



Regular Meeting

September 27, 2021

Electronic Packet

**LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan**

BOARD OF EDUCATION MEETING

September 27, 2021

6:00 p.m.

Boardroom-Lincoln High School

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 MSTEP & NWEA Presentation

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent's Report

7.2 Finance Report

7.2.1 Enrollment Status Report

7.3 Curriculum & Instruction Report

8.0 BOARD REPORTS/CORRESPONDENCE

8.1 Board Executive Committee Report

8.2 Board Performance Committee Report

8.3 Board Planning Committee Report

8.4 Board Finance Committee Report

8.5 Reports and Correspondence

9.0 PUBLIC COMMENT

9.1 Response to Prior Public Comment

9.2 Public Comment

10.0 CLOSED SESSION

10.1 Negotiations

11.0 NEW BUSINESS

11.1 iPad and Chromebook Purchase

12.0 OLD BUSINESS

12.1 Minutes of Previous Meeting

12.1.1 Regular Meeting September 13, 2021

12.2 Miller Johnson Policy Services

12.3 Interactive Flat Panels

12.4 August 2021 Finance Report

12.5 August 2021 Check Register

12.6 August 2021 Trust & Agency Report

12.7 Personnel Transactions

12.8 Lincoln Administrators' Association (LAA) 2021-2022 Agreement

13.0 ADJOURNMENT

TO: Board of Education

FROM: Robert Jansen, Superintendent

DATE: September 22, 2021

**SUBJECT: Board of Education Meeting
September 27, 2021
6:00 p.m.**

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 MSTEP & NWEA Presentation
Presented by Karensa Smith

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

- 7.1 Superintendent's Report
- 7.2 Finance Report
 - 7.2.1 Enrollment Status Report
Report included in Board packet
- 7.3 Curriculum & Instruction Report

8.0 BOARD REPORTS/CORRESPONDENCE

- 8.1 Board Executive Committee Report
- 8.2 Board Performance Committee Report
- 8.3 Board Planning Committee Report
- 8.4 Board Finance Committee Report
- 8.5 Reports and Correspondence

9.0 PUBLIC COMMENT

- 9.1 Response to Prior Public Comment
 - Melissa Palmquist, parent, read letter that expressed her concerns over bus issues, Covid-19 protocols and football playing time.

- Mike Mickeviciun, resident, expressed several concerns but most importantly wanted at update on the High School Wall of Fame.

9.2 Public Comment

Board of Education Public Comment Statement

This is the time set aside by the Board to hear from you, the members of our community. We invite you to address the Board with comments, questions or concerns regarding board actions, policies, or other issues not resolved through appropriate administrative channels. The Board may not immediately respond to concerns presented at this meeting; however, we will respond to inquiries on or before the next board meeting.

Please sign in completing your contact information. Limit individual comments to 5 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment.

Rules for Public Comment:

1. The Board of Education reserves the right to limit the total public comment to 30 minutes in any meeting
2. The Board of Education will limit each speaker to one opportunity to speak during any public comment period
3. The Board of Education President, or the President's delegee (such as the Superintendent or another District administrator) will respond to your comment
4. The Presiding officer may: A) prohibit public comments which are frivolous, repetitive, or harassing; B) interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant; C) request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting; D) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting, and; E) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

10.0 CLOSED SESSION

10.1 Negotiations

11.0 NEW BUSINESS

11.1 iPad and Chromebook Purchase

Proposing an additional purchase of 200 Chromebooks and 100 iPads to meet the need of providing new students with devices while replacing damaged or broken devices from our current students. Currently we have over 70 students yet to receive devices and the number of damaged devices continues to rise as we build a culture of having devices on our campus as a part of everyday student life. Board action is requested.

Background Data: (To assist in writing corresponding explanatory notes)

We have submitted close to 200 devices for repair with another 100-120 devices for evaluation before we can send in for repairs. We are below 30 iPads in our inventory for the entire district.

RECOMMENDED MOTION: I move that we approve the iPad and Chromebook Purchase as presented.

12.0 OLD BUSINESS

12.1 Minutes of Previous Meeting

12.1.1 Regular Meeting September 13, 2021

Enclosed are the minutes of the September 13, 2021, Regular Meeting.

RECOMMENDED MOTION: I move that we approve the minutes of the September 13, 2021, Regular Meeting as presented.

- 12.2 Miller Johnson Policy Services
 The Planning Committee has met with Kevin Sutton from Miller Johnson in four meetings to review and put forward to the full Board of Education for adoption of the new Lincoln Consolidated Schools policy manual. Board action is requested.

RECOMMENDED MOTION: I move that we adopt the Miller Johnson Policy Services as presented.

- 12.3 Interactive Flat Panels
 The “flex quote” we were offered. 100 x 3755 would be \$375,500. Previously LCS leveraged SMARTBoards and LCD projectors. Unfortunately, those boards have become degraded over time and use and parts for the projectors are becoming prohibitively expensive for the value. Complete the IFP deployment across the district. 100 rooms remaining to completely transition all older projectors for teachers to have an interactive digital display. Board action is requested.

RECOMMENDED MOTION: I move that we approve the purchase of the Interactive Panels as presented.

- 12.4 August 2021 Finance Report
 Enclosed are the August 2021, Financial Reports. The Superintendent recommends approval as presented.

RECOMMENDED MOTION: I move that we approve the August 2021, Finance Report as presented.

- 12.5 August 2021 Check Register
 Enclosed is the August 1-31, 2021, check register in the amount of \$2,446,889.39. The Superintendent recommends approval as presented.

RECOMMENDED MOTION: I move that we approve the August 1-31, 2021, check register in the amount of \$2,446,889.39 as presented.

- 12.6 August 2021 Trust & Agency Report
 Enclosed is the August 2021, Trust & Agency Report. The Superintendent recommends approval as presented.

RECOMMENDED MOTION: I move that we approve the August 2021, Trust & Agency Report as presented.

- 12.7 Personnel Transactions

<u>ACTION ITEMS</u>				
Name	Position/Building	Effective Date	Status	Major/Step
Trazy Lazarski	Paraprofessional/Brick Elementary	7/27/2021	Resigned	
Melissa Huffman	Bus Driver/Transportation	9/7/2021	New Hire	
Shaney Klein	Noon Supervisor/Childs Elementary	9/13/2021	New Hire	
Nicole Arhangelos	Noon Supervisor/Childs Elementary	9/14/2021	New Hire	
Mark Bies	Bus Aide/Transportation	9/9/2021	New Hire	
Bonita Saucedo	ELA Teacher/Lincoln High School	9/10/2021	Resigned	
James Mercier	Teacher/Lincoln High School	9/7/2021	Resigned	

Stella Ewen	Bus Aide/Transportation	9/10/2021	Resigned	
Richard Napier	Bus Driver/Transportation	9/10/2021	New Hire	
Sarah Vollmer	Noon Supervisor/Bishop Elementary	9/14/2021	New Hire	
Cabria Culp	Noon Supervisor/Model Elementary	9/15/2021	New Hire	
Thelma Squires	Bus Aide/Transportation	9/15/2021	Re-hire	
Pamela Miller	Secondary Interventionist/ Lincoln Middle School	9/27/2021	New Hire	
Name				
Debbie Brunell	Position/Building	Return to Work Date	Status	Approved/Not Approved
	Bus Driver/Transportation	9/13/2021	FMLA	Approved

RECOMMENDED MOTION: I move that we approve the September 27, 2021, Personnel Transactions Summary as presented.

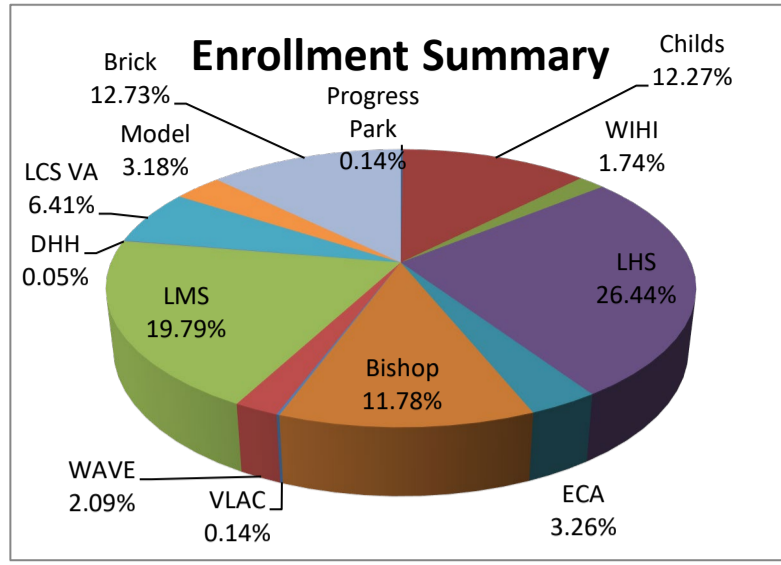
12.8 Lincoln Administrators’ Association (LAA) 2021-2022 Agreement

RECOMMENDED MOTION: I move that we approve Lincoln Administrators’ Association (LAA) 2021-2022 Agreement as presented.

