

Regular Meeting

Thursday, September 15, 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 Regular
Meeting Minutes - August 18, 2022

**Board of Education
August 18, 2022 – 5:30 PM
Conference Room A/B/C
1819 East Milham Avenue
Portage, Michigan 49002
REGULAR MEETING MINUTES**

- MEMBERS PRESENT:** Mr. David Webster, Dr. Delores Myers, Ms. Lynne Cowart, Mr. Randy Van Antwerp
- MEMBERS ABSENT:** Mr. Virgil “Skip” Knowles
- ADMINISTRATION/STAFF:** Mr. Tom Zahrt, Ms. Mindy Miller, Mr. Eric Stewart, Mr. Cameron Buck, Ms. Sarah Mansberger, Ms. Angela Telfer, Ms. Lisa Jenkins-Meredith, Mr. Jake Fredericks, Ms. Paige Daniels, Ms. Nicole Kalmbach, and Ms. Jackie Martell
- OTHERS PRESENT:** Mr. George Kacan, Mr. Greg Monberg, Mr. Doug Phillips, Mr. Rob Rohlman

I. CALL TO ORDER

Mr. Webster called the meeting to order at 5:35 p.m.

II. COMMENTS FROM AUDIENCE

Eric-John Szczepaniak, Elections Coordinator for Kalamazoo Charter Township introduced himself to the board.

III. CONSENT AGENDA

- A. Approval of Board of Education Meeting Minutes – July 21,2022
- B. Approval of New Hire
- C. Approval of New Position

Mr. VanAntwerp moved; Ms. Cowart supported to approve the consent agenda.

Motion carried unanimously.

IV. PROGRAM AND/OR CONFERENCE REVIEW

- A. Youth Advancement Academy Report – Ms. Nicole Kalmbach
Ms. Nicole Kalmbach presented Youth Advancement Academy monitoring report.
- B. Design Development Review – Mr. George Kacan, Mr. Greg Monberg, Mr. Doug Phillips, Mr. Rob Rohlman
The design development review was presented for the Career Center.

V. ADMINISTRATIVE REPORTS

A. Business Services Report - Mr. Scott Thomas

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

The total payments processed were presented during the month of July. The General Fund, Special Education Fund and Carrer & Technical Education Fund Statement of Revenue & Expenditures were presented for the period ending 6/30/22.

The total cash and investments were presented on hand as of 7/31/2022.

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. Mindy Miller
Head Start/GSRP**

Ms. Miller shared that staff was welcomed back this week. This Monday morning, staff were at WMU's Fetzer Center for their first in-person Back to School PD in two years.

The program's "first" first day of school is August 29, so they spent this past week and will spend next in trainings, preparing classrooms, conducting home visits, and enrollment appointments. Head Start is currently at 71% of the original funded enrollment of 596. If the reduction was already approved, we would be 81% enrolled of 519 funded enrollments.

GSRP

Ms. Miller shared we currently have 332 children accepted. However, many of program staff don't return until this upcoming Monday so we are expecting to see these number soar as staff will be processing applications that have been turned into their offices or emailed to them over the summer months. We are excited that the YMCA is joining Kalamazoo County Pre-K at their Portage and Maple Street locations. They will be serving 24 students total – 12 part-day and 12-full day.

2. Instructional Services Update – Ms. Lisa Jenkins-Meredith

Ms. Jenkins-Meredith reported that ISCS hired 3 new consultants. 1 math consultant, 1 Literacy consultant, and an English Language Learner consultant.

Our English Language Learner consultant will be supporting our districts and KRESA programming in developing systems of support for English Learners and families, aiding teachers with instructional strategies and professional learning, and coordinating support for the Southwest Michigan English Language Consortium.

Instructional Rounds – We have engaged in Countywide Instructional Rounds training this week. Day 1 of training was this past Tuesday with 50 participants facilitated by Dr. Kristy Cooper-Stien from MSU. We have 3 more sessions throughout the year. We had 3 districts participating this week. We also have 2 other districts that are participating in Instructional Rounds with Dr. Stein internally within their districts. Countywide we have 5 districts that are collaborating and aligning learning around the Instructional Rounds process this year. We also have 3 KRESA teams that are participating in this process made up of the following programs - WELC, JH, VC, YAP, EC, & KSIS.

Next week begins the first session in our KRESA Equity Speaker Series Tuesday, August 23, 2022, 9:30-10:30. Our first speaker is Dr. Shawn Ginwright. His message is specific to his work with African American youth activism, youth development, and healing and engaging youth of color and adults in transforming schools and communities. The series and each speaker's keynote session are virtual and free.

- Dr. Andrea Mukavetz from GVSU focus on Indigenous and cultural rhetorics – Thursday, October 27, 2022, 2:30 3:30
- Tiffiany Jewell author of *"This Book is Anti-Racist"* – Thursday, March 23, 2023, 9:30-10:30

3. Special Education Update - Ms. Angela Telfer

Ms. Telfer shared continuous improvement progress in two areas for the special education department. This past year all administrators were asked to provide professional learning for staff in ABAR education with a focus on equity. Administrators provided a total of 24 different offerings on a variety of topics, including Either/Or Thinking, Perfectionism, Culturally Responsive Teaching and the Brain (book study), LGBTQ+ 101: Language and Practices that include All Families, Ableism, Non-Violent Communication and Restorative Practices and more. In addition, 7/8 administrators completed the ERACCE 2.5-day training, "Understanding and Analyzing Systemic Racism" Workshop. By the end of the 22-23 school year all administrators and coordinators will have completed the training. The special education team is also focused on going deeper with understanding the data we have and collecting additional data in order to better understand how to improve our systems to impact student outcomes positively.

4. Continuous Improvement Update – Ms. Mindy Miller

Ms. Miller reported that The Instructional Leadership Team is going to be participating in Instructional Rounds training this school year. We will have about 25 leaders participating across Preschool Programs, Instructional Services & Community Supports, and Special Education. Instructional Rounds will help to provide us process data at the building and district level to help us utilize data driven decision making as a part of our continuous improvement process. Additionally, the administrative team will be focused on learning about data analysis and implementing a data analysis protocol.

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

1. Discover Update – Ms. Paige Daniels

Ms. Daniels reported this summer the Career Awareness & Exploration Team engaged with local school districts to support career development activities during summer programming such as:

- Incoming 5th graders attending Summer Learning at King-Westwood Elementary School participated in the "Who Will I Be?" program. Students created presentations about their strengths and values while envisioning their possible careers.
- Comstock STEM Academy students created posters showcasing their "Future Me" ideas by answering questions such as "What am I good at? What do I love? And what does my community need?"
- Comstock 3rd graders in the Summer Success Camp engaged in the Count on Pablo interactive lesson. The Count on Pablo story includes themes and concepts in economics, math, entrepreneurship, problem-solving, and innovative thinking. Through participation in this lesson students built their own financial literacy portfolio folders that focus on needs and wants, goods and services, earning, saving, giving and spending as well as their career interests.
- Lemonade Day events were hosted at local elementary schools this spring/summer. Lemonade Day is a fun, experiential program that teaches youth how to start, own, and operate their own business.
- Over 40 middle school students from KPS participated in MI-TRADE – a partnership with MiSTEM to help students learn about construction trades, SEL at work, and math connections while they build dog houses.

2. Ignite Update - Mr. Cameron Buck

Mr. Buck shared updates from the Ignite Team which consists of Career and Technical Education, Education for the Arts, and Early/Middle College. Some highlights from the updates were: CTE enrollment in countywide programs is up 85 students from this time last year. EFA

enrollment is up 50 students since June of this year. The Early/Middle college team wrapped up a week full of events for new students, returning students, and campus tours with KVCC.

3. Launch Update – Ms. Sarah Mansberger

Ms. Mansberger provided an overview of a career fair that took place on August 10 from 12:00 PM to 3:00 PM. The team at Michigan Works! Southwest partnered with the Edison Early Childhood Education Career Pathway and the Kalamazoo Literacy Council, Urban Alliance, and the Early Childhood Investment Corporation to host the event at Urban Alliance in Kalamazoo. Together 12 community agencies welcomed 104 job seekers to the fair.

Job seekers who attended had the opportunity to connect with 31 employers located in Kalamazoo with current openings who offer direct hire opportunities. Job seekers were also able to take advantage of other free services, including job-search assistance and consultation, general youth services information, copy and fax services, information regarding training opportunities, and access to networking with local employers. Forty jobseekers benefited from the creation of resumes onsite.

In addition, the event featured a hands-on demonstration area where attendees were able to explore the occupation of early childhood education and interact with other childcare professionals, to see if a career in early education an option would be they might consider.

Prior to the event, individuals interested in getting assistance with interview preparation, updating, or creating a resume, or printing off materials were invited to attend free events at Michigan Works! Southwest in Kalamazoo on July 26 and Goodwill Industries of Southwestern Michigan on July 27.

4. CTD Update – Mr. Eric Stewart

Mr. Stewart discussed the upcoming groundbreaking event for the Career Connect Center. He also shared the Career Connect staff all participated in a retreat.

D. Superintendent Report - Mr. Tom Zahrt

1. Career Center Bid Packages – Special Board Meeting August 30th

Mr. Zahrt shared that, due to breaking the bid packages into multiple smaller bid packages to keep the project on schedule, the first package going out will be for site development. There will be a special board meeting on August 30th, 2022, to award the site work bid.

2. Teacher Shortage – WMU Relationship, Referral Programs

Mr. Zahrt shared that at last count, there are 109 open teacher positions in the county and school starts next week. KRESA has met with Western Michigan University College of Education and Human Development to discuss their ability to become more agile and flexible as they assist working adults to obtain their teaching certification. KRESA has also started a referral program for early childhood teaching positions to compliment the special education referral program already in place.

3. Kalamzoo Event Center – Southwest Michigan First Update

Mr. Zahrt attended a meeting at Southwest Michigan First where they shared conceptual plans to build an event center to support the local community. The event center would eventually replace the Wings Event Center which shares the same location as KRESA's soon to be built Career Connect Campus.

VI. Thrun Law Notes

A. Correspondence/Informational

Informational

VII. ITEMS FOR DISCUSSION AND/OR ACTION

A. Second Reading and final approval of Kalamazoo RESA Board policy additions, deletions and revisions.

1. Policy 1616- New Staff Dress and Grooming
2. Policy 3216 – Revised Staff Dress and Grooming
3. Policy 4216 – Revised Support Staff Dress and Grooming
4. Policy 5511 – Reivsed Dress and Grooming

Mr. VanAntwerp moved, Ms. Cowart supported the second reading and final approval of policy additions, deletions and revisions as presented.

Motion carried unanimously.

VIII. ADJOURNMENT

The meeting was adjourned at 7:19 pm.

Respectfully submitted,

Lynne Cowart
Board Secretary

Jackie Martell
Recording Secretary

Minutes
Approved on _____

III.B. Approval of Board of Education Special
Meeting Minutes - August 30, 2022

**Board of Education
August 30, 2022 – 4:30 PM
Conference Room A
1819 East Milham Avenue
Portage, Michigan 49002
SPECIAL MEETING MINUTES**

- MEMBERS PRESENT:** Mr. Virgil “Skip” Knowles, Mr. David Webster, Dr. Delores Myers, Mr. Randy Van Antwerp
- MEMBERS ABSENT:** Ms. Lynne Cowart
- ADMINISTRATION/STAFF:** Mr. Tom Zahrt, Mr. Scott Thomas, and Ms. Jackie Martell
- OTHERS PRESENT:** Mr. Doug Phillips, Mr. Rob Rohlman

I. CALL TO ORDER

Mr. Knowles called the meeting to order at 4:30 p.m.

II. COMMENTS FROM AUDIENCE

There were no comments from the audience.

III. ITEMS FOR DISCUSSION AND/OR ACTION

A. KRESA CTE CENTER BID PACKAGE #1 – Mass Grading

Mr. VanAntwerp moved, Mr. Webster supported the KRESA CTE Center bid package #1 for mass grading as presented.

Motion carried unanimously.

B. Approval of Interim Superintendent’s Contract

Mr. Webster moved, Mr. VanAntwerp supported the approval of the interim superintendent contract as presented.

Motion carried unanimously.

IV. SUPERINTENDENT COMMENTS

A. October Board Meeting

Mr. Zahrt mentioned that the October board meeting date may need to be changed due to the MASB annual leadership retreat.

B. Board Retreats

Mr. Zahrt discussed with the board upcoming board retreat dates.

V. ADJOURNMENT

The meeting was adjourned at 5:06 pm.

Respectfully submitted,

Lynne Cowart
Board Secretary

Jackie Martell
Recording Secretary

Minutes
Approved on _____

III.C. Approval of New Hire

To: Kalamazoo RESA Board of Education and Tom Zahrt, Superintendent
From: Angie Tesman, Human Resources Administrator
Date: September 15, 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
Rachel	Hufnagel	Speech Language Pathologist	Early On	Replacement
Tamala	Morris	Teacher – EI	Juvenile Home School	Replacement
Lisa	Morris	Teacher – ASD	WoodsEdge Learning Center	Replacement
Julia	Warner	Teacher – ASD	KSIS/Portage Central Elementary	Replacement
Bannon	Backhus	Expert-in-Residence	EFA/Comstock High School	Replacement

Thank you.

