

Regular Meeting

Tuesday, February 17, 2026 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 PUBLIC

III. CONSENT AGENDA

III.A. Approval of Board of Education Regular
Meeting Minutes – January 20, 2026

**Board of Education
January 20, 2026 – 5:30 PM
Conference Room A/B/C
1819 East Milham Avenue
Portage, Michigan 49002
REGULAR MEETING MINUTES**

- MEMBERS PRESENT:** Mr. Virgil “Skip” Knowles, Mr. David Webster, Mr. James Devers, Mr. Randy VanAntwerp
- MEMBERS ABSENT:** Ms. Lynne Cowart
- ADMINISTRATION/STAFF:** Dr. Dedrick Martin, Ms. Mindy Miller, Mr. Brian Schupbach, Mr. Scott Thomas, Mr. Eric Stewart, Ms. Stephanie Brown, Ms. Angela Telfer, Ms. Rachel Roberts, Ms. Sarah Mansberter, Ms. Meredith Lewis, Ms. Sandy Barry-Loken, Ms. Jackie Martell

I. CALL TO ORDER

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

II. CONSENT AGENDA

- A. Approval of Board of Education Regular Meeting Minutes – December 16, 2025
- B. Approval of New Hire
- C. Approval of New Position
- D. Approval of Monthly Financial Report
- E. Approval of Head Start Financial Report

Mr. Webster moved; Mr. Devers supported approving the consent agenda.

Motion carried unanimously.

III. PRESENTATIONS

- A. KRESA Bargaining Update – Eric Stewart

IV. CENTER OF EXCELLENCE UPDATE

A. Early Childhood Update –Rachel Roberts

Enrollment as of 1/15/2026

	# of Children Enrolled	% of Children Enrolled
Head Start	459*	95%
GSRP	1,017	80%
TOTAL	1,476	84%

GSRP has onboarded two (2) new Sub-recipients. One begins programming 1/19/2026, and the second program will begin 2/2/2026, which will potentially add another 36 students enrolled.

**Out of the 485 students funded through the Head Start grant.*

The Governing Body’s Monthly Report for ongoing monitoring in accordance with the Head Start Program Performance Standards (HSPPS) were attached to the board agenda.

B. Special Education Update –Angela Telfer

KRESA Transition Services – Highly Individualized Programming Driving Student Success

Overview

KRESA Transition Services (KTS) continues to lead the way in creating highly individualized programs for young adults ages 18–26. Our approach centers on each student’s goals for a meaningful life in the community, ensuring that programming reflects their aspirations and strengths. Staff expertise, combined with family and community partnerships, allows us to design innovative solutions that remove barriers and promote inclusion.

Student Success Story

Last year, KTS welcomed a 24-year-old student from another county who had previously received homebound services due to challenges with emotional regulation in traditional school settings. Recognizing the importance of equitable access to education and community life, the KTS team collaborated with the student, family, and group home staff to design a program tailored to the student’s preferences and needs. This individualized plan focused on:

- Reducing environmental stressors by scheduling instruction after hours in the KTS building.

- Building self-advocacy and emotional regulation skills through strategies that empower the student to express authentic feelings and use coping tools.
- Expanding community engagement by introducing volunteer opportunities at a local farm, with plans to add experiences at a food bank and greenhouse.
- Fostering recreation and social connections through activities such as bowling, rock climbing, and learning to enjoy games with peers.

Collaborative Approach

The success of this program reflects the collective effort of:

- Teachers, behavior support specialist, social worker, speech-language pathologist, paraprofessionals, and administrators.
- Group home staff who partnered seamlessly with KTS educators.
- Parents who served as strong advocates and active partners in planning.

This team-based approach ensured that the student's voice remained central, honoring their right to a self-directed, fulfilling life beyond school services.

Impact and Outcomes

Over the past year, the student has demonstrated remarkable growth:

- Increased participation in community-based activities.
- Improved ability to identify emotions and use coping strategies (from 45% of the time to 74% of the time).
- Greater confidence in trying new experiences.

With six months remaining in the program, the student is on track to transition successfully into adulthood with meaningful work, recreation, and supportive living arrangements. Progress graphs below illustrate the trajectory of achievement, underscoring the effectiveness of individualized, inclusive programming.

Key Takeaways

- Innovation and flexibility are essential to dismantling barriers and creating equitable opportunities.
- Collaboration and advocacy amplify student success.
- Student-centered planning ensures dignity, autonomy, and meaningful outcomes.

KTS remains committed to advancing practices that empower every student to thrive in their chosen community settings.

C. Career Connect Update – Eric Stewart, Sarah Mansberger & Paige Daniels

Reality Fairs: Reality Fair events are hands-on simulations giving participants a taste of real-world financial realities. Year to date, our team has met with 8 schools and 415 students

Student Quotes

“It showed me how to budget and be smart with my money.” “It was entertaining, hands on, and felt like real life.”

Video: Experience a Reality Fair in Action:

<https://www.youtube.com/watch?v=ICSbaikqBvY>

Career Connect Campus Principal Hiring: The principal position at the Career Connect Campus was posted in mid-December through January 18. We look forward to interviews in late January and early February for this hiring process.

New “Never Go Dark” Partnership: In partnership with the George Washington Carver Food Research Institute and Kalsec, Career Connect will be offering a two-week Explore Ag STEAM Academy from June 15-26. This two-week camp for 10th-12th graders will focus on food systems design and food equity. Career Connect will announce other new partnerships for “Never Go Dark” at the campus soon.

ACEC Award: The Career Connect Campus has been notified that it has won an award from the American Council of Engineering Companies. Career Connect staff will join the project architects and engineering firm at a gala in March to be recognized.

D. Educator Supports Update –Stephanie Brown

Our Culture & Climate Specialists help foster positive school climates and improved student outcomes. Through coaching, consulting, and collaborative initiatives, we have made significant strides in areas such as classroom management, social-emotional learning, mental health, and restorative practices.

Key Accomplishments:

- **Coaching and Consulting:** Provided targeted support to 5 of 9 local districts, as well as charter and out-of-county districts.
- **Professional Development:** This fall provided seven professional development cohorts across the county and additional learning in Bangor School District. Professional development included topics such as restorative practices, trauma informed practices, and classroom management.
- **Mental Health Supports:** Engaging continuous improvement in Mental Health Systems within our districts and supporting clinicians who merge their mental health expertise with growing awareness and understanding of working within the educational setting.
- **School-Level Impact:** Supported schools in adopting comprehensive SEL curricula.

Cultivating Positive Learning Environments:

KRESA and Comstock Partnership Highlights

A Glance at Educator Supports Culture and Climate in Our Locals... The partnership between Comstock Public School District and KRESA's Cultural Climate Specialists showcases a multileveled approach to supporting educators and students.

Comstock Public Schools is committed to deeply embedding strong culture and climate supports district wide to foster positive and engaging learning environments. At Comstock Elementary School, culture climate work focuses on enhancing classroom management through direct coaching with eight teachers, emphasizing the setting of clear expectations and providing consistent, positive student feedback. Simultaneously, at the STEM Academy, culture climate specialists will deliver a professional development session titled "Mindful Management," equipping staff with tools to increase self-awareness and self-regulation when facing classroom challenges. This collaborative approach addresses immediate classroom needs while building long-term staff capacity.

Further expanding this partnership, our team is also partnering around system-wide improvements at Comstock Middle School, where we are coaching on student engagement and positive behavior supports. This includes ongoing support for the implementation of Positive Behavior Supports and Interventions (PBIS) through schoolwide learning, dedicated data collection and feedback mechanisms, and

monthly collaboration with the PBIS leadership team. Their work extends to Compass Alternative High School, providing observation and data support to educators to refine engagement strategies in support of building wide goals to promote student growth and increased graduation rates. Finally, they are engaging with district leadership to implement and refine mental health system supports, including facilitating a monthly cohort for interested therapists to foster peer-to-peer learning and collaborative engagement across the district.

While our Culture Climate Specialists are partnered in several additional (in and out of county) districts, Comstock has integrated this work in such a way that it showcases the depth and breadth of work that such partnership can support.

E. Operational Supports Update

1. Human Resources Update – Meredith Lewis

Union Negotiations

KRESA presented its final proposal to the union on October 27, which was later amended on December 19 to remove the ratification bonus in response to union concerns. At a subsequent bargaining session, both parties acknowledged that negotiations have reached an impasse. The union is not contesting this determination. As a result, KRESA is implementing its final proposal to the full extent allowed by law, including moving all bargaining unit members to the current 2025-26 pay schedule and providing full retroactive pay, which will be included in the January 30 payroll.

Culture & Belonging

The Director of Culture and Belonging facilitated a 90-minute professional learning for 65+ staff within Technology, Facilities, and Transportation. This session was the third of five sessions focused on supporting high-quality customer service. The Culture and Belonging Team continues to collaborate with the Human Resources Department on several projects including creating an introductory C&B video for all new employees to view during orientation, creating a C&B Team charter to communicate how the team functions, and creating high-quality and consistent recruitment and hiring resources.

2. Technology & Operations Update – Brian Schupbach

To enhance emergency management within our facilities, we are implementing a new system called Informacast. This platform enables staff to promptly alert all occupants of a building during an incident, using an application accessible on mobile phones or laptops. In addition to notifications sent to personal devices, the system will also trigger both visual and audible alerts through our paging infrastructure. Informacast is currently

operational at the CCC and will be deployed at Valley Center and Juvenile Home School later this month.

V. Superintendent Report – Dr. Dedrick Martin
State Superintendent Conference in Kalamazoo:

Michigan Education Guarantee:

The Michigan Launch organization is diligently working on a legislative proposal known as the Michigan Guarantee. They aim to have this legislation proposed in the coming weeks voted into law as soon as possible. The primary objectives of this legislative effort are to redefine high school graduation standards with a promise of adequate and equitable funding and to reshape "reciprocal" accountability standards and measurements. Although the Launch group has attempted similar initiatives in the past with limited success, they are making another concerted effort. This time, they are extending their outreach beyond private industry to seek acceptance from various groups within the education community. I have been invited to join an ISD/RESA advisory group to swiftly review and provide feedback on this proposal. In general, many aspects of this initiative sound promising on paper, although it lacks specificity. Key points from my perspective include a push towards a standards-based education model with a focus on "demonstration of mastery" and career-focused education (CTE). Additionally, the proposal includes the establishment of a Graduation Standards Oversight Committee, which appears to be more than just an advisory body to the Michigan Department of Education.

MASA Conference:

A quick reminder that I will be attending the MASA conference this week, and we are fortunate to have the event here in Kalamazoo.

VI. Thrun Law Notes

A. Correspondence/Informational

VII. ITEMS FOR DISCUSSION AND/OR ACTION

- A. Approve the attached stormwater resolution.

Mr. VanAntwerp moved, Mr. Webster supported the approval of the attached stormwater resolution.

Motion carried unanimously.

B. Approval of Resolution for Special Education Millage (ROLL CALL VOTE)

Mr. Webster moved, Mr. Devers supported the approval Resolution for the Special Education Millage

VanAntwerp – yes, Devers – Yes, Webster – Yes, Knowles – Yes

Motion carried unanimously.

VII. PUBLIC COMMENT

- a. Randy Borden made comments in regard to contract bargaining.
- b. Ben Bierlein made comments in regard to union.
- c. Sarah Dickman made comments in regard to bargaining.
- d. Noreen Heikes made comments in regard to the teacher conditions.
- e. Crystal Van Pelt made comments in regard to the contract.
- f. Liz Ratashak made comments in regard to settling the contract.
- g. Brian Brusah made comments in regard to the contract.
- h. Tom Greig made comments in regard to the union.

VIII. Superintendent requests that the Board of Education adjourn into closed session to review and discuss contract negotiations and attorney/client privileged information.

Mr. VanAntwerp moved, Mr. Webster supported adjourning to closed session at 6:10pm.

Motion carried unanimously.

X. ADJOURNMENT

The meeting was adjourned at 7:15 pm.

Respectfully submitted,

Lynne Cowart
Board Secretary

Jackie Martell
Recording Secretary

Minutes Approved on

III.B. Approval of Board of Education Closed
Meeting Minutes - January 20, 2026

III.C. Approval of Special Board of Education
Meeting Minutes - February 3, 2026



KALAMAZOO RESA
Board of Education
February 3, 2025
SPECIAL SESSION MINUTES

MEMBERS PRESENT: Mr. Virgil "Skip" Knowles, Mr. David Webster, Ms. Lynne Cowart, Mr. Randy Van Antwerp, Mr. James Devers

MEMBERS ABSENT:

ADMINISTRATION/STAFF: Dr. Dedrick Martin, Meredith Lewis, Jackie Martell

- I. Call to Order
Mr. Knowles called the meeting to order at 4:30 pm.
II. Public Comment
There were no comments from the public.
III. Superintendent requests that the Board of Education adjourn into closed session to review and discuss a written attorney / client privileged document.

Mr. VanAntwerp moved, Mr. Webster supported adjourning to closed session at 4:31.
Motion carried unanimously.

Lynne Cowart moved; Dave Webster supported to approve the mediator's recommendation.
Motion carried unanimously.

- IV. Superintendent requests that the Board of Education adjourn into closed session for the superintendent mid-year progress report.

Mr. VanAntwerp moved, Mr. Webster supported adjourning to closed session at 5:21.
Motion carried unanimously.

- V. Adjournment
The meeting was adjourned at 7:42 pm.

Respectfully submitted,

Lynne Cowart
Board Secretary

Jackie Martell
Recording Secretary

Minutes
Approved on _____

- III.D. Approval of Special Board of Education
Closed Meeting Minutes – February 3, 2026
- III.E. Approval of Monthly Financial Report

Kalamazoo Regional Educational Service Agency

1819 E. Milham Avenue

Portage, MI 49002-3035

During the period of time from January 1, 2026, through January 31, 2026, the following payments have been processed:

	<u>Payments</u>
Special Education	\$ 7,696,659
General Education	\$ 6,647,228
Career Connect	\$ 964,377
Payroll	\$ 5,685,223
General Capital Project	\$ -
Special Ed Capital Project	\$ 28,245
Career Connect Capital Project	\$ -
	<u>\$ 21,021,732</u>

* I hereby certify that the above claims set forth are lawful against the 2025-2026 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

5-Feb-26

**GENERAL EDUCATION FUND
STATEMENT OF REVENUES & EXPENDITURES
FOR THE SIXTH MONTH PERIOD ENDING 12/31/2025
UNAUDITED**

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
General Admin & Operations	6,879,828	3,130,692	46%	47%
Southwest MiTech	19,899,180	16,417,889	83%	83%
Great Start Collaborative (GSC)	197,115	197,115	100%	56%
Great Start Readiness Program (GSRP)	16,501,543	7,430,198	45%	45%
Print Center	922,000	496,500	54%	45%
Educator Supports	6,681,093	3,932,324	59%	74%
Career Connect Ignite - Education for Arts (EFA)	2,112,112	642,348	30%	44%
Regional Transportation & Safety Institute (RTSI)	417,535	363,860	87%	83%
Head Start	7,072,376	971,254	14%	19%
Enhancement Millage	16,972,656	6,795,129	40%	40%
Total Revenues	<u>77,655,438</u>	<u>40,377,308</u>	52%	54%

<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
General Admin & Operations	5,628,987	1,885,409	33%	33%
Southwest MiTech	20,410,534	3,727,725	18%	20%
Great Start Collaborative (GSC)	290,271	174,073	60%	38%
Great Start Readiness Program (GSRP)	16,501,543	6,053,188	37%	35%
Print Center	920,945	423,995	46%	52%
Educator Supports	7,155,416	2,436,877	34%	28%
Career Connect Ignite - Education for Arts (EFA)	2,212,112	896,278	41%	39%
Regional Transportation & Safety Institute (RTSI)	437,430	204,188	47%	47%
Head Start	7,072,376	2,630,621	37%	38%
Enhancement Millage	16,972,656	3,451,126	20%	12%
Total Expenditures	<u>77,602,270</u>	<u>21,883,480</u>	28%	27%

SURPLUS (SHORTAGE) OF REVENUE
OVER EXPENDITURES

53,168 18,493,829

SPECIAL EDUCATION FUND
STATEMENT OF REVENUES & EXPENDITURES
FOR THE SIXTH MONTH PERIOD ENDING 12/31/2025
UNAUDITED

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
Property Taxes	47,821,168	18,754,095	39%	39%
Section 51 Reimbursement	8,400,512	2,186,759	26%	22%
Section 51 Foundation	4,595,855	1,248,359	27%	27%
Section 24	597,307	162,886	27%	28%
IDEA	10,132,542	3,606,036	36%	26%
Various	3,289,008	1,588,047	48%	35%
MPSERS UAAL Offset	-	-	0%	0%
Early On Grant	869,989	231,441	27%	29%
MI School Based Services Program	2,397,860	1,268,030	53%	51%
Other Grants	460,419	305,417	66%	47%
	<u>78,564,660</u>	<u>29,351,070</u>	37%	35%

<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
Transition Services	5,539,953	2,325,830	42%	41%
WoodsEdge Learning Center (WELC) & Autism Supports and Interventions	12,783,414	5,664,245	44%	44%
Preprimary Evaluation Team (PET)	1,494,823	663,766	44%	43%
MPSERS UAAL	-	-	0%	0%
Central Services	8,613,726	3,906,087	45%	46%
Juvenile Home Schools	2,322,741	781,364	34%	32%
Valley Center School	1,774,662	648,319	37%	31%
Deaf/Hard of Hearing Program (DHH)	1,600,143	520,684	33%	35%
Early On/ECSE	5,164,442	2,420,615	47%	45%
General Admin & Operations	6,921,812	2,338,678	34%	33%
Subtotal KRESA Programs	<u>46,215,716</u>	<u>19,269,587</u>	42%	41%
Payout for Local Programs	32,034,941	7,395,528	23%	22%
Other Grants	460,420	44,670	10%	19%
	<u>78,711,077</u>	<u>26,709,786</u>	34%	33%

SURPLUS (SHORTAGE) OF REVENUE OVER EXPENDITURES	(146,417)	2,641,284
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CAREER CONNECT FUND
STATEMENT OF REVENUES & EXPENDITURES
FOR THE SIXTH MONTH PERIOD ENDING 12/31/2025
UNAUDITED

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
Property Taxes	10,862,716	4,259,480	39%	40%
Section 61A Added Cost	729,718	198,994	27%	49%
Various	918,682	726,581	79%	49%
Perkins Grant	626,807	275,649	44%	0%
CTE Consortium Contribution	2,650,000	-	0%	0%
Early Middle College	523,565	526,913	101%	0%
Career Pathway Planning Program (CP3)	2,795,507	1,488,854	53%	56%
	<u>19,106,995</u>	<u>7,476,472</u>	39%	42%
<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
Career Connect Campus Project	-	-	0%	25%
General Admin & Operations	3,067,066	1,436,763	47%	20%
Career Connect Discover	2,215,650	1,175,698	53%	0%
Career Connect Ignite	9,775,886	3,656,559	37%	0%
Career Connect Community Engagement	831,875	308,039	37%	0%
Early Middle College	523,565	209,779	40%	0%
Career Pathway Planning Program (CP3)	2,795,507	1,289,329	46%	48%
	<u>19,209,549</u>	<u>8,076,167</u>	42%	26%
SURPLUS (SHORTAGE) OF REVENUE OVER EXPENDITURES	(102,554)	(599,695)		

**Kalamazoo Regional Educational Service Agency
Investment Rate/Cash Data
As of 1/31/2026**

<u>Special Education Fund</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Maturity Date</u>
MILAF	Operating	904,287	3.60	
MILAF	Investment	11,654,035	3.74	OPEN
MILAF	Term Investment	0		
<i>Special Education Total</i>		<u>12,558,322</u>		
<u>General Education Fund</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Date</u>
MILAF	Operating	6,434,732	3.60	
MILAF	Investment	25,260,218	3.74	OPEN
MILAF	Term Investment	25,000,000	4.17	2/6/2026
<i>General Education Total</i>		<u>56,694,950</u>		
<u>Career Connect Fund</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Maturity Date</u>
MILAF	Operating	541,585	3.60	
MILAF	Investment	11,185,698	3.74	OPEN
MILAF	Term Investment	0		
<i>Career Connect Total</i>		<u>11,727,284</u>		
<u>General Education Capital Projects Fund</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Date</u>
MILAF	Operating	131	3.60	
MILAF	Investment	7,520,319	3.74	OPEN
MILAF	Term Investment	0		
<i>General Education Capital Projects Total</i>		<u>7,520,449</u>		
<u>Special Education Capital Projects Fund</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Date</u>
MILAF	Operating	51,378	3.60	
MILAF	Investment	4,787,609	3.74	OPEN
MILAF	Term Investment	20,000,000	4.17	2/6/2026
<i>Special Education Capital Projects Total</i>		<u>24,838,986</u>		
<u>Career Connect Capital Projects Fund</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Date</u>
MILAF	Operating	257	3.60	
MILAF	Investment	7,392,714	3.74	OPEN
MILAF	Term Investment	20,000,000	4.17	2/6/2026
<i>Career Connect Capital Projects Total</i>		<u>27,392,971</u>		
<u>Career Connect Campus Capital Projects Fund</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Date</u>
MILAF	Operating	0	3.60	
MILAF	Investment	201,625	3.74	OPEN
MILAF	Term Investment	35,000,000	4.17	2/6/2026
<i>Career Connect Campus Capital Projects Total</i>		<u>35,201,625</u>		
TOTAL		<u><u>175,934,588</u></u>		

III.F. Approval of Head Start Financial Report

KRESA HEAD START MONTHLY SUMMARY REPORT 2025 - 2026 PROGRAM YEAR

	Target	As of Sept. 2025	As of Oct. 2025	As of Nov. 2025	As of Dec. 2025	As of Jan. 2026	As of Feb. 2026	As of March 2026	As of April 2026	As of May 2026	As of June 2026
ENROLLMENT AND ATTENDANCE MONITORING	Enrollment (485 = FE)	507	439	486	500	503	505				
	% of Funded Enrollment	97%	91%	100%	100%	100%	100%				
	# of Children on Waitlist	1+	51	83	83	83	83				
	% of FE Students w/Disability	>10%	15%	15%	17%	17%	16%				
	% of Students Over-Income	<10%	10%	6%	6%	6%	7%				
	Average Daily Attendance	85%	89.75%	86%	84%	82%	78.50%				
HEALTH REQUIREMENTS STILL NEEDED	Well Child Exam	0	11	1	0	0	1				
	ASQ-3	0	110	33	20	16	14				
	Vision	0	29	17	15	25	22				
	Hearing	0	36	40	24	26	16				
	Dental Exam	0	297	297	197	200	199				
	HGB	0	160	127	61	72	24				
	Lead	0	77	86	34	38	39				
	Imms.	0	0	35	35	36	34				
BEHAVIOR DATA	% of Students Tier 1 Supports	80%+	93%	89%	84%	83%	93%				
	% of Students Tier 2 Supports	<15%	4%	6%	7%	7%	4%				
	% of Students Tier 3 Supports	<5%	3%	5%	9%	10%	3%				
	Behavior Reports		300	444	316	276	228				
FOOD SERVICE MONITORIN	Breakfasts Served		6,618	7649	5207	4296	5166				
	Lunches Served		6,707	7753	5293	4366	5282				
	Snacks Served		6,677	7699	5265	4338	5256				

ADDITIONAL NOTES OR UPDATES:

POWERSCHOOL
 DATE: 02/09/2026
 TIME: 13:04:56

KALAMAZOO RESA
 DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

SELECTION CRITERIA: exp1edgr.key_orgn like '66%'
 ACCOUNTING PERIOD: 6/26

SORTED BY: FUND,DEPARTMENT,FUNCTION/SUFFIX
 TOTALED ON: FUND,DEPARTMENT,FUNCTION/SUFFIX
 PAGE BREAKS ON: FUND,DEPARTMENT

FUND - 11 - GENERAL

ORGANIZATION / ACCOUNT TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-660-118-000-723-02226-0000 1240 HEAD START OP EVEN CLSSRM TEACHING SALARIES	822,174.00	99,184.93	.00	23,628.29	798,545.71
11-660-118-000-723-02226-0000 1630.101 HEAD START OP EVEN CLSSRM PARAPRO SALARY ASSOC TCH	464,828.00	80,483.77	.00	68,474.56	396,353.44
11-660-118-000-723-02226-0000 1630.102 HEAD START OP EVEN CLSSRM PARAPRO SALARY PARAPRO	35,035.00	8,272.38	.00	8,119.63	26,915.37
11-660-118-000-723-02226-0000 2110 HEAD START OP EVEN CLSSRM GROUP LIFE	.00	683.73	.00	1,012.74	-1,012.74
11-660-118-000-723-02226-0000 2130 HEAD START OP EVEN CLSSRM GROUP HEALTH AND ACCIDENT	304,433.00	29,008.46	.00	43,203.99	261,229.01
11-660-118-000-723-02226-0000 2210 HEAD START OP EVEN CLSSRM EARLY RET INCENTIVE	15,218.00	.00	.00	.00	15,218.00
11-660-118-000-723-02226-0000 2310 HEAD START OP EVEN CLSSRM TUITION	.00	.00	.00	.00	.00
11-660-118-000-723-02226-0000 2820 HEAD START OP EVEN CLSSRM RETIREMENT CONTR MPSERS	343,763.00	41,725.18	.00	11,541.32	332,221.68
11-660-118-000-723-02226-0000 2830 HEAD START OP EVEN CLSSRM FICA	101,136.00	13,881.95	.00	6,942.01	94,193.99
11-660-118-000-723-02226-0000 2840 HEAD START OP EVEN CLSSRM WORKMAN COMPENSATION	11,841.00	1,797.46	.00	2,008.19	9,832.81
11-660-118-000-723-02226-0000 2850 HEAD START OP EVEN CLSSRM UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00	.00
11-660-118-000-723-02226-0000 3110 HEAD START OP EVEN CLSSRM SUBS INSTRUCTIONAL SVCS	2,902.00	3,479.43	.00	9,142.20	-6,240.20
11-660-118-000-723-02226-0000 3190 HEAD START OP EVEN CLSSRM PURCHASED SERVICES	27,824.00	4,451.34	.00	4,451.34	23,372.66
11-660-118-000-723-02226-0000 3210 HEAD START OP EVEN CLSSRM TRAVEL MILEAGE REIMB	800.00	.00	.00	10.22	789.78
11-660-118-000-723-02226-0000 5110 HEAD START OP EVEN CLSSRM TEACHING TESTING SUPPLIES	20,118.00	1,892.50	.00	3,057.35	17,060.65
11-660-118-000-723-02226-0000 6420 HEAD START OP EVEN CLSSRM NEW EQUIP FURN NONDEPR	.00	.00	.00	.00	.00
TOTAL FUNCTION/SUFFIX - PRE-KINDERGARTEN	2,150,072.00	284,861.13	.00	181,591.84	1,968,480.16
11-660-212-000-723-02226-0000 6420 HEAD START OP EVEN FAMADV NEW EQUIP FURN NONDEPR	.00	.00	.00	.00	.00
11-660-212-000-723-02226-0000 5910 HEAD START OP EVEN FAMADV OFFICE SUPPLIES	1,333.00	.00	.00	.00	1,333.00
11-660-212-000-723-02226-0000 3210 HEAD START OP EVEN FAMADV TRAVEL MILEAGE REIMB	4,000.00	427.67	.00	427.67	3,572.33
11-660-212-000-723-02226-0000 3190 HEAD START OP EVEN FAMADV PURCHASED SERVICES	1,667.00	104.70	.00	104.70	1,562.30
11-660-212-000-723-02226-0000 2830 HEAD START OP EVEN FAMADV FICA	31,769.00	3,692.90	.00	4,146.61	27,622.39
11-660-212-000-723-02226-0000 2840					

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FUND - 11 - GENERAL

ORGANIZATION / ACCOUNT TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
HEAD START OP EVEN FAMADV WORKMAN COMPENSATION 11-660-212-000-723-02226-0000 2820	806.00	89.70	.00	99.52	706.48
HEAD START OP EVEN FAMADV RETIREMENT CONTR MPSERS 11-660-212-000-723-02226-0000 2210	109,663.00	11,911.18	.00	13,208.88	96,454.12
HEAD START OP EVEN FAMADV EARLY RET INCENTIVE 11-660-212-000-723-02226-0000 2110	6,231.00	.00	.00	.00	6,231.00
HEAD START OP EVEN FAMADV GROUP LIFE 11-660-212-000-723-02226-0000 2130	.00	129.60	.00	194.40	-194.40
HEAD START OP EVEN FAMADV GROUP HEALTH AND ACCIDENT 11-660-212-000-723-02226-0000 1220	115,854.00	11,620.06	.00	17,430.09	98,423.91
HEAD START OP EVEN FAMADV COUNSELING SALARIES TOTAL FUNCTION/SUFFIX - GUIDANCE SERVICES	415,280.00 686,603.00	49,846.12 77,821.93	.00 .00	56,563.47 92,175.34	358,716.53 594,427.66
11-660-213-000-723-02226-0000 1450					
HEAD START OP EVEN HEALTH NURSING SALARIES 11-660-213-000-723-02226-0000 2130	31,932.00	3,684.46	.00	6,140.76	25,791.24
HEAD START OP EVEN HEALTH GROUP HEALTH AND ACCIDENT 11-660-213-000-723-02226-0000 2110	22,732.00	2,718.54	.00	4,077.81	18,654.19
HEAD START OP EVEN HEALTH GROUP LIFE 11-660-213-000-723-02226-0000 1620	.00	28.80	.00	43.20	-43.20
HEAD START OP EVEN HEALTH SEC CLERICAL BOOKKPR SAL 11-660-213-000-723-02226-0000 2210	28,979.00	3,454.62	.00	5,757.72	23,221.28
HEAD START OP EVEN HEALTH EARLY RET INCENTIVE 11-660-213-000-723-02226-0000 2820	914.00	.00	.00	.00	914.00
HEAD START OP EVEN HEALTH RETIREMENT CONTR MPSERS 11-660-213-000-723-02226-0000 2840	18,423.00	2,135.30	.00	3,541.83	14,881.17
HEAD START OP EVEN HEALTH WORKMAN COMPENSATION 11-660-213-000-723-02226-0000 2830	118.00	12.20	.00	20.61	97.39
HEAD START OP EVEN HEALTH FICA 11-660-213-000-723-02226-0000 3130	4,660.00	522.80	.00	875.23	3,784.77
HEAD START OP EVEN HEALTH PUPIL PURCHASED SERVICES 11-660-213-000-723-02226-0000 3210	800.00	.00	.00	.00	800.00
HEAD START OP EVEN HEALTH TRAVEL MILEAGE REIMB 11-660-213-000-723-02226-0000 5910	400.00	.00	.00	.00	400.00
HEAD START OP EVEN HEALTH OFFICE SUPPLIES 11-660-213-000-723-02226-0000 6420	6,667.00	1,157.30	298.69	2,299.18	4,069.13
HEAD START OP EVEN HEALTH NEW EQUIP FURN NONDEPR TOTAL FUNCTION/SUFFIX - HEALTH SERVICES	.00 115,625.00	.00 13,714.02	.00 298.69	.00 22,756.34	.00 92,569.97
11-660-214-000-723-02226-0000 6420					
HEAD START OP EVEN MNTHLT NEW EQUIP FURN NONDEPR 11-660-214-000-723-02226-0000 5910	.00	.00	.00	.00	.00
HEAD START OP EVEN MNTHLT OFFICE SUPPLIES 11-660-214-000-723-02226-0000 3210	667.00	.00	.00	.00	667.00

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FUND - 11 - GENERAL

ORGANIZATION / ACCOUNT TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
HEAD START OP EVEN MNTHLT TRAVEL MILEAGE REIMB 11-660-214-000-723-02226-0000 3130	800.00	.00	.00	.00	800.00
HEAD START OP EVEN MNTHLT PUPIL PURCHASED SERVICES 11-660-214-000-723-02226-0000 2840	.00	.00	.00	.00	.00
HEAD START OP EVEN MNTHLT WORKMAN COMPENSATION 11-660-214-000-723-02226-0000 2820	147.00	15.88	.00	4.93	142.07
HEAD START OP EVEN MNTHLT RETIREMENT CONTR MPSERS 11-660-214-000-723-02226-0000 2830	21,744.00	2,011.68	.00	367.10	21,376.90
HEAD START OP EVEN MNTHLT FICA 11-660-214-000-723-02226-0000 2210	5,804.00	675.17	.00	261.94	5,542.06
HEAD START OP EVEN MNTHLT EARLY RET INCENTIVE 11-660-214-000-723-02226-0000 2130	928.00	.00	.00	.00	928.00
HEAD START OP EVEN MNTHLT GROUP HEALTH AND ACCIDENT 11-660-214-000-723-02226-0000 2110	5,575.00	120.12	.00	180.18	5,394.82
HEAD START OP EVEN MNTHLT GROUP LIFE 11-660-214-000-723-02226-0000 1430	.00	14.40	.00	21.60	-21.60
HEAD START OP EVEN MNTHLT PSYCHOLOGICAL SALARIES 11-660-214-000-723-02226-0000 1850	61,856.00	8,825.76	.00	3,424.04	58,431.96
HEAD START OP EVEN MNTHLT SUB TEMP TECHNICAL SAL TOTAL FUNCTION/SUFFIX - PSYCHOLOGICAL SERVI	14,011.00 111,532.00	.00 11,663.01	.00 .00	.00 4,259.79	14,011.00 107,272.21
11-660-221-000-723-02226-0000 1210 HEAD START OP EVEN CURR CURRICULUM SALARIES	89,506.00	11,765.66	.00	14,374.60	75,131.40
11-660-221-000-723-02226-0000 2110 HEAD START OP EVEN CURR GROUP LIFE	.00	23.58	.00	35.37	-35.37
11-660-221-000-723-02226-0000 2130 HEAD START OP EVEN CURR GROUP HEALTH AND ACCIDENT	22,917.00	3,072.82	.00	4,609.23	18,307.77
11-660-221-000-723-02226-0000 2210 HEAD START OP EVEN CURR EARLY RET INCENTIVE	1,343.00	.00	.00	.00	1,343.00
11-660-221-000-723-02226-0000 2830 HEAD START OP EVEN CURR FICA	6,847.00	834.12	.00	1,000.72	5,846.28
11-660-221-000-723-02226-0000 2820 HEAD START OP EVEN CURR RETIREMENT CONTR MPSERS	26,926.00	3,519.12	.00	4,288.65	22,637.35
11-660-221-000-723-02226-0000 3210 HEAD START OP EVEN CURR TRAVEL MILEAGE REIMB	1,200.00	124.88	.00	124.88	1,075.12
11-660-221-000-723-02226-0000 2840 HEAD START OP EVEN CURR WORKMAN COMPENSATION	174.00	21.16	.00	25.33	148.67
11-660-221-000-723-02226-0000 3190 HEAD START OP EVEN CURR PURCHASED SERVICES	400.00	.00	.00	.00	400.00
11-660-221-000-723-02226-0000 5910 HEAD START OP EVEN CURR OFFICE SUPPLIES	333.00	178.95	.00	207.51	125.49
11-660-221-000-723-02226-0000 6420 HEAD START OP EVEN CURR NEW EQUIP FURN NONDEPR	.00	.00	.00	.00	.00
TOTAL FUNCTION/SUFFIX - IMPROVE INSTRUCTION	149,646.00	19,540.29	.00	24,666.29	124,979.71