13.0 ADJOURNMENT

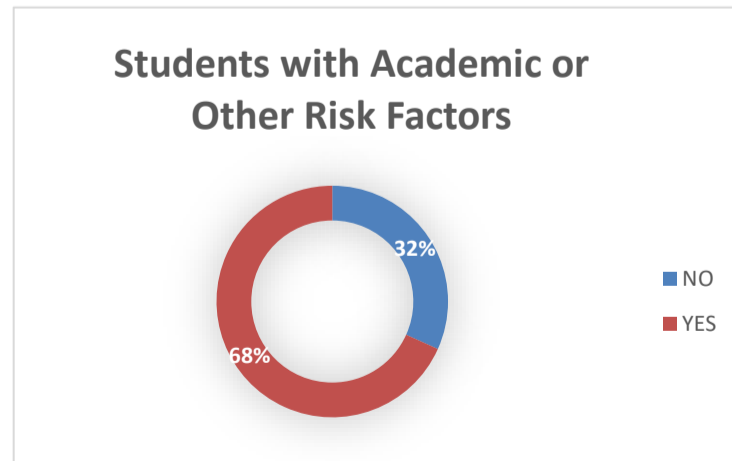
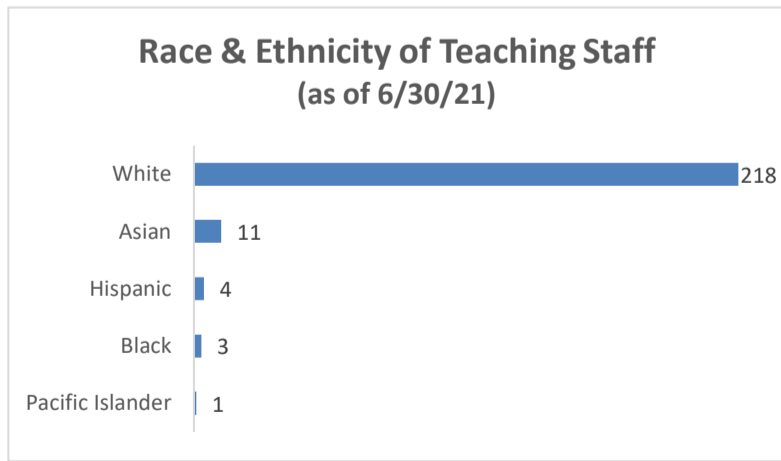
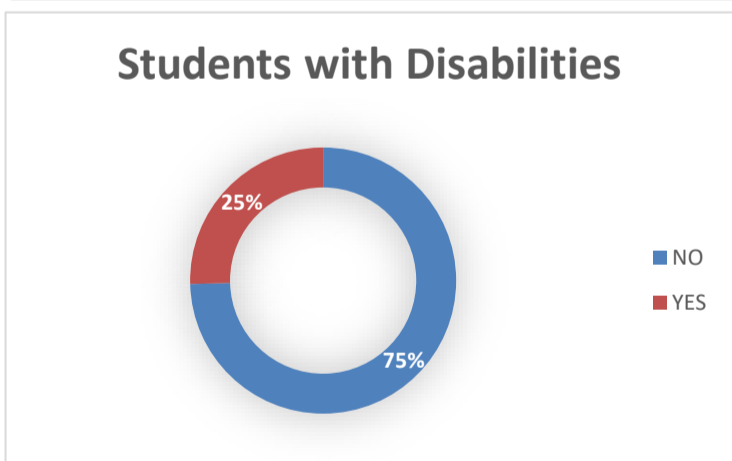
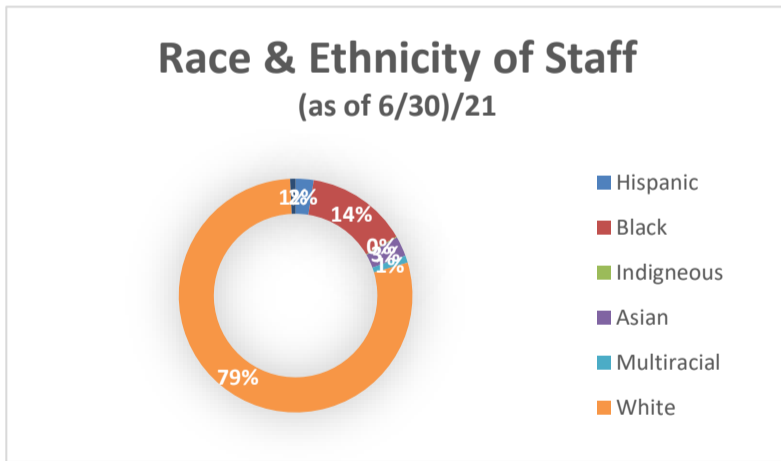
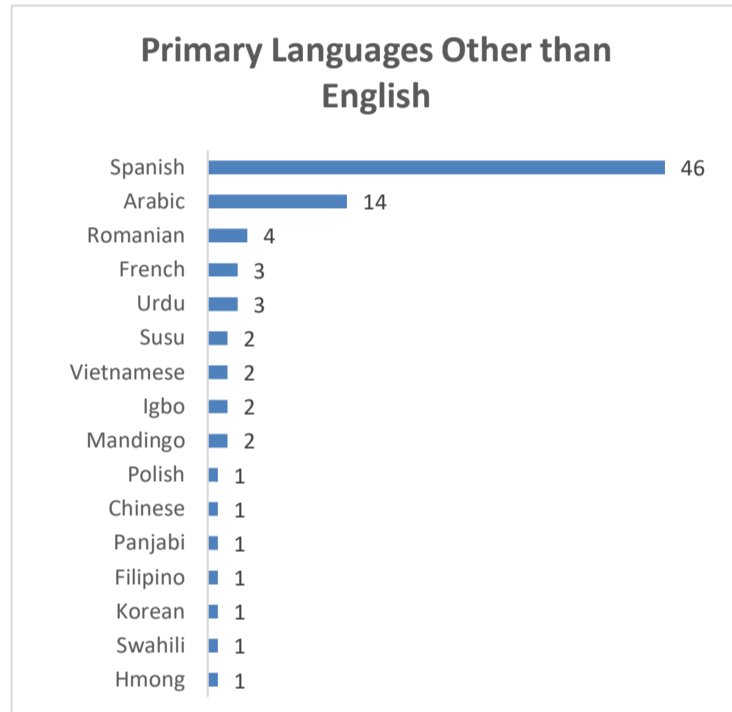
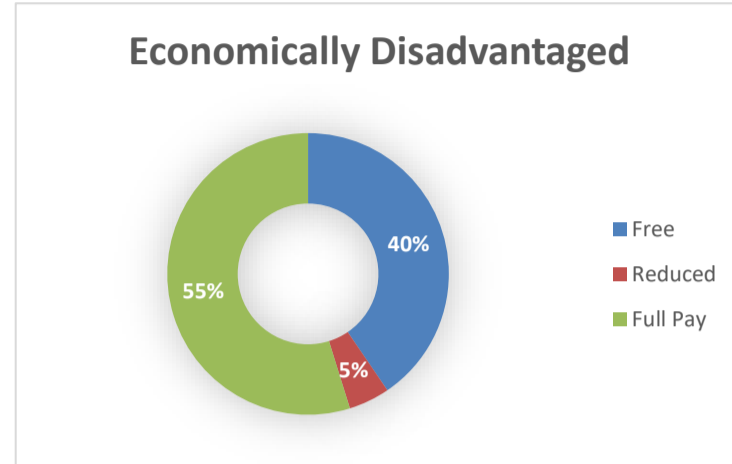
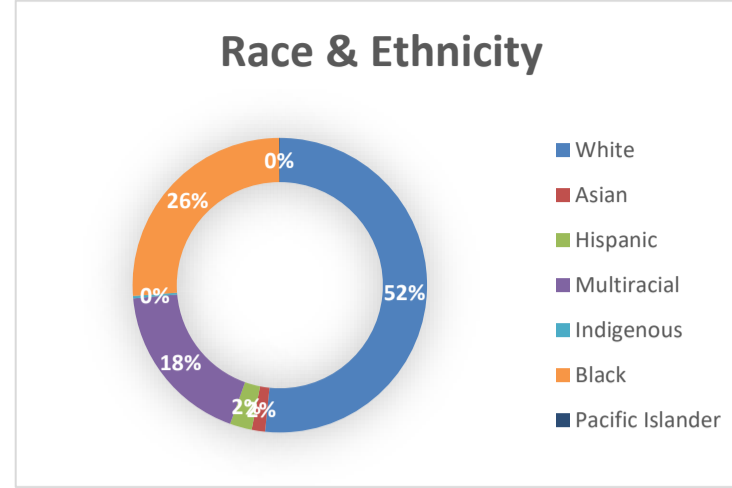
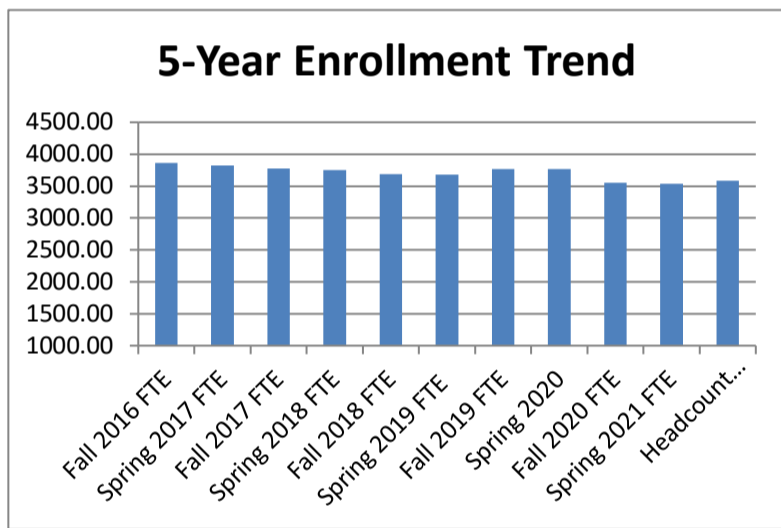
Enrollment Summary
9/22/2021