Angie Tesman
Human Resources Administrator

III.D. Approval of Parent Advisory Committee
Minutes - September 8, 2022

**SPECIAL EDUCATION
PARENT ADVISORY COMMITTEE MEETING**

Thursday, September 8, 2022

Virtual meeting began at 12:00 p.m.

Welcome and Introductions

Latrieva Boston welcomed everyone to the meeting. Meeting participants each introduced themselves.

Members in Attendance

Latrieva Boston, Parchment; Sarah Baird, Portage; Kendall Newhouse, Portage; Victoria Bowers, Gull Lake

Directors/Administrators in Attendance

Angela Telfer, KRESA; Tori Wentela, KRESA; Shelly Hawthorne, KRESA; Jeanine Mattson-Gearhart, Southern Service Area; Janan Zimmerman, Eastern Service Area

Approval of Meeting Minutes

Motion was made by Latrieva to approve the May 5 minutes with the correction of Angie Jones not Ann Marie Miller who resigned due to her child graduating, seconded by nods from the committee.

Election of Officers for 2022-23

Latrieva opened the discussion and asked if anyone is interested in being the chair. She announced that she is stepping down as Chair. Latrieva nominated Sarah Baird as chairperson; Kendall Newhouse seconded. Sarah Baird was chosen as the new chairperson.

Nomination of PAC Appointments

Janan introduced Victoria Bowers as the new member representing Gull Lake. Gull Lake School Board has approved her appointment to the PAC. Victoria Bowers will be presented to the KRESA school board for approval.

PAC Brochure

Tori let everyone know that the brochure is being updated. It will be sent to members for approval before printed.

Director's Reports

Jeanine Mattson-Gearhart-SSA

- Jeanine gave an update on staff in the Southern Service Area. There are 30+ new staff members to start the school year. They are assisting teachers with receiving their special education certification. They are working on IEP compliance across the service area.

Janan Zimmerman-KRESA

- Janan told us about the successful partnership in Galesburg/Augusta Community Schools and Parchment Public Schools with an active summer program. It was well received. Erin Burkett has been invited to speak to MDE Continuous Improvement Conference in October. The Eastern Service Area rolled out Early Childhood Programs successfully this fall.

Angela Telfer-KRESA

- Angela updated us on how Ukeru, a national crisis intervention program offering alternatives to the use of restraints and seclusion has been going at WoodsEdge Learning Center. Special pads are used to block aggressive behavior, while supporting the student to calm, and not introduce trauma. The data shows that this has successfully reduced the number of seclusion and restraint instances. It is being implemented in all classrooms. The staff is happy with the results. Angela shared that Valley Center has hired a therapist to see struggling students a few times a week, which is especially helpful to students who have limited access to therapy outside of school. She shared that KRESA is growing their staff and working with staff on obtaining their special education certification.

Tori Wentela-KRESA:

- Tori shared that she has been doing IEP training with local districts.

Future Presentations/Up Coming Events

Janan suggested Shalom Kalamazoo. A nonprofit that has programs/activities for adults with disabilities.

Victoria suggested YMCA and the Nature Center who both have adaptive programs.

Sarah suggested Ready for Life which is a college readiness program.

Tori suggested CTE programs.

Janan is going to reach out to SHALOM Kalamazoo and see if they would like to speak at our November meeting.

Meeting Adjourned at 12:49 p.m.

III.E. Approval of Hiring Incentive
Recommendation

September 7, 2022

Recommendations for your consideration.

Due to the staffing shortage our classrooms are facing, I am proposing we offer the following incentives for new staff to join Kalamazoo RESA.

- Head Start Lead Teachers – (Qualified) – offer to expire October 31st
\$1,000 sign on bonus. (\$500 paid up front - \$500 upon successful completion of 90-day evaluation)
- Head Start Associate Teachers – (Qualified) – offer to expire October 31st
\$500 sign on bonus. (\$250 paid up front - \$250 upon successful completion of 90-day evaluation)
- Head Start Associate Teachers – (Underqualified/on a plan) – offer to expire October 31st
\$250 sign on bonus. (\$125 paid up front - \$125 upon successful completion of 90-day evaluation)
- Special Education Paraprofessional – offer until further notice
\$1000 sign on bonus. (\$333 paid up front - \$333.50 upon successful completion of 90-day evaluation - \$333.50 upon successful completion of 1 year evaluation)

All the above would need to have the following qualifications:

-This would be offered to new employees to Kalamazoo RESA.

-Must meet the qualifications for the role as defined above.

-An employee shall be required to repay the Sign-On Bonus if they do not fulfill their first year signed contract.

Angie Tesman
HR Administrator

Kalamazoo Regional Educational Service Agency

Tel: 269.250.9297 | Fax: 269.250.9201

www.kresa.org

IV. PROGRAM AND/OR CONFERENCE REVIEW

IV.A. Juvenile Home School Continuous
Improvement Update - Ms. Laura Draper

IV.B. Career Connect Center Groundbreaking -
Mr. Eric Stewart

V. ADMINISTRATIVE REPORTS

V.A. Business Services Report

V.A.1. Monthly Financial Report (System Impact
Goal 4b) - Mr. Scott Thomas

Kalamazoo Regional Educational Service Agency

1819 E. Milham Avenue

Portage, MI 49002-3035

During the period of time from August 1, 2022, through August 31, 2022, the following payments have been processed:

	<u>Payments</u>	<u>Investments</u>	<u>Total</u>
*Special Education	\$ 228,325	\$ -	\$ 228,325
*General Education	\$ 1,524,782	\$ -	\$ 1,524,782
*Tech Consortium	\$ 413,712	\$ -	\$ 413,712
*Career and Technical	\$ 239,898	\$ -	\$ 239,898
*Payroll	\$ 4,619,071	\$ -	\$ 4,619,071
General Capital Project	\$ -	\$ -	\$ -
Special Ed Capital Project	\$ -	\$ -	\$ -
Debt	\$ -	\$ -	\$ -
	<u>\$ 7,025,788</u>	<u>\$ -</u>	<u>\$ 7,025,788</u>

* I hereby certify that the above claims set forth are lawful against the 2022-2023 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

12-Sep-22

**GENERAL EDUCATION FUND
STATEMENT OF REVENUES & EXPENDITURES
FOR THE TWELFTH MONTH PERIOD ENDING 06/30/2022
UNAUDITED**

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
Property Taxes	1,255,003	1,270,802	101%	102%
State Aid - SEC 81	1,371,869	1,373,325	100%	100%
Other	1,464,866	1,960,523	134%	108%
Southwest MiTech (Technology Services)	6,933,585	6,659,102	96%	98%
Seeds For Success/Great Start Collaborative (GSC)	788,186	810,851	103%	101%
Great Start Readiness Program (GSRP)	8,264,833	8,011,598	97%	94%
Print Center	625,000	642,862	103%	102%
Instructional Services and Community Supports	5,423,709	4,376,954	81%	95%
CTD Ignite - Education for Arts (EFA)	1,946,596	1,851,351	95%	91%
CTD Ignite - Education for Employment (EFE)/Early				
Middle College (EMC)	2,204,707	2,191,978	99%	95%
CTD Discover/Launch - Youth Opportunities				
Unlimited (YOU)/MiWorks	5,803,859	4,232,258	73%	74%
Regional Transportation & Safety Institute (RTSI)	357,646	348,610	97%	98%
Head Start	7,336,949	6,626,027	90%	85%
Enhancement Millage	13,438,919	13,563,791	101%	101%
Total Revenues	<u>57,215,727</u>	<u>53,920,033</u>	94%	94%

<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
Board of Education	76,375	59,555	78%	70%
Superintendent	386,917	380,261	98%	94%
Public Information	174,764	177,863	102%	95%
Human Resources	412,579	408,362	99%	98%
Business Office	1,253,732	1,229,115	98%	97%
Maint. & Operation	834,132	874,585	105%	75%
Subtotal General Admin & Maintenance	3,138,499	3,129,741	100%	90%
Southwest MiTech (Technology Services)	7,352,630	6,994,769	95%	98%
Seeds For Success/Great Start Collaborative (GSC)	966,971	901,880	93%	97%
Great Start Readiness Program (GSRP)	8,264,833	8,002,524	97%	94%
Print Center	678,730	654,038	96%	92%
Instructional Services and Community Supports	5,679,587	4,631,452	82%	92%
CTD Ignite - Education for Arts (EFA)	2,043,940	1,951,195	95%	92%
CTD Ignite - Education for Employment (EFE)/Early				
Middle College (EMC)	2,223,884	2,136,323	96%	94%
CTD Discover/Launch - Youth Opportunities				
Unlimited (YOU)/MiWorks	5,803,859	4,232,258	73%	74%
Regional Transportation & Safety Institute (RTSI)	397,685	410,657	103%	99%
Head Start	7,336,949	6,626,027	90%	86%
Enhancement Millage	13,438,919	13,567,476	101%	98%
Total Expenditures	<u>57,326,486</u>	<u>53,238,340</u>	93%	92%

EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	(110,759)	681,693
---	-----------	---------

SPECIAL EDUCATION FUND
STATEMENT OF REVENUES & EXPENDITURES
FOR THE TWELFTH MONTH PERIOD ENDING 06/30/2022
UNAUDITED

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
Property Taxes	38,451,948	38,611,109	100%	101%
Section 51a & 51a3 SE Funding	3,011,601	3,022,194	100%	100%
Sec 51a(2) & 54 Foundations	3,842,703	3,832,111	100%	100%
Section 24	769,205	769,204	100%	100%
IDEA	9,504,245	9,257,791	97%	100%
Other	2,516,044	2,584,673	103%	127%
County Juvenile Home	230,000	230,000	100%	100%
MPSERS UAAL Offset	5,622,458	5,622,458	100%	100%
Early On Grant	762,096	768,637	101%	98%
School Based Health Services	2,334,670	2,349,890	101%	114%
Other Grants	474,671	285,979	60%	39%
Total Revenues	67,519,641	67,334,046	100%	100%

<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
Young Adult Program (YAP)	4,233,082	4,105,123	97%	95%
WoodsEdge Learning Center (WELC)	11,139,512	10,448,470	94%	96%
Preprimary Evaluation Team (PET)	1,607,933	1,583,488	98%	109%
MPSERS UAAL	2,954,775	3,091,146	105%	100%
Central Services	5,922,275	6,225,877	105%	105%
Juvenile Home Schools	2,630,051	2,316,850	88%	106%
Valley Center School	1,734,870	1,640,426	95%	107%
Deaf/Hard of Hearing Program (DHH)	1,933,452	1,883,041	97%	102%
Early On/ECSE	4,178,667	3,778,783	90%	97%
Operations/Maintenance	4,926,974	4,611,104	94%	94%
Subtotal KRESA Programs	41,261,591	39,684,308	96%	93%
Payout for Local Programs	25,967,988	25,593,220	99%	100%
Prior Year Local Payout Adjustment	(1,073,063)	(1,073,063)	100%	100%
Other	199,900	149,254	75%	106%
Other Grants	480,663	287,065	60%	39%
Total Expenditures	66,837,079	64,640,785	97%	95%

EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	682,562	2,693,261
---	---------	-----------

**CAREER AND TECHNICAL EDUCATION FUND
STATEMENT OF REVENUES & EXPENDITURES
FOR THE TWELFTH MONTH PERIOD ENDING 06/30/2022
UNAUDITED**

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
Property Taxes	8,736,179	9,082,516	104%	100%
Other	25,218,470	24,583,063	97%	100%
Total Revenues	<u>33,954,649</u>	<u>33,665,579</u>	99%	100%
<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
Career and Talent Development (CTD)	2,673,506	2,350,507	88%	95%
Operations/Maintenance	2,664,702	2,124,643	80%	85%
Total Expenditures	<u>5,338,208</u>	<u>4,475,150</u>	84%	93%
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	28,616,441	29,190,429		

**Kalamazoo Regional Educational Service Agency
Investment Rate/Cash Data
As of 8/31/2022**

<u>Special Education</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Maturity Date</u>
Fifth-Third Milaf	Op M	2,780,423 <u>4,213,840</u>	2.26	OPEN
<i>Special Education Total</i>		<u>6,994,263</u>		
<u>General Education</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Maturity Date</u>
Fifth-Third Milaf	Op M	16,339,336 <u>6,884,432</u>	2.26	OPEN
<i>General Education Total</i>		<u>23,223,768</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	2,690,002 <u>32,595,635</u>	2.26	OPEN
Career and Technical Education Total		<u>35,285,637</u>		
TOTAL		<u><u>65,503,669</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

SELECTION CRITERIA: orgn.fund='11' and expledgr.key_orgn like '66%'
 ACCOUNTING PERIOD: 13/22