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FUND - 11 - GENERAL

ORGANIZATION / ACCOUNT TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-660-226-000-723-02226-0000 6420 HEAD START OP EVEN ADMIN NEW EQUIP FURN NONDEPR	.00	.00	.00	.00	.00
11-660-226-000-723-02226-0000 5910 HEAD START OP EVEN ADMIN OFFICE SUPPLIES	6,000.00	630.45	.00	882.75	5,117.25
11-660-226-000-723-02226-0000 3210 HEAD START OP EVEN ADMIN TRAVEL MILEAGE REIMB	800.00	.00	.00	.00	800.00
11-660-226-000-723-02226-0000 2840 HEAD START OP EVEN ADMIN WORKMAN COMPENSATION	115.00	23.06	.00	32.04	82.96
11-660-226-000-723-02226-0000 3140 HEAD START OP EVEN ADMIN STAFF PURCHASED SERVICES	895.00	.00	.00	131.00	764.00
11-660-226-000-723-02226-0000 3190 HEAD START OP EVEN ADMIN PURCHASED SERVICES	2,700.00	.00	.00	.00	2,700.00
11-660-226-000-723-02226-0000 2820 HEAD START OP EVEN ADMIN RETIREMENT CONTR MPSERS	28,238.00	3,218.03	.00	4,579.14	23,658.86
11-660-226-000-723-02226-0000 2830 HEAD START OP EVEN ADMIN FICA	7,695.00	983.51	.00	1,364.59	6,330.41
11-660-226-000-723-02226-0000 2210 HEAD START OP EVEN ADMIN EARLY RET INCENTIVE	1,509.00	.00	.00	.00	1,509.00
11-660-226-000-723-02226-0000 2130 HEAD START OP EVEN ADMIN GROUP HEALTH AND ACCIDENT	13,897.00	1,351.46	.00	2,027.19	11,869.81
11-660-226-000-723-02226-0000 2110 HEAD START OP EVEN ADMIN GROUP LIFE	.00	27.76	.00	41.64	-41.64
11-660-226-000-723-02226-0000 1130 HEAD START OP EVEN ADMIN ADMIN ASSISTANT SALARIES	45,905.00	6,556.06	.00	8,764.28	37,140.72
11-660-226-000-723-02226-0000 1160 HEAD START OP EVEN ADMIN SUPERV DIRECT STAFF SAL	54,676.00	6,588.17	.00	9,506.77	45,169.23
TOTAL FUNCTION/SUFFIX - SUPERV DIR INSTRUCT	162,430.00	19,378.50	.00	27,329.40	135,100.60
11-660-227-000-723-02226-0000 5110 HEAD START OP EVEN ASSESS TEACHING TESTING SUPPLIES	9,010.00	.00	.00	.00	9,010.00
TOTAL FUNCTION/SUFFIX - ACADEMIC STUDENT AS	9,010.00	.00	.00	.00	9,010.00
11-660-241-000-723-02226-0000 5910 HEAD START OP EVEN SITSUP OFFICE SUPPLIES	893.00	11.50	.00	18.00	875.00
11-660-241-000-723-02226-0000 6420 HEAD START OP EVEN SITSUP NEW EQUIP FURN NONDEPR	.00	.00	.00	.00	.00
11-660-241-000-723-02226-0000 3190 HEAD START OP EVEN SITSUP PURCHASED SERVICES	.00	.00	.00	.00	.00
11-660-241-000-723-02226-0000 2840 HEAD START OP EVEN SITSUP WORKMAN COMPENSATION	537.00	61.63	.00	58.45	478.55
11-660-241-000-723-02226-0000 3210 HEAD START OP EVEN SITSUP TRAVEL MILEAGE REIMB	402.00	77.00	.00	77.00	325.00
11-660-241-000-723-02226-0000 1150					

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FUND - 11 - GENERAL

ORGANIZATION / ACCOUNT TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
HEAD START OP EVEN SITSUP PRINCIPAL SALARIES 11-660-241-000-723-02226-0000 2110	276,974.00	34,253.92	.00	33,795.60	243,178.40
HEAD START OP EVEN SITSUP GROUP LIFE 11-660-241-000-723-02226-0000 2130	.00	68.20	.00	102.30	-102.30
HEAD START OP EVEN SITSUP GROUP HEALTH AND ACCIDENT 11-660-241-000-723-02226-0000 2210	52,685.00	5,528.62	.00	8,292.93	44,392.07
HEAD START OP EVEN SITSUP EARLY RET INCENTIVE 11-660-241-000-723-02226-0000 2830	4,155.00	.00	.00	.00	4,155.00
HEAD START OP EVEN SITSUP FICA 11-660-241-000-723-02226-0000 2820	21,189.00	2,471.23	.00	2,360.28	18,828.72
HEAD START OP EVEN SITSUP RETIREMENT CONTR MPSERS TOTAL FUNCTION/SUFFIX - OFFICE OF THE PRINC	75,628.00 432,463.00	8,522.11 50,994.21	.00 .00	7,575.36 52,279.92	68,052.64 380,183.08
11-660-252-000-723-02226-0000 2820					
HEAD START OP EVEN FISCAL RETIREMENT CONTR MPSERS 11-660-252-000-723-02226-0000 2210	4,599.00	521.76	.00	896.94	3,702.06
HEAD START OP EVEN FISCAL EARLY RET INCENTIVE 11-660-252-000-723-02226-0000 2130	228.00	.00	.00	.00	228.00
HEAD START OP EVEN FISCAL GROUP HEALTH AND ACCIDENT 11-660-252-000-723-02226-0000 2110	1,594.00	35.94	.00	53.91	1,540.09
HEAD START OP EVEN FISCAL GROUP LIFE 11-660-252-000-723-02226-0000 1310	.00	4.32	.00	6.48	-6.48
HEAD START OP EVEN FISCAL ACCOUNTING SALARIES 11-660-252-000-723-02226-0000 2840	15,205.00	2,372.76	.00	3,622.96	11,582.04
HEAD START OP EVEN FISCAL WORKMAN COMPENSATION 11-660-252-000-723-02226-0000 3190	28.00	4.27	.00	6.54	21.46
HEAD START OP EVEN FISCAL PURCHASED SERVICES 11-660-252-000-723-02226-0000 2830	.00	.00	.00	.00	.00
HEAD START OP EVEN FISCAL FICA 11-660-252-000-723-02226-0000 6420	1,163.00	181.53	.00	277.18	885.82
HEAD START OP EVEN FISCAL NEW EQUIP FURN NONDEPR 11-660-252-000-723-02226-0000 5910	.00	.00	.00	.00	.00
HEAD START OP EVEN FISCAL OFFICE SUPPLIES 11-660-252-000-723-02226-0000 3210	50.00	.00	.00	.00	50.00
HEAD START OP EVEN FISCAL TRAVEL MILEAGE REIMB TOTAL FUNCTION/SUFFIX - FISCAL SERVICES	.00 22,867.00	.00 3,120.58	.00 .00	.00 4,864.01	.00 18,002.99
11-660-259-000-723-02226-0000 3990					
HEAD START OP EVEN ST INS OTHER INS BOND PREM TOTAL FUNCTION/SUFFIX - OTHER BUSINESS SERV	.00 .00	.00 .00	.00 .00	.00 .00	.00 .00
11-660-261-000-723-02226-0000 4110					
HEAD START OP EVEN OPER MAINT SVC LAND & BUILDING	3,333.00	.00	.00	.00	3,333.00

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FUND - 11 - GENERAL

ORGANIZATION / ACCOUNT TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-660-261-000-723-02226-0000 3410 HEAD START OP EVEN OPER TELEPHONE	10,800.00	1,038.54	.00	1,593.47	9,206.53
11-660-261-000-723-02226-0000 3490 HEAD START OP EVEN OPER INTERNET OTHER	3,360.00	681.59	.00	681.59	2,678.41
11-660-261-000-723-02226-0000 4190 HEAD START OP EVEN OPER CONTRACTED MAINT SVCS	32,800.00	360.00	.00	600.00	32,200.00
11-660-261-000-723-02226-0000 4210 HEAD START OP EVEN OPER RENTAL LAND AND BUILDING	168,250.00	15,457.55	92,745.30	30,915.10	44,589.60
11-660-261-000-723-02226-0000 5510 HEAD START OP EVEN OPER NATURAL GAS	8,571.00	.00	.00	.00	8,571.00
11-660-261-000-723-02226-0000 5910 HEAD START OP EVEN OPER OFFICE SUPPLIES	667.00	11.08	.00	11.08	655.92
11-660-261-000-723-02226-0000 5990 HEAD START OP EVEN OPER MISC SUPPLIES MATERIALS	667.00	226.26	374.90	294.86	-2.76
11-660-261-000-723-02226-0000 6420 HEAD START OP EVEN OPER NEW EQUIP FURN NONDEPR	.00	.00	.00	.00	.00
11-660-261-000-723-02226-0000 2830 HEAD START OP EVEN OPER FICA	4,481.00	292.68	.00	503.21	3,977.79
11-660-261-000-723-02226-0000 2840 HEAD START OP EVEN OPER WORKMAN COMPENSATION	108.00	6.98	.00	12.02	95.98
11-660-261-000-723-02226-0000 3190 HEAD START OP EVEN OPER PURCHASED SERVICES	17,175.00	10,173.01	5,400.00	11,899.88	-124.88
11-660-261-000-723-02226-0000 3210 HEAD START OP EVEN OPER TRAVEL MILEAGE REIMB	105.00	.00	.00	.00	105.00
11-660-261-000-723-02226-0000 1170 HEAD START OP EVEN OPER PROG DEPT DIRECTION SAL	37,465.00	3,876.70	.00	6,654.20	30,810.80
11-660-261-000-723-02226-0000 2110 HEAD START OP EVEN OPER GROUP LIFE	.00	7.34	.00	11.01	-11.01
11-660-261-000-723-02226-0000 2210 HEAD START OP EVEN OPER EARLY RET INCENTIVE	879.00	.00	.00	.00	879.00
11-660-261-000-723-02226-0000 2130 HEAD START OP EVEN OPER GROUP HEALTH AND ACCIDENT	9,413.00	816.02	.00	1,224.03	8,188.97
11-660-261-000-723-02226-0000 2820 HEAD START OP EVEN OPER RETIREMENT CONTR MPSERS	14,977.00	943.62	.00	1,654.42	13,322.58
11-660-261-000-723-02226-0000 8220 HEAD START OP EVEN OPER SERVICE PYMT LEAS	33,600.00	4,200.00	25,200.00	8,400.00	.00
TOTAL FUNCTION/SUFFIX - OPER BUILDINGS SERV	346,651.00	38,091.37	123,720.20	64,454.87	158,475.93
11-660-271-000-723-02226-0000 8220 HEAD START OP EVEN TRANSP SERVICE PYMT LEAS	.00	.00	.00	.00	.00
11-660-271-000-723-02226-0000 6420 HEAD START OP EVEN TRANSP NEW EQUIP FURN NONDEPR	.00	.00	.00	.00	.00
11-660-271-000-723-02226-0000 5710 HEAD START OP EVEN TRANSP MOTOR FUEL OIL GREASE	29,048.00	4,770.66	.00	4,770.66	24,277.34
11-660-271-000-723-02226-0000 4130					

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FUND - 11 - GENERAL

ORGANIZATION / ACCOUNT TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
HEAD START OP EVEN TRANSP VEHICLE BUS REPAIRS MAINT 11-660-271-000-723-02226-0000 3310	2,900.00	190.00	1,140.00	380.00	1,380.00
HEAD START OP EVEN TRANSP PUPIL TRANSP CONTRACT 11-660-271-000-723-02226-0000 3310.101	437,042.00	.00	.00	.00	437,042.00
HEAD START OP EVEN TRANSP PUPIL TRANSP CONTRACTED 11-660-271-000-723-02226-0000 3310.102	.00	.00	.00	.00	.00
HEAD START OP EVEN TRANSP FIELD TRIP TRANSP TOTAL FUNCTION/SUFFIX - PUPIL TRANSPORTATIO	4,000.00 472,990.00	.00 4,960.66	.00 1,140.00	.00 5,150.66	4,000.00 466,699.34
11-660-282-000-723-02226-0000 3510 HEAD START OP EVEN COMM ADVERTISEMENT 11-660-282-000-723-02226-0000 2840	3,333.00	.00	.00	.00	3,333.00
HEAD START OP EVEN COMM WORKMAN COMPENSATION 11-660-282-000-723-02226-0000 2830	.00	3.50	.00	5.90	-5.90
HEAD START OP EVEN COMM FICA 11-660-282-000-723-02226-0000 2820	.00	154.84	.00	259.13	-259.13
HEAD START OP EVEN COMM RETIREMENT CONTR MPSERS 11-660-282-000-723-02226-0000 2130	.00	501.10	.00	852.60	-852.60
HEAD START OP EVEN COMM GROUP HEALTH AND ACCIDENT 11-660-282-000-723-02226-0000 2210	.00	1,019.50	.00	1,529.25	-1,529.25
HEAD START OP EVEN COMM EARLY RET INCENTIVE 11-660-282-000-723-02226-0000 2110	.00	.00	.00	.00	.00
HEAD START OP EVEN COMM GROUP LIFE 11-660-282-000-723-02226-0000 1590	.00	7.20	.00	10.80	-10.80
HEAD START OP EVEN COMM OTHER TECHNICAL SALARIES TOTAL FUNCTION/SUFFIX - COMMUNICATION SERVI	21,105.00 24,438.00	2,052.88 3,739.02	.00 .00	3,430.57 6,088.25	17,674.43 18,349.75
11-660-283-000-723-02226-0000 8220 HEAD START OP EVEN AD MEAL/KID SNACKS LEAS TOTAL FUNCTION/SUFFIX - STAFF/PERSONNEL SER	.00 .00	.00 .00	.00 .00	.00 .00	.00 .00
11-660-289-000-723-02226-0000 4910 HEAD START OP EVEN ENROLL OTHER PURCHASED SERVICES TOTAL FUNCTION/SUFFIX - OTHER CENTRAL SERVI	800.00 800.00	.00 .00	.00 .00	.00 .00	800.00 800.00
11-660-311-000-723-02226-0000 5910 HEAD START OP EVEN SOCSVC OFFICE SUPPLIES 11-660-311-000-723-02226-0000 5990	800.00	.00	.00	.00	800.00
HEAD START OP EVEN SOCSVC MISC SUPPLIES MATERIALS 11-660-311-000-723-02226-0000 6420	2,000.00	.00	.00	.00	2,000.00
HEAD START OP EVEN SOCSVC NEW EQUIP FURN NONDEPR 11-660-311-000-723-02226-0000 2840	.00	.00	.00	.00	.00

POWERSCHOOL
 DATE: 02/09/2026
 TIME: 13:04:56

KALAMAZOO RESA
 DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 8
 EXPSTA11

SELECTION CRITERIA: exp1edgr.key_orgn like '66%'
 ACCOUNTING PERIOD: 6/26

SORTED BY: FUND,DEPARTMENT,FUNCTION/SUFFIX
 TOTALED ON: FUND,DEPARTMENT,FUNCTION/SUFFIX
 PAGE BREAKS ON: FUND,DEPARTMENT

FUND - 11 - GENERAL

ORGANIZATION / ACCOUNT TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
HEAD START OP EVEN SOCSVC WORKMAN COMPENSATION 11-660-311-000-723-02226-0000 3190.101	8.00	19.90	.00	46.80	-38.80
HEAD START OP EVEN SOCSVC PURCHASED SERVICES 11-660-311-000-723-02226-0000 3190.112	1,000.00	216.73	.00	216.73	783.27
HEAD START OP EVEN SOCSVC PURCH SVC PARENT SUPPORT 11-660-311-000-723-02226-0000 3210	8,000.00	149.64	.00	516.61	7,483.39
HEAD START OP EVEN SOCSVC TRAVEL MILEAGE REIMB 11-660-311-000-723-02226-0000 1620	.00	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC SEC CLERICAL BOOKKPR SAL 11-660-311-000-723-02226-0000 1440	.00	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC SOCIAL WORK SALARIES 11-660-311-000-723-02226-0000 1990	.00	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC OTHER OVERTIME SALARIES 11-660-311-000-723-02226-0000 2130	400.00	1,223.89	.00	2,670.33	-2,270.33
HEAD START OP EVEN SOCSVC GROUP HEALTH AND ACCIDENT 11-660-311-000-723-02226-0000 2210	.00	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC EARLY RET INCENTIVE 11-660-311-000-723-02226-0000 2820	.00	.00	.00	.00	.00
HEAD START OP EVEN SOCSVC RETIREMENT CONTR MPSERS 11-660-311-000-723-02226-0000 2830	99.00	301.76	.00	654.83	-555.83
HEAD START OP EVEN SOCSVC FICA	31.00	91.46	.00	201.54	-170.54
TOTAL FUNCTION/SUFFIX - COMMUNITY DIRECTION	12,338.00	2,003.38	.00	4,306.84	8,031.16
11-660-611-000-723-02226-0000 9900					
HEAD START OP EVEN INDRCT INDIRECT COSTS	339,627.00	.00	.00	.00	339,627.00
TOTAL FUNCTION/SUFFIX - TRANS OUT GENERAL F	339,627.00	.00	.00	.00	339,627.00
TOTAL DEPARTMENT - HEAD START OPERATING EVE	5,037,092.00	529,888.10	125,158.89	489,923.55	4,422,009.56
TOTAL FUND - GENERAL	5,037,092.00	529,888.10	125,158.89	489,923.55	4,422,009.56
TOTAL REPORT	5,037,092.00	529,888.10	125,158.89	489,923.55	4,422,009.56

POWERSCHOOL
 DATE: 02/09/2026
 TIME: 13:21:25

KALAMAZOO RESA
 DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

SELECTION CRITERIA: exp1edgr.key_orgn like '67%'
 ACCOUNTING PERIOD: 6/26

SORTED BY: FUND,DEPARTMENT,FUNCTION/SUFFIX
 TOTALED ON: FUND,DEPARTMENT,FUNCTION/SUFFIX
 PAGE BREAKS ON: FUND,DEPARTMENT

FUND - 11 - GENERAL

ORGANIZATION / ACCOUNT TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-670-221-000-723-02226-0000 3120 HEAD START TTA EVEN INST EMPLOYEE TRAINING/PD	17,200.00	.00	.00	1,550.00	15,650.00
11-670-221-000-723-02226-0000 3210 HEAD START TTA EVEN INST TRAVEL MILEAGE REIMB	1,000.00	.00	.00	.00	1,000.00
11-670-221-000-723-02226-0000 3220 HEAD START TTA EVEN INST WORKSHOPS AND CONFERENCES	2,000.00	.00	.00	.00	2,000.00
11-670-221-000-723-02226-0000 5910 HEAD START TTA EVEN INST OFFICE SUPPLIES	2,500.00	75.04	.00	75.04	2,424.96
TOTAL FUNCTION/SUFFIX - IMPROVE INSTRUCTION	22,700.00	75.04	.00	1,625.04	21,074.96
11-670-283-000-723-02226-0000 3120 HEAD START TTA EVEN NONIN EMPLOYEE TRAINING/PD	3,500.00	.00	.00	630.00	2,870.00
11-670-283-000-723-02226-0000 3210 HEAD START TTA EVEN NONIN TRAVEL MILEAGE REIMB	7,500.00	1,242.78	.00	2,010.79	5,489.21
11-670-283-000-723-02226-0000 3220 HEAD START TTA EVEN NONIN WORKSHOPS AND CONFERENCES	12,000.00	6,925.00	.00	6,925.00	5,075.00
11-670-283-000-723-02226-0000 5910 HEAD START TTA EVEN NONIN OFFICE SUPPLIES	1,000.00	.00	.00	.00	1,000.00
TOTAL FUNCTION/SUFFIX - STAFF/PERSONNEL SER	24,000.00	8,167.78	.00	9,565.79	14,434.21
TOTAL DEPARTMENT - HEAD START TTA EVEN	46,700.00	8,242.82	.00	11,190.83	35,509.17
TOTAL FUND - GENERAL	46,700.00	8,242.82	.00	11,190.83	35,509.17
TOTAL REPORT	46,700.00	8,242.82	.00	11,190.83	35,509.17

J & H Oil Co.
 2696 CHICAGO DR.SW
 PO BOX 9464
 WYOMING, MI, 49509
 616-534-2181



Customer Statement

As of: 12/15/2025

Customer No: 7001821

Terms NET 15 DAYS
 Balance Due by 12/30/2025 3,335.65
 Discount (if Paid by 12/30/2025): 1.23
 Balance if discount earned 3,334.42

Amount enclosed: \$ _____

Make Check Payable to:

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

J & H Oil Co.
 2696 CHICAGO DR.SW
 PO BOX 9464
 WYOMING, MI, 49509

--- Detach Here ---

Date	Invoice Number	Tran Type	Comment/Ref#	Total Amount	Amount Paid	Running Balance
11/30/2025		Balance Forward			0.00	5,214.39
12/15/2025	CFSI-28577	Invoice		3,338.22	0.00	8,552.61
12/15/2025	RCV-42748	Payment	174448	0.00	5,216.96	3,335.65
Total Records: 3				Grand Total:	3,338.22	5,216.96
						3,335.65

From	Thru	Rate
0	999999999	0.020000
Balance Due by 12/30/2025		3,335.65
Discount (if Paid by 12/30/2025):		1.23
Discount based upon eligible quantity of	61.490000	
Balance if discount earned		3,334.42

Important Message:	2% convenience fee if you should choose to pay with debit/credit card. Thank you!
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Current	1-10 Days	11-30 Days	31-60 Days	61-90 Days	Over 90 Days	Credits	Prepayments	Balance Due
3,338.22	0.00	0.00	0.00	0.00	0.00	-2.57	0.00	3,335.65

J & H Oil Co.
2696 CHICAGO DR.SW
PO BOX 9464
WYOMING, MI, 49509
616-534-2181



Invoice - CFSI-28577

Customer #:7001821

12/15/2025

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

Site	Date	Card	Odom	Mpg	Product	Qty	Price Total \$
Vehicle: 0404 - BUS 404			47512				
98710-098710	12/02 15:06	09483469 - NICHOLE D	476225	99.99	53-ULDIESE	19.485	2.954170 57.56
3320 RAVINE ROAD, KALAMAZOO, MI					Misc: 00000000		
98710-098710	12/11 09:49	09483367 - DANIEL MU	47875	00.00	53-ULDIESE	42.005	2.822094 118.54
3320 RAVINE ROAD, KALAMAZOO, MI					Misc: 00000000		
Fuel CPM: 0.49	Total Miles: 363	Avg. MPG: 5.90	# Trans: 2	61.490	176.10		
Insufficient/innacurate data to calculate MPG							
Vehicle: 0405 - BUS 405			71015				
111257-111257	12/03 09:57	09483320 - STEPHEN SI	71388	7.69	53-ULDIESE	48.491	2.958450 143.46
5233 S 9TH ST, KALAMAZOO, MI					Misc: 00000000		
111257-111257	12/03 10:16	09483320 - STEPHEN SI	71388		62-DEF	6.993	4.129000 28.87
5233 S 9TH ST, KALAMAZOO, MI					Misc: 00000000		
204239-BJGG (BJGG)	12/08 11:22	09944444 - LATINA TUC	71687	6.85	53-ULDIESE	43.681	3.048509 133.16
507 W MILHAM ST, PORTAGE, MI					Misc: 00000000		
140265-BIVI (BIVI)	12/12 08:25	09944444 - LATINA TUC	72049	7.42	53-ULDIESE	48.786	3.053089 148.95
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
Fuel CPM: 0.41	Total Miles: 1034	Avg. MPG: 7.34	# Trans: 4	147.951	454.44		
Vehicle: 1021 - UNIT 21			102178				
140265-BIVI (BIVI)	12/03 07:26	09483470 - SCOTT WIL	102285	6.16	1-NO LEAD	17.369	2.442446 42.42
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	12/05 07:28	09483470 - SCOTT WIL	102393	6.77	1-NO LEAD	15.946	2.348087 37.44
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	12/09 07:29	09483470 - SCOTT WIL	102495	6.27	1-NO LEAD	16.270	2.357328 38.35
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	12/11 12:05	09483470 - SCOTT WIL	102622	6.97	1-NO LEAD	18.232	2.328917 42.46
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
Fuel CPM: 0.36	Total Miles: 444	Avg. MPG: 6.55	# Trans: 4	67.817	160.67		
Vehicle: 1032 - UNIT 32			163700				
140265-BIVI (BIVI)	12/02 14:13	09944478 - HEATHER L	163810	5.48	1-NO LEAD	20.072	2.442328 49.02
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		
140265-BIVI (BIVI)	12/08 12:58	09944462 - NICOLE HA	163941	5.69	1-NO LEAD	23.026	2.357117 54.27
1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000		

Site	Date	Card	Odom	Mpg	Product	Qty	Price Total \$
Vehicle: 1032 - UNIT 32			(continued)				
140265-BIVI (BIVI)	12/11 14:16	09944478 - HEATHER L	164059	6.10	1-NO LEAD	19.329	2.329029 45.02
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
Fuel CPM: 0.41		Total Miles: 359	Avg. MPG: 5.75		# Trans: 3	62.427	148.31
Vehicle: 1039 - UNIT 39			98925				
415123-BJ0Q (BJ0Q)	12/02 07:36	09944442 - TAMELA ST	99051	8.85	1-NO LEAD	14.240	2.410396 34.32
208 RIVER STREET, KALAMAZOO, MI		Misc: 00000000					
415123-BJ0Q (BJ0Q)	12/03 07:14	09944442 - TAMELA ST	99155	9.16	1-NO LEAD	11.356	2.297189 26.09
208 RIVER STREET, KALAMAZOO, MI		Misc: 00000000					
415123-BJ0Q (BJ0Q)	12/04 07:17	09944442 - TAMELA ST	99257	8.65	1-NO LEAD	11.792	2.297189 27.09
208 RIVER STREET, KALAMAZOO, MI		Misc: 00000000					
415123-BJ0Q (BJ0Q)	12/05 07:23	09944442 - TAMELA ST	99362	8.11	1-NO LEAD	12.953	2.297189 29.76
208 RIVER STREET, KALAMAZOO, MI		Misc: 00000000					
415123-BJ0Q (BJ0Q)	12/08 07:39	09944442 - TAMELA ST	99464	8.20	1-NO LEAD	12.434	2.259453 28.09
208 RIVER STREET, KALAMAZOO, MI		Misc: 00000000					
415123-BJ0Q (BJ0Q)	12/09 07:22	09944442 - TAMELA ST	99572	9.19	1-NO LEAD	11.754	2.353792 27.67
208 RIVER STREET, KALAMAZOO, MI		Misc: 00000000					
415123-BJ0Q (BJ0Q)	12/10 07:22	09944442 - TAMELA ST	99576	0.33	1-NO LEAD	12.005	2.353792 28.26
208 RIVER STREET, KALAMAZOO, MI		Misc: 00000000					
415123-BJ0Q (BJ0Q)	12/11 07:15	09944442 - TAMELA ST	99750	14.24	1-NO LEAD	12.217	2.353792 28.76
208 RIVER STREET, KALAMAZOO, MI		Misc: 00000000					
415123-BJ0Q (BJ0Q)	12/12 07:19	09944442 - TAMELA ST	99884	10.82	1-NO LEAD	12.388	2.353792 29.16
208 RIVER STREET, KALAMAZOO, MI		Misc: 00000000					
62163-BG1H (BG1H)	12/15 07:14	09944462 - NICOLE HA	99993	7.52	1-NO LEAD	14.500	2.259453 32.76
2375 SPRINKLE RD, KALAMAZOO, MI		Misc: 00000000					
Fuel CPM: 0.27		Total Miles: 1068	Avg. MPG: 8.50		# Trans: 10	125.639	291.96
Vehicle: 1122 - UNIT 22			107331				
140265-BIVI (BIVI)	12/02 11:26	09944481 - MICHAEL B	107437	6.56	1-NO LEAD	16.169	2.442083 39.49
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/03 11:46	09944481 - MICHAEL B	107560	7.94	1-NO LEAD	15.492	2.442215 37.83
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/05 08:28	09944481 - MICHAEL B	107745	7.76	1-NO LEAD	23.831	2.347818 55.95
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/08 10:57	09944481 - MICHAEL B	107855	7.48	1-NO LEAD	14.702	2.356910 34.65
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/10 11:19	09944481 - MICHAEL B	108041	8.08	1-NO LEAD	23.018	2.338197 53.82
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/12 11:14	09944481 - MICHAEL B	108224	8.22	1-NO LEAD	22.261	2.328867 51.84
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
Fuel CPM: 0.31		Total Miles: 893	Avg. MPG: 7.73		# Trans: 6	115.473	273.58
Vehicle: 1126 - UNIT 26			126816				
140265-BIVI (BIVI)	12/03 08:25	09483367 - DANIEL MU	126982	7.28	1-NO LEAD	22.791	2.441815 55.65
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/05 07:42	09483367 - DANIEL MU	127121	7.52	1-NO LEAD	18.475	2.347593 43.37
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
204239-BJGG (BJGG)	12/09 15:27	09944463 - ZIENA MCM	127274	8.07	1-NO LEAD	18.966	2.353792 44.64
507 W MILHAM ST, PORTAGE, MI		Misc: 00000000					

Site	Date	Card	Odom	Mpg	Product	Qty	Price Total \$
Vehicle: 1126 - UNIT 26			(continued)				
140265-BIVI (BIVI)	12/12 15:28	09944463 - ZIENA MCM	127423	7.80	1-NO LEAD	19.111	2.329054 44.51
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
Fuel CPM: 0.31		Total Miles: 607	Avg. MPG: 7.65		# Trans: 4	79.343	188.17
Vehicle: 1138 - UNIT 38			84699				
140265-BIVI (BIVI)	12/02 09:40	09944484 - EDWARD N	84810	8.03	1-NO LEAD	13.816	2.441924 33.74
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/03 09:33	09944484 - EDWARD N	84904	9.57	1-NO LEAD	9.826	2.441738 23.99
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/04 09:36	09944484 - EDWARD N	84996	9.22	1-NO LEAD	9.977	2.347525 23.42
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/05 08:29	09944484 - EDWARD N	85053	6.83	1-NO LEAD	8.349	2.347007 19.60
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/09 06:05	09944484 - EDWARD N	85213	9.06	1-NO LEAD	17.659	2.357401 41.63
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/10 06:07	09944484 - EDWARD N	85359	10.57	1-NO LEAD	13.813	2.338299 32.30
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/11 06:07	09944484 - EDWARD N	85504	10.09	1-NO LEAD	14.372	2.328866 33.47
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/12 10:26	09944484 - EDWARD N	85692	9.93	1-NO LEAD	18.939	2.328523 44.10
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
Fuel CPM: 0.25		Total Miles: 993	Avg. MPG: 9.30		# Trans: 8	106.751	252.25
Vehicle: 1223 - UNIT 23			133873				
140265-BIVI (BIVI)	12/02 12:46	09483160 - MAROCKA K	133990	6.08	1-NO LEAD	19.251	2.442280 47.02
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/08 06:09	09483160 - MAROCKA K	134136	6.38	1-NO LEAD	22.868	2.215801 50.67
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/10 12:53	09483160 - MAROCKA K	134237	6.63	1-NO LEAD	15.231	2.328858 35.47
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/12 12:49	09483160 - MAROCKA K	134318	6.78	1-NO LEAD	11.939	2.329080 27.81
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
Fuel CPM: 0.36		Total Miles: 445	Avg. MPG: 6.42		# Trans: 4	69.289	160.97
Vehicle: 5810 - UNIT 5810			138898				
111257-111257	12/02 11:50	09483606 - ANDREW SL	139082		62-DEF	5.726	4.129000 23.64
5233 S 9TH ST, KALAMAZOO, MI		Misc: 00000000					
111257-111257	12/02 11:55	09483606 - ANDREW SL	139082	6.51	53-ULDIESE	28.283	2.958272 83.67
5233 S 9TH ST, KALAMAZOO, MI		Misc: 00000000					
48047-BI6H (BI6H)	12/04 08:41	09944463 - ZIENA MCM	139260	6.27	53-ULDIESE	28.411	3.237189 91.97
6434 GULL ROAD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/10 06:03	09944467 - SUSAN KEM	139548	6.12	53-ULDIESE	47.091	3.128326 147.32
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/11 13:37	09944467 - SUSAN KEM	839749	99.99	53-ULDIESE	52.653	3.052984 160.75
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
Fuel CPM: 0.00		Total Miles: 700851	Avg. MPG: 4,480.06		# Trans: 5	162.164	507.35
Insufficient/innacurate data to calculate MPG							

Site	Date	Card	Odom	Mpg	Product	Qty	Price Total \$
Vehicle:	5885 - UNIT 5885		92386				
140265-BIVI (BIVI)	12/04 08:00	09483319 - ARQULIA G	92513	5.22	53-UL DIESE	24.317	3.241505 78.82
	1250 S DRAKE RD, KALAMAZOO, MI				Misc: 00000000		
140265-BIVI (BIVI)	12/11 07:56	09483319 - ARQULIA G	92672	5.30	53-UL DIESE	29.977	3.053095 91.52
	1250 S DRAKE RD, KALAMAZOO, MI				Misc: 00000000		
Fuel CPM:	0.60	Total Miles: 286	Avg. MPG: 5.27	# Trans: 2		54.294	170.34

Vehicle:	5920 - BUS 5920		61274				
111257-111257	12/08 09:42	09483320 - STEPHEN SI	61524		62-DEF	4.700	4.129000 19.41
	5233 S 9TH ST, KALAMAZOO, MI				Misc: 00000000		
111257-111257	12/08 09:47	09483320 - STEPHEN SI	61524	5.50	53-UL DIESE	45.459	2.769332 125.89
	5233 S 9TH ST, KALAMAZOO, MI				Misc: 00000000		
140265-BIVI (BIVI)	12/12 15:29	09483320 - STEPHEN SI	61708	5.52	53-UL DIESE	33.345	3.052861 101.80
	1250 S DRAKE RD, KALAMAZOO, MI				Misc: 00000000		
Fuel CPM:	0.52	Total Miles: 434	Avg. MPG: 5.51	# Trans: 3		83.504	247.10

Vehicle:	5921 - BUS 5921		94512				
140265-BIVI (BIVI)	12/05 14:07	09483479 - TAMMY CO	94702	5.61	53-UL DIESE	33.885	3.242028 109.86
	1250 S DRAKE RD, KALAMAZOO, MI				Misc: 00000000		
98712-H7 (H7)	12/09 11:55	09483479 - TAMMY CO	94825		62-DEF	4.590	2.929000 13.44
	3601 Covington Rd., Kalamazoo, MI				Misc: 00000000		
140265-BIVI (BIVI)	12/10 11:01	09483479 - TAMMY CO	94908	6.29	53-UL DIESE	32.729	3.128290 102.39
	1250 S DRAKE RD, KALAMAZOO, MI				Misc: 00000000		
415056-BO1L (BO1L)	12/12 15:37	09483606 - ANDREW SL	95076	7.20	53-UL DIESE	23.321	2.765491 64.49
	5250 S 9TH STREET, KALAMAZOO, MI				Misc: 00000000		
Fuel CPM:	0.49	Total Miles: 564	Avg. MPG: 6.27	# Trans: 4		94.525	290.18