Model	117
ECSE	20
GSRP	77
Headstart	10
Evaluation	8
Community Based	2
Bishop	434
Y5/K	15
K	79
1	69
2	85
3	59
4	56
5	71
Brick	469
Y5/K	17
K	66
1	87
2	73
3	73
4	74
5	79
Childs	452
Y5	17
K	67
1	79
2	68
3	74
4	75
5	72
LMS	729
6	229
7	256
8	244
LHS	974
9	268
10	235
11	213
12	258
LCS VA	236
K	10
1	9
2	7
3	13
4	20
5	15
6	18
7	16
8	21
9	31
10	26
11	26
12	24
VLAC	5
4	1
6	2
8	2
Progress Park	5
4	1
8	3
9	1
ECA	120
9	4
10	31
11	33
12	52
WAVE	77
9	7
10	35
11	16
12	19
WIHI	64
9	13
10	16
11	20
12	15
Grand Total	3682



Year	FTE
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	3768.72
Spring 2020	3767.50
Fall 2020 FTE	3552.61
Spring 2021 FTE	3533.67
Headcount 09/22/2021	3587.00

*GSRP/Headstart Counted Separately



Board Executive Committee Meeting Minutes

Tuesday, September 7, 2021

Pittman Room

5:30pm

Attendees: Yoline Williams, Jennifer Czachorski, Jennifer Labombarbe, Adam Blaylock, Robert Jansen, Karensa Smith

- I. Call to order at 5:39pm
- II. Acceptance of Agenda – approved as written
- III. Public Comment - none
- IV. Board of Education meeting agenda September 13, 2021 – reviewed DRAFT agenda and final agenda approved.
- V. Transportation Update – all LCS routes transported 9-7-21. Mechanics and dispatcher helped with routes. One additional driver returning to workforce 9-8-21.
At this time, every route is covered. Currently working on building capacity for unanticipated absence(s). Interviewing, background checks and hiring continue.
- VI. Enrollment Update -
9-7-21: 3607
Spring 2021: 3533
Fall 2020: 3552
Fall 2019: 3768
Will continue to monitor and update as 150 remain in Registration Gateway.
- VII. Other –
 - A. Lowden Schoolhouse will be turned back over to Lincoln Consolidated School district. Huge THANK YOU to the Makarawich family for everything that has been done. No water or electricity bills for district with this building. Superintendent Jansen working with Mr. Makarawich regarding transition date and process. Celebration and subsequent Board of Education meeting presentation.
 - B. Policy Review by Planning committee is complete. Very positive feedback on the process and the company from Planning Committee chair and entire planning committee. Website will be updated with policies following board action on policies.
Administrative Guidelines work beginning with goal completion date of 12-1-21.
By 1-1-22, all updates / transitions of policies and administrative guidelines should be complete and posted to website.
- VIII. Adjourned at 6:40pm

Next Meeting: Monday, September 20, 2021, at 5:30pm in Pittman Room



Planning Committee Minutes

September 13, 2021

1. Members Present
 - Jennifer LaBombarbe, Thomas Rollins, Adam Blaylock, Adam Snapp, Phil Bongiorno
2. Chair LaBombarbe called the meeting to order at 4:03 pm
3. Old Business
4. Bond Review
 - a. Update on bond
 - i. Punch list:
 1. Football Scoreboard
 - a. Football Scoreboard – too big, for current poles, won't be warrantied if put on existing poles.
 - b. Now timing try to get it installed.
 - c. No plans on getting it up before end of football season.
 2. Band room
 - a. Acoustics spray for ceiling is not performing. Engineer came in and tested the acoustics.
 3. Door Hardware in some areas are not working
 4. Retention Pond – drained 3 times to install parts as they come in.
 5. Track and Field areas – concrete poured and was done poorly now they will have to redo some areas.
 6. Baseball and softball – concession inspection complete, missing gates, fence topper has been delivered, meeting with landscaper tomorrow. Not growing and there are bald spots and is a bad looking grass. There is also wash away spots.
 7. Floor covers for electrical outlets in MS need to be installed.
 8. Indoor building – pipe break in ladies locker room was fixed, barstools added, waiting for tables to be delivered. Graphics coming.
 9. Field house – Phil and Chris met with architect and finalized drawings a month ago. When we get the final drawings back Phil will bring to Planning. Look at building in 2023 spring.
 10. Adam Snapp will have a detailed financial report before our next Planning Meeting.
 11. Phil will fill out a matrix of the projects as presented to community with what is left to complete.
5. Policy Review
 - a. We reviewed the document shared with the rest of the board that had the last few changes completed and redlines removed. We had no questions now just waiting to see if there are questions from the rest of the board.

6. New Business
7. Other
8. Adjournment 5:14 pm

Next meeting October 11, 2021 @ 4pm in the Pittman Room

LINCOLN CONSOLIDATED SCHOOLS AGENDA ITEM REQUEST

Completion of this form will help us prepare accurate and complete agendas and explanatory notes for consideration by the Board of Education. It will also ensure timely consideration and/or approval of your request.

Group/Individual Making Request: Technology

Contact Person: Solomon Zheng

Phone/Email: techdirector@lincolnk12.org

Topic of Agenda Item: (Be specific)

Proposing an additional purchase of 200 Chromebooks and 100 iPads to meet the need of providing new students with devices while replacing damaged or broken devices from our current students. Currently we have over 70 students yet to receive devices and the number of damaged devices continues to rise as we build a culture of having devices on our campus as a part of everyday student life.

Background Data: (To assist in writing corresponding explanatory notes)

We have submitted close to 200 devices for repair with another 100-120 devices for evaluation before we can send in for repairs. We are below 30 iPads in our inventory for the entire district.

Desired Board Action: ___ Informational only _____ Board action required

Please keep in mind that in most circumstances, Board policy calls for a two-meeting review of all agenda items requiring action. Incomplete information could result in additional delays.

Board meeting date-First reading:

Board meeting date-Second reading & approval (If required):

Who will attend meeting to present request and answer questions?

Requests and all supporting documentation MUST be received in the Superintendent's office no later than noon the Friday prior to the Executive Committee meeting the week before the scheduled Board of Education meeting. Late requests will be deferred to the following agenda and may compromise your deadline.

Submitted By:
Solomon Zheng

Building/Department Head:

Date: 2021-09-23

Date

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / REGULAR MEETING
September 13, 2021
6:00 p.m.
District Boardroom-Lincoln High School

OFFICIAL MINUTES

BOARD MEMBERS PRESENT

Yoline Williams, President
Jennifer Czachorski, Vice President
Jennifer LaBombarbe, Secretary
Thomas Rollins, Treasurer
Matthew Bentley, Trustee
Jason Moore, Trustee
Allie Sparks, Trustee

ADMINISTRATORS PRESENT

Robert Jansen, Superintendent
Adam Blaylock, Human Resources Director
Karensa Smith, Assistant Superintendent Curriculum & Instruction
Adam Snapp, Finance Director

OTHERS PRESENT

Edgar Brown, Jim Harless, Laurie Price, Mary Aldridge, Melissa Palmquist, Anne Walz, Michael Mickeviciun, Amy Baxter, Jeff Nowak and Dawn Wolf

1.0 CALL TO ORDER

President Williams called the meeting to order at 6:01 pm.

2.0 ROLL CALL

Roll call showed all Board Members were present.

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

Ayes:7

Nays: 0

Motion carried 7-0

6.0 PRESENTATIONS

6.1 Employee of the Month

Candie Wilson is an extremely dedicated, caring and talented bus driver. She not only ensures that her kids are transported to and from school in an extremely safe manner, she goes out of her way to build caring relationships with her kids. Over the course of dealing with Covid, Candie helped deliver food, school supplies, and any other supplies our students needed. She willingly volunteered to assist with our Lincoln Cares Program, assisting me with home visits for students, our staff lost contact with during our shutdown to ensure they were safe. When many were in home in shelter in place, Candie was determined to make sure all our kids were cared for. Candie was also involved in another situation where she put her own body

and self-care on the line to keep her kids safe. We are so fortunate to have Candie as a member of our LSC family.

