

**Eaton RESA Board of Education Agenda  
Organizational and Regular Board Meeting  
July 16, 2025, at 6:00 PM  
Board Room  
1790 East Packard Highway  
Charlotte, Michigan 48813**

**I. ORGANIZATIONAL MEETING**

**A. Call to Order**

- 1) Pledge of Allegiance
- 2) Roll Call

**B. Election of Board Officers for 2025-26**

- 1) President Nominations: Superintendent, Sean Williams, is requesting nominations for the office of President.
- 2) Vice President Nominations: Superintendent, Sean Williams, is requesting nominations for the office of Vice President.
- 3) Secretary Nominations: Superintendent, Sean Williams, is requesting nominations for the office of Secretary.
- 4) Treasurer Nominations: Superintendent, Sean Williams, is requesting nominations for the office of Treasurer.

**C. Board of Education Meeting Schedule for 2025-26**

- 1) Regular Meetings: The Regular Meetings of the Eaton RESA Board of Education for 2025-26 will be held on the third Wednesday of each month, at 6:00 p.m. at the Packard building, unless otherwise noted.
- 2) Public Hearing on Budget: The Public Hearing on the Budget of the Eaton RESA Board of Education for 2025-26 will be held on June 10, 2026, at 6:00 p.m. at the Packard building.
- 3) Organizational Meeting: The Organizational Meeting of the Eaton RESA Board of Education for 2024-25 will be held on July 15, 2026, at 6:00 p.m. at the Packard building.

**D. Designation of Depositories and Authorized Signatures for 2025-26**

- 1) Designation of 2025-26 Depositories and Authorized Signatures: Tina Monroe, Executive Director of Finance & Operations, is requesting updated Board signature cards for the following bank accounts: PNC Bank, the Michigan Class Investment Pool and Michigan Liquid Asset Fund. The authorized signatures required are the Board President, Board Treasurer, and the Executive Director of Finance & Operations.

**E. Board Committee Appointments for 2025-26:** The Board has established two committees: 1) Finance and Audit Committee and 2) Building and Grounds Committee. Each committee will be comprised of two appointed Board members.

- 1) Board President is requesting for two Board members to volunteer for appointment to the Finance and Audit Committee.

2) Board President is requesting for two Board members to volunteer for appointment to the Building and Grounds Committee.

**F. Legal Counsel for 2025-26:** The Superintendent is requesting the designation of the following legal counsel for Eaton RESA for 2025-26.

- 1) Thrun Law Firm, 2900 West Road, Suite 400, East Lansing, MI 48823
- 2) Steven D. Lowe, PC, PO Box 430, Haslett, MI 48840
- 3) Clark Hill, PLC, 500 Woodward Avenue, Suite 3500, Detroit, MI 48226
- 4) Secrest, Wardle, Lynch, Hampton, Truex & Morley, 2600 Troy Center Drive, PO Box 5025, Troy, MI 48007

## II. REGULAR BUSINESS

### III. Call to Order

A. Roll Call

### IV. Approval of Agenda

### V. Presentations

A. Eaton RESA Strategic Plan Progress Update: The Superintendent will provide the Board with a progress update to the district's Strategic Plan. 5

### VI. Audience Participation

### VII. Action Items

A. Consent Agenda

- 1) 06.11.2025 Regular Board Meeting and Budget Hearing Minutes 6
- 2) Personnel Report 10
- 3) Board Bills and Disbursement Report 11

B. Out of State Travel Requests:

- 1) American Association of School Personnel Administrator's Conference: Randy Cusack, Related Services and Maple Valley Special Education Director, is requesting Board approval to attend the American Association of School Personnel Administrator's Conference in Nashville, TN, October 7-10, 2025. AASPA provides training and best practice in staff recruitment and retention while partnering with several contract agencies to address nationwide shortages. The conference will aid in Randy's work in addressing staff challenges for school social workers and psychologists. The estimate cost is \$2,750.21 33

C. Pilot of (2) SSW Specialist Positions: Kelly Hager, Assistant Superintendent for Special Education, is requesting Board approval to pilot two SSW Specialist positions for the 2025–26 school year. These salaried roles will fill current board-approved SSW vacancies and reduce reliance on virtual contracted providers. Feedback from local districts will be reviewed at year's end, and pending continued director support, these roles may be formally recommended for permanent status through our Special Education Funding System. 46

Our ISD's Special Education Plan was recently approved by the Michigan Department of Education to include a School Social Work (SSW) Specialist position. This addition, fully supported by our local special education directors, allows SSW Specialists, who are completing their master's degrees, to carry caseloads and provide direct services as outlined in students' IEPs.

- SSW Specialists must be supervised by a fully licensed SSW. While they may assist in evaluations, they cannot serve as the required MET representative for disability identification or service planning. This role closely mirrors existing VI and DHH Specialist positions.
- D. Clinical Consulting Contract to provide School Social Work Services for the 2025-26 School Year: Kelly Hager, Assistant Superintendent for Special Education, is requesting that the Board approve the contract between Clinical Consulting and Eaton RESA for School Social Work Services. The cost is \$78.00/hour for a maximum amount of \$459,264 with a timeframe/term of agreement from August 14, 2025, to June 6, 2026. 50
- E. Contract Contract with Positive Behavior Corporation for Board Certified Behavior Analyst (BCBA): Kelly Hager, Assistant Superintendent for Special Education, is requesting that the Board approve a contract with Positive Behavior Corporation for a BCBA, upon recommendation from the Special Education Funding Committee and local district superintendents. This contract is to provide up to 20 hours of services per week to the local districts to assist IEP teams in meeting the needs of students with more complex behaviors that have not been successful with existing supports. Districts that utilize the services are billed back for the cost. The cost will be \$115.00/hour up to a maximum of \$89,125 with a timeframe/term of agreement is August 14, 2025, through June 30, 2026. 55
- F. 2025-26 CTE Program Agreement Potter Park Zoo: Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board authorize the Superintendent to execute an agreement with Potter Park Zoological Society for the Veterinary Science and Animal Health programs for the 2025-26 school year in an amount not to exceed \$116,600. 60
- G. 2025-26 CTE Student/Parent Handbook: Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board approve the 2025-2026 Eaton RESA Career Preparation Center Student/Parent Handbook. 64
- H. 2025-28 CRAA Lease Renewal: Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board approve the 2025-2028 CRAA Lease Renewal. 3-Year Renewal Agreement with 3% increases built annually starting at \$13.11 per square foot with 3,314 sq. ft on the 2nd floor of the Terminal Building for the 2025-2026 school year. 107
- I. 2025-2026 Revised Administrative Salary Schedule: The Superintendent is requesting board approval for the revised/reformatted administrative salary schedule as presented, which eliminates stipends in response to a recommendation made by the Office of Retirement Services. 111
- J. Amended Contract of Employment for the Superintendent: As a result of contract language recommendations made by the Office of Retirement Services, the Board President is recommending the approval of the amended 2024-2029 superintendent contract. 113

K. Supervision for Potterville Public Schools Business Services: In response to Potterville Public Schools contracting with Eaton RESA to provide Business Services for their district, the Superintendent is recommending a 5% salary increase for the Executive Director of Finance and Operations to reflect the additional responsibilities associated with supervising these services.

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**VIII. Information Items**

**IX. Board Member Reports & Requests**

**X. Correspondence**

A. Upcoming Events

- 1) Welcome Back Celebrations, August 14, 2025, at 7:30 a.m., Hilton Garden Inn, Lansing
- 2) Regular Board Meeting, August 20, 2025, at 6:00 p.m., Eaton RESA

**XI. 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.*

## 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:** 7-16-2025

**II. AGENDA ITEM TITLE:** Eaton RESA Strategic Plan Progress Update

**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 Cabinet will provide the Board with a progress update to the district's Strategic Plan.

b) **Cost:** NA

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

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

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

Approve

Authorize the Superintendent to execute agreement

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

Award a bid

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

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

## Eaton RESA Board of Education Minutes June 11, 2025 - Public Hearing on Budget and Regular Board Meeting

A Public Hearing on Budget and Regular Board Meeting of the Eaton Regional Education Service Agency was held on Wednesday, June 11, 2025, at 6:00 p.m. in the Board Room at 1790 East Packard Highway, Charlotte, Michigan.

### I. PUBLIC HEARING FOR 2025-26 EATON RESA BUDGETS

#### A. Call to Order

- 1) Pledge of Allegiance
- 2) Roll Call

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

#### B. Presentation

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

#### C. Action Items

- 1) 2024-25 Final Budget Revisions: Tina Monroe, Executive Director of Finance & Operations, requested that the Board approve the 2025-26 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.

*MOTION: It was moved by Rushford, and supported by Roberts that the Board approve the 2024-25 Final Budget Revisions, as presented. Motion carried 5-0.*

- 2) 2025-26 Proposed Budgets: Tina Monroe, Executive Director of Finance & Operations, requested 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 also requested that the Board approve the proposed budgets for the Food Service Fund and Student Activity Fund. Board approval of the 2025-26 operating budgets is required prior to July 1, 2025.

*MOTION: It was moved by Rushford, and supported by Roberts that the Board approve the 2025-26 Proposed Budgets, as presented. Motion carried 5-0.*

#### D. Audience Participation

### II. REGULAR BOARD MEETING

#### A. Approval of Agenda

*MOTION: It was moved by Roberts, and supported by Rushford to approve the agenda, as presented. Motion carried 5-0. Motion carried 5-0.*

#### B. Audience Participation

#### C. Action Items

- 1) Consent Agenda
  - a. 5/21/25 Regular Board Meeting Minutes
  - b. Personnel Report
  - c. Board Bills and Disbursement Report

*MOTION: It was moved by Roberts, and supported by Rushford to approve the consent agenda, as presented. Motion carried 5-0. Motion carried 5-0.*

- 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 took 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.
- 3) Travel Requests:

- a. Out of State Travel – UDL-CON: International: Chelsea Chambers, Educational Systems Consultant, requested 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.

- b. 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.

***MOTION:*** *It was moved by Roberts, and supported by Gonzalez that the Board approve the travel requests, as presented. Motion carried 5-0.*

- 4) 2024-25 Charlotte Public Schools Food Service Agreement: Tina Monroe, Executive Director of Finance & Operations, requested 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.

***MOTION:*** *It was moved by Gonzalez, and supported by Roberts 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, as presented. Motion carried 5-0.*

- 5) Administrative/NONA Salary Schedule for 2025-2026 and Sick Leave Payout Benefit: The Superintendent requested Board approval of the administrative/NONA 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.

***MOTION:*** *It was moved by Roberts, and supported by Gonzalez that the Board approve the administrative/NONA salary schedule for 2025-2026, as presented. Motion carried 5-0.*

- 6) 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, requested that both the summer and winter tax levy be approved at this time to simplify the process.

***MOTION:*** *It was moved by Roberts, and supported by Rushford that the Board approve the 2025 summer and winter tax levy, as presented. Motion carried 5-0.*

- 7) 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.

***MOTION:*** *It was moved by Roberts, and supported by Rushford that the Board approve the contract with Dean Transportation., as presented. Motion carried 5-0.*

- 8) 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).

***MOTION:*** *It was moved by Rushford, and supported by Roberts that the Board approve the Oneida.Services Agreement, as presented. Motion carried 5-0.*

- 9) 2025-2028 CTE Program Agreement with Lansing Community College: Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, requested 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.

***MOTION:*** *It was moved by Roberts, and supported by Rushford that the Board authorize the Superintendent to execute the agreement., as presented. Motion carried 5-0.*

- 10) Presence Learning Contract to provide virtual School Psychologists for the 2025-26 School Year: Kelly Hager, Assistant Superintendent for Special Education, requested 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.

- 11) Presence Learning Contract to provide virtual School Social Work Services for the 2025-26 School Year: Kelly Hager, Assistant Superintendent for Special Education, requested 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.

***MOTION:*** *It was moved by Mark Rushford to bundle action items 10 & 11. It was then moved by Rushford, and supported by Roberts that the Board authorize the Superintendent to execute the agreements, as presented. Motion carried 5-0.*

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

***MOTION:*** *It was moved by Rushford, and supported by Gonzalez that the Board authorize waive the second reading and approve NEOLA Policy Update Vol. 39, No. 2, as presented. Motion carried 5-0.*

**E. Information Items**

**F. Board Member Reports & Requests**

**G. 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

**H. Adjournment**

*Adjourned at 6:35 p.m.*

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## Eaton RESA Personnel Report for July 16, 2025

It is recommended that the following personnel action items be approved:

HIRES	
<b>Name</b>	<b>Nicole Blanchard</b>
<b>Title</b>	Paraprofessional
<b>FTE</b>	1.0
<b>Department</b>	Special Education
<b>Type of Contract</b>	ESPA
<b>New/Replace</b>	Replace
<b>Prior Incumbent</b>	Vacancy
<b>Supervisor</b>	Sarah Parker
<b>Schedule</b>	Paraprofessional/Step 4
<b>Wage</b>	\$17.32
<b>Effective</b>	7/1/2025
<b>Name</b>	<b>Janelle Harris</b>
<b>Title</b>	Paraprofessional
<b>FTE</b>	1.0
<b>Department</b>	Special Education
<b>Type of Contract</b>	ESPA
<b>New/Replace</b>	Replace
<b>Prior Incumbent</b>	Vacancy
<b>Supervisor</b>	Sarah Parker
<b>Schedule</b>	Paraprofessional/Step 6
<b>Wage</b>	\$18.42
<b>Effective</b>	7/1/2025
<b>Name</b>	<b>Michael Layher</b>
<b>Title</b>	Occupational Therapist
<b>FTE</b>	1.0
<b>Department</b>	Special Education
<b>Type of Contract</b>	EIEA
<b>New/Replace</b>	Replace
<b>Prior Incumbent</b>	Shari Burg
<b>Supervisor</b>	Amber Baker
<b>Schedule</b>	Teacher/RSS/MA/Step 6
<b>Wage</b>	\$53,592
<b>Effective</b>	8/14/2025
<b>Name</b>	<b>Brandi Roiter</b>
<b>Title</b>	Paraprofessional
<b>FTE</b>	1.0
<b>Department</b>	Special Education
<b>Type of Contract</b>	ESPA
<b>New/Replace</b>	Replace
<b>Prior Incumbent</b>	Vacancy
<b>Supervisor</b>	Sarah Parker
<b>Schedule</b>	Paraprofessional/Step 5
<b>Wage</b>	\$17.83
<b>Effective</b>	8/13/2025

JOB CHANGES	
<b>Name</b>	<b>Rachel Garland</b>
<b>Title</b>	Teacher-GSRP
<b>Location</b>	Eaton RESA GSRP Classroom
<b>FTE</b>	1.0
<b>Department</b>	Instructional Services
<b>Type of Contract</b>	EIEA
<b>Supervisor</b>	Jennifer McCaffrey
<b>Effective</b>	8/13/2025
<b>Note</b>	Paraprofessional to Teacher
DEPARTURES	
<b>Name</b>	<b>Stephanie Hirschert-Walton</b>
<b>Title</b>	School Social Worker
<b>FTE</b>	1.0
<b>Department</b>	Special Education
<b>Type of Contract</b>	EIEA
<b>Supervisor</b>	Amy Lowrie
<b>Effective</b>	12/31/2025
<b>Note</b>	Retirement
<b>Name</b>	<b>Sherri Lamoureux</b>
<b>Title</b>	School Social Worker
<b>FTE</b>	1.0
<b>Department</b>	Special Education
<b>Type of Contract</b>	EIEA
<b>Supervisor</b>	Randy Cusack
<b>Effective</b>	7/14/2025
<b>Note</b>	Resigned
<b>Name</b>	<b>Rebecca Potter</b>
<b>Title</b>	Administrative Assistant
<b>FTE</b>	1.0
<b>Department</b>	Special Education
<b>Type of Contract</b>	ESPA
<b>Supervisor</b>	Sarah Parker
<b>Effective</b>	7/3/2025
<b>Note</b>	Leave of Absence Expired-voluntary resignation
<b>Name</b>	<b>Carrie Strong</b>
<b>Title</b>	Teacher
<b>FTE</b>	1.0
<b>Department</b>	Special Education
<b>Type of Contract</b>	EIEA
<b>Supervisor</b>	Sarah Parker
<b>Effective</b>	8/8/2025
<b>Note</b>	Resigned

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

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

Payroll Withholdings, Employer Liabilities & Electronic Withdrawal	\$ 1,414,024.49
Check Distributions	\$ 610,933.68
ACH transactions	\$ 4,752,780.55
<b>Total Electronic and Check Distributions</b>	<b><u>\$ 6,777,738.72</u></b>

**Payroll Disbursements:**

Net Pay	6/13/2025	\$ 375,611.07
Net Pay	6/27/2025	\$ 409,855.29
<b>Total Net Pay</b>		<b><u>\$ 785,466.36</u></b>

<b>Total Funds Disbursed This Month</b>	<b><u><u>\$ 7,563,205.08</u></u></b>
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### Check Register

Eaton RESA

Type of Checks: All

Date Range: 06/01/2025 to 06/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
<b>REGULAR CHECKS</b>									
309147	06/04/25	15722	16 HANDS, INC.		G	11-283-3190-000-0000	SLFP Admin - June	900.00	900.00
309148	06/04/25	13341	AT&T U-VERSE		V	61-284-3490-000-0000	June Services - CTE	216.83	216.83
309149	06/04/25	15915	CARDIO PARTNERS INC	19834 C	G	11-221-5990-000-0000-7673	CPR Manikins - (4)	2,192.00	2,192.00
309150	06/04/25	14379	CITY OF POTTERVILLE	19876 C	G	11-331-4110-000-999-3433	Pavilion Rental - 6/11/2025	65.00	65.00
309151	06/04/25	13960	EATON RAPIDS PUBLIC SCHOOLS	19873 C	F	51-297-8220-000-000-8500	November - Breakfast	421.86	
				19873 C	F	51-297-8220-000-000-8510	November - Lunch	987.89	1,409.75
309152	06/04/25	13816	ROOFING INNOVATIONS, LLC		G	11-261-4110-000-000-0000	Packard - Storm damage roof re	1,305.00	1,305.00
309153	06/04/25	15994	SCHACHTERLE, ERIK		V	61-127-5110-000-000-9515	Fuel tank/Spark plug set/Hose	140.43	140.43
309154	06/04/25	15886	SHERIDAN, SAMANTHA		X	21-215-3210-000-032-0000	May Mileage	48.58	48.58
309155	06/11/25	15418	BUILDING WINGS LLC	19814 C	X	21-122-3450-002-120-0000	Readtopia Lic renewal & implem	771.12	771.12
309156	06/11/25	15104	CITY-STAR SERVICES, INC	17933 P	G	11-261-3840-000-000-0000	May Waste	202.22	
				17933 P	G	11-261-3841-000-000-0000	May Waste	98.80	301.02
309157	06/11/25	15495	FLAT OUT GRAPHICS	19871 C	V	61-127-5990-000-000-4490	Sky lab tshirts and sweatshirt	939.32	939.32
309158	06/11/25	14148	MICHIGAN STATE DISBURSEMENT		G	12-451-0027-000-000-0000	ID# 913654672 - Corson	185.60	185.60
309159	06/11/25	13986	THOMPSON LAWN CARE		G	11-261-4111-000-000-0000	May Services - Packard	1,026.00	
					G	11-261-4111-000-000-0000	May Services - Southridge	531.00	1,557.00
309160	06/11/25	14248	WOLVERINE POWER SYSTEMS		G	11-261-4110-000-000-0000	SVS Job 0746701	550.40	550.40
309161	06/18/25	12944	AMERICAN OFFICE SOLUTIONS -	17951 C	G	11-252-4220-000-000-0000	June Services - Lease	4,468.75	4,468.75
309162	06/18/25	15915	CARDIO PARTNERS INC	19908 C	G	11-221-5990-000-000-7673	Manikins - 4 Dark/4 Medium	1,096.00	1,096.00
309163	06/18/25	13960	EATON RAPIDS PUBLIC SCHOOLS	19938 C	G	11-221-5990-000-000-2700	Remaining 23h Funds	11,019.74	
				19950 C	F	51-297-8220-000-000-8500	May - Breakfast	535.62	
				19950 C	F	51-297-8220-000-000-8510	May - Lunch	1,027.76	
309164	06/18/25	14036	AUTO GLASS OF MICHIGAN, INC.		V	61-127-8220-000-000-0000	24/25 K-12 Career Prep	5,732.17	18,315.29
309165	06/18/25	16012	MARTZ, MEGHAN ELIZABETH	19923 C	X	21-261-4190-000-000-0000	23"x31" Tempered Clear twinpan	269.44	269.44
				19923 C	G	11-221-3190-000-923-9303	Keynote Speaker - ISAP/ECSAAG	375.00	750.00
				19923 C	G	11-221-3190-000-933-9303	Keynote Speaker - ISAP/ECSAAG	375.00	750.00
309166	06/18/25	14383	ONEIDA TOWNSHIP		V	60-111-0001-000-000-0000	2024 Tax year - IFT	321.69	321.69
309167	06/18/25	16001	POSITIVE BEHAVIOR SUPPORTS	19957 C	X	21-216-3130-000-041-0000	M.Goss - May - GL	770.00	
				19958 C	X	21-216-3130-000-041-0000	K.Thomas - May - Maple Valley	467.50	
				19959 C	X	21-216-3130-000-041-0000	K.Thomas - May - Potterville	907.50	
				19960 C	X	21-216-3130-000-041-0000	K.Thomas - May - ICA	1,622.50	
				19961 C	X	21-216-3130-000-041-0000	Mi.Goss - May - Charlotte	2,915.00	
				19956 C	X	21-216-3130-000-041-0000	Mi.Goss - May - ER	110.00	6,792.50
309168	06/18/25	15818	WEXFORD MISSAUKEE		V	61-411-8510-000-000-3510	Labor/Materials - Updated Gree	48,363.00	48,363.00
309169	06/18/25	16017	WRIGHT & FILIPPIIS LLC	19690 C	X	21-213-5990-000-013-0000	Hensinger Collar	160.00	160.00
309170	06/25/25	16032	ADAMS-HUTCHINSON, REBECCA	19979 C	G	11-221-3120-000-000-0000	June 18th presentation fee	250.00	250.00
309171	06/25/25	16022	ARCH ENVIRONMENTAL GROUP		G	11-261-3190-000-000-0000	Environmental Consult - Union	2,464.25	2,464.25

**Check Register**

**Eaton RESA**

**Type of Checks: All**

**Date Range: 06/01/2025 to 06/30/2025**

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
309172	06/25/25	13341	AT&T U-VERSE		G	11-261-3410-000-000-0000	June Services - Sped	165.14	165.14
309173	06/25/25	15591	BETTS, RYAN	19968 C	G	11-221-3190-000-919-9303	DYTUR Activities	30.00	30.00
					G	11-221-3190-000-923-9303	May & June Mileage	97.37	97.37
				19968 C	G	11-221-3190-000-923-9303	DYTUR Activities	190.00	190.00
				19968 C	G	11-221-3190-000-933-9303	DYTUR Activities	50.00	367.37
309174	06/25/25	07560	CITY OF CHARLOTTE		G	11-261-3831-000-000-0000	Water/Sewer - 03/03 - 06/06	1,310.34	1,310.34
309175	06/25/25	09260	CONSUMERS ENERGY		G	11-261-5510-000-000-0000	June - Packard gas	352.33	
					G	11-261-5511-000-000-0000	June - Southridge #1 gas	238.56	
					G	11-261-5520-000-000-0000	June - Packard electric	3,978.38	
					G	11-261-5521-000-000-0000	June - Southridge electric #2	613.93	
					G	11-261-5521-000-000-0000	June - Southridge electric # 1	30.20	
					X	21-261-5510-000-000-0000	June - Meadowview gas	18.00	
					X	21-261-5520-000-000-0000	June - Meadowview electric	53.74	5,285.14
309176	06/25/25	13960	EATON RAPIDS PUBLIC SCHOOLS		X	20-512-0000-000-000-0000	Transportation	(50,514.00)	
					X	20-518-9210-050-901-9214	Billbacks	(374,731.00)	
					X	21-261-4290-000-120-0000	MOCI Classroom Rent	10,677.00	
					X	21-411-8510-050-000-0000	Medicaid Outreach	4,890.05	
					X	21-411-8518-050-000-0000	SE Gross Claim	790,892.50	381,214.55
309177	06/25/25	15913	JAMES VERNON DAVIS JR		H	91-296-7920-000-000-4325	SkillsUSA team hats reimb	80.00	80.00
309178	06/25/25	16035	MARCHAND, MICHELLE	19980 C	G	11-221-3120-000-000-0000	June 18th Presentation fee	250.00	250.00
309179	06/25/25	16043	MCDONALD HOPKINS LLC		G	11-231-3170-000-000-0000	PowerSchool incident - Mar svcs	3,033.00	
					G	11-231-3170-000-000-0000	PowerSchool incident - Apr svcs	620.50	3,653.50
309180	06/25/25	46514	STATE OF MICHIGAN	17930 P	G	11-257-3430-000-000-0000	May Services	109.62	109.62
309181	06/25/25	14148	MICHIGAN STATE DISBURSEMENT		G	12-451-0027-000-000-0000	ID# 913654672 - Corson	185.06	185.06
309182	06/25/25	15804	RAVENNA PUBLIC SCHOOLS		V	61-411-8510-000-000-3510	61s FFA SUPPORT	24,776.88	24,776.88
309183	06/25/25	15812	THORNAPPLE KELLOGG SCHOOL		V	61-411-8510-000-000-3510	61s FFA SUPPORT	48,363.00	48,363.00
309184	06/25/25	14679	WILLIAMSTON COMMUNITY	19969 C	G	11-221-8220-000-000-7673	CPR Training/Wrist bands/water	3,226.83	3,226.83
309185	06/27/25	16049	BADGERO, DAWN MARIE		G	11-221-3190-000-000-3290	Mi-Stem Training	550.00	550.00
309186	06/27/25	16029	BISHOP, MCKENNA		G	11-221-3190-000-000-3290	Mi-Stem Training	200.00	200.00
309187	06/27/25	16045	BLOCK-HILL, JILL		G	11-221-3190-000-000-3290	Mi-Stem Training	550.00	550.00
309188	06/27/25	16052	D'HUYVETTER, STEPHAINE		G	11-221-3190-000-000-3290	Mi-Stem Training	200.00	200.00
309189	06/27/25	16040	DEVEE, STEPHANIE	19986 C	G	11-221-3120-000-000-0000	06/17 Speaker fees	250.00	250.00
309190	06/27/25	16047	DIPZINSKI, KARI		G	11-221-3190-000-000-3290	Mi-Stem Training	550.00	550.00
309191	06/27/25	16046	DIPZINSKI, KATIE		G	11-221-3190-000-000-3290	Mi-Stem Training	550.00	550.00
309192	06/27/25	13960	EATON RAPIDS PUBLIC SCHOOLS		V	61-271-8220-000-000-0000	24/25 CTE Transportation	43,693.56	43,693.56
309193	06/27/25	13906	FIDELITY SECURITY LIFE		G	12-451-0012-000-000-0000	June - EYE MED-VISION INSURANC	2,112.77	2,112.77
309194	06/27/25	16050	HADLEY, JESSICA		G	11-221-3190-000-000-3290	Mi-Stem Training	550.00	550.00
309195	06/27/25	15186	HANSEN, CHRISTOPHER JAY		G	11-221-3190-000-000-3290	Mi-Stem Training	200.00	200.00

