

**EAST CHINA SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING**

**Innovation Center Conference Room  
Monday, January 22, 2024  
6:00 PM**

Jeanne Frank, President  
Pat Biebuyck, Vice-President  
Todd Distelrath, Secretary  
Karen Cedar, Treasurer

Michael Westrick, Trustee  
Jessica Becker, Trustee  
Ronald Miller, Trustee  
Suzanne Cybulla, Superintendent

**AGENDA**

1. **Call to Order/Moment of Silence/Pledge of Allegiance**
2. **Ceremonial Oath of Office, *Suzanne Cybulla***
3. **Election of Officers:**
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
4. **Items of Interest, Recognition and Inquiry**
  - a. Board of Education Members
  - b. Administration
5. **Special Recognition: School Board Member Recognition, *Suzanne Cybulla***

**The Governor has declared January 2024 as School Board Member Appreciation Month. We are fortunate in East China to have such a dedicated group of individuals to serve as board members in our district. Board members serve without compensation and that is true dedication. On behalf of the staff, students, and community, thank you to each board member for their service to our community.**

**Jeanne Frank - since 2013 - 11 years**  
**Pat Biebuyck - since 2015 - 9 years**  
**Todd Distelrath - since 2015 - 9 years**  
**Karen Cedar - since 2019 - 5 years**  
**Michael Westrick - since 2019 - 5 years**  
**Jessica Becker - since 2022 - 1 year**  
**Ronald Miller - since 2023 - 1 year**
6. **Consent Agenda**
  - a. Approval of Minutes
    - i. Regular Board of Education Meeting December 18, 2023
  - b. Approval of Payment of Bills, Financial Statement and Schedule of Investments

c. Appointment of Teacher

**7. Department Reports**

**8. Committee Reports**

a. Policy Update

i. 5707 School Wellness Policy

ii. 4108, 4207, 4402-R, 4403-R, 4404, 4405-R, 4407,4408, 4409-R, 4503-R, and 4504  
Professional Staff Board Policies

**9. Information/Discussion Items**

a. Bond 2020 Update, *AUCH General Contractors*

b. 2023-24 Budget Revision, *Angie Gleason*

c. Impact Resistant Film - Palms Elementary, *David Kennedy*

**10. Recognition of Persons Wishing to Address the Board**

This portion of the agenda is for citizens to address any questions or comments to the Board. The Board will listen, take comments and questions under advisement, and not respond at this time.

The presiding officer will refer questions to the superintendent for research and response.

**11. Action Items**

**12. Adjournment**

## Regular Board of Education Meeting

Monday, December 18, 2023 6:00 PM

Innovation Center Conference Room, 1585 Meisner Road, East China, MI 48054

Jessica Becker: Absent, Pat Biebuyck: Present, Karen Cedar: Absent, Todd Distelrath: Present, Jeanne Frank: Present, Ronald Miller: Present, Michael Westrick: Present.

1. Call to Order/Moment of Silence/Pledge of Allegiance
2. Items of Interest, Recognition and Inquiry
  - 2.a. Board of Education Members

Members of the board wished everyone a Merry Christmas.
  - 2.b. Administration

*Suzanne Cybulla* also wished everyone a Merry Christmas and a Happy New Year. She shared that the Marine City Band concert was happening that evening at 7 p.m. at the PAC.
3. Academic Spotlight Palms Elementary, *Mike Domagalski*, Principal Story Champs, *Sara Ranger*, *Stefanie Minano*, and *Megan Schindler* *Mike Domagalski*, Palms Elementary Principal, introduced *Sara Ranger*, *Stefanie Minano*, *Megan Schindler*, and the Story Champs program. *Sara*, *Stefanie*, and *Megan* shared how the Story Champs program works in the young 5 and kindergarten classrooms. Students were on hand to help demonstrate the process. Positive data was shown on the progress the students are making.
4. Consent Agenda

To approve items under the consent agenda as presented:.. This motion, made by Pat Biebuyck and seconded by Ronald Miller, Carried.  
Yea: 5, Nay: 0, Absent: 2

  - 4.a. Approval of Minutes
    - 4.a.i. Regular Board of Education Meeting November 27, 2023
  - 4.b. Approval of Payment of Bills, Financial Statement and Schedule of Investments
  - 4.c. Appointment of Teacher
5. Department Reports

The following departments gave a report: Personnel, Operations, Business Office, Special Education, Technology, and Safety and Security.
6. Committee Reports

*None*
7. Bond 2020 Discussion/Action Items

Kirk Grzelka discussed St. Clair 6-12 campus renovations pre-purchase of mechanical equipment.

  - 7.a. St. Clair 6-12 Campus Renovations Pre-Purchase of Mechanical Equipment

AUCH Construction recommendations to the East China School Board for approval of the awards for the Pre-Purchase based upon the lowest responsive bid, contractor's qualifications, their proposal, and their ability to meet the schedule requirements. The East China School District Pre-Purchasing St. Clair 6-12 Campus proposal is \$1,290,500.00 for the work described in the bidding documents. This motion, made by Michael Westrick and seconded by Todd Distelrath, Carried.

Yea: 5, Nay: 0, Absent: 2

8. Information/Discussion Items

8.a. Bond 2020 Update, *AUCH General Contractors*

*AUCH General Contractors, Aaron St.Dennis*, gave a Bond 2020 project update which included Marine City High School and St. Clair High School.

9. Closed Session Recommended Action: That the Board of Education goes into Closed Session pursuant to section 8(b) of the Open Meetings Act (Act 267 of 1976) Board discussion connected to the discipline of a student.

Recommended Action: That the Board of Education goes into Closed Session pursuant to section 8(b) of the Open Meetings Act (Act 267 of 1976) Board discussion connected to the discipline of a student. This motion, made by Todd Distelrath and seconded by Pat Biebuyck, Carried.

Yea: 5, Nay: 0, Absent: 2

The Board of Education returned to Open Session at 7:09 p.m.

10. Recognition of Persons Wishing to Address the Board

This portion of the agenda is for citizens to address any questions or comments to the Board. The Board will listen, take comments and questions under advisement, and not respond at this time. The presiding officer will refer questions to the superintendent for research and response.

*Eric Lafferty* discussed social media, communication with parents, and transparency. *Libby Prill* talked about a St. Clair Middle School incident, social media, and better communications.

11. Action Items

11.a. Summer Tax Collection

Per administration recommendation, the Board of Education approves the resolution for summer tax collection as presented at the November 27, 2023, regular Board of Education meeting. This motion, made by Pat Biebuyck and seconded by Todd Distelrath, Carried.

Yea: 5, Nay: 0, Absent: 2

11.b. Student Discipline

Per administration recommendation, the Board of Education accepts the recommendation for student 2023-03 presented at the December 18, 2023, student discipline hearing. This motion, made by Ronald Miller and seconded by Todd Distelrath, Carried.

Yea: 5, Nay: 0, Absent: 2

12. Adjournment

There being no further business before the Board, President Jeanne Frank declared the meeting adjourned at 7:26 p.m.

*The East China School District will work in partnership with parents, students, and the community to ensure every child will learn successfully.*

**EAST CHINA SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING  
January 22, 2024**

**FOR ACTION: Manifest and Payment of Bills**

A manifest of the bills for December 2023 is enclosed.

**RECOMMENDATION:**

The administration is recommending that the Board approve bills paid in the amounts of:

- General Fund - \$4,223,494.47
- Cafeteria Fund - \$185,349.19
- Latchkey Fund - \$1,088.95
- Internal Service Fund - \$15,520.92
- Sinking Fund – \$39,519.25
- Capital Projects - \$1,519,093.84
- Student Activity - \$69,061.32

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00077730	12/15/2023	A PARTS WAREHOUSE	5730	SUPPLIES-FLEET REPAIR PARTS	299.00
				Vendor Total:	299.00
00077731	12/15/2023	A PLUS AUTO GLASS	4150	REPAIRS-BUSES	90.00
00077823	12/28/2023		4160	REPAIRS-VEHICLES	250.00
				Vendor Total:	340.00
00077732	12/15/2023	ADVANCE AUTO PARTS	5730	SUPPLIES-FLEET REPAIR PARTS	374.91
00077732	12/15/2023		5790	SUPPLIES-TRANSPORTATION	274.95
				Vendor Total:	649.86
00077824	12/28/2023	ADVANCED POOL SERVICES INC	4110	REPAIRS-MISC.	4,750.00
				Vendor Total:	4,750.00
00004935	12/22/2023	AFLAC	9440	A/P AMERICAN FAMILY CANCER	287.75
				Vendor Total:	287.75
00004924	12/06/2023	AMAZON CAPITAL SR INC	5101	SUPPLIES- ART	46.61
00004924	12/06/2023		5107	SUPPLIES- SCIENCE	129.90
00004924	12/06/2023		5108	SUPPLIES- SOCIAL SCIENCE	13.99
00004924	12/06/2023		5110	TEACH SUPPLIES/MATERIALS	-70.19
00004924	12/06/2023		5122	SUPPLIES-COMP.LAB	117.74
00004924	12/06/2023		5190	SUPPLIES	2,505.28
00004924	12/06/2023		5310	EDUCATIONAL MEDIA	15.92
00004924	12/06/2023		5790	SUPPLIES-TRANSPORTATION	73.95
00004924	12/06/2023		5910	SUPPLIES-OFFICE	630.07
00004924	12/06/2023		5942	SUPPLIES-MEDICAL	75.35
00004924	12/06/2023		5955	SUPPLIES-MAINTENANCE	2,894.76
00004924	12/06/2023		5960	SUPPLIES-ATHLETICS	20.92
00004924	12/06/2023		5980	SUPPLIES-SMALL TOOLS	265.56
00004924	12/06/2023		5991	Supplies - PAC	37.76
00004934	12/18/2023		3190	OTHER PROFESSIONAL SERVICES	174.14
00004934	12/18/2023		3220	PROF DEVELOPMENT FEES	29.90
00004934	12/18/2023		5107	SUPPLIES- SCIENCE	37.27
00004934	12/18/2023		5110	TEACH SUPPLIES/MATERIALS	16.79
00004934	12/18/2023		5190	SUPPLIES	885.53
00004934	12/18/2023		5310	EDUCATIONAL MEDIA	75.40
00004934	12/18/2023		5790	SUPPLIES-TRANSPORTATION	68.99
00004934	12/18/2023		5910	SUPPLIES-OFFICE	417.37
00004934	12/18/2023		5950	SUPPLIES-CUSTODIAL	592.01
00004934	12/18/2023		5955	SUPPLIES-MAINTENANCE	71.86
00004934	12/18/2023		5960	SUPPLIES-ATHLETICS	227.84
00004934	12/18/2023		5980	SUPPLIES-SMALL TOOLS	234.58
00004946	12/22/2023		5107	SUPPLIES- SCIENCE	177.11
00004946	12/22/2023		5121	SUPPLIES-BUS. ED.	52.40
00004946	12/22/2023		5190	SUPPLIES	1,770.94
00004946	12/22/2023		5790	SUPPLIES-TRANSPORTATION	79.96
00004946	12/22/2023		5910	SUPPLIES-OFFICE	265.27
00004946	12/22/2023		5942	SUPPLIES-MEDICAL	28.99
00004946	12/22/2023		5950	SUPPLIES-CUSTODIAL	141.69
00004946	12/22/2023		5955	SUPPLIES-MAINTENANCE	661.29
00004946	12/22/2023		5960	SUPPLIES-ATHLETICS	139.95

**Bills to be Approved**  
**East China Sch District**  
**12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
					Vendor Total: 12,906.90
00077825	12/28/2023	AMPLIFY	5210	TEXTBOOKS	138,200.80
					Vendor Total: 138,200.80
00077667	12/04/2023	ANCHOR BAY HIGH SCHOOL	7905	TOURNAMENT	120.00
					Vendor Total: 120.00
00077668	12/04/2023	APAC PAPER & PACKAGING CORP	5950	SUPPLIES-CUSTODIAL	1,612.98
00077734	12/15/2023		5950	SUPPLIES-CUSTODIAL	781.70
00077734	12/15/2023		5955	SUPPLIES-MAINTENANCE	89.30
					Vendor Total: 2,483.98
00077735	12/15/2023	ARCH ENVIRONMENTAL GROUP	3193	SERVICES - INSPECTIONS	506.25
00077826	12/28/2023		3193	SERVICES - INSPECTIONS	1,923.50
					Vendor Total: 2,429.75
00077736	12/15/2023	ASCENSION MICHIGAN	3197	SERVICES-EMPLOYEE HEALTH	464.00
					Vendor Total: 464.00
00004948	12/31/2023	AT & T MOBILITY	3410	TELEPHONE/DATA COMMUNICATION	590.30
					Vendor Total: 590.30
00077827	12/28/2023	AUSTIN, KHLOE	3112	CONTRACTED SERVICES	69.00
					Vendor Total: 69.00
00077670	12/04/2023	AUTO VALUE PORT HURON	5730	SUPPLIES-FLEET REPAIR PARTS	889.03
00077738	12/15/2023		5730	SUPPLIES-FLEET REPAIR PARTS	399.76
					Vendor Total: 1,288.79
00077739	12/15/2023	AUTO ZONE LLC	5730	SUPPLIES-FLEET REPAIR PARTS	308.80
00077739	12/15/2023		5790	SUPPLIES-TRANSPORTATION	45.83
					Vendor Total: 354.63
00077740	12/15/2023	AVENTRIC TECHNOLOGIES LLC	5910	SUPPLIES-OFFICE	2,175.00
					Vendor Total: 2,175.00
00077672	12/04/2023	BLB ENGRAVING SERVICES	7900	OTHER EXPENSES	160.00
00077742	12/15/2023		7900	OTHER EXPENSES	172.00
					Vendor Total: 332.00
00077743	12/15/2023	BLUE WATER FUEL	5710	SUPPLIES-Gas	858.61
					Vendor Total: 858.61
00077829	12/28/2023	BONNANI, VINCENZO	3112	CONTRACTED SERVICES	220.00
					Vendor Total: 220.00
00004949	12/31/2023	BP ENERGY RETAIL CO LLC	5510	NATURAL GAS	20,790.39
					Vendor Total: 20,790.39
00077745	12/15/2023	BRAVE FIRE PROTECTION LLC	4110	REPAIRS-MISC.	402.00
					Vendor Total: 402.00
00077673	12/04/2023	BROCHU, MARK A	1855	OFFICIALS/GAME WORKERS	50.00
					Vendor Total: 50.00

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00077747	12/15/2023	BUILDING AUTOMATED SYSTEMS	4113	REPAIRS - HVAC	1,162.50
				Vendor Total:	1,162.50
00077748	12/15/2023	C AND S MOTORS INC	5730	SUPPLIES-FLEET REPAIR PARTS	1,058.37
				Vendor Total:	1,058.37
00077749	12/15/2023	CAMFIL USA INC	5957	SUPPLIES - FILTERS	412.50
				Vendor Total:	412.50
00077675	12/04/2023	CAPITAL ONE TRADE CENTER	5710	SUPPLIES-Gas	69.33
00077675	12/04/2023		5950	SUPPLIES-CUSTODIAL	104.01
00077675	12/04/2023		5955	SUPPLIES-MAINTENANCE	213.26
				Vendor Total:	386.60
00077750	12/15/2023	CENTRAL MICHIGAN PAPER	5190	SUPPLIES	2,750.00
				Vendor Total:	2,750.00
00077727	12/08/2023	CHAPTER 13 TRUSTEE T TERRY	9436	A/P GARNISHMENTS	921.46
00077821	12/22/2023		9436	A/P GARNISHMENTS	921.46
				Vendor Total:	1,842.92
00077676	12/04/2023	CINTAS CORPRATION LOC724	5790	SUPPLIES-TRANSPORTATION	126.38
00077676	12/04/2023		5992	SUPPLIES - UNIFORMS	683.75
00077751	12/15/2023		5790	SUPPLIES-TRANSPORTATION	130.11
				Vendor Total:	940.24
00077752	12/15/2023	CITY OF ST CLAIR	0119	TAXES- ST. CLAIR CITY	2,475.00
00077752	12/15/2023		3830	WATER & SEWAGE	1,884.34
				Vendor Total:	4,359.34
00077753	12/15/2023	COCHRANE SUPPLY	5955	SUPPLIES-MAINTENANCE	1,567.48
				Vendor Total:	1,567.48
00077754	12/15/2023	COLLEGE BOARD	3135	SERVICES-PUPIL TESTING	4,470.66
				Vendor Total:	4,470.66
00077830	12/28/2023	CRESTWOOD HIGH SCHOOL	7905	TOURNAMENT	225.00
				Vendor Total:	225.00
00077756	12/15/2023	CUEVAS, ANTON ANDERSON	1855	OFFICIALS/GAME WORKERS	110.00
				Vendor Total:	110.00
00077757	12/15/2023	CULLIGAN	3190	OTHER PROFESSIONAL SERVICES	97.50
				Vendor Total:	97.50
00077678	12/04/2023	DECKER EQUIPMENT	5950	SUPPLIES-CUSTODIAL	163.26
				Vendor Total:	163.26
00077758	12/15/2023	DEERE & COMPANY	6410	EQ & FUR > \$5,000	94,081.05
				Vendor Total:	94,081.05
00077679	12/04/2023	DELTA NETWORK SERVICES	6420	EQUIP & FURN >\$1,000/<\$5,000	26,494.87
				Vendor Total:	26,494.87
00004925	12/08/2023	DEPT OF TREASURY FICA	9447	A/P FICA/MED	129,098.52
00004936	12/22/2023		9447	A/P FICA/MED	132,568.17

