policies of both districts which are applicable to performance of Services under this Agreement. ERESA & CPS shall, at the inception of this Agreement, provide a copy of all its policies and administrative regulations to the other party upon request. Additionally, they shall provide all policy and administrative regulation changes made subsequent to the inception of this Agreement upon request. Interpretation of District policies and administrative interpretations shall be the responsibility of the District and the District shall provide written interpretation to the other district upon request.

ARTICLE II
TERM OF CONTRACT AND EARLY TERMINATION

2.1 Term. This Agreement shall commence on July 1, 2025 and continue until June 30, 2026, or that last day of school, whichever is sooner. This agreement may be terminated by either party with at least 30 days written notice. This agreement may be extended as agreed upon by both parties in writing.

2.2 Breach of Agreement. This Agreement is subject to termination at any time for material breach of either party with written notice. In the event of breach of Agreement, fees shall be prorated for the portion of the fiscal year that services were provided. Any amount owed to

either Party to the other shall be paid within thirty (30) days of the date of termination of the Agreement.

ARTICLE III
INVOICE AND PAYMENT

- 3.1 Compensation and Payment. In consideration of the Services provided under this Agreement, CPS shall invoice ERESA for the number of meals served and non-food supplies provided on a monthly basis. A 5% delivery charge will be applied to the invoice total (Meadowview location only). Should the daily meal count fall below twenty (20), ERESA agrees to be invoiced for a minimum of twenty (20) meals per day.
- 3.2 Invoice Procedure. CPS shall invoice on or before the 15th of each month for the month prior. ERESA agrees to make payment in full on or before the 30th of each month for said invoice.
- 3.3 Meal Pricing. Breakfast \$2.95; Lunch \$4.65; Snack \$2.40
These prices do not include the 5% delivery charge.
- 3.4 Direct Sales. In the event that Eaton RESA requests that equipment or supplies, not provided in the contract as a responsibility of CPS, be purchased by CPS and invoiced to ERESA a 10% surcharge will be applied.

ARTICE IV
MISCELLANEOUS

- 4.1 Problem Resolution. Should either party to this Agreement have a concern, problem, suggested improvement, or other matter arising out of the implementation of this Agreement, the party may request a meeting to discuss and address the issue. In addition, it is the intention of these persons to hopefully meet not less than once a year to evaluate implementation of the Agreement and related matters.
- 4.2 Audit. Both ERESA and CPS agree to retain the services of an independent accountant firm(s) to conduct annual audits of the district's financial records as required under OMB Circular A-133. Expenses associated with auditing services shall be the responsibility of each district and are not included in the agreed upon fee.
- 4.3 Compliance with laws/regulations. ERESA and CPS agree to comply with all Federal, State, and local laws/regulations applicable to them in the performance of this Agreement.
- 4.4 Amendments. None of the terms and provisions of this Agreement or Appendices may be modified or amended in any way except by an instrument in writing executed by authorized representatives of CPS and ERESA.
- 4.5 Non-Assignment. Neither Party may assign this Agreement, nor its rights and duties hereunder, not any interest herein without prior written consent from the other Party.

4.6 Entire Agreement. This Agreement constitutes the entire Agreement between the Parties regarding its subject matter and supercedes any prior or contemporaneous understandings or agreements with respect to the Services.

ARTICLE V
AUTHORIZATION

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed on the dates indicated below. This agreement is effective July 1, 2025.

On behalf of
Eaton Regional Education Service Agency

On behalf of
Charlotte Public Schools

Dr. Sean Williams, Superintendent

Dr. Mandy Stewart, Superintendent

Date: _____

Date: _____

To be completed by customer:

Note the building address and initial the boxes that represent the requested services.

| Building/Location | Breakfast | Lunch | Snack |
|---|-----------|-------|-------|
| Meadowview 1790 Packard Hwy Charlotte, MI 48813 | x | x | |
| Galewood 512 E Lovett St Charlotte, MI 48813 | x | x | |
| | | | |

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:** June 11, 2025
- II. **AGENDA ITEM TITLE:** 2025-26 Administrative 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)*

The superintendent is requesting approval of the 2025-26 Administration Salary Schedule as presented. The 2025-26 salary schedule includes an annuity schedule and also satisfies the new ORS salary schedule guidance for non-affiliated groups.

- b) **Cost:** N/A
- c) **Timeframe/term of agreement:** July 1, 2025 to June 30, 2027
- d) **List Supporting materials/attachments, if any:**

Salary Schedule

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

ADMINISTRATIVE PERSONNEL

2025-2026 Admin Salary Schedule

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|--|------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Schedule | A | \$164,280 | \$169,362 | \$174,600 | \$180,000 | \$185,400 | \$190,962 | \$196,691 | \$202,592 | | | | |
| | Annuity* | | | | | | | | | | | | |
| Superintendent | 10% | \$16,428 | \$16,936 | \$17,460 | \$19,000 | \$19,000 | \$19,096 | \$19,669 | \$20,259 | | | | |
| 2025-2026 Schedule with 2% Increase | B | \$105,554 | \$109,304 | \$112,519 | \$115,734 | \$118,949 | \$122,163 | \$125,378 | \$128,593 | \$131,808 | \$135,024 | \$138,238 | \$141,453 |
| | Annuity* | | | | | | | | | | | | |
| Cabinet | 3% | \$3,167 | \$3,279 | \$3,376 | \$3,472 | \$3,568 | \$3,665 | \$3,761 | \$3,858 | \$3,954 | \$4,051 | \$4,147 | \$4,244 |
| 2025-2026 Schedule with 2% Increase | C | \$94,302 | \$97,517 | \$100,196 | \$102,875 | \$105,554 | \$108,233 | \$110,912 | \$113,591 | \$116,270 | \$118,949 | \$121,628 | \$124,307 |
| | Annuity* | | | | | | | | | | | | |
| Directors | 3% | \$2,829 | \$2,926 | \$3,006 | \$3,086 | \$3,167 | \$3,247 | \$3,327 | \$3,408 | \$3,488 | \$3,568 | \$3,649 | \$3,729 |
| 2025-2026 Schedule with 2% Increase | D | \$87,872 | \$91,087 | \$93,767 | \$96,445 | \$99,125 | \$101,268 | \$103,411 | \$105,018 | \$106,626 | \$108,233 | \$109,841 | \$111,447 |
| | Annuity * | | | | | | | | | | | | |
| Directors | 3% | \$2,636 | \$2,733 | \$2,813 | \$2,893 | \$2,974 | \$3,038 | \$3,102 | \$3,151 | \$3,199 | \$3,247 | \$3,295 | \$3,343 |

*Annuity is a percentage of base salary

An annual stipend of \$2,500 will be paid for staff with a Doctorate in Groups B, C & D, and \$4,000 for CTE Assistant Superintendent in Group B.
 An annual stipend of \$2,500 will be paid for CTE Administrators in Group C.

1. Actual salary/wage is subject to approval by the Superintendent
2. Schedules A, B, & C are based on a 52 week work schedule. Schedule D is based on a 42 week work schedule.
3. 1.5 % increase for staff beyond step 12

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:** June 11, 2025
- II. **AGENDA ITEM TITLE:** Oneida 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)*

Eaton RESA has been providing business services for Oneida S/D #3 for a number of years. The current service agreement ends June 30, 2025. Under the current agreement fees are \$40,310 (Year 1 @ \$19,760 and Year 2 @ \$20,550). Continuation of services is desired. It is recommended that the fees be raised to \$47,409 (Year 1 @ \$23,321 and Year 2 @ \$24,088).

- b) **Cost:** N/A
- c) **Timeframe/term of agreement:** July 1, 2025 to June 30, 2027

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

Business Services Agreement approved by Oneida S/D #3 on May 28, 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 28 day of May, 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, ct seq. as amended, whose address is 1790 E. Packard Highway, Charlotte, MI 48813 and Oneida Township School District #3, 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 8981 Oneida Road, Grand Ledge, M) 48837, As used in this Agreement, the term "District" shall refer to Eaton RESA or Oneida Township School District #3 and the term "Districts" shall refer to both Eaton RESA and Oneida Township School District #3.

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, Oneida Township School District #3 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, Oneida Township School District #3 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 to Oneida Township School District #3 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 Oneida Township School District #3. In the future, Eaton RESA may provide additional services to Oneida Township School District #3, 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, 2027.

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 Oneida Township School District #3 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, Oneida Township School District #3 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.

These claims shall include, but shall not be limited to: proceedings before the Michigan Employment Relations Commission; the National Labor Relations Board; proceedings for unemployment compensation benefits; claims for workers' compensation disability benefits; claims of unlawful discrimination brought before any state or federal agency or court claims or grievances for breach of contract; and any other claims of whatsoever kind or character arising from or which are attributable to the performance of services by employees or agents of Eaton RESA in connection with this Service 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 Oneida Township School District #3 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.

Oneida Township School District #3 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 Oneida Township School District #3 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 Oneida Township School District #3 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 Oneida Township School District #3 under this Agreement shall remain employees of Eaton RESA. Eaton RESA employees shall not be eligible for tenure or other employment security rights with Oneida Township School District #3 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 Oneida Township School District #3.

4.6 Tax Filings, Eaton RESA acknowledges and agrees that it has the sole and exclusive responsibility to make the requisite tax filings, deductions and payments to the appropriate federal, state and local tax authorities for and on behalf of all employees of Eaton RESA who provide Services under this Agreement.

4.7 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 Oneida Township School District #3 upon request, except to the extent permitted by law.

4.8 Removal or Reassignment of Personnel. Oneida Township School District #3 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 a y such request.

