



Regular Meeting

December 9, 2019

Electronic Packet

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION MEETING
December 9, 2019
6:00 p.m.
Lincoln High School-West End Media Center

AGENDA

1.0 CALL TO ORDER

2.0 ROLL CALL

3.0 ESTABLISHMENT OF QUORUM

4.0 PLEDGE TO FLAG

5.0 ACCEPTANCE OF AGENDA

6.0 PRESENTATIONS

6.1 Employee of the Month

6.2 Vendor of the Year

6.3 Transportation Update

6.4 Middle School Government Trip Presentation

6.5 Aramark Food Service Presentation

6.6 Advance Ed Presentation

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent's Report

7.2 Finance Report

7.2.1 November 2019 Food Service Report

7.2.2 November 2019 Enrollment Report

7.3 Human Resources

7.4 Curriculum Report

8.0 PUBLIC COMMENT

9.0 BOARD REPORTS/CORRESPONDENCE

9.1 Board Executive Committee Report

9.2 Board Performance Committee Report

9.3 Board Planning Committee Report

9.4 Board Finance Committee Report

9.5 Reports and Correspondence

10.0 NEW BUSINESS

10.1 Student Discipline

10.1.1 Student #5

10.1.2 Student #6

10.2 Organizational Meeting

10.3 Annual Summer Tax Resolution

11.0 OLD BUSINESS

11.1 Minutes of Previous Meeting

11.1.1 Board Meeting November 21, 2019

11.1.2 Closed Session November 21, 2019

11.1.3 Board Workshop November 25, 2019

11.1.4 Closed Session November 25, 2019

11.2 2019-2020 Budget Amendment

11.3 Emergency Operations Plan

11.4 Superintendent Evaluation

11.5 Bond Performing Arts Center Shell

11.6 Bond Musical Instruments

11.7 Bond Chromebooks and Charging Storage Carts

11.8 November 2019 Finance Report

11.9 November 2019 Check Register

11.10 November 2019 Trust and Agency

11.11 Personnel Transactions

12.0 ADJOURNMENT

TO: Board of Education

FROM: Sean R. McNatt, Superintendent

DATE: December 4, 2019

**SUBJECT: Board of Education Meeting
December 9, 2019
6:00 p.m.
Media Center-High School**

AGENDA/EXPLANATORY NOTES

1.0 CALL TO ORDER

2.0 ROLL CALL

3.0 ESTABLISHMENT OF QUORUM

4.0 PLEDGE TO FLAG

5.0 ACCEPTANCE OF AGENDA

6.0 PRESENTATIONS

6.1 Employee of the Month

6.2 Vendor of the Year
Benito's Pizza has been knowledge as Lincoln Consolidated Schools 2019 Vendor of the Year

6.3 Transportation Update
Presented by Bon Merritt

6.4 Middle School Government Trip Presentation
Presented by Julia Bryant and Middle School students

6.5 Aramark Food Service Presentation
Presented by Karen Thomas

6.6 Advance Ed Presentation
Presented by Kevin Upton

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent's Report

7.2 Finance Report
7.2.1 November 2019 Food Service Report
7.2.2 November 2019 Enrollment Report

7.3 Human Resources

7.4 Curriculum Report

8.0 PUBLIC COMMENT

9.0 BOARD REPORTS/CORRESPONDENCE

- 9.1 Board Executive Committee Report
- 9.2 Board Performance Committee Report
- 9.3 Board Planning Committee Report
- 9.4 Board Finance Committee Report
- 9.5 Reports and Correspondence

10.0 NEW BUSINESS

10.1 Student Discipline

10.1.1 Student #5

The Board Discipline Committee met on November 26, 2019, to conduct a disciplinary hearing for Student #5 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

RECOMMENDED MOTION: I move that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #5 as presented.

10.1.2 Student #6

The Board Discipline Committee met on December 4, 2019, to conduct a disciplinary hearing for Student #6 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

RECOMMENDED MOTION: I move that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #6 as presented.

10.2 Organizational Meeting

A motion is requested Monday evening to schedule the Organizational Meeting for Monday, January 13, 2020.

RECOMMENDED MOTION: I move that we schedule the Board Organizational Meeting for Monday, January 13, 2020.

10.3 Annual Summer Tax Resolution

Enclosed is the Annual Summer Tax Resolution. School districts that previously authorized a summer tax levy and wish to continue with that authorization for the 2019 tax year must adopt this resolution to continue that levy. A copy of the approved resolution must be filed with each township in the district before January 1, 2020. Board action is requested.

RECOMMENDED MOTION: I move that we approve Annual Summer Tax Resolution as presented.

11.0 OLD BUSINESS

11.1 Minutes of Previous Meeting

11.1.1 Board Meeting November 21, 2019

11.1.2 Closed Session November 21, 2019

11.1.3 Board Workshop November 25, 2019

11.1.4 Closed Session November 25, 2019

Enclosed are the minutes of the November 21, 2019, Regular Meeting and Closed Session and November 25, 2019, Regular Meeting and Closed Session.

RECOMMENDED MOTION: I move that we approve the minutes of the November 21, 2019, Regular Meeting and Closed Session and November 25, 2019, Regular Meeting and Closed Session as presented.

11.2 2019-2020 Budget Amendment

The proposed budget amendment accounts for changes in student count, foundation allowance increase, and additional special education/Medicaid funds from the ISD. The amendment also accounts for staffing changes, settling three (3) union contracts, and increased insurance costs. Non-payroll increases include curriculum, transportation, and building budgets. Overall, the district projected a fund balance increase and we expect fund balance to continue to climb a little during the February, April, and June amendments. Board action is requested.

RECOMMENDED MOTION: I move that we approve the 2019-2020 Budget Amendment as presented.

11.3 Emergency Operations Plan

"A school district, intermediate school district, or public school academy that adopts and implements a statewide school safety information policy under section 1308 that meets the requirements under subsection (3) is in compliance with subsection (2)."
[http://www.legislature.mi.gov/\(S\(po1hgvpe1j0nrjffxwiwjoo\)\)/mileg.aspx?page=GetObject&objectname=mcl-380-1308b](http://www.legislature.mi.gov/(S(po1hgvpe1j0nrjffxwiwjoo))/mileg.aspx?page=GetObject&objectname=mcl-380-1308b) The guidance from MSP was updated 11/21/19 to provide a secondary option to adopt the statewide school safety information policy. However, the full legislation reads that, in order to adopt the policy you must already have adopted an EOP that meets criteria outlined in section 3 of the legislation. When we originally met to review the EOP, we compared our WISD formerly adopted document to the new template provided by MSP and realized we were missing the depth and breadth requested by MSP. Conversations with our Emergency Manager prior to the last round of MSP Competitive School Safety Grants further highlighted that our plans needed more depth before approval and, subsequently, before we could opt to use the statewide school safety information policy.

The document attached in the Board packet has been edited to say, Lincoln Consolidated Schools. Please take note; the final document will have each building within the District having their own Emergency Operations Plan and their school name on the document. Board action is requested.

RECOMMENDED MOTION: I move that we approve the Emergency Operations Plan as presented.

11.4 Superintendent Evaluation

RECOMMENDED MOTION: I move that we approve _____

11.5 Bond Performing Arts Center Shell

Bond – Performing Art Center Orchestra Shell:
Purchase of an acoustical performance orchestra Shell.

1 bid was received.

- Bid Recommended – Stage Right. Total \$151,855.

Bond Project Budget	\$153,000
Stage Right	(\$151,855)
Net Bond Total	(\$1,145) Under Budget

RECOMMENDED MOTION: I move that we approve the Bond Performing Arts Center Shell awarded to Stage Right in the amount of \$151,855.00 as presented.

11.6 Bond Musical Instruments

Purchase of a musical instruments for the band program.

3 bids were received.

- Bid Recommended – Music & Arts. Total \$39,467.
- Bid Recommended – Marshall Music, Inc – Total \$1,525

Bond Project Budget	\$147,000
Music & Arts (Current Bid Recommendation)	(39,467.00)
Marshall Music, Inc (Current Bid Recommendation)	(\$1,525.00)
Lone Star Percussion (Previous Awarded Amount)	(\$13,832.00)
Washington Music (Previous Awarded Amount)	(\$68,593.35)
Net Bond Total	(\$23,582.65) Under Budget

RECOMMENDED MOTION: I move that we approve the Bond Musical Instruments purchase awarded to Music & Arts in the amount of \$39,467.00 and Marshall Music, Inc. in the amount of \$1,525.00 as presented.

11.7 Bond Chromebooks and Charging Storage Carts

Seeking board approval to purchase 2090 Chromebooks and 28 charging and storage carts to house them to begin preparing a 1 for 1 initiative in the district. The goal is to purchase enough devices to equip each student from 3rd grade and above with a device they can utilize while on campus. We intend to have all devices fully enrolled in our management system and deployed to student over the course of the school year and into the summer of 2020. The breakdown includes:

LHS - 750 Chromebook / 9 carts (\$203,917.50)
LMS - 690 Chromebook / 6 carts (\$185,335.50)
Bishop - 200 Chromebook / 4 carts (\$55,970.00)
Brick - 250 Chromebook / 4 carts (\$68,967.50)
Childs - 200 Chromebook / 5 carts (\$56,965.00)
TOTAL = \$571,155.50

Each Chromebook will include a 3-year accidental damage warranty and we anticipate having about 30-40 in stock for immediate replacement in case of damages. Essentially the damaged Chromebook will be sent away for repair and we will use the in-stock system as an immediate replacement backfilling with the repaired one to ensure no student is without a device while they are away in repair status.

RECOMMENDED MOTION: I move that we approve the Bond Chromebooks and Charging Storage Carts awarded to CDW-G in the amount of \$571,155.50 as presented.

11.8 November 2019 Finance Report

Enclosed are the November 2019, Financial Reports. The Superintendent recommends approval as presented.

RECOMMENDED MOTION: I move that we approve the November 2019, Finance Report as presented.

11.9 November 2019 Check Register

Enclosed is the November 1-30, 2019, check register in the amount of \$2,669,409.18. The Superintendent recommends approval as presented.

RECOMMENDED MOTION: I move that we approve the November 1-30, 2019, check register in the amount of \$2,669,409.18 as presented.

11.10 November 2019 Trust and Agency

Enclosed is the November 2019, Trust & Agency Report. The Superintendent recommends approval as presented.

RECOMMENDED MOTION: I move that we approve the November 2019, Trust & Agency Report as presented.

11.11 Personnel Transactions

<u>ACTION ITEMS</u>				
Name	Position/Building	Effective Date	Status	Major/Step
Arnituris Garland	Noon Supervisor/Lincoln High School	11/18/2019	New Hire	
Christine Grajczyk	Customer Services Specialist/Central Office	11/18/2019	Transfer	
Kelissia Stewart	Bus Driver/ Transportation	11/18/2019	New Hire	
Katelyn Todd	Speech and Language Pathologist/Model Elementary	12/2/2019	New Hire	
Aiden Lahtinem	Lifeguard/Community Education	11/15/2019	New Hire	

RECOMMENDED MOTION: I move that we approve the December 9, 2019, Personnel Transactions Summary as presented.

12.0 ADJOURNMENT



12/2/2019

Lincoln Consolidated Schools
7425 Willis Rd
Ypsilanti MI 48197

Dear, Lincoln School Board Members
Sean McNatt, Superintendent

Meal Participation

The participation report for November 2019 is attached. Compared to 2018, average daily breakfasts are **up 21.8%**, average daily lunches are **up 1.6%** and average daily cash sales are **up 21.3%**.

Department Update

- As of November 30th, the free/reduced percentage in the district was at 48.03%.
- November 15th was the close date of the annual Verification process of free and reduced applications required by MDE. Three of the seven applications, the families chose to not send in the documentation. They stated they would not qualify.
- Our November FUEL new item promotion included a new recipe for a Chicken 'n' Waffle Sandwich with cranberry slaw:



-

- We tried a variation of the FUEL recipe for Chicken and Waffle Sandwich for the Elementary students. It was such a hit, we will be adding to the regular menu.
- The BBQ Meatballs on the Elementary menu were replaced with Taco Tuesday per student requests.
- Per the recommendation by the Student Advisory committee, we added Biscuits & Gravy to the High School breakfast menu
- Prior to Thanksgiving break, we had sliced turkey, mashed potatoes and gravy throughout the district. This meal is always a big hit!
- On November 25th, a survey was launched with High School students to gather feedback on vegetarian and vegan diets. The results will be used to potentially incorporate more vegetarian or vegan entrée options into the menu.

Did You Know?

Here at Lincoln Consolidated Schools:

- We offer fresh fruits and vegetables every day
- Bread, buns, and rolls are whole grain rich
- Our cheeses, milk, and meat selections are low-fat varieties
- Our chicken products are Tyson brand, turkey products are Jennie-O or Butterball, and beef items are JTM or Advance Pierre.
- All of our meats are pre-cooked to prevent food safety issues with raw proteins.
- No food items are fried in the district, only baked
- Elementary students have four entrée choices every day, and MS/HS students have eight.

Please contact me with any questions or concerns you may have.

Respectfully,

Karen Thomas, SNS
Food Service Director
ARAMARK K-12 Education
734-484-7072

Thomas-karen@aramark.com
thomask@lincolnk12.org

November 2019 Meals

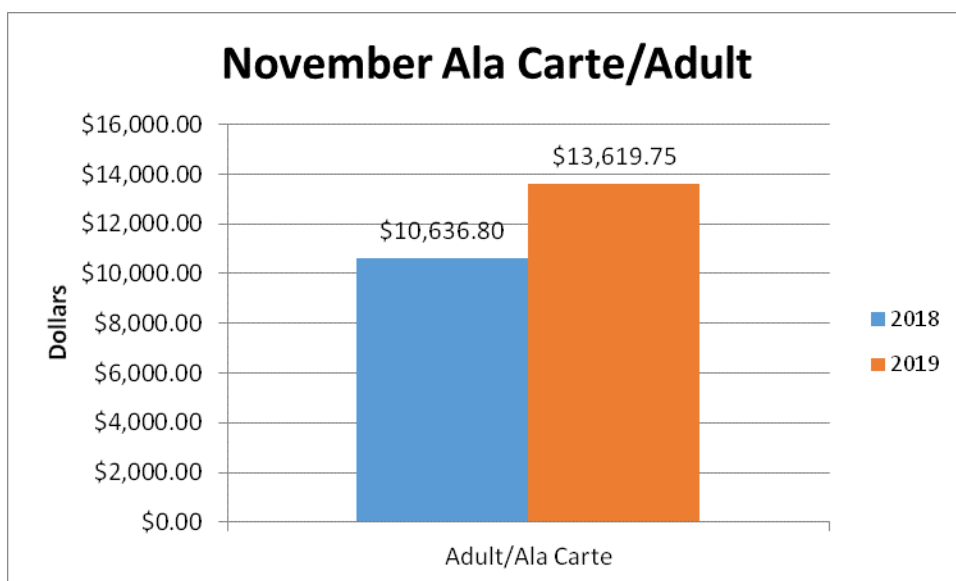
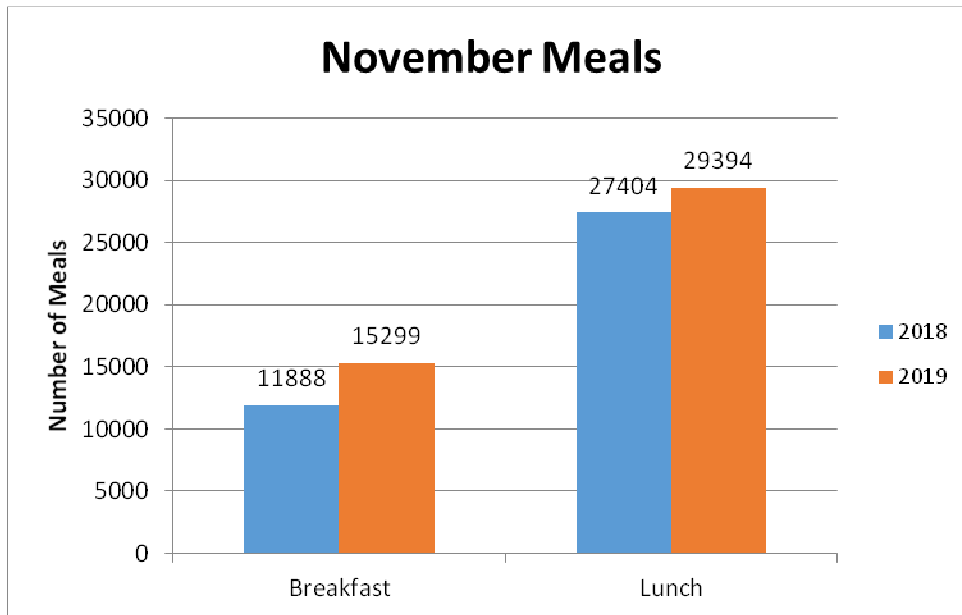
Date Range – October 24th – November 20th 2019
Service Days – 19
Average Meals per Day – 2353

Breakfast Meals – 15299
Lunch Meals – 29394
a La Carte/Adult Dollars - \$13619.75

November 2018 Meals

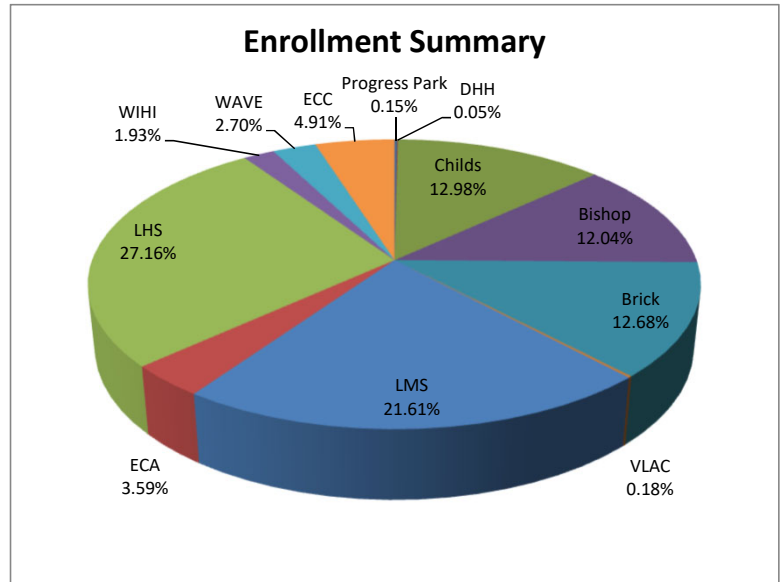
Date Range – October 25th – November 21st 2018
Service Days – 18
Average Meals per Day – 2183

Breakfast Meals - 11888
Lunch Meals – 27404
a La Carte/Adult Dollars – \$10636.80



Enrollment Summary
as of 11/30/19

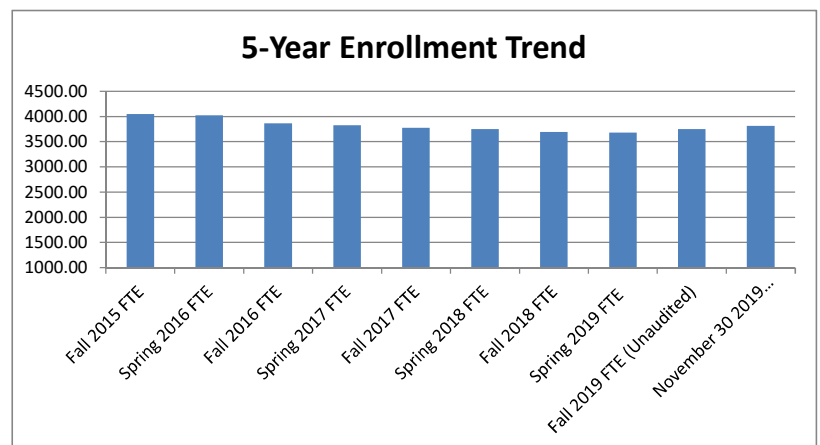
ECC	193
Comm Based	10
ECSE	55
Evaluation	16
GSRP	97
Headstart	15
Bishop	473
K	103
1	73
2	76
3	76
4	64
5	81
Brick	498
K	86
1	81
2	76
3	77
4	89
5	89
Childs	510
K	95
1	81
2	82
3	78
4	83
5	91
LMS	849
6	262
7	301
8	286
LHS	1067
9	279
10	292
11	266
12	230
ECA	141
9	20
10	35
11	44
12	42
WIHI	76
9	22
10	17
11	16
12	21
WAVE	106
9	2
10	38
11	12
12	54
Progress Park	6
2	1
6	3
7	1
10	1
DHH	2
5	1
ECSE	1
VLAC	7
2	1
4	2
6	2
7	1
8	1
Grand Total	3928



5-Year Enrollment Trend

	FTE
Fall 2015 FTE	4048.18
Spring 2016 FTE	4025.71
Fall 2016 FTE	3862.71
Spring 2017 FTE	3823.06
Fall 2017 FTE	3776.99
Spring 2018 FTE	3749.37
Fall 2018 FTE	3689.54
Spring 2019 FTE	3680.18
Fall 2019 FTE (Unaudited)	3751.33
November 30 2019 Headcount	3816

*GSRP/Headstart Counted Separately





8970 Whittaker Road, Ypsilanti, Michigan 48197
www.lincoln.k12.mi.us

Performance Committee Minutes

October 31, 2019

3:45 pm Superintendent's Conference Room

Present – Sean Mcnatt, Adam Blaylock, Jennifer Czachorski, Ty Smith, Rob Williams
(4:05)

Members not Present – Connie Newlon, Laura Van Zomeren

1. Call to order - **3:55**
2. Approve agenda
3. Public comments - **none**
4. New Business
 - a. Presentation Calendar - **Proposed calendar will go to executive for review, and will return to Performance in November for final approval.**
 - b. Enrollment and Marketing Outcomes review - **Discussion surrounding current work. Focus on getting more people to take and provide photos**
5. Old Business
 - a. Restorative Practices Review - Administrative feedback, and trend review – **Administrative feedback has been provided by the Superintendent to the full BOE. The administrative team is working together to have restorative practices throughout the district, which are equitable among the buildings and transportation.**
 - b. Enviro Clean – Results from Administrative feedback. **Sean informed the committee that he sent an email to Phil in April inquiring about a survey, but has not received results. This will return to our November meeting.**
 - c. Graduation data – Class of 2018 – **move to Jan 2020**
6. Other
7. Pending Work

- a. 2018 Senior Exit Survey Review – **Spring 2020**
- b. Restorative Practices Review - **October 2019**
- c. Three Year Discipline demographics Review – **November 2019**
- d. Graduation Data – **Spring 2019**
- e. Liaison Officer Report – **February 2020**
- f. Staff Evaluations – **Spring 2019**
- g. District NWEA and MSTEP results – **September 2020**

Adjournment - **4:45**

Upcoming Meetings

11/25

Annual Summer Tax Resolution

Lincoln Consolidated School District, Washtenaw and Wayne Counties, Michigan (the “District”)

A _____ meeting of the board of education of the District (the “Board”) was held in the _____, within the boundaries of the District, on the _____ day of _____, 20__, at ____ o’clock in the __.m.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board, pursuant to 1976 PA 451, as amended (the Revised School Code), invokes for 2020 its previously adopted ongoing resolution imposing a summer tax levy of all of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board’s resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2020 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2020.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District’s summer tax levy that the city and/or township may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Lincoln Consolidated School District, Washtenaw and Wayne Counties, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a _____ meeting held on _____, 20__, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

JJS/keh

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / REGULAR MEETING
November 11, 2019 cancelled due to weather
November 21, 2019
7:00 p.m.
Media Center- High School

OFFICIAL MINUTES

BOARD MEMBERS PRESENT

Yoline Williams, President
Jennifer Czachorski, Vice President
Thomas Rollins, Treasurer
Connie Newlon, Trustee
Allison Sparks, Trustee
Laura VanZomeren, Trustee

ADMINISTRATORS PRESENT

Adam Blaylock, Human Resources Director
Adam Snapp, Finance Director
Phil Bongiorno, Facilities Director
Robert Williams, Student Services Director
Robert Jansen, Bishop Elementary Principal
Nicole Holden, High School Principal
Robert Merritt, Transportation Director

OTHERS PRESENT

Edgar Brown, Jim Harless, Kerri McKelvey, Dawn Wolf, Tanya Taylor, Stines, Pam Flocks, L. Hamman, Kyla Gurganus, Jason Jarvis, Teresa Jackson, Paula Robinette, Michelle Cox, Laura Carl, Karen Cook, Shannon Lange, Melissa Palmquist, Tracy Lazarski, Laurie Price, Sherry L. Smith, Mike Weathers, Cassandra Coker, Gillian Williams, Joanne Proudman, Dianne Vargo, Abby Smith, Jeff Gorman, Jennifer Gorman, Megan Whitacre and Rhonda Setter

1.0 CALL TO ORDER

President Williams called the meeting to order at 7:02 p.m. in the Media Center at the High School.

2.0 ROLL CALL

Roll call showed all Board Members were present with the exception of LaBombarbe.

3.0 ESTABLISHMENT OF QUORUM

A quorum was established.

4.0 PLEDGE TO FLAG

The Pledge of Allegiance was recited by Board and audience members.

5.0 ACCEPTANCE OF AGENDA

It was moved by Czachorski and seconded by Newlon that we accept the agenda as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

6.0 PRESENTATIONS

6.1 Employee of the Month

Dawn has worked for Lincoln Consolidated Schools for 27 years. During that time she has completed work in every position offered to her that includes regular education driver, special needs driver, ECSE driver, shuttle driver, bus washer, lounge cleaner, and driver trainer. She has been an enormous help this school

year in particular. Dawn bid for only a three hour a day route, but consistently works more hours each week than any other driver. This is because Dawn volunteers to help and cover anything that we need covered. Dawn is a worthy candidate for employee of the month. She is definitely Team Lincoln and always puts the students first. We appreciate her commitment to our district.

Robert Merritt, Director of Transportation

6.2 Bond Update

Presented by Phil Bongiorno

- Completed projects: Classroom door locking devices, flooring replacement (Bishop, Model and LHS), roof replacement (Bishop and LHS), fence around Bishop playground, seven new buses, new band instruments, new stadium turf field and new fence to secure stadium field
- Projects in process: Secure entryways (Bishop, Childs, Model, LMS, and LHS, cross corridor security doors, security cameras (Brick, Model, Bishop, and Childs), flooring replacement (Childs and LMS), new Choir room, new Cheer Room and instructional technology
- Projects outstanding: Athletic Equipment (weight room, field house and track/field), fitness center weight equipment, acoustical shell Performing Art Center, playground equipment Bishop, Baseball/Softball concession/press box, construction of stadium building, indoor training building bleachers, additional band instruments

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent's Report

- New scoreboard is up in the High School gym
- Legally Blonde will start in the Performing Arts Center November 21st-24th
- The District is applying for a waiver to start school prior to Labor Day for the 2020 school year.
- Thanksgiving break will be November 27th-29th

7.2 Human Resources

- Both the LEA and LAA union contracts are on the agenda for Board approval.
- LEA is experiencing a substitute teacher shortage, currently Human Resources is looking into how the District can attract more substitute.

7.3 Student Services

- During an WISD meeting a need to determine number of students across county on certificate of completion was identified. Identified need to review process for determining which students are eligible. Certificates should only be used for students with significant cognitive impairments.

8.0 PUBLIC COMMENT

- Melissa Palmquist read a letter to the Board of Education about her resignation.
- Jennifer Gorman, parent, spoke wanting an update on the hiring of a pool coordinator.
- Tonya Taylor, paraprofessional, spoke asking the Board of Education to investigate a stipend for paraprofessionals that have a higher demanding job.
- Teresa Jackson, teacher, addressed the Board about her feelings regarding missing her prep-period to sub in classrooms and she doesn't believe a \$100 a day for a substitute teacher is enough.
- Sherry Smith, paraprofessional, says there is a shortage of paraprofessional substitutes and many are burnt out.

9.0 BOARD REPORTS/CORRESPONDENCE

9.1 Board Executive Committee Report

Next Executive Committee meeting is scheduled for December 2, 2019 at 5:30 pm.

9.2 Board Performance Committee Report

The Board Performance Committee will meet next on November 25, 2019.

9.3 Board Planning Committee Report

Planning Committee's next scheduled meeting is December 2, 2019 at 3:30 pm.

- 9.4 Board Finance Committee Report
Board Finance Committee will be determined after the Organizational Meeting in January.
- 9.5 Reports and Correspondence
- 8th grade students made their annual trip to Washington DC and had a fantastic time! Thanks to everyone that made the trip possible for our students.

10.0 NEW BUSINESS

10.1 Student Discipline Hearing Recommendations

10.1.1 Student #3

The Board Discipline Committee met on November 5, 2019, to conduct a disciplinary hearing for Student #3 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

It was moved by Czachorski and seconded by Rollins that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #3 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

10.2 Substitute Teacher Pay Increase

After analyzing relevant data, it is apparent there is an increased number of teacher absences, and those absences are more likely to go unfilled compared to 18-19. Given the increased cost to the District for unfilled teacher absences, recommending an increase in substitute teacher pay by \$10 to \$100 per day but maintaining our long-term substitute rate at \$180. However, increase substitute pay is only a partial solution. Because of the unique challenges faced at Model Elementary, the recommendation would be to move toward a building substitute structure for Model Elementary. At this time, the creation of a single building substitute slot at Model Elementary. I further recommend setting the building substitute compensation at \$125 per day. It is the recommendation of the Superintendent and Board action is requested.

Agenda item tabled until the November 25, 2019, Board of Education Meeting.

10.3 2019 Refunding Bonds Resolution

Enclosed in the Board packet was Refunding Bond Ratification Resolution for your overview. By refunding our School Bond Loan Fund amount of \$19,266,000, the district is expected to have a savings of \$1,906,718 by the time the debt is paid off. The District has refunded several bonds over the last 4 years, which has an estimated savings of over \$20 million.

It was moved by VanZomeran and seconded by Czachorski that we adopt the 2019 Refunding Bond Ratification Resolution as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

10.4 LEA Contract

It was moved by Czachorski and seconded by Newlon that we accept the 2-year LEA Contract from July 1, 2019, through June 30, 2021, as presented by the Superintendent.

Ayes: 6

Nays: 0

Motion carried 6-0

10.5 LAA Contract

It was moved by VanZomeran and seconded by Czachorski that we accept the 2-year LAA Contract from July 1, 2019, through June 30, 2021, as presented by the Superintendent.

Ayes: 6

Nays: 0
Motion carried 6-0

11.0 OLD BUSINESS

11.1 Minutes of Previous Meeting

11.1.1 Board Meeting October 28, 2019

11.1.2 Closed Session October 28, 2019

Included in the Board packet were the minutes of the October 28, 2019, Regular Meeting and Closed Session.

It was moved by VanZomeran and seconded by Newlon that we approve the minutes of the October 28, 2019, Regular Meeting and Closed Session as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.2 WISD Parent Advisory Committee

The WISD Parent Advisor Committee includes one Special Education parent from each district within the WISD to serve and represent their home district on the committee. It is the recommendation on the Superintendent to have Misty Gray represent Lincoln Consolidated School. Board action was requested.

It was moved by Czachorski and seconded by Newlon that we approve the WISD Parent Advisory Committee representative and appoint Misty Gray to represent Lincoln Consolidated Schools as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.3 Professional Development Committee (PDC)

The Professional Development Committee shall be composed of a teacher member from each building and the Curriculum Director. The teacher member shall be recommended by the Association for approval by the Board of Education for one-year terms. The decision of the Board shall be final. Board action was requested.

High School-Jessica Winters

Middle School-Rebekah Ward

Brick-Jodi Vanhevel

Childs-Lizzie Hollowell

Bishop-Danielle Cole

Model- Angie Cyrbok

It was moved by Czachorski and seconded by VanZomeran that we approve the recommendations for the Professional Development Committee-PDC for the 2019-2020 school year as presented by the LEA.

Ayes: 6

Nays: 0

Motion carried 6-0

11.4 Curriculum Development Committee (CDC)

The Curriculum Development Committee shall be composed of a teacher member from each building one teacher member from special education, and the Curriculum Director. The teacher members of the committee shall be recommended by the Association for approval by the Board of Education for one-year terms. The decision of the Board shall be final. Board action was requested.

High School-Dominic Rosa

Middle School- Nathan Soos

Brick-Cari Berecz

Childs- Amy Baxter

Bishop-Abby Smith

Special Education-Amy Stamps

It was moved by Czachorski and seconded by Newlon that we approve the recommendations for the Curriculum Development Council-CDC for the 2019-2020 school year as presented by the LEA.

Ayes: 6
Nays: 0
Motion carried 6-0

11.5 Middle Cities Risk Management Trust Trustee

Bylaws of the Trust require the appointment of a designated Trustee and an alternate Trustee as the district's representative(s) to the Trust's Board of Trustees. Sean McNatt is appointed as the district's designated Trustee representative to the Middle Cities Risk Management Trust's Board of Trustees and is authorized to cast the district's vote on all matters which come before the Board. He/ She shall serve as Trustee until replaced by this Board in its absolute discretion. Board action was requested.

It was moved by Czachorski and seconded by Newlon we approve the Middle Cities Risk Management Trust Trutee and appoint Sean R. McNatt Superintendent, as presented.

Ayes: 6
Nays: 0
Motion carried 6-0

11.6 Bus Camera System Proposal

The current camera system has many limitations that include but not limited to the following: poor quality, no view into seats, audio is garbled, approximately 30% of the units are not working, limited capabilities compared to current camera systems. The Pro-Vision camera system is the best choice that will give us all the improvements to have an up to date camera system with the best technology of today that includes plug and play hardware that can be changed out when technology improves. The software portion is free for upgrades and encrypted for security. The current system is very cumbersome and time consuming to review the video, whereas, the new system will allow for better control, quality, and timestamping capabilities so we are not watching the entire video to find a specific incident.

The recommendation of the Transportation Director and the Superintendent is the Pro-Vision camera system will allow for automatic download of video to a district server that any authorized user will be able to view from any device that we choose versus the current system that can only be viewed by the two computers in transportation. The new system will also record HD quality and include stop arm cameras that will help identify those people that run the flashing red lights that potentially cause a very serious accident. A new camera system will help with sharing video to law enforcement and parents with the blurring technology. The total price \$117,864.06. Board action was requested.

It was moved by Czachorski and seconded by VanZomeren that we approve the Bus Camera System Proposal awarded to Pro-Vision in the amount of \$117,864.06 as presented.

Ayes: 6
Nays: 0
Motion carried 6-0

11.7 Sex Education Advisory Board (SEAB)

Included in the Board packet are the Sex Education Advisory Board's (SEAB) mission and visions statements, by-laws and board roster. According to State guidelines these need to be considered for Board approval. Board action was requested.

It was moved by VanZomeren and seconded by Czachorski that we approve the Sex Education Advisory Committee (SEAB) mission statement, visions statement, by-laws and board roster as presented.

Ayes: 6
Nays: 0
Motion carried 6-0

11.8 Bid Pack #2 – Michigan State Police Grant Elementary Renovation

Bid pack #2 A Security: Brick Elementary school secure entryway and cross corridor door locking systems-4 bids were received.

Bid Recommended General Trades – A&R Total Construction. A&R Total Construction was previously awarded the contract for General trades on all other secure entryways within the district to be awarded the Brick secure entryway not to exceed \$90,000 on this project.

Bond Project Budget	\$372,000
Brick Office Renovation	\$90,000
Previously awarded contracts (General Trades)	\$233,785
Previously awarded contracts (Masonry)	\$12,482
Previously awarded contracts (Painting & Flooring)	\$28,783
Total Bids to date 8.1.19	\$365,050

It was moved by Czachorski and seconded by Newlon that we approve the Bid Pack #2 Security-Michigan State Police Grant Elementary Renovation for Brick Elementary awarded to A&R Total Construction not to exceed \$90,000.00 as presented.

Ayes: 6
Nays: 0
Motion carried 6-0

11.9 Bond Bid Pack #2-High School Renovations

To renovate the current drama practice space to the new band room/drama rooms, renovate the current band room to the new weight room, renovate the current weight room to the new wrestling room. 5 bids were received-Bid Recommended – A&R Total Construction. Recommend to award A&R Total Construction, who was previously awarded the contract for General trades for the new Cheer and Choir rooms, to be awarded the remaining high school renovation projects not to exceed \$475,106.22.

Bond Project Budget	\$256,000
Board Action – Increase Budget	\$94,000
Total New Project Budget	\$350,000
Current Bid Total	\$475,106.22
Previous Bid Award Total	\$22,759.00
Project Total	\$497,865.22

It was moved by Czachorski and seconded by VanZomeren that we approve the Bond Bid Pack #2-High School Renovations awarded to A&R Total Construction not to exceed \$475,106.22.00 as presented.

Ayes: 6
Nays: 0
Motion carried 6-0

11.10 Bond Bid Pack #4-New Baseball Softball Fields

Construction of two new baseball fields and two new softball fields in a cloverleaf design.

Bond Project Budget	\$2,345,400
Current Bid Total	\$3,438,914
Total Bids to date 9.6.19	\$93,000 (Selective Demolition)

Remaining Budget Amount **\$(1,186,514)**

11.10.1 Concrete

Four bids were received, Bid Recommendation Concrete – McCarthy Construction. \$361,650, Bond \$5,000; Addition (Concrete Demo Childs) \$5,460; Deduction (removal of back stop walls and footings) (\$152,000); Total \$220,110 Base and Bond.

It was moved by Czachorski and seconded by Newlon that we approve the Concrete bid in Bond Bid Pack #4 awarded to McCarthy Construction in the amount of \$220,110.00 as presented.

Ayes: 6
Nays: 0
Motion carried 6-0 22

11.10.2 Site Work

3 bids were received, Bid Recommendation Site Work – Verdeterre. \$1,321,516, Bond \$14,397; Addition (Alternate construction fence) \$56,000; Deduction (site for sand) (\$7,100); Total \$1,384,813 Base and Bond.

It was moved by Czachorski and seconded by VanZomerem that we approve the Site Work bid in Bond Bid Pack #4 awarded to Verdeterre in the amount of \$1,384,813.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.10.3 Fences and Gates

2 bids were received, Bid Recommendation Fences and Gates – RMD Holding dba Nationwide. \$148,933, Bond \$1,000; Addition (fence backstops vs. netting) \$146,833; Deduction (pneumatic post installation) (\$8,000); Total \$288,766 Base and Bond.

It was moved by VanZomerem and seconded by Czachorski that we approve the Fences and Gates bid in Bond Bid Pack #4 awarded to RMD Holding d/b/a Nationwide in the amount of \$288,766.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.10.4 Landscaping and Irrigation

1 bid was received, Bid Recommendation Landscaping and irrigation – Water Management Specialist, Inc. \$696,972, Bond \$10,613; Total \$707,585 Base and Bond.

It was moved by Czachorski and seconded by VanZomerem that we approve the Landscaping and Irrigation bid in Bond Bid Pack #4 awarded to Water Management Specialist, Inc. in the amount of \$707,585.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.10.5 Asphalt

1 bid was received, Bid Recommendation Asphalt Paving – Nagle Paving Company. \$811,390, Bond \$6,000; Total \$817,390 Base and Bond.

It was moved by VanZomerem and seconded by Czachorski that we approve the Asphalt bid in Bond Bid Pack #4 awarded to Nagle Paving Company in the amount of \$817,390.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.10.6 Electrical

4 bids were received, Bid Recommendation Electrical – Great Lakes Power & Lighting, \$20,000, Bond \$250; Total \$20,250 Base and Bond.

It was moved by VanZomerem and seconded by Czachorski that we approve the Electrical bid in Bond Bid Pack #4 awarded to Great Lakes Power & Lighting in the amount of \$20,250.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11 Bid Pack #5-Construction of New Indoor Practice Facility

Construction of an indoor training facility to include a 300-meter track, turf field, fitness center, locker rooms, and concession stand.

Bond Project Budget	\$ 9,734,366
Current Bid Total	\$ 8,860,452
Remaining Budget Amount	\$ 873,914

Notes on building pitch:

Plans are in motion to change the pitch of the roof from 65 feet to 55 feet a reduction of 10 feet, which will result in a reduction of cost of the pre-engineered building. We are waiting on the estimator to provide the district a new price.

Notes on painting bid:

The painting category will be re-bid due to a change in scope of the project. Current painting estimate is at \$248,466, which will need to be applied to the remaining budget amount once awarded and approved by the Board of Education.

11.11.1 Concrete

4 bids were received-Bid Recommendation Concrete – McCarthy Construction. \$1,301,350, Bond \$19,495; Addition (Recessed Concrete for Track Cavity) \$26,080; Deduct (Building slab sand) (\$39,600). Total \$1,301,350, plus \$19,495 Bond: Total \$1,307,325 Base and Bond.

It was moved by Czachorski and seconded by VanZomeran that we approve the Concrete bid in Bid Pack #5-Construction of New Indoor Practice Facility awarded to McCarthy Construction in the amount of \$1,307,325.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11.2 Precast Concrete

2 bids were received-Bid Recommendation Precast Concrete – StesCore. \$78,100, Bond \$1,172. Total \$79,272 Base and Bond.

It was moved by Czachorski and seconded by VanZomeran that we approve the Precast Concrete bid in Bid Pack #5-Construction of New Indoor Practice Facility awarded to StesCore in the amount of \$79,272.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11.3 Masonry

4 bids were received-Bid Recommendation Masonry – Brazen and Greer Masonry, Inc. \$215,300, Bond \$2,300. Total \$217,600 Base and Bond.

It was moved by VanZomeran and seconded by Czachorski that we approve the Masonry bid in Bid Pack #5-Construction of New Indoor Practice Facility awarded to Brazen and Greer Masonry, Inc. in the amount of \$217,600.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11.4 Metals

2 bids were received-Bid Recommendation Metals – Wolverine Steel Erectors, Inc. \$116,184, Bond \$3,306; Addition (Tax) \$5,160. Total \$124,650 Base and Bond.

It was moved by Czachorski and seconded by VanZomeran that we approve the Metals bid in Bid Pack #5-Construction of New Indoor Practice Facility awarded to Wolverine Steel Erectors, Inc. in the amount of \$124,650.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11.5 General Trades

2 bid were received-Bid Recommendation General Trades – Graham Construction Corp. \$228,000, Bond \$2,280. Total \$230,280 Base and Bond.

It was moved by Czachorski and seconded by VanZomerem that we approve the General Trades bid in Bid Pack #5-Construction of New Indoor Practice Facility awarded to Graham Construction Corp. in the amount of \$230,280.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11.6 Glass and Glazing

2 bid was received-Bid Recommendation Glass and Glazing – B&B Glass. \$294,000, Bond \$5,600. Total \$299,600 Base and Bond.

It was moved by VanZomerem and seconded by Czachorski that we approve the Glass and Glazing bid in Bid Pack #5-Construction of New Indoor Practice Facility awarded to B&B Glass in the amount of \$299,600.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11.7 Drywall, Insulation and Acoustical

1 estimate was received-In process of obtaining an additional estimate for comparison purposes. Bid Recommendation for Drywall, Insulation & Acoustical – Not to exceed \$148,485.15, Bond \$1,499.85 (Graham Construction, Corp). Total \$149,985 Base and Bond.

It was moved by Czachorski and seconded by Newlon that we approve the Drywall, Insulation and Acoustical bid in Bid Pack #5-Construction of New Indoor Practice Facility awarded to Graham Construction, Corp. not to exceed \$149,985.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11.8 Flooring

2 bids were received-Bid Recommendation Flooring – DF Corporation d/b/a DR Floor. \$42,215, Bond \$367; Deduction (Bathroom floor epoxy) (\$3,400). Total \$39,212 Base and Bond.

It was moved by Czachorski and seconded by VanZomerem that we approve the Flooring bid in Bid Pack #5-Construction of New Indoor Practice Facility awarded to DF Corporation d/b/a DR Floor in the amount of \$39,212.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11.9 Lockers

1 bid was received-Bid Recommendation Lockers – Rayhaven Group. \$7,457, Bond \$55. Total \$7,512 Base and Bond.

It was moved by VanZomerem and seconded by Czachorski that we approve the Lockers in Bid Pack #5-Construction of New Indoor Practice Facility awarded to Rayhaven Group in the amount of \$7,512.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11.10 Athletic Equipment

3 bids were received-Bid Recommendation Athletic Equipment – C & M Associates, LLC. \$27,100, Bond \$406; Addition (Curtains, netting, cages) \$308,650. Total \$336,156 Base and Bond.

It was moved by VanZomeran and seconded by Czachorski that we approve the Athletic Equipment bid in Bid Pack #5-Construction of New Indoor Practice Facility awarded to C & M Associates, LLC in the amount of \$336,156.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11.11 Pre-Engineered Building

3 bids were received-Bid Recommendation Pre-Engineered Building – Wolverine Steel Erectors, Inc. \$3,418,936, Bond \$43,427; Addition (missing taxes) \$129,360; Deduct (Change to roof panel SSR) (\$66,800); Deduct (Change to wall panel to MS foam) (\$95,200). Total \$3,429,723 Base and Bond.

It was moved by Czachorski and seconded by VanZomeran that we approve the Pre-Engineered Building in Bid Pack #5-Construction of New Indoor Practice Facility awarded to Wolverine Steel Erectors, Inc. in the amount of \$3,429,723.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11.12 Fire Protection

2 bids were received-Bid Recommendation Fire Protection – Absolute Fire Protection. \$302,460, Bond \$4,800; Deduct (Removal of sprinklers in open areas per code) (\$235,690). Total \$71,570 Base and Bond.

It was moved by VanZomeran and seconded by Czachorski that we approve the Fire Protection bid in Bid Pack #5-Construction of New Indoor Practice Facility awarded to Absolute Fire Protection in the amount of \$71,570.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11.13 Mechanical

7 bids were received-Bid Recommendation Mechanical – Erie Welding & Mechanical. \$997,269, Bond \$6,854. Total \$1,004,123 Base and Bond.

It was moved by Czachorski and seconded by VanZomeran that we approve the Mechanical bid in Bid Pack #5-Construction of New Indoor Practice Facility awarded to Erie Welding & Mechanical in the amount of \$1,004,123.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11.14 Electrical

4 bids were received-Bid Recommendation Electrical – Great Lakes Power and Lighting. \$826,000, Bond \$10,750; Addition (Sound system) \$22,000. Total \$858,750 Base and Bond.

It was moved by VanZomeran and seconded by Newlon that we approve the Electrical bid in Bid Pack #5-Construction of New Indoor Practice Facility awarded to Great Lakes Power and Lighting in the amount of \$858,750.00 as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.11.15 Site Work

3 bids were received-Bid Recommendation Site Work – Verdeterre Contracting, Inc. \$95,000, Bond \$1,035. Total \$96,035 Base and Bond.

It was moved by Czachorski and seconded by Newlon that we approve the Site Work in Bid Pack #5-Construction of New Indoor Practice Facility awarded to Verdeterre Contracting, Inc. in the amount of \$96,035.00 as presented.

Ayes: 6
 Nays: 0
 Motion carried 6-0

11.11.16 Athletic Surfacing

3 bids were received-Bid Recommendation Athletic Surfacing – Hellas Construction, Inc. \$180,345, Bond \$2,268. Total \$182,609 Base and Bond.

It was moved by VanZomeren and seconded by Czachorski that we approve the Athletic Surfacing in Bid Pack #5-Construction of New Indoor Practice Facility awarded to Hellas Construction in the amount of \$182,609.00 as presented.

Ayes: 6
 Nays: 0
 Motion carried 6-0

11.11.17 Synthetic Turf

4 bids were received-Bid Recommendation Synthetic Turf – AstroTurf Corporation. \$518,753, Bond \$6,052; Deduction (Rhino SF) (\$18,838); Deduction (No Equipment) (\$9,917); Deduction (Removing curb from scope) (\$50,000); Deduction (removing curb excavation) (\$7,000); Deduct (removing spoils) (\$5,000); Deduct (not providing rough grade) (\$8,000). Total \$426,050 Base and Bond.

It was moved by Czachorski and seconded by VanZomeren that we approve the Synthetic Turf bid in Bid Pack #5-Construction of New Indoor Practice Facility awarded to AstroTurf Corporation \$426,050.00 as presented.

Ayes: 6
 Nays: 0
 Motion carried 6-0

11.12 Personnel Transactions

ACTION ITEMS				
Name	Position/Building	Effective Date	Status	Major/Step
Nicole Davis	Bus Aide/Transportation	10/9/2019	New hire	
Luciana Dos Santos Mahl	Noon Supervisor/ Brick Elementary	4/26/2019	Resignation	
TheIma Squires	Noon Supervisor/ Brick Elementary	9/5/2019	Resignation	
Stephanie Riegle	Noon Supervisor/ Model Elementary	9/3/2019	Resignation	
Amanda Baker	Noon Supervisor/Bishop Elementary	6/14/2019	Resignation	
Kashae Zuniga	Noon Supervisor/Childs Elementary	10/21/2019	Resignation	
Angela Massey	Noon Supervisor/Bishop Elementary	6/14/2019	Resignation	
Amy Starkey	Assistant Building Seceretary/Student Servic	10/10/2019	Resignation	
Kevin Cox	Community Assistant/Lincoln Middle School	10/15/2019	Transfer	
Lamanzar Williams-Smith	Bus Driver/Transportation	11/4/2019	New hire	
Brett Weaver	Gym Teacher/Bishop, Brick, Childs Elementar	11/4/2019	Transfer	
Steve Mussio	Gym Teacher/Bishop Elementary	11/4/2019	Transfer	
Melissa Palmquist	Paraprofessional/Brick Elementary	11/15/2019	Resignation	
Name	Position/Building	Return to Work Date	Status	Approved/Not Approved
Myra Hamilton	Secretary/High School	12/8/2019	FMLA	Approved
Deborah Seaton	Teacher/Childs Elementary	11/11/2019	FMLA	Approved
Laura Toth	Teacher/Lincoln Middle School	11/21/2019	FMLA	Approved
Melissa Palmquist	Paraprofessional/Brick Elementary	11/17/2019	FMLA	Approved

It was moved by Czachorski and seconded by Newlon that we approve the November 11, 2019, Personnel Transaction Summary as presented. 27

Ayes: 6

Nays: 0
Motion carried 6-0

12.0 CLOSED SESSION

12.1 Superintendent Evaluation

It was necessary to enter closed session to discuss the superintendent evaluation, not to return to open session. A roll call vote was necessary.

It was moved by Czachorski and seconded by Rollins in pursuant to Sections 8 (a) of the Open Meetings Act, I move that we enter closed session to discuss the superintendent evaluation, not to return to open session.

Ayes: 6 Williams, VanZomeran, Newlon, Sparks, Rollins and Czachorski

Nays: 0

Motion carried 6-0

13.0 ADJOURNMENT

Mrs. Williams declared the meeting adjourned to closed session at 9:15 p.m. not to return to open session.

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / REGULAR MEETING
November 25, 2019
6:00 p.m.
Media Center- High School

OFFICIAL MINUTES

BOARD MEMBERS PRESENT

Yoline Williams, President
Jennifer Czachorski, Vice President
Jennifer LaBombarbe, Secretary
Thomas Rollins, Treasurer (entered during Pledge of Allegiance at 6:01 pm)
Connie Newlon, Trustee
Allison Sparks, Trustee

ADMINISTRATORS PRESENT

Adam Blaylock, Human Resources Director
Adam Snapp, Finance Director
Phil Bongiorno, Facilities Director
Kerry Shelton, Model Principal
Nicole Holden, High School Principal

OTHERS PRESENT

Edgar Brown, Jim Harless, Abby Smith, Laura Carl, Karen Cook, Sherry Smith, Jamie Lehto, Shana Collins, Andrea Coleman, Nevaeh Bozeman, Kara Washington, Ivory Traylor and Vicki Traylor

1.0 CALL TO ORDER

President Williams called the meeting to order at 6:00 p.m. in the Media Center at the High School.

2.0 ROLL CALL

Roll call showed all Board Members were present with the exception of VanZomeren.

3.0 ESTABLISHMENT OF QUORUM

A quorum was established.

4.0 PLEDGE TO FLAG

The Pledge of Allegiance was recited by Board and audience members. (Rollins entered at 6:01 pm)

5.0 ACCEPTANCE OF AGENDA

It was moved by LaBombarbe and seconded by Czachorski that we accept the agenda as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

6.0 PRESENTATIONS

6.1 Advance Ed Presentation

Presented by Kevin Upton

No report given, rescheduled for December 9, 2019, at a Regular Board Meeting.

6.2 Model Early Childhood Presentation

Presented by Kerry Shelton

- Programs include: Early Childhood Special Education (ECSE), Head Start and Great Start Readiness Program (GSRP)
- Grant funded programs 2013²⁰ present- 2013 and years prior GSRP was only offered as a ½ day program at Lincoln. In 2014 we offered one Full day classroom as well as a ½ option. Full day was a

popular option that best meet the needs of our families and children. In 2015 we began offering only the full day option. In 2018-2019 one Head Start classroom was added. We have steadily increased Special Ed. Inclusion. Currently in GSRP 26% of students have an IEP and 20% in Head Start. Both of our grant funded programs have a waiting list.

- Children ages 3-5 who live in our community and are brought to Model for a specific service, usually speech.
- Bemis Farms Preschool and Extended Care is a tuition-based Preschool for 3 and 4 year olds. Model also houses before and after school care for students at Bishop and Brick.
- School readiness goals- School Readiness Goals were created at the ISD level using data and information from many sources. A major factor taken into consideration are the expectations of Kindergarten. Information that is collected on the KRA was considered as part of the process. The goal is to mindfully and developmentally link what is happening in preschool to the expectations of Kindergarten.
- 5 Readiness goals- Approaches to Learning, Language and Literacy, Cognitive Development and General Knowledge, Social and Emotional Development and Physical Development and Motor Skills
- 3 GSRP classrooms and 1 Head Start classroom at Model are currently piloting the HighScope Curriculum. The Pilot is being conducted in collaboration with the WISD. As part of the project Ann Arbor is also implementing the pilot in two GSRP/Head Start classroom
- Model is often a family's first introduction to Lincoln. Approximately 94% of children from Model will enter kindergarten at Lincoln.