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-660-118-000-723-02226-0000	738,332.00	745,958.55	-7,626.55	101.03	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM TEACHING SALAR								
11-660-118-000-723-02226-0000	343,593.00	375,142.91	-31,549.91	109.18	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM PARAPRO SALARY								
11-660-118-000-723-02226-0000	27,241.00	30,170.57	-2,929.57	110.75	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM PARAPRO SALARY								
11-660-118-000-723-02226-0000	.00	3,808.30	-3,808.30	.00	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM GROUP LIFE								
11-660-118-000-723-02226-0000	454,197.00	360,854.80	93,342.20	79.45	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM GROUP HEALTH A								
11-660-118-000-723-02226-0000	16,227.00	17,269.08	-1,042.08	106.42	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM EARLY RET INCE								
11-660-118-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM TUITION								
11-660-118-000-723-02226-0000	313,983.00	312,379.52	1,603.48	99.49	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM RETIREMENT CON								
11-660-118-000-723-02226-0000	84,852.00	82,080.92	2,771.08	96.73	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM FICA								
11-660-118-000-723-02226-0000	8,012.00	6,312.20	1,699.80	78.78	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM WORKMAN COMPEN								
11-660-118-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM UNEMPLOYMENT C								
11-660-118-000-723-02226-0000	11,158.00	3,791.34	7,366.66	33.98	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM SUBS INSTRUCTI								
11-660-118-000-723-02226-0000	23,072.00	7,599.40	15,472.60	32.94	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM OTHER PROF PUR								
11-660-118-000-723-02226-0000	800.00	312.02	487.98	39.00	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM TRAVEL MILEAGE								
11-660-118-000-723-02226-0000	9,763.00	3,989.74	5,773.26	40.87	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM TEACHING TESTI								
11-660-118-000-723-02226-0000	18,684.00	18,836.28	-152.28	100.82	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM NEW EQUIP FURN								
TOTAL PRE-KINDERGARTEN	2,049,914.00	1,968,505.63	81,408.37	96.03	.00	.00	.00	.00
11-660-212-000-723-02226-0000	298,754.00	326,702.47	-27,948.47	109.36	.00	.00	.00	.00
HEAD START OP EVEN FAMADV COUNSELING SAL								
11-660-212-000-723-02226-0000	.00	593.60	-593.60	.00	.00	.00	.00	.00
HEAD START OP EVEN FAMADV GROUP LIFE								
11-660-212-000-723-02226-0000	107,894.00	73,368.33	34,525.67	68.00	.00	.00	.00	.00
HEAD START OP EVEN FAMADV GROUP HEALTH A								
11-660-212-000-723-02226-0000	4,482.00	4,927.91	-445.91	109.95	.00	.00	.00	.00
HEAD START OP EVEN FAMADV EARLY RET INCE								
11-660-212-000-723-02226-0000	85,990.00	90,907.08	-4,917.08	105.72	.00	.00	.00	.00
HEAD START OP EVEN FAMADV RETIREMENT CON								
11-660-212-000-723-02226-0000	22,853.00	24,014.91	-1,161.91	105.08	.00	.00	.00	.00
HEAD START OP EVEN FAMADV FICA								
11-660-212-000-723-02226-0000	654.00	391.12	262.88	59.80	.00	.00	.00	.00
HEAD START OP EVEN FAMADV WORKMAN COMPEN								
11-660-212-000-723-02226-0000	1,667.00	212.50	1,454.50	12.75	.00	.00	.00	.00
HEAD START OP EVEN FAMADV OTHER PROF PUR								
11-660-212-000-723-02226-0000	4,000.00	2,681.47	1,318.53	67.04	.00	.00	.00	.00

POWERSCHOOL
 DATE: 09/07/2022
 TIME: 10:59:35

KALAMAZOO RESA
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 3
 EXPCOM21

SELECTION CRITERIA: orgn.fund='11' and expledgr.key_orgn like '66%'
 ACCOUNTING PERIOD: 13/22

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-660-214-000-723-02226-0000	800.00	558.09	241.91	69.76	.00	.00	.00	.00
HEAD START OP EVEN MNTHLT TRAVEL MILEAGE								
11-660-214-000-723-02226-0000	667.00	1,331.98	-664.98	199.70	.00	.00	.00	.00
HEAD START OP EVEN MNTHLT OFFICE SUPPLIE								
11-660-214-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN MNTHLT NEW EQUIP FURN								
TOTAL PSYCHOLOGICAL SERVIC	81,117.00	84,609.71	-3,492.71	104.31	.00	.00	.00	.00
11-660-221-000-723-02226-0000	78,895.00	82,484.89	-3,589.89	104.55	.00	.00	.00	.00
HEAD START OP EVEN CURR CURRICULUM SALAR								
11-660-221-000-723-02226-0000	.00	108.32	-108.32	.00	.00	.00	.00	.00
HEAD START OP EVEN CURR GROUP LIFE								
11-660-221-000-723-02226-0000	37,738.00	18,504.28	19,233.72	49.03	.00	.00	.00	.00
HEAD START OP EVEN CURR GROUP HEALTH AND								
11-660-221-000-723-02226-0000	1,184.00	1,237.27	-53.27	104.50	.00	.00	.00	.00
HEAD START OP EVEN CURR EARLY RET INCENT								
11-660-221-000-723-02226-0000	22,260.00	23,038.31	-778.31	103.50	.00	.00	.00	.00
HEAD START OP EVEN CURR RETIREMENT CONTR								
11-660-221-000-723-02226-0000	6,036.00	5,762.84	273.16	95.47	.00	.00	.00	.00
HEAD START OP EVEN CURR FICA								
11-660-221-000-723-02226-0000	172.00	108.45	63.55	63.05	.00	.00	.00	.00
HEAD START OP EVEN CURR WORKMAN COMPENSA								
11-660-221-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN CURR OTHER PROF PURCH								
11-660-221-000-723-02226-0000	1,200.00	438.80	761.20	36.57	.00	.00	.00	.00
HEAD START OP EVEN CURR TRAVEL MILEAGE R								
11-660-221-000-723-02226-0000	333.00	.00	333.00	.00	.00	.00	.00	.00
HEAD START OP EVEN CURR OFFICE SUPPLIES								
11-660-221-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN CURR NEW EQUIP FURN								
TOTAL IMPROVE INSTRUCTION	147,818.00	131,683.16	16,134.84	89.08	.00	.00	.00	.00
11-660-226-000-723-02226-0000	64,416.00	72,105.84	-7,689.84	111.94	.00	.00	.00	.00
HEAD START OP EVEN ADMIN ADMIN ASSISTANT								
11-660-226-000-723-02226-0000	79,897.00	93,546.26	-13,649.26	117.08	.00	.00	.00	.00
HEAD START OP EVEN ADMIN SUPERV DIRECT S								
11-660-226-000-723-02226-0000	.00	216.24	-216.24	.00	.00	.00	.00	.00
HEAD START OP EVEN ADMIN GROUP LIFE								
11-660-226-000-723-02226-0000	29,087.00	29,277.60	-190.60	100.66	.00	.00	.00	.00
HEAD START OP EVEN ADMIN GROUP HEALTH AN								
11-660-226-000-723-02226-0000	2,164.00	2,484.78	-320.78	114.82	.00	.00	.00	.00
HEAD START OP EVEN ADMIN EARLY RET INCEN								
11-660-226-000-723-02226-0000	40,397.00	45,031.55	-4,634.55	111.47	.00	.00	.00	.00
HEAD START OP EVEN ADMIN RETIREMENT CONT								
11-660-226-000-723-02226-0000	11,040.00	11,804.43	-764.43	106.92	.00	.00	.00	.00
HEAD START OP EVEN ADMIN FICA								
11-660-226-000-723-02226-0000	319.00	231.53	87.47	72.58	.00	.00	.00	.00
HEAD START OP EVEN ADMIN WORKMAN COMPENS								
11-660-226-000-723-02226-0000	3,000.00	801.50	2,198.50	26.72	.00	.00	.00	.00
HEAD START OP EVEN ADMIN STAFF PURCHASED								
11-660-226-000-723-02226-0000	6,000.00	5,848.00	152.00	97.47	.00	.00	.00	.00

SELECTION CRITERIA: orgn.fund='11' and expledgr.key_orgn like '66%'
 ACCOUNTING PERIOD: 13/22

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-660-252-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN FISCAL OTHER PROF PUR								
11-660-252-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN FISCAL TRAVEL MILEAGE								
11-660-252-000-723-02226-0000	100.00	.00	100.00	.00	.00	.00	.00	.00
HEAD START OP EVEN FISCAL OFFICE SUPPLIE								
11-660-252-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN FISCAL NEW EQUIP FURN								
TOTAL FISCAL SERVICES	36,239.00	37,304.95	-1,065.95	102.94	.00	.00	.00	.00
11-660-259-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN ST INS OTHER INS BOND								
TOTAL OTHER BUSINESS SERVI	.00	.00	.00	.00	.00	.00	.00	.00
11-660-261-000-723-02226-0000	39,699.00	40,817.31	-1,118.31	102.82	.00	.00	.00	.00
HEAD START OP EVEN OPER PROG DEPT DIRECT								
11-660-261-000-723-02226-0000	.00	48.36	-48.36	.00	.00	.00	.00	.00
HEAD START OP EVEN OPER GROUP LIFE								
11-660-261-000-723-02226-0000	10,307.00	7,897.17	2,409.83	76.62	.00	.00	.00	.00
HEAD START OP EVEN OPER GROUP HEALTH AND								
11-660-261-000-723-02226-0000	868.00	612.26	255.74	70.54	.00	.00	.00	.00
HEAD START OP EVEN OPER EARLY RET INCENT								
11-660-261-000-723-02226-0000	16,029.00	11,914.43	4,114.57	74.33	.00	.00	.00	.00
HEAD START OP EVEN OPER RETIREMENT CONTR								
11-660-261-000-723-02226-0000	4,429.00	3,376.89	1,052.11	76.24	.00	.00	.00	.00
HEAD START OP EVEN OPER FICA								
11-660-261-000-723-02226-0000	133.00	59.80	73.20	44.96	.00	.00	.00	.00
HEAD START OP EVEN OPER WORKMAN COMPENSA								
11-660-261-000-723-02226-0000	28,233.00	18,507.80	9,725.20	65.55	.00	.00	.00	.00
HEAD START OP EVEN OPER OTHER PROF PURCH								
11-660-261-000-723-02226-0000	.00	25.90	-25.90	.00	.00	.00	.00	.00
HEAD START OP EVEN OPER TRAVEL MILEAGE R								
11-660-261-000-723-02226-0000	11,600.00	9,004.80	2,595.20	77.63	.00	.00	.00	.00
HEAD START OP EVEN OPER TELEPHONE								
11-660-261-000-723-02226-0000	6,000.00	4,591.46	1,408.54	76.52	.00	.00	.00	.00
HEAD START OP EVEN OPER INTERNET OTHER								
11-660-261-000-723-02226-0000	3,333.00	55.92	3,277.08	1.68	.00	.00	.00	.00
HEAD START OP EVEN OPER MAINT SVC LAND &								
11-660-261-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN OPER OTHER REPAIRS MA								
11-660-261-000-723-02226-0000	113,200.00	116,400.00	-3,200.00	102.83	.00	.00	.00	.00
HEAD START OP EVEN OPER RENTAL LAND AND								
11-660-261-000-723-02226-0000	6,500.00	4,940.29	1,559.71	76.00	.00	.00	.00	.00
HEAD START OP EVEN OPER NATURAL GAS								
11-660-261-000-723-02226-0000	667.00	744.21	-77.21	111.58	.00	.00	.00	.00
HEAD START OP EVEN OPER OFFICE SUPPLIES								
11-660-261-000-723-02226-0000	650.00	907.66	-257.66	139.64	.00	.00	.00	.00
HEAD START OP EVEN OPER MISC SUPPLIES MA								
11-660-261-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN OPER NEW EQUIP FURN								
11-660-261-000-723-02226-0000	43,200.00	43,200.00	.00	100.00	.00	.00	.00	.00

POWERSCHOOL
 DATE: 09/07/2022
 TIME: 10:59:35

KALAMAZOO RESA
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 7
 EXPCOM21

SELECTION CRITERIA: orgn.fund='11' and expledgr.key_orgn like '66%'
 ACCOUNTING PERIOD: 13/22

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-660-311-000-723-02226-0000	82.00	31.50	50.50	38.41	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC RETIREMENT CON								
11-660-311-000-723-02226-0000	23.00	8.44	14.56	36.70	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC FICA								
11-660-311-000-723-02226-0000	5.00	1.52	3.48	30.40	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC WORKMAN COMPEN								
11-660-311-000-723-02226-0000	500.00	223.32	276.68	44.66	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC OTHER PROF TEC								
11-660-311-000-723-02226-0000	8,000.00	3,992.88	4,007.12	49.91	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC OTHER PROF CDL								
11-660-311-000-723-02226-0000	.00	60.95	-60.95	.00	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC TRAVEL MILEAGE								
11-660-311-000-723-02226-0000	800.00	277.46	522.54	34.68	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC OFFICE SUPPLIE								
11-660-311-000-723-02226-0000	2,800.00	657.57	2,142.43	23.48	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC MISC SUPPLIES								
11-660-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC NEW EQUIP FURN								
TOTAL COMMUNITY DIRECTION	12,511.00	5,370.16	7,140.84	42.92	.00	.00	.00	.00
11-660-611-000-723-02226-0000	278,294.00	284,133.85	-5,839.85	102.10	.00	.00	.00	.00
HEAD START OP EVEN INDRCT INDIRECT COSTS								
TOTAL TRANS OUT GENERAL FU	278,294.00	284,133.85	-5,839.85	102.10	.00	.00	.00	.00
TOTAL HEAD START OPERATING	4,504,016.00	4,314,401.20	189,614.80	95.79	.00	.00	.00	.00
TOTAL GENERAL	4,504,016.00	4,314,401.20	189,614.80	95.79	.00	.00	.00	.00
TOTAL REPORT	4,504,016.00	4,314,401.20	189,614.80	95.79	.00	.00	.00	.00