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
					Vendor Total: 261,666.69
00004926	12/08/2023	DEPT OF TREASURY FIT	9446	A/P FED INCOME TAX W/H	75,028.99
00004937	12/22/2023		9446	A/P FED INCOME TAX W/H	77,376.56
					Vendor Total: 152,405.55
00004927	12/08/2023	DEPT OF TREASURY MEDICARE	9447	A/P FICA/MED	30,192.40
00004938	12/22/2023		9447	A/P FICA/MED	31,003.85
					Vendor Total: 61,196.25
00004950	12/31/2023	DETROIT EDISON	5520	ELECTRICITY	6,943.58
					Vendor Total: 6,943.58
00004951	12/31/2023	DETROIT EDISON COMPANY	5520	ELECTRICITY	27,143.77
					Vendor Total: 27,143.77
00004952	12/31/2023	DIRECT ENERGY BUSINESS	5520	ELECTRICITY	38,694.80
					Vendor Total: 38,694.80
00077759	12/15/2023	DUROW, WILLIAM E	3112	CONTRACTED SERVICES	632.50
00077832	12/28/2023		3112	CONTRACTED SERVICES	391.00
					Vendor Total: 1,023.50
00077682	12/04/2023	DYCK SECURITY SERVICES INC	4110	REPAIRS-MISC.	75.00
00077760	12/15/2023		3192	SERVICES-CONTRACTED SECURITY	1,781.36
					Vendor Total: 1,856.36
00077683	12/04/2023	EAST CHINA CHARTER TOWNSHIP	3830	WATER & SEWAGE	1,169.69
00077833	12/28/2023		3830	WATER & SEWAGE	878.45
					Vendor Total: 2,048.14
00077684	12/04/2023	EMBI TEC	5190	SUPPLIES	401.00
					Vendor Total: 401.00
00077834	12/28/2023	EMTERRA ENVIRONMENTAL USA	3840	TRASH REMOVAL	3,079.02
					Vendor Total: 3,079.02
00077685	12/04/2023	EXECUTIVE ENERGY SERVICES	3190	OTHER PROFESSIONAL SERVICES	850.00
					Vendor Total: 850.00
00077761	12/15/2023	FAR MANAGEMENT INC	9479	OTHER LIABILITIES	675.00
					Vendor Total: 675.00
00077686	12/04/2023	FIDELITY SECURITY LIFE INS	9460	A/P VISION UHC/EYEMED	848.53
					Vendor Total: 848.53
00077836	12/28/2023	FITZGERALD PUBLIC SCHOOLS	7905	TOURNAMENT	250.00
					Vendor Total: 250.00
00077687	12/04/2023	FLINN SCIENTIFIC INC	5190	SUPPLIES	47.12
00077762	12/15/2023		5107	SUPPLIES- SCIENCE	126.50
					Vendor Total: 173.62
00077763	12/15/2023	FOLLETT CONTENT SOLUTIONS	5190	SUPPLIES	2,045.11
					Vendor Total: 2,045.11

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00077688	12/04/2023	FOLLETT SCHOOL SOLUTIONS	5310	EDUCATIONAL MEDIA	108.10
				Vendor Total:	108.10
00077764	12/15/2023	FOSTER BLUE WATER OIL LLC	5710	SUPPLIES-Gas	14,973.99
00077764	12/15/2023		5790	SUPPLIES-TRANSPORTATION	188.79
				Vendor Total:	15,162.78
00077765	12/15/2023	FOSTER SPECIALTY FLOORS	4110	REPAIRS-MISC.	6,136.00
				Vendor Total:	6,136.00
00077766	12/15/2023	FREELAND HIGH SCHOOL	7905	TOURNAMENT	200.00
				Vendor Total:	200.00
00077767	12/15/2023	GAMALSKI BUILDING	6420	EQUIP & FURN >\$1,000/<\$5,000	11,800.00
				Vendor Total:	11,800.00
00077837	12/28/2023	GOLM, LILLIE	3112	CONTRACTED SERVICES	69.00
				Vendor Total:	69.00
00077768	12/15/2023	HAGER, JYME J	5116	SUPPLIES- VOCAL MUSIC	100.00
				Vendor Total:	100.00
00077839	12/28/2023	HARRIS, MARY KAY	3112	CONTRACTED SERVICES	34.50
				Vendor Total:	34.50
00004928	12/08/2023	HEALTH EQUITY	9465	HSA	18,039.18
00004939	12/22/2023		9465	HSA	18,038.86
				Vendor Total:	36,078.04
00077770	12/15/2023	HOLLAND BUS COMPANY	5730	SUPPLIES-FLEET REPAIR PARTS	1,409.43
				Vendor Total:	1,409.43
00077689	12/04/2023	IMAGINE LEARNING LLC	3450	SOFTWARE LICENSES	39,840.00
				Vendor Total:	39,840.00
00077840	12/28/2023	IMLAY CITY HIGH SCHOOL	7905	TOURNAMENT	275.00
				Vendor Total:	275.00
00077690	12/04/2023	IMPERIALDADE	5950	SUPPLIES-CUSTODIAL	123.78
00077771	12/15/2023		5950	SUPPLIES-CUSTODIAL	2,165.68
				Vendor Total:	2,289.46
00077772	12/15/2023	INTEGRAT3D	3610	PRINTING & BINDING	60.00
00077772	12/15/2023		5910	SUPPLIES-OFFICE	100.00
				Vendor Total:	160.00
00077842	12/28/2023	ISOLVED BENEFIT SERVICES	7412	FEES	86.25
				Vendor Total:	86.25
00077692	12/04/2023	JONES, PARKER R	3112	CONTRACTED SERVICES	875.00
				Vendor Total:	875.00
00077773	12/15/2023	JOSTENS	7910	MISC EXPENSES	1,275.46
				Vendor Total:	1,275.46
00077693	12/04/2023	JW PEPPER & SONS INC	5116	SUPPLIES- VOCAL MUSIC	129.50

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00077774	12/15/2023		5105	SUPPLIES- MUSIC	52.49
				Vendor Total:	181.99
00077694	12/04/2023	KERR ALBERT OFFICE SUPPLY CO	5190	SUPPLIES	995.01
00077694	12/04/2023		5950	SUPPLIES-CUSTODIAL	15.76
00077775	12/15/2023		5190	SUPPLIES	82.12
00077775	12/15/2023		5910	SUPPLIES-OFFICE	30.59
				Vendor Total:	1,123.48
00077776	12/15/2023	KIMBALL MIDWEST	5730	SUPPLIES-FLEET REPAIR PARTS	1,236.01
				Vendor Total:	1,236.01
00077843	12/28/2023	KOWALSKI, NELDA JOYCE	3112	CONTRACTED SERVICES	138.00
				Vendor Total:	138.00
00077777	12/15/2023	LAFONTAINE FORD OF ST CLAIR	5730	SUPPLIES-FLEET REPAIR PARTS	670.40
				Vendor Total:	670.40
00077778	12/15/2023	LAFORCE INC	5955	SUPPLIES-MAINTENANCE	995.00
				Vendor Total:	995.00
00077844	12/28/2023	LAKEVIEW HIGH SCHOOL	7905	TOURNAMENT	575.00
				Vendor Total:	575.00
00077695	12/04/2023	LAMPHERE HIGH SCHOOL	7905	TOURNAMENT	275.00
00077780	12/15/2023		7905	TOURNAMENT	300.00
				Vendor Total:	575.00
00077781	12/15/2023	MACHLEIT, GORDON	1855	OFFICIALS/GAME WORKERS	110.00
				Vendor Total:	110.00
00077782	12/15/2023	MACOMB COUNTY WRESTLING	7905	TOURNAMENT	500.00
				Vendor Total:	500.00
00077783	12/15/2023	MANHART, MATT	4120	REPAIRS-EQUIPMENT	100.00
				Vendor Total:	100.00
00077696	12/04/2023	MARINE CITY MIDDLE SCHOOL	5107	SUPPLIES- SCIENCE	35.93
00077696	12/04/2023		5960	SUPPLIES-ATHLETICS	38.12
				Vendor Total:	74.05
00077784	12/15/2023	MARSHALL E CAMPBELL	5955	SUPPLIES-MAINTENANCE	20.46
				Vendor Total:	20.46
00077697	12/04/2023	MARYSVILLE HIGH SCHOOL	7905	TOURNAMENT	250.00
00077845	12/28/2023		7905	TOURNAMENT	350.00
				Vendor Total:	600.00
00077785	12/15/2023	MCBRIDE, PAUL	7400	DUES & FEES	125.00
				Vendor Total:	125.00
00077846	12/28/2023	MCCONNELL, MORGAN	3112	CONTRACTED SERVICES	34.50
				Vendor Total:	34.50
00077786	12/15/2023	MCDONALD, FILOMENA	1855	OFFICIALS/GAME WORKERS	90.00

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
				Vendor Total:	90.00
00077788	12/15/2023	MCGRAW HILL EDUCATION INC	5210	TEXTBOOKS	1,390.32
				Vendor Total:	1,390.32
00077789	12/15/2023	MCLAREN PORT HURON	3190	OTHER PROFESSIONAL SERVICES	219.00
				Vendor Total:	219.00
00077790	12/15/2023	MEDCO SUPPLY COMPANY	5960	SUPPLIES-ATHLETICS	265.00
				Vendor Total:	265.00
00004958	12/31/2023	MESSA	9452	A/P MESSA/VSP	373,011.49
				Vendor Total:	373,011.49
00004959	12/31/2023	METLIFE GROUP BENEFITS	9442	A/P LIFE INSURANCE W/H	2,178.91
00004959	12/31/2023		9449	A/P LONG TERM DISABILITY	2,670.20
				Vendor Total:	4,849.11
00004960	12/31/2023	METS	3150	OTHER CONTRACTED SERVICES	16,640.51
				Vendor Total:	16,640.51
00077700	12/04/2023	MHSAA	7400	DUES & FEES	40.00
				Vendor Total:	40.00
00004929	12/08/2023	MICHIGAN DEPT OF TREASURY	9445	A/P STATE INCOME TAX W/H	36,992.46
00004940	12/22/2023		9445	A/P STATE INCOME TAX W/H	38,174.42
				Vendor Total:	75,166.88
00077849	12/28/2023	MICHIGAN SCHOOL BUSINESS	3220	PROF DEVELOPMENT FEES	180.00
				Vendor Total:	180.00
00077701	12/04/2023	MICHIGAN SPORTS ASSIGNERS	3112	CONTRACTED SERVICES	560.00
				Vendor Total:	560.00
00077728	12/08/2023	MICHIGAN STATE	9435	A/P FRIEND OF CT W/H	869.75
00077822	12/22/2023		9435	A/P FRIEND OF CT W/H	869.75
				Vendor Total:	1,739.50
00004930	12/08/2023	MPSERS	9405	A/P RETIREMENT	447,231.54
00004930	12/08/2023		9444	A/P RETIRE TDP W/H	210.00
00004941	12/22/2023		9405	A/P RETIREMENT	444,778.15
00004941	12/22/2023		9444	A/P RETIRE TDP W/H	210.00
				Vendor Total:	892,429.69
00077703	12/04/2023	NEFF COMPANY	7900	OTHER EXPENSES	349.02
				Vendor Total:	349.02
00077704	12/04/2023	NEIMAN'S FAMILY MARKET	5110	TEACH SUPPLIES/MATERIALS	98.23
00077794	12/15/2023		5110	TEACH SUPPLIES/MATERIALS	215.40
				Vendor Total:	313.63
00077795	12/15/2023	NIEBAUER, GARY R	1855	OFFICIALS/GAME WORKERS	110.00
				Vendor Total:	110.00
00004931	12/08/2023	NORTH STAR BANK	9450	A/P ACH DIRECT DEPOSIT	716,454.64
00004942	12/22/2023		9450	A/P ACH DIRECT DEPOSIT	745,383.88

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
					Vendor Total:1,461,838.52
00004932	12/08/2023	OMNI GROUP, THE	9438	A/P Check 403b, 457, Roth	45,547.61
00004932	12/08/2023		9455	A/P ACH 403b, 457, Roth	3,330.00
00004943	12/22/2023		9438	A/P Check 403b, 457, Roth	138,537.97
00004943	12/22/2023		9455	A/P ACH 403b, 457, Roth	3,330.00
					Vendor Total: 190,745.58
00077797	12/15/2023	OXFORD HIGH SCHOOL	7905	TOURNAMENT	300.00
					Vendor Total: 300.00
00077850	12/28/2023	PATH, MARGARET A	3112	CONTRACTED SERVICES	92.00
					Vendor Total: 92.00
00077851	12/28/2023	PEREZ, SCOTT	3112	CONTRACTED SERVICES	110.00
					Vendor Total: 110.00
00077705	12/04/2023	PHILLIPS SIGN & LIGHTING	4114	REPAIRS - ELECTRICAL	1,110.77
					Vendor Total: 1,110.77
00077852	12/28/2023	PLAYGROUND OUTFITTERS LLC	5190	SUPPLIES	1,591.96
					Vendor Total: 1,591.96
00077800	12/15/2023	POLITE, THOMAS	3112	CONTRACTED SERVICES	50.00
					Vendor Total: 50.00
00077707	12/04/2023	PORT HURON MUSIC CENTER	4120	REPAIRS-EQUIPMENT	2,787.00
00077801	12/15/2023		5190	SUPPLIES	2,382.50
					Vendor Total: 5,169.50
00077853	12/28/2023	PORT HURON NORTHERN	7905	TOURNAMENT	175.00
					Vendor Total: 175.00
00077708	12/04/2023	PORTAGE XC INVITATIONAL	7905	TOURNAMENT	300.00
					Vendor Total: 300.00
00077802	12/15/2023	QUALITY SCIENCE LABS LLC	5190	SUPPLIES	312.42
					Vendor Total: 312.42
00077709	12/04/2023	QUILL CORPORATION	5190	SUPPLIES	254.24
					Vendor Total: 254.24
00004956	12/31/2023	RICOH USA INC	4123	REPAIRS-COPIERS/DUPLICATORS	10,043.39
00004956	12/31/2023		5910	SUPPLIES-OFFICE	41.00
					Vendor Total: 10,084.39
00077803	12/15/2023	RIDDELL	4120	REPAIRS-EQUIPMENT	3,908.50
00077803	12/15/2023		5960	SUPPLIES-ATHLETICS	5,447.61
					Vendor Total: 9,356.11
00077804	12/15/2023	SANBORN, ADAM	1855	OFFICIALS/GAME WORKERS	110.00
					Vendor Total: 110.00
00077805	12/15/2023	SCCCC	7905	TOURNAMENT	300.00
					Vendor Total: 300.00