6.3 Board of Education Guidelines Review

Reviewed by Jennifer LaBombarbe

An overview of the Board of Education's Operating Procedures. Document is located on the school's website www.lincolnk12.org

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent's Report

- New Varsity Basketball State Champion banner is now hanging in the High School gym.
- Thanksgiving break is November 27th-29th and Central Office will be closed.
- Upcoming dates: High School band concert is scheduled for December 10th at 7:30pm, High School choir concert is December 12th at 7:00 pm, Middle School band concert December 17th at 7:00 pm and Middle School choir concert is December 19th at 7:00 pm

7.2 Finance Report

- 7.2.1 October 2019 Food Service Report
Report included in Board packet.
- 7.2.2 October 2019 Enrollment Report
Report included in Board packet.

7.3 Facilities & Maintenance Report

- Bond interest update is currently \$750,000.00, new goal is \$900,000.00.
- Clothes closet is being moved back to the High School.
- 495 work orders currently in the system, with 580 closed.

7.4 Curriculum Report

No report given, rescheduled for December 9, 2019, at a Regular Board Meeting.

8.0 PUBLIC COMMENT

- Ivory Traylor, parent, addressed the Board of Education on bus incident and the handlings of communication.
- Vicki Traylor, parent, commented on same incident as Ivory Traylor and asked the Board of Education, why everything is, I don't know? Also, she believes there were not enough follow-ups and wants to know if her kids are safe.
- Shana Collins, parent, addressed the Board of Education about an incident where her son was injured.
- Kara Washington, community member, asked for the protocol for safety on buses and school.
- Nevaeh Bozeman, student, says students and parents want answers about bus incident.
- Jamie Lehto, teacher, stated the Board of Education can't speak but they do care.

9.0 BOARD REPORTS/CORRESPONDENCE

- 9.1 Board Executive Committee Report
Next Executive meeting will be held on December 2, 2019, at 5:30 pm in the Superintendent's Conference Room.
- 9.2 Board Performance Committee Report
The Performance Committee will tentatively meet next January 27, 2020.
- 9.3 Board Planning Committee Report
The Planning Committee will meet next on December 2, 2019, at 3:30 pm.
- 9.4 Board Finance Committee Report
Board Finance Committee will not meet again until after the Organizational Meeting in January.
- 9.5 Reports and Correspondence
No reports

10.0 NEW BUSINESS

- 10.1 2019-2020 Budget Amendment
The proposed budget amendment accounts for changes in student count, foundation allowance increase, and additional special education/Medicaid funds from the ISD. The amendment also accounts for staffing changes, TA'd agreements with 3 bargaining units, and increased insurance costs. Non-payroll increases include curriculum, transportation, and building budgets. Overall, the district projected a fund balance increase and we expect fund balance to continue to climb a little during the February, April, and June amendments. This was presented for information only; Board action will be requested at a subsequent meeting.
- 10.2 LEAO Contract
It was moved by LaBombarbe and seconded by Czachorski that we accept the 2-year LEAO Contract from July 1, 2019, through June 30, 2021, as presented by the Superintendent.
Ayes: 6
Nays: 0
Motion carried 6-0
- 10.3 Substitute Teacher Pay Increase

It was moved by Czachorski and seconded by Sparks that we approve the Substitute Teacher Pay Increase to \$100.00 per day with a bonus structure to include after 10 days an additional \$100.00 and a building substitute for Model Early Childhood Center as presented.
Ayes: 6
Nays: 0
Motion carried 6-0
- 10.4 Emergency Operations Plan
"A school district, intermediate school district, or public school academy that adopts and implements a statewide school safety information policy under section 1308 that meets the requirements under subsection (3) is in compliance with subsection (2)."
[http://www.legislature.mi.gov/\(S\(po1hgvpe1j0nrjffxwiwjoo\)\)/mileg.aspx?page=GetObject&objectname=mc1-380-1308b](http://www.legislature.mi.gov/(S(po1hgvpe1j0nrjffxwiwjoo))/mileg.aspx?page=GetObject&objectname=mc1-380-1308b) The guidance from MSP was updated 11/21/19 to provide a secondary option to adopt the statewide school safety information policy. However, the full legislation reads that, in order to adopt the policy you must already have adopted an EOP that meets criteria outlined in section 3 of the legislation. When we originally met to review the EOP, we compared our WISD formerly adopted document to the new template provided by MSP and realized we were missing the depth and breadth requested by MSP. Conversations with our Emergency Manager prior to the last round of MSP Competitive School Safety Grants further highlighted that our plans needed more depth before approval and, subsequently, before we could opt to use the statewide school safety information policy.

The document attached in the Board packet has been edited to say, Lincoln Consolidated Schools. Please take note; the final document will have each building within the District having their own Emergency Operations Plan and their school name on the document. This was presented for information only; Board action will be requested at a subsequent meeting.

11.0 OLD BUSINESS

11.1 October 2019 Finance Report

Enclosed are the October 2019, Financial Reports. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Newlon that we approve the October 2019, Finance Report as presented.

Ayes: 6
 Nays: 0
 Motion carried 6-0

11.2 October 2019 Check Register

Enclosed is the October 1-31, 2019, check register in the amount of \$2,927,827.99. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Czachorski that we approve the October 1-31, 2019, check register in the amount of \$2,927,827.99 as presented.

Ayes: 6
 Nays: 0
 Motion carried 6-0

11.3 October 2019 Trust and Agency

Enclosed is the October 2019, Trust & Agency Report. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Newlon that we approve the October 2019, Trust & Agency Report as presented.

Ayes: 6
 Nays: 0
 Motion carried 6-0

11.4 Personnel Transactions

<u>ACTION ITEMS</u>				
Name	Position/Building	Effective Date	Status	Major/Step
Janna Stanley	Bus Aide/Transportation	11/6/2019	New Hire	
Lamanzer Williams-Smith	Noon Supervisor/Lincoln High School	11/11/2019	New Hire	
Kathryn Mutschler	Noon Supervisor/Brick Elementary	11/4/2019	New Hire	
Catherine Champagne	Teacher/Brick Elementary	12/31/2019	Retire	

It was moved by LaBombarbe and seconded by Newlon that we approve the November 25, 2019, Personnel Transactions Summary as presented.

Ayes: 6
 Nays: 0
 Motion carried 6-0

12.0 CLOSED SESSION

12.1 Superintendent Evaluation

It was necessary to enter closed session to discuss the superintendent evaluation, not to return to open session.

A roll call vote was necessary.

It was moved by LaBombarbe and seconded by Newlon in pursuant to Sections 8 (a) of the Open Meetings Act, I move that we enter closed session to discuss the superintendent evaluation, not to return to open session.

Ayes: 6 Williams, LaBombarbe, Newlon, Sparks, Rollins and Czachorski

Nays: 0

Motion carried 6-0

13.0 ADJOURNMENT

Mrs. Williams declared the meeting adjourned to closed session at 7:21 p.m. not to return to open session.

Lincoln Consolidated Schools
General Fund
November Budget Amendment

	Original Budget	November Amendment	June 30, 2020 Projection
Revenues			
Property tax revenue	\$ 4,019,842	\$ (404,959)	\$ 3,614,883
Local revenue	352,600	50,200	402,800
State revenue	32,161,096	1,598,868	33,759,964
Federal revenue	2,518,132	17,253	2,535,385
Inter-district revenue	6,581,000	800,038	7,381,038
Transfers in	14,000	20,000	34,000
Total revenues	45,646,670	2,081,400	47,728,070
Expenditures			
Instruction	20,334,982	675,674	21,010,656
Added needs	8,419,264	9,465	8,428,729
Student services	4,962,862	219,852	5,182,714
Instructional support	1,219,525	349,588	1,569,113
Business/Fiscal administration	787,611	420	788,031
General administration	473,603	1,884	475,487
Principal administration	1,754,564	175,722	1,930,286
Central (services/inform mgmt)	1,132,519	23,391	1,155,910
Operations and maintenance	3,931,261	38,915	3,970,176
Transportation	2,888,834	228,460	3,117,294
Athletics	847,047	57,213	904,260
Community services	80,006	415	80,421
Total expenditures	46,832,078	1,780,997	48,613,075
Revenues over (under) expenditures	(1,185,408)	300,403	(885,005)
Other financing sources			
Transfer out	-	-	(2,000)
Net change in fund balance	(1,185,408)		(887,005)
Beginning fund balance (audited)	4,437,361		4,437,361
Projected Fund Balance	\$ 3,251,953		\$ 3,550,356
Fund balance as a percent of expenditures	6.94%		7.30%



Lincoln High School Emergency Operation Plan



**Lincoln Consolidated Schools
Updated January 1, 2020**

“Crises have the potential to affect every student and staff member in a school building. Despite everyone’s best efforts at crisis prevention, it is a certainty that crises will occur in schools. Good planning will facilitate a rapid, coordinated, effective response when a crisis occurs. Being well prepared involves an investment of time and resources—but the potential to reduce injury and save lives is well worth the effort.”

*-Practical Information for Crisis Planning: A Guide for Schools and Communities,
January 2007*

This Emergency Operations Plan (EOP) template is the result of collaboration between education and first response agencies and based on guidelines from the Federal Emergency Management Agency (FEMA) and the Department of Education. Information presented in this document (e.g., procedures, tasks, assignments) are for your consideration and implementation may differ at your local jurisdictional level; therefore, this template is not all-inclusive nor is it intended to be adopted as merely a “fill in the blanks plan.” Planners should refer to the *All-Hazards Emergency Operations Planning Guidance for Schools 2014* for samples to be included, additional information, and references.

Furthermore, planners should coordinate with local law enforcement, fire, and emergency managers when refining these procedures. It is important to tailor all EOPs to the specific hazards and needs of your jurisdiction and school district guidelines.

Table of Contents

<i>Administrative Handling Instructions</i>	8
<i>Signatory Page</i>	9
Sean R. McNatt	9
Yoline Williams	9
<i>Record of Changes</i>	10
<i>Glossary of Terms</i>	11
Michigan Department of Community Health (MDCH)	11
Michigan Department of Education (MDE)	11
United States Department of Education (DOE)	11
United States Department of Homeland Security (DHS)	11
Federal Emergency Management Agency (FEMA)	11
<i>General Information</i>	13
Purpose of the Plan	13
Scope of the Plan	13
School Board Policy Statement	13
Situation Overview	13
School Population	13
Functional Needs, as well as Deaf, Deaf/Blind and Hard-of-Hearing Population	14
Translation Services	14
Translation Services Required	14
Hazard Analysis Summary	15
Planning Assumptions and Limitations	17
Planning Assumptions	17
Limitations	18
Authorities and References	19
Additional Planning References	19
<i>Concept of Operations</i>	20
Initial Response	20
Notification Procedures	20
Notification During Summer or Other School Breaks	21
Assignment of Responsibilities	21
A. School Board	21
B. Superintendent and/or Assistant Superintendents	21
C. School/District Safety Planning Committee	22
D. Supervisor/Building Administrator	22
E. Teachers	23
F. Instructional Assistants, Teaching Assistants and Personal Care Aides	23
G. Social Workers and Psychologists	23
H. School Nurses	23
I. Custodians/Maintenance Personnel	23

J. School Secretary/Office Staff	24
K. Food Service/Cafeteria Workers	24
L. Transportation Providers	24
M. Technology/Information Services	24
N. Students	24
O. Parents/Guardians	24
Direction and Control	25
Emergency Facilities/Crisis Response Team Post	25
Continuity of School Administration	26
School Incident Command System	26
Lincoln High School: Incident Command Team & Line of Succession	26
Coordination	26
Coordination with Policy/Coordination Group	26
Coordination with First Responders	27
Communications	27
Internal Communications	27
Communication between Staff/Faculty Members	27
Communication with the District Office	27
External Communications	27
Communication with the Media	28
Communication with First Responders	28
Communication after an Incident	29
Administration, Finance, and Logistics	30
Agreements and Contracts	30
Finance	30
Recordkeeping	30
Activity Logs	30
Preservation of Records	30
Plan Development, Maintenance, and Distribution	31
Approval and Dissemination of the Plan	31
Record of Changes	31
Record of Distribution	31
Plan Review and Updates	31
Training and Exercising the Plan	32
<i>Appendix A: Emergency Contact Rosters</i>	<i>33</i>
<i>Appendix B: Class Rosters and Schedules</i>	<i>39</i>
<i>Appendix C: School Maps and Floor Plans</i>	<i>40</i>
<i>Appendix D: Specific Response Actions</i>	<i>45</i>
Medical Emergency	45
Shelter In Place	45

Evacuate	45
Lockout/Soft Lockdown	46
Lockdown	46
Appendix E: Hazard-Specific Procedures	47
Thunderstorm/Tornado	47
Action Steps: Principal/Department Administrator	47
Action Steps: Teacher/Staff	47
Winter Storm	49
Early Morning Decision:	49
School in Session Closing:	49
General Information:	49
Action Steps: Principal/Administrator	49
Chemical/Hazardous Materials	50
Action Steps: Principal/Department Administrator	50
Action Steps: Teacher/Staff	50
Fire	51
Action Steps: Principal/Department Administrator	51
Action Steps: Teacher/Staff	51
Power Outage/Utility Emergency/Failure Including Water System Failure and Gas Leak	53
Action Steps: Principal/Department Administrator	53
Action Steps: Teacher/Staff	53
Serious Injury or Death of Student or Staff	54
Action Steps: First Staff On-Site	54
Action Steps: Principal/Department Administrator	54
Action Steps: Teacher/Staff	55
Bus Accident	56
Action Steps: Bus Drivers	56
Action Steps: School or District Personnel	56
Accidents During Out-of-School Time	57
Action Steps	57
Cardiac Emergency	58
Principal/Administrator:	58
Medical Emergency (including life-threatening incidents)	60
Action Steps: Life-threatening or Serious Medical Emergency	60
Action Steps: Non-Life-Threatening	60
Influenza (Flu) Epidemic and Pandemic Threats	62
Situation Description:	62
Threats	62
Action Steps	64
Action Steps: Influenza Pandemic	64
Suicide	66
Action Steps: Principal/Administrator	66
Action Steps: Teacher/Staff:	66
Action Steps: Re-Entering School After a Suicide	67
Bomb Threat – Suspicious Envelope or Package	68

Situation Description	68
Threats	68
Action Steps: Basic Documentation	68
Action Steps: Evacuation Procedures	69
Other Procedures	69
Bomb Threat Report Form	70
Cyber Security Incident	72
Action Steps: Chief Information Officer / Supervisor of Technology	72
Action Steps: Communications Director	73
Action Steps: Principal/Department Administrator	73
Explosion	74
Action Steps: Principal/Department Administrator	74
Action Steps: Teacher/Staff	74
Hostage Situation	75
Action Steps	75
Action Steps: Dealing with a Hostage Taker	75
Intruder: Low-Level Threat (Including Open Carry and Concealed Carry)	76
Action Steps: All Staff	76
Intruder: High-Level Threat (e.g. Armed and Threatening, Poses Safety Hazard, Active Shooter)	77
Action Steps: Principal, Administrator or First Aware	77
Intruder: School Bus	78
Action Steps:	78
Missing Student (Including Abducted or Kidnapped Students)	79
Situation Description:	79
Action Steps: For a Missing Student	79
Action Steps: For an Abducted or Kidnapped Student	79
Preventive or Supportive Actions	80
Missing Student who has Cognitive Disabilities or Autism	81
Situation Description:	81
Action Steps: Missing Student	81
Action Steps: After Locating Missing Student	81
Assault (Physical and Sexual)	82
Action Steps	82
Terrorism	83
Situation Description	83
Threats	83
Action Steps	83
Off-site Threats	85
 <i>Appendix F: Continuity of Operations Plan</i>	 86
 <i>Appendix G: Incident Command System</i>	 87
 <i>Appendix H: Resource Inventory</i>	 91
 <i>Appendix I:</i>	 92

<i>Go-Kit and Emergency Supplies Checklists</i>	92
Go-Kit Checklist: Administration/Main Office	92
Go-Kit Checklist: Classroom	92
Emergency Supplies: Administration/Main Office	93
Emergency Supplies: Classroom	93
<i>Appendix J:</i>	94
<i>Memorandums of Agreement/Understanding</i>	94
<i>Appendix K: Law Enforcement Command Posts</i>	95
<i>Appendix L: Emergency Utility Shut-Off Procedures</i>	96
<i>Appendix M: Cardiac Emergency Response Plan</i>	97

Administrative Handling Instructions

The title of this document is Lincoln High School Emergency Operations Plan (EOP).

The information presented in this document is classified as **For Official Use Only**, and is exempted from disclosure under Section 13(1)(y) of the Michigan Freedom of Information Act (FOIA) Act 442 of 1976, (15.2 MCL)[1]. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate district security directives to prevent theft, compromise, inadvertent access, and unauthorized disclosure. The information contained in this document is for official emergency preparedness use only.

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Point of Contact:

Sean R. McNatt
Superintendent, Lincoln Consolidated Schools
7425 Willis Road
Ypsilanti, MI 48197
734-484-7001
mcnatts@lincolnk12.org

Signatory Page

The Lincoln High School Emergency Operations Plan (EOP) has been completed and approved through a collaboration of effort throughout the community, including:

Please sign above your name:

Sean R. McNatt
Superintendent

Yoline Williams
School Board President

Nicole Holden
Principal

Vicki Coury
Director of Communications & Information

Nik Jackson
Director of Technology

Phil Bongiorno
Director of Facilities

David Music
Augusta Township Fire Chief

Jerry Clayton
Washtenaw County Sheriff

Dave Halteman
Washtenaw County Emergency Mgr.

Glossary of Terms

The following are key references used during the development of this guidance. They may also provide a future benefit to schools and districts in supporting the development of local emergency response plans.

Michigan Department of Community Health (MDCH)

- MI HEARTSafe School: www.migrc.org/miheartsafe

Michigan Department of Education (MDE)

- MI Ready Schools Emergency Planning Toolkit

United States Department of Education (DOE)

- A Guide to School Vulnerability Assessments: Key Principles for Safe Schools, 2008

United States Department of Homeland Security (DHS)

- K-12 School Security Checklist, April 2013
- National Preparedness Goal, September 2011
- Homeland Security Exercise and Evaluation Program (HSEEP)
- www.dhs.gov

Federal Emergency Management Agency (FEMA)

- Guide for Developing High-Quality School Emergency Operations Plans, 2013
- Post-Disaster Reunification of Children: A Nationwide Approach, November 2013
- Risk Management Series, Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings (FEMA 426), December 2003
- IS-100.b: Introduction to the Incident Command System
- IS-100.sca: Introduction to the Incident Command System for Schools
- IS-120.a: An Introduction to Exercises
- IS-130: Exercise Evaluation and Improvement Planning
- IS-139: Exercise Design
- IS-200.b: ICS for Single Resources and Initial Action Incidents
- ICS-300: Intermediate Incident Command System
- IS-362.a: Multi-Hazard Emergency Planning for Schools
- IS-366: Planning for the Needs of Children in Disasters
- IS-393.a: Introduction to Hazard Mitigation
- ICS-400: Advanced Incident Command System
- IS-547.a: Introduction to Continuity of Operations
- IS-700.a: National Incident Management System (NIMS), an Introduction
- IS-701.a: NIMS Multiagency Coordination System (MACS) Course
- IS-702.a: National Incident Management System (NIMS) Public Information Systems
- IS-703.a: NIMS Resource Management
- IS-704: NIMS Communications and Information Management

- IS-706: NIMS Intrastate Mutual Aid - An Introduction
- IS-800.b: National Response Framework (NRF), an Introduction
- IS-907: Active Shooter: What You Can Do
- IS-914: Surveillance Awareness: What You Can Do
- www.fema.gov
- <http://training.fema.gov/is/>

General Information

Purpose of the Plan

The purpose of the Lincoln High School Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of the Lincoln High School and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates students/staff, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents/guardians, etc., and other members of the community with assurances that the Lincoln High School has established guidelines and procedures to respond to incidents/hazards in an effective way.

The following plan outlines guidelines and procedures for dealing with present and/or potential incidents or hazards facing students and schools. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty/staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Lincoln High School regularly schedules in-service training events for faculty and staff.

Lastly, developing, maintaining, and exercising the school EOP increases Lincoln High School's legal protection. In the past, schools without incident management procedures have been found liable. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines based on common professional practices provides a margin of protection against liability.

Scope of the Plan

The Lincoln High School EOP outlines the expectations of the faculty/staff, the roles and responsibilities, direction and control systems, internal and external communications plans, training and sustainability plans, and authority and references as defined by local, tribal, state, and federal government mandates. It also outlines common and specialized procedures as well as specific hazard vulnerabilities and response/recovery.

School Board Policy Statement

The Lincoln High School EOP operates within the framework of Lincoln High School policies.

Situation Overview

School Population

The daily population within the Lincoln High School is variable, contingent upon the number of staff and guests present. As such, the ranges of individuals who could potentially be onsite are as follows;

1070	Students
3	Administrators
13	Office/Support Staff
62	Teachers/Specialists
15	Instructional Assistants
6	Cafeteria Staff
17	Maintenance/Custodial Staff
0	Bus Drivers
17	Central Office

Functional Needs, as well as Deaf, Deaf/Blind and Hard-of-Hearing Population

Lincoln High School is committed to the safe evacuation and transport of students/staff, including those with access and functional needs, as well as deaf, deaf/blind and hard-of-hearing students/staff. The access and functional needs, as well as deaf, deaf/blind and hard-of-hearing population includes students/staff with:

- English Language Learners (ELL) (see next page).
- Blindness or visual disabilities.
- Cognitive or emotional disabilities.
- Deafness or hearing loss.
- Mobility/physical disabilities (permanent and temporary).
- Medically-fragile health (including asthma, diabetes, and severe allergies).

Translation Services

Many Lincoln High School students and volunteers may use English as a Second Language (ESL), or English Language Learners (ELL), and may require the following translation services in the event of an emergency:

Translation Services Required

Arabic	Russian
Chinese	Spanish
Japanese	American Sign Language

Hazard Analysis Summary

Lincoln High School is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

The following table briefly discusses Lincoln High School high-priority hazards including flood, severe storm, fire, chemical, intruder, civil disturbance, and terrorism:

Hazard Type	Frequency	Severity	Warning time	Duration	Risk Priority
Natural					
Earthquake	2 Possible	2 Limited	4 Minimal	1 <3 hours	Low
Flooding (flash flood, river)	1 Unlikely	2 Limited	1 24+ hours	3 12-24 hours	Low
Tornado	2 Possible	3 Critical	4 Minimal	1 <3 hours	High
Winter Storm	4 Highly likely	2 Limited	2 12-24 hours	3 12-24 hours	Medium
Human Made					
Chemical / Hazardous Materials	2 Possible	3 Critical	4 Minimal	4 24+ hours	Medium
Fire	2 Possible	3 Critical	4 Minimal	4 24+ hours	Medium
Nuclear Facility Incident	1 Unlikely	4 Catastrophic	4 Minimal	4 24+ hours	High
Power Outage, Utility Emergency/ Failure, including Water System Failure or Gas Leak	3 Likely	2 Limited	4 Minimal	3 12-24 hours	Medium

Serious Injury or Death of Student or Staff	2 Possible	2 Limited	4 Minimal	2 3-12 hours	Medium
Accidents During School, including transportation	3 Likely	2 Limited	4 Minimal	2 3-12 hours	Medium
Accidents During Out-of-School Time	3 Likely	2 Limited	4 Minimal	2 3-12 hours	Medium
Medical Emergency (Including life-threatening incidents)	3 Likely	3 Critical	4 Minimal	2 3-12 hours	Low
Influenza Epidemic and Pandemic Threats	1 Unlikely	3 Critical	2 12-24 hours	4 24+ hours	Low
Apparent Suicide	1 Unlikely	3 Critical	4 Minimal	4 24+ hours	Low
Bomb Threat	1 Unlikely	4 Catastrophic	4 Minimal	4 24+ hours	High
Civil Disorder	1 Unlikely	2 Limited	3 6-12 hours	4 24+ hours	Low
Cybersecurity	3 Likely	3 Critical	4 Minimal	4 24+ hours	Low
Death on Campus	2 Possible	2 Limited	4 Minimal	4 24+ hours	Medium
Explosion	1 Unlikely	4 Catastrophic	4 Minimal	4 24+ hours	High
Hostage Situation	1 Unlikely	3 Critical	4 Minimal	3 12-24 hours	High

Intruder	2 Possible	3 Critical	4 Minimal	2 3-12 hours	Medium
Kidnapping / Abduction / Missing Student	1 Unlikely	3 Critical	4 Minimal	4 24+ hours	Medium
Missing Student who has cognitive disabilities or autism	2 Possible	3 Critical	4 Minimal	2 3-12 hours	Medium
Report of Weapon on Campus	2 Possible	3 Critical	4 Minimal	2 3-12 hours	High
Sexual Assault/Physical Assault	2 Possible	2 Limited	4 Minimal	4 24+ hours	High
Terrorism	1 Unlikely	4 Catastrophic	4 Minimal	4 24+ hours	High
Weapons Assault	1 Unlikely	3 Critical	4 Minimal	2 3-12 hours	Medium
Off-Site Threats (e.g., local bank robbery, traffic stop)	2 Possible	2 Limited	4 Minimal	2 3-12 hours	Low

Planning Assumptions and Limitations

Planning Assumptions

Stating the planning assumptions allows the Lincoln High School to deviate from the plan if certain assumptions prove not to be true during operations. The Lincoln High School EOP assumes:

- The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage, etc.) could occur at any time without warning and the employees of the school affected cannot and should not wait for

direction from local response agencies. Action is required immediately to save lives and protect school property.

- As outlined in the FEMA national standards, schools may have to rely on their own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to faculty, visitors, and/or students/staff. Rapid and appropriate response will reduce the number and severity of injuries.
- Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive.
- Proper prevention and mitigation actions, such as creating a safe school environment and conducting fire and safety inspections, will prevent or reduce incident-related losses.
- Maintaining the school EOP and providing frequent opportunities for stakeholders (students/staff, parents/guardians, etc., first responders, etc.) to exercise the plan can improve the school's readiness to respond to incidents.
- A spirit of volunteerism among students/staff and families will result in their providing assistance and support to incident management efforts.

Limitations

It is the policy of Lincoln High School that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Lincoln High School can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.

Authorities and References

The following regulations are the authorizations and mandates upon which are the basis for this EOP. These authorities and references provide a legal basis for incident management operations and activities.

- Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g)
- Board Policy 8330- Student Records, and State and Federal Law
- Policy 5113.02 and AG 5113.02
- Policy Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended; M.C.L. 380.1241, 380.1308, 380.1308a, 380.1310a, 752.913, 771.2a

All Lincoln High School Policies are available here:

<https://go.boarddocs.com/mi/linc/Board.nsf/Public?open&id=policies>

Additional Planning References

- All-Hazards Emergency Operations Planning Guidance for Schools 2014.
- MI HEARTSafe Schools: www.migr.org/miheartsafe
- ALICE Response Intruder Protocol

Concept of Operations

Initial Response

During the initial response, school personnel are usually first on the scene. Staff and faculty will take charge and manage the incident until it is resolved, or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff and faculty will seek guidance and direction from local officials and may seek technical assistance from local, state, and federal agencies and industry where applicable. The superintendent or designee is responsible for activating the Lincoln High School EOP, including common and specialized procedures, as well as hazard-specific procedures. These immediate actions may include:

Lockdown:

- **Soft Lockdown:** When an incident outside of the school presents a situation that requires the school perimeter doors and windows to be locked but normal activities may continue remaining observant for any outside threats or danger.
- **Hard Lockdown:** When a person or situation presents an immediate threat to students/staff in or near the building. All exterior doors are locked and students/staff stay in their offices, work areas, and classrooms.

Evacuation:

- When conditions are safer outside than inside a building. Requires all staff/students to leave the building immediately.

Shelter-in-Place:

- When conditions are safer inside the building than outside. For severe weather sheltering, students/staff are held in the building safe areas, such as interior rooms or a basement, away from windows. For hazardous material release outdoors with toxic vapors, students/staff are to remain in their classrooms, with windows and doors sealed and all ventilation systems shut off. Limited movement may be allowed. Taking shelter inside a sealed building is highly effective in keeping students/staff safe.

Notification Procedures

In case of an emergency at the Lincoln High School, the flow of information **after calling 9-1-1** shall be from the school to the District Office. Information will include the nature of the incident and the impact on the school building and students/staff.

In the event of a fire, the individual discovering the fire shall activate the building fire alarm system. Unless there is a lockdown incident or a shelter-in-place incident in progress, the building shall be evacuated. In the event that a lockdown or shelter-in-place incident is in progress, the evacuation shall be limited to the area immediately in danger from the fire.

In the event the Lincoln High School is in receipt of information, such as a weather warning that may affect any school within the district, the information shall be provided to the District Office.

Notification During Summer or Other School Breaks

If a school administrator or other crisis response team member is notified of an emergency during the summer (or other break period), the response usually will be one of limited school involvement. In that case, the following steps will be taken:

- Institute the phone tree to disseminate information to Crisis Response Team members and request a meeting of all available members. *See Appendix 1 for Emergency Contact Rosters.*
- Notify general faculty/staff and families of students with appropriate information.
- Schedule a faculty/staff meeting for an update the week before students return to school.
- Be alert for repercussions among students/staff.
- When school reconvenes, institute appropriate support mechanisms and referral procedures, if necessary.

Assignment of Responsibilities

A. School Board

- Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- Establish a school emergency operations plan review committee to approve and coordinate all emergency response plans
- Review school construction and renovation projects for safety

B. Superintendent and/or Assistant Superintendents

- Appoint a district Emergency Management Coordinator to assist in planning and review
- Consult with the local Emergency Management Office to analyze system needs in regard to emergency preparedness, planning and education and to ensure coordination of the school plan with community emergency plans
- Develop and coordinate in-service emergency response education for all Lincoln High School personnel
- Obtain a resolution from the local school board giving needed authority and support to develop school emergency operations programs and plans
- Initiate, administer, and evaluate emergency operations programs to ensure the coordinated response of all schools within the system
- Authorize implementation of emergency preparedness curriculum
- Serve as principal coordinator for National Incident Management System (NIMS) planning implementation
- Gather information from all aspects of the emergency for use in making decisions about the management of the emergency
- Have overall decision-making authority in the event of an emergency until emergency services arrive

- Monitor the emergency response during emergency situations and provide direction where appropriate
- With the assistance of the Communications and Information Services Director, keep the public informed during emergency situations
- Stay in contact with the leaders of the emergency service agencies working with the emergency
- Keep school board informed of emergency status
- Request assistance from local emergency services when necessary
- Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital.
- Assign resources (persons and materials) to various sites for specific needs. This may include the assignment of school personnel from other school or community sites such as community emergency shelters.
- Authorize immediate purchase of outside services and materials needed for the management of emergency situations.

C. School/District Safety Planning Committee

- Consists of school administration, principal, teacher(s), school maintenance, law enforcement, fire, EMA, local and county EMA, school nurse, school district solicitors, school counselors, school resource officer and/or security personnel; as practical. Serve as the staff advisor to the superintendent on emergency management matters
- Keep the superintendent apprised of the preparedness status and emergency management needs
- Coordinate local planning and preparedness activities and the maintenance of this plan.
- Establish Incident Command Post (ICP) and alternate ICP locations in coordination with responding law enforcement, fire, and EMS.
- Arrange appropriate training for district emergency management personnel and emergency responders
- Coordinate periodic emergency exercises to test emergency plans and training
- Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel
- Coordinate with organized volunteer groups and businesses regarding emergency operations
- Provide training in support of general education, special needs, safety, and planning
- Provide emergency crisis counseling to students and staff
- Liaison with Michigan Department of Education at the request of the Superintendent
- Support family reunification, as requested by the Principal/Incident Commander

D. Supervisor/Building Administrator

- Coordinate with Incident Commander and Superintendent
- Retains the overall responsibility for the safety of students and staff
- Manage school policy-level activities

- Work with Communications to determine message for families and community. Interface as needed with agencies and parents.
- Provide potential student and staff outbreak and pandemic threat information to their municipal EMA and MI Department of Health
- Encourage all staff members to develop personal and family emergency plans

E. Teachers

- Supervising students and staff under their charge
- Take steps to ensure the safety of students, staff and other individuals in the implementation of protective actions and incident management protocols established in the School EOP
- Direct students in implementation of protective actions
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location
- Report missing students to the Supervisor/Incident Commander
- Execute assignments as directed by the Supervisor/ Incident Commander
- Obtain first-aid services for injured students from the school nurse or person trained in first aid.
- Arrange for first aid for those unable to be moved
- Render first-aid if necessary. School staff will be trained and certified in first aid and CPR

F. Instructional Assistants, Teaching Assistants and Personal Care Aides

- Assist teachers as directed

G. Social Workers and Psychologists

- Take steps to ensure the mental health safety of students, staff and other individuals. Render psychological first aid if necessary
- Assist in the transfer of students, staff and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Principal/ Incident Commander.
- Assist with crisis intervention and recovery processes.

H. School Nurses

- Administer first-aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide medical care
- Organize first-aid and medical supplies
- Manage student medications and go kits
- Provide potential student and staff outbreak and pandemic threat information to the Principal/Incident Commander
- Communicate public health protective actions to students and staff

I. Custodians/Maintenance Personnel

- Survey and report building damage to the Principal/Incident Commander

- Control main shutoff valves for gas, water and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use and disbursement of supplies and equipment
- Keep the Principal/Incident Commander informed of school conditions

J. School Secretary/Office Staff

- Answer phones and assist in receiving and providing consistent information to callers
- Provide for the safety of essential school records and documents
- Execute assignments as directed by the Principal/Incident Commander
- Provide assistance to the principal
- Monitor emergency broadcasts and provide updates to the Principal/Incident Commander

K. Food Service/Cafeteria Workers

- Use, prepare, and serve food and water to students and staff
- Executing assignments as directed by the Incident Commander

L. Transportation Providers

- Transfer students to new location when directed
- Execute assignments as directed by the Principal/Incident Commander
- Transport individuals in need of medical attention, as necessary

M. Technology/Information Services

- Coordinate use of technology
- Assist in establishment/maintenance of emergency communications network
- Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment
- Establish and maintain computer communication with the district office and other agencies
- Establish and maintain student and staff database in support of the incident
- Report problems in communication systems to the Principal/Incident Commander

N. Students

- Cooperate during emergency training, drills, and exercises; and during an incident
- Be responsible for themselves and others in an incident. Report situations of concern
- Take an active part in school incident response/recovery activities, as age appropriate

O. Parents/Guardians

- Encourage and support school safety and violence prevention programs
- Support service projects to promote school incident preparedness
- Provide the school with requested emergency contact information
- Practice emergency preparedness in the home

- Follow guidance provided during a school emergency

Direction and Control

The designated Site Incident Commander is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations within their building.

During emergency operations, the school administration retains administrative and policy control over their employees and equipment. However, personnel and equipment necessary to carry out the responsibilities and assignments of the Crisis Response Team may be directed by the Crisis Team Coordinator.

If the school’s own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, and/or the state will be requested.

Emergency Facilities/Crisis Response Team Post

This post will be established on-scene, away from risk of damage from the emergency, most likely in the main office or conference room. If needed, however, alternate locations may be identified. Pre-determined sites for command posts outside the school building will be identified, in cooperation with local emergency responder agencies.

An off-site post will be established in the vicinity of the incident site should an emergency situation threaten, but not yet occur, or if there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage).

Primary Post Location:	7425 Whittaker Road-Superintendent’s Office Ypsilanti, MI 48197 Key Contact: Vicki Coury 734-484-7095
Alternate Post Location I (on-site):	Lincoln Middle School 7890 Whittaker Road Key Contact: Vicki Coury 734-484-7095
Alternate Post Location II (off-site):	Lincoln Methodist Church 9074 Whittaker Rd Ypsilanti, MI 48197 Key Contacts: 734-482-6555

Continuity of School Administration

The line of succession for the Superintendent is:

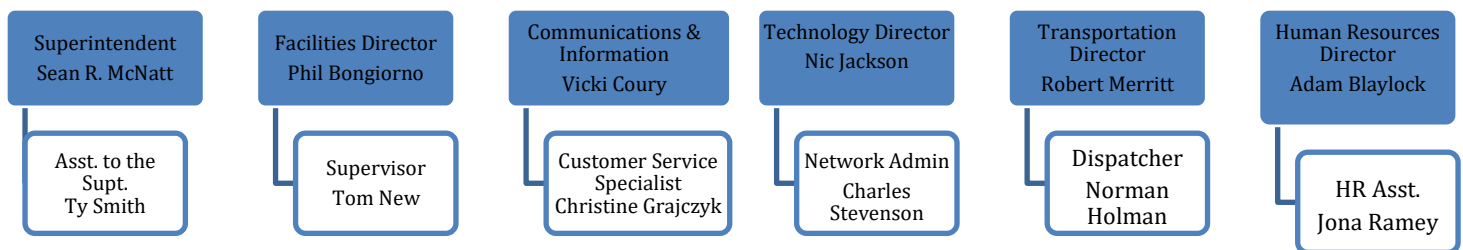
1. Adam Blaylock, Human Resources Director 734-484-7002
2. Mary Aldridge, Childs Elementary Principal 734-484-7035

School Incident Command System

Lincoln High School: Incident Command Team & Line of Succession

District-Level Incident Command Team:

Coordination



Coordination with Policy/Coordination Group

In complex incidents, a Policy/Coordination Group will convene at the school district operations center. The role of the Policy/Coordination Group is to:

- Support the on-scene Site Incident Commander.
- Provide policy and strategic guidance.
- Help ensure that adequate resources are available
- Identify and resolve issues common to all organizations.
- Keep elected officials and other executives informed of the situation and decisions.
- Lincoln High School principal/administrator and Site Incident Commander will keep the Policy/Coordination Group informed.

Coordination with First Responders

An important component of the Lincoln High School EOP is a set of interagency agreements between various local and county agencies to aid in timely communication. These agreements help coordinate services between the agencies and Lincoln High School.

Various agencies and services include, but are not limited to, local and county government, such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements may also make school personnel available beyond the school setting in an incident or traumatic event taking place in the community.

Upon arrival of qualified first responders, command will be transferred, and a transfer of command briefing shall occur. The school's Site Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

Communications

Communication is a critical part of incident management. This section outlines Lincoln High School communications plan and supports its mission to provide clear, effective internal and external communication between the school, students/staff, parents/guardians, etc., responders, and media.

Internal Communications

Communication between Staff/Faculty Members

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information *internally* when appropriate:

- PA system
- Telephone, e-mail and SMS text message via School Messenger
- Email via Gmail

Communication with the District Office

The Site Incident Commander will notify the Superintendent of the school's status/needs. The principal will notify the District Office. He/she will designate staff member(s) to monitor all communications.

External Communications

Communicating with the larger school community begins before an incident occurs. Parents/guardians, etc., media, and first responders will require clear and concise messages from Lincoln High School about what is being done, and the safety of the students/staff. Communication with Parents/Guardians, Etc.

Before an incident occurs, Lincoln High School will:

- Develop a trusting relationship with parents/guardians, etc.
- Educate them on how to access alerts and incident information.
- Identify parents/guardians, etc., who are willing to volunteer in case of an incident. Include them in preparation efforts and training.
- Be prepared with translation services for limited English or non-English-speaking families and students.

In the event of an incident, working with the Director of Communications and Information Services, Lincoln High School will:

- Disseminate information via phone calls, text messages, e-mails, website updates, and/or social media to inform parents/guardians, etc., about exactly what is known to have happened.
- Implement a plan to manage phone calls and parents/guardians, etc., who arrive at the school.
- Describe how the school and school district are handling the situation.
- Provide reunification procedures.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number or Web site address where parents/guardians, etc., can receive updated incident information.
- Inform parents/guardians, etc., and students/staff about when and where school will resume.

Communication with the Media

In the event of an incident, the Site Incident Commander will:

- Designate a Public Information Officer (PIO) (if necessary).
- Establish an off-campus briefing area for media representatives.
- Determine the need to establish or participate in a Joint Information Center.
- Coordinate messages with the principal and Policy Group.

Lincoln High School staff members are to refer all questions and requests for information to the designated spokesperson. The district PIO maintains media contacts at the major television, Internet, and radio stations. In the case of an incident, these media contacts will broadcast Lincoln High School external communications plans, including the information hotline for parents/guardians, etc.

Communication with First Responders

The Site Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume

management of the incident under their jurisdiction. Lincoln High School frequently exercises the EOP with first responders to practice effective coordination and transfer of command.

Communication after an Incident

After the safety and status of students/staff have been assured, and emergency conditions have abated, staff/faculty will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

The staff/faculty teams will:

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine information technology assets and personnel resources. Determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged structures, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for state and federal assistance.
- Provide detailed facilities data to the school district office so temporary space reallocation needs and strategies can be estimated.
- Arrange for ongoing status reports during the recovery activities to:
 - Estimate when the educational program can be fully operational.
 - Identify special building, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate students/staff and parents/guardians, etc., on available crisis counseling services.
- Inform the district of recovery status.

The school district will:

- Identify recordkeeping requirements and sources of financial aid for state and federal disaster assistance.
- Establish absentee policies for teachers/students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes (e.g., correspondence classes, videoconferencing, tele-group tutoring, etc.).
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

Administration, Finance, and Logistics

Agreements and Contracts

If school resources prove to be inadequate during an incident, Lincoln High School request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are in writing and entered into by authorized school officials. Agreements and contracts identify the school district officials authorized to request assistance pursuant to those documents.

Pre-negotiated agreements and contracts are included in *Appendix J: Memorandums of Agreement/Understanding*.

Finance

Lincoln High School is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be completed in accordance with the established local fiscal policies and standard cost accounting procedures.

Recordkeeping

Activity Logs

The ICS Section Chiefs will maintain accurate logs, recording key incident management activities, including:

- Issuance of protective action recommendations to the students/staff.
- Evacuations.
- Casualties.
- Mitigation or termination of the incident.
- Parent/Guardian notification and student release.
- Medication removal from building and administration logs.

Preservation of Records

Vital records must be protected in order to continue normal school operations following an incident. These include legal documents and student files, as well as property and tax records. The main causes of damage to records are fire and water; therefore, essential records will be protected accordingly. Details are outlined in the Continuity of Operations (COOP) Procedures, a functional annex of the *All-Hazards Emergency Operations Planning Guidance for Schools 2014*, and should be inserted into Appendix F of this plan.

Lincoln High School Crisis Response Team is responsible for the overall maintenance and revision of the EOP. This team is also responsible for coordinating training and exercising the

EOP. The team is expected to work cooperatively to make recommendations for revising and enhancing the plan.

The school board and the superintendent are responsible for approving and promulgating this plan. Local fire, law enforcement, and emergency manager approval and suggestions will also be requested.

Plan Development, Maintenance, and Distribution

Approval and Dissemination of the Plan

The school board, together with superintendent, will approve and disseminate the plan and its annexes following these steps:

- Review and validate the plan.
- Present the plan (for comment or suggestion).
- Obtain plan approval (school board).
- Distribute the plan.

Record of Changes

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change. The record of changes will be in table format (Page 8 of this EOP) and maintained by the School Crisis Response Team.

Record of Distribution

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The school Crisis Response Team will indicate the title and name of the person receiving the plan, the date of delivery, and the number of copies delivered.

Plan Review and Updates

The basic plan and its annexes will be reviewed annually by the school Crisis Response Team, emergency management agencies, and others deemed appropriate by school administration. The principal will establish a schedule for annual review of planning documents.

The school EOP will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

Training and Exercising the Plan

Lincoln High School understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur. The designated planning team will coordinate training and exercising efforts in accordance with state law.

Basic and refresher training sessions will be conducted during the first in-service day of the school year for all school personnel in coordination with local fire, law enforcement, and emergency managers.

Mandatory EOP training will include:

- Orientation to the EOP.
- Hazard and incident awareness training for all staff of Lincoln High School in a coordinated manner if possible
- First Aid, CPR, and AED (if applicable) training for all staff.
- Team training to address specific incident response or recovery activities, such as parents/guardian, etc., student reunification, access and functional needs, as well as deaf, deaf/blind and hard-of-hearing students/staff, and relocation.
- Two online FEMA courses: IS-100.sca and IS-700 (both courses are free at FEMA's Emergency Management Institute (EMI) Web site).

Additional training will include drills, tabletop, and functional exercises. Drills will be conducted throughout the school year per state and district requirements. Exercises will occur at least once per school year. Approved parent volunteers and community members will also be incorporated into larger training efforts.

All Lincoln High School staff members are expected to develop personal and family emergency plans. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event. Knowing that the family is prepared and can handle the situation will enable school staff to do their jobs more effectively.

Appendix A: Emergency Contact Rosters

School Crisis Response Team			
Name / Position	Office Phone	Cell Phone	E-mail (@Lincoln12.org)
Nicole Holden, Principal	734-484-7060		holden@lincoln12.org
Regina Winborn, Asst. Principal	734-484-7000 x 7142		winborn@lincoln12.org
Carrie Melcher, Asst. Principal	734-484-7000 x 7661		melcher@lincoln12.org
Emmy Baker			
Janette Shinavier			
Karen Nowak-Rochford			
Luke Moore			
Brian Sweet			
Anthony Finley			
Jodie Hotchkiss			
Kurt Kohlmann			
Amber Marshall			
Tim Armstrong			

Other District Leadership

Name / Position	Office Phone	Cell Phone	E-mail (@washtenaLincoln High School.org)
Sean McNatt , Superintendent	734-484-7001		mcnatts@lincolnk12.org
Adam Blaylock , Human Resources Director	734-484-7002		blaylocka@lincolnk12.org
Ty Smith , Asst. to the Superintendent	734-484-7001		smitht@lincolnk12.org
Vicki Coury , Director of Communications & Information	734-484-7095		couryv@lincolnk12.org
Phil Bongiorno , Facilities Director	734-484-7039		bongiornop@lincolnk12.org
Nik Jackson , Technology Director	734-484-7000 x 7614		jacksonn@lincolnk12.org
Adam Snapp , Finance Director	734-484-7081		snappa@lincolnk12.org
Kevin Upton , Curriculum Director	734-484-7068		uptonk@lincolnk12.org
Rob Williams , Student Services Director	734-484-7054		williamsr@lincolnk12.org
Bob Merritt , Transportation Director	734-484-7044		merrittb@lincolnk12.org

Other District Crisis Staff

Name / Position	Office Phone	Cell Phone	E-mail
Mary Aldridge/Principal	734-484-7035		aldridge@lincoln12.org
Nicole Holden/ Principal	734-484-7005		Holden@lincoln12.org
Robert Jansen/ Principal	734-484-7074		jansenr@lincoln12.org
Christina Sperle/ Nurse	734-484-7000 x 8203		sperlec@lincoln12.org
Kurt Kohlmann/ Social Worker	734-484-7005		kolhmann@lincoln12.org
Amber Marshall/ Ancillary Staff	734-484-7005		marshalla@lincoln12.org
Rebekah Ward/ Counselor	734-484-7085		makarewich@lincoln12.org
Amy Stamps / Social Worker	734-484-7074		stamps@lincoln12.org
Suzanne Kapica/ Parent			suzannekapica@gmail.com
Carrie Melcher/ Asst Principal	734-484-7005		melcher@lincoln12.org
Ellen Codare/ Social Worker	734-484-7033		codaree@lincoln12.org
Craig Harvey / Liaison Officer	734-484-7000 x 7642		harveyc@lincoln12.org
Tim Greene / Principal	734-484-7033		greentk@lincoln12.org
Susan Hopkins/Social Worker	734-484-7035		hopkins@lincoln12.org
Jennifer Kennedy/ Psychologist	734-484-7033		kennedy@lincoln12.org
Luke Moore/ Counselor	734-484-7006		moorel@lincoln12.org
Katilyn Osentoski/Social Worker	734-484-7074		osentoskik@lincoln12.org
Lori Ferguson/ Asst Principal	734-484-7033		ferguson@lincoln12.org
Paula Robinette/ Principal	734-484-7031		robinette@lincoln12.org
Regina Winborn/ Asst. Princial	734-484-7005		rwinborn@lincoln12.org
Kerry Shelton/ Principal	734-484-7070		shelton@lincoln12.org

Other District Facilities		
School / Facility	Primary Phone	Alternate Phone
Superintendent/Central Office 7425 Willis Road Ypsilanti, MI 48197	734-484-7001	734-484-7002
Lincoln High School 7425 Willis Road Ypsilanti, MI 48197	734-484-7004	734-484-7005
Lincoln Middle School (Located on Railsplitter Drive) 8744 Whittaker Road Ypsilanti, MI 48197	734-484-7033	
Bishop Elementary School 8888 Whittaker Road Ypsilanti, MI 48197	734-484-7074	
Brick Elementary School 8970 Whittaker Road Ypsilanti, MI 48197	734-484-7031	
Childs Elementary School 7300 Bemis Road Ypsilanti, MI 48197	734-484-7035	
Lincoln Early Childhood Center at Model Elementary School 8850 Whittaker Road Ypsilanti, MI 48197	734-484-7070	734-484-7043
Transportation Dept (Located on Railsplitter Drive) 8622 Whittaker Road Ypsilanti, MI 48197	734-484-7044	

General Contact Numbers		
	Contact	Phone Number
First Responders - Public Safety Agencies - Hospitals	General Emergency	911
	Emergency Manager	734-973-4900
	Washtenaw County Sheriff	734-971-8400
	Fire Department	911/734-461-9500
	Poison Control	800-222-1222
	St. Joseph Mercy Hospital	734-712-5650
	Child Protective Services	855-444-3911
	EMS	911
	Wayne County Sheriff Patrol	734-721-2222
	Wayne County Sheriff Dispatch	313-224-5728
	Van Buren Twp Police Dept.	734-699-8930/734-699-6061
	Sumpter Twp Police Dept.	734-461-6898
Utilities	Phone Company	1-800-340-2555
	Gas Company -DTE	800-947-5000 gas leak or emergency
	Electric Company - DTE	800-477-4747 Powerline
	Heating, Ventilation, A/C	

COMMUNITY RESOURCES		
AGENCY	NAME	NUMBER
Prev. & Comm. Response Serv. (During regular business hours)	Gary Logan Michelle Rose-Armstrong	734-544-6811 734-544-2911 734-368-1114/C 734-713-6362/Home 734-994-2911
Traumatic Events Response Network (TERN)	To activate, call Ann Arbor Central Dispatch . Request a “TERN response.” Dispatch personnel will take your number, and a member from the TERN Team will return your call.	734-994-2911
WISD	Nancy Keils, SSW	734-994-8100 x557
Forest School	Jan Sutherland	734-714-1800
Arbor Hospice		734-662-5999
Lincoln Comm. Methodist Church	Beverly Mar	734-482-4446 810-923-6860/C
(In case of emergency evacuation, key to church will be kept at Lincoln Business Office)		
Evangelical Friends Church	Rev. Jack Radcliffe	734-483-6380
St. Joseph Catholic Church		734-461-6555
St. Joseph Mercy Hospital	Inpatient Dept.	734-712-5650
	Psych. Main Desk	734-712-6101
	Emergency Room	734-712-3000
	PEUC (pediatric emergency care)	734-712-2786
	Psych. ER	734-712-2762
Red Cross (Washtenaw)		734-971-5300
Red Cross (Wayne)	Patrick Holland	313-576-4146
	24 hr. hot line	1-800-774-6066
University of Michigan Psych. ER		734-996-4747

Appendix B: Class Rosters and Schedules

See “Go Kits” for Class Rosters

Bell Schedules 2019-2020

Regular Day:

Class Period	Time
1st hour	7:40-8:39
2nd hour	8:46-9:45
3rd hour	9:52-10:51
4th hour-A lunch	
Lunch	10:51-11:21
Class	11:28-12:28
4th hour-C lunch	
Class	10:58-11:58
Lunch	11:58-12:28
5th hour	12:35-1:32
6th hour	1:39-2:36

Early Release Day:

(9/20, 10/11, 10/31, 11/15, 12/6, 2/14, 3/13, 4/24, 5/8)

Class Period	Time
1st hour	7:40-8:12
2nd hour	8:19-8:51
3rd hour	8:58-9:30
5th hour	9:37-10:08
6th hour	10:15-10:46
4th hour-A lunch	
Lunch	10:46-11:16
Class	11:23-12:23
4th hour-C lunch	
Class	10:53-11:53
Lunch	11:53-12:23

Exam Days:

Day	Hour	Time
Wednesday 1/23/19 6/12/19	1st	7:40-9:05
	2nd	9:12-10:36
Thursday 1/24/19 6/13/19	3rd	7:40-9:05
	4th	9:12-10:36
Friday 1/25/19 6/14/19	5th	7:40-9:05
	6th	9:12-10:36

Pep Assembly:

(9/27, 11/5)

Class Period	Time
1st hour	7:40-8:23
2nd hour	8:30-9:12
3rd hour	9:19-10:01
5th hour	10:08-10:51
4th hour-A Lunch	10:51-11:21
Class	11:28-12:28
4th hour-B Class	10:58-11:21
Lunch	11:21-11:51
Class	11:56-12:28
4th hour-C Class	10:58-11:58
Lunch	11:58-12:28
6th hour	12:35-1:15

Half Days: (10/25, 5/22)

Class Period	Time
1st hour	7:40-8:05
2nd hour	8:12-8:36
3rd hour	8:42-9:08
4th hour	9:15-9:39
5th hour	9:46-10:10
6th hour	10:17-10:36