POWERSCHOOL
 DATE: 09/07/2022
 TIME: 11:04:57

KALAMAZOO RESA
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 1
 EXPCOM21

SELECTION CRITERIA: expldedgr.key_orgn like '67%'
 ACCOUNTING PERIOD: 13/22

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-670-221-000-723-02226-0000	25,000.00	14,331.78	10,668.22	57.33	.00	.00	.00	.00
HEAD START TTA EVEN INST EMPLOYEE TRAIN								
11-670-221-000-723-02226-0000	1,000.00	202.24	797.76	20.22	.00	.00	.00	.00
HEAD START TTA EVEN INST TRAVEL MILEAGE								
11-670-221-000-723-02226-0000	2,000.00	.00	2,000.00	.00	.00	.00	.00	.00
HEAD START TTA EVEN INST WORKSHOPS AND C								
11-670-221-000-723-02226-0000	2,500.00	52.02	2,447.98	2.08	.00	.00	.00	.00
HEAD START TTA EVEN INST OFFICE SUPPLIES								
TOTAL IMPROVE INSTRUCTION	30,500.00	14,586.04	15,913.96	47.82	.00	.00	.00	.00
11-670-283-000-723-02226-0000	3,500.00	525.00	2,975.00	15.00	.00	.00	.00	.00
HEAD START TTA EVEN NONIN EMPLOYEE TRAIN								
11-670-283-000-723-02226-0000	7,500.00	4,180.31	3,319.69	55.74	.00	.00	.00	.00
HEAD START TTA EVEN NONIN TRAVEL MILEAGE								
11-670-283-000-723-02226-0000	4,200.00	9,298.70	-5,098.70	221.40	.00	.00	.00	.00
HEAD START TTA EVEN NONIN WORKSHOPS AND								
11-670-283-000-723-02226-0000	1,000.00	115.00	885.00	11.50	.00	.00	.00	.00
HEAD START TTA EVEN NONIN OFFICE SUPPLIE								
TOTAL STAFF/PERSONNEL SERV	16,200.00	14,119.01	2,080.99	87.15	.00	.00	.00	.00
TOTAL HEAD START TTA EVEN	46,700.00	28,705.05	17,994.95	61.47	.00	.00	.00	.00
TOTAL GENERAL	46,700.00	28,705.05	17,994.95	61.47	.00	.00	.00	.00
TOTAL REPORT	46,700.00	28,705.05	17,994.95	61.47	.00	.00	.00	.00

POWERSCHOOL
 DATE: 09/07/2022
 TIME: 11:03:00

KALAMAZOO RESA
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 1
 EXPCOM21

SELECTION CRITERIA: expldedgr.key_orgn like '66%'
 ACCOUNTING PERIOD: 1/23

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-660-118-000-723-02226-0000	338,591.00	-109,135.79	447,726.79	32.23	826,869.00	.00	826,869.00	.00
HEAD START OP EVEN CLSSRM TEACHING SALAR								
11-660-118-000-723-02226-0000	164,394.00	-37,974.58	202,368.58	23.10	420,262.00	.00	420,262.00	.00
HEAD START OP EVEN CLSSRM PARAPRO SALARY								
11-660-118-000-723-02226-0000	19,731.00	.00	19,731.00	.00	54,392.00	.00	54,392.00	.00
HEAD START OP EVEN CLSSRM PARAPRO SALARY								
11-660-118-000-723-02226-0000	.00	-273.45	273.45	.00	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM GROUP LIFE								
11-660-118-000-723-02226-0000	85,276.00	-36,433.24	121,709.24	42.72	488,864.00	.00	488,864.00	.00
HEAD START OP EVEN CLSSRM GROUP HEALTH A								
11-660-118-000-723-02226-0000	7,546.00	.00	7,546.00	.00	18,706.00	.00	18,706.00	.00
HEAD START OP EVEN CLSSRM EARLY RET INCE								
11-660-118-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM TUITION								
11-660-118-000-723-02226-0000	148,479.00	-41,620.93	190,099.93	28.03	369,895.00	.00	369,895.00	.00
HEAD START OP EVEN CLSSRM RETIREMENT CON								
11-660-118-000-723-02226-0000	39,995.00	-10,815.89	50,810.89	27.04	99,570.00	.00	99,570.00	.00
HEAD START OP EVEN CLSSRM FICA								
11-660-118-000-723-02226-0000	3,917.00	-818.25	4,735.25	20.89	9,996.00	.00	9,996.00	.00
HEAD START OP EVEN CLSSRM WORKMAN COMPEN								
11-660-118-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM UNEMPLOYMENT C								
11-660-118-000-723-02226-0000	2,789.00	.00	2,789.00	.00	11,158.00	.00	11,158.00	.00
HEAD START OP EVEN CLSSRM SUBS INSTRUCTI								
11-660-118-000-723-02226-0000	28,265.00	.00	28,265.00	.00	23,072.00	.00	23,072.00	.00
HEAD START OP EVEN CLSSRM OTHER PROF PUR								
11-660-118-000-723-02226-0000	200.00	.00	200.00	.00	800.00	.00	800.00	.00
HEAD START OP EVEN CLSSRM TRAVEL MILEAGE								
11-660-118-000-723-02226-0000	2,441.00	.00	2,441.00	.00	9,763.00	.00	9,763.00	.00
HEAD START OP EVEN CLSSRM TEACHING TESTI								
11-660-118-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN CLSSRM NEW EQUIP FURN								
TOTAL PRE-KINDERGARTEN	841,624.00	-237,072.13	1,078,696.13	28.17	2,333,347.00	.00	2,333,347.00	.00
11-660-212-000-723-02226-0000	153,110.00	-16,522.57	169,632.57	10.79	340,020.00	.00	340,020.00	.00
HEAD START OP EVEN FAMADV COUNSELING SAL								
11-660-212-000-723-02226-0000	.00	-21.20	21.20	.00	.00	.00	.00	.00
HEAD START OP EVEN FAMADV GROUP LIFE								
11-660-212-000-723-02226-0000	28,183.00	-694.96	28,877.96	2.47	105,054.00	.00	105,054.00	.00
HEAD START OP EVEN FAMADV GROUP HEALTH A								
11-660-212-000-723-02226-0000	2,298.00	.00	2,298.00	.00	5,101.00	.00	5,101.00	.00
HEAD START OP EVEN FAMADV EARLY RET INCE								
11-660-212-000-723-02226-0000	44,041.00	-4,834.10	48,875.10	10.98	96,964.00	.00	96,964.00	.00
HEAD START OP EVEN FAMADV RETIREMENT CON								
11-660-212-000-723-02226-0000	11,713.00	-1,228.62	12,941.62	10.49	26,009.00	.00	26,009.00	.00
HEAD START OP EVEN FAMADV FICA								
11-660-212-000-723-02226-0000	333.00	-25.87	358.87	7.77	743.00	.00	743.00	.00
HEAD START OP EVEN FAMADV WORKMAN COMPEN								
11-660-212-000-723-02226-0000	833.00	.00	833.00	.00	667.00	.00	667.00	.00
HEAD START OP EVEN FAMADV OTHER PROF PUR								
11-660-212-000-723-02226-0000	2,000.00	.00	2,000.00	.00	4,000.00	.00	4,000.00	.00

POWERSCHOOL
 DATE: 09/07/2022
 TIME: 11:03:00

KALAMAZOO RESA
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 3
 EXPCOM21

SELECTION CRITERIA: expldedgr.key_orgn like '66%'
 ACCOUNTING PERIOD: 1/23

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-660-214-000-723-02226-0000	400.00	.00	400.00	.00	800.00	.00	800.00	.00
HEAD START OP EVEN MNTHLT TRAVEL MILEAGE								
11-660-214-000-723-02226-0000	333.00	.00	333.00	.00	667.00	.00	667.00	.00
HEAD START OP EVEN MNTHLT OFFICE SUPPLIE								
11-660-214-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN MNTHLT NEW EQUIP FURN								
TOTAL PSYCHOLOGICAL SERVIC	31,783.00	-11,713.47	43,496.47	36.85	112,748.00	.00	112,748.00	.00
11-660-221-000-723-02226-0000	33,911.00	-7,021.51	40,932.51	20.71	78,895.00	.00	78,895.00	.00
HEAD START OP EVEN CURR CURRICULUM SALAR								
11-660-221-000-723-02226-0000	.00	-6.68	6.68	.00	.00	.00	.00	.00
HEAD START OP EVEN CURR GROUP LIFE								
11-660-221-000-723-02226-0000	5,434.00	-783.12	6,217.12	14.41	37,738.00	.00	37,738.00	.00
HEAD START OP EVEN CURR GROUP HEALTH AND								
11-660-221-000-723-02226-0000	508.00	.00	508.00	.00	1,184.00	.00	1,184.00	.00
HEAD START OP EVEN CURR EARLY RET INCENT								
11-660-221-000-723-02226-0000	9,573.00	-1,982.17	11,555.17	20.71	22,260.00	.00	22,260.00	.00
HEAD START OP EVEN CURR RETIREMENT CONTR								
11-660-221-000-723-02226-0000	2,594.00	-477.84	3,071.84	18.42	6,036.00	.00	6,036.00	.00
HEAD START OP EVEN CURR FICA								
11-660-221-000-723-02226-0000	74.00	-10.98	84.98	14.84	172.00	.00	172.00	.00
HEAD START OP EVEN CURR WORKMAN COMPENSA								
11-660-221-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN CURR OTHER PROF PURCH								
11-660-221-000-723-02226-0000	600.00	.00	600.00	.00	1,200.00	.00	1,200.00	.00
HEAD START OP EVEN CURR TRAVEL MILEAGE R								
11-660-221-000-723-02226-0000	167.00	.00	167.00	.00	333.00	.00	333.00	.00
HEAD START OP EVEN CURR OFFICE SUPPLIES								
11-660-221-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN CURR NEW EQUIP FURN								
TOTAL IMPROVE INSTRUCTION	52,861.00	-10,282.30	63,143.30	19.45	147,818.00	.00	147,818.00	.00
11-660-226-000-723-02226-0000	31,625.00	4,132.80	27,492.20	13.07	64,341.00	.00	64,341.00	.00
HEAD START OP EVEN ADMIN ADMIN ASSISTANT								
11-660-226-000-723-02226-0000	39,019.00	5,440.59	33,578.41	13.94	79,897.00	.00	79,897.00	.00
HEAD START OP EVEN ADMIN SUPERV DIRECT S								
11-660-226-000-723-02226-0000	.00	36.04	-36.04	.00	.00	.00	.00	.00
HEAD START OP EVEN ADMIN GROUP LIFE								
11-660-226-000-723-02226-0000	14,234.00	3,908.74	10,325.26	27.46	29,087.00	.00	29,087.00	.00
HEAD START OP EVEN ADMIN GROUP HEALTH AN								
11-660-226-000-723-02226-0000	1,059.00	.00	1,059.00	.00	2,163.00	.00	2,163.00	.00
HEAD START OP EVEN ADMIN EARLY RET INCEN								
11-660-226-000-723-02226-0000	19,779.00	2,604.31	17,174.69	13.17	40,375.00	.00	40,375.00	.00
HEAD START OP EVEN ADMIN RETIREMENT CONT								
11-660-226-000-723-02226-0000	5,405.00	685.37	4,719.63	12.68	11,035.00	.00	11,035.00	.00
HEAD START OP EVEN ADMIN FICA								
11-660-226-000-723-02226-0000	156.00	14.99	141.01	9.61	318.00	.00	318.00	.00
HEAD START OP EVEN ADMIN WORKMAN COMPENS								
11-660-226-000-723-02226-0000	200.00	.00	200.00	.00	3,000.00	.00	3,000.00	.00
HEAD START OP EVEN ADMIN STAFF PURCHASED								
11-660-226-000-723-02226-0000	2,700.00	.00	2,700.00	.00	5,000.00	.00	5,000.00	.00