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00077806	12/15/2023	SCHOLASTIC BOOK FAIR	5210	TEXTBOOKS	1,549.16
				Vendor Total:	1,549.16
00077712	12/04/2023	SCHOOL SPECIALTY LLC	5190	SUPPLIES	353.01
00077807	12/15/2023		5190	SUPPLIES	435.38
00077807	12/15/2023		5910	SUPPLIES-OFFICE	121.90
				Vendor Total:	910.29
00077810	12/15/2023	SEG WORKER'S COMPENSATION	9448	A/P WORKER'S COMP	5,314.00
				Vendor Total:	5,314.00
00004953	12/31/2023	SEMCO ENERGY INC	5510	NATURAL GAS	10,293.04
				Vendor Total:	10,293.04
00077714	12/04/2023	SHEPHERD PUBLIC SCHOOLS	7905	TOURNAMENT	300.00
				Vendor Total:	300.00
00077715	12/04/2023	SHREDCORP	3112	CONTRACTED SERVICES	105.00
00077811	12/15/2023		3112	CONTRACTED SERVICES	132.00
				Vendor Total:	237.00
00077812	12/15/2023	SPARTAN STORES LLC	5190	SUPPLIES	94.45
				Vendor Total:	94.45
00077813	12/15/2023	ST CLAIR COUNTY RESA	3112	CONTRACTED SERVICES	23,614.82
00077813	12/15/2023		3134	EVALUATION SERVICES	5,025.59
00077813	12/15/2023		3220	PROF DEVELOPMENT FEES	300.00
00077813	12/15/2023		7411	MEMBERSHIP DUES	600.00
				Vendor Total:	29,540.41
00077814	12/15/2023	ST CLAIR COUNTY TREASURER	0123	FOUND ALLOW P/Y ADJ	25,239.37
				Vendor Total:	25,239.37
00004955	12/31/2023	TELNET WORLDWIDE	3410	TELEPHONE/DATA COMMUNICATION	888.41
				Vendor Total:	888.41
00077815	12/15/2023	THUMM, ERIC	1855	OFFICIALS/GAME WORKERS	110.00
				Vendor Total:	110.00
00077716	12/04/2023	THUNDER VALLEY ENTERPRISE	5955	SUPPLIES-MAINTENANCE	602.00
				Vendor Total:	602.00
00077854	12/28/2023	TOMASEK, KIMBERLY S	3112	CONTRACTED SERVICES	23.00
				Vendor Total:	23.00
00077721	12/04/2023	TRACTION DETROIT	5730	SUPPLIES-FLEET REPAIR PARTS	277.64
00077817	12/15/2023		5730	SUPPLIES-FLEET REPAIR PARTS	941.60
				Vendor Total:	1,219.24
00077818	12/15/2023	TRACY INC	3450	SOFTWARE LICENSES	86.10
				Vendor Total:	86.10
00077819	12/15/2023	UNITY SCHOOL BUS PARTS	5730	SUPPLIES-FLEET REPAIR PARTS	1,037.44
				Vendor Total:	1,037.44
00077724	12/04/2023	WATSON BROS SR CO INC	4116	REPAIRS - PLUMBING	3,799.94

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00077820	12/15/2023		4116	REPAIRS - PLUMBING	9,315.33
				Vendor Total:	13,115.27
00077725	12/04/2023	WELSER, MIKE	1855	OFFICIALS/GAME WORKERS	100.00
				Vendor Total:	100.00
00077855	12/28/2023	WESTERHOF, JEANNE M	3112	CONTRACTED SERVICES	34.50
				Vendor Total:	34.50
00077856	12/28/2023	WESTRICK, ELISABETH	3112	CONTRACTED SERVICES	34.50
				Vendor Total:	34.50
00004961	12/31/2023	WILL SUB PCMI	3113	Contracted Substitute Teachers	62,021.04
				Vendor Total:	62,021.04
00077726	12/04/2023	WILLIAM V MACGILL &	5942	SUPPLIES-MEDICAL	93.81
				Vendor Total:	93.81
260999	12/22/2023	BECKER, SHERRI	3210	LOCAL MILEAGE	600.00
				Vendor Total:	600.00
260858	12/22/2023	BIALKE, RENEE C	3210	LOCAL MILEAGE	275.00
260858	12/22/2023	BIALKE, RENEE C	3210	LOCAL MILEAGE	275.00
				Vendor Total:	550.00
260859	12/22/2023	BORSE II, DENNIS E	3210	LOCAL MILEAGE	450.00
				Vendor Total:	450.00
260777	12/22/2023	CARD, RACHEL	3210	LOCAL MILEAGE	400.00
				Vendor Total:	400.00
260572	12/22/2023	CARLSON, AARON M	0173	PAY TO PARTICIPATE	100.00
				Vendor Total:	100.00
260581	12/22/2023	DABELSTEIN, CARRIE	7412	FEES	70.00
				Vendor Total:	70.00
260746	12/22/2023	DOMAGALSKI, MICHAEL M	3210	LOCAL MILEAGE	400.00
				Vendor Total:	400.00
260956	12/22/2023	ELLIS, JAMES LEONARD	3210	LOCAL MILEAGE	275.00
260956	12/22/2023	ELLIS, JAMES LEONARD	3210	LOCAL MILEAGE	275.00
				Vendor Total:	550.00
260121	12/08/2023	FREGETTO, JENNIFER N	5190	SUPPLIES	157.37
260615	12/22/2023	FREGETTO, JENNIFER N	5190	SUPPLIES	36.49
				Vendor Total:	193.86
260431	12/08/2023	GARDNER, LAURIE A	3210	LOCAL MILEAGE	189.00
				Vendor Total:	189.00
260384	12/08/2023	GRIFFIN, GARY C	5190	SUPPLIES	159.92
				Vendor Total:	159.92
260877	12/22/2023	HANNON, LORI K	5190	SUPPLIES	52.99
				Vendor Total:	52.99
260713	12/22/2023	HARGRAVE, MEGAN L	3210	LOCAL MILEAGE	70.74
				Vendor Total:	70.74
260585	12/22/2023	JELSCH, KIRSTEN A	7412	FEES	70.00

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
				Vendor Total:	70.00
260295	12/08/2023	KIERSZYKOWSKI, LINDSAY R	5110	TEACH SUPPLIES/MATERIALS	25.02
				Vendor Total:	25.02
260974	12/22/2023	MROUE, DAVID J	3210	LOCAL MILEAGE	600.00
				Vendor Total:	600.00
260533	12/08/2023	NATSCHKE, MICHELLE L	3210	LOCAL MILEAGE	134.93
				Vendor Total:	134.93
260402	12/08/2023	PARLARDG, KENNETH S	5190	SUPPLIES	49.99
				Vendor Total:	49.99
260268	12/08/2023	RANGER, SARA A	3210	LOCAL MILEAGE	214.19
				Vendor Total:	214.19
260935	12/22/2023	RINEHART, CHRISTOPHER G	3210	LOCAL MILEAGE	275.00
260935	12/22/2023	RINEHART, CHRISTOPHER G	3210	LOCAL MILEAGE	275.00
				Vendor Total:	550.00
261030	12/22/2023	ROBBINS, KELLY A	3221	PROF DEVELOPMENT TRAVEL	77.95
				Vendor Total:	77.95
260686	12/22/2023	SMITH-HERR, ROBYN L	3210	LOCAL MILEAGE	400.00
				Vendor Total:	400.00
260630	12/22/2023	WALLING, MICHAEL A	5190	SUPPLIES	40.66
				Vendor Total:	40.66
260499	12/08/2023	WEICHERT, VIRGINIA V	3720	DUAL ENROLL POSTSECONDARY	62.74
				Vendor Total:	62.74
260138	12/08/2023	WILEY, TRICIA L	5190	SUPPLIES	39.00
260138	12/08/2023	WILEY, TRICIA L	3210	LOCAL MILEAGE	421.95
				Vendor Total:	460.95
261048	12/22/2023	WILLIAMS, MARNEY K	5101	SUPPLIES- ART	79.98
				Vendor Total:	79.98
260740	12/22/2023	ZIMMER, MICHAEL D	3210	LOCAL MILEAGE	400.00
				Vendor Total:	400.00
<b>*****Grand Total</b>					<b>4,223,494.47</b>

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00077743	12/15/2023	BLUE WATER FUEL	5710	SUPPLIES-Gas	497.58
				Vendor Total:	497.58
00004947	12/29/2023	CHARTWELLS	3150	OTHER CONTRACTED SERVICES	77,762.89
00004947	12/29/2023		5610	FOOD	95,178.86
				Vendor Total:	172,941.75
00077680	12/04/2023	DEPENDABLE REFRIGERATION	4120	REPAIRS-EQUIPMENT	156.25
				Vendor Total:	156.25
00077769	12/15/2023	HOBART SERVICE	4120	REPAIRS-EQUIPMENT	1,480.94
				Vendor Total:	1,480.94
00077796	12/15/2023	OVERHEAD DOOR WEST	6410	EQ & FUR > \$5,000	10,200.00
				Vendor Total:	10,200.00
00004956	12/31/2023	RICOH USA INC	4123	REPAIRS-COPIERS/DUPLICATORS	15.01
				Vendor Total:	15.01
00004954	12/31/2023	STATE OF MICHIGAN	9421	ACCRUED SALES TAX	57.66
				Vendor Total:	57.66
<b>Total CAFETERIA FUND</b>					<b>185,349.19</b>
<b>*****Grand Total</b>					<b>185,349.19</b>

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00004924	12/06/2023	AMAZON CAPITAL SR INC	5190	SUPPLIES	34.75
00004934	12/18/2023		5190	SUPPLIES	249.25
				Vendor Total:	284.00
00077852	12/28/2023	PLAYGROUND OUTFITTERS LLC	5190	SUPPLIES	795.98
				Vendor Total:	795.98
00004955	12/31/2023	TELNET WORLDWIDE	3410	TELEPHONE/DATA COMMUNICATION	8.97
				Vendor Total:	8.97
				<b>Total LATCHKEY FUND</b>	<b>1,088.95</b>
				<b>*****Grand Total</b>	<b>1,088.95</b>

Bills to be Approved  
East China Sch District  
12/31/2023

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00004957	12/31/2023	HUMANA DENTAL	2133	Dental Claims	13,408.18
00004957	12/31/2023		2134	Dental Admin Fees	2,112.74
				Vendor Total:	15,520.92
				<b>Total INTERNAL SERVICE FUND</b>	<b>15,520.92</b>
				<b>*****Grand Total</b>	<b>15,520.92</b>

Bills to be Approved  
East China Sch District  
12/31/2023

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00077716	12/04/2023	THUNDER VALLEY ENTERPRISE	6410	EQ & FUR > \$5,000	39,519.25
				Vendor Total:	39,519.25
				<b>Total 2006 Sinking Fund</b>	<b>39,519.25</b>
				<b>*****Grand Total</b>	<b>39,519.25</b>

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00077729	12/15/2023	A J SIGNS AND INSTALLATION	6410	EQ & FUR > \$5,000	24,000.00
				Vendor Total:	24,000.00
00004924	12/06/2023	AMAZON CAPITAL SR INC	6415	TECH CAPITAL OUTLAY<\$1,000	3,602.20
00004924	12/06/2023		6420	EQUIP & FURN >\$1,000/<\$5,000	6,062.64
00004934	12/18/2023		6415	TECH CAPITAL OUTLAY<\$1,000	2,420.85
				Vendor Total:	12,085.69
00077669	12/04/2023	AUCH CONSTRUCTION	6220	BLDG CONSTR/STRUCT ALTERATIONS	950,207.98
				Vendor Total:	950,207.98
00077671	12/04/2023	B & H PHOTO-VIDEO	6415	TECH CAPITAL OUTLAY<\$1,000	26,070.44
00077828	12/28/2023		6415	TECH CAPITAL OUTLAY<\$1,000	14,629.00
				Vendor Total:	40,699.44
00077744	12/15/2023	BLUUM	6420	EQUIP & FURN >\$1,000/<\$5,000	11,990.00
				Vendor Total:	11,990.00
00077847	12/28/2023	METEOR EDUCATION LLC	6410	EQ & FUR > \$5,000	135,111.91
				Vendor Total:	135,111.91
00077699	12/04/2023	MGM DUMPSTERS	6220	BLDG CONSTR/STRUCT ALTERATIONS	2,060.00
00077791	12/15/2023		6220	BLDG CONSTR/STRUCT ALTERATIONS	515.00
00077848	12/28/2023		6220	BLDG CONSTR/STRUCT ALTERATIONS	515.00
				Vendor Total:	3,090.00
00077702	12/04/2023	NBS	6410	EQ & FUR > \$5,000	106,878.69
				Vendor Total:	106,878.69
00077716	12/04/2023	THUNDER VALLEY ENTERPRISE	6415	TECH CAPITAL OUTLAY<\$1,000	45,066.42
00077716	12/04/2023		6420	EQUIP & FURN >\$1,000/<\$5,000	51,617.55
				Vendor Total:	96,683.97
00077717	12/04/2023	TMP ARCHITECTURE	6220	BLDG CONSTR/STRUCT ALTERATIONS	90,801.16
				Vendor Total:	90,801.16
00077719	12/04/2023	TOUCHPROS LLC	6410	EQ & FUR > \$5,000	21,775.00
				Vendor Total:	21,775.00
00077722	12/04/2023	TRAFERA	6415	TECH CAPITAL OUTLAY<\$1,000	875.00
				Vendor Total:	875.00
00077713	12/04/2023	UNITED IMAGE GROUP	6220	BLDG CONSTR/STRUCT ALTERATIONS	24,895.00
				Vendor Total:	24,895.00
<b>Total 2020 BOND</b>					<b>1,519,093.84</b>

\*\*\*\*\*Grand Total 1,519,093.84

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00077733	12/15/2023	ALPHA Z PRODUCTIONS	7920	OTHER STD/SCH ACTY XP	900.00
				Vendor Total:	900.00
00004924	12/06/2023	AMAZON CAPITAL SR INC	7920	OTHER STD/SCH ACTY XP	3,533.13
00004934	12/18/2023		7920	OTHER STD/SCH ACTY XP	3,218.01
00004946	12/22/2023		7920	OTHER STD/SCH ACTY XP	1,045.17
				Vendor Total:	7,796.31
00077737	12/15/2023	ATTACK SPORTS LLC	7920	OTHER STD/SCH ACTY XP	1,010.00
				Vendor Total:	1,010.00
00077741	12/15/2023	BESTITCHED	7920	OTHER STD/SCH ACTY XP	1,206.50
				Vendor Total:	1,206.50
00077674	12/04/2023	BROTHERHOOD SPORTS APPAREL	7920	OTHER STD/SCH ACTY XP	1,190.00
				Vendor Total:	1,190.00
00077746	12/15/2023	BSN/PASSON'S/GSC/CONLIN	7920	OTHER STD/SCH ACTY XP	18,749.19
				Vendor Total:	18,749.19
00077675	12/04/2023	CAPITAL ONE TRADE CENTER	7920	OTHER STD/SCH ACTY XP	458.76
				Vendor Total:	458.76
00077677	12/04/2023	COLLINS, GRANT DONALD	7920	OTHER STD/SCH ACTY XP	1,668.00
				Vendor Total:	1,668.00
00077755	12/15/2023	COMMENT, LAYLAH	7920	OTHER STD/SCH ACTY XP	2,093.00
				Vendor Total:	2,093.00
00077831	12/28/2023	CULLEN, DEE	7920	OTHER STD/SCH ACTY XP	170.00
				Vendor Total:	170.00
00077681	12/04/2023	DETROIT INSTITUTE OF ARTS,	7920	OTHER STD/SCH ACTY XP	90.00
				Vendor Total:	90.00
00077835	12/28/2023	ESSEXVILLE HAMPTON SCHOOLS	7920	OTHER STD/SCH ACTY XP	275.00
				Vendor Total:	275.00
00077838	12/28/2023	HAGER, JYME J	7920	OTHER STD/SCH ACTY XP	325.00
				Vendor Total:	325.00
00077691	12/04/2023	JACKINS, MICHELLE	7920	OTHER STD/SCH ACTY XP	202.41
				Vendor Total:	202.41
00077779	12/15/2023	LAKE SHORE HIGH SCHOOL	7920	OTHER STD/SCH ACTY XP	150.00
				Vendor Total:	150.00
00077696	12/04/2023	MARINE CITY MIDDLE SCHOOL	7920	OTHER STD/SCH ACTY XP	21.49
				Vendor Total:	21.49
00077698	12/04/2023	MCFADDEN, LYNNEA	7920	OTHER STD/SCH ACTY XP	300.00
00077787	12/15/2023		7920	OTHER STD/SCH ACTY XP	240.00
				Vendor Total:	540.00
00077792	12/15/2023	MICHIGAN ASSOC OF	7920	OTHER STD/SCH ACTY XP	516.00

**Bills to be Approved  
East China Sch District  
12/31/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
				Vendor Total:	516.00
00077793	12/15/2023	NATURALIST ENDEAVORS	7920	OTHER STD/SCH ACTY XP	523.00
				Vendor Total:	523.00
00077798	12/15/2023	PARTY ROCKERS	7920	OTHER STD/SCH ACTY XP	469.00
				Vendor Total:	469.00
00077799	12/15/2023	PEPSI-COLA COMPANY	7920	OTHER STD/SCH ACTY XP	464.07
				Vendor Total:	464.07
00077706	12/04/2023	PLYMOUTH CANTON COMM	7920	OTHER STD/SCH ACTY XP	150.00
				Vendor Total:	150.00
00077801	12/15/2023	PORT HURON MUSIC CENTER	7920	OTHER STD/SCH ACTY XP	2,382.50
				Vendor Total:	2,382.50
00077803	12/15/2023	RIDDELL	7920	OTHER STD/SCH ACTY XP	2,579.95
				Vendor Total:	2,579.95
00077710	12/04/2023	RUTLEDGE, SANDY I.	7920	OTHER STD/SCH ACTY XP	95.00
				Vendor Total:	95.00
00077711	12/04/2023	SCHOLASTIC BOOK FAIR	7920	OTHER STD/SCH ACTY XP	2,210.24
				Vendor Total:	2,210.24
00077808	12/15/2023	SCOREBOARD N MORE	7920	OTHER STD/SCH ACTY XP	2,787.72
				Vendor Total:	2,787.72
00077718	12/04/2023	TOP CAT SALES LLC	7920	OTHER STD/SCH ACTY XP	1,214.93
				Vendor Total:	1,214.93
00077720	12/04/2023	TP LOGOS LLC	7920	OTHER STD/SCH ACTY XP	700.00
00077816	12/15/2023		7920	OTHER STD/SCH ACTY XP	1,339.95
				Vendor Total:	2,039.95
00077723	12/04/2023	TYLEN, ROBERT	7920	OTHER STD/SCH ACTY XP	94.92
				Vendor Total:	94.92
00077809	12/15/2023	UNITED IMAGE GROUP	7920	OTHER STD/SCH ACTY XP	16,590.00
				Vendor Total:	16,590.00
260431	12/08/2023	GARDNER, LAURIE A	7920	OTHER STD/SCH ACTY XP	38.38
				Vendor Total:	38.38
260966	12/22/2023	MCDONALD, JESSICA J	7920	OTHER STD/SCH ACTY XP	60.00
				Vendor Total:	60.00
<b>Total STUDENT ACTIVITY</b>					<b>69,061.32</b>
<b>*****Grand Total</b>					<b>69,061.32</b>