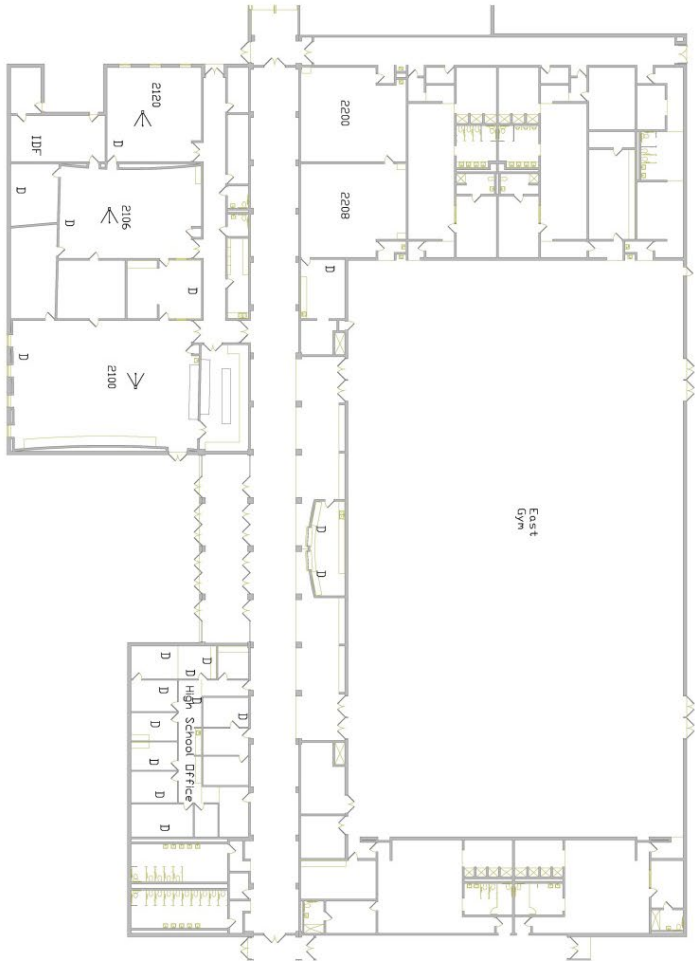
Appendix C: School Maps and Floor Plans



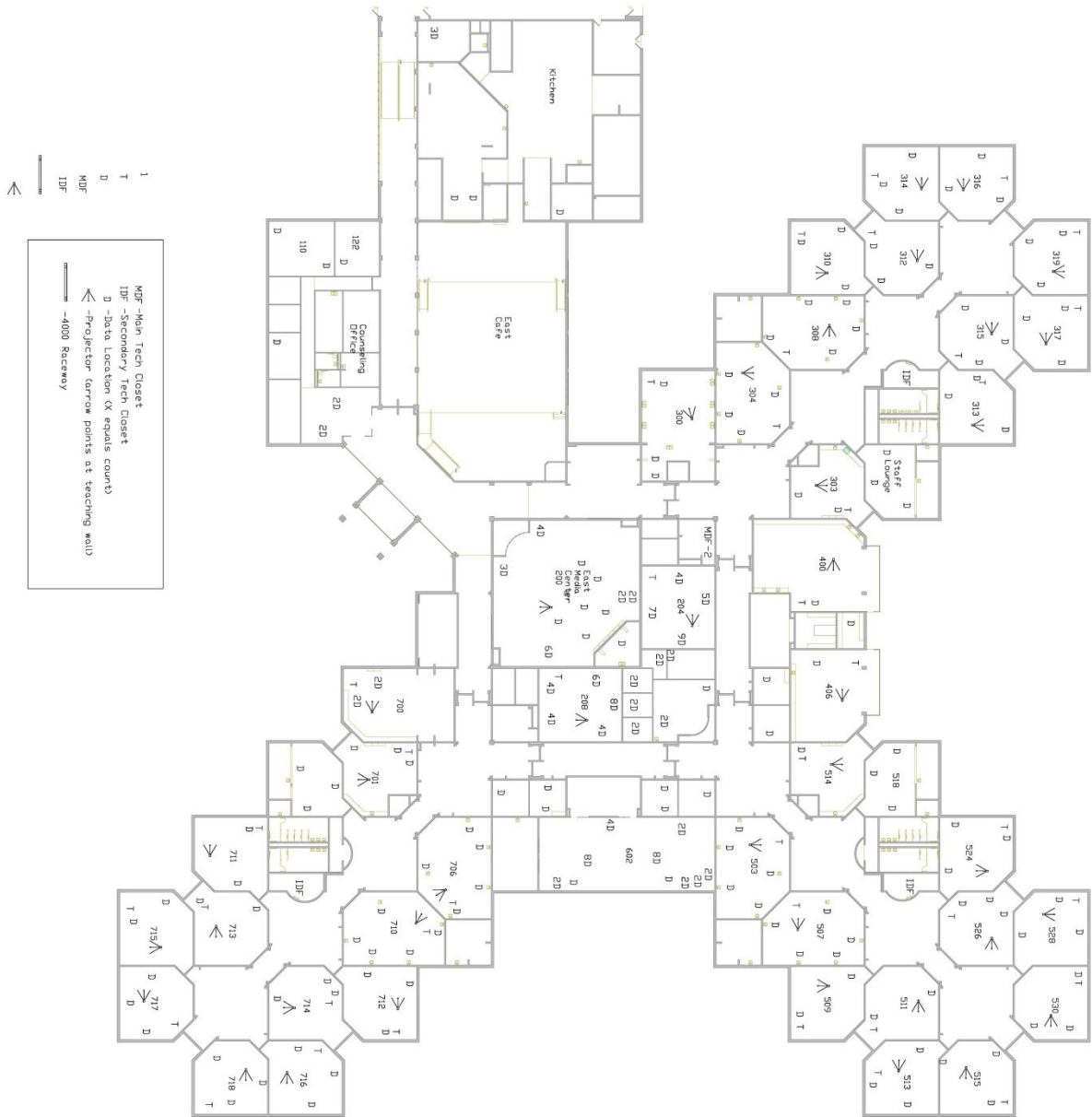
LINCOLN HIGH SCHOOL – WEST END



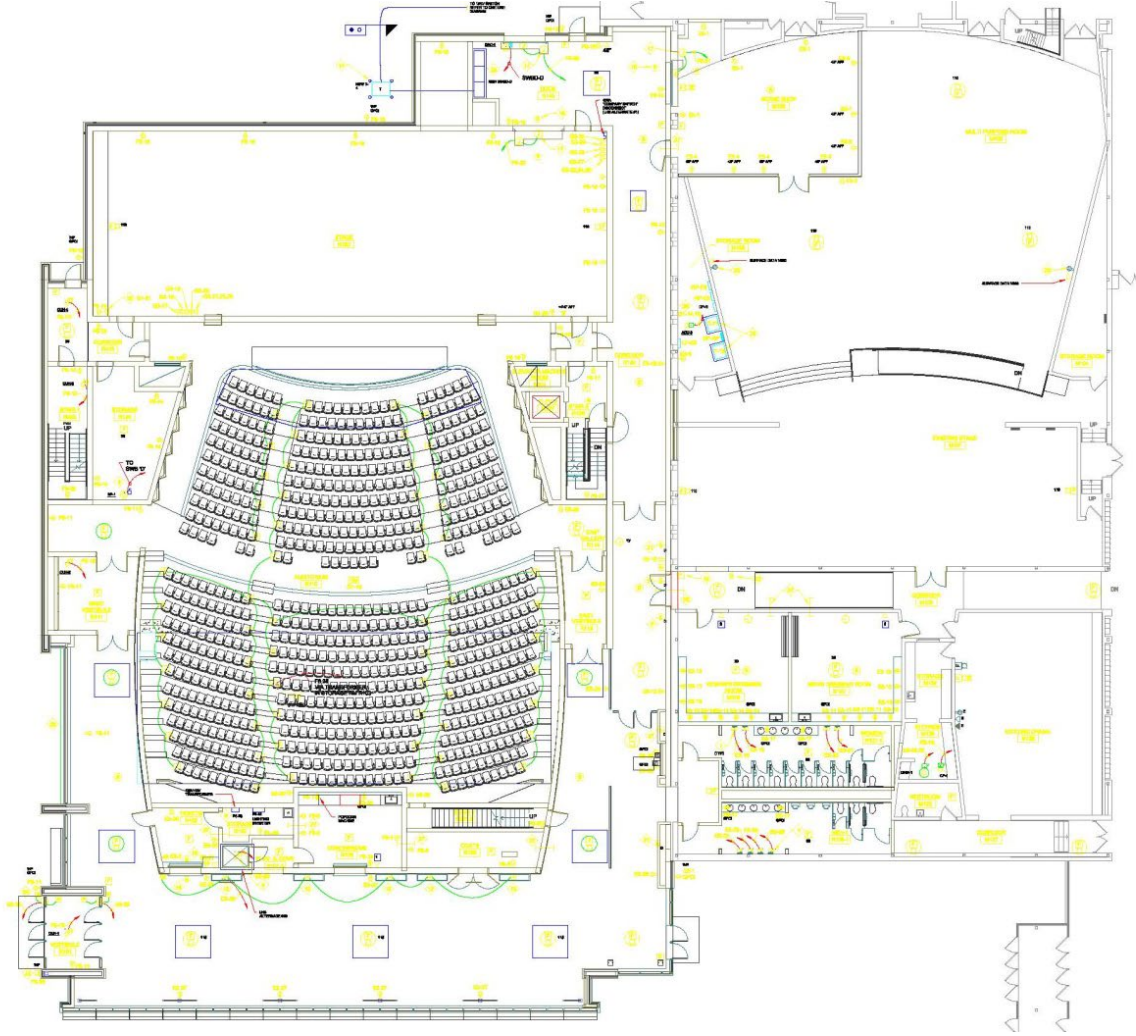
Lincoln High School – Center Section



Lincoln High School – East End



Lincoln High School – Performing Arts Center (PAC)



Appendix D: Specific Response Actions

Medical Emergency

- Evaluate the scene to ensure it is safe to render aid. If the scene is not safe, isolate the area and call 9-1-1.
- If it is safe to render aid, approach the victim and assess the severity of the situation and injuries.
- Direct a person to advise school administration to call 9-1-1 and to wait to direct emergency services personnel to the scene.
- If trained, provide the appropriate First Aid response protocol as needed and wait until the medical professionals arrive to take over command of the scene.
- Provide information regarding nature of injuries and treatment given to emergency services personnel.
- Be available to accompany the injured to the hospital if needed or ensure an adult accompanies the injured to the hospital.
- Complete incident report.

Shelter In Place

- Collect emergency supplies and class roster. Take account of students and conduct quick sweep of the areas of responsibility or access on mobile app
- Guide students to the designated shelter in place location based on the threat. Weather and Hazmat sheltering locations may be different. The situation will dictate proper shelter locations.
- Account for all the students and report any accountability issues to a supervisor.
- Be prepared to assist with the sealing of windows, doors and vents.
- Be prepared to assist with potential follow-up activities such as evacuation, relocation, reunification or a return to the classroom.
- Complete incident report.

Evacuate

- Collect emergency supplies, class roster and emergency contact lists or access.
- Account for all students and prepare to evacuate.
- Check possible hiding areas and perform a sweep of areas of responsibility.
- Guide students out of the building via either the primary or secondary evacuation route. If not safe, consider other means of evacuation.

- Report to designated safe gathering area or notify Response Leader of location.
- Take immediate face/name account of all students at the gathering place and immediately report any accountability issues to supervisor/principal.
- Complete incident report.

Lockout/Soft Lockdown

- Guide students inside the building preferably to an area behind a lockable door.
- Ensure all exterior classroom doors and windows are locked.
- Continue with normal activities, but consider closing blinds and shades.
- Remain observant for any outside threats or danger.
- Be prepared to initiate lockdown or evacuation protocols, if necessary.

Lockdown

- If you see the need, alert the building to lockdown. Use designated plain language voice alert if necessary and mobile app alert as well as any ability to use phone or PA alert.
- Guide all students in your vicinity inside the nearest classroom or other space that can be secured.
- Lock or barricade all doors. Implement the Active Shooter Training protocol.
- Secure and cover windows, if applicable.
- Guide students to an area in the room that provides cover and concealment - Active Shooter Training protocol.
- Notify 9-1-1. Inform them of observations and status of people in your room including injuries.
- Keep the students low and ensure they maintain cover and/or concealment.
- Identify objects that could be used as improvised weapons - Active Shooter Training protocol.
- Remain locked down until removed by Police or an administrator gives the "All Clear". Direct students/staff with you to put hands up when exiting the school.

Appendix E: Hazard-Specific Procedures

Thunderstorm/Tornado

Action Steps: **Principal/Department Administrator**

- Maintain and monitor an emergency weather radio, weather apps (Weather Channel, Storm Shield), and Nixle Alerts from the Washtenaw County Sheriff's Office.
- When notified of a tornado/severe weather warning and designate a person to continue monitoring the weather alert radio
- When notified of a tornado/severe weather warning for the area, sound tornado alarm or make an announcement on the PA system or with a backup system (e.g. bull horn)
- Notify any ancillary program housed on site that would not hear alarm or PA announcement
- Notify supervisors involved in inside and outside activities when there is a severe weather warning; cancel all outside activities. If buses are in the parking lot, inform the bus drivers of the weather conditions. (Do not load school buses during tornado warning conditions.) If students are on the buses and the buses have not departed when a tornado warning is received, bring the students and drivers into the building and provide shelter until an "all clear" is given
- Move all staff, students and visitors indoors to shelter areas until the "all clear" is announced; Assign someone to ensure assistance is available and provided for disabled/special needs students.
- Stay in contact with the designee monitoring the weather radio for weather updates.
- Contact District's Communications Dept. to notify families, district administration, community as needed. (Incl. reminder that all doors will be locked, please do not show up until the situation is cleared.)
- Determine if any groups of students are off site and establish communication with sponsors
- Ensure any students or staff with outdoor plans stay in shelter until 30 minutes after last lightning strike
- Use discretion in loading buses when lightning is observed nearby
- Continue to monitor radio and TV for current advisory information
- Call 911 if any utility lines have been downed

Action Steps: **Teacher/Staff**

- Ensure students can identify a tornado alarm

- Ensure students who are outside are immediately brought into a shelter area when there is thunder, lightning, or a tornado/severe weather warning
- Escort students to a designated shelter area and remain with students until an “all clear” is sounded
- Take class list and keys. Check attendance and make sure all students are accounted for. Notify the principal/department administrator immediately if a student is missing
- Ensure students remain quiet and follow directions
- Instruct students to sit quietly and assume a posture for protecting the backs of their necks with:
 - Knees in a tucked position
 - Faces toward interior walls, away from door swing areas
 - Hands over back of head protecting the exposed neck area
- Report any injuries or missing students to the principal/department administrator
- Assist with any first aid needed in your area
- Await further instructions

Specific Lincoln School District response to Lightning

In the morning (prior to start of school day at 7:40 am): NOAA or NWS weather alert received in transportation. Transportation director makes decision to have students disembark or remain on the bus.

At the end of the school day: NWS or NOAA alert is given in Central Office to Supt. Secretary. Warning is disseminated to all schools via e-mail and phone call. If lightening is seen, staff and students are to “shelter in place.”

Hold for 30 minutes.

Winter Storm

Early Morning Decision:

1. When heavy snow warnings are forecast, or hazardous driving conditions exist due to snow, ice, or sleet, it is the responsibility of area superintendents to review conditions and local school district status prior to 5:00 a.m. on any day that school is scheduled to be in session. The decision to close facilities rests with the superintendent or his/her designee.
2. If the decision is made to close, the Superintendent (or his/her designee), will notify the general media, school staff and Lincoln High School building staff using the School Messenger system.

School in Session Closing:

1. If school must close during the school day because of bad weather conditions or a building problem, all transportation supervisors responsible for the Lincoln High School campus and all young adult sites have agreed to pick up students upon request.
2. A telephone contact with parents, or an approved alternate contact, will be made by staff, if school is dismissed early.

General Information:

1. When adverse weather conditions affect late afternoon or evening functions (workshops, meetings, testing, etc.), media will be notified and the information will be posted on the Lincoln High School website and communicated through social media (@Lincoln High School on Facebook and Twitter). Event Services will notify any group(s) that have reservations with respect to the building closure.
2. Staff who are assigned to a program in a local district's building **will adhere to the school closing decisions of that district and not the decisions affecting Lincoln Consolidated Schools Campus.** Lincoln High School will inform parents of students assigned to a program in a local district to follow the school closing procedures and decisions of the local district.

Action Steps: **Principal/Administrator**

- Should the building lose electrical power or if the HVAC system fails, implement appropriate notification and shelter-in-place procedures.
- Should the building become uninhabitable, notify the Superintendent and then call 9-1-1 and explain the situation. Request 9-1-1 operator to alert the local emergency manager.
- Call 9-1-1 to notify police that you are sheltering students in the building due to weather conditions and have a medical emergency.

Chemical/Hazardous Materials

Action Steps: Principal/Department Administrator

- Call 911.
- Initiate Specific Response Action as appropriate.
- Ensure HVAC (Heating, Ventilation, Air Conditioning) system is turned off.
- Ensure all open flame heating devices (boilers, stoves, science burners) and gas main in the building are turned off.
- Notify any ancillary program housed on-site that may not hear PA announcement.
- If any individuals become contaminated, report this to the Incident Commander (fire/police authorities in charge of the scene).
- Consider disabled students when making decisions or taking actions.
- Maintain radio communication with secretary and building maintenance personnel.
- Keep telephone lines open for emergency reporting.
- Keep staff notified of the status of the situation.
- Directly notify the Superintendent and/or Assistant Superintendent and Communications Office.
- If Inside Building:
 - Evacuate building
 - Monitor and assist in closing windows and doors
- If Outside Building:
 - Determine whether the building should be evacuated or locked down

Action Steps: Teacher/Staff

- Remain with students during the entire emergency.
- Move students away from affected area.
- Close windows and doors.
- Have students cover nose/mouth with any fabric or material.
- Report any contamination (direct exposure) immediately.
- Evacuate if directed.
- Take classroom "Go Kit" if evacuating the building.
- Follow directions from the principal/department administrator or Incident Commander.
- Remain in evacuation area (if evacuated) until the "all clear" is sounds by the principal/department administrator or Incident Commander.

Fire

Action Steps: **Principal/Department Administrator**

- If a fire is detected, pull alarm and call 911 in ALL situations where fire is detected, regardless of how small. Determine the fire location and report this in your call.
- Supervise evacuation of students and staff to the designated assembly area(s) (300 feet from the building if possible).
- Utilize fire extinguisher/blanket if appropriate.
- Notify any ancillary program housed on site that may not hear the alarm.
- Ensure the building is checked for any staff, students or visitors. Be sure to check bathrooms and closets.
- Ensure all students are accounted for.
- Determine and designate a staff person to coordinate search efforts in partnership with Fire Department/Incident Commander for missing students, staff, and visitors.
- Determine and designate a staff person to coordinate and manage students and staff release. *Follow Release Protocol.*
- Determine if anyone requires first aid treatment.
- Ensure access roads remain open for emergency vehicles (e.g. gates and parked cars).
- Directly notify the Superintendent or Assistant Superintendent and Communications Office.
- Maintain communication with secretary and building maintenance personnel.
- Yield building authority to the Fire Department or Incident Commander.

Action Steps: **Teacher/Staff**

- If a fire is detected, pull alarm.
- Call 911 (if this has not been done).
- Notify the principal/department administrator.
- Ensure anyone in a nearby restroom, closet or other room, not under the supervision of a staff member, is evacuated.
- Count students; evacuate students upon hearing the fire alarm; close doors and windows; take keys, classroom go-kit, and class list.
- Teachers are responsible for physically disabled students in their immediate care.
- Ensure students remain quiet and follow directions.
- Walk with students to the designated assembly area(s) (at least 300 feet from the building, if possible).

- Close exterior doors behind you when exiting the building.
- Use the class list to take attendance in the assembly area. Notify the principal/department administrator immediately if a student is missing. The designee of the Principal/Administrator coordinating missing students can be located at school office or evacuation site.
- The Principal/Administrator will determine when students should be released and notify designee coordinating release. If directed to release students to parents, keep accurate records of students released. Do not release students unless directed to do so. Follow Release Protocol.
- Remain in the evacuation area until the “all clear” is given by the Fire Department, Incident Commander, or principal/department administrator.

Power Outage/Utility Emergency/Failure Including Water System Failure and Gas Leak

Action Steps: **Principal/Department Administrator**

- Evacuate building if there is a gas leak or gas line break and call 911 in ALL situations.
- Keep staff and/or students informed of the situation, using school PA system and School Messenger/Remind and designate staff person(s) to go door-to-door if there is no power to the PA system
- Directly notify the Superintendent or Executive Administration
- Notify maintenance personnel and Director of Operations immediately of any utility problem or to have it shut off. (Also contact landlord if needed.)
- If Electrical Failure:
 - Contact DTE
 - Watch for downed power lines and EVERYONE STAY AWAY from any downed wire or metal fence/poles and notify Administration and First Responders immediately
 - Locate flashlights in Go-kit and use as required
 - Evacuate as needed and follow Release Protocol if needed.
- If Gas Leak:
 - Contact Utility Provider (DTE or Consumers; dependent on site)
 - Shut off gas
 - If internal, evacuate as needed and follow fire evacuation procedures. Close doors as leaving. Follow Release Protocol if needed.
 - If outside/external, shelter in place and close doors and windows. Wait for further instructions from First Responders and/or utility provider.
- If Water Main Break or Water Systems Failure:
 - Contact Utility Provider (City or municipality; dependent on site)
 - Shut off water if needed
 - Communicate notifications to staff, students and visitors (i.e. "Do not drink.") and post signs
- If evacuating building, follow fire evacuation procedures or provide special instructions to staff
- If needed, yield building to First Responders.
- Announce all clear when the emergency is over

Action Steps: **Teacher/Staff**

- Remain with students during the entire emergency
- Follow directions of principal/department administrator or designee(s)
- Watch for communications by School Messenger/Remind or in-person door-to-door messenger if there is no power

Serious Injury or Death of Student or Staff

Action Steps: **First Staff On-Site**

- Assess injured person for visible injuries and signs of consciousness, breathing, pulse, and shock.
- Keep person laying down and do not move. If the location and/or circumstances further endanger the person or yourself, leave the area. If you cannot safely assist the injured person, wait for First Responders.
- If you observe severe bleeding, apply direct pressure with clean, sterile cloth or any piece of clothing.
- If you observe the person not breathing, utilize defibrillator (AED) to determine if shock or CPR is needed. (Defibrillator will make determination and provide instructions on what to do.)
- Follow Universal Precaution safety protocols if blood and body fluids are present.
- If injured person is not breathing, check airway and clear if necessary. Call 911 and begin CPR.
- Stay with injured person until EMS arrives.

Action Steps: **Principal/Department Administrator**

- Call 911 if needed. Call emergency card contacts.
- Prevent all access to the injured person/victim and area, except for medically trained staff.
- If possible, remove students from the area.
- Directly notify the Superintendent or Assistant Superintendent and Communications Department.
- Identify and separate any witnesses and protect the scene of the event.
- Complete Incident Log.
- Gather records of students/staff involved in the incident and prevent unauthorized access.
- Send a representative to the hospital to help person's family.
- Assess instructional and support needs. Call in substitute teachers as needed.
- During school hours, permit students to leave school only with parental permission. Carefully monitor attendance.
- Notify Transportation Department to be on alert for students showing signs of distress.
- Issues regarding confidentiality and student's right to privacy should be maintained.

- If approved by investigating agency, remove and store personal belongings of the injured/deceased for return to family.

Action Steps: Teacher/Staff

- Call 911.
- Notify the office to call First Responders Team/Medical Response Team.
- Complete Incident Log.
- If possible, remove students from the area and try to calm them.
- Separate witnesses and protect the scene of the event.
- Discourage discussion and spreading of rumors.
- Identify students in need of counseling.
- Refer all media questions to the District spokesperson.

Bus Accident

(Follow Local District's Transportation Emergency Plan if applicable)

Action Steps: Bus Drivers

- Call 911. Communicate the accident to the Transportation Office, providing exact location and information about severity, injuries, and hazards.
- Remain calm, reassure passengers, and account for all students through the bus roster. Be alert to the potential for fire or other hazards.
- If it is unsafe to stay on the bus, evacuate students. It is extremely important to not move injured people unless a hazard exists that presents an imminent danger of further injury.
- Administer first aid, if possible, until rescue personnel arrive.
- Protect the scene after determining students are not seriously injured. Consider placing reflectors far enough back to protect the bus from another collision. Activate r-way flashers.

Action Steps: School or District Personnel

- Have the Transportation Office report the accident to the school principal, the Superintendent's Office, and the Communications Office.
- Dispatch the Director of Transportation or an administrator with oversight responsibilities to the accident scene. Consider dispatching to the scene school staff who are most recognized or known by students. Students injured or traumatized by the incident are likely to be more at ease with a familiar adult.
- Activate the School Emergency Response Team and initiate responsive procedures, including preparing for on- or off-site counseling.
- If the accident results in injuries to students or staff, dispatch the school principal to the scene of the accident to work with the responding public safety agency's onsite incident commander.
- Dispatch school staff to the medical care facility where injured students and other personnel are transported to help identify students and parents and to provide emotional support.
- As soon as information becomes available, start communicating to parents. Consider establishing a meeting room at the school for parents to gather for incident updates, counseling, reunification, etc.
- Brief all staff and prepare for the next day's activities.

Accidents During Out-of-School Time

Action Steps

- If an incident occurs that is likely to have an impact on the school community, such as a death or serious injury, activate your school's Emergency Response Team (ERT) to develop a plan, including:
 - Contacting students and staff with information related to the incident
 - Using the school as a place for support services and grief counseling in the immediate aftermath
 - Reaching out to the family of the victims
 - Communicating to students, staff and community
 - Coordinating with community agencies, depending on the incident and how widespread of an impact it has on residents
- When school resumes after the holiday or vacation, additional plans should be in place to notify those students and staff who were not contacted before. Have support services available once this information is shared with students and staff.
- Identify close friends and staff who are most likely to be affected. Monitor these individuals when school reconvenes, and on anniversary dates of the incident.
- Be alert for repercussions among students and staff when school reconvenes. Check with the core group of friends and other at-risk people. Provide appropriate support services and referral options.

Cardiac Emergency

For All Responders (Staff, Faculty, Cardiac Emergency Response Team, etc)

Sudden cardiac arrest events can vary greatly. All faculty, staff and Cardiac Emergency Response Team members must be prepared to perform duties. Early action is crucial to successfully treating a cardiac arrest. If a person collapses, do not move the patient unless the scene is unsafe.

Perform the following 5 steps:

1 Early Recognition of cardiac arrest

- Person is not moving, or is unresponsive or unconscious
- Person is not breathing normally (irregular breaths, gasping or gurgling, not breathing)
- Seizure or convulsion-like activity may also occur
- Person may have just received a blunt blow to the chest

2 Early Call to 911 and Alert within school

- Call 911 as soon as a potentially life-threatening event is recognized
 - Provide school address, cross streets (below), patient condition, remain on the phone with 911
- Call school emergency number to request **Medical Response Team**
 - Give exact location ("Mr./Ms. ___ classroom, Room # ___, Gym, football field, cafeteria, etc.")
- All Cardiac Emergency Response Team members proceed immediately to scene of the emergency
 - Closest team member retrieves the AED in route to the scene
 - Leave the AED cabinet door open, the alarm signals the AED is taken for use

3 Early CPR

- If CPR/AED trained, **begin CPR/AED** as per training, have the defibrillator (AED) brought to the scene
- If not CPR/AED trained, **begin Hands Only CPR** until CPR trained response team or a responder arrives
 - Press hard and fast in center of chest
 - The 911 operator may give you directions for CPR and AED use

4 Early Defibrillation

- When the AED arrives, attach pads to patient, use the AED following the instructions
 - The AED will **ONLY** deliver a shock if it is needed; if **NO** shock is needed, **NO** shock is delivered
- Continue CPR until patient is responsive or EMS responder arrives

5 Early Advanced Life Support

- Transition care to EMS upon arrival, to provide advanced life support

Notification Procedures: In the event of a suspected cardiac emergency at any school location--**call 911** then report the emergency immediately.

Recognize sudden cardiac arrest (e.g., collapsed and unresponsive; no breathing or gasping, gurgling or labored breathing; seizures may occur).

Principal/Administrator:

- Call 911 if not done so already or designate someone else to call.
- Assign an individual to meet/escort the police/fire/EMS.
- Activate school's cardiac emergency response plan. If cardiac emergency response team is delayed or not available, proceed with the following:
 - If automated external defibrillator (AED) is available, assign an individual to bring it to the scene; have a staff member trained in the use of the AED respond to the area to assist.
 - Assess if the area is safe. Once safe, begin CPR.
 - Assign individuals to:

- Assist with crowd control and clearing all rescuers and bystanders.
 - Document events. Locates emergency card and any medical information if possible for EMS.
-
- Assess patient (e.g., airway, breathing, and circulation).
 - Prepare victim by removing his/her shirt; dry his/her chest, if wet.
 - If AED available, have trained staff member operate AED.
 - If no AED or trained staff member is available/present, have a staff member trained in first aid/CPR respond to the area to assist.
 - EMS will take charge of the situation upon arrival.
 - Notify the parents/guardians, etc.

Medical Emergency (including life-threatening incidents)

Develop response protocols for the following categories of medical emergencies:

Life Threatening:	A condition that can cause death or disability within minutes requires immediate intervention, medical care, and hospitalization. <i>Examples:</i> cardiac arrest, airway and breathing difficulties, chest pain.
Serious or Potential Life Threatening:	Situations that may result in life-threatening or may produce permanent damage require immediate treatment. <i>Examples:</i> burns, major fractures, diabetic or related seizure, insect bites, or food allergy.
Non-Life-Threatening	An injury or illness that may affect a person's general health, which may include mild or moderate fever, stomach ache, seizures, fractures, or cuts.

Action Steps: Life-threatening or Serious Medical Emergency

When an injury, illness, or condition is determined to be potentially life-threatening or disabling:

- Call 9-1-1 immediately.
- Provide first aid or Basic Life Support (for example, CPR, rescue breathing, use of AED).
 - **Asthmatic:** Administer rescue inhaler. Keep the victim calm and encourage slow, deep breathing. Call 9-1-1 if the victim's condition does not improve or rescue medicine has little or no effect.
 - **Seizure:** Do not try to move the victim, stop the seizure, or place anything in the victim's mouth. Keep the victim calm and comfortable until EMS arrives.
 - **Diabetic:** Place the victim on his or her side or in an upright position if restless or uncooperative or is unable to swallow. If the victim becomes alert and is able to swallow, give sips of regular soda (not diet soda) until EMS arrives.
- Contact the school nurse.
- Clear the area of all students and non-staff personnel.
- DO NOT move the victim unless the person is in immediate danger of further injury.
- Enlist a member of the school's Emergency Response Team to meet the emergency responders when they arrive and to provide updates on the situation.
- Notify the parent or guardian of the student, or the emergency contact for faculty or staff member. Provide information about the incident and where the person is being transported if known when you call.

Action Steps: Non-Life-Threatening

When an injury, illness, or condition is determined to be non-life-threatening:

- Notify the school nurse or principal's office.
- Do not move the victim unless the person is in immediate danger of further injury.

- Administer first aid procedures as indicated by the nature of the injury or illness. Consider transporting the victim to an advanced medical care facility if condition warrants.
- Clear the area of all students and non-staff personnel.
- Notify the parent or guardian of the student or the emergency contact for faculty or staff member. Provide information about the incident.

Influenza (Flu) Epidemic and Pandemic Threats

Situation Description:

The flu is a contagious respiratory illness caused by influenza viruses. Most experts believe that flu viruses spread mainly by droplets made when people with flu cough, sneeze, or talk.

Influenza can cause mild to severe illness, and at times can lead to death.

Influenza:	Commonly known as the <i>flu</i> , a highly infectious respiratory disease caused by certain strains of the influenza virus The flu and the common cold are both respiratory illnesses, but are caused by different viruses. In general, the flu is worse than the common cold, and symptoms are more intense.
Epidemic:	An outbreak of a contagious disease that spreads rapidly and widely
Pandemic:	An epidemic that spreads through human populations across a large region, or even worldwide

Threats

The most serious outbreaks of influenzas are pandemics, which affect millions of people worldwide and last for several months. In contrast to the regular seasonal epidemics of influenza, these pandemics occur irregularly.

The World Health Organization (WHO) warns that a substantial risk of influenza pandemic exists each year. The Centers for Disease Control and Prevention (CDC) estimate that in the U.S. alone, an influenza pandemic could infect up to 200 million people and cause between 100,000 and 200,000 deaths.

A pandemic outbreak could jeopardize essential community services by causing high levels of absenteeism (up to 35%) in critical positions in every workforce. The best protection against pandemic influenza — a vaccine that is well matched to the virus-causing illness — is not likely to be available at the outset of a pandemic.

During a pandemic, school systems must work with local, state, and federal agencies to:

- ☐ Limit the number of illnesses and deaths.
- ☐ Preserve continuity of essential school functions.

Seasonal Flu vs. Pandemic Flu

Seasonal Flu	Pandemic Flu
Outbreaks follow predictable seasonal patterns. Occurs annually, usually in winter, in temperate climates.	Occurs rarely (Three times in the 20 th Century, last in 1968).
Usually some immunity built up from previous exposure.	No previous exposure; little or no pre-existing immunity.
Healthy adults usually not at-risk for serious complications. (The very young, elderly, and those with certain underlying health conditions are at increased risk for serious complications.)	Healthy people may be at increased risk for serious complications.
Health systems can usually meet public and patient needs.	Health systems may be overwhelmed.
Vaccine developed based on known virus strains and available for annual flu season.	Vaccine probably would not be available in the early stages of a pandemic.
Adequate supplies of antivirals are usually available.	Effective antivirals may be in limited supply.
Average U.S. deaths are approximately 36,000 a year.	Number of deaths could be quite high (for example, in 1918, the U.S. death toll was approximately 500,000).
Symptoms include fever, cough, runny nose, and muscle pain. Deaths often caused by complications, such as pneumonia.	Symptoms may be more severe and complications more frequent.
Generally causes modest impact on society (for example, some school closings, people who are sick are encouraged to stay home).	May cause major impact on society (for example, widespread restrictions on travel, closings of schools and businesses, cancellation of large public gatherings).
Manageable impact on domestic and world economy.	Potential for severe impact on domestic and world economy.

Action Steps

The Centers for Disease Control recommends a 3-step approach to fighting influenza:

- Get a flu vaccination every year.
- Prescription antiviral drugs should be employed to treat flu and other infectious illnesses.
- Preventive actions may slow the spread of germs that cause respiratory illnesses and influenza, including:
 - Avoid contact with sick people.
 - Encourage students and staff with flu-like illness to stay home for at least 24 hours after the fever (and other symptoms) are gone.
 - Cover your nose and mouth with a tissue when coughing or sneezing; throw the tissue in the trash
 - Wash hands often with soap and water; if soap and water is unavailable, use an alcohol-based hand rub.
 - Avoid touching eyes, nose and mouth. Germs spread this way.
 - Clean and disinfect surfaces and objects that may be contaminated with germs.
- If a flu outbreak or another illness occurs, follow public health advice. This may include information about taking measures to restrict personal contact.

Action Steps: Influenza Pandemic

- Upon notification by Health Department, contact Superintendent, Assistant Superintendent, School Nurse, and Communications Office.
- Develop and document a response plan that will:
 - Identify the chain of command in case of illness, with at least two backups.
 - Implement best practices for personal hygiene and universal precautions.
 - Implement procedures for sending ill people home. Communicate with parents the need to make a family plan in case students must be sent home.
 - Require daily reports on the number of staff and students absent with pandemic flu to appropriate local authorities.
 - Update staff and provide information about the extent of infection at school sites and potential changes that might occur at school.
- Take appropriate measures including social distancing and increased respiratory hygiene to reduce transmission.
- Work with District Administration and Communications Team to contribute to maintaining order, minimizing public panic and fear, and facilitating public compliance by providing accurate, rapid, and complete information.
- Work with District Administration and Communications Team to address rumors, inaccuracies, and misperceptions as quickly as possible, and prevent stigmatizing affected groups.
- Develop continuity of operation plans that address, at a minimum:
- Line of succession for the school district. This should be at least two-deep for administrative staff for both schools and the administrative offices.

- Identification of essential services and priorities.
- Procedures for reassigning employees to support essential services.
- Develop alternative learning strategies such as collaborative agreements with local television, cable stations, teleconferencing, online learning, or lessons on CDs.

Suicide

Action Steps: **Principal/Administrator**

- Call 911, stay on the line until help arrives and you are instructed to disconnect by the 911 operator. If necessary, call Community Mental Health Crisis Team at (734) 544-3050.
- Notify Crisis Team for assistance.
- Using a two-person team, isolate person from others.
- To minimize harm to students, staff and others, start safe school condition or response protocol such as a school lockdown or evacuation.
- If it can be done safely, remove means of committing suicide (i.e. pills, knife, etc.)
- Directly notify the Superintendent (x1301), Assistant Superintendent, and Communications Office (x1321) to start district emergency response support, including activating the crisis communication plan (for example, parent, staff, and media notification protocols).
- Yield authority of the situation to Incident Commander (Fire/Police authorities in charge at the scene).
- Have school counselor, social worker, or psychologist call parent/guardian to advise of suicidal ideation.
- If parent refuses intervention for their child, contact 911 and follow-up with Child Protective Services.
- Assign counselor/social worker for follow-up of successful re-admission to school.
- Provide care to other staff/students who are most profoundly affected. Determine the type of support needed, including support stations or counseling rooms.
- Consider rescheduling any immediate stressful academic exercises or tests, if necessary.

Action Steps: **Teacher/Staff:**

- Notify principal/department administrator immediately.
- Do not be alone with suicidal person or leave him/her/them alone.
- Using a two-person team, isolate suicidal person from others.
- Stay with suicidal person until Community Mental Health Crisis Team and/or law enforcement and/or emergency medical staff arrives.
- Await Community Mental Health Crisis Team and/or Law Enforcement and/or emergency medical staff to remove means of committing suicide (i.e. pills, knife, etc.).
- Relate pertinent information from suicidal incident to Crisis Team members and/or law enforcement and emergency medical staff.

- Identify staff/students “at risk” as a result of this incident and report to principal/department administrator.
- Review Handle with Care materials for information on supporting staff and students (contact Shannon Novara at snovara@washtenaisd.org)

Action Steps: Re-Entering School After a Suicide

In responding to suicide attempts and other traumas, focus efforts on making the student’s return to school comfortable. Because families exposed to a suicide attempt experience considerable guilt and fear, they are more likely to disclose that a son or daughter has made an attempt if they know the school has a helpful, non-threatening manner of dealing with the issue. A student who attempts suicide often is at greater risk for a suicide in the months after the crisis. It is extremely important to closely monitor his or her re-entry into school and to maintain close contact with the parents and mental health professionals working with that student.

Assuming that the student will be absent for a period of time and possibly hospitalized in a treatment facility, follow these steps:

- Obtain a written release of information signed by the parents. This makes it possible for school personnel to share confidential information with treatment providers.
- Ask if the returning student has special requests about what the school says and does.
- Inform the student’s teachers about the number of probable days of absence.
- Instruct teachers to give the students assignments to be completed, if appropriate.
- Maintain contact with the student to keep him or her informed of the latest developments in the school, if appropriate. If the student has a previous positive relationship with a trusted staff member, provide support to that staff member in maintaining ongoing contact with the student.
- Seek recommendations for after-care from the student’s therapist. If the student has been hospitalized, have a Crisis Intervention Team member attend the discharge meeting at the hospital.
- Have the Crisis Intervention Team member convey relevant, non-confidential information to appropriate school staff about the after-care plan.
- Once the student returns to school, have a Crisis Intervention Team member maintain regular contact with him or her.
- Maintain contact with the parents. Give them regular progress reports and other appropriate information. Ask them to keep you informed of any changes in the after-care plan.

Bomb Threat – Suspicious Envelope or Package

Situation Description

A threat to place or explode a bomb on school property is an effective means of disrupting the school day, or at least an attempt to do so depending on the school's reaction. Bomb threats may be delivered in writing, in person, over the telephone, or through the Internet, e-mail, or a secondary source. The most common method is by telephone.

Threats

Bomb threats are serious until proven otherwise. They are often a means of retaliation by students, employees, or others with real or fancied grievances. In most cases, the caller wants to create an atmosphere of anxiety and panic that will, in turn, result in disrupting normal school activities. The principal must evaluate the seriousness of bomb threats or other disruptive types of demonstrations after seeking input from all sources, including the person who took the bomb threat call. Then, the principal acts in a manner that reflects the best safety interests of students and staff. When in doubt, err on the side of caution. Seek law enforcement's advice.

NSPRA Tip

Place a copy of the *Bomb Threat Report Form* at each secretary's, administrative assistant's, or administrator's phone for use if someone calls in a bomb threat to the school.

Action Steps: Basic Documentation

- Remain calm. Keep the caller on the line and try to get as much information as possible (use the *Bomb Threat Report Form* in this section). **DO NOT HANG UP**, even if the caller does.
- Try to keep the caller talking to learn more information. Ask for the caller to repeat the message to confirm it. If possible, record the call. If not, write down all the information obtained, using as many exact words as possible.
- If possible, write a note to a colleague or office mate to call the authorities. Immediately after the call, don't hang up; from a different phone, call 911.
- If your phone has a display, copy the number from the window display.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.
- Pay particular attention to background noises that may give a clue as to the location of the caller.
- Listen closely to the voice (male or female), voice quality (calm or excited), accents, and speech impediments. Immediately after the caller hangs up, report the call to the principal.

- If a bomb threat is received by handwritten note or written on a wall, call 911. Handle the note as little as possible.
- If a bomb threat is received by email, call 9-1-1. Do not delete the message.
- If a bomb threat is verbal, detain the person making the threat if possible and practical. If the person leaves, note which direction they are going. If possible, follow at a discreet distance.
- Have another staff notify the administrator/principal and call 911.

Action Steps: Evacuation Procedures

- With a bomb threat, the most serious of all decisions for school leadership is whether to evacuate the school. If bomb threats occur frequently, principals cannot be expected to evacuate the facility after every threat. All bomb threats present an element of risk, and as such, decisions must be made during the planning phase as to when to order an evacuation.
- If the threat appears to be real or law enforcement advises an evacuation, direct students and staff to follow the school's standard fire drill procedures.
- After the school is evacuated, turn off all gas and fuel lines.
- Evacuate students and staff to a safe distance outside of the school buildings. The general rule is to be 500 feet away. Follow law enforcement's recommendation.
- Have teachers take attendance after evacuating. Report any missing students to your school's emergency response or incident management team.
- Consider moving students and staff to pre-determined relocation site if weather is inclement or the building is damaged.
- Authorization to close the school should be made according to your school district's established procedures, after consulting with law enforcement personnel on the scene and the building administrator.

Other Procedures

- Do not use two-way radios or cellular phones; radio signals have the potential to detonate bombs.
- Do not evacuate the building until police arrive and evaluate the threat.
- Do not activate the fire alarm.
- Do not touch or move a suspicious package.

Fill out Bomb Threat Report Form (Next Page)

Bomb Threat Report Form

Today's date ____/____/____

Time _____

Write the exact wording of the threat:

Ask these questions:

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why did you put it in the building?

What is your address?

What is your name?

Record details of the call:

Time call started _____

Time call ended _____

Length of call _____

Phone number called (____) _____ -- _____

Caller's number (____) _____ -- _____

Caller's gender Male
 Female

Age _____

Ethnicity _____

Is there an accent? Yes
 No

Background sounds

- Street noises
- Crockery
- PA system
- House noises
- Motor
- Plane
- Factory machinery
- Animal noises
- Static
- Long distance
- Office machinery
- Voices
- Clear
- Music
- Local
- Booth
- Other.
Specify: _____

Threat language

- Well-spoken, educated
- Incoherent
- Foul
- Irrational
- Rambling
- Taped
- Was message read?
 Yes
 No
- Remarks:

Caller's voice

- Calm
- Stutter
- Laughter
- Rapid
- Slurred
- Disguised
- Deep breathing
- Familiar. (Who did it sound like?)

- Nasal
- Loud
- Slow
- Deep
- Whispered
- Accent
- Soft
- Excited
- Rasp
- Normal
- Ragged
- Clearing throat
- Cracking voice
- Angry
- Lisp
- Crying
- Distinct

Give us information about you:

Your name _____
 Your position _____
 Your department _____
 Phone number (____) _____ -- _____
 Email _____

Cyber Security Incident

Cyber Incident response will be activated in the event of the following:

- A data breach has occurred and affects the district itself. A data breach includes but is not limited to an incident in which sensitive, protected or confidential data has potentially been viewed, stolen, or used by an unauthorized individual.
- Personal Health Information has been compromised.
- Personally Identifiable Information has been compromised.
- Confidential or sensitive data has been compromised.
- Network hack or intrusion has occurred or is occurring

The following groups will be notified by the Chief Information Officer or designee in the event the plan has been activated:

- Superintendent
- Executive Admin
- Technology Staff needed for CIRT (Cyber Incident Response Team; likely CIO, Technology Supervisor, Communications, and others as needed)

Action Steps: Chief Information Officer / Supervisor of Technology

- Validate the Incident:
 - Examine initial information and available logs to confirm data breach or intrusion has occurred.
 - Identify type of information involved in the incident
 - Estimate extent of situation (internal, external, malicious, or accidental)
- Begin Breach Documentation.
- Identify and activate the Cyber Incident Response Team (CIRT).
 - Identify and notify the team manager in charge of the incident response.
 - Assign and establish team roles based on the type of incident.
 - Establish reporting process and coordinate the flow of information.
- How and when will facts be shared with the Executive Leadership team and Communications department
- Determine the Status of the Breach (Active, On-Going, or Post – Breach)
- If status is Active or On-going, take steps to prevent further data loss or access:
 - Block unauthorized access to systems.
 - Preserve evidence for investigation.
- IT leadership granted executive power to disable accounts, services, and systems/servers in order to limit the spread of malicious activity or halt the attack
- Review all system entry points.
- Ensure backups to systems involved are secured
- Document all mitigation efforts

- Advise staff who are informed of the incident to keep all details confidential until otherwise notified.
- Determine if PII data has been exposed or if criminal activity is suspected.
 - If yes, consult with the superintendent and legal counsel, then contact the Michigan State Police.
 - If no, proceed with internal investigation.
- Identify all affected data, machines, and devices.
- Conduct interviews with key users in the incident and document facts.
- Locate all logs applicable to the incident for review.
- Notify the data owners as soon as possible.
- Work with data owners to secure their PII and sensitive data and provide resources to state agencies.
- Work with outside agencies, vendors, and CIRT team to ensure all systems are secured.
- Work with Communications Director to craft appropriate media notifications as needed.
- After all data has been restored and systems are secure and returned to normal functioning state:
 - Review incident response for probable causes to minimize future exposure and risk
 - Mitigate any loss in the incident
 - Solicit feedback from responders and entities involved
- Do an After Action Review to see what changes in process may be needed.

Action Steps: Communications Director

- Work closely with the CIO and CIRT to craft appropriate media, staff and family notifications as needed.

Action Steps: Principal/Department Administrator

- Monitor communications for Personally Identifiable Information and/or other sensitive data leakage and loss through periodic review of systems.
- Verify staff have completed the mandatory cyber security awareness training and know who to contact if they have information or concern of any data breach.
- Notify the Technology Department of any data loss or network intrusion suspicions by calling extension x7642.
 - Staff should notify the Technology Department of any data loss or network intrusion suspicions by calling extension 1286.
- Work with the CIRT to interview or gather information, maintain alternate methods of tracking information, and communicating with staff, students or parents as directed.

Explosion

Action Steps: **Principal/Department Administrator**

- Call 911.
- Contact other building administrators.
- Evacuate staff and students. Once everyone is out of building, determine if “in district” evacuation site or “off campus” evacuation site is necessary or if students and staff can remain outside of building. Communicate clearly if staff need to move to an “in district” or “off campus” location, otherwise they will remain in their “fire drill.”
- DO NOT use radios, cell phones, audio enhancement devices or electronic equipment.
- Notify any ancillary program housed onsite of the evacuation instructions.
- Directly notify Superintendent or Assistant Superintendent and Communications Office.
- Conduct attendance audit of visitors, staff, and students.
- Report any missing students to the Incident Commander.
- If a bomb threat was received before the explosion, complete Bomb Threat Checklist.

Action Steps: **Teacher/Staff**

- Call 911.
- Notify administrator.
- Evacuate to your “fire drill” location until you are notified by your administrator or the Incident Commander that an “in district” or “off campus” evacuation is being implemented. Leave doors open as you exit.
- DO NOT lock doors, remove any items from the building, or turn lights on/off as you exit.
- Remain calm and keep students calm.
- Advise administrator of any injuries or anyone in immediate danger.
- Take attendance and keep class list in your possession.
- Report any missing students to the administrator.
- Do not re-enter the building.

Hostage Situation

Action Steps

- To minimize harm to students, staff, and others, initiate school safe condition or response protocol, such as a school lockdown or evacuation.
- CALL 9-1-1. The caller should remain on the line to provide updates. Provide clear and concise information about:
 - Nature of the emergency
 - Description of hostage taker (if known)
 - Area of school where incident is
 - Number of hostages
 - Any known weapons (observed by staff or mentioned by hostage taker)
 - Statements made by the hostage taker
 - Actions taken by the school
 - Whether security or law enforcement officers are onsite
- Contact the superintendent and communication offices to initiate district emergency response support, including mobilizing school buses (for evacuation purposes), preparing a parent reunification site, and activating the crisis communication plan (for example, parent, staff and media notification protocols).
- Establish a communication link — phone, email, text — with teachers and other staff to report emergency information, situation updates, etc. (Only do this if it is safe to do so.)
- Teachers, students, and all other staff should remain in school until an ALL CLEAR is given. Teachers should gather information about the situation in their classroom. Account for all students or other people sheltered in the room. Report findings when a communication link with the office or law enforcement has been established.
- Note:* Law enforcement will assume Incident Command when officers arrive on the scene.

Action Steps: Dealing with a Hostage Taker

- Try to keep hostages calm.
- Keep hostage takers communicating about whatever they want to talk about. People are less likely to act if they are communicating with someone.
- DO NOT try to approach hostage takers.
- DO NOT make any statements that might upset or enrage them. Do not mention police or what might happen as a result of their actions.
- DO NOT make any guarantees or promises.
- DO NOT argue with hostage takers; be respectful.

Intruder: Low-Level Threat (Including Open Carry and Concealed Carry)

Board Policy 7217 re: Weapons:

The Board of Education prohibits visitors, staff, and students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District-owned vehicle.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Exceptions to this policy include: This prohibition applies regardless of whether the visitor is otherwise authorized by law to possess the weapon, including if the visitor holds a concealed weapons permit. The following are the exceptions to this policy:

- weapons under the control of law enforcement personnel;
- items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);
- theatrical props that do not meet the definition of "weapon" above, used in appropriate settings;
- starter pistols used in appropriate sporting events.

These restrictions shall not apply in the following circumstances to persons who are also properly licensed to carry a concealed weapon:

A parent or legal guardian of a student of the school may carry a concealed weapon while in a vehicle on school property, if s/he is dropping the student off at the school or picking up the student from the school. An individual who possesses a valid concealed pistol license is also prohibited from carrying a concealed pistol on the premises of a school or school property, except concealed carry as expressly authorized by M.C.L. 28.425.

A county corrections officer, a member of a Sheriff's posse, a police or sheriffs reserve or auxiliary officer, or a State Department of Corrections parole or corrections officer, a private investigator, a Michigan State Police motor carrier officer or Capitol security officer, a State court judge, a security officer required by the employer to carry a concealed weapon while on the premises, a court officer.

A retired police or law enforcement officer, a retired Federal law enforcement officer, or a retired State court judge

Action Steps: All Staff

- Politely greet person and ask about purpose to school.
 - If no business at school, respectfully ask visitor to leave campus.
 - If on campus for school business, ensure person is aware of school policy if they are carrying any weapons. (Weapons are not allowed and should be stored safely in car.)
- Escort person to the office to sign in as a visitor.
- If person leaves or tries to leave before police arrive, do not try to physically detain or fight with the intruder. If possible, follow at a safe distance to determine direction the individual heads. Notify police to report direct and if person is on foot or in vehicle.
- If intruder stays until police arrive, tell officers what has happened that led to person being in building.

Intruder: High-Level Threat (e.g. Armed and Threatening, Poses Safety Hazard, Active Shooter)

Action Steps: Principal, Administrator or First Aware

- Alert the building using the PA or phone paging system to provide location of armed intruder.
- Initiate Specific Response Actions (Lockdown vs. Evacuation).
- If lockdown is the appropriate action, barricade doors.
- Call 911 immediately and stay on the line to provide updates. Clearly and concisely provide following information:
 - Nature of emergency
 - Description of intruder (if known)
 - Area of school where incident is located
 - Number of students and staff who may be in threat area
 - Any known weapons
 - Statements made by intruder
 - Actions taken by school
 - Whether security or law enforcement officers are onsite
 - Indicate if Specific Response Actions Taken (e.g., lockdown, evacuation, etc.)
- Prepare to counter or create distractions with movement, sounds, or throwing objects at the threat.
- Evacuate/escape when possible. If outside of the building when threat is in process, do not re-enter.
- Inform Superintendent and/or Assistant Superintendent to initiate emergency response support;
- Mobilize buses for evacuation purposes
- Prepare parent reunification site
- Activate crisis communication plan (e.g., parent, staff, and media protocols)
- If safe to do so establish two-way communication link (e.g., phone, email, text) with teachers and other staff to report emergency information, situation updates.
- Remain calm.
- NEVER try to disarm someone; avoid sudden movement or gestures.

Intruder: School Bus

(Follow Local District's Transportation Emergency Plan if applicable)

Action Steps:

- Stay calm and maintain control. Do not overreact to the situation.
- Look for ways to diffuse the situation.
- Look for ways to alert emergency response.
- If possible, keep bus parked in a public location and open the doors.
- If no students are on board, look for a way to escape the bus.
- Make every effort to make the person feel you are cooperating.
- If a weapon is involved, do not try to grab it or make sudden movements.
- If violence is directed toward a student passenger, immediately contact emergency response and intervene only if it is safe to do so.

