

Regular Meeting

Thursday, March 17, 2022 5:30 PM

KRESA Service Center - Conference Rooms A, B & C, 1819 East Milham Avenue,
Portage, Michigan 49002

I. CALL TO ORDER

II. COMMENTS FROM AUDIENCE

III. CONSENT AGENDA

III.A. Approval of Board of Education Meeting
Minutes - February 17, 2022

**Board of Education
February 17, 2022 – 5:30 PM
Conference Room A/B/C
1819 East Milham Avenue
Portage, Michigan 49002
REGULAR MEETING MINUTES**

MEMBERS PRESENT: Mr. Virgil “Skip” Knowles, Mr. David Webster, Dr. Delores Myers, Mr. Randy VanAntwerp

MEMBERS ABSENT: Ms. Lynne Cowart

ADMINISTRATION/STAFF: Mr. David Campbell, Ms. Mindy Miller, Mr. Scott Thomas, Mr. Tom Zahrt, Mr. Eric Stewart, Mr. Brian Schupbach, Mr. Cameron Buck, Ms. Angela Telfer, Ms. Rachel Roberts, Ms. Lisa Jenkins-Meredith, Mr. Jake Fredericks, Ms. Paige Daniels, Ms. Sarah Mansberger, Ms. Karen Rangler, Mr. Brad Storms and Ms. Jackie Martell

ABSENT: None

OTHERS PRESENT: None

I. CALL TO ORDER

Mr. Knowles called the meeting to order at 5:30 p.m.

II. COMMENTS FROM AUDIENCE

There were no comments from the audience.

III. CONSENT AGENDA

- A. Approval of Board of Education Meeting Minutes – January 13, 2022
- B. Approval of Board of Education Closed Meeting Minutes – January 13, 2022
- C. Approval of Parent Advisory Committee Meeting Minutes – November 4, 2021
- D. Approval of 2021-2022 Third Special Education Operation Payment to Local Districts - \$5,900,827
- E. Approval of 2021- 2022 Third Enhancement Regional Millage Payment - \$1,954,4450
- F. Approval of New Hire

Mr. VanAntwerp moved; Mr. Webster supported to approve the consent agenda.

Motion carried unanimously.

IV. PROGRAM AND/OR CONFERENCE REVIEW

A. **EFE Law Enforcement Student (Maci Crabtree) Recognition - Mr. Cameron Buck**
Maci Crabtree will be recognized in March due to inclement weather on February 17th.

B. **Young Adult Program CI Update - Ms. Karen Rangler**
Ms. Rangler gave the continuous improvement update for the Young Adult Program.

C. **Revised Budget Presentation – Mr. Scott Thomas and Mr. Brad Storms**
Mr. Thomas and Mr. Storms presented a revised budget to the board.

V. ADMINISTRATIVE REPORTS

- A. **Business Services Report - Mr. Scott Thomas**
 - 1. **Monthly Financial Report**

B. Instructional Programs and Services Report - Ms. Mindy Miller, Ms. Rachel Roberts, Ms. Lisa Jenkins-Meredith and Ms. Angela Telfer

1. Preschool Programming Update - Ms. Rachel Roberts

Ms. Roberts provided an historical overview of GSRP enrollment indicating a decrease of 9 classrooms and a decrease of 238 children since the 2018 – 2019 program year. She stressed the importance and need to heavily recruitment sending the message that the best option is a high-quality, safe prekindergarten experience. The Kalamazoo County Pre-K Common Application was released this past Monday on Valentine’s Day, and in the past 4 days they have made 68 Pre-K “Love Connections” for the fall. Ms. Roberts also reported that the Head Start program is receiving their Federal Monitoring Review the week of March 14, 2022. The main focus is on Fiscal, ERSEA, and Classroom Explorations with an emphasis on health and safety.

**2. Instructional Services Update – Ms. Lisa Jenkins – Meredith
KRESA - Gilmore Collaboration**

Ms. Jenkins-Meredith Reported January 20th Mary Burke, KRESA Science Consultant, participated in a celebration of her collaborative work of Delton Kellogg, Gull Lake Community Schools, Parchment Public Schools, and Vicksburg Community Schools middle school students and teachers in creating interactive exhibits at the Gilmore Car Museum. This collaboration started in the fall of 2018 and continued into the spring. The interactive exhibits were installed last fall and have accomplished the goals of providing people of all ages an opportunity to engage in concepts that are framed around the history and heart of the automotive industry.

SEL & Whole Child Webpage

Through the great work and collaboration of the Kalamazoo County Whole Child Support Team, we have been able to add a Whole Child Supports Resource page to the KRESA website. This page has resources around SEL, Trauma Informed Practices, Mental Health, DEI, and other related topics Our Culture Climate Consultant Ethan Alexander is a part of the MDE SEL Network group and was asked to participate in the December State Board of Education Meeting.

DEI Work Force Grant & MiSTEM

KRESA’s MDE Diversity and Equity in the Educational Work Force 2021 Grant:

As reported in December KRESA received an \$32,500 MDE Diversity and Equity in the Educational Workforce Grant in August. Dr. Diane Owen-Rogers took the lead on this project and recruited 13 local educators from KRESA, WMU, and local districts to serve on two working groups. The two workgroups created learning materials for an Educators of Color community of practice in our service area and created a professional learning series for educational leaders on best practices to recruit and retain Educators of color. MDE was extremely pleased with the work we have done and wishes to continue to partner with KRESA to scale up this work. This partnership also provides additional funding that support the work.

KRESA Awarded as MiSTEM Mathematics Action Area Fiscal: KRESA was named on January 20, 2022, as the fiscal for the MiSTEM Advisory Council Mathematics Action Area. KRESA and Southwest MiSTEM will take leadership in stewarding \$900,000 Advisory Council funds allocated to mathematics for statewide implementation each year for the next 5 years for a total of \$4.5 million (pending annual legislative allocation). Dr. Diane Owen-Rogers will be leading this work as we begin to build a statewide consortium of key stakeholders to inform the statewide work.

3. Special Education Update - Ms. Angela Telfer

Ms. Telfer reported Presented the K-8 Benchmarking Report reflecting our mid-year reading and math progress data across the four KRESA programs that educate K-8 students and the interventions that are being implemented to help students improve progress in these areas.

4. Continuous Improvement Update – Ms. Mindy Miller

Ms. Miller reported as a part of our ongoing continuous improvement process, we initiated a mid-year data review with all departments in January and concluded earlier this week. Departmental teams reviewed their goals and data, what action steps have been taken or are in process, and what strengths, celebrations, and challenges they recognize. From there, teams reviewed what strategies to implement, what resources are needed, and the measures of success in the context of completing action steps and yearly departmental goals by the end of the school year. This review and data analysis helps us to determine where we are in the process of reaching our identified goals in our agency’s continuous improvement plan.

C. Career and Talent Development - Mr. Eric Stewart, Ms. Sarah Mansberger, Mr. Cameron Buck, and Ms. Paige Daniels

1. Discover Update – Ms. Paige Daniels

Career Awareness and Exploration (CAE)

Ms. Daniels reported that the CAE team has created an alignment guide for utilizing Xello to meet EDP requirements. The CAE team has collaborated with EFA to support a “College and Career Readiness Arts Infused Essential Skills Experience” at Galesburg Augusta. They are partnering with Crawlspace Eviction to implement a series of workshops focused on the five 21st century skills.

Work-Based Learning (WBL)

The KFLEx WBL students have begun the internship portion of the class and the WBL team is exploring plans for continuous improvement and scaling of the course. Apprenticeship work continues: IT Standards have been finalized and are being submitted to the state for approval. Healthcare worker training has begun as a pre-apprenticeship and Arcadia Home Care will be interviewing those student to potentially move into a registered apprenticeship.

YOU

MyCITY Kalamazoo Summer Youth Employment is planning for in-person programming; applications open on 2/28/22! MyCITY 2Gen will be piloted this summer with a group of 20 participants; 10 youth and 10 adults.

2. Ignite Update - Mr. Cameron Buck

Mr. Buck shared the recent KRESA High School Classes Open House held at the Air Zoo went very well and that the turnout from the public was great. The open house featured programs from all three career and talent development lanes of service including career awareness and exploration, work-based learning, youth opportunities unlimited, career and technical education, education for the arts, and early/middle college. Mr. Buck also shared a quick demonstration of the new online application and online enrollment system that high school students and counselors are using for CTE and EFA classes. Special thanks was given to Diane Fort and Sarah Turner on their hard work designing and implementing this new system.

3. Launch Update – Ms. Sarah Mansberger

Ms. Mansberger reported as part of the buildout of the Center, we have made the commitment for the space to “never go dark,” meaning that we will make full use of the facility before and after school hours. While we have a lot of ideas of what could be possible, we need to define what this means and engage a multiplicity of voices in the process to define the “never go dark” body of work.

We have partnered with a consulting team based in Grand Rapids called Further Degree to go through a visioning process, the cornerstone of which is a listening tour. We began our consulting engagement in January and kicked off with an internal conversation with members of the CTD and Instructional teams. Together, we generated a list of stakeholders to engage in a series of structured interviews. The purpose of the interviews is to explore stakeholder aspirations and perspectives around the highest and best use of before and after school hours to best support young people and meet community needs. Structured interviews kicked off in February. Our goal is to gain perspective on the current state of the ecosystem and areas of greatest need and opportunity. We will use insights from the interviews to generate a set of design principles that will guide partnerships and program development. We look forward to engaging K-12 students and community members in the discovery process down the line, as well.

4. CTE Update – Mr. Eric Stewart

Mr. Stewart reported a CTD continuous improvement update, discussing the alignment between departmental goals and organizational goals. He informed the board that there will be a forthcoming CTE Redesign Report to the Community, the 3rd in our series. The continuing strong engagement of local businesses and community organizations in the redesign efforts was also discussed.

D. Human Resources/Communications/Facilities Report - Mr. Tom Zahrt

1. COVID 19 - Update

a. Masking and Mandatory Vaccinations

Mr. Zahrt reported that the MDHHS masking requirement has expired. At this time, there are not plans to change the masking requirements at KRESA. We are continuing

2. CTE Center

a. Contracts

Mr. Zahrt provided an update on the contracts for the CTE center. He thanked Scott Thomas for his contributions.

b. Schematic Design

Mr. Zahrt reported an update for the schematic design for the CTE Center.

3. eFP Software Implementation Update

a. Implementation Status for HR

Mr. Zahrt reported that the implementation of the eFP is continuing for HR modules. He gave an update for the new applicant tracking.

E. Technology Report – Mr. Brian Schupbach

1. New cyber tool provided by SET/SEG

Mr. Schupbach reported earlier this month, SET/SEG provided all of it's members a new cyber security assessment tool called Tetra Defense. This tool can assist with finding systems with security vulnerabilities and also assist in the management of cyber security initiatives. Our systems team is currently in the process of setting this tool up for each of the districts we serve that are SET/SET customers.

2. ERP Migration Updates

This month, we began to turn our attention to the next phase of the ERP implementation that focuses on several HR modules. The first HR module is for applicant tracking. This module will give us greater ability to customize the application process and then transfer new hire information into the payroll module reducing data entry work.

3. New CTE Enrollment System

The CTE Enrollments system went live this month for KRESA and AAESA. CTE staff have tested the system prior to go-live, but now that the system is in production, we will be monitoring it closely to ensure it functions as expected, then making changes as needed.

F. Superintendent Report – Mr. Dave Campbell

1. CTE Update

Mr. Campbell discussed all of the opportunities for exposure for CTE project such as interviews with Channel 3, Bridge magazine and WKZO.

2. Launch Michigan Update

Mr. Campbell shared that Launch has hired Mark Tucker and NCEE to serve as a consultant.

3. Chief Technology Officer Certification

Mr. Campbell congratulated Brian Schupbach on his certification.

4. Annual Report

Mr. Campbell presented the annual report. He thanked everyone for their contributions and Jake for his work on the annual report.

5. Governor's Budget Proposal

The Governor has presented her budget proposal.

6. 2022-2023 Board of Education Meeting Schedule

Mr. Campbell shared the 2022-2023 Board of Education meeting schedule. It will be voted on at the March Meeting.

7. Other

VI. Thrun Law Notes

A. Correspondence/Informational

Informational

VII. ITEMS FOR DISCUSSION AND/OR ACTION

A. Appointment of Acting Secretary for February 17th Board of Education Meeting

Mr. Webster moved; Mr. VanAntwerp supported the appointment of Dr. Delores Myers as acting secretary for the February 17th board meeting.

Motion carried unanimously.

B. General Fund 2021-2022 Budget Amendment Resolution (ROLL CALL VOTE)

1. Superintendent recommends that the Board of Education approves the General Fund 2021-2022 Budget Amendment Resolution as presented.

Mr. VanAntwerp moved; Mr. Webster supported to approve the General Fund 2021-2022 Budget Amendment Resolution as presented.

(Mr. Webster – aye, Dr. Myers- aye, Mr. VanAntwerp – aye, Mr. Knowles – aye)

Motion carried unanimously.

C. Special Education 2021-2022 Budget Amendment Resolution (ROLL CALL VOTE)

1. Superintendent recommends that the Board of Education approves the Special Education Budget Amendment Resolution as presented.

Mr. Webster moved; Dr. Myers supported to approve the Special Education Budget Amendment Resolution as presented.

(Mr. Webster – aye, Dr. Myers- aye, Mr. VanAntwerp – aye, Mr. Knowles – aye)

Motion carried unanimously.

D. Career and Technical Education (CTE) 2021-2022 Budget Amendment Resolution (ROLL CALL VOTE)

1. Superintendent recommends that the Board of Education approves the CTE Budget Ammendment Resolution as presented.

Dr. Myers moved; Mr. VanAntwerp supported to approve the Career and Technical Education 2021-2022 Budget Amendment Resolution as presented.

(Mr. Webster – aye, Dr. Myers- aye, Mr. VanAntwerp – aye, Mr. Knowles – aye)

Motion carried unanimously.

E. Superintendent requests a closed session for Review and Approval of Donation Agreement

1. Superintendent requests a closed session for review and approval of the donation agreement.

Mr. Webster moved; Mr. VanAtwerp supported the motion to adjourn into closed session at 7:28 pm.

Motion carried unanimously.

Mr. Webster moved; Mr. VanAntwerp supported to return to open session at 8:40pm.

Motion carried unanimously.

F. Open Session for Approval of Donation Resolution and Agreement as presented.

Mr. Webster moved; Dr. Myers supported to approve the donation agreement.

Motion carried unanimously.

VIII. ADJOURNMENT

The meeting was adjourned at 8:41 pm.

Respectfully submitted,

Lynne Cowart
Board Secretary

Jackie Martell
Recording Secretary

Minutes
Approved on _____

III.B. Approval of Closed Meeting Minutes -
February 17, 2022

III.C. Approval of New Hire

To: Kalamazoo RESA Board of Education and David Campbell, Superintendent
From: Tom Zahrt, Assistant Superintendent of Human Resources and Operations
Date: March 17, 2022
Re: New Hire Recommendation for Board Action

The following new hire/s is/are being recommended for Board approval:

First Name	Last Name	Position	Location	Budget Impact
Stephanie	Jurick	Teacher, Head Start	KRESA Commons	Replacement
Dianne	Scoffin	Teacher, Special Education-SCI	WoodsEdge	Replacement

Thank you.

Tom Zahrt
Assistant Superintendent, Human Resources and Operations

III.D. Approval of New Position

To: Kalamazoo RESA Board of Education and
David Campbell, Superintendent
From: Tom Zahrt, Assistant Superintendent of Human Resources & Operations
Date: March 17, 2022
Re: New Positions

The following new position/s is/are being recommended for Board approval:

Position	Location	Budget Impact
Registrar	Service Center – CTE	In Revised 2021-22 budget

Thank you,

Tom Zahrt
Assistant Superintendent, Human Resources & Operations

III.E. Approval of 2022-2023 Board Of Education
Meeting Schedule

Board of Education Meetings 2022-2023

July 16, 2022	Organizational Meeting
August 18, 2022	Regular Board of Education Business
August 22, 2022	Back to School Breakfast [Monday]
September 15, 2022	Regular Board of Education Business
October 20, 2022	Regular Board of Education Business
November 3, 2022	(Joint Boards: Foundation & Board of Education)
November 17, 2022	Regular Board of Education Business
December 15, 2022	Regular Board of Education Business
*January 26, 2023	Regular Board of Education Business
February 16, 2023	Regular Board of Education Business
March 16, 2023	Regular Board of Education Business
April 20, 2023	Regular Board of Education Business
May 18, 2023	Regular Board of Education Business
June 15, 2023	Budget Hearings & Regular Board Business
<u>Tentative 2023-2024 School Year</u>	
July 20, 2023	Organizational Meeting
August 17, 2023	Regular Board of Education Business
August 21, 2023 [tentative]	Back to School Breakfast [Monday]
September 14, 2023	Regular Board of Education Business
October 19, 2023	Regular Board of Education Business
November 2, 2023	(Joint Boards: Foundation & Board of Education)

*=fourth Thursday meeting date

Approved:

"Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in board meetings."

III.F. Approval of Fourth Enhancement Regional
Millage Payment - \$3,214,406.00

TO: Board of Education and Superintendent Campbell

FROM: Scott Thomas

RE: 2021-2022 Regional Enhancement Millage Payout

DATE: March 17, 2022

Attached is a schedule supporting the fourth payment to local districts for their 2021-2022 Regional Enhancement Millage.

The fourth payment to local districts amounts to \$3,214,406.00

The payment will be issued to local districts in accordance with the attached schedule.

Attachment

**Kalamazoo RESA
 REGIONAL ENHANCEMENT MILLAGE - YEAR 2 of 3
 Payout Allocation on per pupil basis
 2021-2022 school year**

School District	Enhancement Collections		Election Costs	Transportation Project Costs	Tax Refund Costs	October	January	February	March	April	June
	*Blended 2020-21 Pupils	3/8/2022 YTD Gross Payout				Net payment Total	Net payment Total	Net payment Total	Net payment Total	Net payment Total	Net payment Total
Climax	573.68	176,546	-	-	(67)	76,611	14,509	32,300	53,059	-	-
Comstock	1,835.30	564,800	-	(1,256)	(215)	244,635	45,982	103,114	169,597	-	-
Galesburg	1,002.11	308,392	-	(686)	(118)	133,576	25,107	56,302	92,603	-	-
Gull Lake	3,566.39	1,097,530	-	(2,441)	(419)	475,380	89,352	200,373	329,564	-	-
Kalamazoo	12,674.60	3,900,513	-	(8,676)	(1,488)	1,689,454	317,550	712,106	1,171,239	-	-
Parchment	1,605.04	493,939	-	(1,099)	(188)	213,943	40,213	90,177	148,319	-	-
Portage	8,855.44	2,725,195	-	(6,062)	(1,039)	1,180,381	221,865	497,531	818,317	-	-
Schoolcraft	1,054.60	324,545	-	(722)	(124)	140,572	26,422	59,251	97,454	-	-
Vicksburg	2,661.11	818,937	-	(1,822)	(312)	354,711	66,672	149,511	245,909	-	-
Lakeside Charter	-	-	-	-	-	-	-	-	-	-	-
Oakland Academy	153.77	47,322	-	-	(18)	20,535	3,889	8,658	14,222	-	-
Paramount Charter	410.18	126,230	-	-	(48)	54,776	10,374	23,094	37,937	-	-
YAA Youth Advancement	21.88	6,733	-	-	(3)	2,922	553	1,232	2,024	-	-
Forest Academy	147.31	45,334	-	-	(17)	19,672	3,726	8,294	13,625	-	-
Evergreen Academy	-	-	-	-	-	-	-	-	-	-	-
Augusta Academy	34.48	10,611	-	-	(4)	4,605	872	1,941	3,189	-	-
Kal Covenant Acad	187.56	57,720	-	-	(22)	25,047	4,743	10,560	17,347	-	-
Total	34,783.45	10,704,345	-	(22,763)	(4,083)	4,636,822	871,827	1,954,445	3,214,406	-	-

*Per August 2021 State Aid Status Report

10,677,500

-

IV. PROGRAM AND/OR CONFERENCE REVIEW

IV.A. EFE Law Enforcement Student (Maci Crabtree) Recognition - Mr. Cameron Buck

IV.B. Valley Center Continuous Improvement Update - Ms. Mary Pickett

V. ADMINISTRATIVE REPORTS

V.A. **Business Services Report - Mr. Scott Thomas**

V.A.1. Monthly Financial Report (System Impact Goal 4b)

Kalamazoo Regional Educational Service Agency

1819 E. Milham Avenue

Portage, MI 49002-3035

During the period of time from February 1, 2022, through February 28, 2022, the following payments have been processed:

	<u>Payments</u>	<u>Investments</u>	<u>Total</u>
*Special Education	\$ 6,094,582	\$ -	\$ 6,094,582
*General Education	\$ 4,468,447	\$ -	\$ 4,468,447
*Tech Consortium	\$ 6,314	\$ -	\$ 6,314
*Career and Technical	\$ 76,298	\$ -	\$ 76,298
*Payroll	\$ 4,020,864	\$ -	\$ 4,020,864
General Capital Project	\$ -	\$ -	\$ -
Special Ed Capital Project	\$ 6,596	\$ -	\$ 6,596
Debt	\$ 144	\$ -	\$ 144
	<u>\$ 14,673,243</u>	<u>\$ -</u>	<u>\$ 14,673,243</u>

* I hereby certify that the above claims set forth are lawful against the 2021-2022 budget for the Kalamazoo Regional Educational Service Agency and were incurred for the purpose and in the amounts shown.