4.9 Unemployment Compensation Reimbursement. Oneida Township School District #3 shall reimburse Eaton RESA for any unemployment compensation liability incurred by Eaton RESA if due to t e termination or expiration of this Agreement when Eaton RESA lays off or terminates the employment of an Eaton RESA employee who provided Services under this Agreement. Eaton RESA may, at is discretion, challenge any claims for unemployment compensation. Any obligation for unemployment compensation reimbursement under this section shall survive termination or expiration oft is Agreement.

4.10 Director. Eaton RESA shall appoint a Director who will oversee all business operations at the Oneida Township School District #3. The Director shall attend meetings of the Oneida Township School District #3 Board of Education, Finance Committee, and Administrative Meetings when requested and agreed by Eaton RESA.

4.11 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 Oneida Township School District #3 with regards to any obligation, except to the extent that Oneida Township has provided written authorization which grants this authorization.

4.12 Work Space. Services provided under this agreement will be performed at Eaton RESA. The physical space, use of a desk, and related supplies for the performance of duties shall be provided by Eaton RESA at no cost.

SECTION 5 - BUSINESS SERVICES

5.1 Scope of Services, Eaton RESA shall provide to Oneida Township School District #3 day to day management and operation of Oneida Township School District #3 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 payroll and accounts payable 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,
- j) Board, Administrators and others
- k) Administer State and Federal grants including grant budgets, MEGS, cash requests and final expenditure reports
- l) Submit electronic reports for grants using the Michigan Electronic Grants System (MEGS)
- 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, additional meetings at hourly charge
- 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) Facilitate records retention/destruction of Financial records produced under the scope of this agreement
- r) Other duties as agreed between Districts which are necessary to maintain an efficient business management services

Payroll Services:

- a) Compute original contracts and changes subject to approval by Oneida Township School District
- b) Input payroll contract changes
- c) Verify/input time reporting documents
- d) Prepare/print payroll checks/direct deposit vouchers
- e) Prepare/print payroll related reports
- f) Input/prepare payroll liability checks
- g) Serve as District contact on ORS matters
- h) Prepare quarterly and annual payroll reporting {941, MPSERS, MESC & etc.}
- i) Process W-2's
- j) Process unemployment claims

- k) Provide required information for Register of Educational Personnel (REP)
- l) Remit payroll tax deposits and retirement contributions in a timely fashion
- m) Reconcile applicable employee benefit records & process any and all employee withholdings
- n) Prepare schedules for annual audit
- o) Other duties as agreed between Districts which are necessary to maintain an efficient service of the payroll services function of the school district

Accounts Payable Services:

- a) Input invoices, prepare and mail vendor checks
- b) Issue 1099's and submittals
- c) Purchase order preparation, transmittal and recordkeeping
- d) Monitor open purchase orders and close partials with approval from District
- e) Verify receipt of goods and services prior to processing vendor invoices
- f) Work with District personnel to assure that vendor files are maintained, W-9s are on file and verify that vendors have not been debarred or suspended
- g) Other duties as agreed by the Districts which are necessary to maintain an efficient service of the accounts payable function of the school district

Accounts Receivable Services:

- a) Process cash receipts for district
- b) Other duties as agreed by Districts which are necessary to maintain an efficient service of the account receivable function of the school district

5.2 Written Reports. On at least a quarterly basis, Eaton RESA shall provide a written report o Oneida Township School District #3 which updates Oneida Township School District #3 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 Oneida Township School District #3

SECTION 6 – BREACH/DISPUTE RESOLUTION AND TERMINATION

6.1 Breach by Eaton RESA. Oneida Township School District #3 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) Oneida Township School District #3 is of the good faith opinion that Eaton RESA is o 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 Oneida Township School District #3, its employees, agents or students.
- f) Eaton RESA has materially breached any other terms or conditions contained in this Agreement.

6.2 Breach by Oneida Township School District #3. Eaton RESA shall have the right to declare Oneida Township School District #3 to be in breach of this Agreement if:

- a) Oneida Township School District #3 fails to pay, when due, an invoice for Services provided under this Agreement.
- b) Eaton RESA is of the good faith opinion that Oneida Township School District #3 has been willfully or in bad faith violating any of the provisions of this Agreement.
- c) Oneida Township School District #3 or its agents, servants or employees have violated any applicable legal requirements.
- d) Oneida Township School District #3 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 6.10r 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 Oneida Township School District #3 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 Dissolution Responsibilities. In the event that Oneida Township School District #3 closes or ceases to exist as an entity, Eaton RESA will continue to provide necessary services until the dissolution responsibilities are formally resolved. Once all services are completed, the Business Services Agreement will be terminated.

6.6 Termination for Convenience. Either District may terminate this Agreement, for any or no reason, upon one hundred twenty (120) 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 Oneida Township School District #3 ' 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 380.153%; 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 Oneida Township School District #3 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 Oneida Township School District #3 facility. Oneida Township School District #3 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 Oneida Township School District #3.

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 Oneida Township School District #3, 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 Oneida Township School District #3 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 Oneida Township School District #3 with certificates of insurance evidencing all coverages and endorsements required hereunder. Eaton RESA agrees to name Oneida Township School District #3, 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 Oneida Township School District #3). 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 Oneida Township School District #3 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 Oneida Township School District #3 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

Oneida Representative

Printed Name: Dawn Griffin
Signature: Dawn Griffin
Date: 5/28/2025

Eaton RESA Representative

Printed Name: _____
Signature: _____
Date: _____

EXHIBIT "A"

In consideration of the services specified in Section 5 of the Agreement, Oneida Township School District #3 shall pay Eaton RESA fees as follows:

| | |
|---------------------|---|
| Fiscal year 2025-26 | \$15,000 + Software licensing maintenance of \$8,321.20 |
| Fiscal year 2026-27 | \$15,600 + Software licensing maintenance of \$8,487.62 |

Software licensing and maintenance fees for the software utilized by Eaton RESA to perform the agreed upon work, will be paid by Eaton RESA.

The above fees do not include the District's audit, legal fees or other professional consulting fees associated with the work described in this contract.

In the event that Eaton RESA is asked to perform additional duties or if the District enters into a deficit mode, additional fees will apply at an hourly rate as follows:

- Business Management Services \$95.00
- Accounting & Payroll Services (including Financial and Pupil Accounting) \$55.00
- Accounts Payable, Receivable \$35.00
- Human Resources and Other \$75.00

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: June 11, 2025

II. AGENDA ITEM TITLE: 2025-2028 CTE Program Agreement with Lansing Community College

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 Superintendent to execute a 3 year agreement with Lansing Community College for Career and Technical Education programs (exhibit A) school years 2025-2026, 2026-2027 and 2027-2028 and a standard lease agreement for one year with 4 (one-year) options for renewal.

b) **Cost:** 2025-2026 Estimated Cost \$2,090,407

c) **Timeframe/term of agreement:** July 1, 2025 to June 30, 2028

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

Lansing Community College Exhibit A, Exhibit B and 2025-2028 Service 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



**Lansing Community College
Standard Lease Agreement
Exhibit B**

| Landlord (LCC) | Tenant (ERESA) |
|----------------------------------|---|
| Lansing Community College | Eaton Regional Education Service Agency |
| 309 N. Washington Sq – Suite 202 | 1790 E. Packard Hwy. |
| Lansing, MI 48933 | Charlotte, MI 48813 |

| LCC Points of Contact | ERESA Points of Contact |
|---|---|
| Shon'ta Dwyer, Dean of Technical Careers | Margo Hazelman |
| jacksons@star.lcc.edu ; 517-483-1372 | B5hazelm@star.lcc.edu ; 517-483-1329 |

| Lease Start Date | Lease End Date | Renewal Options | Semi-Annual Lease Payment |
|--|-----------------------|---------------------------------|----------------------------------|
| 07/01/2025 | 06/30/2026 | Four (4) one-year options | \$17,782 |
| Utilities Paid by Landlord | | Utilities Paid by Tenant | |
| Monthly rent is inclusive of water, electricity, telephone (including long distance calls), heat, and air conditioning for ordinary office purposes. | | None. | |

LEASE AGREEMENT REPRESENTATIVES/ SIGNATORIES

The signatories warrant that they are authorized to sign and executed this Lease Agreement on behalf of their representative entities.

| Lansing Community College | Eaton Regional Education Service Agency |
|----------------------------------|--|
| Printed Name: | Printed Name: |
| Title: | Title: |
| Signature: | Signature: |
| Date: | Date: |

Business Operations Division
 Purchasing Department
 309 N. Washington Square, Suite 202, Lansing, MI 48933
 517-483-1785 · lcc.edu/purchasing · B-Ops-Purchasing@lcc.edu



This lease agreement is made the first day of July, 2025, by and between Lansing Community College (herein referred to as 'LCC' or 'Landlord') and Eaton Regional Education Service Agency (herein referred to as 'ERESA' or 'Tenant') whereas LCC agrees to rent to ERESA the following commercial property(s): 2,158 square feet of office, classroom, and laboratory space within the LCC West Campus Building and the Downtown Campus Health & Human Services Building (the 'Building(s)'), designated as WC Suite M104 (M104, M104.2, M104.3, M104.4, M104.5, M104.6, M104.7, M104.8, M104.9); M159.21, M159.30, M159.34, HHS 009.11, and HHS 009.12, together with the right to use the parking areas, sidewalks, hallway, and other common areas of the Building which are made available by LCC from time to time as necessary for the use and enjoyment of the Property for its intended purpose.