Total By Product

State	Product	Quantity	Net	FET	SET	Local	SST	Gross
MI	1 - UNLEADED REGULAR GASOLINE	626.739	1,465.28	0.00	0.00	10.63	0.00	1,475.91
MI	53 - ULTRA LOW DSL #2	581.919	1,750.21	0.00	0.00	9.94	0.00	1,760.15
MI	62 - DEF	22.009	85.36	0.00	0.00	0.00	0.00	85.36
	Total:	1,230.667	3,300.85	0.00	0.00	20.57	0.00	3,321.42

Total By Vehicle

Vehicle	Quantity	Net	FET	SET	Local	SST	Gross
0404 - BUS 404	61.490	175.04	0.00	0.00	1.06	0.00	176.10
0405 - BUS 405	147.951	452.03	0.00	0.00	2.41	0.00	454.44
1021 - UNIT 21	67.817	159.51	0.00	0.00	1.16	0.00	160.67
1032 - UNIT 32	62.427	147.25	0.00	0.00	1.06	0.00	148.31
1039 - UNIT 39	125.639	289.89	0.00	0.00	2.07	0.00	291.96
1122 - UNIT 22	115.473	271.62	0.00	0.00	1.96	0.00	273.58
1126 - UNIT 26	79.343	186.82	0.00	0.00	1.35	0.00	188.17
1138 - UNIT 38	106.751	250.41	0.00	0.00	1.84	0.00	252.25
1223 - UNIT 23	69.289	159.78	0.00	0.00	1.19	0.00	160.97
5810 - UNIT 5810	162.164	504.67	0.00	0.00	2.68	0.00	507.35
5885 - UNIT 5885	54.294	169.42	0.00	0.00	0.92	0.00	170.34
5920 - BUS 5920	83.504	245.76	0.00	0.00	1.34	0.00	247.10
5921 - BUS 5921	94.525	288.65	0.00	0.00	1.53	0.00	290.18
Total:	1,230.667	3,300.85	0.00	0.00	20.57	0.00	3,321.42

Invoice Summary

Invoice No#: CFSI-28577	Terms: NET 15 DAYS
Invoice Date: 12/15/2025	Due by 12/30/2025
Subtotal Amount	3,321.42
Fee Amount	16.80
Total Invoice Amount:	3,338.22
Discount (if Paid by 12/30/2025):	1.23
Total due if paid by 12/30/2025:	3,336.99
Discount based upon eligible gallons of	61.490000
From	Thru
0	999999999
	Rate
	0.020000
	My Eligible Gallons : 61.490000

J & H Oil Co.
 2696 CHICAGO DR.SW
 PO BOX 9464
 WYOMING, MI, 49509
 616-534-2181



Customer Statement

As of: 12/31/2025

Customer No: 7001821

Terms NET 15 DAYS
 Balance Due by 1/15/2026 4,445.11
 Discount (if Paid by 1/15/2026): 1.85
 Balance if discount earned 4,443.26

Amount enclosed: \$ _____

Make Check Payable to:

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

J & H Oil Co.
 2696 CHICAGO DR.SW
 PO BOX 9464
 WYOMING, MI, 49509

--- Detach Here ---

Date	Invoice Number	Tran Type	Comment/Ref#	Total Amount	Amount Paid	Running Balance
12/15/2025		Balance Forward			0.00	3,335.65
12/31/2025	CFSI-28720	Invoice		1,109.46	0.00	4,445.11
Total Records: 2				Grand Total:	1,109.46	0.00
						4,445.11

From	Thru	Rate
0	999999999	0.020000
Balance Due by 1/15/2026		4,445.11
Discount (if Paid by 1/15/2026):		1.85
Discount based upon eligible quantity of	92.469000	
Balance if discount earned		4,443.26

Important Message:	2% convenience fee if you should choose to pay with debit/credit card. Thank you!
---------------------------	--

Current	1-10 Days	11-30 Days	31-60 Days	61-90 Days	Over 90 Days	Credits	Prepayments	Balance Due
1,109.46	3,338.22	0.00	0.00	0.00	0.00	-2.57	0.00	4,445.11

J & H Oil Co.
 2696 CHICAGO DR.SW
 PO BOX 9464
 WYOMING, MI, 49509
 616-534-2181



Invoice - CFSI-28720

Customer #:7001821

12/31/2025

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

Site	Date	Card	Odom	Mpg	Product	Qty	Price Total \$
Vehicle: 0405 - BUS 405			72049				
140265-BIVI (BIVI)	12/18 08:24	09944444 - LATINA TUC	72432	7.42	53-ULDIESE	51.608	2.863843 147.80
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
Fuel CPM: 0.39	Total Miles: 383	Avg. MPG: 7.42	# Trans: 1	51.608	147.80		
Vehicle: 1034 - UNIT 34			65349				
140265-BIVI (BIVI)	12/16 07:31	09483470 - SCOTT WIL	65387	1.44	1-NO LEAD	26.325	2.253103 59.31
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/18 12:06	09483470 - SCOTT WIL	65515	7.85	1-NO LEAD	16.299	2.215832 36.12
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
Fuel CPM: 0.57	Total Miles: 166	Avg. MPG: 3.89	# Trans: 2	42.624	95.43		
Vehicle: 1039 - UNIT 39			99993				
415123-BJ0Q (BJ0Q)	12/16 07:15	09944442 - TAMELA ST	100098	8.98	1-NO LEAD	11.693	2.221717 25.98
208 RIVER STREET, KALAMAZOO, MI		Misc: 00000000					
415123-BJ0Q (BJ0Q)	12/17 07:14	09944442 - TAMELA ST	100205	8.58	1-NO LEAD	12.464	2.221717 27.69
208 RIVER STREET, KALAMAZOO, MI		Misc: 00000000					
415123-BJ0Q (BJ0Q)	12/18 07:21	09944442 - TAMELA ST	100312	8.70	1-NO LEAD	12.305	2.221717 27.34
208 RIVER STREET, KALAMAZOO, MI		Misc: 00000000					
Fuel CPM: 0.25	Total Miles: 319	Avg. MPG: 8.75	# Trans: 3	36.462	81.01		
Vehicle: 1122 - UNIT 22			108224				
140265-BIVI (BIVI)	12/16 11:10	09944481 - MICHAEL B	108397	7.49	1-NO LEAD	23.112	2.253399 52.08
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
140265-BIVI (BIVI)	12/18 10:55	09944481 - MICHAEL B	108581	8.25	1-NO LEAD	22.311	2.215680 49.43
1250 S DRAKE RD, KALAMAZOO, MI		Misc: 00000000					
Fuel CPM: 0.28	Total Miles: 357	Avg. MPG: 7.86	# Trans: 2	45.423	101.51		
Vehicle: 1126 - UNIT 26			127423				
204239-BJGG (BJGG)	12/16 08:06	09944463 - ZIENA MCM	127528	8.02	1-NO LEAD	13.090	2.183981 28.59
507 W MILHAM ST, PORTAGE, MI		Misc: 00000000					

Site	Date	Card	Odom	Mpg	Product	Qty	Price Total \$
Vehicle: 1126 - UNIT 26					(continued)		
204239-BJGG (BJGG) 507 W MILHAM ST, PORTAGE, MI	12/18 07:14	09944463 - ZIENA MCM	127673	8.50	1-NO LEAD Misc: 00000000	17.052	2.146245 36.60
Fuel CPM: 0.26	Total Miles: 250	Avg. MPG: 8.29	# Trans: 2			30.142	65.19
Vehicle: 1138 - UNIT 38			85692				
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	12/16 06:07	09944484 - EDWARD N	85790	00.00	1-NO LEAD Misc: 00000000	12.251	2.253134 27.60
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	12/17 06:07	09944484 - EDWARD N	85885	9.84	1-NO LEAD Misc: 00000000	9.658	2.253258 21.76
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	12/18 08:28	09944484 - EDWARD N	86067	10.38	1-NO LEAD Misc: 00000000	17.536	2.215446 38.85
Fuel CPM: 0.24	Total Miles: 375	Avg. MPG: 9.51	# Trans: 3			39.445	88.21
Insufficient/innacurate data to calculate MPG							
Vehicle: 1223 - UNIT 23			134318				
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	12/16 12:43	09483160 - MAROCKA K	134400	6.07	1-NO LEAD Misc: 00000000	13.507	2.253033 30.43
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	12/18 12:54	09483160 - MAROCKA K	134484	6.90	1-NO LEAD Misc: 00000000	12.177	2.215839 26.98
Fuel CPM: 0.35	Total Miles: 166	Avg. MPG: 6.46	# Trans: 2			25.684	57.41
Vehicle: 1235 - UNIT 35			60340				
140265-BIVI (BIVI) 1250 S DRAKE RD, KALAMAZOO, MI	12/17 08:27	09944478 - HEATHER L	60431	5.10	1-NO LEAD Misc: 00000000	17.856	2.224479 39.72
Fuel CPM: 0.44	Total Miles: 91	Avg. MPG: 5.10	# Trans: 1			17.856	39.72
Vehicle: 5810 - UNIT 5810			839749				
98710-098710 3320 RAVINE ROAD, KALAMAZOO, MI	12/16 11:04	09483367 - DANIEL MU	89886	00.00	53-ULDIESE Misc: 00000000	48.054	2.727755 131.08
98710-098710 3320 RAVINE ROAD, KALAMAZOO, MI	12/16 11:04	09483367 - DANIEL MU	89886	00.00	53-ULDIESE Misc: 00000000	-48.054	2.727755 -131.0
98710-098710 3320 RAVINE ROAD, KALAMAZOO, MI	12/16 11:04	09483367 - DANIEL MU	89886	00.00	53-ULDIESE Misc: 00000000	48.054	2.727755 131.08
98710-098710 3320 RAVINE ROAD, KALAMAZOO, MI	12/18 14:45	09483367 - DANIEL MU	990248	99.99	53-ULDIESE Misc: 00000000	44.415	2.727755 121.15
Fuel CPM: 0.00	Total Miles: 150499	Avg. MPG: 1,627.56	# Trans: 4			92.469	252.23
Insufficient/innacurate data to calculate MPG							
Vehicle: 5885 - UNIT 5885			92672				
28894-BG3X (BG3X) 3700 SPRINKLE RD, KALAMAZOO, MI	12/16 13:48	09483606 - ANDREW SL	92781	6.23	53-ULDIESE Misc: 00000000	17.498	2.788631 48.80
Fuel CPM: 0.45	Total Miles: 109	Avg. MPG: 6.23	# Trans: 1			17.498	48.80
Vehicle: 5921 - BUS 5921			95076				
48115-048115 3700 GULL RD, KALAMAZOO, MI	12/18 10:57	09483479 - TAMMY CO	95333	6.09	53-ULDIESE Misc: 00000000	42.172	3.005616 126.75
Fuel CPM: 0.49	Total Miles: 257	Avg. MPG: 6.09	# Trans: 1			42.172	126.75

Total By Product

State	Product	Quantity	Net	FET	SET	Local	SST	Gross
MI	1 - UNLEADED REGULAR GASOLINE	237.636	524.42	0.00	0.00	4.06	0.00	528.48
MI	53 - ULTRA LOW DSL #2	203.747	572.08	0.00	0.00	3.50	0.00	575.58
Total:		441.383	1,096.50	0.00	0.00	7.56	0.00	1,104.06

Total By Vehicle

Vehicle	Quantity	Net	FET	SET	Local	SST	Gross	
0405 - BUS 405	51.608	146.91	0.00	0.00	0.89	0.00	147.80	
1034 - UNIT 34	42.624	94.69	0.00	0.00	0.74	0.00	95.43	
1039 - UNIT 39	36.462	80.40	0.00	0.00	0.61	0.00	81.01	
1122 - UNIT 22	45.423	100.74	0.00	0.00	0.77	0.00	101.51	
1126 - UNIT 26	30.142	64.69	0.00	0.00	0.50	0.00	65.19	
1138 - UNIT 38	39.445	87.52	0.00	0.00	0.69	0.00	88.21	
1223 - UNIT 23	25.684	56.97	0.00	0.00	0.44	0.00	57.41	
1235 - UNIT 35	17.856	39.41	0.00	0.00	0.31	0.00	39.72	
5810 - UNIT 5810	92.469	250.64	0.00	0.00	1.59	0.00	252.23	
5885 - UNIT 5885	17.498	48.50	0.00	0.00	0.30	0.00	48.80	
5921 - BUS 5921	42.172	126.03	0.00	0.00	0.72	0.00	126.75	
Total:		441.383	1,096.50	0.00	0.00	7.56	0.00	1,104.06

Invoice Summary

Invoice No#: CFSI-28720	Terms: NET 15 DAYS		
Invoice Date: 12/31/2025	Due by 1/15/2026		
Subtotal Amount	1,104.06		
Fee Amount	5.40		
Total Invoice Amount:	1,109.46		
Discount (if Paid by 1/15/2026):	1.85		
Total due if paid by 1/15/2026:	1,107.61		
Discount based upon eligible gallons of	92.469000		
From	Thru	Rate	
0	999999999	0.020000	My Eligible Gallons : 92.469000

Kalamazoo RESA

HEAD START MATCH REPORT

December 2025

MONTHLY BREAKDOWN													SUMMARY		
UNIT	NOV '25	Dec '25	JAN '26	FEB '26	MAR '26	APR '26	MAY '26	JUN '26	JUL '26	AUG '26	SEP '26	OCT '26	SUGGESTED UNIT ANNUAL REQUIREMENT*		
													YTD	ANNUAL REQUIREMENT*	MONTHLY GOAL
ADMIN/ OPS	\$ 16,813	\$ 62,371											\$ 79,184	\$ 270,366	\$ 22,530
EDUC	\$ 114,015	\$ 148,969											\$ 262,984	\$ 1,496,024	\$ 124,669
HEALTH	\$ -	\$ -											\$ -	\$ 30,229	\$ 2,519
FCP	\$ -	\$ -											\$ -	\$ 5,820	\$ 485
TOTAL	\$ 130,828	\$ 211,340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 342,169	\$ 1,802,438	\$ 150,203

LESS MATCH EXPECTATION THROUGH DECEMBER 2025 \$ 300,406.37

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

OVER(UNDER): \$ 41,762

Kalamazoo RESA

Purchasing Card Reconciliation Form

Staff: CARLA OSBORN

Card No: XXX-XX-

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

PURCHASES						
Date	Vendor	Description/Purpose	Amount	Budget Unit	Account	Receipt Attached?
		CARRY OVER	\$ 1,531.28			Yes
10/22/25	THE H HOTEL	HOTEL ACCOMMODATIONS FOR ECS'S TO ATTEND THE GSRP ECS CONVENING	\$ 266.40	023221000	3210	Yes
10/22/25	THE H HOTEL	HOTEL ACCOMMODATIONS FOR ECS'S TO ATTEND THE GSRP ECS CONVENING	\$ 266.40	023221000	3210	Yes
10/22/25	THE H HOTEL	HOTEL ACCOMMODATIONS FOR ECS'S TO ATTEND THE GSRP ECS CONVENING	\$ 266.40	023221000	3210	Yes
10/22/25	THE H HOTEL	HOTEL ACCOMMODATIONS FOR ECS'S TO ATTEND THE GSRP ECS CONVENING	\$ 266.40	023221000	3210	Yes
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						—
						—
Total of Amount of Purchases			\$ 2,596.88			

Summary by Budget Unit and Account:

Budget Unit	Account	Total	Budget Unit	Account	Total

*Cut Off Date is the 21st of Each Month

Employee Signature: _____

Supervisor Signature: _____

Staff: CARLA OSBORN

Card No: XXX-XX-

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

PURCHASES						
Date	Vendor	Description/Purpose	Amount	Budget Unit	Account	Receipt Attached?
		CARRY OVER	\$ 1,531.28			Yes
10/22/25	THE H HOTEL	HOTEL ACCOMMODATIONS FOR ECS'S TO ATTEND THE GSRP ECS CONVENING	\$ 266.40	023221000	3210	Yes
10/22/25	THE H HOTEL	HOTEL ACCOMMODATIONS FOR ECS'S TO ATTEND THE GSRP ECS CONVENING	\$ 266.40	023221000	3210	Yes
10/22/25	THE H HOTEL	HOTEL ACCOMMODATIONS FOR ECS'S TO ATTEND THE GSRP ECS CONVENING	\$ 266.40	023221000	3210	Yes
10/22/25	THE H HOTEL	HOTEL ACCOMMODATIONS FOR ECS'S TO ATTEND THE GSRP ECS CONVENING	\$ 266.40	023221000	3210	Yes
						—
						—
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						—
						—
						—
						—
						—
Total of Amount of Purchases			\$ 2,596.88			

Summary by Budget Unit and Account:

Budget Unit	Account	Total	Budget Unit	Account	Total

*Cut Off Date is the 21st of Each Month

Employee Signature: _____

Supervisor Signature: _____



Kalamazoo RESA

Purchasing Card Reconciliation Form

Staff: KYLE FALL

Card No: XXX-XX- 5089

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

PURCHASES						
Date	Vendor	Description/Purpose	Amount	Budget Unit	Account	Receipt Attached?
12/02/26	TEACHSTONE	CLASS RECERTIFICATION FOR NICOLE	\$ 150.00	670283000	3120	Yes
12/08/25	TEACHSTONE	CLASS RECERTIFICATION FOR TRICIA	\$ 150.00	670283000	3120	Yes
12/15/25	LITTLE CAESARS	Purchased 2 pizzas for Policy Council dinner from Little Caesars. 	\$ 15.45	660311000	3190.112	Yes
12/19/25	TEACHSTONE	CDA Training course through Teachstone for Chelsea Arthur 	\$ 390.00	670283000	3120	Yes
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						—
Total of Amount of Purchases			\$ 705.45			

Summary by Budget Unit and Account:

Budget Unit	Account	Total	Budget Unit	Account	Total
670283000	3120	\$ 690.00			
660311000	3190.112	\$ 15.45			

*Cut Off Date is the 21st of Each Month

Employee Signature: Kyle Fall Digitally signed by Kyle Fall
Date: 2026.01.26 13:26:07
-05'00'

Supervisor Signature: Rachel Roberts Digitally signed by Rachel Roberts
Date: 2026.02.02 11:11:05 -05'00'

Account Statement

Reporting Period: 11/28/2025 -- 12/27/2025

Account Information

Name	Fall, Kyle	Corporation	Kalamazoo Regional Edu Serv Agency
Employee ID	KFALL	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	12/27/2025	Currency	US Dollar
Account #	556390XXXXXX5089		
Account Limit	1,000.00		
Account Balance	705.45		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo										
General Ledger Codes										
25710874	12/04/2025	12/02/2025	8299	TEACHSTONE INC CHARLOTTESVIL VA	033678		N		0.00	150.00
26202587	12/08/2025	12/04/2025	8299	TEACHSTONE INC CHARLOTTESVIL VA	032029		N		0.00	150.00
27799197	12/16/2025	12/15/2025	5814	LITTLE CAESARS 3647005 KALAMAZOO MI	081345		N		0.00	15.40
28917334	12/22/2025	12/19/2025	8299	TEACHSTONE INC CHARLOTTESVIL VA	069325		N		0.00	390.00

Transaction Count:


Account Statement

Reporting Period: 11/28/2025 -- 12/27/2025

Statement Summary

Purchases	705.45	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	705.45
						New Account Balance	705.45

Pre-Purchase Purchasing Card Request Form

Name of Requester: Nicole Corbin	Classroom/Site: N/A
Name on Card: Kyle Fall	Date of Request: 12/2/2025
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input checked="" type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase. CLASS Recertification for Nicole Corbin	
Estimated Cost: \$ 150	
Budget:	
<input checked="" type="checkbox"/> Program Operations	<input type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	



Fw: Transaction Receipt from TEACHSTONE INC for \$150.00 (USD)

From Nicole Corbin <nicole.burchette@kresa.org>

Date Tue 12/2/2025 10:27 AM

To Kyle Fall <kyle.fall@kresa.org>

Nicole Corbin

she / her / hers
Site Supervisor,
Head Start/GSRP
Mobile: (989) 714-2076



Main: 269.250.9200
www.kresa.org



From: Auto-Receipt <noreply@mail.authorize.net>

Sent: Tuesday, December 2, 2025 10:24 AM

To: Nicole Corbin <nicole.burchette@kresa.org>

Subject: Transaction Receipt from TEACHSTONE INC for \$150.00 (USD)

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

Order Information

Description: Your Order From Teachstone Store (184172)
Invoice Number 184172

Billing Information

kyle fall
KRESA
2780 SLEEPY HOLLOW DR
PORTAGE, Michigan 49024
USA
nicole.burchette@kresa.org
9897142076

Shipping Information

NICOLE CORBIN
KRESA
2780 SLEEPY HOLLOW RD
PORTAGE, Michigan 49024
USA

Total: \$150.00 (USD)

Payment Information

Date/Time: 2-Dec-2025 10:24:29 EST
Transaction ID: 81343141437
Payment Method: MasterCard xxxx5089
Transaction Type: Purchase

Auth Code: 033678

Merchant Contact Information
TEACHSTONE INC
CHARLOTTESVILLE, VA 22911
US
contact@teachstone.com

Pre-Purchase Purchasing Card Request Form

Name of Requester: Tricia Ryan	Classroom/Site: N/A
Name on Card: Kyle Fall	Date of Request: 12/4/2025
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input checked="" type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase. CLASS Recertification for Tricia Ryan	
Estimated Cost: \$ 150	
Budget: <input checked="" type="checkbox"/> Program Operations <input type="checkbox"/> Training & Technical Assistance <input type="checkbox"/> Outside Grant <input type="checkbox"/> Community Donations	
Approval: <input type="checkbox"/> Approved <input type="checkbox"/> Denied and Reason	
Administrator Signature and Date:	



Fw: Transaction Receipt from TEACHSTONE INC for \$150.00 (USD)

From Tricia Ryan <tricia.ryan@kresa.org>
Date Thu 12/4/2025 12:52 PM
To Kyle Fall <kyle.fall@kresa.org>

Tricia Ryan

She/Her
Site Supervisor,
Head Start/GSRP



Main: 269.250.9200
www.kresa.org



From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Thursday, December 4, 2025 12:51 PM
To: Tricia Ryan <tricia.ryan@kresa.org>
Subject: Transaction Receipt from TEACHSTONE INC for \$150.00 (USD)

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

Order Information

Description: Your Order From Teachstone Store (184297)
Invoice Number 184297

Billing Information

Kyle Fall
KRESA
1819 E MILHAM AVE
PORTAGE, Michigan 49002
USA
tricia.ryan@kresa.org
269-615-7451

Shipping Information

KYLE FALL
KRESA
1819 E MILHAM AVE
PORTAGE, Michigan 49002
USA

Total: \$150.00 (USD)

Payment Information

Date/Time: 4-Dec-2025 12:51:45 EST
Transaction ID: 81347310361
Payment Method: MasterCard xxxx5089

12/4/25, 3:53 PM

Fw: Transaction Receipt from TEACHSTONE INC for \$150.00 (USD) - Kyle Fall - Outlook

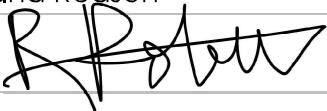
Transaction Type: Purchase

Auth Code: 032029

Merchant Contact Information

TEACHSTONE INC
CHARLOTTESVILLE, VA 22911
US
contact@teachstone.com

Pre-Purchase Purchasing Card Request Form

Name of Requester: Kyle Fall	Classroom/Site: N/A
Name on Card: Kyle Fall	Date of Request: 12/15/25
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input checked="" type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase.	
Purchased 2 pizzas for Policy Council dinner from Little Caesars.	
Estimated Cost: \$ 15.45	
Budget:	
<input checked="" type="checkbox"/> Program Operations	<input type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	

Little Caesars

03647-00057

KALAMAZOO MI
Phone: (269) 492-0200

Order 5002578

Dec 15, 2025, 5:06 PM
Your Cashier Today is Effie P.

Sale

Qty. Items	Price
2 Classic Cheese	\$14.58
Item Count	2
Taxable Total	\$14.58

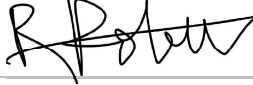
Subtotal	\$14.58
STATE	\$0.87
Tax	\$0.87

Total \$15.45

Credit Card \$15.45

Card	1
Result	CAPTURED
Account	MC *****5089
Card Holder	FALL/KYLE
Authorization Code	81345
Approved Amount	\$15.45
Chip Indicator	Chip Read - Contact
TID	2
Application Label	Mastercard
CVM	NONE
TSI	E800
AID	A0000000041010
IAD	7310A0400122000000000000000000FF
ARC	0
TVR	8000
Mode	ISSUER

Pre-Purchase Purchasing Card Request Form

Name of Requester: Kyle Fall	Classroom/Site: MUMC
Name on Card: Kyle Fall	Date of Request: 12/19/2025
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input checked="" type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase.	
CDA Training course through Teachstone for Chelsea Arthur	
Estimated Cost: \$ 390	
Budget:	
<input type="checkbox"/> Program Operations	<input checked="" type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	



Fw: Your Teachstone Store Order Confirmation (#184914)

From Chelsea Arthur <chelsea.arthur@kresa.org>
Date Fri 12/19/2025 9:43 AM
To Kyle Fall <kyle.fall@kresa.org>

Thank you!

Chelsea Arthur

Associate Teacher,
Head Start/GSRP



Main: 269.250.9200
www.kresa.org



From: Teachstone Store <orders@teachstone.com>
Sent: Friday, December 19, 2025 9:41:29 AM
To: Chelsea Arthur <chelsea.arthur@kresa.org>
Subject: Your Teachstone Store Order Confirmation (#184914)

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



Thank you for your order from the Teachstone store and your commitment to improving education with CLASS®.

**please allow up to three (3) business days for order processing*

Your order ID is **#184914**.

shipping_address_label billing_address_label

CHELSEA ARTHUR	KYLE FALL
KRESA HEAD START	KRESA
1819 E MILHAM AVE	1819 E MILHAM AVE
PORTAGE, Michigan 49002	PORTAGE, Michigan 49002
United States	United States
7065219009	2692509200
Sales Person	Sales Person

Your Order Contains...

Cart Items	SKU	Qty	Item Price	Item Total
------------	-----	-----	------------	------------

shipped_to

On-Demand - CDA with CLASS or Renewal - Starting at \$350.00	1-33-SRV595	1	\$390.00	\$390.00
<small>(Course Type: On-Demand, Age Level: Pre-K, Student Agreement: Yes)</small>				

Subtotal:	\$390.00
Shipping:	\$0.00
Sales Tax:	\$0.00
Grand total:	\$390.00
payment_method:	Authorize.Net

Have a question? We're happy to help! Just [send us an email](#) or give us a call (866-998-8352).

We wish you all the best on your CLASS journey. Thanks again!

Teachstone Store
<https://store.teachstone.com>

Kalamazoo RESA

Purchasing Card Reconciliation Form

Staff: NORMA ASH

Card No: XXX-XX- 2749

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

PURCHASES						
Date	Vendor	Description/Purpose	Amount	Budget Unit	Account	Receipt Attached?
12/10/25	STATE OF MICHIGAN	PELC LICENSE RENEWAL	\$ 75.00	660261000	3190	Yes
12/10/25	STATE OF MICHIGAN	COMSTOCK CELA LICENSE RENEWAL	\$ 100.00	660261000	3190	Yes
12/20/25	STATE OF MICHIGAN	MILWOOD UMC LICENSE RENEWAL	\$ 100.00	660261000	3190	Yes
12/11/25	PIZZA HUT	PARENT MEETING FOR COMMONS	\$ 50.00	660311000	3190.112	Yes
12/12/25	MEIJER	PELC AND PCC PARENT MEETING SUPPLIES	\$ 28.98	660311000	3190.112	Yes
						—
						—
						—
						—
						—
						—
						—
						—
						—
						—
						—
						—
Total of Amount of Purchases			\$ 353.98			

Summary by Budget Unit and Account:

Budget Unit	Account	Total	Budget Unit	Account	Total
660261000	3190	\$ 275.00			
660311000	3190.112	\$ 78.98			

*Cut Off Date is the 21st of Each Month

Employee Signature: Norma Ash
Digitally signed by Norma Ash
 Date: 2026.01.21 14:51:43
 -05'00'

Supervisor Signature: Rachel Roberts
Digitally signed by Rachel Roberts
 Date: 2026.01.21 14:56:57 -05'00'

Account Statement

Reporting Period: 11/28/2025 -- 12/27/2025

Account Information

Name	Ash, Norma	Corporation	Kalamazoo Regional Edu Serv Agency
Employee ID	NASH	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	12/27/2025	Currency	US Dollar
Account #	556390XXXXXX2749		
Account Limit	1,000.00		
Account Balance	353.98		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
					General Ledger Codes					
26989604	12/11/2025	12/10/2025	9399	SOM LARA CCLB LICENSE LANSING MI	098670	872137571	N		0.00	75.00
26989532	12/11/2025	12/10/2025	9399	SOM LARA CCLB LICENSE LANSING MI	088356	872130587	N		0.00	100.00
26989533	12/11/2025	12/10/2025	9399	SOM LARA CCLB LICENSE LANSING MI	051435	872134579	N		0.00	100.00
27733241	12/15/2025	12/11/2025	5812	PIZZA HUT #032585 KALAMAZOO MI	081762		N		0.00	50.00

Account Statement

Reporting Period: 11/28/2025 -- 12/27/2025


Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
					General Ledger Codes					
27733242	12/15/2025	12/12/2025	5411	MEIJER STORE #022 PORTAGE MI	061349		N		0.00	28.9

Transaction Count:

Statement Summary

Purchases	353.98	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	353.98
						New Account Balance	353.98

Pre-Purchase Purchasing Card Request Form

Name of Requester: Norma Ash	Classroom/Site: Comstock CELA Head Start
Name on Card: Norma Ash	Date of Request: 12/09/2025
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input checked="" type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase. Licensing fee renewal for Comstock CELA Head Start	
Estimated Cost: \$100.00	
Budget:	
<input checked="" type="checkbox"/> Program Operations	<input type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	

Payment Confirmation

From noreply@fiserv.com <noreply@fiserv.com>

Date Wed 12/10/2025 10:49 AM

To Norma Ash <norma.ash@kresa.org>

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

Thank you for your recent payment to SOM LARA CCLB LICENSE.

Payment Application: SOM LARA CCLB LICENSE

Payment Status: Payment completed successfully.

Confirmation Number: 25121059712706

Payment Date: 12/10/2025

Billing Address: Kalamazoo RESA

1819 E. Milham Ave.

Portage, MI 49002

2692509845

Card Type: MC

Card Number: x2749


Payment Amount: 100.00 USD

Total Amount: 100.00 USD

Reference: 0f0cs000003JSzIAAG

DO NOT REPLY DIRECTLY TO THIS EMAIL.

Pre-Purchase Purchasing Card Request Form

Name of Requester: Norma Ash	Classroom/Site: Milwood UMC Head Start
Name on Card: Norma Ash	Date of Request: 12/09/2025
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input checked="" type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase.	
Licensing fee renewal for Milwood UMC Head Start	
Estimated Cost: \$75.00	
Budget:	
<input checked="" type="checkbox"/> Program Operations	<input type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	

Payment Confirmation

From noreply@fiserv.com <noreply@fiserv.com>

Date Wed 12/10/2025 10:27 AM

To Norma Ash <norma.ash@kresa.org>

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

Thank you for your recent payment to SOM LARA CCLB LICENSE.

Payment Application: SOM LARA CCLB LICENSE
Payment Status: Payment completed successfully.
Confirmation Number: 25121059707794
Payment Date: 12/10/2025

Billing Address: Kalamazoo RESA
1819 E. Milham Ave.
Portage, MI 49002
2692509845

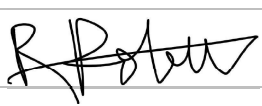
Card Type: MC
Card Number: x2749

Payment Amount: 100.00 USD
Total Amount: 100.00 USD

Reference: 0f0cs000003JRu1AAG

DO NOT REPLY DIRECTLY TO THIS EMAIL.

Pre-Purchase Purchasing Card Request Form

Name of Requester: Norma Ash	Classroom/Site: Curious Kids Head Start
Name on Card: Norma Ash	Date of Request: 12/09/2025
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input checked="" type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase.	
Licensing fee renewal for Curious Kids Head Start	
Estimated Cost: \$75.00	
Budget:	
<input checked="" type="checkbox"/> Program Operations	<input type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	

Payment Confirmation

From noreply@fiserv.com <noreply@fiserv.com>

Date Wed 12/10/2025 11:06 AM

To Norma Ash <norma.ash@kresa.org>

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

Thank you for your recent payment to SOM LARA CCLB LICENSE.

Payment Application: SOM LARA CCLB LICENSE
Payment Status: Payment completed successfully.
Confirmation Number: 25121059716355
Payment Date: 12/10/2025

Billing Address: Kalamazoo RESA
1819 E. Milham Ave.
Portage, MI 49002
2692509845

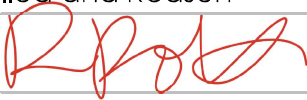
Card Type: MC
Card Number: x2749

Payment Amount: 75.00 USD
Total Amount: 75.00 USD

Reference: 0f0cs000003JU5VAAW

DO NOT REPLY DIRECTLY TO THIS EMAIL.

Pre-Purchase Purchasing Card Request Form

Name of Requester: Caleb Washington	Classroom/Site: KC Parent Mtg.
Name on Card: Norma Ash	Date of Request: 12.11.25
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input checked="" type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase.	
Pizza Hut:	
Food for K Commons Parent Meeting - 12/11/25	
Estimated Cost: \$50	
Budget:	
<input checked="" type="checkbox"/> Program Operations	<input type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	

PIZZA HUT
CARRY_OUT

Ticket # 0028

Item Count: 5

ENTERED BY
PATRICK
032585 12/11/25 4:55 PM

Thanks for being a Hut Rewards member!

CALEB WASHINGTON
517-930-7757

- 01 1 1Y YA 10.00
Large
Hand toss
Cheese
- 02 1 1Y YA 10.00
Large
Hand toss
Cheese
Pepperoni
- 03 1 1Y YA 10.00
Large
Hand toss
Cheese
Pepperoni
- 04 1 1Y YA 10.00
Large
Hand toss
Cheese
Pepperoni
- 05 1 1Y YA 10.00
Large
Hand toss
Meat Lvr

Subtotal 50.00
Balance Due 50.00

Amount Tendered
Credit Card 50.00
Change 0.00

ICONIC CHECK
YOUR ORDER WAS CHECKED BY:

PIZZA HUT# 032585
1908 W Main St
Kalamazoo, MI 49006
(000)000-0000
SALE

Server: PATRICK Ticket #28
12/11/25 4:55 PM

M *****2749
APPR CODE: 081762 Invoice #20

AMOUNT: 50.00
TIP: .00
Total: 50.00

I agree to pay above total amount
according to card issuer agreement.

Signature _____
ASH/NORMA

Customer Copy


Mastercard
Chip Read
AID: A0000000041010
Mode: ISSUER
TVR: 0000008000
TSI: E800
IAD: 7310A0400122000000000000
ARC: 00
SIGNATURE

Parent meeting
Caleb 12/11/25
Commons

Flip over for more!
Flip over for more!
Flip over for more!
Flip over for more!
Flip over for more!
Flip over for more!
Flip over for more!