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**Eaton RESA**

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Date Range: 06/01/2025 to 06/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
309196	06/27/25	16051	SIMMS, LEANNE		G	11-221-3190-000-000-3290	Mi-Stem Training	550.00	550.00
309197	06/27/25	16048	VILLARTA, YVETTE		G	11-221-3190-000-000-3290	Mi-stem training	550.00	550.00
309198	06/27/25	16053	WEIR, MARY		G	11-221-3190-000-000-3290	Mi-Stem Training	200.00	200.00
991362	06/03/25	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	48,084.01	
					G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	43,792.69	
					G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	42,689.70	
					G	11-118-3111-530-000-3430	GSRP CPS AID SUBSTITUTES	271.30	
					G	11-118-3111-560-000-3430	GSRP GLPS AID SUBSTITUTES	148.25	
					G	11-118-3111-565-000-3430	GSRP MVPS AID SUBS	444.75	
					G	11-131-3110-000-000-0000	BASIC SUB SERVICES	3,031.74	
					G	11-131-3110-000-000-3310	AE 107 C/S INSTR SUPPORT	12,066.69	
					G	11-131-3110-000-000-6710	WIOA INSTR C/S ABE INSTR	4,205.37	
					G	11-131-3110-000-919-6750	WIOA CORRECTIONS C/S CLINTON	1,340.64	
					G	11-131-3110-000-923-6750	WIOA CORRECTIONS C/S EATON	917.29	
					G	11-132-3110-000-000-3310	AE 107 C/S HSE INSTRUCTORS	12,108.43	
					G	11-132-3111-000-000-3310	AE 107 C/S HSE TUTOR	35.28	
					G	11-311-3190-000-999-3433	32P PARENT LIAISON C/S	1,603.20	
					G	11-311-3199-000-999-3433	32p LITERARY COORD C/S	1,446.48	
					X	21-122-3110-000-110-0000	LEA SUBS - MILD COG IMP	1,245.30	
					X	21-122-3110-000-191-0000	LEA SUBS - EARLY CHILDHOOD	1,601.10	
					X	21-122-3110-000-194-0000	LEA SUBS - RESOURCE ROOM	25,245.63	
					X	21-122-3110-000-196-0000	LEA SUBS - LRE CLASSROOM	1,780.52	
					X	21-122-3110-001-120-0000	MOCI ERESA SUB TCHR PPS	948.80	
					X	21-122-3110-001-130-0000	SCI ERESA SUB TEACHERS	237.20	
					X	21-122-3110-002-120-0000	MOCI SUB TEACHER ER	1,512.15	
					X	21-122-3111-001-110-0000	MICI SUB PARAPRO	711.60	
					X	21-122-3111-001-120-0000	MOCI ERESA SUB PARAPRO PPS	1,541.80	
					X	21-122-3111-001-130-0000	SCI ERESA SUB PARAPRO	2,121.76	
					X	21-122-3111-001-140-0000	SEI SUB PARAPRO	53.37	
					X	21-122-3111-001-193-0000	ASD ERESA PARA SUB	2,903.63	
					X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	5,750.06	
					V	61-226-3140-000-000-0000	CTE PRIN OFFC CLERICAL PUR SER	188.16	218,026.90
991363	06/05/25	15244	CITY OF EAST LANSING		G	12-451-0045-000-000-0000	EAST LANSING CITY TAX - 05/02/	129.94	
					G	12-451-0045-000-000-0000	EAST LANSING CITY TAX - 05/30/	131.82	
					G	12-451-0045-000-000-0000	EAST LANSING CITY TAX - 05/16/	131.68	393.44
991364	06/05/25	46259	HEALTH EQUITY INC		G	12-451-0041-000-000-0000	EMPLOYEE HSA CONTRIBUTION	5,662.51	5,662.51
991365	06/05/25	44843	LANSING CITY TREASURER		G	12-451-0036-000-000-0000	LANSING CITY TAX - 05/02/2025	343.75	
					G	12-451-0036-000-000-0000	LANSING CITY TAX - 05/16/2025	339.01	

Eaton RESA

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CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
991366	06/05/25	28660	MPERS		G	12-451-0036-000-000-0000	LANSING CITY TAX - 05/30/2025	356.71	1,039.47
					G	12-451-1000-000-000-0000	EE/Member Defined Benefit	34,966.57	
					G	12-451-1001-000-000-0000	ER Defined Bene Contrib H299	159,378.26	
					G	12-451-1010-000-000-0000	H553-561 TDP	170.00	194,514.83
991367	06/05/25	28663	MPERS DC		G	12-451-1005-000-000-0000	H538 EE Defined Contribution	19,961.90	
					G	12-451-1006-000-000-0000	H539 ER Defined Contribution	8,800.88	
					G	12-451-1007-000-000-0000	H543 EE Personal Hlth Fund	4,454.78	
					G	12-451-1008-000-000-0000	H544 ER Personal Hlth Fund	4,454.78	37,672.34
991368	06/05/25	46409	STATE OF MICHIGAN - TREASURER		G	12-451-0004-000-000-0000	STATE WITHHOLDING - 05/02/2025	19,321.26	
					G	12-451-0004-000-000-0000	STATE WITHHOLDING - 05/16/2025	19,291.86	
					G	12-451-0004-000-000-0000	STATE WITHHOLDING - 05/30/2025	19,896.40	58,509.52
991369	06/05/25	96133	UNITED STATES TREASURY		G	12-451-0002-000-000-0000	FEDERAL WITHHOLDING	42,867.18	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	34,595.24	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	34,595.24	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	8,090.82	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	8,090.82	128,239.30
991370	06/06/25	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	53,343.78	
					G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	49,052.46	
					G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	47,765.63	
					G	11-118-3110-530-000-3430	GSRP CPS TEACH SUBS	622.65	
					G	11-118-3110-565-000-3430	GSRP MVPS TEACHER SUBS	355.80	
					G	11-118-3111-530-000-3430	GSRP CPS AID SUBSTITUTES	300.95	
					G	11-118-3111-560-000-3430	GSRP GLPS AID SUBSTITUTES	332.08	
					G	11-131-3110-000-000-0000	BASIC SUB SERVICES	2,187.36	
					G	11-131-3110-000-000-3310	AE 107 C/S INSTR SUPPORT	5,452.17	
					G	11-131-3110-000-919-6750	WIOA CORRECTIONS C/S CLINTON	1,340.64	
					G	11-131-3110-000-923-6750	WIOA CORRECTIONS C/S EATON	917.29	
					G	11-132-3110-000-000-3310	AE 107 C/S HSE INSTRUCTORS	5,778.50	
					G	11-226-3110-000-000-3310	AE 107 C/S INSTR COORD	3,064.70	
					G	11-311-3190-000-999-3433	32P PARENT LIAISON C/S	1,442.39	
					G	11-311-3199-000-999-3433	32p LITERARY COORD C/S	1,542.19	
					X	21-122-3110-000-110-0000	LEA SUBS - MILD COG IMP	88.95	
					X	21-122-3110-000-191-0000	LEA SUBS - EARLY CHILDHOOD	590.74	
					X	21-122-3110-000-194-0000	LEA SUBS - RESOURCE ROOM	24,128.59	
					X	21-122-3110-000-196-0000	LEA SUBS - LRE CLASSROOM	1,596.34	
					X	21-122-3110-001-120-0000	MOCI ERESA SUB TCHR PPS	948.80	
					X	21-122-3110-001-193-0000	ASD ERESA TEACHER SUB	118.60	
					X	21-122-3110-002-120-0000	MOCI SUB TEACHER ER	1,186.00	

## Check Register

Eaton RESA

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Date Range: 06/01/2025 to 06/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
					X	21-122-3111-001-110-0000	MICI SUB PARAPRO	474.40	
					X	21-122-3111-001-120-0000	MOCI ERESA SUB PARAPRO PPS	1,779.00	
					X	21-122-3111-001-130-0000	SCI ERESA SUB PARAPRO	1,126.70	
					X	21-122-3111-001-193-0000	ASD ERESA PARA SUB	3,009.48	
					X	21-122-3111-002-120-0000	MOCI SUB PARAPRO ER	124.53	
					X	21-213-3130-001-015-0000	NURSE CONTRACT SERV	175.22	
					X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	5,331.10	214,177.04
991371	06/12/25	13536	EDUSTAFF, LLC		G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	335.80	335.80
991372	06/12/25	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	332.08	332.08
					G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	332.08	
					G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	332.08	996.24
991373	06/12/25	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	107.10	
					G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	107.10	
					G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	107.09	
991374	06/12/25	46259	HEALTH EQUITY INC		G	11-221-3220-000-000-3310	ADULT ED 107 PROF DEVL	94.50	415.79
					G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	384.62	
					G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	416.66	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	907.44	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	241.30	1,950.02
991375	06/17/25	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	58,634.73	
					G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	54,772.53	
					G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	53,577.63	
					G	11-118-3110-530-000-3430	GSRP CPS TEACH SUBS	1,423.20	
					G	11-118-3110-560-000-3430	GSRP TEACHER SUBS GL	177.90	
					G	11-118-3110-565-000-3430	GSRP MVPS TEACHER SUBS	177.90	
					G	11-118-3111-500-000-3430	GSRP ERESA AID SUBSTITUTES	148.25	
					G	11-118-3111-530-000-3430	GSRP CPS AID SUBSTITUTES	271.30	
					G	11-131-3110-000-000-0000	BASIC SUB SERVICES	1,640.52	
					G	11-131-3110-000-000-3310	AE 107 C/S INSTR SUPPORT	6,072.39	
					G	11-131-3110-000-919-6750	WIOA CORRECTIONS C/S CLINTON	1,340.64	
					G	11-131-3110-000-923-6750	WIOA CORRECTIONS C/S EATON	917.28	
					G	11-132-3110-000-000-3310	AE 107 C/S HSE INSTRUCTORS	6,425.19	
					G	11-132-3111-000-000-3310	AE 107 C/S HSE TUTOR	141.12	
					G	11-221-3220-000-000-3310	ADULT ED 107 PROF DEVL	441.74	
					G	11-226-3110-000-000-3310	AE 107 C/S INSTR COORD	2,737.14	
					G	11-311-3190-000-999-3433	32P PARENT LIAISON C/S	1,504.82	
					G	11-311-3199-000-999-3433	32p LITERARY COORD C/S	1,542.91	
					X	21-122-3110-000-110-0000	LEA SUBS - MILD COG IMP	800.55	

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CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				X		21-122-3110-000-191-0000	LEA SUBS - EARLY CHILDHOOD	177.90	
				X		21-122-3110-000-194-0000	LEA SUBS - RESOURCE ROOM	25,900.77	
				X		21-122-3110-000-196-0000	LEA SUBS - LRE CLASSROOM	1,217.56	
				X		21-122-3110-001-110-0000	MICI ERESA SUB TEACHERS	207.55	
				X		21-122-3110-001-120-0000	MOCI ERESA SUB TCHR PPS	237.20	
				X		21-122-3110-002-120-0000	MOCI SUB TEACHER ER	1,512.15	
				X		21-122-3111-001-110-0000	MICI SUB PARAPRO	243.13	
				X		21-122-3111-001-120-0000	MOCI ERESA SUB PARAPRO PPS	2,016.20	
				X		21-122-3111-001-130-0000	SCI ERESA SUB PARAPRO	711.60	
				X		21-122-3111-001-193-0000	ASD ERESA PARA SUB	3,565.41	
				X		21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	6,533.25	
991376	06/18/25	14239	WEST MICHIGAN HEALTH	V		61-226-3140-000-000-0000	CTE PRIN OFFC CLERICAL PUR SER	164.64	235,235.10
				G		12-192-0000-000-000-0000	July - WMHIP PREMIUMS- EMPLOYE	167,544.86	
				G		12-192-0000-000-000-0000	July - WMHIP COPAYS	44,782.88	212,327.74
991377	06/20/25	13536	EDUSTAFF, LLC	G		11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	59,002.59	
				G		11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	55,140.40	
				G		11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	53,936.89	
				G		11-118-3110-530-000-3430	GSRP CPS TEACH SUBS	1,423.20	
				G		11-118-3110-560-000-3430	GSRP TEACHER SUBS GL	88.95	
				G		11-118-3111-530-000-3430	GSRP CPS AID SUBSTITUTES	289.09	
				G		11-118-3111-565-000-3430	GSRP MVPS AID SUBS	444.75	
				G		11-131-3110-000-000-0000	BASIC SUB SERVICES	4,077.21	
				G		11-131-3110-000-000-3310	AE 107 C/S INSTR SUPPORT	4,234.54	
				G		11-131-3110-000-919-6750	WIOA CORRECTIONS C/S CLINTON	1,340.64	
				G		11-131-3110-000-923-6750	WIOA CORRECTIONS C/S EATON	776.16	
				G		11-132-3110-000-000-3310	AE 107 C/S HSE INSTRUCTORS	3,407.81	
				G		11-132-3111-000-000-3310	AE 107 C/S HSE TUTOR	1,400.62	
				G		11-221-3220-000-000-3310	ADULT ED 107 PROF DEVL	144.04	
				G		11-226-3110-000-000-3310	AE 107 C/S INSTR COORD	871.42	
				G		11-311-3190-000-999-3433	32P PARENT LIAISON C/S	1,464.56	
				G		11-311-3199-000-999-3433	32p LITERARY COORD C/S	1,567.02	
				X		21-122-3110-000-110-0000	LEA SUBS - MILD COG IMP	444.75	
				X		21-122-3110-000-191-0000	LEA SUBS - EARLY CHILDHOOD	1,500.34	
				X		21-122-3110-000-194-0000	LEA SUBS - RESOURCE ROOM	27,424.94	
				X		21-122-3110-000-196-0000	LEA SUBS - LRE CLASSROOM	1,906.57	
				X		21-122-3110-001-120-0000	MOCI ERESA SUB TCHR PPS	237.20	
				X		21-122-3110-001-120-0000	MOCI ERESA SUB TCHR PPS	1,069.18	
				X		21-122-3110-001-130-0000	SCI ERESA SUB TEACHERS	237.20	

### Check Register

Eaton RESA

Type of Checks: All

Date Range: 06/01/2025 to 06/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				X	21-122-3110-002-120-0000		MOCI SUB TEACHER ER	1,897.60	
				X	21-122-3111-001-110-0000		MICI SUB PARAPRO	237.20	
				X	21-122-3111-001-130-0000		SCI ERESA SUB PARAPRO	1,394.74	
				X	21-122-3111-001-140-0000		SEI SUB PARAPRO	237.20	
				X	21-122-3111-001-193-0000		ASD ERESA PARA SUB	3,529.24	
				X	21-219-3190-000-000-9140		GECKO/TRANSITION CONTRACTED	6,510.93	236,236.98
991378	06/20/25	46259	HEALTH EQUITY INC	G	12-451-0041-000-000-0000		EMPLOYEE HSA CONTRIBUTION	5,742.51	5,742.51
991379	06/20/25	28660	MPSERS	G	12-451-1000-000-000-0000		EE/Member Defined Benefit	34,719.79	
				G	12-451-1001-000-000-0000		ER Defined Bene Contrib H299	158,254.07	
				G	12-451-1010-000-000-0000		H553-561 TDP	170.00	193,143.86
991380	06/20/25	46618	MPSERS 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	28,221.03	152,376.47
991381	06/20/25	28663	MPSERS DC	G	12-451-1005-000-000-0000		H538 EE Defined Contribution	20,278.21	
				G	12-451-1006-000-000-0000		H539 ER Defined Contribution	8,993.06	
				G	12-451-1007-000-000-0000		H543 EE Personal Hlth Fund	4,590.90	
				G	12-451-1008-000-000-0000		H544 ER Personal Hlth Fund	4,590.90	38,453.07
991382	06/20/25	96133	UNITED STATES TREASURY	G	12-451-0002-000-000-0000		FEDERAL WITHHOLDING	41,058.19	
				G	12-451-0003-000-000-0000		FICA WITHHOLDING - MED	7,954.97	
				G	12-451-0003-000-000-0000		FICA WITHHOLDING - SOC SEC	34,014.75	
				G	12-451-0003-000-000-0000		FICA WITHHOLDING - SOC SEC	34,014.75	
				G	12-451-0003-000-000-0000		FICA WITHHOLDING - MED	7,954.97	124,997.63
991383	06/24/25	13536	EDUSTAFF, LLC	G	11-111-3110-000-000-0000		LEA ELEMENTARY SUB SERVICES	40,469.14	
				G	11-112-3110-000-000-0000		LEA MIDDLE SCHOOL SUB	36,669.20	
				G	11-113-3110-000-000-0000		LEA HIGH SCHOOL SUB SERVICES	35,889.40	
				G	11-118-3111-530-000-3430		GSRP CPS AID SUBSTITUTES	327.63	
				G	11-118-3111-560-000-3430		GSRP GLPS AID SUBSTITUTES	124.53	
				G	11-118-3111-565-000-3430		GSRP MVPS AID SUBS	148.25	
				G	11-131-3110-000-000-0000		BASIC SUB SERVICES	3,795.56	
				G	11-131-3110-000-000-3310		AE 107 C/S INSTR SUPPORT	370.44	
				G	11-131-3110-000-919-6750		WIOA CORRECTIONS C/S CLINTON	1,534.68	
				G	11-131-3110-000-923-6750		WIOA CORRECTIONS C/S EATON	564.48	
				G	11-132-3110-000-000-3310		AE 107 C/S HSE INSTRUCTORS	476.28	
				G	11-132-3111-000-000-3310		AE 107 C/S HSE TUTOR	2,954.70	
				G	11-226-3110-000-000-3310		AE 107 C/S INSTR COORD	2,189.72	
				G	11-311-3190-000-999-3433		32P PARENT LIAISON C/S	1,536.89	
				G	11-311-3199-000-999-3433		32p LITERARY COORD C/S	1,591.13	
				X	21-122-3110-000-110-0000		LEA SUBS - MILD COG IMP	622.65	
				X	21-122-3110-000-191-0000		LEA SUBS - EARLY CHILDHOOD	277.19	

**Check Register**

**Eaton RESA**

Type of Checks: All

Date Range: 06/01/2025 to 06/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
991384	06/26/25	90436	PNC BANK - BUSINESS CARD						
				19939 C	G	21-122-3110-000-194-0000	LEA SUBS - RESOURCE ROOM	21,490.12	
				19939 C	X	21-122-3110-000-196-0000	LEA SUBS - LRE CLASSROOM	1,649.03	
				19934 C	X	21-122-3110-001-120-0000	MOCI ERESA SUB TCHR PPS	88.95	
				19939 C	X	21-122-3110-002-120-0000	MOCI SUB TEACHER ER	1,423.20	
				19939 C	X	21-122-3111-001-120-0000	MOCI ERESA SUB PARAPRO PPS	2,425.37	
				19939 C	X	21-122-3111-001-130-0000	SCI ERESA SUB PARAPRO	461.36	
				19914 C	X	21-122-3111-001-193-0000	ASD ERESA PARA SUB	2,953.14	
				19895 C	X	21-122-3111-002-120-0000	MOCI SUB PARAPRO ER	1,197.86	
				19917 C	X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	3,996.64	165,227.54
				19939 C	G	11-118-5110-500-000-3430	Bjs/Potter Park - Supplies/Ent	111.28	
				19939 C	G	11-118-5110-530-000-3430	Bjs/Potter Park - Supplies/Ent	333.89	
				19934 C	G	11-118-5110-530-000-3430	Meijer/Walmart - Goldfish/Cere	59.44	
				19939 C	G	11-118-5110-560-000-3430	Bjs/Potter Park - Supplies/Ent	333.89	
				19939 C	G	11-118-5110-565-000-3430	Bjs/Potter Park - Supplies/Ent	333.89	
				19914 C	G	11-221-3190-000-923-9303	Lorelei Lounge/Omas - Conf Mea	84.17	
				19895 C	G	11-221-3220-000-000-2251	Omas - 5/4 Prev Conf - Meal	37.72	
				19917 C	G	11-221-3220-000-000-7673	5/5 Conf - Meals/Accommodation	180.31	
				19913 C	G	11-221-3220-000-000-7863	Omas/Lorelei/CMHA - Conf meals	195.22	
				19915 C	G	11-221-3220-000-000-9013	VinTrofeo/MtnTown/Crtyrd Marri	365.86	
				19925 C	G	11-221-3220-000-919-9303	Lorelei Lounge - 5/7 Conf Meal	57.69	
				19919 C	G	11-221-3220-000-923-9303	May 5-6 Prevention Conf - Reg	531.07	
				19916 C	G	11-221-3220-000-933-9303	Omas/Lorelei - 5/6 Prev Conf M	81.15	
				19971 C	G	11-221-5990-000-000-2910	Alpine Traven - conf meals	45.49	
				19906 C	G	11-221-5990-000-000-7673	Amazon - eGift Cards	900.00	
				19915 C	G	11-221-5990-000-000-7673	BC Basecamp - 4	120.00	
				19914 C	G	11-221-5990-000-000-7673	Etsy - Char WWIS Tshirts	177.71	
				19913 C	G	11-221-5990-000-000-7863	Eventbrite/Walmart - Health fa	160.73	
				19918 C	G	11-221-5990-000-919-9303	Minty Mitten/Sams - Spring for	66.98	
				19919 C	G	11-221-5990-000-923-9303	Costco/Horrocks - Emp Voices s	160.76	
				19906 C	G	11-221-5990-000-923-9303	Amazon - eGift Cards	40.00	
				19914 C	G	11-221-5990-000-923-9303	4Imprint - Table Runner	144.12	
				19916 C	G	11-221-5990-000-933-9303	Walmart/Meijer - Health/Resour	69.75	
				19894 C	G	11-221-5993-000-000-0000	Horrocks - Pizza for IGNITE me	37.00	
				19895 C	G	11-221-5993-000-000-0000	Sidestreeets - 5/19 Conf - Lunc	125.34	
				19918 C	G	11-221-5994-000-919-9303	Ryan's Roadhouse - Spring foru	671.61	
				19893 C	G	11-226-3220-000-000-0000	Pango - 4/30 Conference parkin	6.38	
				19954 C	G	11-226-5910-000-000-3310	USPS	6.86	
				19954 C	G	11-227-5110-000-000-3310	NCS GED Ready vouchers	455.00	

## Check Register

Eaton RESA

Type of Checks: All

Date Range: 06/01/2025 to 06/30/2025

CheckNo	CkDate	Vendor	Name	PO#	AFC	Account	Description	Amount	CheckAmt
19973 C				G	X	11-231-3220-000-000-0000	Chippewa Hotel - MASB confr lo	396.63	
19976 C				G	X	11-232-3450-000-000-0000	Zoom & Chat GPT	110.00	
19953 C				G	X	11-249-5990-000-000-0000	Biggby - teacher appreciation	210.00	
19976 C				G	X	11-252-5990-000-000-0000	Paypal - Jamie poster	111.80	
19973 C				G	X	11-252-5993-000-000-0000	Sidestreet - catering for CapC	203.14	
19974 C				G	X	11-252-7412-000-000-0000	Authorize.net	34.30	
19907 C				G	X	11-261-3450-000-000-0000	DocHub - BO/CTE/EO/IS/SPED off	200.00	
19939 C				G	X	11-261-4190-560-000-3430	SOM - Lic fee for Delta Mills	250.00	
19972 C				G	X	11-261-5990-000-000-0000	Byrums, Zoro, Trudoor & Family	319.45	
19975 C				G	X	11-266-3210-000-000-0000	Devos & JW Marriot - parking f	49.00	
19954 C				G	X	11-271-3310-000-000-3310	Speedway gas cards	500.00	
19939 C				G	X	11-282-3511-000-000-3430	Facebook - Recruitment Ads	72.73	
19939 C				G	X	11-282-5990-000-000-3430	Facebook - Recruitment Ads	72.74	
19953 C				G	X	11-283-3220-000-000-3310	Soaring Eagle, Bubbakoo, Asce	273.09	
19954 C				G	X	11-283-3220-000-000-3310	Johnny Rockets & Bubbakoo' s-	33.78	
19907 C				G	X	11-284-5990-000-000-0000	Amazon - Ipad scrn protctrs/ph	76.26	
19940 C				G	X	11-311-3220-000-999-3433	Creating Eq Partnership retrea	236.29	
19939 C				G	X	11-311-3510-000-999-3433	Facebook - Recruitment Ads	7.97	
19940 C				G	X	11-391-5993-000-999-3433	Creating Eq Partnership retrea	320.26	
				G	X	11-391-5993-000-999-3434	Credit - Comfort Inn tax	(5.88)	
19975 C				G	X	12-192-0000-000-000-0000	IAEM membership dues	199.00	
19976 C				G	X	12-192-0000-000-000-0000	MASA & AUS-GSV fall confr reg	745.41	
19985 C				X	X	21-122-5111-001-110-0000	Meijer - cooking class	108.04	
19946 C				X	X	21-122-5111-002-120-0000	Walmart - Food for class activ	98.85	
19963 C				X	X	21-122-5111-002-120-0000	Meijer - groceries for class a	58.34	
19977 C				X	X	21-122-5992-001-000-0000	Walmart - school store	11.98	
19948 C				X	X	21-122-7910-001-001-0000	Air Zoo - 1 adult	18.00	
19935 C				X	X	21-218-6420-000-000-0000	Apple.com - iPads	3,240.00	
19888 C				X	X	21-219-7910-000-000-9140	Amazon/Funthyme - Cardstock/fie	452.99	
				X	X	21-221-3220-000-000-3263	Credit - DEC April refund M. Ta	(75.00)	
19890 C				X	X	21-221-3220-000-080-0000	Credit - GVSU START credit M.	(10.00)	
19903 C				X	X	21-221-5993-000-000-0000	Cottage Inn - SLP Interviews	50.05	
19977 C				X	X	21-221-5993-001-000-0000	Walmart/Jets - ASD Interview p	57.17	
19883 C				X	X	21-241-5993-001-000-0000	Walmart - PD items	25.28	
19907 C				X	X	21-261-3430-000-000-0000	USPS - Book of stamps & Mail	16.64	
19978 C				X	X	21-261-4190-000-000-0000	Amazon - CB Screen replacement	51.98	
				X	X	21-271-3310-001-000-0000	Eaton Pub - banquet rm deposit	155.62	
				X	X	21-283-3220-000-000-0000	Credit - Neutral Zone confr ca	(20.00)	