Missing Student (Including Abducted or Kidnapped Students)

Situation Description:

A student is missing if that person is unaccounted for at school, on school property, at a school activity, or while traveling to and from school. Abduction or kidnapping is the unauthorized and unlawful removal of a student from school property, a school activity (for example, field trip or sporting event), or from a school bus without consent either from school officials or parent or guardian.

Action Steps: For a Missing Student

When you discover that a student is missing, immediately initiate the following:

- Immediately inform school administration. Provide a physical description of the missing student, including type and color of clothing.
- Start a search of the school building, the grounds, or the last known location.
- Check school records to determine if a legal custody issue may exist. Treat custody dispute cases as a possible abduction or kidnapping.
- Contact parents or guardians to report the absence or issue.
- Interview friends of the missing student and the last person to see the student.
- Call 911 for assistance and provide the following information:
 - Description of student ↓ name, physical appearance, type and color of clothing
 - Summary of when the student disappeared and the student's last location
 - Missing student's home address, phone number, and parents' contact information
- Document all actions taken.
- Once the student is found, notify the appropriate school and district personnel involved in responding to the incident.

Action Steps: For an Abducted or Kidnapped Student

When you discover that a student is abducted, immediately initiate the following:

- When you discover that a child has possibly been abducted, immediately inform the school administration. Provide a physical description of the missing student.
- Call 911 for assistance. Provide the following information:
 - Description of the abductor — physical appearance, type and color of clothing
 - Description of the vehicle — make, model, color, and license plate number
 - Description of student — name, physical appearance, type and color of clothing
 - Description of when and where the abduction occurred, including where the child was last seen and the direction they were headed
 - Victim's home address, phone number, and parents' contact information
- Contact parents or guardians to report the absence or issue.
- Check school records to determine if a legal custody issue may exist. Treat custody dispute cases as a possible abduction or kidnapping.

- Keep any witnesses (adults and students) in the main office and separated until law enforcement arrives to take statements.

Preventive or Supportive Actions

- Make sure school office personnel have a list of students who are not to be released to anyone except a particular parent or guardian. Flag this status on the student's emergency card or contact information.
- Before releasing a student to anyone other than the parent or guardian on the list, have the school secretary or office personnel check with the custodial parent for approval. The staff member should note the time and date of the phone approval.
- When a parent calls asking that a child be released from school, confirm the identity of the caller (by a return call to the parent) before permitting the child to leave the school. If any doubt exists, write the message and phone number down, and make a return call after crosschecking the phone number with those on the child's emergency card.

Missing Student who has Cognitive Disabilities or Autism

Situation Description:

Students with cognitive disabilities or autism require pre-incident planning as part of the school emergency response procedures. These students generally have no real sense of danger and have a history of unpredictable behaviors that include straying from home and school.

Maintaining updated behavior intervention plans (BIPs) that outline replacement behaviors, reinforcement preferences, and reactive measures for each student at risk, along with monitoring and analyzing behavior data to determine potential behavioral triggers, should help prepare staff to facilitate a rapid, coordinated, effective response when a child is missing.

- ▣ Develop a list of possible places the student may be trying to reach, for example, home, pool, or favorite store.
- ▣ Provide information to the police of known potential hiding places and hazardous locations near the school, for example, sheds, parks, lakes, ponds, swimming pools, railroad tracks, etc.
- ▣ Have multiple copies of the student's photograph readily available for search teams. Photos will help first responders and staff who are unfamiliar with the student assist in a search.

Action Steps: Missing Student

When you discover that a student is missing, immediately start the following:

- Inform school administration. Provide a physical description of the missing student, including type and color of clothing.
- Contact parents or guardians to report the absence or issue.
- Start a search of the school building, the grounds, or the last known location.
- Call 9-1-1 for assistance. Provide:
 - Description of student — name, physical appearance, type and color of clothing
 - Summary of when the student disappeared and the student's last location
 - Student's home address, phone number, and parents' contact information
- Document all actions taken.
- Once the student is found, notify the appropriate school and district personnel involved in responding to the incident.

Action Steps: After Locating Missing Student

- Contact parents or guardians to tell them that their child has been found and about the child's well-being.
- Consider any modifications to a classroom, building, or school grounds that may be necessary to ensure the student will be unable to leave again.
- Consider the need for more staff members at critical times of school day.
- Consider the need to inform other parents of the incident, as well as safety measures that have been put into place after the incident.

Assault (Physical and Sexual)

Action Steps

- Determine condition of the victim and give first aid.
- Call 911 if needed; Call CPS if victim is a student.
- Clear all people from the immediate area, ensuring scene is undisturbed to allow professionals to collect any evidence.
- It is not the role of school staff to investigate allegations of sexual assault. This is the responsibility of law enforcement. The principal/administrator may initiate an investigation of a physical assault or fight, but it is advised to contact law enforcement when the allegation or incident is first reported.
- Contact parents or caregivers of victim unless circumstances indicated otherwise.
- Document the disclosure and ensure conversations with students involved or follow-up actions are recorded. This may be significant to later investigation or legal proceedings.
- Reassure the victim that ongoing support will be provided and explain what may happen next.
- Staff must avoid any action that may compromise a police investigation.
- Refer all requests for information from media, parents, etc., to either Superintendent or Communications Specialist.

Terrorism

Situation Description

School terrorism is an act of violence that affects schools, students, and staff, and is carried out to invoke extreme terror in support of an ideology or a cause greater than personal motivation.

Threats

Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes. School administrators should prepare for the possibility that their schools will be directly or indirectly impacted by terrorism. Although schools in the U.S. have not been directly targeted by terrorism, schools have been targets in other countries. Some experts believe it is only a matter of time before schools are primary terrorist targets.

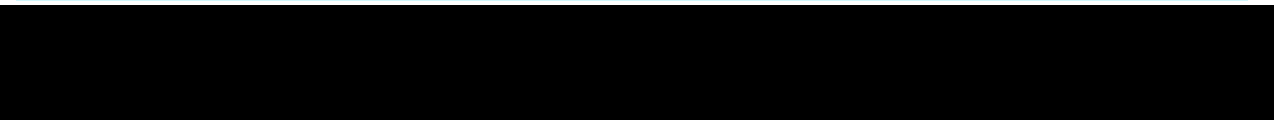
Action Steps

- Be aware of anything out of the ordinary. Watch for signs of prolonged static or mobile surveillance, discreet use of still and video cameras.
- Report to law enforcement any suspicious activity on or near school grounds, school buses, and school bus facilities, including the unexplained presence of unauthorized people in places where they should not be, and any unusual interest in security, entry points, site plans for schools, bus routes, and access controls or barriers.
- Be vigilant about strange packages, items, or substances brought into school or onto school buses.
- If an attack occurs, response should follow similar protocols as identified previously for high-profile events (for example, active shooter, intruder, etc.).
- Call 9-1-1 immediately. Caller should remain on the line to provide updates. Provide clear and concise information about:
 - Nature of the emergency, description of incident (if known)
 - Area of school where incident is located
 - Number of students and staff who may be in the threat area
 - Actions taken by the school
 - Whether onsite security or law enforcement officers are onsite
- To minimize harm to students, staff, and others, start school safe condition or response protocol, such as a school lockdown or evacuation.
- Follow the advice of local emergency response officials, including announcements made by radio or television.
- Care for any injured students and staff as best as possible until advanced care by trained personnel can be provided.

Author's Note

The threat of a terrorist attack to American schools is real. However, it is important to remember that statistically the likelihood of such an event on a particular school, facility, or vehicle is very low, especially when compared to the accidental deaths and injuries schools encounter each year.

As noted throughout this publication, regardless of the threat or hazard, schools should be prepared with a balanced approach. Terrorism should be treated like any other incident — not minimizing its importance — but aligned with the policies and procedures of current emergency responses.



When the U.S. Department of Homeland Security issues a National Terrorism Advisory Alert, follow all directives from local law enforcement or emergency management officials about the threat and direct or indirect effect on schools.

Alert	What it means
Elevated Threat Alert	Warns of a credible terrorist threat against the U.S.
Imminent Threat Alert	Warns of a credible, specific, and impending terrorist threat against the U.S.
Sunset Provisions	Warns of an individual threat alert for a specific period of time that automatically expires

If a national alert occurs, activate the district Emergency Response Team to coordinate the school system's response, including communication and possible school closures.

Off-site Threats

Bank Robbery:

If notified by law enforcement of a bank robbery in the area, the lock down procedure would be followed.

Gas Leak:

In the case of a gas leak, on the advice of DTE/Nexus, the response would be situational and would require building to follow either the lock down or evacuation procedures.

Appendix F: Continuity of Operations Plan

Given the service-oriented focus of the Lincoln High School, continuation of operations may be seamless compared to that of schools directly providing education to students. Should a catastrophe prevent Lincoln High School from operating, operations may continue off-site with minimal difficulty. Information and data are primarily stored electronically with the following systems accessible remotely;

Business Office
New World System

Human Resources
AESOP
eSuite HR Portal

Student Services
PowerSchool
PowerSchool Special Programs (PSSP)

Technology
Script
Office 365 with OneDrive, Shared Drives for file retention

School Support Systems
PS1000
Registration Gateway

For a short-term impact (i.e., Lincoln High School closed for less than two weeks), Lincoln High School staff have the ability to continue to work to support local districts using off-site, secured devices. Long-term (more than two weeks), staff would be reassigned to different DISTRICT locations to best re-establish a base of operations and functionality.

Appendix G: Incident Command System

Lincoln Consolidated Schools Incident Form – Body Fluid Exposure

EXAMPLE ONLY
Actual form is kept in Office

Lincoln Consolidated Schools strive to maintain an educational environment that is free from the risk of serious injury. From time to time accidents or altercations do occur and staff members are expected to use good judgment and accept first aid procedures to minimize further injury. In the event that blood or other body fluids are released, the District must act to protect the health of those in the vicinity and those providing care to the victim(s). Latex gloves and other protective equipment are provided to staff to help minimize exposure. However, if a blood or body fluid exposure occurs on the job, this form must be filled out.

I. Description

Date of Incident _____ Time of Incident _____

Specific Location of Incident _____

Names of those involved in incident where blood/body fluid was present:

(Injured Person) _____

(Injured Person) _____

(First Aid Provider) _____

(First Aid Provider) _____

(Witness) _____

(Witness) _____

Describe how the event occurred: _____

Describe the injury(ies) and the first aid help provided: _____

Describe the condition of the injured person(s) after first aid treatment: _____

II. Analysis:

Was this incident preventable? Yes _____ No _____

If yes, how? _____

Describe ways to improve response(s): _____

III. Follow-up Checklist/Instructions

- A. Did first aid providers use protective clothing/devices? Yes _____ No _____
(Reminder: Hands must be thoroughly washed after removing gloves and protective equipment must be disposed of at the point of use)

Student Description Form

EXAMPLE ONLY
Actual form is kept in Office

Obtain photo of student if possible

Name _____

Date of Birth _____

Description

Height _____

Weight/Build _____

Skin Color _____

Eye Color _____

Clothing

Backpack

Home address _____

Phone number _____

Parents' names

Parents' contact numbers

Class schedule

Special activities

Bus or walking route information

Possible witnesses _____

Friends _____

Last person to see student _____

Where and when student was last seen _____

Direction of travel (if known) _____

Descriptions of any strangers/vehicles observed around the time of the incident _____

List of siblings, school attended, and grade level _____

Appendix H: Resource Inventory

Resource/Material	Location/Source
Trauma Bags	Classroom/office
Student Emergency Cards	School Office
Student Schedules	PowerSchool
Staff Contact	New World
Walkie Talkies	Office

In the above table, identify any and all available resources that may be used or may be needed in the event of emergency. Also identify the locations of these emergency supplies, as they may be in different locations in each building.

Sample lists may include:

- Communications equipment.
- First aid supplies (including AEDs).
- Firefighting equipment.
- Lighting.
- Classroom emergency kits.
- Food, water, blankets, etc.
- Maintenance supplies, tools, etc.

Appendix I: Go-Kit and Emergency Supplies Checklists

Go-Kit Checklist: Administration/Main Office

Clipboard with;
1. List of personnel and contact information
2. Sign-in sheet for staff
3. List of school emergency procedures
Battery-operated flashlight
Batteries
Utility turnoff procedures
Emergency communication device
First aid kit with instructions
Pen, paper/notebook
Permanent markers

Go-Kit Checklist: Classroom

Clipboard with;
a. List of classroom students
b. Student emergency and medical forms
c. List of students with special needs and description of needs
d. List of school emergency procedures
e. Map of facility and evacuation site
First aid kit with instruction manual
Diapers or other items for student needs
Pens, notebook
Permanent markers

Emergency Supplies: Administration/Main Office

	Hard copy of staff roster with emergency contact information
	Sign-in/sign-out sheet
	Two-way communication devices
	Pens, pencils, or wax markers
	Cell phone chargers
	First aid supplies with instruction manual
	Campus maps with evacuation and reunification sites
	Medical gloves
	Battery-operated flashlight
	Extra batteries
	Battery-operated radio
	Utility turnoff procedures

Emergency Supplies: Classroom

	Clipboard with;
	a. List of classroom students
	b. List of students with special needs and description of needs
	c. List of emergency procedures
	First aid kit and instruction manual
	Battery-powered flashlight
	Extra batteries

Appendix J: Memorandums of Agreement/Understanding

Agency	Resources Agreed to Provide
Serv Pro	Emergency building support

Appendix K: Law Enforcement Command Posts

Law enforcement will be responsible for determining and communicating location of command post on or near campus.

Appendix L: Emergency Utility Shut-Off Procedures

Refer to the Serv Pro Emergency Binder for details

EMERGENCY EVACUATION GUIDELINES

- FAMILIARIZE YOURSELF WITH ALL EXIT LOCATIONS.
- KNOW WHERE THE FIRE ALARM PULL BOXES ARE LOCATED.
- IN THE EVENT OF AN EMERGENCY ALERT, FOLLOW PROCEDURES AS PROVIDED BY THE SCHOOL STAFF.
- RESUME NORMAL ACTIVITIES WHEN THE ALL CLEAR IS GIVEN BY SCHOOL STAFF.
- DO NOT USE THE ELEVATOR(S) DURING EVACUATIONS.**

EMERGENCY ALERTS

FIRE	- SIREN
EVACUATION	- VERBAL ANNOUNCEMENT
SERIK	- VERBAL ANNOUNCEMENT
SHELTER	- VERBAL ANNOUNCEMENT
SCHOOL LOCKDOWN	- VERBAL ANNOUNCEMENT
ALL CLEAR	- VERBAL ANNOUNCEMENT

KEY

- TO EXIT LOCATION
- FIRE ALARM PULL BOX
- AUTOMATED EXTERNAL DEFIBRILLATOR
- EVACUATION ASSEMBLY AREA
- SEVERE WEATHER SHELTER AREA
- STAIRWAY
- ELEVATOR

SITE PLAN

EMERGENCY PHONE DIAL 911

EMERGENCY EVACUATION GUIDELINES

APPROVAL #1

DATE: 11-25-19
BY: [Signature]

APPROVAL #1

DATE: 11-25-19
BY: [Signature]

APPROVAL #1

DATE: 11-25-19
BY: [Signature]

APPROVAL #1

DATE: 11-25-19
BY: [Signature]

Appendix M: Cardiac Emergency Response Plan

Notification Procedures: In the event of a suspected cardiac emergency at any school location--report the emergency immediately.

- Recognize sudden cardiac arrest (e.g., collapsed and unresponsive; no breathing or gasping, gurgling or labored breathing; seizures may occur).

Call 9-1-1

- Assign an individual to meet/escort the police/fire/EMS.

Activate school's cardiac emergency response plan. If cardiac emergency response team is delayed or not available, proceed with following:

- If automated external defibrillator (AED) is available, assign an individual to bring it to the scene; have a staff member trained in the use of the AED respond to the area to assist.
- Assign an individual to assist with crowd control, documentation, and clearing all rescuers and bystanders.
- Assess patient (e.g., airway, breathing, and circulation).
- Prepare victim by removing his/her shirt; dry his/her chest, if wet.
- If AED available, have trained staff member operate AED.
- If no AED or trained staff member is available/present, have a staff member trained in first aid/CPR respond to the area to assist.
- EMS will take charge of the situation upon arrival.
- Notify the parents/guardians, etc.

[1] Section 13(1)(y) of the Michigan Freedom of Information Act (FOIA) Act 442 of 1976, (15.2 MCL) states: "Records or information of measures designed to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs to the extent that those designs relate to the ongoing security measures of a public body, capabilities and plans for responding to a violation of the Michigan anti-terrorism act, chapter LXXXIII-A of the Michigan penal code, 1931 PA 328, MCL 750.543 to 750.543z, emergency response plans, risk planning documents, threat assessments, and domestic preparedness strategies, unless disclosure would not impair a public body's ability to protect the security or safety of persons or property or unless the public interest in disclosure outweighs the public interest in nondisclosure in the particular instance."



REQUEST FOR PROPOSAL

Purchase Orchestra Shell

For

Lincoln Consolidated Schools

Proposal Due:
Tuesday December 3, 2019 at 1:00 p.m. (local time)
Request for Proposal (RFP)

*Mr. Phil Bongiorno, Director of Facilities
Lincoln Consolidated Schools
7425 Willis Road
Ypsilanti, MI 48197
Phone: 734-484-7039*

E-mail: bongiornop@lincolnk12.org **Purchase Orchestra Shell**

Late Proposals Will Not Be Accepted or Considered

Lincoln Consolidated Schools
8970 Whittaker Road
Ypsilanti, MI 48197

**Invitation to Bid
Orchestra Shell**

Bids are being solicited for the purchase of an Orchestra Shell for the Performing Arts Center. Enclosed are general and specific conditions, specifications, and other data necessary to respond to this bid. All invitations to bid issued by Lincoln Consolidated Schools will bind bidders and successful bidders to the conditions and requirements, set forth in these general conditions, and such conditions shall form an integral part of each purchase contract awarded.

Instructions to Bidders

All bid responses must be submitted to Phil Bongiorno, Director of Facilities, no later than **Tuesday, December 3, 2019 at 1:00p.m. (local time)** in accordance with forms provided by Lincoln Consolidated Schools.

Pre-Bid meeting will be held on November 25, 2019 at 1:00pm at 7425 Willis Road, Ypsilanti, MI. 48197 in the Pittman conference room located on the west side of Lincoln High school in the Administration offices. This will be an opportunity to ask questions, walk the space and take measurements.

Please submit two sealed hard copies of the bid response, including the completed **Company Information & Certification** form, the **Bid Response & Enclosures** form, and the **Bid Price** form(s) included in this packet. Please email request to: bongiornop@lincolnk12.org. The sealed bid is to be date-stamped in the Business office no later than **Tuesday December 3, 2019 at 1:00p.m.** The outside of the envelope must include the bid title, due date and time, and be addressed as follows:

**Lincoln Consolidated Schools
Phil Bongiorno, Director of Facilities
Purchase Orchestra Shell
7425 Willis Road
Ypsilanti, MI 48197**

Facsimile transmission of the bid response will not be accepted. All bids after the date and time stated above will not be considered and will be returned to the bidder unopened. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of Lincoln Consolidated Schools. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for the bid to arrive on time and at the place specified.

Prices and information required, except signature of bidder, should be typewritten. Illegible or vague bids may be rejected. All signatures must be written. Facsimile, printed or typewritten signatures are not acceptable.

The response to the bid must be prepared simply and provide a concise description of the bidder's ability to meet the requirements. Lincoln Consolidated Schools reserves the right to request clarification of responses received and/or conduct interviews with any and all bidders. The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials, equipment or service required, and a representation that the bidder can furnish the supplies, materials, equipment or service satisfactorily in complete compliance with the specifications.

Lincoln Consolidated Schools reserves the right to use any and all concepts presented in any reply to obtain the most beneficial and effective contract. Selection or rejection of submittal does not affect this right.

Lincoln Consolidated Schools shall have the right to waive any informality or irregularity in any bid proposal received and to accept bid proposals which, in its judgement, are in its own best interest, which includes not awarding to the low bidder. Lincoln Consolidated Schools reserves the right to accept or reject any bid proposal in its sole discretion except where otherwise provided by law and to make the award in any manner deemed to be in the best interest of the school district.

Bids are considered irregular and may be rejected for any of the following reasons:

- If bid proposal forms furnished are not used, altered, or incomplete.
- If there are unauthorized additions, qualifications, conditions, or irregularities of any kind which may make the bid incomplete, indefinite or ambiguous as to its meaning.
- If bidder adds any provisions reserving right to accept or reject any awards of contract.
- If unit prices or alternates contained in the bid schedule are obviously unbalanced either in excess of, or below, reasonable cost analysis values.
- Bidder's lack of expertise as shown by past work and judged from the standpoint of workmanship and performance history or past references.
- If any pertinent instructions to bidders are not fully complied with.

Notwithstanding any other provision of this invitation to bid, Lincoln Consolidated Schools expressly reserves the right to:

- Waive any insignificant defect or informality in any proposal/quotation procedures.
- Make all decisions, without limitation, as to whether a proposal does or does not comply with the requirements of this invitation to bid.
- Accept, reject, or negotiate terms of any proposal, or any parts thereof, for the purpose of obtaining the best and final offer. During this period, Lincoln Consolidated Schools will not disclose any information derived from proposals submitted or from discussions from other suppliers.

- Only the Business Office is authorized to negotiate on behalf of Lincoln Consolidated Schools with respect to this invitation to bid.
- Re-issue a bid proposal or cancel the proposal process.

Bids will be opened in the Pittman room of Lincoln Consolidated Schools Administrative offices, 7425 Willis Road, Ypsilanti, MI 48197 on Tuesday December 3, 2019 at 1:00p.m. local time. No recommendation for award will be made at this time.

Contract Award

Awards will be made to the lowest responsible bidder, as will best promote the public interest. Specific factors to be considered in awarding the bid include, but are not limited to:

- Reliability of the bidder (determined primarily through references)
- Pricing
- Quality and conformance to specifications
- Ability to meet delivery/order lead time schedules (determined primarily through references)

It is the intent of Lincoln Consolidated Schools to award the agreement to the lowest responsive and responsible bidder, provided the bid proposal has been submitted in accordance with the requirements of the bidding documents and does not exceed the funds available.

The submission of comparable alternates will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications. The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". The Board of Education reserves the right to accept or reject any or all bids or to split awards by item.

Lincoln Consolidated Schools reserves the right to make awards within sixty (60) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in the bid that acceptance thereof must be made within a shorter specified time.

GENERAL TERMS & CONDITIONS:

All information provided through this request and ensuing process will be held in confidence and will not be revealed nor discussed with any competitor until final execution of the purchase order. At that time, all documents of this process shall become public (excluding proprietary or financial information as determined by Lincoln Consolidated Schools regardless of statements contained within submittal to the contrary). Furthermore, all material submitted shall become the property of Lincoln Consolidated Schools and may be returned only at Lincoln Consolidated Schools option.

Contract

The placing in the mail of a notice of award or purchase order to successful bidder to the address given in the bid will be considered sufficient notice of acceptance of contract.

Upon entering into a contract with Lincoln Consolidated Schools, the successful supplier(s) shall not assign or delegate any obligation to another supplier(s) without written consent of Lincoln Consolidated Schools. All subcontractors supplying products must be identified within the bid response including name, address, phone number and projects to be supplied.

If the supplier(s) fails to deliver within the time specified, or within reasonable time as interpreted by Lincoln Consolidated Schools, or fails to make replacement of rejected articles, when so requested, immediately or as directed, Lincoln Consolidated Schools may purchase from other sources to take the place of the item rejected or not delivered. Lincoln Consolidated Schools reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary. On all such purchases, the supplier(s) agrees to reimburse Lincoln Consolidated Schools promptly for excess costs occasioned by such purchases. Should the cost be less, the supplier(s) shall have no claim to the difference. Such purchases will be deducted from the contract quantity.

Supplier(s) must provide the products bid. Substitutions for the convenience of the supplier(s) will not be accepted, and will be cause for termination of the contract or re-submission of the bid. Projects discontinued by the manufacturer, supplanted by improved formulations, or in tight supply due to market conditions will not apply, but will only be accepted upon notification to Lincoln Consolidated Schools.

Guarantees

The successful bidder guarantees the bidder's products against defective materials or workmanship and to repair or replace any damages or marring occasioned in transit, **delivery prior to June 30, 2020 or sooner if possible.**

Indemnification and Hold Harmless Agreement

Bidder agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release the Lincoln Consolidated Schools, and its officers and employees from actions, claims, damages, disabilities or the cost of litigation that are asserted by any person or entity to the extent arising out of the negligent acts or omissions or willful

misconduct in the performance by the bidder hereunder, whether or not there is concurrent negligence on the part of the Lincoln Consolidated Schools, but excluding liability due to the active negligence or willful misconduct of the Lincoln Consolidated Schools. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for bidder or its agents, under workmen's compensation act, disability benefits acts or other employees' benefits acts.

Specific Terms and Conditions

Orchestra Shell Specifications

See attachment A bid specifications

Pricing Structure

Michigan State sales and use taxes and Federal excise taxes do not apply. Prices shall be net and not include the amount of any such tax. Exemption certificates will be furnished upon request.

Prices shall be net and include all freight and miscellaneous charges fully prepaid by the successful bidder, including, but not limited to, shipping, handling, delivery, and fuel charges.

Alternates

Supplier shall make every attempt to bid as per the specifications. In the event that a particular item(s) must be bid differently from the specifications, the bidder shall clearly indicate such on the bid form. In the event that a supplier wishes to bid a voluntary alternate in addition to the base bid (and as a cost savings consideration for the district), such alternate shall be submitted with the bid, on separate sheets, and labeled as such, with a brief description of the differences and rationale. Such proposals will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.

Inquiries & Questions

Please direct all inquiries, requests for clarification, or interpretation relating to this bid to Phil Bongiorno at bongiornop@lincolnk12.org.

REQUIRED SIGNED DOCUMENTS

**Lincoln Consolidated Schools
Sworn & Notarized Familial Disclosure Statement**

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of Lincoln Consolidated Schools Board of Education or the Superintendent of the Lincoln Consolidated Schools. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

The following familial relations exist between the owner or any employee of the bidder and member of the Lincoln Consolidated Schools Board of Education or the Superintendent of Lincoln Consolidated Schools.

Owner/Employee	Name Related To	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Attach additional pages if necessary to disclose familial relationship.

There is no familial relationship that exists between the owner and any employee of the bidder and any member of the Lincoln Consolidated Schools Board of Education or the Superintendent of the Lincoln Consolidated Schools.

Bidder's Firm Name: StageRight Corporation

By (Signature): Kip Weis

Printed Name & Title Kip Weis - Performing Arts Market Mgr.

Subscribe and sworn before me this 26th day of November, 2019 a Notary Public

In and for Clare County Michigan

Signature Patti A. Rowley

NOTARY PUBLIC My Commission expires 1-8-2024

SEAL

PATTI A. ROWLEY
Notary Public, State of Michigan
County of Clare
My Commission Expires 1-8-24
Acting in the County of Clare

AGREEMENTS:

The undersigned understands that the District reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

District also reserves the right to hold bids for a period of 60 days from bid opening date.

The District reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informality therein. If in the District's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Lincoln Consolidated Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plan and specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Lincoln Consolidated Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have a any business or personal relationships with any other companies or person that could be considered as a conflict of interest of potential conflict of interest to Lincoln Consolidated Schools, pertained to any and all work or services to be performed as a result of this request and any resulting contract with Lincoln Consolidated Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm: Name,

title, and signature of individual duly authorized to execute contracts:

Name: Kip Weis

Title: Performing Arts Market Mgr.

Signature: 

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of **StageRight Corporation**

(the "Bidder"), pursuant to the Iran Economic Sanctions Act (MCL 129.313), and the requirement provided in the Lincoln Consolidated Schools (the "School District") advertisement or RFP documentation for musical instruments, hereby represent and warrant, except as provided below, that (the Bidder's Company/Business is in full and unconditional compliance with Public Act 517 of 2012 MCL, and is not an Iran Linked Business.

Conditional Effect 129.316 Sec. 6: The provisions of this Act are effective only if Iran is a State sponsor of terror as defined under section 2 of the divestment from terror Act, 2008 PA 234, MCL 129.292.

BIDDER: STAGERIGHT CORP.

By: Kip Whelan

Its: MARKET MGR.

STATE OF MICHIGAN)
COUNTRY OF WASHTENAW)

This instrument was acknowledged before me on the 26 day of November 2019,
By

Patti A. Rowley
Notary Public

Clare County, Michigan

My Commission Expires: 1-8-24

Acting in the County of: Clare

PATTI A. ROWLEY
Notary Public, State of Michigan
County of Clare
My Commission Expires 1-8-24
Acting In the County of Clare

Specifications and Price for the Orchestra Shell

Price Bid Sheet for Lincoln Consolidated Schools

Company Name: StageRight Corporation
Address: 495 Pioneer Parkway
Signature: *Kip Whiss*
Title: Performing Arts Market Mgr.
Date: 11/26/19

Total price for the Orchestra Shell as specified to include delivery (please attach or describe/include all specifications and include minimum specifications with any variations noted):

\$: 151,855.00

Please see Attachment A

Attachment A

Company Name: StageRight Corporation

PART 1 - GENERAL

PRODUCT OUTLINE – CONCERT ENCLOSURE

- A. The equipment described in these specifications has been carefully chosen to match the acoustical, aesthetic, handling, operational, and storage requirements of the facility and the events planned for the space.

GENERAL DESCRIPTION

- A. Towers shall be self-supporting, sound reflecting structures equipped with leveling, nesting “A-shaped” counterweighted bases and all hardware necessary to safely transport them to and from storage and lock into place when in use position.
- B. Overhead ceiling shall be sound reflective panels supported from existing stage rigging including integral hardware for single pipe storage without interference with adjacent stage equipment.

QUALITY

- A. These specifications are based upon the Opus II Concert Shell system as manufactured by StageRight Corporation, Clare, Michigan (800-438-4499). Manufacturer must have a minimum of 5 years’ experience in manufacturing acoustical shell components.

GUARANTEE

- A. The manufacturer shall guarantee all items of the shell against defects in material and workmanship for a period of FIVE years. The manufacturer shall correct any such defects within the guaranteed period, with no cost to the owner.

SUMITTALS

- A. Project Data, Shop Drawings, Samples:
 - a. Shop drawings: Complete, fully-dimensioned shop drawings of all major components.
 - b. Details of installation and erection, including adjoining conditions and necessary clearances. Where rigging work is to joining hat of another trade, show actual dimensions and methods of joining work.
 - c. Include P.E. Certification and engineering calculations.

INSTALLATION

- A. Three sets of detailed shop drawings and/or instructions shall be furnished by the manufacturer at installation.

- B. Original installation shall be supervised by manufacturer.

PART 2

SOUND REFLECTIVE PANELS

- A. All sound reflecting panels shall be laminated sandwich panels.
- B. Exposed face shall be .060 (1/16") thick Formica Brand high pressure laminate; Class B fire rated.
- C. Substrate shall be 1/8" thick tempered hardboard each side of core.
- D. Back skin shall be natural finish high pressure laminate.
- E. Core shall be 3/8" cell, 80-80-15 phenolic impregnated cellulose honeycomb core, 1.3" thick.
- F. All exposed edges of individual panels shall be protected by an aluminum extruded frame/edging with injected molded corners. The extrusion shall provide a continuous edge slot to allow mechanical fastener attachment to the tower structural frame.
- G. Adhesive shall be high solid, pressure-cured, moisture-activated, urethane structural adhesive. Contract-type adhesives are not acceptable.

SHAPE

- A. Exterior surface shall be bowed to a 6'-0" radius.

FINISH

- A. Panel face surface shall be free of exposed fasteners.
- B. Finish surface shall be matte.
- C. Color to be chosen from Formica Brand color ring by owner's representative.
- D. Panel edges finished in flat black.

PART 3 – PRODUCT

TOWERS, SIDE AND BACK WALLS

- A. The base assembly shall incorporate a counterweight of significant weight to safely move the towers about the stage. Weight shall be permanently fastened to the tower frame.
- B. The base assembly shall be designed so that it will nest within the other to utilize a minimum of storage space.
- C. Structural frames shall incorporate tower wing hinges.
- D. Supply one tower transporter that locks onto and lifts the towers allowing them to move safely about the stage. The transporter frame shall be constructed of 2" OD steel tubing, have three five-point orbital casters, each with a load rating of 1,000 lbs. Transporter shall allow towers to be moved in any direction to speed setup. Tower lifting shall be done using a hydraulic pump and rams. No device requiring an electrical power cord to transport towers will be allowed.

- E. Each base shall have three adjustable height levelers to allow for minor irregularities in the stage floor. At the installation of the towers, numbered markers shall be inserted flush with the stage floor indicating the location of each tower insuring consistent setup. Markers shall be coded to match each of the arrangements indicated on the drawings.
- F. Towers shall consist of three bowed panels hinged together to obtain tower width as indicated on the drawings.
- G. Each side wall tower shall be equipped with two doorways for entering and exiting the performing areas.
- H. All instructions pertaining to the safe handling and operation of the towers shall be affixed to the tower in plain view.

OVERHEAD SOUND REFLECTORS

- A. Panel width dimensions shall match the approximate spacing of the rigging cable attachment to the pipe batten. No ceiling panel hanger shall be located more than 1'-6" from the cable/batten attachment. The design shall allow the entire row to be rotated to the storage position at one time by two people.
- B. There shall be no tools necessary to rotate panels for storage.
- C. Each row of overhead panels must be equipped with the necessary hardware to hang from recommended 1-1/2" schedule 40 pipe batten.
- D. Hardware must permit angular adjustment from horizontal plane to 40 degrees. The hardware must also have the capability of locking the panels in a vertical position so that they may be stored on the battens in the stage loft. Maximum storage space required will be 10" either side of the pipe batten center line.
- E. All instructions pertaining to safe handling of the overhead panels shall be provided.

LIGHTING

- A. Owner will have a choice of lamps as recommended by the manufacturer.
- B. Owner will have a choice of electrical connections from a list available from the manufacturer.
- C. Provide one U.L. listed connector strip from each row of ceiling panels with junction box at stage right. Connector strip shall be circuited as indicated on the drawings.



495 Pioneer Parkway
Clare, MI 48617
Phone: 800-438-4499
Fax: 989-386-3500
www.stageright.com

QUOTE FORM for Lincoln Consolidated Schools

Quote: SQ-191126-0021225
Offer Valid Through: 2/26/2020
Proposed by: Kip Weis
Phone: (800) 438-4499
Email: kweis@stageright.com

Quote Form

Quote Reference Number: 0021225

Address Information

Bill To:
Lincoln Consolidated Schools
7425 Willis Rd.
Ypsilanti, Michigan 48197
United States

Ship To:
Lincoln Consolidated Schools
7425 Willis Rd.
Ypsilanti, Michigan 48197
United States

Contact Buying:
Phone:
Email:

Contact Shipping:

Terms and Conditions

Payment Method: Check
Payment Terms: 30DN N30

Delivery Terms: FOB Source
Billing Method: Email

Opus II Orchestra Shell System per StageRight Dwg. P151983-P1

Product Lines

Product	Product Code	Quantity	Sales Price	Amount
Opus II Acoustical Enclosure System per StageRight Drawing P151983-P1 includes: (8) Towers with 6' Radius and (3) Rows of DEMOUNTABLE Ceiling Clouds with 10' Radius ETC D40 LED Fixtures Smart Tower Mover	Custom	1.0 Each	\$132,655.00	\$132,655.00
Services include: Custom Engineering (Shop Drawings and Submittals) Full Installation (StageRight crew provide off-loading, installation, training session and debris removal) Freight	Custom	1.0 Each	\$19,200.00	\$19,200.00
Products Total:				\$151,855.00
Net Amount:				\$151,855.00

Optional Lines

Product/Service	Product Code	Quantity	Sales Price	Amount
Deduct for ETC Source 4 Incandescent Lights in lieu of LED's	Custom	1.0	(\$20,000.00)	(\$20,000.00)
Deduct for Traditional Ceiling Clouds in lieu of Demountable options. This includes light chase that run the entire length of the ceiling clouds (instead of smaller 10' sections) and Less Ceiling Hangers	Custom	1.0	(\$12,000.00)	(\$12,000.00)

Quote Comments

Warranty: Five (5) Years
PE Certification with Calculations is Included

Specific Terms

Quoted Price Does NOT Include any State and/or Local Taxes

Within five business days from receipt of order, an order acknowledgement will be sent to confirm your order and provide a scheduled ship date. It will also contain important information regarding the processing and delivery of your order. Contact StageRight immediately if you do not receive your order confirmation.

Lead time is estimated and varies based on manufacturing capacity. Actual ship date will be determined at placement of order. Shipping rates are subject to change. Freight Terms: FOB Clare - MI

StageRight collects taxes for the following: AL AZ CA CO DC FL GA HI IN MI MN NE NJ NM NY PA TX WI WA

A Tax Exemption Certificate must be provided or sales tax will be added to the order

All labor and costs associated with docking - unloading - transferring or set-up of equipment and removal of debris are NOT included.

Visa - Mastercard - American Express and Discover Accepted

Quoted Price Includes Shipping

Order Authorization

Date

All rights reserved. Copyright Roger's Group, Inc.

Opus II Concert Shell

Product Information Sheet



Bring the elegance
of a concert hall to
your multi-purpose
stage.

The Opus II Concert Shell creates a beautiful acoustical performance space wherever you need it. Choose from over 200 colors and wood grains to create a beautiful concert hall appearance, one that is enhanced by our fastener-free surface and minimal joints. The plastic-laminate surface resists scratching and wipes clean for easy maintenance. Our revolutionary construction and patented tower transport make setup fast and safe. This beautiful system stores compactly - most requiring only the space of a grand piano.



Opus II Concert Shell

Features and Benefits

Acoustical Reflector Panels

- Maximize sound reflection with bowed, structurally laminated stress-skin sandwich panel.
- Save on maintenance as plastic-laminate panel surface resists scratching and wipes clean.
- Complement your performance environment with choice of color or wood grain.
- Surpass typical fire code requirements with Class B rating.
- Enjoy aesthetically pleasing built-in look of the fastener-free surface.

Tower Hardware

- Perform and work safely as counterweight provides tamper-proof stability.
- Save storage space with A-shaped bases that nest compactly.
- Change over safely as self-locking wing braces hold wings securely in locked position.
- Choose the location and quantity of access doors as bracketing is standard equipment on all side towers and wings.
- Protect floors with large, padded, adjustable feet that minimize point load.

SmartMover™ Transport

- Move and position towers safely because their weight is evenly distributed.
- Save time during setup because orbital zero throw casters facilitate movement in any direction.
- Save time as the accurate alignment system correctly locates tower.
- Save on initial cost as one transport suffices for entire shell system.
- Save on maintenance costs as no load is placed on casters during storage, eliminating flat spots on the casters.

Technical Specifications

Function

Movable wall towers and ceiling that reflect a maximum range of audible frequencies.

Towers

Self-standing, sound-reflecting towers with counter-weighted, nesting bases.

Ceilings

Suspended from a single pipe batten.

Installation

Original installation and training shall be by manufacturer.

Construction

Sound-reflecting Laminated Panel Exposed face: Class B fire-rated high-pressure laminate. Substrate: 1/8" hardboard. Backing: Black, Class B fire-rated. Core: 3/8" cell 80-60-15 impregnated honeycomb. Frame: In-laid metal. Adhesive: High-solid pressure-cured urethane structural adhesive. Shape: 6'0" exterior surface radius. Weight: No less than 2 1/2" lb. per square foot excluding frame weight. Finish: No exposed fasteners in face Matte face finish. Color by owners representative from standard Formica® brand plastic laminate. Edges: Black, anodized aluminum protects edges.

Tower Hardware

Frame: Modular, 2" O.D. steel tube. Levelers: Acme thread with 3" diameter rubber pad. Finish: Black baked-on powder-coated finish.

Transport

Lift: Hydraulic, reservoir with remote rams. Casters: Three "zero throw" casters each with five 2 1/2" diameter dual wheel stem casters; load capacity per caster 2,000 pounds. Footprint: 1'0" diameter circle on 10 points each. Frame: Built-in hand welded tubular frame. Finish: Black baked-on powder-coated finish.

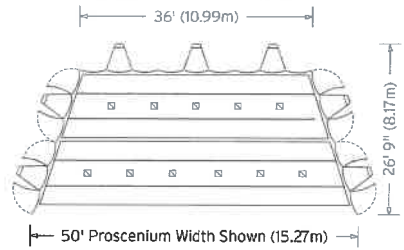
Ceiling Hardware

Hardware must permit angular adjustment from horizontal plane to 40 degrees. The hardware must also have the capability of locking the panels in a vertical position so that they may be stored on the battens in the stage loft. Maximum storage space required varies from project to project, and will not typically exceed 6" either side of the pipe batten center line when light fixtures are incorporated within the ceilings.

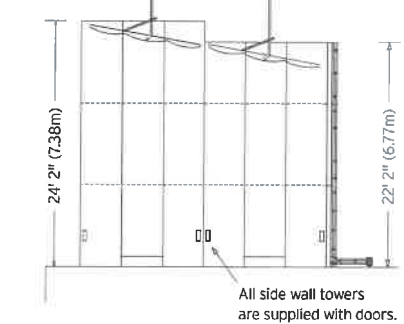
Patents #5,530,211

Top View

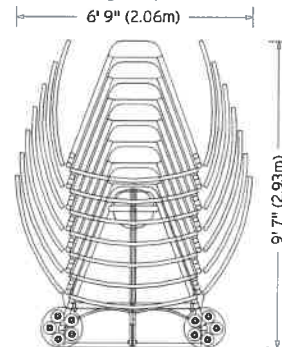
Light fixtures provide 100 foot candles at music stand.



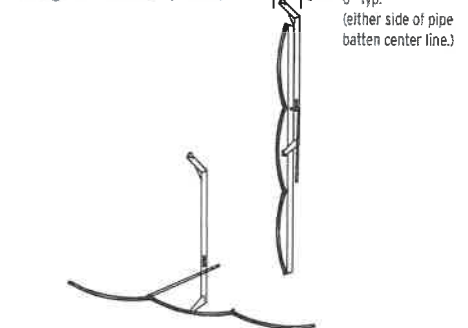
Side View



Tower Storage (Top View)



Ceiling Hardware (Top View)

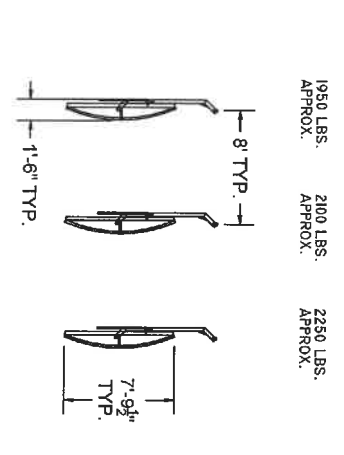
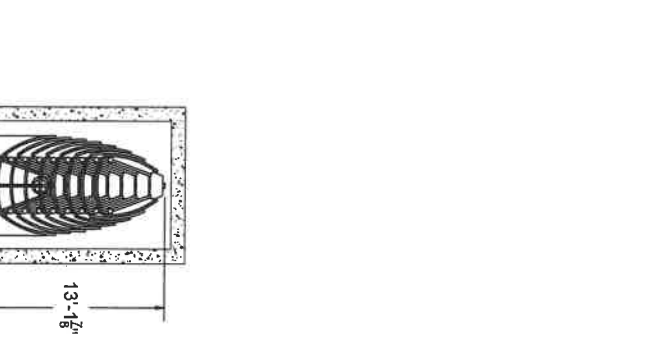
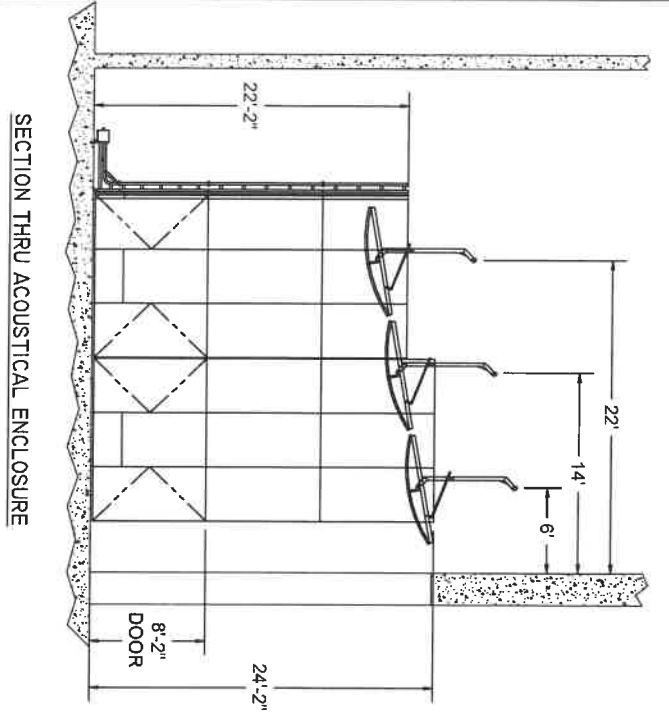


Ordering Information

Opus II Concert Shell

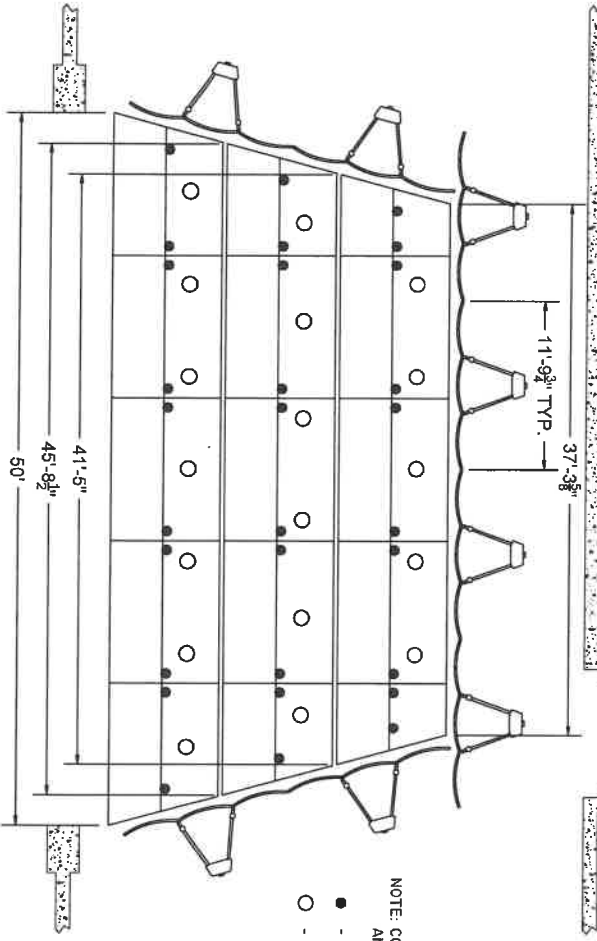
Due to the custom nature of the Opus II Concert Shell, please contact a sales representative to discuss your facility. Our Special Projects Engineers will combine the latest design technology with state-of-the-art manufacturing processes to meet all your unique performance needs.





(3) ROWS OF CEILING PANELS IN STORAGE
NOTE: WEIGHTS INCLUDE CEILING PANELS, LIGHT FIXTURES, LIGHT CHASSES AND HANGERS.

MOVER AND (8) TOWERS IN STORAGE



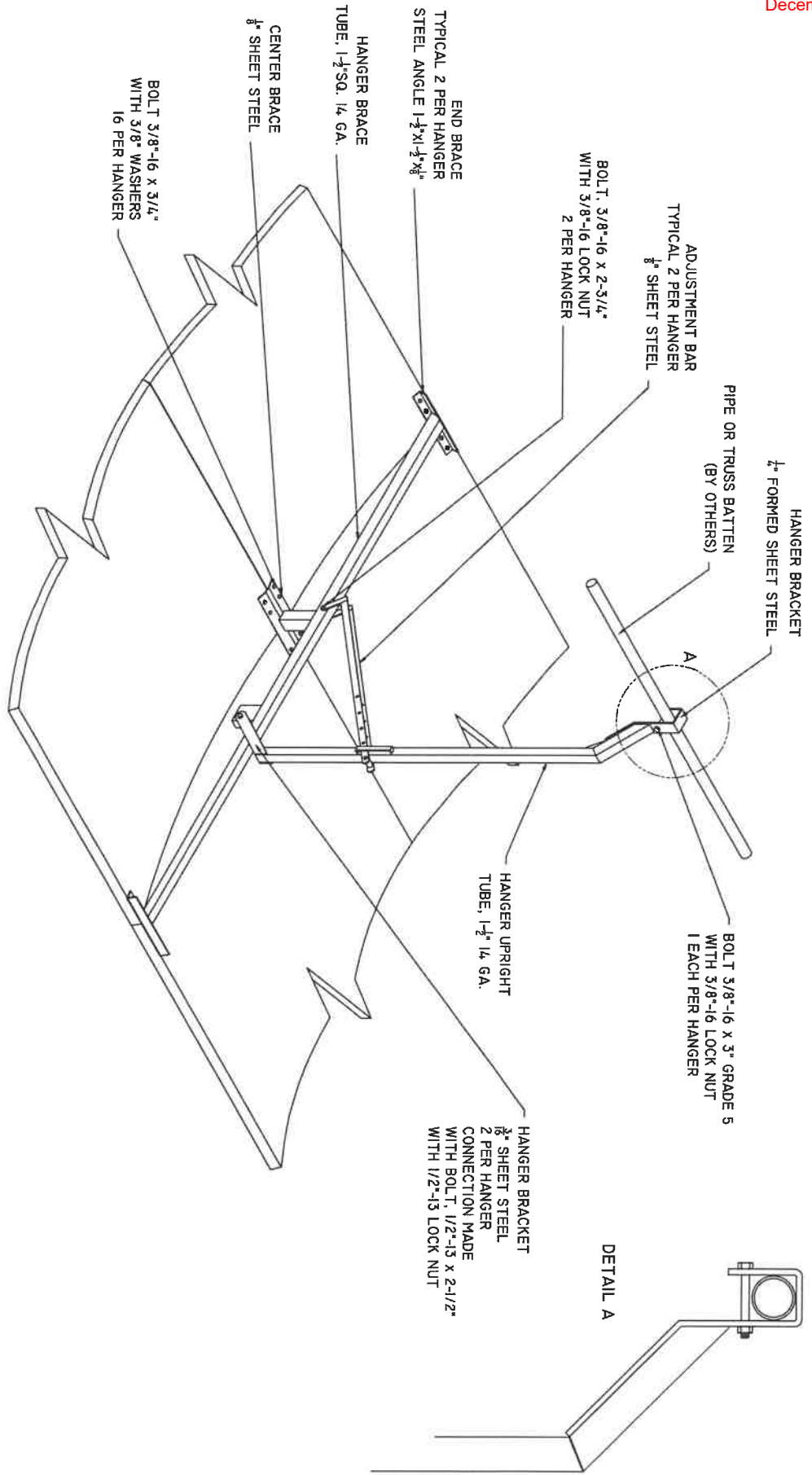
NOTE: COLOR OF SHELL TO BE VERIFIED BY CUSTOMER REPRESENTATIVE AND SELECTED FROM FORMICA BRAND SURFACE CHARTS.
● - INDICATES LOCATION OF CEILING HANGERS ON 1-1/2" Ø PIPE BATTEN.
○ - INDICATES LOCATION OF LIGHTING FIXTURE.

PLAN VIEW OF ACOUSTICAL ENCLOSURE

**LINCOLN HIGH SCHOOL
ACOUSTICAL ENCLOSURE**

STAGERIGHT
495 Pioneer Parkway
Clare, MI 48617
Phone: (989) 386-7393
Fax: (989) 386-3500

DRAWN BY:	T.A.S.
DATE:	2/19/19
SCALE:	None
REVISION:	0
DRAWING NUMBER:	P151983-P1



HANGER FRAMES ARE PAINTED WITH BAKED-ON POWDER COATING PONDURA URETHANE BLACK 499X20909 3-5MILS THICK.

2 PANEL QUICK RELEASE CEILING HANGER DETAIL

DATE:	DESIGNER: ERT
SCALE: NONE	REVISION: 0
DRAWING NUMBER:	



STAGERIGHT CORPORATION
DIVISION 11 - EQUIPMENT

SECTION 11.61.13 – ORCHESTRA ENCLOSURE

PART 1 - GENERAL

1.01 PRODUCT OUTLINE - CONCERT ENCLOSURE

- A. The equipment described in these specifications has been carefully chosen to match the acoustical, aesthetic, handling, operational, and storage requirements of the facility and the events planned for the space.

1.02 GENERAL DESCRIPTION

- A. Towers shall be self-supporting, sound reflecting structures equipped with leveling, nesting "A-shaped" counterweighted bases and all hardware necessary to safely transport them to and from storage and lock into place when in use position.
- B. Overhead ceiling shall be sound reflective panels supported from existing stage rigging including integral hardware for single pipe storage without interference with adjacent stage equipment.

1.03 QUALITY

- A. These specifications are based upon the Opus II Concert Shell System as manufactured by StageRight Corporation, Clare, Michigan (800-438-4499). Manufacturer must have a minimum of 5 years experience in manufacturing acoustical shell components.

1.04 GUARANTEE

- A. The manufacturer shall guarantee all items of the shell against defects in material and workmanship for a period of FIVE years. The manufacturer shall correct any such defects within the guaranteed period, with no cost to the owner.

1.05 SUBMITTALS

- A. Product Data, Shop Drawings, Samples:
 - 1. Shop drawings: Complete, fully-dimensioned shop drawings of all major components.
 - 2. Details of installation and erection, including adjoining conditions and necessary clearances. Where rigging work is to join that of another trade, show actual dimensions and methods of joining work.
 - 3. Include P.E. Certification and engineering calculations.