Flip over for more!
Flip over for more!
Flip over for more!
Flip over for more!

Pre-Purchase Purchasing Card Request Form

Name of Requester: Laura Morcus	Classroom/Site: PELC/PCC Parent Mtg
Name on Card: Norma Ash	Date of Request: 12.12.25
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input checked="" type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase.	
Meijer: Meat/cheese tray, blueberries & chip/popcorn for Parent Meeting 12/12/25 at PELC/PCC	
Estimated Cost: \$30	
Budget:	
<input checked="" type="checkbox"/> Program Operations	<input type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	

meijer

5120 S. Westnedge Ave.
Portage, MI 49002 - #22
(269)381-3435 meijer.com

12/12/25 Fastlane191

MEIJER SAVINGS

SPECIALS 5.49
SAVINGS TOTAL 5.49

GROCERY

3760028751	PARTY TRAY	16.49	F
*81363501430	BLUEBERRIES		
1 @ 2 / 5.00			
was 6.99	now 2.50		F
*2840067973	MULTIPACK SNAC	9.99	F
was 10.99	now		

TOTAL

TOTAL TAX .00
TOTAL 28.98

PAYMENTS:

CREDIT CARDS TENDER 28.98
XXXXXXXXXX2743 (C)
APPROVAL CODE: 061349
Mastercard
ATD A0C0C000041C10
TC E4EAF02913A836D9
NO CVM REQUIRE)

NUMBER OF ITEMS 3

4322214XR0A0VZS


Tx:4 Op:591 Tm:191 St:22 09:35:30

PELL / PCC Parent mtg
12-12-25

Staff: EARLY CHILDHOOD PROGRAM CARD 1

Card No: XXX-XX- 5382

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

PURCHASES						
Date	Vendor	Description/Purpose	Amount	Budget Unit	Account	Receipt Attached?
12/18/25	SHOWPASS	CITY LEAD TICKETS FOR STAFF TO ATTEND A COMMUNITY ENGAGEMENT 	\$ 200.00		670283000 3120	Yes
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						—
Total of Amount of Purchases			\$ 200.00			

Summary by Budget Unit and Account:

Budget Unit	Account	Total	Budget Unit	Account	Total
670283000 3120		\$200.00			

*Cut Off Date is the 21st of Each Month

Employee Signature: Rachel Roberts Digitally signed by Rachel Roberts
Date: 2026.01.21 13:18:59 -05'00'

Supervisor Signature: 

Account Statement

Reporting Period: 11/28/2025 -- 12/27/2025

Account Information

Name	Department, Early Childhood Ctr	Corporation	Kalamazoo Regional Edu Serv Agency
Employee ID	EARLYCHILDHOOD	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	12/27/2025	Currency	US Dollar
Account #	556390XXXXXX5382		
Account Limit	1,500.00		
Account Balance	200.00		


Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
					General Ledger Codes					
628445400	12/19/2025	12/18/2025	7922	SHOWPASS CLCENTERP-NM NEWARK DE	026620		N		0.00	200.00

Transaction Count: 1

Statement Summary

Purchases	200.00	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	200.00
						New Account Balance	200.00

Pre-Purchase Purchasing Card Request Form

Name of Requester: Nateshia Richardson	Classroom/Site: Service Center
Name on Card: Rachel Roberts	Date of Request: 12/18/25
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input checked="" type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase.	
CITYLEAD table purchase for staff to attend a community event	
Estimated Cost: \$ 200	
Budget:	
<input type="checkbox"/> Program Operations	<input checked="" type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	

Sold To:

Nateshia Richardson
 nateshia.richardson@kresa.org
 1819 E Milham Ave
 (269) 568-7933
 Portage, Michigan, United States, 49002

Invoice From:

CityLead Kalamazoo
 astrange@centerpoint.faith
 2345 10th St N
 Kalamazoo, Michigan, US, 49009

Payment Method	Credit 5382
Invoice Date	Dec 18, 2025 9:13 AM (EST)
Invoice ID	03-2f12-4b24-bb25-8da6a0d3ac8f
Amount Paid (USD)	\$200.00

THIS IS NOT A TICKET AND NOT REDEEMABLE FOR ADMISSION

Items	Quantity	Price	Amount
Table Registration - CityLead Kalamazoo- January 2026 8 Jan 2026 12:00 PM (EST)	6	\$18.00	\$108.00
Table Registration - CityLead Kalamazoo- February 2026 12 Feb 2026 12:00 PM (EST)	6	\$18.00	\$108.00

Subtotal	\$216.00
Discount (DK5FJ8)	\$-16.00
Subtotal w/ Discount	\$200.00
Total	USD \$200.00

Showpass, on behalf of the organizers, charged the Patrons credit/debit card based on the pricing inputs as set by the Event Organizer.

This receipt and purchase is governed by the **Showpass Terms of Service** (<https://www.showpass.com/sell/terms-of-service>).

Ticketing by
showpass
www.showpass.com

Staff: EARLY CHILDHOOD PROGRAM CARD 2

Card No: XXX-XX- 3689

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

PURCHASES						
Date	Vendor	Description/Purpose	Amount	Budget Unit	Account	Receipt Attached?
12/09/25	TEACHSTONE	CLASS RECERTIFICATION FOR JANEL BROWNING	\$ 150.00	670283000	3120	Yes
Total of Amount of Purchases			\$ 150.00			

Summary by Budget Unit and Account:

Budget Unit	Account	Total	Budget Unit	Account	Total
670283000	3120	150.00			

*Cut Off Date is the 21st of Each Month

Employee Signature: Rachel Roberts Digitally signed by Rachel Roberts
Date: 2026.01.21 13:09:13 -05'00'

Supervisor Signature: Rachel Roberts Digitally signed by Rachel Roberts
Date: 2026.01.21 13:10:05 -05'00'

Account Statement

Reporting Period: 11/28/2025 -- 12/27/2025

Account Information			
Name	Dept2, Early Childhood Ct2	Corporation	Kalamazoo Regional Edu Serv Agency
Employee ID	RROBERTS2	Account Status	Open


Statement Highlights			
Statement Date (MM/DD/YYYY)	12/27/2025	Currency	US Dollar
Account #	556390XXXXXX3689		
Account Limit	1,500.00		
Account Balance	150.00		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo										
General Ledger Codes										
626989456	12/11/2025	12/09/2025	8299	TEACHSTONE INC CHARLOTTESVIL VA	048378		N		0.00	150.00

Transaction Count: 1

Statement Summary										
Purchases	150.00	Fees	0.00	Payments	0.00	Previous Balance				0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits				0.00
Other Charges	0.00					Total Debits				150.00
						New Account Balance				150.00

Pre-Purchase Purchasing Card Request Form

Name of Requester: Janel Browning	Classroom/Site: Head Start/GSRP
Name on Card: Card 1 or 2	Date of Request: 12/9/25
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input checked="" type="checkbox"/> Other, please specify: CLASS Recertification
Please provide a description and justification for purchase. I need to purchase the annual CLASS certification through Teachstone.	
Estimated Cost: \$ 150 before tax	
Budget:	
<input type="checkbox"/> Program Operations	<input checked="" type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	

Fw: Transaction Receipt from TEACHSTONE INC for \$150.00 (USD)

From Janel Browning <janel.browning@kresa.org>
Date Tue 12/9/2025 4:15 PM
To Natেশia Richardson <nateshia.richardson@kresa.org>
Cc Rachel Roberts <rachel.roberts@kresa.org>

Here is the receipt from Teachstone. I guess it automatically removed the tax. Thanks!

Janel Browning

Early Childhood Specialist,
Great Start Readiness Program
Mobile: 269-492-5751



Main: 269.250.9200
www.kresa.org



From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Tuesday, December 9, 2025 4:12 PM
To: Janel Browning <janel.browning@kresa.org>
Subject: Transaction Receipt from TEACHSTONE INC for \$150.00 (USD)

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

Order Information

Description: Your Order From Teachstone Store (184502)
Invoice Number 184502

Billing Information

Rachel Roberts
KALAMAZOO RESA
1819 E MILHAM AVE
PORTAGE, Michigan 49002
USA
janel.browning@kresa.org
269-250-9845

Shipping Information

JANEL BROWNING
KRESA
5177 W MAIN ST STE B
KALAMAZOO, Michigan 49009
USA

Total: \$150.00 (USD)

Payment Information

Date/Time: 9-Dec-2025 16:12:01 EST
Transaction ID: 81355959577

Payment Method: MasterCard xxxx3689
Transaction Type: Purchase
Auth Code: 048378

Merchant Contact Information
TEACHSTONE INC
CHARLOTTESVILLE, VA 22911
US
contact@teachstone.com

Kalamazoo RESA

Purchasing Card Reconciliation Form

Staff: RACHEL ROBERTS

Card No: XXX-XX- 0457

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

PURCHASES						
Date	Vendor	Description/Purpose	Amount	Budget Unit	Account	Receipt Attached?
12/06/25	ZOOM	MONTHLY SUBSCRIPTION	\$ 50.00	660226000	3190	Yes
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						—
Total of Amount of Purchases			\$ 50.00			

Summary by Budget Unit and Account:

Budget Unit	Account	Total	Budget Unit	Account	Total
660226000	3190	50.00			

*Cut Off Date is the 21st of Each Month

Employee Signature: Rachel Roberts Digitally signed by Rachel Roberts
Date: 2026.01.21 14:32:53 -05'00'

Supervisor Signature: *Mindy Miller*

Account Statement

Reporting Period: 11/28/2025 -- 12/27/2025

Account Information

Name	Roberts, Rachel	Corporation	Kalamazoo Regional Edu Serv Agency
Employee ID	RROBERTS	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	12/27/2025	Currency	US Dollar
Account #	556390XXXXXX0457		
Account Limit	13,000.00		
Account Balance	50.00		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo										
General Ledger Codes										
626201797	12/08/2025	12/06/2025	4814	ZOOM.COM 888-799-966 SAN JOSE CA	039422		N		0.00	50.00

Transaction Count: 1

Statement Summary

Purchases	50.00	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	50.00
						New Account Balance	50.00



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts	Classroom/Site: Service Center
Name on Card: Rachel Roberts	Date of Request: 12/06/2025
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input checked="" type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase.	
<p>Monthly subscription</p>	
Estimated Cost: \$ 50	
Budget:	
<input type="checkbox"/> Program Operations	<input checked="" type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: <i>R Roberts</i> <i>Mindy Miller</i>	

Invoice



Zoom Communications, Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: Dec 6, 2025
Invoice #: INV332690954
Payment Terms: Due Upon Receipt
Due Date: Dec 6, 2025
Account Number: 7001268482
Currency: USD
Payment Method: MasterCard *****0457
Account Information: KRESA Head Start

Federal Employer ID Number: 61-1648780

Purchase Order Number:

Tax Exempt Certificate ID: 38-1709020

Zoom W-9

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

rachel.roberts@kresa.org

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

rachel.roberts@kresa.org

Charge Details

Charge Description	Billing Period	Subtotal	Taxes, Fees & Surcharges	Total
Charge Name: 500 Participants meeting Monthly Quantity: 1 Unit Price: \$50.00	Dec 6, 2025 - Jan 5, 2026	\$50.00	\$0.00	\$50.00
			Subtotal	\$50.00
			Total (Including Taxes, Fees & Surcharges)	\$50.00
			Invoice Balance	\$0.00

Taxes, Fees & Surcharge Details

Charge Name	Tax, Fee or Surcharge Name	Jurisdiction	Charge Amount	Tax, Fee or Surcharge Amount
Total of Taxes, Fees & Surcharges				\$0.00

Transactions

Invoice Total				\$50.00
Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
Dec 6, 2025	P-391341310	Payment		\$-50.00
Invoice Balance				\$0.00

Need help understanding your invoice?

[Click here](#)

Zoom One is rebranding to Zoom Workplace! This new name does not impact your services.

Please note ZoomIQ for Sales is now called Zoom Revenue Accelerator. Your Services will remain the same and this name change does not change your current subscription pricing.

Recurring plans will automatically renew, charging the payment method on file. The billing period for each plan, and the total charge (plus applicable taxes and regulatory fees), per billing period for that product are set out above in the Charge Details section. You can cancel any time up until the day before your renewal date at zoom.us/billing, and the cancellation will go into effect at the end of your subscription term.

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

Kalamazoo RESA

Purchasing Card Reconciliation Form

Staff: Rachel Roberts

Card No: XXX-XX- 0457

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

PURCHASES						
Date	Vendor	Description/Purpose	Amount	Budget Unit	Account	Receipt Attached?
10/31/35	GVSU WEB	Registration fee for Julie Tasker attend START Training	\$ 10.00	020221000	3220	Yes
10/31/25	GVSU WEB	Registration fee for Julie Tasker attend START Training	\$ 10.00	020221000	3220	Yes
11/05/25	SOUTHWEST AIRLINES	Plane tickets for Florida to attend NAEYC's National for the ECS team	\$ 5,079.80	670283000	3210-2031.92	Yes
11/05/25	SOUTHWEST AIRLINES	Plane tickets for Florida to attend NAEYC's National for the ECS team	\$ 3,454.75	023221000	3210-3047.88	Yes
11/06/25	ZOOM	Monthly Subscription	\$ 50.00	660226000	3190	Yes
11/19/25	UBER	Travel from lodging to Convention Center	\$ 15.98	670283000	3210	Yes
11/19/25	UBER	Travel from lodging to Convention Center - TIP	\$ 10.00	670283000	3210	Yes
11/19/25	UBER	Travel from the Convention Center to the Hotel	\$ 30.97	670283000	3210	Yes
11/20/25	UBER	Travel from lodging to the Convention Center	\$ 17.98	670283000	3210	Yes
11/20/25	LYFT	Travel from the hotel to the Convention Center	\$ 31.71	670283000	3210	Yes
11/20/25	UBER	Travel from hotel to dinner	\$ 31.98	670283000	3210	Yes
11/20/25	UBER	UBER Tip	\$ 10.00	670283000	3210	Yes
11/20/25	UBER	UBER Tip	\$ 10.00	670283000	3210	Yes
11/20/25	UBER	Travel from Convention Center to Hotel	\$ 16.19	670283000	3210	Yes
11/20/25	LYFT	Travel from hotel to the Convention Center	\$ 29.95	670283000	3210	Yes
11/20/25	UBER	Uber Tip	\$ 10.00	670283000	3210	-
Total of Amount of Purchases			\$ 8,819.31			

Summary by Budget Unit and Account:

Budget Unit	Account	Total	Budget Unit	Account	Total
020221000	3220	20.00	660226000	3190	50.00
670283000	3210	5457.80			
023221000	3210	6891.95			

*Cut Off Date is the 21st of Each Month

Employee Signature: Rachel Roberts

Supervisor Signature: Mindy Miller

Kalamazoo RESA

Purchasing Card Reconciliation Form

Staff: Rachel Roberts

Card No: XXX-XX- 0457

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

PURCHASES						
Date	Vendor	Description/Purpose	Amount	Budget Unit	Account	Receipt Attached?
		Cont	\$ 8,819.31			—
10/20/25	UBER	Travel from dinner to the hotel	\$ 24.95	670283000	3210	Yes
11/21/25	UBER	Travel from Hotel to the Convention Center	\$ 18.98	670283000	3210	Yes
11/21/25	UBER	UBER Tip	\$ 7.00	670283000	3210	Yes
11/21/25	LYFT	Travel from Lodging to Convention Center	\$ 26.33	670283000	3210	Yes
11/21/25	LYFT	Travel from Convention Center to Lodging	\$ 30.38	670283000	3210	Yes
11/21/25	UBER	Uber Tip	\$ 8.00	670283000	3210	Yes
11/21/25	UBER	Travel from Hotel to Convention Center	\$ 20.98	670283000	3210	Yes
11/21/25	SOUTHWEST	Baggage fee for flight back home	\$ 175.00	670283000	3210	Yes
11/21/25	SOUTHWEST	Baggage fee for flight back home	\$ 175.00	670283000	3210	Yes
11/22/25	Gerald R Ford Parking	Parking fee for airport	\$ 108.00	670283000	3210	Yes
11/22/25	Evergreen Express Transportation	Transportation from Convention Center to MCO Airport and luggage for all 10 staff members	\$ 165.00	670283000	3210	Yes
11/22/25	Marriott Grande Vista Orlando	NAEYC Conference lodging accommodations for 4 nights for 10 staff members	\$ 1,393.52	670283000	3210	Yes
11/22/25	LYFT	Travel from lodging to convention center	\$ 30.80	670283000	3210	Yes
11/22/25	Marriott Grande Vista Orlando	NAEYC Conference lodging accommodations for 4 nights for 10 staff members	\$ 1,393.52	670283000	3210	Yes
11/22/25	UBER	Uber tip	\$ 10.00	670283000	3210	Yes
Total of Amount of Purchases			\$ 12,406.77			

Summary by Budget Unit and Account:

Budget Unit	Account	Total	Budget Unit	Account	Total

*Cut Off Date is the 21st of Each Month

Employee Signature: Rachel Roberts Supervisor Signature: Mindy Miller

Kalamazoo RESA

Purchasing Card Reconciliation Form

Staff: Rachel Roberts

Card No: XXX-XX- 0457

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

PURCHASES						
Date	Vendor	Description/Purpose	Amount	Budget Unit	Account	Receipt Attached?
		Cont.	\$ 12,407.19			Yes
11/22/25	UBER	Travel from lodging to Convention Center	\$ 12.98	67028300	03210	Yes
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						—
Total of Amount of Purchases			\$ 12,420.17			

Summary by Budget Unit and Account:

Budget Unit	Account	Total	Budget Unit	Account	Total

*Cut Off Date is the 21st of Each Month

Employee Signature: Rachel Roberts Supervisor Signature: Mindy Miller

Account Statement

Reporting Period: 10/28/2025 – 11/27/2025

Account Information

Name	Roberts, Rachel	Corporation	Kalamazoo Regional Edu Serv Agency
Employee ID	RROBERTS	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	11/27/2025	Currency	US Dollar
Account #	556390XXXXXX0457		
Account Limit	13,000.00		
Account Balance	12,419.75		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo	General Ledger Codes									
620566798	11/03/2025	10/31/2025	8220	GVSU WEB PAYMENTS ALLENDALE MI	013564	850536191AF6E8HBV	N		0.00	10.00
620566723	11/03/2025	10/31/2025	8220	GVSU WEB PAYMENTS ALLENDALE MI	011351	850527695AEJW1HBV	N		0.00	10.00
621302504	11/06/2025	11/05/2025	3066	SOUTHWES 5262102235285 DALLAS TX	005931		N		0.00	5,079.80
621302505	11/06/2025	11/05/2025	3066	SOUTHWES 5262102233701 DALLAS TX	013124		N		0.00	3,454.75

Account Statement

Reporting Period: 10/28/2025 -- 11/27/2025

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo	General Ledger Codes									
621378735	11/07/2025	11/06/2025	4814	ZOOM.COM 888-799-9666 SAN JOSE CA	074741	A08588441	N		0.00	50.00
623613786	11/20/2025	11/19/2025	4121	UBER TRIP 8005928996 CA	018255	SKRUIYGO	N		0.00	15.98
623613787	11/20/2025	11/19/2025	4121	UBER TRIP 8005928996 CA	070505	SKRUIYGO	N		0.00	10.00
623613862	11/20/2025	11/20/2025	4121	UBER TRIP 8005928996 CA	069693	AID677H3	N		0.00	30.97
623835959	11/21/2025	11/20/2025	4121	UBER TRIP 8005928996 CA	095843	KY6X7E3E	N		0.00	17.98
623836037	11/21/2025	11/20/2025	4121	LYFT RIDE THU 11AM SAN FRANCISCO CA	024386		N		0.00	31.71

Account Statement

Reporting Period: 10/28/2025 -- 11/27/2025

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo	General Ledger Codes									
623835961	11/21/2025	11/20/2025	4121	UBER TRIP 8005928996 CA	081698	VNASDNJX	N		0.00	31.98
623835963	11/21/2025	11/20/2025	4121	UBER TRIP 8005928996 CA	047578	KY6X7E3E	N		0.00	10.00
623837109	11/21/2025	11/20/2025	4121	UBER TRIP HELP.UBER.C 8005928996 CA	003858		N		0.00	10.00
623835960	11/21/2025	11/20/2025	4121	UBER TRIP 8005928996 CA	021562	QTFE7TRG	N		0.00	16.19
623836036	11/21/2025	11/20/2025	4121	LYFT RIDE THU 7AM SAN FRANCISCO CA	049044		N		0.00	29.95
623835962	11/21/2025	11/20/2025	4121	UBER TRIP 8005928996 CA	044798	VNASDNJX	N		0.00	10.00

Account Statement

Reporting Period: 10/28/2025 -- 11/27/2025

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo					General Ledger Codes					
623836035	11/21/2025	11/21/2025	4121	UBER TRIP 8005928996 CA	063523	OXHKRFHD	N		0.00	24.95
624166959	11/24/2025	11/21/2025	4121	UBER TRIP 8005928996 CA	086631	DWN5PE3K	N		0.00	18.98
624166958	11/24/2025	11/21/2025	4121	UBER TRIP 8005928996 CA	083753	2EBR5FBM	N		0.00	7.00
624167036	11/24/2025	11/21/2025	4121	LYFT RIDE FRI 7AM SAN FRANCISCO CA	006550	2153450947508985766	N		0.00	26.33
624167037	11/24/2025	11/21/2025	4121	LYFT RIDE FRI 2PM SAN FRANCISCO CA	048435	2153685699522629758	N		0.00	30.38
624166960	11/24/2025	11/21/2025	4121	UBER TRIP 8005928996 CA	017681	DWN5PE3K	N		0.00	8.00

Account Statement

Reporting Period: 10/28/2025 -- 11/27/2025

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo	General Ledger Codes									
624166961	11/24/2025	11/21/2025	4121	UBER TRIP 8005928996 CA	083739	2EBR5FBM	N		0.00	20.98
624166880	11/24/2025	11/21/2025	3066	SOUTHWES 5264299904709 DALLAS TX	067850		N		0.00	175.00
624166879	11/24/2025	11/21/2025	3066	SOUTHWES 5264299904926 DALLAS TX	048344		N		0.00	175.00
624166883	11/24/2025	11/22/2025	7523	GERALD R FORD PARKING GRAND RAPIDS MI	048637		N		6.11	108.00
624166804	11/24/2025	11/22/2025	4111	EVERGREEN EXPRESS TRAN KISSIMMEE FL	028980		N		0.00	165.00
624166881	11/24/2025	11/22/2025	3509	MARRIOTT GRANDE VISTA ORLANDO FL	037577	1331750	N		0.00	1,393.52

Account Statement

Reporting Period: 10/28/2025 -- 11/27/2025

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo					General Ledger Codes					
624167038	11/24/2025	11/22/2025	4121	LYFT RIDE SAT 8AM SAN FRANCISCO CA	048184	2153789108751775588	N		0.00	30.80
624166882	11/24/2025	11/22/2025	3509	MARRIOTT GRANDE VISTA ORLANDO FL	006472	1331792	N		0.00	1,393.52
624166962	11/24/2025	11/22/2025	4121	UBER TRIP 8005928996 CA	091143	2COWTS2O	N		0.00	10.00
624167035	11/24/2025	11/22/2025	4121	UBER TRIP 8005928996 CA	090699	2COWTS2O	N		0.00	12.98

Transaction Count: 32

Statement Summary

Purchases	12,419.75	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	12,419.75
						New Account Balance	12,419.75



Pre-Purchase Purchasing Card Request Form

Name of Requester: **JULIE TASKER**

Classroom/Site: **Service Center**

Name on Card: **Rachel Roberts**

Date of Request: **10.31.25**

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

Registration fee for Julie Tasker to attend 2 START trainings.

Estimated Cost: \$ 20

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date: *Mindy Miller 1.15.26*



Outlook

Thank you for registering for the Early Childhood - Learning through Play in the Early Childhood Classroom Training

From START Project <autismmed@gvsu.edu>

Date Fri 10/31/2025 12:53 PM

To Rachel Roberts <rachel.roberts@kresa.org>; Julie Tasker <julie.tasker@kresa.org>

You don't often get email from autismmed@gvsu.edu. [Learn why this is important](#)

*****ATTENTION:** This email was sent from an [external source](#). Please be extra vigilant when opening attachments or clicking links.***

Early Childhood - Learning through Play in the Early Childhood Classroom

Credit Card Receipt

Your registration has been successfully submitted for the Early Childhood - Learning through Play in the Early Childhood Classroom Training

Date: December 5, 2025

Time: 9:00 a.m. - 11:00 a.m.

Format and Platform: [Virtual via Zoom](#)

Intended Audience: Early childhood teachers, early childhood classroom assistants, ancillary staff supporting early childhood classrooms, early childhood administrators.

Presenter:

- Amy Matthews, Ph.D., LP, BCBA, LBA, Project Director, matthewa@gvsu.edu

Learn how to create more learning opportunities through play for young children with diverse needs. This session offers strategies like scripted play, video modeling, and peer training to support both individual students and whole-class activities. You'll also explore ways to build inclusive play environments that encourage social interaction and peer connection.

Continuing Education Units (CEUs): START is offering State Continuing Education Clock Hours (SCECHs), pending approval, and Certificates of Attendance. Participants must complete the Attendance Form provided at the training within 3 days of the training date to receive SCECHs and/or a Certificate of Attendance.

Cancellation Policy: Cancellations must be submitted in writing to autismmed@gvsu.edu by December 4, 2025. We are unable to accept phone cancellations.

Zoom Link:

<https://gvsu-edu.zoom.us/j/96036808750?pwd=VkGGxbEv78pLXbkBnXX1MZ1kZvGsXf.1>

Meeting ID: 960 3680 8750

Passcode: 440983

Your order has been processed successfully to START Project Fund for START Project Fund. Below you will find a receipt for your records.

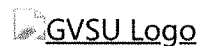
Item Description	Amount
Cost per attendee (\$10.00 x 1)	\$10.00
	Total: \$10.00

Transaction

Invoice number: 011351
Invoice date: 10/31/2025 12:53:23 PM
Credit Card: xxxxxxxxxxxx0457
Type: MasterCard
Expiration: 09/28

Billing Information

Rachel Roberts
1819 E . Milham Ave
Portage, MI 49002
US



Copyright © 1995-2025 [GVSU](http://gvsu.edu)

Your Information

From: START Project <autismmed@gvsu.edu>

Sent: Friday, October 31, 2025 1:47 PM

To: Rachel Roberts <rachel.roberts@kresa.org>; Julie Tasker <julie.tasker@kresa.org>

Subject: Thank you for registering for the Early Childhood - Learning in Groups in the Early Childhood Classroom Training

You don't often get email from autismmed@gvsu.edu. [Learn why this is important](#)

*****ATTENTION:** This email was sent from an [external source](#). Please be extra vigilant when opening attachments or clicking links.***

Early Childhood - Learning in Groups in the Early Childhood Classroom

Credit Card Receipt

Your registration has been successfully submitted for the Early Childhood - Learning in Groups in the Early Childhood Classroom Training

Date: November 14, 2025

Time: 9:00 a.m. - 11:00 a.m.

Format and Platform: [Virtual via Zoom](#)

Intended Audience: Early childhood teachers, early childhood classroom assistants, ancillary staff supporting early childhood classrooms, early childhood administrators.

Presenter:

- Amy Matthews, Ph.D., LP, BCBA, LBA, Project Director, matthewa@gvsu.edu

Discover ways to boost learning and engagement for young children with higher support needs during everyday preschool activities. This training shares practical strategies for increasing participation during circle time, peer play, snack, and more. Attendees will leave with tools, examples, and strategies to create meaningful learning opportunities in preschool classrooms and playgroups.

Continuing Education Units (CEUs): START is offering State Continuing Education Clock Hours (SCECHs), pending approval, and Certificates of Attendance. Participants must complete the Attendance Form provided at the training within 3 days of the training date to receive SCECHs and/or a Certificate of Attendance.

Cancellation Policy: Cancellations must be submitted in writing to autismmed@gvsu.edu by November 13, 2025. We are unable to accept phone cancellations.

Zoom Link:

<https://gvsu-edu.zoom.us/j/92108942862?pwd=FBHL3smS97EXhxd0QeMlyHWSYaZH3i.1>

Meeting ID: 921 0894 2862

Passcode: 326305

Your order has been processed successfully to START Project Fund for START Project Fund. Below you will find a receipt for your records.

Item Description	Amount
------------------	--------

Cost per attendee (\$10.00 x 1)	\$10.00
---------------------------------	---------

Total:	\$10.00
---------------	----------------

Transaction	Billing Information
-------------	---------------------

Invoice number: 013564	Rachel Roberts
-------------------------------	----------------

Invoice date: 10/31/2025 1:47:00 PM	1819 E. Milham Ave
--	--------------------

Credit Card: xxxxxxxxxxxx0457	Portage, MI 49002
--------------------------------------	-------------------

Type: MasterCard	US
-------------------------	----

Expiration: 09/28	
--------------------------	--



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: Service Center

Name on Card: Rachel Roberts

Date of Request: 11/4/2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

Plane Tickets to Florida to attend NAEYC's National Conference for the ECS Team

- Carla Osborn
- Julie Tasker
- Stacy Kambestad
- Laura Ynclan
- Rachel St. John
- Janel Browning
- Alexis Geromin
- Cathleen Doonan
- Kelly Ray
- Rachel Roberts

Estimated Cost: \$ 10,000

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date: *Mindy Miller 1.15.26*

You're going to Orlando on 11/18 (BQD3G3)!

From Southwest Airlines <southwestairlines@ifly.southwest.com>

Date Wed 11/5/2025 9:22 AM

To Rachel Roberts <rachel.roberts@kresa.org>

You don't often get email from southwestairlines@ifly.southwest.com. [Learn why this is important](#)

*****ATTENTION:** This email was sent from an [external source](#). Please be extra vigilant when opening attachments or clicking links.***

Here's your itinerary & receipt. See ya soon!
[View in web browser](#) | [View our mobile site](#)



Southwest

[Manage Flight](#) | [Flight Status](#) | [My Account](#)

Travel notice

Do you have a REAL ID? Starting May 7, all Passengers 18+ need a state-issued REAL ID-compliant license or identification card to fly domestically. [Learn more at www.dhs.gov/real-id](http://www.dhs.gov/real-id).

Passengers who do not yet have their REAL ID or another TSA acceptable form of ID can expect delays, additional screening, and the possibility of not being allowed into the security checkpoint.

Hello friends,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

NOVEMBER 18 - NOVEMBER 22

GRR MCO

Grand Rapids to Orlando

Confirmation # **BQD3G3**

Confirmation date: 11/05/2025

PASSENGER	Rachel Mae Roberts
RAPID REWARDS #	20687351403
TICKET #	5262102233702
EST. POINTS EARNED	6,478

PASSENGER **Stacy M Kambestad**
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # **5262102233703**
EST. POINTS EARNED **6,478**

PASSENGER **Rachel St John**
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # **5262102233704**
EST. POINTS EARNED **6,478**

PASSENGER **Kelly Elizabeth Ray**
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # **5262102233705**
EST. POINTS EARNED **6,478**

PASSENGER **Julie Lynn Tasker**
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # **5262102233701**
EST. POINTS EARNED **6,478**

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Tuesday, 11/18/2025 Est. Travel Time: 2h 50m Choice Extra

FLIGHT #3707	DEPARTS	ARRIVES
	GRR 04:00PM Grand Rapids	MCO 06:50PM Orlando

Flight 2: Saturday, 11/22/2025 Est. Travel Time: 2h 50m Choice

FLIGHT #0659	DEPARTS	ARRIVES
	MCO 04:00PM Orlando	GRR 06:50PM Grand Rapids

Payment information

Total cost

Air - BQD3G3	
Base Fare	\$ 3,071.40
U.S. Transportation Tax	\$ 230.35
U.S. 9/11 Security Fee	\$ 56.00
U.S. Flight Segment Tax	\$ 52.00
U.S. Passenger Facility Chg	\$ 45.00
Total	\$ 3,454.75

Payment

November 5, 2025	
Payment Amount	\$690.95
Mastercard ending in 0457	
November 5, 2025	
Payment Amount	\$690.95
Mastercard ending in 0457	
November 5, 2025	
Payment Amount	\$690.95
Mastercard ending in 0457	

November 5, 2025

Payment Amount

Mastercard ending in 0457

\$690.95

November 5, 2025

Payment Amount

Mastercard ending in 0457

\$690.95

Fare rules: if you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket numbers: 5262102233702 , 5262102233703 , 5262102233704 , 5262102233705 , 5262102233701

What to expect on your trip, and a few reminders.

Choice Extra fare: Two checked bags¹ included, refundable, A1-A15 priority boarding, and earn 14X Rapid Rewards[®] points. [Learn more.](#)

¹ Weight and size limits apply.

Make sure you know [when to arrive at your airport](#). Times vary by city.

If your plans change, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited.

[Learn more.](#)

Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.



 [Download on the App Store](#)  [Get it on Google Play](#)

Earn up to 10,000 Rapid Rewards[®] points per night

Choose a hotel in Orlando.

Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

[Book hotel >](#)

[Prepare now >](#)

You're going to Orlando on 11/18 (BQIFB4)!

From Southwest Airlines <southwestairlines@ifly.southwest.com>

Date Wed 11/5/2025 9:28 AM

To Rachel Roberts <rachel.roberts@kresa.org>

You don't often get email from southwestairlines@ifly.southwest.com. [Learn why this is important](#)

*****ATTENTION:** This email was sent from an [external source](#). Please be extra vigilant when opening attachments or clicking links.***

Here's your itinerary & receipt. See ya soon!
[View in web browser](#) | [View our mobile site](#)



Southwest

[Manage Flight](#) | [Flight Status](#) | [My Account](#)

Travel notice

Do you have a REAL ID? Starting May 7, all Passengers 18+ need a state-issued REAL ID-compliant license or identification card to fly domestically. [Learn more at www.dhs.gov/real-id](http://www.dhs.gov/real-id).

Passengers who do not yet have their REAL ID or another TSA acceptable form of ID can expect delays, additional screening, and the possibility of not being allowed into the security checkpoint.

Hello friends,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

NOVEMBER 18 - NOVEMBER 22

GRR MCO

Grand Rapids to Orlando

Confirmation # **BQIFB4**

Confirmation date: 11/05/2025

PASSENGER **Laura Ynclan**
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # **5262102235286**
EST. POINTS EARNED **7,995**

PASSENGER **Alexis E Geromin**
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # **5262102235287**
EST. POINTS EARNED **7,995**

PASSENGER **Janel Browning**
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # **5262102235288**
EST. POINTS EARNED **7,995**

PASSENGER **Cathleen Doonan**
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # **5262102235289**
EST. POINTS EARNED **7,995**

PASSENGER **Carla Nicole Osborn**
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # **5262102235285**
EST. POINTS EARNED **7,995**

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Tuesday, 11/18/2025 Est. Travel Time: 2h 50m Choice Preferred

FLIGHT #3707	DEPARTS	ARRIVES
	GRR 04:00PM Grand Rapids	MCO 06:50PM Orlando

Flight 2: Saturday, 11/22/2025 Est. Travel Time: 2h 50m Choice

FLIGHT #0659	DEPARTS	ARRIVES
	MCO 04:00PM Orlando	GRR 06:50PM Grand Rapids

Payment information

Total cost

Air - BQIFB4	
Base Fare	\$ 4,583.05
U.S. Transportation Tax	\$ 343.75
U.S. 9/11 Security Fee	\$ 56.00
U.S. Flight Segment Tax	\$ 52.00
U.S. Passenger Facility Chg	\$ 45.00
Total	\$ 5,079.80

Payment

November 5, 2025
Payment Amount **\$1,015.96**
Mastercard ending in 0457

November 5, 2025
Payment Amount **\$1,015.96**
Mastercard ending in 0457

November 5, 2025
Payment Amount **\$1,015.96**
Mastercard ending in 0457

November 5, 2025

Payment Amount

\$1,015.96

Mastercard ending in 0457

November 5, 2025

Payment Amount

\$1,015.96

Mastercard ending in 0457

Fare rules: if you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket numbers: 5262102235286 , 5262102235287 , 5262102235288 , 5262102235289 , 5262102235285

What to expect on your trip, and a few reminders.