The parties agree that this Lease is the entire agreement between them regarding the leasing of Property(s). The parties hereto also will enter into an Agreement for the delivery of the ERESA. In the event of any conflict between the Agreement and the Lease, this Lease shall control. This Lease binds and benefits both Landlord and Tenant and any successors.

1. Fees

- a. Rent is computed at 2,158 square feet x \$16.48 = \$35,564 per year plus \$200 for long distance service or \$17,782 semi-annually.
 - i. The College shall have the right, in its sole and absolute discretion, to increase the annual lease amount by an amount not to exceed three percent (3%) per annum, provided that the College delivers written notice of such increase to the Tenant no less than six (6) months prior to the commencement of the fiscal year for which the increase shall be effective.
- b. The semi-annual rental payments set forth above will be payable by Tenant to Landlord at the end of each academic semester on or about December 1 and May 1 for each academic year this lease is in effect. The rental invoices shall be included as part of the total invoice with other academic services being provided by LCC under a separate academic services agreement. If any rental payment is not paid within thirty (30) days of the postmark date on the invoice statement, Tenant agrees to pay an additional late charge of 5% of the rent amount due.
- c. Tenant is not required to provide Landlord a security deposit. However, Tenant agrees that they will be held responsible for the repair of any damages to the Property(s) or Building(s) caused by Tenant, Tenant's staff, faculty or students.

2. Terms and Termination

- a. The term of this lease will be from the Lease Start Date set forth above, until the Lease End Date set forth above, unless sooner terminated as provided herein.
 - i. The parties may agree in writing to extend this Lease Agreement for four (4), one-year terms.

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- b. If Tenant fails to pay the rent on time or violates any other terms of this Lease, Landlord will have the right to terminate this lease in accordance with State law. Landlord will also have the right to re-enter the Property(s) and take possession of it and to take advantage of any other legal remedies available upon Tenant's breach or default.
- c. Cancellation of this agreement may be initiated by either Tenant or Landlord upon one hundred ninety (90) days written notification delivered either in person, certified mail or email to the other party's mailing address or email address as set forth in this lease.

3. Property

- a. Tenant agrees to maintain the Property(s) in a clean and sanitary manner and not to make any alternations to the Property(s) without Landlord's written consent. At the termination of this lease, Tenant agrees to leave the Property(s) in the same condition as when it was received, except for normal wear and tear.
- b. Other than food or beverages brought onto the premises by staff and students for their specific personal consumption, no food or beverages may be brought onto the premises by ERESA, its staff, or students, for any other purpose without the prior written consent of LCC. ERESA may request food or beverage by contacting LCC's Conference Services. Charges for such food and beverage services shall be made to ERESA at the same fees as charges to LCC by the vendor. Any food or beverage fees charged to ERESA shall be paid within thirty (30) days of receipt of invoice from the vendor. Additionally, LCC Conference Services can be used whenever ERESA would like to host a special event on LCC property. ERESA will receive a community member discount on all room rentals. ERESA acknowledges and agrees that no alcohol may be served or consumed on the premises.
- c. Tenant agrees not to sublet the Property(s) or assign this lease without Landlord's written consent. Tenant agrees to allow Landlord access to the Property(s) for inspection and repair. Landlord agrees to only enter the Property(s) after notifying Tenant in advance, except in an emergency when no advance notice shall be required.
- d. Tenant has inspected the Property(s) and has found it satisfactory. Landlord shall not be required to make any additions or improvements to the Property for Tenant's use.
- e. Landlord is responsible for the repair and upkeep of the exterior of the Property(s) and Tenant is responsible for the repair and upkeep of the interior of the Property(s) covered under this lease.
- f. Tenant agrees to use the Property(s) only for the purpose of carrying out Tenant's obligations and responsibilities under the Agreement between Landlord and Tenant dated the same date as this Lease (the "Agreement"), for the delivery of the Eaton

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Intermediate School District programs and a default under said Agreement shall also constitute a default under this Lease entitling Landlord to terminate either or both this Lease and the Agreement, at Landlord's option. Tenant shall use the Property(s) only in compliance with all applicable laws, codes, and ordinances, and in compliance with any rules and regulations adopted by Landlord from time to time upon written notice to Tenant. This agreement extends to any LCC vehicles that ERESA may rent to support district programs throughout the life of this agreement. Rental rates for LCC fleet vehicles will be set by LCC and may fluctuate depending on the type of vehicle being rented.

- g. This Lease and Tenant's interest as a tenant in the Property(s) are subject and subordinate to any mortgages, security deposits, deeds of trust, or other liens now or hereafter granted by Landlord on the Building(s). Upon Landlord's written request, Tenant shall promptly execute an instrument confirming that this Lease is subordinate, and confirming any other facts regarding the status of this Lease as may be requested by Landlord.

4. Equipment

- a. Any equipment, fixtures, and/or personal property installed or brought into the Property(s) by Tenant shall be at Tenant's sole risk, and Tenant fully releases Landlord, Landlord's trustees, employees, agents, successors, and assigns from claims, demands, actions, liabilities, and obligations for loss or damage thereto. Tenant must receive approval in writing from Landlord in order to install equipment or fixtures for the purpose of operation of Tenant's business.

5. Communication

- a. This agreement may be modified by either party with a thirty (30) day written notice and only by a written document signed and authorized by representatives of LCC and ERESA. Written notices should be directed to the appropriate party as follows:

If to ERESA:

Eaton Regional Education Service Agency
Attn:
1790 E. Packard Hwy.
Charlotte, MI 48813
EMAIL

If to LCC:

Lansing Community College
Attn: Purchasing Director
309 N. Washington Square, Suite 202
Lansing, MI 48933

Business Operations Division

Purchasing Department

309 N. Washington Square, Suite 202, Lansing, MI 48933

517-483-1785 · lcc.edu/purchasing · B-Ops-Purchasing@lcc.edu



gallimos@star.lcc.edu

cc: B-Ops-Purchasing@star.lcc.edu

6. Additional Terms

- a. **Nondiscrimination:** Neither party shall discriminate against another with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, other employment matters described by the Michigan Elliott-Larsen Civil Rights Act, other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services, or activities offered by the College. Breach of this covenant may be regarded as a material breach of the Lease.
- b. **Governing Law:** This Lease shall be governed by the laws of the State of Michigan.
- c. **Severability:** The unenforceability, invalidity or illegality of any provision of this Lease shall not render the other provisions of this Lease unenforceable, invalid or illegal. Any provision determined by a court of competent jurisdiction to be unenforceable, invalid or illegal shall be enforced and given effect in all circumstances, against all persons and to all extents other than those as to which such provision is determined to be unenforceable, invalid or illegal.
- d. **Disclosures:** The District and LCC are public entities subject to the Michigan Freedom of Information Act (FOIA). Therefore, this Agreement is subject to FOIA.
- e. **Indemnification:** To the fullest extent permitted by law, each party will indemnify, defend and hold harmless the other Party and its officers, directors, employees, affiliates, agents and assigns, as indemnities, from and against any and all losses, liabilities, damages, demands, claims, actions, judgments, or causes of action, assessments, costs and expenses, including, without limitation, interest, penalties and reasonable attorneys' and accountants' fees, (herein referred to collectively as "Losses") asserted against, resulting to, imposed upon or incurred or suffered by any such indemnitee as a result of, based upon or arising from, negligence, gross negligence, intentional act, or failure by the indemnitor or its respective agents or employees to comply with any applicable law, rule, or regulation of any authority having proper jurisdiction, or the breach or nonfulfillment of any of the representations, covenants or agreements made by the indemnitor pursuant to this Agreement, or for damage to, or theft, misappropriation or loss of all property occurring in or about the Premises, due to any act or omission of the other party, its agents, employees, students, or invitees, excepting only such Losses as may be

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caused by the negligence or misconduct or any indemnitee or its respective agents or employees.

- f. Insurance: Upon execution of the agreement, Tenant shall provide Certificates of Insurance in a form acceptable to Landlord naming Landlord as additional insured. Said Certificates shall provide that Landlord shall be notified immediately if policies are cancelled or not renewed. Tenant shall provide Certificates of Insurance evidencing insurance in force at all times during the term of this Lease for the following:
 - i. Workers' Compensation Insurance, including employer's liability to cover employee injuries or disease compensate under the Workers' Compensation Statutes of the State of Michigan.
 - ii. Commercial General Liability Insurance to cover bodily injury and for damage to Property including loss of use thereof, and fire legal liability at the following limits:
 - 1. \$1,000,000 per occurrence / \$2,000,000 aggregate;
 - 2. \$1,000,000 Personal Injury;
 - 3. \$500,000 Fire Legal Liability.
 - iii. Comprehensive automobile liability policy to cover Michigan No-Fault liability, residential bodily injury liability and property damage with coverage limits of \$1,000,000 per occurrence, and otherwise complying with the provision of the Michigan No-Fault Act, such policy covering any and all occurrence arising out of the ownership, maintenance or use of any motor vehicle, including owned, non-owned and hired vehicles.
 - iv. All Risk Property Insurance for all Tenant's property on a replacement cost basis, with no greater than \$1,000 deductible, and shall include a waiver of subrogation in favor of Landlord.
- g. Force Majeure: No party shall be deemed in default under this Agreement due to its inability to perform its obligations by reason of any fire, earthquake, flood, substantial snowstorm, epidemic, pandemic, accident, explosion, casualty, strike, lockout, labor controversy, riot, civil disturbance, act of public enemy, embargo, war, act of God, or any municipal, county, state or national ordinance or law, or any executive, administrative, or judicial order (which order is not the result of any act or omission which would constitute a default hereunder), or any failure or delay of any transportation, power, or communications system or any other or similar cause beyond that party's control.