### Check Register

Eaton RESA

Type of Checks: All

Date Range: 06/01/2025 to 06/30/2025

CheckNo	CkDate	Vendor	Name	PO#	AFC	Account	Description	Amount	CheckAmt
19890	C			X	21-283-3220-000-000-0000		Pala/Coabana/Ren Hotel/Delta -	1,167.63	
19903	C			X	22-192-0000-000-000-0000		MAASE/APTA Dues - RC-AB,KH/KC	1,095.00	
19896	C			V	61-127-5110-000-000-0000		Speedway/Hometown lumber - fue	222.29	
19897	C			V	61-127-5210-000-000-9507		BNC - Police Admin Textbooks	283.63	
19897	C			V	61-127-5210-000-000-9511		BNC - Police Admin Textbooks	283.62	
19897	C			V	61-127-5210-000-999-9511		BNC - Understanding Nutrition	180.14	
19897	C			V	61-127-5210-000-999-9512		BNC - Mi Great Lakes/Great Wat	360.28	
19897	C			V	61-127-5210-000-999-9519		BNC - Guide to APA style Textb	360.28	
19898	C			V	61-127-5210-000-999-9519		BNC - APA Style Textbook	67.79	
19897	C			V	61-127-5210-000-999-9523		BNC - Art of Reason/Dialogues	270.21	
19897	C			V	61-127-5210-000-999-9525		BNC - Health & Values Textbook	90.04	
19943	C			V	61-127-5990-000-000-4490		Lowes - Refrigerator	658.00	
19896	C			V	61-127-5990-000-000-4490		Lowes - Totes/Ties/clorox/dust	638.27	
19898	C			V	61-127-5990-000-000-9999		Sirchie - Mikrosil kit/Baryame	170.47	
19897	C			V	61-127-5990-000-000-9999		Delta Air - CTSO for students/	2,431.86	
19897	C			V	61-127-5993-000-000-0000		TonyM's/Little Ceasars/BJs - S	1,182.13	
19896	C			V	61-127-5993-000-000-0000		Fabianos/LCeasars/R&D - Studen	356.67	
19899	C			V	61-212-3210-000-000-0000		CapCityAirport - Parking 5/7	6.00	
19943	C			V	61-226-3210-000-000-0000		EDC Charter Co - Parking	20.00	
19896	C			V	61-226-5993-000-000-0000		Walmart - Water/Napkins 5/1 Ed	31.05	
19943	C			V	61-226-5993-000-000-0000		QD - Breakfast for Interview T	29.70	
19898	C			V	61-226-5993-000-000-0000		Jimmy Johns - Industry Ed & In	139.89	
19897	C			V	61-227-5110-000-000-0000		NCCT - Competency Tests	1,547.00	
19898	C			V	61-241-5910-000-000-0000		Walmart - Plates/Spring Water	91.71	
19899	C			V	61-241-5910-000-000-0000		BJs - Half&Half creamer	13.79	
19897	C			V	61-241-5990-000-000-0000		Meijer - Cookies/Juice for pre	81.88	
19899	C			V	61-241-5993-000-000-0000		Panera - 5/21 Orientation staf	172.02	
19898	C			V	61-241-5993-000-000-0000		Tim Hortons/Jimmy Johns - Meet	157.98	
19898	C			V	61-271-5710-000-000-0000		BJs - Fuel	67.45	
19896	C			V	61-271-5710-000-000-0000		Speedway - Fuel for truck	191.21	
19898	C			V	61-271-5790-000-000-0000		Walmart - RainX	3.97	
19897	C			V	61-331-5993-000-000-0000		Cracker Barrel - 5/9 Advisory	313.68	
19943	C			V	62-192-0000-000-000-0000		ACTE Vision - Reg	670.00	
19977	C			H	91-296-7920-000-000-4312		Meijer - gift cards	50.00	
19947	C			H	91-296-7920-000-000-4313		Walmart - Candy for prom	41.64	
19977	C			H	91-296-7920-000-000-4313		Walmart - cake & water for gra	52.90	
19925	C			H	91-296-7920-000-000-4315		Uber/Costco/CC Airport - Prese	237.94	
19917	C			H	91-296-7920-000-000-4315		Eaton Co/Sidestreet - Fingerpr	153.17	
									28,440.51

Eaton RESA

Type of Checks: All

Date Range: 06/01/2025 to 06/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
991385	06/26/25	46259	HEALTH EQUITY INC		G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	192.31	
					G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	192.31	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	503.60	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	1,210.58	2,098.80
991386	06/27/25	15244	CITY OF EAST LANSING		G	12-451-0045-000-000-0000	EAST LANSING CITY TAX - 06/13/	133.30	
					G	12-451-0045-000-000-0000	EAST LANSING CITY TAX - 06/27	148.67	281.97
991387	06/27/25	46259	HEALTH EQUITY INC		G	12-451-0041-000-000-0000	EMPLOYEE HSA CONTRIBUTION	13,302.51	13,302.51
991388	06/27/25	44843	LANSING CITY TREASURER		G	12-451-0036-000-000-0000	LANSING CITY TAX - 06/13/2025	341.61	
					G	12-451-0036-000-000-0000	LANSING CITY TAX - 06/27/2025	381.15	722.76
991389	06/27/25	46409	STATE OF MICHIGAN - TREASURER		G	12-451-0004-000-000-0000	STATE WITHHOLDING - 06/13/2025	19,387.19	
					G	12-451-0004-000-000-0000	STATE WITHHOLDING - 06/27/2025	21,719.94	41,107.13
991390	06/27/25	96133	UNITED STATES TREASURY		G	12-451-0002-000-000-0000	FEDERAL WITHHOLDING	54,357.70	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	8,721.30	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	8,721.30	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	37,290.70	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	37,290.70	146,381.70
<b>Sub Total:</b>								<b>\$3,071,536.21</b>	
<b>ACH CHECKS</b>									
A13915	06/04/25	13889	A.D.N. ADMINISTRATORS		G	12-451-0009-000-000-0000	May Replenish	14,974.14	14,974.14
A13916	06/04/25	14848	AMAZON CAPITAL SERVICES, INC	19813 C	G	11-221-5990-000-000-0000	Games/Folders/Lanyards/Badge h	347.11	
				19785 P	G	11-221-5990-000-000-7673	Activity board/sequin fabric/cy	1,704.66	
				19785 C	G	11-221-5990-000-000-7673	Sequin fabric wall panel	14.99	
				19813 C	G	11-221-5993-000-000-0000	Games/Folders/Lanyards/Badge h	40.77	
					G	11-252-5910-000-000-0000	Sticky notes/classification fo	126.97	
					G	11-252-5910-000-000-0000	Credit Memo	(26.99)	
				19846 C	X	21-213-5990-013-080-0000	Little Balance Box Grow	109.99	
				19857 C	X	21-226-5910-000-000-0000	Desk Organizers	29.99	
				19809 C	X	21-226-5990-000-080-0000	Sand/Bubbles/Beach balls	72.57	
				19809 P	X	21-226-5990-000-080-0000	Desk organizer/Toy cars/pens/l	298.30	
				19788 C	V	61-127-5110-000-000-9513	Picture frame	43.18	
				19788 C	V	61-241-5910-000-000-0000	Sugar Packets	21.55	2,783.09
A13917	06/04/25	02360	BARRY EATON DIST HEALTH DEPT	19266 P	G	11-221-3190-000-923-9303	ECSAAG - May	1,527.91	1,527.91
A13918	06/04/25	14659	BLANCHARD, JADA MARIE		X	21-213-3210-000-000-9310	May Mileage	35.70	35.70
A13919	06/04/25	14490	BRANCH INTERMEDIATE SCHOOL		V	61-411-8510-000-000-3510	61s FFA SUPPORT	18,919.00	18,919.00
A13920	06/04/25	13278	BURG, SHARI		X	21-213-3210-000-011-0000	Dec 12 Conference - Mileage	30.42	30.42
A13921	06/04/25	15881	CASEY, RUSSELL REID		V	61-212-3210-000-000-0000	Jan - May Mileage	168.00	168.00
A13922	06/04/25	00065	CDW LLC	19782 C	G	11-284-3450-000-000-0000	Gemini EDU w/promo plus	206.53	206.53
A13923	06/04/25	07360	CHARLOTTE PUBLIC SCHOOL	18248 P	G	11-257-8220-000-000-0000	Courier fee - May	280.00	280.00

### Check Register

Eaton RESA

Type of Checks: All

Date Range: 06/01/2025 to 06/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A13924	06/04/25	15845	CLARK, RACHAEL		X	21-212-3210-000-080-0000	May Mileage	258.44	258.44
A13925	06/04/25	13827	CLUTE, ANGELA		G	11-226-3210-000-000-3430	April - May Mileage	40.25	40.25
A13926	06/04/25	12823	COUSINS, SUSAN		G	11-118-5110-560-000-3430	Meijer - Fruit and end of year	97.60	
					G	11-226-3210-000-000-3430	May Mileage	19.60	117.20
A13927	06/04/25	15671	CUSACK, RANDY		X	21-226-3210-000-082-0000	May Mileage (2)	42.84	42.84
A13928	06/04/25	15501	DETERS, ERICA		X	21-218-3210-000-064-0000	May Mileage	375.41	375.41
A13929	06/04/25	14456	DEWITT PUBLIC SCHOOLS	19886 C	G	11-221-8220-000-000-7673	What works in schools - games/	1,390.21	1,390.21
A13930	06/04/25	04242	EATRAN	19877 C	G	11-331-3192-000-999-3433	28 Red tokens - Great Start	504.00	504.00
A13931	06/04/25	14106	ELITE AUDITING AND CONSULTING,	17825 C	G	11-285-3190-000-000-0000	June Services	4,000.00	4,000.00
A13932	06/04/25	44597	GATZ, STACY		X	21-212-3210-000-080-0000	April - May Mileage	195.51	195.51
A13933	06/04/25	15655	GILMORE, HANNAH		X	21-215-3210-000-032-0000	May Mileage	75.32	75.32
A13934	06/04/25	14408	GREAT LAKES GRAPHICS, INC.	19885 C	G	11-221-5990-000-000-6973	Health fair passports	94.00	94.00
A13935	06/04/25	15785	GOGEBIC-ONTONAGON		V	61-411-8510-000-000-3510	61s FFA SUPPORT	12,112.73	12,112.73
A13936	06/04/25	13367	GRANTHAM, JENNIFER		V	61-127-5110-000-000-9513	Breakfast for insurance studen	123.63	
					H	91-296-7920-000-000-4325	Tools for Construction Class r	111.43	235.06
A13937	06/04/25	14650	HAMMELL, TRACI LYNN		X	21-122-3210-000-273-0000	May Mileage	136.92	136.92
A13938	06/04/25	13225	HUNTINGTON, KARI		X	21-213-3210-000-013-0000	May Mileage	195.58	195.58
A13939	06/04/25	13402	KAISER, BARBARA		X	21-215-3210-000-032-0000	April - May Mileage	18.55	18.55
A13940	06/04/25	15990	LAMOUREUX, SHERRI		X	21-241-2310-001-000-0000	SWK641 -SSW Course Reimb	750.00	750.00
A13941	06/04/25	15892	CHAMBERLAIN, ADYSON		G	11-221-3210-000-919-9303	May Mileage	119.56	119.56
A13942	06/04/25	15602	LAUTZ E FLIPS, LLC	17935 P	X	21-261-4210-000-000-0000	June - Rent	300.00	300.00
A13943	06/04/25	13217	LUNDY, BETHANN		X	21-122-3210-001-110-0000	May Mileage	44.10	44.10
A13944	06/04/25	29560	MAPLE VALLEY PUBLIC SCHOOLS		G	11-118-8220-565-000-3430	GSRP Meals - May	163.88	163.88
A13945	06/04/25	15609	MCBRIDE, SYLVIA		X	21-213-3210-000-011-0000	Feb - May Mileage	181.44	181.44
A13946	06/04/25	15323	MCCLINTOCK, ALYSON		G	11-221-3210-000-000-7673	May Mileage	65.80	65.80
A13947	06/04/25	13013	MCCULLEN, MARINA		V	61-212-3210-000-000-0000	May Mileage	38.22	38.22
A13948	06/04/25	15662	MIDWEST AIR LLC	19870 C	V	61-127-3110-000-000-9528	April Hours	5,000.00	5,000.00
A13949	06/04/25	14441	LOWRIE, AMY MILLER		X	21-283-3220-000-000-0000	April 28-30 Conference - Milea	169.00	169.00
A13950	06/04/25	15877	MOUBRAY, ERICA		X	21-122-3210-001-120-0000	May Mileage	7.56	7.56
A13951	06/04/25	14253	OSBORN, BRIDGET KAY		G	11-226-3210-000-000-3430	April - May Mileage	139.09	139.09
A13952	06/04/25	15697	PORZONDEK, CHEYENNE		G	11-221-3210-000-933-9303	May Mileage	112.84	112.84
A13953	06/04/25	39160	QUILL CORPORATION		G	11-252-5910-000-000-0000	Calculator ribbon	32.09	32.09
A13954	06/04/25	01902	SMITH, LUCINDA		G	11-285-3220-000-000-0000	May 6-7 Conference - Mileage	201.88	201.88
A13955	06/04/25	14916	SOHN LINEN SERVICE, INC		G	11-261-5992-000-000-0000	Door mat rental - July	181.69	181.69
A13956	06/04/25	13038	SOMMERLOT, EVELYN		X	21-215-3210-000-032-0000	May Mileage	73.36	73.36
A13957	06/04/25	14309	SONITROL GREAT LAKES		G	11-261-4110-000-000-0000	Packard - Replace front office	2,374.66	2,374.66
A13958	06/04/25	14457	STEWART, LORIN ALYN		V	61-212-3210-000-000-0000	April - May Mileage	252.70	252.70
A13959	06/04/25	16019	STUMP, BROOKE		X	21-215-3210-000-032-0000	May Mileage	15.12	15.12

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CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A13960	06/04/25	13043	TALARICO, MARY		X	21-212-3210-000-080-0000	February Mileage	122.01	
					X	21-212-3210-000-080-0000	January Mileage	199.64	
					X	21-212-3210-000-080-0000	March Mileage	196.63	518.28
A13961	06/04/25	15636	TAYLOR, LYNN		F	51-297-3210-000-000-0000	May Mileage	35.00	35.00
A13962	06/04/25	15690	TRUSTMARK VOLUNTARY BENEFIT		G	12-451-0060-000-000-0000	LTC ER PREMIUM - 05/02/2025	2,727.77	
					G	12-451-0060-000-000-0000	LTC ER PREMIUM - 05/16/2025	2,727.77	
					G	12-451-0061-000-000-0000	LTC EE PREMIUM - 05/02/2025	1,235.84	
					G	12-451-0061-000-000-0000	LTC EE PREMIUM - 05/16/2025	1,235.84	7,927.22
A13963	06/04/25	12951	VENIER, KIRK		G	11-211-3210-000-000-9073	May Mileage	331.38	
					G	11-221-3210-000-919-9303	May Mileage	22.33	353.71
A13964	06/04/25	15968	VIANE, JAEDYN		V	61-212-3210-000-000-0000	May Mileage	21.28	21.28
A13965	06/04/25	15885	WIDDICOMBE, MELINDA		X	21-215-3210-000-032-0000	April - May Mileage	27.72	27.72
A13966	06/11/25	00543	AIS CONSTRUCTION EQUIPMENT	18285 C	V	61-127-3110-000-000-9516	June Svs	28,000.00	28,000.00
A13967	06/11/25	15142	ALLEN-JOHNSON, KARRI		G	11-226-3210-000-000-3430	Dec - May Mileage	84.94	84.94
A13968	06/11/25	14848	AMAZON CAPITAL SERVICES, INC	19891 C	G	11-221-5910-000-000-0000	Easel pad/ledger paper	54.65	
				19892 C	G	11-221-5990-000-000-2700	Card game holders	401.76	
				19786 C	G	11-221-5990-000-000-7673	Signs	67.96	
				19927 C	G	11-221-5990-000-000-7673	Amazon gift cards	700.00	
				19836 C	V	61-127-5990-000-000-4490	Step stool/Battery pack/trash	413.72	
				19836 C	V	61-127-6410-000-000-4490	Picnic table set w/benches	279.98	
				19884 C	V	61-241-5990-000-000-0000	Hanging wall file/Solo Cups/Dr	164.53	2,082.60
A13969	06/11/25	15736	AMERICAN OFFICE SOLUTIONS -	17952 C	G	11-252-4220-000-000-0000	June eGoldFax Svs	150.00	150.00
A13970	06/11/25	15173	AMN ALLIED SERVICES LLC	19878 C	X	21-216-3130-000-041-0000	Rtals - 05/11 - 05/17	2,160.00	
				19904 C	X	21-216-3130-000-041-0000	Rtals - 05/18-05/24	2,840.00	5,000.00
A13971	06/11/25	15588	BAKER, AMBER		X	21-226-2310-000-081-0000	Tuition Reimb - Jan - May	2,460.00	
A13972	06/11/25	94390	BOSWORTH URGENT CARE	18023 P	X	21-213-3150-000-000-9310	Feb - May Mileage	114.10	2,574.10
A13973	06/11/25	15390	BROWN, JESSICA		X	21-218-3210-000-064-0000	May Mileage	236.74	551.25
					X	21-218-3210-000-064-0000	April Mileage	446.88	683.62
A13974	06/11/25	15838	BRYAN, JASON		X	21-214-3210-000-021-0000	Jan - Feb Mileage	91.84	91.84
A13975	06/11/25	15578	BUCHHOP-SILER, ELIZABETH		X	21-122-3210-001-120-0000	05/30 & 06/03 Mileage	39.34	39.34
A13976	06/11/25	13224	CHEESEMAN, KAREN		X	21-213-3210-000-013-0000	May - June Mileage	138.46	138.46
A13977	06/11/25	15521	CHG MEDICAL STAFFING INC	19905 C	X	21-215-3130-000-032-0000	R. Hooley - 05/18-05/24	2,624.05	
				19930 C	X	21-215-3130-000-032-0000	R. Hooley - 05/25 - 05/31	2,677.50	5,301.55
A13978	06/11/25	15966	CLARKE, ALICIA		X	21-216-3210-000-041-0000	May Mileage	26.04	26.04
A13979	06/11/25	46233	CLEAR RATE COMMUNICATIONS,	18083 C	G	11-261-3410-000-000-0000	June Services	357.77	357.77
A13980	06/11/25	14213	CRAIG, WHITNEY D		G	11-226-3210-000-000-3430	June Mileage	23.10	23.10
A13981	06/11/25	13859	D & D MAINTENANCE SUPPLY, INC	17936 P	G	11-261-4110-000-000-0000	May Services	8,584.50	8,584.50

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A13982	06/11/25	14681	DYKSTRA, KRISTIN		V	61-212-3210-000-000-0000	April - May Mileage	212.10	212.10
A13983	06/11/25	15611	EMBARK CORPORATION	19929 C	V	61-127-3450-000-000-0000	Variable Transactions - May	170.00	170.00
A13984	06/11/25	44684	EPARS (403B)		G	12-451-0015-000-000-0000	TSA 403B	8,535.70	
					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	10,840.47
A13985	06/11/25	15456	FARMER, MAKENZI		X	21-215-3210-000-035-0000	May Mileage	128.59	128.59
A13986	06/11/25	13071	FRACCAROLLI, DEBRA		X	21-215-3210-000-032-0000	May Mileage	175.56	
					X	21-215-3210-000-032-0000	June Mileage	85.40	
					X	21-215-5990-000-032-0000	ASHA Dues	144.00	404.96
A13987	06/11/25	15689	GET 'EM AND GO PLUS MORE LLC	19909 C	X	21-271-3310-000-000-9140	05/28 Transportation Svs	172.75	
				19920 C	X	21-271-3310-000-000-9140	06/04 Transportation Svs	123.30	296.05
A13988	06/11/25	15655	GILMORE, HANNAH		X	21-215-3210-000-032-0000	June Mileage	17.92	17.92
A13989	06/11/25	46475	GRAND LEDGE PUBLIC SCHOOLS -		G	11-118-8220-560-000-3430	April - GSRP Meals	589.75	
					G	11-118-8220-560-000-3430	May - GSRP Meals	460.25	1,050.00
A13990	06/11/25	15410	HALL, AMANDA L		G	11-226-3210-000-000-3430	Aug - May Mileage	183.78	183.78
A13991	06/11/25	13589	HOLMES, CHRISTINA		G	11-221-3210-000-000-7673	May Mileage	73.08	
					G	11-221-5990-000-000-7673	Amazon - Teacher stamps	26.99	100.07
A13992	06/11/25	14299	HOLT PUBLIC SCHOOLS	19902 C	G	11-221-8220-000-000-7673	Sub Reimbs - Ferris	177.90	177.90
A13993	06/11/25	14743	HUBBERT, LAURIE ANN		X	21-218-3210-000-067-0000	May - June Mileage	481.60	481.60
A13994	06/11/25	13369	INSIGHT SCHOOL OF MICHIGAN	19889 C	G	11-361-8221-000-000-6351	Amazon - Shampoo/Bodywash/Deod	19.04	19.04
A13995	06/11/25	15684	IONIA COUNTY INTERMEDIATE	19911 C	X	21-216-8220-000-041-0000	Interview/reports/PT Eval	1,333.33	1,333.33
A13996	06/11/25	15792	ITHACA PUBLIC SCHOOLS		V	61-411-8510-000-000-3510	61s FFA SUPPORT	48,363.00	48,363.00
A13997	06/11/25	13476	JASKOWSKI, LISA		X	21-215-3210-000-032-0000	May - June Mileage	51.17	51.17
A13998	06/11/25	13905	KSS ENTERPRISES		G	11-261-5990-000-000-0000	Degreaser/Floor pads/Clean Scr	665.62	665.62
A13999	06/11/25	46477	LANSING SCHOOL DISTRICT	19900 C	G	11-221-3190-000-000-6973	Boxed lunches/SEAB Mtg	210.00	
				18855 P	G	11-221-8220-000-000-6973	M. Rebec - May	2,651.83	
					G	11-411-8510-020-000-3310	ADULT ED 107 LANSING - 06/06/2	82,190.71	85,052.54
A14000	06/11/25	15688	LUMBERT, TAMMY		X	21-122-3210-001-120-0000	June 2 Mileage	7.56	7.56
A14001	06/11/25	15511	MAIDA, ALICIA		X	21-215-3210-000-032-0000	May Mileage	222.46	222.46
A14002	06/11/25	15393	MILLS, ANITA		V	61-213-3210-000-011-0000	April - May Mileage	329.00	329.00
A14003	06/11/25	13218	MORSE, HEATHER		X	21-213-3210-000-011-0000	May Mileage	61.95	61.95
A14004	06/11/25	13646	MYERS PLUMBING & HEATING INC.		G	11-261-4110-000-000-0000	Packard svs - Test/certify bac	375.00	375.00
A14005	06/11/25	15446	PARKER, SARAH		H	91-296-7920-000-000-4312	Cookies for retirement party	145.50	145.50
A14006	06/11/25	15715	PERRY PUBLIC SCHOOLS		V	61-411-8510-000-000-3510	61s FFA SUPPORT	41,985.85	41,985.85
A14007	06/11/25	14878	PRESENCELEARNING, INC	19910 C	X	21-214-3130-000-021-0000	SP Evaluations	28,191.25	
				19932 C	X	21-214-3130-000-021-0000	SP Evaluations	31,195.02	
				19910 C	X	21-216-3130-000-041-0000	BMH Hours	58,056.00	

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A14008	06/11/25	45836	PURITY CYLINDER GASES INC	19932 C	X	21-216-3130-000-041-0000	BMH Hours	56,431.80	173,874.07
A14009	06/11/25	13834	R.A. DINKEL & ASSOCIATES, INC.	19928 C	V	61-127-5110-000-000-0000	AR C25M - Gas Haz Mat Fee	26.24	26.24
A14010	06/11/25	15660	RIFE, PAIGE V	19839 C	G	11-221-5990-000-000-9013	Posters	430.14	430.14
A14011	06/11/25	12686	RILEY, KATHRYN P		X	21-226-3210-000-082-0000	Feb - May Mileage	113.61	113.61
A14012	06/11/25	40545	ROSE PEST SOLUTIONS	17939 P	X	21-213-3210-000-013-0000	May - June Mileage	89.04	89.04
A14013	06/11/25	13908	SCHMEDLEN, MARY ANN		G	11-261-4110-000-000-0000	05/28/25 - Services	88.00	88.00
A14014	06/11/25	13037	SHARPE, KIM		G	11-221-3210-000-000-0000	May Mileage	14.42	
A14015	06/11/25	13018	SIMON, BRITTANY		G	11-221-5990-000-000-2700	Meijer - plates/napkins/cake	112.16	126.58
A14016	06/11/25	15496	SIX, KRISTIN		X	21-213-3210-000-011-0000	Feb Mileage	52.15	52.15
A14017	06/11/25	45096	SUNBELT STAFFING LLC		X	21-212-3210-000-080-0000	May Mileage	226.73	226.73
A14018	06/11/25	13043	TALARICO, MARY	19881 C	X	21-122-3210-002-120-0000	May 21 Mileage	15.82	15.82
A14019	06/11/25	14149	TRIPP, KIMBERLEE DAWN		X	21-216-3130-000-041-0000	J. Humphreys - 05/03-05/24	5,896.00	5,896.00
A14020	06/11/25	15964	TROLL, DEBRA		X	21-212-3210-000-080-0000	April Mileage	282.38	282.38
A14021	06/11/25	14683	VANDEVEN, RACHEL		X	21-122-3210-002-120-0000	May 21 Mileage	15.82	15.82
A14022	06/11/25	15879	YOU AND ME ACADEMY		X	21-122-3210-000-140-0000	March Mileage	7.70	7.70
A14023	06/11/25	46314	ZAYO NETWORK SERVICES, LLC		X	21-213-3210-000-011-0000	May Mileage	54.39	54.39
A14024	06/18/25	15993	A TO Z SPEECH THERAPY	18189 C	G	11-441-8512-000-000-3430	GSRP - May	7,495.91	7,495.91
A14025	06/18/25	13858	ACCUSHRED, LLC	19944 C	X	11-284-3490-000-000-0000	June Services	8,798.00	8,798.00
A14026	06/18/25	14848	AMAZON CAPITAL SERVICES, INC	17929 C	G	21-215-3130-000-032-0000	May - June Hours	20,293.60	20,293.60
A14027	06/18/25	15173	AMN ALLIED SERVICES LLC		G	11-261-3840-000-000-0000	June Services - Packard	114.95	114.95
A14028	06/18/25	01194	BESCO WATER TREATMENT, INC		G	11-261-5990-000-000-0000	Diaper pail refills	171.49	
A14029	06/18/25	15969	BLACK MALE EDUCATORS	19869 P	G	11-331-5110-000-999-3433	Baby grooming kits - 11	98.45	
A14030	06/18/25	94390	BOSWORTH URGENT CARE	19869 C	G	11-331-5110-000-999-3433	Nursing pads/laundry bags/teet	1,426.96	
A14031	06/18/25	07360	CHARLOTTE PUBLIC SCHOOL	19859 C	G	11-331-5110-000-999-3433	Nursing pads/Ointment/Diapers/	3,675.49	
A14032	06/18/25	15521	CHG MEDICAL STAFFING INC	19880 C	X	21-122-5110-000-140-0000	ELA/Math/Science/Social Studie	222.05	5,594.44
A14033	06/18/25	13740	CLARK HILL PLC	19937 C	X	21-216-3130-000-041-0000	Rials - 05/27-05/30	2,400.00	2,400.00
A14034	06/18/25	13859	D & D MAINTENANCE SUPPLY, INC	17932 P	G	11-445-8510-000-000-3990	Water & Salt Delivery	308.98	308.98
A14035	06/18/25	90023	DEAN TRANSPORTATION, INC.	18023 C	X	21-213-3150-000-000-9310	Installment billing - Youth Le	175,000.00	175,000.00
A14036	06/18/25	13084	DEAN, HARRIETT		V	61-127-8220-000-000-0000	70 RX - 05/28	262.50	262.50
A14037	06/18/25	15501	DETERS, ERICA	19962 C	X	21-215-3130-000-032-0000	24/25 K-12 Career Prep	6,534.00	6,534.00
A14038	06/18/25	14456	DEWITT PUBLIC SCHOOLS		X	22-192-0000-000-000-0000	R.Hooley - 06/01 - 06/07 - Hour	3,245.95	3,245.95
					X	11-261-5990-000-000-0000	Services through 06/30/2026 -	799.00	799.00
					G	11-261-5990-000-000-0000	Floor Finish/Floor Strip/Tissu	803.24	1,388.49
					G	11-261-5990-000-000-0000	Tissue/Roll Towels/HD Liners/L	585.25	1,912.13
					X	21-271-3310-001-000-0000	4/17 & 4/30 Field Trip Trans S	1,912.13	1,912.13
					G	11-211-3210-000-000-9073	May Mileage	215.60	215.60
					X	21-218-3210-000-064-0000	June Mileage	97.09	97.09
					G	11-221-8220-000-000-7673	Reimb for Rubber Basketballs -	59.94	59.94