Choice Preferred fare: Refundable, earn 10X Rapid Rewards® points, Priority Lane and Express Lane access, and EarlyBird Check-In® included. [Learn more.](#)

Make sure you know [when to arrive at your airport](#). Times vary by city.

If your plans change, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more.](#)

Prepare for takeoff

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[Get it on Google Play](#)

Earn up to 10,000 Rapid Rewards® points per night

Choose a hotel in Orlando.

Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

[Book hotel >](#)

[Prepare now >](#)



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: Service Center

Name on Card: Rachel Roberts

Date of Request: 11/06/2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

Monthly subscription

Estimated Cost: \$ 50

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date: *Mindy Miller 1.15.26*

Invoice



Zoom Communications, Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: Nov 6, 2025
Invoice #: INV328703174
Payment Terms: Due Upon Receipt
Due Date: Nov 6, 2025
Account Number: 7001268482
Currency: USD
Payment Method: MasterCard *****0457
Account Information: KRESA Head Start

Federal Employer ID Number: 61-1648780

Purchase Order Number:

Tax Exempt Certificate ID: 38-1709020

Zoom W-9

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

rachel.roberts@kresa.org

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

rachel.roberts@kresa.org

Charge Details

Charge Description	Billing Period	Subtotal	Taxes, Fees & Surcharges	Total
Charge Name: 500 Participants meeting Monthly	Nov 6, 2025 - Dec 5, 2025	\$50.00	\$0.00	\$50.00
Quantity: 1 Unit Price: \$50.00				
			Subtotal	\$50.00
			Total (Including Taxes, Fees & Surcharges)	\$50.00
			Invoice Balance	\$0.00

Taxes, Fees & Surcharge Details

Charge Name	Tax, Fee or Surcharge Name	Jurisdiction	Charge Amount	Tax, Fee or Surcharge Amount
			Total of Taxes, Fees & Surcharges	\$0.00

Transactions

			Invoice Total	\$50.00
Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
Nov 6, 2025	P-386630948	Payment		\$-50.00
			Invoice Balance	\$0.00

Need help understanding your invoice?

[Click here](#)

Zoom One is rebranding to Zoom Workplace! This new name does not impact your services. Please note ZoomIQ for Sales is now called Zoom Revenue Accelerator. Your Services will remain the same and this name change does not change your current subscription pricing.

Recurring plans will automatically renew, charging the payment method on file. The billing period for each plan, and the total charge (plus applicable taxes and regulatory fees), per billing period for that product are set out above in the Charge Details section. You can cancel any time up until the day before your renewal date at zoom.us/billing, and the cancellation will go into effect at the end of your subscription term.

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



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts Classroom/Site: N/A
 Name on Card: Rachel Roberts Date of Request: 11/19/2025

Service Area Purchase Applies To:

- | | |
|---|---|
| <input type="checkbox"/> ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.) | <input type="checkbox"/> Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.) |
| <input type="checkbox"/> Health
(Cleaning & Safety Supplies, Health Exams, etc.) | <input type="checkbox"/> Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.) |
| <input checked="" type="checkbox"/> Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.) | <input type="checkbox"/> Program Structure/Operations
(Licensing, Facility Needs, etc.) |
| <input type="checkbox"/> Community of Care
(Staff/Family Illness, Staff Appreciation, etc.) | <input type="checkbox"/> Other, please specify: |

Please provide a description and justification for purchase.

NAEYC Conference: Travel lodging to Convention Center

Estimated Cost: \$ 25

- Budget:
- | | |
|---|---|
| <input type="checkbox"/> Program Operations | <input checked="" type="checkbox"/> Training & Technical Assistance |
| <input type="checkbox"/> Outside Grant | <input type="checkbox"/> Community Donations |

Approval: Approved Denied and Reason

Administrator Signature and Date: *Mindy Miller 1.15.26*



Thanks for tipping, Rachel

We hope you enjoyed your ride this morning.

Total

\$25.98



In May 2025 in Florida, roughly 19% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. Take action to bring down costs.

Trip fare	\$13.81
Booking Fee ⓘ	\$2.17
Tip	\$10.00

Payments

Mastercard ••••0457 11/19/25 7:59 AM	\$15.98
Mastercard ••••0457 11/19/25 7:59 AM	\$10.00

Trip details



UberXXL
3.12 miles, 13 minutes

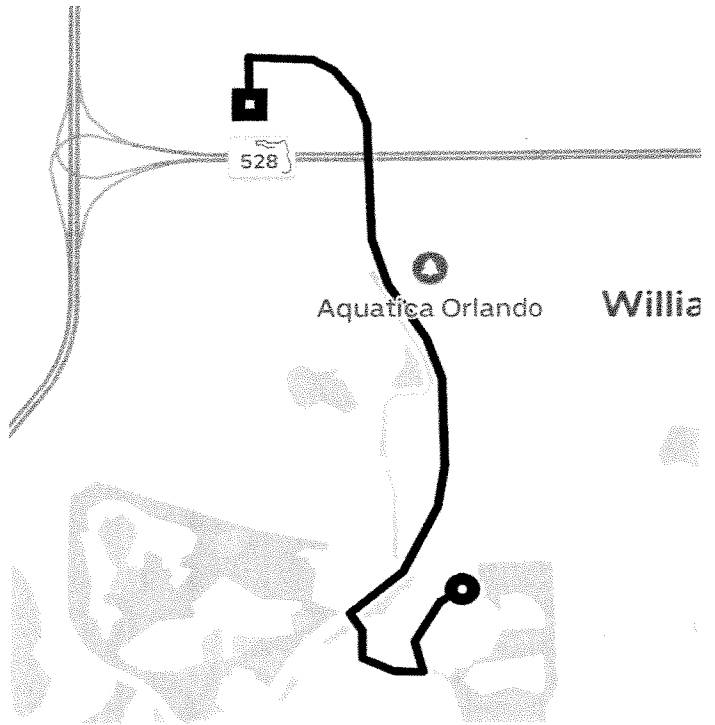


7:45 AM

11625 Avenida Laguna, Orlando, FL 32821,
US

7:59 AM

9800 International Dr, Orlando, FL 32819,
US



You rode with Marcos

4.99 ★

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

Want to review your trip history?

[My trips](#)



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: N/A

Name on Card: Rachel Roberts

Date of Request: 11/19/2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference: Travel from Convention Center to lodging

Estimated Cost: \$ 25

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date:

Mindy Miller 1.15.26



Thanks for tipping, Rachel

We hope you enjoyed your ride this evening.

Total

\$30.97



In May 2025 in Florida, roughly 19% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. Take action to bring down costs.

Trip fare	\$18.80
Booking Fee ⓘ	\$2.17
Tip	\$10.00

Payments



Mastercard ••••0457
11/19/25 6:54 PM

\$30.97

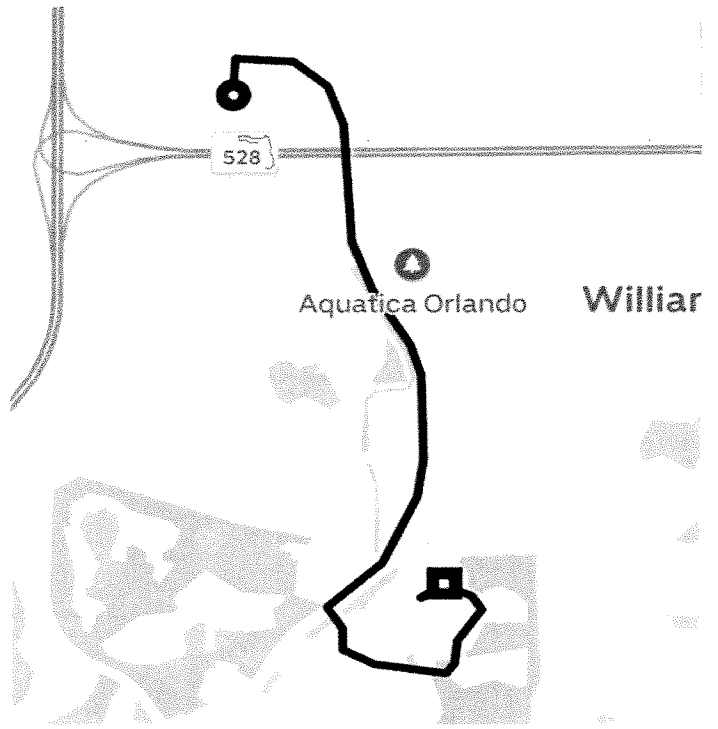
Trip details



UberXXL
3.60 miles, 18 minutes

6:25 PM
123 Convention Way, Orlando, FL 32801, US

6:43 PM
11625 Avenida Laguna, Orlando, FL 32821, US



You rode with Aaron

4.99 ★

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

Want to review your trip history?

[My trips](#)



KALAMAZOO RESA

Early Childhood



KALAMAZOO RESA

Head Start

Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: N/A

Name on Card: Rachel Roberts

Date of Request: 11/21/2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference: Travel from lodging to Convention Center

Estimated Cost: \$ 25

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date:

Mindy Miller 1.15.26



Thanks for tipping, Rachel

We hope you enjoyed your ride this morning.

Total

\$27.98



In May 2025 in Florida, roughly 19% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. [Take action to bring down costs.](#)

Trip fare	\$15.81
Booking Fee	\$2.17
Tip	\$10.00

Payments

Mastercard •••0457 11/20/25 7:46 AM	\$17.98
Mastercard •••0457 11/20/25 7:47 AM	\$10.00

Trip details



UberXXL
3.30 miles, 10 minutes

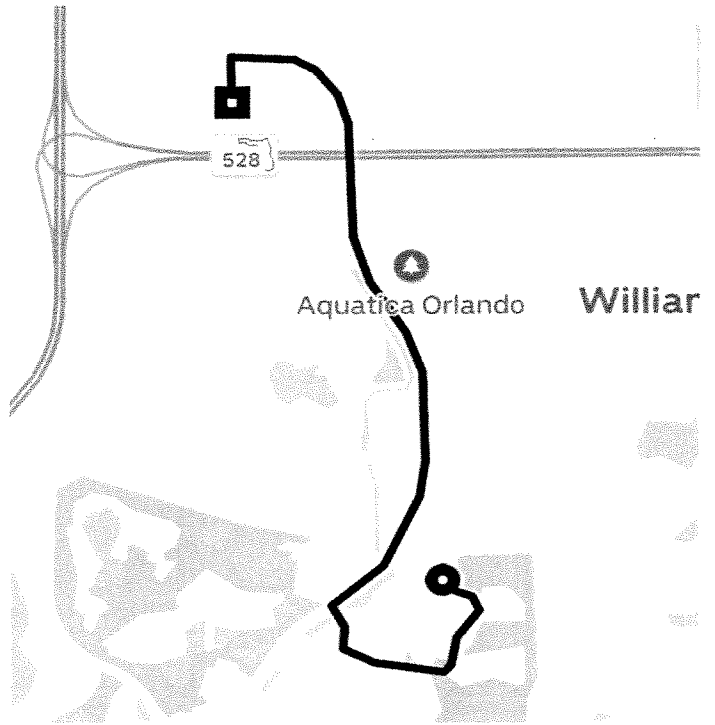


7:35 AM

11567 Avenida Laguna, Williamsburg, FL
32821, US

7:46 AM

9800 International Dr, Orlando, FL 32819,
US



You rode with **ALEXANDER**

4.96 ★

When you ride with Uber, your trips are insured in case of a covered accident.

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Want to review your trip history?

[My trips](#)



Pre-Purchase Purchasing Card Request Form

Name of Requester: RACHEL ROBERTS Classroom/Site: SERVICE CENTER

Name on Card: RACHEL ROBERTS Date of Request: 11.20.2025

Service Area Purchase Applies To:

- ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)
- Health (Cleaning & Safety Supplies, Health Exams, etc.)
- Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)
- Community of Care (Staff/Family Illness, Staff Appreciation, etc.)
- Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
- Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
- Program Structure/Operations (Licensing, Facility Needs, etc.)
- Other, please specify:

Please provide a description and justification for purchase.

TRANSPORTATION FOR RACHEL, ECSE, MTSS AND ECS TEAM TO THE NAEYC CONFERENCE FROM HOTEL.

Estimated Cost: \$31.71

- Budget:
- Program Operations
 - Training & Technical Assistance
 - Outside Grant
 - Community Donations

Approval: Approved Denied and Reason

Administrator Signature and Date: *Amindy Miller 1.15.26*

Your ride with Hachemi on November 20

From Lyft Receipts <no-reply@lyftmail.com>
Date Thu 11/20/2025 12:04 PM
To Rachel Roberts <rachel.roberts@kresa.org>

You don't often get email from no-reply@lyftmail.com. [Learn why this is important](#)

*****ATTENTION:** This email was sent from an [external source](#). Please be extra vigilant when opening attachments or clicking links.***



YOUR RIDE TO 11600 AVENIDA LAGUNA ON NOVEMBER 20, 2025 AT 11:29 AM


Thanks for riding with Hachemi!!

 MasterCard *0457

\$31.71

XXL fare (3.37mi, 11m 57s)	\$21.71
Tip	\$10.00

Your trip

- [-] **Pickup** 11:29 AM 
14 Convention Way, Orlando,
FL
- [-] **Drop-off** 11:41 AM
11600 Avenida Laguna,
Orlando, FL

How Lyft prioritizes your safety



Every Lyft ride has built-in safety features like real-time monitoring, emergency help, and tools like Location Sharing and Audio Recording - so you're always in control. [Learn more](#)

Get help and more

-  Tip driver
-   Dispute ride charges 
-  Find lost item
-   Favorite Driver 
-  Report incident
-   Help center 

Select 'You' on the home screen in the Lyft app, then '[Ride History](#)' to view your ride cost breakdown or get additional help.

To protect against unauthorized behavior, you may see [an authorization hold](#) on your bank statement. This is to verify your payment method and will not be charged.

Receipt #2153238600410587262

[© OpenStreetMap](#)

© 2025 Lyft, Inc.

548 Market St., P.O. Box 68514



KALAMAZOO RESA

Early Childhood



KALAMAZOO RESA

Head Start

Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: N/A

Name on Card: Rachel Roberts

Date of Request: 11/21/2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference: Travel from lodging to Dinner

Estimated Cost: \$ 35

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date:

Mindy Miller 1-15-26



Thanks for tipping, Rachel

We hope you enjoyed your ride this evening.

Total

\$41.98



In May 2025 in Florida, roughly 19% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. [Take action to bring down costs.](#)

Trip fare	\$27.34
Booking Fee	\$4.64
Tip	\$10.00

Payments

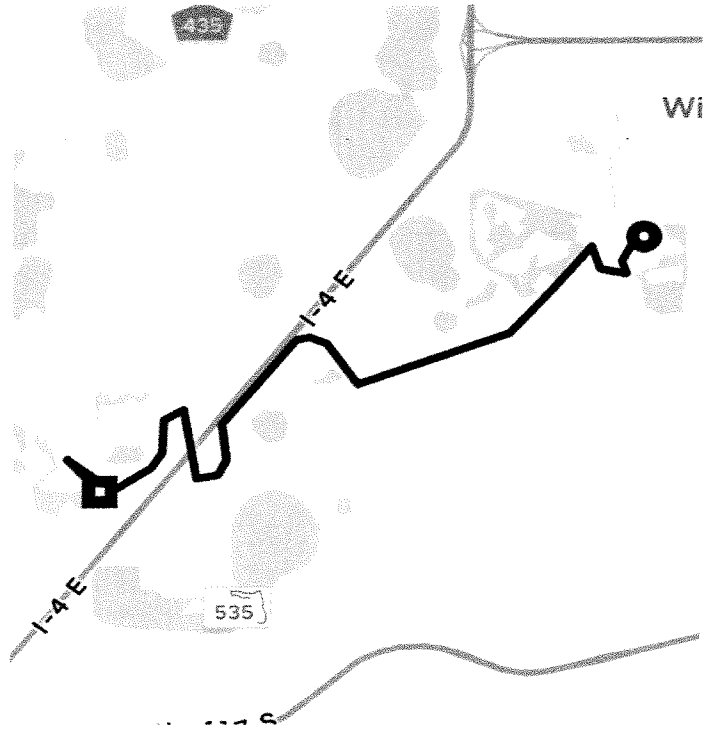
Mastercard ••••0457 11/20/25 5:22 PM	\$31.98
Mastercard ••••0457 11/20/25 5:22 PM	\$10.00

Trip details



UberXL
6.72 miles, 20 minutes

- 5:01 PM
5925 Avenida Vis, Orlando, FL 32821, US
- 5:22 PM
1670 Buena Vista Dr, Lake Buena Vista, FL 32830, US



You rode with Pierre

4.92 ★

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

Want to review your trip history?

[My trips](#)



KALAMAZOO RESA

Early Childhood



KALAMAZOO RESA

Head Start

Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: N/A

Name on Card: Rachel Roberts

Date of Request: 11/20/2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference: Travel from Convention Center to Lodging

Estimated Cost: \$ 25

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date: *Mindy Miller 1.15.26*



Thanks for tipping, Rachel

We hope you enjoyed your ride this morning.

Total

\$26.19



In May 2025 in Florida, roughly 19% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. Take action to bring down costs.

Trip fare	\$13.81
Booking Fee ⓘ	\$2.17
Tip	\$10.00
Wait Time ⓘ	\$0.21

Payments

Mastercard ••••0457 11/20/25 11:52 AM	\$16.19
Mastercard ••••0457 11/20/25 12:02 PM	\$10.00

Trip details



UberXXL
3.40 miles, 15 minutes

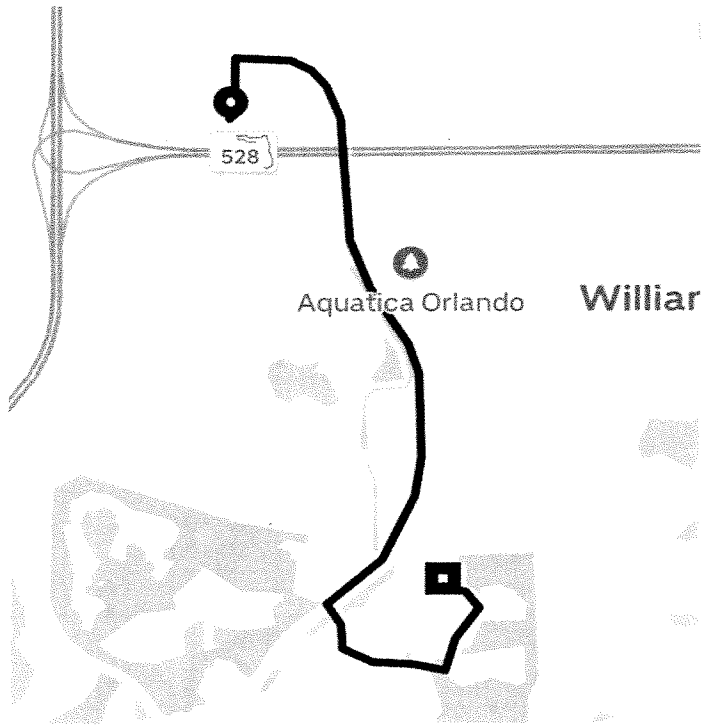


11:36 AM

123 Convention Way, Orlando, FL 32801, US

11:52 AM

11625 Avenida Laguna, Orlando, FL 32821, US



You rode with Creston

4.93 ★

When you ride with Uber, your trips are insured in case of a covered accident.

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Want to review your trip history?

[My trips](#)



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: N/A

Name on Card: Rachel Roberts

Date of Request: 11/22/2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference: Travel from lodging to Convention Center

Estimated Cost: \$ 25

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date:

Mindy Miller 1.15.26

Your ride with Daniel on November 20

From Lyft Receipts <no-reply@lyftmail.com>
Date Thu 11/20/2025 7:53 AM
To Rachel Roberts <rachel.roberts@kresa.org>

You don't often get email from no-reply@lyftmail.com. [Learn why this is important](#)

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



YOUR RIDE TO 14 CONVENTION WAY ON NOVEMBER 20, 2025 AT 7:34 AM

Thanks for riding with Daniel!!

MasterCard *0457

\$29.95

XL fare (3.29mi, 12m 12s)	\$19.95
Tip	\$10.00

Your trip

Pickup 7:34 AM
11600 Avenida Laguna,
Orlando, FL

Drop-off 7:46 AM
14 Convention Way, Orlando,
FL

How Lyft prioritizes your safety

Every Lyft ride has built-in safety features like real-time monitoring, emergency help, and tools like Location Sharing and Audio Recording - so you're always in control. [Learn more](#)

Get help and more

- Tip driver
- Dispute ride charges
- Find lost item
- Favorite Driver
- Report incident
- Help center

Select 'You' on the home screen in the Lyft app, then '[Ride History](#)' to view your ride cost breakdown or get additional help.



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: N/A

Name on Card: Rachel Roberts

Date of Request: 11/20/2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference: UBER driver tip

Estimated Cost: \$ 10

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date:

Mindy Miller 1.15.26



Thanks for tipping, Rachel

We hope you enjoyed your ride this morning.

Total

\$27.98



In May 2025 in Florida, roughly 19% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. Take action to bring down costs.

Trip fare	\$15.81
Booking Fee ⓘ	\$2.17
Tip	\$10.00

Payments

Mastercard ••••0457 11/20/25 7:46 AM	\$17.98
Mastercard ••••0457 11/20/25 7:47 AM	\$10.00

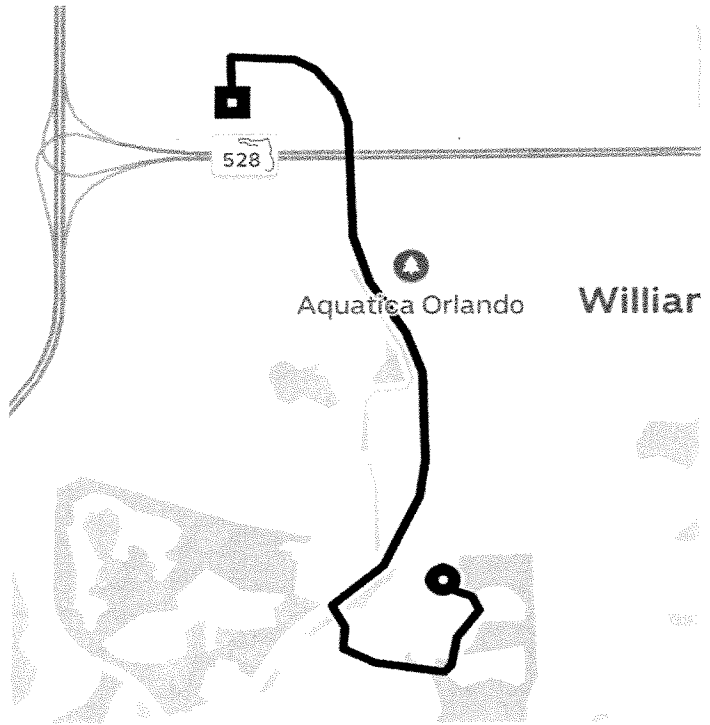
Trip details



UberXXL
3.30 miles, 10 minutes

7:35 AM
11567 Avenida Laguna, Williamsburg, FL
32821, US

7:46 AM
9800 International Dr, Orlando, FL 32819,
US



You rode with ALEXANDER

4.96 ★

When you ride with Uber, your trips are insured in case of a covered accident.

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Want to review your trip history?

[My trips](#)



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: N/A

Name on Card: Rachel Roberts

Date of Request: 11/20/2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference: Travel from dinner back to Lodging accommodations.

Estimated Cost: \$ 25

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date:

Mindy Miller 1.15.26



Thanks for tipping, Rachel

We hope you enjoyed your ride this evening.

Total

\$24.95



In May 2025 in Florida, roughly 19% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. [Take action to bring down costs.](#)

Trip fare	\$11.63
Booking Fee ⓘ	\$3.32
Tip	\$10.00

Payments

 Mastercard ••••0457 11/20/25 8:09 PM	\$24.95
---	---------

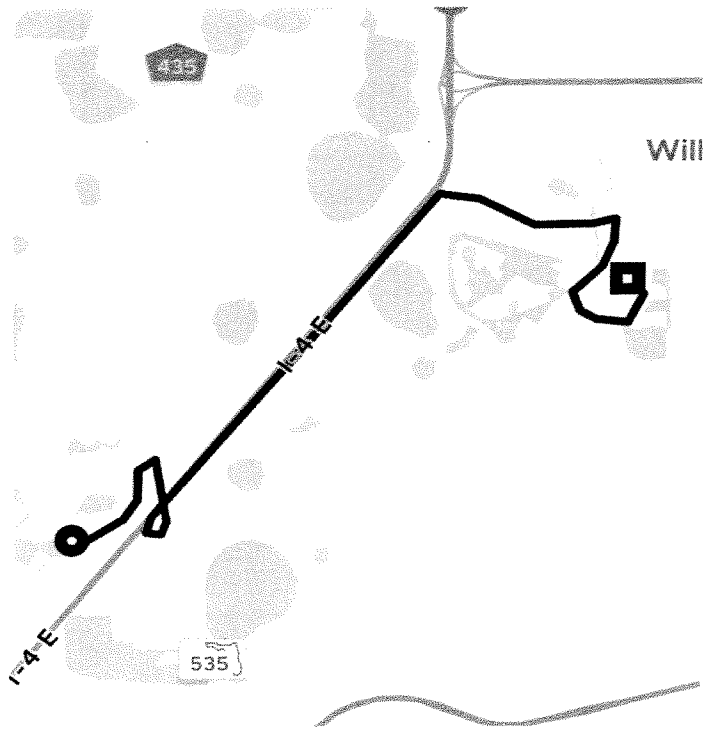
Trip details



UberX
7.73 miles, 21 minutes

7:38 PM
1670 Buena Vista Dr, Lake Buena Vista, FL
32830, US

7:59 PM
11625 Avenida Laguna, Orlando, FL 32821,
US



You rode with Nino

4.98 ★

When you ride with Uber, your trips are insured in case of a covered accident.

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[My trips](#)



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts Classroom/Site: N/A
 Name on Card: Rachel Roberts Date of Request: 11/21/2025

Service Area Purchase Applies To:

- | | |
|---|---|
| <input type="checkbox"/> ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.) | <input type="checkbox"/> Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.) |
| <input type="checkbox"/> Health
(Cleaning & Safety Supplies, Health Exams, etc.) | <input type="checkbox"/> Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.) |
| <input checked="" type="checkbox"/> Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.) | <input type="checkbox"/> Program Structure/Operations
(Licensing, Facility Needs, etc.) |
| <input type="checkbox"/> Community of Care
(Staff/Family Illness, Staff Appreciation, etc.) | <input type="checkbox"/> Other, please specify: |

Please provide a description and justification for purchase.

NAEYC Conference: Travel from Lodging to Convention Center

Estimated Cost: \$ 25

- Budget:
- | | |
|---|---|
| <input type="checkbox"/> Program Operations | <input checked="" type="checkbox"/> Training & Technical Assistance |
| <input type="checkbox"/> Outside Grant | <input type="checkbox"/> Community Donations |

Approval: Approved Denied and Reason

Administrator Signature and Date: *Mindy Miller 1.15.26*



Thanks for tipping, Rachel

We hope you enjoyed your ride this morning.

Total

\$26.98



In May 2025 in Florida, roughly 19% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. [Take action to bring down costs.](#)

Trip fare	\$16.81
Booking Fee ⓘ	\$2.17
Tip	\$8.00

Payments

Mastercard •••0457 11/21/25 7:52 AM	\$18.98
Mastercard •••0457 11/21/25 7:52 AM	\$8.00

Trip details



UberXXL
3.38 miles, 14 minutes

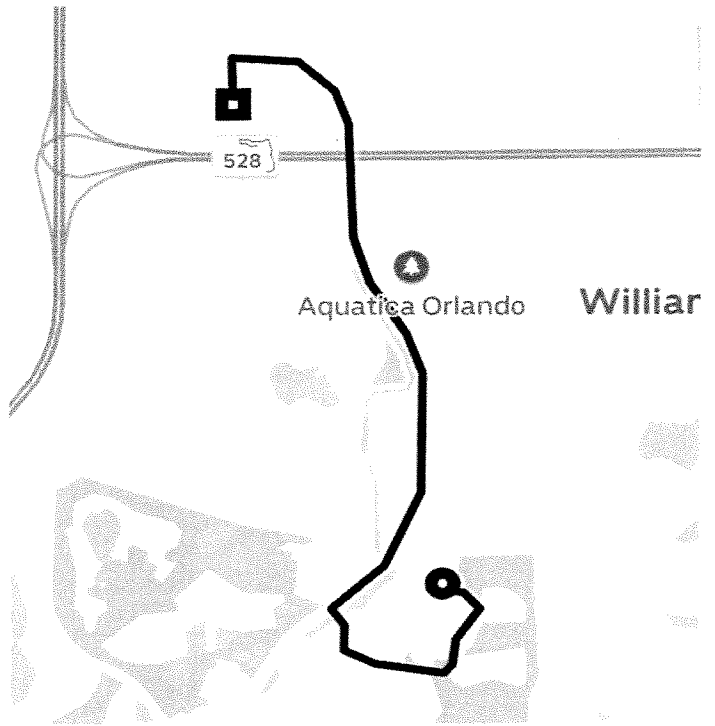


7:37 AM

11567 Avenida Laguna, Williamsburg, FL
32821, US

7:51 AM

9800 International Dr, Orlando, FL 32819,
US



You rode with **JAVIER**

4.97 ★

When you ride with Uber, your trips are insured in case of a covered accident.

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Want to review your trip history?

[My trips](#)



Pre-Purchase Purchasing Card Request Form

Name of Requester: RACHEL ROBERTS

Classroom/Site: N/A

Name on Card: RACHEL ROBERTS

Date of Request: 11.21.2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC CONFERENCE TRAVEL - ROUND TRIP FROM LODGING TO CONVENTION CENTER

Estimated Cost: \$ 50

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

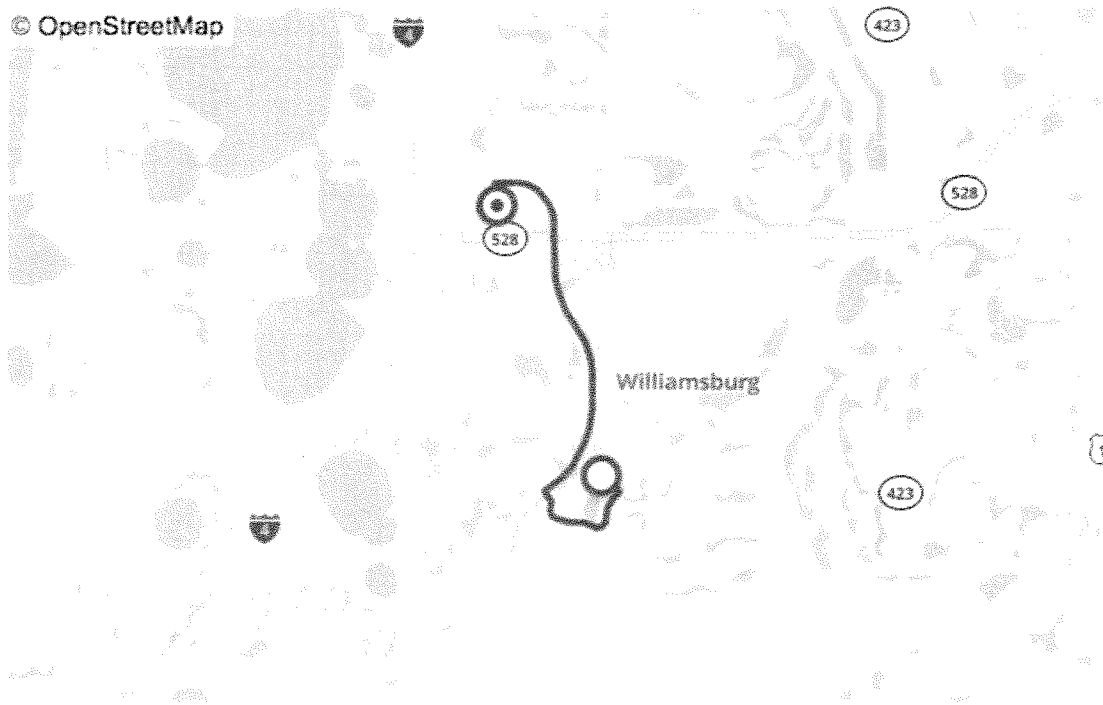
Approved Denied and Reason



Administrator Signature and Date:

Mindy Miller 1.15.26

Trip

Nov 21, 2025, 7:35 AM • 3.3 miles • 12 min



	11600 Avenida Laguna Orlando, FL 32821	Pickup 7:35 AM
	West Halls A/B Orlando, FL 32819	Drop-off 7:47 AM

Payment

XL fare (3.3 mi, 12m)	\$18.33
Tip	\$8.00



 **MasterCard *0457** **\$26.33**
Total charge

 **Business** [>](#)
MasterCard *0457 • Business profile


Trip

Nov 21, 2025, 2:35 PM • 3.3 miles • 12 min



	West Halls A/B Orlando, FL 32819	Pickup 2:35 PM
	11600 Avenida Laguna Orlando, FL 32821	Drop-off 2:48 PM

Payment

XXL fare (3.3 mi, 12m)	\$23.38
Tip	\$7.00
 MasterCard *0457 Total charge	\$30.38

 **Business** [MasterCard *0457 • Business profile](#) >



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: N/A

Name on Card: Rachel Roberts

Date of Request: 11/20/2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference: UBER driver tip

Estimated Cost: \$ 10

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date:

Mindy Miller 1.15.26



Thanks for tipping, Rachel

We hope you enjoyed your ride this morning.