Robert Merrit

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
 - Resurfacing of outdoor track due to damage from turf installation.
- New fence to secure stadium field
- Security cameras (Brick, Model, Bishop, and Childs)
- Secure entryways (Bishop, Brick, Childs, Model, LMS, and LHS)
- Instructional technology
- New Band, Choir, Drama, Weight, Cheer and Wrestling rooms.
- Replace Railsplitter Dr.
- Childs bus loop replacement
- Acoustical shell Performing Art Center
- Flooring replacement Childs main office area
- Flooring replacement Middle School hallways
- Cross corridor security doors
- Athletic Equipment (field house and track/field)
- Fitness center weight equipment
- Playground equipment Bishop
- Indoor training building bleachers
- Indoor field house
- Baseball/Softball irrigation
- Baseball/Softball press box
- Baseball/Softball Scoreboards
- Parking Lot
- Flooring Replacements (Child's and Middle School)

Approved Projects In Process

- New Baseball/Softball complex
 - Fence toppers (Product received this week)
 - Walk through with BB/SB field landscaper scheduled 9/16/21
- Site Work
 - Finish grading & seeding still to take place
 - Pump system installed/connected to the county drain lines
 - Electrical parts were on back order
 - Track and fields events
 - Shot put, pole vault, discus areas, concrete in, however 30 cure time needed to finalize the areas.
- Football Scoreboard
 - Board on site; structural concern with current board posts, as the new board is much larger than the current one.
 - Working on sourcing additional posts

Projects Still Outstanding

- Stadium Building
 - Project on hold due to construction material costs and design modifications
 - Meeting held with athletics and architect on final design layout.

- Project bid out in 2022, with construction starting Spring 2023

6.3 Summer School Summery
Presented by Karensa Smith

Elementary-Lincoln Learning Camp

- Participants
 - Kindergarten - 56 enrolled, 46 attended
 - 1st Grade - 41 enrolled, 33 attended
 - 2nd Grade - 38 enrolled, 34 attended
 - 3rd Grade - 46 enrolled, 29 attended
 - 4th Grade - 47 enrolled, 37 attended
 - 5th Grade - 45 enrolled, 30
- Areas of Focus
 - Reading, Math and STEM

Lincoln Middle School Summer Academy

- Participants
 - 6th Grade: 30 - 5 no shows
 - 7th Grade: 27- 2 no shows
 - 8th Grade: 35- 4 no shows
 - Total Attendance = 81
- Areas of Focus
 - Exact Path
 - SEL Daily Activities
 - Healthy Habits

Lincoln High School Summer School

- Participation
 - Class A 55 students
 - Class B 49 students
 - Class C 53 students
- Total number of classes completed was 451

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent's Report

- Happy Birthday Trustee LaBombarbe!
- Thank you to President Williams for her inspirational speech at Opening Day.
- Excited to see the band and cheer squad at the first home football game!

7.2 Human Resources Report

- Staffing shortages at the high school and Special Education.
- New Covid-19 guidance coming for the WCHHS.

7.3 Student Services Report

- We have had an influx of Special Education students from the charter schools that are having staffing shortages.
- Special Education is still experiencing staffing shortages district wide.

7.4 Facilities & Maintenance Report

Custodial

- The team did an outstanding job moving furniture at Childs and the middle school for the flooring replacement. This was done at no added cost to the district.
- The team finished a successful summer clean, while also servicing the district with several furniture, office, and classrooms moves.

- We are focused on filling staffing vacancies, and moving back to general school cleaning.

Maintenance

- Completed two special education spaces, one at Bishop and one at the high school
- Addressed several HVAC water leaks at Childs Elementary
- Filter replacement took place over the summer throughout the district to MERV13's
- Assisted with various resolutions from the power outages that impacted several HVAC units, the Pool and sump pumps at the high school
- Several painting repairs made at Brick elementary school
- Built a new RAHS clinic at Brick Elementary school in the old administration building
- Created a new office space for the new high school principal that now connects to the main office.
- Painted the entire building at Childs Elementary school
- Several HVAC repairs made throughout the district
 - LMS – Three major repairs in process
 - Gym condenser replacements
 - Main office compressor needed on one of the units
 - The North Webco needs the decking replace/repared, currently getting water in from underneath the unit flowing into the classroom below.

Grounds

- Parking lots and roadways in the process of being re-lined
- Brick & Bishop – parent drop off loop seal coated and lined for their new drop off process.
- Middle School - new booster pump and motor installed on the well for the soccer/football fields

District Upcoming projects

- LHS – Building a new counselor suite
- LHS – Modifying a new space for the athletics office
- LHS – Moving Technology back into their original space

8.0 BOARD REPORTS/CORRESPONDENCE

- 8.1 Board Executive Committee Report
The next Executive Committee meeting is scheduled for September 7, 2021, in the Pittman Room minutes from the previous meeting will be forthcoming in the next Board packet.
- 8.2 Board Performance Committee Report
The next Performance Committee meeting is scheduled for September 27, 2021, at 4:30pm.
- 8.3 Board Planning Committee Report
The Board Planning Committee met on September 13, 2021, in the Pittman Room to review new polices and review the Bond punch list.
- 8.4 Board Finance Committee Report
The Board Finance Committee will meet next on October 4, 2021, in the Pittman Room.
- 8.5 Reports and Correspondence
No reports.

9.0 PUBLIC COMMENT

- 9.1 Response to Prior Public Comment
- Julie Jenkins, resident, offered her years of experience in education to volunteer at Lincoln. Mr. Jansen spoke to Mrs. Jenkins and they will follow up after the school year is underway.
- 9.2 Public Comment

This is the time set aside by the Board to hear from you, the members of our community. We invite you to address the Board with comments, questions or concerns regarding board actions, policies, or other issues not resolved through appropriate administrative channels. The Board may not immediately respond to concerns presented at this meeting; however, we will respond to inquiries on or before the next board meeting.

Please sign in completing your contact information. Limit individual comments to 5 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment.

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3. The Board of Education President, or the President's delegee (such as the Superintendent or another District administrator) will respond to your comment
4. The Presiding officer may: A) prohibit public comments which are frivolous, repetitive, or harassing; B) interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant; C) request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting; D) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting, and; E) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

- Melissa Palmquist, parent, read letter that expressed her concerns over bus issues, Covid-19 protocols and football playing time.
- Mike Mickeviciun, resident, expressed several concerns but most importantly wanted an update on the High School Wall of Fame.

10.0 NEW BUSINESS

10.1 Miller Johnson Policy Services

The Planning Committee has met with Kevin Sutton from Miller Johnson in four meetings to review and put forward to the full Board of Education for adoption of the new Lincoln Consolidated Schools policy manual. This was presented for information only; Board action will be requested at a subsequent meeting.

10.2 Interactive Flat Panels

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11.0 OLD BUSINESS

11.1 Minutes of Previous Meeting

11.1.1 Regular Meeting August 23, 2021

11.1.2 Closed Session August 23, 2021

Enclosed are the minutes of the August 23, 2021, Regular Meeting and Closed Session

It was moved by LaBombarbe and seconded by Czachorski that we approve the minutes of the August 23, 2021, Regular Meeting and Closed Session as presented.

Ayes:7

Nays: 0

Motion carried 7-0 17

11.2 Personnel Transactions

<u>ACTION ITEMS</u>				
Name	Position/Building	Effective Date	Status	Major/Step
Sara Workman	Receptionist/LAB	8/24/2021	New Hire	
Joey Huang	Teacher/Lincoln High School	8/30/2021	Resigned	
Leslee Markose	Teacher/Bishop Elementary	8/1/2021	Resigned	
Sherry Williams	Special Education Paraprofessional/Brick Elementary	8/30/2021	New Hire	
Mary Murphy	EL Tutor	8/24/2021	New Hire	
Latifah Cooley	Bus Driver/Transportation	8/26/21	New Hire	
Daneya Griffin	Elementary Interventionist/Elementary	8/25/21	New Hire	
Bonita Saucedo	Art Teacher/Lincoln High School	8/25/21	New Hire	
Alexandra Chang	Teacher/Lincoln Middle School	8/24/21	New Hire	
Jessica Johnson	Bus Aide/Transportation	8/26/21	New Hire	
Sidianna Murphy	Paraprofessional/Childs Elementary	8/20/21	Resigned	
Danielle Lee-Sisty	Social Worker/Lincoln High School and Middle School	9/1/21	New Hire	
Rhonda Rose-Scott	Bus Aide/Transportation	9/2/21	New Hire	
Erin Steuer	Art Teacher/Lincoln High School	9/2/21	New Hire	
Kenneth Cameron III	Bus Driver/Transportation	9/7/21	New Hire	
Joseph Bolton	Bus Driver/Transportation	9/2/21	Resigned	
Coretta Foster	Bus Driver/Transportation	8/2/21	Resigned	
Lori Clark	Bus Driver/Transportation	8/24/21	Resigned	
Ragene Scott	Bus Aide/Transportation	9/7/21	Resigned	
Edgar Brown	Bus Mechanic/Transportation	8/23/21	Retired	
Lyle Culp	Noon Supervisor/Model Elementary	9/7/21	Resigned	
Sue Allen	Bus Driver/Transportation	9/1/21	Re-hire	
Cheryl Waldenmyer	Band Teacher/Lincoln Middle School	9/1/21	Re-hire	
Michael Mayes	Teacher/Lincoln Middle School	9/7/21	New Hire	
Claire Lovins	Band Teacher/Lincoln Middle School	9/13/21	New Hire	
Name	Position/Building	Return to Work Date	Status	Approved/Not Approved
Denise Burton	Paraprofessional/Childs	Intermittent	Leave of Absence	Approved
Diane Baugher	Paraprofessional/Lincoln Middle School	Intermittent	Leave of Absence	Approved

It was moved by LaBombarbe and seconded by Czachorski that we approve the September 13, 2021, Personnel Transactions Summary as presented.