Scott Thomas, Assistant Superintendent for Business Services
Kalamazoo Regional Educational
Service Agency

14-Mar-22

**GENERAL EDUCATION FUND
STATEMENT OF REVENUES & EXPENDITURES
FOR THE EIGHTH MONTH PERIOD ENDING 02/28/2022
UNAUDITED**

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
Property Taxes	1,257,496	954,828	76%	73%
State Aid - SEC 81	1,353,180	636,836	47%	47%
Other	1,344,434	782,119	58%	67%
Technology Services (SW MiTech)	6,885,247	4,940,821	72%	68%
Seeds For Success	789,769	729,624	92%	101%
Great Start Readiness Program	8,584,595	4,963,703	58%	51%
Print Center	450,000	371,152	82%	68%
Instructional Services	4,079,465	3,274,260	80%	90%
Education for Arts (EFA)	1,911,596	1,131,840	59%	103%
Education for Employment (EFE)	2,206,934	903,818	41%	61%
Youth Opportunities Unlimited (YOU)	4,469,680	2,601,708	58%	57%
Regional Transportation (RTSI)	341,354	327,056	96%	101%
Head Start	8,462,873	2,238,253	26%	32%
Enhancement Millage	13,464,955	10,300,289	76%	73%
Total Revenues	55,601,578	34,156,307	61%	63%

<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
Board of Education	54,925	38,756	71%	48%
Superintendent	382,648	214,897	56%	60%
Public Information	172,402	102,146	59%	57%
Human Resources	328,155	177,347	54%	59%
Business Office	1,232,342	732,634	59%	63%
Maint. & Operation	710,304	381,870	54%	33%
Subtotal Admin & Maintenance	2,880,776	1,647,650	57%	53%
Technology Services (SW MiTech)	7,272,788	4,844,573	67%	57%
Seeds For Success	980,164	488,475	50%	56%
Great Start Readiness Program	8,584,595	4,891,108	57%	57%
Print Center	498,730	347,543	70%	60%
Instructional Services	4,550,302	1,716,563	38%	42%
Education for Arts (EFA)	2,008,940	1,062,629	53%	51%
Education for Employment (EFE)	2,196,319	1,126,706	51%	49%
Youth Opportunities Unlimited (YOU)	4,469,680	2,654,176	59%	55%
Regional Transportation (RTSI)	398,785	181,395	45%	59%
Head Start	8,462,873	3,656,483	43%	43%
Enhancement Millage	13,464,955	7,484,896	56%	60%
Total Expenditures	55,768,907	30,102,197	54%	54%

EXCESS (DEFICIENCY) OF REVENUE			
OVER EXPENDITURES	(167,329)	4,054,110	

SPECIAL EDUCATION FUND
STATEMENT OF REVENUES & EXPENDITURES
FOR THE EIGHTH MONTH PERIOD ENDING 02/28/2022
UNAUDITED

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
Property Taxes	38,406,129	29,057,057	76%	73%
Section 51a & 51a3 SE Funding	3,440,404	1,718,840	50%	42%
Sec 51a(2) & 54 Foundations	3,871,013	1,756,078	45%	53%
Section 24	650,000	418,114	64%	57%
IDEA	9,504,245	-	0%	39%
Other	2,425,459	1,165,919	48%	58%
County Juvenile Home	230,000	230,000	100%	100%
MPSERS UAAL Offset	-	2,555,407	0%	0%
Early On Grant	762,096	172,460	23%	38%
School Based Health Services	1,910,927	1,286,185	67%	67%
Other Grants	431,388	472,129	109%	50%
Total Revenues	<u>61,631,661</u>	<u>38,832,189</u>	63%	67%

<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
Young Adult Program (YAP)	3,870,889	1,990,678	51%	48%
WoodsEdge Learning Center (WELC)	10,196,119	5,476,630	54%	51%
Preprimary Evaluation Team (PET)	1,468,125	874,329	60%	61%
MPSERS UAAL	-	2,555,407	0%	0%
Central Services	5,914,537	2,660,754	45%	60%
Juvenile Home Schools	2,409,938	1,005,465	42%	45%
Valley Center School	1,597,647	728,430	46%	48%
Deaf/Hard of Hearing Program (DHH)	1,392,465	638,035	46%	43%
Early On	3,882,889	2,078,947	54%	48%
Operations/Maintenance	4,983,293	1,788,619	36%	42%
Subtotal KRESA Programs	<u>35,715,902</u>	<u>19,797,293</u>	55%	56%
Payout for Local Programs	25,967,988	16,425,074	63%	65%
Prior Year Local Payout Adjustment	-	-	0%	0%
Other	183,900	97,272	53%	46%
Other Grants	431,388	168,823	39%	19%
Total Expenditures	<u>62,299,178</u>	<u>36,488,462</u>	59%	60%

EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	(667,517)	2,343,727
---	-----------	-----------

**CAREER AND TECHNICAL EDUCATION FUND
STATEMENT OF REVENUES & EXPENDITURES
FOR THE EIGHTH MONTH PERIOD ENDING 02/28/2022
UNAUDITED**

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
Property Taxes	8,726,179	6,608,635	76%	0%
Other	1,000	237,470	0%	0%
State Vocational Education Revenue	-	-	0%	0%
Federal Perkins Grant Revenue	-	-	0%	0%
Other Grants	-	-	0%	0%
Total Revenues	<u>8,727,179</u>	<u>6,846,105</u>	78%	0%
<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
Career and Talent Development (CTD)	2,618,506	1,350,524	52%	0%
Operations/Maintenance	794,444	505,220	64%	0%
Other	-	-	0%	0%
Other Grants	-	-	0%	0%
Total Expenditures	<u>3,412,950</u>	<u>1,855,743</u>	54%	0%
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	5,314,229	4,990,362		

**Kalamazoo Regional Educational Service Agency
Investment Rate/Cash Data
As of 02/28/2022**

<u>Special Education</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Maturity Date</u>
Fifth-Third Milaf	Op M	4,617,502 <u>4,192,084</u>	0.02	OPEN
<i>Special Education Total</i>		<u>8,809,586</u>		
<u>General Education</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Maturity Date</u>
Fifth-Third Milaf	Op M	7,005,487 <u>6,848,887</u>	0.02	OPEN
<i>General Education Total</i>		<u>13,854,374</u>		
<u>Career and Technical Education</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Maturity Date</u>
Fifth-Third Milaf	OP M	3,467,003 <u>6,500,661</u>	0.02	OPEN
Career and Technical Education Total		<u>9,967,664</u>		
TOTAL		<u><u>32,631,623</u></u>		

M = MAX-MILAF
Op = Operating Account
CP = Commercial Paper
CD = Cert. of Deposit
+ = Plus Savers Acct
MM = Money Market
F = Fixed Investments

V.B. Instructional Programs and Services Report

V.B.1. Preschool Programming Update - Ms. Rachel
 Roberts

Kalamazoo RESA Head Start Monthly Summary Report 2021 - 2022 Program Year

	Enrollment & Attendance						Food Service						Health & Developmental Screeners Still Needed								
	Enrollment 618 <small>(596 Funded Enrollment)</small>		# of Children on Waitlist	% of Enroll Students w/Disability	% of Students Over- Income	Average Monthly Attendance		Breakfasts Served		Lunches Served		Snacks Served		Well Child Exam	ASQ-3	Vision	Hearing	Dental	HGB	Lead	Imms.
	Face to Face	Virtual				Face to Face	Virtual	134-day	166-day	134-day	166-day	134-day	166-day								
July																					
August	357		133	8%	1%	93%		213		215		216	138	216	224	225	264	195	65	3	
September	431		243	7%	2%	86%		1049	3511	1057	3535	1049	3528	89	148	174	174	270	157	45	2
October	439		259	8%	2%	86%		1399	4297	1410	4341	1390	4336	19	42	55	67	299	178	52	0
November	442		276	10%	3%	82%		1219	3442	1315	3485	1305	3472	9	6	55	84	307	175	52	1
December	438		294	11%	3%	76%		775	2737	787	2784	790	2779	4	10	61	22	307	177	53	0
January	440		311	11%	3%	76%		1098	3412	1121	3450	1098	3440	1	6	53	23	294	123	46	2
February	430		313	13%	3%	76%		1052	2929	1069	2969	1055	2968	0	7	41	32	288	55	52	0
March																					
April																					
May																					
June																					
	Staffing																				
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	N o t e s	Actively hiring for the current positions: Site Supervisor Family Advocate Associate Teacher Classroom Aide							
Professional Support Staff (16 FTE)		16	16	16	16	16	15	15													
Teachers (35 FTE)		30	30	31	32	32	32	32													
Associate Teachers (35 FTE)		30	30	30	30	30	30	27													
Classroom Aides (15 FTE)		6	7	7	7	7	7	6													
Family Advocates (11 FTE)		11	10	10	10	10	8	8													
TOTALS (112 FTE)		93	93	94	95	95	92	88	0	0	0	0									

FUND	ACCOUNT	TITLE	CURRENT YEAR BUDGET	CURRENT YEAR EXPENDITURES	CURRENT YEAR BALANCE	CURRENT YEAR %
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM TEACHING SALAR	826869	132717.77	694151.23	16.05
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM PARAPRO SALARY	420262	83479.1	336782.9	19.86
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM PARAPRO SALARY	54392	5660.12	48731.88	10.41
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM GROUP LIFE	0	485.8	-485.8	0
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM GROUP HEALTH A	488864	93987.8	394876.2	19.23
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM EARLY RET INCE	18706	0	18706	0
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM TUITION	0	0	0	0
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM RETIREMENT CON	369895	60015.43	309879.57	16.22
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM FICA	99570	14633.17	84936.83	14.7
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM WORKMAN COMPEN	9996	995.15	9000.85	9.96
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM UNEMPLOYMENT C	0	0	0	0
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM SUBS INSTRUCTI	11158	0	11158	0
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM OTHER PROF PUR	23072	0	23072	0
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM TRAVEL MILEAGE	800	2.5	797.5	0.31
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM TEACHING TESTI	9763	1231.51	8531.49	12.61
11 - GENERAL	11-660-118-000-723-02226-0000	HEAD START OP EVEN CLSSRM NEW EQUIP FURN	0	0	0	0
11 - GENERAL	11-660-212-000-723-02226-0000	HEAD START OP EVEN FAMADV COUNSELING SAL	340020	93220.54	246799.46	27.42
11 - GENERAL	11-660-212-000-723-02226-0000	HEAD START OP EVEN FAMADV GROUP LIFE	0	95.4	-95.4	0
11 - GENERAL	11-660-212-000-723-02226-0000	HEAD START OP EVEN FAMADV GROUP HEALTH A	105054	25563.63	79490.37	24.33
11 - GENERAL	11-660-212-000-723-02226-0000	HEAD START OP EVEN FAMADV EARLY RET INCE	5101	0	5101	0
11 - GENERAL	11-660-212-000-723-02226-0000	HEAD START OP EVEN FAMADV RETIREMENT CON	96964	25984.61	70979.39	26.8
11 - GENERAL	11-660-212-000-723-02226-0000	HEAD START OP EVEN FAMADV FICA	26009	6776.12	19232.88	26.05
11 - GENERAL	11-660-212-000-723-02226-0000	HEAD START OP EVEN FAMADV WORKMAN COMPEN	743	75.3	667.7	10.13
11 - GENERAL	11-660-212-000-723-02226-0000	HEAD START OP EVEN FAMADV OTHER PROF PUR	667	87.5	579.5	13.12
11 - GENERAL	11-660-212-000-723-02226-0000	HEAD START OP EVEN FAMADV TRAVEL MILEAGE	4000	226.97	3773.03	5.67
11 - GENERAL	11-660-212-000-723-02226-0000	HEAD START OP EVEN FAMADV OFFICE SUPPLIE	1333	206.19	1126.81	15.47
11 - GENERAL	11-660-212-000-723-02226-0000	HEAD START OP EVEN FAMADV NEW EQUIP FURN	0	0	0	0
11 - GENERAL	11-660-213-000-723-02226-0000	HEAD START OP EVEN HEALTH NURSING SALARI	47057	12689.23	34367.77	26.97
11 - GENERAL	11-660-213-000-723-02226-0000	HEAD START OP EVEN HEALTH SEC CLERICAL B	24822	6068.04	18753.96	24.45
11 - GENERAL	11-660-213-000-723-02226-0000	HEAD START OP EVEN HEALTH GROUP LIFE	0	21.2	-21.2	0
11 - GENERAL	11-660-213-000-723-02226-0000	HEAD START OP EVEN HEALTH GROUP HEALTH A	9899	4926.02	4972.98	49.76
11 - GENERAL	11-660-213-000-723-02226-0000	HEAD START OP EVEN HEALTH EARLY RET INCE	1078	0	1078	0
11 - GENERAL	11-660-213-000-723-02226-0000	HEAD START OP EVEN HEALTH RETIREMENT CON	21104	5219.72	15884.28	24.73
11 - GENERAL	11-660-213-000-723-02226-0000	HEAD START OP EVEN HEALTH FICA	5499	1354.92	4144.08	24.64
11 - GENERAL	11-660-213-000-723-02226-0000	HEAD START OP EVEN HEALTH WORKMAN COMPEN	157	79.34	77.66	50.54
11 - GENERAL	11-660-213-000-723-02226-0000	HEAD START OP EVEN HEALTH PUPIL PURCHASE	800	-61	861	7.63
11 - GENERAL	11-660-213-000-723-02226-0000	HEAD START OP EVEN HEALTH TRAVEL MILEAGE	400	41.34	358.66	10.34
11 - GENERAL	11-660-213-000-723-02226-0000	HEAD START OP EVEN HEALTH OFFICE SUPPLIE	10000	2003.44	7996.56	20.03
11 - GENERAL	11-660-213-000-723-02226-0000	HEAD START OP EVEN HEALTH NEW EQUIP FURN	0	0	0	0
11 - GENERAL	11-660-214-000-723-02226-0000	HEAD START OP EVEN MNTHLT PSYCHOLOGICAL	55099	11420.53	43678.47	20.73
11 - GENERAL	11-660-214-000-723-02226-0000	HEAD START OP EVEN MNTHLT SUB TEMP TECHN	29394	543.4	28850.6	1.85
11 - GENERAL	11-660-214-000-723-02226-0000	HEAD START OP EVEN MNTHLT GROUP LIFE	0	10.6	-10.6	0
11 - GENERAL	11-660-214-000-723-02226-0000	HEAD START OP EVEN MNTHLT GROUP HEALTH A	3772	295.91	3476.09	7.84
11 - GENERAL	11-660-214-000-723-02226-0000	HEAD START OP EVEN MNTHLT EARLY RET INCE	826	0	826	0
11 - GENERAL	11-660-214-000-723-02226-0000	HEAD START OP EVEN MNTHLT RETIREMENT CON	15543	2854.08	12688.92	18.36
11 - GENERAL	11-660-214-000-723-02226-0000	HEAD START OP EVEN MNTHLT FICA	6463	878.06	5584.94	13.59
11 - GENERAL	11-660-214-000-723-02226-0000	HEAD START OP EVEN MNTHLT WORKMAN COMPEN	184	11.37	172.63	6.18
11 - GENERAL	11-660-214-000-723-02226-0000	HEAD START OP EVEN MNTHLT PUPIL PURCHASE	0	0	0	0
11 - GENERAL	11-660-214-000-723-02226-0000	HEAD START OP EVEN MNTHLT TRAVEL MILEAGE	800	0	800	0
11 - GENERAL	11-660-214-000-723-02226-0000	HEAD START OP EVEN MNTHLT OFFICE SUPPLIE	667	341.63	325.37	51.22
11 - GENERAL	11-660-214-000-723-02226-0000	HEAD START OP EVEN MNTHLT NEW EQUIP FURN	0	0	0	0
11 - GENERAL	11-660-221-000-723-02226-0000	HEAD START OP EVEN CURR CURRICULUM SALAR	78895	22619.12	56275.88	28.67
11 - GENERAL	11-660-221-000-723-02226-0000	HEAD START OP EVEN CURR GROUP LIFE	0	25.12	-25.12	0
11 - GENERAL	11-660-221-000-723-02226-0000	HEAD START OP EVEN CURR GROUP HEALTH AND	37738	6924.7	30813.3	18.35
11 - GENERAL	11-660-221-000-723-02226-0000	HEAD START OP EVEN CURR EARLY RET INCENT	1184	0	1184	0
11 - GENERAL	11-660-221-000-723-02226-0000	HEAD START OP EVEN CURR RETIREMENT CONTR	22260	6334.69	15925.31	28.46