Total

\$26.98



In May 2025 in Florida, roughly 19% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. [Take action to bring down costs.](#)

Trip fare	\$16.81
Booking Fee	\$2.17
Tip	\$8.00

Payments

Mastercard ••••0457 11/21/25 7:52 AM	\$18.98
Mastercard ••••0457 11/21/25 7:52 AM	\$8.00

Trip details



UberXXL
3.38 miles, 14 minutes

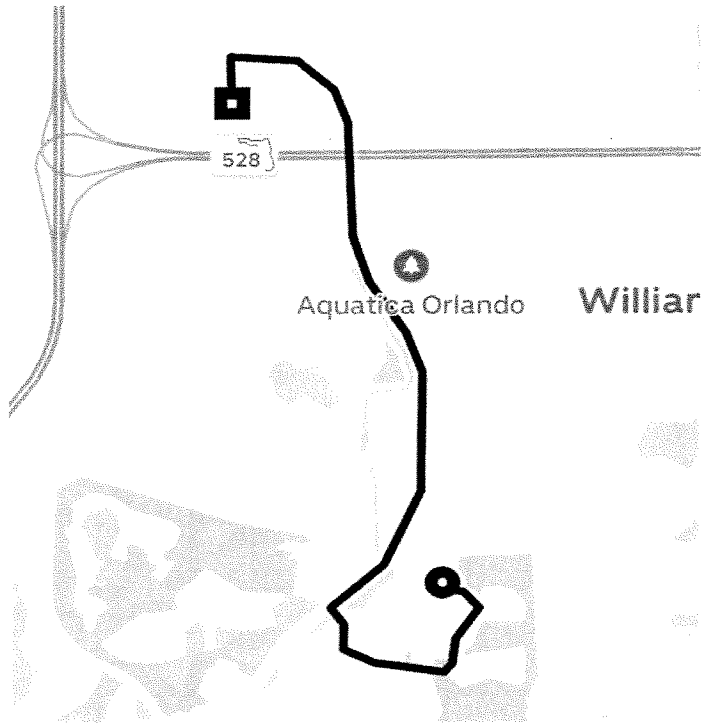


7:37 AM

11567 Avenida Laguna, Williamsburg, FL
32821, US

7:51 AM

9800 International Dr, Orlando, FL 32819,
US



You rode with JAVIER

4.97 ★

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

Want to review your trip history?

[My trips](#)



KALAMAZOO RESA

Early Childhood



KALAMAZOO RESA

Head Start

Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: N/A

Name on Card: Rachel Roberts

Date of Request: 11/21/2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference: Travel FROM lodging to Convention Center

Estimated Cost: \$ 25

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date: *Minidy Miller 1.15.26*



Thanks for tipping, Rachel

We hope you enjoyed your ride this afternoon.

Total

\$27.98



In May 2025 in Florida, roughly 19% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. Take action to bring down costs.

Trip fare	\$18.81
Booking Fee ⓘ	\$2.17
Tip	\$7.00

Payments

Mastercard ••••0457 11/21/25 2:49 PM	\$20.98
Mastercard ••••0457 11/21/25 3:29 PM	\$7.00

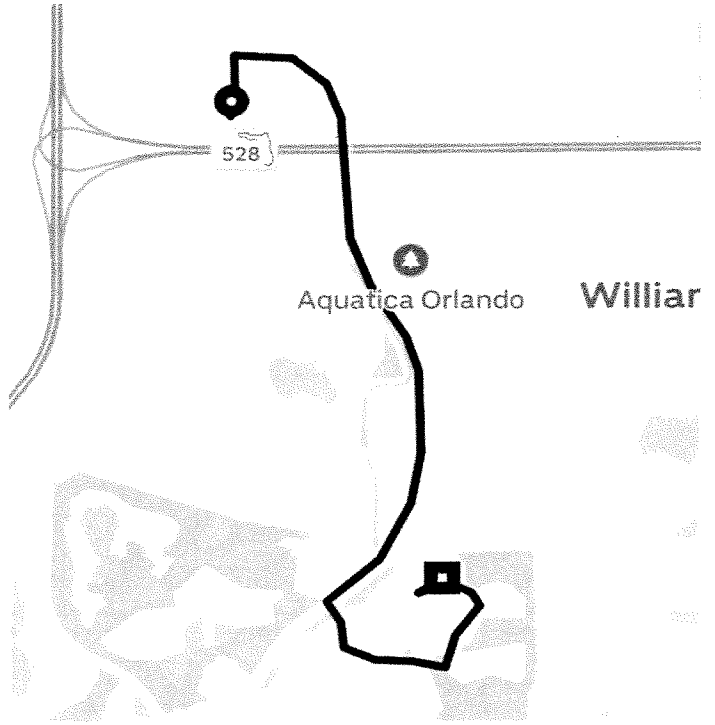
Trip details



UberXXL
3.55 miles, 13 minutes

2:36 PM
123 Convention Way, Orlando, FL 32801, US

2:49 PM
11625 Avenida Laguna, Orlando, FL 32821, US



You rode with OLIVEL

4.99 ★

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

Want to review your trip history?

[My trips](#)



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: N/A

Name on Card: Rachel Roberts

Date of Request: 11/21/2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference: Travel FROM lodging to Convention Center

Estimated Cost: \$ 25

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date: *Mindy Miller 1.15.26*



Thanks for tipping, Rachel

We hope you enjoyed your ride this afternoon.

Total

\$27.98



In May 2025 in Florida, roughly 19% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. Take action to bring down costs.

Trip fare	\$18.81
Booking Fee ⓘ	\$2.17
Tip	\$7.00

Payments

Mastercard ••••0457 11/21/25 2:49 PM	\$20.98
Mastercard ••••0457 11/21/25 3:29 PM	\$7.00

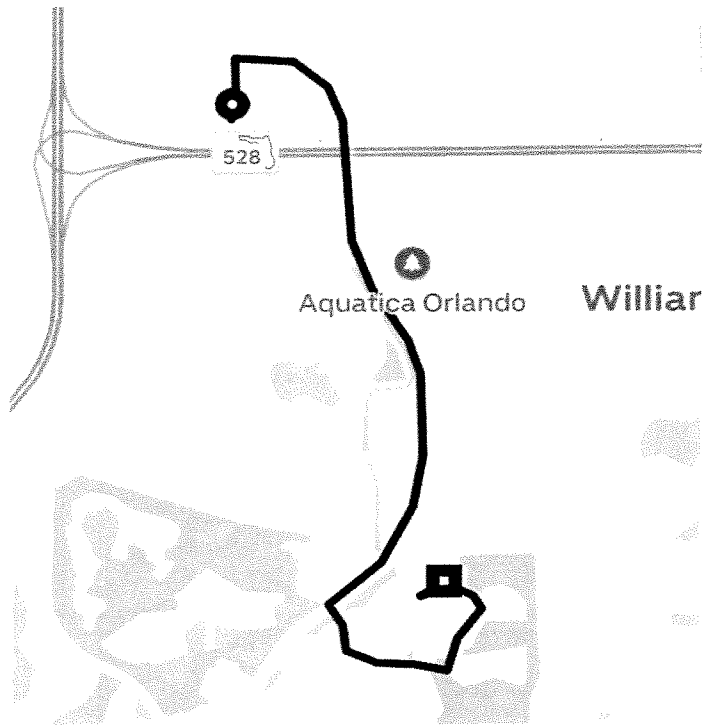
Trip details



UberXXL
3.55 miles, 13 minutes

2:36 PM
123 Convention Way, Orlando, FL 32801, US

2:49 PM
11625 Avenida Laguna, Orlando, FL 32821, US



You rode with OLIVEL

4.99 ★

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

Want to review your trip history?

[My trips](#)



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: Service Center

Name on Card: Rachel Roberts

Date of Request: 11.21.2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference Travel: Baggage fee for flight back home

Estimated Cost: \$ 350

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date: *Mindy Miller 1.15.26*



Thank you for your purchase.

You'll find your purchase information below. Now sit back and prepare for takeoff.

NOVEMBER 18 - NOVEMBER 22

GRR **MCO**

Grand Rapids to Orlando

Confirmation # **BQIFB4**

PASSENGER	Laura Ynclan
PASSENGER	Alexis Geromin
PASSENGER	Janel Browning
PASSENGER	Cathleen Doonan
PASSENGER	Carla Osborn

Payment information

Total cost		Payment	
Air - BQIFB4		November 21, 2025	
Checked Bag up to 50LB 62Li x5	\$ 175.00	Payment Amount	\$35.00
		Mastercard ending in 0457	
Total	\$ 175.00	November 21, 2025	
		Payment Amount	\$35.00
		Mastercard ending in 0457	
		November 21, 2025	
		Payment Amount	\$35.00
		Mastercard ending in 0457	
		November 21, 2025	
		Payment Amount	\$35.00
		Mastercard ending in 0457	
		November 21, 2025	
		Payment Amount	\$35.00
		Mastercard ending in 0457	



Thank you for your purchase.

You'll find your purchase information below. Now sit back and prepare for takeoff.

NOVEMBER 18 - NOVEMBER 22

GRR MCO

Grand Rapids to Orlando

Confirmation # **BQD3G3**

PASSENGER **Rachel Roberts**

PASSENGER **Stacy Kambestad**

PASSENGER **Rachel John**

PASSENGER **Kelly Ray**

PASSENGER **Julie Tasker**

Payment information

Total cost		Payment	
Air - BQD3G3		November 21, 2025	
Checked Bag up to 50LB 62LI x5	\$ 175.00	Payment Amount	\$35.00
Total	\$ 175.00	Mastercard ending in 0457	
		November 21, 2025	
		Payment Amount	\$35.00
		Mastercard ending in 0457	
		November 21, 2025	
		Payment Amount	\$35.00
		Mastercard ending in 0457	
		November 21, 2025	
		Payment Amount	\$35.00
		Mastercard ending in 0457	



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: Service Center

Name on Card: Rachel Roberts

Date of Request: 11.18.2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference Travel: Parking fee at Airport

Estimated Cost: \$ 150

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date: *Mindy Miller 1.15.26*

GERALD R. FORD
 INTERNATIONAL
 AIRPORT PARKING 212
 EXIT 505329
 RECEIPT: 0
 PERSONELL 500620
 TRANSACTION 01 141 1050160
 IN 11.18.25 14.24
 OUT 11.22.25 19.35
 TYPE HOURLY TICKET
 FEE 100.00 \$
 PAID 100.00 \$

 NET 100.00 \$

4 Day 5:11 h

GeraldFordAirport_Desiana
 5500 44th Street

-----EFTPOS-----
 22 Nov 25 19:35
 ICC MASTERCARD
 AID A0000000041010
 APP LABEL Mastercard
 CARD *****0457
 PAN SEQ Number 01
 AUTHORIZATION 040637
 REFERENCE 597897
 PURCHASE USD100.00
 TOTAL USD100.00

APPROVED

NO CARDHOLDER VERIFICAT

THANK YOU
 FOR INFORMATION CALL
 STANDARD PARKING
 (616)-233-6074



KALAMAZOO RESA

Early Childhood



KALAMAZOO RESA

Head Start

Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: Service Center

Name on Card: Rachel Roberts

Date of Request: 11.22.2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference Travel: Transportation from Convention Center to MCO Airport for all 10 staff members, including luggage

Estimated Cost: \$ 200

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date:

Mindy Miller 1.15.26

EVERGREEN EXPRESS TRANSPORTATION LLC

Nov 22, 2025 at 01:43 PM EST

Subtotal	\$165.00
Total	\$165.00

Transaction type: Sale
#d256ba1bcbbd

Card type: Mastercard

Card#: *****0457

Payment method: Manual Entry

Auth code: 028980

Memo: ride to airport

EVERGREEN EXPRESS TRANSPORTATION LLC

2062 SHANNON LAKES BLVD

KISSIMMEE , FL 34743

4073380181



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: Service Center

Name on Card: Rachel Roberts

Date of Request: 11.18.2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference Lodging Accommodations for 4 nights for 10 staff members

Estimated Cost: \$ 2500

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date:

Mindy Miller 1.15.26

Marriott's Grande Vista

5925 Avenida Vista Orlando, Florida 32821 USA

+1-407-238-7676

Thank you for booking with us, Ms. Rachel Roberts.

Your inspired vacation awaits.

Tue, Nov 18, 2025 – Sat, Nov 22, 2025

Confirmation Number: 93203483



Check-In: Tuesday, November 18, 2025 04:00 PM

Check-Out: Saturday, November 22, 2025 10:00 AM

Number of rooms 2 Rooms

Guests per room 7 Adults

Guarantee Method Credit Card Guarantee, Master Card

Total for Stay (all rooms) 2,574.00 USD

Room 1

Room Type >

3 Bedroom Villa, Bedroom 1: 1 King,
Bedroom 2: 2 Queen, Bedroom 3: 2
Double, Sofa bed, Balcony

Guaranteed Requests:

None

ALL REQUESTS >

Room 2

Room Type >

3 Bedroom Villa, Bedroom 1: 1 King,
Bedroom 2: 2 Queen, Bedroom 3: 2
Double, Sofa bed, Balcony

Guaranteed Requests:

None

ALL REQUESTS >

[Manage Stay](#)

Important Information About Your Stay



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: n/a

Name on Card: Rachel Roberts

Date of Request: 11.22.2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference Travel: From Lodging to Convention Center

Estimated Cost: \$ 30

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

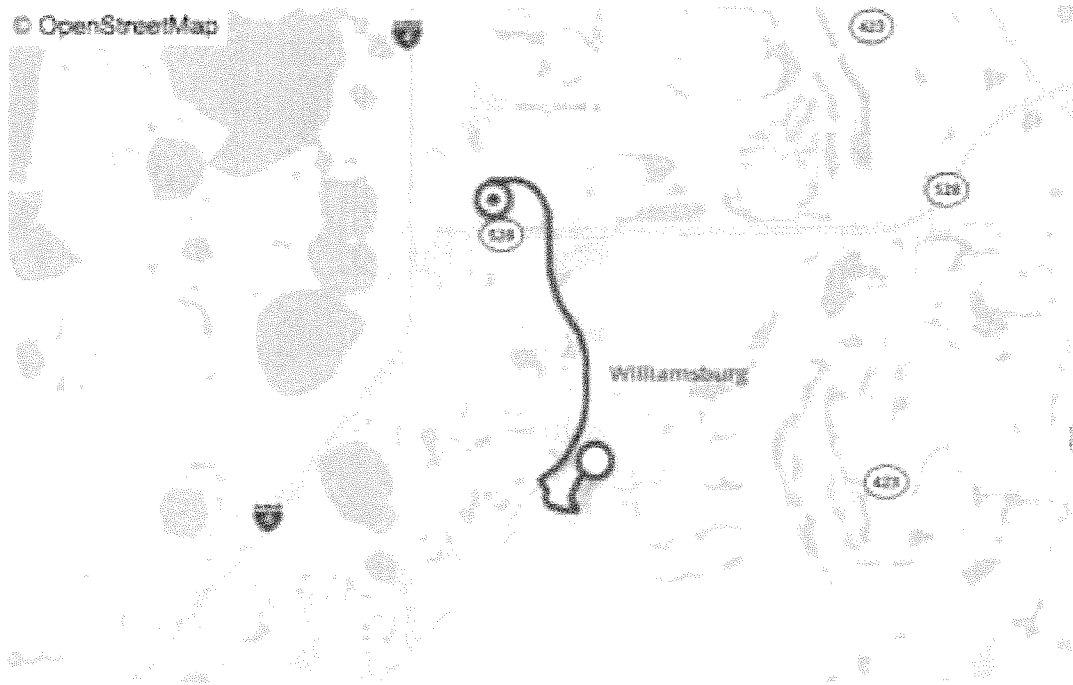
Approved Denied and Reason


Administrator Signature and Date:

Mindy Miller 1.15.26

Trip


Nov 22, 2025, 9:08 AM • 3.1 miles • 11 min



	11600 Avenida Laguna Orlando, FL 32821	Pickup 9:08 AM
	West Halls A/B Orlando, FL 32819	Drop-off 9:19 AM

Payment

XXL fare (3.1 mi, 11m)	\$20.80
Tip	\$10.00

 **MasterCard *0457** **\$30.80**
Total charge

 **Business** [>](#)
MasterCard *0457 • Business profile



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: Service Center

Name on Card: Rachel Roberts

Date of Request: 11.18.2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference Lodging Accommodations for 4 nights for 10 staff members

Estimated Cost: \$ 2500

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date:

Mindy Miller 1.15.26

Marriott's Grande Vista

5925 Avenida Vista Orlando, Florida 32821 USA

+1-407-238-7676

Thank you for booking with us, Ms. Rachel Roberts.

Your inspired vacation awaits.

Tue, Nov 18, 2025 – Sat, Nov 22, 2025

Confirmation Number: 93203483



Check-In: Tuesday, November 18, 2025 04:00 PM

Check-Out: Saturday, November 22, 2025 10:00 AM

Number of rooms 2 Rooms

Guests per room 7 Adults

Guarantee Method Credit Card Guarantee, Master Card

Total for Stay (all rooms) 2,574.00 USD

Room 1

Room Type >

3 Bedroom Villa, Bedroom 1: 1 King,
Bedroom 2: 2 Queen, Bedroom 3: 2
Double, Sofa bed, Balcony

Guaranteed Requests:

None

ALL REQUESTS >

Room 2

Room Type >

3 Bedroom Villa, Bedroom 1: 1 King,
Bedroom 2: 2 Queen, Bedroom 3: 2
Double, Sofa bed, Balcony

Guaranteed Requests:

None

ALL REQUESTS >

[Manage Stay](#)

Important Information About Your Stay



Pre-Purchase Purchasing Card Request Form

Name of Requester: Rachel Roberts

Classroom/Site: N/A

Name on Card: Rachel Roberts

Date of Request: 11/22/2025

Service Area Purchase Applies To:

ERSEA
(Family Recruitment Efforts, Enrollment Paperwork, etc.)

Education & Child Development
(Curriculum, Assessments, Learning Environment, etc.)

Health
(Cleaning & Safety Supplies, Health Exams, etc.)

Family & Community Engagement
(Family Site Mtgs, Family Workshops, Family Events, etc.)

Human Resources
(PD, Trainings, Coursework, Health & Wellness, etc.)

Program Structure/Operations
(Licensing, Facility Needs, etc.)

Community of Care
(Staff/Family Illness, Staff Appreciation, etc.)

Other, please specify:

Please provide a description and justification for purchase.

NAEYC Conference: Travel from lodging to Convention Center

Estimated Cost: \$ 25

Budget:

Program Operations

Training & Technical Assistance

Outside Grant

Community Donations

Approval:

Approved Denied and Reason

Administrator Signature and Date: *Mindy Miller 1.15.26*



Thanks for tipping, Rachel

We hope you enjoyed your ride this morning.

Total

\$22.98



In May 2025 in Florida, roughly 19% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. Take action to bring down costs.

Trip fare	\$10.81
Booking Fee ⓘ	\$2.17
Tip	\$10.00

Payments

Mastercard ••••0457 11/22/25 9:12 AM	\$12.98
Mastercard ••••0457 11/22/25 9:12 AM	\$10.00

Trip details



UberXXL
3.16 miles, 11 minutes

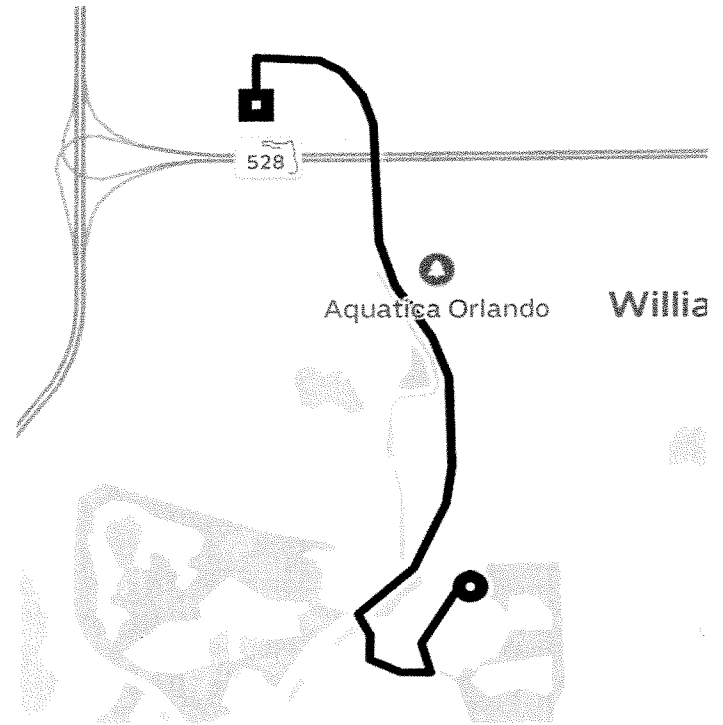


9:01 AM

11567 Avenida Laguna, Williamsburg, FL
32821, US

9:12 AM

9800 International Dr, Orlando, FL 32819,
US



You rode with Arman

5.00 ★

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

Want to review your trip history?

[My trips](#)

Staff: Toni Sergeant

Card No: XXX-XX- 3651

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

PURCHASES						
Date	Vendor	Description/Purpose	Amount	Budget Unit	Account	Receipt Attached?
12/02/25	PIZZA HUT	Food for CELA Parent Meeting	\$ 78.98	660311000	3190.112	Yes
12/03/35	SAMS CLUB	Pull Ups for Head Start/GSRP students	\$ 87.96	660213000	5910	Yes
12/04/25	SHAWARMA KING	Food for Parent Meeting held at Bethany Reformed Church	\$ 175.50	660311000	3190.112	Yes
12/04/25	LITTLE CAESARS	Food for Parent Meeting held at Bethany Reformed Church	\$ 14.58	660311000	3190.112	Yes
12/05/25	SAMS CLUB	Pull Ups for Head Start/GSRP students	\$ 47.98	660213000	5910	Yes
12/09/25	FISH EXPRESS	Food for joint parent meeting with Northeastern & New Life Head Start	\$ 83.14	660311000	3190.112	Yes
						—
						—
						—
						—
						—
						—
						—
						—
						—
						—
						—
Total of Amount of Purchases			\$ 488.14			

Summary by Budget Unit and Account:

Budget Unit	Account	Total	Budget Unit	Account	Total
660311000	3190.112	352.20			
660213000	5910	135.94			

*Cut Off Date is the 21st of Each Month

Employee Signature: Toni Sergeant Digitally signed by Toni Sergeant
Date: 2026.01.21 11:18:46
-05'00'

Supervisor Signature: Rachel Roberts Digitally signed by Rachel Roberts
Date: 2026.01.21 14:44:31 -05'00'

Account Statement

Reporting Period: 11/28/2025 -- 12/27/2025

Account Information

Name	Sergeant, Toni	Corporation	Kalamazoo Regional Edu Serv Agency
Employee ID	TSERGEANT	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	12/27/2025	Currency	US Dollar
Account #	556390XXXXXX3651		
Account Limit	500.00		
Account Balance	488.14		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
				Memo						
				General Ledger Codes						
625710871	12/04/2025	12/02/2025	5812	PIZZA HUT 26012 KALAMAZOO MI	006293		N		0.00	78.98

625929868	12/05/2025	12/03/2025	5300	SAMSClub.COM 888-746-7726 AR	089428		N		0.00	87.96

625929869	12/05/2025	12/04/2025	5812	SHAWARMA KING #3 KALAMAZOO MI	022369		N		9.94	175.50

625929792	12/05/2025	12/04/2025	5814	LITTLE CAESARS 3647005 KALAMAZOO MI	043356		N		0.00	14.58

Account Statement

Reporting Period: 11/28/2025 -- 12/27/2025

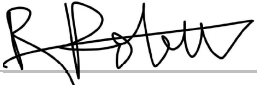
Tran ID Memo	Post Date	Tran Date	MCC	Description	Auth # General Ledger Codes	Customer Code	Split Tax	Total Tax	Amount
626202504	12/08/2025	12/05/2025	5300	SAMSClub.COM 888-746-7726 AR	035402		N	0.00	47.98
<hr style="border-top: 1px dashed black;"/>									
626850157	12/10/2025	12/09/2025	5812	TST FISH EXPRESS KALAMAZOO MI	009225		N	0.00	83.14

Transaction Count: 6

Statement Summary

Purchases	488.14	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00	Adjustments		Total Credits	0.00	Total Debits	488.14
Other Charges	0.00			New Account Balance			488.14

Pre-Purchase Purchasing Card Request Form

Name of Requester: Eve Garcia	Classroom/Site: Parent Meeting Needs
Name on Card: Toni Sergeant	Date of Request: 12.2.25
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input checked="" type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase.	
From: Pizza Hut	
Food for CELA Parent Meeting - Dec. 2, 2025	
Estimated Cost: \$80	
Budget:	
<input checked="" type="checkbox"/> Program Operations	<input type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	

Toni's P. Card

Food for CECA
Parent Mtg. - Head Start

Dec 2, 2025

Gull Rd. Pizza Hut# 026012
5:25 Gull Rd
Kalamazoo, Mi
(59)385-1818
SALE

Server: iHANDY
12/02/25
M
*****365
APPR COD: 0062:3

Ticket #21
2:34 PM

Invoice #17

AMOUNT: 78.98
TIP: .00
Total: 78.98

I agree to pay above total amount
according to card issuer agreement.

Signature: _____
SERGEANT, TONI

Customer Copy

Mastercard
Chip Real
AID: A001000004010
Mode: ISUER
TVR: 0001008000
TSI: E801
IAD: 7311A04001;20000000000000
ARC: 00
SIGNATUR:

Flip over for more!
Flip over for more!
Flip over for more!
Flip over for more!

Pre-Purchase Purchasing Card Request Form

Name of Requester: Toni Sergeant	Classroom/Site: Health Supplies
Name on Card: Toni Sergeant	Date of Request: 11.24.25
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input checked="" type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase.	
From: Sam's Club ONLINE PURCHASE WITH TONI'S PURCHASING CARD (No Sam's)	
1 Girls 2-3t Pull up (not available in store). 1 Girls XL 5-6t Pull ups (not available in store).	
Estimated Cost: \$88	
Budget:	
<input checked="" type="checkbox"/> Program Operations	<input type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	



Nov 24, 2025
Order 10371720833



Shipping items(2)

TONI SERGEANT
422 E SOUTH ST
KALAMAZOO, MI 49007

Huggies Pull-Ups Training Pants for Girls, Sizes 2T-6T Qty 1 \$39.98

Huggies Pull-Ups Training Pants for Girls, Sizes 2T-6T Qty 1 \$39.98

Subtotal \$79.96

Shipping \$8.00

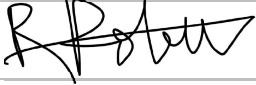
Sales tax \$0.00

Total **\$87.96**

 *3651 \$87.96

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

Pre-Purchase Purchasing Card Request Form

Name of Requester: Laura Morcus	Classroom/Site: Parent Meeting Meal
Name on Card: Toni Sergeant	Date of Request: 12.4.25
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input checked="" type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase.	
From: Little Caesar's Pizza - Portage Rd.	
2 Large Cheese Pizzas	
Estimated Cost: \$15	
Budget:	
<input checked="" type="checkbox"/> Program Operations	<input type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	

Toni's P. Card

Parent Mtg. Food
For. → 12.4.25
SJ/1st umc/NP/mil SITES.

Little Caesars

03647-00057

KALAMAZOO MI

Phone: (269) 492-0200

Order 1096207

Dec 4, 2025, 4:22 PM

Your Cashier Today is tabitha n.

kresa - 112-1212

Sale

Qty.	Items	Price
2	Classic Cheese	\$14.58

Item Count	2
Taxable Total	\$14.58

Subtotal \$14.58

STATE \$0.00

Total \$14.58

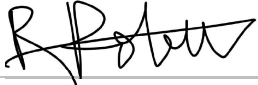
Credit Card \$14.58

Card Result 1
CAPTURED


Account MC *****3651

Card Holder SERGEANT/TONI

Pre-Purchase Purchasing Card Request Form

Name of Requester: Laura Morcus	Classroom/Site: Parent Meeting Meal
Name on Card: Toni Sergeant	Date of Request: 12.4.25
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input checked="" type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase.	
From: Shawarma King - S. Westnedge	
Rice, Potatoes, Chicken Hummus, Falafel, etc. for a large group parent meeting at Bethany Reformed Church on Dec. 4, 2025	
Estimated Cost: \$180	
Budget:	
<input checked="" type="checkbox"/> Program Operations	<input type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	

Pre-Purchase Purchasing Card Request Form

Name of Requester: Eve Garcia	Classroom/Site: Northeastern/New Life
Name on Card: Toni Sergeant	Date of Request: 12.5.25
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input checked="" type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase.	
Fish Express - food for joint parent meeting with Northeastern & New Life Head Start. Dec. 5, 2025	
Estimated Cost: \$85.00	
Budget:	
<input checked="" type="checkbox"/> Program Operations	<input type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	

9



Fish Express
620 Riverview Dr
Kalamazoo, MI 49048

Order

Eve (269) 580-2647

Server: Party P
Check #9
Tax Exempt
Ordered: 12/9/25 12:03 PM

Chicken Tenders (12pc)	\$28.57
Fries	
Fries	
Whole Wings(30) Pc	\$36.97
10 Wings	\$16.17
Fries	
Fries	
Subtotal	\$81.71
Credit Card Surcharge (1.75%)	\$1.43
Total	\$83.14
Credit	-\$83.14
Amount Due	\$0.00

20 Wings \$23.79
 50 Wings \$57.99
 100 Wings \$111.49
 12pc Tender w/ Fries \$26.99
 21pc Tender w/ Fries \$42.99
 ORDER ONLINE WITH THE QR CODE!


call or scan the QR code on your receipt to place an order

Toni^{ls} P. Card

New Life
Northeastern
Parent Mtg

Dec. 9, 2025

Pre-Purchase Purchasing Card Request Form

Name of Requester: Toni Sergeant	Classroom/Site: Health Supplies
Name on Card: Toni Sergeant	Date of Request: 12.5.25
Service Area Purchase Applies To:	
<input type="checkbox"/> ERSEA (Family Recruitment Efforts, Enrollment Paperwork, etc.)	<input type="checkbox"/> Education & Child Development (Curriculum, Assessments, Learning Environment, etc.)
<input checked="" type="checkbox"/> Health (Cleaning & Safety Supplies, Health Exams, etc.)	<input type="checkbox"/> Family & Community Engagement (Family Site Mtgs, Family Workshops, Family Events, etc.)
<input type="checkbox"/> Human Resources (PD, Trainings, Coursework, Health & Wellness, etc.)	<input type="checkbox"/> Program Structure/Operations (Licensing, Facility Needs, etc.)
<input type="checkbox"/> Community of Care (Staff/Family Illness, Staff Appreciation, etc.)	<input type="checkbox"/> Other, please specify:
Please provide a description and justification for purchase.	
From: Sam's Club ONLINE Purchase w/Toni's P Card	
1 XL Pull ups 5-6t Boys	
Estimated Cost: \$47.98	
Budget:	
<input checked="" type="checkbox"/> Program Operations	<input type="checkbox"/> Training & Technical Assistance
<input type="checkbox"/> Outside Grant	<input type="checkbox"/> Community Donations
Approval:	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied and Reason
Administrator Signature and Date: 	



Dec 5, 2025

Order 10375837701



Shipping items(1)

TONI SERGEANT

422 E SOUTH ST

KALAMAZOO, MI 49007

Huggies Pull-Ups Training Pants for Boys, Sizes 2T-6T	Qty 1	\$39.98
---	-------	---------

Subtotal		\$39.98
-----------------	--	---------

Shipping		\$8.00
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Sales tax		\$0.00
------------------	--	--------

Total		\$47.98
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 *3651		\$47.98
---	--	---------

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

IV. PRESENTATIONS

IV.A. Revised Budget Presentation - Scott
Thomas & Brad Storms

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY
2025-2026 REVISED CAREER CONNECT FUND BUDGET**

RESOLVED, that this resolution shall be the appropriations of Kalamazoo Regional Educational Service Agency for the 2025-2026 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenues received by Kalamazoo Regional Educational Service Agency.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the CAREER CONNECT FUND of the Kalamazoo Regional Educational Service Agency for fiscal year 2025-2026 is as follows:

	ACTUAL 2024-25	ORIGINAL 2025-26	REVISED 2025-26
REVENUES:			
Local	38,712,514	15,188,652	15,152,273
State	711,834	1,551,701	1,872,847
Federal	622,040	2,221,421	2,059,107
Other Sources	-	22,768	22,768
Total Revenue	40,046,388	18,984,542	19,106,995

BE IT FURTHER RESOLVED, that \$23,776,858 of the total available to appropriate in the CAREER CONNECT FUND is hereby appropriated in the amounts and for the purpose set forth below:

Instruction:			
Basic Programs	-	-	-
Added Needs	3,917,198	6,059,158	6,331,816
Support Services:			
Pupil	2,092,445	1,648,176	1,630,877
Instructional staff	2,029,539	3,323,951	3,422,126
General Administration	206,726	100,060	98,956
School Administration	658,734	1,160,041	1,063,854
Business	140,111	164,685	166,266
Operations and Maintenance	47,688,540	1,610,322	1,655,930
Transportation	-	-	-
Central	913,538	1,779,833	1,308,555
Community Services	539,668	2,777,578	3,143,934
Other Financing Uses	37,161,730	360,205	4,954,544
Total Expenditures	95,348,229	18,984,009	23,776,858
Revenues over Expenses	(55,301,841)	533	(4,669,863)
FUND BALANCE - July 1	66,675,693	4,346,102	11,373,852
FUND BALANCE - JUNE 30	11,373,852	4,346,635	6,703,989

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

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision on the execution of the budgets adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. (Resolution effective 2/17/2026)

Note: The Career Technical Education tax levy for 2025 is proposed to be 0.9851 mills. This millage will be levied on all properties to be used for operating purposes as described above.

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY
2025-2026 REVISED GENERAL EDUCATION FUND BUDGET**

RESOLVED, that this resolution shall be the appropriations of Kalamazoo Regional Educational Service Agency for the 2025-2026 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenues received by Kalamazoo Regional Educational Service Agency.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the GENERAL EDUCATION FUND of the Kalamazoo Regional Educational Service Agency for fiscal year 2025-2026 is as follows:

	ACTUAL 2024-25	ORIGINAL 2025-26	REVISED 2025-26
REVENUES:			
Local	24,946,204	20,866,075	21,327,524
State	29,011,035	36,038,318	39,423,172
Federal	11,478,867	9,085,051	8,758,290
Other Sources	8,504,947	8,051,733	8,146,452
Total Revenue	73,941,053	74,041,177	77,655,438

BE IT FURTHER RESOLVED, that \$77,602,270 of the total available to appropriate in the GENERAL EDUCATION FUND is hereby appropriated in the amounts and for the purpose set forth below:

Instruction:			
Basic Programs	5,939,627	6,133,047	6,090,272
Added Needs	1,036,089	-	-
Support Services:			
Pupil	1,885,216	1,505,437	1,291,846
Instructional staff	8,442,473	6,715,418	5,609,159
General Administration	928,554	670,091	662,852
School Administration	609,591	609,723	637,163
Business	1,745,409	1,588,561	1,662,213
Operations and Maintenance	1,233,200	1,258,225	1,241,557
Transportation	897,444	1,020,271	883,648
Central	12,347,907	21,195,576	23,029,192
Other Support Services	860,225	-	-
Community Services	4,948,555	1,443,267	1,291,457
Other Financing Uses	31,530,482	31,915,121	35,202,911
Total Expenditures	72,404,772	74,054,737	77,602,270
Revenues over Expenses	1,536,281	(13,560)	53,168
FUND BALANCE - July 1	12,114,645	12,174,445	13,650,926
FUND BALANCE - JUNE 30	13,650,926	12,160,885	13,704,094

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

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision on the execution of the budgets adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. (Resolution effective 2/17/2026)

Note: The General Education tax levy for 2025 is proposed to be 0.1420 mills and the Regional Enhancement tax levy for 2025 is proposed to be 1.4921 mills. These millages will be levied on all properties to be used for operating purposes as described above.