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**AGREEMENT BETWEEN
Eaton Regional Service Agency and Lansing Community College
2025/2026 School Year**

| ERESA Courses | # Sections | Planned # Students | Course Fee per Student | Billing Hours per section | Instruction Cost | Course Fees | Total |
|--|-------------------|---------------------------|-------------------------------|---------------------------------------|------------------------------|---|---------------------|
| HSAM090 Auto Technology (Year 1) | 3 | 48 | \$ 1,693 | 22.5 | \$ 205,875 | \$ 81,264 | \$ 287,139 |
| HSAM091 Auto Technology (Year 2) | 1 | 16 | \$ 2,476 | 22.5 | \$ 68,625 | \$ 39,616 | \$ 108,241 |
| HSCT091 Construction Technologies (B Year) | 1 | 16 | \$ 605 | 22.5 | \$ 68,625 | \$ 9,680 | \$ 78,305 |
| HSCJ090 Criminal Justice & Public Services I | 2 | 41 | \$ - | 22.5 | \$ 137,250 | \$ - | \$ 137,250 |
| HSCJ092 Criminal Justice & Law Enforcement II | 1 | 15 | \$ 30 | 22.5 | \$ 68,625 | \$ 450 | \$ 69,075 |
| HSWD090 Digital Media & Design | 2 | 34 | \$ 73 | 22.5 | \$ 137,250 | \$ 2,482 | \$ 139,732 |
| HSAH090 Health Occupations I* | 3 | 90 | \$ 124 | 22.5 | \$ 205,875 | \$ 11,160 | \$ 217,035 |
| HSAH092 Health Technology 2** | 1 | 16 | \$ 1,064 | 26.88 | \$ 81,969 | \$ 17,024 | \$ 98,993 |
| HSLE090 Law Enforcement | 1 | 19 | \$ - | 22.5 | \$ 68,625 | \$ - | \$ 68,625 |
| HSDM091 Mechanical Engineering | 2 | 21 | \$ 441 | 22.5 | \$ 137,250 | \$ 9,261 | \$ 146,511 |
| HSMA090 Mechatronics & Robotics | 1 | 9 | \$ 780 | 22.5 | \$ 68,625 | \$ 7,020 | \$ 75,645 |
| HSKN090 Sports Medicine Foundations | 2 | 39 | \$ 246 | 22.5 | \$ 137,250 | \$ 9,594 | \$ 146,844 |
| HSWT090 Welding Technology I (ERESA Welding/Cutting I) | 3 | 45 | \$ 930 | 22.5 | \$ 205,875 | \$ 41,850 | \$ 247,725 |
| HSWT092 Welding Technology II (ERESA Welding/Cutting II) | 1 | 15 | \$ 936 | 22.5 | \$ 68,625 | \$ 14,040 | \$ 82,665 |
| INSTRUCTION SUBTOTAL: | | | | | \$ 1,660,344 | \$ 243,441 | \$ 1,903,785 |
| Academic Professionals | | | | PT Lab Tech # Hours (Estimate) | PT Lab Tech @ \$34/hr | FT Lab Tech Estimate Salary & Benefits | Total |
| Part-time Lab Tech - Auto Technology | | | | 1,080 | \$ 36,720 | \$ - | \$ 36,720 |
| Part-time Lab Tech - Welding Technology | | | | 1,080 | \$ 36,720 | \$ - | \$ 36,720 |
| Full-time Lab Tech - Mobile Lab | | | | 0 | \$ - | \$ 96,000 | \$ 96,000 |
| ACADEMIC PROFESSIONALS SUBTOTAL: | | | | | \$ 73,440 | \$ 96,000 | \$ 169,440 |
| Estimated Total Costs: | | | | | \$ 2,073,225 | | |

* HSAH090 does not include CPR training.
** HSAH092 course fee includes ACEMAP fee.

Agreement
Between
Eaton Regional Education Service Agency
And
Lansing Community College
During the 2025-2026, 2026-2027, and 2027-2028 Academic Years

This Agreement is entered into between Lansing Community College (“LCC” or the “College”), 521 N. Washington Square, Lansing, Michigan and Eaton Regional Education Service Agency (“ERESA”), 1790 E. Packard Highway, Charlotte, Michigan to offer instruction in the occupational programs specified in Exhibit A. It is understood by both parties that administration of the total program and terms of this Agreement will be reviewed annually and renewed after 3 years unless one of the parties notifies the other in writing of its intent to cancel the agreement prior to the automatic renewal. It is further understood that LCC faculty teaching in the occupational programs are subject to the terms of the agreement between the Board of Trustees of Lansing Community College, of the State of Michigan, and Lansing Community College Chapter of the Michigan Association for Higher Education at Lansing Community College. The agreement is available upon request or can be accessed at <https://www.lcc.edu/hr/labor-relations/contracts.html>

I. PURPOSE OF AGREEMENT

The purpose of this Agreement is to set forth the undertakings and terms by which LCC will provide state approved Career and Technical Education (CTE) instruction in specified secondary occupational programs to secondary students of ERESA for the mutual benefit of the parties during the 2025-2026, 2026-2027, and 2027-2028 academic years and beyond, if extended by the parties.

II. NATURE OF THE PROGRAM

LCC will provide ERESA students, assigned by ERESA, with instruction meeting state standards, in the occupational areas listed on Exhibit A. Programs will be delivered face-to-face five days a week. Face-to-face instruction will take place in classrooms and facilities on LCC’s campuses. Changes to instructional delivery may be implemented as necessary in response to public health-related developments or other significant events. ERESA will pay LCC for LCC’s services and facilities in accordance with Exhibit A or as mutually agreed upon subsequent to the signing of this Agreement.

III. CONTRACT TERM

The initial term of this Agreement shall begin on July 1, 2025, and shall expire on June 30, 2028. Termination of the Agreement may be initiated by either party upon notice to the other at least one full semester prior to the end of the academic year, in which event the Agreement terminates on June 30 of that year. Each party agrees to meet with the other by May 1st, to discuss the continuation of the Agreement and if changes to it are needed.

IV. UNDERTAKINGS OF THE COLLEGE

The College will:

- A. Provide contracted CTE instruction to high school students during the 2025-2026, 2026-2027, and 2027-2028 academic years in occupational areas jointly determined by ERESA and LCC and at the cost specified in Exhibit A. Costs are for instructional staff, Academic Professionals, facilities and instructional materials (other than textbooks). ERESA programs are comprised of existing college courses. The LCC faculty member(s) must meet the Higher Learning Commission minimum requirements for the courses they are teaching.
- B. Instructor and Program Directors will work collaboratively w/ ERESA to enforce the policies with ERESA Administration related to the ERESA Instructor Handbook.
- C. Agree that the costs of this program include: salaries and fringe benefits for instructional staff, Academic Professionals, facilities, course fees, instructional materials (other than textbooks), overhead for coordination and other operating costs covered by this contract.
- D. Provide instruction for all programs/sections listed in Exhibit A for the number of hours per day described in Exhibit A, and as mutually agreed upon subsequent to the signing of this Agreement, as established by the ERESA School Calendar.
- E. Award credits that will become part of the total number of credits for program completion at LCC. These credits will appear as direct credit by course, title and credit hour(s) on the student's LCC transcript. The credits and grades may or may not transfer beyond LCC.
- F. Allow refunds based upon a pro-ration of the basic contract if there is an interruption in the delivery of the ERESA program caused by unavoidable circumstances, i.e. work stoppages and/or strikes.
- G. Identify instructional staff and paraprofessional (Lab Assistants) to be assigned to ERESA classes for the coming school year by August 1st unless the College is notified after May 30th that the previous instructor or Lab Assistants will not be returning.
- H. Insure that staff assigned pursuant to this Agreement, have sufficient time to prepare for instructional activities and that full-time instructors attend in-service activities and staff meetings as set by the ERESA School Calendar and MAHE contract. The college will encourage part-time instructors to attend staff meetings as much as possible.
- I. Comply with those sections of the Office of Career and Technical Education "Career and Technical Education Administrator Manual" and the "Planning and Development of New Secondary CTE Program" section that apply to school districts which contract with community colleges for Career and Technical Education. Said Administrative Manual is available from the OCTE office and [on the OCTE website](#).
- J. Permit the District's personnel to make synchronous classroom visitations provided they obtain permission from the LCC faculty prior to the visit.

- K.** Drop any program/section at the end of the ERESA fall semester provided it receives a thirty (30) day notice from ERESA to do so.
- L.** Provide ERESA with daily attendance reports and with grade reports at marking period intervals.
- M.** Provide ERESA access to dedicated campus office space for the use of ERESA personnel as needed to administer and support the ERESA programs. This office space is located on the West Campus and Downtown campus. See Exhibit B, the Lease Agreement. Exhibit C represents additional rooms that have been reserved by ERESA. Conference Services will work with ERESA concerning all conference details to include charges.
- N.** Allow ERESA to reserve additional rooms for special events and/or other education activities. LCC Conference Services will work with ERESA concerning room availability, reservation details and any applicable charges. The additional rooms and general conditions of use are outlined in Exhibit C.
- O.** Cooperate, at the request of ERESA, in the implementation of Individualized Education Plans for students assigned to the programs.
- P.** Comply with all required safety standards.
- Q.** Maintain standards and provide instruction that allows ERESA to request and maintain state approved programs.
- R.** The College shall conduct background investigation for employment purposes for all employees assigned to ERESA. This is consistent with normal human resources operating procedures at the college.