Ayes:7
Nays: 0
Motion carried 7-0

12.0 ADJOURNMENT

It was moved by LaBombarbe and seconded by Czachorski that we adjourn the meeting at 7:22 p.m.

Ayes: 7

Nays: 0

Motion carried 7-0



Lincoln Consolidated Schools

DRAFTv5 – 09.09.21

BOARD OF EDUCATION BYLAWS AND POLICIES



Miller Johnson School Policy Services

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INTRODUCTION

0001 Name and Legal Status

The legal name of the School District is Lincoln Consolidated Schools. The School District is a general powers school district within the meaning of the [Michigan Revised School Code \(RSC\), MCL 380.1, et seq.](#)

0002 The Board of Education

The School District is governed by the Board of Education (the Board). A principal function of the Board is to adopt Bylaws and Policies that are reasonable and necessary to guide present and future Board and School District decision making and operations. The adoption, amendment, or repeal of Bylaws or Policies requires the vote of a majority of the Board members elected and serving.

Bylaws and Policies supplement the wide body of federal and state statutory and regulatory law that applies to public school districts in the State of Michigan. Federal and state law supersede these Bylaws and Policies, to the extent of any inconsistency. The Board has determined that it is not reasonable or necessary to attempt to replicate federal or Michigan statutes or regulations in these Bylaws and Policies.

0003 The Superintendent of Schools

The Board will employ a Superintendent of Schools in conformity with the [RSC](#) and other applicable laws. The Superintendent will serve as the School District's chief administrator and is responsible for the development and implementation of Administrative Regulations that give operational effect to the Board Policies. Regulations are to be consistent with these Bylaws and Policies and, except as otherwise agreed by the Board, will not be effective for a period of one month from the date they are provided to the Board, unless otherwise agreed to by the Board President or designee. The Board may, but is not required to, formally approve Administrative Regulations. A reference to the Superintendent in these Bylaws and Policies (and in any Administrative Regulations that may be promulgated) means the Superintendent or his/her designee, unless otherwise expressly stated.

The Board is represented in all labor negotiation proceedings by a negotiating team. The Superintendent will serve as the Chief Negotiator for the negotiating team. All agreements negotiated by the team are subject to ratification by the Board.

1000

BYLAWS

The Board has adopted these Bylaws to define the manner in which the Board meets, operates, and conducts its business. Bylaws are intended to provide for the Board's own internal governance, providing the basic framework for Board operations.

1001 Organization and Functioning of the Board

Composition The Board of Education is comprised of seven (7) members, elected or appointed in accordance with the [RSC](#) and the [Michigan Election Law](#).

Term of Office The term of office of each member is six (6) years.

Oath of Office Newly elected, reelected, and appointed members of the Board will take the required oath of office before being seated.

Vacancies In the event of a vacancy on the Board, the Board may appoint an eligible person to fill the position consistent with [Michigan law](#).

Duties and Responsibilities of Board Members Board members are elected to serve the interests of the School District and the entire school community. These interests may not be subordinated to any partisan principle, group, or interest. Board members are expected to be and remain informed about issues that may come before the Board for decision. Regular attendance at Board meetings is necessary to fulfill the obligations of a Board member.

Role of Individual Board Members The Board acts as a whole, and only at properly convened Board meetings. An individual Board member lacks independent authority and may not act for or on behalf of the Board unless he/she has been specifically delegated authority by the Board to act in a particular instance.

Code of Ethics Each Board member will be asked to acknowledge and sign the following Code of Ethics:

As a member of the Board, I will promote the best interest of the School District as a whole and will adhere to the following ethical standards and principles:

1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to any partisan principal, group, or interest.
2. I will avoid any conflict of interest prohibited by law or appearance of such that could result from my position, and will not use my membership on the Board for personal gain, where contrary to the interests of the School District.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public meeting of the Board.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest, and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend, and actively participate in School Board meetings.
8. I will become sufficiently informed about and prepared to act on the specific issues before the Board.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire school community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the School District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, including those sponsored by state and national school board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep the Board focused on its primary work of clarifying the School District purpose, direction and goals, and monitoring District performance.

Confidentiality Board members will receive information that is not available to the general public. This includes information that is received during a closed session of the Board. In order for the proper functioning of the Board, an individual Board member will not share confidential information without the prior authorization of the Board or as may be required by law.

Conflict of Interest If a relative (status as accompanied by adoption or marriage or any other persons who reside at the same location as a Board member) of a Board member is already an employee of the School District, such Board member shall abstain from voting on any matter affecting the employment status of the employee.

New Members Board service requires considerable preparation and study. New Board members are strongly encouraged to participate in orientation and educational activities to acquaint themselves with the duties and responsibilities of a Board member.

Committees The Board may create various committees to gather information for the Board. Committee members will be appointed by the Board President. A committee will not consist of more than three (3) Board members.

Election of Officers of the Board The President, Vice President, Treasurer, and Secretary of the Board will be elected at the Board's annual organizational meeting. The vote of a majority of the Board members elected and serving will be necessary for election to these offices. The elected officers will hold office for one year, and continue in office until their successors are chosen and take office. Board officers are eligible for reelection to their office.

President The President of the Board will preside at all meetings of the Board and conduct meetings in the manner prescribed by these Bylaws. The President will prepare the agenda for Board meetings in consultation with the Superintendent and may perform such other tasks as are reasonably necessary to facilitate Board meetings.

The President, or his/her designee, functions as the official spokesperson for the Board. The President will be the official recipient of correspondence directed to the Board and will provide copies of School District related correspondence to all other Board members and, in his/her discretion, to the Superintendent. Board members who receive School District related correspondence that was not addressed to the President will promptly provide a copy to the President.

The President will sign all papers and documents required by law or otherwise authorized by action of the Board.

The President, on behalf of the Board, is authorized to consult with the Superintendent and/or School District legal counsel prior to presentation of an issue to the full Board.

Vice President The Vice President of the Board will have the powers and duties of the President during the temporary absence or disability of the President. The Vice President will also have such other powers and duties as the Board may from time to time determine.

Treasurer The Treasurer of the Board will sign all School District documents required by law or otherwise authorized by action of the Board and perform other duties required by law and/or assigned by the Board.

Secretary The Secretary of the Board or an administrative designee will be responsible for taking and keeping the Board minutes in conformity with applicable legal requirements and performing such other duties as the Board may from time to time determine.

Vacancies in Officer Positions In the event of a vacancy in a Board office, the Board will elect a successor to serve for the balance of the term.

Removal from Officer Positions The Board may remove a person from an elected Board office by a majority vote of the serving members. Removal from an office does not constitute removal from the Board.

Compensation Board members will not be compensated for their service to the Board.

Reimbursement of Expenses Board members will be reimbursed for actual and necessary expenses incurred for attending Board approved activities and functions. Board members are expected to exercise good judgment and ensure that expenditures incurred are reasonable, necessary, and in the best interest of the School District. Board members will not be reimbursed for entertainment expenses or the purchase of alcoholic beverages.

Indemnification The School District will indemnify the Board and individual Board members to the extent permitted by law. The School District will also purchase and keep in effect insurance policies for the defense and indemnification of the Board and individual Board members.

Discipline and Removal By a majority vote, the Board may censure an individual Board member or members for violating federal or Michigan law, these Bylaws or Board policy, or otherwise acting in a manner inconsistent with the office of a Board member. By a majority vote, the Board may petition the Governor to remove an individual Board member or members from the Board for any reason permitted by law.

Professional Services The Board may select and appoint qualified individuals or firms to provide professional services to the District for legal, architectural, and auditing/accounting services. In making such selections, the Board will, minimally, consider certifications, licenses, training, and experience.

1002 Meetings of the Board of Education

Michigan Open Meetings Act [The Michigan Open Meetings Act \(OMA\), MCL 15.261 et seq.](#), governs many aspects of Board of Education meetings. These Bylaws supplement the requirements of the [OMA](#).

Annual Organizational Meeting An organizational meeting will be held annually during the month of January. The business of the meeting will include:

- The election of Board officers;
- The establishment of a schedule of regular Board meetings for the year; and,
- Such other business as the Board may choose to address.

Regular Meetings Regular meetings of the Board will be held in accordance with the schedule established by the Board at the organizational meeting. The agenda for each regular meeting will be developed by the President of the Board in consultation with the Superintendent.

Special Meetings Special meetings of the Board may be called by the President or any three (3) Board members by providing not less than 18 hours' notice to all Board members. The notice to Board members and the public shall be consistent in manner and form with the requirements of the [OMA](#).

Meeting Procedures

Quorum. Unless otherwise required or permitted by law, a majority of the serving members will constitute a quorum.

Voting. Unless otherwise required or permitted by law, the affirmative vote of a majority of the serving Board members is required to exercise the Board's authority.