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Date Range: 06/01/2025 to 06/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A14039	06/18/25	04242	EATRAN	19951 C	G	11-271-3310-000-000-3310	May 2025 GED Route	7.00	
				19955 C	G	11-271-3310-000-000-3310	April 2025 GED Route	28.00	35.00
A14040	06/18/25	15232	GOYETTE, DONNA LYNN	X	21-218-3210-000-067-0000		May Mileage	170.66	170.66
A14041	06/18/25	19060	GRAND LEDGE PUBLIC SCHOOLS	V	61-127-8220-000-000-0000		24/25 K-12 Career Prep	9,714.24	9,714.24
A14042	06/18/25	14714	HEFTY, MICAH ELIZABETH LURIE	G	11-221-3210-000-923-9303		Feb - April Mileage	125.93	125.93
A14043	06/18/25	13589	HOLMES, CHRISTINA	G	11-221-3210-000-000-6973		June 11 Workshop - Mileage	17.01	
				G	11-221-5990-000-000-6973		Meijer - Ice/juice/pop/cupcake	99.50	116.51
A14044	06/18/25	15550	JACKSON, TAYLOR	X	21-219-3210-000-075-0000		May - June Mileage	223.58	223.58
A14045	06/18/25	13178	JESTILA, MARY E	X	21-215-3210-000-032-0000		May - June Mileage	50.54	50.54
A14046	06/18/25	15462	JOHNSON, KATIE	G	11-212-3210-000-000-2251		April - June Mileage	125.37	125.37
A14047	06/18/25	13905	KSS ENTERPRISES	G	11-261-5990-000-000-0000		Degreaser/Finish pads/Clean Sc	154.43	154.43
A14048	06/18/25	00420	LANSING COMMUNITY COLLEGE	19942 C	V	61-241-3430-000-000-0000	Mail Charges - May	65.88	65.88
A14049	06/18/25	15602	LAUTZ E FLIPS, LLC	17935 C	X	21-261-4210-000-000-0000	June - Consumers	101.64	101.64
A14050	06/18/25	14540	LOBDELL, CHRISTINA JOY	X	21-215-3210-000-035-0000		May - June Mileage	231.84	231.84
A14051	06/18/25	15120	LOCK, SHANNON M	G	11-212-3210-000-000-2251		April - June Mileage	12.04	
				G	11-221-3220-000-000-2251		May 8-9 Conference - Meals	70.63	82.67
A14052	06/18/25	29560	MAPLE VALLEY PUBLIC SCHOOLS	V	61-411-8510-000-000-3510		61s FFA SUPPORT	45,847.00	45,847.00
A14053	06/18/25	12684	MEA FINANCIAL SERVICES, INC.	G	12-451-2500-000-000-0000		July Premiums	178.10	178.10
A14054	06/18/25	13646	MYERS PLUMBING & HEATING INC.	G	11-261-4110-000-000-0000		Packard - Installed new Grundf	1,918.00	1,918.00
A14055	06/18/25	15945	NOEL, MATTHEW	G	11-212-3210-000-000-2251		May Mileage	98.35	98.35
A14056	06/18/25	15726	OLIVET COMMUNITY SCHOOLS	V	61-411-8510-000-000-3510		61s FFA SUPPORT	45,612.69	45,612.69
A14057	06/18/25	15697	PORZONDEK, CHEYENNE	G	11-221-3210-000-933-9303		June Mileage	22.40	
				G	11-221-3210-000-933-9303		Passport parking - Parking fee	1.10	
				G	11-221-3220-000-933-9303		June 3 Conference - Mileage	8.40	31.90
A14058	06/18/25	14878	PRESENCELEARNING, INC	19936 C	X	21-214-3130-000-021-0000	SP Evaluations	10,905.54	
				19936 C	X	21-216-3130-000-041-0000	BMH Hours	30,725.40	41,630.94
A14059	06/18/25	14919	RICHARDSON, EMILY ANN	G	11-212-3210-000-000-2251		April - June Mileage	231.91	231.91
A14060	06/18/25	15138	ROUSH, VICKI LYNN	G	11-221-3220-000-000-2251		May 7-9 Conference - Mileage &	336.17	336.17
A14061	06/18/25	15812	THORNAPPLE KELLOGG SCHOOL	V	61-411-8510-000-000-3510		61s FFA SUPPORT	48,363.00	
				V	61-411-8510-000-000-3510		CHECK # at14061 VOIDED	(48,363.00)	0.00
A14062	06/18/25	15815	UNIONVILLE-SEBEWAING AREA	V	61-411-8510-000-000-3510		61s FFA SUPPORT	2,500.00	2,500.00
A14063	06/18/25	91627	CELICO PARTNERSHIP	G	11-261-3410-000-000-0000		May - *S/C TELEPHONE EXPENSE	1,424.02	
				G	11-261-3490-000-000-0000		May - GE Broadband Wireless	72.02	1,496.04
A14064	06/18/25	13355	WALDROP, CARLY R	X	21-212-3210-000-080-0000		March Mileage	254.03	
				X	21-212-3210-000-080-0000		December Mileage	171.72	
				X	21-212-3210-000-080-0000		Jan - Feb Mileage	486.08	911.83
A14065	06/18/25	13895	WEST MICHIGAN OFFICE	19952 C	G	11-226-5910-000-000-3310	4x6 Panel unit/Delivery/Instal	3,640.00	3,640.00
A14066	06/18/25	14115	WILLIAMS, SEAN M	G	11-232-3210-000-000-0000		May Mileage	124.88	124.88

**Check Register**

**Eaton RESA**

Type of Checks: All

Date Range: 06/01/2025 to 06/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A14067	06/20/25	15675	CHILDTIME CHILDCARE INC.		G	11-441-8511-000-000-3430	Dec GSRP	13,776.31	13,776.31
A14068	06/20/25	46007	RELEVANT ACADEMY OF EATON		G	10-518-1902-902-000-0000	June State Aid	(1,726.20)	
					G	12-421-1902-000-000-0000	June State Aid	76,527.81	74,801.61
A14069	06/24/25	14848	AMAZON CAPITAL SERVICES, INC		G	11-331-5110-000-000-2781	Number Book & Richard Scarry -	259.24	
					X	21-221-5990-000-000-9150	Girl Unmasked - Autism book	14.99	274.23
A14070	06/25/25	12719	ALGRIM, HEATHER		G	11-226-3210-000-000-3310	April - June Mileage	159.60	159.60
A14071	06/25/25	14848	AMAZON CAPITAL SERVICES, INC	19926 C	G	11-221-5990-000-000-7673	Fidget Ball/Plush animals/Doug	566.86	
				19931 C	G	11-261-5990-060-000-5220	Canopy/Markers/Snacks/Laptop/C	380.58	
				19931 C	G	11-261-5994-060-000-5220	Canopy/Markers/Snacks/Laptop/C	593.53	
				19931 C	G	11-261-5995-060-000-5220	Canopy/Markers/Snacks/Laptop/C	963.57	
					G	11-331-5991-000-000-2781	Credit - 5-compartment storage	(175.55)	
					G	11-361-5990-000-000-6351	Credit - Black Bear girls t-sh	(39.90)	
					G	11-361-5990-000-000-6351	Credit - Arm & Hammer laundry	(31.96)	
					G	11-361-5990-000-000-6351	Credit - Hind 3pack girls bike	(56.32)	
					X	21-241-7910-001-000-0000	Credit - graduation tassels	(34.90)	
					X	21-241-7910-001-000-0000	Credit - graduation tassels	(34.90)	
					V	61-127-5110-000-000-0000	Credit - Large truck engine to	(69.99)	2,061.02
A14072	06/25/25	15453	BERRES, JOHN		G	11-212-3210-000-000-2251	May - June Mileage	176.26	
					G	11-212-3210-000-000-2251	April Mileage	110.60	
					G	11-221-3220-000-000-2251	May 5-6 Prevention Conf - Mile	141.38	428.24
A14073	06/25/25	01194	BESCO WATER TREATMENT, INC	17932 P	G	11-261-5990-000-000-0000	Water delivery	59.50	59.50
A14074	06/25/25	15390	BROWN, JESSICA		X	21-218-3210-000-064-0000	March Mileage	266.70	266.70
A14075	06/25/25	00065	CDW LLC	19730 C	G	11-284-3190-000-000-0000	Google Voice - March	739.45	739.45
A14076	06/25/25	15236	CHAMBERS, CHELSEA MARIE		G	11-221-3220-000-000-0000	June 10-13 MCIFN Conf - Mileag	1,307.34	1,307.34
A14077	06/25/25	07360	CHARLOTTE PUBLIC SCHOOL		X	20-512-0000-000-000-0000	Transportation	(45,855.00)	
					X	20-518-9210-030-901-9214	Billbacks	(439,913.75)	
					X	21-411-8510-030-000-0000	Medicaid Outreach	2,892.00	
					X	21-411-8518-030-000-0000	SE Gross Claim	774,818.00	
					F	51-297-8220-000-000-0000	Delivery Fee/White Milk	129.24	
					F	51-297-8220-000-000-0000	Lunch Trays and White Milk	45.19	
					F	51-297-8220-000-000-8500	May - GSRP Galewood Breakfast	2,016.90	
					F	51-297-8220-000-000-8500	May - GSRP MV Breakfast	810.00	
					F	51-297-8220-000-000-8510	May - GSRP MV Lunch	1,275.00	
					F	51-297-8220-000-000-8510	May - GSRP Galewood Lunch	3,174.75	299,392.33
A14078	06/25/25	15675	CHILDTIME CHILDCARE INC.		G	11-441-8511-000-000-3430	GSRP - 04/25 - 05/23	14,243.80	
A14079	06/25/25	15845	CLARK, RACHAEL		G	11-441-8511-000-000-3430	GSRP - 12/28 - 04/25	63,842.72	78,086.52
A14080	06/25/25	13859	D & D MAINTENANCE SUPPLY, INC		X	21-212-3210-000-080-0000	June Mileage	229.74	229.74
					G	11-261-5990-000-000-0000	Tissue/Roll towel/HD Liner	646.58	

**Check Register**

**Eaton RESA**

Type of Checks: All

Date Range: 06/01/2025 to 06/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A14081	06/25/25	94460	HASSEL FREE FUELS		G	11-261-5990-000-000-0000	Cap adapter/HD Liner/Roll Towe	558.40	1,204.98
A14082	06/25/25	90023	DEAN TRANSPORTATION, INC.		G	11-261-5710-000-000-0000	SIC PACK TRUCK GASOLINE	31.35	31.35
					G	11-271-3310-000-000-3430	05/05 GSRP field trip transpor	942.76	
					X	21-271-3310-000-000-9140	05/20 Funtyme field trip	388.69	
					X	21-271-3310-001-000-0000	May MV field trip transportati	2,639.12	
					V	61-271-3310-000-000-0000	03/10 CTE 8th grade trip - cre	(413.88)	3,556.69
A14083	06/25/25	13029	DEVOLDER-HICKS, SHEILA		X	21-212-3210-000-080-0000	May Mileage	83.93	83.93
A14084	06/25/25	04242	EATRAN	19981 C	X	21-271-3310-000-000-9140	Gold tokens for Summer Program	360.00	360.00
A14085	06/25/25	15794	ELKTON - PIGEON - BAY PORT		V	61-411-8510-000-000-3510	61s FFA SUPPORT	6,784.83	6,784.83
A14086	06/25/25	44684	EPARS (403B)		G	12-451-0015-000-000-0000	TSA 403B	8,535.70	
					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	10,840.47
A14087	06/25/25	15857	FOX, ELIZABETH		X	21-212-3210-000-080-0000	May Mileage	384.58	384.58
A14088	06/25/25	19060	GRAND LEDGE PUBLIC SCHOOLS		X	20-512-0000-000-000-0000	Transportation	(92,486.00)	
					X	20-518-9210-060-901-9214	Billbacks	(964,293.50)	
					X	21-411-8510-000-060-0000	Medicaid Outreach	6,665.00	
					X	21-411-8510-060-000-8010	IDEA Reimbursement	567,005.37	
					X	21-411-8518-060-000-0000	SE Gross Claim	1,046,804.50	
					X	21-411-8521-000-000-0000	3% Handling Fee	17,010.00	
					X	22-421-0000-000-000-0000	Due to Grand Ledge	604,234.13	1,184,939.
A14089	06/25/25	15394	GROSTEFON, LINDSEY		X	21-218-3210-000-067-0000	Jan - Apr Mileage	430.57	
					X	21-218-3210-000-067-0000	Apr - June Mileage	368.48	799.05
					X	21-226-3210-000-082-0000	May - June Mileage	155.89	155.89
A14090	06/25/25	12978	HAGER, KELLY		G	11-221-3190-000-919-9303	DYTUR Activities	140.00	
A14091	06/25/25	14714	HEFTY, MICAH ELIZABETH LURIE	19967 C	G	11-221-3190-000-923-9303	DYTUR Activities	1,800.00	
					G	11-221-3190-000-923-9303	Apr - June Mileage	115.22	
					G	11-221-3190-000-933-9303	June 9 - Mileage	32.76	
					G	11-221-3190-000-933-9303	DYTUR Activities	220.00	
					G	11-331-3190-000-000-9435	Virtual Class - Planning/prep/	640.00	2,947.98
A14092	06/25/25	00402	HIRCHERT, STEPHANIE		X	21-212-3210-000-080-0000	May - June Mileage	400.33	
					X	21-212-3210-000-080-0000	June Mileage	80.36	480.69
A14093	06/25/25	00515	ISLAND CITY ACADEMY		X	20-518-9210-901-901-9214	Billbacks	(20,943.50)	
					X	21-411-8518-901-000-0000	SE Gross Claim	30,789.00	9,845.50
A14094	06/25/25	13905	KSS ENTERPRISES		G	11-261-5990-000-000-0000	Comet/Telescoping handle/velcr	117.40	117.40
A14095	06/25/25	15767	LYTLE, MADISON		V	61-212-3210-000-000-0000	May - June Mileage	53.76	53.76
A14096	06/25/25	13901	MANER COSTERISAN & ELLIS PC		G	11-231-3180-000-000-0000	Audit Svs & travel - June 2025	8,163.38	8,163.38
A14097	06/25/25	29560	MAPLE VALLEY PUBLIC SCHOOLS		X	20-512-0000-000-000-0000	Transportation	(33,089.00)	

### Check Register

Eaton RESA

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Date Range: 06/01/2025 to 06/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A14098	06/25/25	15859	MOLETTE, SHIANN		X	20-518-9210-065-901-9214	Billbacks	(215,888.50)	
A14099	06/25/25	15551	BARBARA FLIS		X	21-411-8510-065-000-0000	Medicaid Outreach	907.00	
A14100	06/25/25	37660	POTTERVILLE PUBLIC SCHOOL	19966 C	X	21-411-8518-065-000-0000	SE Gross Claim	351,185.50	103,115.00
					X	21-212-3210-000-080-0000	May Mileage	23.45	23.45
					G	11-221-3190-000-000-6973	TETO Training 06.11.25	600.00	600.00
					X	20-512-0000-000-000-0000	Transportation	(20,369.50)	
					X	20-518-9210-090-901-9214	Billbacks	(211,035.50)	
					X	21-261-4290-090-120-0000	MOCI Classroom Rent	11,676.00	
					X	21-411-8510-090-000-0000	Medicaid Outreach	744.04	
					X	21-411-8518-090-000-0000	SE Gross Claim	324,799.00	
					V	61-127-8220-000-000-0000	Career Prep Reimb	2,173.47	107,987.51
A14101	06/25/25	15703	PROMER, MARLENE		X	21-212-3210-000-080-0000	May Mileage	256.48	
					X	21-212-3210-000-080-0000	June Mileage	180.95	
					X	21-226-5990-000-080-0000	Meijer - Cereal	10.05	447.48
A14102	06/25/25	13834	R.A. DINKEL & ASSOCIATES, INC.	19901 C	G	11-221-5990-000-000-7673	Digital bundle - curriculum	1,605.00	1,605.00
A14103	06/25/25	14609	RYAN, ANDREA JOYCE		G	11-221-3220-000-923-9303	May 5-6 Prevention Conf - Mile	64.26	64.26
A14104	06/25/25	15807	SARANAC COMMUNITY SCHOOLS		V	61-411-8510-000-000-3510	61s FFA SUPPORT	14,961.61	14,961.61
A14105	06/25/25	15392	SATTERELLI, MYAH		X	21-214-3210-000-021-0000	Jan - May Mileage	106.89	106.89
A14106	06/25/25	13908	SCHMEDLEN, MARY ANN		G	11-221-3210-000-000-0000	June Mileage	17.71	17.71
A14107	06/25/25	13018	SIMON, BRITTANY		X	21-212-3210-000-080-0000	June Mileage	222.81	222.81
A14108	06/25/25	14116	SMITH MCCAFFREY, JENNIFER R		G	11-226-3220-000-000-3430	June 10-12 ECAN Conf - Mileage	615.72	615.72
A14109	06/25/25	13043	TALARICO, MARY		X	21-212-3210-000-080-0000	June Mileage	99.40	
					X	21-212-3210-000-080-0000	May Mileage	323.61	
					X	21-215-7410-000-080-0000	ASHA Membership	92.00	515.01
A14110	06/25/25	15690	TRUSTMARK VOLUNTARY BENEFIT		G	12-451-0060-000-000-0000	LTC ER PREMIUM - 06/13/2025	2,727.77	
					G	12-451-0060-000-000-0000	LTC ER PREMIUM - 06/27/2025	2,727.77	
					G	12-451-0061-000-000-0000	LTC EE PREMIUM - 06/13/2025	1,238.01	
					G	12-451-0061-000-000-0000	LTC EE PREMIUM - 06/27/2025	1,238.01	7,931.56
A14111	06/25/25	15900	WACOUSTA COOPERATIVE		G	11-441-8513-000-000-3430	GSRP - April	11,226.99	11,226.99
A14112	06/25/25	00013	WAYNE COUNTY RESA		G	11-252-8220-000-000-0000	2024-25 Payroll Svs - 3rd Qtr	3,000.00	3,000.00
A14113	06/27/25	14848	AMAZON CAPITAL SERVICES, INC	19965 P	G	11-221-5990-000-000-7673	WWIS supplies	1,595.85	1,595.85
A14114	06/27/25	15173	AMN ALLIED SERVICES LLC	19982 C	X	21-216-3130-000-041-0000	Rials - 06/01-06/07	3,000.00	3,000.00
A14115	06/27/25	15744	BAD AXE PUBLIC SCHOOL		V	61-411-8510-000-000-3510	61s FFA SUPPORT	48,363.00	48,363.00
A14116	06/27/25	02360	BARRY EATON DIST HEALTH DEPT	19266 C	G	11-221-3190-000-923-9303	ECSAAG - June	1,527.91	1,527.91
A14117	06/27/25	15390	BROWN, JESSICA		X	21-218-3210-000-064-0000	Jan Mileage	347.62	347.62
A14118	06/27/25	00065	CDW LLC	19988 C	G	11-284-3190-000-000-0000	Google Voice - April	744.27	744.27
A14119	06/27/25	07360	CHARLOTTE PUBLIC SCHOOL		V	61-271-8220-000-000-0000	24/25 CTE Transportation	42,455.61	42,455.61
A14120	06/27/25	90023	DEAN TRANSPORTATION, INC.	18282 P	G	11-271-3310-000-000-3431	May GSRP	7,372.64	7,372.64

Eaton RESA

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CheckNo	CkDate	Vendor	Name	PO#	AFC	Account	Description	Amount	CheckAmt
				X	21-122-3111-001-140-0000		May Para-Pro - Eaton RESA	2,138.48	
18282 P				X	21-271-3310-030-000-0000		May Bus & Driver - CPS	65,275.56	
18282 P				X	21-271-3310-030-000-0000		May Attendant - CPS	6,037.33	
18282 P				X	21-271-3310-050-000-0000		May Attendant - ERPS	14,823.48	
18282 P				X	21-271-3310-050-000-0000		May Bus & Driver - ERPS	58,184.16	
18282 P				X	21-271-3310-050-000-9140		May GECKO - ERPS	1,401.68	
18282 P				X	21-271-3310-060-000-0000		May Attendant - GLPS	20,299.98	
18282 P				X	21-271-3310-060-000-0000		May Bus & Driver - GLPS	117,697.61	
18282 P				X	21-271-3310-060-000-9140		GECKO TRANS GL	26.25	
18282 P				X	21-271-3310-065-000-0000		May Attendant - MVPS	12,797.83	
18282 P				X	21-271-3310-065-000-0000		May Bus & Driver - MVPS	32,580.50	
18282 P				X	21-271-3310-065-000-9140		GECKO TRANS MV	106.68	
18282 P				X	21-271-3310-090-000-0000		May Attendant - PPS	2,849.03	
18282 P				X	21-271-3310-090-000-0000		May Bus & Driver - PPS	25,593.75	
18282 P				X	21-271-3310-090-000-9140		GECKO TRANS PV	76.55	367,261.51
A14121	06/27/25	16044	GETTING SMART, LLC	G	11-221-3120-000-000-0000		06/17 Speaker Fee	6,500.00	6,500.00
A14122	06/27/25	14408	GREAT LAKES GRAPHICS, INC.	G	11-261-5991-060-000-5220		Welcome packets for Health Cen	172.50	172.50
A14123	06/27/25	19060	GRAND LEDGE PUBLIC SCHOOLS	V	61-271-8220-000-000-0000		24/25 CTE Transportation	63,999.45	63,999.45
A14124	06/27/25	22260	INGHAM INTERMEDIATE SCHOOL	G	11-284-8220-000-000-0000		4th Qtr Tech Services	155,568.93	155,568.93
A14125	06/27/25	13476	JASKOWSKI, LISA	X	21-212-3210-000-080-0000		June Mileage	55.30	55.30
A14126	06/27/25	15331	LEALE, NATHAN J	G	11-221-5993-000-000-0000		July Reimbursement	188.83	
				G	11-226-2310-000-000-0000		Jan - May Tuition reimb	2,778.00	
				G	11-226-3210-000-000-0000		Sept - Nov Mileage	50.92	3,017.75
A14127	06/27/25	29560	MAPLE VALLEY PUBLIC SCHOOLS	V	61-271-8220-000-000-0000		24/25 CTE Transportation	56,308.50	56,308.50
A14128	06/27/25	12771	STATE OF MICHIGAN	X	21-212-3190-000-000-0000		School Based svcs - 04/01 - 06/	1,611.90	1,611.90
A14129	06/27/25	14441	LOWRIE, AMY MILLER	X	21-226-3210-000-082-0000		Dec Mileage	110.42	110.42
A14130	06/27/25	15800	NILES COMMUNITY SCHOOLS	V	61-411-8510-000-000-3510		61s FFA SUPPORT	4,336.69	4,336.69
A14131	06/27/25	15803	OVID-ELSIE AREA SCHOOLS	V	61-411-8510-000-000-3510		61s FFA SUPPORT	48,363.00	48,363.00
A14132	06/27/25	15247	PEOPLE DRIVEN TECHNOLOGY,	G	11-284-6420-000-000-0000		Dell Pro 14 Plus - AE	2,691.00	
				G	11-284-6420-000-000-0000		Dell 16 Pro - KH	589.95	3,280.95
A14133	06/27/25	14116	SMITH MCCAFFREY, JENNIFER R	G	11-226-3210-000-000-3430		Aug - Dec Mileage	359.12	
				G	11-226-3210-000-000-3430		Aug - Dec Mileage	436.17	
				G	11-226-3210-000-000-3430		Jan - Mar Mileage	168.00	
				G	11-226-3210-000-000-3430		Apr - Jun Mileage	513.80	1,477.09
A14134	06/27/25	15328	SMITH, KRISTEN	G	11-221-3210-000-000-0000		Feb - Jun Mileage	38.36	
				G	11-221-3210-000-933-9303		Feb - Jun Mileage	29.40	67.76
A14135	06/27/25	15815	UNIONVILLE-SEBEWAING AREA	V	61-411-8510-000-000-3510		61s FFA SUPPORT	45,500.00	45,500.00
<b>Sub Total:</b>								<b>\$3,706,202.51</b>	

### Check Register

**Eaton RESA**

Type of Checks: All

Date Range: 06/01/2025 to 06/30/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
Register Total:									\$6,777,738.72

## 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:** 07/16/2025

**II. AGENDA ITEM TITLE:** Out of State Conference & Travel Request

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

Presentation

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

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

Information

**IV. AGENDA ITEM DESCRIPTION:**

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

The request is for Randy Cusack, Related Services and Maple Valley Special Education Director, to attend the American Association of School Personnel Administrator's Conference in Nashville, TN, October 7-10, 2025. AASPA provides training and best practice in staff recruitment, and retention while partnering with several contract agencies to address nationwide shortages. The conference will aid in Randy's work of addressing staff challenges for school social workers and psychologists.

a) **Cost:** \$2,750.21

b) **Timeframe/term of agreement:** N/A

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

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

Approve

Authorize the Superintendent to execute agreement

Approve the increase of FTE:

Award a bid

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

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



School Year 25-26

### Pre-Conference Request Form

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

**Conference Information**

Employee Name Randy Cusack Dept: Special Education  
 Conference Date(s) October 7-10  
 Conference Title AASPA Annual Conference  
 Conference Location Nashville, TN

**Registration**

Will pay using P Card \_\_\_\_\_ Registration Cost: \$ 750  
 Account #: 21-283-3220-000-000-0000  
 Vendor Name American Association of School Personnel Administrators  
 Vendor Address 7285 West 132nd Street Overland Park, KS  
 Is this a Group Registration no  
 If yes, please provide name(s) of other employees in group \_\_\_\_\_

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

Enter 0 in the normal commute field if your normal commute is more than the distance to/from the conference **Miles**

Mileage from departure (address) \_\_\_\_\_  
 to conference (address) \_\_\_\_\_ 0.00  
 Subtract my normal commute (if leaving from home or other non base work location) 0.00  
**Equals reimbursable one-way mileage** 0.00  
**Roundtrip mileage** 0.00  
**Total estimated mileage for conference timeframe** 0.00 @ \_\_\_\_\_ = \$ 0.00

Other Travel (Air, Train, Bus): Airfare 342.17  
 Other (Parking, Shuttle, Taxi, Books, etc...): \_\_\_\_\_ \$48.00  
 Meals 264.00

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

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

Will pay with P Card \_\_\_\_\_  
 # of Nights: 3.00 Daily Rate (include taxes/fees): 448.68 \$ 1,346.04  
 Acct # \_\_\_\_\_  
 Hotel Name Holston House  
 Hotel Address 118 7th Ave N, Nashville, TN 37203



**Rationale for Attendance**

AASPA provides training and updated best practice in staff recruitment, retention while partnering with several contract agencies to address nationwide shortages. The conference will aid in my work supporting the school social work and school psychologist group while increasing my areas to support a group that is already experiencing a nationwide shortage (School Social Work) along with providing new emerging trends on staff fulfillment, ideas to foster and retain new staff and learn how other districts are addressing staffing difficulties.