V. UNDERTAKINGS OF ERESA

ERESA will:

- A.** Provide LCC with a list of students to be enrolled in the programs/sessions before the state count day of each semester.
- B.** Provide coordination of total program and curriculum development, which includes communication with county districts, staff and business community.
- C.** Provide LCC with Eaton RESA Instructor Handbook annually to be shared with LCC Instructors at their Instructor Orientation.
- D.** Assign secondary students to the programs/sessions identified in Exhibit A and make a good faith effort to do so before the state count date of each semester. The number of students cannot exceed the MAHE contractual maximum. Students must complete the Waiver of Liability, and Indemnification form. Students must earn a passing grade of a 2.0 or higher and establish placement levels as determined by ACT, PSAT/SAT scores, or Accuplacer levels to earn direct college credit. Students must meet established course prerequisites as determined by placement levels for courses to progress to higher level courses.

- E. In the event of student dropout and program vacancies, will NOT admit new students without the approval of the LCC liaison and program faculty.
- F. Be responsible for all matters relating to the care, custody, security, and maintenance of all ERESA classroom and administration office equipment and supplies utilized on the LCC campuses.
- G. Provide the College with notice of at least thirty (30) days before the end of the ERESA first semester to drop any program/section for the next semester that it does not wish to continue.
- H. Assume all responsibility for all local educational agency obligations under the Individuals with Disabilities Education Act, except for those obligations relating to college facilities.
- I. Agree to create a list that includes the ERESA employees who have keys to College facilities and the number of the key or other identifying information. This will be initiated by the College each semester. Prohibit use of the master facility key by anyone other than the ERESA administrator in charge of the programs described in this Agreement.
- J. Consult with support and instructional staff to determine special instructional materials and supplies required for providing ancillary services to special needs students, and to provide those items where possible in compliance w/ individual student 504/IEP.
- K. Direct concerns regarding faculty to the appropriate Program Director and/or Associate Dean.
- L. By the count day of each semester have no more than the number of students listed in Exhibit A assigned to the respective section nor have more than 8 students with special needs assigned to any one section at any time without having discussion with and a prior written addendum signed by the LCC liaison and ERESA. This discussion may result in the addition of an Academic Professional to assist the students, with the cost to be paid by ERESA.
- M. Pay the College in the amounts described in Exhibit A at the times described in section VI. (H) or the amounts established, subsequent to the signing of this Agreement, should a change in the amounts be warranted.
- N. ERESA will use LCC's contracted catering services for Downtown and West Campuses for all food and beverages provided in the conference rooms and Conference Services spaces. ERESA is permitted to have outside food and beverage in the classrooms and offices leased from the College.

VI. SCHEDULING/BUDGETING and COSTS

- A. ERESA to provide LCC with a preliminary list of programs and the number of sections to be offered, all as described in Exhibit A. This preliminary list will be provided by the end of March. Reasonable changes may be made after March if both parties are in agreement.

- B.** Times of operation: Downtown Campus: morning 7:20-9:15 and afternoon 12:05-1:55. West Campus: morning 7:30 - 9:30 and afternoon 12:10-2:10. Instruction may be combination of face-to-face and online or online real time.
- C.** ERESA to provide LCC with a final list of the number of sections for each program by April 15th of the school year prior to operation and a preliminary estimate of the number of students and the number of students with special needs in each section by August 1 of the school year prior to operation.
- D.** LCC to provide ERESA with a statement of the estimated cost of each program, as described in Exhibit A by the end of May of the year prior to operation. It is understood that all instructor support services, classroom preparation time, and paraprofessional support are included in the instructional cost. Course fees will be adjusted at the time of billing to reflect the actual student enrollment by count day of each semester. The costs associated with meeting time are billed at a fixed hourly rate and are based on the hours paid to the participating LCC faculty. Print credits are billed at actual amounts added to the K-12 account during the contract year. The amounts shown on Exhibit A are estimates.
- E.** ERESA and LCC shall cause Exhibit A to be amended to state the finally agreed upon programs and prices for each program to be offered, however, the price shall not be reduced below the costs for the number of sections for each program identified in paragraph VI.(C). Above without the mutual agreement of both parties.
- F.** It is understood that the costs include “fixed” costs reflecting all instructor salary and fringe benefits and the appropriate overhead for each program. This amount cannot be changed based on the number of students enrolled, it is a “fixed” or “guaranteed” amount.
- G.** It is understood that the costs include material costs for each program representing enrolled students on count day. Actual billed costs will be calculated on a per student basis.
- H.** The College shall bill ERESA in accordance with Exhibit A and VI. (D) three times per academic year: November, April, and June. ERESA will pay this amount within 30 days of receipt of the bill.
- I.** All textbooks are supplied by and remain the property of ERESA.
- J.** Course fees for each academic year will reflect those approved by the College’s Board of Trustees. Prices for the 2026-2027 and 2027-2028 academic years shall increase by no less than 2% and no more than 5%, at the sole discretion of the College. Accordingly, Exhibit A shall be updated annually.

VII. INSERVICE AND COORDINATION MEETINGS FOR ACADEMIC PROFESSIONALS

- A.** Either ERESA or LCC may determine that the paraprofessional staff should be required to attend educational or in-service activities. In such event, ERESA and LCC shall meet in advance of the proposed activities to determine the schedule of those activities

and how ERESA and/or LCC shall meet the costs of those activities. ERESA agrees that, because paraprofessional staff is retained by LCC, LCC shall have the sole discretion to determine the amount of payment to be made to paraprofessionals for such additional activities. The LCC job title for these positions is Academic Professionals.

VIII. STUDENT DISCIPLINE

- A.** ERESA has reviewed the LCC Policy “Ethics and Standards of Conduct for Students” as well as the “Student Code of Conduct”, and “Student General Rules and Guidelines” processes, and agrees that the policy and processes shall apply to the ERESA students participating in LCC programs that are the subject of this Agreement. Department/program/course requirements will be applied by LCC faculty.
- B.** If either LCC or ERESA initiates disciplinary proceedings against a student, then the entity will be required to impose disciplinary penalties in accordance with their Student Code of Conduct. Once a disciplinary process has begun, the party enforcing it shall bear sole responsibility for its enforcement.

IX. SUBSTITUTE FACULTY

- A.** LCC shall be primarily responsible for assuring that LCC faculty conducts each class. As a result, LCC shall receive the initial call from LCC staff relating to personal emergencies and shall seek suitable substitute faculty from LCC staff and independent contractors (substitute teachers from the ERESA substitute teacher system) meeting the requirements of this Agreement.
- B.** In the event LCC is unable to place a substitute in the classroom on any date, LCC shall notify ERESA on-campus staff and shall obtain a replacement through ERESA’s substitute teacher system. Faculty qualifications should meet HLC standards. In the event the substitute system is used, the expense incurred shall be deducted from the total compensation due LCC from ERESA for the billing period in which the expense is incurred.
- C.** In the event ERESA staff acts as the substitute for any position, LCC shall deduct the corresponding amount from the total compensation due LCC from ERESA for the billing period in which such substitution occurs. The amount shall be equal to the ERESA staff’s extra-duty pay rate times the number of hours worked. ERESA is responsible for tracking and documenting if this situation arises. ERESA must submit documentation to LCC for the compensation due to LCC to be reduced.

X. SPACE RENTAL

- A.** The Lease Agreement Amendment dated July 1, 2025 - June 30, 2028 is incorporated herein by reference and appended here as Exhibit B.

XI. MUTUAL UNDERTAKINGS

Each of the parties will:

- A.** Appoint and identify to the other a principal liaison who will consult with each other as needed on such matters as day-to-day responsibilities, unanticipated issues, student and instructor behavior, discipline, individual student needs or accommodations, and administrative details. All notices required or anticipated by this Agreement shall be addressed to the person(s) identified as principal liaison or designee.
- B.** Comply with all applicable laws including, but not limited to, the Family Educational Rights and Privacy Act.
- C.** Meet and agree on the details of a class schedule/calendar, which will be published by ERESA to its students/parents.
- D.** Allow any vacancies created by student drop out after the state count date, and verified by ERESA to be filled with new students as individually and mutually approved by the parties through their principal liaisons.
- E.** This Agreement may not be altered, amended, changed, waived, terminated, or modified in any manner except in writing and signed by or on behalf of both parties.

X. GENERAL AND MISCELLANEOUS PROVISIONS

- A. Liability-** Statutory and common law principles of liability, indemnification, contribution, and equitable restitution govern and apply to claims, costs, actions, causes of action, losses or expenses (including attorney fees) resulting from the acts or omissions of the parties and their employees.
- B. Insurance-** At all times during the term of the Agreement, the District shall maintain and provide certificates of insurance for:
 - 1. **Commercial General Liability** including teachers professional, for a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate, naming LCC as an additional insured.
 - 2. **Comprehensive automobile liability insurance** to cover Michigan No-Fault liability, residual bodily injury liability and property damage, and otherwise complying with the provision of the Michigan No-Fault Act.
 - 3. **Special Peril** for all the District's property on a replacement cost basis, with no greater than \$1,000 deductible with waiver of subrogation in favor of LCC.
- C. Worker's Compensation-** LCC shall maintain Worker's Compensation Insurance, covering LCC employees, including liability to cover employee injuries or disease compensated under the Workers' Compensation Statutes of the State of Michigan. LCC shall provide the District with verification of insurance.
- D. Assignment-** Neither party may assign or in any manner transfer this Agreement or any rights or obligations hereunder without the consent of the other.