11 - GENERAL	11-660-221-000-723-02226-0000	HEAD START OP EVEN CURR FICA	6036	1578	4458	26.14
11 - GENERAL	11-660-221-000-723-02226-0000	HEAD START OP EVEN CURR WORKMAN COMPENSA	172	26.61	145.39	15.47
11 - GENERAL	11-660-221-000-723-02226-0000	HEAD START OP EVEN CURR OTHER PROF PURCH	0	0	0	0
11 - GENERAL	11-660-221-000-723-02226-0000	HEAD START OP EVEN CURR TRAVEL MILEAGE R	1200	77.7	1122.3	6.48
11 - GENERAL	11-660-221-000-723-02226-0000	HEAD START OP EVEN CURR OFFICE SUPPLIES	333	0	333	0
11 - GENERAL	11-660-221-000-723-02226-0000	HEAD START OP EVEN CURR NEW EQUIP FURN	0	0	0	0
11 - GENERAL	11-660-226-000-723-02226-0000	HEAD START OP EVEN ADMIN ADMIN ASSISTANT	64341	23008.9	41332.1	35.76
11 - GENERAL	11-660-226-000-723-02226-0000	HEAD START OP EVEN ADMIN SUPERV DIRECT S	79897	27152.84	52744.16	33.98
11 - GENERAL	11-660-226-000-723-02226-0000	HEAD START OP EVEN ADMIN GROUP LIFE	0	36.04	-36.04	0
11 - GENERAL	11-660-226-000-723-02226-0000	HEAD START OP EVEN ADMIN GROUP HEALTH AN	29087	9733.9	19353.1	33.46
11 - GENERAL	11-660-226-000-723-02226-0000	HEAD START OP EVEN ADMIN EARLY RET INCEN	2163	0	2163	0
11 - GENERAL	11-660-226-000-723-02226-0000	HEAD START OP EVEN ADMIN RETIREMENT CONT	40375	13568.18	26806.82	33.61
11 - GENERAL	11-660-226-000-723-02226-0000	HEAD START OP EVEN ADMIN FICA	11035	3685.94	7349.06	33.4
11 - GENERAL	11-660-226-000-723-02226-0000	HEAD START OP EVEN ADMIN WORKMAN COMPENS	318	82.75	235.25	26.02
11 - GENERAL	11-660-226-000-723-02226-0000	HEAD START OP EVEN ADMIN STAFF PURCHASED	3000	257	2743	8.57
11 - GENERAL	11-660-226-000-723-02226-0000	HEAD START OP EVEN ADMIN OTHER PROF PURC	5000	5408	-408	108.16
11 - GENERAL	11-660-226-000-723-02226-0000	HEAD START OP EVEN ADMIN TRAVEL MILEAGE	1600	0	1600	0
11 - GENERAL	11-660-226-000-723-02226-0000	HEAD START OP EVEN ADMIN OFFICE SUPPLIES	6000	1606.7	4393.3	26.78
11 - GENERAL	11-660-226-000-723-02226-0000	HEAD START OP EVEN ADMIN NEW EQUIP FURN	0	0	0	0
11 - GENERAL	11-660-227-000-723-02226-0000	HEAD START OP EVEN ASSESS TEACHING TESTI	0	0	0	0
11 - GENERAL	11-660-241-000-723-02226-0000	HEAD START OP EVEN SITSUP PRINCIPAL SALA	213833	53831.13	160001.87	25.17
11 - GENERAL	11-660-241-000-723-02226-0000	HEAD START OP EVEN SITSUP GROUP LIFE	0	42.66	-42.66	0
11 - GENERAL	11-660-241-000-723-02226-0000	HEAD START OP EVEN SITSUP GROUP HEALTH A	68563	15153.86	53409.14	22.1
11 - GENERAL	11-660-241-000-723-02226-0000	HEAD START OP EVEN SITSUP EARLY RET INCE	3208	0	3208	0
11 - GENERAL	11-660-241-000-723-02226-0000	HEAD START OP EVEN SITSUP RETIREMENT CON	60663	16598.45	44064.55	27.36
11 - GENERAL	11-660-241-000-723-02226-0000	HEAD START OP EVEN SITSUP FICA	16358	3772.89	12585.11	23.06
11 - GENERAL	11-660-241-000-723-02226-0000	HEAD START OP EVEN SITSUP WORKMAN COMPEN	466	61.79	404.21	13.26
11 - GENERAL	11-660-241-000-723-02226-0000	HEAD START OP EVEN SITSUP OTHER PROF PUR	0	0	0	0
11 - GENERAL	11-660-241-000-723-02226-0000	HEAD START OP EVEN SITSUP TRAVEL MILEAGE	1824	86.26	1737.74	4.73
11 - GENERAL	11-660-241-000-723-02226-0000	HEAD START OP EVEN SITSUP OFFICE SUPPLIE	1013	412.72	600.28	40.74
11 - GENERAL	11-660-241-000-723-02226-0000	HEAD START OP EVEN SITSUP NEW EQUIP FURN	0	0	0	0
11 - GENERAL	11-660-252-000-723-02226-0000	HEAD START OP EVEN FISCAL ACCOUNTING SAL	24670	8995.68	15674.32	36.46
11 - GENERAL	11-660-252-000-723-02226-0000	HEAD START OP EVEN FISCAL GROUP LIFE	0	6.56	-6.56	0
11 - GENERAL	11-660-252-000-723-02226-0000	HEAD START OP EVEN FISCAL GROUP HEALTH A	2193	183.47	2009.53	8.37
11 - GENERAL	11-660-252-000-723-02226-0000	HEAD START OP EVEN FISCAL EARLY RET INCE	370	0	370	0
11 - GENERAL	11-660-252-000-723-02226-0000	HEAD START OP EVEN FISCAL RETIREMENT CON	6963	2224.43	4738.57	31.95
11 - GENERAL	11-660-252-000-723-02226-0000	HEAD START OP EVEN FISCAL FICA	1887	670.51	1216.49	35.53
11 - GENERAL	11-660-252-000-723-02226-0000	HEAD START OP EVEN FISCAL WORKMAN COMPEN	56	12.14	43.86	21.68
11 - GENERAL	11-660-252-000-723-02226-0000	HEAD START OP EVEN FISCAL OTHER PROF PUR	0	0	0	0
11 - GENERAL	11-660-252-000-723-02226-0000	HEAD START OP EVEN FISCAL TRAVEL MILEAGE	0	0	0	0
11 - GENERAL	11-660-252-000-723-02226-0000	HEAD START OP EVEN FISCAL OFFICE SUPPLIE	0	0	0	0
11 - GENERAL	11-660-252-000-723-02226-0000	HEAD START OP EVEN FISCAL NEW EQUIP FURN	0	0	0	0
11 - GENERAL	11-660-259-000-723-02226-0000	HEAD START OP EVEN ST INS OTHER INS BOND	0	0	0	0
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER PROG DEPT DIRECT	39699	13451.39	26247.61	33.88
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER GROUP LIFE	0	8.06	-8.06	0
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER GROUP HEALTH AND	10307	2692.97	7614.03	26.13
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER EARLY RET INCENT	874	0	874	0
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER RETIREMENT CONTR	16147	4495.32	11651.68	27.84
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER FICA	4461	1313.28	3147.72	29.44
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER WORKMAN COMPENSA	134	23.78	110.22	17.75
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER OTHER PROF PURCH	20184	11123.47	9060.53	55.11
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER TRAVEL MILEAGE R	0	0	0	0
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER TELEPHONE	11600	1557.52	10042.48	13.43
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER INTERNET OTHER	6000	901.4	5098.6	15.02
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER MAINT SVC LAND &	3333	0	3333	0
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER OTHER REPAIRS MA	0	0	0	0
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER RENTAL LAND AND	113200	38500	74700	34.01

11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER NATURAL GAS	6500	1384.94	5115.06	21.31
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER OFFICE SUPPLIES	667	228.58	438.42	34.27
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER MISC SUPPLIES MA	650	273.94	376.06	42.14
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER NEW EQUIP FURN	0	0	0	0
11 - GENERAL	11-660-261-000-723-02226-0000	HEAD START OP EVEN OPER SERVICE PYMT LEA	43200	16200	27000	37.5
11 - GENERAL	11-660-271-000-723-02226-0000	HEAD START OP EVEN TRANSP PUPIL TRANSP	424618	115435.98	309182.02	27.19
11 - GENERAL	11-660-271-000-723-02226-0000	HEAD START OP EVEN TRANSP FIELD TRIP TRA	4000	0	4000	0
11 - GENERAL	11-660-271-000-723-02226-0000	HEAD START OP EVEN TRANSP VEHICLE BUS RE	2520	570	1950	22.62
11 - GENERAL	11-660-271-000-723-02226-0000	HEAD START OP EVEN TRANSP MOTOR FUEL OIL	16024	8106.79	7917.21	50.59
11 - GENERAL	11-660-271-000-723-02226-0000	HEAD START OP EVEN TRANSP NEW EQUIP FURN	0	0	0	0
11 - GENERAL	11-660-271-000-723-02226-0000	HEAD START OP EVEN TRANSP SERVICE PYMT L	0	0	0	0
11 - GENERAL	11-660-282-000-723-02226-0000	HEAD START OP EVEN COMM OTHER TECHNICAL	18613	6059.81	12553.19	32.56
11 - GENERAL	11-660-282-000-723-02226-0000	HEAD START OP EVEN COMM GROUP LIFE	0	5.28	-5.28	0
11 - GENERAL	11-660-282-000-723-02226-0000	HEAD START OP EVEN COMM GROUP HEALTH AND	0	54.7	-54.7	0
11 - GENERAL	11-660-282-000-723-02226-0000	HEAD START OP EVEN COMM RETIREMENT CONTR	0	582.66	-582.66	0
11 - GENERAL	11-660-282-000-723-02226-0000	HEAD START OP EVEN COMM FICA	0	152.62	-152.62	0
11 - GENERAL	11-660-282-000-723-02226-0000	HEAD START OP EVEN COMM WORKMAN COMPENSA	0	2.52	-2.52	0
11 - GENERAL	11-660-282-000-723-02226-0000	HEAD START OP EVEN COMM ADVERTISEMENT	3333	1424	1909	42.72
11 - GENERAL	11-660-283-000-723-02226-0000	HEAD START OP EVEN ADMEAL SERVICE PYMT L	0	0	0	0
11 - GENERAL	11-660-289-000-723-02226-0000	HEAD START OP EVEN ENROLL OTHER PURCHASE	800	604.92	195.08	75.62
11 - GENERAL	11-660-311-000-723-02226-0000	HEAD START OP EVEN SOCSVC SOCIAL WORK SA	0	0	0	0
11 - GENERAL	11-660-311-000-723-02226-0000	HEAD START OP EVEN SOCSVC SEC CLERICAL B	0	0	0	0
11 - GENERAL	11-660-311-000-723-02226-0000	HEAD START OP EVEN SOCSVC OTHER OVERTIME	301	0	301	0
11 - GENERAL	11-660-311-000-723-02226-0000	HEAD START OP EVEN SOCSVC GROUP HEALTH A	0	0	0	0
11 - GENERAL	11-660-311-000-723-02226-0000	HEAD START OP EVEN SOCSVC EARLY RET INCE	0	0	0	0
11 - GENERAL	11-660-311-000-723-02226-0000	HEAD START OP EVEN SOCSVC RETIREMENT CON	82	0	82	0
11 - GENERAL	11-660-311-000-723-02226-0000	HEAD START OP EVEN SOCSVC FICA	23	0	23	0
11 - GENERAL	11-660-311-000-723-02226-0000	HEAD START OP EVEN SOCSVC WORKMAN COMPEN	5	0	5	0
11 - GENERAL	11-660-311-000-723-02226-0000	HEAD START OP EVEN SOCSVC OTHER PROF TEC	500	30.75	469.25	6.15
11 - GENERAL	11-660-311-000-723-02226-0000	HEAD START OP EVEN SOCSVC OTHER PROF CDL	8000	255.4	7744.6	3.19
11 - GENERAL	11-660-311-000-723-02226-0000	HEAD START OP EVEN SOCSVC TRAVEL MILEAGE	0	0	0	0
11 - GENERAL	11-660-311-000-723-02226-0000	HEAD START OP EVEN SOCSVC OFFICE SUPPLIE	800	0	800	0
11 - GENERAL	11-660-311-000-723-02226-0000	HEAD START OP EVEN SOCSVC MISC SUPPLIES	2800	270.5	2529.5	9.66
11 - GENERAL	11-660-311-000-723-02226-0000	HEAD START OP EVEN SOCSVC NEW EQUIP FURN	0	0	0	0
11 - GENERAL	11-660-611-000-723-02226-0000	HEAD START OP EVEN INDRCT INDIRECT COSTS	376379	34928.18	341450.82	9.28

\$ 5,075,257.00 \$ 1,078,959.94 \$ 3,996,297.06

FUND	ACCOUNT	TITLE	CURRENT YEAR BUDGET	CURRENT YEAR EXPENDITURES	CURRENT YEAR BALANCE	CURRENT YEAR %
11 - GENERAL	11-670-221-000-723-02226-0000	HEAD START TTA EVEN INST EMPLOYEE TRAIN	25000	12808.48	12191.52	51.23
11 - GENERAL	11-670-221-000-723-02226-0000	HEAD START TTA EVEN INST TRAVEL MILEAGE	1000	0	1000	0
11 - GENERAL	11-670-221-000-723-02226-0000	HEAD START TTA EVEN INST WORKSHOPS AND C	2000	0	2000	0
11 - GENERAL	11-670-221-000-723-02226-0000	HEAD START TTA EVEN INST OFFICE SUPPLIES	2500	29.61	2470.39	1.18
11 - GENERAL	11-670-283-000-723-02226-0000	HEAD START TTA EVEN NONIN EMPLOYEE TRAIN	3500	125	3375	3.57
11 - GENERAL	11-670-283-000-723-02226-0000	HEAD START TTA EVEN NONIN TRAVEL MILEAGE	7500	0	7500	0
11 - GENERAL	11-670-283-000-723-02226-0000	HEAD START TTA EVEN NONIN WORKSHOPS AND	12000	1370	10630	11.42
11 - GENERAL	11-670-283-000-723-02226-0000	HEAD START TTA EVEN NONIN OFFICE SUPPLIE	1000	115	885	11.5
		Total		14448.09	40051.91	

Kalamazoo RESA

HEAD START MATCH REPORT

January 2022

MONTHLY BREAKDOWN													SUMMARY		
UNIT	NOV '21	Dec '21	JAN '22	FEB '22	MAR '22	APR '22	MAY '22	JUN '22	JUL '22	AUG '22	SEP '22	OCT '22	YTD	SUGGESTED UNIT ANNUAL REQUIREMENT*	MONTHLY GOAL
ADMIN/ OPS	\$ 8,434	\$ 6,127	\$ 59,609										\$ 74,170	\$ 237,830	\$ 19,819
EDUC	\$ 124,880	\$ 118,565	\$ 131,316										\$ 374,761	\$ 1,332,292	\$ 111,024
HEALTH	\$ -	\$ -	\$ -										\$ -	\$ 14,000	\$ 1,167
FCP	\$ -	\$ -	\$ 760										\$ 760	\$ 1,411	\$ 118
TOTAL	\$ 133,314	\$ 124,692	\$ 191,684	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 449,690	\$ 1,585,533	\$ 132,128

LESS MATCH EXPECTATION THROUGH JANUARY 2022 \$ 396,383.25

* The annual requirement only needs to be met in total, not in each of the 4 units

OVER(UNDER): \$ 53,307

Customer Statement

KALAMAZOO OIL CO.
2601 N. BURDICK ST.
KALAMAZOO, MI, 49007-1874
269-342-9638

As of: 01/15/2022
Customer No: 001821



Terms: NET 15 DAYS
Balance Due by 1/30/2022: 6,415.53
Discount (if Paid by 1/30/2022): 3.73
Balance if discount earned: 6,411.80

Amount enclosed: \$ _____

Make Check Payable to:

KALAMAZOO OIL CO.
2601 N. BURDICK ST.
KALAMAZOO, MI, 49007-1874

KALAMAZOO REGIONAL EDUC SERVICES
1819 E. MILHAM 38-1709020
KALAMAZOO, MI, 49002, USA

--- Detach Here ---

Date	Invoice Number	Tran Type	Comment/Ref#	Total Amount	Amount Paid	Running Balance
12/31/2021		Balance Forward			0.00	5,594.30
01/13/2022	RCV-1846	Payment	160048 - Apply to 11/30/21 invoice	0.00	1,695.80	3,898.50
01/15/2022	CFSI-1578	Invoice		2,517.03	0.00	6,415.53
<i>Total Records: 3</i>				Grand Total:	2,517.03	1,695.80
						6,415.53

From	Thru	Rate
100	499	0.020000
500	1499	0.030000
1500	2999	0.040000
3000	4999	0.050000
5000	0	0.070000

Balance Due by 1/30/2022: 6,415.53
Discount (if Paid by 1/30/2022): 3.73
Discount based upon eligible quantity of 186.520000
Balance if discount earned: 6,411.80

Important Message:									
---------------------------	--	--	--	--	--	--	--	--	--

Current	1-10 Days	11-30 Days	31-60 Days	61-90 Days	Over 90 Days	Credits	Prepayments	Balance Due
3,126.63	0.00	3,288.90	0.00	0.00	0.00	0.00	0.00	6,415.53



KALAMAZOO OIL CO.
 2601 N. BURDICK ST.
 KALAMAZOO, MI, 49007-1874
 269-342-9638

Invoice - CFSI-1578

Customer #:001821

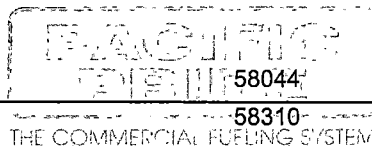
Invoice Date: 01/15/2022

Bill To: KALAMAZOO REGIONAL EDUC SERVICES
 1819 E. MILHAM 38-1709020
 KALAMAZOO, MI, 49002, USA

Site	Date	Odom	Mpg	Product	Qty	Price	Total \$
Vehicle: 1032 - UNIT 32		119046					
48047-BI6H (BI6H)	01/03 09:39	119293	9.31	1-NO LEAD	26.544	2.350962	62.40
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/04 09:37	119450	8.87	1-NO LEAD	17.709	2.350962	41.63
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/05 09:35	119593	8.98	1-NO LEAD	15.932	2.539641	40.46
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/10 09:42	119731	7.96	1-NO LEAD	17.331	2.539641	44.01
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/11 09:36	119885	8.49	1-NO LEAD	18.146	2.539641	46.08
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/12 09:36	120081	9.17	1-NO LEAD	21.384	2.539641	54.31
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/13 09:46	120262	9.51	1-NO LEAD	19.037	2.464170	46.91
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/14 09:55	120442	9.42	1-NO LEAD	19.115	2.445302	46.74
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
Fuel CPM: 0.27		Total Miles: 1396		Avg. MPG: 8.99		# Trans: 8	
					155.198	382.54	
Vehicle: 1034 - UNIT 34		59774					
140265-BIVI (BIVI)	01/05 16:29	59894	5.89	1-NO LEAD	20.378	2.539641	51.75
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	01/12 13:12	60013	5.87	1-NO LEAD	20.256	2.473604	50.11
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	01/14 14:54	60116	6.62	1-NO LEAD	15.553	2.435868	37.89
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
Fuel CPM: 0.41		Total Miles: 342		Avg. MPG: 6.09		# Trans: 3	
					56.187	139.75	
Vehicle: 1039 - UNIT 39		49627					
140265-BIVI (BIVI)	01/05 07:48	49721	5.71	1-NO LEAD	16.476	2.539641	41.84
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	01/11 14:24	49862	13.61	1-NO LEAD	10.361	2.473604	25.63
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		



Site	Date	Odom	Mpg	Product	Qty	Price	Total \$
Vehicle: 1039 - UNIT 39		49627					
140265-BIVI (BIVI)	01/12 14:05	49928	3.34	1-NO LEAD	19.761	2.473604	48.88
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
Fuel CPM: 0.39	Total Miles: 301	Avg. MPG: 6.46	# Trans: 3		46.598		116.35
Vehicle: 1040 - UNIT 40		47727					
204239-BJGG (BJGG)	01/04 09:23	47901	00.00	1-NO LEAD	22.856	2.209453	50.50
507 W MILHAM ST, PORTAGE, MI					Misc: 00000000		
204239-BJGG (BJGG)	01/05 09:23	48033	8.33	1-NO LEAD	15.848	2.539641	40.25
507 W MILHAM ST, PORTAGE, MI					Misc: 00000000		
204239-BJGG (BJGG)	01/10 09:24	48149	7.20	1-NO LEAD	16.118	2.530207	40.78
507 W MILHAM ST, PORTAGE, MI					Misc: 00000000		
204239-BJGG (BJGG)	01/11 09:23	48257	7.83	1-NO LEAD	13.801	2.501906	34.53
507 W MILHAM ST, PORTAGE, MI					Misc: 00000000		
204239-BJGG (BJGG)	01/12 09:21	48370	7.98	1-NO LEAD	14.161	2.501906	35.43
507 W MILHAM ST, PORTAGE, MI					Misc: 00000000		
134693-BYOA (BYOA)	01/13 09:19	48477	8.09	1-NO LEAD	13.225	2.407566	31.84
7025 S SPRINKLE RD, PORTAGE, MI					Misc: 00000000		
389399-BGWA (BGWA)	01/14 09:52	48501	1.92	1-NO LEAD	12.495	2.379264	29.73
8379 PORTAGE RD, PORTAGE, MI					Misc: 00000000		
Fuel CPM: 0.34	Total Miles: 774	Avg. MPG: 7.13	# Trans: 7		108.504		263.06
Insufficient/innacurate data to calculate MPG							
Vehicle: 1138 - UNIT 38		51243					
415091-BQZ6 (BQZ6)	01/12 09:28	34398	00.00	1-NO LEAD	23.070	2.445302	56.41
648 N RIVERVIEW, PARCHMENT, MI					Misc: 00000000		
Fuel CPM: -0.27	Total Miles: -16845	Avg. MPG: -730.17	# Trans: 1		23.070		56.41
Insufficient/innacurate data to calculate MPG							
Vehicle: 1235 - UNIT 35		40797					
140265-BIVI (BIVI)	01/05 14:40	40858	4.17	1-NO LEAD	14.623	2.539641	37.14
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	01/12 08:33	40929	4.08	1-NO LEAD	17.398	2.473604	43.04
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	01/14 14:50	41002	5.37	1-NO LEAD	13.585	2.435868	33.09
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
Fuel CPM: 0.55	Total Miles: 205	Avg. MPG: 4.50	# Trans: 3		45.606		113.27
Vehicle: 5885 - UNIT 5885		56811					
140265-BIVI (BIVI)	01/04 09:28	56961	5.22	53-LOW DSL	28.754	2.649453	76.18
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	01/11 09:19	57099	4.78	53-LOW DSL	28.888	2.762660	79.81
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	01/14 13:35	57220	5.60	53-LOW DSL	21.617	2.762660	59.72
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
Fuel CPM: 0.53	Total Miles: 409	Avg. MPG: 5.16	# Trans: 3		79.259		215.71
Vehicle: 5893 - UNIT 5893		58044					
98712-H7 (H7)	01/03 13:21	58310		62-DEF-Bul	4.760	2.885849	13.74
3601 Covington Road, Kalamazoo, MI					Misc: 00005845		