POWERSCHOOL
 DATE: 09/07/2022
 TIME: 11:03:00

KALAMAZOO RESA
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 5
 EXPCOM21

SELECTION CRITERIA: expldedgr.key_orgn like '66%'
 ACCOUNTING PERIOD: 1/23

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-660-252-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN FISCAL OTHER PROF PUR								
11-660-252-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN FISCAL TRAVEL MILEAGE								
11-660-252-000-723-02226-0000	100.00	.00	100.00	.00	.00	.00	.00	.00
HEAD START OP EVEN FISCAL OFFICE SUPPLIE								
11-660-252-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN FISCAL NEW EQUIP FURN								
TOTAL FISCAL SERVICES	17,885.00	2,087.78	15,797.22	11.67	36,139.00	.00	36,139.00	.00
11-660-259-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN ST INS OTHER INS BOND								
TOTAL OTHER BUSINESS SERVI	.00	.00	.00	.00	.00	.00	.00	.00
11-660-261-000-723-02226-0000	20,084.00	2,397.37	17,686.63	11.94	39,699.00	.00	39,699.00	.00
HEAD START OP EVEN OPER PROG DEPT DIRECT								
11-660-261-000-723-02226-0000	.00	8.06	-8.06	.00	.00	.00	.00	.00
HEAD START OP EVEN OPER GROUP LIFE								
11-660-261-000-723-02226-0000	4,413.00	1,040.84	3,372.16	23.59	10,307.00	.00	10,307.00	.00
HEAD START OP EVEN OPER GROUP HEALTH AND								
11-660-261-000-723-02226-0000	439.00	.00	439.00	.00	874.00	.00	874.00	.00
HEAD START OP EVEN OPER EARLY RET INCENT								
11-660-261-000-723-02226-0000	8,106.00	658.08	7,447.92	8.12	16,147.00	.00	16,147.00	.00
HEAD START OP EVEN OPER RETIREMENT CONTR								
11-660-261-000-723-02226-0000	2,239.00	180.68	2,058.32	8.07	4,461.00	.00	4,461.00	.00
HEAD START OP EVEN OPER FICA								
11-660-261-000-723-02226-0000	67.00	3.75	63.25	5.60	134.00	.00	134.00	.00
HEAD START OP EVEN OPER WORKMAN COMPENSA								
11-660-261-000-723-02226-0000	16,092.00	5,369.50	10,722.50	33.37	20,184.00	.00	20,184.00	.00
HEAD START OP EVEN OPER OTHER PROF PURCH								
11-660-261-000-723-02226-0000	.00	25.90	-25.90	.00	.00	.00	.00	.00
HEAD START OP EVEN OPER TRAVEL MILEAGE R								
11-660-261-000-723-02226-0000	5,800.00	150.00	5,650.00	2.59	11,600.00	.00	11,600.00	.00
HEAD START OP EVEN OPER TELEPHONE								
11-660-261-000-723-02226-0000	3,000.00	.00	3,000.00	.00	6,000.00	.00	6,000.00	.00
HEAD START OP EVEN OPER INTERNET OTHER								
11-660-261-000-723-02226-0000	1,667.00	.00	1,667.00	.00	3,333.00	.00	3,333.00	.00
HEAD START OP EVEN OPER MAINT SVC LAND &								
11-660-261-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN OPER OTHER REPAIRS MA								
11-660-261-000-723-02226-0000	40,600.00	6,504.50	34,095.50	16.02	113,200.00	5,150.00	108,050.00	4.55
HEAD START OP EVEN OPER RENTAL LAND AND								
11-660-261-000-723-02226-0000	3,250.00	.00	3,250.00	.00	6,500.00	.00	6,500.00	.00
HEAD START OP EVEN OPER NATURAL GAS								
11-660-261-000-723-02226-0000	333.00	.00	333.00	.00	667.00	.00	667.00	.00
HEAD START OP EVEN OPER OFFICE SUPPLIES								
11-660-261-000-723-02226-0000	163.00	.00	163.00	.00	650.00	.00	650.00	.00
HEAD START OP EVEN OPER MISC SUPPLIES MA								
11-660-261-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN OPER NEW EQUIP FURN								
11-660-261-000-723-02226-0000	10,800.00	.00	10,800.00	.00	43,200.00	.00	43,200.00	.00

POWERSCHOOL
 DATE: 09/07/2022
 TIME: 11:03:00

KALAMAZOO RESA
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 7
 EXPCOM21

SELECTION CRITERIA: expldedgr.key_orgn like '66%'
 ACCOUNTING PERIOD: 1/23

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-660-311-000-723-02226-0000	21.00	.00	21.00	.00	82.00	.00	82.00	.00
HEAD START OP EVEN SOCSVC RETIREMENT CON								
11-660-311-000-723-02226-0000	6.00	.00	6.00	.00	23.00	.00	23.00	.00
HEAD START OP EVEN SOCSVC FICA								
11-660-311-000-723-02226-0000	1.00	.00	1.00	.00	5.00	.00	5.00	.00
HEAD START OP EVEN SOCSVC WORKMAN COMPEN								
11-660-311-000-723-02226-0000	500.00	.00	500.00	.00	500.00	.00	500.00	.00
HEAD START OP EVEN SOCSVC OTHER PROF TEC								
11-660-311-000-723-02226-0000	2,000.00	.00	2,000.00	.00	8,000.00	.00	8,000.00	.00
HEAD START OP EVEN SOCSVC OTHER PROF CDL								
11-660-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC OTHER PUR SVC								
11-660-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC TRAVEL MILEAGE								
11-660-311-000-723-02226-0000	200.00	.00	200.00	.00	800.00	.00	800.00	.00
HEAD START OP EVEN SOCSVC OFFICE SUPPLIE								
11-660-311-000-723-02226-0000	700.00	.00	700.00	.00	2,800.00	.00	2,800.00	.00
HEAD START OP EVEN SOCSVC MISC SUPPLIES								
11-660-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC NEW EQUIP FURN								
TOTAL COMMUNITY DIRECTION	3,503.00	.00	3,503.00	.00	12,511.00	.00	12,511.00	.00
11-660-611-000-723-02226-0000	135,000.00	.00	135,000.00	.00	376,379.00	.00	376,379.00	.00
HEAD START OP EVEN INDRCT INDIRECT COSTS								
TOTAL TRANS OUT GENERAL FU	135,000.00	.00	135,000.00	.00	376,379.00	.00	376,379.00	.00
TOTAL HEAD START OPERATING	1,885,425.00	-243,469.18	2,128,894.18	12.91	5,075,257.00	5,150.00	5,070,107.00	.10
TOTAL GENERAL	1,885,425.00	-243,469.18	2,128,894.18	12.91	5,075,257.00	5,150.00	5,070,107.00	.10
TOTAL REPORT	1,885,425.00	-243,469.18	2,128,894.18	12.91	5,075,257.00	5,150.00	5,070,107.00	.10

POWERSCHOOL
 DATE: 09/07/2022
 TIME: 11:04:10

KALAMAZOO RESA
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 1
 EXPCOM21

SELECTION CRITERIA: expldedgr.key_orgn like '67%'
 ACCOUNTING PERIOD: 1/23

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-670-221-000-723-02226-0000	5,492.00	.00	5,492.00	.00	25,000.00	.00	25,000.00	.00
HEAD START TTA EVEN INST EMPLOYEE TRAIN								
11-670-221-000-723-02226-0000	500.00	.00	500.00	.00	1,000.00	.00	1,000.00	.00
HEAD START TTA EVEN INST TRAVEL MILEAGE								
11-670-221-000-723-02226-0000	1,000.00	.00	1,000.00	.00	2,000.00	.00	2,000.00	.00
HEAD START TTA EVEN INST WORKSHOPS AND C								
11-670-221-000-723-02226-0000	2,000.00	.00	2,000.00	.00	2,500.00	.00	2,500.00	.00
HEAD START TTA EVEN INST OFFICE SUPPLIES								
TOTAL IMPROVE INSTRUCTION	8,992.00	.00	8,992.00	.00	30,500.00	.00	30,500.00	.00
11-670-283-000-723-02226-0000	.00	.00	.00	.00	3,500.00	.00	3,500.00	.00
HEAD START TTA EVEN NONIN EMPLOYEE TRAIN								
11-670-283-000-723-02226-0000	4,500.00	.00	4,500.00	.00	7,500.00	.00	7,500.00	.00
HEAD START TTA EVEN NONIN TRAVEL MILEAGE								
11-670-283-000-723-02226-0000	1,500.00	.00	1,500.00	.00	12,000.00	.00	12,000.00	.00
HEAD START TTA EVEN NONIN WORKSHOPS AND								
11-670-283-000-723-02226-0000	500.00	.00	500.00	.00	1,000.00	.00	1,000.00	.00
HEAD START TTA EVEN NONIN OFFICE SUPPLIE								
TOTAL STAFF/PERSONNEL SERV	6,500.00	.00	6,500.00	.00	24,000.00	.00	24,000.00	.00
TOTAL HEAD START TTA EVEN	15,492.00	.00	15,492.00	.00	54,500.00	.00	54,500.00	.00
TOTAL GENERAL	15,492.00	.00	15,492.00	.00	54,500.00	.00	54,500.00	.00
TOTAL REPORT	15,492.00	.00	15,492.00	.00	54,500.00	.00	54,500.00	.00

Kalamazoo RESA

HEAD START MATCH REPORT

July 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	\$ 4,238	\$ 8,152	\$ 24,897	\$ 4,303	\$ 54,051	\$ 14,961				\$ 184,773	\$ 237,830	\$ 19,819
EDUC	\$ 124,880	\$ 118,565	\$ 131,316	\$ 164,072	\$ 99,284	\$ 133,782	\$ 117,714	\$ 126,270	\$ 80,528				\$ 1,096,410	\$ 1,332,292	\$ 111,024
HEALTH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,771	\$ 97	\$ -	\$ -				\$ 13,868	\$ 14,000	\$ 1,167
FCP	\$ -	\$ -	\$ 760	\$ -	\$ -	\$ 60	\$ 128	\$ -	\$ -				\$ 947	\$ 1,411	\$ 118
TOTAL	\$ 133,314	\$ 124,692	\$ 191,684	\$ 168,310	\$ 107,436	\$ 172,510	\$ 122,241	\$ 180,321	\$ 95,489	\$ -	\$ -	\$ -	\$ 1,295,998	\$ 1,585,533	\$ 132,128

LESS MATCH EXPECTATION THROUGH JULY 2022 \$ 1,189,149.75

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

OVER(UNDER): \$ 106,848

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

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

V.B.3.a. K-8 Benchmarking Goals for 2022-2023

KRESA K-8 Benchmarking Goals 2022-2023

September 15, 2022

Goal #1: 75% of K-8 students will demonstrate progress in at least one area of Reading by the end of the 2022-2023 school year.

Goal #2: 90% of K-8 students will demonstrate progress in at least one area of Math by the end of the 2022-2023 school year.

K-8th grade students who attend Valley Center School, WoodsEdge Learning Center, KRESA Specialized Instructional Services and the Juvenile Home Schools will be assessed on these goals. Progress reports to the board are scheduled for February 2023 and June 2023.

V.B.4. Leadership Capacity Development - Ms. Mindy Miller

V.B.5. Leadership Capacity Development - Ms. Mindy Miller

V.C. Career Connect 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.4. Career Connect Update - Mr. Eric Stewart

V.D. Technology Report - Mr. Brian Schupbach

V.D.1. New Continuous Improvement Metric

V.D.2. ERP Impelmentation Update

V.D.3. New Facility Maintenance Management System

V.E. Superintendent Report -- Mr. Tom Zahrt

V.E.1. Career Center Update - Design Development and Special Board Meeting week of Oct. 4th

V.E.2. Teacher Shortage - WMU Relationship - Region VII Meeting, Hiring Sign-On Stipends

V.E.3. Fund Development Work - KRESA Foundation

V.E.4. COVID - 19 Protocol Update - Masking Changes, Layered Strategies

V.E.5. Other

VI. Thrun Law Notes

VI.A. Correspondence/Informational



SCHOOL LAW NOTES

THRUN
LAW FIRM, P.C.

AUGUST 25, 2022

Labor and Employment

<i>Teacher and Administrator Certification Reminder</i>	1
<i>Thrun's Evaluation Tracker: Who Gets an IDP?</i>	2

Title IX

<i>Tips for Title IX Compliance</i>	3
<i>School Was Not Deliberately Indifferent to Student Harassment Claims</i>	4

Civil Rights

<i>Sexual Orientation is Now Protected Under ELCRA</i>	4
<i>Blocking the Haters: Sixth Circuit Upholds City Official's Right to Censor Facebook Page</i>	5

FOIA

<i>FOIA Follies: Court Clarifies FOIA's Privilege & Frank Communication Exemptions</i>	6
--	---

Transactional

<i>Hindsight is 20/20: Service Contract Considerations in Light of the COVID-Era</i>	6
--	---

Elections

<i>2023 Election Dates and Deadlines</i>	7
--	---

Miscellaneous

<i>October 5th is Fall Count Day</i>	8
<i>Don't Get Burned by School Safety Drill Requirements</i>	9
<i>Register for Upcoming Labor & Employment Webinars</i>	9
<i>Upcoming Speaking Engagements</i>	
<i>Labor and Employment Webinar Order Form</i>	

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

THRUNLAW.COM

EAST LANSING

NOVI

WEST MICHIGAN

Teacher and Administrator Certification Reminder

As the school year kicks off, school officials must ensure that their teachers and administrators are properly certificated. After a lull during the COVID-19 pandemic, the Michigan Department of Education (MDE) has resumed issuing state aid penalties to schools that employ uncertificated teachers and administrators. Executive orders and legislative amendments that relaxed teacher and administrator certification requirements during the pandemic have expired or been rescinded including the legislative provision that allowed substitute teachers to teach without a teaching certificate or substitute teacher permit, which expired on June 30, 2022.

Teacher Certification

Subject to limited exceptions, Revised School Code (RSC) Section 1233 prohibits school districts and ISDs from allowing a person without a valid teaching certificate to teach at a school. A single RSC Section 1233 violation is subject to *two* potential state aid penalties: one equal to 50% of the teacher's salary during the noncertification period and a second penalty equal to the FTE foundation allowance provided for the students taught by the teacher during that period.

Administrator Certification

RSC Section 1246, as interpreted by MDE, generally prohibits a school from employing a person without an administrator certification as "a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs." The phrase "whose primary responsibility is administering instructional programs" is not defined by law, but an MDE memo states that MDE considers a person to have such responsibility if the person has "final or executive decision-making responsibility" in at least one of the following areas:

- curriculum,
- oversight of school improvement plan design or implementation,
- oversight of instructional policies,
- executive-level reporting on academic progress to a governing authority, or
- supervision and evaluation of direct reports responsible for instruction.