- E. Waiver of Breach-** The failure of either party to enforce strictly any provision of this Agreement shall not be construed as a waiver thereof or as excusing the defaulting party from future performance.
- F. Severability-**It is understood and agreed that if any part, term, or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be invalid.
- G. Interpretation of Agreement-** This Agreement shall be governed by and interpreted under the laws of the State of Michigan.
- H. Sole Employer-** It is the intent of the Parties that the College will be the sole employer of any individuals assigned to the District pursuant to this Agreement. This Agreement may not be interpreted in a manner that creates a joint or co-employer relationship. The LCC faculty member(s) will be supervised by their LCC administrator.
- I. Remedies -** If either party shall substantially breach this Agreement, remedies shall be limited to an action for damages. Damages, however, shall be limited to compensatory damages and shall exclude incidental and consequential damages.
- J. No Third Party Beneficiary-** This Agreement is intended solely for the mutual benefit of the parties hereto and there is no intention, express or otherwise, to create any rights or interests for any party or person other than the College and the District; without limiting the generality of the foregoing, no rights are intended to be created for any student, parent, employee or prospective employer of any student.
- K. Force Majeure-** Neither party shall be held responsible if the fulfillment of any terms or provisions of this Contract Agreement are delayed or prevented by fire, flood, pandemic, act of God, strike, or by any other cause not within the control of the party whose performance is delayed or prevented, and the party is unable to prevent the above event through reasonable diligence. The District shall be responsible for removal and preservation or replacement of Center perishable goods, including food items, which are damaged due to any condition that reasonably falls within the definition of Force Majeure.
- L. Indemnification and Hold Harmless-** To the fullest extent permitted by law, each party will indemnify, defend and hold harmless the other Party and its officers, directors, employees, affiliates, agents and assigns, as indemnities, from and against any and all losses, liabilities, damages, demands, claims, actions, judgments or causes of action, assessments, costs and expenses, including, without limitation, interest, penalties and reasonable attorneys' and accountants' fees, (herein referred to collectively as "Losses") asserted against, resulting to, imposed upon or incurred or suffered by any such indemnitee as a result of, based upon or arising from,

negligence, gross negligence, intentional act, or failure by the indemnitor or its respective agents or employees to comply with any applicable law, rule, or regulation of any authority having proper jurisdiction, or the breach or nonfulfillment of any of the representations, covenants or agreements made by the indemnitor pursuant to this Contract Agreement, or for damage to, or theft, misappropriation or loss of all property occurring in or about the Premises and Center, due to any act or omission of the other party, its agents, employees, students, or invitees, excepting only such Losses as may be caused by the negligence or misconduct of any indemnitee or its respective agents or employees. To the fullest extent permitted by law, Partner shall defend, indemnify, and hold the College harmless for any and all Workers' Compensation claims made against the College by any Partner employee(s) or agent(s) (other than LCC employees such as Work-Study students).

M. Nondiscrimination- The parties agree to comply with all applicable federal and state non-discrimination statutes including, but not limited to, the Elliot-Larsen Civil Rights Act, the Michigan Persons with Disabilities Civil Rights Act, Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Civil Rights Act. The parties agree not to discriminate against any person with respect to equal employment opportunities and equal education regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses services or activities offered by the parties. Breach of this covenant is a material breach of this Contract.

N. Entire Agreement- This Agreement together with any attached Addenda constitutes the entire Agreement between the parties and all prior discussions. Any additions or amendments to this Agreement and its Addenda shall be of no force and effect unless in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have signed this Agreement by their duly authorized representatives, all necessary approvals of each institution having been obtained.

Sean Williams, Superintendent (sign): _____

Date: _____

Vlad Lebedintsev, ERESA Liaison (sign): _____

Date: _____

Don Wilske, LCC Chief Financial Officer (sign): _____

Date: _____

Brandi Smith, LCC Director of K-12 Operations (sign): _____

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:** 06-11-25
- II. **AGENDA ITEM TITLE:** Presence Learning Contract to provide
- III. virtual School Psychologists for the 2025-26 School Year.

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

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

V. **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)*

In order to fill a 0.5 FTE vacancy for school psychologists, we plan to utilize a staffing agency (Presence Learning) as we have not had other qualified, in person candidates apply. We originally piloted the use virtual school psychologists through Presence Learning during the 2021-22 school year and this contract will allow us to continue to utilize their services for the upcoming school year.

- b) **Cost:** A maximum amount of **\$60,000** for the 2025-2026 school year.
- c) **Timeframe/term of agreement:** August 14, 2025 through June 12, 2026.
- d) **Supporting materials/attachments, if any:** Service Order Contract between Presence Learning and Eaton RESA for School Psychology Services.

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

| | |
|---|---|
| | Approve |
| X | Authorize the Superintendent to execute the agreement |
| | Approve the increase of FTE: |
| | Award a bid |
| | Other: |

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



Empowering all who serve students with diverse needs

Presence.com

Comprehensive telepractice for PreK-12 schools

Presence is excited to partner with Eaton Regional Education Service Agency - MI to implement comprehensive teletherapy programs that support students across the district. As the leading provider of online special education-related services since 2009, Presence has pioneered teletherapy solutions with schools across the country.

7M+

sessions delivered

10K+

schools supported

2,000+

clinicians in network

From special education services to mental health counseling, we bring customized solutions to your district

We offer a full range of remote services (from observations and assessments to counseling and therapy) that help meet your district's speech-language, occupational, psychoeducational and mental health service needs.

Our clinical network brings a complete scope of practice to support schools with services that include:

- Student screening, observation, identification, and evaluation
- Development and management of Response to Intervention (RTI) programs
- Case management and contribution to writing and updating of IEPs and 504 plans
- Full evaluations or re-evaluations utilizing standardized assessment tools
- Leading, attending, and/or contributing to meetings
- Individual or group therapy services
- Virtual classroom push-in services
- Completing paperwork for IEPs, review of records and Medicaid billing

Solutions customized to meet student needs— backed by school-based experience and innovative technology



Services that help fill assessment and therapy gaps

- Evaluations are delivered remotely using the largest library of digital assessments from trusted publishers like Pearson®, Riverside Insights®, and Pro-Ed®*
- Customized teletherapy plans are based on your district's diverse student and staffing needs



Clinically-led teams, trusted by 10,000+ schools

- Our national network of 2,000+ licensed speech-language pathologists, occupational therapists, school psychologists, and mental health clinicians brings services that support unique needs—including bilingual, deaf, and hard-of-hearing specializations
- Every district and clinician is backed by a dedicated clinical support team with years of experience implementing teletherapy solutions and navigating PreK-12 school systems



Innovative technology, built specifically for students

- An award-winning, interactive teletherapy platform with access to engaging content from Hasbro®, Highlights®, and more*
- Track student attendance to therapy sessions, documentation and progress to ensure compliance with IDEA
- HIPAA and FERPA compliant teletherapy platform technology

**All product names and registered trademarks are the property of their respective owners.*



Give your district team tools to conduct their own therapy sessions with Kanga. Built-in tools reduce the time and stress of scheduling, caseload management, data organization, and session planning. Students and clinicians can engage in a collaborative, virtual space with access to thousands of curated articles, games, and digital assessments.



Service Order #1

PRESENTED TO

Kelly Hager

Asst. Superintendent-Special Services

Eaton Regional Education Service Agency - MI

ISSUE DATE

6/3/2025

BY

Kelly Thoel

School Partnership Director - Great Lakes

kelly.thoel@presence.com



Service Order Summary

This Service Order (the “Service Order”) is incorporated and made part of the Master Services Agreement (the “MSA”) between PresenceLearning, Inc. (“Presence”) and Eaton Regional Education Service Agency - MI. Capitalized terms not defined in this Service Order shall have the meanings set forth in the MSA. In the event of a conflict between this Service Order and the MSA, unless specifically referenced herein, the MSA shall govern.

SERVICE ORDER TERM

8/14/2025 - 6/12/2026

| | |
|---------------------------------------|--------------------|
| | ANNUAL EST |
| Minimum Assessment Commitments | \$35,000.00 |

| | |
|-----------------------------|--------------------|
| | ANNUAL |
| Total Estimated Cost | \$35,000.00 |

**Smart Start and Implementation Fee are one-time fees, billed upon the Service Order Execution Date.*

***Facilitator Services and Service Coordination Fee are billed monthly beginning in the first month in which Services are rendered.*

Additional Terms:

The services under this Service Order will Not Exceed \$60,000.00 ("Do Not Exceed Amount"). PresenceLearning, will notify Eaton RESA when it is reaching the Do Not Exceed Amount and will stop services upon reaching the Do Not Exceed Amount. Eaton RESA may choose to enter in a new Service Order to continue services after the Do Not Exceed Amount has been reached.