Total Est. Cost: \$ 2,750.21

**Supervisor Approval for Attendance**

*Randy Cusack*

06/18/2025

Employee Signature

Date

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

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

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

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

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Superintendent Signature**



## Post-Conference Request Form

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

### Conference Information

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

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

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

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

### Actual Conference Expense

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

	Estimated Approval	Actual Expense	ERESA Pre-Paid	ERESA PCARD Charges	Employee Reimbursement
Registration Fee	750.00				
Est. Mileage: <u>0.00</u> Miles @ _____ Actual Mileage: _____	0.00				
Other Travel _____	390.17				
Lodging	1,346.04				
Meals (complete detail below)	264.00				
Other _____ (explain)	48.00				
<b>Total</b>	<b>2,798.21</b>				

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

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

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



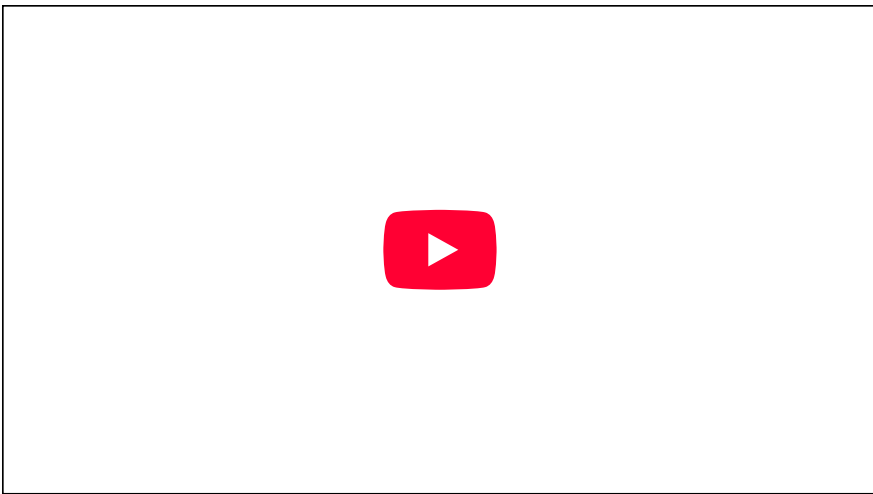


# AASPA's 87<sup>th</sup> ANNUAL CONFERENCE

## Registration Now Open!

See you in Nashville, TN!

October 7 - 10, 2025



### Registration Options:

**All Access Registration**  
(includes Pre-Conference Sessions on Oct. 7)

**Early Bird Pricing:**  
\$900 for members  
\$1,200 for nonmembers

**After 8/1/2025**  
\$1,000 for members  
\$1,300 for nonmembers

**After 10/1/2025**  
\$1,100 for members  
\$1,400 for nonmembers

### **Basic Registration**

**Early Bird Pricing:**  
\$750 for members  
\$1,050 for nonmembers

**After 8/1/2025**  
\$850 for members  
\$1,150 for nonmembers

**After 10/1/2025**

## Your Ticket includes

- **Pre-Conference Workshops** \*Only Included with the All Access Registration
- **Keynote Sessions**
- **Breakout Sessions**
- **Session PowerPoints/Materials**

- **Networking Receptions**
- **Exhibit Hall Access**
- **Breakfast, Lunches, AM & PM Breaks**
- **Networking Platform and Mobile App**
- **Top tier professional development opportunities and exposure to the hottest topics, most relevant speakers and attendees. Along with the opportunity to network with the most innovative technologies and companies impacting education today.**
- **Access to the AASPA hotel room block rate. Special attendee rates are not guaranteed and pending availability. Book Your Room!**

\$950 for members  
\$1,250 for nonmembers

**A La Carte**

Retired/Honorary Registrations  
Additional Event Tickets

**Transfer Fee of \$50 starting Sept. 1, 2025.**

Transfers must be for like registrations or you will be required to pay the difference.

**Onsite Registration Fee**

Any onsite registrations will incur an additional \$50 fee.

We are looking forward to seeing you!

[Register Now!](#)

[View the Cancellation Policy >>](#)

[Does your boss need convincing?](#)

[Do you have questions about this event?](#)

**MEET THE TEAM | GET INVOLVED WITH AASPA | CANCELLATION POLICY**

**CONTACT US**

7285 W. 132nd Street, Suite 100  
Overland Park, KS 6621

913.327.1222  
[aaspa@aaspa.org](mailto:aaspa@aaspa.org)

**THE CONFERENCE**

- PROGRAM
- SPEAKERS
- EXHIBIT & SPONSOR

**EXHIBIT & SPONSOR**

- CURRENT SPONSORS
- BENEFITS
- EXHIBIT HALL INFO

[REGISTER NOW](#)

[BACK TO TOP](#)

Please contact [emily@aaspa.org](mailto:emily@aaspa.org) with any registration questions.

SECURE CHECKOUT

SECURE TRANSACTIONS

24-HOUR SERVICE

TRUSTED PAYMENTS

Choose Flight

Passenger & Payment Details

Booking Confirmation

**Please note:** We've combined 2 one-way flight tickets to get the lowest price possible. Each ticket is subject to its own rules and regulations. [More Details](#)

**Almost done!** Enter your details and complete your booking now.

### Round-trip: Lansing, MI - Nashville, TN

#### Lansing, MI → Nashville, TN

✓ Free Cancellation within 36 hours

Tue, Oct 7 2025 - 1 stop (3h 30m)

American Airlines • Basic Economy

06:00a

LAN

08:30a

BNA

1 Stop

#### Nashville, TN → Lansing, MI

✓ Free Cancellation within 23 hours

Fri, Oct 10 2025 - 1 stop (3h 24m)

Delta Air Lines • Delta Main Basic

07:15p

BNA

11:39p

LAN

1 Stop

Keep up the good work!

**You're on your way to getting a great deal.**

Cost per person \$342.17

Round-trip ticket

Number of travelers 1

**You pay today \$342.17**

as low as \$31/month

Prices in USD. Prices include all taxes and fees charged by Priceline.

Baggage fees are not included in your trip cost.

! Spelling of name must match government-issued photo ID

### Flight Passenger 1

First name \*

Optional

Middle name

Last name \*

Optional

Suffix

Date of birth \*

Gender ?

Male

Female

✓ Known traveler & frequent flyer number

40

## Payment Method



### Credit Card or Debit

Visa, Mastercard, American Express, Discover



### Monthly Payments

Starting at \$31/mo with [affirm](#). [Learn more](#)

## Billing

Country \*

United States



Country code \*

+ 1



## Add Trip Protection

- ✓ **More flexibility:** Reimburses you up to 100% of eligible air ticket cost for covered trip cancellation
- ✓ **Reliable benefits:** Reimburses unexpected, eligible costs associated with trip interruption
- ✓ **Help when you need it:** 24/7 live support and emergency assistance services

 Yes, add trip protection for \$20.53 total.

Recommended

- No, I understand by declining protection I may be responsible for all non-refundable expenses.

Plan sold by Cover Genius Insurance Services, LLC's platform XCover. Insurance by US Fire and non-insurance services by Falck Global Assistance and Voye Global Connectivity Ltd. Limitations and exclusions apply. Powered by XCover. Plan only valid for residents of the United States. [See more details](#)

### Important Information

- LAN - BNA: **Free Cancellation within 36 hours** ⓘ
- BNA - LAN: **Free Cancellation within 23 hours** ⓘ
- Full Fare Rules: [LAN-ORD](#) | [ORD-BNA](#) | [BNA-DTW](#) | [DTW-LAN](#)
- Baggage Fees: [LAN-ORD](#) | [ORD-BNA](#) | [BNA-DTW](#) | [DTW-LAN](#)
- By selecting Book & Pay you agree to the [Booking Conditions, Terms & Conditions](#) and [Privacy Policy](#).

### Book & Pay

**priceline**  Unlock up to 50% savings on select hotels when you book this flight

SECURE CHECKOUT

SECURE TRANSACTIONS

24-HOUR SERVICE

TRUSTED PAYMENTS

1 Choose Room

2 Guest & Payment Details

3 Booking Confirmation

**Almost done!** Enter your details and complete your booking now.



### Holston House Nashville, in The Unbound Collection by Hyatt

Downtown Nashville - Metrocenter Area

8.8 VERY GOOD | 4-STAR HOTEL

CHECK-IN  
Tue, Oct 7, 2025

CHECK-OUT  
Fri, Oct 10, 2025

NIGHTS  
3

ROOMS  
1

#### King Room

1 King Bed

Free WIFI

Fridge

Price per night	\$358.67
1 room	
Number of nights	3
Taxes and fees	\$187.71

**You pay today** **\$1,263.72**  
as low as **\$115/month**

Property fee	\$70.50
Tax on fees	\$11.82
Due at property	

**Total Cost** **\$1,346.04**

Coupons cannot be redeemed for this booking.

**Have questions? We're here to help!**  
**(833) 960-4913**

Prices in USD. Prices include all [taxes and fees](#) charged by Priceline.

Please bring a valid form of payment for any taxes and fees collected at the property.

The guest checking into each hotel room must be 21 or older, present a valid Photo ID and credit card.

#### Guest Name

First name \*

Last name \*

Guest name and name on card are the same

#### Payment Method



**Apple Pay**

**Credit Card or Debit**

Visa, Mastercard, Diners Club, Discover, American Express



Name on card \*

Card number \*

MM/YYYY \*

CVV code \*



**PayPal**

**Monthly Payments**  
Starting at \$115/mo with **affirm** [Learn more](#)

**Billing**

Street address \*

Country \*  
United States

Zip code \*

City \*

Email address \*

Country code \*  
+1

Mobile phone number \*

**Add Trip Protection**



A lot can happen on your trip - protect yourself against the unexpected.

- ✓ **Trip Cancellation or Interruption:** Get up to 100% of non-refundable trip costs reimbursed due to covered illness, injury or more
- ✓ **Trip Delay:** Reimburses up to \$500 for covered reasons
- ✓ **Baggage and Personal Effects:** Get up to \$250 reimbursed for lost, stolen, damaged or destroyed luggage
- ✓ **Additional Non-insurance Perks:** Includes 24/7 award-winning travel and emergency assistance services

Yes, protect my stay for \$60.03 total. Recommended

No, I'll take my chances.

Plan sold by Cover Genius Insurance Services, LLC's platform XCover. Insurance by US Fire and non-insurance services by Falck Global Assistance and Voye Global Connectivity Ltd. Limitations and exclusions apply. Powered by XCover. Plan only valid for residents of the United States. [Plan & Pricing details, disclosures, Coverage Alerts](#)

### Important Information

- Check-in begins at 4pm and check-out is at 11am.
- This special discounted rate is **non-refundable.** ⓘ
- By selecting Book & Pay you agree to the [Booking Conditions](#), [Terms & Conditions](#) and [Privacy Policy](#).

**Book & Pay**



## 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:** 07-16-2025

**II. AGENDA ITEM TITLE:** Pilot of (2) SSW Specialist Positions

**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:**

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)*

Our ISD's Special Education Plan was recently approved by the Michigan Department of Education to include a School Social Work (SSW) Specialist position. This addition, fully supported by our local special education directors, allows SSW Specialists, who are completing their master's degrees, to carry caseloads and provide direct services as outlined in students' IEPs.

SSW Specialists must be supervised by a fully licensed SSW. While they may assist in evaluations, they cannot serve as the required MET representative for disability identification or service planning. This role closely mirrors existing VI and DHH Specialist positions.

We are requesting Board approval to pilot two SSW Specialist positions for the 2025–26 school year. These salaried roles will fill current board-approved SSW vacancies and reduce reliance on virtual contracted providers. Feedback from local districts will be reviewed at year's end, and pending continued director support, these roles may be formally recommended for permanent status through our Special Education Funding System.

b) **Cost:** \$43,946 (Step 3) and up to an additional \$37,506 for benefits per SSW Specialist.  
 \*Note: This is not an additional cost as it would replace up to (2) current approved SSW positions.

c) **Timeframe/term of agreement:** 2025-26 school year

d) **Supporting materials/attachments, if any:** SSW Specialist Language from ISD Plan for the Delivery of Special Education Program and Services.

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

	Approve
	Authorize the Superintendent to execute the agreement

	Approve the increase of FTE:
	Award a bid
x	Other: Approve up to 2.0 FTE of existing SSW positions be transferred to SSW Specialist positions.

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

## Social Work Specialist Language

### Program Name:

Social Work Specialist

### Student Population Served:

Students who need social work services based on their IEP.

### Role of Teachers and/or endorsement of the teachers and service providers

The Social Worker Specialist Cannot:

Serve as a MARSE required member of the MET and IEP teams in the identification of a disability and development of supports and/or services to enable a qualifying student to learn as effectively as possible in his or her educational program.

The Social Worker Specialist under the direction of a qualified School Social Worker can:

Consult with qualified IEP and MET team members including conducting observations and providing input regarding individual needs.

Participate in the development of a written and oral report to the IEP and MET teams detailing the results of the evaluation of students.

Identify problems and situations interfering with the ability of students to make optimal use of the educational experience and to develop appropriate goals and objectives based on student needs.

Serve as consultant with school staff and parents in altering situations adversely affecting the personal, social emotional, and academic development of children, including the coordination of the development of Positive Behavioral Support Plans.

Maintain appropriate records and reports including but not limited to; service documentation, student progress toward goals.

Conduct functional behavioral assessments.

Coordinate and develop resources within and outside the school system for use by children, their families and school personnel.

Provide direct therapy and intervention services, including crisis intervention.

Use data-based decision making to lead a problem-solving model in dealing with student academic and behavioral concerns.

### Certification and/or endorsement of teacher and or service provider

An individual may be employed under the school social work specialist with all of the following:

- **Possessing a bachelor's degree in social work from an accredited university and licensed Bachelor's level social work**
- Be enrolled in a Masters of Social Work, with a school social work approval program at an accredited university.
- Work under the direct supervision of the local district Administrator of Special Education Programs.
- Must be mentored by a qualified and LARA certified Master degreed School Social Worker.
- Must make progress toward the Social Work Master's degree each year by for successfully fulfilling the university obligations to remain in the program.
- Candidates must complete the Master's program in 3 years and receive temporary approval as a school social worker (unless there are unforeseen university delays, such as cancelling a scope and sequence required course).

#### Caseload

The OSE will accept a case load of 50 students with not more than 5 students being evaluated.



## Contractor Agreement

It is agreed between Eaton Regional Education Service Agency, hereafter 'ERESA', and Clinical Consulting Associates, Inc., hereinafter 'Contractor', that the following services will be provided based upon the expectations and conditions as follows:

### **Section 1: Description of Services**

The work to be performed by Contractor includes all services generally performed by Contractor in Contractor's usual line of business as follows:

#### **School Social Worker**

Contractor is not authorized to act as an agent of ERESA for any purpose not addressed herein, and Contractor shall hold ERESA harmless for any liabilities that may occur in the execution of the work described in this Agreement in accordance with Section 7 of this Agreement.

ERESA will make space available for the Contractor to conduct business related to the services provided under this Agreement. ERESA will make every effort to ensure that the work environment is free of safety hazards and is barrier free.

### **Section 2: Compensation and Billings:**

ERESA shall pay Contractor the total sum of up to \$78.00 per hour up to, but not exceeding, 1,472 hours or a maximum of \$114,816 for the work to be performed under this Agreement. Contractor shall work with ERESA to establish a schedule for the delivery of the prescribed services.

At the inception of this Agreement, Contractor must complete a W-9 form and provide a social security or company tax identification number and other pertinent information to establish a current and valid vendor file.

Contractor shall submit invoices for services to ERESA on a monthly basis. Invoices must include the contractor's name, address, service dates and times as well as the location where services were provided. A service log may also be required.

### **Section 3: Insurance and Taxes:**

Contractor is responsible for his/her own professional liability, general liability and worker's compensation insurance. A valid certificate of insurance must be submitted to ERESA prior to the inception of this Agreement and ERESA shall be named as an additional insured party for services performed in conjunction with this Agreement. If Contractor is a sole proprietor, or is not required by law to carry workers compensation insurance, Contractor will complete an 'Independent Contractor Statement' in the form prescribed by ERESA.

Contractor shall be responsible for unemployment and any other local, state and/or federal taxes that pertain to services provided.

### **Section 4: Agreement Timeline/Duration:**

This Agreement shall be in effect on August 14, 2025 and continue through June 6, 2026 or until such time as the services outlined in Section 2 are complete. Any extension of this Agreement must be in writing.

Either party may cancel this Agreement by providing the other party with a thirty (30) day written notice.

**Section 5: Relationship of the Parties:**

The parties intend that an independent Contractor-Owner relationship will be created by this Agreement. ERESA is interested only in the results to be achieved and the conduct and control of the work will lie solely with the Contractor. Contractor is not an employee of ERESA and, as such, is not entitled to any of the benefits or privileges extended to its employees. It is understood that ERESA does not agree to use Contractor exclusively, nor does the Contractor agree to exclusively provide services to ERESA.

**Section 6: Contractor Responsibilities:**

To perform the stated services as agreed in a competent, professional and timely manner in accordance to the time period specified in Section 4. Contractor agrees to provide all required materials and personnel needed to perform the services. ERESA reserves the right to approve the personnel and/or representatives of the Contractor. Contractor shall not assign this Agreement without the written consent of ERESA. Contractor shall also provide such documentation as may be required by ERESA or other authorities to verify credentials/licensure and/or satisfy pertinent legal requirements.

Contractor shall submit and/or facilitate completion of required criminal history and unprofessional conduct checks as may be required. No services shall be provided prior to receipt of a signed affidavit from ERESA.

**Section 7: Indemnity Covenant**

Contractor hereby agrees to indemnify ERESA for all claims, demands, liability and causes of action arising from or related to the services provided by Contractor, including, but not limited to, any act or omission occurring on or about ERESA's premises or the premises where the services are provided, acts of omissions including the Contractor's use of data and/or equipment. Indemnification shall include, but is not limited to, any act of negligence of the Contractor and/or also includes, but is not limited to, claims, demands, liability and causes of action involving injury or damages to any person(s) or entity or the data or property belonging to such person(s) or entity. Contractor's agreement to indemnify ERESA covers all costs, expenses, liabilities and fees, including attorney fees, incurred by ERESA in the event an action, litigation or proceeding is initiated against ERESA due to Contractor's actions or omissions. Contractor shall upon written notice from the ERESA, defend such litigation, action or proceeding. Contractor also agrees to indemnify ERESA for fines and/or penalties assessed by a State or Federal authority for failure to withhold or remit funds related to this Agreement.

**Section 8: Modification:**

Any amendment or waiver of the terms of this Agreement is not valid unless such amendment or waiver is in writing and executed by both parties to this Agreement.

**Section 9: Non-Discrimination:**

Contractor stipulates that it does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identify), disability, age, religion, height, weight, marital or family status, military status, genetic information, or any other legally protected category (collectively "Protected Classes"), in its programs and activities, including employment opportunities.

**Section 10: Entire Agreement:**

With respect to the services contemplated in this Agreement, this Agreement supersedes all previous understandings and agreements, written or oral between ERESA and Contractor.

\*\*\*\*\*

**THIS SECTION TO BE COMPLETED BY THE INDEPENDENT CONTRACTOR**

**Testimonial**

Do you perform similar services for other clients and/or schools outside of ERESA?  Yes  No

Have you retired from a Michigan public school?  Yes  No  
If so, when and from which school district? \_\_\_\_\_

<b>Independent Contractor:</b> <u>Clinical Consulting Associates, Inc.</u>
<b>SS# or Federal ID#</b> <u>37-1776285</u>
<b>Telephone #</b> _____
<b>Cell Phone # (required for School Messenger notification)</b> <u>248-709-2871</u>
<b>Email:</b> <u>drdondeering@gmail.com</u>
<b>Street Address:</b> <u>5150 Springdale Court</u>
<b>City, State, Zip:</b> <u>Clarkston, MI 48348</u>
<u><i>Sandra H. Deering DNP</i></u> Contractor's Signature
<u>6/18/25</u> Date

\*\*\*\*\*

**THIS SECTION TO BE COMPLETED PRIOR TO APPROVAL BY SUPERINTENDENT**

<b>Type of Agreement:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuing
<b>Funding Source:</b> <u>Special Ed</u>
<b>Account #:</b> <u>21-216-3130-000-041-0000</u>
<b>Duration of Agreement:</b> <u>8/14/2025-6/06/2026</u>
<b>ERESA Contact:</b> <u>Kelly Hager</u>
<u><i>Kelly Hager</i></u> Asst. Supt. For Special Ed Signature
<u>6/11/2025</u> Date
<u><i>Jana Monroe</i></u> Executive Director of Finance & Operations Signature
<u>6/11/2025</u> Date

**IN WITNESS WHEREOF**, the authorized representatives of the parties hereto have fully executed this Independent Contractor Agreement effective as of the agreed upon date noted in Section 4.

**On behalf of Contractor:**

SANDRA K. DEERING, DNP PRESIDENT - CCA, INC.

Printed Name and Title of Authorized Signer

Sandra K Deering DNP  
Contractor Signature

4/18/25  
Date

**On behalf of Eaton Regional Education Service Agency:**

\_\_\_\_\_  
Dr. Sean Williams, Superintendent

\_\_\_\_\_  
Date

Eaton Regional Education Service Agency does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identify), disability, age, religion, height, weight, marital or family status, military status, genetic information, or any other legally protected category (collectively "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte, Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

**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:** 07-16-25

**II. AGENDA ITEM TITLE:** Clinical Consulting Contract to provide School Social Work Services for the 2025-26 School Year

**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:**

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)*

Contract with Clinical Consulting to fill 4.0 FTE of school social worker vacancy.

- b) **Cost:** \$78.00/hour for a maximum amount of \$459,264
- c) **Timeframe/term of agreement:** August 14, 2025 through June 6, 2026.
- d) **Supporting materials/attachments, if any:** Contract between Clinical Consulting and Eaton RESA for School Social Work Services.

**V. 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:

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

## BOARD AGENDA ITEM

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

**I. DATE OF BOARD MEETING:** 07-16-2025

**II. AGENDA ITEM TITLE:** Contract with PBS Corporation for BCBA.

**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:**

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)*

Upon recommendation from the Special Education Funding Committee and local district superintendents, board approval is requested to renew a contract with Positive Behavior Corporation for a Board Certified Behavior Analyst (BCBA) to provide up to 20 hours of services per week to the local districts to assist IEP teams in meeting the needs of students with more complex behaviors that have not been successful with existing supports. Districts that utilize the services are billed back for the cost.

b) **Cost:** \$115.00/hour up to a maximum of \$89,125

c) **Timeframe/term of agreement:** August 14, 2025 through June 30, 2026

d) **Supporting materials/attachments, if any:** Contract between Eaton RESA and PBS Corporation.

**V. 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:

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



## Contractor Agreement

---

It is agreed between Eaton Regional Education Service Agency, hereafter 'ERESA', and Positive Behavior Supports Corporation, hereinafter 'Contractor', that the following services will be provided based upon the expectations and conditions as follows:

### **Section 1: Description of Services**

The work to be performed by Contractor includes all services generally performed by Contractor in Contractor's usual line of business as follows:

#### **Board Certified Behavior Analyst**

Contractor is not authorized to act as an agent of ERESA for any purpose not addressed herein, and Contractor shall hold ERESA harmless for any liabilities that may occur in the execution of the work described in this Agreement in accordance with Section 7 of this Agreement.

ERESA will make space available for the Contractor to conduct business related to the services provided under this Agreement. ERESA will make every effort to ensure that the work environment is free of safety hazards and is barrier free.

### **Section 2: Compensation and Billings:**

ERESA shall pay Contractor the total sum of up to \$115.00 per hour up to 20 hours per week, but not exceeding, 775 hours or a maximum of \$89,125 for the work to be performed under this Agreement. All assignments will be billed for a minimum of two hours. Contractor shall work with ERESA to establish a schedule for the delivery of the prescribed services.

At the inception of this Agreement, Contractor must complete a W-9 form and provide a company tax identification number and other pertinent information to establish a current and valid vendor file.

Contractor shall submit invoices for services to ERESA on a monthly basis. Invoices must include the contractor's name, address, service dates and times as well as the location where services were provided. A service log may also be required.

### **Section 3: Insurance and Taxes:**

Contractor is responsible for his/her own professional liability, general liability and worker's compensation insurance. A valid certificate of insurance must be submitted to ERESA prior to the inception of this Agreement and ERESA shall be named as an additional insured party for services performed in conjunction with this Agreement. If Contractor is a sole proprietor, or is not required by law to carry workers compensation insurance, Contractor will complete an 'Independent Contractor Statement' in the form prescribed by ERESA.

Contractor shall be responsible for unemployment and any other local, state and/or federal taxes that pertain to services provided.

### **Section 4: Agreement Timeline/Duration:**

This Agreement shall be in effect on August 14, 2025 and continue through June 30, 2026 or until such time as the services outlined in Section 2 are complete. Any extension of this Agreement must be in writing.

Either party may cancel this Agreement by providing the other party with a thirty (30) day written notice.

**Section 5: Relationship of the Parties:**

The parties intend that an independent Contractor-Owner relationship will be created by this Agreement. ERESA is interested only in the results to be achieved and the conduct and control of the work will lie solely with the Contractor. Contractor is not an employee of ERESA and, as such, is not entitled to any of the benefits or privileges extended to its employees. It is understood that ERESA does not agree to use Contractor exclusively, nor does the Contractor agree to exclusively provide services to ERESA.

**Section 6: Contractor Responsibilities:**

To perform the stated services as agreed in a competent, professional and timely manner in accordance to the time period specified in Section 4. Contractor agrees to provide all required materials and personnel needed to perform the services. ERESA reserves the right to approve the personnel and/or representatives of the Contractor. Contractor shall not assign this Agreement without the written consent of ERESA. Contractor shall also provide such documentation as may be required by ERESA or other authorities to verify credentials/licensure and/or satisfy pertinent legal requirements.

Contractor shall submit and/or facilitate completion of required criminal history and unprofessional conduct checks as may be required. No services shall be provided prior to receipt of a signed affidavit from ERESA.

**Section 7: Indemnity Covenant**

Contractor hereby agrees to indemnify ERESA for all claims, demands, liability and causes of action arising from or related to the services provided by Contractor, including, but not limited to, any act or omission occurring on or about ERESA's premises or the premises where the services are provided, acts of omissions including the Contractor's use of data and/or equipment. Indemnification shall include, but is not limited to, any act of negligence of the Contractor and/or also includes, but is not limited to, claims, demands, liability and causes of action involving injury or damages to any person(s) or entity or the data or property belonging to such person(s) or entity. Contractor's agreement to indemnify ERESA covers all costs, expenses, liabilities and fees, including attorney fees, incurred by ERESA in the event an action, litigation or proceeding is initiated against ERESA due to Contractor's actions or omissions. Contractor shall upon written notice from the ERESA, defend such litigation, action or proceeding. Contractor also agrees to indemnify ERESA for fines and/or penalties assessed by a State or Federal authority for failure to withhold or remit funds related to this Agreement.

**Section 8: Modification:**

Any amendment or waiver of the terms of this Agreement is not valid unless such amendment or waiver is in writing and executed by both parties to this Agreement.

**Section 9: Non-Discrimination:**

Contractor stipulates that it does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identify), disability, age, religion, height, weight, marital or family status, military status, genetic information, or any other legally protected category (collectively "Protected Classes"), in its programs and activities, including employment opportunities.

**Section 10: Entire Agreement:**

With respect to the services contemplated in this Agreement, this Agreement supersedes all previous understandings and agreements, written or oral between ERESA and Contractor.