1.06 INSTALLATION

- A. Three sets of detailed shop drawings and/or instructions shall be furnished by the manufacturer at installation.
- B. Original installation shall be supervised by manufacturer.



PART 2 - CONSTRUCTION

2.01 SOUND REFLECTIVE PANELS

- A. All sound reflecting panels shall be laminated sandwich panels.
- B. Exposed face shall be .060 (1/16") thick Formica Brand high pressure laminate; Class B fire rated.
- C. Substrate shall be 1/8" thick tempered hardboard each side of core.
- D. Back skin shall be natural finish high pressure laminate.
- E. Core shall be 3/8" cell, 80-80-15 phenolic impregnated cellulose honeycomb core, 1.3" thick.
- F. All exposed edges of individual panels shall be protected by an aluminum extruded frame/edging with injected molded corners. The extrusion shall provide a continuous edge slot to allow mechanical fastener attachment to the tower structural frame.
- G. Adhesive shall be high solid, pressure-cured, moisture-activated, urethane structural adhesive. Contact-type adhesives are not acceptable.

2.02 SHAPE

- A. Exterior surface shall be bowed to a 6'-0" radius.

2.03 FINISH

- A. Panel face surface shall be free of exposed fasteners.
- B. Finish surface shall be matte.
- C. Color to be chosen from Formica Brand color ring by owner's representative.
- D. Panel edges finished in flat black.

PART 3 - PRODUCT

3.01 TOWERS, SIDE AND BACK WALLS

- A. The base assembly shall incorporate a counterweight of significant weight to safely move the towers about the stage. Weight shall be permanently fastened to the tower frame.
- B. The base assembly shall be designed so that it will nest within the other to utilize a minimum of storage space.
- C. Structural frames shall incorporate tower wing hinges.



- D. Supply one tower transporter that locks onto and lifts the towers allowing them to move safely about the stage. The transporter frame shall be constructed of 2" OD steel tubing, have three five-point orbital casters, each with a load rating of 1,000 lbs. Transporter shall allow towers to be moved in any direction to speed setup. Tower lifting shall be done using a hydraulic pump and rams. No device requiring an electrical power cord to transport towers will be allowed.
- E. Each base shall have three adjustable height levelers to allow for minor irregularities in the stage floor. At the installation of the towers, numbered markers shall be inserted flush with the stage floor indicating the location of each tower insuring consistent setup. Markers shall be coded to match each of the arrangements indicated on the drawing.
- F. Towers shall consist of three bowed panels hinged together to obtain tower width as indicated on the drawings.
- G. Each side wall tower shall be equipped with two doorways for entering and exiting the performing area.
- H. All instructions pertaining to the safe handling and operation of the towers shall be affixed to the tower in plain view.

3.02 OVERHEAD SOUND REFLECTORS

- A. Panel width dimensions shall match the approximate spacing of the rigging cable attachment to the pipe batten. No ceiling panel hanger shall be located more than 1'-6" from the cable/batten attachment. The design shall allow the entire row to be rotated to the storage position at one time by two people.
- B. There shall be no tools necessary to rotate panels for storage.
- C. Each row of overhead panels must be equipped with the necessary hardware to hang from recommended 1-1/2" schedule 40 pipe batten.
- D. Hardware must permit angular adjustment from horizontal plane to 40 degrees. The hardware must also have the capability of locking the panels in a vertical position so that they may be stored on the battens in the stage loft. Maximum storage space required will be 10" either side of the pipe batten center line.
- E. All instructions pertaining to safe handling of the overhead panels shall be provided.

3.03 LIGHTING

- A. Owner will have a choice of lamps as recommended by the manufacturer.
- B. Owner will have a choice of electrical connections from a list available from the manufacturer.
- C. Provide one U.L. listed connector strip for each row of ceiling panels with junction box at stage right. Connector strip shall be circuited as indicated on the drawings.



ORCHESTRA ENCLOSURE REFERENCE LIST

- | | |
|--|---|
| <p>Solano Community College
Fairfield, CA
Contact: Laura Scott
EM: laura.scott@solano.edu
PH: 707-864-7156
Install: August 2017</p> | <p>Norton High School
Norton, OH
Contact: Jake Poling at Pittsburgh Stage
Install: January 2017</p> |
| <p>Midland Central Auditorium
Midland, MI
Contact: Bill Ebeling at Tobins Lake Sales
Install: July 2017</p> | <p>Novi High School
Novi, MI
Contact: Bill Ebeling at Tobins Lake Sales
Install: November 2017</p> |
| <p>Madison East High School
Madison, WI
Contact: Mainstage Theatrical
Install: July 2017</p> | <p>Sioux Falls School District
Sioux Falls, SD
Contact: Janet Lensegrav
EM: janet.lensegrav@k12.ed.us
PH: 605-331-7902
Install: October 2016</p> |
| <p>Glenbard North High School
Carol Stream, IL
Contact: Ted Jones at Grand Stage
Install: July 2017</p> | <p>Roosevelt High School
Portland, OR
Contact: Jerry Lorella at Stagecraft Industries
Install: October 2016</p> |
| <p>Argo Community High School
Summit, IL
Contact: Ted Jones at Grand Stage
Install: July 2017</p> | <p>Kearney High School
Kearney, NE
Contact: Steve Everhart at Tiffin Scenic
Install: September 2016</p> |
| <p>King Kekaulike High School
Makawao, HI
Contact: Jerry Lorella at Stagecraft Industries
Install: June 2017</p> | <p>Guy Nelson Hall Warwick School
Warwick, UK
Install: August 2016</p> |
| <p>Franklin High School
Portland, OR
Contact: Jerry Lorella at Stagecraft Industries
Install: June 2017</p> | <p>Pullman High School
Pullman, WA
Contact: Jerry Lorella at Stagecraft Industries
Install: June 2016</p> |
| <p>Odessa High School
Odessa, TX
Contact: Roy Harline at Texas Scenic
Install: March 2017</p> | <p>Auburn High School
Auburn, WA
Contact: Jerry Lorella at Stagecraft Industries
Install: October 2015</p> |
| <p>Putnam City West High School
Oklahoma City, OK
Contact: Eric Janson at Janson Industries
Install: March 2017</p> | <p>Jangsung Arts Center
South Korea
Contact: Elim Stage Company
Elias Sung: 82-2-2237-7830
Email: elimstage@daum.net
Install: October 2015</p> |



The College of New Jersey
Ewing, NJ
Contact: Mark Kalinowski
EM: kalinows@tcnj.edu
PH: 609-771-2254
Install: September 2015

North Shore Center for Performing Arts
Skokie, IL
Contact: Frank Rose
EM: frose@northshorecenter.org
PH: 847-679-9501 ext. 3012
Install: September 2015

Lake Fenton High School
Linden, MI
Contact: Ryan Gonder
Email: rgonder@lakefentonschools.org
PH: 810-591-9442
Install: August 2015

War Memorial Veterans Building
Herbst Theatre
San Francisco, CA
Contact: Steve Odehnal at Sacramento Theatrical
Install: August 2015

Glenbard East High School
Chicago, IL
Contact: Ted Jones at Grand Stage
Install: August 2015

Turlock High School
Turlock, CA
Contact: ACME Construction Company
Install: July 2015

Chungnam Student Education Center
South Korea
Contact: Elim Stage Company
Elias Sung: 82-2-2237-7830
Email: elimstage@daum.net
Install: May 2015

New Bedford Symphony
New Bedford, MA
Contact: Dave Prentiss
PH: 508-999-6276
Email: dprentiss@nbsymphony.org
Install: February 2015

Mississippi State University
Riley Center
Meridian, MS
Contact: William Cox
PH: 601-696-2211
Email: wnix@riley.msstate.edu
Install: January 2015

University of Mount Union
Alliance, OH
Contact: Rudy Roggenkamp
PH: 330-823-3868
Email: roggrenh@mountunion.edu
Install: December 2014

Bonita High School Center for the Arts
La Verne, CA
Contact: Bill Cox
PH: 909-827-0753
Email: bjctd2018@gmail.com
Install: September 2014

Yong Theatre
Malaysia
Contact: Elim Stage Company
Elias Sung: 82-2-2237-7830
Email: elimstage@daum.net
Install: February 2014

Eaton Middle School
Eaton, OH
Install: October 2013

Silver Lake College
Manitowoc, WI
Contact: Dr. John Stern
PH: 920-683-3966
Email: johnlauralestern@yahoo.com
Install: September 2013

Gyungbuk University
South Korea
Contact: Elim Stage Company
Elias Sung: 82-2-2237-7830
Email: elimstage@daum.net
Install: May 2013

Bellevue High School
Bellevue, WA 98004
Contact: Tom Hale 503-286-1600
Install: February 2013



New Princeton Community High School

Princeton, IN 47670

Contact: Dan Illhardt 513-831-6650

Install: May 2012

North High School

Evansville, IN 47708

Contact: Jill Claus 773-533-1590

Install: March 2012

Eastern Kentucky University

Richmond, KY 40475

Contact: Keith Johnston 859-622-7354

Install: August 2011

Phillips Community College

Stuttgart, AR 72160

Contact: Nick Copas 501-374-8677

Install: February 2011

Central Connecticut State University

Performing Arts Welte Auditorium

New Britain, CT 06053

Contact: Cameran Porter 857-891-9603

Install: January 2011

ACOUSTIC SYSTEMS
ACOUSTICAL RESEARCH FACILITY
OFFICIAL LABORATORY REPORT
AS-TL724A



ERNEST BUTLER, M.D., Chairman
JEFF G. SCHMITT, President

Subject: Sound Transmission Loss Test

Date: 23 August, 1993

Contents: Transmission Loss Data, 1/3-octave bands
Transmission Loss Data, octave bands
Sound Transmission Class Rating

on

1/8" Masonite, honeycomb core, formica face both sides

for

Stageright Corp.

**ACOUSTIC SYSTEMS ACOUSTICAL RESEARCH FACILITY is
NVLAP-Accredited for this and other test procedures**

National Institute
of Standards and Technology



National Voluntary
Laboratory Accreditation
Program

-
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 - ★ Results apply only to the unit tested and do not extend to other same or similar items.
 - ★ The NVLAP logo does not denote product endorsement by the U. S. Government.

INTRODUCTION

"The Transmission Loss of a partition in a specified frequency band is defined as ten times the common logarithm of the airborne sound power incident on the partition to the sound power transmitted by the partition and radiated on the other side. The quantity so obtained is expressed in decibels." [ASTM E90 - 90]

APPLICABLE STANDARDS

ASTM E 90 - 90, "Standard Method for Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions"

ASTM C 423 - 90a, "Test Method for Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method"

ASTM E 413 - 87, "Classification for Sound Insulation Rating"

ASTM E 1332 - 90, "Classification for Determination of Outdoor-Indoor Transmission Class"

SPECIMEN DESCRIPTION

The test specimen consisted of one 1180 by 1970 mm by 34 mm thick [46-1/2 by 78-1/2 by 1-11/32 inch thick] orchestra shell panel manufactured, submitted for test and designated "1/8 inch Masonite, honeycomb core, formica face both sides" by StageRight Corporation of Clare, Michigan. The panel consisted of one layer of approximately 3 mm [1/8 inch] masonite with approximately 0.5 mm [.020 inch] formica exterior facing, on either side of a 27 mm [1 inch] extruded aluminum perimeter frame [3 mm {1/8 inch} flange thickness]; the cavity was filled with a honeycomb core. The panel was bowed 130 mm [5-3/32 inch] as measured at the apex when laid on a flat surface. The mass [weight] of the panel was 25 kilograms [55 pounds].

TEST SPECIMEN MOUNTING

The specimen was mounted in an opening in the high transmission loss filler wall installed in the 2440 by 2440 mm transmission loss test opening. The perimeter of the panel was sealed to the edge of the test aperture with dense mastic putty. The calculated transmission loss of the composite (test specimen and filler wall) was adjusted to account for the sound power transmitted through the filler wall.

DESCRIPTION OF TEST

Broad-band pink noise is produced by a loudspeaker in the source chamber. The steady-state space-time average sound pressure levels in the source and receive room were determined using rotating microphone booms and a Norwegian Instruments NI-830 Dual Channel Real Time Analyzer. The sound absorption in the receiving room was measured in accordance with ASTM C 423-90a. The precision of the resulting calculated Transmission Loss varies with frequency band, and is included in the Data Table. The test was performed in strict accordance with ASTM E 90 - 90. This test took place at ACOUSTIC SYSTEMS ACOUSTICAL RESEARCH FACILITY, Austin, Texas, on 19 August, 1993.

TRANSMISSION LOSS DATA

The measured Sound Transmission Loss of the test specimen at the preferred one-third octave band center frequencies is tabulated below and presented graphically on page 4. The Octave-Band Transmission Loss values are calculated from the 1/3-Octave Band results assuming a "pink" source spectrum. This calculation is described in Note 14 of E90-90.

**Stageright Corp. 1/8" Masonite, honeycomb core, formica face both sides
AS-TL724A**

Frequency	TL [dB]	notes	octave
50	17.8 ± 1.3		
63	14.4 ± 1.3		14
80	12.4 ± 0.9		
100	14.3 ± 1.1		
125	16.8 ± 0.8		16
160	17.0 ± 1.2		
200	16.3 ± 0.4		
250	18.9 ± 0.5		18
315	19.3 ± 0.4		
400	20.8 ± 0.3		
500	19.6 ± 0.4		20
630	20.8 ± 0.2		
800	20.3 ± 0.4		
1000	21.0 ± 0.4		21
1250	22.4 ± 0.3		
1600	23.1 ± 0.2		
2000	23.7 ± 0.1		24
2500	24.9 ± 0.2		
3150	26.8 ± 0.1		
4000	29.5 ± 0.2		29
5000	32.4 ± 0.2		
6300	34.9 ± 0.2		
8000	38.9 ± 0.2		37
10000	39.6 ± 0.3		

Sound Transmission Class 23

Outdoor Indoor Transmission Class 20

[a]: correction for flanking, [b]: corrections for background noise, [c]: insufficient precision, [d]: Transmission Loss of specimen too close to that of Filler Wall, [e]: Transmission Loss of Specimen nears or exceeds previous highest measured TLs: no corrections for flanking made.

During the test the conditions in the reverberation chambers were 27C and 65% relative humidity. The precision values tabulated above represent 95% probability that the true mean value lies within the stated range.

Respectfully Submitted,



David Nelson
Laboratory Technical Director

Certified Copies of the Report carry a Raised Seal on every page

1/8" Masonite, honeycomb core, formica face both sides

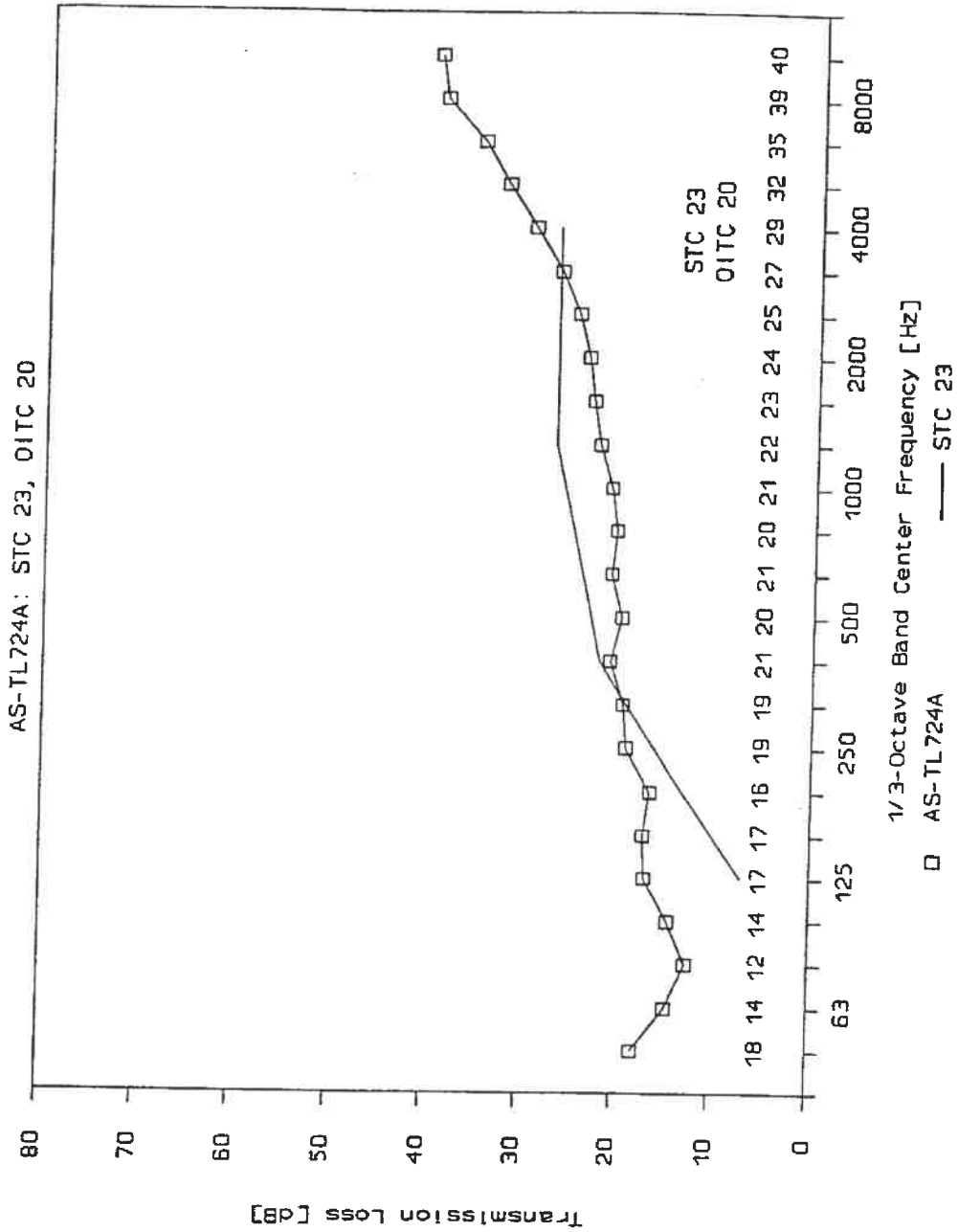


Figure 1

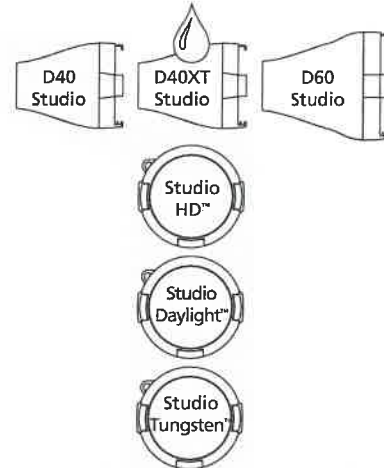


ETC®

D40 Studio™

ETL_{us} ETL 100V 115/120V 230/240V

Desire® Series



This datasheet covers D40 Studio fixtures as shown. See other datasheets for other versions.

GENERAL INFORMATION

ETC's Selador® Desire D40 Studio lighting fixtures use the newest technology in high-output white-light LEDs to create an ideal luminaire for video, film and other 'white light only' applications. Three different LED options give the user a choice for just the right white-light output for the job. The D40 Studio offers a rugged die-cast enclosure, noiseless fan-free operation, multiple lens options and an advanced user interface. The user interface enables easy configuration and specific features for video and film applications. The fixture can be configured to operate under console control for studio systems or in stand-alone 'no console required' mode for location lighting.

D40 STUDIO LED ARRAY OPTIONS

D40 Studio fixtures offer three different LED array choices based on specific white-light functions. The D40 Studio fixture is available with any one of the following arrays (not interchangeable) to best suit the intended application.

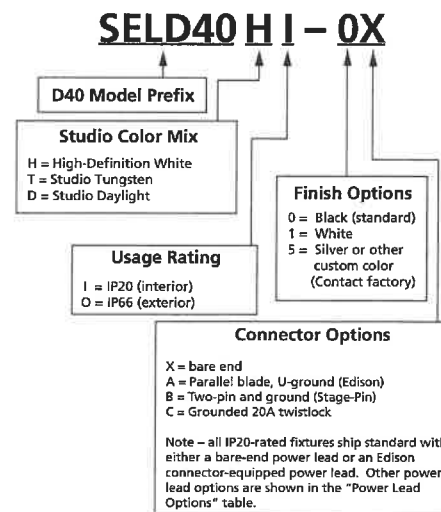
- D40 Studio HD – combines warm-white and cool-white LEDs for variable color temperature mixing. Added to this are five carefully chosen LED colors from the Selador x7 Color System™ to fill in the white LED spectral gaps. The high-intensity D40 Studio HD provides the richest variable-white light possible in an LED fixture and excellent color rendering
- D40 Studio Daylight – contains forty 5600K LEDs for high-intensity, non-variable cool-white output
- D40 Studio Tungsten – contains forty 3000K LEDs for high-intensity, non-variable warm-white output

ORDERING INFORMATION

Selador D40 Studio

MODEL	DESCRIPTION
SELD40HI	D40 Studio HD
SELD40DI	D40 Studio Daylight
SELD40TI	D40 Studio Tungsten

Note: D40 luminaires ship with a hanging yoke and an input lead with a connector of choice. See page 2 for connector options. C-clamps are not included.



SPECIFICATIONS

GENERAL

- 40-LED variable white-light wash fixture
- ETL Listed to UL1573 – the standard for stage and studio lighting units
- IP20-rated for indoor use
- Power and DMX in/thru connections for easy setup
- User-friendly control interface with multiple modes and fixture settings

PHYSICAL

- Rugged die-cast all-metal housing
- Easy access slots for secondary lenses and standard 7.5" PAR accessories
- Available in black (standard), white or silver (optional) or custom colors (contact factory)
- Hanging yoke standard. Optional yoke/floor stand available

ELECTRICAL

- 100VAC to 240VAC 50/60 Hz universal power input
- Neutrik power in and thru connections
- Up to 10 fixtures (15A max) may be linked via power thru connector
- Requires power from a non-dim source
- Inrush
 - 120V / 15A
 - 240V / 40A

LED*

- 50,000-hour LED life (50,000 hours to 70% intensity)
- 40 Luxeon® Rebel LED emitters
- Studio Daylight and Studio Tungsten use Rebel ES white light emitters for higher output

*See additional LED notes on page three

COLOR

- Studio HD array uses warm and cool white-light emitters with additional deep-color emitters for variable white light with broad spectrum richness
- Variable color temperature from 2700K-6500K
- Beautifully illuminates skin tones and other objects for natural appearance and high color rendering
- Studio Tungsten and Studio Daylight provide good color rendering at very high brightness

OPTICAL

- Primary field angle of 17°
- Secondary lenses available for multiple beam spread options
- Additional lenses must be ordered separately
- Refer to accessories chart for lenses available

CONTROL

- DMX512 in and thru via five-pin XLR connectors
- Multiple control options including strobe and console-free Master/Slave mode
- See DMX Control Table for additional information
- 15-bit virtual dimming engine provides smooth, high-quality theatrical fades
- RDM functionality for address and setting changes

SPECIFICATIONS

THERMAL

- Ambient operating temperature of -4° to 104°F (-20° to 40°C)
- Active electronic thermal management for droop-free operation
- Noiseless, fan-free convection cooling for acoustically sensitive installations
- Fixture is designed for continuous operation up to 104°F (40°C) ambient temperature and requires free flow of air around fixture housing

ADDITIONAL ORDERING INFORMATION

Power Input Cables

Use information below to order 5' power input leads with factory-fitted connectors

MODEL	DESCRIPTION
DPA-A	5' PowerCon™ to parallel blade U-ground (Edison) connector
DPA-B	5' PowerCon to 20A two-pin and ground (stage pin) connector
DPA-C	5' PowerCon to grounded 20A twistlock connector
DPA-X	5' PowerCon to bare-end power input lead

Power Thru Jumpers

Note: Power thru jumpers connect to fixture's output (thru) connector to provide link to successive fixtures

MODEL	DESCRIPTION
DPJ-5	5' PowerCon to PowerCon fixture to fixture jumper
DPJ-10	10' PowerCon to PowerCon fixture to fixture jumper

Fixture Accessories

MODEL	DESCRIPTION
SELD40FSY	Yoke with floor-stand attachment
400BD	Barn door (Use only as a flexible top hat to diminish aperture glare. Not for beam shaping)
407CF	Color Frame (use for round and oblong lenses)
400L	Egg Crate Louver
400PTH3	Top Hat 3" Tube
400PTH6	Top Hat 6" Tube
400PHH	Half Hat 6" Tube
400CC	C-Clamp (does not ship with fixture)
400SC	Safety Cable (32")
DPSJ-25	25' PowerCon to Edison input power cable with inline switch

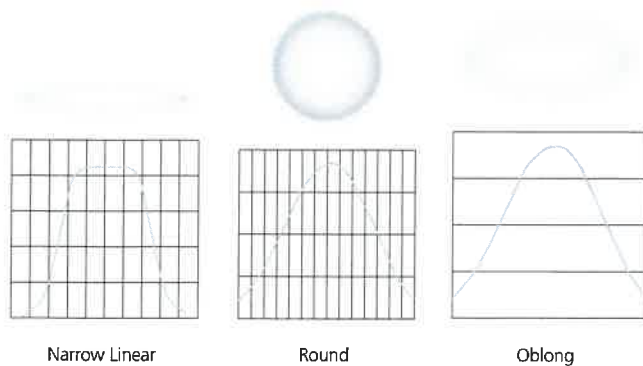
ADDITIONAL ORDERING INFORMATION

Secondary Lens Options

MODEL	DESCRIPTION: The following lenses are cut for D40 fixtures and create round, linear or oblong field patterns as described below. These lenses are not for use in Selador Classic™ fixtures.	
Narrow Linear Field	Note: This is the same material as Selador Classic lenses	
SELLVN-7.5	7.5" Very Narrow lens	Linear lenses may be combined to create desired field size
SELLN-7.5	7.5" Narrow lens	
SELLM-7.5	7.5" Medium lens	
SELLW-7.5	7.5" Wide lens	
SELLEW-7.5	7.5" Extra Wide lens	
Round Field		
SELRVN-7.5	7.5" Very Narrow lens (round field)	
SELRN-7.5	7.5" Narrow lens (round field)	
SELRM-7.5	7.5" Medium lens (round field)	
SELRW-7.5	7.5" Wide lens (round field)	
Oblong Field		
SELON-7.5	7.5" Narrow lens (oblong field)	
SELOM-7.5	7.5" Medium lens (oblong field)	
SELOW-7.5	7.5" Wide lens (oblong field)	

Desire vs. PAR EA Lens Comparison

Typical Lens Field Profiles



Power Consumption at Full Intensity

MODEL	VOLTAGE (V)	CURRENT (A)	WATTS
D40 Studio	120 / 240	1 / 0.5	110

NOTES ABOUT LED LUMINAIRES

All LED sources experience some lessening of light output and some color shift over time. LED output will vary with thermal conditions. Thermal conditions can be affected by ambient temperatures and orientation. See the D40 Ambient Temperature and Power Budgeting Guide for more details. Based on the LED manufacturer's B50 L70 specification, a Selador luminaire will achieve ~70% of its initial output after 50,000 hours of typical usage. In individual situations, LEDs will be used for different durations and at different levels. This can eventually lead to minor alterations in color performance, necessitating slight adjustments to presets, cues or programs.

CRI AND CQS RATINGS

Desire fixtures were evaluated for CRI and CQS performance using measured output spectrum and optimized mix solutions for a best spectral match to black body sources at 3200K and 5600K.

Fixture	CRI	CQS	Color Fidelity	Duv
D40 Vivid at 3200K	87	89	89	0.000
D40 Vivid at 5600K	90	92	92	0.000
D40 Lustr+ at 3200K	86	88	88	0.000
D40 Lustr+ at 5600K	93	92	90	0.000
D40 Studio HD at 3200K	89	90	91	0.000
D40 Studio HD at 5600K	92	94	94	0.000
D40 Studio Daylight at 5600K	71	70	69	0.001
D40 Studio Tungsten at 3000K	86	86	86	0.001

All D40 Studio luminaire versions provide excellent color rendering to the eye, particularly at higher color temperature settings such as 5600K. In most cases the Duv is 0.000. A Duv rating of 0.000 indicates that the color mix used is exactly on the black body line, with no green or magenta tint.

Notes to videographers:

- All Desire fixtures use Luxeon Rebel ES emitters specified by the strictest binning standards. However, on-camera LED response varies with different cameras and settings. Daylight LEDs can appear slightly greener than other 5600K sources on camera.
- Fixtures with non-variable single-color daylight arrays, such as Studio Daylight, may use standard color correction filters (Rosco 3314, Rosco 3316 or similar) to achieve the desired on-camera result.
- Camera tests using your specific setup are recommended to determine the best configuration.

LENS INFORMATION

Desire diffusion angle measurements

NOMINAL									
	No Lens	Very Narrow	Narrow	Medium	Wide	Extra Wide	Narrow Oval	Medium Oval	Wide Oval
D40 STUDIO		25°	35°	45°	75°	N/A	20° x 40°	30° x 70°	35° x 80°
LUSTR+	22	26	32	54	77	97	29 x 43	33 x 63	33 x 97
VIVID	22	26	32	54	77	97	29 x 43	33 x 63	33 x 97
STUDIO HD	22	26	32	54	77	97	29 x 43	33 x 63	33 x 97
STUDIO D	31	33	38	60	81	97	36 x 48	41 x 68	35 x 97
STUDIO T	26	33	38	60	81	97	36 x 48	41 x 68	35 x 97

Values in black refer to old lens descriptions.

CONTROL OPTIONS

Studio HD

User settings on D40 Studio fixtures allow multiple operational modes and settings for either console operation via DMX protocol or stand-alone operation. The expanded LCD display provides easy navigation to all possible settings and options. Some of the setting options are:

- Multiple DMX choices ranging from a simple RGB profile –which effectively controls all seven LED colors via three channels – to nine-channel direct color and intensity control
- Multiple dimming curve options
- Preset colors and sequences for stand-alone (no console required) operation
- White point selection – white light and color behavior based on a specific color-temperature white light, i.e. 3200K, 5600K, etc.
- Loss of data behavior options – instant off, hold last look for two minutes, etc.
- Output modes – three output options that offer the user a choice between maximum output and maximum consistency

See the user manual for a complete explanation of all of the control settings and options for the D40 Studio.

Quick Setups

To assist in managing the numerous control and fixture behavior choices, five combinations of operational settings are available to quickly get started. These settings are specifically created for different applications and are easily accessible at the fixture display. Each setting can then be modified as required to take advantage of all of the possible control features.

Setting Title	Profile	Description	Typical Features*
Studio	Studio	Studio factory default: Enables three-parameter control of white light (intensity, white point, and tint) via DMX from a console or console-free from a fixture display	<ul style="list-style-type: none"> • Linear dimming curve • Regulated output mode for color consistency
General	Direct	For general-purpose use, including interior architectural applications	<ul style="list-style-type: none"> • Standard dimming curve • Regulated output for color consistency • 3200K white-point setting
Stage	HSI Plus 7 Enabled	Theatrical lighting: Duplicates the color and dimming behavior of tungsten stage lighting fixtures	<ul style="list-style-type: none"> • Incandescent dimming curve • Regulated output for color consistency • 3200K white-point setting
XT Arch	HSI	Exterior architectural lighting: Provides a high degree of color consistency in high ambient-temperature environments	<ul style="list-style-type: none"> • Standard dimming curve • Protected output • 3200K white-point setting
High Impact	RGB	Event lighting: Enables quickest response, simple RGB control and strobe channel for maximum effect usage	<ul style="list-style-type: none"> • Quick dimming curve • Boost mode for maximum intensity • 5600K white-point setting

*See user manual for complete list of features for each Quick Setup

CONTROL OPTIONS

Studio HD

DMX Input Channel Profiles

DMX Profile	DMX Channels	Channel Assignments	Notes
Studio	3	1 – Intensity 2 – Color Point (CCT) 3 – Tint	Controls fixture as a white light unit. If no DMX is present (console input, for example), fixture can be adjusted for these three parameters on the user interface at the back of the unit
Direct	9	1 – Red 2 – Orange 3 – Amber 4 – Green 5 – 3000K White 6 – 5700K White 7 – Indigo 8 – Intensity 9 – Strobe	Direct control of each individual color with a separate master intensity channel. Color calibration of LEDs is not active in this mode. The nine-channel profile will produce the highest-quality color crossfades
HSI	5	1 – Hue (coarse) 2 – Hue (fine) 3 – Saturation 4 – Intensity 5 – Strobe	High-resolution hue (two channels), saturation, and intensity control. HSI mode will produce color crossfades around the color space
HSIC	6	1 – Hue (coarse) 2 – Hue (fine) 3 – Saturation 4 – Intensity 5 – Strobe 6 – Color Point (CCT)	High-resolution hue, saturation and intensity control as above, with the addition of a color-point channel to adjust the color temperature of the fixture in both white light and color. Color crossfade performance is the same as HSI
RGB	5 (Ch. 4 not used)	1 – Red 2 – Green 3 – Blue 4 – n/a 5 – Strobe	Effectively addresses all seven colors via three channels of control. RGB profile will produce medium-quality color crossfades
Additional profile options			
Plus 7		Seven additional color control channels are available in RGB, HSI, HSIC, and Studio profile settings. For example, HSI with 'Plus 7' enabled becomes a 14-channel profile:	
		1 – Hue (coarse) 2 – Hue (fine) 3 – Saturation 4 – Intensity 5 – Strobe 6 – n/a 7 – Plus 7 Control on/off 8 – Red 9 – Orange 10 – Amber 11 – Green 12 – Cyan 13 – Blue 14 – Indigo	<p>The desired color and intensity are achieved by using the HSI or RGB channels.</p> <p>Placing channel seven at a value over 51% gives the fixture a 14-channel profile.</p> <p>Channels 8-14 represent the native colors of the fixture and allow the operator to adjust individual color channels to fine tune the color output.</p>
Strobe		Variable strobe control: 0% is no strobe. The fixture output will strobe more rapidly as the strobe channel value approaches 100%.	

CONTROL OPTIONS

Studio Daylight and Studio Tungsten only

Quick setups

Setting Title	Profile	Description	Typical Features
Studio	Studio	Enables control of intensity from luminaire's user interface; no console required	<ul style="list-style-type: none"> • Linear dimming curve • Regulated output for intensity stability
Single Channel	Direct	For general-purpose architectural use	<ul style="list-style-type: none"> • Standard dimming curve • Regulated output for color consistency
Stage	Direct	Matches conventional luminaire performance	<ul style="list-style-type: none"> • Incandescent dimming curve • Regulated output

DMX input channel profiles

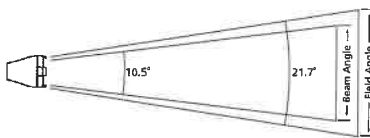
DMX Profile	DMX Channels	Channel Assignments	Notes
Studio	2	1 – Intensity 2 – Strobe	Control of parameters is also enabled from the luminaire's user interface. No console required.
Direct	2	1 – Intensity 2 – Strobe	

PHOTOMETRICS

D40 Studio HD

Mode	Degree	Candela	Field Lumens	Beam Lumens	Lumens Per Watt
Boost Full	10.5°	65,670	2,492	939	24.0
Regulated Full	10.5°	61,518	2,334	880	24.0
Regulated 3200K	10.5°	42,089	1,597	602	23.4
Regulated 5600K	10.5°	43,543	1,652	623	23.9

Metric conversions: For meters, multiply feet by 0.3048
For lux, multiply footcandles by 10.76

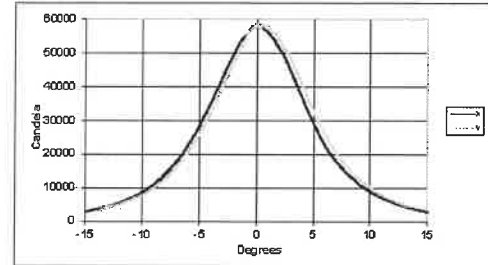


Throw Distance (d)	10.0ft	15.0ft	20.0ft	30.0ft	248ft
	3.0m	4.6m	6.1m	9.1m	75.6m
Field Diameter	3.8ft	5.7ft	7.7ft	11.5ft	
	1.2m	1.8m	2.3m	3.5m	
Illuminance (fc)	615	273	154	68	1
Illuminance (lux)	6,622	2,943	1,655	736	10.76

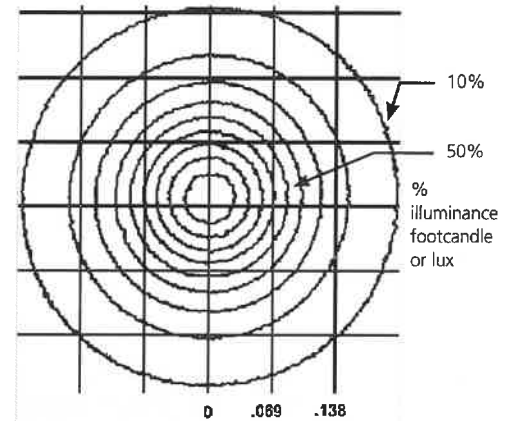
To determine center beam illumination in footcandles at any throw distance, divide candela by the throw distance squared

For field diameter at any distance, multiply distance by 0.383
For beam diameter at any distance, multiply by 0.184

Cosine Candela Plot



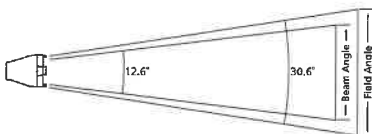
Iso-Illuminance Diagram (Flat Surface Distribution)



D40 Studio Daylight

Mode	Degree	Candela	Field Lumens	Beam Lumens	Lumens Per Watt
Boost Full	12.6°	67,325	4,332	1,640	43.1
Regulated Full	12.6°	61,743	3,973	1,504	43.0

Metric conversions: For meters multiply feet by 0.3048
For lux multiply footcandles by 10.76

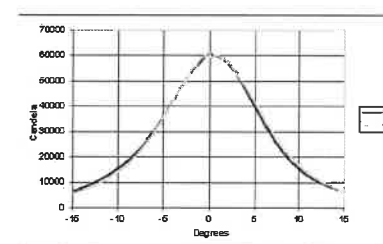


Throw Distance (d)	10ft	15ft	20ft	30ft	248.5ft
	3.0m	4.6m	6.1m	9.1m	75.7m
Field Diameter	5.5ft	8.2ft	10.9ft	16.4ft	
	1.7m	2.5m	3.3m	5.0m	
Illuminance (fc)	617	274	157	69	1
Illuminance (lux)	6,646	2,954	1,661	738	10.76

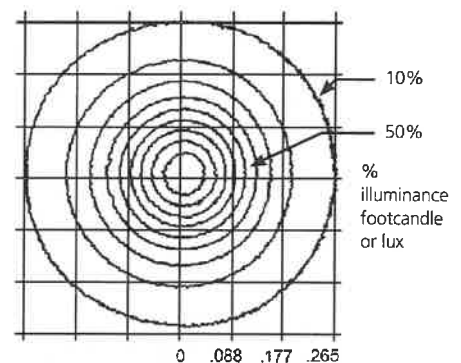
To determine center beam illumination in footcandles at any throw distance, divide candela by the throw distance squared

For field diameter at any distance, multiply distance by 0.547
For beam diameter at any distance, multiply by 0.221

Cosine Candela Plot



Iso-Illuminance Diagram (Flat Surface Distribution)

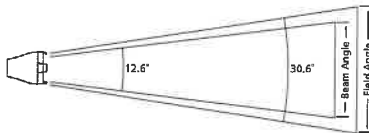


PHOTOMETRICS

D40 Studio Tungsten

Mode	Degree	Candela	Field Lumens	Beam Lumens	Lumens Per Watt
Boost Full	12.6°	52,757	3,297	1,203	31.3
Regulated Full	12.6°	50,351	3,147	1,148	30.9

Metric conversions: For meters, multiply feet by 0.3048
For lux, multiply footcandles by 10.76



Throw Distance (d)	10.0ft 3.0m	15.0ft 4.6m	20.0ft 6.1m	30.0ft 9.1m	224.4ft 68.4m
Field Diameter	5.5ft 1.7m	8.2ft 2.5m	10.9ft 3.3m	16.4ft 5.0m	
Illuminance (fc)	504	224	126	56	1
Illuminance (lux)	5,420	2,409	1,355	602	10.76

To determine center beam illumination in footcandles at any throw distance, divide candela by the throw distance squared

For field diameter at any distance, multiply distance by 0.547

For beam diameter at any distance, multiply by 0.221

Throw Distance Multiplier (TDM)

To determine the distance from the center of the beam (Origin) to a certain illuminance level at a particular distance, multiply the desired throw distance by the TDM desired on the Iso-Illuminance diagram.

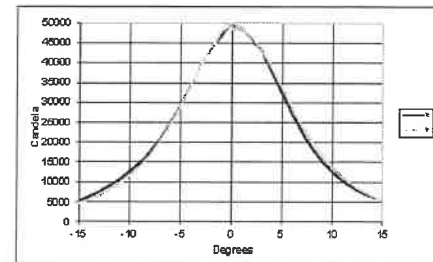
Throw Distance (TD) x Throw Distance Multiplier (TDM) = Distance from the Origin (DfO) (distance from the center of the beam)

Example: 25 feet (TD) x 0.047 (TDM) = 1.175 feet from center of beam (DfO)

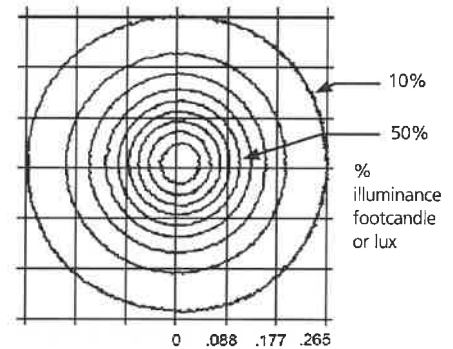
For illumination with any lamp, multiply the candlepower of a beam spread by the multiplying factor (mf) shown for that lamp.

To determine illumination in footcandles or lux at any throw distance, divide candlepower by distance squared.

Cosine Candela Plot



Iso-Illuminance Diagram
(Flat Surface Distribution)

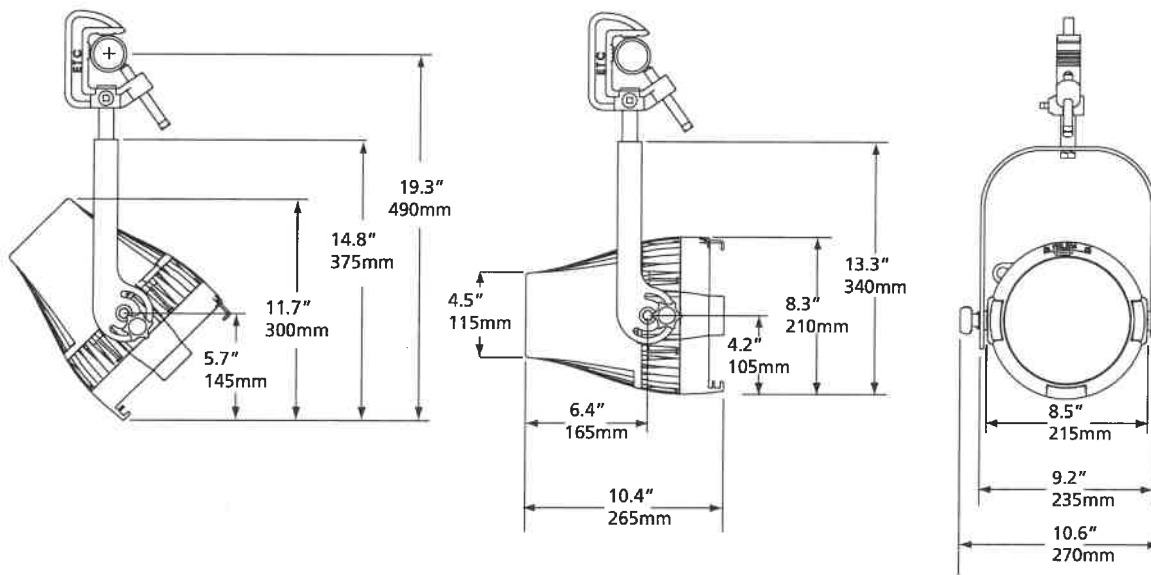


PHYSICAL

Selador Desire D40 Studio Weights and Dimensions

WEIGHT*		SHIPPING WEIGHT	
lbs	kgs	lbs	kgs
14	6.4	17	7.8

* Does not include mounting hardware



Corporate Headquarters • 3031 Pleasant View Rd, PO Box 620979, Middleton WI 53562 0979 USA • +1 608 831 4116
London, UK • Unit 26-28, Victoria Industrial Estate, Victoria Road, London W3 6UU, UK • +44 (0) 20 8896 1000
Rome, IT • Via Pieve Torina, 48, 00156 Rome, Italy • +39 (06) 32 111 683
Holzkirchen, DE • Ohmstrasse 3, 83607 Holzkirchen, Germany • +49 (80 24) 47 00-0
Hong Kong • Room 1801, 18/F, Tower 1 Phase 1, Enterprise Square, 9 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong • +852 2799 1220
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FULL INSTALL

StageRight's Responsibility:

- *Arrange and plan all delivery activities with the client.
- *In accordance with the scope and time frame agreed upon, provide all needed labor and supervision for the install.
- *Unloading and unpacking the equipment.
- *Provide the necessary equipment for load in, install & training.
- *Disposing of all packing materials and pallets.
- *Provide a dumpster for the disposal of shipping materials.
- *Provide all tools necessary for the installation.
- *Provide training for the handling and storage of the equipment per agreed upon terms & conditions.
- *Interfacing with the client for training arrangements & project sign off documentation.
- *Providing copies of these documents to the client.

Client's Responsibility:

- *Coordinating the delivery time and date with the StageRight Rep. (to minimize interference with other trades in the same space).
- *Provide a clear load in path to the desired install area.
- *Provide a clear and clean install site, (free from equipment, construction materials and trash).
- *Provide personnel for training at the time and date agreed upon.
- *Scheduling of the person, who is responsible for the approval signature of the equipment and training, to be on site at the time it is provided.



Lincoln Consolidated Schools
Musical Instrumental Bid Tabulation
December 5, 2019

Vendors	Familial Statement	Iran Statement	Bid Amount
Music & Arts	Yes	Yes	\$39,467 (no piano bid)
Marshall Music Company	Yes	Yes	\$44,184 (includes piano bid)
Taylor Music, Inc	Yes	Yes	\$37,957 (no bid on Piccolo)

It is the recommendation of Leslie Schwegler of the Lincoln Consolidated Schools band department to select Music & Arts as the provider of the selected instruments below, and Marshall Music Company for the instruments listed below.

Music & Arts – Bid Total \$39,467

- 4 - Yamaha YBB-641 PRO 4 Valve Rotary Tuba Outfit \$5,823 unit cost – Total \$23,292
- 1 – Gemeinhardt 4WPiccolo, Wood Body and Headjoint \$1,200 unit cost – Total \$1,200
- 3 – Gemeinhardt 4PMH Piccolo, Plastic Body w/silver-plate headjoint \$445 unit cost – Total \$1,335
- 4 – Holton H181 Pro-“Farkas” French horn \$3,410 unit cost – Total \$13,640.0

Marshall Music Company – Bid Total \$1,525

- 1 – Roland RP501R Digital Home Piano \$1,525 unit cost – Total \$1,525

Combined Total Music & Arts and Marshal Music Company - \$40,992

The recommendation is based upon the following factors:

1. The bid was the lowest bid
2. The instruments provided matched all the bid requirements
3. The vendor is able to meet the requested schedule for deployment.

For the above reasons the bid proposal from the above noted vendor be accepted for providing the instruments described within the bid proposal for the Lincoln Consolidated schools. This recommendation is only valid upon proper execution of the fulfillment of the requirements within the bid documents and the contract between the school district and the vendor.

REQUIRED SIGNED DOCUMENTS

**Lincoln Consolidated Schools
Sworn & Notarized Familial Disclosure Statement**

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of Lincoln Consolidated Schools Board of Education or the Superintendent of the Lincoln Consolidated Schools. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

The following familial relations exist between the owner or any employee of the bidder and member of the Lincoln Consolidated Schools Board of Education or the Superintendent of Lincoln Consolidated Schools.

Owner/Employee	Name Related To	Relationship
1. <u>None known</u>		
2. _____		
3. _____		
4. _____		
5. _____		

Attach additional pages if necessary to disclose familial relationship.

There is no familial relationship that exists between the owner and any employee of the bidder and any member of the Lincoln Consolidated Schools Board of Education or the Superintendent of the Lincoln Consolidated Schools.

Bidder's Firm Name: Music & Arts
By (Signature): [Signature]
Printed Name & Title Lou Luzzi Institutional Bid Specialist
Subscribe and sworn before me this 2 Day of December, 2019 a Notary Public
In and for Lou Luzzi County Frederick, MD
Signature [Signature]
NOTARY PUBLIC My Commission expires 7/19/2020

SEAL

AGREEMENTS:

The undersigned understands that the District reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

District also reserves the right to hold bids for a period of 60 days from bid opening date.

The District reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informality therein. If in the District's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Lincoln Consolidated Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plan and specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Lincoln Consolidated Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have a any business or personal relationships with any other companies or person that could be considered as a conflict of interest of potential conflict of interest to Lincoln Consolidated Schools, pertained to any and all work or services to be performed as a result of this request and any resulting contract with Lincoln Consolidated Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm: *Music f Arts*

Name, title, and signature of individual duly authorized to execute contracts:

Name: *Lou Luzzi*
Title: *Institutional Bid Specialist*
Signature: *[Signature]*

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of Music & Arts

(the "Bidder"), pursuant to the Iran Economic Sanctions Act (MCL 129.313), and the requirement provided in the Lincoln Consolidated Schools (the "School District") advertisement or RFP documentation for musical instruments, hereby represent and warrant, except as provided below, that (the Bidder's Company/Business is in full and unconditional compliance with Public Act 517 of 2012 MCL, and is not an Iran Linked Business.

Conditional Effect 129.316 Sec. 6: The provisions of this Act are effective only if Iran is a State sponsor of terror as defined under section 2 of the divestment from terror Act, 2008 PA 234, MCL 129.292.

BIDDER: Music & Arts

By: [Signature]
Chris Stone

Its: VP Sales

Maryland
STATE OF ~~MICHIGAN~~
COUNTRY OF ~~WASHTENAW~~
Frederick

This instrument was acknowledged before me on the 2 day of December, 2019,
By

[Signature]
Notary Public


Frederick ^{Maryland} County, Michigan

My Commission Expires: 7/9/2020

Acting in the County of: Frederick

Specifications and Price for Instruments

Price Bid Sheet for Lincoln Consolidated Schools

Company Name: Music & Arts
5295 Westview Dr. Ste 30
Address: Frederick, MD 21703
(301)620-4040
Signature: 
Title: Institutional Bid Specialist
Date: 11/25/19

Total price for instruments as specified to include delivery (please attach or describe/include all specifications and include minimum specifications with any variations noted):

\$: 71124.00 *out price given*

Please see Attachment A

Attachment A

Company Name: Music of Arts (Frederick, MD)

Lincoln High School Band					
	Make	Description	Quantity	Price	Total
①	Yamaha *	YBB-641 PRO 4 Valve Rotary Tuba Outfit	4	5823.00	23292.00
①	Yamaha	YBB-321 WC Intermediate 4 Piston valve Tuba outfit	4	4455.00	17820.00
③	Gemeinhardt *	4W Piccolo, Wood Body and Headjoint	1	1200.00	1200.00
②	Pearl	PFP105E Grenditte Piccolo, Split E, Wave Headjoint	1	662.00	662.00
②	Gemeinhardt *	4PMH Piccolo, Plastic Body w/silver-plate headjoint	3	445.00	1335.00
①	Holton	H379 Intermediate French horn	4	2480.00	9920.00
②	Holton *	H181 Pro "Farkas" French horn	4	3410.00	13640.00
	Yamaha *	CLP635 Clavinova	4	NO BID	—
	Korg	G1 Air Digital Piano	1	NO BID	—
	Roland	RP501R Digital Home Piano	1	NO BID	—
	Roland	RP102 88-Key Digital Piano	1	NO BID	—
①	Musser	M635C 1.5 Classic Chimes, 1.25" Chrome Tubes	1	3255.00	3255.00

larger French
larger French

Current factory ETA from date of order subject to change at time of order

- ① currently in factory stock
- ② 30-60 days
- ③ 60-90 days

**Lincoln Consolidated Schools
Musical Instruments
Bid Response & Enclosures**

Please verify with an "X" that the following items are included in the bid response.

1. Completed and notarized **Company Information & Certification** form X
2. Bid Price form listing unit and extended prices and all other charges X

Please respond to the following questions: see attached response summary

1. Describe the payment terms: NET 30
2. What is the required lead time to place an order? any time within 60 days of bid opening date
3. For how many days is this quote valid? 60 days from bid opening date
4. Describe any warranties provided or available for purchase: all manufacturer warranties apply - see inclusions
5. How soon can you deliver the items listed in Attachment A: see above notations 10-90 days from order date based on current schedule subject to change at time of order

MUSIC & ARTS

INSTITUTIONAL BID DEPARTMENT

5295 Westview Dr Suite 300

Frederick MD, 21703-8517

bids@musicarts.com

301-620-4040

Fax: 301-662-7753

Lincoln Consolidated Schools, MI

RFP

Purchase of Musical Instruments

December 4, 2019

To ensure appropriate processing and pricing, please reference the above bid# on all purchase orders resulting from this bid.