Electronic Meetings and Remote Participation. In accordance with the [OMA](#), for meetings in which any or all Board members attend remotely, the following conditions must be met:

- The Board Secretary must include the name of each Board member attending remotely in the meeting minutes;
- The Board member attending remotely must hear and be heard by other Board members and those in attendance at the Board meeting;
- The Board member attending remotely must notify the Board President at least one (1) business day before the meeting that s/he will participate remotely to allow the Board President to make arrangements to notify the general public of the means by which it may contact the Board member prior to the meeting; and
- The Board President must take steps to ensure the general public is aware of the manner any Board member attending remotely voted on any and all matters brought before the Board for a vote, such as requiring roll call voting.

Notwithstanding the foregoing, Board member attendance for any closed session attendance must be in person. Additionally, a Board member must be present in open meeting for closed session roll call in order to enter the closed session for discussion.

Guidelines for Public Participation at Board Meetings. The Board will establish guidelines concerning public participation at Board meetings. The guidelines will include, but not be limited to:

- Limiting the time any individual may address the Board.
- Requiring individuals who wish to address the Board to identify themselves and any organization they may represent.
- Advising the public that, generally, the Board and individual Board members will not directly respond to comments or questions that arise during the public participation portion of the meeting.
- Requiring individuals who wish to address the Board to direct their comments to the entire Board and not to individual Board members, the Superintendent, other School District employees, or members of the audience.
- Prohibiting behavior that is intemperate, abusive, defamatory, or discourteous, or that otherwise interferes with the orderly conduct and timely completion of the Board meeting.
- Excluding from the meeting an individual who engages in conduct that constitutes a breach of the peace.

Rules of Order. Disagreements concerning the rules of order for a meeting will be resolved according to the latest edition of *Robert's Rules of Order*. The Board may, however, suspend the Rules for a particular meeting or vote by action of a two-thirds (2/3) vote of those members present.

Suspension or Waiver of the Bylaws. Bylaws may be suspended by general consent or a two-thirds (2/3) vote of the Board members present at a properly constituted meeting. The suspension will apply to a particular instance and matter only and will not otherwise be applicable to subsequent actions or events.

1003 Adoption or Amendment of Bylaws and Policies

The Board will adopt or amend Bylaws and Policies after readings at two separate Board meetings. The Board may, by a majority vote of members elected and serving, waive a first reading.

2000

STUDENTS

2001

Admission and Enrollment

Resident Students Michigan law establishes which students have the right to attend school in the School District. The Superintendent will develop and implement regulations for the enrollment of resident students and their assignment to School District schools, facilities, and programs. The Superintendent may also develop and implement regulations for intra-district open enrollment.

Nonresident Students Nonresident students may be permitted to enroll in the School District, as described below.

Schools of Choice. The Board may choose to permit the enrollment of nonresident students pursuant to a schools of choice program. If such a program is adopted, the Superintendent will develop and implement regulations for the enrollment of nonresident schools of choice students. Students duly enrolled pursuant to a schools of choice program will, thereafter, be considered School District students for all curricular and extracurricular purposes.

Tuition Students. The Board may choose to permit the enrollment of nonresident students pursuant to a tuition program. If a tuition program is adopted, the Superintendent will develop and implement regulations for the enrollment of nonresident tuition students. Students duly enrolled through a tuition program will, thereafter, be considered School District students for all curricular and extracurricular purposes.

Foreign Exchange Students. The Superintendent may develop and implement regulations for the enrollment of foreign exchange students.

Homeless Students. The School District will comply with applicable legal requirements concerning the enrollment of students defined as homeless under federal law. The Superintendent will appoint a designee to serve as the District's liaison with homeless students and their parents or guardians. The liaison will coordinate and collaborate with state and local officials, as necessary. Students duly enrolled as homeless students will, thereafter, be considered School District students for all curricular and extracurricular purposes.

Children of Non-resident Employees. A child of a non-resident employee of the School District may be permitted to enroll in the School District without the payment of tuition, provided the enrolling student is enrolling in the K-12 program. Once enrolled, such a student will be permitted to continue to attend the School District through graduation or receipt of a certificate of completion. This policy does not, however, bar the long-term suspension or expulsion of a student for a violation of the Student Code of Conduct.

Shared Time Instruction Under certain circumstances, students enrolled in non-public schools located within the geographic boundaries of the School District, as well as eligible students who are being home-schooled, are permitted to participate in non-core elective classes offered by the School District.

2002

Learning and Achievement

The core function of the School District is to educate students to prepare them to become productive and responsible citizens and adults. All other policies and considerations are secondary to this objective.

Assessments The Superintendent, in consultation with selected School District personnel, is responsible for developing and implementing legally-compliant student assessments. These assessments are to be designed to accurately measure the degree to which students of the School District are progressing in the

School District's curriculum, in general, and how each individual student is progressing within the curriculum.

The Superintendent, in consultation with selected School District personnel, is also responsible for developing and implementing an assessment reporting system. The purposes of the reporting system include informing the Board, School District staff, parents,¹ and the community, at large, about student progress within the School District's curriculum, in general; informing the Board, School District staff, parents, and the community at large about student progress relative to their peers in other school districts and communities; and, notifying parents and students of the particular student's individual progress in the School District's curriculum. All School District personnel are responsible for faithfully and effectively administering the School District's assessments and following the prescribed system of assessment reporting.

Progress Reports and Grades The Superintendent, in consultation with selected School District personnel, is responsible for developing and implementing a system of legally-compliant periodic progress reporting and grading that accurately reflects the degree to which students are progressing within the School District's curriculum, in general, and relative to their peers, as well as how each individual student is progressing. All School District personnel are responsible for faithfully and effectively implementing the School District's progress reporting and grading system.

Placement To the extent permitted by law, the Superintendent and building administrators, in consultation with parents, are responsible for placing students in schools, grades, and courses consistent with the School District's core function of preparing students to become productive and responsible citizens and adults. Where agreement cannot be reached, following consultation, placement decisions may be made notwithstanding parental objection. The Superintendent will promulgate administrative regulations necessary to implement this policy.

Graduation Requirements In order to graduate and receive a high school diploma from the School District, a student must successfully complete all coursework required by law, all credits, coursework, and assessments required by the School District and all other requirements that may be established and published from time to time by the Board.

2003 Education Records

The Superintendent will develop and implement legally-compliant regulations covering the creation, maintenance, preservation, and confidentiality of student records. The Superintendent will notify parents annually of their rights with respect to student records and related matters, as required by the [Family Education Rights and Privacy Act](#) (FERPA) and the [Protection of Pupil Rights Amendment](#) (PPRA).

Directory Information The Board designates the following student record information as *directory information*:

- A student's name, address, and telephone number;
- A student's photograph;
- A student's birth date and place of birth;
- A student's participation in School District related programs and extracurricular activities;
- A student's academic honors and awards;

¹The word "parents," when used in these policies, includes legal guardians and, where required by law, those acting in the place of parents.

- A student's height and weight, if a member of an athletic team;
- A student's athletic or extracurricular honors and awards;
- A student's dates of attendance and date of graduation; and
- School photographs or videos of students participating in school activities, events, or programs.

Such information may be released by the School District, upon request, unless a parent or adult student has made timely objection, in writing, in accordance with [FERPA](#).

Student Surveys Parents may inspect all materials used for any student survey, analysis, or evaluation conducted by the School District in connection with a program that is funded by the United States Department of Education. The School District will not, without the consent of the parents of a student, require the student to participate in such a survey, analysis, or evaluation that reveals or is intended to reveal information concerning the student or the student's parents':

- Political or religious affiliations, beliefs, or practices;
- Mental or psychological problems;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom the student or the student's parents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers; or
- Income, other than when required by law to determine eligibility for programs or financial assistance.

2004 Extracurricular Activities

The Board strongly encourages the participation of School District students in extracurricular activities. Such activities are intended to supplement the School District's curriculum and provide opportunities for student enrichment. While important, it must be emphasized that participation in extracurricular activities is a privilege, not a right.

Athletics The Superintendent, in consultation with the Board and selected School District personnel, will develop and administer a robust program of interscholastic athletics. The athletic program must, at all times, adhere to the principle that participants are students first and athletes second.

School District Clubs and Other Activities The Superintendent, in consultation with the Board and selected School District personnel, will develop and administer a program of curricular and extracurricular student clubs and other activities.

Student-Initiated Clubs School District secondary students may also initiate clubs and other activities to be held on School District premises, subject to such rules and regulations as may be established by the Board, the Superintendent, or District personnel consistent with the federal [Equal Access Act](#) and its [Michigan equivalent](#). The School District will not discriminate among such student-initiated clubs and activities based on the religious, political, or philosophical content of their meetings, provided the following conditions are met:

- Club meetings and events may not take place during instructional time.
- Club meetings and events must, in fact, be student-initiated and student participation must be voluntary.
- Club meetings and events will not be sponsored by the School District or School District employees or agents.
- School District employees and agents may be present in only a supervisory capacity. They may not otherwise participate in club meetings and events.
- Persons not affiliated with the School District may not direct, conduct, control, or regularly attend club meetings and events.
- Club meetings and events must not materially or substantially interfere with the orderly conduct of School District educational programs or activities.