\*\*\*\*\*

**THIS SECTION TO BE COMPLETED BY THE INDEPENDENT CONTRACTOR**

**Testimonial**

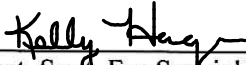

Do you perform similar services for other clients and/or schools outside of ERESA?  Yes  No

Have any of your employees retired from a Michigan public school?  Yes  No  
If so, who and when? \_\_\_\_\_

<b>Contractor:</b>	Positive Behavior Supports Corp
<b>Federal ID#</b>	81- 0764 147
<b>Telephone #</b>	616-890-3920
<b>Cell Phone # (required for School Messenger notification)</b>	
<b>Email:</b>	npostma@teampbs.com
<b>Street Address:</b>	7108 S Kanner Hwy Stuart, FL 34997
<b>City, State, Zip:</b>	
 _____ Signer ID: T1KMXM8K11 Contractor's Signature	6/18/25 _____ Date

\*\*\*\*\*

**THIS SECTION TO BE COMPLETED PRIOR TO APPROVAL BY SUPERINTENDENT**

<b>Type of Agreement:</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuing
<b>Funding Source:</b>	Special Ed
<b>Account #:</b>	21-216-3130-000-041-0000
<b>Duration of Agreement:</b>	7/1/2025 – 6/30/2026
<b>ERESA Contact:</b>	Kelly Hager
 _____ Asst. Sup For Special Education Signature	6/17/2025 _____ Date
 _____ Director of Business & Finance Signature	6/16/25 _____ Date

**IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully executed this Independent Contractor Agreement effective as of the agreed upon date noted in Section 4.**

**On behalf of Contractor:**

*Nicole Postma-Gates Director of Business Development*

\_\_\_\_\_  
Printed Name and Title of Authorized Signer

*Nicole Postma-Gates*

\_\_\_\_\_  
Signer ID: T1KMXM8K11  
Independent Contractor Signature

*6/17/25*

\_\_\_\_\_  
Date

**On behalf of Eaton Regional Education Service Agency:**

\_\_\_\_\_  
Sean Williams, Superintendent

\_\_\_\_\_  
Date

Eaton Regional Education Service Agency does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identify), disability, age, religion, height, weight, marital or family status, military status, genetic information, or any other legally protected category (collectively "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte, Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

## 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:** July 16, 2025

**II. AGENDA ITEM TITLE:** 2025-26 CTE Program Agreement Potter Park Zoo

**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 an agreement with Potter Park Zoological Society for the Veterinary Science and Animal Health programs for the 2025-26 school year in an amount not to exceed \$116,600.

b) **Cost:** not to exceed \$116,600

c) **Timeframe/term of agreement:** July 16, 2025 to June 30, 2026

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

*Eaton RESA and Potter Park Zoological Society 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

**AGREEMENT FOR ADVANCED CAREER AND TECHNICAL TRAINING**  
**Between**  
**EATON REGIONAL EDUCATION SERVICE AGENCY**  
**And**  
**POTTER PARK ZOOLOGICAL SOCIETY**  
**2025-26 SCHOOL YEAR**

Whereas, the qualified electors of Eaton Regional Education Service Agency have approved the provisions of Section 601 of the school code of 1976, as amended, and whereas the provisions of this document shall constitute a legal contract between the parties as stated above with responsibilities and duties as set forth.

**Program Title:**                   **Veterinary Science and Animal Health 01.0903**

**Class Times:**                   7:25 to 9:25 am, Monday-Friday  
12:05 to 2:05 pm, Monday-Friday

**Number of Students:**       Maximum Student Enrollment, 24 per Session  
**Current Enrollment:**       24 AM  
  24 PM

**Training Schedule:**       Scheduled days of instruction are to be in accordance with the Eaton Regional Education Service Agency’s instructional calendar. This calendar will be provided to the company before the beginning of the school year.

**Instructional Cost:**       \$116,600 to include cost of instruction, materials and supplies.  
  Eaton RESA to provide textbooks

***Payment for services will be made accordingly:***

On or before September 5, 2025	\$58,300
On or before January 30, 2026	\$58,300

**All parties agree to the following provisions:**

1. This agreement for advanced career and technical training will be for one year only and will be renewed only by mutual agreement of both parties.
2. The training plan as determined and formalized by all involved shall take place at the business site normally operated by the trainer.
3. The training program shall be designed solely for the benefit of the trainee(s) and they shall not be reimbursed for the training time nor be guaranteed employment.
4. The training period shall be in accordance with the Eaton Regional Education Service Agency calendar.
5. The trainee(s) shall not be responsible or charged for any normal costs arising from this agreement.
6. The trainee(s) will not displace regular employees, but will train under their close supervision / and observation.
7. Payment to the company for training shall be in accordance with the schedule set forth in this agreement. In the event the training program is interrupted or canceled, the trainer shall be reimbursed on a pro-rated basis for the training actually given.
8. Both parties agree to comply with all Federal laws prohibiting discrimination and with all requirements imposed by the Department of Education and the Fair Labor Standards Act.
9. Both parties agree that Potter Park Zoological Society must first approve any outside visitor to the site, for the purpose of recruiting students.
10. Because the training site is a private place of business, both parties agree that special arrangements/conditions may be required of trainees not expected of them in other Eaton RESA Career Preparation programs.

**The Company will:**

1. Designate one representative from their place of business to be responsible for management and scheduling of the training program. This person may not be directly involved in the instruction given to students, but will be responsible for the day to day operation of the training program.
2. Designate individuals to be responsible for student management and instruction. Individuals shall be certified to teach Career and Technical Education under annual authorization from the Michigan Department of Education, Teacher Certification Division. (ERESA to assist in the certification process)
3. Acknowledge that by signing this agreement, the training will not provide an immediate advantage to the company's normal course of business and may impede it.
4. Formally evaluate the trainee(s) every six weeks and meet with the school district's designated coordinator during the school year when necessary.
5. Provide an orientation for the trainee(s) to ensure that all shop/business/safety applications and procedures have been explained and understood.
6. Provide a safe and healthy training environment, following procedures, practices and behaviors conducive to the teaching high school students.
7. Agree not to receive special consideration for the forgiveness of their taxable obligation by procuring agreements with tax exempt school districts.
8. Coordinate/review company emergency/safety procedures and provide safety related training with all trainees/students including conducting at least 1 fire drill, 1 tornado drill and 1 lockdown drill per academic semester.
9. If an instructor is not available, it is the responsibility of the Potter Park Zoological Society to provide a qualified substitute for the class and communicate this with the Administration of the Career Preparation Center.
10. If a substitute is not available, the CPC may be able to provide temporary coverage, in which the cost will be billed back to the Potter Park Zoological Society. This request must be submitted to the CPC Administration at least 1 business day prior to the class being held and must be approved, in writing, by the CPC Administration.
11. The Potter Park Zoological Society agrees to comply with all State and Federal Special Education (IDEA) laws by providing the necessary and legal accommodations and document all related accommodations required by law.
12. The Potter Park Zoological Society Instructors are required to attend Eaton RESA Career Preparation Center staff meetings, professional development, awards ceremony, advisory meetings and comply with other Michigan Department of Education Office of Career and Technical Education compliance requirements in order to maintain state approved program status.

**Eaton Regional Education Service Agency will:**

1. With the information provided by the trainer, issue whatever periodic reports required by local school districts and Michigan Department of Education.
2. Provide a basic liability policy for the trainee.
3. Designate a representative to meet with the company's designees at least four (4) times during the current school year, more times if needed, to review the program, progress of the trainee(s), and any other issues that may arise.
4. Be solely responsible for enrollment and dismissal of students into and out of the program.
5. Initiate the billing process to the company as set forth in this agreement.

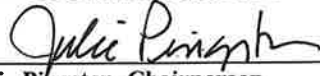
The initial term of this Agreement shall begin on July 1, 2024, and shall expire on June 30, 2025, (the "Base Term"). It shall be automatically renewed thereafter every year for an additional school year, unless terminated by either party upon notice to the other at least 365 calendar days before June 30 of any year, in which event the Agreement-terminates on June 30 of that year.

**EATON REGIONAL EDUCATION  
SERVICE AGENCY**

\_\_\_\_\_  
**Sean Williams, Superintendent**

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

**POTTER PARK  
ZOOLOGICAL SOCIETY**

  
\_\_\_\_\_  
**Julie Pingston, Chairperson  
Potter Park Zoo Society**

**Date:** 7-7-29

## 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:** July 16, 2025

**II. AGENDA ITEM TITLE:** 2025-26 CTE Student/Parent Handbook

**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 approve the 2025-2026 Eaton RESA Career Preparation Center Student/Parent Handbook

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

c) **Timeframe/term of agreement:** July 1, 2025 to June 30, 2026

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

*Handbook*

**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



# EATON

REGIONAL EDUCATION SERVICE AGENCY  
CAREER PREPARATION CENTER

# PARENT/STUDENT HANDBOOK

2025-2026 Academic Year

*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.*

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## Welcome

Dear Students and Parents/Guardians,

On behalf of the Eaton Regional Education Service Agency (RESA) Career Preparation Center (CPC) staff, welcome to the Eaton RESA CPC.

The CPC office is located at Lansing Community College (LCC) West Campus, room M104. The CPC offers 17 programs located at: LCC West Campus, LCC Downtown Campus, AIS Construction, Farm Bureau Insurance, Davenport University, Capital Region International Airport, and Potter Park Zoo.

The CPC has partnered with Lansing Community College for over 50 years to offer Career and Technical Education (CTE) opportunities to area high school students. Over the past decade, we have expanded our partnerships to include AIS Construction, Potter Park Zoo, Davenport University, The University of Olivet, Farm Bureau Insurance, Crosswinds Aviation and Capital Region International Airport in an effort to increase programming options for students.

By enrolling and successfully completing CPC programs, students will learn technical and employability skills, earn high school credit, and have an opportunity to earn college credit in many of our programs. Successful graduates of our programs have found employment in their program areas, entered into apprenticeship programs, continued at Lansing Community College or Davenport University to earn an associate degree, or transferred to other universities to continue their education. The CPC instructors and staff are prepared to help students reach their goals.

We are pleased to welcome you to the CPC and look forward to working with you throughout the 2025-2026 school year!

Sincerely,

**Ben Bever**

Director/Principal  
Eaton RESA CPC  
(517) 483-1315  
[BBever@eatonresa.org](mailto:BBever@eatonresa.org)

**Marcee Theisen**

Director/Principal  
Eaton RESA CPC  
(517) 483-9615  
[MTheisen@eatonresa.org](mailto:MTheisen@eatonresa.org)

Limited English Proficiency

Students and parents requiring this handbook in a different format, i.e., audio or another language, may contact the Director/Principal's office at (517) 483-1596.

## Eaton Regional Education Service Agency Career Preparation Center (CPC) Contact Information

<b>Mailing Address:</b> Eaton RESA - Career Preparation Center 1790 East Packard Highway Charlotte, MI 48813		<b>CPC Office Location:</b> Lansing Community College West Campus 5708 Cornerstone Drive M104 Lansing, MI 48917	
<b>Administration and Instructional Support Staff</b> Attendance: (517) 483-9966			
<b>Vlad Lebedintsev</b>	Assistant Superintendent for Career and Technical Education	(517) 483-1596	
vlebedintsev@eatonresa.org			
<b>Madison Lytle</b>	Administrative Assistant to Assistant Superintendent	(517) 483-1596	
mlytle@eatonresa.org			
<b>Ben Bever</b>	Director/Principal	(517) 483-1315	
bbever@eatonresa.org			
<b>Marcee Theisen</b>	Director/Principal	(517) 483-9615	
mtheisen@eatonresa.org			
<b>Reid Casey</b>	Student Services Coordinator	(517) 483-1323	
rcasey@eatonresa.org			
<b>Marina McCullen</b>	Student Services Coordinator	(517) 483-1331	
mmccullen@eatonresa.org			
<b>TBD</b>	Student Services Coordinator	(517) 367-8209	
<b>Jenn Grantham</b>	Student Services Coordinator	(517) 483-1334	
jgrantham@eatonresa.org			
<b>Kristin Dykstra</b>	Career Development Coordinator – Grand Ledge	(517) 925-5419	
kdykstra@eatonresa.org			
<b>Lorin Stewart</b>	Career Development Coordinator – Charlotte/Potterville	(517) 541-5626	
lstewart@eatonresa.org			
<b>Anita Mills</b>	Career Development Coordinator – Eaton Rapids/Maple Valley	(616) 528-4088	
amills@eatonresa.org			
<b>Sam Lind</b>	CTE Data & Events Coordinator	(517) 483-1369	
slind@eatonresa.org			
<b>Sara Jobson</b>	Career Pathway Specialist	(517) 483-1332	
sjobson@eatonresa.org			
<b>Staci Anderson</b>	Transition Consultant	(517) 541-8732	
sanderson@eatonresa.org			

## Student Calendar 2025-2026 School Year

First Day for Students	August 18
No School	August 22
Labor Day (no school)	August 29– September 1
End of 1 <sup>st</sup> Marking Period	September 26
End of 2 <sup>nd</sup> Marking Period	November 7
Thanksgiving Break (no school)	November 24-28
Winter Break (no school)	December 22 - 2
Online Day (10th Grade Visit)	January 7
End of 3 <sup>rd</sup> Marking Period	January 9
Martin Luther King Day (no students) PD Day	January 19
Presidents' Day (no school)	February 13 - 16
End of 4 <sup>th</sup> Marking Period	February 27
Online Day (8th Grade Visit)	March 10-11
Spring Break (no school)	March 27 - April 3
Online Day (State Testing)	April 8-9
End of 5 <sup>th</sup> Marking Period	April 17
Online Day – All Eaton RESA Classes	May 22
Memorial Day (no school)	May 25
Last day for Seniors	May 30
Last day for Juniors	June 5

### Class Times

**AIS**

AM Session: 7:25 am-9:15 am  
PM Session: 12:10 pm-1:55 pm

**Lansing Airport (Capital Region International Airport)**

AM Session: 7:20 am-9:15 am  
PM Session: 12:05 pm-1:50 pm

**LCC West Campus**

AM Session: 7:30 am-9:30 am  
PM Session: 12:10 pm-2:10 pm

**LCC Downtown Campus**

AM Session: 7:20 am-9:15 am  
PM Session: 12:05 pm-1:55 pm

**Potter Park Zoo**

AM Session: 7:25 am-9:15 am  
PM Session: 12:05 pm-1:55 pm

**Davenport University**

AM Session: 7:25 am-9:15 am

**Farm Bureau Insurance**

AM Session: 7:20 am-9:05 am

## Purpose of Handbook

The purpose of this handbook is to provide students and their parents or guardians information regarding the operation and expectations of the Eaton RESA CPC Programs. It is not intended to be all-inclusive, and we reserve the right to make changes to this handbook as needed.

This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parents to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of July 16, 2025. If any of the policies or administrative guidelines referenced herein are revised after July 16, 2025, the language in the most current policy or administrative guideline prevails.

Complaints will be investigated in accordance with the procedure as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## CPC Instructional Goals and Responsibilities

Eaton RESA CPC helps prepare students for success in careers and lifelong learning. It is our intent to provide educational experiences and guidance for students to plan and prepare for a future in the world of work and in education beyond high school. Students leave with marketable job skills that can improve employment opportunities and lead to earnings that help offset higher education expenses. Students will also gain an introductory college experience, including the opportunity to earn college credit in most programs.

<b>As a student, you have the responsibility:</b>	<b>As a parent/guardian, you have the responsibility:</b>
To respect the rights and viewpoints of other students.	To teach your student that school is a place to learn and promote a positive attitude toward school.
To attend school regularly and arrive in class on time.	To discuss the school rules with your student.
To care for school property and the property of others.	To see that your student is in school, and on time, every day unless he/she is ill.
To work cooperatively with the Director/Principal, Instructor, Student Services Coordinator, Academic Support Staff, Bus Drivers, and all other members of the Eaton RESA CPC to ensure an environment conducive to learning.	To inform the school of any medical or health related problems that might affect the attendance or performance of the student.
To follow school rules.	To work cooperatively with school personnel in resolving discipline problems.
To regularly monitor your grades and attendance in Eaton RESA CPC's PowerSchool system (this is separate from your high school system).	To regularly monitor your student's grades and attendance in Eaton RESA CPC's PowerSchool system (this is separate from the high school system).

**The Eaton RESA CPC plan for parent/guardian involvement includes information, resources and activities to support student learning and achievement:**

Parents are informed through attendance notifications, and electronic access to student's grades and attendance using Eaton RESA CPC's PowerSchool parent/student portal.

The CPC provides this Parent/Student Handbook as a resource to inform and answer questions regarding policies and procedures.

## **Parent Involvement**

The Eaton RESA CPC supports parental involvement as both a valuable resource and partnership that supports student learning and achievement. Students whose parents are involved in their education benefit from improved test scores, better attendance, higher rates of program completion, fewer disciplinary issues, higher graduation rates, and increased post-secondary enrollment.

## **Student Well-Being**

All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the CPC office via Final Forms by August 18, 2025. A student may be excluded from the CPC until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school.

## **Injury and Illness**

All injuries must be reported to the instructor, the CPC Director/Principal and Student Services Coordinator. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An Eaton RESA CPC staff member will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

All students, employees and visitors have a part to play in keeping Eaton RESA CPC safe. Stay home if you are sick! Please call the Eaton RESA CPC attendance line at 517-483-9966 if you are ill.

**Students exhibiting any potentially contagious symptoms may be at risk to themselves or others and should not be at school:**

Severely Ill: a child that is lethargic or less responsive, has difficulty breathing or rapidly spreading rash.

Fever: any temperature of 100.4 degrees or higher,

Diarrhea: a child that has two or more loose stools.

Vomiting: a child that has vomited two or more times.

Rash: the child with rash AND has a fever or change in behavior.

Draining Skin Sores: any sore that cannot be covered with a waterproof dressing.

Runny Nose: abnormal amounts of thick yellow or green discharge. May return when drainage is clear or treatment started.

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations,

modifications, or interventions of the regular classroom, curriculum, or activity (in the school setting) so that they have the same access to an education as students without disabilities. Such accommodations, modifications, interventions will be provided pursuant to a Section 504 Plan.

## **Homebound Instruction**

Eaton RESA CPC shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact Eaton RESA CPC administration regarding procedures for such instruction if the program allows.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Assistant Superintendent for Career and Technical Education. Eaton RESA CPC will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## **Section I - General Information**

### **Enrolling in Eaton RESA CPC**

Students in grades 11<sup>th</sup> and 12<sup>th</sup> will work with their local high school counselor and Career Development Coordinators to sign up for classes at the CPC. Students can enroll starting in December using the enrollment system.

### **Scheduling and Assignment**

Schedules are provided to each student at the beginning of the school year or upon enrollment from their local high school. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the local high school. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved through the local high school and Eaton RESA CPC Administration.

### **Late Arrival and Leaving Early - CPC Program Campuses**

Students may not leave campus unless written permission or a phone call by parent/guardian is submitted to the CPC office. West campus students should come to the office **BEFORE** class to get a pass to leave class early.

**BEFORE LEAVING CAMPUS, ALL STUDENTS AND IN ALL CIRCUMSTANCES MUST SIGN OUT. WEST CAMPUS STUDENTS MUST SIGN OUT IN THE EATON RESA CPC OFFICE. DOWNTOWN AND OFF CAMPUS SITES MUST SIGN OUT WITH THEIR INSTRUCTOR UPON APPROVAL FROM THE CPC OFFICE.**

### **Withdrawal From Eaton RESA CPC**

Any student who wishes to withdraw from the Eaton RESA CPC should contact the CPC Director/Principal or his/her school counselor. Students withdrawing from their program may not be able to return the following year.

### **Control of Causal-Contact Communicable Diseases and Pests**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **Direct Contact Communicable Disease and Pests**

In the case of noncausal-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncausal-contact communicable diseases include: sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency); HAV, HBV, HVC (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **Emergency Medical Authorization**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and the beginning of each school year. Failure to return the completed form to the school will jeopardize a student's educational program.

## **Use of Medications**

Any student who takes medication during school hours will comply with school procedures. Medications are defined as any prescription and non-prescription medication taken by mouth, suppository, inhaler, injection, applied as drops to ears, eyes or nose, or applied to the skin.

School procedures for prescription medications are as follows:

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The approved Medication Request and Authorization forms for prescription medication must be signed by the student's physician and filed with the respective building Director/Principal before the student will be allowed to begin taking any medication during school hours.
- There must be a physician's prescription for the medication, and the medication must be brought to school in the prescription container. The original pharmaceutical container may be considered the prescription.
- Medications must be brought to school by the parent/guardian. Other arrangements must be confirmed in advance with the building administrator or designee.
- Except in an emergency that threatens the life or health of the student, medication must be administered by a school employee designated by the school administration in the presence of another adult.
- Any change in dosage, or other medication procedures, must be accompanied by written instructions from the physician. Parental or guardian request/permission and physician's signed instructions must be renewed annually, or more often, if necessary.
- Parents/guardians will pick up all medication at the end of the school year. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription expires or at the end of the school year.
- Medication will be stored in a locked cabinet or container in a designated location.
- Communication between the parent/guardian, school personnel, and physician, should be ongoing and according to need.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

School procedures for non-prescription (over the counter) medications are as follows:

Non-prescribed (over the counter) Medications i.e.: TUMS, hydrocortisone 1% cream, Tylenol, Motrin, Benadryl, A & D Ointment, Triple Antibiotic Ointment, sugar free cough drops, Advil, sting relief pads, etc.

No staff member will be permitted to dispense non prescribed, over-the-counter (OTC) medication to any student. Students are able to possess and self-administer U.S. Food and Drug Administration (FDA) approved over the counter topical products while on school property or at school-sponsored event provided the students has submitted prior written approval of the student's parent/guardian to the Eaton RESA CPC office. Narcotics or any other prescribed pain medicine, must be turned over to the office for administration. Students are allowed to carry for their own consumption and should not share with other students within the building. The parent may authorize on the form that their child may self-administer the medication and keep the medication in the child's possession.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the CPC office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the CPC Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

### **Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school Director/Principal and updated annually.

### **Individuals With Disabilities**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provides that no individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district program or activity. The district shall not discriminate against students with disabilities and will make its facilities, programs and activities accessible to qualified individuals with disabilities.

The district designates the following individuals to serve as District 504, ADA, Office of Civil Rights, and Title IX Compliance Coordinator:

#### **504 Compliance Officers:**

Kelly Hager  
Assistant Superintendent for Special Education  
517.541.8723

Vlad Lebedintsev  
Assistant Superintendent for Career & Technical Education  
517.483.1341

#### **ADA Compliance Officer:**

John Van Hoesen  
Director of Safety & Employee Relations  
517.541.8722

**Office of Civil Rights:**

John Van Hoesen  
Director of Safety & Employee Relations  
517.541.8722

**Title IX Compliance Officers:**

John Van Hoesen  
Director of Safety & Employee Relations  
517.541.8722

Kelly Hager  
Assistant Superintendent for Special Education  
517.541.8723

If a person (student or parent on behalf of a student), believes that she/he has been discriminated against on the basis of disability, they may file a complaint with a District 504/ADA Compliance Coordinator, who will promptly address the complaint and share the District's Complaint Procedure. Use of the District's internal complaint procedure is not a prerequisite to pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

**Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of Eaton RESA CPC. It is, therefore, the policy of the CPC that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the CPC. Parents should contact Nathan Leale at [nleale@eatonresa.org](mailto:nleale@eatonresa.org) to inquire about evaluation procedures and programs offered by the CPC.

**Student Records**

The CPC maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

The Director/Principal, or a designee, is the Custodian of Records for students attending the CPC and is responsible for the processing and maintenance of all student records.

Each student's records will be kept in a confidential file located at the CPC office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those designated by Federal Law or Agency regulations.

A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with Agency officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the Agency's compliance with the Federal Education Rights and Privacy Act.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice.

The full Eaton RESA board policy 8330 can be found at:

<https://go.boarddocs.com/mi/eaton/Board.nsf/goto?open&id=CAKK%09RH531866#>

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

### **Student Fees, Fines and Supplies**

The Eaton RESA CPC will provide all basic supplies needed by the student to complete the required program. Instructors shall keep a written account of all school property issued to students. When school property is returned at the end of the school year, or at the time of student exit, they shall be checked against the record. Parents/guardians and students shall be liable for any damages to, or loss of, school property caused by the student. Fees may be waived in situations where there is proof of financial hardship.

**A hold will be put on your college account keeping students from registering for classes until these damages are paid or property has been returned.**

### **Student Fund-Raising**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

Crowdfunding activities are governed by Eaton RESA Policy and Administrative Guideline 6605. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.

Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the CPC Director/Principal.

Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

Students may not engage in house-to-house canvassing for any fund-raising activity.

Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on School property without the approval of the Director/Principal.

### **Student Valuables**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The CPC will not be liable for loss or damage to personal valuables.

### **Emergency Evacuation Procedures (Fire, Tornado, Lockdown, Other)**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their instructors who will be responsible for safe, prompt, and orderly evacuation of the building.

The sounding of the fire alarm is the signal for leaving the building. The building must be evacuated as quickly and safely as possible. Each instructor will inform students of the proper procedure for evacuation and practice the evacuation procedure

twice per year. If you are not in your classroom/lab when the fire alarm is sounded, you are expected to leave the building immediately at the closest available exit, and meet your class at the predetermined class meeting area. No one is to return to the building until notified by an administrator of the building or your instructor.

The sounding of the tornado siren is the signal for taking cover in the designated tornado location. Each instructor will inform students of the proper procedure for tornados and practice the procedure twice per year. If you are not in your classroom/lab when the tornado siren is sounded, you are expected to move to the location in the building immediately and meet your class at the predetermined meeting area.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. During Lock Down procedures students are to follow the instruction of their instructor.

### **Emergency Closings, Delays, and Unusual Situations**

In the event of school delay or closure due to inclement weather or other conditions, Eaton RESA Administration will determine if the CPC will be open. If classes are canceled, families will be notified by the School Messenger system and it will be announced on TV (WLNS – TV 6, WILX – TV 10, WSYM FOX 47), associated websites ([www.wlns.com](http://www.wlns.com), [www.wilx.com](http://www.wilx.com), or [www.fox47news.com](http://www.fox47news.com)) and radio (WJIM 97.5, WFMK 99.1, WJIM 1240 AM, WITL-FM 100.7 FM).

In the event that a student's sending school is closed due to **inclement weather** but Eaton RESA CPC is open, the student is **not** required to attend his/her CPC program. The absence will not be charged against the student's attendance record.

Parents and students are responsible for knowing about emergency closings and delays.

### **Preparedness for Toxic and Asbestos Hazards**

The CPC is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

### **Visitors**

In order to properly monitor the safety of students and staff, all visitors, individual or group **MUST REGISTER IN THE EATON RESA CPC OFFICE**. Any visitor found in the building without a pass shall be reported to the CPC Administration.

Students may not bring visitors to school without prior written permission from the CPC Administration. Students are encouraged to visit during the Eaton RESA CPC Visitation Day held on January 7. Visits for prospective students at other times may be made through the local school guidance counselor. It is the responsibility of each visitor to get to and from his or her desired destination. If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

### **Use of School Equipment and Facilities**

#### Instructional Materials

The CPC will provide, at no cost, all instructional materials needed for students to participate in our various programs. These items remain the property of the CPC and are to be returned. Students who fail to return or intentionally damage these items will be expected to reimburse the CPC for their cost. Holds will be placed on your college account until these fines are paid.

#### Lockers and Other Storage Areas

Several programs provide lockers/storage for student use; however, the CPC reserves the right to inspect those facilities without notice and does not accept responsibility for any items lost, stolen, or damaged in those facilities.