RESPONSE SUMMARY

- Proposal is valid for 60 days from bid opening date.
- Prices include standard UPS or truck platform delivery.
- Payment terms are net 30 days with authorized purchase order, including invoices for partial shipments.
- New Account application and tax exempt certificate must be on file prior to processing of any orders. Application will be sent on notification of award.
- Delivery subject to factory schedules at time of order.
- Claims for shipping damage and/or shortages must be made within 5 days of delivery receipt. Shipping cartons and packing materials must be maintained for damage claim inspections by the carrier.
- Any applicable sales tax is additional and not included in quoted price(s).
- All instruments are factory set-up and packaged. Additional unpacking, assembly and adjustments are not included.
- Standard manufacturer limited warranty terms and conditions apply to all items offered.

Lou Luzzi
Institutional Bid Specialist

WARRANTY

Wind Instruments Including Allegro® and Yamaha Advantage® Products



Thank you for selecting a Yamaha product. YAMAHA products are designed and manufactured to provide a high level of trouble-free performance. Yamaha Corporation of America is proud of the experienced craftsmanship that goes into each and every YAMAHA product. YAMAHA sells its products through a network of high quality, specially authorized dealers and is pleased to offer the following Warranty, which applies only to products that have been directly purchased from our authorized dealers in the fifty states of the USA and District of Columbia for your commercial or professional use. YAMAHA suggests that you read the Warranty thoroughly, and invites you to contact your authorized YAMAHA Band and Orchestral dealer or the Yamaha Corporation of America Warranty Service if you have any questions.

PURCHASED FOR COMMERCIAL OR PROFESSIONAL USE

Type of Product and/or Defect	Warranty Duration from Date of First Purchase from Authorized Yamaha Dealer
Wind Instruments, including Allegro and Yamaha Advantage	5 Years
Cracks in Wood-Body Instruments (wood clarinet, wood oboe, wood piccolo)	5 Years*
Cracks in Plastic-Body Instruments (piccolo, clarinet, oboe)	5 Years

*Yamaha will replace cracked joint within 1st year; thereafter, Yamaha will repair by pinning and key transfer.

WHAT IS COVERED: This warranty covers the above products against defects in materials or workmanship.

WHAT IS NOT COVERED: This warranty does not cover (a) damage, deterioration or malfunction resulting from accident, negligence, misuse, abuse, operation or failure to follow instructions contained in your Owner's Manual; any shipment of the product (Claims must be presented to the carrier); repair or attempted repair by anyone other than YAMAHA or an authorized YAMAHA Service Center for Band and Orchestral products; (b) any unit which has been altered or on which the serial number has been defaced, modified or removed; (c) normal wear and any periodic maintenance; (d) deterioration by reason of perspiration, corrosive atmosphere, or other external causes such as extremes in temperature or humidity; (e) springs, pads and felt parts; (f) any evidence of alteration, erasing or forgery of proof-of-purchase documents will cause to void the warranty; (g) any unit purchased for personal, family or household use (see warranty on reverse side). Should any product submitted for warranty service be found ineligible therefore, an estimate of repair cost will be furnished and the repair will be accomplished only if requested by the owner and upon receipt of payment or acceptable arrangements for payment.

WHAT YAMAHA WILL PAY FOR AND WHAT YOU WILL PAY FOR: YAMAHA will, at its option, repair or replace the product covered by this warranty which becomes defective, malfunctions or otherwise fails to conform with this warranty under normal use and service during the term of this warranty, without charge to the consumer for labor or materials. Repairs may be performed using new or refurbished parts that meet or exceed YAMAHA specifications for new parts. You will be responsible for any initial shipping charges if the product(s) must be shipped for warranty service. However, YAMAHA will pay the return shipping charges to any destination within the USA if the repairs are covered by the warranty.

HOW YOU CAN GET WARRANTY SERVICE: (1) If your YAMAHA product(s) require service, contact your local authorized YAMAHA dealer and the dealer will advise you of the procedures to be followed. If this is not practical, contact YAMAHA at the address, telephone number or Internet URL shown below. YAMAHA may request that you send the defective product(s) to a local authorized YAMAHA Servicer or authorize return of the defective product(s) to YAMAHA for repair. For Products requiring in-home service, contact your local authorized Yamaha dealer to arrange for service. If you are uncertain as to whether a dealer has been authorized by YAMAHA, please contact YAMAHA's Warranty Service at the number shown below, or check Yamaha's website at www.yamaha.com. (2) Product(s) shipped for service should be packed securely and must be accompanied by a detailed explanation of the problem(s) requiring service, together with the original or a machine reproduction of the bill of sale or other dated, proof-of-purchase document describing the product, as evidence of warranty coverage.

LIMITATION OF IMPLIED WARRANTIES AND EXCLUSION OF DAMAGES: This is the only warranty applicable to the Product purchased for commercial or professional purposes; Yamaha neither assumes nor authorizes anyone to assume for it any other warranty. THIS WARRANTY IS EXPRESSLY IN LIEU OF ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND OF ANY OTHER OBLIGATIONS OR LIABILITY ON THE PART OF YAMAHA. YAMAHA'S LIABILITY FOR ANY AND ALL LOSSES AND DAMAGES RESULTING FROM ANY CAUSE WHATSOEVER, INCLUDING YAMAHA'S NEGLIGENCE, ALLEGED DAMAGED OR DEFECTIVE GOODS, WHETHER SUCH DEFECTS ARE DISCOVERABLE OR LATENT, SHALL IN NO EVENT EXCEED THE PURCHASE PRICE OF THE EQUIPMENT. IN NO EVENT SHALL YAMAHA BE LIABLE FOR LOSS OF USE, COMMERCIAL LOSS OR OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES WHATSOEVER.

Should you have any questions about service received or if you need assistance in locating an authorized YAMAHA Servicer, please contact:



WARRANTY SERVICE, Yamaha Corporation of America
3445 East Paris Avenue, S.E., Grand Rapids, Michigan 49512-0899
800-940-6606 www.yamaha.com/band

DO NOT RETURN ANY PRODUCT WITHOUT A WRITTEN RETURN AUTHORIZATION ISSUED BY YAMAHA.

©2004 Yamaha Corporation of America. Printed in U.S.A.

5 YEAR WARRANTY

General Limited Warranty

Conn-Selmer, Inc. warrants that this instrument is free from defects in manufacturing, material and workmanship for five years. During the warranty period, and upon proof of purchase, Conn-Selmer will, at its option, either replace or repair a defective instrument or defective part should manufacturing defects become apparent during that time. Repair or replacement as provided under this warranty is your exclusive remedy.

This Warranty also gives you specific legal rights, and you may also have other rights, which vary from state to state.

Warranty Does Not Include

This Warranty does not apply to instruments sold through dealers not authorized to do so by Conn-Selmer, Inc. This warranty does not cover instruments that have been used previously and is not transferable. Cases are not included in this warranty.

This Warranty does not apply to any damage that, in the warrantor's judgment, has been brought about by repair or alteration done by a repairman not specifically authorized to do so in writing by the warrantor, misuse, negligence, accident, or failure to reasonably and properly maintain the instrument. Conn-Selmer may offer to repair such damage, at its discretion, upon acceptance of repair charges by the instrument owner.

This warranty does not apply to shipping damage. Please contact the carrier for resolution of damage due to shipping.

This Warranty does not apply to plating or lacquer impairments caused by the acids inherent in the systems of some persons. It is recommended that the purchaser remove fingerprints from the instrument by wiping it clean with a soft flannel cloth as often as possible to avoid such impairments.

Pads, felts, springs and corks are also excluded from this Warranty, as are external causes such as extreme temperature or humidity.

This Warranty shall not extend to consequential damages, which include but are not limited to loss of use of the instrument, inconvenience, or loss of revenues incurred by purchaser, unless otherwise provided for by applicable state laws.

Purchaser's Responsibilities

Remedies guaranteed by this Warranty are contingent upon purchasers allowing a full inspection by Conn-Selmer, Inc, or its duly authorized representative, of any alleged defective parts. Purchaser should retain this Warranty card and the original proof of purchase for presentation to the authorized dealer from whom the instrument was purchased; in the event service is required under the Warranty. If this is not possible, please contact Conn-Selmer at P.O. Box 310, Elkhart, Indiana 46515 USA.

Purchase must have a Return Authorization Number prior to returning the instrument to Conn-Selmer. Postage, insurance and secure packing for the return of instruments for Warranty repair or replacement are the responsibility of the owner. Conn-Selmer will pay return charges for shipment back to the customer for approved warranty claims only. Any notice under this Warranty shall be made in writing to Conn-Selmer, Inc., P.O. Box 310, Elkhart, Indiana 46515 USA.

Holton Martin

BRASS INSTRUMENTS

LIMITED WARRANTY INFORMATION & REGISTRATION

REGISTER YOUR
INSTRUMENT ONLINE:
www.conn-selmer.com
FREE DOWNLOADS! SPECIAL OFFERS!

CONN - SELMER, INC.

We Make Legends.

A Division of Steinway Musical Instruments, Inc.
P.O. Box 310, Elkhart, IN 46515

www.conn-selmer.com

AV6278

CONGRATULATIONS

Congratulations for selecting a new brass instrument from Conn-Selmer. We have been manufacturing band and orchestral instruments for well over 125 years and are proud to include you in the millions of musicians who have selected our instruments for their superior sound, response and workmanship.

Our Warranty means you can trust Conn-Selmer and your Conn-Selmer dealer to provide the assurance that you made the right purchasing decision. Any questions? Contact your dealer/place of purchase or Conn-Selmer Customer Service at PO Box 310, Elkhart, IN 46515.

REGISTER YOUR INSTRUMENT

Whether you are renting, leasing or buying, it's important to register your instrument. Please visit www.conn-selmer.com and click on your instrument brand and select Product Registration.

CONN - SELMER, INC.

We Make Legends.

ASSEMBLY

Assemble your instrument for the first time under the guidance of your teacher.

TRUMPET

Hold your instrument by the valve casing, not by the slides or the bell. Insert the mouthpiece gently into the mouthpiece receiver. Do not hit it with your hand; simply insert and twist with a little pressure and the mouthpiece will seat properly.

TROMBONE

Hold your slide by the brace tubes, not by the outside slide tubes. Be sure the slide is properly locked. Join the bell and slide sections together and secure them with the bell lock nut. Insert the mouthpiece gently into the mouthpiece receiver, as above.

FRENCH HORN

Hold the instrument on your lap with the leadpipe up. Insert the mouthpiece gently into the mouthpiece receiver. Do not hit it with your hand; simply insert and twist with a little pressure and the mouthpiece will seat properly.

BARITONE/TUBA

Cradle the instrument in your arms in an upright position. Insert the mouthpiece gently into the mouthpiece receiver, as above.

TUNING

Locate the main tuning slide on your instrument. To raise your pitch, push the tuning slide in. To lower pitch, pull the tuning slide out. Individual slides may also be used for finer pitch adjustment.

CARE INSTRUCTIONS

MOUTHPIECE

Rinse with lukewarm water after each use. Clean throat and backbore with mouthpiece brush.

FINISH

To protect your instrument's finish, never clean with hot water, chemical agents or harsh detergents. Use only lukewarm water for cleaning purposes. Lacquer and silver plated finishes can be cleaned with a soft cloth. Lacquer finishes can be cleaned and protected with the use of a lacquer polishing cloth or lacquer polish. Silver or metal polishing cloths or cream polishes should only be used on silver plated finishes.

PISTON VALVES

1. Clean piston valves frequently when the instrument is new - in order to remove the microscopic bits of metal that wear off as you break in the valves. Do this daily for the first two or three weeks, even if the valves seem to work satisfactorily.
2. Once a month, flush out the entire instrument. Remove mouthpiece and tuning slides, unscrew valve caps and remove valve casing. Flush interior of instrument with lukewarm water (NEVER HOT), scrub the bore with a special flexible brush, rinse with cold water and drain thoroughly.
3. Wipe valve casings dry by pulling a clean, lint-free cloth through them.
4. Wash pistons and dry with clean, lint-free cloth. Draw the cloth through the portholes to remove dirt and moisture. Never use a cleaning rod for cleaning portholes, as their corners are sharp and easily dented.
5. Apply valve oil freely to each piston and return pistons the their proper casings.

ROTARY VALVES

1. Do not attempt to disassemble rotors for cleaning or lubricating purposes. Only a qualified brass repair technician should perform rotor maintenance.
2. To lubricate, remove the adjacent tuning slide and engage rotor halfway. Pour a small amount of valve oil into the tuning slide receiver. Work rotor to spread oil. Replace tuning slide.
3. Remove rotor cap and apply one drop of rotor oil to center of mechanism. Replace cap. Remove rotor stop screw and apply one drop of rotor oil to the center of the mechanism. Replace screw. Work rotor to spread oil.
4. Ball and socket mechanisms can be lubricated with tuning slide grease. Ball bearing linkage can be lubricated with rotor oil or tuning slide grease.

TUNING SLIDES

Remove tuning slide(s). Apply a small amount of tuning slide grease to each slide and spread over entire surface. Insert tuning slide completely into receivers and wipe off excess grease with a soft cloth.

TROMBONE HANDSLIDE

1. Pour a small amount of lukewarm water (NEVER HOT) into slide section and work the slide. Remove outer slide. Clean interior of outer and inner slides with flexible bore cleaner.
2. Dry thoroughly. Use a lint-free cloth for exterior surfaces and a cleaning rod completely wrapped with a lint-free cloth for interior surfaces.
3. Run lukewarm water through the bell section. A flexible bore can be used to clean gooseneck and tuning slide. Rinse and drain.
4. Remove outer slide. Apply a small amount of slide cream to the inner slide stocking. Spray inner slides with water, attach outer slide and work up and down to distribute cream. Re-apply water as needed.

LUDWIG/MUSSER LIMITED WARRANTY

Warranty Policy

The workmanship built into Ludwig / Musser products reflects an unequalled standard of quality which has established Ludwig / Musser's leadership for more than 90 years. The following Ludwig / Musser products are warranted to the original purchaser against breakage from normal use or defective workmanship for the time period listed below. The warranty is in effect from the date of original retail purchase, from an authorized Ludwig / Musser dealer. This limited warranty does not apply to instruments or accessories that have been altered or modified, or which have been damaged through misuse, negligence, or accidents. This warranty gives you specific legal rights and you may also have other rights, which vary from state to state.

Products Covered

Ludwig Marching and Concert Drums	3 Years
Ludwig Classic Maple and Legacy Drums	3 Years
Ludwig USA Made Snare Drums	3 Years
Ludwig Centennial Series Drums	1 Year
Ludwig Accent CS Drums	1 Year
Ludwig Accent Series Drums	1 Year
Ludwig Timpani	3 Years
Musser Mallet Instruments	1 Year
Ludwig Stands, Pedals, Thrones, and Holders	3 Years
Ludwig Carriers, Cases, and Covers	1 Year

Persons Covered

This warranty is limited to the person originally acquiring the product item from an authorized Ludwig / Musser dealer, whether by way of purchase or lease. This warranty does not cover Ludwig / Musser instruments or accessories previously used, nor does it transfer to any other owner.

Warrantor's Obligation

Warrantor will, at Warrantor's option, either repair or replace instruments, hardware, or parts, when defects occur within the periods indicated. Repairs not made by Ludwig / Musser are not covered in this limited warranty. We reserve the right, without notice, to make changes in equipment design and progress in engineering, manufacturing, or technology, as warranted. In addition, Ludwig / Musser Industries will retain the sole rights of determination in defining whether a product does or does not fall under warranty.

Parts Covered

Replacement parts are warranted for the un-expired period of the original warranty, beginning with the date of purchase of the defective instrument or accessory.

Not Covered In Warranty

Products not covered under the Ludwig / Musser Warranty include drumsticks, mallets, beaters, pedal footboards, straps, slings, snare cord, and drumheads. Natural wood finishes or normal color changes of wood or shell covering material due to excessive exposure to sunlight, extreme temperature, or changes in humidity, are not covered.

Gemeinhardt products are designed to meet the demanding needs of professional and school musicians. With regular care and maintenance your Gemeinhardt instrument should serve your performance requirements for decades. The Gemeinhardt 1SP student flute comes with a 3-year warranty. All other instruments come with our standard 5-year warranty.

100% Satisfaction Guarantee

Musical instruments purchased from Gemeinhardt Musical Instruments come with a 100% satisfaction guarantee for the first 10 days. This allows time for students to meet with their teacher and determine the instrument is appropriate. Returns must be in original purchase condition, and not show signs of abuse. Returns must be in original packaging and include accessories as shipped, Return material authorization (RMA) number and appropriate paperwork including a copy of the invoice. Return shipping costs are responsibility of consumer.

Full refund, excluding shipping fees, will be issued after receipt and inspection of merchandise.

Warranty Returns

Instruments purchased from Gemeinhardt Musical Instruments are guaranteed to the original purchaser for three years from date of purchase, against defective material or workmanship, excluding normal wear or deterioration. Lacquer or plated finish is not guaranteed against deterioration due to perspiration, corrosive atmospheric conditions or abuse or neglect. This warranty does not include pads, springs, corks or normal wear from usage. This Warranty does not apply to any defect which, in Gemeinhardt's judgment, has been brought about by repair or alteration done by a repairman not specifically authorized to do so in writing by Gemeinhardt, misuse, negligence, accident, or failure to reasonably and properly maintain the instrument. It is recommended that the purchaser remove fingerprints from the instrument by wiping it clean with a soft flannel cloth as often as possible to avoid such impairments.

This warranty only covers instruments purchased from Gemeinhardt Musical Instruments as registered with Gemeinhardt

Postage and insurance for the return of instruments to Gemeinhardt Musical Instruments for warranty repair or replacement are the responsibility of the owner with prior approval.

Requesting a Return

Product returned without an RMA number will be refused. Before returning any product, contact Gemeinhardt customer service at 800-348-7461 to obtain a return material authorization number (RMA).

Refusal of Delivery

If an order is refused for a reason other than damage, the buyer will be responsible for all shipping costs, including return shipping costs and any other costs that occur during the delivery and return process.

Pearl Flutes

- Home - - A Tradition of Innovation - - News - - Products - - Artists - - Dealers - - USA Contact -

PEARL FLUTES WARRANTY

The **Pearl Flutes Warranty** is a statement of confidence to our customers to the reliability of Pearl products. Pearl Flutes are designed and manufactured to the highest standards in quality, style, appearance and playing performance. This warranty reflects a tradition of excellence and a commitment to superior engineering and craftsmanship dedicated to you, the flutist. The Pearl warranty is our pledge to you that we will proudly stand behind our product.

5 YEAR WARRANTY

- Key breakage due to a bad casting
- Improper Soldering
- Failed Plating (flaking or peeling)
- General construction or assembly defects
- Warped Cases

LIFETIME WARRANTY

- Original factory plating on Pro Japan flutes models 8800 and higher manufactured after 2007

THIS WARRANTY DOESN'T COVER:

- Normal wear and tear.
- Damage caused by improper assembly.
- Improper follow-up maintenance or repair.
- Installation of non-genuine Pearl parts or components.
- Instruments that have been sold as "B-Stock", sold as second-hand, or resold contrary to US export regulations.

- Instruments that have been altered, modified or have been damaged through misuse, negligence, improper operation or accidents.
- Instruments subjected to abnormal strain, neglect, abuse, modification or exposure to extreme variances in temperature or humidity.
- Instruments whose trademark, name or identification number has been changed or removed.
- Normal consumable and regulation oriented items such as corks, felts, pads, springs.

OWNER'S RESPONSIBILITY:

It is important that the owner/user be familiar with the proper maintenance and use of their Pearl instrument. Keep this warranty and proof of purchase in a safe place. Be prepared to provide purchase information to avoid undue difficulties in determining eligibility for warranty protection.

HOW TO OBTAIN WARRANTY SERVICE:

Warranty service may be obtained by first notifying the Pearl dealer from which the product was originally purchased. Upon notification, the Pearl dealer must obtain Return Authorization from the Pearl Customer Service Department. This number must be written plainly on the outside of the package or the returned shipping carton will be refused. Returned merchandise must be accompanied by a copy of the original sales receipt. All freight to and from Pearl is to be paid by the customer. If you require further assistance with any warranty determinations, please use our [contact page](#) with your request. Please include the Model #, Serial #, your Pearl Flute dealer name, and date of purchase. Any and all warranty repairs will be performed directly by Pearl.

WARRANTY LIMITATIONS:

This Warranty is exclusive and made in lieu of all other warranties, and all implied warranties, including without limitation any warranties of merchantability or of fitness for a particular purpose which are hereby expressly disclaimed. In no event will responsibility be accepted for incidental or consequential damages of any nature whatsoever. Some states do not allow limitation on how long an implied warranty may last. Therefore, the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights and you may also have other rights which vary from state to state.

Note: This WARRANTY applies to the United States only and may vary in other countries.

AGREEMENTS:

The undersigned understands that the District reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

District also reserves the right to hold bids for a period of 60 days from bid opening date.

The District reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informality therein. If in the District's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Lincoln Consolidated Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plan and specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Lincoln Consolidated Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have a any business or personal relationships with any other companies or person that could be considered as a conflict of interest of potential conflict of interest to Lincoln Consolidated Schools, pertained to any and all work or services to be performed as a result of this request and any resulting contract with Lincoln Consolidated Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name, title, and signature of individual duly authorized to execute contracts:

Name: CHUCK DECLARKE

Title: DIRECTOR OF SCHOOL SALES

Signature: Chuck Declarke

**Lincoln Consolidated Schools
Sworn & Notarized Familial Disclosure Statement**

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of Lincoln Consolidated Schools Board of Education or the Superintendent of the Lincoln Consolidated Schools. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

The following familial relations exist between the owner or any employee of the bidder and member of the Lincoln Consolidated Schools Board of Education or the Superintendent of Lincoln Consolidated Schools.

Owner/Employee	Name Related To	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Attach additional pages if necessary to disclose familial relationship.

There is no familial relationship that exists between the owner and any employee of the bidder and any member of the Lincoln Consolidated Schools Board of Education or the Superintendent of the Lincoln Consolidated Schools.

Bidder's Firm Name: MARSHALL MUSIC COMPANY
 By (Signature): Chuck DeClarke
 Printed Name & Title CHUCK DECLARKE DIRECTOR OF SCHOOL SALES
 Subscribe and sworn before me this 4th Day of December, 2019 a Notary Public
 In and for _____ County _____
 Signature Marcia A. Geller

NOTARY PUBLIC My Commission expires _____

SEAL

**Notary Public
Clinton County, Michigan
Marcia A. Geller**

My Commission Expires 4-12-2020

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of MARSHALL MUSIL COMPANY

(the "Bidder"), pursuant to the Iran Economic Sanctions Act (MCL 129.313), and the requirement provided in the Lincoln Consolidated Schools (the "School District") advertisement or RFP documentation for musical instruments, hereby represent and warrant, except as provided below, that (the Bidder's Company/Business is in full and unconditional compliance with Public Act 517 of 2012 MCL, and is not an Iran Linked Business.

Conditional Effect 129.316 Sec. 6: The provisions of this Act are effective only if Iran is a State sponsor of terror as defined under section 2 of the divestment from terror Act, 2008 PA 234, MCL 129.292.

MARSHALL MUSIL

BIDDER: CHUCK DECLARKE

By: *Chuck Declark*

Its: _____

STATE OF MICHIGAN)
COUNTRY OF WASHTENAW)

This instrument was acknowledged before me on the 4th day of December 20 19
By

Marcia A. Geller
Notary Public

**Notary Public
Clinton County, Michigan
Marcia A. Geller
My Commission Expires 4-12-2020**

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

Specifications and Price for Instruments

Price Bid Sheet for Lincoln Consolidated Schools

Company Name: MARSHALL MUSIC COMPANY
Address: 3240 E. SAGINAW LANSING, MI 48912
Signature: Chuck DeClauw
Title: DIRECTOR OF SCHOOL SALES
Date: 12/4/19

Total price for instruments as specified to include delivery (please attach or describe/include all specifications and include minimum specifications with any variations noted):

\$: PER LINE ITEM

Please see Attachment A



REQUEST FOR PROPOSAL

Purchase of Musical Instruments

For

Lincoln Consolidated Schools

Proposal Due:

Wednesday December 4, 2019 at 1:00 p.m. (local time)

Request for Proposal (RFP)

Mr. Phil Bongiorno, Director of Facilities

Lincoln Consolidated Schools

7425 Willis Road

Ypsilanti, MI 48197

Phone: 734-484-7039

E-mail: bongiornop@lincolnk12.org Purchase of Musical Instr

Late Proposals Will Not Be A

**Copy
Copy 2 of 2**

REQUIRED SIGNED DOCUMENTS

**Lincoln Consolidated Schools
Sworn & Notarized Familial Disclosure Statement**

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of Lincoln Consolidated Schools Board of Education or the Superintendent of the Lincoln Consolidated Schools. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

The following familial relations exist between the owner or any employee of the bidder and member of the Lincoln Consolidated Schools Board of Education or the Superintendent of Lincoln Consolidated Schools.

Owner/Employee	Name Related To	Relationship
1. _____	<u>NONE / NA</u>	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Attach additional pages if necessary to disclose familial relationship.

There is no familial relationship that exists between the owner and any employee of the bidder and any member of the Lincoln Consolidated Schools Board of Education or the Superintendent of the Lincoln Consolidated Schools.

Taylor Music, Inc.

Bidder's Firm Name: _____
By (Signature): [Signature]
Printed Name & Title Mary McKinney VP School Bid Sales

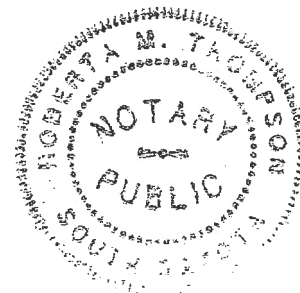
Subscribe and sworn before me this 19th Day of November, 2019 a Notary Public

In and for Brown County South Dakota

Signature [Signature]

NOTARY PUBLIC My Commission expires 10/12/2022

SEAL



AGREEMENTS:

The undersigned understands that the District reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

District also reserves the right to hold bids for a period of 60 days from bid opening date.

The District reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informality therein. If in the District's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Lincoln Consolidated Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plan and specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

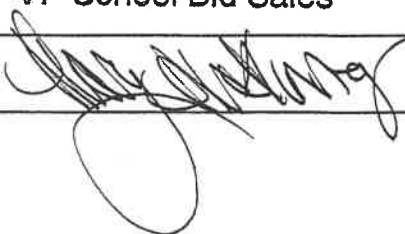
My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Lincoln Consolidated Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have a any business or personal relationships with any other companies or person that could be considered as a conflict of interest of potential conflict of interest to Lincoln Consolidated Schools, pertained to any and all work or services to be performed as a result of this request and any resulting contract with Lincoln Consolidated Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name, title, and signature of individual duly authorized to execute contracts:

Name: Mary McKinney

Title: VP School Bid Sales

Signature: 

AFFIDAVIT OF BIDDER

Taylor Music, Inc.

The undersigned, the owner or authorized officer of _____

(the "Bidder"), pursuant to the Iran Economic Sanctions Act (MCL 129.313), and the requirement provided in the Lincoln Consolidated Schools (the "School District") advertisement or RFP documentation for musical instruments, hereby represent and warrant, except as provided below, that (the Bidder's Company/Business is in full and unconditional compliance with Public Act 517 of 2012 MCL, and is not an Iran Linked Business.

Conditional Effect 129.316 Sec. 6: The provisions of this Act are effective only if Iran is a State sponsor of terror as defined under section 2 of the divestment from terror Act, 2008 PA 234, MCL 129.292.

BIDDER: Mary McKinney

By: *Mary McKinney*

Its: VP School Bid Sales

South Dakota
STATE OF MICHIGAN) *Brown*
COUNTRY OF ~~WASHTENAW~~

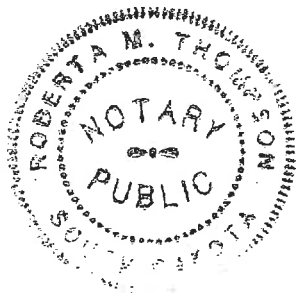
This instrument was acknowledged before me on the 19th day of November 2020,
By

Roberta M. Thompson
Notary Public

Brown County, *South Dakota*
~~Michigan~~

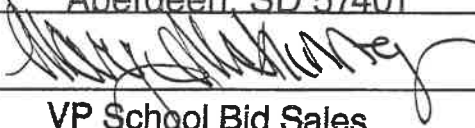
My Commission Expires: 10/12/2022

Acting in the County of: Brown



Specifications and Price for Instruments

Price Bid Sheet for Lincoln Consolidated Schools

Company Name: Taylor Music Inc.
Address: 513 S. Main
Aberdeen, SD 57401
Signature: 
Title: VP School Bid Sales
Date: 12/10/19

Total price for instruments as specified to include delivery (please attach or describe/include all specifications and include minimum specifications with any variations noted):

\$: 66,749.00
(not all items bid)

Please see Attachment A



QUOTE CONFIRMATION

DEAR NIK JACKSON,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LBMH916	11/15/2019	LINCOLN CONSOLIDATED HIGH SCHO	2041421	\$194,962.50

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Google Chrome Management Console License - Education Mfg. Part#: CROSSWDISEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	750	3577022	\$24.00	\$18,000.00
Lenovo Accidental Damage Protection - accidental damage coverage - 3 years Mfg. Part#: 5PS0F04089 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	750	5514204	\$41.00	\$30,750.00
Lenovo 100e Chromebook MTK8173C 11.6" 4GB RAM 32GB Chrome OS Mfg. Part#: 81QB0000US UNSPSC: 43211503 Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	750	5437831	\$168.95	\$126,712.50
Lenovo Depot - extended service agreement - 3 years - School Year Term Mfg. Part#: 5WS0N75691 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	750	4473863	\$26.00	\$19,500.00

PURCHASER BILLING INFO	SUBTOTAL	\$194,962.50
Billing Address: LINCOLN CONSOLIDATED SCHOOLS ACCTS PAYABLE 7425 WILLIS RD YPSILANTI, MI 48197 Phone: (734) 484-7000 Payment Terms: NET 30 Days-Govt/Ed	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$194,962.50
	DELIVER TO Shipping Address: LINCOLN HIGH SCHOOL NIK JACKSON 7425 WILLIS RD YPSILANTI, MI 48197-8919 Shipping Method: UPS Freight LTL, Dock to Dock	

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Kirk Wojak

(866) 253-5524

kirkwoj@cdw.com

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QUOTE CONFIRMATION

DEAR NIK JACKSON,

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QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LBMJ118	11/15/2019	LINCOLN CONSOLIDATED MIDDLE SC	2041421	\$179,365.50

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Google Chrome Management Console License - Education Mfg. Part#: CROSSWDISEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	690	3577022	\$24.00	\$16,560.00
Lenovo Accidental Damage Protection - accidental damage coverage - 3 years Mfg. Part#: 5PS0F04089 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	690	5514204	\$41.00	\$28,290.00
Lenovo 100e Chromebook MTK8173C 11.6" 4GB RAM 32GB Chrome OS Mfg. Part#: 81QB0000US UNSPSC: 43211503 Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	690	5437831	\$168.95	\$116,575.50
Lenovo Depot - extended service agreement - 3 years - School Year Term Mfg. Part#: 5WS0N75691 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	690	4473863	\$26.00	\$17,940.00

PURCHASER BILLING INFO		SUBTOTAL	\$179,365.50
Billing Address: LINCOLN CONSOLIDATED SCHOOLS ACCTS PAYABLE 7425 WILLIS RD YPSILANTI, MI 48197 Phone: (734) 484-7000 Payment Terms: NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$179,365.50
		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
DELIVER TO			
Shipping Address: LINCOLN CONSOLIDATED MIDDLE SCHOOL NIK JACKSON 8744 WHITTAKER RD YPSILANTI, MI 48197-9435 Shipping Method: UPS Freight LTL, Dock to Dock			

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QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LBMJ258	11/15/2019	BISHOP ELEMENTARY SCHOOL	2041421	\$51,990.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Google Chrome Management Console License - Education Mfg. Part#: CROSSWDISEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	200	3577022	\$24.00	\$4,800.00
Lenovo Accidental Damage Protection - accidental damage coverage - 3 years Mfg. Part#: 5PS0F04089 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	200	5514204	\$41.00	\$8,200.00
Lenovo 100e Chromebook MTK8173C 11.6" 4GB RAM 32GB Chrome OS Mfg. Part#: 81QB0000US UNSPSC: 43211503 Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	200	5437831	\$168.95	\$33,790.00
Lenovo Depot - extended service agreement - 3 years - School Year Term Mfg. Part#: 5WS0N75691 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	200	4473863	\$26.00	\$5,200.00

PURCHASER BILLING INFO		SUBTOTAL	\$51,990.00
Billing Address: LINCOLN CONSOLIDATED SCHOOLS ACCTS PAYABLE 7425 WILLIS RD YPSILANTI, MI 48197 Phone: (734) 484-7000 Payment Terms: NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$51,990.00
		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
DELIVER TO			
Shipping Address: BISHOP ELEMENTARY SCHOOL NIK JACKSON 8888 WHITTAKER RD YPSILANTI, MI 48197-9435 Shipping Method: UPS Freight LTL, Dock to Dock			

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Kirk Wojak

(866) 253-5524

kirkwoj@cdw.com

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QUOTE CONFIRMATION

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QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LBMJ331	11/15/2019	CHILDS ELEMENTARY SCHOOL	2041421	\$51,990.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Google Chrome Management Console License - Education Mfg. Part#: CROSSWDISEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	200	3577022	\$24.00	\$4,800.00
Lenovo Accidental Damage Protection - accidental damage coverage - 3 years Mfg. Part#: 5PS0F04089 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	200	5514204	\$41.00	\$8,200.00
Lenovo 100e Chromebook MTK8173C 11.6" 4GB RAM 32GB Chrome OS Mfg. Part#: 81QB0000US UNSPSC: 43211503 Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	200	5437831	\$168.95	\$33,790.00
Lenovo Depot - extended service agreement - 3 years - School Year Term Mfg. Part#: 5WS0N75691 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	200	4473863	\$26.00	\$5,200.00

PURCHASER BILLING INFO		SUBTOTAL	\$51,990.00
Billing Address: LINCOLN CONSOLIDATED SCHOOLS ACCTS PAYABLE 7425 WILLIS RD YPSILANTI, MI 48197 Phone: (734) 484-7000 Payment Terms: NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$51,990.00
		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
DELIVER TO			
Shipping Address: CHILDS ELEMENTARY SCHOOL NIK JACKSON 7300 BEMIS RD YPSILANTI, MI 48197-9261 Phone: (734) 484-7000 Shipping Method: UPS Freight LTL, Dock to Dock			

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Kirk Wojak

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QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LBMJ407	11/15/2019	8970 WHITTAKER ROAD	2041421	\$64,987.50

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Google Chrome Management Console License - Education Mfg. Part#: CROSSWDISEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	250	3577022	\$24.00	\$6,000.00
Lenovo Accidental Damage Protection - accidental damage coverage - 3 years Mfg. Part#: 5PS0F04089 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	250	5514204	\$41.00	\$10,250.00
Lenovo 100e Chromebook MTK8173C 11.6" 4GB RAM 32GB Chrome OS Mfg. Part#: 81QB0000US UNSPSC: 43211503 Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	250	5437831	\$168.95	\$42,237.50
Lenovo Depot - extended service agreement - 3 years - School Year Term Mfg. Part#: 5WS0N75691 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	250	4473863	\$26.00	\$6,500.00

PURCHASER BILLING INFO		SUBTOTAL	\$64,987.50
Billing Address: LINCOLN CONSOLIDATED SCHOOLS ACCTS PAYABLE 7425 WILLIS RD YPSILANTI, MI 48197 Phone: (734) 484-7000 Payment Terms: NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$64,987.50
		Please remit payments to:	
DELIVER TO Shipping Address: BRICK ELEMENTARY SCHOOL NIK JACKSON 8970 WHITTAKER RD YPSILANTI, MI 48197-9440 Phone: (734) 484-7000 Shipping Method: UPS Freight LTL, Dock to Dock	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		

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QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LBMJ807	11/15/2019	ANYWHERE CART	2041421	\$995.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Anywhere Cart AC-CDW-36 CDW Exclusive 36 Bay Cycle Charging Cart Mfg. Part#: AC-CDW-36 UNSPSC: 56101535 Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)	1	5073318	\$995.00	\$995.00

PURCHASER BILLING INFO		SUBTOTAL	\$995.00
Billing Address: LINCOLN CONSOLIDATED SCHOOLS ACCTS PAYABLE 7425 WILLIS RD YPSILANTI, MI 48197 Phone: (734) 484-7000 Payment Terms: NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$995.00
		DELIVER TO Shipping Address: LINCOLN HIGH SCHOOL NIK JACKSON 7425 WILLIS RD YPSILANTI, MI 48197-8919 Shipping Method: DROP SHIP-GROUND	

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	Kirk Wojak		(866) 253-5524 kirkwoj@cdw.com

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LINCOLN CONSOLIDATED SCHOOLS

Schedule of Revenues and Expenditures

Budget and Actual - General Fund

For the Month Ended November 30, 2019

	Original Budget	Amended Budget	Actual	Actual Over (Under) Original Budget	Percent Actual of Budget
Revenues					
Local sources:					
Property taxes	\$ 4,019,842	\$ -	\$ 3,023,114	\$ (996,728)	75.2%
Other local sources	352,600	-	94,414	(258,186)	26.8%
State sources	32,161,096	-	6,110,275	(26,050,821)	19.0%
Federal sources	2,518,132	-	300,093	(2,218,039)	11.9%
Interdistrict revenue	6,581,000	-	1,096,651	(5,484,349)	16.7%
Total revenues	45,632,670	-	10,624,547	(35,008,123)	23.3%
Expenditures					
Instruction:					
Basic programs	20,334,981	-	5,960,793	(14,374,188)	29.3%
Added needs	8,402,227	-	2,518,017	(5,884,210)	30.0%
Total instruction	28,737,208	-	8,478,810	(20,258,398)	29.5%
Support services:					
Pupil	4,979,903	-	1,347,196	(3,632,707)	27.1%
Instructional support	1,219,525	-	543,377	(676,148)	44.6%
General administration	473,603	-	189,593	(284,010)	40.0%
School administration	1,754,564	-	591,855	(1,162,709)	33.7%
Business	787,611	-	370,249	(417,362)	47.0%
Maintenance	3,931,261	-	1,867,477	(2,063,784)	47.5%
Transportation	2,888,834	-	1,149,566	(1,739,268)	39.8%
Central services	1,132,519	-	393,263	(739,256)	34.7%
Total support services	17,167,820	-	6,452,576	(10,715,244)	37.6%
Athletics	847,047	-	335,931	(511,116)	39.7%
Community service	80,006	-	27,982	(52,024)	35.0%
Total expenditures	46,832,081	-	15,295,299	(31,536,782)	32.7%
Other financing sources					
Transfers in	14,000	-	7,000	(7,000)	50.0%
Transfers out	-	-	-	-	0.0%
Total other financing sources	14,000	-	7,000	(7,000)	50.0%
Revenues over (under) expenditures	\$ (1,185,411)	\$ -	\$ (4,663,752)		

For internal use only. These financial statements have not been audited, and no assurance is provided.

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended November 30, 2019**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Amended	Sum of Final
Instruction	1111	Salary	4,583,275	-	1,348,123
		Fringes	3,150,049	-	941,955
		Non-payroll	242,575	-	47,952
		#N/A	-	-	8,686
	1111 Total		7,975,899	-	2,346,716
	1112	Salary	2,263,923	-	590,031
		Fringes	1,580,321	-	442,728
		Non-payroll	122,757	-	73,395
	1112 Total		3,967,001	-	1,106,154
	1113	Salary	2,696,573	-	714,341
		Fringes	1,869,394	-	535,628
		Non-payroll	2,819,063	-	979,254
	1113 Total		7,385,030	-	2,229,223
1118	Salary	551,363	-	143,910	
	Fringes	455,688	-	131,706	
	Non-payroll	-	-	3,084	
1118 Total		1,007,051	-	278,700	
Instruction Total		20,334,981	-	5,960,793	
Added needs	1122	Salary	3,496,162	-	930,802
		Fringes	2,853,988	-	890,007
		Non-payroll	224,002	-	59,396
	1122 Total		6,574,152	-	1,880,205
	1125	Salary	1,000,383	-	369,459
		Fringes	707,692	-	214,068
		Non-payroll	120,000	-	50,907
	1125 Total		1,828,075	-	634,434
	1127	Salary	-	-	-
		Fringes	-	-	-
		Non-payroll	-	-	-
	1127 Total		-	-	-
	1221	Non-payroll	-	-	3,378
1221 Total		-	-	3,378	
Added needs Total		8,402,227	-	2,518,017	

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended November 30, 2019**

F/S Caption	Function	Code	Values			
			Sum of Orig. Budget	Sum of Amended	Sum of Final	
Student services	1212	Salary	522,235	-	167,292	
		Fringes	411,046	-	138,874	
		Non-payroll	1,750	-	53	
		1212 Total		935,031	-	306,219
	1213	Salary	-	-	338	
		Fringes	-	-	-	
		Non-payroll	418,100	-	91,198	
		1213 Total		418,100	-	91,536
	1214	Salary	358,001	-	91,193	
		Fringes	240,255	-	64,841	
		Non-payroll	-	-	-	
		1214 Total		598,256	-	156,034
	1215	Salary	440,551	-	99,380	
		Fringes	271,034	-	60,731	
		Non-payroll	339,702	-	73,802	
		1215 Total		1,051,287	-	233,913
	1216	Salary	415,305	-	88,093	
		Fringes	316,507	-	90,639	
		Non-payroll	-	-	36,923	
		1216 Total		731,812	-	215,655
	1218	Salary	535,446	-	147,559	
Fringes		400,089	-	113,834		
Non-payroll		4,850	-	59		
	1218 Total		940,385	-	261,452	
1219	Salary	215,536	-	45,639		
	Fringes	158,698	-	36,671		
	Non-payroll	-	-	77		
	1219 Total		374,234	-	82,387	
	Student services Total		5,049,105	-	1,347,196	

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended November 30, 2019**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Amended	Sum of Final
Instructional support	1221	Salary	55,000	-	34,959
		Fringes	-	-	11,995
		Non-payroll	136,000	-	106,724
	1221 Total		191,000	-	153,678
	1222	Salary	146,593	-	37,543
		Fringes	91,671	-	24,786
		Non-payroll	-	-	-
	1222 Total		238,264	-	62,329
	1226	Salary	257,593	-	117,516
		Fringes	177,706	-	69,473
		Non-payroll	354,962	-	140,145
	1226 Total		790,261	-	327,134
	1230	Salary	-	-	-
Fringes		-	-	236	
1230 Total		-	-	236	
Instructional support Total			1,219,525	-	543,377
Business Admin	1249	Salary	-	-	691
		Non-payroll	-	-	-
	1249 Total		-	-	691
	1252	Salary	35,706	-	13,847
		Fringes	32,005	-	16,515
		Non-payroll	580,400	-	283,874
	1252 Total		648,111	-	314,236
1259	Fringes	-	-	-	
	Non-payroll	139,500	-	55,322	
1259 Total		139,500	-	55,322	
Business Admin Total			787,611	-	370,249
General Admin	1231	Non-payroll	122,250	-	27,742
	1231 Total		122,250	-	27,742
	1232	Salary	201,893	-	96,825
		Fringes	134,808	-	53,839
1232 Total		351,353	-	161,851	
General Admin Total			473,603	-	189,593
Principal Admin	1241	Salary	1,035,542	-	353,031
		Fringes	719,022	-	238,824
		Non-payroll	-	-	-
1241 Total		1,754,564	-	591,855	
Principal Admin Total			1,754,564	-	591,855

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended November 30, 2019**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Amended	Sum of Final
Central	1282	Salary	51,102	-	22,508
		Fringes	43,333	-	17,882
		Non-payroll	118,250	-	90,388
	1282 Total		212,685	-	130,778
	1283	Salary	131,433	-	53,855
		Fringes	85,158	-	32,647
		Non-payroll	100,400	-	39,644
	1283 Total		316,991	-	126,146
	1284	Salary	-	-	-
		Fringes	-	-	-
Non-payroll		602,843	-	136,339	
1284 Total		602,843	-	136,339	
Central Total		1,132,519	-	393,263	
Operations and maint	1261	Salary	264,656	-	94,762
		Fringes	231,955	-	81,209
		Non-payroll	3,299,650	-	1,659,379
	1261 Total		3,796,261	-	1,835,350
	1266	Non-payroll	135,000	-	32,127
1266 Total		135,000	-	32,127	
Operations and maint Total		3,931,261	-	1,867,477	
Transportation	1271	Salary	1,176,432	-	397,275
		Fringes	1,061,329	-	289,409
		Non-payroll	651,073	-	462,882
	1271 Total		2,888,834	-	1,149,566
Transportation Total		2,888,834	-	1,149,566	
Athletics	1293	Salary	215,077	-	82,803
		Fringes	139,470	-	53,103
		Non-payroll	492,500	-	200,025
	1293 Total		847,047	-	335,931
Athletics Total		847,047	-	335,931	
Comm Ed Exp	1331	Salary	43,000	-	11,086
		Fringes	37,006	-	12,947
		Non-payroll	-	-	3,949
	1331 Total		80,006	-	27,982
	1361	Non-payroll	-	-	-
1361 Total		-	-	-	
Comm Ed Exp Total		80,006	-	27,982	
Grand Total		46,901,283	-	15,295,299	

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163944775 - A/P Checking									
Check									
119075	11/01/2019	Open			Accounts Payable	AA HURON HS ATHLETIC BOOSTER CLB	\$300.00		
	Invoice		Date	Description		Amount			
	10/11/19_Event		01/01/2019	Entry fee, G, B CC, "River Rat Open", 10-11-19		\$300.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$300.00			
119076	11/01/2019	Open			Accounts Payable	Adrian Public Schools	\$200.00		
	Invoice		Date	Description		Amount			
	08/22/19_Event		08/22/2019	Entry fee, B,G. HS CC, 8-22-19 "Burt Cebulski Invite"		\$200.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$200.00			
119077	11/01/2019	Open			Accounts Payable	AIRPORT COMMUNITY SCHOOLS	\$200.00		
	Invoice		Date	Description		Amount			
	10/19/19_Event		10/10/2019	Entry fee, B,G, CC. 10-19-19 invite		\$200.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$200.00			
119078	11/01/2019	Open			Accounts Payable	AMERICAN EAGLE CO	\$91.95		
	Invoice		Date	Description		Amount			
	150652		09/30/2019	AWarford SS Order Books		\$91.95			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$91.95			
119079	11/01/2019	Open			Accounts Payable	ANN ARBOR SKYLINE BOOSTER CLUB	\$80.00		
	Invoice		Date	Description		Amount			
	11/29/19_Event		11/29/2019	Entry fee, B F BKB. Scrimmage, 11-29-19		\$80.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$80.00			
119080	11/01/2019	Open			Accounts Payable	ATLANTIC WELDING SUPPLY	\$52.50		
	Invoice		Date	Description		Amount			
	81213		10/01/2019	GARAGE OPERATIONS - ATLANTIC WELDING SUPPLY		\$52.50			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$52.50			
119081	11/01/2019	Open			Accounts Payable	BEAL PROPERTIES LLC	\$500.59		
	Invoice		Date	Description		Amount			
	Payroll_11/01/19		11/01/2019	Boone, Case# 131C3103 Boone		\$500.59			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$500.59			
119082	11/01/2019	Open			Accounts Payable	DALE FISHER HELIPHOTO / DALE FISHER GALLERIES	\$2,000.00		
	Invoice		Date	Description		Amount			
	101719		10/17/2019	Washtenaw County Book Sponsor		\$2,000.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,000.00			

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
119083	11/01/2019	Open			Accounts Payable	DIGITAL AGE TECHNOLOGIES, INC.	\$165.00		
	Invoice		Date	Description			Amount		
	9436		10/21/2019	Teaching materials			\$165.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$165.00		
119084	11/01/2019	Open			Accounts Payable	DTE ENERGY	\$44,867.92		
	Invoice		Date	Description			Amount		
	2020-00000305		10/21/2019	Childs Acct # 9100 113 5425 5			\$7,027.96		
	2020-00000306		10/08/2019	HS, MS, BG Acct # 9100 3989 2120			\$37,650.13		
	2020-00000309		10/25/2019	Maint Gar Acct # 9100 116 9928 7			\$189.83		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$44,867.92		
119085	11/01/2019	Open			Accounts Payable	FERGUSON ENTERPRISES, INC.	\$1,384.83		
	Invoice		Date	Description			Amount		
	5379682		10/25/2019	LHS - faucet assemblies			\$1,467.91		
	CM550847		01/21/2019	Credit Memo Acct# 86124			(\$83.08)		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,384.83		
119086	11/01/2019	Open			Accounts Payable	FOLLETT SCHOOL SOLUTIONS, INC.	\$4,347.24		
	Invoice		Date	Description			Amount		
	1375618		09/20/2019	Inv# 1375618 Destiny Renewal 10.1.19 to 9.30.20			\$4,347.24		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$4,347.24		
119087	11/01/2019	Open			Accounts Payable	FOX AUTO PARTS, INC.	\$269.21		
	Invoice		Date	Description			Amount		
	109040069436		10/22/2019	battery			\$124.06		
	109040069384		10/21/2019	2017 ford truck oil change			\$145.15		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$269.21		
119088	11/01/2019	Open			Accounts Payable	FRECKLE EDUCATION, INC.	\$13,399.00		
	Invoice		Date	Description			Amount		
	2019-101438		10/07/2019	License Fee - MS			\$13,399.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$13,399.00		
119089	11/01/2019	Open			Accounts Payable	GDI TRANSPORTATION, INC.	\$1,712.25		
	Invoice		Date	Description			Amount		
	Sep16th-Sep20th		09/20/2019	CAB SERVICES FOR EPHY STUDENTS			\$236.25		
	Sep23rd-Sep27th		09/27/2019	CAB SERVICES FOR EPHY STUDENTS			\$503.25		
	Sep30th-Oct4th		10/04/2019	CAB SERVICES FOR EPHY STUDENTS			\$459.75		
	Oct7th-Oct11th		10/11/2019	CAB SERVICES FOR EPHY STUDENTS			\$228.00		
	Oct14th-Oct18th		10/18/2019	CAB SERVICES FOR EPHY STUDENTS			\$285.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,712.25		
119090	11/01/2019	Open			Accounts Payable	GIBRALTER SCHOOL DISTRICT	\$300.00		
	Invoice		Date	Description			Amount		
	10/26/19_Event		10/26/2019	Entry fee, B,G CC-10-26-19, Lk .Erie "PROM Race"			\$100.00		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	09/28/19_Event		09/28/2019		Entry fee, B,G HS CC, "Marauder invite", 9-28-19		\$200.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$300.00		
119091	11/01/2019	Open			Accounts Payable	Huron School District	\$250.00		
	Invoice		Date		Description		Amount		
	09/14/19_Event		09/14/2019		Entry fee, B,G HS CC, "Huron cc Invite", 9-14-19		\$250.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$250.00		
119092	11/01/2019	Open			Accounts Payable	HURON VALLEY TELECOMMUNICATIONS, INC.	\$930.95		
	Invoice		Date		Description		Amount		
	3042		10/13/2019		Inv# 3042 work done for for the RAHS Clinic at Bishop Elementary		\$930.95		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$930.95		
119093	11/01/2019	Open			Accounts Payable	INTEGRATED DESIGNS, INC.	\$7,108.97		
	Invoice		Date		Description		Amount		
	77412		10/14/2019		Bid pack #2 and Bid pack #5		\$7,108.97		
119094	11/01/2019	Open			Accounts Payable	JACK'S FLOODLIGHT SERVICE, INC.	\$5,721.58		
	Invoice		Date		Description		Amount		
	57463		09/30/2019		parking/street light lamp repairs and replacement		\$4,958.08		
	57543		10/24/2019		Exterior Light Pole Repairs		\$763.50		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$5,721.58		
119095	11/01/2019	Open			Accounts Payable	JACKSON TRUCK SERVICE, INC.	\$852.56		
	Invoice		Date		Description		Amount		
	PC001324798:01		10/15/2019		PARTS - JACKSON TRUCK SERVICE		\$38.90		
	PC001324883:01		10/16/2019		PARTS - JACKSON TRUCK SERVICE		\$610.79		
	PC001324934:01		10/17/2019		PARTS - JACKSON TRUCK SERVICE		\$202.87		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$852.56		
119096	11/01/2019	Open			Accounts Payable	JEFFERSON SCHOOLS	\$300.00		
	Invoice		Date		Description		Amount		
	09/21/19_Event		09/21/2019		Entry fee, MS,HS CC, 09-21-19, @ Sterling St. Pk.		\$300.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$300.00		
119097	11/01/2019	Open			Accounts Payable	LAKESHORE EQUIPMENT COMPANY	\$114.98		
	Invoice		Date		Description		Amount		
	2513971019		10/14/2019		At-Risk Materials - Bishop		\$114.98		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$114.98		
119098	11/01/2019	Open			Accounts Payable	LAW OFFICES OF PATRICK MCDONALD, PC.	\$600.00		
	Invoice		Date		Description		Amount		
	OCTOBER19		10/01/2019		AAA Case No. 01-19-0001-2971		\$600.00		