2005 Communication

Closed Forum The School District is a closed forum, dedicated to the education of School District students based on the School District's curriculum. Where deemed necessary, the School District reserves the right to prohibit communication by students or others while observing all applicable legal requirements.

Student Publications The School District supports and encourages student publications that are part of the School District's curriculum, including school newspapers, yearbooks, and similar publications.

Distribution and Posting of Materials The posting and distribution of materials on School District premises is prohibited, unless the materials are generated by the School District itself or provides factual information about School District academic or extracurricular activities. All postings and materials to be distributed require the prior written approval of the building administrator or his/her designee.

The Superintendent, in consultation with building administrators, may develop and implement regulations for the posting and distribution of other information. In all cases, the School District prohibits the posting or distribution of literature that:

- Is libelous, defamatory, obscene, lewd, vulgar, or profane;
- Violates federal, state, or local laws;
- Advocates the use or availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol, or illegal drugs;
- Incites violence;
- Interferes with or advocates interference with the rights of any individual or the orderly operation of the schools and their programs;
- Is primarily of a commercial nature, including but not limited to material that primarily seeks to advertise products or services; or
- The primary purpose of which is fundraising, except as approved in advance by the Superintendent.

2006 Behavior

Introduction The Board of Education is committed to providing a school environment in which staff may deliver and students may receive educational services without disruption or interference. Expectations for students are based on principles of civility, mutual respect, and otherwise doing what is necessary to be a functioning member of a school community. These expectations apply to conduct on School District premises, while en route to and from school, while in attendance at school functions, as well as when off-campus, to the extent the off-campus behavior is likely to or does substantially disrupt District academic or extracurricular activities or programs.

Attendance and Truancy The School District requires its students to attend school every day school is in session, except when excused by the School District. The School District's Superintendent is responsible for enforcing this policy. In cases where the School District's Superintendent concludes a parent is failing to comply with Michigan's compulsory school attendance law, [MCL 380.1561](#), s/he may refer the matter to Child Protective Services or the appropriate police agency or prosecutor's office.

Student Appearance Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Student Code of Conduct The Superintendent, in consultation with selected School District personnel, will develop and implement a legally-compliant Student Code of Conduct. The Student Code of Conduct will apply to student behavior on school premises, while en route to and from school, at School District related events, as well as to off-campus behavior, to the extent the off-campus behavior is likely to or does substantially disrupt District academic or extracurricular activities or programs, or to the extent the District is legally required to consider the off-campus behavior, such as criminal sexual conduct and cyberbullying.

- Principals are delegated the authority to suspend a student from school for misconduct for a period not to exceed ten (10) school days. The Student Code of Conduct to be developed by the Superintendent is to include the due process protections that will apply in connection with such suspensions.
- The Student Code of Conduct will include a procedure for considering and disposing of recommendations by the administration for long term suspensions (in excess of 10 school days) and expulsions. The procedure will be consistent with this policy.

Long Term Suspensions and Expulsions. The Board of Education retains the authority to issue long-term suspensions and expulsions, pursuant to legally-compliant procedures set forth in the Student Code of Conduct. The Board's decision on such suspensions and expulsions will be final.

The Superintendent may develop and implement an Athletic and Extracurricular Code of Conduct. The Code will be developed on the foundational basis that participation in athletics and extracurricular activities is a privilege, not a right. The Superintendent will post the School District's Student Code of Conduct and Athletic and Extracurricular Code of Conduct on the School District's website and take other reasonable measures to assure that students and parents are aware of their existence.

Other Student Behavior [Michigan law](#) requires that the Board adopt policies concerning bullying, "verbal assault," and locker searches. The Board adopts the following policies, which the Superintendent is to incorporate into the Student Code of Conduct.

Student Bullying The Board recognizes that bullying and cyberbullying significantly interfere with the learning process. Through this Policy, the Board prohibits bullying "at school," as defined below, as well as off-campus conduct that is likely lead to a material or substantial disruption of the school learning environment for one or more students.

This Policy is intended to protect *all* students from bullying, including cyberbullying, regardless of the subject matter or motivation for the behavior. The Board, through this Policy, also prohibits retaliation or false accusations against a target of bullying, as well as a witness or another person with reliable information about an act of bullying. The identity of an individual who reports an act of bullying shall remain confidential. The Superintendent will promulgate administrative regulations to implement this policy.

Verbal Assault A verbal assault is a communication or series of communications that does or is intended to put a reasonable person in fear of harm to himself/herself or his/her property. The Superintendent will address verbal assault within the Student Code of Conduct.

Locker and Other Searches Lockers provided to students are the property of the School District and students and others have no expectation of privacy with respect to the lockers or their contents. School District principals and their designees may search student lockers at any time for any reason and may request the assistance of local law enforcement personnel. When conducting locker searches, School District personnel will respect the privacy rights of students regarding items found that are not illegal or possession of which is not in violation of School District policy. Any searches of personal property on school grounds will be conducted in a manner consistent with applicable legal standards.

Personal Electronic Devices The School District reserves the right to prohibit the possession or use of personal electronic devices on School District property or at School District-related functions. For purposes of this Policy, “personal electronic device” means a privately owned device that is used for audio, video, or text communications. The School District’s expectations for the use of personal electronic devices are identified in the applicable student handbook for each school building.

The Superintendent may develop regulations to further control student possession and use of personal electronic devices.

2007 Health and Safety

Programs and Activities School District personnel will take reasonable precautions to preserve the health, safety, and welfare of students participating in School District related programs and activities.

Health Concerns Raised by Parents Parents are responsible for informing the School District of health and safety concerns particular to their children and cooperating with the School District to address those concerns. The Superintendent will develop and implement regulations for addressing the health and safety concerns of students with disabilities within the meaning of [Section 504 of the Rehabilitation Act of 1973](#).

Immunization Except as otherwise specifically provided by law, the Board requires that all students be properly immunized, not later than the first day of school.

Medication The Superintendent will develop administrative regulations concerning student medications. The regulations will address the possession, storage, and accessing of student medications, as well as the administration of prescription medications to students while at school.

Performance Enhancing Substances Students are prohibited from using or being in the possession of any performance-enhancing substances, including, but not limited to, those that may be listed by the National Collegiate Athletic Association, the Michigan High School Athletic Association, or the Michigan Department of Community Health.

Seclusion and Restraint The Board directs School District personnel and others to comply with [Michigan law](#) prohibiting seclusion and restraint, except for emergency seclusion and emergency physical restraint in the manner permitted by law.

Wellness The Board of Education recognizes that student wellness is integral to learning, growth, and development. The School District will promote proper nutrition and nutrition education, as well as regular physical activity, as steps toward student wellness. The Superintendent will develop administrative regulations to implement this policy.

Epinephrine Auto-Injectors (Epi-Pens) The School District will acquire or purchase and maintain at least two functioning epinephrine auto-injectors (epi-pens) for and at each school building it operates. Properly trained School District personnel or authorized contractors will administer an epi-pen injection to any individual on school grounds who is believed to be having an anaphylactic reaction, or to any student who has a prescription on file at the school. The District will notify the parent of any student to whom the District administers an epi-pen injection on school grounds or at a school-related activity.

The purpose of this policy is to comply with sections [1178](#) and [1179](#) of the [Revised School Code](#). This policy is not intended, and should not be construed, to create or grant any rights or remedies to any person. The Superintendent will promulgate administrative regulations for implementing this policy consistent with the requirements of the [Revised School Code](#), which regulations will incorporate, by reference, the Michigan Department of Education's Medication Administration Guidelines.

Cardiac Emergency Response Plan The Superintendent will develop and implement regulations that will enable the School District to offer an appropriate response in the event of a cardiac emergency. These procedures will address, at a minimum:

- The use and regular maintenance of automated external defibrillators located within the School District.
- Activation of a cardiac emergency response team in the event of an identified cardiac emergency.
- The methods for effective and efficient communication in the building or outside area in which the emergency arises.
- A training plan for the use of automated external defibrillators and cardiopulmonary resuscitation techniques.
- The incorporation or integration of a local emergency response system and emergency response agencies into the School District's procedures.

The Superintendent will annually evaluate the School District's cardiac emergency response procedures and report the evaluation results to the Board.

Physical Examinations and Screenings Annual notice will be given to parents of any health or physical examinations or screenings. Parents will be given the opportunity to opt-out their students from all physical examinations and screenings.

3000

CURRICULUM AND INSTRUCTION

3001

Curriculum Development

The Board directs the Superintendent to develop, implement, and provide ongoing evaluation of the School District's curriculum. The curriculum will:

- Be consistent with the Board's policy on Student Learning and Achievement;
- Meet or exceed all requirements of the State of Michigan for instructional programs; and,
- Be standards based and founded upon legally-compliant, research based grade level learning and achievement standards that lead to the awarding of a School District diploma.

The School District's curriculum will also include legally-compliant, research based learning and achievement standards for students who participate in career and technical education programs, as well as address the needs and provide legally-compliant opportunities for students with disabilities and students who are considered gifted.

The Superintendent will appoint well qualified administrators and teachers to assist the Superintendent in implementing and improving the School District's curriculum, as well as otherwise improving student learning and achievement. Any changes to the curriculum must be approved by the Board.