**East China School District**  
**General Fund Financial Statement**  
12/31/2023

REVENUES	ORIGINAL BUDGET (OB)	RECEIVED	BALANCE DUE	PERCENT DUE
LOCAL SOURCES	13,206,277	12,548,285	657,992	5.0%
STATE SOURCES	29,874,325	9,891,380	19,982,945	66.9%
FEDERAL SOURCES	4,578,019	1,146,144	3,431,875	75.0%
OTHER TRANSACTIONS	930,574	-	930,574	100.0%
<b>TOTAL REVENUES</b>	<b>48,589,195</b>	<b>23,585,809</b>	<b>25,003,386</b>	<b>51.5%</b>

EXPENDITURES	ORIGINAL BUDGET (OB)	EXPENSED & ENCUMBERED	BALANCE AVAILABLE	PERCENT AVAILABLE
<b>INSTRUCTIONAL SERVICES</b>				
<b>BASIC INSTRUCTION:</b>				
ELEMENTARY	10,305,322	4,138,319	6,167,003	59.8%
MIDDLE SCHOOL	5,724,026	2,330,471	3,393,555	59.3%
HIGH SCHOOL	8,389,437	3,487,471	4,901,966	58.4%
SPECIAL ED	5,454,812	1,829,094	3,625,718	66.5%
COMPENSATORY ED	1,565,304	600,606	964,698	61.6%
VOCATIONAL ED	6,138	11,177	(5,039)	-82.1%
OTHER INSTRUCTION	308,105	208,897	99,208	32.2%
<b>SUPPORTING SERVICES</b>				
PUPIL SERVICES	4,391,816	1,472,256	2,919,560	66.5%
INST. STAFF SERVICES	1,311,205	821,984	489,221	37.3%
GENERAL ADMINISTRATION	511,124	322,644	188,480	36.9%
SCHOOL ADMINISTRATION	2,704,882	1,193,520	1,511,362	55.9%
FISCAL SERVICES	544,490	298,708	245,782	45.1%
INTERNAL SERVICES	16,020	13,585	2,435	15.2%
OPERATIONS/MAINTENANCE	3,873,220	2,680,814	1,192,406	30.8%
SECURITY SERVICES	412,878	116,192	296,686	71.9%
PUPIL TRANSPORTATION	1,893,344	927,500	965,844	51.0%
CENTRAL SERVICES (HR/TECH)	1,261,788	643,289	618,499	49.0%
ATHLETIC ACTIVITIES	1,320,125	543,457	776,668	58.8%
COMMUNITY SERVICES	40,388	7,559	32,829	81.3%
OTHER TRANSACTIONS	-	35,200	(35,200)	
<b>TOTAL EXPENDITURES</b>	<b>50,034,424</b>	<b>21,682,743</b>	<b>28,351,681</b>	<b>56.7%</b>

**EAST CHINA SCHOOL DISTRICT  
SCHEDULE OF INVESTMENTS  
AS OF DECEMBER, 2023**

<b>FUND</b>	<b>ACCOUNT</b>	<b>TYPE</b>	<b>ISSUER</b>	<b>MATURITY DATE</b>	<b>INTEREST RATE</b>	<b>INVESTED AMOUNT</b>
DS	DEBT SERVICE	POOL	NORTHSTAR	12/31/2023	3.04 APY	357,553
DS	DEBT SERVICE	INVEST	MILAF	12/31/2023		3,543,223
GF	OPERATING	POOL	NORTHSTAR	12/31/2023	0.60 APY	8,957,494
GF	OPERATING	INVEST	NORTHSTAR	12/31/2023	3.04 APY	254,919
SF	SINKING FUND	POOL	NORTHSTAR	12/31/2023	0.29 APY	4,009
SF	SINKING FUND	INVEST	NORTHSTAR	12/31/2023	3.04 APY	2,602,012
CP	CAPITAL PROJECTS	POOL	NORTHSTAR	12/31/2023	0.46 APY	542,585
CP	CAPITAL PROJECTS	INVEST	NORTHSTAR	12/31/2023	3.04 APY	-
CP	CAPITAL PROJECTS	INVEST	MILAF	12/31/2023		26,663,823
APY	ANNUAL % YIELD					

**EAST CHINA SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING**

**January 22, 2024**

**Appointment of Teacher**

The District recently had a vacancy due to a resignation. We posted the position, received applications and interviewed qualified candidates. References were checked and the following candidate was determined to be the most qualified for the stated position:

Name:           Melissa Henschel  
                    Resource Room, Belle River Elementary School

**RECOMMENDATION:**

The Administration is recommending that the Board approve the individual listed above on a probationary basis for the 2023-24 school year.

# POLICY UPDATE SUMMARY

## BOARD POLICY MANUAL

August 2023

Policy	Revision(s) Made
<b>5000 Series</b>	
<b>5707</b> School Wellness Policy	This update adds a new subsection I.2. to eliminate “lunch shaming.” This update is required for schools to receive funds for student meal debt forgiveness as provided by the new Section 31k of the State School Aid Act (“SSAA”). Subsection 31k(7) requires eligible school districts to “adopt policies to prevent public identification or stigmatization of pupils who cannot pay for a school meal.” We drafted the revisions to Policy 5707 to be consistent with Subsection 31k(7).

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5700 Student Health and Safety**

#### **5707 School Wellness Policy**

The District is committed to providing a school environment that enhances opportunities for learning and lifelong wellness.

##### **A. Nutrition Promotion and Education Goals**

All students will receive nutrition education annually that is aligned with the Michigan Health Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Health Education. Teaching healthy eating behaviors will be part of the curriculum.

The District promotes healthy food and beverage choices for students. The District will implement evidence-based healthy food promotion techniques through:

1. offering school meal programs; and
2. publicizing foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. The District will collaborate with public and private entities to promote student wellness.

The District will make water available to students throughout the school day.

##### **B. Physical Activity Goals**

The District will offer physical education programs that are designed to equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction will be aligned with the Michigan Physical Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Physical Education.

Students will have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and an understanding of the benefits of a physically active and healthy lifestyle.

The District strives to provide physical activity breaks for all students, including recess for elementary students and before and after school activities, and encourages students to use active transport (e.g., walking, biking).

The District encourages parents/guardians to support their students' participation in physical activity, to be physically active role models, and to include physical activities in family events.

##### **C. Goals for Other School-Based Activities Designed to Promote Student Wellness**

The District may partner with community members or groups to implement this Policy. The District will also:

1. participate in state and federal child nutrition programs as appropriate;
2. allow other health-related entities to use school facilities for activities such as health clinics, screenings, and wellness events consistent with Policy 3304;
3. use evidence-based strategies to develop, structure, and support student wellness; and
4. create environments conducive to healthy eating, physical activity, and conveying consistent health messages.

D. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

The District will ensure that students have access to foods and beverages that comply with applicable laws and guidelines including, but not limited to, the USDA Nutrition Standards for School Meals and the USDA Smart Snacks in School nutrition standards.

The District will offer students a variety of age-appropriate, healthy food and beverage selections including fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements to promote student health and reduce childhood obesity.

E. Standards for All Foods and Beverages Provided, But Not Sold, to Students During the School Day

The District may provide a list of healthy food and beverage alternatives to parents/guardians, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The District discourages the use of unhealthy food and beverages as a reward or incentive for performance or behavior.

F. Food and Beverage Marketing

Marketing and advertising is allowed on school grounds or at school activities only for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage fundraising and marketing that occurs at events outside of school hours need not comply with the USDA Smart Snacks in School nutrition standards.

In-school fundraising events must comply with Policy 5501 and MDE's Non-Compliant Food Fundraiser Guidance, which permits 2 fundraisers per week, per school building that do not comply with USDA Smart Snacks in School nutrition standards. In-school fundraising events may last up to 1 day and may not be held in the food service area during meal times.

Equipment that currently displays noncompliant marketing materials (e.g., scoreboard with soft drink logo) need not be immediately removed or replaced. As the District reviews and considers new contracts and as durable equipment, like scoreboards, is replaced or updated, any food or beverages marketed and

advertised will meet or exceed the USDA Smart Snacks in School nutrition standards.

#### G. Wellness Committee

The District will form a Wellness Committee to establish goals for, oversee, and periodically review and update school health policies and programs. The Wellness Committee will also oversee this Policy's implementation.

The Wellness Committee will represent all school buildings and include, to the extent possible, parents/guardians, students, food service representatives, physical and health education teachers, school and community health care professionals, and community members. The Board encourages community participation in the Wellness Committee. When possible, membership will also include Supplemental Nutrition Assistance Program education coordinators.

#### H. Implementation and Oversight

The Superintendent or designee is responsible for ensuring that each school building complies with this Policy.

The Board will review this Policy at least every 3 years to determine compliance, progress, and the extent to which this Policy compares to model school wellness policies. Parents/guardians, students, school employees, school health professionals, Board members, and community members may provide input to the District during the Wellness Policy review process.

A copy of this Policy will be maintained in the District's administrative offices and posted on the District's website. The Superintendent or designee will maintain all legally required documentation for implementation of this Policy.

The Superintendent or designee will annually provide notice about this Policy and any updates to the community.

#### I. School Meal Program—~~Delinquent Meal Charge Debt and Bad Debt~~

##### I.1. Delinquent Meal Charge Debt and Bad Debt

The District is required to make reasonable efforts to collect unpaid meal charges of current students. The building principal or designee will contact households about unpaid meal charges and may establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the District may pursue any other methods to collect delinquent debt of current students as allowed by law. Collection efforts may continue into a new school year.

Unpaid meal charges of inactive students, such as graduated students and students no longer enrolled at the District, that are not collected by the end of the school year will be classified as bad debt. No later than December 31 of the

following school year, non-federal funds will be used to reimburse the school meal program for the amount of bad debt.

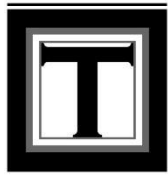
## 2. Elimination of “Lunch Shaming”

The District will strive to eliminate any form of “lunch shaming.” “Lunch shaming” is the public identification or stigmatization of students who cannot pay for a school meal. In furtherance of this goal, the District prohibits the following:

- a. requiring a student who cannot pay for a school meal or who has unpaid meal charges to wear a wristband or handstamp;
- b. requiring a student to dispose of a meal after it has been served because the student cannot pay for the meal or has unpaid meal charges;
- c. communicating directly with a student about unpaid meal charges unless the District has attempted but has been unable to contact the student’s parent/guardian by telephone, e-mail, or other written or oral communication;
- d. requiring a student to perform chores or other labor to pay a student meal debt; and
- e. discussing a student’s unpaid meal charges in the presence of other students.

Date adopted:

Date revised:



# THRUN

LAW FIRM, P.C.

U.S. Mail Address  
P.O. Box 2575, East Lansing, MI 48826-2575  
Phone: (517) 484-8000 Fax: (517) 484-0041

All Other Shipping  
2900 West Road, Suite 400  
East Lansing, MI 48823-6386

Lisa L. Swem  
Jeffrey J. Soles  
Roy H. Henley  
Michael D. Gresens  
Christopher J. Iamarino  
Raymond M. Davis

Michele R. Eaddy  
Kirk C. Herald  
Matthew F. Hiser  
Robert A. Dietzel  
Katherine Wolf Broaddus  
Daniel R. Martin

Jennifer K. Startin  
Timothy T. Gardner, Jr.  
Ian F. Koffler  
Fredric G. Heidemann  
Ryan J. Nicholson  
Cristina T. Patzelt

Philip G. Clark  
Piotr M. Matusiak  
Jessica E. McNamara  
Ryan J. Murray  
Erin H. Walz  
Mackenzie D. Flynn

Kathryn R. Church  
MaryJo D. Banasik  
Cathleen M. Dooley  
Austin M. DeLano  
Kelly S. Bowman  
Gordon W. VanWieren, Jr. (of counsel)

November 29, 2023

## Re: 2023 Professional Staff Board Policy Update

Dear Thrun Policy Subscriber,

Thrun Law Firm, P.C. is updating eleven (11) Board Policies to bring them into compliance with new legislative changes to the Michigan Public Employment Relations Act (“PERA”), the State School Aid Act (“SSAA”), the Revised School Code (“RSC”), and the Teachers’ Tenure Act (“TTA”). The updates are posted under today’s date to a password-protected portion of the Thrun Law Firm website ([www.ThrunLaw.com/Policy-Updates](http://www.ThrunLaw.com/Policy-Updates)).

The updates and a brief summary are provided below:

- **Policy 4108 Union Activity and Representation:** These policy changes address PERA amendments that repealed a prohibition on the voluntary deduction of union dues, service fees, and contributions to political action committees from employee wages. The policy includes optional language concerning the charging of administrative fees.
- **Policy 4207 Third-Party Contracting of Non-Instructional Support Services:** These policy changes address PERA amendments that removed third-party contracting of non-instructional support services and intergovernmental contracts from the prohibited bargaining subjects.
- **Policy 4402-R Placement (formerly Assignment and Transfer):** These changes address PERA amendments making teacher placement decisions a mandatory bargaining subject and RSC Section 1248 amendments requiring clear and transparent procedures for teacher placement decisions.
- **Policy 4403-R Performance Evaluation:** These changes address the PERA amendments making teacher evaluations a mandatory bargaining subject and RSC Section 1249 amendments regarding teacher evaluation.
- **Policy 4404 Performance Based Compensation:** These changes address the repeal of RSC Section 1250 and amendment to SSAA Section 164h regarding teacher merit pay.
- **Policy 4405-R Reduction in Force and Recall:** These changes address PERA amendments making teacher layoff and recall a mandatory bargaining subject and RSC Section 1248 amendments requiring clear and transparent procedures for teacher layoff and recall decisions.
- **Policy 4407 Discipline:** These changes address PERA amendments that make teacher discipline a mandatory bargaining subject.



Cover Letter - 2023 Professional Staff Board Policy Update  
November 29, 2023  
Page 2 of 2

- **Policy 4408 Termination:** These changes are intended to address amendments to TTA.
- **Policy 4409-R Non-Renewal:** These changes are intended to address the RSC Section 1249 amendments regarding amendments to TTA.
- **Policy 4503-R Performance Evaluation (Administrator):** These changes are intended to address RSC Section 1249 and 1249b amendments regarding administrator evaluation.
- **Policy 4504 Performance Based Compensation (Administrator):** These changes are intended to address the repeal of RSC Section 1250 and amendment to SSAA Section 164h regarding teacher merit pay.

Notably, five of the Policy Updates listed above contain a “-R” to indicate that those “-Revised” policies are not to become effective until July 1, 2024. Accordingly, the current, respective Board policies in those five (5) sections (i.e., Policies 4402, 4403, 4405, 4409, and 4503) must also remain in place through June 30, 2024, and the “-Revised” policies will become effective on July 1, 2024. Therefore, the provided sample Board resolution to adopt the Policy Updates reflects this timeline for the “-R” policies. We recommend that districts maintain the “-R” designation within the policy file name and post the policy after adoption.

If you have questions about the Policy Updates or their implementation, please contact Lucas Savoie ([LSavoie@ThrunLaw.com](mailto:LSavoie@ThrunLaw.com)). As always, thank you for allowing us to be of service to your school.

Very truly yours,  
THRUN LAW FIRM, P.C.