Site	Date	Odom	Mpg	Product	Qty	Price	Total \$
Vehicle: 5893 - UNIT 5893		(continued)					
140265-BIVI (BIVI)	01/03 16:26	58358	7.29	53-LOW DSL	43.099	2.649453	114.19
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
98712-H7 (H7)	01/04 13:26	58551	9.67	53-LOW DSL	19.950	2.678698	53.44
3601 Covington Road, Kalamazoo, MI					Misc: 00005845		
140265-BIVI (BIVI)	01/05 16:20	58829	8.05	53-LOW DSL	34.515	2.649453	91.45
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
98712-H7 (H7)	01/11 13:36	59167	7.88	53-LOW DSL	42.880	2.793792	119.80
3601 Covington Road, Kalamazoo, MI					Misc: 00005845		
98712-H7 (H7)	01/12 13:38	59418	9.05	53-LOW DSL	27.740	2.793792	77.50
3601 Covington Road, Kalamazoo, MI					Misc: 00005845		
98712-H7 (H7)	01/13 13:30	59674	9.25	53-LOW DSL	27.670	2.793792	77.30
3601 Covington Road, Kalamazoo, MI					Misc: 00005845		
98712-H7 (H7)	01/14 13:27	59918		62-DEF-Bul	5.430	2.885849	15.67
3601 Covington Road, Kalamazoo, MI					Misc: 00005845		
98712-H7 (H7)	01/14 13:31	59918	8.91	53-LOW DSL	27.380	2.793792	76.49
3601 Covington Road, Kalamazoo, MI					Misc: 00005845		
Fuel CPM: 0.33	Total Miles: 1874	Avg. MPG: 8.39	# Trans: 9		233.424		639.58

Vehicle: 5920 - BUS 5920		18719					
98712-H7 (H7)	01/05 09:27	19093		62-DEF-Bul	1.120	2.885849	3.23
3601 Covington Road, Kalamazoo, MI					Misc: 00000000		
98712-H7 (H7)	01/05 09:32	19093	9.14	53-LOW DSL	40.900	2.793792	114.27
3601 Covington Road, Kalamazoo, MI					Misc: 00000000		
415123-BJ0Q (BJ0Q)	01/11 06:52	19330	4.99	53-LOW DSL	47.504	2.762660	131.24
208 RIVER STREET, KALAMAZOO, MI					Misc: 00000000		
415123-BJ0Q (BJ0Q)	01/14 06:51	19761	8.09	53-LOW DSL	53.290	2.677755	142.70
208 RIVER STREET, KALAMAZOO, MI					Misc: 00000000		
98712-H7 (H7)	01/14 13:54	19858		62-DEF-Bul	6.920	2.885849	19.97
3601 Covington Road, Kalamazoo, MI					Misc: 00000000		
Fuel CPM: 0.37	Total Miles: 1042	Avg. MPG: 7.35	# Trans: 5		149.734		411.41

Vehicle: 5921 - BUS 5921		38686					
140265-BIVI (BIVI)	01/04 15:04	38852	6.57	53-LOW DSL	25.265	2.649453	66.94
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	01/11 15:08	39047	5.29	53-LOW DSL	36.853	2.762660	101.81
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
Fuel CPM: 0.47	Total Miles: 361	Avg. MPG: 5.81	# Trans: 2		62.118		168.75

Total By Product

State	Product	Quantity	Net	FET	SET	Local	SST	Gross
MI	1 - UNLEADED REGULAR GASOLINE	435.163	1,071.38	0.00	0.00	0.00	0.00	1,071.38
MI	53 - ULTRA LOW DSL #2	506.305	1,382.84	0.00	0.00	0.00	0.00	1,382.84
MI	62 - Diesel Exhaust Fluid - Bulk	18.230	52.61	0.00	0.00	0.00	0.00	52.61
Total:		959.698	2,506.83	0.00	0.00	0.00	0.00	2,506.83

Total By Vehicle:

Vehicle	Quantity	Net	FET	SET	Local	SST	Gross
1032 - UNIT 32	155.198	382.54	0.00	0.00	0.00	0.00	382.54
1034 - UNIT 34	56.187	139.75	0.00	0.00	0.00	0.00	139.75
1039 - UNIT 39	46.598	116.35	0.00	0.00	0.00	0.00	116.35

KALAMAZOO OIL CO.
 2601 N. BURDICK ST.
 KALAMAZOO, MI, 49007-1874
 269-342-9638

Customer Statement

As of: 01/31/2022
 Customer No: 001821



Terms: NET 15 DAYS
 Balance Due by 2/15/2022: 5,526.51
 Discount (if Paid by 2/15/2022): 0.00
 Balance if discount earned: 5,526.51

Amount enclosed: \$ _____

Make Check Payable to:

KALAMAZOO OIL CO.
 2601 N. BURDICK ST.
 KALAMAZOO, MI, 49007-1874

KALAMAZOO REGIONAL EDUC SERVICES
 1819 E. MILHAM 38-1709020
 KALAMAZOO, MI, 49002, USA

--- Detach Here ---

Date	Invoice Number	Tran Type	Comment/Ref#	Total Amount	Amount Paid	Running Balance
01/15/2022		Balance Forward			0.00	6,415.53
01/27/2022	RCV-1878	Payment	160148 - Apply to account	0.00	3,311.95	3,103.58
01/27/2022	RCV-1879	Payment	160230 - Apply to account	0.00	586.55	2,517.03
01/31/2022	CFSI-1596	Invoice		3,009.48	0.00	5,526.51
<i>Total Records: 4</i>			Grand Total:	3,009.48	3,898.50	5,526.51

From	Thru	Rate
100	499	0.020000
500	1499	0.030000
1500	2999	0.040000
3000	4999	0.050000
5000	0	0.070000
Balance Due by 2/15/2022		5,526.51
Discount (if Paid by 2/15/2022):		0.00
Discount based upon eligible quantity of	59.680000	
Balance if discount earned		5,526.51

Important Message:

Current	1-10 Days	11-30 Days	31-60 Days	61-90 Days	Over 90 Days	Credits	Prepayments	Balance Due
3,009.48	2,517.03	0.00	0.00	0.00	0.00	0.00	0.00	5,526.51



KALAMAZOO OIL CO.
 2601 N. BURDICK ST.
 KALAMAZOO, MI, 49007-1874
 269-342-9638

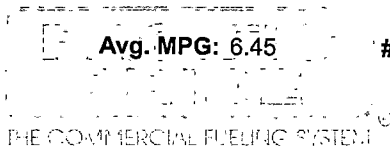
Invoice - CFSI-1596

Customer #:001821

Invoice Date: 01/31/2022

Bill To: KALAMAZOO REGIONAL EDUC SERVICES
 1819 E. MILHAM 38-1709020
 KALAMAZOO, MI, 49002, USA

Site	Date	Odom	Mpg	Product	Qty	Price	Total \$
Vehicle: 1032 - UNIT 32		120442					
48047-BI6H (BI6H)	01/17 09:34	120618	9.35	1-NO LEAD	18.826	2.388698	44.97
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/18 09:31	120813	9.73	1-NO LEAD	20.050	2.369830	47.52
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/19 09:33	120995	9.37	1-NO LEAD	19.428	2.671717	51.91
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/20 09:38	121174	8.93	1-NO LEAD	20.054	2.671717	53.58
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/24 09:46	121359	9.41	1-NO LEAD	19.660	2.652849	52.16
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/25 09:49	121546	9.54	1-NO LEAD	19.599	2.652849	51.99
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/26 09:40	121737	9.21	1-NO LEAD	20.739	2.577377	53.45
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/27 09:38	121930	9.18	1-NO LEAD	21.029	2.577377	54.20
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	01/28 08:29	122101	9.06	1-NO LEAD	18.873	2.549075	48.11
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
48047-BI6H (BI6H)	01/31 09:39	122281	9.23	1-NO LEAD	19.504	2.558509	49.90
6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000		
Fuel CPM: 0.28	Total Miles: 1839	Avg. MPG: 9.30	# Trans: 10		197.762		507.79
Vehicle: 1034 - UNIT 34		60116					
140265-BIVI (BIVI)	01/18 14:56	60203	6.61	1-NO LEAD	13.155	2.671717	35.15
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	01/20 14:48	60289	6.47	1-NO LEAD	13.285	2.643415	35.12
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	01/26 14:51	60424	6.38	1-NO LEAD	21.145	2.549075	53.90
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	01/31 14:58	60518	6.39	1-NO LEAD	14.713	2.766057	40.70
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
Fuel CPM: 0.41	Total Miles: 402	Avg. MPG: 6.45	# Trans: 4		62.298		164.87

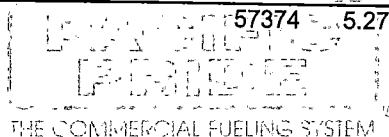


Site	Date	Odom	Mpg	Product	Qty	Price	Total \$
Vehicle: 1039 - UNIT 39		49928					
140265-BIVI (BIVI)	01/17 07:29	50028	7.62	1-NO LEAD	13.122	2.435868	31.96
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	01/20 07:54	50175	8.17	1-NO LEAD	17.999	2.671717	48.09
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	01/25 09:24	50311	00.00	1-NO LEAD	20.074	2.567943	51.55
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	01/27 15:52	50457	7.34	1-NO LEAD	19.879	2.549075	50.67
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
Fuel CPM: 0.19	Total Miles: 529	Avg. MPG: 13.24	# Trans: 4	71.074		182.27	
Insufficient/innacurate data to calculate MPG							

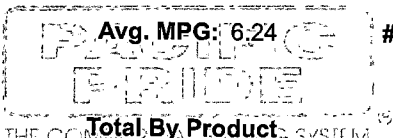
Vehicle: 1040 - UNIT 40		48501					
204239-BJGG (BJGG)	01/17 09:21	48716	13.32	1-NO LEAD	16.137	2.388698	38.55
507 W MILHAM ST, PORTAGE, MI		Misc: 00000000					
204239-BJGG (BJGG)	01/18 09:23	48447	00.00	1-NO LEAD	13.681	2.388698	32.68
507 W MILHAM ST, PORTAGE, MI		Misc: 00000000					
134693-BYOA (BYOA)	01/19 09:20	48979	32.62	1-NO LEAD	16.308	2.633981	42.95
7025 S SPRINKLE RD, PORTAGE, MI		Misc: 00000000					
204239-BJGG (BJGG)	01/20 07:39	490100	99.99	1-NO LEAD	15.145	2.671717	40.46
507 W MILHAM ST, PORTAGE, MI		Misc: 00000000					
134693-BYOA (BYOA)	01/24 09:23	49079	00.00	1-NO LEAD	20.087	2.577377	51.77
7025 S SPRINKLE RD, PORTAGE, MI		Misc: 00000000					
389399-BGWA (BGWA)	01/25 09:33	49433	21.02	1-NO LEAD	16.839	2.577377	43.40
8379 PORTAGE RD, PORTAGE, MI		Misc: 00000000					
204239-BJGG (BJGG)	01/26 09:23	49575	8.31	1-NO LEAD	17.093	2.605679	44.54
507 W MILHAM ST, PORTAGE, MI		Misc: 00000000					
204239-BJGG (BJGG)	01/27 09:23	49707	8.45	1-NO LEAD	15.614	2.586811	40.39
507 W MILHAM ST, PORTAGE, MI		Misc: 00000000					
140265-BIVI (BIVI)	01/28 08:29	49826	8.05	1-NO LEAD	14.779	2.549075	37.67
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
204239-BJGG (BJGG)	01/31 09:21	49979	8.68	1-NO LEAD	17.617	2.539641	44.74
507 W MILHAM ST, PORTAGE, MI		Misc: 00000000					
Fuel CPM: 0.28	Total Miles: 1478	Avg. MPG: 9.05	# Trans: 10	163.300		417.15	
Insufficient/innacurate data to calculate MPG							

Vehicle: 1235 - UNIT 35		41002					
140265-BIVI (BIVI)	01/19 08:32	41076	5.20	1-NO LEAD	14.224	2.671717	38.00
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	01/24 14:39	41146	5.28	1-NO LEAD	13.256	2.615113	34.67
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	01/27 08:34	41214	4.58	1-NO LEAD	14.851	2.549075	37.86
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	01/31 14:52	41281	4.86	1-NO LEAD	13.783	2.766057	38.12
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
Fuel CPM: 0.53	Total Miles: 279	Avg. MPG: 4.97	# Trans: 4	56.114		148.65	

Vehicle: 5885 - UNIT 5885		57220					
140265-BIVI (BIVI)	01/20 13:49	57374	5.27	53-LOW DSL	29.221	2.894736	84.59
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					



Site	Date	Odom	Mpg	Product	Qty	Price	Total \$
Vehicle: 5885 - UNIT 5885		57220					
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	01/26 13:44	57523	5.17	53-LOW DSL	28.803	2.857000	82.29
Fuel CPM: 0.55	Total Miles: 303		Avg. MPG: 5.22	# Trans: 2	58.024		166.88
Misc: 00000000							
Vehicle: 5893 - UNIT 5893		59918					
98712-H7 (H7) 3601 Covington Road, Kalamazoo, MI	01/17 13:35	60178	9.18	53-LOW DSL	28.320	2.793792	79.12
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	01/18 13:28	64217	99.99	53-LOW DSL	30.457	2.894736	88.16
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	01/18 13:41*	20114	00.00	53-LOW DSL	43.221	2.894736	125.11
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	01/20 09:40	60802	99.99	53-LOW DSL	23.998	2.894736	69.47
98712-H7 (H7) 3601 Covington Road, Kalamazoo, MI	01/20 13:37*	60910	3.44	53-LOW DSL	31.360	2.890962	90.66
111257-BYFL (BYFL) 5233 S 9TH ST, KALAMAZOO, MI	01/25 13:31	61148		62-DEF-Bul	4.348	2.659000	11.56
111257-BYFL (BYFL) 5233 S 9TH ST, KALAMAZOO, MI	01/25 13:36	61148	5.94	53-LOW DSL	40.082	2.762660	110.73
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	01/28 08:27	61463	6.38	53-LOW DSL	49.347	3.083415	152.16
Fuel CPM: 0.46	Total Miles: 1545		Avg. MPG: 6.26	# Trans: 8	251.133		726.97
Insufficient/innacurate data to calculate MPG							
Vehicle: 5920 - BUS 5920		19761					
415123-BJ0Q (BJ0Q) 208 RIVER STREET, KALAMAZOO, MI	01/20 06:54	20319	23.05	53-LOW DSL	24.209	2.894736	70.08
28894-BG3X (BG3X) 3700 SPRINKLE RD, KALAMAZOO, MI	01/25 08:19	20584	7.14	53-LOW DSL	37.124	2.875868	106.76
415123-BJ0Q (BJ0Q) 208 RIVER STREET, KALAMAZOO, MI	01/27 08:15	20780	6.97	53-LOW DSL	28.116	2.847566	80.06
98712-H7 (H7) 3601 Covington Road, Kalamazoo, MI	01/31 08:18	20971		62-DEF-Bul	0.630	3.254717	2.05
Fuel CPM: 0.25	Total Miles: 1019		Avg. MPG: 11.39	# Trans: 4	90.079		258.95
Misc: 00000000							
Vehicle: 5921 - BUS 5921		39047					
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	01/17 14:49	39254	5.94	53-LOW DSL	34.838	2.800396	97.56
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	01/24 09:54	39474	6.01	53-LOW DSL	36.592	2.875868	105.23
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	01/26 09:46	39671	6.28	53-LOW DSL	31.350	2.875868	90.16
98712-H7 (H7) 3601 Covington Road, Kalamazoo, MI	01/26 12:07	39714		62-DEF-Bul	7.600	3.254717	24.74
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	01/28 08:39	39899	6.75	53-LOW DSL	33.781	3.083415	104.16
Fuel CPM: 0.47	Total Miles: 852		Avg. MPG: 6.24	# Trans: 5	144.161		421.85
Misc: 00000000							



Total By Product

State	Product	Quantity	Net	FET	SET	Local	SST	Gross
-------	---------	----------	-----	-----	-----	-------	-----	-------

Total By Product (continued)

State	Product	Quantity	Net	FET	SET	Local	SST	Gross
MI	1 - UNLEADED REGULAR GASOLINE	550.548	1,420.73	0.00	0.00	0.00	0.00	1,420.73
MI	53 - ULTRA LOW DSL #2	530.819	1,536.30	0.00	0.00	0.00	0.00	1,536.30
MI	62 - Diesel Exhaust Fluid - Bulk	12.578	38.35	0.00	0.00	0.00	0.00	38.35
Total:		1,093.945	2,995.38	0.00	0.00	0.00	0.00	2,995.38

Total By Vehicle

Vehicle	Quantity	Net	FET	SET	Local	SST	Gross
1032 - UNIT 32	197.762	507.79	0.00	0.00	0.00	0.00	507.79
1034 - UNIT 34	62.298	164.87	0.00	0.00	0.00	0.00	164.87
1039 - UNIT 39	71.074	182.27	0.00	0.00	0.00	0.00	182.27
1040 - UNIT 40	163.300	417.15	0.00	0.00	0.00	0.00	417.15
1235 - UNIT 35	56.114	148.65	0.00	0.00	0.00	0.00	148.65
5885 - UNIT 5885	58.024	166.88	0.00	0.00	0.00	0.00	166.88
5893 - UNIT 5893	251.133	726.97	0.00	0.00	0.00	0.00	726.97
5920 - BUS 5920	90.079	258.95	0.00	0.00	0.00	0.00	258.95
5921 - BUS 5921	144.161	421.85	0.00	0.00	0.00	0.00	421.85
Total:		1,093.945	2,995.38	0.00	0.00	0.00	2,995.38

Invoice Summary

Invoice No#:	CFSI-1596	Terms:	NET 15 DAYS
Invoice Date:	1/31/2022	Due by	2/15/2022
Subtotal Amount			2,995.38
Fee Amount			14.10
Total Invoice Amount:			3,009.48
Discount (if Paid by 2/15/2022):			0.00
Total due if paid by 2/15/2022:			3,009.48
Discount based upon eligible gallons of			59.680000

From	Thru	Rate	
100	499	0.020000	My Eligible Gallons : 59.680000
500	1499	0.030000	
1500	2999	0.040000	
3000	4999	0.050000	
5000	0	0.070000	





FIFTH THIRD BANK

Account Number: XXXX XXXX XXXX 2182

NORMA ASH

Statement Closing Date: 01/21/22

Cardholder Summary

Purchases and Other Charges	+	\$500.00
Cash Advances	+	\$0.00
Cash Advance Fees	+	\$0.00
Credits	-	\$0.00
Total Activity		\$500.00
Disputed Amount		\$0.00
Credit Limit		\$1,000.00
Cash Advance Credit Limit		\$0.00
Statement Closing Date		01/21/22
Days in Billing Cycle		31

QUESTIONS OR TO REPORT LOST/STOLEN CARDS?