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY
2025-2026 REVISED SPECIAL EDUCATION FUND BUDGET**

RESOLVED, that this resolution shall be the appropriations of Kalamazoo Regional Educational Service Agency for the 2025-2026 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenues received by Kalamazoo Regional Educational Service Agency.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the SPECIAL EDUCATION FUND of the Kalamazoo Regional Educational Service Agency for fiscal year 2025-2026 is as follows:

	ACTUAL 2024-25	ORIGINAL 2025-26	REVISED 2025-26
REVENUES:			
Local	49,173,608	50,533,028	50,649,000
State	25,094,352	18,170,664	17,496,538
Federal	10,241,407	10,749,436	10,419,122
Other Sources	-	-	-
Total Revenue	<u>84,509,367</u>	<u>79,453,128</u>	<u>78,564,660</u>

BE IT FURTHER RESOLVED, that \$78,711,077 of the total available to appropriate in the SPECIAL EDUCATION FUND is hereby appropriated in the amounts and for the purpose set forth below:

Instruction:			
Basic Programs	-	-	-
Added Needs	23,386,523	21,051,393	20,834,437
Support Services:			
Pupil	9,424,400	9,259,733	9,387,686
Instructional staff	6,932,803	7,111,143	7,368,953
General Administration	358,766	266,151	263,388
School Administration	524,319	531,635	469,018
Business	629,805	716,337	712,204
Operations and Maintenance	3,564,938	3,545,629	3,611,275
Transportation	204,519	335,000	323,000
Central	2,751,854	2,658,756	2,639,013
Community Services	241,493	222,497	218,698
Other Financing Uses	31,057,805	32,827,321	32,883,405
Total Expenditures	<u>79,077,225</u>	<u>78,525,595</u>	<u>78,711,077</u>
Revenues over Expenses	5,432,142	927,533	(146,417)
FUND BALANCE, July 1	<u>8,231,516</u>	<u>11,683,608</u>	<u>13,663,658</u>
FUND BALANCE- JUNE 30	<u>13,663,658</u>	<u>12,611,141</u>	<u>13,517,241</u>

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

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision on the execution of the budgets adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. (Resolution effective 2/17/2026)

Note: The Special Education tax levy for 2025 is proposed to be 4.3373 mills. This millage will be levied on all properties to be used for operating purposes as described above.

V. **CENTER OF EXCELLENCE REPORTS**

V.A. Early Childhood Update - Rachel Roberts



KALAMAZOO RESA

Early Childhood

Early Childhood Center of Excellence Update

Early care and education programs that support the whole child and whole family in building strong foundations for every child's growth and development.

Month: February 2026

Administrator: Rachel M. Roberts, Executive Director for Early Childhood

Update:

The 2026 – 2027 Kalamazoo County Pre-K Common Application release date is Monday, February 16, 2026. A digital billboard campaign marketing to promote the application with the "Time to Grow!" theme will run from 2/16/2026 – 3/15/2026.

**Time to Grow with
Kalamazoo County Pre-K!**

Apply TODAY at dreambigstartsmall.org

KALAMAZOO COUNTY PRE-K | KALAMAZOO RESA Head Start | Readiness Program | KC Ready4s

Action Item:

None

Fiscal Impact:

Please see financial reports in the Governing Body's Monthly Report attached below.

Attachments:

[Governing Body's Monthly Report](#)



V.B. Special Education Update – Angela Telfer

Board Report

Month: February 2026

Administrator: Angela Telfer, Executive Director for Special Education

Update:

Regional Special Education Collaboration and Least Restrictive Environment (LRE) Work

Regional Special Education Directors meet monthly with the KRESA Executive Director for Special Education and the KRESA Program Improvement and Accountability Director to align efforts and strengthen special education practices across the county. This year, the group has continued its focused work on **Least Restrictive Environment (LRE)** while reviewing **Michigan Department of Education–Office of Special Education (MDE-OSE) Guidance Document updates** to ensure shared understanding of how the guidance impacts daily practice in districts.

Directors are regularly informed of relevant **professional development opportunities**, including MAISA's *Creating Safe Learning Environments* series. **Portage Public Schools is participating in this series in partnership with Kalamazoo RESA.** Upon completion, both districts will have trained facilitators who can support implementation and provide training within their own districts and across other local districts, expanding regional capacity.

This year, the group also **developed and finalized countywide LRE processes for preschool-aged children**, strengthening consistency and clarity across early childhood programs using a data-based decision making process at IEP Team meetings. Additionally, **all Kalamazoo County special education guidance documents are now housed on the Kalamazoo RESA website** for administrator use. Additional guidance will be added as it is developed.

Finally, Kalamazoo RESA was recently **selected for Cohort 3 of the FAPE in the LRE Capacity Building and Improvement Effort**, beginning in **May of the 2026–27 school year**. As part of this initiative, MDE-OSE staff will conduct a four-day onsite visit to Kalamazoo RESA programs and local districts to assess current practices and provide targeted support as the county continues to strengthen systems that ensure students are educated in the least restrictive environment.





KALAMAZOO RESA

Special Education

Why this matters: This coordinated work strengthens regional consistency, builds local capacity, and ensures that students with disabilities across Kalamazoo County are supported in inclusive environments aligned with state guidance and best practice.

Action Item:

None

Fiscal Impact:

None

Attachments:

None



V.C. Career Connect Update - Eric Stewart, Sarah
Mansberger & Paige Daniels



Board Report

Month: February 2026

Administrators: Eric Stewart, Sarah Mansberger, Paige Daniels

Updates:

Career Connect Open House – Career Connect hosted the annual Open House on Tuesday, February 11, showcasing opportunities in all three secondary programs (Career and Technical Education, Early/Middle College, and Education for the Arts), work-based learning, career coaching and more. For the first time, Open House took place at the Career Connect Campus, drawing the largest-ever attendance in the event’s history of nearly 1,500 interested young people, families, community members, industry partners, and educational and community leaders. Prior to the event, Career Connect Advisors were celebrated at an appreciation event thanking them for their contributions to career learning in Kalamazoo County. Multi-lingual families were welcomed with extra care and attention at this year’s Open House with dedicated meeting space and targeted supports for understanding the educational opportunities available to learners in Kalamazoo County. The team from across Career Connect did an outstanding job of engaging prospective students and their families in this important recruitment event.

Career Connect Summer Programs - The Career Connect Campus will be buzzing this summer with lots of activity.

- MyCITY Summer Internship Program, CareerNOW and 2Gen will utilize the CCC to house programming this year, serving hundreds of youth and young adults.
- The inaugural Career Summer Camp for rising 7th and 8th graders will take place June 15-18. Thirty participants will explore a pathway of their choice from a list including culinary arts, health sciences, and design/mechatronics.
- The campus will also be hosting the George Washington Carver STEAM camp in collaboration with Kalsec (24 students) from June 15-26.

Action Item: N/A

Fiscal Impact: N/A

Attachments: N/A

Kalamazoo RESA Service Center

1819 E. Milham Avenue, Portage, MI 49002

T: 269.250.9200 | F: 269.250.9550

www.kresa.org



V.D. Educator Supports Update - Stephanie Brown



Educator Supports Center of Excellence Update

Strengthening local school districts and educators by providing professional learning, consulting, coaching, and educational resources

Month: February 2026

Administrator: Stephanie Brown / Mindy Miller

Update: Educator Supports - Social Studies & Multilingual Update

Social Studies

Educator Supports Social Studies strengthens evidence-based instruction across the Greater Kalamazoo Region to ensure all students access rigorous, inquiry-driven learning. Core priorities include skill development, content knowledge, and disciplinary literacy.

Targeted Professional Learning, Coaching, & Consulting

Educator Supports Social Studies provides direct instructional support and coaching to several districts, including Parchment, Portage, Comstock, Galesburg-Augusta, KRESA CCC, Kalamazoo, and Berrien Springs. Further, KRESA provides consulting services to Parchment, Portage, Galesburg-Augusta, the Juvenile Home, Berrien Springs, & Comstock.

- **Instructional Frameworks:** Training centers on the C3 Framework, inquiry-based learning, and productive academic discourse.
- **Inquiry By Design:** New K–12 educator cohorts are learning to design and implement inquiry-based lessons, supported through a partnership with Dr. Linda Doornbos of the Michigan Council for the Social Studies and Oakland University.
- **Full-Contact History:** The Full Contact History workshop at Tillers International immersed educators in hands-on historical craftwork—such as blacksmithing and woodworking—while applying the Inquiry Arc. Participants created classroom-ready “20 Questions Artifact” toolkits and experienced how experiential projects deepen engagement and critical thinking.
- **Student-Centered Focus:** Professional learning emphasizes questioning strategies and reflective practice to drive student learning.
- **K-5 Integration - Enhancing Literacy through Social Studies:** KRESA supports K–5 teachers in integrating social studies within existing literacy programs, helping them move beyond comprehension and fluency to build content knowledge and contextual understanding.
- **Curriculum Innovation & Advocacy:** Through needs assessments, expert review, and adoption processes, KRESA ensures districts have access to high-quality, vetted materials that promote consistent, rigorous instruction.
- **Regional Leadership & Collaboration:** Educator Supports Social Studies serves as a hub for excellence across the Southwest Michigan region and the State through the development and implementation of the **Social Studies Summit**, **The SW Michigan Social Studies Network**, and **county-wide collaborations**.



Multilingual Learners (ML)

This year's work has centered on building county-wide capacity to support multilingual learners, both within KRESA programs and across partner districts. Through targeted collaboration and professional learning, we are breaking down silos and creating more cohesive, comprehensive support for multilingual learners in classrooms:

- Professional development for paraprofessionals on strategies and supports for ML students in the classroom
- Partnership with ML coaches at Kalamazoo Public Schools to enhance co-teaching efforts, and learning for ML teachers around the WIDA English Language Development Standards
- Personalized in-district professional development for teachers at Comstock, Parchment, and Kalamazoo Public Schools
- Comprehensive review of processes to identify suspected disabilities for students that are Multilingual Learners with the Eastern Service Area Special Education district teams
- Targeted networking of ML educators through the EL Collaborative to build capacity through shared learning, lesson sharing, and opportunities for support from like districts/roles
- A year-long professional development series building capacity and partnerships with content area and ML teachers to support co-teaching, including a proposal submission to co-present with KPS ML Coaches at Michigan Association for Bilingual Educators (MABE) Conference in May
- Collaboration with Calhoun ISD and St. Joseph ISD as a part of the EL Consortium of Southwest Michigan
- Integration of Career Champions work with initiatives in districts to support career development for MLs that includes strategically recruiting and welcoming ML families at the upcoming Career Connect Open House in February

As we continue strengthening practice and building knowledge with all stakeholders, not just EL educators, we are able to continue to go deeper in our learning and create comprehensive systems and classrooms that support English Learners across the county and beyond.

V.E. Operational Supports Update:

V.E.1. Business Services Update - Scott Thomas



Governor's FY2026-27 School Aid Fund Budget Proposal

Month: February 2026

Administrator: Scott Thomas

Update:

The Governor's 2026-2027 budget was released on February 11, 2026. A summary of the proposed School Aid budget, as reported by MSBO, is shown below.

The School Aid Fund K-12 budget always gets a lot of attention this time of year. Some of the highlights proposed in this year's Executive Budget include:

- Foundation Allowance increase of \$250 per-pupil to \$10,300 (2.5% increase)
- Cyber School Foundation Allowance of \$8,240 per-pupil
- Continued focus on the weighted average funding model backed by the School Finance Research Council (SFRC) with a 6% funding increase
- Continuation of universal free breakfast and lunch at \$200 million
- Continued increased investment in early childhood programs such as GSRP and reinstatement of Early Childhood Block Grant
- Continued focus on early literacy initiatives
- Decreased MPSERS contribution rates related to decreased health normal costs
- Steady Sec. 147 funding with slight decreases in Sec. 147a2 and no reinstatement of last year's cut of Sec. 147a1
- Elimination of the March 31 annual deadline for pupil accounting changes
- Reinstatement of the 30-day deadline for reporting personnel changes

In last year's budget, an additional \$400 million in higher education was pushed into the SAF budget. Unfortunately, we see that trend continue in this FY2026-27 proposal and that number increases significantly.

- Community College spending increases from \$493 million to \$525 million – approximately \$32 million increase year-over-year
- University spending increases from \$851 million to \$1.38 billion – an additional \$528 million
- This totals approximately \$1.8 billion in proposed higher education spending out of the School Aid Fund for FY2026-27
- This equates to over \$1,300 per student spread equally statewide





KALAMAZOO RESA

Operational Supports

Action Item:

N/A

Fiscal Impact:

N/A

Attachments:

None



V.E.2. Communications & Community Engagement
Update - Sandy Barry-Loken



KALAMAZOO RESA

Operational Supports

Communications & Community Engagement

Month: February 2026

Administrator: Sandy Barry-Loken

Update:

24-25 KRESA Annual Report

I am thrilled to share our 24-25 KRESA annual report. A printed copy is available for you. Our overall approach this year has been to significantly streamline this publication to ensure that it is a succinct snapshot of key milestones and stories that reflect a variety of examples of the impact of our work and how we are transforming futures. We are committed to keeping this report accessible, engaging, and focused on our overall impact.

A digital copy of the report is available on the KRESA website here: <https://www.kresa.org/annual-report>

Career Connect Open House

On Tuesday, February 10th, we hosted the annual Career Connect Open House – this year holding it at the Career Connect Campus for the first time. Approximately 1,500 community members were in attendance. Through exploration of our labs, classrooms and informational presentations that highlighted our Career Connect programs and services, middle and high school students and their families were able to discover free educational opportunities open to them.

In conjunction with the Open House, we also held a ‘Thank You’ reception for our business and industry partners who engage with our programs by serving as Career Connect advisory members, hosting interns, providing work-based learning opportunities or supporting in other ways. About 60 representatives were in attendance.

In the News

We’ve enjoyed recent media coverage of some of our programs and services:

[KRESA Early Childhood Program awarded grant to support language development through play](#)

[Loy Norrix student gains real-world skills at century-old Green Top Tavern](#)

[Kalamazoo RESA \(KRESA\) Career Connect Open House](#)

[20 major projects fueling a \\$9.5 billion investment surge in Southwest Michigan - mlive.com](#)





KALAMAZOO RESA

Operational Supports



V.E.3. Human Resources Update - Meredith Lewis



KALAMAZOO RESA

Operational Supports

Human Resources Department

Board Report

Month: February 2026

Administrator(s): Meredith Lewis/ Diane Owen-Rogers

Update:

Union Negotiations

KRESA implemented its final proposal to the full extent allowed by law, including moving all bargaining unit members to the current 2025-26 pay schedule and providing full retroactive pay in the January 30 payroll. We are preparing to defend the ULP charges against the agency at a February 19 hearing.

Culture & Belonging

The Director of Culture and Belonging facilitated professional learning sessions focused on application of trained practices including:

- Technology, Transportation, and Facilities (65 staff) 90-min session on supporting high-quality customer service (session 4 of 5 in the series)
- Business Office, Communications & Community Engagement, and Human Resources (38 staff) 90-min session on supporting high-quality customer service (session 1 of 3 in the series)
- KRESA Transition Services (55 staff) 75-min session on engaging difficult conversations and conflict in positive ways
- Autism Supports and Interventions (17 staff) 1-hour session focused on the 10 Dimensions of Belonging for staff and students (session 4 of 6 in the series)

The Director is supporting various departments with implementing mid-year and/or quarterly “pulse surveys” as part of Continuous Improvement goal monitoring related to Culture & Belonging.

Additionally, members of the Culture & Belonging Team collaborated with departments to implement meaningful MLK Day observances and plan for Black History Month activities. In particular, Education for the Arts has partnered with the C&B Team to launch a community art project for Black History Month. [Click the link](#) for more information.





KALAMAZOO RESA

Operational Supports

Action Item:

N/A

Fiscal Impact:

N/A

Attachments:

N/A



V.E.4. Technology & Operations Update - Brian
Schupbach

Board Updates

Technology, Facilities, Transportation, & Safety

Month: February 2026

Administrator: Brian Schupbach

Update:

This past month, we continued implementing the Informacast emergency alerting system to improve emergency management. With this system, staff can quickly alert everyone in a building using mobile phones or laptops, and the system also generates visual and audible alerts via paging. Informacast is now active at CCC, Valley Center, and the Juvenile Home School. Next month we will focus on deploying at WoodsEdge Learning Center, West Campus, and Commons.

According to Miller-Davis's facility assessment, three roofing projects have been identified for attention: a complete replacement at the Service Center, as well as repair or replacement of specific sections at WoodsEdge Learning Center and West Campus. Earlier this month, an RFP was issued for construction management and architectural services to advance these projects. Upon selection of both a construction management company and an architectural firm, the process will proceed with finalizing the design and issuing a construction RFP. Construction is anticipated to commence in Fall or early Spring 2027, subject to contractor availability.

I am very pleased to announce that three staff members on my team earned MSBO certifications this month. These are two year programs of study that go into detail on practical aspects of management and leadership in their respective areas. Garrett Meade, Administrator of Operations, became a Certified Operations Director (COD); Scott Taylor, our Facility Manager, achieved Certified Facility Director (CFD) status; and Michelle Triemstra, completed her Chief Technology Officer (CTO) certification. Their achievement reflects a growth mindset and a commitment to skill, professionalism, and excellence.





KALAMAZOO RESA

Operational Supports

Action Item:

Fiscal Impact:

Attachments: MSBO Certifications for Garrett Meade, Scott Taylor, and Michell Triemstra





January 23, 2026

Garrett Meade, COD
Kalamazoo RESA
1819 E Milham Ave
Portage, MI 49002-3035

Dear Mr. Meade,

Congratulations! I am pleased to inform you that you have met the criteria for certification under the MSBO Voluntary Certification program for Certified Operations Director. Enclosed is a certificate suitable for display.

This achievement represents a commitment to your profession and to providing quality services to your school district. As such, in addition to writing you I have notified your superintendent of your completion of the Certified Operations Director requirements and suggested Superintendent Martin inform your board and perhaps the media in your community.

A record of your certification will be kept at the MSBO office. If you ever need another copy, I will be happy to make it available upon request.

Again, congratulations and thank you for taking the time and effort to complete the requirements. Please contact our office if you have any questions or suggestions.

Sincerely,

A handwritten signature in black ink, appearing to be 'RD' with a horizontal line extending to the right.

Robert Dwan
Executive Director

RD/cbb

Enclosure

VI. Superintendent Report - Dr. Dedrick Martin

Superintendent's Report

Month: February 2026

Administrator: Dedrick Martin

Update:

Regional Economic Development Visibility:

Over the past several weeks, I attended both the *State of the Economy* event hosted by Southwest Michigan First and the *Strength of the Region Luncheon* sponsored by Jaqua. At both events, the Career Connect Campus was prominently highlighted as part of the approximately \$9.5 billion in regional investment currently underway across Southwest Michigan, reinforcing the Campus's growing visibility and significance within the region's economic development efforts.

State Superintendent Engagement – Governmental Immunity:

I was one of three superintendents invited to meet with the newly appointed State Superintendent to discuss the importance of maintaining governmental immunity protections for school staff, administrators, and board members. The discussion focused on recent external pressures to expand personal liability for schools and school officials in response to tragic incidents occurring within our state and nationally. We emphasized the importance of preserving existing legal protections for educators who act responsibly and in good faith, while noting that current law already provides accountability in cases of gross negligence. The State Superintendent was receptive to these concerns and expressed an understanding of the need to balance accountability with appropriate protections for those serving in public education.

VII. Thrun Law Notes

VII.A. Correspondence/Informational



SCHOOL LAW NOTES

JANUARY 29, 2026

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School Board Recognition Month

January is School Board Recognition Month. Thrun Law Firm has enjoyed the privilege of representing and working with Michigan school boards since 1946. We recognize board members' commitment, dedication, and passion for the schools they serve. We applaud the positive impact your efforts have on your students, schools, and communities. Thank you for allowing us to continue working with you in serving your schools.

• • •

Administrator Non-Renewal Deadlines on the Horizon

Revised School Code (RSC) Section 1229 establishes deadlines, timelines, and procedural requirements to nonrenew a school administrator's employment contract. To comply with the statute, the nonrenewal process must begin at least 90 days before a particular administrator's employment contract terminates (e.g., no later than April 1 for a contract that ends June 30).

The sample timeline below is based on the statutory *minimum* number of days a board needs to act before nonrenewing an administrator's contract that will expire on June 30:

- By April 1: Notify the administrator that a recommendation will be made to the board to consider nonrenewal of the administrator's contract, along with a written statement of the reasons for the recommendation. This notice of the board's intention to consider nonrenewal must occur at least 90 days before the expiration of the administrator's employment contract.
- April 1 to May 1: The administrator must have at least a 30-day period within which to request a meeting with the board to discuss the recommendation. If the board fails to provide for a meeting during this period, the administrator's contract is automatically renewed for an additional year. This meeting may be held in closed session at the administrator's election.
- By May 1: The board must notify the administrator of its final determination. If the Board votes to nonrenew, notice must be given at least 60 days before the expiration of the administrator's contract. If the board does not provide written notice of the nonrenewal 60 days before the contract expiration, the administrator's contract is renewed for an additional year.

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	ERIN H. WALZ
ROBERT A. DIETZEL	RYAN J. MURRAY
KATHERINE WOLF BROADDUS	MACKENZIE D. FLYNN
DANIEL R. MARTIN	KATHRYN R. CHURCH
JENNIFER K. STARLIN	MARYJO D. BANASIK
TIMOTHY T. GARDNER, JR.	CATHLEEN M. DOOLEY
IAN F. KOFFLER	KELLY S. BOWMAN
FREDRIC G. HEIDEMANN	AUSTIN W. MUNROE
RYAN J. NICHOLSON	

GORDON W. VAN WIEREN, JR. (OF COUNSEL)
ROY H. HENLEY (OF COUNSEL)
BRADFORD W. SPRINGER (OF COUNSEL)

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**EAST LANSING
NOVI
WEST MICHIGAN**

This year, we recommend starting the nonrenewal process no later than March 15 for a contract that will expire on June 30. An

early start is important because any error in the statutory nonrenewal process will result in the administrator's contract automatically renewing for an additional year.

Administrator Contracts

For administrators other than superintendents, the nonrenewal process begins when the board sends written notice to the administrator, at least 90 days before the employment contract expires, that it may consider nonrenewal for specific, non-arbitrary, and non-capricious reasons. The superintendent typically provides those reasons to the board for consideration. The superintendent must understand the nonrenewal standard and draft a legally compliant nonrenewal recommendation for board consideration.

All board decisions must be made in open session, but the board may review the matter in closed session if the named administrator requests a closed hearing. If the board decides to consider the administrator's nonrenewal, it must approve in open session a resolution that identifies the specific reasons the board is considering nonrenewal.

The board then must provide written notice to the administrator that it will consider nonrenewal. This requirement can be met by giving the administrator a copy of the resolution and a written statement of the underlying reason(s) for nonrenewal. The administrator is entitled to receive these documents at least 30 days before the meeting at which the board will determine whether to nonrenew.

Before the nonrenewal determination is made by the board, the administrator must be given notice of the opportunity to meet with a majority of the board at a board meeting to discuss the stated reason(s) for nonrenewal. The meeting may occur in closed session at the administrator's request, but the board must return to open session if it wishes to approve a nonrenewal resolution.

The entire process must be completed at least 60 days before the employment contract's termination date (e.g., by May 1 for a contract that terminates June 30).

Superintendent Contracts

Nonrenewing a superintendent's contract is less complicated. RSC 1229(1) requires only that the board take action and provide written notice of nonrenewal to the superintendent at least 90 days before the contract expires.

Other Contract Terms

Before recommending nonrenewal, school officials should review individual employment contracts for additional terms that could complicate or preclude nonrenewal. For example, a contract may contain

additional notice requirements (i.e., requirements beyond RSC Section 1229's minimum requirements) or an "evergreen" clause, which could perpetually extend a contract without affirmative board action.

Tenure Rights

An administrator's (including a superintendent's) teacher tenure rights must also be considered when pursuing nonrenewal. If the administrator has a current teaching certificate and has earned teacher tenure at the nonrenewing school, that administrator may have residual tenure rights, including the right to be placed in a teaching position for which the administrator is certificated and qualified.

School officials should verify whether an administrator has an active teaching certificate and track the expiration dates of administrator contracts to avoid unintentional contract renewals.

For Thrun Policy Service subscribers, superintendent and administrator nonrenewal requirements are covered in Policy 4508 and its corresponding administrative guideline, 4508-AG, and Policy 4607.



Strategic Preparation for Teacher Contract Negotiations: Understanding Legal Requirements and Anticipating Union Interests

As school officials prepare to negotiate teacher collective bargaining agreements (CBA), effective preparation goes beyond merely reviewing budgets and timelines. School officials can set themselves up for success by entering the process with a clear understanding of their school's legal obligations and the teachers' union's interests. Developing a strategy that adheres to the law and anticipates the union's priorities will allow school officials to prepare clear proposals framed to promote collaboration rather than conflict.

Teacher Placement

Since several amendments to PERA Section 15 took effect in February 2024, teacher placement, evaluation, and discipline are no longer prohibited bargaining subjects. Many school officials have already bargained over these topics, while some boards and unions have agreed to "kick the can down the road." Regardless of whether language already appears in your current CBA or language proposals regarding these topics will be on the table for the first time this winter, school officials are obligated to bargain these now-mandatory subjects.

Beginning negotiations using union-drafted proposals can significantly erode the school's leverage

and increase the risk of agreeing to unfavorable CBA terms. Instead, school officials should consider their existing board policies and use them as the baseline for developing and negotiating any new CBA provisions.

In terms of teacher placement, amended Revised School Code (RSC) Section 1248 establishes factors that school officials must consider when making all personnel decisions, including teacher placement decisions. The statute provides that teacher effectiveness, as measured by a school's performance evaluation system under RSC Section 1249 or as otherwise collectively bargained, *must* be used as a factor for teacher placement decisions. Other factors that *may* be considered in personnel decisions under RSC Section 1248 include: (1) length of service in a grade level or subject area; (2) the teacher's disciplinary record; and (3) relevant special training, other than professional development or continuing education as required by the school or Michigan law, and integration of that training into instruction. Length of service may not be used as the *sole* factor in teacher placement decisions but *may* be considered as a tiebreaker if such a decision involves two or more employees who are otherwise equal. RSC Section 1248 also requires a school board to adopt, implement, maintain, and comply with "clear and transparent" procedures for teacher placement decisions.

Notably, RSC Section 1248's application is limited to *classroom teachers* and does not apply to instructional coaches, counselors, or employees who are not the teacher of record or assigned to a classroom. Many teacher CBA recognition clauses cover not only teachers but also counselors, social workers, nurses, and other staff members. School officials should expect that unions will seek to expand these teacher placement procedures to apply to non-teaching professionals or bargaining union members who do not meet RSC Section 1248's current definition of "teacher."

Further, when preparing for CBA negotiations, school officials should anticipate that unions will likely provide template contract language that generally seeks to reestablish seniority-based systems for teacher placement decisions. In responding to those demands, school officials should consider the practical implications that impact administrative options when making teacher placement decisions. Accordingly, school officials should strive to negotiate teacher placement frameworks that preserve administrative discretion and prioritize selecting the most qualified and effective teachers for each position, rather than defaulting to automatic placement based on seniority alone.

Also, it is important to consider that RSC Section 1248 does *not* provide an exhaustive list of factors for consideration. This means that school officials can look to include additional factors outside of the enumerated

factors of length of service in grade level or subject area, disciplinary record, and relevant special training. Therefore, school officials should consider including additional factors, such as a teacher's:

- knowledge of the content area;
- ability to impart that knowledge;
- rapport with students, parents, and colleagues; and
- ability to withstand the rigors of teaching.

When responding to union proposals, school officials need not agree to standards exceeding those listed in RSC Section 1248. Agreeing to language that restricts the factors that can be considered for teacher placement decisions may reduce administrative discretion and flexibility. School officials should instead consider strategies to negotiate and establish "clear and transparent" procedures that maintain, if not expand, discretion and flexibility in teacher placement decisions.

Grievance Procedures

When negotiating grievance procedures in teacher CBAs, school officials should strive for a narrow definition of what constitutes a "grievance." Best practice is to limit grievances to alleged *express violations of the CBA itself*, rather than broader claims of "misinterpretation or misapplication of board policies, practices, or rules." Union proposals that seek to expand the grievance definition to include board policy or "established practice" significantly broaden exposure to grievances and invite needless arbitration over matters that are properly deemed management rights.

School officials should also carefully consider the structure of the grievance process and whether appeals to the board are a necessary step. Removing the board from the grievance appeal process can help avoid politicizing disputes and preserve the board's role as a policy-making body rather than a quasi-judicial forum. As an alternative, schools may consider incorporating a mediation step that uses the Michigan Employment Relations Commission's free mediation services as a final or optional step before arbitration.

Additionally, grievance language should include firm procedural guardrails and clear limits on an arbitrator's authority. Strict time limits should apply to both parties, with explicit consequences—such as grievances being deemed withdrawn if the union misses a deadline—to encourage prompt resolution. Just as important, it is recommended that the CBA expressly and narrowly restrict arbitral authority over former prohibited subjects, such as evaluations (unless required by law), assignments, layoffs and recall, and discipline, thereby preserving the school's limited

resources, controlling costs associated with prolonged grievance litigation, and maintaining the flexibility necessary for school officials to make timely, sound employment decisions.

As the bargaining season quickly approaches, if you need assistance with negotiation preparation, strategies, or language, please contact a [Thrun labor attorney](#).



Reminder: Spring Student Count Day is Quickly Approaching

The State School Aid Act establishes two student count days each school year to determine the amount of state aid distributed to a school: the first Wednesday in October and the second Wednesday in February. The 2026 spring (supplemental) count day is **Wednesday, February 11, 2026**.

School officials must *strictly* follow *Pupil Accounting Manual* requirements to count students in membership and must ensure that:

- each student is properly enrolled on or before the count day;
- student schedules match attendance records;
- attendance records identify the teacher, class, hour, and dates of instruction;
- original attendance records, including computer-generated records, are signed in ink by the teacher of record;
- attendance marks and excused/unexcused absences comply with school policy; and
- each teacher of record is certificated, authorized to teach under RSC Section 1233b, or holds an MDE-issued substitute teaching permit, authorization, or approval.

A student who is absent from class 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 and attends within 45 calendar days after count day.

If instruction is canceled on count day due to conditions not within the school's control, such as a snow day, the school may, with the State Superintendent's approval, use the next school day on which school resumes session for count purposes. If either count day falls on a day of religious or cultural

significance, as determined by the school, the immediately following day on which school is in session is count day.

Finally, districts need to be aware that beginning with the Spring 2026 Count Day on February 11, 2026, schools are prohibited from offering any financial incentives to encourage student attendance on pupil membership count day. Violations can result in a 5% reduction to the district's state aid funding. If your district chooses to use attendance boosting strategies, please ensure that they are not financial in nature, as even minor well-intentioned rewards could carry significant budgetary penalties for the district.



Disciplining Students with Disabilities

Disciplining students, while difficult, may be one of the most important job functions of a school administrator to ensure a safe and productive learning environment. When a student who engaged in misconduct also has a disability, additional considerations and strict procedural requirements can make disciplinary decisions even more challenging.

Short-Term Disciplinary Removals

Students with disabilities may be disciplined in the same way as nondisabled students if the removal is "short-term" (i.e., not more than ten consecutive school days or ten cumulative days that constitute a pattern of removals in a school year).

For example, if administration suspended a student with a disability for five consecutive school days for having a nicotine vape on campus and later suspended the student seven consecutive school days for fighting, special education protections are not triggered if possessing the vape and fighting did not constitute a pattern of behavior. On the other hand, if the same student's second suspension was for smoking rather than fighting, it would likely constitute a pattern of behavior and special education protections would be triggered.

If the removal is short-term, the student is not entitled to special education services during the period of removal; however, all due process and other policies and procedures applied to nondisabled students must be equally afforded.

Types of Disciplinary Removals

Disciplinary removals that must be tracked for special education purposes may include:

- in-school suspension;
- out-of-school suspension;
- expulsion;

- removal to an interim alternative educational setting for disciplinary offenses involving drugs, weapons, or serious bodily injury;
- repeatedly sending a student home or requesting early pick-up from school due to behavior;
- removing a student from school with a conditional return (e.g., risk assessment or psychiatric evaluation);
- a shortened school day;
- a pattern of office referrals;
- extended time excluded from instruction (e.g., time out); and
- extended restrictions in privileges.

Disciplinary Change of Placement

When a student's behavior results in removal for more than ten consecutive days or more than ten nonconsecutive days constituting a pattern of removal, school officials must conduct a manifestation determination review (MDR) before making any disciplinary change of placement. This protection ensures that a student is not punished for behavior that was a manifestation of their disability.

Conducting the Manifestation Determination Review

The MDR Team, composed of a school representative, the student's parent(s), and members of the student's IEP Team who have relevant knowledge of the student's disability or alleged misconduct, must carefully analyze the incident to determine whether there is a causal relationship between the disability and the misconduct or whether the misconduct was a direct result of a failure to implement the IEP. For example, if the student's disability is ADHD with impulsive behaviors, the MDR Team should examine the facts to determine whether the student's impulsive behavior led to, or was directly and substantially related to, the misconduct.

The MDR Team must review all relevant information in the student's file, including, but not limited to, the student's IEP, teacher observations, and parent input. If the parent presents new information at the meeting, the MDR Team must consider it.

A school official, typically the person who serves as the school representative at IEP Team meetings, leads the MDR meeting and ensures that all members provide input. Team members do not "vote" to determine the outcome. Instead, the school representative is responsible for making the decision after considering all the data, information about the incident that led to the removal, and the MDR Team's input. Once the determination is made, the school must provide the

parents with written notice and procedural safeguards, explaining their right to challenge the determination.

If the Conduct Was a Manifestation

If misconduct was a manifestation of the student's disability or the direct result of the school's failure to implement the student's IEP, the student generally may not be suspended or expelled for that misconduct.

The student must return to the setting they were in when the conduct occurred unless the parent and school agree that there should be a change of placement as part of a behavior modification plan. The school must also conduct a functional behavioral assessment and create, or modify, a behavioral modification plan.

If the Conduct Was Not a Manifestation

If the student's misconduct was *not* a manifestation of the student's disability, the student may be disciplined consistent with board policy and the student code of conduct. Despite removal, the school must continue to provide programming to ensure a free appropriate public education.

The IEP Team determines the programs and services the student will receive during the removal period. Those programs and services must be tailored to the student's needs, thereby enabling the student to participate in the general education curriculum, albeit in another setting, and make progress toward their IEP goals.

Protections for Students Not Yet Eligible Under the IDEA or Section 504

If a student has not been formally identified but the school has "knowledge" of a possible disability, the student has the right to an MDR before any disciplinary change in placement. A school is deemed to have "knowledge" if:

- the parent expressed a concern in writing to school administrators or a teacher that the student may need special education and related services;
- the parent requested an evaluation;
- the student is currently being evaluated; or
- a teacher or staff member expressed specific disability-related concerns about the student's pattern of behavior to the special education director or another administrator.

A school does not have knowledge, however, under any of the following circumstances:

- the parent refused to allow school officials to evaluate the student;
- the parent refused services for the student; or

- school officials previously evaluated the student and found that the student was not eligible for special education services.