The MDE memo stresses that a person who has "final or executive decision-making responsibility" is distinct from a person who assists a decision-maker but does not have "the final or executive responsibility for those decisions." The memo is available here: https://www.michigan.gov/-/media/Project/Websites/mde/Year/2017/02/23/Administering_Instructional_Programs.pdf?rev=4910c570e2364cd884a96b7207ce77dc

A school that employs an administrator in violation of RSC Section 1246 is subject to only one state aid penalty equal to 50% of the administrator's salary during the noncertification period.

Caveats

The salary-based state aid penalty for the employment of a noncertificated teacher or administrator may increase unless remedied promptly. Under State School Aid Act (SSAA) Section 163(2), if MDE notifies a school that it is employing a noncertificated teacher or administrator and the school continues to employ that person without a certificate or other MDE approval 10 business days after receiving the MDE notice, then the salary penalty is increased to 100% of the person's salary for any portion of the noncertification period that extends beyond those 10 business days. Additionally, a school official who knowingly continues to employ such an individual after receiving the MDE notice is guilty of a misdemeanor punishable by a fine of \$1,500 for each incident. Noncertificated employment *is* permitted, however, if MDE issues the school a substitute teacher or administrator permit.

Penalty Waivers

SSAA Section 163(4), which was added in 2021, allows the State Superintendent to waive a salary-based state aid penalty if the State Superintendent determines that the school could not obtain a substitute permit due to "unusual and extenuating circumstances resulting from conditions not within the control of school authorities." Because such a waiver is discretionary and is based on the particular circumstances, schools should never assume that they will be granted a waiver in any particular case.

School officials should check teacher and administrator certifications periodically to ensure that they are valid. We recommend that schools create a chart that tracks the status of teacher and school administrator certifications. Failure to monitor certifications may result in hefty state aid penalties. Certifications can be verified using MDE's Michigan Online Educator Certification System, which is available here: <https://mdoe.state.mi.us/moecs/public/credentialsearch.aspx>



Thrun's Evaluation Tracker: Who Gets an IDP?

School administrators should be familiar with the requirements for teacher evaluations under RSC Section 1249 and administrator evaluations under RSC Section 1249b.

Teachers

Individual development plans (IDPs) play a vital role in evaluating probationary teachers and certain tenured teachers.

To obtain tenure, teachers hired after July 19, 2011 (who have not previously obtained tenure) must: (1) serve a probationary period of at least five years and (2) receive an "effective" or "highly effective" rating on their three most recent annual year-end performance evaluations. A teacher completes the probationary period one year early by being rated "highly effective" on three consecutive annual year-end performance evaluations after four years of teaching. If a teacher previously obtained tenure in another school, the teacher is only subject to up to a two-year probationary period.

The Teachers' Tenure Act requires that all probationary teachers receive an IDP developed by an "appropriate" administrator in consultation with the teacher. RSC Section 1249 mandates that schools develop an IDP for all teachers in their first year of probation and for any teacher (tenured or probationary) who received a "minimally effective" or "ineffective" rating on their most recent performance evaluation. Even "effective" or "highly effective" teachers may be subject to an IDP. If an evaluator notes a performance deficiency in an observation during the school year, the evaluator ought to consider implementing an IDP to address the deficiency and help enhance the teacher's performance.

While the law does not provide a particular form of, or method for developing, an IDP, RSC Section 1249 requires that a school post on its website a description of the processes used to develop "improvement plans."

An IDP must include specific performance goals that assist the teacher with improving effectiveness and identify training to help the teacher meet those goals. An administrator should track and document in writing each teacher's progress towards meeting the IDP goals throughout the school year. An IDP also must set a specific time period for goals to be met, not to exceed 180 days. The IDP does not, however, relieve the school of its obligation to conduct a teacher's year-end performance evaluation.

The administrator must give the teacher a meaningful opportunity to provide input on the IDP's development. The teacher's input, however, is not required to be incorporated into the IDP because the school has final discretion over the IDP's contents.

Administrators should obtain the teacher's signature on the IDP to certify that it was developed in consultation with the teacher. If the teacher refuses to sign the IDP, we recommend that the administrator sign and date the document and write "refused to sign"

on the teacher's signature line. The teacher may be disciplined for insubordination if he or she refuses to sign the IDP after being directed to do so by an administrator. The administrator should provide the teacher with a copy of the IDP and place a copy in the teacher's personnel file.

At the end of each school year, or at least by September of the next school year, administrators should meet with each probationary teacher and with each teacher (probationary or tenured) who received a "minimally effective" or "ineffective" rating on the most recent performance evaluation to develop an IDP. A "manageable" IDP typically contains 3-5 goals, corresponding steps or requirements to meet those goals, and a description of the teacher's and administrator's responsibilities.

Administrators

RSC Section 1249b provides the requirements for evaluating "building-level school administrators" and "central-office-level school administrators" who are "regularly involved in instructional matters."

Administrators rated "minimally effective" or "ineffective" on their year-end performance evaluation must receive an improvement plan for the following school year to correct their deficiencies. The evaluator who conducted the administrator's evaluation must develop the improvement plan and must recommend professional development opportunities as well as "other actions" designed to improve the administrator's rating on the next annual evaluation.

Once an individual is placed on an IDP, the IDP is relevant in many other parts of the performance evaluation system, including the midyear progress report, professional development, coaching, and observations. The year-end evaluation for any teacher or administrator who has an IDP should clearly indicate whether IDP goals were met.

• • •

Tips for Title IX Compliance

With the new school year upon us, now is a good time to review school websites and board policies for compliance with current Title IX requirements. Below are important obligations that are frequently overlooked.

Title IX Coordinator

All educational institutions receiving federal funds must have at least one employee serving as Title IX Coordinator. The Title IX Coordinator is responsible for: (1) ensuring that all employees involved in the Title IX process are trained; (2) overseeing implementation of grievance procedures; (3) confirming notification and publication requirements have been met; and (4)

in some cases, serving as an investigator in the Title IX grievance process.

Website Compliance

Each school is required to "prominently display" the Title IX Coordinator's name or position, office address, email address, and telephone number on its website and in all handbooks.

Each school also must post the following information on its website:

- ***Nondiscrimination Policy:*** A statement that the school does not discriminate on the basis of sex in its programs, including admission and employment, and that Title IX prohibits such discrimination. This statement should inform readers that they can direct questions about Title IX to the Title IX Coordinator, the U.S. Department of Education, or both.
- ***Complaint Process:*** The school's grievance procedures that address sexual harassment, including how to report sexual harassment, how to submit a formal complaint, and how the school will respond to a complaint. Thrun Policy Service subscribers can find grievance procedures that comply with Title IX requirements at Policy 3118 – Title IX Sexual Harassment Policy.
- ***Training Materials:*** All materials used to train the Title IX Coordinator, investigators, decision-makers, and informal resolution facilitators. If staff have received supplemental training since August 14, 2020, the website should be updated to include those materials.

Policy Review

All schools were required to adopt a sexual harassment grievance policy that complies with the new Title IX regulations by August 14, 2020. School officials should review that policy to ensure that it has up-to-date Title IX Coordinator contact information and that it meets Title IX requirements, including a statement that all Title IX records are retained for seven years.

If your team needs Title IX training, Thrun Law Firm is offering virtual comprehensive Title IX sexual harassment training on September 14, 2022 from 10:00 a.m. to 3:00 p.m. To register, complete and submit the order form attached to our August 15, 2022 E-blast. If your team needs another copy of the order form or wants information on when the next Title IX training will occur, please contact Leaha Apsey at (517) 374-8777 or lapsey@thrunlaw.com.

• • •

School Was Not Deliberately Indifferent to Student Harassment Claims

A Michigan federal court recently issued a decision that delved into student-to-student sexual harassment at a public high school. *Doe v Plymouth-Canton Community Schs*, Docket No. 19-10166 (ED Mich, June 3, 2022).

The harassment involved Doe and H.B., two high school students who had a brief dating relationship. After they stopped dating, Doe made at least ten reports to school officials of H.B. harassing her over two school years. The reported harassing acts included allegations that H.B. said he hoped she “would be raped again,” referring to her sexual assault as a child; frequently calling her derogatory names and making lewd gestures towards her; following her at school; intimidating her by staring at her at football games; and physically bumping into her on campus at least twice. Doe’s mother also alleged that, over spring break, the word “whore” was written on their garage with animal feces and toilet paper was strewn around the outside of Doe’s house.

Near the end of the first school year, Doe was hospitalized after an alleged suicide attempt. Doe testified that she attempted suicide because of H.B.’s persistent harassment, though her medical records contradicted that testimony.

The school investigated each of Doe’s harassment reports. The investigation disproved many of Doe’s reports and did not corroborate any of them.

Following each of Doe’s reports, school administrators offered measures to protect her from further harassment and help her access her education, including: meeting with H.B. and instructing him not to discuss Doe with anyone; referring Doe to counseling; modifying H.B.’s class schedule at least twice; altering H.B.’s dismissal time; changing H.B.’s parking location to minimize chances of him having contact with Doe; and assigning a school resource officer to sit near Doe during football games. Additionally, to facilitate Doe’s return to school after her suicide attempt and hospitalization, school officials modified her class schedule so she had no classes in the same building as H.B.; offered her access to a Zen room when she experienced anxiety; gave her an emergency hall pass; assigned her fewer assignments and allotted extra time to complete them; and allowed her to withdraw from a class.

Doe’s lawsuit against the school included claims of Title IX violations for deliberate indifference and failure to address sex-based harassment. Doe argued that the school was deliberately indifferent because it failed to follow its own Title IX policy, appropriately investigate Doe’s complaints, and discipline H.B.

For a school to be liable for student-to-student harassment, there must be: (1) “actionable” sexual harassment; (2) actual knowledge by school officials of the actionable harassment; and (3) a further incident of actionable harassment that would not have happened but for the school’s objective unreasonableness (i.e., deliberate indifference). Harassment is “actionable” under Title IX if it is sex-based and sufficiently severe, pervasive, and objectively offensive to effectively deny a student equal access to education. Further, the school must have control over the involved students.

The court opined that verbal harassment alone is rarely actionable under Title IX. H.B.’s verbal harassment was not actionable because it was for a relatively short duration (less than one year), some of it was only heard second-hand, and it did not involve public humiliation. Additionally, the court noted that the physical harassment alleged by Doe (e.g., H.B. allegedly pushing Doe into a fence and touching her sleeve) “was neither sex-based nor sexual, and therefore, it [was] not actionable harassment.”

To avoid Title IX deliberate indifference claims, school officials must respond to known student-to-student sexual harassment in a manner not clearly unreasonable in light of known circumstances and that does not foreseeably subject the person to further actionable harassment. In this case, the court held that the school and its administrators were not deliberately indifferent because they promptly responded to Doe’s complaints and took immediate measures to protect her access to her education, even after the investigation indicated many of Doe’s reports were false. The court also found that the school’s noncompliance with its Title IX policy by itself did not establish deliberate indifference. As such, the court dismissed all of Doe’s claims.

This case serves as a reminder that even if Title IX allegations are not substantiated, it is imperative that a school offers supportive measures to a complainant and follow its Title IX policy. When schools receive reports of student-to-student sexual harassment, a prompt investigation and reasonable response can protect the school from Title IX deliberate indifference claims.

• • •

Sexual Orientation is Now Protected Under ELCRA

The Michigan Supreme Court recently held that under Michigan’s Elliott-Larsen Civil Rights Act (ELCRA), sexual orientation discrimination is discrimination “because of sex” and is therefore prohibited. *Rouch World, LLC v Michigan Dep’t of Civil Rights*, Docket No. 162482 (July 28, 2022).

The case arose from two separate allegations of discrimination. The first allegation was made by a same-sex couple against a company that denied the couple's request to get married in one of its facilities, claiming that it would violate the owners' religious belief that marriage is between one man and one woman. The second allegation was made by a transgender woman who was denied electrolysis services by a company because its owner believed the woman's request was connected to her transgender identity. According to the owner, providing electrolysis services to the woman would violate the owner's religious beliefs.

The individuals who were denied services filed complaints with the Michigan Department of Civil Rights (MDCR). The investigations were paused when the companies sued MDCR in the Court of Claims and sought a declaratory judgment that ELCRA does not prohibit sexual orientation and gender identity discrimination. The Court of Claims held that, while ELCRA prohibits discrimination based on gender identity, it does not protect against discrimination based on sexual orientation.

MDCR appealed the Court of Claims' decision with respect to sexual orientation, but the companies did not appeal the Court of Claims' decision that ELCRA prohibits discrimination based on gender identity. Relying on *Bostock v Clayton County*, in which the U.S. Supreme Court held that discrimination based on sexual orientation is prohibited under Title VII of the Civil Rights Act of 1964, the Michigan Supreme Court held that "[d]iscrimination on the basis of sexual orientation necessarily involves discrimination because of sex." Therefore, any denial of "the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations" on the basis of sexual orientation by a public entity constitutes an ELCRA violation.

What Does This Mean for Schools?

As schools are subject to both Title VII and Title IX, which prohibit discrimination based on sex (which includes sexual orientation and gender identity), schools should already have adopted non-discrimination policies that prohibit such discrimination. For Thrun Policy Subscribers, these are Policy 3115 – Nondiscrimination and Retaliation and Policy 3118 – Title IX Sexual Harassment. Even if policies have already been adopted, the Michigan Supreme Court decision serves as a good reminder to ensure such policies, administrative guidelines, and employee and student handbooks are up to date.