Call Customer Service

1-800-375-1747

Please send billing inquiries and correspondence to:

FIFTH THIRD BANK
PO BOX 740523
CINCINNATI, OH 45274-0523

Or email inquiries to CommercialSupport@53.com

Cardholder Activity

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/04	01/03	55436872004640040586827	STATE OF MICHIGAN OCAL 517-2849703 MI		M \$75.00
01/04	01/03	55436872004640040586835	STATE OF MICHIGAN OCAL 517-2849703 MI		M \$75.00
01/06	01/05	55436872006640060567945	STATE OF MICHIGAN OCAL 517-2849703 MI		M \$75.00
01/06	01/05	55436872006640060567929	STATE OF MICHIGAN OCAL 517-2849703 MI		M \$125.00
01/06	01/05	55436872006640060567861	STATE OF MICHIGAN OCAL 517-2849703 MI		M \$150.00



FIFTH THIRD BANK
FIFTH THIRD BANK
PO BOX 740523
CINCINNATI, OH 45274-0523

Account Number XXXX XXXX XXXX 2182
Statement Date 01/21/22
Total Activity \$500.00

****MEMO STATEMENT ONLY**
DO NOT REMIT PAYMENT**

NORMA ASH
TAX EXEMPT ORGANIZATION
C/O SCOTT THOMAS
1819 E MILHAM AVE
PORTAGE MI 49002-3035

**N0000167



Credit Card Purchase Request

Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature

Norma Ash

From: noreply@fiserv.com
Sent: Monday, January 3, 2022 3:03 PM
To: Norma Ash
Subject: Payment Confirmation

ATTENTION: This email was sent from an external source. Please be extra vigilant when opening attachments or clicking links.

Thank you for your recent payment to State of Michigan OCAL.

Payment Application: State of Michigan OCAL Payment Status: Payment completed successfully.
Confirmation Number: 22010387055776
Payment Date: 01/03/2022

Billing Address: Kalamazoo RESA
1819 E. Milham Ave.
Portage, MI 49002
2692509200

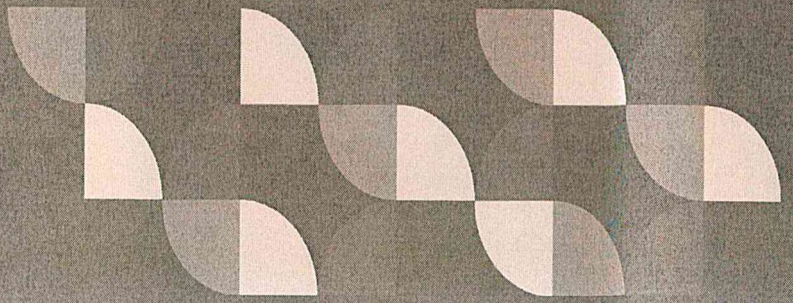
Card Type: MC
Card Number: x2182

Payment Amount: 75.00 USD
Total Amount: 75.00 USD

Reference: ashn9857-892782426-43117000-00000298

DO NOT REPLY DIRECTLY TO THIS EMAIL.

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature



Department of Licensing and Regulatory Affairs

[Michigan.gov Home](#)

[LARA Home](#) | [Contact LARA](#) | [Online Services](#)

PAYMENT CONFIRMATION

We have received your payment confirmation. You may print this page for your records.

Washington Writers' Head Start - Child Care Center Application (Renewal)

License Fee:	\$75.00 — PAID
Date Paid:	01/03/2022
Approval Number:	0
Confirmation Number:	22010387052538
Date Submitted:	01/03/2022 2:49:45 PM
Submitted By:	Norma, norma.ash@kresa.org

[Close Window](#)

[Print](#)

[Finish](#)

[Michigan.gov Home](#) | [LARA Home](#) | [State Web Sites](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#) | [Michigan News](#) | [Michigan.gov Survey](#)

Norma Ash

From: noreply@fiserv.com
Sent: Monday, January 3, 2022 2:51 PM
To: Norma Ash
Subject: Payment Confirmation

ATTENTION: This email was sent from an external source. Please be extra vigilant when opening attachments or clicking links.

Thank you for your recent payment to State of Michigan OCAL.

Payment Application: State of Michigan OCAL Payment Status: Payment completed successfully.
Confirmation Number: 22010387052538
Payment Date: 01/03/2022

Billing Address: Kalamazoo RESA
1819 E. Milham Ave.
Portage, MI 49002
2692509200

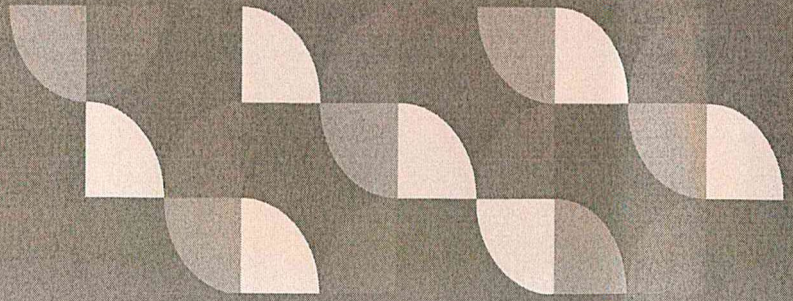
Card Type: MC
Card Number: x2182

Payment Amount: 75.00 USD
Total Amount: 75.00 USD

Reference: ashn9857-186286319-43117000-00000298

DO NOT REPLY DIRECTLY TO THIS EMAIL.

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature



[Michigan.gov Home](#)

[LARA Home](#) | [Contact LARA](#) | [Online Services](#)

PAYMENT CONFIRMATION

We have received your payment confirmation. You may print this page for your records.

Lincoln Elementary - Child Care Center Application (Renewal)

License Fee:	\$75.00 — PAID
Date Paid:	01/05/2022
Approval Number:	0
Confirmation Number:	22010587494453
Date Submitted:	01/05/2022 1:21:16 PM
Submitted By:	Norma, norma.ash@kresa.org

[Close Window](#)

[Print](#)

[Finish](#)

[Michigan.gov Home](#) | [LARA Home](#) | [State Web Sites](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#) | [Michigan News](#) | [Michigan.gov Survey](#)

Norma Ash

From: noreply@fiserv.com
Sent: Wednesday, January 5, 2022 1:25 PM
To: Norma Ash
Subject: Payment Confirmation

ATTENTION: This email was sent from an external source. Please be extra vigilant when opening attachments or clicking links.

Thank you for your recent payment to State of Michigan OCAL.

Payment Application: State of Michigan OCAL Payment Status: Payment completed successfully.
Confirmation Number: 22010587494453
Payment Date: 01/05/2022

Billing Address: Kalamazoo RESA
1819 E. Milham Ave.
Portage, MI 49002
2692509200

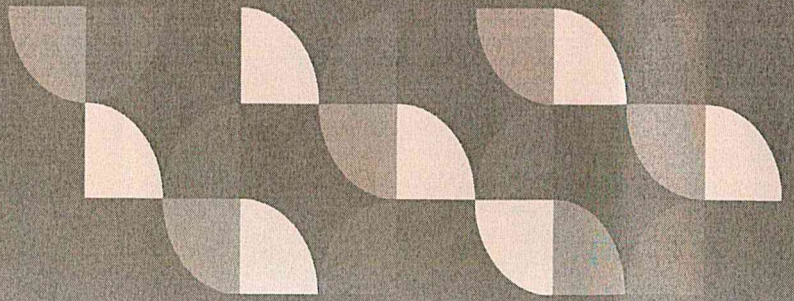
Card Type: MC
Card Number: x2182

Payment Amount: 75.00 USD
Total Amount: 75.00 USD

Reference: ashn9857-676200792-43117000-00000298

DO NOT REPLY DIRECTLY TO THIS EMAIL.

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature



Department of Licensing and Regulatory Affairs

[Michigan.gov Home](#)

[LARA Home](#) | [Contact LARA](#) | [Online Services](#)

PAYMENT CONFIRMATION

We have received your payment confirmation. You may print this page for your records.

Green Meadow GSRP - Child Care Center Application (Renewal)

License Fee:	\$125.00 — PAID
Date Paid:	01/05/2022
Approval Number:	0
Confirmation Number:	22010587483988
Date Submitted:	01/05/2022 12:32:18 PM
Submitted By:	Norma, norma.ash@kresa.org

[Close Window](#)

[Print](#)

[Finish](#)

[Michigan.gov Home](#) | [LARA Home](#) | [State Web Sites](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#) | [Michigan News](#) | [Michigan.gov Survey](#)

Norma Ash

From: noreply@fiserv.com
Sent: Wednesday, January 5, 2022 12:35 PM
To: Norma Ash
Subject: Payment Confirmation

ATTENTION: This email was sent from an external source. Please be extra vigilant when opening attachments or clicking links.

Thank you for your recent payment to State of Michigan OCAL.

Payment Application: State of Michigan OCAL Payment Status: Payment completed successfully.
Confirmation Number: 22010587483988
Payment Date: 01/05/2022

Billing Address: Kalamazoo RESA
1819 E. Milham Ave.
Portage, MI 49002
2692509200

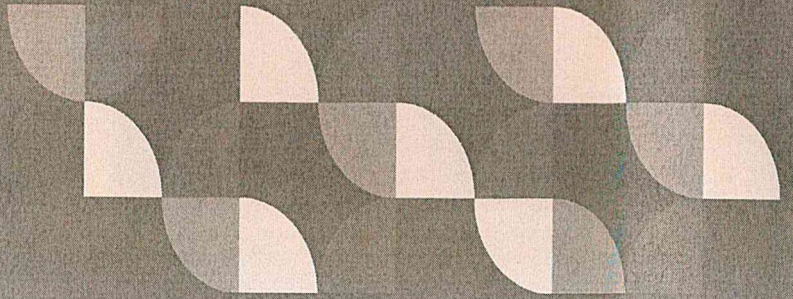
Card Type: MC
Card Number: x2182

Payment Amount: 125.00 USD
Total Amount: 125.00 USD

Reference: ashn9857-738698371-43117000-00000298

DO NOT REPLY DIRECTLY TO THIS EMAIL.

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature



Department of Licensing and Regulatory Affairs

[Michigan.gov Home](#)

[LARA Home](#) | [Contact LARA](#) | [Online Services](#)

PAYMENT CONFIRMATION

We have received your payment confirmation. You may print this page for your records.

KRESA Commons Head Start - Child Care Center Application (Renewal)

License Fee:	\$150.00 — PAID
Date Paid:	01/05/2022
Approval Number:	0
Confirmation Number:	22010587468935
Date Submitted:	01/05/2022 11:31:55 AM
Submitted By:	Norma, norma.ash@kresa.org

[Close Window](#) [Print](#) [Finish](#)

[Michigan.gov Home](#) | [LARA Home](#) | [State Web Sites](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#) | [Michigan News](#) | [Michigan.gov Survey](#)

Norma Ash

From: noreply@fiserv.com
Sent: Wednesday, January 5, 2022 11:36 AM
To: Norma Ash
Subject: Payment Confirmation

ATTENTION: This email was sent from an external source. Please be extra vigilant when opening attachments or clicking links.

Thank you for your recent payment to State of Michigan OCAL.

Payment Application: State of Michigan OCAL Payment Status: Payment completed successfully.
Confirmation Number: 22010587468935
Payment Date: 01/05/2022

Billing Address: Kalamazoo RESA
1819 E. Milham Ave.
Portage, MI 49002
2692509200

Card Type: MC
Card Number: x2182

Payment Amount: 150.00 USD
Total Amount: 150.00 USD

Reference: ashn9857-115528617-43117000-00000298

DO NOT REPLY DIRECTLY TO THIS EMAIL.



FIFTH THIRD BANK

Account Number: XXXX XXXX XXXX 8022

RACHEL ROBERTS

Statement Closing Date: 12/21/21

Cardholder Summary

Purchases and Other Charges	+	\$994.43
Cash Advances	+	\$0.00
Cash Advance Fees	+	\$0.00
Credits	-	\$0.00
Total Activity		\$994.43
Disputed Amount		\$0.00
Credit Limit		\$5,000.00
Cash Advance Credit Limit		\$0.00
Statement Closing Date		12/21/21
Days in Billing Cycle		29

QUESTIONS OR TO REPORT LOST/STOLEN CARDS?

Call Customer Service

1-800-375-1747

Please send billing inquiries and correspondence to:

FIFTH THIRD BANK
PO BOX 740523
CINCINNATI, OH 45274-0523

Or email inquiries to CommercialSupport@53.com

Cardholder Activity

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
11/26	11/24	05438841329500206236534	DOLLAR-GENERAL #8484 KALAMAZOO MI		M \$48.76
12/07	12/06	82305091340000011732367	ZOOM.US 888-799-8666 SAN JOSE CA		M \$50.00
12/13	12/12	55432861346200756764250	AMAZON.COM*8U0WH6G03 AMZN.COM/BILL WA		M \$50.00
12/13	12/10	05314811345000479908749	JETS PIZZA - MI-146 - KALAMAZOO MI		M \$78.95
12/14	12/13	02306631347300288891299	WEDELS GARDEN CENTER KALAMAZOO MI		M \$56.16
12/14	12/13	05438841348800049599812	MACYS .COM 800-289-6229 OH		M \$88.89
12/15	12/14	55432861348200470336920	AMZN MKTP US*6J9LZ7E23 AMZN.COM/BILL WA		M \$20.38
12/15	12/12	55483821348370836360278	SAMSCLUB.COM 888-746-7726 AR		M \$37.50
12/15	12/13	85180891348980178588799	PFC NATURAL-GROCERY AN KALAMAZOO MI		M \$100.00
12/16	12/15	05438841350600050649147	MACYS CROSSROADS (MI) PORTAGE MI		M \$82.28
12/20	12/17	55500381351083766254839	WALMART.COM AA 8009888546 AR		M \$186.56
12/21	12/20	55432861354200524406811	WWW COSTCO COM 800-855-2292 WA		M \$80.00
12/21	12/20	05438841355500179508460	DOLLAR GENERAL #5869 KALAMAZOO MI		M \$154.95



FIFTH THIRD BANK
FIFTH THIRD BANK
PO BOX 740523
CINCINNATI, OH 45274-0523

Account Number XXXX XXXX XXXX 8022
Statement Date 12/21/21
Total Activity \$994.43

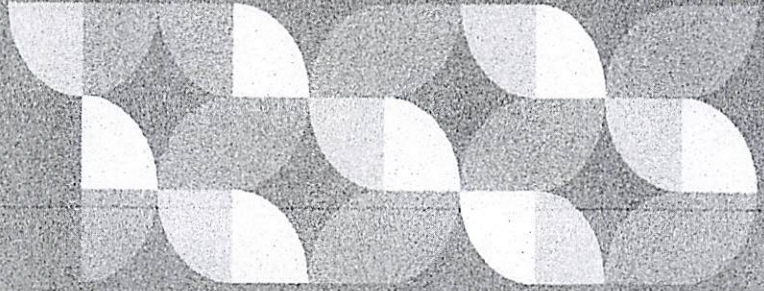
****MEMO STATEMENT ONLY**
DO NOT REMIT PAYMENT**

RACHEL ROBERTS
TAX EXEMPT ORGANIZATION
C/O SCOTT THOMAS
1819 E MILLHAM AVE
PORTAGE MI 49002-3035

**N0000176



Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature

Mindy Miller

DOLLAR GENERAL STORE #08484
3634 E MAIN ST
KALAMAZOO, MI 49048-1103
(269) 343-0543

6 QT LATCH TOTE HING 4.00 S
073149149282-200
6 QT LATCH TOTE HING 4.00 S
073149149282-200
6 QT LATCH TOTE HING 4.00 S
073149149282-200
WS21 106QT W GREY LI 17.00 S
810363015500-200
WS21 106QT W GREY LI 17.00 S
810363015500-200

SUBTOTAL \$46.00
Tax1 \$2.76
TOTAL SALE \$48.76
MasterCard \$48.76

PIN VERIFIED
*****8022
EXPIRY: **/** CHIP
PIN VERIFIED
AUTH#: 095982
REFERENCE# 00000030755
AID# A000000041010

ITEMS 5
2021-11-24 11:50:58 08484 02 6772



-----CUT HERE-----
XXXXXXXXXXXXXXXXXXXXXXXXXXXX *
* Complete survey at dgcustomerfirst.com *
* For a chance to *
* WIN A \$100 Gift Card *
* Weekly Drawings, Must be 18+ to enter *
* Survey Code *
XXXXXXXXXXXXXXXXXXXXXXXXXXXX *
XXXXXXXXXXXXXXXXXXXXXXXXXXXX *
XXXXXXXXXXXXXXXXXXXXXXXXXXXX *

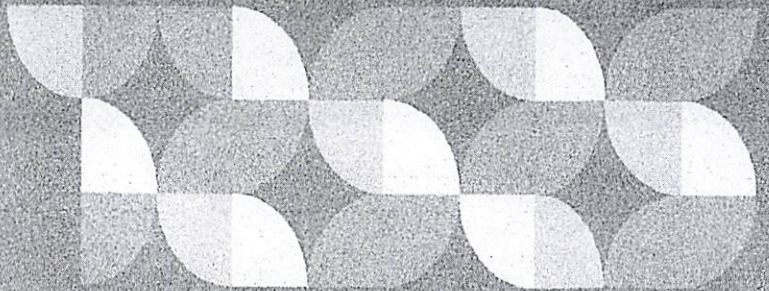
-----CUT HERE-----
SATURDAY NOV. 27TH ONLY!
D.G. Store Coupon
\$5 OFF \$25
\$5 off your purchase of
\$25 or more (in store)
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

\$25 or more (pretax) after all other DG discounts. Limit one DG \$2, \$3, or \$5 off store coupon per customer. Excludes: phone, gift and prepaid financial cards; prepaid wireless handsets, Rug Doctor rental, propane, tobacco and alcohol.
X7322544227368840



-----CUT HERE-----
Save Time. Save Money.
Every Day!
at Dollar General

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature

Invoice



Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95114

Invoice Date: Dec 6, 2021
Invoice #: INV121553953
Payment Terms: Due Upon Receipt
Due Date: Dec 6, 2021
Account Number: 7001268482
Currency: USD
Account Information: KRESA Head Start

Federal Employer ID Number: 61-1648780

Purchase Order Number:

Sold To Address: 1819 E Milham Ave,
Portage, Michigan 49002
United States

Tax Exempt Certificate ID: 38-1709020

Zoom W-9

rachel.roberts@kresa.org

Bill To Address: 1819 E Milham Ave,
Portage, Michigan 49002
United States

rachel.roberts@kresa.org

Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & OTHER CHARGES	TOTAL
Charge Name: 500 Participants meeting Monthly				
Quantity: 1 Unit Price: \$50.00	Dec 6, 2021-Jan 5, 2022	\$50.00	\$0.00	\$50.00
		Subtotal		\$50.00
		Total (Including Tax)		\$50.00
		Invoice Balance		\$0.00

Taxes, Fees & Other Charge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR OTH CHARGE AMOUNT
			Total Tax	\$0.00

Transactions

Invoice Total **\$50.00**

TRANSACTION DATE	TRANSACTION NUMBER	TRANSACTION TYPE	DESCRIPTION	APPLIED AMOUNT
Dec 6, 2021	P-135664005	Payment		(\$50.00)

Invoice Balance **\$0.00**

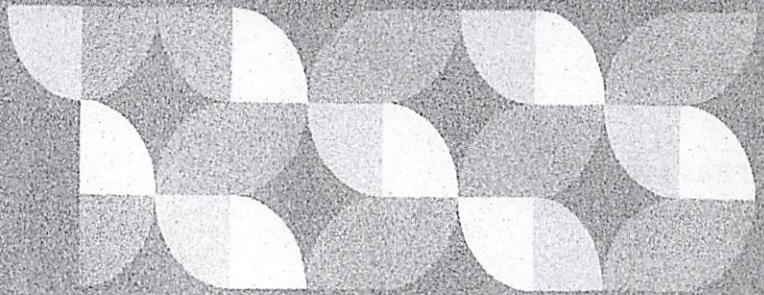
Need help understanding your invoice?

[CLICK HERE](#)

This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, \$50.00 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at zoom.us/billing will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to zoom.us/billing and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc.