#### Lost and Found

Students who have lost items should check with their instructor or Student Services Coordinator to see their items have been turned in to lost and found, they may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

#### Use of Office and Classroom Telephones

Office and classroom telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the CPC office for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

#### **Use of Cell Phones and Other Wireless Communication Devices (WCD)**

The operation of electronic equipment cannot interrupt classroom work. Therefore:

- WCDs cannot be used in the classroom unless the student has a pre-approved special health circumstance.
- CPC instructors require students to dock their cell phones during class time. Students will be required to follow the policy of their instructor.
- No expectation of confidentiality will exist in the use of WCDs on school premises/property.
- Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
- Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.
- Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.
- Parents who wish to contact students must do so through the CPC office at (517) 483-1596.
- The CPC is not responsible for the loss or theft of electronic devices (WCD).
- Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

## **Section II - Academics**

#### **Curriculum Content/Review of Instructional Materials and Activities**

Parents have the right to review any instructional materials being used in the school and to know about their student's educational experience. Parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials mean instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Director/Principal prior to coming to the CPC. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

#### **Field Trips**

Field trips are academic, co-curricular, or extracurricular activities that are held off school grounds and are a privilege to participate in. Privileges can be revoked based on the students' grades, attendance, and/or behavior. There are also other trips that are part of the school's program. No student may participate in any school-sponsored trip without parental consent. Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

## High School Grading and Credit

All high school credit is issued by the student's high school based on the grades recommended by Eaton RESA CPC.

Students who have not satisfactorily completed the trimester/semester due to behavior and/or a failing grade will need administrative approval to return.

Eaton RESA CPC has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each instructor may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, the student should ask the instructor.

Students will be graded on six (6) marking periods indicating their grades for that portion of the academic term.

Each sending school will be given the letter grades for inclusion on the student's home school report cards. Students and parents are encouraged to monitor progress regularly using the PowerSchool parent/student portal (see page 17).

Instructors will evaluate students on Career and Employability Skills or Skills for Success weekly. The student's Career and Employability or Skills for Success grade will count between 10% and 25% of the total grade. The criteria for earning career and employability skills or Skills for Success points are explained in the class syllabus.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the instructor about what actions can be taken to improve the student's performance.

### *Eaton RESA CPC Letter Grade Based on the Following Scale*

\*\* May be different than local high school and college grading scales. \*\*

Percentage	Grade	Grade Point
94-100	A	4.0
90-93	A-	3.75
87-89	B+	3.5
84-86	B	3.0
80-83	B-	2.75
77-79	C+	2.5
74-76	C	2.0
70-73	C-	1.75
67-69	D+	1.5
64-66	D	1.0
60-63	D-	0.75
0-59	E	0
CR	Credit	
I	Incomplete	See below*
W	Withdraw	

\*In special situations, the instructor and/or Director/Principal may grant an incomplete and will allow two (2) weeks immediately following the issuing of that grade to make up all incomplete work.

Students who have earned a grade of a "D" or below for the trimester or semester may be dropped from their Eaton RESA CPC class and returned to their sending school to reschedule classes.

## College Grades and Credit

Students enrolled in an Eaton RESA CPC program have the opportunity to earn either direct or Credit by Exam credits while completing their high school program. Direct credit is awarded to a student who: a) meets the performance objectives for a specific college course; b) establishes college placement levels (programs affiliated with LCC only), c) passes the college course final examinations, if one is required. These credits are shown as numerical grades on the student's college transcript.

Credit by Exam Credit is program specific and must follow guidelines for those programs.

Transcripts may be requested through Lansing Community College Enrollment Services Department in August following program completion. Insurance and Risk Management students may request transcripts from Olivet College Registrar's Office. Business, Computer Security and Game Design & Programming Academy students may request transcripts from Davenport University Registrar's Office.

## Marking Periods

To accommodate local schools on semesters and trimesters, Eaton RESA CPC operates under a six-marking period system.

Marking Period 1	Trimester 1	Semester 1
Marking Period 2		
Marking Period 3	Trimester 2	
Marking Period 4		
Marking Period 5	Trimester 3	Semester 2
Marking Period 6		

Trimester Example: A student's final grade for Marking Period 1 and Marking Period 2 will be equally averaged together to generate a Trimester 1 grade that gets reported back to the student's local high school.  $(M1+M2) / 2 = T1$

Semester Example: A student's final grade for Marking Period 1, Marking Period 2 and Marking Period 3 will be equally averaged together to generate a Semester 1 grade that gets reported back to the student's local high school.  $(M1+M2+M3) / 3 = S1$

## PowerSchool

The Eaton RESA CPC utilizes a web-based student management system to report grades and attendance. Students and parents/guardians will each receive access to the system's student/parent portal. This will allow parents and students to check assignments, grades, and attendance regularly. **You will receive notification in September via multiple modes of communication with instructions on how to access your parent portal. This PowerSchool portal is directly linked to Eaton RESA CPC and is separate from your local high school student management system.**

Any issues with PowerSchool should be directed to the CPC Administrative Assistant at 517-483-1596 or [mlytle@eatonresa.org](mailto:mlytle@eatonresa.org).

Important Note for Trimester Schools: PowerSchool is set up as a semester system. Therefore, students from trimester schools will need to disregard S1 (semester 1) and S2 (semester 2) in PowerSchool. Overall trimester grades (T1, T2 and T3) will not appear in PowerSchool. Trimester students will need to track their overall trimester grade by hand calculating it. See marking period chart and trimester example above.

## Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## **Make-up of Tests and Other School Work**

Students who are absent have the right to make up work and tests **provided the absence has been verified**. Students need to verify their specific make-up policy for their class by reading the syllabus, make-up days are not to exceed the number of verified days absent. It is the student's responsibility to make arrangements with the instructor to take the test and to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

When an absence is **not** verified, the student will **not** be allowed to make up the work. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted.

## **National Technical Honor Society (NTHS)**

National Technical Honor Society recognizes outstanding student achievement in career and technical education. Student candidates must meet national and local membership standards and should be persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character. NTHS is available only to those students who complete two years at Eaton RESA CPC and meet eligibility criteria

Eligibility Criteria:

- 6 absences or less per year (exception: school related, medical, funeral, court)
- 4 tardies or less per year
- No suspension (CPC, High school, or ISS)
- B+ or better average for the first 5 marking periods of the school year (87%)
- 20 hours of community service by the predetermined deadline

## **Student Awards**

Each year Eaton RESA CPC recognizes those students who have worked hard during the school year. Awards and recognition are given for:

Perfect Attendance:

0 absences, tardies or days leaving class early (exception: school related, medical, funeral, court) for the first 5 marking periods of the school year

Superior Commitment

4 absences or less per year (exception: school related, medical, funeral, court)  
3 tardies per year  
No suspension (CPC, High school, or ISS)  
A- or better average for the first 5 marking periods of the school year (90%)

High Academic Achievement

6 absences or less per year (exception: school related, medical, funeral, court)  
4 tardies per year  
No suspension (CPC, High school, or ISS)  
B+ or better average for the first 5 marking periods of the school year (87%)

Career & Technical Student Organization (CTSO) Awards

Provided by CTSO – recognition of those who competed in a CTSO event during the school year (including Ferris and MITES competitions)

Scholarship Recipients

Provided by scholarship provider

## **Computer Use**

Students may NOT use Eaton RESA and/or LCC computers for non-school work such as sending and receiving e-mail or participating in chat rooms, social networking websites, blogs, gaming, accessing inappropriate websites, etc.

All users are required to follow Eaton RESA Acceptable Use Policies and the Acceptable Use Policies of their classroom location.

### **Student Assessment**

The Michigan Merit Exam (MME), which will include the SAT for high school juniors. This means that all 11th graders will take this state assessment test in April of each year.

Parents and students should watch local school district notifications on when the tests will be administered. Eaton RESA CPC will accommodate student absences for state testing.

## **Section III – Student Activities**

### **School Sponsored Clubs and Activities**

Eaton RESA CPC provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

### **Career and Technical Student Organizations**

Students attending the CPC have the opportunity to enhance their technical and leadership skills through participation in Career & Technical Student Organizations. Eaton RESA CPC currently offers participation in CTSO's such as SkillsUSA, HOSA, BPA, DECA, and FFA.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

## **Section IV – Student Attendance and Code of Conduct**

### **Attendance**

#### **Attendance Philosophy**

The Eaton CPC believes that it has a responsibility to encourage students to attend programs on a regular basis. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high-quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is the worker's dependability in coming to work every day and on time. This is a habit Eaton RESA CPC encourages students to develop as early as possible in their school careers, and it allows students the full benefit of their CPC training program.

The CPC also believes that the students and parents have the ultimate responsibility for school attendance. Within this responsibility is the need for the CPC to maintain good communication with all parties - student, parent, and the sending school.

Instructors of the CPC will maintain daily attendance records on all enrolled students and submit attendance information to the CPC office. The CPC will maintain a list of absences and tardies as well as any reasons provided. This record will be open to review by the student and/or parent/guardian. The CPC office will provide each participating local school with a record of attendance for their students on a weekly basis.

Phone calls will be sent daily to parents when a student's absence is unverified. Students are encouraged to discuss their attendance with a CPC staff person. Students and parents can also electronically access attendance information through the PowerSchool parent/student portal at any time.

The student and/or parent/guardian shall:	CPC staff shall:
Be sure the student wakes up in time to prepare for and travel to school and to arrive early or on time	Keep accurate attendance records.
Notify CPC when the student is absent by calling CPC (517-483-9966) or email Madison Lytle at mlytle@eatonresa.org	Counsel each student who has unexcused absences upon his/her return to school.
Have the student contact the instructor on the day of the absence using methods established at the start of the school year.	When a student returns and requests missed work it will be provided and a deadline for submitting missed assignments will be established.
Approach the instructor upon returning to school to get work that can be made up.	Utilize technology to automate communication to inform parents on the day of an instructor reported student absence.
Provide CPC with official documentation for absences due to medical reasons, court, or funerals in order to have the absence excused.	Establish an attendance improvement plan for a student with excessive absences, and inform the sending school counselor of such plan.
	Contact the parent/guardian about unexcused absences. All contacts regarding students' attendance will be documented in PowerSchool.

### Attendance Policy

Students are expected to be in attendance when the CPC is in session. Students are expected to follow the CPC calendar, which may differ from their local high school calendar.

The CPC allows students up to ten absences per semester based on the CPC student calendar. If that limit is exceeded students will lose all Career and Employability or Skills for Success credit for the remainder of the semester and will not be able to participate in field trips, CTSO events or other CPC events/activities. The family will be required to meet with the Student Services Coordinator, instructor and Director/Principal to determine if the student will be eligible to continue at the next trimester/semester. **Any student with 10 or more absences may be referred to the Truancy Officer for the respective county in which they live.** Exempt absences do not count towards the ten-day limit.

Please refer to the chart below for a list of exempt absences.

*The following are attendance examples and not intended to be all-inclusive. We reserve the right to make adjustments based on individual situations, as needed. If a student is absent for one of the reasons listed below, they must submit documentation within 2 days of the absence. Routine medical or dental appointments are **not** considered exempt absences and will count toward the 10-day absence limit.*

EXAMPLES OF ABSENCES NOT COUNTING TOWARDS THE TEN (10) DAY LIMIT(Exempt)
Extended illness with medical verification (ex. surgery)
Chronic health issues with medical documentation
Acute illnesses with medical documentation stating student should not attend school
Home school activities excused by the student's sending high school (ex: exams, SAT/PSAT testing)
Funeral of immediate family with documentation

Court appointments due to custody issues or subpoenaed as witness with documentation
Weather closures of home school
Severe weather excused by home school/parent for students that do not have bus transportation provided
Work Based Learning/Job Shadow experiences with documentation

**Attendance Codes:**

Present | XX=instructor Absent | A=Absent | V=Absence Verified | B=Excused Tardy | M=Medical | F=Funeral | FE=Family Emergency | Q= Quarantine | T=Tardy | W=Weather/Pandemic | M=Military | I =In School Suspension | O=Out of School Suspension | J=Incarceration | JS=Job Shadow | CT=Court | CTX=Court Excused | S=School Related

Documentation of medical, funeral, family emergency, court, or school-related absences **MUST BE SUBMITTED TO THE CPC OFFICE WITHIN TWO (2) SCHOOL DAYS OF THEIR RETURN TO CLASS.**

On a day a student is absent, **the parent/guardian is to notify BOTH the Eaton RESA CPC attendance office and the sending high school attendance office.** Eaton RESA CPC attendance line is 517-483-9966, this is a number to call and leave a voicemail. If you need to speak to a staff member, please call 517-483-1596. Students and parents should make every possible effort to schedule appointments before or after school hours.

When an absence is verified, the student will be allowed to make up the work. Students need to verify their specific make-up policy for their class by reading the syllabus, make-up days are not to exceed the number of verified days absent. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

When an absence is **not** verified, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, CPC staff will try to help the student improve attendance.

When an absence is **not** verified, the student will **not** be allowed to make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

Students who are suspended will be allowed to make up work, which must be turned in within 2 days from returning to school.

**If, during the first ten instructional days of the year, a student has three (3) or more absences, the student may be dropped from their Eaton RESA CPC program and returned to their sending school to reschedule classes.**

Students who do not complete the current semester will receive an "E" for their class unless they enroll in another class/program through their local school or have received administrative approval to withdraw.

Students who are not successful during the school year may not be allowed to return the following year. Eaton RESA uses a rubric to decide if students are eligible to return the following year, that rubric includes grades, attendance, and discipline issues.

Students who miss five (5) consecutive days **without notification** may be dropped.

## **Tardiness**

Each student is expected to be in their assigned class location at the start of class. If a student is late in arriving to West Campus classes, the student is to report to the CPC office before proceeding to their first classroom. Any student who is late 30 minutes or less, will receive a tardy. Students who are more than 30 minutes late or leave class with more than 30 minutes remaining will receive an absence, the student will lose their Career and Employability or Skills for Success points for that day if the tardy is unverified. Any student needing to leave class prior to the scheduled departure time must have a parent/guardian contact the Eaton RESA CPC attendance office to grant permission for their student to be released early. Parents/guardians need to call 517-483-1596 or email [mlytle@eatonresa.org](mailto:mlytle@eatonresa.org) to make sure Eaton RESA CPC can notify the instructor in a timely manner.

Anytime a student is tardy (not verified) they will lose the Career and Employability or Skills for Success points for that day.

All student absences/tardies may be appealed by following the Appeals Policy in the Student handbook, see appendix D.

## **Vacations during the School Year**

Parents are discouraged from taking their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Director/Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## **Student Code of Conduct**

In addition to the Eaton RESA code of conduct students will also be expected to abide by the code of conduct at their respective class locations.

### **Expected Behaviors**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family, and in the school

### **Explanation**

Below is a policy that will govern any disciplinary action taken in the Career Preparation Center programs operated by Eaton Regional Education Service Agency. The purpose of this policy will be to establish guidelines and procedures to ensure that uniform action is taken in all cases, and that all parties involved are treated in a fair, concise, and consistent manner. These policies apply on campus as well as to any off-campus school-related or sponsored activities.

The CPC Director/Principal and/or a designated administrator may suspend a student up to and including a ten-day period for violation of the Code of Conduct. Student's parent(s) or guardian(s) will be contacted as quickly as possible, and the student will meet with the CPC Director/Principal or administrator.

Any disciplinary action resulting in the removal of a student from class for more than ten days cannot be accomplished without a hearing involving the student(s), parent(s)/guardian(s), sending school representative (at the option of the sending school), and Eaton RESA representative. Until such time that a hearing is held, a student can be placed on an administrative suspension which will prohibit him/her from attending class until the formal hearing has been held.

In an action that involves, or could lead to disciplinary action, the following responsibilities are assigned:

**Instructor:** Any instructor reporting a student for a major disciplinary action must do so immediately after the offense has taken place. This report can be in person, by telephone, or in writing and should be made to the Administrator. All disciplinary offenses should be documented in PowerSchool and reported to the assigned Student Services Coordinator.

**Administrator:** For any incident where the Administrator will be deciding what action should be taken, the Administrator will conduct an impartial and complete investigation before attempting to make a decision on the merits of the case.

### **Search and Seizure**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Searches and seizures will be conducted by an Eaton RESA Administrator.

Students are provided lockers and other equipment in which to store materials and/or personal items. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Director/Principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices used by Eaton RESA CPC are to be used by students solely for educational purposes. The CPC retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the CPC, college, or partner computer system, and mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the CPC with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the CPC retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit access may be grounds for disciplinary action.

### **Communications**

To ensure that all parties are informed, the parents/guardians will be notified in any case involving disciplinary action.

**Students that receive expulsion or a suspension of three days or more will not be allowed to return the following semester or trimester.**

## Categories of Student Misconduct and Penalty Guidelines

**Note: Parents/guardians and home school may be contacted for each disciplinary referral. All offenses will be logged in the student's record in PowerSchool. All offenses may result in the student not being allowed to return the following semester, trimester or year. These guidelines apply at all Eaton RESA CPC locations, activities, transportation and events. Administrators reserve the right to use discretion in assigning consequences.**

Prohibited Conduct	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Disrupting class Dress code violations Lacking initiative Minor safety violations Obscene gestures or language Sleeping in class Unprepared for class Unprofessional or disrespectful behavior	Verbal warning by instructor or CPC staff	Referral to Administrator  Notify parent	1-3 day out of School Suspension	10 day out of school suspension and/or possible removal from program	Removed from program
Unauthorized use of a wireless communication devices i.e., cell phones, iPad, tablets, or laptops	Verbal warning by instructor	Item taken by instructor for the class period  Notify parent	Referral to Administrator and parent must pick up the item from the CPC office	1-3 day out of school suspension	10 day out of school suspension and/or possible removal from program
Cheating	No credit for test or assignment  Instructor notify parent	Grade lowered one letter grade for the marking period  Notify parent and high school	Out of school suspension and failing letter grade for the marking period  Notify parent and high school	Removal from program	
Harassment or bullying Inappropriate computer use Leaving without permission Physical or verbal assault of an adult Physical or verbal assault between students Presenting false documents Selling, buying, possessing or using legal/illegal drugs or alcohol Smoking, chewing, vaping of tobacco at any CPC property or event Theft, misuse or destruction of property at any CPC location Unsafe practices Weapons	Referral to Administrator  Notify parent  1 day out of school suspension  Possible police referral	5 day out of school suspension  Possible police referral	Removal from program		

**Misconduct Definitions:**

**Cheating:** Cheating is the taking of written materials (whether an entire composition, just paragraphs or particular sentences or ideas) of another and passing it off as one's own product. This includes the use of AI, taking any written material from the internet or other sources. Cheating is not permitted.

**Driving and Parking Lot Violations:** Violating school driving policy may be loitering in vehicles before and/or after school, and/or during class time, reckless driving on school property and/or to and from the CPC. Depending on severity.

**Harassment Including Bullying:** Inappropriate conduct that negatively impacts a student's educational, physical or emotional wellbeing.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and Eaton RESA discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment or retaliating against a student who makes a report will also be subject to disciplinary consequences.

**Inappropriate Computer Use:** Students using Eaton RESA, LCC or DU computers for non-school work such as sending and receiving e-mail or participating in chat rooms, social networking websites, blogs, gaming or surfing inappropriate websites is not permitted.

**Leaving Class/Building Without Permission:** Not remaining in class or on school grounds after arriving for class. Or leaving class for extended periods of time (more than 15 minutes)

**Physical or Verbal Assault/Fighting - Student to Adult:** Physical assault defined as intentionally causing or attempting to inflict bodily harm or violence to an adult, including a school employee, volunteer, or contractor. Verbal Assault is an oral or written statement that is perceived as dangerous or harmful.

**Physical or Verbal Assault/Fighting - Student to Student:** Physical assault defined as intentionally causing or attempting to inflict bodily harm, or violence to another student. Verbal Assault is an oral or written statement that is perceived as dangerous or harmful.

**Presenting False Documents:** The attempt to forge someone else's name and signature for the purpose of personal gain.

**Selling, Buying, Possessing, Using legal/illegal Drugs and/or Alcohol - Consumption or Intoxication:**

**Smoking and/or Chewing of Tobacco on Any School Property:** Smoking, including e-cigarettes or any other "vapor", and/or chewing is prohibited for all students regardless of age.

**Theft:** Willfully stealing any property without the proper consent of its owner.

**Unsafe Work Practice:** Working in a school-sponsored environment in a manner that will/could potentially harm someone else or self and/or may cause deliberate damage to property.

**Unacceptable Use, Misuse, or Destruction of School Property:** The obvious improper use of, intentional abuse, or destruction of school property in a manner that may limit or prohibit future instructional/educational use of the property.

**Weapons:** If a student is found to have a weapon, or instrument to be potentially used as a weapon, in his/her possession will be subject to immediate disciplinary action. A weapon includes conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. It will include the carrying of, use of or demonstration of any identified weapon on school property.

## **Drug Free Schools**

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property or leased property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug, any drug-related paraphernalia, or vaping device at any time on District property or leased property, within the Drug-Free School Zone, or at any District-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, "look-a-like" controlled substances, chemicals which release toxic vapors, marijuana, any prescription or patent drug except for those for which permission to use in school has been granted.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State Law, the Agency will also notify law enforcement officials.

The Agency is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents/guardians should contact the school Director/Principal whenever such help is needed.

## **Tobacco Use**

Michigan law and Agency policy now prohibit the use of any tobacco product on property owned or leased by the Agency. Non-compliance is punishable by a fine of not more than \$50.00 under Michigan law and school disciplinary action as set forth in the student handbook.

## **Harassment of Students**

The following policies defining harassment, including bullying and sexual harassment, have been adopted from the Bylaws and Policies of the Eaton Regional Education Service Agency Board of Education. Harassment of students is covered by the Code of Conduct and will not be tolerated. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. Any student who believes that they have been subjected to discrimination or harassment by another student, board member, staff, vendor, volunteer, contractor, administrator or other person doing business with the district, should immediately report the behavior or communication to one of the identified Title IX Coordinators. A formal complaint must be filed in person, by mail or email prior to the district proceeding with an investigation under its Title IX Grievance Procedure. A formal complaint will be promptly addressed by the Title IX Coordinator. Supportive measures will be considered and offered to both parties and the Title IX Coordinator shall provide information to the Complainant about the Title IX Grievance Procedure and their rights in that process. The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

## **Harassment**

Inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex (including sexual orientation and transgender identity), race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

## **Bullying**

Intimidation of others by acts, such as but not limited to:

- threatened or actual physical harm
- unwelcome physical contact
- threatening or taunting verbal, written or electronic communications
- taking or extorting money or property
- damaging or destroying property
- blocking or impeding student movement

## **Sexual Harassment**

It is the policy of this agency to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this agency shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, volunteer, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

**DEFINITION** - Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a board member, employee, volunteer, or student is used as the basis for decisions affecting the employee, volunteer, or student; or
- Such conduct has the purpose or effect of unreasonable interfering with a board member's, employee's, volunteer's, or student's performance or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment may include, but is not limited to, the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of duties.

## **Definitions of Related Disciplinary Terminology**

### Suspension:

An administrative act that prohibits students from attending classes for a set period of time. These are generally of three types:

- A short-term suspension of less than or equal to ten days cumulative, that is given as a disciplinary action for a violation of a rule or regulation. Student cannot attend Eaton RESA or their local high school.
- A long-term suspension of more than ten days
- Administrative suspension that prohibits students from attending classes until such time as a recommended action to the district's Superintendent has been reviewed through a disciplinary hearing. In the event the recommended disciplinary action is approved by the Board, the student will be removed from class for the identified time frame. In the event the recommended disciplinary action is not approved by the Board, the absences will not be held against the student.
- A student that is suspended from their home school is prohibited to attend the CPC during the suspension period.
- A parent/guardian or age of majority student has the right to appeal the disciplinary action decision to the Eaton RESA Board of Education.

### Expulsion:

A formal act by the Board of Education which prohibits a student from attending class for the balance of the school year or longer. An expelled student does not receive credit for the class.

### Due Process:

Due process is the constitutional right of individuals that assures the protection of due process of law. Therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent(s) or guardian(s).

A student must be given an opportunity for a hearing with the appropriate school administrator if his/her parent(s) or guardian(s) indicate the desire for one. A hearing will be held to allow the student and his/her parent(s) or guardian(s) to contest the facts which may lead, or have led, to disciplinary action. He or she may contest the appropriateness of the sanction(s) imposed by the disciplinary authority; or if the student and his/her parent(s) or guardian(s) allege prejudice or unfairness.

### **Change of Address, Email or Phone**

It is the responsibility of the student or parent/guardian to provide the CPC with any changes regarding a student's address and/or telephone number by updating their Final Forms information.

All correspondence from the CPC will be sent to the address and/or email address of the parent/guardian given in Final Forms unless otherwise arranged.

### **Dress and Grooming**

Eaton RESA CPC programs are designed to provide a safe environment conducive to learning. Any distractions, including apparel and the appearance of students, are detrimental to this environment. Students who are in violation of these minimum standards may *be sent to the office at the instructor's discretion* until such time as they are appropriately dressed.

- Students will be expected to wear special protective clothing, uniforms, helmets, safety glasses, etc. to participate in their CPC program.
- Clothing/appearance must NOT be a distraction to the teaching/learning process.
- Students shall not wear any items that express messages containing profanity, are drug/alcohol related, or are otherwise offensive in nature.
- All students must wear footwear that fastens securely to the foot and provides the appropriate protection.
- The upper portion of the body will be covered from the shoulders to the top of the lower garment. No exposed midriff.
- Garments normally classified as "underwear" will not be worn as "outerwear".
- No halter-tops, tube tops, backless tops, tank tops, etc. will be worn unless covered by another garment that covers from the shoulders to the top of the bottom garment.
- Shorts and skirts must be at least as long as the wearer's fingers when his/her arms hang straight down with the fingers extended. This determines the maximum height of the garment above the knee.
- Pants must be worn at the waist.
- Sunglasses cannot be worn indoors unless prescribed by qualified medical personnel.
- Prescription glasses, which change to meet differing light conditions, are acceptable.
- No hats will be worn in the Eaton RESA office or classrooms without instructor permission.

While fashion changes, the reason for being in School does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for School:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)

- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Students who are representing Eaton RESA CPC at an official function or public event may be required to follow specific dress requirements. Usually, this applies to field trips.

### **Hall Travel and Restroom Breaks**

Students are expected to remain within their assigned classroom/lab during the scheduled class time except with permission from the instructor.

### **Age of Majority**

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students regardless of their attainment of the age of majority. Students who are eighteen (18) years of age may request to submit an Age of Majority Form. Age of Majority status signifies that all school business and school communication may be sent to and conducted only with the student. The Director/Principal will contact home when this form is completed and turned in by the student. The form is available in the Eaton RESA CPC office.

### **Students granted “Age of Majority”:**

- Have the same privilege as their parents/guardians as it relates to access or control of student records.
- May represent themselves during disciplinary conferences and be the addressee for their grade reports.
- May sign themselves in and out of school and may verify their own absences.
- Are held to the same attendance requirements as other students.

### **State and/or Federal Regulations for Parent/Student Notifications**

Current State and/or Federal regulations require us to make a number of notifications to the parent or guardian of students attending our programs. This notice is to comply with those requirements. Anyone desiring additional information should feel free to contact Eaton Regional Education Service Agency at (517) 543-5500.

### **Transportation**

It is important to remember that the CPCs rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The student's home school provides transportation to and from for all students from their high school to the CPC shuttle location at LCC West. Please contact the home school for information.

### **Driving and Parking**

All students must follow their sending school driving policy. The CPC reserves the right to deny or suspend driving privileges. Students must pay all their own costs related to driving and parking their own vehicle. Driving to school is a privilege which may be revoked at any time.