# Thrun Law Firm, P.C.

## November 2023 Policy Update Summary

### Board Policy Manual

Policy	Revision(s) Made
<b>4000 Series</b>	
<b>4108</b> Union Activity and Representation	Updated to reflect the 2023 amendments to the Public Employment Relations Act (PERA) that remove prohibitions of voluntary deduction from wages for union dues and contributions to political action committees. <b>Optional language added to allow District to charge administrative costs for collecting and processing deductions Recommend to adopt.</b>
<b>4207</b> Third-Party Contracting of Non-Instructional Support Services	Updated to reflect the 2023 amendment to PERA that removes third-party contracting of non-instructional support services from prohibited subjects of bargaining. Language modified to allow District to contact third parties to maximum extent allowed by CBAs and law.
<b>4402</b> Assignment and Transfer	Updated to reflect the 2023 amendments to PERA and Revised School Code (RSC) Section 1248 regarding teacher placement. Language added to define “qualifications” and “vacancies.”
<b>4403</b> Performance Evaluation	Updated to reflect the 2023 amendments to PERA and RSC Section 1249 regarding teacher evaluation. <b>Optional language recommend to adopt biennially</b>
<b>4404</b> Performance Based Compensation	Updated to reflect the 2023 repeal of RSC Section 1250 and State School Aid Act (SSAA) Section 164h regarding teacher merit pay. <b>Optional language recommend to adopt.</b>
<b>4405</b> Reduction in Force and Recall	Updated to reflect the 2023 amendments to PERA and RSC Section 1248 regarding layoff and recall and RSC Section 1249 regarding teacher evaluation. <b>Optional language recommend to adopt option #2, and 12 months.</b>
<b>4407</b> Discipline	Updated to reflect the 2023 amendment to PERA that removes teacher discipline from prohibited subjects of bargaining.

**Thrun Law Firm, P.C.**

November 2023 Policy Update Summary

**Board Policy Manual**

<b>4408</b> Termination	Updated to reflect the 2023 amendments to PERA that removes teacher discipline from prohibited subjects of bargaining and RSC Section 1249 regarding teacher evaluation. <b>Optional language recommend to adopt option #1, 5 years. Current CBA provision.</b>
<b>4409</b> Non-Renewal	Updated to reflect the 2023 amendments to RSC Section 1249 regarding teacher evaluation. <b>Optional language recommend 5 years.</b>
<b>4503</b> Performance Evaluation (Administrators)	Updated to reflect the 2023 amendments to RSC Section 1249 regarding administrator evaluation.
<b>4504</b> Performance Based Compensation (Administrators)	Updated to reflect the 2023 repeal of RSC Section 1250 and SSAA Section 164h regarding teacher merit pay. <b>Optional language recommend to adopt.</b>

## Series 4000: District Employment

### 4100 Employee Rights and Responsibilities

#### 4108 *Union Activity and Representation*

The District will not engage in any of the following:

- interfere with, restrain, or coerce employees in the exercise of their rights under the Public Employment Relations Act (PERA);
- discriminate in regard to hire, terms, or other conditions of employment based on membership or non-membership in a labor organization;
- discriminate against an employee because he/she has given testimony or instituted proceedings under PERA;
- initiate, create, dominate, contribute to, or interfere with the formation or administration of any labor organization; and
- use public school resources to assist a labor organization in collecting dues or service fees from wages of public school employees, unless a collective bargaining agreement expressly permits dues or service fee deductions from wages. Upon the expiration of the collective bargaining agreement, the District is not obligated to collect labor organization dues or service fees. [Optional: Unless prohibited by a collective bargaining agreement, the District may charge an administrative fee to the labor organization for collecting and processing dues and other deductions on the organization's behalf.]

This Policy must be implemented consistent with Policy 1101.

An employee who is subject to an investigatory interview that may result in discipline or reasonably believes that an investigatory interview may result in discipline may bring to the investigatory meeting another employee, or a union representative, if the employee is in an exclusively represented bargaining unit. If the employee's union representative of choice is not immediately available, the investigatory meeting need not be delayed and may proceed with another representative present.

The District may permit a union representative to attend other meetings, but is not obligated to do so unless required by law or by an applicable collective bargaining agreement. District administration is not required to inform an employee of the right to union representation.

An employee is not entitled to have legal representation present at an employment-related meeting with District administration unless the Superintendent or designee gives prior permission.

Legal authority: MCL 423.209, 423.210; *Janus v AFSCME*, Council 31, 138 S. Ct. 2448 (2018); *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted:

Date revised:

## **Series 4000: District Employment**

### **4200 Employee Conduct and Ethics**

#### ***4207 Third-Party Contracting***

This Policy must be implemented consistent with Policy 1101. Unless expressly prohibited by a collective bargaining agreement and to the maximum extent permitted by law, the Board or designee may contract with third parties as determined by the Board.

Any selected third-party contractor must fully comply with Policies 2202 and 4205(C).

Legal authority: MCL 380.11a(3)

Date adopted:

Date revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4402-R Placement (Effective July 1, 2024)

This Policy must be implemented consistent with Policy 1101.

##### A. Teacher as Defined by Revised School Code Section 1249

The appropriate placement of effective teachers is an essential component in promoting student academic growth, educational outcomes, and quality educational services. The Superintendent or designee may make teacher placement decisions at their discretion consistent with this Policy.

Placement includes, but is not limited to, assignment, transfer, or the filling of a position with current staff or newly hired teachers. For vacant positions see Paragraph C (Vacancy).

Placement does not include reduction in force or recall decisions governed by Policy 4405.

1. Consistent with Revised School Code Section 1248, teacher placement decisions shall be based on the following clear and transparent factors:
  - a. Staffing the curriculum with the most effective, certified, and qualified teachers to instruct the applicable courses, grades, and school schedule.
  - b. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations.
  - c. Teacher placement decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy 4403.
  - d. Teacher placement decisions will be guided by the following criteria:
    - i. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), and department(s).
    - ii. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:

- A) Determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and
- B) Based on documentation on file with the Superintendent's office.
  - 1) A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
  - 2) If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
- iii. In addition, teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:
  - A) Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
  - B) Credentials needed for District, school, or program accreditation;
  - C) District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
  - D) Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
  - E) Disciplinary record, if any
  - F) Length of service in a grade level(s) or subject area(s);
  - G) Recency of relevant and comparable teaching assignments;
  - H) Previous effectiveness ratings;
  - I) Attendance and punctuality;
  - J) Rapport with colleagues, parents, and students;
  - K) Ability to withstand the strain of teaching;
  - L) Compliance with state and federal law; and

M) Other relevant factors as determined by the Superintendent or designee.

e. Length of service may be considered as a tiebreaker if a teacher placement decision involves 2 or more teachers and all other factors distinguishing those teachers from each other are equal.

B. Placement of Non-Teaching Professionals Not Subject to Revised School Code Section 1249

If a collective bargaining agreement or individual employment contract governs the Non-Teaching Professional's employment, the Superintendent or designee will comply with the applicable language on placement.

If a collective bargaining agreement or individual employment contract does not address the placement of Non-Teaching Professionals, the Superintendent or designee is authorized to place Non-Teaching Professionals at their discretion.

C. Vacant Positions

1. Vacancies may be posted consistent with Policy 4205. The Superintendent or designee determines when a vacancy exists. Generally, a vacancy is an unassigned, open position or a newly created position which the District intends to permanently fill.

2. Vacancies may be filled by a certified and qualified internal or external candidate consistent with this Policy. The Superintendent or designee has full discretion to assign Professional Staff or contractors to cover employee absences consistent with business necessity and operational needs.

Legal authority: MCL 380.11a, 380.601a, 380.1248, 380.1249

Date adopted:

Dated revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### ***4403-R Performance Evaluation (Effective July 1, 2024)***

Performance evaluations are essential to provide quality educational services and to measure competency. This Policy does not diminish the Board's authority or ability to non-renew a professional staff member's contract at the end of the contract's term, consistent with applicable statutes, collective bargaining agreements, Policies, and individual employment contracts. This Policy must be implemented consistent with Policy 1101.

#### A. Teachers as Defined by Revised School Code Section 1249

Teachers will be evaluated pursuant to a performance evaluation system consistent with Revised School Code Section 1249 and the Teachers' Tenure Act. This performance evaluation system will include, as appropriate, the following:

1. a year-end evaluation process that meets statutory standards;
2. an evaluation tool that incorporates components required by law, including:
  - a. locally agreed-on student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249;
  - b. the teacher's performance; and
  - c. objective criteria.
3. an individualized development plan (IDP) with performance goals developed by the evaluator in consultation with the teacher and recommended training designed to improve the teacher's effectiveness for:
  - a. all probationary teachers;
  - b. teachers rated minimally effective or ineffective during the 2023-24 school year;
  - c. teachers rated needing support or developing; or
  - d. at the evaluator's discretion when performance deficiencies are noted.
4. classroom observations of at least 15 minutes each which include, at a minimum, a review of the teacher's lesson plan, the state curriculum standard used in the lesson, and pupil engagement, with appropriate written feedback and a post-observation meeting between the teacher and the school administrator conducting the observation to discuss those items;

5. a mid-year progress report, if required by law, which aligns with the teacher's individualized development plan, includes specific performance goals developed by the evaluator, and any recommended training identified by the evaluator;
6. a year-end performance evaluation effectiveness rating, of effective, developing, or needing support;
7. tenured teachers rated as highly effective or effective on the 3 most recent consecutive year-end evaluations may be evaluated [Choose one: biennially or triennially], but if the teacher is not rated as effective on one of the [Choose one: biennial or triennial] year-end evaluations, the teacher must receive year-end evaluations;
8. a mentor for teachers rated developing or needing support or for teachers in the first year of probation;
9. opportunity for a tenured teacher rated needing support on a year-end evaluation to request a review consistent with Revised School Code Section 1249;
10. a tool approved by MDE, a modified MDE tool, or a local evaluation tool if adopted in compliance with Revised School Code Section 1249 and corresponding regulations;
11. website posting of required information for the evaluation tool;
12. training on the evaluation tool for teachers and evaluators as required by law; and
13. other components that the Superintendent or designee deems relevant, important, or in the District's best interests.

If a tenured teacher is rated ineffective or needing support on 3 consecutive year-end evaluations, the teacher shall be discharged consistent with due process. The District is not precluded from discharging a teacher at other times as provided by the Teachers' Tenure Act.

If a teacher receives an unevaluated rating, the teacher's rating from the school year immediately before the designation must be used.

#### B. Non-Teaching Professionals Subject to the Teachers' Tenure Act

The performance evaluation system for a Non-Teaching Professional with a teaching certificate subject to the Teachers' Tenure Act must include multiple observations. An IDP will be developed during the employee's probationary period. Except during the probationary period, which must include annual evaluations, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee. The

Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

The Superintendent or designee also has discretion to implement an IDP if performance deficiencies are noted, regardless of the employee's effectiveness rating.

To the extent required by law, a tenured Non-Teaching Professional subject to the Teachers' Tenure Act rated as needing support may request a review consistent with Revised School Code 1249.

#### C. Non-Teaching Professionals Not Subject to the Teachers' Tenure Act

For Non-Teaching Professionals without a teaching certificate who are not subject to the Teachers' Tenure Act, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee, except annual evaluation will be performed during the employee's probationary period. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

An IDP may be established at the Superintendent's or designee's discretion.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1233b, 380.1248, 380.1249; 380.1249a(2); MCL 423.215

Date adopted:

Date revised:

## Series 4000: District Employment

### 4400 Professional Staff

**4404 Performance Based Compensation** [Optional] [Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with "Intentionally Left Blank" after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

The Superintendent or designee may implement a performance based compensation system for Professional Staff. This Policy must be implemented consistent with Policy 1101.

Legal authority: MCL 380.11a

Date adopted:

Date revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### ***4405-R Reduction in Force and Recall (Effective July 1, 2024)***

This Policy must be implemented consistent with Policy 1101.

#### A. Reduction in Force and Recall for Classroom Teachers

When making program and staffing decisions resulting in the elimination of a teaching position or the recall of a teacher to a vacant teaching position, the Board will retain the most effective classroom teachers who are certified and qualified to instruct courses within the applicable curriculum, academic levels, and departments. The Board has the exclusive right to determine the size of the teaching staff based on curricular, fiscal, and other operating conditions. To the extent that the determinations involve Revised School Code Section 1248 requirements, the clear and transparent procedures of this Policy guides the implementation of that statute.

#### 1. General Provisions

- a. The Superintendent is responsible, acting within the approved budget, for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing teaching staff or that a reduction in teaching staff is necessary due to program, curricular, or other operational considerations, the Superintendent will recommend to the Board the teaching positions to be reduced.
- b. Reduction in force and recall decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy 4403.
- c. Decisions about the reduction and recall of teachers will be guided by the following criteria:
  - i. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), department(s), and school schedule(s). A probationary teacher rated as effective or highly effective on the teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured teacher solely because the other teacher is tenured under the Teachers' Tenure Act.
  - ii. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:

- A) Determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and
- B) Based on documentation on file with the Superintendent's office.
  - 1) A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
  - 2) If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
- iii. In addition, teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:
  - A) Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
  - B) Credentials needed for District, school, or program accreditation;
  - C) District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
  - D) Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
  - E) Disciplinary record, if any;
  - F) Length of service in a grade level(s) or subject area(s);
  - G) Recency of relevant and comparable teaching assignments;
  - H) Previous effectiveness ratings;
  - I) Attendance and punctuality;
  - J) Rapport with colleagues, parents, and students;
  - K) Ability to withstand the strain of teaching;
  - L) Compliance with state and federal law; and

- M) Other relevant factors as determined by the Superintendent or designee.
- iv. Teachers must provide the District with current information and documentation supporting the teacher's certification and qualifications.
- A) Reduction and recall decisions will be based on the teacher's certification and qualifications in the District's records at the time of the decision.
  - B) A laid off teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.
  - C) Failure to maintain current contact information may negatively impact the teacher's recall.
- v. Teacher reductions and recalls are by formal Board action.
- vi. Before the Board authorizes a teacher reduction, the Superintendent or designee will notify, in writing, the affected teacher of an opportunity to respond, either in person or in writing, to the proposed reduction.
- vii. The Superintendent or designee will provide written notice of Board reduction in force or recall decisions to each affected teacher.
- viii. A teacher's length of service with the District or tenure under the Teachers' Tenure Act will not be the sole factor in reduction in force and recall decisions.
- d. Teacher reduction in force decisions will be implemented by the following:
- i. If 1 or more teaching positions are to be reduced, the Superintendent will first identify the academic level(s) or department(s) affected by the reduction. Among those teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of a teacher(s) for reduction in force will be based on the factors set forth in this Policy.
  - ii. Teachers within the affected academic level(s) or department(s) who are certified and qualified for the remaining positions will be retained consistent with the factors set forth in this Policy.
  - iii. When a teaching position is identified for reduction and there exists a concurrently vacant teaching position for which the teacher in the position to be reduced is both certified and qualified, and the teacher has received an overall rating of at least effective on that teacher's most recent year-end performance evaluation, that teacher may be assigned to the vacant position consistent with Policy 4402 unless the

Superintendent or designee determines that the District's educational interests would not be furthered by that assignment.

- iv. If more than 1 teacher whose position has been identified for reduction is certified and qualified for a concurrently vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with Policy 4402, unless the Superintendent determines that the District's educational interests would not be furthered by that assignment.

- v. [Choose Option 1 or 2:]

[Option 1: If the reduction or recall decision involves more than 1 teacher and all other factors distinguishing those teachers from each other are equal, seniority (as established by the most recent seniority list for the bargaining unit to which the teachers belong or, if none exists, the District's records) will determine preference for reduction or recall.]

[Option 2: If the reduction or recall decision involves more than 1 teacher and multiple teachers and all factors distinguishing those teachers from each other are equal, the Board may approve and implement a tiebreaker mechanism using a discrete part(s) of the evaluation system. For example, if the reduction or recall decision involves more than one teacher and all factors distinguishing those teachers from each other are equal, the teacher with the higher year-end effectiveness score reflected in the [insert Board preference] portion of the evaluation will have preference for reduction or recall, as applicable. If this year-end effectiveness score is also tied, seniority (as established by the most recent seniority list for the bargaining unit to which the tenured teachers belong or, if none exists, the District's records) will determine preference for reduction or recall.]

[Optional: At least 30 calendar days' notice of reduction in force will be provided, absent extenuating circumstances.]

## 2. Teacher Recall Process

- a. A teacher is eligible for recall under this Policy for [ ] months [recommended: 12] from the date the District implemented the reduction in force.
- b. The Superintendent will first identify the academic level(s) or department(s) where a teaching vacancy exists.
- c. Before or in lieu of initiating the recall of a laid-off teacher, the Superintendent may reassign teachers to fill vacancies in accordance with Policy 4402.

- d. After or in lieu of any reassignment of existing teaching staff, the Superintendent may take either of the following actions to fill a vacancy:
  - i. Recall the laid-off teacher who is certified and qualified for the vacancy, provided the teacher was rated at least effective. If more than 1 laid-off teacher is certified and qualified for recall to a vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with Policy 4402; or
  - ii. Post the vacancy and consider all applicants if the Superintendent determines that:
    - A) the District's educational interests would not be furthered by recalling an otherwise eligible laid-off teacher who meets the certification and qualification standards for the position, considering the factors in Policy 4402; or
    - B) no teacher on layoff meets the certification and qualification requirements for the position as otherwise stated herein.
- e. The Superintendent or designee will provide written notice of the Board's recall decision to any recalled teachers and will establish the time within which a teacher must accept recall to preserve the teacher's employment rights.
- f. A laid-off teacher who is offered an interview for a vacancy and who fails to appear at that interview forfeits all rights to recall and continued employment.
- g. A laid-off teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights to recall and continued employment unless the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.