Additionally, since sexual orientation is now a protected status under state law, individuals may file suit for discrimination based on sexual orientation in state court or they may file a discrimination complaint

with the MDCR. School officials must be especially careful to treat employees and students similarly, no matter their sexual orientation, to avoid claims of discrimination under ELCRA.

• • •

Blocking the Haters: Sixth Circuit Upholds City Official's Right to Censor Facebook Page

The Sixth Circuit Court of Appeals recently ruled that a Michigan city manager was not a "state actor" when he blocked a critic from his public Facebook page. *Lindke v Freed*, Docket No. 21-2977 (CA 6, 2022).

Before being appointed city manager, James Freed created a private Facebook profile through which he could add "friends." Freed later converted his private profile into a public "page," in which an unlimited number of people could "follow" him. In categorizing the page, Freed identified himself as a public figure.

After his 2014 appointment as Port Huron City Manager, Freed updated his Facebook page to reflect his new title. He listed his position in the page's "about me" section and included the City of Port Huron website address as his page's website. Freed also included his city manager email address as his contact information and the City Hall as his mailing address.

Freed posted both personal and work-related content on the Facebook page. When the COVID-19 pandemic began, Freed used the platform to share Port Huron policies he initiated and news articles about public health measures and statistics.

Plaintiff Kevin Lindke posted critical comments in response to the posts. Freed deleted the comments and blocked Lindke from his Facebook page. Lindke then sued under 42 USC 1983 (Section 1983), alleging that Freed violated his First Amendment rights by deleting Lindke's comments and blocking him from his Facebook page.

To violate Section 1983, a person must be a "state actor." The Sixth Circuit noted that just because Freed was a government official did not mean that everything he did qualified as state action. When a government official acts "in the ambit of [his] personal, private pursuits," Section 1983 does not apply.

Determining whether a person is acting in a state capacity turns on whether their actions are "fairly attributable" to the state. The court applied the "state-official test," analyzing whether Freed was performing an actual or apparent duty of his office or if he could have behaved as he did without the authority of his office. The Sixth Circuit noted that this test is similar to the U.S. Supreme Court's "nexus test," which analyzes whether a defendant's actions were "entwined with

governmental policies” or subject to the government’s “management or control.”

The Sixth Circuit held that Freed’s social media activity did not meet the standard for state action because it was not part of his actual or apparent duties as city manager, and the authority of his position did not impact his actions. Even though Freed occasionally posted comments about his job, the court held that such posting did not transform his personal page into official action, and consequently, it could not give rise to Section 1983 liability.

The Sixth Circuit clarified that in some cases, social media posts *can* constitute state action if:

- state law requires the office holder to maintain the social media account (e.g., a police chief running a public safety Facebook page);
- the account belongs to the office holder rather than the individual official (e.g., a principal’s personal Twitter account compared to the school’s official twitter account); or
- public resources are used in relation to account activity (e.g., a social media team is paid to run the account or public funds are spent on media outreach).

School officials and board members should therefore only use official school accounts to communicate with students, parents, and the community. Use of a school official’s personal account could constitute “state action” and lead to unexpected legal requirements and potential liability.



FOIA Follies: Court Clarifies FOIA’s Privilege & Frank Communication Exemptions

In a recent unpublished decision, the Michigan Court of Appeals ruled that the Secretary of State and Department of State must produce certain documents they claimed fell under the Freedom of Information Act’s “privilege” and “frank communication” exemptions. *Mich Rising Action v Sec’y of State*, COA Docket No. 359355 (July 21, 2022).

In 2019, Michigan Rising Action (MRA) and Tori Sachs filed a FOIA request with the Michigan Secretary of State and Department of State (Agencies) seeking documents related to two campaign finance violation complaints and the administrative proceedings that followed. The request was denied in part, with the Agencies stating that some requested documents were exempt from disclosure under FOIA’s privilege and frank communication exemptions. MRA and Sachs sued, alleging the Agencies violated FOIA by failing to disclose the requested documents.

FOIA generally requires public bodies to disclose public records upon request, unless the requested documents fall within one of the statutory exemptions. The court noted that FOIA exemptions must be “narrowly construed to serve the policy of open access to public records,” and the burden of proving that an exemption applies rests with the public body asserting the exemption.

The Agencies asserted the “privilege” exemption, which applies to privileges “recognized by statute or court rule.” The court disagreed with the Agencies’ assertion that this exemption applies to documents that “reflect settlement negotiations,” reasoning that neither the Sixth Circuit Court of Appeals, nor any statute or court rule, recognizes a privilege extending to settlement negotiations.

The Agencies also relied on the “frank communications” exemption. The court reasoned that for the purposes of that exemption, a party must establish that a document: (1) is a communication or note of an advisory nature made within a public body or between public bodies, (2) covers more than purely factual material, and (3) is preliminary to a final agency determination of policy or action.

The court explained that a party asserting this exemption must also satisfy a balancing test that demonstrates that the public interest in encouraging frank communication between officials and employees of public bodies *clearly outweighs* the public interest in disclosure. Ultimately, the court disagreed with the Agencies’ claim that certain documents fell under this exemption because (1) the documents were not communications between public bodies, and (2) the Agencies failed “to show how in this particular instance disclosure would have a chilling effect on internal communications.” The court therefore held that the Agencies were required to disclose the documents.

This decision serves as a reminder that FOIA is a pro-disclosure statute with narrowly construed exemptions and that exemptions must be analyzed on a case-by-case basis. In addition, courts will carefully examine any FOIA exemptions asserted by public bodies, so school officials should ensure that exemptions are properly claimed, consistent with FOIA’s requirements. If you have questions about a FOIA request, contact a Thrun attorney to discuss your specific situation.



Hindsight is 20/20: Service Contract Considerations in Light of the COVID-Era

The COVID-19 pandemic has significantly impacted all aspects of school operations, including school services contracted out to independent contractors. As

school officials renegotiate or execute new service agreements (e.g., with transportation, custodial, or other contractors), they should be mindful about establishing contract terms that offer flexibility and tolerance for changing circumstances that may be beyond their control.

Scope of Services and Payment Terms

When contracting for services, school officials should consider the possibility of unexpected school closures, including periods of remote-only instruction. Rather than agreeing to pay for services that are based on a pre-determined schedule, school officials might consider negotiating a payment schedule that requires payment to a contractor only for work actually performed or the hours actually worked. We recommend that the contract also give school officials the ability to require that work be performed remotely when appropriate, or to forgo services without penalty when school is not in session, especially if the work is unnecessary due to an unanticipated school closure.

Termination for Convenience

Some contracts include language that permits termination for convenience only after the first full year of the agreement or only for cause (e.g., a material breach of the contract). This language is inadvisable because it does not provide flexibility to address changed circumstances. Instead, we recommend including a termination provision that authorizes school officials to terminate a contract at the school's convenience with advance notice. Typically, we suggest 30 days' or 60 days' advance written notice, although this may be modified depending on the type of services being offered or the relationship with the contractor. This flexibility allows a school to easily terminate contracts with unfavorable terms, if the school's needs related to the contract change, or if the contractor is not performing adequately.

Some contractors are unwilling to negotiate a termination-for-convenience provision. In that case, school officials should ensure that the school is permitted to terminate the contract "for cause" and identify events that establish cause for termination. Such events may include a material breach of the contract, loss of state funding, changed circumstances no longer necessitating such services, and failure or inability to perform due to a global pandemic or local health order.

Force Majeure

Contracts may contain a "force majeure" clause, which generally excuses a party's failure to perform a contractual obligation due to an unforeseeable event outside their reasonable control. Alternatively, the clause may extend the performance period where performance becomes temporarily impossible or

untenable due to circumstances beyond that party's control. Under Michigan law, force majeure clauses are narrowly construed to excuse performance only if a specific event listed in the clause causes the nonperformance.

School officials should ensure that if a force majeure clause is included in a contract, it includes a variety of circumstances that excuse performance, such as compliance with any order, decree, law, or request of any governmental authority; declaration of national or state emergency; or global pandemic. We recommend that school officials establish that if a force majeure event occurs, it does not extend the term of the contract nor does it entitle the contractor to any type of damages or additional fees.

Additionally, the contract should make clear that the school is not required to pay the contractor for periods in which work is not performed.

Indemnification/Limitations of Liability

An indemnification provision in a contract allocates the risk and expense in the event of a breach, default, or misconduct by one of the parties. Generally, indemnification provisions are used to shift potential costs from one party to the other.

As a matter of law, school boards cannot agree to indemnify and hold harmless the other contracting party. The Michigan Court of Appeals has ruled that boards of education do not have the authority to agree to indemnification provisions and that agreeing to such provisions exceeds the board's statutory power. Similarly, boards must not agree to limitation of liability provisions, as they may violate Michigan's Constitution based on an impermissible lending of state credit.

As school officials navigate entering into new service contracts or renewing old contracts with independent contractors, we recommend involving legal counsel to assist with review and negotiations.

• • •

2023 Election Dates and Deadlines

A school district may place millage and bond propositions on the ballot for the three regular election dates each year (four in a presidential election year), as well as certain petition initiative election dates. The 2023 regular election dates available for voting millage or bond proposals are as follows:

May 2
August 8
November 7

A certified copy of the school board resolution approving ballot language for millage or bond

propositions must be filed with the school’s election coordinator (usually, the county clerk) at least 12 weeks before the chosen election date (e.g., for the May 2023 election date, the filing deadline is Tuesday, February 7, 2023, at 4:00 p.m.). If your school district is considering a millage or bond proposition for next May, please contact the attorney who assists your school with election matters as soon as possible.

Registered electors in a school district may circulate petitions to place a millage or bond proposition on the ballot on a date other than the regular election dates listed above. Petitions bearing a sufficient number of signatures must be filed at least 12 weeks before the applicable election date. For 2023, the available petition initiative “floater” election dates are:

- January 3, 10, 17, 24, 31
- February 7, 14, 21, 28
- March 7, 14, 21, 28
- June 13, 20, 27
- July 4
- September 19, 26
- October 3
- December 19, 26

The 2023 regular and “floater” election dates may be used to seek voter approval for any of the following:

- millage renewal;
- restoration/override of Headlee reduction to existing millage;
- new millage, such as sinking fund, recreational, special education, vocational education, or regional enhancement; or
- bonds.

For a new bond issue that a school would like qualified under the School Bond Qualification and Loan Program, school officials should contact their bond attorney at least six months before the prospective election date to schedule a preliminary qualification (PQ) meeting with the Department of Treasury. For the May 2023 election date, Treasury’s availability for PQ meetings is filling up quickly. We recommend that school officials plan accordingly and schedule these PQ meetings as soon as possible, if they do not already have a date set.

If you have questions about voted bonds or millages, please contact the Thrun attorney who assists your school district with election matters.



October 5th is Fall Count Day

The State School Aid Act requires two student count days each school year to calculate student membership. The count days for the 2022-2023 school year are the first Wednesday in October (October 5,

2022), and the second Wednesday in February (February 8, 2023). The October 5 count day is fast approaching, and 90% of a school’s per-student state aid will be based on that day’s membership count.

MDE has not yet issued the 2022-2023 Pupil Accounting Manual (PAM), but the most recent PAM requires school officials to ensure that:

- each student is enrolled on or before the count day;
- student schedules and attendance records match (an auditor will use a student’s class schedule in effect on the pupil count day to search for the student in class-by-class attendance records);
- attendance records identify the teacher, class, hour, and dates of instruction;
- attendance records, including computer-generated records, are signed by the teacher of record;
- computer-generated records are verified, signed, and dated weekly by the teacher of record;
- attendance records, whether electronic or handwritten, are easily readable;
- a school maintains *one* official attendance record;
- attendance marks and excused/unexcused absences comply with school policy; and
- each instructor is a certificated teacher or holds a substitute teaching permit.

A student who is absent on count day may still be counted if the student:

- has an excused absence and attends within 30 calendar days after count day;
- has an unexcused absence and attends within 10 school days after count day; or
- is suspended or expelled and attends within 45 calendar days after count day.

A school must demonstrate that it has satisfied *all* legal requirements to be eligible for state aid reimbursement. Failure to follow pupil accounting rules and requirements may prompt MDE to reduce a school’s full-time equivalent student count, resulting in a corresponding reduction in state aid.

Each year, several schools are faced with a potential state aid reduction for failing to comply with the PAM. Those situations often involve simple errors that could have been easily avoided, such as students not being instructed by a certificated teacher (or by an individual with a substitute permit) or a teacher of record neglecting to sign attendance records. Other common mistakes include:

- counting students who do not meet RSC Section 1147 age requirements (at least 5

years old by September 1 of the school year of enrollment);

- allowing shared-time students to take classes that are not available to all students, not taught by a certificated teacher, or are “core classes” as interpreted by MDE; and
- failing to properly document student attendance.

If you are concerned whether your school’s count day policies and procedures comply with the PAM or you have other questions about pupil accounting, please contact a Thrun Law Firm attorney.



Don’t Get Burned by School Safety Drill Requirements

Don’t forget to get your school year off to a safe start by complying with state safety drill obligations. Below are some frequently asked questions and answers about these requirements.

Q: Which schools are required to conduct safety drills each school year?

A: Michigan’s Fire Prevention Code requires every local school district, intermediate school district, and public school academy operating any of grades K-12 to conduct fire, tornado, and lockdown drills.

Q: How many fire, tornado, and lockdown drills are required? When are they required?