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature



Details for Order #114-6104649-5839423

Order Placed: December 11, 2021
Amazon.com order number: 114-6104649-5839423
Order Total: \$50.00

Not Yet Shipped	
Items Ordered	Price
1 of: <i>Amazon.com Gift Card in a Penguin Tin</i> Sold by: Amazon.com Condition: New	\$25.00
1 of: <i>Amazon.com Gift Card in a Snowman Tin</i> Sold by: Amazon.com Condition: New	\$25.00
Shipping Address: Rachel Roberts 3744 GRANDESSA DR KALAMAZOO, MI 49048-7349 United States	
Shipping Speed: Standard Shipping	

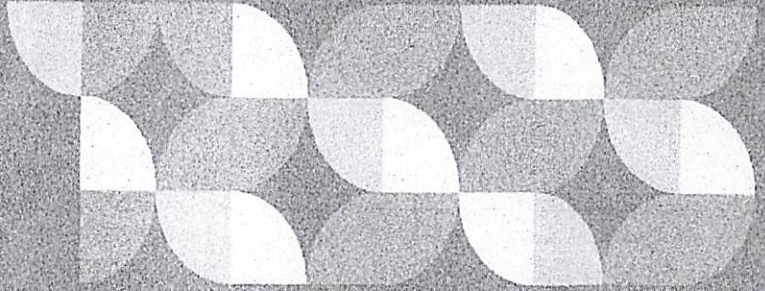
Payment information	
Payment Method: MasterCard Last digits: 8022	Item(s) Subtotal: \$50.00
	Shipping & Handling: \$0.00

Billing address Rachel Roberts 1819 E Milham Ave Portage, Michigan 49002 United States	Total before tax: \$50.00
	Estimated Tax: \$0.00

	Grand Total: \$50.00

To view the status of your order, return to [Order Summary](#).

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature

Jet's Pizza
5151 Gull Rd
Kalamazoo, MI 49048

Name
Card Type MasterCard
Card Number *****0022
Date/Time 12/10/2021 10:31 am
Ticket # 2
Server KELLY

Amount \$78.95

Tip _____

Total _____

Approved - Thank you
Auth # 050354
Ref # 0001

Signature X _____
I agree to pay the above total amount
according to the card issuer agreement.

Cardholder Copy

Ticket # 2
12/10/2021 10:31 am DAN

*** DELIVERY ***

Required: 11:30 am

(269) 250-9845
HURT, WANDA
422 EAST SOUTH ST
KALAMAZOO

wanda.hurt@kresa.org
MasterCard 78.95

Was Deferred #10940

LRG Round (10pc) 18.99
Veggie

LRG Round (10pc) 18.99
All Meaty

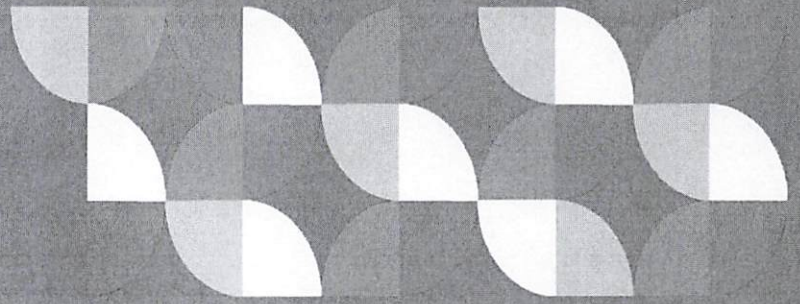
LRG Round (10pc) 18.99
Aloha BBQ Chicken

LRG Round (10pc) 16.98
Cheese
2nd Half
Pepperoni 17.5

Subtotal 73.95
Delivery Charge 5.00
Total 78.95

Ticket # 2
(1012011302)

Credit Card Purchase Request



Personal Information

First Name

Last Name

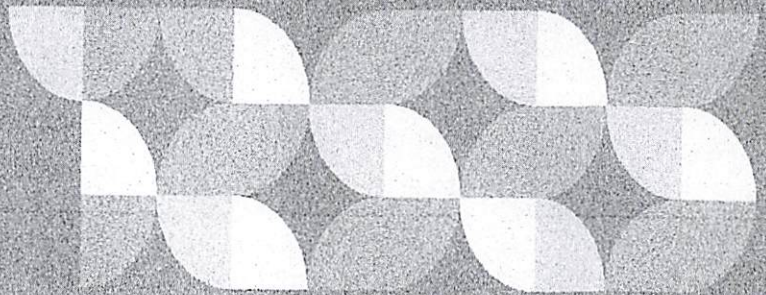
Details

Date of Request

Reason for Purchase

Administrator's Signature

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature

Thank you, RACHEL!

We've received your Macy's order and an email confirmation will be sent shortly.

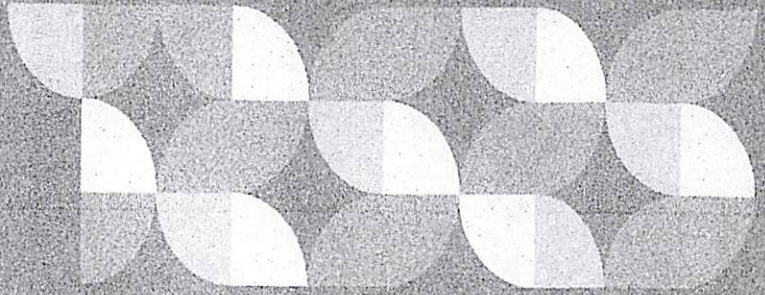
Here's your order details

Order number:	2340283265
Order total:	\$68.89
MasterCard *****8022:	\$68.89

Confirmation will be sent to
doh_rae_me@yahoo.com

You can make changes to most orders up to 30 minutes after they have been placed.

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature



Details for Order #114-2940516-7009030

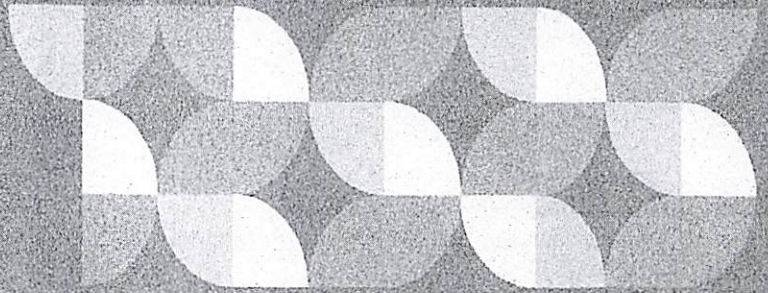
Order Placed: December 14, 2021
Amazon.com order number: 114-2940516-7009030
Order Total: \$20.38

Not Yet Shipped	
Items Ordered	Price
2 of: ROCKYMART Universal Affect - Crayon Coin Savings Bank - Please Note That The Dimensions are Approximately 22.5" Tall x 2.25" Wide & deep - Color: Purple Sold by: Rockymart (seller profile) Condition: New *****	\$11.99
Shipping Address: NATESHIA CARSON 422 E SOUTH ST KALAMAZOO, MI 49007-5809 United States	
Shipping Speed: Standard Shipping	

Payment information	
Payment Method: MasterCard Last digits: 8022	Item(s) Subtotal: \$23.98
Billing address Rachel Roberts 1819 E Milham Ave Portage, Michigan 49002 United States	Shipping & Handling: \$0.00 Promotion applied: -\$3.60 ----- Total before tax: \$20.38 Estimated Tax: \$0.00 -----
	Grand Total: \$20.38

To view the status of your order, return to [Order Summary](#) .

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature



Dec 11, 2021

Order 0809596324

\$37.50 (1 items)

Shipping items (1)

3744 GRANDESSA DR
KALAMAZOO, MI 49048
(269) 532-9310

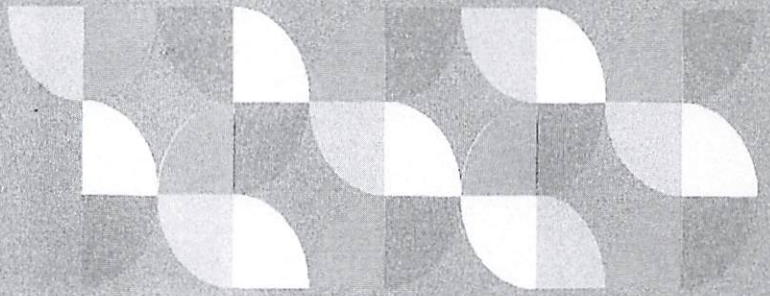
Chuck.E Cheese \$50 Value.Gift Cards - 2 x \$25 Qty 1 \$37.50
Item 980187934

Subtotal	\$37.50
Shipping	\$0.00
Product fees	\$0.00
Sales tax	\$0.00
Gift Option	\$0.00
Total	\$37.50

*8022

Credit cards aren't charged until your order ships or you pick it up at the club. If you see a pending charge before this, it's an authorization hold to ensure the funds are available.

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature

THE PEOPLES FOOD COOP
THE PEOPLES FOOD COOP OF KALAMAZOO - NCG
507 HARRISON ST
KALAMAZOO, MI 49007
Phone: 269-342-5686

Terminal ID: 5010124175

ISSUE

*****1287

MPS GIFT

Total	100.00
Remaining Balance:	100.00
12/13/21	16:38:31

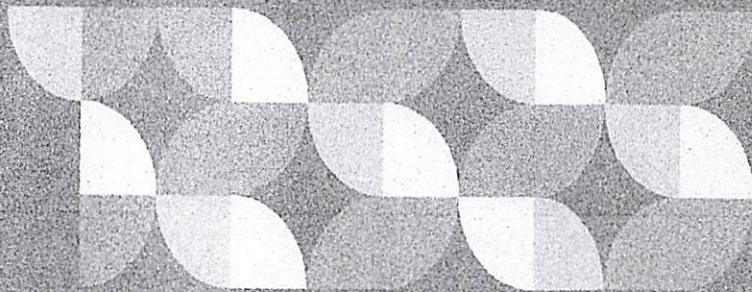
Invt 0700
Transaction ID: 700009

Approved

We appreciate your business!
Thank You Very Much!

Customer Cop

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature

Macy's
Kalamazoo
6666 S Westnedge Avenue
Portage, MI 49002
269-324-4400



R1349316044971227100

316-0449-7122
11026593 0449 8:21 PM 12/15/2021

PURCHASE

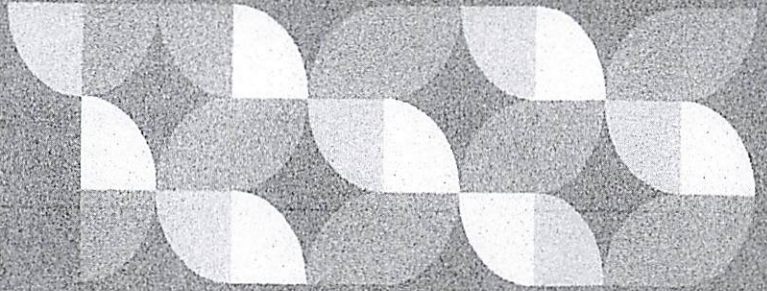
GADGETS	30.09
8803733295208 672/23	
Orig 59.00 Today's Price 35.40	
15% Coupon	
CRL XXXXX:XXX1374	
GADGETS	19.99
840028725406 672/65	
Orig 50.00	
Special	
Item not coupon eligible	
CRL XXXXXXXX1375	
GADGETS	9.18
042887345713 672/18	
Orig 18.00 Today's Price 10.80	
15% Coupon	
CRL XXXXXXXX1377	
GADGETS	9.18
042887345805 672/18	
Orig 18.00 Today's Price 10.80	
15% Coupon	
CRL XXXXXXXX1376	
GADGETS	9.18
042887345676 672/18	
Orig 18.00 Today's Price 10.80	
15% Coupon	
CRL XXXXXXXX1378	

Subtotal	77.62
6.000%.MI RGLR Tax	4.66
Total	82.28

Master Card 82.28
MASTERCARD A0000000041010
RACHEL ROBERTS
087945 XXXX XXXXXXXXXXXXX8022
TC - 22B1598AA51DD3BC TSI: E800
EMV Contact(Z) - Online PIN

Total Coupon Savings is \$10.17
Your Total Savings is \$85.38

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature

Last call! Choose ground shipping by Dec. 20th to have gifts delivered by Dec. 25th [Shop now](#)



Departments

Services



Reorder
My Items



Hi, Rachel R
Account



\$0.

Dec 17, 2021 order | Order# 6222130-514709

[Need help?](#)

Curbside pickup

Ready for pickup

pick up by Dec 24



Placed



Preparing



Ready for pickup



Picked up

1 item



VIZIO 32" Class D-Series HD Smart
TV D32h-J

\$176.00/ea

Qty 1

\$176.00

☆ [Write a review](#)

[Request cancellation](#)

Store address

Kalamazoo Supercenter
6065 Gull Rd, Kalamazoo, MI
49048

Pickup person

Rachel Roberts

Pickup instructions

In order to protect the safety of our customers and associates, we've temporarily moved to a no-contact pickup process.

Here's how to pick up your order:

1. Check in with the app to let us know you're on the way.
2. Park in a designated pickup spot, **stay in your vehicle and keep your windows rolled up.**
3. A Walmart associate will request access to your trunk or back seat, then they'll load your order.
4. You're all set! The associate will sign for the order.

Payment method

Ending in 8022

Subtotal \$176.00

Taxes \$10.56

Total **\$186.56**

Order# 6222130-514709



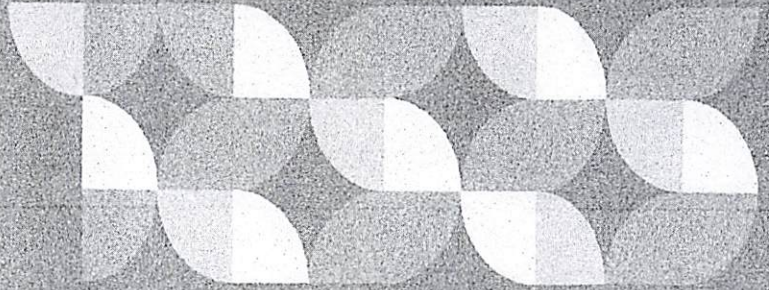
We'd love to hear what you think!

[Give feedback](#)

[All Departments](#) [Store Directory](#) [Weekly Ad](#) [Careers](#) [Our Company](#) [Sell on Walmart.com](#) [Help](#)
[COVID-19 Vaccine Scheduler](#) [Product Recalls](#) [Get the Walmart App](#) [Terms of Use](#) [Privacy & Security](#)
[CA Privacy Rights](#) [Do Not Sell My Personal Information](#) [Request My Personal Information](#)

© 2021 Walmart. All Rights Reserved.

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature



Shop

Search



Warehouses

Account

Delivery ZIP Code: 49001 [Change](#)


[Lists](#) | [Reorder](#)

Thank you for your order!

Your order has been received. Your membership number is **111940093883**. Please check your email for additional information.

[Continue Shopping](#)


Order Details

Order Placed	Order Number	Payment Method
12/20/2021	122652629	 Mastercard ending in 8022 Expires 09/24

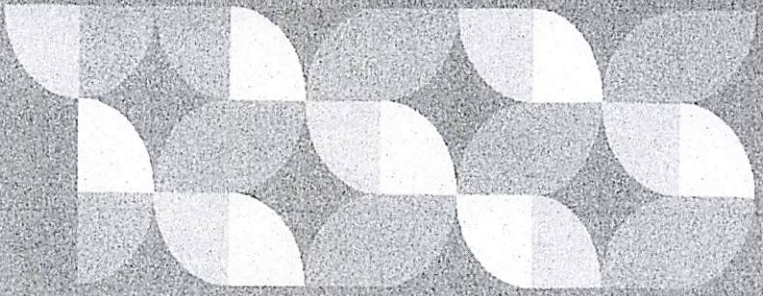
Order Summary

Gold Star Membership	\$60.
Tax	\$0.
Order Total	\$60.00
Membership Number	111940093883

Membership Details

	Gold Star Membership Item 35669 \$60.00	Total \$60.00
<p>Stop by the membership counter at any Costco location to pick up your new card(s). Please bring a copy of your membership order email with your photo identification. You may shop at costco.com immediately.</p> <p>View Member Privileges & Conditions</p>		

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request


Reason for Purchase

Administrator's Signature

DOLLAR GENERAL STORE #05869
2810 PORTAGE ST
KALAMAZOO, MI 49001-3748
(269) 348-0136

VV METALLIC PATTERN	50.00
BARCODE *****5253	
FEE	4.95
LOWES 25- 500	50.00
BARCODE *****5512	
LOWES 25- 500	50.00
BARCODE *****6292	
TOTAL SALE	\$154.95
MasterCard 8022 CHIP	\$154.95
AUTH# 077624	
REF: 000000045531 AID: A0000000041010	

Funds may not be available
until 60 minutes after purchase.

2021-12-20 13:33:20 05869 02 7724

899778633184039021916069914917136815331111

-----CUT HERE-----

* Complete survey at dgcustomerfirst.com *
* For a chance to *
* WIN A \$100 Gift Card *
* Weekly Drawings, Must be 18+ to enter *
* Survey Code *
* **0578-8638-1263-733** *

-----CUT HERE-----
SATURDAY JAN. 1ST ONLY!
DG Store Coupon Valid 1/1/2022
\$5 OFF \$25
\$5 off your purchase of
\$25 or more (pretax)
OR SHOP ONLINE USE PROMOCODE #DGSAV@JAN

\$25 or more (pretax) after all other DG
discounts. Limit one DG \$2, \$3, or \$5
off store coupon per customer. Excludes:
phone, gift and prepaid financial cards;
prepaid wireless handsets, Rug Doctor
rental, propane, tobacco and alcohol.
X2484509227976580



-----CUT HERE-----

Save Time. Save Money.
Every Day!
at Dollar General

Kalamazoo RESA Purchasing Card Reconciliation Form

Staff Member: _____ Toni Sergeant

Card Number: _____ 0834

PURCHASES

Date*	Vendor	Description/Purpose	Amount	Budget Unit	Account	Receipt Attached?
1/4/2022	Walmart	Supplies for Parent mtg giveaways	\$27.22	660311000	5910	Yes
1/10/2022	Walmart	Supplies for Parent mgt and Health	\$26.40	660311000	5910	Yes
1/11/2022	Dollar Tree	Supplies for Parent mgt and Opening doors	\$12.50	660311000	5910	Yes
1/13/2022	Jimmy Johns	Dinner for opening doors event	\$112.50	660311000	3190.104	Yes
1/19/2022	B&G Discount	Health supplies	\$192.00	660213000	5910	Yes
Total of Amount of Purchases			\$ 370.62			

Summary by Budget Unit and Account	Budget Unit <u>660311000</u>	Account# <u>5910</u>	\$ <u>66.12</u>
	Budget Unit <u>660311000</u>	Account# <u>3190.104</u>	\$ <u>112.50</u>
	Budget Unit <u>660213000</u>	Account# <u>5910</u>	\$ <u>192.00</u>
	Budget Unit _____	Account# _____	\$ _____
	Budget Unit _____	Account# _____	\$ _____
	Budget Unit _____	Account# _____	\$ _____

*Cut Off Date is the 21st of Each Month

Employee Signature Toni Sergeant Supervisor Signature Blaney Foote

Instructions: Record purchases as they are made throughout the month up to the 21st. When you receive your purchasing account statement (around the 25th of the month) check it against this reconciliation form. After checking, sign this form indicating you have balanced your account and have it signed by your supervisor. Send this form, statement, and receipts for all purchases to the **Business Office by the 30th of the month.**



FIFTH THIRD BANK

Account Number: XXXX XXXX XXXX 0834

TONI SERGEANT

Statement Closing Date: 01/21/22

Cardholder Summary

Purchases and Other Charges	+	\$370.62
Cash Advances	+	\$0.00
Cash Advance Fees	+	\$0.00
Credits	-	\$0.00
Total Activity		\$370.62
Disputed Amount		\$0.00
Credit Limit		\$500.00
Cash Advance Credit Limit		\$0.00
Statement Closing Date		01/21/22
Days in Billing Cycle		31

QUESTIONS OR TO REPORT LOST/STOLEN CARDS?