Service Order Details

SERVICE ORDER TERM

8/14/2025 - 6/12/2026

Minimum Assessment Commitments

| Clinical Services | Estimated Total | Minimum Commitment |
|---|-----------------|--------------------|
| Psychoeducational assessments | 28 | \$35,000.00 |
| Minimum Assessment Commitment Cost | | \$35,000.00 |

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Assessment Components

| | Per Service |
|--|--------------------|
| PA Bundle | |
| Review of Records by MHP/Ed Diag | \$268.00 |
| Cognitive Select Subtests | \$175.00 |
| Processing Select Subtests | \$185.00 |
| Achievement Select Subtests | \$134.00 |
| Rating Scale Assessment by MHP/Ed Diag | \$196.00 |
| Achievement Standard Battery | \$258.00 |
| Long Cognitive Battery | \$340.00 |
| Additional Assessment by MHP/Ed Diag | \$278.00 |
| Processing Standard Battery | \$340.00 |
| Additional Requested Meetings by MHP/Ed Diag | \$72.00 |
| Short Cognitive Battery | \$175.00 |
| Spanish Select Subtests | \$196.00 |
| Spanish Cognitive Battery | \$361.00 |
| Screening by MHP/Ed Diag | \$144.00 |
| Additional Requested Paperwork by MHP/Ed Diag | \$72.00 |
| Functional Behavior Assessment by MHP/ Ed Diag | \$377.00 |
| Intervention Data Analysis by MHP/Ed Diag | \$72.00 |
| Parent Interview by MHP/ Ed Diag | \$72.00 |
| Student Interview by MHP/Ed Diag | \$72.00 |
| Teacher Interview by MHP/Ed Diag | \$72.00 |
| Unplanned Student Absence MHP/Ed Diag | \$79.00 |
| Extended Coordination by MHP/Ed Diag | \$72.00 |
| Results Meeting by MHP/Ed Diag | \$116.00 |
| Additional Requested Meetings by MHP/Ed Diag | \$72.00 |
| Evaluation Coordination and Results Summary by MHP/Ed Diag | \$330.00 |
| Observation by MHP/Ed Diag | \$167.00 |
| Bilingual Results Meeting by MHP/Ed Diag | \$124.00 |
| Bilingual Parent Interview by MHP/Ed Diag | \$62.00 |
| Bilingual Evaluation Coordination and Results Summary by MHP/Ed Diag | \$340.00 |
| Spanish Achievement Battery | \$361.00 |
| Goal Writing by MHP/ED Diag | \$62.00 |

| | |
|---|----------|
| Bilingual Review of Records by MHP/Ed Diag | \$515.00 |
| Schoolwide Support by MHP/Ed Diag | \$75.00 |
| Bilingual Screening by MHP/Ed Diag | \$62.00 |
| Additional Bilingual Meeting by MHP/Ed Diag | \$62.00 |
| Additional Bilingual Paperwork by MHP/Ed Diag | \$62.00 |

Service Order Signature Page

Except as expressly set forth in this Service Order, the parties agree to be bound by the terms of the MSA.

The parties have executed this Service Order as of the date of the latter signature ("Service Order Effective Date").

| PRESENCELEARNING, INC: | CUSTOMER: |
|---------------------------------|---------------------------------|
| By: Name: Title: Date: | By: Name: Title: 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:** 06-11-2025
- II. AGENDA ITEM TITLE:** Presence Learning Contract to provide
- III. virtual School Social Work Services for the 2025-26 School Year.**

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

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

V. 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)*

In order to fill 2.0 FTE of our current school social worker vacancies, we plan to utilize a staffing agency (Presence Learning) as we have not had other qualified, in person candidates apply. This will enable us to provide virtual school social worker direct and consult services for the upcoming school year.

- b) **Cost:** A maximum amount of **\$245,000** for the 2025-2026 School Year.
- c) **Timeframe/term of agreement:** August 14, 2025 through June 12, 2026.
- d) **Supporting materials/attachments, if any:** Service Order Contract between Presence Learning and Eaton RESA for School Social Work Services.

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

| | |
|---|---|
| | Approve |
| X | Authorize the Superintendent to execute the agreement |
| | Approve the increase of FTE: |
| | Award a bid |
| | Other: |

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



Empowering all who serve students with diverse needs

Presence.com

Comprehensive telepractice for PreK-12 schools

Presence is excited to partner with Eaton Regional Education Service Agency - MI to implement comprehensive teletherapy programs that support students across the district. As the leading provider of online special education-related services since 2009, Presence has pioneered teletherapy solutions with schools across the country.

7M+

sessions delivered

10K+

schools supported

2,000+

clinicians in network

From special education services to mental health counseling, we bring customized solutions to your district

We offer a full range of remote services (from observations and assessments to counseling and therapy) that help meet your district's speech-language, occupational, psychoeducational and mental health service needs.

Our clinical network brings a complete scope of practice to support schools with services that include:

- Student screening, observation, identification, and evaluation
- Development and management of Response to Intervention (RTI) programs
- Case management and contribution to writing and updating of IEPs and 504 plans
- Full evaluations or re-evaluations utilizing standardized assessment tools
- Leading, attending, and/or contributing to meetings
- Individual or group therapy services
- Virtual classroom push-in services
- Completing paperwork for IEPs, review of records and Medicaid billing

Solutions customized to meet student needs— backed by school-based experience and innovative technology



Services that help fill assessment and therapy gaps

- Evaluations are delivered remotely using the largest library of digital assessments from trusted publishers like Pearson®, Riverside Insights®, and Pro-Ed®*
- Customized teletherapy plans are based on your district's diverse student and staffing needs



Clinically-led teams, trusted by 10,000+ schools

- Our national network of 2,000+ licensed speech-language pathologists, occupational therapists, school psychologists, and mental health clinicians brings services that support unique needs—including bilingual, deaf, and hard-of-hearing specializations
- Every district and clinician is backed by a dedicated clinical support team with years of experience implementing teletherapy solutions and navigating PreK-12 school systems



Innovative technology, built specifically for students

- An award-winning, interactive teletherapy platform with access to engaging content from Hasbro®, Highlights®, and more*
- Track student attendance to therapy sessions, documentation and progress to ensure compliance with IDEA
- HIPAA and FERPA compliant teletherapy platform technology

**All product names and registered trademarks are the property of their respective owners.*



Give your district team tools to conduct their own therapy sessions with Kanga. Built-in tools reduce the time and stress of scheduling, caseload management, data organization, and session planning. Students and clinicians can engage in a collaborative, virtual space with access to thousands of curated articles, games, and digital assessments.



Service Order #2

PRESENTED TO

Kelly Hager

Asst. Superintendent-Special Services

Eaton Regional Education Service Agency - MI

ISSUE DATE

6/3/2025

BY

Kelly Thoel

School Partnership Director - Great Lakes

kelly.thoel@presence.com



Service Order Summary

This Service Order (the “Service Order”) is incorporated and made part of the Master Services Agreement (the “MSA”) between PresenceLearning, Inc. (“Presence”) and Eaton Regional Education Service Agency - MI. Capitalized terms not defined in this Service Order shall have the meanings set forth in the MSA. In the event of a conflict between this Service Order and the MSA, unless specifically referenced herein, the MSA shall govern.

SERVICE ORDER TERM

8/14/2025 - 6/12/2026

ANNUAL EST

Weekly Dedicated Services

\$243,360.00

Weekly Hours: 80

Weekly Subtotal: \$6,760

Weeks of Service: 36

Dedicated Services Period: 8/14/2025-6/12/2026

ANNUAL

Total Estimated Cost

\$243,360.00

**Smart Start and Implementation Fee are one-time fees, billed upon the Service Order Execution Date.*

***Facilitator Services and Service Coordination Fee are billed monthly beginning in the first month in which Services are rendered.*

Additional Terms:

The services under this Service Order will Not Exceed \$245,000.00 ("Do Not Exceed Amount"). PresenceLearning, will notify Eaton RESA when it is reaching the Do Not Exceed Amount and will stop services upon reaching the Do Not Exceed Amount. Eaton RESA may choose to enter in a new Service Order to continue services after the Do Not Exceed Amount has been reached.



Service Order Details

SERVICE ORDER TERM

8/14/2025 - 6/12/2026

Dedicated Services Summary

| Clinical Services | Rate | Hours | Total |
|---|---------|-------|------------|
| Behavioral and mental health counseling | \$84.50 | 80.00 | \$6,760.00 |
| Weekly total of Clinical Services | | 80.00 | \$6,760.00 |
| Weeks | | | 36.00 |

Estimated Dedicated Services Costs (annual)

\$243,360.00

--- Continued on next page ---



Service Order Details

SERVICE ORDER TERM

8/14/2025 - 6/12/2026

Flexible hourly rates with Dedicated Services

Services provided in addition to, or in excess of, any Weekly Dedicated Hours shall be invoiced at the applicable hourly rate(s) set forth in this Service Order.

| Clinical Services | Per hour |
|---|----------|
| Behavioral and mental health counseling | \$93.00 |

- - - Continued on next page - - -

Assessment Components

| | Per Service |
|--|--------------------|
| SLP Assessments Bundle | |
| Screening by SLP | \$79.00 |
| Bilingual Screening by SLP | \$133.00 |
| Evaluation Coordination and Results Summary by SLP | \$273.00 |
| Evaluation Coordination and Results Summary by Bilingual SLP | \$309.00 |
| Review of Records by SLP | \$133.00 |
| Additional Assessment by SLP | \$77.00 |
| Articulation Standard Assessment by SLP | \$116.00 |
| Auditory Processing Assessment by SLP | \$128.00 |
| Early Childhood Language Assessment by SLP | \$175.00 |
| Fluency Standard Assessment by SLP | \$160.00 |
| Language Standard Assessment by SLP | \$228.00 |
| Pragmatic Language Standard Assessment by SLP | \$133.00 |
| Phonological Process Analysis by SLP | \$67.00 |
| Phonological Processing Assessment by SLP | \$116.00 |
| Supplemental Language Screener by SLP | \$62.00 |
| Spanish Language Standard Assessment by SLP | \$228.00 |
| Spanish Language Select Subtests by SLP | \$96.00 |
| Spanish Auditory Processing Select Subtests by SLP | \$130.00 |
| Additional Bilingual Assessment by SLP | \$96.00 |
| Spanish Articulation Measures (SAM) by SLP | \$91.00 |
| Spanish Articulation Standard Assessment by SLP | \$106.00 |
| Extended Coordination by SLP | \$67.00 |
| Language Difference vs. Disorder Analysis by SLP | \$101.00 |
| Unplanned Student Absence SLP | \$54.00 |
| Parent Interview by SLP | \$67.00 |
| Teacher Interview by SLP | \$67.00 |