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Director/Principal.

Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of passenger students and approval by the Director/Principal.

### **Video Surveillance and Electronic Monitoring at CPC Locations & Buses**

CPC class locations and local district school buses may have video cameras to monitor student behavior. If a student violated the Code of Conduct and their actions were recorded, the recording will be submitted to the local authorities and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

## **Eaton RESA Board of Education**

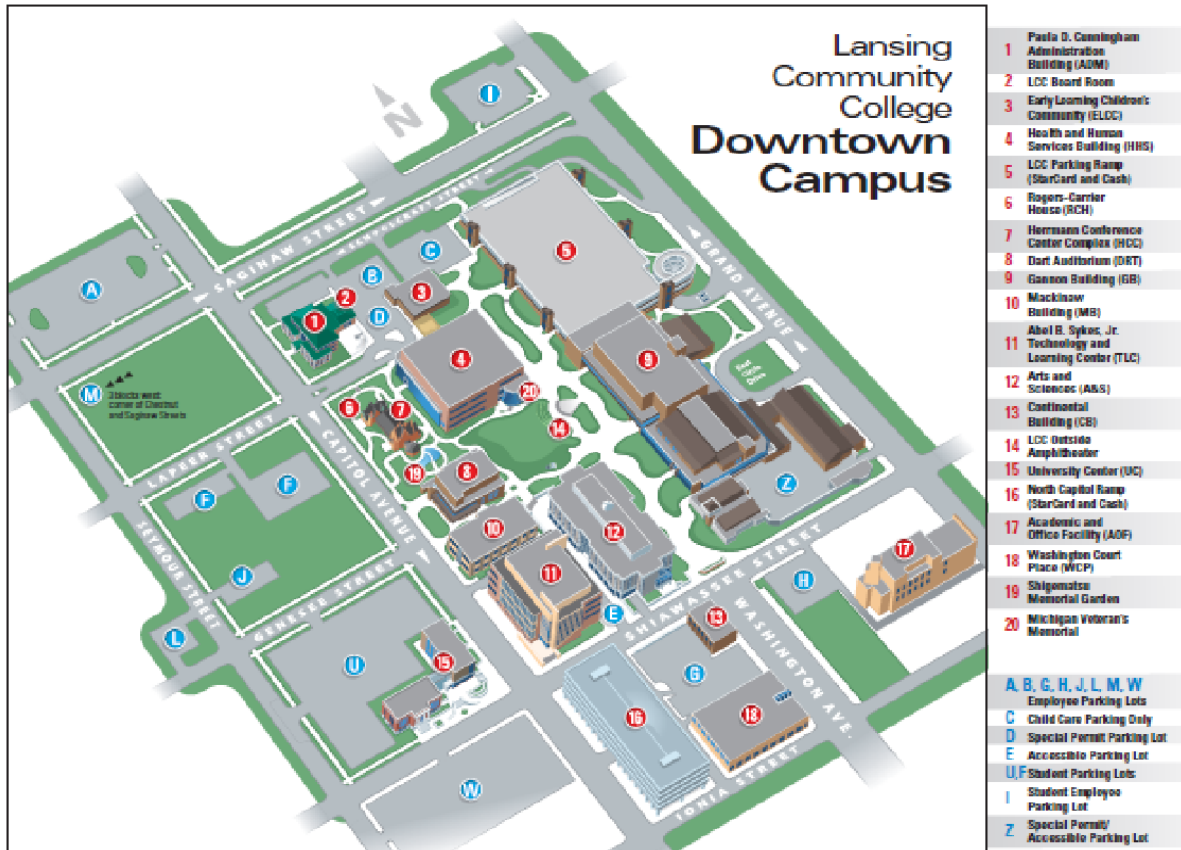
1790 E. Packard Hwy.  
Charlotte, MI 48813  
(517) 543-5500

President	Jack Temsey	Potterville
Vice President	Denise DuFort	Grand Ledge
Treasurer	Alex Gonzalez	Charlotte
Board Secretary	Debbie Roberts	Eaton Rapids
Trustee	Mark Rushford	Maple Valley
Superintendent	Sean Williams	Eaton RESA

# Maps

## Lansing Community College Downtown Campus

600 N. Grand Avenue, Lansing, MI 48933



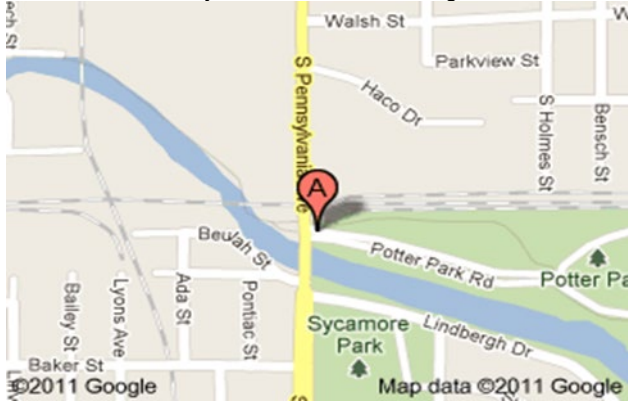
## Lansing Community College West Campus

708 Cornerstone Drive Lansing, MI 48917



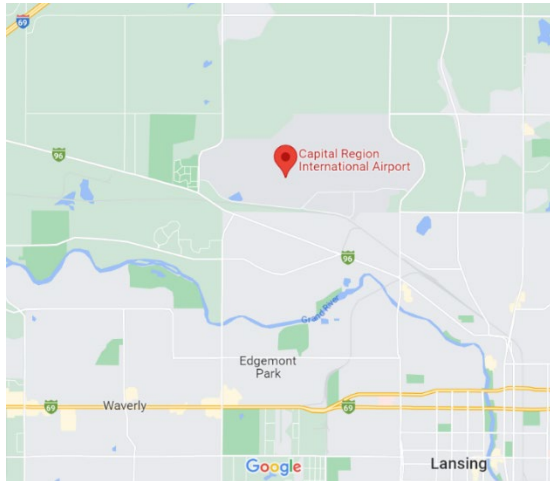
### Potter Park Zoo

1301 South Pennsylvania Avenue Lansing, MI 48912



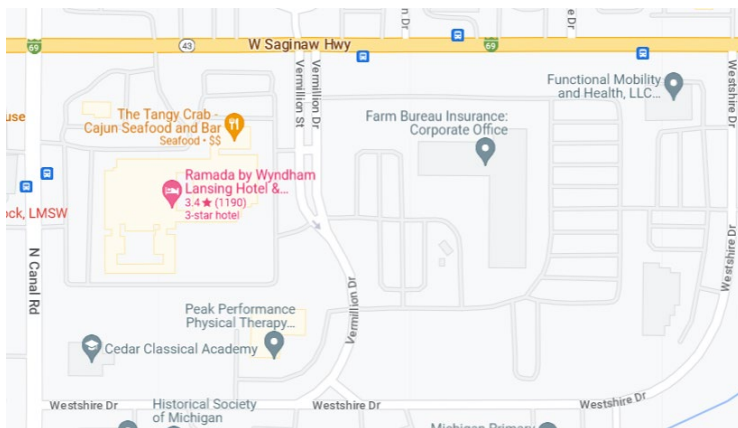
### Capital Region International Airport

4100 Capital City Boulevard Lansing, MI 48906



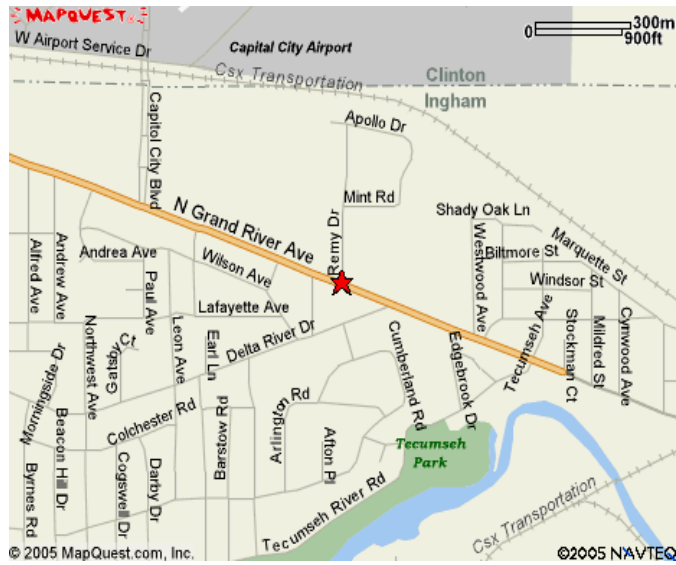
### Michigan Farm Bureau Insurance

7373 W. Saginaw Highway Lansing, MI 48917



## AIS Equipment

3600 North Grand River Avenue Lansing, MI 48906



## Davenport University

200 South Grand Avenue Lansing, MI 48933

Appendix A

## Nondiscrimination Grievance Procedures

Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendment Act of 1972  
Title II of the Americans with Disabilities Act of 1990  
Section 504 of the Rehabilitation Act of 1973  
Age Discrimination Act of 1975

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, Eaton RESA is committed to maintaining a learning environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. The district shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation or sexual identity), age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities. Sexual harassment is a form of sex discrimination, and shall likewise not be permitted with respect to students or employees. The district shall not retaliate

against a person who reports or opposes improper decimation or retaliation. The district shall fully comply with all applicable federal and state civil rights statutes. Discrimination, retaliation, and harassment are prohibited whether occurring at school, on District property, in a District vehicle, or on any District-related activity or event.

### **Section I**

Any person believing that the Eaton Regional Education Service Agency or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to a District employee or a District Title IX Coordinator who are identified below:

John K. VanHoesen, Director of Safety & Employee Relations, 517-541-8722, [jvanhoesen@eatonresa.org](mailto:jvanhoesen@eatonresa.org)  
Kelly Hager, Assistant Superintendent for Special Education, 517-541-8723, [khager@eatonresa.org](mailto:khager@eatonresa.org)

### **Section II**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

#### **Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

#### **Step 2**

A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

#### **Step 3**

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

**Step 4**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The Local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

## Appendix B

### Family Educational Rights and Privacy Act (FERPA)

Parents/guardians MUST sign an authorization release and return it to the CPC office.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents and guardians of each student under 18 years of age and each student who is 18 years of age and older (eligible student) have certain rights in relation to records kept on the student by the Eaton RESA.

These rights include:

1. The right to examine the student's education records within 45 days of the day the request is received. Requests for inspection shall follow the outlined procedure:
2. **Signed, written request submitted to the Director/Principal of the CPC identifying the record(s) to be inspected.**
3. Upon receipt of the signed, written request, the Director/Principal of the CPC will make the necessary arrangements for the inspection of the student's educational records and notify the parent/guardian or eligible student.
4. The right to have the administration hear evidence that any part of the record is inaccurate and to request corrections to the record. If the administration disagrees, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
5. The right to have records which personally refer to a student kept confidential except by consent of the parent/guardian/student, or when being used by school personnel for school business. The intent of the Eaton RESA is to limit the disclosure of information contained in a student's education records except:
6. by prior written consent of the student's parent or the eligible student,
7. as directory information unless the parent/guardian completes and returns a Directory Information Opt Out Form to the CPC office, or, under certain circumstances, as permitted by FERPA
8. The Board of Education shall be the final authority in any appeal. Minor students cannot appeal unless their parent(s) or guardian(s) are in agreement with that decision.
9. The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the Eaton RESA office.

The right to protest to:

The Family Policy and Regulations Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20206-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## Appendix C

### Student Technology Acceptable Use Policy and Safety

Eaton Regional Education Service Agency encourages and strongly promotes the use of electronic information technologies in educational endeavors. "Information technologies" is defined in this policy as follows: all computers, telephone systems, electronic mail systems, voice mail systems and Internet connectivity components. The Agency provides users access to current and relevant resources in a wide variety of electronic formats and the opportunity to communicate in a technologically rich environment.

The Agency's information technologies are the Agency's property and are intended to be used for educational purposes. The Agency retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by Eaton RESA information technologies.

Users have no reasonable expectation that any information contained on any Eaton RESA information technologies is confidential or private.

The Agency makes no warranties of any kind, whether expressed or implied, regarding the availability of its information technologies, including but not limited to the loss of data resulting from delays, non-delivery, or any service interruptions. All Eaton RESA information technologies are provided on an "as is available" basis.

Users are responsible for:

- Utilizing technologies in the Agency for facilitating learning and to enhance educational information.
- Attending appropriate training sessions in the use and care of available hardware and software.
- Maintaining the privacy of passwords.
- Maintaining the integrity of the electronic mail (e-mail) system. The e-mail system is intended to be used for the educational purposes of Eaton RESA. Personal use of the districts e-mail system is not allowed.
- Adhering to copyright guidelines in the transmission or copying of text, graphics or files.
- Using caution when considering the purchase of goods or services over the Internet. Eaton Regional Education Service Agency is not liable for any personal purchases made while using Eaton RESA resources.
- Making full financial restitution for any damages to or loss of Eaton RESA equipment caused by inappropriate, or negligent use of Eaton RESA information technologies.
- Making full financial restitution for any unauthorized expenses incurred while using Eaton RESA information technologies.
- Deleting files if they have exceeded their storage limit on the Eaton RESA Internet server. Files will be deleted by the system administrator if the user remains in non-compliance.

Any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by a user while accessing Eaton RESA information technologies remotely. Any disputes or problems regarding phone service are strictly between the user and his/her local phone company and/or long-distance service provider.

Any damages to, or incurred on, a user's home equipment. Users accessing Eaton RESA information technology from home should do so at their own risk. Eaton Regional Education Service Agency assumes no responsibility for damages to, or incurred on, home equipment.

Prohibitions:

- Use of the Eaton RESA information technologies is intended for legitimate educational purposes that support and enhance the Agency's mission statement. The following uses are strictly prohibited:
- Unauthorized transfer, deletion or duplication of electronic files.
- Unauthorized use of another individual's login name or password.

- Using Eaton RESA information technologies to draft, send, or receive inappropriate communications including, but not limited to, communications, which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory, or otherwise prohibited by law.
- Using Eaton RESA information technologies for the advertisement of goods or services for personal financial gain.
- Using Eaton RESA information technologies for private or personal business purposes.
- Vandalism of the Agency's information technologies. Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the Agency's information technologies. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Each CPC student and their parent/guardian must annually complete and return the Eaton RESA Student Technology Acceptable Use and Safety Agreement to the CPC office to have the privilege of using the districts technology resources.

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The **district's** computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the **district's** educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity). While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The

technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, or use of specific monitoring tools to review browser history and network, server, and computer logs. All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures including, but not limited to, the use of multi-factored authentication for which they have been trained. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training. Students will be assigned a District-provided school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their instructors, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their instructor's approved plan for such use.

## Use of Artificial Intelligence/Natural Language Processing Tools for School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of an instructor, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their instructors when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their instructor, so long as they use the AI/NLP tools in an ethical and responsible manner. Instructors have the discretion to authorize students to use AI/NLP tools for the following uses:

- Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior instructor permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their instructor.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines. The Board designates the Superintendent and Technology Director as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

## Appendix D

### Appeal Policy

It is the philosophy and the policy of the Board of Education of Eaton Regional Education Service Agency that any decision involving or affecting a student in the CPC programs operated by this Agency is subject to appeal by the student and the parent or guardian. Matters subject to appeal are defined as, but not limited to, any disciplinary action, grades, issuance of certifications or special recognitions, and any administrative actions. To ensure that all appeals are processed in a uniform manner, the following guidelines are established:

- Students who have reached the age of majority, and have a signed form on file, have the right to appeal without the concurrence of their parent(s) or guardian(s).
- Any appeal must be discussed with each level of authority within the Agency before the Board will act on them.
- A request for appeal can be made in writing to the Director/Principal of the CPC within five school days of the incident.
- Unless otherwise requested, any matter referred to the Board will be acted upon at the next regularly scheduled meeting.

The Board defines levels of authority as outlined below. Any matter and request to appeal must be discussed with each level in the order presented before the appeal can be referred to the Board for action.

Level 1	Eaton RESA CPC Director/Principal
Level 2	Eaton RESA Assistant Superintendent for Career and Technical Education
Level 3	Eaton Regional Education Service Agency Superintendent
Level 4	Eaton Regional Education Service Agency Board of Education

## BOARD AGENDA ITEM

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

**I. DATE OF BOARD MEETING:** July 16, 2025

**II. AGENDA ITEM TITLE:** 2025-28 CRAA Lease Renewal

**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 approve the 2025-2028 CRAA Lease Renewal

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

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

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

*3 Year Renewal Agreement with 3% increases built in annually starting at \$13.11 per square foot with 3,314 sq. ft on the 2<sup>nd</sup> floor of the Terminal Building for the 2025-2026 school year*

**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

**Capital Region Airport Authority**

**AND**

**Eaton  
Regional Education Service Agency  
(RESA)**

**Office Lease Agreement**  
Extension effective August 1, 2025

**Capital Region Airport Authority  
and  
Eaton Regional Education Service Agency (RESA)**

**Summary of August 2025 Renewal**

Pursuant to Article 3, Subsection 3.02

All other provisions remain unchanged from the originally executed lease

<b>TYPE OF AGREEMENT</b>	Office Lease
<b>TENANT</b>	Eaton Regional Education Service Agency (RESA)
<b>REPRESENTATIVE(S)</b>	Sean Williams
<b>NOTICE ADDRESS</b>	4100 Capital City Blvd. 2 <sup>nd</sup> Floor, Suite 201
<b>ORIGINAL START DATE</b>	August 1, 2023
<b>DATE OF EXTENSION</b>	August 1, 2025
<b>TERM OF EXTENSION</b>	3 Years
<b>NEW EXPIRATION DATE</b>	July 31, 2028
<b>RENEWAL OPTIONS</b>	Subsequent renewal to be negotiated (and subject to Board approval)
<b>LEASEHOLD/ASSIGNED PREMISES</b>	3,314 sq. ft. on 2 <sup>nd</sup> floor of Terminal Building
<b>INITIAL RENTAL RATE</b>	\$13.11 (as of August 1, 2025)
<b>RENTAL ADJUSTMENT</b>	3% Annually
<b>ADDITIONAL FEES, RATES AND CHARGES</b>	Electrical - \$50.00 per month.
<b>AUTHORIZED USE(S)</b>	Eaton RESA Educational Purposes

This summary is presented solely for ease of reference to the Agreement information at the time of execution. If there is a discrepancy between the information contained in this summary and the requirements contained in the remainder of the Lease, the requirements as stated in the remainder of the Lease will prevail.

In accordance with Subsection 3.02 of the above-referenced Lease, the Parties hereby agree to the extension as described above. All other terms of the original Lease continue in full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this **Office Lease Agreement** to be executed on their behalf by their duly authorized officers.

**Capital Region Airport Authority**

**Eaton Regional Educational Service Agency (RESA)**

By: \_\_\_\_\_  
**Nicole Noll-Williams**  
President & CEO

By: \_\_\_\_\_  
**Sean Williams**  
Superintendent

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

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

Witness:

Witness:

By: \_\_\_\_\_  
**Bonnie Wohlfert, Secretary**

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

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

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:** 7-16-2025

**II. AGENDA ITEM TITLE:** Revised 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)*

**Revised Administrative Salary Schedule:** The Superintendent is requesting board approval for the revised/reformatted administrative salary schedule as presented which eliminates stipends in response to recommendation made by the Office of Retirement Services.

b) **Cost:** NA

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

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

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

Approve

Authorize the superintendent to increase the Executive Director of Finance and Operations salary as presented.

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

Award a bid

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

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

**ADMINISTRATIVE PERSONNEL**

**Pending Board Approval July 16, 2025**

**2025-2026 Admin Salary Schedule**

		1	2	3	4	5	6	7	8	9	10	11	12
<b>Schedule</b>	A	\$164,280	\$169,362	\$174,600	\$180,000	\$185,400	\$190,962	\$196,691	\$202,592				
	Annuity**												
<b>Superintendent</b>	10%	\$16,428	\$16,936	\$17,460	\$19,000	\$19,000	\$19,096	\$19,669	\$20,259				

**2025-2026 Schedule with 2% Increase**

		B											
<b>Cabinet</b>	<b>Base</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
	<b>Doctorate \$2,500</b>	\$108,054	\$111,804	\$115,019	\$118,234	\$121,449	\$124,663	\$127,878	\$131,093	\$134,308	\$137,524	\$140,738	\$143,953
	<b>CTE \$4,000</b>	\$109,554	\$113,304	\$116,519	\$119,734	\$122,949	\$126,163	\$129,378	\$132,593	\$135,808	\$139,024	\$142,238	\$145,453
	<b>Dual Assignment 5%*</b>	\$110,832	\$114,769	\$118,145	\$121,521	\$124,896	\$128,271	\$131,647	\$135,023	\$138,398	\$141,775	\$145,150	\$148,526
	Annuity**												
	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											
<b>Directors</b>	<b>Base</b>	\$94,302	\$97,517	\$100,196	\$102,875	\$105,554	\$108,233	\$110,912	\$113,591	\$116,270	\$118,949	\$121,628	\$124,307
	<b>Doctorate \$2,500</b>	\$96,802	\$100,017	\$102,696	\$105,375	\$108,054	\$110,733	\$113,412	\$116,091	\$118,770	\$121,449	\$124,128	\$126,807
	<b>CTE \$2,500</b>	\$96,802	\$100,017	\$102,696	\$105,375	\$108,054	\$110,733	\$113,412	\$116,091	\$118,770	\$121,449	\$124,128	\$126,807
	<b>Dual Assignment 5%*</b>	\$99,017	\$102,393	\$105,206	\$108,019	\$110,832	\$113,645	\$116,458	\$119,271	\$122,084	\$124,896	\$127,709	\$130,522
	Annuity* *												
	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

\*Staff are placed on the Dual Assignment lane when assigned to supervise additional departments or an external service

\*\*Annuity is a percentage of base salary

1. Actual salary/wage is subject to approval by the Superintendent
2. Schedules A, B, & C are based on a 52 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:** 7-16-2025

**II. AGENDA ITEM TITLE:** Amended Contract of Employment for Superintendent

**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)*

**Amended Contract of Employment for Superintendent:** As a result of contract language recommendations made by the Office of Retirement Services, the Board President is recommending the approval of the amended 2024-2029 superintendent contract.

b) **Cost:** NA

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

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

*Superintendent Contract of Employment (Sean will provide to include in board packet when finalized)*

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

Approve

Authorize the Board President and Treasurer to execute the amended five-year contract of employment with Dr. Sean Williams, Eaton RESA Superintendent, from July 1, 2024, through June 30, 2029 as presented

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

Award a bid

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

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

## AMENDMENT TO THE SUPERINTENDENT'S CONTRACT OF EMPLOYMENT

THIS AMENDMENT, between the Board of Education of Eaton Regional Education Service Agency ("Board") and Dr. Sean M. Williams ("Superintendent"), is made and entered into with respect to the Superintendent's Contract of Employment ("Contract") with the Board dated July 1, 2024, through June 30, 2029.

The following amendment to the Contract is hereby agreed to between the Board and Superintendent and the following paragraphs shall be amended as below:

4. Compensation for the Administrator shall be governed by the Administrative Personnel Salary Schedule adopted by the Board and made a part hereof, the same as though fully set forth herein. For 2025- 2026, Administrator is placed on Schedule A at Step 5 for a base salary of \$185,400 in consideration of his/her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board. A minimum of a three percent (3%) annual increase in salary for subsequent years (July 1 -June 30<sup>th</sup>) of this contract will be provided, subject to review by the Board and provided the Administrator maintains a rating of Effective on his evaluation.

Beginning July 1, 2025, the Administrator shall receive an annual tax-deferred annuity for the renumeration of services, equal to 10% of his current base salary to be paid into a 403(b) account in accordance with the Administrative Personnel Salary Schedule. The annuity will be paid in equal bi-weekly installments beginning with the commencement of each fiscal year, on the same schedule as all other employees (July 1 - June 30<sup>th</sup>).

The Board hereby retains the right to increase the annual salary of the Administrator during the term of this Contract. Consistent with the provisions of Section 1250 of the Revised School Code, the Administrator's job performance, overall effectiveness and job accomplishments will be significant factors in determining any adjustment to the Administrator's compensation. Any increase in salary made during the term of this Contract not otherwise specified herein, shall be in the form of a written amendment and when executed by the Administrator and the Board, shall become a part of this Contract.

6. The Administrator's performance shall be evaluated using multiple rating categories that take into account data on student growth as required by Section 1249 of the Revised School Code (or its successor provision). The Administrator's year-end evaluation shall be completed not later than March 15. The Board shall consider whether to award a one-year contract extension during the same meeting as the year-end evaluation. If the Board decides to award a one-year contract extension, the Board's designees shall review the Contract with the Administrator

to address any necessary amendments pending Board approval. The Administrator shall notify the Board of Education Fifteen (15) days in advance of the evaluation's due date and of the need to consider an extension.

If Administrator is rated as "Needing Support" on a year-end evaluation, Administrator may request a review of the evaluation and the rating by the Board. The request for a review must be submitted in writing to the Board within 30 calendar days after Administrator is informed of the rating. Upon receipt of the request, the Board shall review the evaluation and rating (in closed session if requested by Administrator) and may make any modifications as appropriate based on the Board's review. A written response regarding the Board's findings will be provided to Administrator no later than 30 calendar days after the Board's review.

18. The Board agrees to pay the premium amount for errors and omissions insurance coverage for Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of his/her authority. The policy limits for this coverage shall be not less than \$2,000,000. The terms of the errors and omissions insurance policy shall be controlling respecting defense and indemnity of the Administrator. The sole obligation undertaken by the Board shall be limited to the payment of premium amounts for the above errors and omissions coverage. In the event that such insurance coverage cannot be purchased in the above amounts and/or at a reasonable premium rate, the Board shall have the right to discontinue said coverage and shall so notify Administrator. In that event, the Board agrees on a case-by-case basis to consider providing legal defense and/or indemnification to the Administrator as is authorized under MCL 691.1408 and MCL 380.11a (3) (d).

Upon the Administrator's retirement, the Board agrees that it shall defend and provide paid legal counsel to the Administrator if the Michigan Office of Retirement Services challenges or reduces this Agreement's compensation (for purposes of calculating the Administrator's "final average compensation" for pension purposes) in an arbitrary or capricious manner. The Board's obligation to provide paid legal counsel shall extend only to any initial hearing in front of an administrative agency and one subsequent appeal, if necessary. The contracting of a specific attorney or law firm for this representation must be mutually agreed upon between the Board and the Administrator.

All other terms and conditions of the Superintendent's Contract of Employment with the Board shall remain in effect through June 30, 2029. In witness whereof, the parties have duly executed the Amendment to the Superintendent's Contract of Employment as of the dates below.

**Board of Education for  
Eaton Regional Education Service Agency**

**Superintendent**

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

Jack Temsey, President

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

Sean Williams, Superintendent

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

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

Debbie Roberts, Secretary

## BOARD AGENDA ITEM

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

**I. DATE OF BOARD MEETING:** 7-16-2025

**II. AGENDA ITEM TITLE:** **Supervision for Potterville Public Schools Business Services**

**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)*

**Supervision for Potterville Public Schools Business Services:** In response to Potterville Public Schools contracting with Eaton RESA to provide Business Services for their district, the Superintendent is recommending a 5% salary increase for the Executive Director of Finance and Operations to reflect the additional responsibilities associated with supervising these services.

b) **Cost:** NA

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

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

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

Approve

Authorize the superintendent to increase the Executive Director of Finance and Operations salary as presented.

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

Award a bid

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

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