Call Customer Service

1-800-375-1747

Please send billing inquiries and correspondence to:

FIFTH THIRD BANK
PO BOX 740523
CINCINNATI, OH 45274-0523

Or email inquires to CommercialSupport@53.com

Cardholder Activity

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/05	01/04	05436842005400077150931	WAL-MART #5280 PORTAGE MI		M \$27.22
01/11	01/10	05436842011400076479325	WAL-MART #5280 PORTAGE MI		M \$26.40
01/12	01/11	05436842012000323354401	DOLLAR TREE PORTAGE MI		M \$12.50
01/14	01/13	05314612014000388106029	JIMMY JOHNS - 90053 KALAMAZOO MI		M \$112.50
01/21	01/19	75140512020900010400335	B & G DISCOUNT SCHOOLCRAFT MI		M \$192.00



FIFTH THIRD BANK
FIFTH THIRD BANK
PO BOX 740523
CINCINNATI, OH 45274-0523

Account Number XXXX XXXX XXXX 0834
Statement Date 01/21/22
Total Activity \$370.62

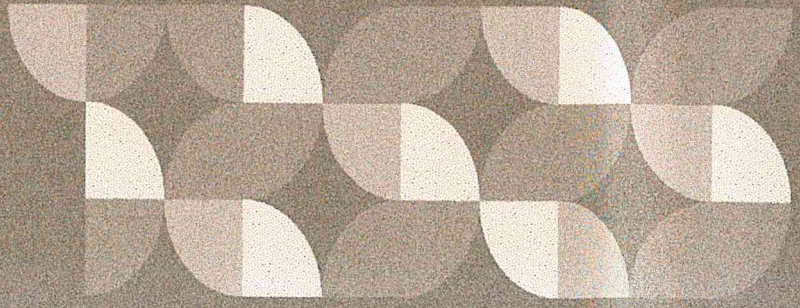
****MEMO STATEMENT ONLY**
DO NOT REMIT PAYMENT**

TONI SERGEANT
TAX EXEMPT ORGANIZATION
C/O SCOTT THOMAS
1819 E MILHAM AVE
PORTAGE MI 49002-3035

**N0000752



Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

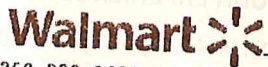
Date of Request

Reason for Purchase

Administrator's Signature

Toni's Purchasing Card

Give us feedback @ survey.walmart.com
 Thank you! ID #:7RD88S1U5P5B



269-323-2469 Mgr: TINA
 8350 SHAVER RD
 PORTAGE MI 49024

ST# 05280	OP# 002910	TE# 92	TR# 09998	
LYSOL	001920002522			1.92 0
LYSOL	001920002522			1.92 0
LYSOL P F 32	001920009209			3.27 0
LYSOL P F 32	001920009209			3.27 0
MICROBAN	003700048626			5.94 0
MICROBAN	003700048626			5.94 0
POL UL OR 20	003500045118			2.48 0
POL UL OR 20	003500045118			2.48 0
	SUBTOTAL			27.22
	TOTAL			27.22
	HCARD TEND			27.22
	**** * 0834			1 1

HASTERCARD
 APPROVAL # 679363
 REF # 1042000314
 RID 0000000041010
 AAC 3563C2C351F05400
 TERMINAL # SC010356
 01/04/22 10:56:47
 CHANGE DUE 0.00
 # ITEMS SOLD 8
 TCH 9040 4787 8778 4494 4154

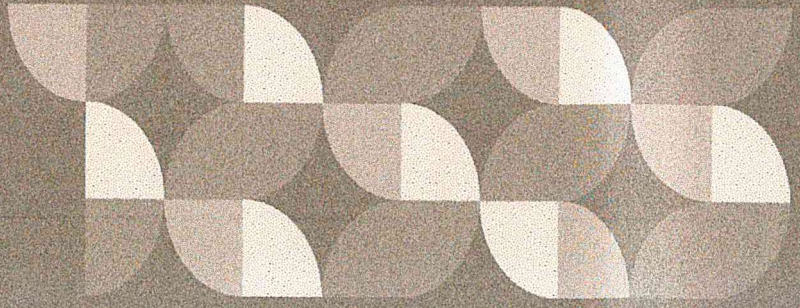


Give them the gift
 of membership
 Scan to gift today.

Low Prices You Can Trust. Every Day.
 01/04/22 10:57:01
 CUSTOMER COPY

Supplies
 for
 Parent Mtg
 airways -

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature

Toni's
Credit Card

Give us feedback @ survey.walmart.com
Thank you! ID #:7RD8TK1V5LQ1



269-323-2460 Mgr: TINA
8350 SHAVER RD
PORTAGE MI 49024

ST# 05280 OP# 000096 TEN 12 TR# 07633
ALL 141FCDX1 007261346144 10.97 X
BOUNCE SHEET 003700083442 5.97 X
ENR MAX AA B 003980010797 7.97 X

SUBTOTAL 24.91
TAX 1 6.000 % 1.49

TOTAL 26.40
MCARD TEND 26.40

MASTERCARD **** * 0834 1 1
APPROVAL # 043713
REF # 1042000314
AID A0000000041010
AAC 198BC4DC601AF418
TERMINAL # SC010162

01/10/22 16:25:13
CHANGE DUE 0.00
ITEMS SOLD 3

TL# 2840 4263 856B 4890 4134



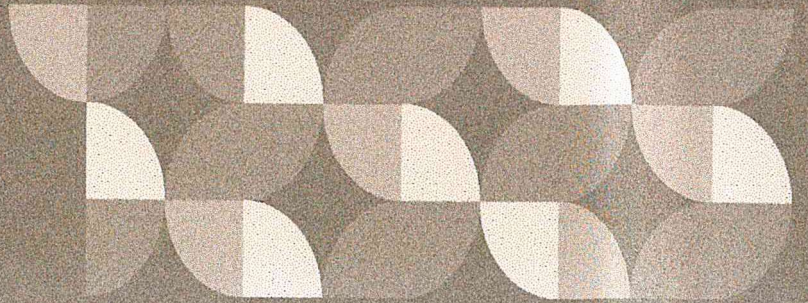
Give them the gift
of membership
Scan to gift today.

Low Prices You Can Trust. Every Day.
01/10/22 16:25:13
CUSTOMER COPY

Health
Supplies
Batteries
for equipt.

Items for
Parent mtgs in Jan.

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature

Toni's Card



Store# 5480 (269) 569-7059
5224 S Westnedge Ave
Portage MI 49002-0405

DESCRIPTION	QTY	PRICE	TOTAL
TISSUE WHITE 20X20	1	1.25	1.25N
TISSUE WHITE 20X20	1	1.25	1.25N
WHITE GLUE BOTTLE 8Z	1	1.25	1.25N
WHITE GLUE BOTTLE 8Z	1	1.25	1.25N
STARS STICKER SHEET 4PK 4X6	1	1.25	1.25N
BLACK BUCKET 9QT	1	1.25	1.25N
BLACK BUCKET 9QT	1	1.25	1.25N
BLACK BUCKET 9QT	1	1.25	1.25N
BLACK BUCKET 9QT	1	1.25	1.25N
BLACK BUCKET 9QT	1	1.25	1.25N
BLACK BUCKET 9QT	1	1.25	1.25N

Sub Total \$12.50
 SALES TAX \$0.00
 Total \$12.50
 MASTERCARD \$12.50
 *****0834 Approved
 Purchase Chip
 Auth/Trace Number: 011544/017816
 Chip Card AID: A0000000041010

**** Tax Exempt ****
ID #: 381709020

NOW SHOP ON-LINE AT DOLLARTREE.COM

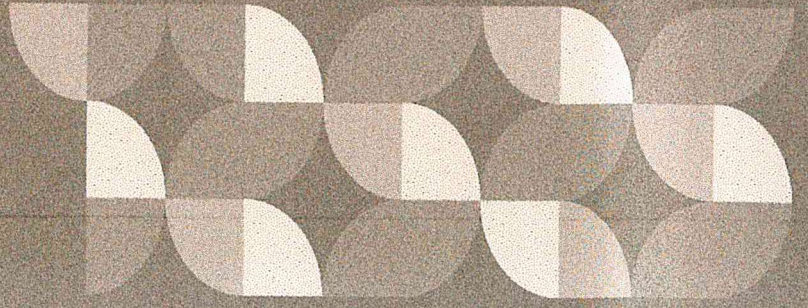
 * We will gladly exchange any unopened item *
 * with original receipt. We do not offer refunds. *

3202 05480 01 009 27202420 1/11/22 14:22
Sales Associate: Tonja

} Parent mtgs
+ opening doors
supplies

Saved to file

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature

Tom's Card

Opening Doors Mtg 1.13.22

232 West Michigan Ave
269-226-9100

01-13-2022 Chk# 2 Open 7:15 AM
Tkr 2511 Reg# 5 12:54 PM > TODAY <

! DELAY !

-- Ready At 5:00 PM

10	Lil Lunch	45.00
10	..Lil John #1	
10	Regular Chips	
*12	Lil Lunch	54.00
*12	..Lil John #4	
*12	Regular Chips	
*3	Lil Lunch	13.50
*3	..Lil John #4	
*3	BBQ Chips	

Subtotal 112.50
Sales Tax (6%) Exempt

Total \$ 112.50

*** PAID ***

Cre

Jimmy Johns #80053
232 West Michigan Ave
269-226-9100

01-13-2022 Chk# 2 Open 7:15 AM
Tkr 2511 Reg# 5 12:54 PM > TODAY <

! DELAY !

-- Ready At 5:00 PM --

10	Lil Lunch	45.00
10	..Lil John #1	
10	Regular Chips	
*12	Lil Lunch	54.00
*12	..Lil John #4	
*12	Regular Chips	
*3	Lil Lunch	13.50
*3	..Lil John #4	
*3	BBQ Chips	

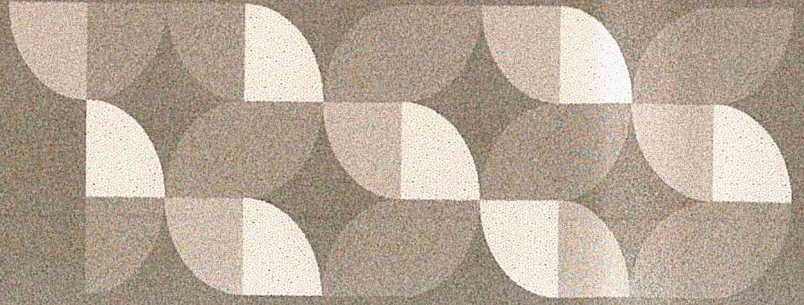
Subtotal 112.50
Sales Tax (6%) Exempt

Total \$ 112.50

*** PAID ***

Credit Tendered 112.50

Credit Card Purchase Request



Personal Information

First Name

Last Name

Details

Date of Request

Reason for Purchase

Administrator's Signature

V.B.2. Instructional Services Update - Ms. Lisa Jenkins-Meredith

V.B.3. Special Education Update - Ms. Angela Telfer

V.C. Career and Talent Development Report

V.C.1. Discover Update - Ms. Paige Daniels

V.C.2. Ignite Update - Mr. Cameron Buck

V.C.3. Launch Update - Ms. Sarah Mansberger

V.C.3.a. Never Go Dark

V.C.3.b. Salesforce

V.C.3.c. YES Project

V.C.4. CTD Update - Mr. Eric Stewart

V.D. Human Resources/Operations Report - Mr. Tom Zahrt

V.D.1. COVID19 Update

V.D.1.a. Masking Protocols & Head Start Mandatory Vaccinations

V.D.2. CTE Center

V.D.2.a. Schematic Design

V.D.2.b. Construction Site Update Plans

V.D.2.c. Branding - LKF

V.D.3. eFP Software Implementation Update

V.D.3.a. Evaluations, Applicant Tracking, Time Sheets, Records, Benefits Open Enrollment

V.E. Technology Report - Mr. Brian Schupbach

V.E.1. ERP project update

V.E.2. Disaster recovery plan testing

V.F. Superintendent Report - Mr. Dave Campbell

V.F.1. CTE Update

V.F.2. Superintendent's Retreat

V.F.3. Launch Michigan Update

V.F.4. Other

VI. Thrun Law Notes

VI.A. Correspondence/Informational



SCHOOL LAW NOTES

THRUN
LAW FIRM, P.C.

FEBRUARY 24, 2022

COVID-19

<i>Court Upholds School Mask Rule</i>	1
<i>MERC: CBA Covers COVID-19 Health and Safety Matters</i>	2

Student Issues

<i>Virtual Placement for Special Education Students</i>	2
---	---

Open Meetings Act

<i>"I Have Something to Say..." Back to Basics: OMA & Public Comment</i>	3
--	---

Transactional

<i>HoW-2 Compensate School Board Members</i>	4
<i>Negotiating a Fair Solar Power Purchase Agreement</i>	5

Labor and Employment

<i>Court Permits Contractually Shortened Deadline to File ELCRA Claims</i>	5
<i>Administrator Nonrenewal Timelines Quickly Approaching</i>	6

Miscellaneous

<i>JUUL Lawsuit – Deadline to Join Reminder</i>	7
<i>Save the Dates: 2022 Tuesdays with Thrun Webinar Series</i>	7
<i>Attorney Kathryn Church Joins Thrun Law Firm</i>	8

Upcoming Speaking Engagements

Student Discipline Webinar Order Form

Court Upholds School Mask Rule

The Ingham County Circuit Court recently denied a parent’s attempt to stop the enforcement of a school mask rule issued by the school’s superintendent. *Holland v DeWitt Pub Schs*, Ingham County Circuit Court Case No. 21-12099-CZ (2022). Although not binding on other Michigan circuit courts, the decision may provide persuasive authority in challenges to similar rules issued by school superintendents.

The school’s mask rule required students and staff to wear masks at school. The superintendent issued the mask rule pursuant to a board policy that (1) recognized that controlling the spread of communicable disease, including COVID-19, through casual contact is essential to the well-being of the school community and to efficiently operate the school, and (2) authorized the superintendent to develop administrative guidelines to control communicable disease, including measures to prevent and control its spread (Policy).

The parent asserted that the mask rule violated Revised School Code (RSC) Section 1201(1) and was unenforceable because the board did not review or formally adopt it. RSC Section 1201(1) requires the board’s business to be conducted at public meetings.

The court concluded that the board complied with the RSC by adopting the Policy, which properly delegated authority to the superintendent to issue the mask rule.

The court observed that RSC Section 1201(1) does not require a superintendent to report all superintendent actions to the board for those actions to be valid and binding. Such a requirement, reasoned the court, would transform the superintendent into a “messenger” without authority to manage school day-to-day operations.

The court added that the parent waited nearly three months after the mask rule was announced to file the lawsuit, requiring the court to dismiss the case based on the doctrine of laches, which limits legal challenges by those who “slumber on their rights.”

For Thrun Policy Manual subscribers, Thrun Policy 2201(A)(6) states: “The Board delegates to the Superintendent the authority to take action in circumstances not authorized by Board action or Policy when required to effectively maintain the District’s day-to-day operations.” Accordingly, Thrun’s policy provides a superintendent with broad authority to manage day-to-day school operations, which could include imposing a mask rule.

GORDON W. VAN WIEREN, JR.	DANIEL R. MARTIN
MARTHA J. MARCERO	JENNIFER K. STARLIN
LISA L. SWEM	TIMOTHY T. GARDNER, JR.
JEFFREY J. SOLES	IAN F. KOFFLER
ROY H. HENLEY	FREDRIC G. HEIDEMANN
MICHAEL D. GRESENS	RYAN J. NICHOLSON
CHRISTOPHER J. IAMARINO	CRISTINA T. PATZELT
RAYMOND M. DAVIS	PHILIP G. CLARK
MICHELE R. EADDY	PIOTR M. MATUSIAK
KIRK C. HERALD	JESSICA E. MCNAMARA
MARGARET M. HACKETT	RYAN J. MURRAY
MATTHEW F. HISER	ERIN H. WALZ
ROBERT A. DIETZEL	MACKENZIE D. FLYNN
KATHERINE WOLF BROADDUS	KATHRYN R. CHURCH

THRUNLAW.COM

EAST LANSING
NOVI
WEST MICHIGAN



MERC: CBA Covers COVID-19 Health and Safety Matters

The Michigan Employment Relations Commission (MERC) recently determined that a community college had no duty to bargain COVID-19 health and safety matters because those issues were covered by the applicable collective bargaining agreement (CBA). *Wayne Co Cmty College Dist*, MERC Case No. 20-I-1436-CE (2021). This decision serves as a reminder that employers should regularly review their CBAs to understand which subjects are already covered by the CBA.

The union demanded that the college bargain “all mandatory subjects of bargaining regarding the health and safe working conditions of the entire [union] membership . . . on every campus and college site, during this ongoing pandemic and beyond.” The college responded that health and safety were covered by the CBA, but it was willing to meet with the union to “discuss its concerns.” The parties did not meet, and the union filed an unfair labor practice charge asserting that the college violated the Public Employment Relations Act (PERA) by refusing to bargain in good faith.

PERA typically requires an employer to bargain in good faith with a union over mandatory bargaining subjects, which are wages, hours, and “other terms and conditions of employment.” Health and safety rules are considered “other terms and conditions of employment.” Nonetheless, if a mandatory bargaining subject is “covered by” a CBA, and the CBA has a grievance procedure with final and binding arbitration, the employer has satisfied its bargaining obligation.

The CBA need not expressly mention a subject for that subject to be “covered by” the CBA. Instead, MERC has determined that the relevant analysis to determine if the CBA covers a subject is whether “the agreement contains provisions that can be reasonably relied on for the actions in dispute.”

The CBA at issue had a grievance procedure with final and binding arbitration and required the employer to “make reasonable provisions for the health, safety, and first aid of its employees during hours of employment.” The union argued that this language did not cover COVID-19 health and safety matters because it did not specifically mention COVID-19.

MERC rejected the union’s argument, concluding that the CBA covered COVID-19 health and safety. Accordingly, the college had no duty to bargain over COVID-19 health and safety issues as demanded by the union. MERC reasoned that the broad CBA language evinced a decision by both parties not to leave health and safety matters affecting employees open to future bargaining.

Whether an employer must bargain over a particular employment term is a fact-specific analysis, often influenced by CBA language. To mitigate against a potential unfair labor practice charge, consult with legal counsel when faced with a demand to bargain subjects that may be covered by an existing CBA.

• • •

Virtual Placement for Special Education Students

Although most schools are back to in-person instruction, the ongoing COVID-19 pandemic led many school officials (and parents) to consider virtual learning. Special education students typically have the same right to participate in virtual programming as their non-disabled peers *if* the virtual placement provides the student a free appropriate public education (FAPE). Before placing a special education student in a virtual program, the following questions should be reviewed:

Is virtual programming appropriate?

If a parent is interested in virtual programming, consider convening an IEP Team meeting to review the student’s existing data to determine if a FAPE can be provided in a virtual setting and whether virtual learning is appropriate for the student. The student’s current IEP should be examined to determine if the student’s program and services can be provided virtually. The student’s previous experience in a virtual setting, if any, should also be considered.

If the IEP Team determines that the student may receive a FAPE in the virtual setting, then the school may proceed with a virtual learning placement. Special education students have the same right to virtual programming as their non-disabled peers *unless* a FAPE cannot be achieved in the virtual setting. Denying a virtual learning placement to a student with a disability based on disability stereotypes or generalizations may expose a school to significant legal liability.

What about ancillary services?

If the student’s IEP requires ancillary services that cannot be provided virtually, (e.g., physical therapy), the student’s IEP Team should create a plan for service provision and provider awareness.

What happens to the IEP?

The student’s IEP may need to be amended. Although an IEP amendment may be accomplished without an IEP Team meeting with parental agreement and prior written notice, we nonetheless recommend convening an IEP Team meeting to discuss a student’s transfer to a virtual setting given the intricacies of shifting from in-person to virtual learning.

The IEP Team must ensure that the student's amended IEP accurately reflects the school's offer of a FAPE and the provided supports and services. School officials should focus on the duration and frequency of programs and services to ensure that all IEP terms can be fully implemented. Never remove aids or services that are required for a FAPE simply because they cannot be offered virtually.

In the IEP notice provision, the school should include a statement that virtual programming was considered pursuant to the parent's request and, if it is later determined that virtual programming is not appropriate, the IEP Team will reconvene. Finally, the notice provision should identify any in-person services that will be provided.

We have an IEP, now what?

Continue to monitor the IEP's implementation. Out of sight should not mean out of mind. School officials should create a plan to regularly check on the student and program/service provider to ensure that the IEP is being implemented and offers a FAPE.

What happens if we decline to provide a virtual program?

Parent interest in a virtual program does not mean that the school must provide a virtual program, but special education students should have an equal opportunity to participate in any virtual program options offered by the school if the student can receive a FAPE. The IEP Team determines programming and placement. Accordingly, if the IEP Team determines that a FAPE cannot be provided in the virtual setting, then the school's offer of a FAPE should not include placement in a virtual setting.