If a collective bargaining agreement or individual employment contract governs reduction in force or recall, the Superintendent or designee will adhere to the applicable language.

**B. Reduction in Force and Recall of Non-Teaching Professionals Not Subject to Revised School Code Section 1249**

For Non-Teaching Professionals governed by a collective bargaining agreement, the Superintendent will implement the collective bargaining agreement's standards and procedures that pertain to reduction in force or recall when recommending a reduction in force or recall to the Board.

If no collective bargaining agreement exists, or if an existing agreement does not address reduction in force or recall of Non-Teaching Professionals, the Superintendent will recommend a reduction in force or recall among Non-Teaching Professionals using the same standards and procedures as set forth in this Policy for teachers.

### C. Unemployment Compensation

A teacher or Non-Teaching Professional who is laid off and who is paid unemployment compensation chargeable to the District during the summer immediately following a reduction in force and who is recalled on or before the beginning of the next school year will be paid according to an annual adjusted salary rate such that the employee's unemployment compensation received plus the adjusted annual salary rate will be equal to the annual rate of salary the employee would have earned for the school year had the employee not been laid off.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1248, 380.1249, 380.1532; MCL 423.215

Date adopted:

Date revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4407 Discipline

Maintaining appropriate procedures and standards for addressing misconduct and other inappropriate behavior by Professional Staff is a critical component in furthering an effective educational environment and in providing quality educational services to students. Off-duty conduct may result in discipline if it adversely impacts the District and is not a legally protected activity. Information about substantiated unprofessional conduct will not be suppressed or removed from a personnel file consistent with Revised School Code Section 1230b. This Policy must be implemented consistent with Policy 1101.

##### A. Probationary Professional Staff

Probationary Professional Staff discipline or demotion may occur for any lawful reason.

1. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.
2. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.
3. The Superintendent or designee is authorized to place a Professional Staff member on paid, non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
4. Disciplinary measures may include warning, reprimand, unpaid suspension, financial penalty, or discharge. This Policy does not require that disciplinary measures be applied progressively or sequentially. The District may apply appropriate disciplinary measures for the circumstances. The District may also consider preventative measures, including training, coaching, and other remedial measures.
5. Discipline will be confirmed in writing and placed in that person's personnel file. The person's year-end performance evaluation may also reflect the discipline.
6. The Superintendent or designee is authorized to impose discipline except for:
  - a. Nonrenewal of a probationary teacher; or
  - b. Discharge of a probationary teacher.

The Board's action may be based upon the Superintendent's or designee's written recommendation and applicable procedures set forth in the Teachers' Tenure Act.

#### B. Tenured and Non-Probationary Professional Staff

Tenured teacher discipline or demotion will occur only for a reason(s) that is not arbitrary or capricious. Likewise, the disciplining of Non-Teaching Professionals will be governed by the arbitrary or capricious standard unless expressly stated otherwise in a collective bargaining agreement, employee handbook, or individual employment contract. Under the arbitrary or capricious standard, a disciplinary decision must be supported by a preponderance of the evidence and the discipline must have a rational relationship to the established misconduct or inappropriate behavior.

Before imposing discipline, the Superintendent or designee will investigate whether a Professional Staff member engaged in conduct that may justify discipline. The investigation should include discussions with witnesses determined by the Superintendent or designee to have relevant information and a review of tangible evidence (e.g., documents, video, electronic communications). The Professional Staff member will be provided an opportunity to respond to the allegation(s).

If a Professional Staff member is governed by a collective bargaining agreement or individual employment contract, the Superintendent or designee will adhere to the disciplinary standards and procedures in that agreement. If the collective bargaining agreement or individual employment contract does not have an applicable provision, then the standards and procedures outlined below will apply.

The following procedures may be used for investigating allegations of Professional Staff misconduct or inappropriate conduct:

1. The Superintendent or designee may consult with legal counsel in appropriate cases and may request that legal counsel assist with an investigation.
2. The Superintendent or designee will give the Professional Staff member oral or written notice of the allegation(s).
3. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.
4. The Superintendent or designee will give oral or written notice of the time, date, and location of a meeting to provide the Professional Staff member with an opportunity to respond to the allegation(s) and substantiating factor(s).
5. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.

6. The Superintendent or designee is authorized to place a Professional Staff member on paid, non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
7. If an investigation concludes that a preponderance of the evidence (i.e., more likely than not) establishes that the Professional Staff member engaged in conduct warranting discipline, the appropriate level of discipline will be guided by the following:
  - a. the seriousness of the offense;
  - b. the Professional Staff member's prior disciplinary and employment record;
  - c. whether other Professional Staff members have engaged in similar or like past conduct known to the District's administration and the discipline imposed for those infractions;
  - d. the existence of aggravating or mitigating factors, as determined by the Superintendent or designee;
  - e. applicable federal or state law;
  - f. the Professional Staff member's acceptance of responsibility;
  - g. the likelihood of recurrence; and
  - h. any other factors the Superintendent or designee determine are relevant.
8. Disciplinary measures may include:
  - a. warning;
  - b. reprimand;
  - c. unpaid suspension;
  - d. financial penalty; or
  - e. discharge.

This Policy does not require that disciplinary measures be applied progressively or sequentially. The District may apply appropriate disciplinary measure. The District may consider additional preventative measures to address the misconduct, including training, coaching, and other remedial measures.

9. Discipline will be confirmed in writing and placed in that person's personnel file. The discipline imposed may also be reflected in the person's year-end performance evaluation.

10. The Superintendent or designee is authorized to impose discipline except for:

- a. the discharge of a Professional Staff member; or
- b. the demotion of a tenured teacher, as defined in the Teachers' Tenure Act.

The Board's action may be based on the Superintendent's or designee's written recommendation and applicable procedures in the Teachers' Tenure Act.

11. A tenured teacher's salary may be escrowed after tenure charges are approved by the Board pursuant to Policy 4208.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a; *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted:

Dated revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4408 Termination

This Policy must be implemented consistent with Policy 1101.

##### A. Probationary Teachers

For purposes of this Policy, the “termination” of a probationary teacher occurs when the probationary teacher is discharged during the term of an existing individual employment contract between the probationary teacher and the Board. Discontinuation of a probationary teacher’s employment at the expiration of an individual employment contract is not termination for purposes of this Policy and is addressed separately in Policy 4409.

The Board may terminate a probationary teacher for misconduct, inappropriate behavior, performance that is not effective, or for any other lawful reason at any time.

The Superintendent or designee may recommend the termination of a probationary teacher to the Board. The recommendation will include the reason(s) for the proposed termination.

Probationary teachers recommended for termination by the Superintendent or designee will be provided advance notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

##### B. Tenured Teachers

The Superintendent or designee may recommend the termination of a tenured teacher by filing tenure charges with the Board. The Board will consider whether to proceed on the tenure charges or modify the charges. A tenured teacher may be terminated for a reason that is not arbitrary or capricious.

The tenured teacher may challenge the Board’s decision to discharge or demote the teacher by timely filing an appeal with the State Tenure Commission.

##### C. Non-Teaching Professionals

[Choose Option 1 or 2:]

[Option 1: Unless otherwise provided by a collective bargaining agreement or individual employment contract: (1) a Non-Teaching Professional who is not subject to the Teachers’ Tenure Act is subject to [Choose one: 4 or 5] years of probationary service and may be non-renewed or terminated at-will by the Board; and (2) after [Choose one: 4 or 5] years, the non-probationary Non-Teaching

Professional may be terminated for any reason that is not arbitrary or capricious, subject to due process.]

[Option 2: Unless otherwise provided by a collective bargaining agreement or individual employment contract, a Non-Teaching Professional may be terminated by the Board for any reason that is not arbitrary or capricious, subject to due process.]

The Superintendent or designee may recommend the termination of a Non-Teaching Professional to the Board. The recommendation will include the reason(s) for the proposed termination.

Non-Teaching Professionals recommended for termination by the Superintendent or designee will be provided advance written notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

Legal authority: MCL 38.83(2), 38.101, 38.121

Date adopted:

Date revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4409-R Non-Renewal (Effective July 1, 2024)

For purposes of this Policy, “non-renewal” of a probationary teacher refers to the discontinuation of the employment relationship between the Board and a probationary teacher at the expiration of the probationary year following the process set forth in the Teachers’ Tenure Act.

Teachers must serve a probationary period as required by the Teachers’ Tenure Act. A probationary teacher’s contract may be non-renewed for performance-based reasons or any other lawful reason.

This Policy must be implemented consistent with Policy 1101.

#### A. Probationary Period

1. A probationary teacher rated developing, or needing support may be subject to non-renewal consistent with the Teachers’ Tenure Act. To attain tenure, a probationary teacher must be rated effective (after July 1, 2024) or highly effective (before July 1, 2024) on the teacher’s 3 most recent year-end annual performance evaluations and serve at least 4 full school years. A teacher’s probationary period may extend beyond 4 years .
2. For a teacher who previously held tenure in another Michigan public school district, the teacher is subject to a 2-year probationary period, unless the Board acts to reduce the teacher’s probationary period.
3. [Optional: Unless otherwise provided by a collective bargaining agreement or individual employment contract:
  - a. Non-Teaching Professionals who are not subject to the Teachers’ Tenure Act are subject to [Choose one: 4 or 5] years of probationary service and may be non-renewed or terminated at-will by the Board; and
  - b. After [Choose one: 4 or 5] years, the non-probationary Non-Teaching Professional may be non-renewed or terminated for any reason that is not arbitrary or capricious, subject to due process.]

#### B. Non-renewal

1. Probationary teacher non-renewal is subject to the non-renewal procedures specified in the Teachers’ Tenure Act. This Policy shall be implemented consistent with that statute.
2. Before non-renewing a probationary teacher, the probationary teacher must receive written notice of the Superintendent’s or designee’s recommendation for non-renewal and the time, date, and place of the Board meeting at which

the Board will consider the recommendation. The recommendation for non-renewal will state the reason(s) for the recommendation and may include supporting documentation.

3. The probationary teacher must receive written notice of Board action to non-renew the teacher's contract at least 15 calendar days before the end of the school year (June 30) except as provided in subsection 4 below. If the teacher is hired after the beginning of the school year, notice of non-renewal must be received at least 15 calendar days before the teacher's anniversary date of hire.
  4. For a teacher who previously held tenure in another Michigan public school district, the teacher must receive written notice of non-renewal at least 60 calendar days before the completion of the probationary period.
- C. The probationary teacher will be provided an opportunity to address the Board in open or closed session and respond to the Superintendent's or designee's recommendation to non-renew.
  - D. The Board must take action in open session on the recommendation to non-renew the probationary teacher.
  - E. The probationary teacher must be served with written notice of the Board's action non-renewing the teacher's employment and a copy of the Board action within the timeframe required by the Teachers' Tenure Act. The non-renewal notice will specify that a probationary teacher has the right to appeal the timeliness or legal effect of a notice of non-renewal. The appeal must be filed with the State Tenure Commission within 20 calendar days after the probationary teacher's receipt of the notice of non-renewal. A copy of the Teachers' Tenure Act should also be included with the notice.

Legal authority: MCL 38.81 et seq., 38.91 et seq.

Date adopted:

Date revised:

## Series 4000: District Employment

### 4500 Administrators/Supervisors

#### ***4503-R Performance Evaluation (Effective July 1, 2024)***

Performance evaluations of Administrators are an essential element of providing quality educational services and measuring an employee's competency. This Policy does not alter the Board's authority or ability to terminate an Administrator's employment during the term of an individual employment contract or to non-renew an Administrator's contract at the end of the contract's term. This Policy must be implemented consistent with Policy 1101.

#### A. Building Level and Central Office Instructional Administrators

The Superintendent or designee will ensure that building level and central office Administrators who are regularly involved in instructional matters are evaluated consistent with a performance evaluation system under Revised School Code Sections 1249 and 1249b. This performance evaluation system will include, if appropriate, the following:

1. an annual evaluation process that meets statutory standards and is based on objective criteria;
2. an annual evaluation by the Superintendent or designee, unless the Administrator qualifies for a biennial evaluation. This paragraph does not preclude more frequent Administrator evaluations as determined necessary by the Superintendent or designee;
3. an individualized improvement plan if the Administrator is rated developing or needing support or if performance deficiencies are noted;
4. student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249;
5. an evaluation and feedback provided in writing with an overall effectiveness rating of effective, developing, or needing support;
6. dismissal of an Administrator rated ineffective or needing support on 3 consecutive evaluations;
7. opportunity for an Administrator rated needing support to request a review consistent with Revised School Code 1249b;
8. a mentor for an Administrator for the first 3 years in which the Administrator is in a new administrative position;
9. a midyear progress report each year that the administrator is evaluated that includes specific performance goals for the remainder of the year and any recommended training identified by the evaluator;

10. for a building level administrator's evaluation, the evaluator will visit the school building where the administrator works, review the building level school administrator's school improvement plan, and observe classrooms with the administrator to collect evidence of school improvement plan strategies being implemented and the impact the school improvement plan has on learning;
11. an evaluation tool approved by the MDE, a modified MDE tool, or a local evaluation tool adopted in compliance with Revised School Code Sections 1249 and 1249b;
12. website posting of required information pertaining to the evaluation tool;
13. appropriate training for evaluators; and
14. other components that the Superintendent or designee deems relevant, important, or in the District's best interest.

B. Non-Instructional Administrators, Supervisors, and Directors

The Superintendent or designee may evaluate Non-Instructional Administrators, Supervisors, and Directors based on the appropriate evaluation instrument as determined by the Board and consistent with any applicable collective bargaining agreement or individual employment contract. An individual improvement plan may be implemented to remediate and enhance employee performance.

Legal authority: MCL 380.11a, 380.601a, 380.1249, 380.1249b

Date adopted:

Date revised:

## Series 4000: District Employment

### 4500 Administrators/Supervisors

#### **4504 Performance Based Compensation for Administrators/Supervisors** [Optional] [Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with “Intentionally Left Blank” after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

The Superintendent or designee may implement a performance based compensation system for Administrators, Supervisors, and Directors. This Policy must be implemented consistent with Policy 1101.

Legal authority: MCL 380.11a

Date adopted:

Date revised:

**EAST CHINA**



**School District**

# **AMENDED BUDGET 2023-2024**

Version: R1 (Amended Budget)

# EAST CHINA SCHOOL DISTRICT

## Notes to Proposed 2023-2024 REVISED (R1) General Fund Budget

---

Note A: Property tax (Operating Mill) increase of 1.4M from previous tax year.

Variance can be found in Board of Review adjustments.

Five year average (\$30,000), current year (\$70,000)

Note B: Increase in MPSERS 147c to offset increase in salaries

Categoricals added: 29(7) Enrollment Stabilization

22L Transportation

27L Educator Compensation Program

67F FAFSA Completion Challenge

Revision (R1) includes carryover amounts from prior year

Note C: Title allocations are still estimates at 75% of prior year award.

Adjustments were made to ESSER & IDEA to reflect current year spending.

Note D: Salaries & Benefits were adjusted to reflect current staffing.

Note E: Staffing adjustments to accommodate increased 31a At Risk funding

Note F: Supplies increased for current CTE allocation.

Note G: Expenditures adjusted to match approved GSRP Budget

Note H: Distributed 31aa Mental Health expenditures to reflect current plan.

Note I: Adjustment to reflect current staffing.

Note J: Salary/Benefits/Purchased services adjusted to reflect actual in-house service staffing

Supplies increased to accommodate building needs.