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$600.00		
119099	11/01/2019	Open			Accounts Payable	MEMSPA	\$555.00		
	Invoice		Date	Description			Amount		
			09/17/2019	2019-2020 Membership Renewal - Paula Robinette			\$555.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$555.00		
119100	11/01/2019	Open			Accounts Payable	MICHIGAN GUARANTY AGENCY	\$247.52		
	Invoice		Date	Description			Amount		
			11/01/2019	Williams 726-19618679-01			\$247.52		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$247.52		
119101	11/01/2019	Open			Accounts Payable	MiSDU	\$1,156.25		
	Invoice		Date	Description			Amount		
			11/01/2019	CH SUPPT - Child Support*			\$1,156.25		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,156.25		
119102	11/01/2019	Open			Accounts Payable	PINTER'S FLOWERLAND INC	\$87.75		
	Invoice		Date	Description			Amount		
			10/21/2019	Model - Mulch			\$70.20		
			10/22/2019	Model - mulch			\$17.55		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$87.75		
119103	11/01/2019	Open			Accounts Payable	PLUMBER SERVICE, INC.	\$540.00		
	Invoice		Date	Description			Amount		
			10/16/2019	LHS - opened clogged line			\$350.00		
			10/22/2019	Childs - auger for clogged toilet			\$190.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$540.00		
119104	11/01/2019	Open			Accounts Payable	PRESIDIO NETWORKED SOLUTIONS GROUP	\$515.00		
	Invoice		Date	Description			Amount		
			10/18/2019	ink for transportation tags			\$515.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$515.00		
119105	11/01/2019	Open			Accounts Payable	REVIEW WORKS	\$294.30		
	Invoice		Date	Description			Amount		
			10/16/2019	Olympia Panagoulas Work Comp Claim# 188921917-001 DOS: 09/30/19			\$151.32		
			10/16/2019	Douglas A Major Work Comp Claim# 189014154-001 DOS: 09/30/19			\$87.38		
			10/16/2019	Kelly Allen-Grubb Work Comp Claim# 188658401-001 DOS: 09/30/19			\$20.11		
			10/16/2019	Steven Mitchell Work Comp Claim# 188987206-001 DOS: 09/30/19			\$14.58		
			10/16/2019	Evelyn Charles Work Comp Claim# 188929802-001 DOS: 09/30/19			\$20.91		
	Paying Fund				Cash Account		Amount		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$835.00			
119115	11/01/2019	Open			Accounts Payable	THE STATE OF MICHIGAN	\$60.00		
	Invoice			Date	Description	Amount			
	BLR435953		10/07/2019		Transportation - Boiler Certificate Fee, Boiler# MIR398122	\$60.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$60.00			
119116	11/01/2019	Open			Accounts Payable	U.S. MEDGROUP OF MICHIGAN, P.C.	\$393.88		
	Invoice			Date	Description	Amount			
	218140015		10/11/2019		Evelyn Charles Work Comp Claim# 188929802-001 DOS: 06/13/19	\$393.88			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$393.88			
119117	11/01/2019	Open			Accounts Payable	UNEMPLOYMENT INSURANCE AGENCY	\$3,812.00		
	Invoice			Date	Description	Amount			
	L0055461827		10/15/2019		2018 Unemployment Insurance, Acct# 0809449 000	\$3,812.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$3,812.00			
119118	11/01/2019	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$15,501.59		
	Invoice			Date	Description	Amount			
	4275		10/09/2019		P.R.E. Invoice	\$15,501.59			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$15,501.59			
119119	11/01/2019	Open			Accounts Payable	WOLVERINE SUPPLY INC	\$3,206.05		
	Invoice			Date	Description	Amount			
	814541		10/14/2019		parts	\$785.48			
	814544		10/14/2019		LHS - 2 hot water tanks	\$2,175.60			
	814764		10/18/2019		LMS - white 1.28 closet & gasket set	\$119.16			
	814921		10/24/2019		Childs - Flush Valve	\$125.81			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$3,206.05			
119120	11/01/2019	Open			Accounts Payable	MBENGWE, MAME	\$29.45		
	Invoice			Date	Description	Amount			
	102819		11/01/2019		Student Meal Account Refund	\$29.45			
119121	11/07/2019	Open			Accounts Payable	AFLAC	\$767.84		
	Invoice			Date	Description	Amount			
	2020-00000322		11/07/2019		AFLAC - AFLAC Supplemental Insurance*	\$767.84			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$767.84			
119122	11/08/2019	Open			Accounts Payable	EBERLE II, JOSEPH , BRENT	\$20.00		
	Invoice			Date	Description	Amount			
	102119		10/21/2019		Game Worker- Referee	\$20.00			
	Paying Fund			Cash Account		Amount			

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
							\$20.00		
119123	11/08/2019	Open			Accounts Payable	PANAGOULIAS, OLYMPIA	\$144.00		
119124	11/15/2019	Open			Accounts Payable	ACCO BRANDS USA LLC - GBC	\$452.40		
119125	11/15/2019	Open			Accounts Payable	AMERICAN SPRINKLER AND	\$1,000.00		
119126	11/15/2019	Open			Accounts Payable	COMCAST CABLE COMMUNICATIONS INC	\$115.49		
119127	11/15/2019	Open			Accounts Payable	DTE ENERGY	\$4,991.93		
119128	11/15/2019	Open			Accounts Payable	DUMITRASCU, GABRIELA, G.	\$168.75		
119129	11/15/2019	Open			Accounts Payable	ELITE POWER WASHING, LLC.	\$3,400.00		
119130	11/15/2019	Open			Accounts Payable	ENVIRONMENTAL SUPPORT	\$201.00		

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$201.00		
119131	11/15/2019	Open			Accounts Payable	FERGUSON ENTERPRISES, INC.	\$582.85		
	Invoice			Date	Description		Amount		
	5396087			11/05/2019	LMS - 2 SLD Interceptor		\$270.18		
	5393233			11/01/2019	Model - Raptor 4 way sill key and comp unions		\$22.81		
	5390651			10/30/2019	LHS - Sink conns		\$159.88		
	5392078			10/31/2019	Model - Sink Conns		\$129.98		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$582.85		
119132	11/15/2019	Open			Accounts Payable	FOX AUTO PARTS, INC.	\$2,609.34		
	Invoice			Date	Description		Amount		
	38017			11/01/2019	2002 Dodge - Oil change, wiper blades, muffler		\$345.35		
	38001			11/01/2019	2001 GMC - Oil change, new Starter, wiper blades		\$437.84		
	37991			10/30/2019	2012 GMC tires, oil change, wiper blades vent solenoid		\$1,474.15		
	38121			11/08/2019	2001 GMC 2 new tires		\$352.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$2,609.34		
119133	11/15/2019	Open			Accounts Payable	GLOBAL EQUIPMENT COMPANY, INC.	\$2,971.05		
	Invoice			Date	Description		Amount		
	115043418			10/17/2019	Student Chairs		\$2,971.05		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$2,971.05		
119134	11/15/2019	Open			Accounts Payable	HURON VALLEY TELECOMMUNICATIONS, INC.	\$575.67		
	Invoice			Date	Description		Amount		
	3034			08/26/2019	Model - Data drops		\$575.67		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$575.67		
119135	11/15/2019	Open			Accounts Payable	INTEGRATED DESIGNS, INC.	\$11,869.46		
	Invoice			Date	Description		Amount		
	77413			11/01/2019	Bid Pack #2, #4, and #5		\$11,869.46		
119136	11/15/2019	Open			Accounts Payable	JACKSON TRUCK SERVICE, INC.	\$758.12		
	Invoice			Date	Description		Amount		
	PC001325470:01			10/30/2019	PARTS - JACKSON TRUCK SERVICE		\$758.12		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$758.12		
119137	11/15/2019	Open			Accounts Payable	LEGACY BARRICADES, INC	\$4,915.90		
	Invoice			Date	Description		Amount		
	000003A			03/11/2019	Model - classroom door barricades		\$4,915.90		
119138	11/15/2019	Open			Accounts Payable	MERCY MEMORIAL HOSPITAL	\$100.00		
	Invoice			Date	Description		Amount		
	241906			10/15/2019	RANDOM TESTING - MERCY MEMORIAL		\$100.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$100.00		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
119139	11/15/2019	Open			Accounts Payable	METRO MOBILE MARKETING, LLC.	\$6,050.00		
			Invoice	Date	Description		Amount		
			182	10/09/2019	Retail Display Ads; Leo's		\$6,050.00		
			Paying Fund		Cash Account		Amount		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$6,050.00		
119140	11/15/2019	Open			Accounts Payable	MICHIGAN GUARANTY AGENCY	\$243.27		
			Invoice	Date	Description		Amount		
			Payroll_11/15/19	11/15/2019	Williams 726-19618679-01		\$243.27		
			Paying Fund		Cash Account		Amount		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$243.27		
119141	11/15/2019	Open			Accounts Payable	MIDWEST TRANSIT EQUIP OF MICH	\$249,459.00		
			Invoice	Date	Description		Amount		
			110519	11/05/2019	3 General Ed Buses		\$249,459.00		
			Paying Fund		Cash Account		Amount		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$249,459.00		
119142	11/15/2019	Open			Accounts Payable	MISDU	\$1,156.25		
			Invoice	Date	Description		Amount		
			Payroll_11/15/19	11/15/2019	CH SUPPT - Child Support*		\$1,156.25		
			Paying Fund		Cash Account		Amount		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$1,156.25		
119143	11/15/2019	Open			Accounts Payable	NUCO2 LLC	\$299.31		
			Invoice	Date	Description		Amount		
			61312968	12/01/2019	LHS - CO2 Tank Rental & Sensor kit		\$86.00		
			61190456	10/30/2019	LHS - CO2 Bulk		\$60.03		
			61102908	10/18/2019	LHS - CO2 Bulk		\$67.28		
			61025360	11/01/2019	LHS - CO2 Tank Rental & Sensor kit		\$86.00		
			Paying Fund		Cash Account		Amount		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$299.31		
119144	11/15/2019	Open			Accounts Payable	PLUMBER SERVICE, INC.	\$2,745.00		
			Invoice	Date	Description		Amount		
			39654102419	10/24/2019	Brick - cabled sanitary		\$215.00		
			39663102519	10/25/2019	Model - cabled sanitary, multiple areas, toilet reset		\$755.00		
			39682102519	10/25/2019	Model - jetted sanitary lines		\$1,775.00		
			Paying Fund		Cash Account		Amount		
			11 - General Fund		11-2101-002 (Cash - AP Checking)		\$2,745.00		
119145	11/15/2019	Open			Accounts Payable	REVIEW WORKS	\$320.83		
			Invoice	Date	Description		Amount		
			218603866	11/11/2019	Douglas A Major Work Comp Claim# 189014154-001 DOS: 10/31/19		\$152.31		
			218605052	11/11/2019	Mary L Boivin Work Comp Claim# 189000046-001 DOS: 10/31/19		\$20.85		
			218604628	11/11/2019	Evelyn Charles Work Comp Claim# 188929802-001 DOS: 10/31/19		\$53.43		
			218603355	11/11/2019	Candy Ebeler Work Comp Claim# 188653845-01 DOS: 10/31/19		\$12.30		
			218604109	11/11/2019	Sherry L Smith Work Comp Claim# 188912517-001 DOS: 10/31/19		\$4.80		

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
	218604336		11/11/2019		Tanya Taylor Work Comp Claim# 189024407-001 DOS: 10/31/19		\$17.66			
	218602987		11/11/2019		Maria DeWalt Work Comp Claim# 189005676-001 DOS: 10/31/19		\$23.60			
	218604807		11/11/2019		Candie M. Wilson Work Comp Claim# 188940531-001 DOS: 10/31/19		\$20.25			
	218602603		11/11/2019		March Wells Work Comp Claim# 189091645-001 DOS: 10/31/19		\$15.63			
	<u>Paying Fund</u>						<u>Cash Account</u>	<u>Amount</u>		
	11 - General Fund						11-2101-002 (Cash - AP Checking)	\$320.83		
119146	11/15/2019	Open			Accounts Payable	REVOLUTION DANCEWEAR LLC	\$1,628.45			
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>				
	SI-1825927		10/28/2019	Youth Dance Costumes		\$1,628.45				
	<u>Paying Fund</u>						<u>Cash Account</u>	<u>Amount</u>		
	23 - Community Services						23-2101-002 (Cash - AP Checking)	\$1,628.45		
119147	11/15/2019	Open			Accounts Payable	RIDDELL	\$9,088.92			
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>				
	60392709		08/27/2019	LYFCC Equipment		\$313.15				
	951032890		09/02/2019	LYFCC Equipment		\$827.08				
	951040183		09/06/2019	LYFCC Equipment		\$827.08				
	60385022		07/10/2019	LYFCC Equipment		\$5,647.58				
	950941842		07/08/2019	LYFCC Equipment		\$1,474.03				
	<u>Paying Fund</u>						<u>Cash Account</u>	<u>Amount</u>		
	23 - Community Services						23-2101-002 (Cash - AP Checking)	\$9,088.92		
119148	11/15/2019	Open			Accounts Payable	ROBERT DANIEL TRAVIS MD, PC	\$38.78			
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>				
	218312242		10/22/2019	Candy Ebeler Work Comp Claim# 188653845-01 DOS: 03/23/18		\$38.78				
	<u>Paying Fund</u>						<u>Cash Account</u>	<u>Amount</u>		
	11 - General Fund						11-2101-002 (Cash - AP Checking)	\$38.78		
119149	11/15/2019	Open			Accounts Payable	SCHOOL HEALTH	\$76.98			
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>				
	3667320-00		10/02/2019	Classroom Supplies		\$76.98				
	<u>Paying Fund</u>						<u>Cash Account</u>	<u>Amount</u>		
	11 - General Fund						11-2101-002 (Cash - AP Checking)	\$76.98		
119150	11/15/2019	Open			Accounts Payable	SCHOOLMATE	\$48.00			
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>				
	IN000529168		09/25/2019	Agendas		\$48.00				
	<u>Paying Fund</u>						<u>Cash Account</u>	<u>Amount</u>		
	11 - General Fund						11-2101-002 (Cash - AP Checking)	\$48.00		
119151	11/15/2019	Open			Accounts Payable	ST. JOSEPH MERCY HOSPITAL	\$956.79			
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>				
	218496548		11/01/2019	Mary L Boivin Work Comp Claim# 189000046-001 DOS: 09/21/18		\$956.79				
	<u>Paying Fund</u>						<u>Cash Account</u>	<u>Amount</u>		
	11 - General Fund						11-2101-002 (Cash - AP Checking)	\$956.79		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
119152	11/15/2019	Open			Accounts Payable	STATE OF MICHIGAN	\$70.00		
	Invoice		Date	Description		Amount			
	761-10469778		10/21/2019	Pool License Renewal		\$70.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$70.00			
119153	11/15/2019	Open			Accounts Payable	TAMMY J. TERRY	\$1,649.92		
	Invoice		Date	Description		Amount			
	Payroll_11/15/19		11/15/2019	ALLEN-GRUBB #18-49446-TJT / MICIK #19-43277-TJT		\$1,649.92			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,649.92			
119154	11/15/2019	Open			Accounts Payable	TLS PRODUCTIONS INC.	\$502.78		
	Invoice		Date	Description		Amount			
	7489		10/18/2019	PAC - Control Card 2		\$502.78			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$502.78			
119155	11/15/2019	Open			Accounts Payable	TPRS Publishing, Inc. dba Fluency Matters	\$324.95		
	Invoice		Date	Description		Amount			
	78099		08/14/2019	Teacher Supplies		\$41.95			
	78105		08/14/2019	Spanish Curriculum		\$283.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$324.95			
119156	11/15/2019	Open			Accounts Payable	UNITY SCHOOL BUS PARTS	\$621.00		
	Invoice		Date	Description		Amount			
	0456528-IN		10/23/2019	SE PARTS - UNITY SCHOOL BUS PARTS		\$621.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$621.00			
119157	11/15/2019	Open			Accounts Payable	US DEPARTMENT OF EDUCATION AWG	\$30.07		
	Invoice		Date	Description		Amount			
	Payroll_11/15/19		11/15/2019	Mayfield Case#1029120409		\$30.07			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$30.07			
119158	11/15/2019	Open			Accounts Payable	VERIZON WIRELESS	\$570.72		
	Invoice		Date	Description		Amount			
	9840849008		10/24/2019	District Cell Phones Acct # 842176287-00001		\$570.72			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$570.72			
119159	11/15/2019	Open			Accounts Payable	WARD'S SCIENCE	\$35.16		
	Invoice		Date	Description		Amount			
	8088128143		10/29/2019	Sci Dept Orders Quote #8031089447		\$35.16			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$35.16			

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
119160	11/15/2019	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$13,387.50		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	4397		11/04/2019		PSU November 2019		\$13,387.50		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$13,387.50		
119161	11/15/2019	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$40,476.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	2020-46000007		08/09/2019		Inv # -2020-46000007 Fiber consortium costs - 2019-20		\$40,436.00		
	2020-52000031		11/12/2019		CPI: NON VIOLENT CRISIS INTERVENTION RE-CERTIFICATION COURSE		\$40.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$40,476.00		
119162	11/15/2019	Open			Accounts Payable	WASTE MANAGEMENT	\$4,090.73		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	0091466-1389-9		10/30/2019		Cloverfield dumpster		\$45.87		
	0090367-1389-0		10/30/2019		Waste Management Invoice		\$4,044.86		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$4,090.73		
119163	11/15/2019	Open			Accounts Payable	WINDSTREAM	\$1,002.30		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	71942535		11/04/2019		Acct #639083683001		\$1,002.30		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,002.30		
119164	11/15/2019	Open			Accounts Payable	KOMRAY, DANIEL	\$37.15		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	110819		11/08/2019		Student Meal Account Refund		\$37.15		
119165	11/22/2019	Open			Accounts Payable	MOFFETT, KAITLIN	\$1,200.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	112219		11/22/2019		Saturday Football Event - Cash on Hand to Make Change		\$1,200.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,200.00		
119166	11/29/2019	Open			Accounts Payable	AFLAC	\$767.84		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	2020-00000401		11/29/2019		AFLAC - AFLAC Supplemental Insurance*		\$767.84		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$767.84		
119167	11/27/2019	Open			Accounts Payable	AUGUSTA TOWNSHIP-UTILITY	\$21,886.78		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	2020-00000380		11/11/2019		District Water Bills		\$17,386.78		
	100		10/11/2019		Reimbursement - For Amount Deposited Twice		\$4,500.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$17,386.78		
	23 - Community Services				23-2101-002 (Cash - AP Checking)		\$4,500.00		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
119168	11/27/2019	Open			Accounts Payable	COMPETITIVE CHEER COACHES ASSOC. OF MI	\$100.00		
	Invoice		Date	Description		Amount			
	0131		10/13/2019	CCCAM Invite Vars. Inv.#0131		\$100.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$100.00			
119169	11/27/2019	Open			Accounts Payable	DORNSEIFER, JEFFERY, E.	\$127.50		
	Invoice		Date	Description		Amount			
	10-23-2019		10/23/2019	Pymt. for soccer referee Assignor,19-20 Fall season		\$127.50			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$127.50			
119170	11/27/2019	Open			Accounts Payable	DTE ENERGY	\$49,266.82		
	Invoice		Date	Description		Amount			
	2020-00000381		01/15/2019	BH Acct # 9100 138 8580 1		\$485.94			
	2020-00000374		11/11/2019	Brick Acct # 9100 113 5413 1		\$6,468.93			
	2020-00000375		11/12/2019	Childs Acct # 9100 113 5425 5		\$4,233.66			
	2020-00000377		11/13/2019	Model Acct # 9100 113 5439 6		\$2,956.51			
	2020-00000378		11/06/2019	HS, MS, BG Acct # 9100 3989 2120		\$35,121.78			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$49,266.82			
119171	11/27/2019	Open			Accounts Payable	FOR INSPIRATION & RECOGNITION OF SCIENCE & TECH	\$5,000.00		
	Invoice		Date	Description		Amount			
	111519		11/15/2019	"In the event our team is not on the recipient list for the Stat		\$5,000.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$5,000.00			
119172	11/27/2019	Open			Accounts Payable	FOX AUTO PARTS, INC.	\$200.22		
	Invoice		Date	Description		Amount			
	109040069876		10/31/2019	PARTS - FOX AUTO PARTS		\$200.22			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$200.22			
119173	11/27/2019	Open			Accounts Payable	GLOVENATION	\$942.90		
	Invoice		Date	Description		Amount			
	91129636		11/15/2019	NITRILE GLOVES FOR DISTRICTWIDE SE CLASSROOMS		\$942.90			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$942.90			
119174	11/27/2019	Open			Accounts Payable	HOLLOW TRUCKING CO	\$144.00		
	Invoice		Date	Description		Amount			
	80148		08/21/2019	Mulch		\$72.00			
	80144		08/20/2019	Childs		\$72.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$144.00			
119175	11/27/2019	Open			Accounts Payable	HURON VALLEY TELECOMMUNICATIONS, INC.	\$478.88		
	Invoice		Date	Description		Amount			
	3031		08/16/2019	Copy Machine Relocated		\$478.88			

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$478.88			
119176	11/27/2019	Open			Accounts Payable	JACKSON TRUCK SERVICE, INC.	\$373.74		
	Invoice			Date	Description	Amount			
				11/06/2019	PARTS - JACKSON TRUCK SERVICE	\$57.12			
				11/08/2019	PARTS - JACKSON TRUCK SERVICE	\$131.07			
				11/06/2019	PARTS - JACKSON TRUCK SERVICE	\$185.55			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$373.74			
119177	11/27/2019	Open			Accounts Payable	MARQUARDT, LORI, SUSAN	\$337.50		
	Invoice			Date	Description	Amount			
				11/22/2019	CONTRACTED OT : SERVICE REVIEW FOR BISHOP	\$337.50			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$337.50			
119178	11/27/2019	Open			Accounts Payable	MASB	\$360.00		
	Invoice			Date	Description	Amount			
				11/18/2019	MASB-CBA Classes Allie Sparks - Dec 6-7, 2019	\$360.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$360.00			
119179	11/27/2019	Open			Accounts Payable	MIAAA	\$405.00		
	Invoice			Date	Description	Amount			
				11/20/2019	MIAAA Conf Chris Westfall & K.Moffett AD Reg. Fee	\$405.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$405.00			
119180	11/27/2019	Open			Accounts Payable	Michigan Green Cab Ann Arbor, LLC.	\$338.16		
	Invoice			Date	Description	Amount			
				07/02/2019	Cab Services	\$338.16			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$338.16			
119181	11/27/2019	Open			Accounts Payable	MICHIGAN GUARANTY AGENCY	\$284.33		
	Invoice			Date	Description	Amount			
				11/27/2019	Williams 726-19618679-01	\$284.33			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$284.33			
119182	11/27/2019	Open			Accounts Payable	MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION INC.	\$12,182.64		
	Invoice			Date	Description	Amount			
				11/23/2019	Surplus of F.B. Semifinal, 11-23-19 @ Lincoln Con.	\$12,182.64			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$12,182.64			
119183	11/27/2019	Open			Accounts Payable	MiSDU	\$1,156.25		
	Invoice			Date	Description	Amount			
				11/27/2019	CH SUPPT - Child Support*	\$1,156.25			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,156.25			

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
119184	11/27/2019	Open			Accounts Payable	National Archery in the Schools Program, Inc	\$2,836.50		
	Invoice		Date		Description		Amount		
	253022		09/23/2019		DGonzales PE Supplies Archery Program		\$2,836.50		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,836.50		
119185	11/27/2019	Open			Accounts Payable	NEFF	\$651.30		
	Invoice		Date		Description		Amount		
	N002805479		11/13/2019		Quote #1, Order for S.Bars, pins, V Letters		\$651.30		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$651.30		
119186	11/27/2019	Open			Accounts Payable	NOVA ENVIRONMENTAL INC	\$465.00		
	Invoice		Date		Description		Amount		
	12676		11/13/2019		LHS - on site air monitoring		\$465.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$465.00		
119187	11/27/2019	Open			Accounts Payable	NUCO2 LLC	\$88.45		
	Invoice		Date		Description		Amount		
	61388912		11/14/2019		LHS - CO2 Bulk		\$88.45		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$88.45		
119188	11/27/2019	Open			Accounts Payable	PARKER, BRADFORD	\$65.00		
	Invoice		Date		Description		Amount		
	112019		11/20/2019		Reimbursement for Payment of Fingerprinting		\$65.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$65.00		
119189	11/27/2019	Open			Accounts Payable	SCHOLASTIC MAGAZINES	\$3,385.49		
	Invoice		Date		Description		Amount		
	M6748397 4		11/05/2019		Subscription: Acct#488197699, Ordered: 04/13/19		\$3,385.49		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$3,385.49		
119190	11/27/2019	Open			Accounts Payable	SIS RESOURCES	\$297.00		
	Invoice		Date		Description		Amount		
	1467		11/14/2019		sqlReports site subscription annual renewal 11.28.19 to 11.27.20		\$297.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$297.00		
119191	11/27/2019	Open			Accounts Payable	STADIUM TROPHY, INC.	\$38.45		
	Invoice		Date		Description		Amount		
	23103		11/12/2019		Inv.#23103, Inv.#23110- Volleyball Tourn. Trophies		\$14.70		
	23110		11/12/2019		Inv.#23103, Inv.#23110- Volleyball Tourn. Trophies		\$23.75		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$38.45		
119192	11/27/2019	Open			Accounts Payable	STUDENT ACHIEVEMENT MEDIA / SCORE SPORTS MEDIA	\$2,750.00		
	Invoice		Date		Description		Amount		
	111819LCS001		11/18/2019		Student Athlete Website Advertising		\$2,750.00		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,750.00			
119193	11/27/2019	Open			Accounts Payable	SUMPTER TOWNSHIP WATER	\$138.47		
	Invoice			Date	Description	Amount			
				2020-00000379	10/31/2019	Account # W260-050700-0000-00	\$138.47		
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$138.47			
119194	11/27/2019	Open			Accounts Payable	TAMMY J. TERRY	\$1,649.92		
	Invoice			Date	Description	Amount			
				Payroll_11/27/19	11/27/2019	ALLEN-GRUBB #18-49446-TJT / MICIK #19-43277-TJT	\$1,649.92		
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,649.92			
119195	11/27/2019	Open			Accounts Payable	TECUMSEH PUBLIC SCHOOLS	\$400.00		
	Invoice			Date	Description	Amount			
				01/19/20_Event	11/22/2019	Tecumseh Hoopster Basketball League	\$400.00		
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$400.00			
119196	11/27/2019	Open			Accounts Payable	TLS PRODUCTIONS INC.	\$84.51		
	Invoice			Date	Description	Amount			
				57242	05/15/2019	LHS - lamps	\$10.00		
				7304	05/08/2019	LHS - Lamps	\$74.51		
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$84.51			
119197	11/27/2019	Open			Accounts Payable	TPRS Publishing, Inc. dba Fluency Matters	\$878.25		
	Invoice			Date	Description	Amount			
				76595	07/18/2019	Credit: LMS	(\$201.75)		
				82550	11/07/2019	Foreign Language Supplies 2019-20	\$1,080.00		
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$878.25			
119198	11/27/2019	Open			Accounts Payable	TRENTON PUBLIC SCHOOLS	\$125.00		
	Invoice			Date	Description	Amount			
				11/30/19_Event	11/20/2019	Entry fee, G V BKB., 11-30-19	\$125.00		
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$125.00			
119199	11/27/2019	Open			Accounts Payable	UNITY SCHOOL BUS PARTS	\$557.84		
	Invoice			Date	Description	Amount			
				0457140-IN	10/30/2019	PARTS - UNITY SCHOOL BUS PARTS	\$419.50		
				0457490-IN	11/04/2019	PARTS - UNITY SCHOOL BUS PARTS	\$138.34		
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$557.84			
119200	11/27/2019	Open			Accounts Payable	US DEPARTMENT OF EDUCATION AWG	\$85.85		
	Invoice			Date	Description	Amount			
				Payroll_11/27/19	11/27/2019	Mayfield Case#1029120409	\$85.85		
	Paying Fund			Cash Account		Amount			

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$85.85		
119201	11/27/2019	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$1,331.92		
	Invoice		Date	Description			Amount		
	3915		08/15/2019	SUMMER 2019 SURETY BOND			\$1,331.92		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,331.92		
119202	11/27/2019	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$3,000.00		
	Invoice		Date	Description			Amount		
	2020-46000016		08/09/2019	Washtenaw Futures			\$3,000.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$3,000.00		
119203	11/27/2019	Open			Accounts Payable	WEISSMAN'S THEATRICAL SUPPLY, INC.	\$2,185.02		
	Invoice		Date	Description			Amount		
	204066568		10/28/2019	Youth Dance Costumes			\$1,879.81		
	204088854		11/17/2019	Recital Costumes			\$305.21		
	Paying Fund			Cash Account			Amount		
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$2,185.02		
Type Check Totals:									
							129 Transactions	\$605,107.05	
EFT									
4020	11/01/2019	Open			Accounts Payable	HEALTHEQUITY, INC	\$7,778.06		
	Invoice		Date	Description			Amount		
	2020-00000311		11/01/2019	HSA - Empl Paid HSA Pre-Tax			\$7,778.06		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$7,778.06		
4021	11/01/2019	Open			Accounts Payable	000207	\$36,214.18		
	Invoice		Date	Description			Amount		
	Payroll_11/01/19		11/01/2019	TSA 403B - TSA 403(b)*			\$36,214.18		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$36,214.18		
4022	11/01/2019	Open			Accounts Payable	ANN ARBOR WELDING	\$16.20		
	Invoice		Date	Description			Amount		
	116348		10/17/2019	Cylinder Rental			\$16.20		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$16.20		
4023	11/01/2019	Open			Accounts Payable	ARAMARK	\$136,010.00		
	Invoice		Date	Description			Amount		
	400239100-000228		10/22/2019	October 2019 Additional Food Purchases			\$864.73		
	400239100-000230		10/23/2019	Food Loss Invoice			\$767.20		
	400239100-000231		10/23/2019	Acct 2391 Monthly Food Charges			\$134,378.07		
4024	11/01/2019	Open			Accounts Payable	BAKER, SHA'NHIA	\$40.00		
	Invoice		Date	Description			Amount		
	102119		10/21/2019	Game Worker- Referee			\$40.00		
	Paying Fund			Cash Account			Amount		
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$40.00		

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4025	11/01/2019	Open			Accounts Payable	BARTHWELL, PATRICIA	\$144.55		
	Invoice		Date	Description		Amount			
	101819		10/18/2019	Love & Logic		\$144.55			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$144.55			
4026	11/01/2019	Open			Accounts Payable	BEECHAM, JAYLYN	\$80.00		
	Invoice		Date	Description		Amount			
	102119		10/21/2019	Game Worker- Referee		\$80.00			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$80.00			
4027	11/01/2019	Open			Accounts Payable	BELLORE, SUZANNE	\$4,265.10		
	Invoice		Date	Description		Amount			
	10/24/19		10/24/2019	Youth Dance Coordinator		\$4,265.10			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$4,265.10			
4028	11/01/2019	Open			Accounts Payable	BETTER LESSON, INC.	\$7,500.00		
	Invoice		Date	Description		Amount			
	June2019_May2020		10/28/2019	June 2019- May 2020 Coaching for Teachers & Administrators		\$7,500.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$7,500.00			
4029	11/01/2019	Open			Accounts Payable	BOYD, MAURICE	\$60.00		
	Invoice		Date	Description		Amount			
	102119		10/21/2019	Game Worker- Referee		\$60.00			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$60.00			
4030	11/01/2019	Open			Accounts Payable	BUSH, GEOFFRY, L.	\$25.00		
	Invoice		Date	Description		Amount			
	102319		10/23/2019	Game Worker- Volleyball		\$25.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$25.00			
4031	11/01/2019	Open			Accounts Payable	CAROLINA BIOLOGICAL SUP	\$2,766.93		
	Invoice		Date	Description		Amount			
	50845857 RI		10/09/2019	Title IVA Science Materials		\$1,635.93			
	50847237 RI		10/10/2019	Title IVA Science Materials		\$1,131.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,766.93			
4032	11/01/2019	Open			Accounts Payable	CENTRAL MICHIGAN PAPER	\$1,168.00		
	Invoice		Date	Description		Amount			
	385070-00		10/16/2019	copy paper		\$1,168.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,168.00			
4033	11/01/2019	Open			Accounts Payable	CHURCHVILLE, JODY, L	\$60.38		
	Invoice		Date	Description		Amount			
	091019		09/10/2019	MILEAGE REIMBURSEMENT		\$60.38			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$60.38			

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4034	11/01/2019	Open			Accounts Payable	CINTAS LOCATION #300	\$571.97		
	Invoice		Date	Description		Amount			
	4033369259		10/25/2019	Traffic Mat / Terry Towel		\$131.23			
	4033476492		10/28/2019	OPEN PO - Facilities Dept Rental Rate 158.40/wk		\$158.40			
	4033476434		10/28/2019	OPEN PO - Mechanics Uniform Rental Rate 55.97/wk		\$61.97			
	4032888372		10/21/2019	OPEN PO - Facilities Dept Rental Rate 158.40/wk		\$158.40			
	4032888229		10/21/2019	OPEN PO - Mechanics Uniform Rental Rate 55.97/wk		\$61.97			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$571.97			
4035	11/01/2019	Open			Accounts Payable	CRAVEN, BRENDA	\$135.00		
	Invoice		Date	Description		Amount			
	102319		10/23/2019	Game Worker- General Admission/Clock Operator		\$135.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$135.00			
4036	11/01/2019	Open			Accounts Payable	CRISIS PREVENTION INSTITUTE	\$989.00		
	Invoice		Date	Description		Amount			
	CUS0201552		09/26/2019	CPI-NVCI TRAINER RECERTIFICATION COURSE ON 11.19.19 & 11.20.19		\$989.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$989.00			
4037	11/01/2019	Open			Accounts Payable	CURRENT ELECTRIC MOTOR SUPPLY	\$1,381.00		
	Invoice		Date	Description		Amount			
	A38571		10/22/2019	LHS - bearing assy, coupler		\$648.00			
	A38557		10/18/2019	Brick - parts & motors		\$504.00			
	A38568		10/22/2019	Brick - AO Smith Motor & oval run capacitor		\$229.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,381.00			
4038	11/01/2019	Open			Accounts Payable	DETROIT SALT COMPANY	\$3,118.35		
	Invoice		Date	Description		Amount			
	SI20-00326		10/16/2019	road rock salt		\$3,118.35			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$3,118.35			
4039	11/01/2019	Open			Accounts Payable	DUDASH, AMBIKA	\$45.00		
	Invoice		Date	Description		Amount			
	082119		08/21/2019	Classroom Supplies		\$45.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$45.00			
4040	11/01/2019	Open			Accounts Payable	DUNBAR MECHANICAL, INC.	\$15,930.00		
	Invoice		Date	Description		Amount			
	71916		10/16/2019	Maintenance Contract DIBS 2nd Quarter pmt		\$7,805.00			
	71915		10/16/2019	Maintenance Contract HVAC 2nd Quarter		\$8,125.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$15,930.00			
4041	11/01/2019	Voided	Direct Deposit rejected	11/07/2019	Accounts Payable	EBERLE II, JOSEPH , BRENT	\$20.00		
	Invoice		Date	Description		Amount			
	102119		10/21/2019	Game Worker- Referee		\$20.00			

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account			Amount		
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$20.00		
4042	11/01/2019	Open			Accounts Payable	FBM INC		\$1,224.96	
	Invoice			Date	Description		Amount		
				10/23/2019	LHS - ceiling tiles		\$1,224.96		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,224.96		
4043	11/01/2019	Open			Accounts Payable	FINKBEINER, LAURA		\$36.13	
	Invoice			Date	Description		Amount		
				09/13/2019	MILEAGE REIMBURSEMENT		\$36.13		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$36.13		
4044	11/01/2019	Open			Accounts Payable	HI-LINE ELECTRIC COMPANY, INC.		\$234.71	
	Invoice			Date	Description		Amount		
				10/10/2019	SHOP SUPPLIES - HI-LINE ELECTRIC		\$234.71		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$234.71		
4045	11/01/2019	Open			Accounts Payable	HOGAN, PEGGY		\$180.00	
	Invoice			Date	Description		Amount		
				10/30/2019	Senior Center Worker		\$100.00		
				10/30/2019	Senior Center Worker		\$80.00		
	Paying Fund			Cash Account			Amount		
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$180.00		
4046	11/01/2019	Open			Accounts Payable	HOPKINS, SUSAN		\$20.00	
	Invoice			Date	Description		Amount		
				09/22/2019	REIMBURSEMENT OF CPI REGISTRATION FEE		\$20.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$20.00		
4047	11/01/2019	Open			Accounts Payable	HOUGHTON MIFFLIN CO		\$9,043.36	
	Invoice			Date	Description		Amount		
				10/16/2019	Teaching materials		\$8,325.24		
				10/17/2019	Senderos		\$359.06		
				10/24/2019	Senderos		\$359.06		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$9,043.36		
4048	11/01/2019	Open			Accounts Payable	JOHNSON, ROBERT		\$89.90	
	Invoice			Date	Description		Amount		
				10/19/2019	TEACHER MILEAGE FOR HOMEBASED SERVICES		\$89.90		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$89.90		
4049	11/01/2019	Open			Accounts Payable	KABETO, ABDISA		\$40.00	
	Invoice			Date	Description		Amount		
				10/21/2019	Game Worker- Referee		\$40.00		
	Paying Fund			Cash Account			Amount		
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$40.00		

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4050	11/01/2019	Open			Accounts Payable	KABETO, SUMMAYA	\$60.00		
	Invoice		Date	Description		Amount			
	102119		10/21/2019	Game Worker- Referee		\$60.00			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$60.00			
4051	11/01/2019	Open			Accounts Payable	KENNEDY, ALLEN	\$35.50		
	Invoice		Date	Description		Amount			
	101819		10/18/2019	SE mileage for home based services		\$35.50			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$35.50			
4052	11/01/2019	Open			Accounts Payable	KONICA MINOLTA PREMIER FINANCE	\$4,037.34		
	Invoice		Date	Description		Amount			
	5007699111		10/16/2019	Contract# 450-9692287-001, Customer# 3003725023		\$4,037.34			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$4,037.34			
4053	11/01/2019	Open			Accounts Payable	LRP PUBLICATIONS, INC.	\$2,950.00		
	Invoice		Date	Description		Amount			
	4457407		10/18/2019	RENEWAL OF DIRECTOR'S SUBSCRIPTION: INVOICE # 4457407		\$2,950.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,950.00			
4054	11/01/2019	Open			Accounts Payable	MIKAN CORPORATION	\$341.28		
	Invoice		Date	Description		Amount			
	153171		10/18/2019	SE COLOR INK REPLACEMENT CARTRIDGES FOR HNRR - CHILDS		\$341.28			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$341.28			
4055	11/01/2019	Open			Accounts Payable	NOVEL RESPONSES, INC.	\$550.00		
	Invoice		Date	Description		Amount			
	5973		10/16/2019	TRAINER FEE FOR 9.20.19 ABA WORKSHOP AT LCS		\$550.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$550.00			
4056	11/01/2019	Open			Accounts Payable	ORIENTAL TRADING CO	\$187.98		
	Invoice		Date	Description		Amount			
	698759012-01		10/15/2019	Title I Supplies - Brick		\$187.98			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$187.98			
4057	11/01/2019	Open			Accounts Payable	PATTERSON, CHARVE, L.	\$35.00		
	Invoice		Date	Description		Amount			
	102319		10/23/2019	Game Worker- Football		\$35.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$35.00			
4058	11/01/2019	Open			Accounts Payable	PENA, DEANNA	\$204.51		
	Invoice		Date	Description		Amount			
	091819		09/18/2019	Classroom Supplies		\$204.51			

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$204.51			
4059	11/01/2019	Open			Accounts Payable	PRESENTATION PRODUCTS, INC.	\$116.80		
	Invoice			Date	Description	Amount			
	2930		10/14/2019		replacement pens	\$116.80			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$116.80			
4060	11/01/2019	Open			Accounts Payable	PUTNAM, MEAGAN	\$217.50		
	Invoice			Date	Description	Amount			
	101919		10/19/2019		PAC TECH	\$217.50			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$217.50			
4061	11/01/2019	Open			Accounts Payable	RED SKY TECHNOLOGIES INC.	\$100.00		
	Invoice			Date	Description	Amount			
	18626		08/31/2019		Inv# 18626 E911 Anywhere ECRC calls Aug 2019	\$100.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$100.00			
4062	11/01/2019	Open			Accounts Payable	SAENZ DE VITERI, TOMAS	\$40.00		
	Invoice			Date	Description	Amount			
	102119		10/21/2019		Game Worker- Referee	\$40.00			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$40.00			
4063	11/01/2019	Open			Accounts Payable	SCHOOL SPECIALTY INC.	\$2,838.24		
	Invoice			Date	Description	Amount			
	308103452089		10/04/2019		Art supplies	\$1,160.06			
	308103430483		09/10/2019		Roe Cart:7790795213 Classroom Order	\$99.24			
	308103457342		10/15/2019		KGonzales Cart#7790462376 Media Center Supplies	\$647.27			
	208124119823		10/15/2019		EBaker Cart #7791070481	\$96.22			
	308103448423		09/30/2019		CCzaja Cart #7790887989 Art Room Supplies	\$98.96			
	308103416013		08/29/2019		APringle Cart #7790421898 Classroom Supplies	\$100.08			
	308103414423		08/28/2019		MJacobs Cart #7790372918 Classroom Supplies	\$98.65			
	308103450885		10/03/2019		Sci Dept Supplies	\$537.76			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,838.24			
4064	11/01/2019	Open			Accounts Payable	SEHI-PROCOMP COMPUTERS	\$6,203.20		
	Invoice			Date	Description	Amount			
	I00196570		10/22/2019		Board of Education Computers	\$5,395.20			
	I00196688		10/24/2019		Board of Education Computers	\$808.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$6,203.20			
4065	11/01/2019	Open			Accounts Payable	SERVICE ELECTRIC SUPPLY CO	\$6,634.62		
	Invoice			Date	Description	Amount			
	802128-00		10/18/2019		Lighting supplies	\$207.54			
	802637-00		10/24/2019		Lighting supplies	\$1,206.72			
	802854-00		10/28/2019		Lighting supplies	\$1,484.63			
	801860-00		10/17/2019		Lighting supplies	\$164.96			
	800413-00		10/17/2019		Lighting supplies	\$1,076.20			

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	802457-00		10/24/2019		Lighting supplies		\$1,155.84		
	802128-01		10/24/2019		Lighting supplies		\$179.18		
	802783-00		10/28/2019		Lighting supplies		\$1,712.74		
	801219-01		10/28/2019		Lighting supplies		\$238.48		
	802264-00		10/22/2019		Lighting supplies		\$494.25		
	801769-00		10/16/2019		Lighting supplies		\$160.00		
	801303-01		10/16/2019		lighting supplies		\$30.00		
	801861		10/16/2019		Credit - Ref Invoice: 801769		(\$160.00)		
	802126		10/18/2019		Credit - Ref Invoice: 800413		(\$1,076.20)		
	801771		10/15/2019		Credit - Ref Invoice: 801551		(\$239.72)		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$6,634.62		
4066	11/01/2019	Open			Accounts Payable	SHELTON, KERRY	\$54.04		
	Invoice			Date	Description		Amount		
	101419		10/14/2019		CLASSROOMS SUPPLIES		\$54.04		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$54.04		
4067	11/01/2019	Open			Accounts Payable	SHERMAN, ISABELLA	\$80.00		
	Invoice			Date	Description		Amount		
	102119		10/21/2019		Game Worker- Referee		\$80.00		
	Paying Fund				Cash Account		Amount		
	23 - Community Services				23-2101-002 (Cash - AP Checking)		\$80.00		
4068	11/01/2019	Open			Accounts Payable	SHERWIN WILLIAMS	\$508.50		
	Invoice			Date	Description		Amount		
	5952-8		10/17/2019		field marking paint		\$508.50		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$508.50		
4069	11/01/2019	Open			Accounts Payable	SMITH, EDNA, M.	\$249.00		
	Invoice			Date	Description		Amount		
	103019		10/30/2019		Senior Center Worker		\$249.00		
	Paying Fund				Cash Account		Amount		
	23 - Community Services				23-2101-002 (Cash - AP Checking)		\$249.00		
4070	11/01/2019	Open			Accounts Payable	SOLIANT HEALTH	\$4,675.00		
	Invoice			Date	Description		Amount		
	10867324		10/20/2019		CONTRACT SCHOOL SOCIAL WORKER-MODEL ELEMENTARY		\$2,380.00		
	10851133		10/13/2019		INVOICE #10851133: CONTRACT SSW AT MODEL		\$2,295.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$4,675.00		
4071	11/01/2019	Open			Accounts Payable	SOUND COM SYSTEMS	\$259.00		
	Invoice			Date	Description		Amount		
	73699		10/23/2019		LHS - repairs to the bell clock system		\$259.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$259.00		
4072	11/01/2019	Open			Accounts Payable	STOOPS, JESSICA	\$38.25		
	Invoice			Date	Description		Amount		
	102319		10/23/2019		Teaching Supplies/PBIS Behavior Support		\$38.25		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$38.25		
4073	11/01/2019	Open			Accounts Payable	STRAIGHT FORWARD PERFORMANCE L.L.C.	\$2,500.00		
	Invoice		Date	Description			Amount		
	INV0013		10/28/2019	Inv.#0013, November 2019 Strength & Cond. Serv.			\$2,500.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$2,500.00		
4074	11/01/2019	Open			Accounts Payable	TEMAR, HALLIE	\$40.00		
	Invoice		Date	Description			Amount		
	102119		10/21/2019	Game Worker- Referee			\$40.00		
	Paying Fund			Cash Account			Amount		
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$40.00		
4075	11/01/2019	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$6,047.40		
	Invoice		Date	Description			Amount		
	091719_Model		09/17/2019	CAB SERVICES FOR EPHY STUDENTS			\$591.84		
	102519		10/25/2019	SE CABBING 10.14.19 - 10.25.19			\$5,455.56		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$6,047.40		
4076	11/01/2019	Open			Accounts Payable	TRINITY INC.	\$1,000.00		
	Invoice		Date	Description			Amount		
	91755696		10/10/2019	Inv.#91755696, Bus rental, B V SCR., 10-9-19			\$500.00		
	91755698		10/10/2019	Inv.#91755698, 10-9-19, MS VB, Mini Bus, MS VB			\$500.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,000.00		
4077	11/01/2019	Open			Accounts Payable	UPTON, KEVIN, B	\$1,751.61		
	Invoice		Date	Description			Amount		
	102919		10/29/2019	Mileage Reimbursement			\$775.46		
	102919A		10/29/2019	Reimbursement			\$539.95		
	091419		09/14/2019	Reimbursement			\$436.20		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,751.61		
4078	11/01/2019	Open			Accounts Payable	VAN SLAMBROUCK, NATASHA	\$43.56		
	Invoice		Date	Description			Amount		
	092019		09/20/2019	MILEAGE REIMBURSEMENT			\$43.56		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$43.56		
4079	11/01/2019	Open			Accounts Payable	VARNEY, EDEN	\$20.00		
	Invoice		Date	Description			Amount		
	102119		10/21/2019	Game Worker- Referee			\$20.00		
	Paying Fund			Cash Account			Amount		
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$20.00		
4080	11/01/2019	Open			Accounts Payable	VARNEY, MAKYNNA	\$60.00		
	Invoice		Date	Description			Amount		
	102119		10/21/2019	Game Worker- Referee			\$60.00		
	Paying Fund			Cash Account			Amount		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4098	11/15/2019	Open			Accounts Payable	BOILERS CONTROLS & EQUIP	\$41.10		
	Invoice		Date	Description			Amount		
	309562		11/06/2019	Float Valves			\$41.10		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$41.10		
4099	11/15/2019	Open			Accounts Payable	BRODIE, SUE	\$38.50		
	Invoice		Date	Description			Amount		
	103019		10/30/2019	Online Subscription			\$38.50		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$38.50		
4100	11/15/2019	Open			Accounts Payable	CENTRAL MICHIGAN PAPER	\$1,168.00		
	Invoice		Date	Description			Amount		
	384237-00		09/11/2019	Building Supplies			\$1,168.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,168.00		
4101	11/15/2019	Open			Accounts Payable	CINTAS LOCATION #300	\$667.07		
	Invoice		Date	Description			Amount		
	4034495520		11/08/2019	Traffic Mat / Terry Towel			\$131.23		
	4034033148		11/04/2019	OPEN PO - Facilities Dept Rental Rate 158.40/wk			\$158.40		
	4034609248		11/11/2019	OPEN PO - Mechanics Uniform Rental Rate 55.97/wk			\$88.72		
	4034033021		11/04/2019	OPEN PO - Mechanics Uniform Rental Rate 55.97/wk			\$88.72		
	4034609412		11/11/2019	OPEN PO - Facilities Dept Rental Rate 158.40/wk			\$200.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$667.07		
4102	11/15/2019	Open			Accounts Payable	CINTAS LOCATION #300	\$89.00		
	Invoice		Date	Description			Amount		
	9067665267		11/01/2019	Model - AED Reviver Unit Lease 12 Mo			\$89.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$89.00		
4103	11/15/2019	Open			Accounts Payable	CLARK, LORI	\$14.50		
	Invoice		Date	Description			Amount		
	102919		10/29/2019	DOT EXAM RENEWAL			\$14.50		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$14.50		
4104	11/15/2019	Open			Accounts Payable	CONSTELLATION NEWENERGY- GAS DIVISION, LLC	\$3,534.54		
	Invoice		Date	Description			Amount		
	2738126		10/31/2019	Brick #6602209 Acct #RG-137999			\$927.48		
	2738127		10/31/2019	Bus Garage #102505 Acct #RG-138000			\$10.81		
	2738121		10/31/2019	Model #1185555 Acct #RG-139252			\$11.82		
	2738124		10/31/2019	LMS #2723 Acct RG-138002			\$23.28		
	2738123		10/31/2019	BH #6500449 Acct # RG-138003			\$213.62		
	2738122		10/31/2019	Brick #6644601 Acct #RG-138004			\$113.22		
	2738128		10/31/2019	LHS W #6645127 Acct #RG-138005			\$2,055.27		
	2738131		10/31/2019	Model #7310966 Acct #RG-138008			\$11.32		
	2738135		10/31/2019	Maint #7833824 Acct # RG-138009			\$20.25		
	2738133		10/31/2019	Childs #9410323 Acct # RG-138010			\$46.06		
	2738130		10/31/2019	Bishop #0102235 Acct #RG-138012			\$101.41		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$3,534.54			
4105	11/15/2019	Open			Accounts Payable	CRAVEN, BRENDA	\$60.00		
	Invoice			Date	Description	Amount			
	102419		10/24/2019		Game Worker- Clock Operator	\$60.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$60.00			
4106	11/15/2019	Open			Accounts Payable	CURRENT ELECTRIC MOTOR SUPPLY	\$1,484.00		
	Invoice			Date	Description	Amount			
	A38674		11/08/2019		3/4 HP Motor	\$1,484.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,484.00			
4107	11/15/2019	Open			Accounts Payable	DETROIT RADIATOR	\$954.00		
	Invoice			Date	Description	Amount			
	INV0206251		10/22/2019		DETROIT RADIATOR CORPORTATION	\$954.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$954.00			
4108	11/15/2019	Open			Accounts Payable	DOMAS, MARY, T	\$831.60		
	Invoice			Date	Description	Amount			
	103019		10/30/2019		Senior Center Worker	\$831.60			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$831.60			
4109	11/15/2019	Open			Accounts Payable	DUNBAR MECHANICAL, INC.	\$24,220.08		
	Invoice			Date	Description	Amount			
	72527		10/31/2019		Repairs	\$13,660.45			
	72538		10/31/2019		Controller Repairs	\$10,559.63			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$24,220.08			
4110	11/15/2019	Open			Accounts Payable	ENVIRO-CLEAN	\$98,410.89		
	Invoice			Date	Description	Amount			
	97308		10/31/2019		Monthly Custodial Supplies	\$5,542.55			
	97089		11/01/2019		Monthly Custodial Services	\$92,868.34			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$98,410.89			
4111	11/15/2019	Open			Accounts Payable	FOOTE, THERESE, ANN	\$192.50		
	Invoice			Date	Description	Amount			
	103019		10/30/2019		Senior Center Worker	\$192.50			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$192.50			
4112	11/15/2019	Open			Accounts Payable	GOYETTE MECHANICAL	\$2,771.94		
	Invoice			Date	Description	Amount			
	48385		08/31/2019		LHS - Hot water tank installation	\$2,771.94			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,771.94			