In that situation, the school must provide prior written notice to the parent and include IDEA procedural safeguards. Prior written notice may be included on the IEP's notice page if the IEP Team considered virtual programming at its meeting.

Closing Thoughts

A school must never decline virtual programming based solely on the student's disability. Schools must always provide a FAPE to eligible students. Failure to do so, even based on a parent request, can result in due process complaints, compensatory education awards, and attorney costs. If you have questions about virtual programming, please contact a Thrun special education attorney.



"I Have Something to Say..." Back to Basics: OMA & Public Comment

This month's Back to Basics article focuses on public comment at board meetings under the Open Meetings Act (OMA). Compliance with the OMA protects board decisions from invalidation and board members from civil and criminal liability.

The OMA states that members of the public must be permitted to "address a meeting of a public body under rules established and recorded by the public body." In other words, every meeting must include at least one public comment period.

Reasonable Rules

The "rules established and recorded by the public body" must be designed to balance the board's interests in conducting meetings in an orderly manner with attendees' OMA rights and First Amendment free speech rights. The Michigan Attorney General has opined that the rules must be reasonable, flexible, and encourage public participation.

A board-adopted policy or bylaw can satisfy the "rules established and recorded" requirement. The rules should be printed and available at each board meeting and referenced on the school website where board meeting notices are posted, so that members of the public are aware of their rights and responsibilities during public comment.

The rules may designate when public comment will occur on the meeting agenda. A public body may therefore determine by rule whether members of the public may address the board at the beginning, middle, or end of the meeting. Providing two public comment periods – one for agenda items and one for non-agenda items – is not legally required and may unnecessarily extend the duration of a public meeting. Thrun Policy Manual subscribers can find public comment rules in Policy 2504 – *Public Participation at Board Meetings*.

A public body may *not* adopt a rule that completely denies a member of the public the right to address a public body. A board therefore cannot set a designated time limit (e.g., 30 minutes) for all public comments where doing so would deny a person the right to public comment. A public body may, however, adopt a rule imposing a reasonable time limit on each individual speaker (e.g., 3 minutes each). Accordingly, a board may limit the time any one person addresses the board, but should extend the public comment period as necessary to ensure that everyone wishing to speak has an opportunity to do so. Similarly, a board may not prohibit a person from addressing the public body based on that person's residency.

Limits on Censorship

Any rule that limits comment at a public meeting must be viewpoint-neutral. That is, the public body may not censor speech merely because it disagrees with the speaker's viewpoint.

The Michigan Attorney General opined that the purpose of a board meeting "is to discuss public business and not to deal with individual personalities." A board may, therefore, adopt rules prohibiting personal attacks on an individual during public comment *if* the comments are completely unrelated to an employee or board member's performance of his or her public duties. For example, a board may prohibit a personal attack on an employee concerning the employee's religion.

Attempting to prohibit certain personal attacks during public comment, however, may violate the First Amendment. The Sixth Circuit Court of Appeals, whose decisions are binding in Michigan, determined that public comment at a board meeting is typically protected First Amendment speech, subject only to legitimate, viewpoint-neutral restrictions. Therefore, a board may not restrict speech that it finds to be harassing or objectionable based solely on the speaker's viewpoint.

Meeting Disruptions

The OMA states that a person must not be excluded from a meeting otherwise open to the public except for a breach of the peace *actually committed at the meeting*. While the OMA does not define "breach of the peace," RSC Section 1808 states:

If a person conducts himself or herself in a disorderly manner at a board of education meeting or a school district meeting and, after notice from the officer presiding, persists therein, the officer presiding may order the disorderly person to withdraw from the meeting, and on the person's refusal may order a law enforcement officer or other person to take the disorderly person into custody until the meeting is adjourned.

Further, in 2020, the Michigan Court of Appeals interpreted "breach of the peace" under the OMA as "seriously disruptive conduct involving abusive, disorderly, dangerous, aggressive, or provocative speech and behaviors tending to threaten or incite violence."

Accordingly, only seriously disruptive behavior that continues after notice from the presiding officer will justify a board's decision to exclude a person from a meeting for a breach of the peace. The OMA does not permit a board to exclude someone from an open meeting based on disruptive conduct at past meetings

or concerns that the individual might become disruptive.

We have recently seen an uptick in OMA legal challenges, some of which have stemmed from public comment rules. Becoming familiar with your board's public comment rules may help avoid such challenges. School officials also should consider having their school's public comment rules reviewed by legal counsel for OMA and First Amendment compliance.



HoW-2 Compensate School Board Members

Although the RSC permits schools to compensate board members for costs associated with attending board meetings, it does not elaborate on the proper mechanism for providing that compensation. Should this compensation be reported as income? And, if so, should the report be on Form W-2 or Form 1099? As explained below, this compensation is considered income which must be reported on Form W-2.

To determine the proper form of compensation for a person, a school must classify the person as either an employee or an independent contractor. The Internal Revenue Code (IRC) defines an "employee" as "an officer, employee, or elected official of the United States, a State, or any political subdivision thereof."

If the person is an employee, then the IRC requires a school to withhold federal income taxes on the employee's wages and to file a Form W-2 for the employee. If the person is an independent contractor, the school is not required to withhold or pay any taxes on payments made to the person, and those payments are reported using a Form 1099.

The IRS considers a board member to be a "public officer" because the position's tenure, duration, pay, and duties are fixed by law and are subject to a degree of control in terms of when and how obligations are fulfilled. Because a public officer is included in the IRC "employee" definition, a board member is a school employee for federal income tax purposes. Consequently, board member compensation is subject to employment taxes and must be reported on Form W-2. The IRS has clarified that a board member is still considered an employee, regardless of only receiving a per diem allowance for attendance at board meetings.

This article addresses only federal taxation under the IRC and IRS guidance. Tax law definitions are purposely broad and intentionally inclusive to allow for maximum income tax collection. This article should *not* be construed to suggest that school board members are employees for purposes of other laws, such as the Fair Labor Standards Act.

All board members should be treated as school employees for federal tax purposes by withholding applicable taxes from board member compensation and reporting the compensation on Form W-2. Misclassifying a school board member as an independent contractor, or failing to report the board member's income, could lead to IRS penalties, including fines and repayment of unpaid taxes.



Negotiating a Fair Solar Power Purchase Agreement

As the cost of renewable energy projects continues to fall, many schools have explored the possibility of installing a solar array at one or more of their properties. One of the most cost-effective methods of doing so is to pursue a third-party solar power purchase agreement (PPA) or similar agreement. This process allows a school to benefit from federal tax credits that otherwise would be unusable if the school owned the array directly. Several Michigan schools are currently benefiting from renewable energy projects utilizing a PPA.

Under a PPA, the school must purchase all electricity generated by the system at a rate that is expected to be lower than the current utility rate. The school's selected vendor takes responsibility for the engineering, installation, and financing of the solar array. Once commissioned, the vendor remains responsible for the system's operation and maintenance. The school pays no up-front costs.

A properly negotiated PPA may offer substantial benefits, such as providing lower predictable electricity costs, allowing a school to pursue sustainability goals, and supplementing a STEM curriculum. But, if done poorly, contractual or planning deficiencies may cause significant expenses, construction delays, and administrative headaches. Due to the increasing popularity of PPAs, we offer the following practical tips for a school considering "going solar."

Existing Utility Rate

A PPA's financial benefit depends on the cost difference between solar-generated and utility grid electricity. Generally, the more expensive the utility-generated electricity is, the more a school benefits from solar. For a school that already pays below-market rates for electricity, a PPA may not deliver a financial benefit.

Unused Electricity

A PPA requires a school to purchase all electricity generated by the solar array, regardless of whether the school actually uses it. Excess electricity may be sold back to the grid at a specified regulatory rate, but

usually at a loss. To avoid unnecessary costs, school officials should request a production forecast from the vendor and compare it to the school's electric bills from the previous year. Michigan's climate means the solar array will produce the most electricity during the summer – when the school's electrical demand is typically lowest. Accordingly, an unnecessarily large solar system may cause excess generation in the summer and reduce the school's overall benefit.

Legal Review

We recommend that clients contact legal counsel before engaging, or immediately after being contacted by, a vendor. A vendor often will ask (or pressure) school officials to sign "non-binding" agreements during initial conversations. Resist the temptation. There is no benefit to doing so.

Thrun Law Firm has developed a PPA document that is favorable to schools and compliant with RSC legal requirements. For best results, we recommend that clients seek input from several vendors, ideally through a competitive request for proposals. That process enables a school to control the PPA's terms and conditions and permits an "apples-to-apples" comparison of alternatives. We are happy to assist clients with that process.

Thrun Law Firm offers PPA-related legal services for a fixed fee, as vendors generally budget for legal expenses as part of the overall project costs and reimburse the school when the documentation is finalized.

If enough clients are interested, a Thrun Law Firm attorney will present to interested clients about PPAs and other energy savings contracts at no cost (e.g., at a regional superintendents' meeting). If your school is considering a PPA or would like to schedule a presentation, please contact one of the following Thrun attorneys:

Fredric G. Heidemann (517) 374-4535

fheidemann@thrunlaw.com

Ian F. Koffler (517) 374-8865

ikoffler@thrunlaw.com



Court Permits Contractually Shortened Deadline to File ELCRA Claims

The Michigan Court of Appeals recently found enforceable an employment handbook provision that shortened an employee's statutory deadline for filing Elliott-Larsen Civil Rights Act (ELCRA) claims. *Rayford v American House Roseville*, COA Docket No. 355232 (2021). The ELCRA is a state law that prohibits workplace harassment and discrimination based on religion,

race, color, national origin, sex, and other classifications. The statutory deadline for filing ELCRA claims is 3 years; the handbook shortened that deadline to 180 days.

Timika Rayford was employed as a nursing assistant at a nursing care facility. She signed an Employee Handbook Acknowledgement that provided: "In consideration of my employment, I agree that any claim or lawsuit arising out of my employment with the Company . . . must be filed no more than 180 days after the date of the employment action." The acknowledgement expressly provided, in all capital letters, that Rayford waived any statute of limitations to the contrary, unless state or federal law prohibited that waiver.

The nursing care facility discharged Rayford after she allegedly made a false report of having her purse stolen at work. The facility claimed to have camera footage of Rayford walking out with her own purse.

Almost three years later, Rayford sued the nursing care facility for race- and sex-based harassment, retaliation, and a hostile work environment under the ELCRA.

The nursing care facility requested the court to dismiss the lawsuit because the claims arose from her employment and the 180-day limitations period had expired. Rayford argued that the shortened limitations period was unenforceable because the acknowledgement was unconscionable. The court ruled in the nursing care facility's favor and dismissed Rayford's claims.

Unconscionability requires that one party have no realistic alternative to accepting a contract term. The court acknowledged that the nursing care facility may have had more bargaining power, but Rayford failed to demonstrate that she was not free to accept or reject the acknowledgement.

Unconscionability also requires a provision that is so extreme as to shock the conscience. The court cited precedent recognizing that contractually shortened limitations periods do not shock the conscience. The court also rejected Rayford's claim that she did not knowingly waive the statutory limitations period. The court explained that a person who signs an agreement – absent coercion, mistake, or fraud – is presumed to understand the agreement's contents, even if that person has not read the agreement. Consequently, the court did not find the acknowledgement unconscionable.

School officials should be aware that employment contracts, handbooks, and applications are legally binding documents. Notably, a limitations period in such a document that is shorter than a statute of limitations may be valid and can serve as a best practice to

protect your school from litigation. As a caution, courts have refused to enforce similar contractually shortened limitations periods for certain federal laws, including the Americans with Disabilities Act and Title VII of the Civil Rights Act.

• • •

Administrator Nonrenewal Timelines Quickly Approaching

RSC Section 1229 sets timelines and procedural requirements for nonrenewing an administrator's expiring employment contract. Because the statutory nonrenewal timeline requires at least 90 days' lead time before the employment contract's termination date (i.e., April 1 for a contract ending June 30), we recommend starting the nonrenewal process no later than March 15 for contracts that expire on June 30. Failure to follow the statutory nonrenewal process will result in an automatically renewed administrator contract for one additional year.

Nonrenewing the contract of an administrator (other than a superintendent) requires a multi-step process. To start that process, at least 90 days before the employment contract's termination date, the superintendent or designee must notify the administrator that a recommendation is being made to the board that it "consider" the administrator's nonrenewal. The notice should ask the administrator to choose whether the administrator wants the board's consideration to take place in an open or closed session.

The board then must review the recommendation and decide whether to "consider" the administrator's nonrenewal. The board may only convene in a closed session at the request of the affected administrator. All decisions must be made in an open session. If the board decides to consider the administrator's nonrenewal, it must approve a resolution in open session to that effect, including the specific reasons for considering nonrenewal.

Next, the board must notify the administrator that it has decided to "consider" nonrenewal by providing the administrator a copy of the resolution and a written statement of the underlying reason(s) for nonrenewal (if not listed in the resolution). The board must provide those documents to the administrator at least 30 days before the subsequent meeting at which the board will determine whether to nonrenew.

Before making the nonrenewal determination, the board must provide the administrator an opportunity to meet with a majority of the board to discuss the stated reason(s) for nonrenewal. A board may only nonrenew an administrator's contract for a reason that is not arbitrary or capricious. The meeting may occur in a closed session at the administrator's request.

A nonrenewal determination must be made at least 60 days before the administrator’s contract expires, and the administrator must also be provided notice of the determination within that same 60-day period.

Nonrenewing a superintendent’s contract is less complicated. RSC Section 1229 only requires that the board take action and notify the superintendent of nonrenewal in writing at least 90 days before the superintendent’s contract expires.

School officials should review individual employment contracts for all administrators for additional terms, which may complicate or preclude nonrenewal. For example, a contract may contain additional notice requirements or an “evergreen” clause, which perpetually extends a contract without affirmative board action.

Finally, an administrator’s teacher tenure rights must be considered. If the administrator has a current teaching certificate and has earned teacher tenure in the nonrenewing district, that administrator may have residual tenure rights, which may include the right to be placed in a teaching position for which the administrator is certified and qualified. School officials are encouraged to track the expiration dates of each administrator contract to avoid an unintentional contract renewal.



JUUL Lawsuit – Deadline to Join Reminder

We previously notified our retainer clients through E-Blasts and *School Law Notes* about a California lawsuit against Juul Labs and other vaping product manufacturers. The lawsuit alleges that those manufacturers fraudulently and intentionally marketed their products to children.

The lawsuit seeks not only money damages for costs schools have already incurred related to vaping, but also funding for future vaping-related costs. Vaping costs include reduced state aid due to vaping suspensions or expulsions, costs to purchase and install vaping detectors, and costs to hire counselors for students dealing with vaping addiction. Importantly, because the lawsuit seeks money for future vaping costs, a school is eligible to join the lawsuit even if it has not yet incurred any vaping-related costs.

Schools that join the lawsuit will not be charged any fees or costs unless there is a financial recovery in the lawsuit. Even then, any fees or costs will be deducted from a school’s lawsuit recovery – schools will not be obligated to use other fund sources to pay for those fees and costs.

A school must return a signed resolution and contract by March 31, 2022 to join the lawsuit. For more information about the lawsuit or to obtain a copy

of the resolution and contract, please contact one of the following Thrun attorneys:

Piotr M. Matusiak (517) 374-8824
pmatusiak@thrunlaw.com

Mackenzie D. Flynn (517) 374-4532
mflynn@thrunlaw.com



Save the Dates: 2022 Tuesdays with Thrun Webinar Series

As part of our service to retainer clients, Thrun Law Firm will conduct a series of 1-hour webinars on four Tuesdays this spring. The “Tuesdays with Thrun - Back to Basics” webinar series will be offered at no charge to our retainer clients.

Webinars will be held on the following dates and times and will cover the following topics:

- Tuesday, April 12, 2022
 - 8:30-9:30 a.m.: How to Effectively Use Legal Counsel
 - 9:45-10:45 a.m.: Open Meetings Act and Freedom of Information Act
 - 11:00 a.m.-12:00 p.m.: A Year in the Life of a School Business Official
- Tuesday, April 19, 2022
 - 8:30-9:30 a.m.: Pitfalls of Contracting for Services
 - 9:45-10:45 a.m.: Student Threats
 - 11:00 a.m.-12:00 p.m.: Planning for Bond and Millage Elections
- Tuesday, May 10, 2022
 - 8:30-9:30 a.m.: Employee Investigations: The Basics
 - 9:45-10:45 a.m.: Student Search and Seizure
 - 11:00 a.m.-12:00 p.m.: Construction and Bidding Fundamentals
- Tuesday, May 17, 2022
 - 8:30-9:30 a.m.: What to Do Before Labor Negotiations
 - 9:45-10:45 a.m.: Happy 50th Birthday Title IX!
 - 11:00 a.m.-12:00 p.m.: Real Estate Transactions

A link to register for this webinar series will be provided to Thrun retainer clients in an upcoming E-Blast. We look forward to seeing you (virtually) at one or more of our webinars.

Attorney Kathryn Church Joins Thrun Law Firm

Thrun Law Firm is pleased to announce that Kathryn Church has joined the firm as our newest associate attorney.

Kathryn holds an undergraduate degree from Boston College (B.A., 2011, *summa cum laude*) and a law degree from the Michigan State University College of Law (J.D., 2015, *summa cum laude*).

Before joining the firm, Kathryn worked as an education law attorney, served as a clerk for the Michigan Supreme Court, and practiced automobile insurance defense law.

Kathryn is a member of the State Bar of Michigan and the Council of School Attorneys. Her practice focuses on general school law and labor and employment law.

Kathryn resides in East Lansing. In her spare time, she enjoys visiting family and friends and spending time with her golden retriever.

• ● •



Schedule of Upcoming Speaking Engagements

Thrun Law Firm attorneys are scheduled to speak on the legal topics listed below.
 For additional information, please contact the sponsoring organization.
www.thrunlaw.com/calendar

Date	Organization	Attorney(s)	Topic
February 10, 2022	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Title IX Lunch & Learn (12:15-12:45 p.m.)
March 2, 2022	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Student Discipline Webinar (12:00-3:00 p.m.)
March 10, 2022	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Title IX Lunch & Learn (12:15-12:45 p.m.)
March 16, 2022	MSBO	Timothy T. Gardner, Jr.	Labor Relations and Employment Law
March 17, 2022	MNA	Lisa L. Swem	Support Staff Bargaining
March 17, 2022	MNA	Lisa L. Swem	Why Our Work at the Table Matters
April 12, 2022	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	<i>Tuesdays with Thrun</i> How to Effectively Use Legal Counsel (8:30-9:30 a.m.) Open Meetings Act and Freedom of Information Act (9:45-10:45 a.m.) A Year in the Life of a School Business Official (11:00 a.m.-12:00 p.m.)
April 14, 2022	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Title IX Lunch & Learn (12:15-12:45 p.m.)
April 19, 2022	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	<i>Tuesdays with Thrun</i> Pitfalls of Contracting for Services (8:30-9:30 a.m.) Student Threats (9:45-10:45 a.m.) Planning for Bond and Millage Elections (11:00 a.m.-12:00 p.m.)
May 10, 2022	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	<i>Tuesdays with Thrun</i> Employee Investigations: The Basics (8:30-9:30 a.m.) Student Search and Seizure (9:45-10:45 a.m.) Construction and Bidding Fundamentals (11:00 a.m.-12:00 p.m.)



Schedule of Upcoming Speaking Engagements

Thrun Law Firm attorneys are scheduled to speak on the legal topics listed below.
For additional information, please contact the sponsoring organization.
www.thrunlaw.com/calendar

Date	Organization	Attorney(s)	Topic
May 12, 2022	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Title IX Lunch & Learn (12:15-12:45 p.m.)
May 17, 2022	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	<i>Tuesdays with Thrun</i> What to Do Before Labor Negotiations (8:30-9:30 a.m.) Happy 50 th Birthday, Title IX! (9:45-10:45 a.m.) Real Estate Transactions (11:00 a.m.-12:00 p.m.)
June 9, 2022	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Title IX Lunch & Learn (12:15-12:45 p.m.)

VII. **ITEMS FOR DISCUSSION AND/OR ACTION**

VII.A. Acceptance of Superintendent retirement
effective June 30, 2022

VII.B. Discussion and/or action as needed
requiring hiring the next KRESA superintendent

VIII. **ADJOURNMENT**

Board Secretary