Capital Outlay increased for one-time equipment purchases

Note K: Supplies/Materials reduced to reflect current plan

# EAST CHINA SCHOOL DISTRICT - General Fund

2023-2024 PROPOSED AMENDED BUDGET (R1)

	2022-23 AUDITED ACTUAL	2023-24 ORIGINAL (OB) BUDGET	2023-24 AMENDED (R1) BUDGET	+/-	Note:
<b>REVENUES</b>					
LOCAL SOURCES	11,794,404	13,206,277	13,130,145	(76,132)	A
STATE SOURCES	32,478,975	29,874,325	32,682,760	2,808,435	B
FEDERAL SOURCES	4,813,934	4,578,019	4,260,243	(317,776)	C
OTHER TRANSACTIONS	<u>1,128,222</u>	<u>930,573</u>	<u>938,450</u>	<u>7,877</u>	
<b>TOTAL REVENUES</b>	<b>50,215,535</b>	<b>48,589,194</b>	<b>51,011,597</b>	<b>2,422,403</b>	
<b>APPROPRIATIONS</b>					
<b>BASIC INSTRUCTION:</b>					
ELEMENTARY	10,762,264	10,305,322	10,463,839	158,517	D
MIDDLE SCHOOL	5,981,358	5,724,026	5,684,189	(39,837)	D
HIGH SCHOOL	<u>9,256,946</u>	<u>8,389,437</u>	<u>8,375,345</u>	<u>(14,092)</u>	D
SUBTOTAL	26,000,568	24,418,785	24,523,373	104,588	
<b>ADDED NEEDS:</b>					
SPECIAL ED	4,276,944	5,454,812	5,385,007	(69,805)	D
COMPENSATORY ED	1,438,219	1,565,304	2,088,840	523,536	D, E
VOCATIONAL ED	7,022	6,138	39,524	33,386	D, F
OTHER INSTRUCTION	<u>373,608</u>	<u>308,105</u>	<u>467,315</u>	<u>159,210</u>	D, G
SUBTOTAL	6,095,793	7,334,359	7,980,686	646,327	
TOTAL INSTRUCTION	32,096,361	31,753,144	32,504,059	750,915	
<b>SUPPORTING SERVICES</b>					
PUPIL SERVICES	3,453,494	4,391,816	4,045,768	(346,048)	D, H
INST. STAFF SERVICES	1,475,242	1,311,205	1,514,918	203,713	D, I
GENERAL ADMINISTRATION	531,678	511,124	563,747	52,623	D
SCHOOL ADMINISTRATION	2,850,986	2,704,882	2,784,391	79,509	D
FISCAL SERVICES	594,566	544,490	544,341	(149)	D
INTERNAL SERVICES	20,590	16,020	18,000	1,980	D
OPERATIONS/MAINTENANCE	4,009,593	3,873,220	4,942,581	1,069,361	D, J
SECURITY SERVICES	287,293	412,878	307,973	(104,905)	D, K
PUPIL TRANSPORTATION	2,074,739	1,893,344	2,048,063	154,719	D
CENTRAL SERVICES (HR/TECH)	1,302,918	1,261,788	1,267,491	5,703	D
ATHLETIC ACTIVITIES	1,397,268	1,320,125	1,262,440	(57,685)	D
COMMUNITY SERVICES	42,390	40,388	59,587	19,199	D
BUILDING IMPROVEMENTS	<u>389,244</u>	<u>-</u>	<u>-</u>	<u>-</u>	
SUBTOTAL	18,430,001	18,281,280	19,359,300	1,078,020	
<b>TOTAL EXPENDITURES</b>	<b>50,526,362</b>	<b>50,034,424</b>	<b>51,863,359</b>	<b>1,828,935</b>	
NET/REV EXPENDITURES	(310,827)	(1,445,230)	(851,762)		
BEGINNING FUND BALANCE	<u>6,942,180</u>	<u>6,631,353</u>	<u>6,631,353</u>		
TOTAL FUND BALANCE	6,631,353	5,186,123	5,779,591		
TOTAL FB%	13.12%	10.37%	11.14%		

# EAST CHINA SCHOOL DISTRICT

2023-2024 PROPOSED ORIGINAL BUDGET (R1)

	2022-23 AUDITED ACTUAL	2023-24 ORIGINAL (OB) BUDGET	2023-24 AMENDED (R1) BUDGET	+/-
<b>REVENUES</b>				
<i>LOCAL SOURCES</i>				
PROPERTY TAX	11,383,687	12,810,597	12,766,181	(44,416)
OTHER LOCAL REVENUE	410,717	395,680	363,964	(31,716)
SUBTOTAL	11,794,404	13,206,277	13,130,145	(76,132)
<i>STATE SOURCES</i>				
FOUNDATION ALLOWANCE NET OF TAXES	23,326,074	22,661,751	22,558,961	(102,790)
MPSRS 147c	7,049,174	4,088,695	4,694,058	605,363
OTHER STATE GRANTS & AID	2,103,727	3,123,879	5,429,740	2,305,861
SUBTOTAL	32,478,975	29,874,325	32,682,760	2,808,435
<i>FEDERAL SOURCES</i>				
TITLE I & II	695,080	593,342	586,844	(6,498)
ESSER FUNDS	2,677,517	2,237,112	2,153,557	(83,555)
OTHER FEDERAL PROGRAMS	1,441,337	1,747,565	1,519,842	(227,723)
SUBTOTAL	4,813,934	4,578,019	4,260,243	(317,776)
<i>OTHER TRANSACTIONS</i>				
RESA & OTHER INTERDISTRICT SOURCES	1,092,398	910,573	918,450	7,877
GAIN ON SALES OF FIXED ASSETS	-	-	-	-
OTHER TRANSFERS	35,824	20,000	20,000	-
SUBTOTAL	1,128,222	930,573	938,450	7,877
<b>TOTAL REVENUE</b>	<b>50,215,535</b>	<b>48,589,194</b>	<b>51,011,597</b>	<b>2,422,403</b>

# EAST CHINA SCHOOL DISTRICT

2023-2024 PROPOSED ORIGINAL BUDGET (R1)

	2022-23 AUDITED ACTUAL	2023-24 ORIGINAL (OB) BUDGET	2023-24 AMENDED (R1) BUDGET	+/-
<b>APPROPRIATIONS</b>				
<b>INSTRUCTION</b>				
<i><b>ELEMENTARY</b></i>				
SALARIES/WAGES	5,227,005	5,547,294	5,626,942	79,648
EMPLOYEE BENEFITS	4,368,183	3,979,686	4,060,137	80,451
PURCHASED SERVICES	333,776	297,808	294,488	(3,320)
SUPPLIES/MATERIALS	800,225	480,534	482,172	1,638
CAPITAL OUTLAY	33,075	-	-	-
OTHER EXPENSES	-	-	100	100
<b>SUBTOTAL - ELEMENTARY</b>	<b>10,762,264</b>	<b>10,305,322</b>	<b>10,463,839</b>	<b>158,517</b>
<i><b>MIDDLE SCHOOL</b></i>				
SALARIES/WAGES	3,108,255	3,099,682	3,125,879	26,197
EMPLOYEE BENEFITS	2,569,612	2,207,784	2,121,247	(86,537)
PURCHASED SERVICES	202,253	162,250	114,815	(47,435)
SUPPLIES/MATERIALS	100,158	254,210	316,367	62,157
CAPITAL OUTLAY	-	-	5,000	5,000
OTHER EXPENSES	1,080	100	881	781
<b>SUBTOTAL - MIDDLE SCHOOL</b>	<b>5,981,358</b>	<b>5,724,026</b>	<b>5,684,189</b>	<b>(39,837)</b>
<i><b>HIGH SCHOOL</b></i>				
SALARIES/WAGES	4,454,576	4,385,106	4,325,422	(59,684)
EMPLOYEE BENEFITS	3,723,539	3,160,347	3,029,363	(130,984)
PURCHASED SERVICES	646,033	489,430	518,058	28,628
SUPPLIES/MATERIALS	392,715	349,684	487,702	138,018
CAPITAL OUTLAY	-	-	10,000	10,000
OTHER EXPENSES	40,083	4,870	4,800	(70)
<b>SUBTOTAL - HIGH SCHOOL</b>	<b>9,256,946</b>	<b>8,389,437</b>	<b>8,375,345</b>	<b>(14,092)</b>
<b>SUBTOTAL - INSTRUCTION</b>	<b>26,000,568</b>	<b>24,418,785</b>	<b>24,523,373</b>	<b>104,588</b>

# EAST CHINA SCHOOL DISTRICT

2023-2024 PROPOSED ORIGINAL BUDGET (R1)

	2022-23 AUDITED ACTUAL	2023-24 ORIGINAL (OB) BUDGET	2023-24 AMENDED (R1) BUDGET	+/-
<b>ADDED NEEDS</b>				
<i>SPECIAL EDUCATION</i>				
SALARIES/WAGES	2,480,921	3,118,208	3,168,525	50,317
EMPLOYEE BENEFITS	1,676,154	2,173,206	2,137,064	(36,142)
PURCHASED SERVICES	72,583	49,120	45,951	(3,169)
SUPPLIES/MATERIALS	47,286	114,278	33,467	(80,811)
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	-	-	-	-
<b>SUBTOTAL - SPECIAL ED</b>	<b>4,276,944</b>	<b>5,454,812</b>	<b>5,385,007</b>	<b>(69,805)</b>
<i>COMPENSATORY</i>				
SALARIES/WAGES	815,242	904,737	1,204,299	299,562
EMPLOYEE BENEFITS	558,809	614,438	825,164	210,726
PURCHASED SERVICES	13,065	10,109	50,050	39,941
SUPPLIES/MATERIALS	28,686	36,020	9,127	(26,893)
CAPITAL OUTLAY	22,417	-	-	-
OTHER EXPENSES	-	-	200	200
<b>SUBTOTAL - COMPENSATORY</b>	<b>1,438,219</b>	<b>1,565,304</b>	<b>2,088,840</b>	<b>523,536</b>
<i>VOCATIONAL</i>				
SALARIES/WAGES	318	318	-	(318)
EMPLOYEE BENEFITS	165	165	-	(165)
PURCHASED SERVICES	1,942	1,413	1,500	87
SUPPLIES/MATERIALS	4,597	4,242	38,024	33,782
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	-	-	-	-
<b>SUBTOTAL - VOCATIONAL</b>	<b>7,022</b>	<b>6,138</b>	<b>39,524</b>	<b>33,386</b>
<i>OTHER INSTRUCTION</i>				
SALARIES/WAGES	208,023	187,001	282,498	95,497
EMPLOYEE BENEFITS	108,082	105,799	142,919	37,120
PURCHASED SERVICES	35,316	15,305	24,482	9,177
SUPPLIES/MATERIALS	22,187	-	17,416	17,416
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	-	-	-	-
<b>SUBTOTAL - OTHER INSTRUCTION</b>	<b>373,608</b>	<b>308,105</b>	<b>467,315</b>	<b>159,210</b>
<b>SUBTOTAL - ADDED NEEDS</b>	<b>6,095,793</b>	<b>7,334,359</b>	<b>7,980,686</b>	<b>716,132</b>
<b>TOTAL INSTRUCTION</b>	<b>32,096,361</b>	<b>31,753,144</b>	<b>32,504,059</b>	<b>820,720</b>

# EAST CHINA SCHOOL DISTRICT

2023-2024 PROPOSED ORIGINAL BUDGET (R1)

	2022-23 AUDITED ACTUAL	2023-24 ORIGINAL (OB) BUDGET	2023-24 AMENDED (R1) BUDGET	+/-
<b>SUPPORTING SERVICES</b>				
<i>COUNSELING SERVICES</i>				
SALARIES/WAGES	545,856	512,268	684,826	172,558
EMPLOYEE BENEFITS	474,177	388,698	498,676	109,978
PURCHASED SERVICES	65,504	474,935	48,935	(426,000)
SUPPLIES/MATERIALS	693	900	850	(50)
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	453	715	675	(40)
<b>SUBTOTAL - COUNSELING</b>	<b>1,086,683</b>	<b>1,377,516</b>	<b>1,233,962</b>	<b>(143,554)</b>
<i>HEALTH SERVICES</i>				
SALARIES/WAGES	143,987	132,608	151,187	18,579
EMPLOYEE BENEFITS	117,076	106,674	115,610	8,936
PURCHASED SERVICES	3,686	-	300	300
SUPPLIES/MATERIALS	1,235	1,725	1,750	25
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	-	-	-	-
<b>SUBTOTAL - HEALTH</b>	<b>265,984</b>	<b>241,007</b>	<b>268,847</b>	<b>27,840</b>
<i>PSYCHOLOGICAL SERVICES</i>				
PURCHASED SERVICES	42,607	27,000	27,000	-
<b>SUBTOTAL - PSYCHOLOGICAL</b>	<b>42,607</b>	<b>27,000</b>	<b>27,000</b>	<b>-</b>
<i>SPEECH &amp; AUDIOLOGY</i>				
SALARIES/WAGES	452,114	503,024	514,514	11,490
EMPLOYEE BENEFITS	307,380	351,486	352,005	519
PURCHASED SERVICES	21,908	27,483	800	(26,683)
SUPPLIES/MATERIALS	227	230	-	(230)
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	-	-	-	-
<b>SUBTOTAL - SPEECH &amp; AUDIOLOGY</b>	<b>781,629</b>	<b>882,223</b>	<b>867,319</b>	<b>(14,904)</b>
<i>SOCIAL WORK SERVICES</i>				
SALARIES/WAGES	337,608	464,904	407,407	(57,497)
EMPLOYEE BENEFITS	261,996	364,941	308,747	(56,194)
PURCHASED SERVICES	583	75	50	(25)
SUPPLIES/MATERIALS	269	270	600	330
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	-	-	-	-
<b>SUBTOTAL - SOCIAL WORK</b>	<b>600,456</b>	<b>830,190</b>	<b>716,804</b>	<b>(113,386)</b>
<i>TEACHER CONSULTANT SERVICES</i>				
SALARIES/WAGES	370,188	449,347	388,966	(60,381)
EMPLOYEE BENEFITS	266,624	340,689	288,738	(51,951)
PURCHASED SERVICES	310	300	1,650	1,350
SUPPLIES/MATERIALS	25	-	500	500
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	-	-	-	-
<b>SUBTOTAL - TEACHER CONSULTANT</b>	<b>637,147</b>	<b>790,336</b>	<b>679,854</b>	<b>(110,482)</b>

# EAST CHINA SCHOOL DISTRICT

2023-2024 PROPOSED ORIGINAL BUDGET (R1)

	2022-23 AUDITED ACTUAL	2023-24 ORIGINAL (OB) BUDGET	2023-24 AMENDED (R1) BUDGET	+/-
<b>OTHER PUPIL SERVICES</b>				
SALARIES/WAGES	14,087	152,889	158,789	5,900
EMPLOYEE BENEFITS	24,396	83,250	85,573	2,323
PURCHASED SERVICES	505	405	620	215
SUPPLIES/MATERIALS	-	7,000	7,000	-
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	-	-	-	-
SUBTOTAL - OTHER PUPIL SERVICES	38,988	243,544	251,982	8,438
TOTAL SUPPORTING SERVICES	3,453,494	4,391,816	4,045,768	(346,048)
<b>INSTRUCTIONAL STAFF SUPPORT SERVICES</b>				
<b>IMPROVEMENT OF INSTRUCTION</b>				
SALARIES/WAGES	121,637	53,526	31,406	(22,120)
EMPLOYEE BENEFITS	55,205	27,273	19,433	(7,840)
PURCHASED SERVICES	284,713	274,893	254,000	(20,893)
SUPPLIES/MATERIALS	8,786	7,128	9,100	1,972
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	358	150	950	800
SUBTOTAL - IMPRVT OF INSTRUCTION	470,699	362,970	314,889	(48,081)
<b>LIBRARY/MEDIA</b>				
SALARIES/WAGES	181,040	137,338	160,125	22,787
EMPLOYEE BENEFITS	136,812	82,159	94,305	12,146
PURCHASED SERVICES	101	-	250	250
SUPPLIES/MATERIALS	11,769	13,866	13,566	(300)
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	-	-	-	-
SUBTOTAL - LIBRARY/MEDIA	329,722	233,363	268,246	34,883
<b>SUPERVISION OF INSTRUCTION</b>				
SALARIES/WAGES	366,047	418,341	550,142	131,801
EMPLOYEE BENEFITS	296,745	293,475	377,205	83,730
PURCHASED SERVICES	9,471	2,106	2,071	(35)
SUPPLIES/MATERIALS	1,439	650	1,400	750
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	1,119	300	965	665
SUBTOTAL - SUPR OF INSTRUCTION	674,821	714,872	931,783	216,911
TOTAL INSTRUCTIONAL STAFF SUPPORT SERVICES	1,475,242	1,311,205	1,514,918	203,713

# EAST CHINA SCHOOL DISTRICT

2023-2024 PROPOSED ORIGINAL BUDGET (R1)