A: A school must conduct at least 10 total drills for each school year, including:

- a minimum of five fire drills (at least three of those drills must be held by December 1, and the other two drills must take place during the remainder of the school year with a reasonable interval between the drills);
- a minimum of two tornado drills (at least one of those drills must be held in March); and
- a minimum of three lockdown drills (at least one of those drills must be held by December 1, and at least one must take place after January 1).

At least one of the drills (e.g., fire, tornado, or lockdown) must be conducted during either lunch, recess, or another time when a significant number of students are gathered but not in a classroom.

Q: Must a school schedule these safety drills in advance?

A: Yes. By September 15, the school’s chief administrator (e.g., the superintendent) must provide a list of

the scheduled drill days to the county emergency management coordinator in the school’s jurisdiction.

Q: What is a lockdown drill, and what must it include?

A: Under a lockdown drill, students and staff are to be restricted to the interior of the school building. The drill must include security measures that are appropriate to “an emergency,” such as the release of a hazardous material or the presence of a potentially dangerous individual in or near the school building. The school board must seek input from school administration and local public safety officials on the nature of the drills. State and local police may, but are not required to, participate.

Q: Under what grounds may the school’s chief administrator reschedule a safety drill?

A: The school’s chief administrator may reschedule a safety drill due to conditions not within the control of school authorities (e.g., severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions as defined by public health authorities). A canceled safety drill must be rescheduled within 10 school days after the originally scheduled date, and the school’s chief administrator must notify the county emergency management coordinator of the rescheduled date.

Q: What must the school do after conducting a safety drill?

A: Within 30 school days after each safety drill, school officials must provide documentation on the school’s website that the drill occurred. Documentation must include the school’s name; the school year; the drill date, time, and type; the number of completed drills to date for that drill type; the school principal or designee’s signature acknowledging the drill; and the name of the person who conducted the drill, if not the school principal. The school’s website must maintain this information for at least three years.

Q: What is the penalty for failing to conduct a required safety drill?

A: Failing to conduct a required safety drill violates the Fire Prevention Code and is punishable as a misdemeanor.



Register for Upcoming Labor & Employment Webinars

Thrun Law Firm is offering a series of four webinars focused on important labor and employment law topics that school officials frequently encounter where missteps may result in legal liability. These trainings are for K-12 and central office administrators

who are new to the job as well as those veterans who may desire a refresher. The following dates and topics will be offered:

- Wednesday, November 2 – Managing the Grievance Process
- Wednesday, November 9 – Teacher IDPs and the Evaluation Process
- Wednesday, December 7 – Maneuvering through FMLA, PMLA, & ADA
- Wednesday, December 14 – Collective Bargaining for 2023 Primer

Further details, including the cost and time of the webinars, are included on the attached registration form. We hope to see you there!



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/list

Date	Organization	Attorney(s)	Topic
September 14, 2022	Thrun Law Firm, P.C.	Cristina T. Patzelt Jessica E. McNamara	Comprehensive Title IX Training webinar
September 16, 2022	Ottawa ISD HR Leaders	Lisa L. Swem	Employee Free Speech Issues webinar
September 20, 2022	MASPA	Lisa L. Swem	Top Legal HR Pitfalls
September 20, 2022	MASPA	Katherine Wolf Broaddus	Implementing Collective Bargaining Agreements
October 6, 2022	MNA	Raymond M. Davis	Heck No – PTO and Other Things to Keep Out of Your Contract
October 6, 2022	MNA	Timothy T. Gardner, Jr. Ryan J. Murray	Evaluations and Merit Pay
October 6, 2022	MNA	Katherine Wolf Broaddus	Bargaining Support Staff Contracts
October 7, 2022	MNA	Robert A. Dietzel	Legal Update
October 13 & 14, 2022	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Policy Implementation Meetings
October 21, 2022	MASB	Michael D. Gresens Ian F. Koffler	The ABCs of a School Bond Issue
November 2, 2022	Thrun Law Firm, P.C.	Daniel M. Martin Piotr M. Matusiak MaryJo D. Banasik	Managing the Grievance Process webinar
November 9, 2022	Thrun Law Firm, P.C.	Katherine Wolf Broaddus Ryan J. Murray Cathleen M. Dooley	Teacher IDPs and the Evaluation Process webinar
November 15, 2022	Metro Bureau	Erin H. Walz Cathleen M. Dooley	Special Education Law and Discipline
December 1 & 2, 2022	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Policy Implementation Meetings
December 7, 2022	Thrun Law Firm, P.C.	Raymond M. Davis Ryan J. Murray Erin H. Walz	Maneuvering through FMLA, PMLA, & ADA webinar
December 14, 2022	Thrun Law Firm, P.C.	Katherine Wolf Broaddus Timothy T. Gardner, Jr. MaryJo D. Banasik	Collective Bargaining for 2023 Primer webinar

VII. ITEMS FOR DISCUSSION AND/OR ACTION

VII.A. Approval of MASB Delegate Assembly
member

VII.B. Approval of the Commissioning Consultant
for CTE Center



September 13, 2022

Mr. Tom Zahrt, Interim Superintendent
KRESA - Kalamazoo Regional Educational Service Agency
1819 E. Milham Road
Portage, MI 49002
Bloomfield Hills, MI 48301

RE: RFP Results – Commissioning Services

Dear Mr. Zahrt:

On August 3, 2022, Plante Moran Cresa issued an RFP for Commissioning Services for the new Career & Technical Education Center (CTE) to five (5) consulting firms with similar project expertise. Proposals were received on Thursday August 25th. All five firms responded with proposals. We are requesting board approval so that work and overall project due diligence can commence immediately to ensure all systems are well designed, complete, and functioning properly, and staff have appropriate system documentation and training at project completion.

- Facilities Infrastructure Systems Engineering & Commissioning (FISEC) submitted a proposed fee of \$66,138 which also includes two alternates the KRESA team requested. FISEC's proposal was the lowest of the five received. The evaluation team reviewed the proposal in detail and references for FISEC and are confident in their ability to perform to the work to our high expectations.
- Other proposals included (supporting details attached):
 - TowerPinkster - \$99,000
 - Catalyst Partners - \$105,950
 - IMEG - \$84,300
 - Fishbeck - \$101,700
- All (5) firms did submit and met the criteria set forth in the RFP for submission of Commissioning Firm Experience, Familial Disclosure Affidavit, Iran Economic Sanction Affidavit, Non-Collusive Affidavit, and the Equal Opportunity Form.

In conclusion, it is our recommendation to move forward with FISEC Company in the amount of \$66,138 for the Project Commissioning.

The Project Team is available at the Board's convenience to answer any questions.

Sincerely,

PLANTE MORAN CRESA

A handwritten signature in black ink, appearing to read 'A. Dresselhouse', with a long horizontal flourish extending to the right.

Allen Dresselhouse, Program Management
Principal

- c. Garrett Meade, Stan Hoekstra – KRESA
Paul Wills, Doug Phillips – Plante Moran Cresa
File

BID SUMMARY

KRESA - Commissioning Services

Revised on 8/31/2022

	Cost Summary				
	FISEC	TowerPinkster	CatalystPartners	IMEG	Fishbeck
By Project Phase	Lump Sum	Lump Sum	Lump Sum	Lump Sum	Lump Sum
KRESA RFP - Commissioning Services	\$ 59,298.00	\$ 75,000.00	\$ 99,900.00	\$ 74,000.00	\$ 95,900.00
Alternate #1	\$ 4,700.00	\$ 20,000.00	\$ 2,900.00	\$ 7,800.00	\$ 3,300.00
Alternate #2	\$ 2,140.00	\$ 4,000.00	\$ 3,150.00	\$ 2,500.00	\$ 2,500.00
Total Cost Summary					
Total Lump Sum + Alternates	\$ 66,138.00	\$ 99,000.00	\$ 105,950.00	\$ 84,300.00	\$ 101,700.00
Average of All Bids	\$ 88,847.00	\$ 88,847.00	\$ 88,847.00	\$ 88,847.00	\$ 88,847.00
Variance from Average	\$ (22,709.00)	\$ 10,153.00	\$ 17,103.00	\$ (4,547.00)	\$ 12,853.00
By Staff Classification					
Principal	\$ 135.00	\$ 230.00	\$ 200.00	\$ 250.00	\$ 257.00
Project Manager	\$ 125.00	\$ 205.00	\$ 150.00	\$ 185.00	\$ 163.00
Project Engineer	\$ 140.00	\$ 190.00	\$ 175.00	\$ 185.00	\$ 152.00
Commissioning Agent	\$ 125.00	\$ 175.00	\$ 150.00	\$ 120.00	\$ 163.00
Field Representative	\$ 105.00	\$ 125.00	\$ 120.00	\$ 120.00	\$ 127.00
Draftsperson/Technician	N/A	\$ 120.00	\$ 100.00	\$ 95.00	\$ 109.00
Accounting	N/A	\$ 85.00	\$ 75.00	\$ 80.00	\$ 127.00
Clerical	\$ 65.00	\$ 85.00	\$ 75.00	\$ 80.00	\$ 98.00
VP-In-Charge / Project Exec.	N/A	NA	NA	\$ 230.00	\$ 215.00
Mech Cx Support	N/A	NA	NA	NA	\$ 127.00
Elec Cx Support	NA	NA	NA	\$ 80.00	\$ 163.00
Disclosure Submissions					
Commissioning Firm Experience	X	X	X	X	X
Familial Discosure Affidavit	X	X	X	X	X
Iran Disclosure Affidavit	X	X	X	X	X
Crimminal Background Disclosure	X	X	X	X	X
Non-Collusive Affidavit	X	X	X	X	X

VII.C. Approval of the Survey and Testing
company for CTE Center

September 13, 2022

Mr. Tom Zahrt, Interim Superintendent
KRESA - Kalamazoo Regional Educational Service Agency
1819 E. Milham Road
Portage, MI 49002
Bloomfield Hills, MI 48301

RE: RFP Results – Testing and Surveying Services

Dear Mr. Zahrt:

On August 29, 2022 proposals were received from three firms for construction Survey and Materials Testing (for quality control and quality assurance) services. Three firms responded with proposals. We are requesting board approval so work can commence to ensure site improvements and earthwork are performed in compliance with project design specifications.

- **Driesenga Associates total estimated cost of work is \$132,900.** Driesenga's proposal was the only one of the three that was fully inclusive of requested services, and their unit prices are in line with market rate and below our budgeted expectations for this work. These services will be billed on a unit price, as needed basis. The anticipated services breakdown is below.

○ Survey/staking	\$ 48,250
○ Earthwork Testing	\$ 28,500
○ Concrete Testing	\$ 30,200
○ Asphalt Testing	\$ 7,200
○ Structural Steel Testing	\$ 8,950
○ <u>Masonry Testing</u>	<u>\$ 9,800</u>
Total Estimate of Services	\$132,900

- Other firms submitting proposals included Soils and Materials Engineers (SME), and Materials Testing Consultants (MTC). Details of their cost submittals are included in the attached tabulation. Note daily rates for Driesenga are in line with the other proposals.
- All firms did submit meet the criteria set forth in the RFP for submission of Commissioning Firm Experience, Familial Disclosure Affidavit, Iran Economic Sanction Affidavit, Non-Collusive Affidavit, and the Equal Opportunity Form.

In conclusion, it is our recommendation to move forward with Driesenga and Associates in the amount of \$132,800 for the Surveying and Testing scope of work.

The Project Team is available at the Board's convenience to answer any questions.

Sincerely,

PLANTE MORAN CRESA



Doug Phillips, Senior Vice President
Plante Moran Cresa

- c. Scott Thomas, Garrett Meade, Stan Hoekstra – KRESA
Paul Wills, Allen Dresselhouse – Plante Moran Cresa
File

1.2 Survey and Testing Services Comparison Spreadsheet

	<u>Driesenga</u>	<u>SME</u>	<u>MTC</u>
<u>Survey</u>			
Budget	48,250	Not provided	Not provided
<u>Earthwork</u>			
Budget	28,500	38,000	Not provided
Daily	700	785	650
OT Hourly	110	120	71.50
Sample/Sieve	175	150	Tests are per schedule provided from \$170-225 depending
Proctor		195	
<u>Concrete</u>			
Budget	30,200	28750	Not provided
Daily	700	785	650 Test cylinders are a la carte \$20/ea (4 for \$80)
OT Hourly	110	120	71.50
FF & FL	700/test	225/day	950 Equipment only, requires daily rate for tech. in addition
Additional cylinders	Incl. in Daily Rate	15/ea	
<u>Asphalt</u>			
Budget	7,200	8000	Not provided
Daily	700	785	650
OT Hourly	110	120	71.50
Extraction/Gradation		375	
<u>Roofing</u>			
Daily	700	975	1000
OT Hourly	110	140	130
		*Same as fireproofing	
<u>Masonry</u>			
Budget	9,800	2,500	Not provided
Daily	700	785	700 Testing is a la carte per schedule provided
OT Hourly	110	120	78
<u>Glass/Glazing</u>			
Daily	700	N/A	N/A
OT Hourly	110	N/A	N/A
<u>Structural Steel</u>			
Budget	8,950	9,750	Not provided
Daily	895	975	1000
OT Hourly	150	140	130
<u>Cut/fill Monitor</u>			
Daily	700	785	650
OT Hourly	110	120	71.50
<u>Proposed Days on Site</u>			
	137	113	N/A

*Unless noted otherwise, common tests and reports are included within the daily/hourly rates of a technician

VIII. **ADJOURNMENT**

Board Secretary