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4113	11/15/2019	Open			Accounts Payable	HEINEMANN	\$64.00		
	Invoice		Date	Description			Amount		
	7150864		10/29/2019	SE CLASSROOM SUPLIES FOR BISHOP (OBEY)			\$64.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$64.00		
4114	11/15/2019	Open			Accounts Payable	HOUGHTON MIFFLIN CO	\$8,685.64		
	Invoice		Date	Description			Amount		
	954649724		10/29/2019	Teaching Supplies			\$8,685.64		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$8,685.64		
4115	11/15/2019	Open			Accounts Payable	INSECTECH INC.	\$557.00		
	Invoice		Date	Description			Amount		
	79705		10/22/2019	LMS - Service contract \$173/Month			\$173.00		
	79660		10/23/2019	Bishop - Service contract \$64/Month			\$64.00		
	79659		10/23/2019	Brick - Service contract \$64/Month			\$64.00		
	79604		10/17/2019	LHS - Service contract \$216/Month			\$216.00		
	79706		10/22/2019	Transportation - Service contract \$40/Month			\$40.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$557.00		
4116	11/15/2019	Open			Accounts Payable	JOHNSON, ROBERT	\$55.68		
	Invoice		Date	Description			Amount		
	110219		11/02/2019	SE TEACHER MILEAGE FOR IEP/HOMEBASED/HOMEBOUND SERVICES			\$55.68		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$55.68		
4117	11/15/2019	Open			Accounts Payable	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.	\$4,289.24		
	Invoice		Date	Description			Amount		
	9006207512		10/31/2019	Maintenance - Payer ID# 1057363			\$42.00		
	9006208176		10/31/2019	Maintenance - Payer ID# 1057363			\$84.00		
	9006208239		10/31/2019	Maintenance - Payer ID# 1057363			\$4,163.24		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$4,289.24		
4118	11/15/2019	Open			Accounts Payable	LABOMBARBE, JENNIFER	\$349.97		
	Invoice		Date	Description			Amount		
	111119		11/11/2019	Reimbursement - MASB Expenses			\$349.97		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$349.97		
4119	11/15/2019	Open			Accounts Payable	LIGHTING SUPPLY CO	\$7,130.76		
	Invoice		Date	Description			Amount		
	V0392681		08/28/2019	Lamps			\$7,130.76		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$7,130.76		
4120	11/15/2019	Open			Accounts Payable	LOWE'S	\$2,737.66		
	Invoice		Date	Description			Amount		
	907185		10/02/2019	hardware supplies			\$174.23		
	918068		10/03/2019	hardware supplies			\$47.49		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	907243		10/03/2019		hardware supplies		\$179.55		
	918067		10/03/2019		Credit		(\$74.20)		
	915826		10/08/2019		hardware supplies		\$85.51		
	907449		10/10/2019		Ashpalt Patch and supplies		\$885.53		
	906336		10/18/2019		Hardware supplies		\$372.65		
	915411		10/18/2019		Hardware supplies		\$92.97		
	914857		10/22/2019		Hardware supplies		\$155.29		
	906813		10/22/2019		Hardware supplies		\$769.30		
	906210		10/24/2019		Hardware supplies		\$11.39		
	915303		10/24/2019		Hardware supplies		\$37.95		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,737.66		
4121	11/15/2019	Open			Accounts Payable	MCMILLAN, DAVID, JAY	\$80.00		
	Invoice		Date	Description		Amount			
	455331		10/22/2019	TMicik Piano Maintenance & Repairs		\$80.00			
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$80.00		
4122	11/15/2019	Open			Accounts Payable	NATIONAL CINEMEDIA, LLC.	\$1,810.50		
	Invoice		Date	Description		Amount			
	INV-189394		10/24/2019	Cinemark Ads		\$1,810.50			
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,810.50		
4123	11/15/2019	Open			Accounts Payable	NCS PEARSON INCORPORATED	\$1,393.84		
	Invoice		Date	Description		Amount			
	5477856A		07/12/2019	Shipping Cost on Invoice# 5477856		\$21.45			
	7316042		10/03/2019	Q-Global on-line scoring Accounts for Abby Smith- Brick Psych		\$80.00			
	7447026		10/22/2019	SCHOOL PSYCH PROTOCOLS FOR LMS		\$1,032.15			
	7347541		10/08/2019	REPLACEMENT PO # 2020-00000813-DISTRICT PSYCH TESTING MATERIALS		\$260.24			
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,393.84		
4124	11/15/2019	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF MI, P.C.	\$2,736.34		
	Invoice		Date	Description		Amount			
	218592242		11/08/2019	Maria DeWalt Work Comp Claim# 189005676-001 DOS: 05/20/19		\$92.81			
	218592315		11/08/2019	March Wells Work Comp Claim# 189091645-001 DOS: 09/04/19		\$211.20			
	218592323		11/08/2019	Candie M. Wilson Work Comp Claim# 188940531-001 DOS: 02/19/19		\$275.69			
	218592249		11/08/2019	Douglas A Major Work Comp Claim# 189014154-001 DOS: 05/30/19		\$230.42			
	218592257		11/08/2019	Douglas A Major Work Comp Claim# 189014154-001 DOS: 06/04/19		\$92.81			
	218592265		11/08/2019	Douglas A Major Work Comp Claim# 189014154-001 DOS: 06/05/19		\$233.82			
	218592270		11/08/2019	Douglas A Major Work Comp Claim# 189014154-001 DOS: 06/11/19		\$92.81			

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
	218592274		11/08/2019		Douglas A Major Work Comp Claim# 189014154-001 DOS: 06/11/19		\$233.82			
	218592282		11/08/2019		Douglas A Major Work Comp Claim# 189014154-001 DOS: 06/12/19		\$233.82			
	218592286		11/08/2019		Douglas A Major Work Comp Claim# 189014154-001 DOS: 06/20/19		\$207.49			
	218592294		11/08/2019		Douglas A Major Work Comp Claim# 189014154-001 DOS: 06/24/19		\$207.49			
	218592304		11/08/2019		Douglas A Major Work Comp Claim# 189014154-001 DOS: 06/25/19		\$117.19			
	218496701		11/01/2019		Maria DeWalt Work Comp Claim# 189005676-001 DOS: 05/16/19		\$243.41			
	2118496775		11/01/2019		Tanya Taylor Work Comp Claim# 189024407-001 DOS: 06/13/19		\$263.56			
	<u>Paying Fund</u>						<u>Amount</u>			
	11 - General Fund						11-2101-002 (Cash - AP Checking)	\$2,736.34		
4125	11/15/2019	Open			Accounts Payable	PCMI	\$43,796.88			
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>			<u>Amount</u>			
	66055		10/19/2019	Inv.#66055, Pymt. for on-LCS Coaches			\$43,796.88			
	<u>Paying Fund</u>						<u>Amount</u>			
	11 - General Fund						11-2101-002 (Cash - AP Checking)	\$43,796.88		
4126	11/15/2019	Open			Accounts Payable	PEDIATRIC THERAPY ASSOCIATES	\$84,622.00			
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>			<u>Amount</u>			
	LCS10-19		10/31/2019	INVOICE #LCS10-19: CONTRACTED PT, OT & SLP SERVICES-OCTOBER 2019			\$84,622.00			
	<u>Paying Fund</u>						<u>Amount</u>			
	11 - General Fund						11-2101-002 (Cash - AP Checking)	\$84,622.00		
4127	11/15/2019	Open			Accounts Payable	PRICE, LAURIE	\$39.15			
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>			<u>Amount</u>			
	102619		10/26/2019	Mileage Reimbursement			\$39.15			
	<u>Paying Fund</u>						<u>Amount</u>			
	11 - General Fund						11-2101-002 (Cash - AP Checking)	\$39.15		
4128	11/15/2019	Open			Accounts Payable	QUILL CORPORATION	\$874.75			
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>			<u>Amount</u>			
	2156922		10/24/2019	Classroom Supplies			\$176.79			
	1700251		10/04/2019	Classroom Supplies			\$10.00			
	2075782		10/22/2019	Classroom Supplies			\$299.99			
	2051488		10/21/2019	Classroom Supplies			\$166.10			
	1689385		10/04/2019	Classroom Supplies			\$221.87			
	<u>Paying Fund</u>						<u>Amount</u>			
	11 - General Fund						11-2101-002 (Cash - AP Checking)	\$874.75		
4129	11/15/2019	Open			Accounts Payable	REHMANN	\$48,500.00			
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>			<u>Amount</u>			
	RR550217		10/31/2019	Finance Dept Services			\$48,500.00			
	<u>Paying Fund</u>						<u>Amount</u>			
	11 - General Fund						11-2101-002 (Cash - AP Checking)	\$48,500.00		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4130	11/15/2019	Open			Accounts Payable	SCHOOL SPECIALTY INC.	\$2,690.58		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	208123944573		09/16/2019		Classroom Supplies		\$8.27		
	208124012378		09/25/2019		Classroom Supplies		\$18.62		
	208124193000		10/30/2019		Classroom Supplies		\$98.88		
	208124181458		10/29/2019		Classroom Supplies		\$104.00		
	208124201771		11/01/2019		Classroom Supplies		\$90.87		
	308103450356		10/02/2019		WNuttall Cart #7790999033 Classroom Supplies		\$100.00		
	208124165574		10/24/2019		Teaching Supplies		\$90.87		
	208123966779		10/21/2019		Classroom Supplies		\$10.96		
	208123592255		09/10/2019		Classroom Supplies		\$137.73		
	308103333437		07/15/2019		Classroom Supplies		\$49.48		
	208123042421		07/26/2019		Classroom Supplies		\$3.24		
	208124061749		10/03/2019		Classroom Supplies		\$36.68		
	208124045378		09/30/2019		Classroom Supplies		\$202.56		
	208123917560		09/11/2019		Classroom Supplies		\$65.00		
	308103438003		09/17/2019		Classroom Supplies		\$69.07		
	208123951521		09/17/2019		Classroom Supplies		\$33.76		
	308103438004		09/17/2019		Classroom Supplies		\$48.04		
	308103435074		09/16/2019		Classroom Supplies		\$123.16		
	208124034126		09/27/2019		Classroom Supplies		\$73.68		
	208124048390		10/01/2019		Classroom Supplies		\$1,233.94		
	308103418972		09/02/2019		Class Supplies Mikel		\$91.77		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$2,690.58		
4131	11/15/2019	Open			Accounts Payable	SELKING INTERNATIONAL & IDEALEASE	\$201.92		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	10537148P		10/30/2019		PARTS - SELKING INTERNATIONAL & IDEALEASE		\$361.92		
	10536696P		10/10/2019		Credit - Ref Invoice: 10534329		(\$160.00)		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$201.92		
4132	11/15/2019	Open			Accounts Payable	SERVICE ELECTRIC SUPPLY CO	\$8,680.01		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	804186-00		11/11/2019		Bishop - lighting supplies		\$1,406.82		
	803022-00		10/29/2019		LMS - Lighting Supplies		\$717.36		
	803615-00		11/05/2019		Transportation - lighting supplies		\$64.65		
	799649-00		09/24/2019		Transportation - lighting supplies		\$933.16		
	803474-00		11/04/2019		LHS - Lighting Supplies		\$197.97		
	802637-01		11/04/2019		LHS - Lighting Supplies		\$365.28		
	803022-01		11/04/2019		Bishop - lighting supplies		\$601.78		
	803473-01		11/08/2019		Bishop - lighting supplies		\$1,024.00		
	804053-00		11/08/2019		Model - Lighting Supplies		\$96.24		
	803428-00		11/08/2019		Model - Lighting Supplies		\$2,160.00		
	803473-00		11/04/2019		Model - Lighting Supplies		\$1,112.75		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$8,680.01		

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4133	11/15/2019	Open			Accounts Payable	SOLIANT HEALTH	\$4,760.00		
	Invoice		Date	Description		Amount			
	10901115		11/03/2019	INVOICE #10901115		\$2,380.00			
	10883525		10/27/2019	INVOICE #10883525: CONTRACT TEMPORARY SSW AT MODEL		\$2,380.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$4,760.00			
4134	11/15/2019	Open			Accounts Payable	SOUND COM SYSTEMS	\$9,598.00		
	Invoice		Date	Description		Amount			
	73714		10/24/2019	Bishop - new PA system		\$9,450.00			
	73788		10/30/2019	LMS - bell schedule & clock repairs		\$148.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$9,598.00			
4135	11/15/2019	Open			Accounts Payable	SOUTHEASTERN MICHIGAN MIDDLE LEVEL ADM ASSOC	\$500.00		
	Invoice		Date	Description		Amount			
	1009_2019-2020		09/27/2019	Membership Dues		\$500.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$500.00			
4136	11/15/2019	Open			Accounts Payable	STRAIGHT FORWARD PERFORMANCE L.L.C.	\$161.97		
	Invoice		Date	Description		Amount			
	INV0014		10/29/2019	Reimbursement for Specialist Certification,INV0014		\$161.97			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$161.97			
4137	11/15/2019	Open			Accounts Payable	SUMPTER ACE HARDWARE	\$369.77		
	Invoice		Date	Description		Amount			
	19906/1		10/03/2019	Maintenance Expense		\$42.39			
	19955/1		10/08/2019	Maintenance Expense		\$11.56			
	19974/1		10/10/2019	Maintenance Expense		\$46.73			
	19992/1		10/11/2019	Maintenance Expense		\$58.26			
	20025/1		10/15/2019	Maintenance Expense		\$56.81			
	20055/1		10/17/2019	Maintenance Expense		\$39.92			
	20105/1		10/21/2019	Maintenance Expense		\$45.90			
	20206/1		10/29/2019	Maintenance Expense		\$23.47			
	20225/1		10/30/2019	Maintenance Expense		\$38.50			
	20241/1		10/31/2019	Maintenance Expense		\$6.23			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$369.77			
4138	11/15/2019	Open			Accounts Payable	SUPERIOR TEXT	\$1,779.62		
	Invoice		Date	Description		Amount			
	SI009209		08/12/2019	Soc Studies Textbooks		\$1,779.62			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,779.62			
4139	11/15/2019	Open			Accounts Payable	TEACHERS CURRICULUM INST. LLC	\$31,113.00		
	Invoice		Date	Description		Amount			
	INV56990		08/13/2019	Soc Studies Textbooks		\$9,885.75			

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	INV56984		08/13/2019		Soc Studies Textbooks		\$6,171.75		
	INV56904		08/13/2019		Soc Studies Textbooks		\$7,182.00		
	INV56901		08/13/2019		Soc Studies Textbooks		\$7,506.00		
	INV59816		09/19/2019		Soc Studies Textbooks		\$367.50		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$31,113.00		
4140	11/15/2019	Open			Accounts Payable	TENURGY, LLC.		\$661.81	
	Invoice		Date		Description		Amount		
	LCS-107		10/30/2019		Energy Savings		\$661.81		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$661.81		
4141	11/15/2019	Open			Accounts Payable	THERE AND BACK TRANSPORTATION		\$4,692.64	
	Invoice		Date		Description		Amount		
	110819		11/08/2019		CONTRACT CABING FOR SPECIAL EDUCATION STDUENTS		\$4,692.64		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$4,692.64		
4142	11/15/2019	Open			Accounts Payable	THERMAL-NETICS INC		\$661.69	
	Invoice		Date		Description		Amount		
	S192028		10/23/2019		Coil Replacement		\$661.69		
4143	11/15/2019	Open			Accounts Payable	THRUN LAW FIRM, P.C.		\$918.00	
	Invoice		Date		Description		Amount		
	257457		10/31/2019		CLIENT 0805 LEGAL SERVICES		\$306.00		
	257458		10/31/2019		CLIENT 0805 LEGAL SERVICES		\$357.00		
	257459		10/31/2019		CLIENT 0805 LEGAL SERVICES		\$255.00		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$918.00		
4144	11/15/2019	Open			Accounts Payable	TRANSPORTATION ACCESSORIES CO		\$1,009.75	
	Invoice		Date		Description		Amount		
	INV44413		10/29/2019		PARTS - TRANSPORTATION ACCESSORIES CO		\$113.82		
	INV43683A		10/14/2019		PARTS - TRANSPORTATION ACCESSORIES CO		\$240.90		
	INV44459		10/29/2019		PARTS - TRANSPORTATION ACCESSORIES CO		\$216.15		
	INV43683		10/14/2019		SE REPAIR PARTS - TRANSPORTATION ACCESSORIES CO		\$550.53		
	CM1990		10/10/2019		Credit Memo		(\$111.65)		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,009.75		
4145	11/15/2019	Open			Accounts Payable	TRI-COUNTY INTERNATIONAL TRUCKS		\$1,084.79	
	Invoice		Date		Description		Amount		
	YP38323		10/28/2019		PARTS - TRI-COUNTY INTERNATIONAL TRUCKS		\$1,084.79		
	Paying Fund				Cash Account		Amount		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,084.79		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4146	11/15/2019	Open			Accounts Payable	WASHTENAW COUNTY CONSORTIUM	\$413,079.36		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	1912-0088649		11/11/2019		Monthly Insurance (December 2019)		\$409,989.29		
	1912-C090957		11/11/2019		Monthly Insurance (December 2019)		\$94.45		
	1912-C090958		11/11/2019		Monthly Insurance (December 2019)		\$92.47		
	1912-C090961		11/11/2019		Monthly Insurance (December 2019)		\$165.72		
	1912-C090962		11/11/2019		Monthly Insurance (December 2019)		\$586.43		
	1912-C090956		11/11/2019		Monthly Insurance (December 2019)		\$2,151.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$413,079.36		
4147	11/15/2019	Open			Accounts Payable	WEINGARTZ	\$549.67		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	70111814-00		10/16/2019		Oil filters and belts		\$549.67		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$549.67		
4148	11/15/2019	Open			Accounts Payable	WILLIAMS, MICHELE, D.	\$666.80		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	111119		11/11/2019		Senior Center Worker		\$632.00		
	111219		11/12/2019		Senior Center Worker - Mileage		\$34.80		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	23 - Community Services				23-2101-002 (Cash - AP Checking)		\$666.80		
4149	11/15/2019	Open			Accounts Payable	WILLIAMS, TISHA, MARIE	\$40.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	102419		10/24/2019		Game Worker- General Admission		\$40.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$40.00		
4150	11/15/2019	Open			Accounts Payable	WOLGAST CORPORTAION	\$51,613.78		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	CostContManual12		10/22/2019		October 2019 Executed Contracts		\$51,613.78		
4151	11/21/2019	Open			Accounts Payable	OFFICE OF RETIREMENT SERVICES (ORS)	\$297,057.42		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	2020-00000371		11/21/2019		ORS DC 6+3 - DC 6%EE + 3%ER*		\$297,057.42		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$297,057.42		
4152	11/29/2019	Open			Accounts Payable	HEALTHEQUITY, INC	\$7,095.16		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	2020-00000399		11/29/2019		HSA - Empl Paid HSA Pre-Tax		\$7,095.16		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$7,095.16		
4153	11/27/2019	Open			Accounts Payable	000207	\$35,089.18		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	Payroll_11/27/19		11/27/2019		TSA 403B - TSA 403(b)		\$35,089.18		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$35,089.18		

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4154	11/27/2019	Open			Accounts Payable	ALLSHRED SERVICES	\$76.00		
	Invoice		Date	Description		Amount			
	191742A		07/31/2019	Inv 191742 Shredding Container		\$76.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$76.00			
4155	11/27/2019	Open			Accounts Payable	AMERICAN ARBITRATION ASSOC.	\$325.00		
	Invoice		Date	Description		Amount			
	12387063		10/29/2019	Case# 01-19-0001-2971-2-TS, Lincoln Community Schools		\$325.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$325.00			
4156	11/27/2019	Open			Accounts Payable	ANN ARBOR WELDING	\$16.74		
	Invoice		Date	Description		Amount			
	117089		11/19/2019	Cylinder Rental		\$16.74			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$16.74			
4157	11/27/2019	Open			Accounts Payable	ARAMARK	\$114,382.75		
	Invoice		Date	Description		Amount			
	2020-00000382		11/20/2019	Acct 2391 Monthly Food Charges		\$114,382.75			
4158	11/27/2019	Open			Accounts Payable	BEAVER RESEARCH COMPANY	\$337.16		
	Invoice		Date	Description		Amount			
	0303417-IN		11/06/2019	SHOP SUPPLIES - BEAVER RESEARCH		\$337.16			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$337.16			
4159	11/27/2019	Open			Accounts Payable	BROWER, LISA	\$55.10		
	Invoice		Date	Description		Amount			
	110119		11/01/2019	Reimbursement for Mileage-V G CC Coach, Fall 19-20 year		\$55.10			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$55.10			
4160	11/27/2019	Open			Accounts Payable	CAAVO	\$90.00		
	Invoice		Date	Description		Amount			
	110519		11/05/2019	Pymt. for Volleyball official Assignor,HS,MS,Fall 2019		\$90.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$90.00			
4161	11/27/2019	Open			Accounts Payable	CENTRAL MICHIGAN PAPER	\$2,336.00		
	Invoice		Date	Description		Amount			
	389045-00		11/15/2019	Copy Paper		\$1,168.00			
	388430-00		11/12/2019	Teaching Supplies		\$1,168.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,336.00			
4162	11/27/2019	Open			Accounts Payable	CINTAS LOCATION #300	\$419.95		
	Invoice		Date	Description		Amount			
	4035205322		11/18/2019	OPEN PO - Facilities Dept Rental Rate 158.40/wk		\$200.00			
	4035205252		11/18/2019	OPEN PO - Mechanics Uniform Rental Rate 55.97/wk		\$88.72			
	4035559981		11/21/2019	Traffic Mat / Terry Towel		\$131.23			
	Paying Fund			Cash Account		Amount			

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4163	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$419.95		
	11/27/2019	Open			Accounts Payable	CINTAS LOCATION #300	\$801.00		
	Invoice		Date	Description	Amount				
	9067665264		11/01/2019	Bishop - AED Reviver Unit Lease 12 Mo	\$89.00				
	9067665265		11/01/2019	LMS - AED Reviver Unit Lease 12 Mo	\$178.00				
	9067665266		11/01/2019	LHS - AED Reviver Unit Lease 12 Mo	\$445.00				
	9067665268		11/01/2019	Childs - AED Reviver Unit Lease 12 Mo	\$89.00				
	Paying Fund			Cash Account	Amount				
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$801.00		
	4164	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$801.00	
11/27/2019		Open			Accounts Payable	CONSTELLATION NEWENERGY- GAS DIVISION, LLC	\$4,771.69		
Invoice		Date	Description	Amount					
2747530			11/13/2019	Brick #6644601 Acct #RG-138004	\$126.70				
2747531			11/13/2019	BH #6500449 Acct # RG-138003	\$233.66				
2747532			11/13/2019	LMS #2723 Acct RG-138002	\$84.18				
2747533			11/13/2019	Model #1185555 Acct #RG-139252	\$45.05				
2747534			11/13/2019	Bus Garage #102505 Acct #RG-138000	\$31.21				
2747536			11/13/2019	LHS W #6645127 Acct #RG-138005	\$2,432.94				
2747538			11/13/2019	Maint #7833824 Acct # RG-138009	\$68.32				
2747539			11/13/2019	Model #7310966 Acct #RG-138008	\$19.24				
2747540			11/13/2019	Childs #9410323 Acct # RG-138010	\$210.88				
2747541			11/13/2019	LHS W #7262231 Acct #RG-138007	\$201.71				
2747542			11/13/2019	LHS E #9710249 Acct # RG-138011	\$50.63				
2747544			11/13/2019	Bishop #0102235 Acct #RG-138012	\$1,267.17				
Paying Fund			Cash Account	Amount					
4165		11 - General Fund			11-2101-002 (Cash - AP Checking)			\$4,771.69	
	11/27/2019	Open			Accounts Payable	CURRENT ELECTRIC MOTOR SUPPLY	\$438.00		
	Invoice		Date	Description	Amount				
	A38709		11/15/2019	LHS - 3 HP motor, and belt assembly	\$438.00				
Paying Fund			Cash Account	Amount					
4166	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$438.00		
	11/27/2019	Open			Accounts Payable	DAVIS, JESSE	\$100.00		
	Invoice		Date	Description	Amount				
	111419		11/14/2019	Game Worker - Crowd Control	\$100.00				
Paying Fund			Cash Account	Amount					
4167	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$100.00		
	11/27/2019	Open			Accounts Payable	DESIGN SCIENCE, INC.	\$287.64		
	Invoice		Date	Description	Amount				
	00031454_Quote		11/25/2019	MathType 19-20 Proforma #00031454	\$287.64				
Paying Fund			Cash Account	Amount					
4168	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$287.64		
	11/27/2019	Open			Accounts Payable	DISCOUNT SCHOOL SUPPLY	\$79.20		
	Invoice		Date	Description	Amount				
	P38775310101		09/06/2019	ECSE CLASSROOM SUPPLIES FOR CYRBOK	\$79.20				
Paying Fund			Cash Account	Amount					
11 - General Fund			11-2101-002 (Cash - AP Checking)			\$79.20			

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4169	11/27/2019	Open			Accounts Payable	ELECTROCOMM	\$12,960.00		
	Invoice		Date	Description		Amount			
	M-69300		07/01/2019	Transportation- Monthly GPS Airtime 7/1/19-6/30/20		\$12,960.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$12,960.00			
4170	11/27/2019	Open			Accounts Payable	FIRE SYSTEMS OF MICHIGAN, INC.	\$578.25		
	Invoice		Date	Description		Amount			
	INV-1777446		11/08/2019	LHS - Kitchen Fire Protection Inspection		\$578.25			
4171	11/27/2019	Open			Accounts Payable	GRUBB, KELLY, J	\$593.60		
	Invoice		Date	Description		Amount			
	219147046		11/22/2019	Kelly Allen-Grubb Work Comp Claim# 189079795-001 DOS 8/9-11/8/19		\$593.60			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$593.60			
4172	11/27/2019	Open			Accounts Payable	HEIKKINEN PRODUCTIONS	\$80.00		
	Invoice		Date	Description		Amount			
	10-04-19-1E		10/04/2019	Coach Wear		\$80.00			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$80.00			
4173	11/27/2019	Open			Accounts Payable	HI-LINE ELECTRIC COMPANY, INC.	\$434.60		
	Invoice		Date	Description		Amount			
	10737753		10/31/2019	SHOP SUPPLIES - HI-LINE ELECTRIC		\$434.60			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$434.60			
4174	11/27/2019	Open			Accounts Payable	HOUGHTON MIFFLIN CO	\$9,415.17		
	Invoice		Date	Description		Amount			
	954660639		11/06/2019	Textbook Materials		\$18.80			
	954659098		11/05/2019	Textbook Materials		\$87.05			
	954665520		11/08/2019	Math Expressions		\$9,309.32			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$9,415.17			
4175	11/27/2019	Open			Accounts Payable	INSECTECH INC.	\$256.00		
	Invoice		Date	Description		Amount			
	79560		10/08/2019	Childs - Service contract \$64/Month		\$64.00			
	79561		10/08/2019	Model - Service contract \$64/Month		\$64.00			
	79880		11/12/2019	Childs - Service contract \$64/Month		\$64.00			
	79881		11/12/2019	Childs - Service contract \$64/Month		\$64.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$256.00			
4176	11/27/2019	Open			Accounts Payable	ISD-EDUCATION, INC.	\$3,674.25		
	Invoice		Date	Description		Amount			
	14138		11/06/2019	PS1000 Support for Back Office, Web Portal, Credit Cards and Re		\$3,674.25			
4177	11/27/2019	Open			Accounts Payable	JAMF SOFTWARE, LLC	\$5,250.00		
	Invoice		Date	Description		Amount			
	INV114217		09/09/2017	300 perpetual iPad management licenses		\$5,250.00			

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4178	11/27/2019	Open			Accounts Payable	JOHNSON, ROBERT	\$139.20		
	Invoice		Date	Description		Amount			
	112519		11/25/2019	TEACHER MILEAGE FOR SERVICES AT WISD PER IEP		\$69.60			
	111819		11/18/2019	MILEAGE REIMBURSEMENT- LHS TO WISD (RT)		\$69.60			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$139.20			
4179	11/27/2019	Open			Accounts Payable	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	\$774.41		
	Invoice		Date	Description		Amount			
	33418588		11/09/2019	Bishop Cust # 01300 184603069		\$357.96			
	33418589		11/09/2019	Maintenance Cust # 01300 184603072		\$236.72			
	33418587		11/09/2019	High School Conc. Cust # 01300 184603065		\$179.73			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$774.41			
4180	11/27/2019	Open			Accounts Payable	JOSTENS	\$220.73		
	Invoice		Date	Description		Amount			
	23477967		08/15/2019	Graduation Expenses 2020		\$13.14			
	23479741		08/16/2019	Graduation Expenses 2020		\$10.91			
	23513103		09/09/2019	Graduation Expenses 2020		\$16.68			
	2019-00000201		06/30/2019	Misc Graduation Supplies, Sashes, etc		\$180.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$220.73			
4181	11/27/2019	Open			Accounts Payable	KENNEDY, ALLEN	\$17.75		
	Invoice		Date	Description		Amount			
	110719		11/07/2019	mileage reimbursement for student in-home support with teacher		\$17.75			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$17.75			
4182	11/27/2019	Open			Accounts Payable	KIRKPATRICK, MARK	\$99.70		
	Invoice		Date	Description		Amount			
	111019		11/10/2019	MKirk Parenting & Food/Nutrition Supplies		\$28.22			
	111719		11/17/2019	MKirk Parenting & Food/Nutrition Supplies		\$71.48			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$99.70			
4183	11/27/2019	Open			Accounts Payable	KONICA MINOLTA PREMIER FINANCE	\$4,037.34		
	Invoice		Date	Description		Amount			
	5008083969		11/15/2019	Contract# 450-9692287-001, Customer# 3003725023		\$4,037.34			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$4,037.34			
4184	11/27/2019	Open			Accounts Payable	LABOMBARBE, JENNIFER	\$287.68		
	Invoice		Date	Description		Amount			
	111419		11/14/2019	Reimbursement - Mileage		\$287.68			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$287.68			

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4185	11/27/2019	Open			Accounts Payable	LIGHTING SUPPLY CO	\$1,652.43		
	Invoice		Date	Description		Amount			
	V0406612		11/12/2019	LHS - Lamps		\$1,652.43			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$1,652.43			
4186	11/27/2019	Open			Accounts Payable	M W MORSS ROOFING INC	\$2,254.00		
	Invoice		Date	Description		Amount			
	12258		11/12/2019	LMS - roof repairs		\$576.00			
	12189		09/15/2019	Model - flashing repair		\$378.00			
	12160		08/30/2019	Brick - roof repairs		\$360.00			
	12159		08/30/2019	Model - flashing repair		\$940.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$2,254.00			
4187	11/27/2019	Open			Accounts Payable	MOFFETT, KAITLIN	\$539.49		
	Invoice		Date	Description		Amount			
	110719		11/07/2019	Reimbursement-Office Supplies purchased @ Office Max		\$539.49			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$539.49			
4188	11/27/2019	Open			Accounts Payable	MONTOUR, SILVIA	\$14.50		
	Invoice		Date	Description		Amount			
	101919		10/19/2019	REPORT OF MILEAGE - SILVIA MONTOUR		\$14.50			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$14.50			
4189	11/27/2019	Open			Accounts Payable	MULTI-HEALTH SYSTEMS INC	\$762.00		
	Invoice		Date	Description		Amount			
	I085779		10/30/2019	SE SSW TESTING MATERIALS		\$762.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$762.00			
4190	11/27/2019	Open			Accounts Payable	NAFRANOWICZ, HELEN	\$226.20		
	Invoice		Date	Description		Amount			
	111319		11/13/2019	Senior Center Worker		\$226.20			
	Paying Fund			Cash Account		Amount			
	23 - Community Services			23-2101-002 (Cash - AP Checking)		\$226.20			
4191	11/27/2019	Open			Accounts Payable	NATIONAL CINEMEDIA, LLC.	\$200.00		
	Invoice		Date	Description		Amount			
	INV-191008		11/14/2019	Cinemark Ads		\$200.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$200.00			
4192	11/27/2019	Open			Accounts Payable	NORTHWEST EVALUATION ASSOCIATION	\$150.00		
	Invoice		Date	Description		Amount			
	PBND6PRM3C4		11/12/2019	Conference Fee		\$150.00			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$150.00			

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4193	11/27/2019	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF MI, P.C.	\$347.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	712954351		11/05/2019		DOT RECERTIFICATION - OCCUPATIONAL HEALTH CENTERS		\$347.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$347.00		
4194	11/27/2019	Open			Accounts Payable	PCMI	\$6,193.46		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	66655		11/29/2019		Inv.#66655-CEPR 288871, CEPR 288870.W.Heininger,M.Rich		\$6,193.46		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$6,193.46		
4195	11/27/2019	Open			Accounts Payable	PINE VIEW GOLF COURSE	\$1,956.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	1004_Fall 2019		10/28/2019		Inv.#1004 G.Golf Range fees 2019 season		\$400.00		
	1005_10/28/19		10/28/2019		Inv.#1005-G V Golf MHSAA District Tourn.,		\$1,556.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$1,956.00		
4196	11/27/2019	Open			Accounts Payable	POWERSCHOOL GROUP, LLC	\$23,165.92		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	INV198215		10/03/2019		INV198215 MS-PS-S-PSMSR 12.25.19 - 12.24.20 (11582.96 - FY20-21)		\$23,165.92		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$23,165.92		
4197	11/27/2019	Open			Accounts Payable	PRATER, KATHRYN	\$14.50		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	110419		11/04/2019		Return to work physical mileage - PRATER, KATHRYN		\$14.50		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$14.50		
4198	11/27/2019	Open			Accounts Payable	PRESIDIO NETWORKED SOLUTIONS GROUP	\$1,200.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	6033519000370		09/10/2019		Security cameras for Model, Brick, Childs, Bishop HS & MS		\$1,200.00		
4199	11/27/2019	Open			Accounts Payable	SCHOOL SPECIALTY INC.	\$520.64		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	208124236858		11/11/2019		Credit: LHS		(\$432.25)		
	308103472705		11/19/2019		supplies		\$96.82		
	208124248132		11/13/2019		ECSE CLASSROOM SUPPLIES		\$458.66		
	308103437367		09/17/2019		Jurk Cart #7790448789 & Cart 7790424416		\$99.04		
	208123805593		08/29/2019		JEIstone Cart #7790436622 Classroom Supplies		\$99.57		
	308103447741		09/30/2019		SMacgregor Cart 7790392402 Classroom Supplies		\$78.19		
	208124197642		10/31/2019		SMacgregor Cart 7790392402 Classroom Supplies		\$21.75		
	308103414433		08/29/2019		JGrissom Cart #7790436657 Classroom Supplies		\$98.86		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	11 - General Fund				11-2101-002 (Cash - AP Checking)		\$520.64		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
4200	11/27/2019	Open			Accounts Payable	SERVICE ELECTRIC SUPPLY CO	\$1,616.31		
	Invoice		Date	Description			Amount		
	804492-00		11/14/2019	LMS - lamps			\$209.49		
	804186-01		11/14/2019	Bishop - lamp wall packs			\$1,406.82		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,616.31		
4201	11/27/2019	Open			Accounts Payable	SHRADER TIRE & OIL	\$1,531.89		
	Invoice		Date	Description			Amount		
	452100-00		11/06/2019	SHRADER TIRES			\$1,531.89		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$1,531.89		
4202	11/27/2019	Open			Accounts Payable	SMITH, EDNA, M.	\$169.00		
	Invoice		Date	Description			Amount		
	112219		11/22/2019	Senior Center Worker			\$169.00		
	Paying Fund			Cash Account			Amount		
	23 - Community Services			23-2101-002 (Cash - AP Checking)			\$169.00		
4203	11/27/2019	Open			Accounts Payable	SOLIANT HEALTH	\$4,284.00		
	Invoice		Date	Description			Amount		
	10936184		11/17/2019	INVOICE #10936184: CONTRACTED SCHOOL SSW FOR LHS			\$1,904.00		
	10918892		11/10/2019	CONTRACT SCHOOL SOCIAL WORKER FOR MODEL ELM.			\$2,380.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$4,284.00		
4204	11/27/2019	Open			Accounts Payable	STRAIGHT FORWARD PERFORMANCE L.L.C.	\$2,500.00		
	Invoice		Date	Description			Amount		
	INV0015		11/20/2019	Inv.#INV0015-December, 2019-Strength & Cond. Serv.			\$2,500.00		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$2,500.00		
4205	11/27/2019	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$6,526.24		
	Invoice		Date	Description			Amount		
	112219		11/22/2019	CONTRACT SE CABBING SERVICES 11.11.19-11.22.19			\$6,526.24		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$6,526.24		
4206	11/27/2019	Open			Accounts Payable	THERMAL-NETICS INC	\$654.41		
	Invoice		Date	Description			Amount		
	S192165		11/15/2019	Model - coil			\$654.41		
	Paying Fund			Cash Account			Amount		
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$654.41		
4207	11/27/2019	Open			Accounts Payable	TRANSPORTATION ACCESSORIES CO	\$327.16		
	Invoice		Date	Description			Amount		
	INV44629		10/31/2019	PARTS - TRANSPORTATION ACCESSORIES CO			\$327.16		
	Paying Fund			Cash Account			Amount		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	11 - General Fund			11-2101-002 (Cash - AP Checking)			\$327.16		
4208	11/27/2019	Open			Accounts Payable	WESTERN PSYCHOLOGICAL SERVICES	\$589.10		
	Invoice		Date	Description		Amount			
	WPS-286968		09/26/2019	DISTRICT PSYCHOLOGISTS TESTING MATERIALS		\$38.00			
	WPS-297217		11/19/2019	DISTRICT PSYCHOLOGISTS TESTING MATERIALS		\$551.10			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$589.10			
4209	11/27/2019	Open			Accounts Payable	WHITLEY, RENEE	\$99.41		
	Invoice		Date	Description		Amount			
	103019		10/30/2019	Homebound Mileage Sept-Oct Students		\$99.41			
	Paying Fund			Cash Account		Amount			
	11 - General Fund			11-2101-002 (Cash - AP Checking)		\$99.41			

Type EFT Totals:
7163944775 - A/P Checking Totals

182 Transactions \$2,064,302.13

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	129	\$605,107.05	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	129	\$605,107.05	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	181	\$2,064,282.13	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$20.00	\$0.00
	Total	182	\$2,064,302.13	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount

Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Open		310	\$2,669,389.18	\$0.00
					Reconciled		0	\$0.00	\$0.00
					Voided		1	\$20.00	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		311	\$2,669,409.18	\$0.00
Grand Totals:									
			Checks	Status	Count	Transaction Amount	Reconciled Amount		
				Open	129	\$605,107.05	\$0.00		
				Reconciled	0	\$0.00	\$0.00		
				Voided	0	\$0.00	\$0.00		
				Stopped	0	\$0.00	\$0.00		
				Total	129	\$605,107.05	\$0.00		
			EFTs	Status	Count	Transaction Amount	Reconciled Amount		
				Open	181	\$2,064,282.13	\$0.00		
				Reconciled	0	\$0.00	\$0.00		
				Voided	1	\$20.00	\$0.00		
				Total	182	\$2,064,302.13	\$0.00		
			All	Status	Count	Transaction Amount	Reconciled Amount		
				Open	310	\$2,669,389.18	\$0.00		
				Reconciled	0	\$0.00	\$0.00		
				Voided	1	\$20.00	\$0.00		
				Stopped	0	\$0.00	\$0.00		
				Total	311	\$2,669,409.18	\$0.00		

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163945137 - Trust & Agency Checking									
Check									
21682	11/01/2019	Open			Accounts Payable	COUNTRY MEATS	\$267.00		
	Invoice		Date	Description		Amount			
	250573		10/01/2019	Inventory		\$267.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$267.00			
21683	11/01/2019	Open			Accounts Payable	DIDAX INC.	\$128.95		
	Invoice		Date	Description		Amount			
	517942		09/27/2019	Art Room Supplies		\$128.95			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$128.95			
21684	11/01/2019	Open			Accounts Payable	GREAT LAKES COCA-COLA DISTRIBUTION	\$471.60		
	Invoice		Date	Description		Amount			
	5212206284		10/10/2019	Inventory		\$471.60			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$471.60			
21685	11/01/2019	Open			Accounts Payable	MBGNA	\$900.00		
	Invoice		Date	Description		Amount			
	102919		10/29/2019	Lincoln Middle School Field Trip: 11/06/19 & 11/07/19		\$900.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$900.00			
21686	11/01/2019	Open			Accounts Payable	STADIUM TROPHY, INC.	\$274.63		
	Invoice		Date	Description		Amount			
	20029		10/08/2019	Tennis Trophys / Awards		\$274.63			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$274.63			
21687	11/01/2019	Open			Accounts Payable	VanZomeran, Laura	\$212.80		
	Invoice		Date	Description		Amount			
	102319		10/23/2019	Furniture for Teacher's Lounge		\$212.80			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$212.80			
21688	11/08/2019	Open			Accounts Payable	BUFFALO WILD WINGS	\$199.73		
	Invoice		Date	Description		Amount			
	102419		10/24/2019	Brick: Parent/Teacher Conference - Staff Food		\$199.73			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$199.73			
21689	11/08/2019	Open			Accounts Payable	WESO	\$225.00		
	Invoice		Date	Description		Amount			
	110119		11/01/2019	Registration Fee for Science Olympiad		\$225.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$225.00			
21690	11/22/2019	Open			Accounts Payable	ARBOR SPRINGS WATER CO	\$19.00		
	Invoice		Date	Description		Amount			
	1769212		11/05/2019	Water for Office		\$19.00			
	Paying Fund			Cash Account		Amount			

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	61 - Trust & Agency Fund			61-2101-061	(Cash - Trust & Agency)		\$19.00		
21691	11/22/2019	Open			Accounts Payable	BENITO'S PIZZA	\$97.24		
	Invoice		Date	Description		Amount			
	111419		11/14/2019	Pizza Lunch for P2P		\$97.24			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061	(Cash - Trust & Agency)		\$97.24		
21692	11/22/2019	Open			Accounts Payable	FUNDRAISING CO. OF AMERICA, INC.	\$5,940.54		
	Invoice		Date	Description		Amount			
	71		11/08/2019	Fundraiser		\$5,940.54			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061	(Cash - Trust & Agency)		\$5,940.54		
21693	11/22/2019	Open			Accounts Payable	HEIKK'S CUSTOM EMBROIDERY	\$582.00		
	Invoice		Date	Description		Amount			
	HE11190804		11/15/2019	T-Shirts - 5TH Graders Rock n Navy		\$582.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061	(Cash - Trust & Agency)		\$582.00		
21694	11/22/2019	Open			Accounts Payable	HEIKK'S CUSTOM EMBROIDERY	\$759.50		
	Invoice		Date	Description		Amount			
	HE11191504		11/15/2019	LHS: College T-Shirts		\$759.50			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061	(Cash - Trust & Agency)		\$759.50		
21695	11/22/2019	Open			Accounts Payable	NATURALIST ENDEAVORS	\$342.50		
	Invoice		Date	Description		Amount			
	093019		09/30/2019	Colonial America Presentations		\$342.50			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061	(Cash - Trust & Agency)		\$342.50		
21696	11/22/2019	Open			Accounts Payable	SCS IMAGE GROUP	\$765.00		
	Invoice		Date	Description		Amount			
	31673		11/15/2019	Staff Sweatshirts		\$765.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061	(Cash - Trust & Agency)		\$765.00		
21697	11/22/2019	Open			Accounts Payable	SPANGLER, LAURETTA	\$10.00		
	Invoice		Date	Description		Amount			
	101819		10/18/2019	Reimbursement - Water for Halloween Dance		\$10.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061	(Cash - Trust & Agency)		\$10.00		
21698	11/27/2019	Open			Accounts Payable	COUNTRY MEATS	\$356.00		
	Invoice		Date	Description		Amount			
	255807		10/30/2019	Inventory		\$356.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061	(Cash - Trust & Agency)		\$356.00		
21699	11/27/2019	Open			Accounts Payable	GRANT, RYAN	\$225.00		
	Invoice		Date	Description		Amount			
	452		11/01/2019	Childs - DJ for Fall Dance (11/08/19)		\$225.00			
	Paying Fund			Cash Account		Amount			

Lincoln Consolidated Schools Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$225.00		
21700	11/27/2019	Open			Accounts Payable	MICHIGAN DECA	\$556.00		
	Invoice		Date	Description			Amount		
	13385		11/06/2019	DECA District Conference Registration Fees			\$556.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$556.00		
21701	11/27/2019	Open			Accounts Payable	STADIUM TROPHY, INC.	\$126.20		
	Invoice		Date	Description			Amount		
	20244_OA		11/12/2019	Volleyball Banquet Awards			\$126.20		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$126.20		
21702	11/27/2019	Open			Accounts Payable	THOMAS, LYNN, M.	\$150.80		
	Invoice		Date	Description			Amount		
	INV-114		11/24/2019	Bishop - Prizes for Candybar Sales			\$150.80		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$150.80		
21703	11/27/2019	Open			Accounts Payable	WORLD'S FINEST CHOCOLATE, INC.	\$1,595.00		
	Invoice		Date	Description			Amount		
	91215657		10/18/2019	Brick - Fundraiser for 3rd Grade Field Trip			\$1,595.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$1,595.00		
21704	11/27/2019	Open			Accounts Payable	ZALEK, EVAN	\$290.85		
	Invoice		Date	Description			Amount		
	092919		09/29/2019	Reimbursement - Bench Project for Eagle Scouts			\$290.85		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$290.85		
Type Check Totals:									
							23 Transactions	\$14,495.34	
<u>EFT</u>									
776	11/01/2019	Open			Accounts Payable	ALLSHRED SERVICES	\$48.35		
	Invoice		Date	Description			Amount		
	191742		07/31/2019	7/18 Service, Work Order# 845552			\$96.70		
	204129		10/25/2019	Credit: 7/04 Service, Work Order# 886642			(\$48.35)		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$48.35		
777	11/01/2019	Open			Accounts Payable	GREEN, TIMOTHY	\$201.62		
	Invoice		Date	Description			Amount		
	102219		10/22/2019	Evening Conferences Food			\$201.62		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$201.62		
778	11/01/2019	Open			Accounts Payable	MELCHER, CARRIE	\$51.47		
	Invoice		Date	Description			Amount		
	102219		10/22/2019	PTC Expenses			\$51.47		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$51.47		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
779	11/01/2019	Open			Accounts Payable	OMNI CHEER	\$2,243.69		
	Invoice		Date	Description			Amount		
	2019000026444		07/05/2019	Cheer Apparel			\$2,243.69		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$2,243.69		
780	11/01/2019	Open			Accounts Payable	ROBINETTE, PAULA, M.	\$280.02		
	Invoice		Date	Description			Amount		
	102319		10/23/2019	Staff Conference Dinner			\$159.51		
	102319A		10/23/2019	Parent/Teacher Conference Supplies			\$45.31		
	101719		10/17/2019	Table Covers for dance & Supplies for P/T Conference			\$75.20		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$280.02		
781	11/01/2019	Open			Accounts Payable	VEIHL, LORI	\$245.00		
	Invoice		Date	Description			Amount		
	102419		10/24/2019	Reimbursement - Staff Meals for Conference			\$245.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$245.00		
782	11/08/2019	Open			Accounts Payable	BOTERENBROOD, JANE	\$100.00		
	Invoice		Date	Description			Amount		
	083019		08/30/2019	Reimbursement - Classroom Supplies			\$100.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$100.00		
783	11/08/2019	Open			Accounts Payable	JOHNSON, DAWN	\$100.00		
	Invoice		Date	Description			Amount		
	081519		08/15/2019	Reimbursement - Classroom Supplies			\$100.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$100.00		
784	11/08/2019	Open			Accounts Payable	SCHOOL SPECIALTY INC.	\$1,122.12		
	Invoice		Date	Description			Amount		
	208124193131		10/30/2019	Bishop: Art Supplies			\$445.42		
	308103460832		10/23/2019	Bishop: Supplies Purchased from Fundraiser for Art Room			\$676.70		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$1,122.12		
785	11/08/2019	Open			Accounts Payable	SPELMAN, TANA	\$99.99		
	Invoice		Date	Description			Amount		
	100619		10/06/2019	Reimbursement - Bishop: Rug for Room			\$99.99		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$99.99		
792	11/15/2019	Open			Accounts Payable	ARAMARK	\$114.50		
	Invoice		Date	Description			Amount		
	400239100-000233		11/06/2019	Community Coffee			\$30.00		
	400239100-000234		11/06/2019	Leadership Breakfast			\$84.50		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$114.50		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
793	11/15/2019	Open			Accounts Payable	ELSTONE, JASON	\$87.87		
	Invoice		Date	Description			Amount		
	093019		09/30/2019	Mileage Reimbursement			\$87.87		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$87.87		
794	11/15/2019	Open			Accounts Payable	HANSEN, JENNIFER, S.	\$120.00		
	Invoice		Date	Description			Amount		
	110519		11/05/2019	Piano Tuning			\$120.00		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$120.00		
795	11/15/2019	Open			Accounts Payable	HOELZER, SUSAN	\$12.68		
	Invoice		Date	Description			Amount		
	102219		10/22/2019	Reimbursement - Candy for Halloween Party			\$12.68		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$12.68		
796	11/15/2019	Open			Accounts Payable	HOPKINS, SUSAN	\$35.04		
	Invoice		Date	Description			Amount		
	103119		01/03/2019	Reimbursement - Candy for Halloween Party			\$35.04		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$35.04		
797	11/15/2019	Open			Accounts Payable	PCMI	\$2,413.80		
	Invoice		Date	Description			Amount		
	66055A		10/19/2019	Andrew Dillon - Asst. Football			\$2,413.80		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$2,413.80		
798	11/15/2019	Open			Accounts Payable	ROBINETTE, PAULA, M.	\$93.18		
	Invoice		Date	Description			Amount		
	110619		11/06/2019	Reimbursement - 2 New Wireless Mic's			\$93.18		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$93.18		
799	11/15/2019	Open			Accounts Payable	SCHOLASTIC BOOK FAIRS	\$2,790.36		
	Invoice		Date	Description			Amount		
	B4287114FR		11/05/2019	Brick Book Fair: Fair ID 4287114, Acct# 292744			\$1,953.35		
	B4224846FR		11/05/2019	LMS Book Fair, Fair ID 4224846, Acct# 291815			\$837.01		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$2,790.36		
800	11/22/2019	Open			Accounts Payable	ADAMSKI, KRISTIN	\$89.99		
	Invoice		Date	Description			Amount		
	081519		08/15/2019	Reimbursement - Classroom Carpet			\$89.99		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$89.99		
801	11/22/2019	Open			Accounts Payable	ANN ARBOR T-SHIRT COMPANY LLC	\$1,340.10		
	Invoice		Date	Description			Amount		
	90082		10/30/2019	LMS: DC Trip T-Shirts			\$1,340.10		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$1,340.10		

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
802	11/22/2019	Open			Accounts Payable	GREEN, TIMOTHY	\$298.96		
	Invoice		Date	Description		Amount			
	103019		11/22/2019	Reimbursement - Trunk or Treat		\$298.96			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$298.96			
803	11/22/2019	Open			Accounts Payable	HARRISON, SHALOE A	\$281.18		
	Invoice		Date	Description		Amount			
	110719		11/07/2019	Reimbursement - Book-fair / Fall Dance Supplies		\$281.18			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$281.18			
804	11/22/2019	Open			Accounts Payable	JANECZEK, KIMBERLY	\$48.08		
	Invoice		Date	Description		Amount			
	111419		11/14/2019	Reimbursement - Classroom Rug		\$48.08			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$48.08			
805	11/22/2019	Open			Accounts Payable	SOOS, NATHAN	\$136.39		
	Invoice		Date	Description		Amount			
	102819		10/28/2019	Reimbursement - DC Supplies		\$136.39			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$136.39			
806	11/22/2019	Open			Accounts Payable	UNITED SONZ	\$216.00		
	Invoice		Date	Description		Amount			
	1009618		11/01/2019	Boy's Soccer Apparel Printing		\$216.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$216.00			
807	11/22/2019	Open			Accounts Payable	WeCARE DENALI, LLC	\$210.00		
	Invoice		Date	Description		Amount			
	00525		10/03/2019	Bishop - Wood Mulch for Rain Garden		\$210.00			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$210.00			
808	11/27/2019	Open			Accounts Payable	ERDENEJARGAL, KATHERINE	\$99.23		
	Invoice		Date	Description		Amount			
	101219		10/12/2019	Reimbursement - Classroom Supplies		\$99.23			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$99.23			
809	11/27/2019	Open			Accounts Payable	MARKOSE, LESLEE	\$99.63		
	Invoice		Date	Description		Amount			
	111719		11/17/2019	Reimbursement - Classroom Supplies		\$99.63			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$99.63			
810	11/27/2019	Open			Accounts Payable	MOFFETT, KAITLIN	\$138.61		
	Invoice		Date	Description		Amount			
	110419		11/04/2019	Reimbursement - Storage Shelves & Landry Basket		\$138.61			
	Paying Fund			Cash Account		Amount			
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)		\$138.61			

Lincoln Consolidated Schools
Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
811	11/27/2019	Open			Accounts Payable	PCMI	\$2,413.80		
	Invoice		Date	Description			Amount		
	66655A		11/29/2019	CEPR-288762: Jacob Kolesar - JV Football Asst.			\$2,413.80		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$2,413.80		
812	11/27/2019	Open			Accounts Payable	RYBURG, CAROLE	\$43.45		
	Invoice		Date	Description			Amount		
	102719		10/27/2019	Reimbursement - Alternative Halloween Party			\$43.45		
	Paying Fund			Cash Account			Amount		
	61 - Trust & Agency Fund			61-2101-061 (Cash - Trust & Agency)			\$43.45		

Type EFT Totals:

7163945137 - Trust & Agency Checking Totals

31 Transactions

\$15,575.11

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	23	\$14,495.34	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	23	\$14,495.34	\$0.00
EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	31	\$15,575.11	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	31	\$15,575.11	\$0.00
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	54	\$30,070.45	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00

Payment Register

From Payment Date: 11/1/2019 - To Payment Date: 11/30/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Total		54	\$30,070.45	\$0.00
Grand Totals:									
		Checks	Status	Count			Transaction Amount	Reconciled Amount	
			Open	23			\$14,495.34	\$0.00	
			Reconciled	0			\$0.00	\$0.00	
			Voided	0			\$0.00	\$0.00	
			Stopped	0			\$0.00	\$0.00	
			Total	23			\$14,495.34	\$0.00	
		EFTs	Status	Count			Transaction Amount	Reconciled Amount	
			Open	31			\$15,575.11	\$0.00	
			Reconciled	0			\$0.00	\$0.00	
			Voided	0			\$0.00	\$0.00	
			Total	31			\$15,575.11	\$0.00	
		All	Status	Count			Transaction Amount	Reconciled Amount	
			Open	54			\$30,070.45	\$0.00	
			Reconciled	0			\$0.00	\$0.00	
			Voided	0			\$0.00	\$0.00	
			Stopped	0			\$0.00	\$0.00	
			Total	54			\$30,070.45	\$0.00	

**LINCOLN CONSOLIDATED SCHOOLS
PERSONNEL TRANSACTIONS SUMMARY**

<u>ACTION ITEMS</u>				
Name	Position/Building	Effective Date	Status	Major/Step
Arnituris Garland	Noon Supervisor/Lincoln High School	11/18/2019	New Hire	
Christine Grajczyk	Customer Services Specialist/Central Office	11/18/2019	Transfer	
Kelissia Stewart	Bus Driver/ Transportation	11/18/2019	New Hire	
Katelyn Todd	Speech and Language Pathologist/Model Elementary	12/2/2019	New Hire	
Aiden Lahtinem	Lifeguard/Community Education	11/15/2019	New Hire	
Name	Position/Building	Return to Work Date	Status	Approved/Not Approved