	2022-23 AUDITED ACTUAL	2023-24 ORIGINAL (OB) BUDGET	2023-24 AMENDED (R1) BUDGET	+/-
<b>ADMINISTRATION</b>				
<i>BOARD OF EDUCATION</i>				
SALARIES/WAGES	-	-	-	-
EMPLOYEE BENEFITS	-	-	-	-
PURCHASED SERVICES	118,566	119,850	157,850	38,000
SUPPLIES/MATERIALS	-	4,000	4,000	-
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	8,459	8,252	1,160	(7,092)
<b>SUBTOTAL - BOARD OF EDUCATION</b>	<b>127,025</b>	<b>132,102</b>	<b>163,010</b>	<b>30,908</b>
<i>EXECUTIVE ADMINISTRATION</i>				
SALARIES/WAGES	204,456	217,450	225,439	7,989
EMPLOYEE BENEFITS	186,909	151,831	159,498	7,667
PURCHASED SERVICES	8,671	4,591	4,600	9
SUPPLIES/MATERIALS	2,512	1,450	8,200	6,750
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	2,105	3,700	3,000	(700)
<b>SUBTOTAL - EXECUTIVE ADMINISTRATION</b>	<b>404,653</b>	<b>379,022</b>	<b>400,737</b>	<b>21,715</b>
<i>SCHOOL ADMINISTRATION</i>				
SALARIES/WAGES	1,538,180	1,585,503	1,633,488	47,985
EMPLOYEE BENEFITS	1,247,081	1,063,734	1,097,403	33,669
PURCHASED SERVICES	27,746	23,190	20,315	(2,875)
SUPPLIES/MATERIALS	24,254	19,485	19,395	(90)
CAPITAL OUTLAY	-	4,500	4,500	-
OTHER EXPENSES	13,725	8,470	9,290	820
<b>SUBTOTAL - SCHOOL ADMINISTRATION</b>	<b>2,850,986</b>	<b>2,704,882</b>	<b>2,784,391</b>	<b>79,509</b>
<i>FISCAL SERVICES</i>				
SALARIES/WAGES	229,744	231,725	237,098	5,373
EMPLOYEE BENEFITS	201,003	173,657	160,972	(12,685)
PURCHASED SERVICES	152,391	131,808	140,171	8,363
SUPPLIES/MATERIALS	1,156	1,000	1,000	-
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	10,272	6,300	5,100	(1,200)
<b>SUBTOTAL - FISCAL SERVICES</b>	<b>594,566</b>	<b>544,490</b>	<b>544,341</b>	<b>(149)</b>
<i>INTERNAL SERVICES</i>				
SALARIES/WAGES	-	-	-	-
EMPLOYEE BENEFITS	-	-	-	-
PURCHASED SERVICES	18,798	14,420	12,000	(2,420)
SUPPLIES/MATERIALS	1,792	1,600	6,000	4,400
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	-	-	-	-
<b>SUBTOTAL - INTERNAL SERVICES</b>	<b>20,590</b>	<b>16,020</b>	<b>18,000</b>	<b>1,980</b>

# EAST CHINA SCHOOL DISTRICT

2023-2024 PROPOSED ORIGINAL BUDGET (R1)

	2022-23 AUDITED ACTUAL	2023-24 ORIGINAL (OB) BUDGET	2023-24 AMENDED (R1) BUDGET	+/-
<b>OPERATIONS &amp; MAINTENANCE</b>				
SALARIES/WAGES	360,227	388,018	1,475,124	1,087,106
EMPLOYEE BENEFITS	329,664	290,294	978,847	688,553
PURCHASED SERVICES	2,078,511	1,710,818	902,854	(807,964)
SUPPLIES/MATERIALS	1,215,047	1,236,710	1,325,011	88,301
CAPITAL OUTLAY	25,225	246,730	260,745	14,015
OTHER EXPENSES	919	650	-	(650)
<b>SUBTOTAL - OPERATIONS &amp; MAINTENANCE</b>	<b>4,009,593</b>	<b>3,873,220</b>	<b>4,942,581</b>	<b>1,069,361</b>
<b>SECURITY SERVICES</b>				
SALARIES/WAGES	59,305	61,677	101,053	39,376
EMPLOYEE BENEFITS	43,945	36,692	80,247	43,555
PURCHASED SERVICES	78,273	1,500	15,559	14,059
SUPPLIES/MATERIALS	105,770	313,009	45,114	(267,895)
CAPITAL OUTLAY	-	-	66,000	66,000
OTHER EXPENSES	-	-	-	-
<b>SUBTOTAL - SECURITY SERVICES</b>	<b>287,293</b>	<b>412,878</b>	<b>307,973</b>	<b>(104,905)</b>
<b>PUPIL TRANSPORTATION</b>				
SALARIES/WAGES	744,537	695,842	805,765	109,923
EMPLOYEE BENEFITS	645,277	541,804	635,094	93,290
PURCHASED SERVICES	446,351	442,198	447,506	5,308
SUPPLIES/MATERIALS	321,538	287,000	291,825	4,825
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	(82,964)	(73,500)	(132,127)	(58,627)
<b>SUBTOTAL - PUPIL TRANSPORTATION</b>	<b>2,074,739</b>	<b>1,893,344</b>	<b>2,048,063</b>	<b>154,719</b>
<b>PERSONNEL</b>				
SALARIES/WAGES	201,672	216,354	208,919	(7,435)
EMPLOYEE BENEFITS	186,024	146,306	143,713	(2,593)
PURCHASED SERVICES	79,361	74,600	44,664	(29,936)
SUPPLIES/MATERIALS	769	10,000	2,500	(7,500)
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	14,883	2,400	1,000	(1,400)
<b>SUBTOTAL - PERSONNEL</b>	<b>482,709</b>	<b>449,660</b>	<b>400,796</b>	<b>(48,864)</b>
<b>TECHNOLOGY SUPPORT</b>				
SALARIES/WAGES	233,260	244,616	259,202	14,586
EMPLOYEE BENEFITS	190,489	163,779	183,165	19,386
PURCHASED SERVICES	336,450	348,533	342,333	(6,200)
SUPPLIES/MATERIALS	60,010	55,200	55,500	300
CAPITAL OUTLAY	-	-	26,495	26,495
OTHER EXPENSES	-	-	-	-
<b>SUBTOTAL - TECHNOLOGY SUPPORT</b>	<b>820,209</b>	<b>812,128</b>	<b>866,695</b>	<b>54,567</b>
<b>TOTAL ADMINISTRATION</b>	<b>11,672,363</b>	<b>11,217,746</b>	<b>12,476,587</b>	<b>1,363,746</b>

# EAST CHINA SCHOOL DISTRICT

2023-2024 PROPOSED ORIGINAL BUDGET (R1)

	2022-23 AUDITED ACTUAL	2023-24 ORIGINAL (OB) BUDGET	2023-24 AMENDED (R1) BUDGET	+/-
<b>ATHLETIC ACTIVITIES</b>				
SALARIES/WAGES	778,877	732,061	707,263	(24,798)
EMPLOYEE BENEFITS	446,451	424,179	399,304	(24,875)
PURCHASED SERVICES	87,107	70,200	76,264	6,064
SUPPLIES/MATERIALS	52,525	59,940	55,913	(4,027)
CAPITAL OUTLAY	-	8,000	-	(8,000)
OTHER EXPENSES	32,308	25,745	23,696	(2,049)
<b>SUBTOTAL - ATHLETIC ACTIVITIES</b>	<b>1,397,268</b>	<b>1,320,125</b>	<b>1,262,440</b>	<b>(57,685)</b>
<b>COMMUNITY SERVICES</b>				
SALARIES/WAGES	12,461	14,920	30,624	15,704
EMPLOYEE BENEFITS	7,875	10,057	16,715	6,658
PURCHASED SERVICES	8,525	5,571	3,958	(1,613)
SUPPLIES/MATERIALS	13,529	9,840	8,290	(1,550)
CAPITAL OUTLAY	-	-	-	-
OTHER EXPENSES	-	-	-	-
<b>SUBTOTAL - COMMUNITY SERVICES</b>	<b>42,390</b>	<b>40,388</b>	<b>59,587</b>	<b>19,199</b>
<b>BUILDING IMPROVEMENTS</b>				
CAPITAL OUTLAY	389,244	-	-	-
<b>SUBTOTAL - BUILDING IMPROVEMENTS</b>	<b>389,244</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL OTHER EXPENDITURES</b>	<b>1,828,902</b>	<b>1,360,513</b>	<b>1,322,027</b>	<b>(38,486)</b>
<b>TOTAL EXPENDITURES</b>	<b>50,526,362</b>	<b>50,034,424</b>	<b>51,863,359</b>	<b>2,003,645</b>
<b>NET REVENUE/EXPENDITURES</b>	<b>(310,827)</b>	<b>(1,445,230)</b>	<b>(851,762)</b>	

# EAST CHINA SCHOOL DISTRICT - Cafeteria

2023-2024 PROPOSED REVISED BUDGET (R1)

	2022-2023 AUDITED	2023-2024 ORIGINAL	2023-2024 AMENDED	+/-	NOTES:
<b>REVENUES</b>					
LOCAL SOURCES (Sales & Interest)	635,430	650,000	253,500	(396,500)	1
STATE SOURCES	130,008	95,000	703,254	608,254	2
FEDERAL SOURCES	1,110,003	1,000,000	1,273,859	273,859	3
COMMODITIES		110,000	110,000	-	
<b>TOTAL REVENUES</b>	<b>1,875,441</b>	<b>1,855,000</b>	<b>2,340,613</b>	<b>485,613</b>	
<b>APPROPRIATIONS</b>					
SALARIES & FRINGES	185,771	228,000	228,000	-	
PURCHASED SVCS	1,275,506	1,300,000	1,424,000	124,000	4
SUPPLIES & OTHER	15,818	31,000	31,000	-	
CAPITAL OUTLAY	656,407	1,249,686	1,249,686	-	4
COMMODITIES	102,446	110,000	110,000	-	
INDIRECT COSTS	35,824	31,188	31,188	-	
<b>TOTAL EXPENDITURES</b>	<b>2,271,772</b>	<b>2,949,874</b>	<b>3,073,874</b>	<b>124,000</b>	
NET REV/EXPENDITURES	(396,331)	(1,094,874)	(733,261)	361,613	
BEGINNING FUND BALANCE	1,862,848	1,466,517	1,466,517		
ENDING FUND BALANCE	1,466,517	371,643	733,256		
COMMITTED - 10% RESTRICTED	227,177 1,239,340	294,987 76,656	307,387 425,869		

- NOTE 1: DECREASED LOCAL SALES AS STUDENTS EAT FREE
- NOTE 2: INCREASED DUE TO 30d UNIVERSAL BFAST/LUNCH
- NOTE 3: INCREASE - SUPPLY CHAIN ASSISTANCE NEW AND CARRY OVER
- NOTE 4: INCREASE FOR FUND BALANCE SPEND DOWN PLAN

# EAST CHINA SCHOOL DISTRICT - Latchkey

2023-2024 PROPOSED REVISED BUDGET (R1)

	2022-2023 AUDITED	2023-2024 ORIGINAL	2023-2024 AMENDED	+/-	NOTES:
<b>REVENUES</b>					
LOCAL REVENUES	382,048	400,000	400,000	-	
CHILDCARE RELIEF GRANT	431,735	-	-	-	
<b>TOTAL REVENUES</b>	<b>813,783</b>	<b>400,000</b>	<b>400,000</b>	<b>-</b>	
<b>APPROPRIATIONS</b>					
SALARIES & FRINGES	497,114	410,000	550,000	140,000	1
PURCHASED SVCS	1,297	1,000	4,000	3,000	
SUPPLIES & OTHER	88,107	13,000	15,000	2,000	
CAPITAL OUTLAY	163,031	-	-	-	
INDIRECT COSTS	-	-	-	-	
<b>TOTAL EXPENDITURES</b>	<b>749,549</b>	<b>424,000</b>	<b>569,000</b>	<b>145,000</b>	
NET REV/EXPENDITURES	64,234	(24,000)	(169,000)	(145,000)	
BEGINNING FUND BALANCE	(8,106)	56,128	56,128		
COMMITTED FUND BALANCE	56,128	32,128	(112,872)		
	7.49%	7.58%	-19.84%		

NOTE 1: SALARY AND FRINGES ADJUSTED TO MATCH STAFFING

# EAST CHINA SCHOOL DISTRICT - Student Activity

2023-2024 PROPOSED REVISED BUDGET (R1)

	2022-2023 AUDITED	2023-2024 ORIGINAL	2023-2024 AMENDED	+/-
<b>REVENUES</b>				
REVENUES	867,397	750,000	712,602	(37,398)
<b>TOTAL REVENUES</b>	<b>867,397</b>	<b>750,000</b>	<b>712,602</b>	<b>(37,398)</b>
<b>APPROPRIATIONS</b>				
EXPENDITURES	846,014	705,000	777,828	72,828
<b>TOTAL EXPENDITURES</b>	<b>846,014</b>	<b>705,000</b>	<b>777,828</b>	<b>72,828</b>
NET REV/EXPENDITURES	21,383	45,000	(65,227)	(110,227)
BEGINNING FUND BALANCE	592,033	613,416	613,416	
COMMITTED FUND BALANCE	613,416	658,416	548,189	

NOTE EFFECTIVE FY2019-2020, GASB.84 REQUIRES RECOGNITION OF STUDENT ACTIVITY ACCOUNTS AS SPECIAL REVENUE FUND, REQUIRING ADOPTION OF ANNUAL BUDGETS BY THE BOE

## EAST CHINA SCHOOL DISTRICT BUDGET DEFINITIONS

Property Taxes	Taxes levied for school purposes by a school district on the assessed valuation of real and personal property located within the district.
Other local Revenue	Income from investments, tuition based pre-school programs, facility rentals, insurance refunds, fees, and any other local revenue.
State Sources	Revenues received such as the foundation allowance and other grants by the school district which can be used for any legal purposes desired by the school system without restriction or so designated by grants.
Federal Sources	Revenues received directly or through the state from the federal government, which may include appropriations of state funds.
Other Transactions	Cash or receivables from a source that decreases an asset or increases a liability of another governmental unit. The most common examples are transfers from another school district or transfers from another fund (i.e., food service).
Special Education	Includes Pre-primary, Elementary, Middle School, and High School services for pupils with mental, emotional, hearing, visual, speech, language, physical, and other impairments and learning disabilities.
Compensatory Ed	Instructional activities designed to improve achievement in basic cognitive skills of pupils who have extraordinary need for assistance to improve their competence in basic skills (includes the major portion of the Title I and At-Risk grant expenditures).
Vocational Ed	Instructional activities in educational programs concerned with the knowledge and skills required to prepare learners for employment in an occupation or career.
Other Instruction	Includes instructional activities not included in the above classifications including fine arts, and pre-school.
Pupil Services	Consists of counseling, social workers, school nurse, psychological and occupational therapist services and special education teacher consultants.
Instructional Staff	These activities include curriculum development, techniques of instruction, child development and understanding, staff training, etc. Curriculum department are also included under this area.
General Admin	Consists of the elected body activities and the executive officer including elections, legal services, and general responsibility for the entire school system.

School Admin	Activities performed by the principal, assistant principal and other assistants in the general supervision of the operations of school buildings and the Performing Arts Center, along with clerical staff for these activities.
Fiscal Services	Consists of those activities concerned with the fiscal operations of the school system. These services include budgeting, receiving and disbursing, financial accounting, payroll, inventory control and internal auditing. The interest on short-term loans, if any, and the costs certain insurance coverage is included under this function.
Internal Services	Consists of those activities concerned with duplicating, printing and postage for the entire school system.
Operation/Maint	Activities concerned with keeping the buildings open, clean and ready for daily use. They include heating, lighting, and ventilation systems and the repair of facilities and equipment. Property and liability insurance and custodial and ground maintenance costs are also included.
Security Services	Activities concerned with maintaining order and safety in school buildings, on the grounds and in the vicinity including police activities for school functions, building alarm systems and security guards.
Pupil Trans	Consists of those activities concerned with the transporting of pupils to and from school, as provided by state law. It includes trips between home and school and also trips to school-related activities.
Central Services	Consists of those activities concerned with maintaining an efficient staff for the school system. It includes such activities as recruiting and placement, staff transfer, negotiations and staff accounting. District-wide activities associated with technology support such as repair and maintenance of equipment, data processing and Internet services are also included.
Athletic Activities	Consists of those activities concerned with financing the interscholastic athletic programs that are under the supervision of the school.
Community Services	Consists of those activities that are not directly related to providing education for pupils in a school system. These include services provided by the school district to non-public school, community recreation programs, civic activities, public libraries, and parental activities.



**From:**

Protective Films Michigan  
ultimatedetailsllc@gmail.com  
734-216-9208  
28525 Beck Rd. Unit 119, Wixom MI 48393

# Estimate

#0000468

**Bill To:**

East China schools

**Job:**

Palms

**Amount:**

\_\_\_\_  
\$18,738.01

**Expiration Date:**

\_\_\_\_  
1/13/2024

Item	Rate (excl. tax)	Quantity	Tax	Total
28 3/4 x 48 1/8	\$148.02	39		\$5,772.78
31x46 3/4	\$151.77	39		\$5,919.03
37 1/16 x 63 5/8	\$253.33	10		\$2,533.30
28 3/16 x 45 1/4	\$138.96	2		\$277.92
28 3/16 x 32 9/16	\$108.75	2		\$217.50
23 3/8 x 34 13/16	\$87.50	4		\$350.00
23 3/8 x 24 7/16	\$62.50	4		\$250.00
53 1/8 x 59 5/8	\$337.50	1		\$337.50
53 1/8 x 32 5/16	\$185.63	1		\$185.63