Before disciplining a not-yet-eligible student, school officials should consider whether they have “knowledge” that the student is potentially a child with a disability.

Key Takeaways

- Communication between school officials and teachers is critical to identifying students whose misconduct may be disability-related. Before the long-term removal of any student, examine school records to ensure the school does not have knowledge of a possible disability.
- Train building staff on counting removal days for students with disabilities so that all deadlines are met and procedural protections are offered.
- Train building staff on the purpose and procedure of a MDR to ensure legal compliance.
- Provide new or increased supports to ensure student and staff safety when a student’s misconduct is a manifestation of a disability and the student is returning to their original placement.

For specific questions related to student discipline, please contact your [Thrun special education attorney](#).



MDE Checks Reading Assessments and Curricula Off Its List!

Michigan’s K-12 literacy and dyslexia laws required MDE to provide schools with a list of (1) “approved valid and reliable screening and progress monitoring reading assessments,” and (2) “evidence-based tier 1, class-wide elementary reading curricula and materials” by January 1, 2026.

On December 18, 2025, MDE issued a memo confirming that both lists were posted to its [K-12 Literacy and Dyslexia Laws website](#). The list of approved K-3 screening and progress monitoring reading assessments can be found [here](#), and the list of approved evidence-based, tier 1, class-wide elementary reading curricula can be found [here](#). Please note that upon clicking the link, it immediately begins downloading a Word document version of the respective list.

School officials must be cognizant of important deadlines and required actions now that MDE has

published the lists. RSC Section 1280f(6) requires school districts, intermediate school districts, and public school academies to “select 1 valid and reliable screening and 1 progress-monitoring reading assessment from the assessments approved by the department” by August 1, 2027.

Beginning with the 2027-28 school year, per RSC Section 1280f(22), schools must ensure that their “reading instruction and curriculum materials are evidence-based, with a focus on pupils’ mastery of foundational reading skills of phonemic awareness, phonics, fluency, and the development of other reading skills, including, but not limited to, development of oral language, vocabulary, and reading comprehension.” While RSC Section 1280f does not explicitly require schools to adopt reading instruction and curriculum materials from MDE’s approved list, schools that decide against adoption may suffer a financial penalty under the State School Aid Act (SSAA) for failing to notify parents of their reading curriculum choice.

SSAA Section 164k(e) requires that, “beginning with the fiscal year ending September 30, 2026” (i.e., the 2025-2026 school year), a school that is not using a curriculum from MDE’s list must notify all parents or legal guardians of K-5 students “receiving instruction with that curriculum.” The notice must include:

- a statement that the curriculum used by the school is not evidence-based or not aligned to state standards, which could negatively impact student academic outcomes;
- a statement explaining why the school is not using a curriculum that is evidence-based or aligned to state standards; and
- a plan, including a projected timeline, for when a new curriculum will be adopted that is evidence-based and aligned to state standards.

If a parent or other individual reports to MDE a school’s failure to send this notice and MDE confirms noncompliance, MDE will withhold 5% of the SSAA Section 22b per pupil payment to local schools (foundation discretionary per pupil payment), or 5% of the SSAA Section 81 payment to ISDs (ISD general operations support), for as long as the local school or ISD is out of compliance.

For questions about SSAA Section 164k(e), please contact Cristina T. Patzelt (cpatzelt@thrunlaw.com or 517.374.8776) or Kelly S. Bowman (kbowman@thrunlaw.com or 517.374.8831).



The Nuts & Bolts of Construction Bidding

Though the ground may currently be frozen, spring construction season is just around the corner, and many schools will soon begin long-planned building improvements. Before shovels hit the dirt, now is a good time to review construction bidding requirements, including prevailing wage laws.

Competitive Bidding

RSC Section 1267 governs competitive bidding for the construction of new school buildings, as well as additions, repairs, or renovations of existing buildings, except for emergency repairs. Critically, Section 1267's requirements are separate from those governing bidding for materials, supplies, or equipment procurement.

Schools must obtain competitive bids for all labor and materials on a project, with limited exceptions. Absent board policy to the contrary, competitive bidding is *not* required for repair work performed by school employees or for projects costing less than the State bid threshold, which is \$31,321 for the 2025–26 fiscal year. Schools cannot, divide or disaggregate work simply to sneak under the bidding threshold.

Bid Advertisements, Submission, and Award

When bidding is required, the board must advertise for bids in a local newspaper at least once *and* post the advertisement on the State's SIGMA website for at least two weeks. The advertisement must:

- specify the date and time bids are due;
- state that late bids will not be considered or accepted;
- identify the time, date, and place of the public meeting at which bids will be opened and read aloud; and
- require a sworn and notarized statement disclosing whether any familial relationship exists between a bidder (or its employees) and a board member or the superintendent.

Each bidder must also submit:

- a bid security (e.g., bid bond, certified check) equal to 5% of the bid amount to guarantee the bidder honors its proposal. If the successful bidder fails to execute the contract, the school may retain the bid security; and
- a certification that the bidder is not an Iran-linked business.

Bids must be opened and read aloud at a public meeting, which need not be a board meeting, by the board or its designee (e.g., the superintendent). Bids must be awarded to the lowest responsible and

responsive bidder – not simply the *lowest* bidder – and schools may require additional information to evaluate bidders, such as references or examples of past projects.

Prevailing Wage Requirements

Although RSC Section 1267 has not changed for decades, many schools may be less familiar with prevailing wage requirements related to bidding, given their reinstatement in February 2024.

Prevailing wage requirements apply to certain school construction projects that qualify as “state projects”. For most schools, this means a project that is competitively bid, involves work performed by a “construction mechanic” (e.g., skilled and unskilled laborers, workers, apprentices), and is funded in whole or in part with state dollars, including bonds qualified through the Michigan School Bond Qualification and Loan Program or state aid. In addition, certain public school energy facility projects, such as qualifying solar, wind, or energy storage projects, are subject to prevailing wage requirements regardless of funding source.

A project funded solely with local dollars, such as a sinking fund project, is generally not subject to prevailing wage unless it qualifies as an energy facility project. Some contracts are also exempt if they are already governed by federal prevailing wage laws or contain wage schedules established through local collective bargaining agreements. Finally, under Section 9 of the Prevailing Wage Act, a partial or full funding from a qualifying local millage may also exclude a contract from prevailing wage objections.

Compliance

When prevailing wage applies, compliance begins before the school begins soliciting bids. The school must request a determination of prevailing wage and fringe benefit rates from the Michigan Department of Labor and Economic Opportunity (LEO) for each classification of construction mechanic expected to work on the project.

Those rates must be included in the bid specifications and contract documents, along with required language stating that all contractors and subcontractors must pay wages and fringe benefits at or above the prevailing wage rates. If a contract is not awarded within 90 days of the rate determination, LEO must issue a redetermination before the contract is awarded.

Schools must also confirm that all contractors and subcontractors working on a state project are registered with LEO and that the required registrations are submitted with the bid. During construction, contractors are responsible for posting prevailing wage rates at the job site, submitting certified payroll records

for each pay period, and maintaining payroll and related records for at least three years.

Failure to comply can be costly. Contractors and subcontractors that do not pay prevailing wages may be subject to contract termination, financial penalties, and liability for unpaid wages and fringe benefits. Further, schools that fail to include required prevailing wage language or rate schedules in their bid documents or contracts may themselves be liable for unpaid wages, interest, costs, and attorney fees.

As schools plan upcoming construction projects, understanding bidding and prevailing wage requirements at the outset is critical. Early planning can help ensure projects move forward efficiently and avoid compliance issues once work begins. Should you have questions, please contact your [Thrun transactional attorney](#).



FOIA Timing Takes a Back Seat: Michigan Court of Appeals Emphasizes Accuracy Over Speed

The Michigan Court of Appeals recently held that the City of Grand Rapids did not violate FOIA by taking more than a full year before fulfilling a FOIA request submitted by the American Civil Liberties Union (ACLU). *ACLU v City of Grand Rapids*, COA Docket No. 373417 (December 11, 2025). The court considered whether FOIA's statements of public policy and its strict deadlines for certain responsive actions meant that FOIA requests must be fulfilled promptly, despite FOIA's lack of an express deadline for fulfillment.

In this case, the ACLU submitted a FOIA request to the City of Grand Rapids for public records related to the City's delays in fulfilling previously submitted FOIA requests. The City responded that it estimated the response to the ACLU's FOIA request would take 2 hours and 15 minutes to process but that it would take 8 to 10 months to physically produce the records. The City ultimately took 3 hours and 30 minutes to process the request and an additional 13 months to fulfill it.

The ACLU filed a FOIA complaint asserting that a delay of 8 to 10 months to produce records responsive to a FOIA request that only took 2 hours and 15 minutes to fulfill constructively denied its request.

The Court of Appeals disagreed with the ACLU. The court reasoned that FOIA contains deadlines for certain actions but does not establish a strict deadline for the fulfillment of FOIA requests. No binding authority addresses or quantifies the time within which a public body must fulfill a request for public records under FOIA. The court refused to read into the statute a

requirement that requests must be fulfilled within a *reasonable time or promptly*.

The court observed that the only provision addressing a time frame for fulfillment of a FOIA request is for those that cost more than \$50. When a public body's fulfillment of a record request is expected to exceed \$50, FOIA authorizes the public body to provide a nonbinding, estimate of the time it will take the public body to provide public records to the requester.

The court also recognized that the public policy articulated in FOIA indicated that the Legislature's intent was to ensure transparency and that responses were "full and complete," even if they were delayed because of the request's complexity or the need to fulfill older requests first.

This decision, although unpublished and non-binding, offers favorable and meaningful insight into how Michigan courts may evaluate disputes over the time required to fulfill FOIA requests. By declining to read a "promptness" requirement into the statute, the Court of Appeals reaffirmed that FOIA's structure places greater emphasis on transparency and accuracy than on speed. Because FOIA contains no statutory deadline for producing records, courts are likely to defer to a public body's good-faith time estimates—even when the actual fulfillment period extends well beyond the initial projection.



Sixth Circuit Supports Schools: Clarifies Standard for Student Search & Seizure

In an era where school safety decisions are scrutinized more than ever, the Sixth Circuit Court of Appeals recently provided clarity regarding student search and seizures. In *Halasz v Cass City Pub Schs*, No. 25-1492 (CA 6, 2025), the Sixth Circuit, whose decisions are binding in Michigan, reaffirmed the wide discretion afforded to school officials when responding to potential threats of violence.

The case arose in the aftermath of a Michigan school shooting, when an eighth-grade student in a different Michigan public school district was reported by several classmates for allegedly making comments about possessing a weapon. In response, school administrators and a Michigan State Police (MSP) officer questioned the student and conducted a search of his person, backpack, and locker. No weapon was found. MSP later concluded that the student had likely been misunderstood and did not pose an immediate threat, but MSP nonetheless advised school officials that they were uncomfortable with his return to school.

Relying on the student reports and the district's code of conduct, the school issued the student eight

disciplinary points for gross misbehavior, which when combined with his prior record required referral to the board for an expulsion hearing. At the hearing, the board voted to expel him for 180 days.

The student's parents filed a federal civil rights lawsuit alleging unlawful search and seizure and due process violations, along with state law tort claims. The trial court dismissed the case, finding no unlawful search or seizure and holding that the school officials were immune from tort liability.

The Sixth Circuit Court affirmed that decision, holding that the search of the student (removing the student's shoes and sweatshirt, and lifting his shirt), and searches of his backpack and locker, were reasonable search efforts under the circumstances. The court highlighted that multiple students had reported gun-related comments, and the search was limited, non-intrusive, and directly tied to determining whether the student possessed a weapon. Given the heightened safety concerns following the Oxford tragedy, the court found the administrators' actions were well within constitutional bounds.

The court also adopted, for the first time in a published Sixth Circuit opinion, a specific standard for determining when a student has been "seized" under the Fourth Amendment. While a typical seizure occurs when a reasonable person would believe they are not free to leave, the Sixth Circuit recognized that public school students do not share the same level of autonomy as adults while under compulsory attendance.

Because restricting student movement is inherent in the effective delivery of curriculum, the court held that a seizure occurs in the school context only when officials significantly restrict a student's movement beyond the ordinary limitations of the school day. Here, the court concluded that, even if the student had been "seized," the seizure was not unreasonable given that the seizure was time limited and no longer than reasonably necessary to confirm whether the student possessed a weapon.

This case illustrates the broad discretion afforded to school officials when swiftly responding to potential threats, especially in the current climate of heightened school-safety concerns. By holding that a seizure occurs only when a student's movement is restricted beyond what is inherent in compulsory attendance, the court has recognized the practical realities and time-sensitive nature of public school safety.

For school leaders, the court's message is clear: safety comes first. When administrators act in good faith, follow established procedures, and document their decision-making, the law provides robust protection against personal and institutional liability.



Date	Organization	Attorney(s)	Topic
February 3, 2026	MASSP AP & Dean Summit	Cristina T. Patzelt	Hot Issues in 2026
February 3, 2026	MASSP AP & Dean Summit	Daniel R. Martin	Without a Paddle: Dealing with Student Discipline Woes
February 4, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Family Educational Rights and Privacy Act (FERPA) Webinar
February 5, 2026	MNA Labor Relations Academy	Raymond M. Davis	Interface between CBAs and the Law
February 11, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	2020 Title IX Regulations Comprehensive Training Webinar
February 25, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Labor Webinar Series – Employee Discipline & Nonrenewal
February 27, 2026	MASB Labor Relations Conference	Raymond M. Davis	Time Tested Bargaining Strategies
March 5 & 6, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Policy Implementation Webinars
March 11, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	2020 Title IX Regulations Comprehensive Training Webinar
March 12, 2026	MNA Spring Conference	Raymond M. Davis	Unprohibiteds and Third Party Contracting and Language Strategies on Insurance
April 21, 2026	MSBO	Christopher J. Iamarino	Bonding, Borrowing and Investing
April 22, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	2020 Title IX Regulations Comprehensive Training Webinar
May 6, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Labor Webinar Series – Employee Disability & Religious Accommodations
June 11 & 12, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Policy Implementation Webinars
August 19, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Labor Webinar Series – Employee Speech
September 10 & 11, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Policy Implementation Webinars



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 16, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Labor Webinar Series – Employee Absenteeism & Evaluations
November 18, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Labor Webinar Series – CBA Summary: Grievances & Collective Bargaining
December 10 & 11, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Policy Implementation Webinars

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

VIII.A. Approval of General Fund 2025-2026 Budget
Amendment Resolution [ROLL CALL VOTE]

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY
2025-2026 REVISED GENERAL EDUCATION FUND BUDGET**

RESOLVED, that this resolution shall be the appropriations of Kalamazoo Regional Educational Service Agency for the 2025-2026 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenues received by Kalamazoo Regional Educational Service Agency.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the GENERAL EDUCATION FUND of the Kalamazoo Regional Educational Service Agency for fiscal year 2025-2026 is as follows:

	ACTUAL 2024-25	ORIGINAL 2025-26	REVISED 2025-26
REVENUES:			
Local	24,946,204	20,866,075	21,327,524
State	29,011,035	36,038,318	39,423,172
Federal	11,478,867	9,085,051	8,758,290
Other Sources	8,504,947	8,051,733	8,146,452
Total Revenue	73,941,053	74,041,177	77,655,438

BE IT FURTHER RESOLVED, that \$77,602,270 of the total available to appropriate in the GENERAL EDUCATION FUND is hereby appropriated in the amounts and for the purpose set forth below:

Instruction:			
Basic Programs	5,939,627	6,133,047	6,090,272
Added Needs	1,036,089	-	-
Support Services:			
Pupil	1,885,216	1,505,437	1,291,846
Instructional staff	8,442,473	6,715,418	5,609,159
General Administration	928,554	670,091	662,852
School Administration	609,591	609,723	637,163
Business	1,745,409	1,588,561	1,662,213
Operations and Maintenance	1,233,200	1,258,225	1,241,557
Transportation	897,444	1,020,271	883,648
Central	12,347,907	21,195,576	23,029,192
Other Support Services	860,225	-	-
Community Services	4,948,555	1,443,267	1,291,457
Other Financing Uses	31,530,482	31,915,121	35,202,911
Total Expenditures	72,404,772	74,054,737	77,602,270
Revenues over Expenses	1,536,281	(13,560)	53,168
FUND BALANCE - July 1	12,114,645	12,174,445	13,650,926
FUND BALANCE - JUNE 30	13,650,926	12,160,885	13,704,094

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

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision on the execution of the budgets adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. (Resolution effective 2/17/2026)

Note: The General Education tax levy for 2025 is proposed to be 0.1420 mills and the Regional Enhancement tax levy for 2025 is proposed to be 1.4921 mills. These millages will be levied on all properties to be used for operating purposes as described above.

VIII.B. Approval of Special Education 2025-2026
Budget Amendment Resolution [ROLL CALL VOTE]

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY
2025-2026 REVISED SPECIAL EDUCATION FUND BUDGET**

RESOLVED, that this resolution shall be the appropriations of Kalamazoo Regional Educational Service Agency for the 2025-2026 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenues received by Kalamazoo Regional Educational Service Agency.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the SPECIAL EDUCATION FUND of the Kalamazoo Regional Educational Service Agency for fiscal year 2025-2026 is as follows:

	ACTUAL 2024-25	ORIGINAL 2025-26	REVISED 2025-26
REVENUES:			
Local	49,173,608	50,533,028	50,649,000
State	25,094,352	18,170,664	17,496,538
Federal	10,241,407	10,749,436	10,419,122
Other Sources	-	-	-
Total Revenue	84,509,367	79,453,128	78,564,660

BE IT FURTHER RESOLVED, that \$78,711,077 of the total available to appropriate in the SPECIAL EDUCATION FUND is hereby appropriated in the amounts and for the purpose set forth below:

Instruction:			
Basic Programs	-	-	-
Added Needs	23,386,523	21,051,393	20,834,437
Support Services:			
Pupil	9,424,400	9,259,733	9,387,686
Instructional staff	6,932,803	7,111,143	7,368,953
General Administration	358,766	266,151	263,388
School Administration	524,319	531,635	469,018
Business	629,805	716,337	712,204
Operations and Maintenance	3,564,938	3,545,629	3,611,275
Transportation	204,519	335,000	323,000
Central	2,751,854	2,658,756	2,639,013
Community Services	241,493	222,497	218,698
Other Financing Uses	31,057,805	32,827,321	32,883,405
Total Expenditures	79,077,225	78,525,595	78,711,077
Revenues over Expenses	5,432,142	927,533	(146,417)
FUND BALANCE, July 1	8,231,516	11,683,608	13,663,658
FUND BALANCE- JUNE 30	13,663,658	12,611,141	13,517,241

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

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision on the execution of the budgets adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. (Resolution effective 2/17/2026)

Note: The Special Education tax levy for 2025 is proposed to be 4.3373 mills. This millage will be levied on all properties to be used for operating purposes as described above.

VIII.C. Approval of Career Connect 2025-2026
Budget Amendment Resolution [ROLL CALL VOTE]

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY
2025-2026 REVISED CAREER CONNECT FUND BUDGET**

RESOLVED, that this resolution shall be the appropriations of Kalamazoo Regional Educational Service Agency for the 2025-2026 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenues received by Kalamazoo Regional Educational Service Agency.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the CAREER CONNECT FUND of the Kalamazoo Regional Educational Service Agency for fiscal year 2025-2026 is as follows:

	ACTUAL 2024-25	ORIGINAL 2025-26	REVISED 2025-26
REVENUES:			
Local	38,712,514	15,188,652	15,152,273
State	711,834	1,551,701	1,872,847
Federal	622,040	2,221,421	2,059,107
Other Sources	-	22,768	22,768
Total Revenue	40,046,388	18,984,542	19,106,995

BE IT FURTHER RESOLVED, that \$23,776,858 of the total available to appropriate in the CAREER CONNECT FUND is hereby appropriated in the amounts and for the purpose set forth below:

Instruction:			
Basic Programs	-	-	-
Added Needs	3,917,198	6,059,158	6,331,816
Support Services:			
Pupil	2,092,445	1,648,176	1,630,877
Instructional staff	2,029,539	3,323,951	3,422,126
General Administration	206,726	100,060	98,956
School Administration	658,734	1,160,041	1,063,854
Business	140,111	164,685	166,266
Operations and Maintenance	47,688,540	1,610,322	1,655,930
Transportation	-	-	-
Central	913,538	1,779,833	1,308,555
Community Services	539,668	2,777,578	3,143,934
Other Financing Uses	37,161,730	360,205	4,954,544
Total Expenditures	95,348,229	18,984,009	23,776,858
Revenues over Expenses	(55,301,841)	533	(4,669,863)
FUND BALANCE - July 1	66,675,693	4,346,102	11,373,852
FUND BALANCE - JUNE 30	11,373,852	4,346,635	6,703,989

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

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision on the execution of the budgets adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. (Resolution effective 2/17/2026)

Note: The Career Technical Education tax levy for 2025 is proposed to be 0.9851 mills. This millage will be levied on all properties to be used for operating purposes as described above.

VIII.D. Approve KRESA KCTEA Employer Imposed
Contract as presented



Agreement

Between

**Kalamazoo Regional Educational
Service Agency (KRESA)**

And

**Kalamazoo Career Technical
Educational Association (KCTEA)**

July 1, 2024 to June 30, 2028



PREAMBLE

This Agreement entered into this ____ day of _____, ____ by and between Kalamazoo Regional Educational Service Agency (KRESA) hereinafter referred to as “Employer” or “District,” and the Kalamazoo County Education Association (KCEA), an incorporated Association, and the Kalamazoo Career and Technical Education Association (KCTEA), a member organization of the KCEA, hereinafter referred to as “Association,” and affiliated with the Michigan Education Association, hereinafter referred to as “MEA,” and the National Education Association, hereinafter referred to as “NEA.” *TA 9/19/24*

ARTICLE 1: RECOGNITION CLAUSE

- A. The District recognizes the Kalamazoo Career and Technical Education Association /Kalamazoo County Education Association-MEA/NEA as the exclusive bargaining agent as defined in Section II of Act 379, Public Acts of 1965, regarding wages, hours, and other terms and conditions of employment. The bargaining unit employees represented include all certified CTE instructional staff and certified CTE school counselors employed by KRESA. All Administrators, program coordinators, instructional coaches/consultants, hourly staff, substitute teaching staff and non-certified staff and all other staff shall be excluded. *TA 9/19/24*
- B. The KRESA Board and KCTE Association agree to follow all applicable local, state and federal laws.

ARTICLE 2: ASSOCIATION RIGHTS

- A. **Building Access.** Duly authorized representatives of the Association shall be permitted to transact official business on school property provided that this shall not interfere with or interrupt normal school operations. The Association shall have access to buildings. The Association agrees to follow all District policies and procedures in scheduling and using school facilities. The Association shall have the right to use District email, provided it does not interfere with or interrupt normal school

operations. The Association shall have the right to post notices of activities and matters of the Association in the staff lounge, as allowed by law.

- B. **Association General Membership Meetings.** Building representatives and officers shall be permitted to call meetings outside of scheduled time, when such meetings do not conflict with the educational program or any school-sponsored event. Meetings will be scheduled using the Career Center's facility protocol.
- C. Unless specifically stated within this Agreement, all KCTEA bargaining unit members shall be subject to the same rights, obligations, rules and responsibilities as stated in the KRESA Employee Handbook, as may be amended by KRESA from time-to-time, including wages, benefits and working conditions. For the avoidance of doubt, if changes are made to the KRESA Employee handbook that pertain to all KRESA Employees, all certified staff, and/or Grade 17 salary schedules, then those changes shall apply to this bargaining unit except as specifically stated in this Agreement. This is commonly referred to as "me too" contract clause.

ARTICLE 3: EMPLOYER RIGHTS

- A. **OPERATIONS** – The Association recognizes that the Board has the responsibility and authority to manage and direct all the operations and activities of the District to the full extent authorized by law, except as otherwise modified by a specific term of the Agreement, the Board retains all such rights:
 - 1. The executive management and administrative control of the District, its properties and facilities, and the activities of its employees during their working hours.
 - 2. Hire all employees and, subject to the provisions of law, determine their qualifications and the conditions for their hiring including but not limited to placement on salary schedules, continued employment, discipline or their dismissal or demotion and to the promotion, placement or transfer of all such employees.

3. Establish levels and courses of instruction, including special programs and certifications/credentialing.
 4. Decide upon and approve the means and methods of instruction, technology, the selection of textbooks and other teaching materials, and the use of teaching aids.
 5. Determine class schedules, hours of instruction, job descriptions, and the duties, responsibilities, and assignments of employees with respect thereto and with respect to administrative and non-teaching activities.
 6. Management will control program changes, modifications, scheduling, continuance and/or discontinuing.
 7. Right to add additional classes to maximize the use of the day and use of the capital equipment.
 8. Right to coordinate with and enter into partnerships/agreements with other school districts and higher education in the best interests of the students, families, and results.
 9. Right to set expectations for the integration of various classes collaborating on potential career opportunities.
- B. Board Policies – Except as otherwise modified by specific term of this Agreement, all rules regulations, policies, procedures, and practices of the Board and its designees shall remain in full force and effect, which may be changed from time to time.

ARTICLE 4: PROFESSIONAL DUTIES & TEACHING CONDITIONS

- A. The Employer, the Association and employees covered by this Agreement acknowledge the employees are exempt, professional employees under State and Federal wage & hour laws. As such, except as provided in this Agreement, they are paid a salary which compensates them for all hours worked. The minimum normal workday is 8 hours inclusive of a duty-free 30-minute meal period. For the 2025-2026 school year, the minimum normal workday will be from 7:20 a.m. to 3:20 p.m.

- B. For the avoidance of doubt, the Employer reserves the right to convene special meetings as needed outside of the minimum normal workday and to adjust the instructional schedule, including the addition of instructional periods, to accommodate the needs of the campus and participating school districts. Additionally, staff may be required to attend occasional after-hours events, with advance notice provided. The Employer will provide the Association with advance notice of any change to the schedule, workday, or number of instructional periods, and will meet and discuss any such change with the Association upon request.
- C. Extra-Duty Evening Activities: The day before Thanksgiving will be a paid non-workday in exchange for required evening programming.

ARTICLE 5: DISCIPLINE

The term "discipline" as used in this Agreement means warnings; reprimands; suspensions with or without pay; reductions in rank or compensation or discharges except as otherwise limited by this Agreement. Any such discipline shall subject to the grievance procedure as set forth in this Agreement. For discipline that involves the discharge or demotion of a tenured teacher or the non-renewal of a probationary teacher, the mandates, standards processes and procedures of the Michigan Teachers' Tenure Act, MCL 38.71, et seq., shall apply and shall be the employee's sole remedy. For all other employees, employment is on an at-will basis and any grievance relating to discipline involving those employees will be evaluated under that standard.

ARTICLE 6: GRIEVANCE PROCEDURE

- A. Objectives. It is the intention of the parties to provide a peaceful and orderly procedure to resolve any disagreement concerning the interpretation of this Agreement, which has not been resolved through the use of normal administrative procedures. The parties expressly acknowledge that, unless otherwise specifically provided for in this Agreement, the formulation and application/administration of Board policies and the

administration or application of the policies rights, obligations, rules and responsibilities contained in the KRESA Employee Handbook are not a proper subject of nor subject to this grievance procedure. Additionally, the parties expressly acknowledge that the discharge, dismissal, or non-renewal of employees in their probationary period as defined by the KRESA Employee Handbook is not a proper subject for the grievance procedure. Finally, any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, to include the EEOC, the MDCR, LEO, the DOL, MIOSHA, and the UIA. including any matter subject to the procedures specified in the Teachers' Tenure Act (Act IV Public Acts, extra session of 1937 of Michigan, as amended) shall not be a proper subject of nor subject to this grievance procedure.

- B. **Definitions.** As used in this Article, the word “claimant” means the party, bargaining unit member, or Association filing the claim. If the claimant is a bargaining unit member, the member shall have the right to personally attend each conference or hearing and/or have an authorized representative present.

“Event” means the act of omission which the claimant alleges violates one or more provision(s) of this Agreement.

“Day” means a calendar day except a Saturday, Sunday, or a scheduled holiday or vacation period occurring during the school year.

C. Review Levels.

Informal Level – Step 1. The claimant shall meet with their Direct Supervisor for the purpose of attempting to adjust such alleged claim without further proceedings. The request for the meeting must be made within ten (10) business days from the time of the event, or receipt of written notification of, or when the employee knew or reasonably should have known of such event. The claimant may bring Association Representation to this discussion. Nothing in this Article prohibits the parties from using additional time at the informal level in an effort to resolve claims without impacting the ability to timely move claim to Step 2. The Direct Supervisor shall reply in writing within five (5) business days from the informal meeting.

Written Claim + Formal Conference with Executive Director and Human

Resources – Step 2. After the Direct Supervisor gives their final response to the grievance at Step 1, the claimant shall have ten (10) business days within which to file a written claim to the Executive Director or designee, and Human Resources if such response is unsatisfactory.

The claim shall include:

- An identification of the claimant(s);
- The facts upon which the claim is based;
- The applicable portion(s) of the Agreement allegedly violated;
- The specific relief requested;
- The date of the claim; and
- The signature of the claimant.

A formal conference shall be held with the Executive Director or designee within ten (10) days from the receipt of a timely written claim. The purpose of the formal conference shall be to seek a positive and constructive disposition of the claim and to avoid the necessity for further proceedings. Any mutual agreement as to the disposition of the claim shall be in writing. If the parties are unable to reach agreement, the Executive Director or designee shall file a reply within ten (10) business days after the completion of the formal conference.

Formal Conference with Assistant Superintendent – Step 3. After the Executive Director gives their final response to the grievance at Step 2, the claimant shall have ten (10) business days within which to file a written appeal to the Assistant Superintendent if such response is unsatisfactory.

A formal conference shall be held with the Assistant Superintendent or designee within ten (10) days from the receipt of a timely written appeal. The purpose of the formal conference shall be to seek a positive and constructive disposition of the claim and to avoid the necessity for further proceedings. Any mutual agreement as to the disposition of the claim shall be in writing. If the parties are unable to reach

agreement, the Assistant Superintendent or designee shall file a reply within ten (10) business days after the completion of the formal conference.

- D. Final Step - Conference with Superintendent.** If the claim is not satisfactorily resolved at the formal conference with the Assistant Superintendent, the claim may be submitted by the Association to the Superintendent within fifteen (15) business days from the receipt of the reply from the Assistant Superintendent. A hearing shall be conducted by the Superintendent in accordance with the following rules:

The Superintendent may request or require additional information from the claimant or the direct supervisor, or from such others as the Superintendent may believe is appropriate. The Superintendent may schedule a meeting between the parties to obtain or clarify facts, circumstances and/or other relevant information. Within ten (10) business days following the information-submission deadline set by the Superintendent or the conclusion of any meeting, the Superintendent will issue a decision on the matter which, except for challenges as allowed by applicable law or by this Agreement, shall be final and binding on the claimant, the Association and KRESA.

- E. Association Appeal.** Should the Association disagree with the Superintendent's decision, it may file a breach of contract action in the appropriate Michigan court seated in Kalamazoo County. The parties hereby agree that any such suit must be filed within ninety (90) days of the date of the Superintendent's decision. The parties shall bear their own costs in any such proceeding.
- F. Form of Action.** All claims, replies, and requests shall be in writing and shall be filed with each party.
- G. Withdrawals and Denials.** Any claim or request for advancement to the next claim level which is not made within the time prescribed, shall be deemed to have been withdrawn with prejudice and shall automatically terminate any further proceedings. Any claim which is not answered within the time specified by the Employer shall be deemed to have been denied and the claim shall automatically advance to the next claim level unless withdrawn.

ARTICLE 7: COMPENSATION

Salaries

- A. Bargaining unit employees shall be placed on the Grade 17 salary schedule, according to their assigned calendar, as outlined in the Employer's Employee Handbook. New employees will be placed on the appropriate lane and step based on market conditions at the discretion of the District. Market condition factors considered when determining placement for new employees may include: experience level, education, skill set, location, industry standards, market research, job responsibilities, scarcity of position in industry, and any relevant certifications or specialized skills; aligning their qualifications with the market value of the position while considering internal equity within the District.

For the 2024-25 school year only: all current bargaining unit members who were hired prior to January 1, 2024 shall receive a one-time step increase and will be placed on the 2024-25 Grade 17 salary schedule for their 2024-25 contract. Any current bargaining unit members who were hired on or after January 1, 2024 were will be placed on the 2024-25 Grade 17 salary schedule for their 2024-25 contract at their current step. Both shall receive retro pay adjustments based on their 2024-25 contract start date.

For the 2025-26 school year only: all current bargaining unit members who were hired prior to January 1, 2025 shall receive a one-time step increase and will be placed on the 2025-26 Grade 17 salary schedule for their 2025-26 contract. Any current bargaining unit members who were hired on or after January 1, 2025 will be placed on the 2025-26 Grade 17 salary schedule for their 2025-26 contract at their current step. Both shall receive retro pay adjustments based on their 2025-26 contract start date.

For the 2026-27 school year only: bargaining unit members on the payroll as of July 1, 2026 will receive the same step advancement and/or wage increase that the Board approves for non-bargaining unit Grade 17 employees for the 2026-27 school year and

will be placed on the 2026-27 Grade 17 salary schedule as outlined in the Employer’s Employee Handbook.

For the 2027-28 school year only: bargaining unit members on the payroll as of July 1, 2027 will receive the same step advancement and/or wage increase that the Board approves for non-bargaining unit Grade 17 employees for the 2027-28 school year and will be placed on the 2027-28 Grade 17 salary schedule as outlined in the Employer’s Employee Handbook.

- B. Annual pay adjustments shall be established by the Board of Education subject to the terms of this Agreement. Step adjustments and pay increases are not automatically granted at each year unless approved by the Board of Education. Movement between lanes may be recommended by the employee’s administrator based on achievement of established professional development growth goals with the final approval from HR. Unless otherwise approved by the Employer, lane changes occur at the start of a new school year.

If workdays are added to an employee’s schedule to meet the program workload requirements, the staff member will be compensated for those additional days on a prorated basis based on their per diem rate. Any additional workdays require written approval by the employee’s administrator. Whenever possible, the administrator will work with the employee to agree on a mutually acceptable schedule change.

Schedule B – pay for additional work not covered in Schedule A

Pathway Lead	\$2500/year
Mentor Teacher	\$1000/year/mentee Max two (2) assigned/mentor
Youth Advisory	\$1000/year
CTSOs (ex, HOSA)	\$2500/year

ARTICLE 8: DURATION

1. This Agreement is the complete Agreement between the parties and replaces in every respect any other Agreement between the parties. The Agreement shall become effective on _____, 2025, and will remain in effect through June 30, 2028, and will be automatically renewed for successive periods of one (1) year unless either party notifies the other in writing at least sixty (60), but not more than ninety (90) days, prior to its expiration, or anniversary thereof, of its desire to amend or terminate this Agreement.
2. Revisions – During the life of this Agreement, the negotiating teams shall be empowered to revise any Article. Such revision shall become effective upon mutual agreement between each parties negotiating teams.

For KRESA CTE Association (KCTEA)/
Michigan Education Association (MEA)

For Kalamazoo RESA

Brian Brusach
KCTEA President

Ben Bierlein
KCTEA Chief Negotiator

IX. ADJOURNMENT

Board Secretary