| | Per Service |
|---|--------------------|
| OT Assessments Bundle | |
| Screening by OT | \$77.00 |
| Review of Records by OT | \$132.00 |
| Standard School-Related-ADL Assessment by OT | \$103.00 |
| Standard Sensory Processing Assessment by OT | \$79.00 |
| Standard Motor Skills Assessment by OT | \$131.00 |
| Standard Visual Perception Assessment by OT | \$103.00 |
| Standard Preschool Assessment by OT | \$163.00 |
| Additional Assessment Component by OT | \$77.00 |
| Extended Coordination by OT | \$67.00 |
| Informal Fine Motor Assessment by OT | \$84.00 |
| Unplanned Student Absence OT | \$54.00 |
| Parent Interview by OT | \$67.00 |
| Teacher Interview by OT | \$67.00 |
| Student Interview by OT | \$67.00 |
| Results Meeting by OT | \$132.00 |
| Evaluation Coordination and Results Summary by OT | \$170.00 |
| Observation by OT | \$99.00 |
| Additional Requested Meeting by OT | \$57.00 |
| Schoolwide Support by OT | \$71.00 |
| Goal Writing by OT | \$57.00 |
| Bilingual Evaluation Coordination and Results Summary by OT | \$258.00 |
| Bilingual Results Meeting by OT | \$103.00 |
| Additional Requested Paperwork by OT | \$57.00 |

| | |
|--|----------|
| Student Interview by SLP | \$67.00 |
| Results Meeting by SLP | \$133.00 |
| Bilingual Evaluation: Special Considerations | \$35.00 |
| Rating Scale Assessment by SLP | \$133.00 |
| AAC Evaluation: Special Considerations | \$35.00 |
| AAC: Device analysis | \$67.00 |
| AAC: Device trial | \$35.00 |
| AAC: Feature matching trials | \$35.00 |
| Speech-Language Sample by SLP | \$133.00 |
| Observation by SLP | \$101.00 |
| Additional Requested Paperwork by SLP | \$57.00 |
| Schoolwide Support by SLP | \$72.00 |
| Goal Writing by SLP | \$57.00 |
| Additional Bilingual Meeting by SLP | \$57.00 |
| Additional Bilingual Paperwork by SLP | \$57.00 |
| Additional Requested Meetings by SLP | \$57.00 |
| Bilingual Parent Interview by SLP | \$57.00 |
| Bilingual Results Meeting by SLP | \$113.00 |
| Bilingual Student Interview by SLP | \$57.00 |

| | Per Service |
|--|--------------------|
| BMH Assessments Bundle | |
| Additional Assessment by MHP/Ed Diag | \$278.00 |
| Additional Requested Paperwork by MHP/Ed Diag | \$72.00 |
| Extended Coordination by MHP/Ed Diag | \$72.00 |
| Results Meeting by MHP/Ed Diag | \$124.00 |
| Schoolwide Support by MHP | \$71.00 |
| Bilingual Results Meeting by MHP | \$108.00 |
| Bilingual Evaluation Coordination and Results Summary by MHP | \$283.00 |
| Goal Writing by MHP | \$57.00 |
| Screening by MHP/Ed Diag | \$151.00 |
| Review of Records by MHP/Ed Diag | \$247.00 |
| Rating Scale Assessment by MHP/Ed Diag | \$202.00 |
| Evaluation Coordination and Results Summary by MHP/Ed Diag | \$313.00 |
| Additional Requested Meetings by MHP/Ed Diag | \$72.00 |
| Functional Behavior Assessment by MHP/Ed Diag | \$402.00 |
| Intervention Data Analysis by MHP/Ed Diag | \$72.00 |
| Parent Interview by MHP/Ed Diag | \$72.00 |

| | Per Service |
|---|--------------------|
| PA Bundle | |
| Review of Records by MHP/Ed Diag | \$268.00 |
| Cognitive Select Subtests | \$175.00 |
| Processing Select Subtests | \$185.00 |
| Achievement Select Subtests | \$134.00 |
| Rating Scale Assessment by MHP/Ed Diag | \$196.00 |
| Achievement Standard Battery | \$258.00 |
| Long Cognitive Battery | \$340.00 |
| Additional Assessment by MHP/Ed Diag | \$278.00 |
| Processing Standard Battery | \$340.00 |
| Additional Requested Meetings by MHP/Ed Diag | \$72.00 |
| Short Cognitive Battery | \$175.00 |
| Spanish Select Subtests | \$196.00 |
| Spanish Cognitive Battery | \$361.00 |
| Screening by MHP/Ed Diag | \$144.00 |
| Additional Requested Paperwork by MHP/Ed Diag | \$72.00 |
| Functional Behavior Assessment by MHP/Ed Diag | \$377.00 |
| Intervention Data Analysis by MHP/Ed Diag | \$72.00 |
| Parent Interview by MHP/Ed Diag | \$72.00 |
| Student Interview by MHP/Ed Diag | \$72.00 |

| | |
|---------------------------------------|----------|
| Student Interview by MHP/Ed Diag | \$72.00 |
| Teacher Interview by MHP/Ed Diag | \$72.00 |
| Unplanned Student Absence MHP/Ed Diag | \$79.00 |
| Observation by MHP/Ed Diag | \$141.00 |

| | |
|--|----------|
| Teacher Interview by MHP/Ed Diag | \$72.00 |
| Unplanned Student Absence MHP/Ed Diag | \$79.00 |
| Extended Coordination by MHP/Ed Diag | \$72.00 |
| Results Meeting by MHP/Ed Diag | \$116.00 |
| Additional Requested Meetings by MHP/Ed Diag | \$72.00 |
| Evaluation Coordination and Results Summary by MHP/Ed Diag | \$330.00 |
| Observation by MHP/Ed Diag | \$167.00 |
| Spanish Achievement Battery | \$361.00 |
| Schoolwide Support by MHP/Ed Diag | \$75.00 |
| Goal Writing by MHP/ED Diag | \$62.00 |
| Bilingual Evaluation Coordination and Results Summary by MHP/Ed Diag | \$340.00 |
| Bilingual Parent Interview by MHP/Ed Diag | \$62.00 |
| Bilingual Results Meeting by MHP/Ed Diag | \$124.00 |
| Bilingual Screening by MHP/Ed Diag | \$62.00 |
| Additional Bilingual Meeting by MHP/Ed Diag | \$62.00 |
| Additional Bilingual Paperwork by MHP/Ed Diag | \$62.00 |
| Bilingual Review of Records by MHP/Ed Diag | \$515.00 |

Service Order Signature Page

Except as expressly set forth in this Service Order, the parties agree to be bound by the terms of the MSA.

The parties have executed this Service Order as of the date of the latter signature ("Service Order Effective Date").

| PRESENCELEARNING, INC: | CUSTOMER: |
|---------------------------------|---------------------------------|
| By: Name: Title: Date: | By: Name: Title: 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: 06/11/2025

II. AGENDA ITEM TITLE: Second Reading – NEOLA Policy Update Vol. 39, No. 2

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)*

Based on review by the Superintendent, the following revised policies are being provided to the Board for second reading. These policies address Field and other District-Sponsored Trips, Immunization, Use of Medications, Epinephrine Auto-Injections, Student Health, Well-Being, and Suicide Prevention, Personnel Files, and Wellness.

b) **Cost:** _____

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

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

Revised Policies – 131.1, 2340, 5320, 5330, 5330.01, 5350, 8320, 8500, and 8510

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

Waive the second reading and approve NEOLA Policy Update Vol. 39, No. 2, as presented.as presented.

Authorize the Superintendent to execute agreement

Approve the increase of FTE: Position _____ FTE Increase _____

Award a bid

Other: _____

VI. RECOMMENDED BY: Sean Williams, Superintendent



| | |
|--------------|--|
| 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 own 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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Legal

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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M.C.L. 380.1178, 380.1179, 380.1179A

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School

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| 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)

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|--------------|--|
| 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



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| Book | Policy Manual |
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| 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

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Charlotte, MI 48813

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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 ¹⁴⁶USDA 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

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|--------------|---|
| Book | Policy Manual |
| Section | BOE 1st & 2nd Reading |
| Title | Vol. 39, No. 2 - February 2025 Revised WELLNESS |
| Code | po8510 - AW Policy Updates |
| Status | |
| Adopted | February 18, 2015 |
| Last Revised | May 24, 2021 |

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;

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- 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.

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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



Book Policy Manual
 Section BOE 1st & 2nd Reading
 Title Vol. 39, No. 2 - February 2025 ISD Policy Disposition Sheet
 Code 02 - Policy Disposition Sheet
 Status

DISPOSITION OF NEW/REVISED/REPLACEMENT POLICIES FOR BOARD ADOPTION

Vol. 39, No. 2 - February 2025 ISD

Coding for District-Specific Edits

*1 = drafted by District staff

*2 = if the material was a work for hire, that is, material the District paid someone else to develop but from whom the District purchased the rights to publish

*3 = if the material is copyrighted to someone else from whom the District has secured permission to publish the material (No code is needed for accepting Neola's vetted material)

| Policy Number | Date Adopted | District-Specific Edits (1, 2, or 3) | Date Tabled | Date Rejected |
|---------------|--------------|--------------------------------------|-------------|---------------|
| po0131.1 | | 1 | | |
| po2340 | | 1 | | |
| po5320 | | 1 | | |
| po5330 | | 1 | | |
| po5330.01 | | 1 | | |
| po5350 | | 1 | | |
| po8320 | | 1 | | |
| po8500 | | 1 | | |
| po8510 | | 1 | | |