3002

Parental Involvement

The Board strongly encourages and supports the involvement of parents in their children's education. The Superintendent will develop and implement regulations, in consultation with parents, which will include:

- The manner in which the School District will cooperate with parents of students to develop students' intellectual and vocational skills in a safe and positive environment;
- The manner in which the School District will permit parents to review the School District's curriculum, textbooks, and teaching materials;
- The manner in which the School District will permit parents to observe instructional activities, other than testing and assessments, in which their students are enrolled and present; and
- The manner in which the School District will permit the disclosure or use of student information for purposes of sales or marketing.

Parental involvement is also considered a key component of federal Title I programs. In order to help build a partnership between home and school for purposes of Title I, the School District:

- Informs parents of the program, the reasons for their children's participation and the specific instructional objectives;
- Trains parents to work with their children to attain instructional objectives;
- Trains teachers and other staff involved in Title I programs to work effectively with the parents of participating students;
- Consults with parents on a regular basis;

- Provides opportunities for parents to be involved in the design, operation, and evaluation of the program; and
- Provides opportunities for the full participation of parents who lack literacy skills or whose native language is not English.

The Superintendent will develop and implement regulations that are compliant with Title I. The regulations are to support the above principles and actions and also assure that services provided with state and local funds in Title I schools are comparable to those provided in non-Title I schools in the School District.

3003 Instruction

To the maximum extent feasible, student instruction will be delivered using research based and peer reviewed instructional methodologies. The Superintendent may develop regulations that are consistent with this policy.

3004 Textbooks and Other Instructional Materials

The Board delegates to the Superintendent the authority to purchase and recommend to the Board, for its approval, instructional materials, including textbooks, that are compatible with the School District's curriculum. The Superintendent may utilize well qualified administrators and teachers to assist in the selection of instructional materials, including textbooks, to be recommended to the Board.

3005 Selection of Media Center Materials

The Board intends that students be provided access to a wide variety of educational materials, in various media, to support learning. The Superintendent is authorized to make or approve purchases for the media center and may receive recommendations for such purchases from professional staff members, parents, and students.

3006 Parental Objections

The Superintendent will develop regulations that provide an opportunity for the presentation and fair consideration of parental objections to the School District's curriculum, the selection of textbooks and other instructional materials, and media center materials.

3007 School Year / School Calendar

The Superintendent will develop and recommend for approval by the Board a school year that is consistent with the Board's policies on Student Learning and Achievement. The school year adopted by the Board will meet all applicable legal requirements and, to the extent feasible, will be coordinated with the school year calendars of the intermediate school district and neighboring school districts.

3008 School Day

The Superintendent will develop and recommend for approval by the Board a school day that is consistent with the Board's policies on Student Learning and Achievement. The school day will meet all applicable legal requirements.

3009 Limited English Proficiency

The Board is committed to providing equal educational opportunities for all students in the School District. This includes students who have an English language deficiency. The Superintendent will develop and implement programs of instruction that:

- Appropriately identify students who have an English language deficiency;
- Provide appropriate instruction to limited English proficient students to assist them in gaining English language proficiency; and,
- Annually assess the English proficiency of students and monitor their progress in order to determine the degree to which they may participate in a regular classroom environment.

3010 Field and Other District-Sponsored Trips

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study. Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program.

The Board shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District overnight or longer or out of the State. The Superintendent shall approve all other such trips. The Superintendent may develop administrative regulations consistent with this policy.

4000

PERSONNEL

A quality educational program is very largely a function of the personnel employed to implement the educational goals of the Board of Education. The Board will search for and employ persons of the highest character who have the skills and other qualifications necessary to meet staffing requirements.

Board policies apply to all School District employees, including personnel who are covered by a collective bargaining agreement. In the event that a Board policy conflicts with an enforceable provision of a collective bargaining agreement, the bargaining agreement will control the particular matter for employees who are within the coverage of that agreement. Any provision of a collective bargaining agreement that purports to cover a prohibited subject to bargaining is not enforceable.

All staff members have the responsibility to make themselves familiar with, and abide by, the laws of the State of Michigan as they affect their work, the policies of the Board, and implementing Administrative Regulations designed to implement them.

4001

Administrative Staff and Organization

The Superintendent of Schools The Board will employ a Superintendent of Schools in conformity with relevant provisions of the [Revised School Code](#) and other applicable laws.

Other Administrators The District may employ other administrators as it deems necessary for the proper operation of the School District.

4002

Employment Considerations

Equal Employment Opportunity The Board is committed to equal employment opportunities in all aspects of employment, including recruitment, selection, training, promotion, and retention of staff.

Discrimination and Harassment The Board is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from illegal discrimination and harassment. There will be no tolerance for discrimination or harassment in employment on the basis of race, color, national origin, religion, sex (as interpreted by current legal standards to include sexual orientation and gender identity), marital status, genetic information, disability, age, or any other illegal grounds. See, also, Policy 8007.

Nepotism It is the intent of the Board to avoid favoritism as well as the appearance of favoritism towards relatives in all matters concerning employment in the School District. The Board adopts the following standards:

- No Board member or employee shall participate in any personnel action, including a recommendation for appointment, employment, promotion, or evaluation, concerning an applicant or employee to whom she or he is related.
- No Board member or employee may directly supervise or evaluate an employee to whom that person is related. If a person is hired or transferred into a position the person will immediately report that fact to the Superintendent, who will consult with the Board of Education concerning the proper disposition of the matter.

This policy should not, except as expressly provided, be interpreted to prohibit the employment of relatives of Board members or relatives of School District employees.

For purposes of this policy, the terms “related” or “relative” refers to a familial relative, as such status as accompanied by adoption or marriage or any other persons who reside at the same location as a Board member.

Criminal Background Checks The Board seeks to ensure a safe and secure environment for students, staff and other members of the school community. Accordingly, the School District will comply with [state law](#) and require that any individual working in a school building, whether as an employee or working regularly and continuously under contract, submits to a criminal history and background check by the department of state police. If an individual has been convicted of a listed offense, as defined by Michigan law, the School District will not employ the individual. If the individual has been convicted of a felony other than a listed offense, the School District will consider the severity of the felony, when the conduct occurred, its effect on the ability of the individual to work in a school building, and any other matters considered relevant to the safety of the school community. An individual with a felony conviction will not be permitted to work in a school building unless the assignment is specifically approved by the Superintendent and the Board of Education. Should the School District become aware, at any time, that an individual already working in a school building has been convicted of a listed offense or a felony, the same procedures will apply. The Superintendent will develop and implement administrative regulations to carry out this policy.

4003 Conditions of Employment

Alcohol and Drug Free Workplace The Board maintains a workplace free of alcohol and illegal drugs, as well as prescription drugs for which the employee does not have a current, valid prescription. An employee or volunteer who is found to have unlawfully manufactured, distributed, dispensed, possessed, or used alcohol or any drug in the workplace shall be disciplined, up to and including discharge from employment. Similarly, an employee or volunteer who is found to have been present in the workplace while under the influence of illegal drugs, prescription drugs for which the employee does not have a current, valid prescription, or alcohol will be subject to discipline, up to and including discharge from employment. All employees must notify the School District, in writing, if charged with a violation of a criminal drug statute occurring in the workplace. Notification must be provided no more than three (3) business days after being arraigned for the crime. All employees agree to abide by this policy as a condition of employment. This notification requirement does not eliminate the obligation of School District employees or volunteers to report convictions of felonies and/or listed offenses, as otherwise required by law.

Notwithstanding state permissibility, the use and possession of marijuana and marijuana-induced intoxication are prohibited on school grounds.

The School District’s Superintendent is directed to establish a drug-free awareness program to inform employees about: the dangers of drug abuse in the workplace; employee awareness of this policy; and available drug counseling, rehabilitation, and employee assistance programs.

Omnibus Transportation Employees The School District is required to and will comply with the [Omnibus Transportation Employee Testing Act of 1991](#). The Superintendent will develop and implement regulations to conduct alcohol and drug testing of all employees working in safety sensitive transportation positions, within the meaning of the Act.

Staffing, Layoff, and Recall of Teachers This policy relates to all teachers working for the School District as defined by the [Michigan Teachers’ Tenure Act, MCL 38.71, et seq.](#) As used in this policy, the term “personnel decision” refers to any situation where the School District is:

- Conducting a staffing or program reduction or any other personnel determination resulting in the elimination of a position;
- Conducting a recall from a staffing or program reduction; or

- Any other personnel determination resulting in the elimination of a position, or in hiring after a staffing or program reduction, or any other personnel determination resulting in the elimination of a position.

All personnel decisions will be made based on the following factors, in order of priority:

- Individual performance;
- Significant, relevant accomplishments and contributions; and
- Relevant special training.

The focus of personnel decisions will be the retention of effective teachers. Length of service or tenure status will not be a consideration unless the factors described above are found to be equal, and, then, only at the discretion of the Superintendent. No teacher who has received a rating of ineffective on his/her last year-end evaluation will be given any preference that would result in that teacher being retained over a teacher who received a performance rating other than ineffective.

The Superintendent will develop and implement regulations or practices necessary to ensure implementation of this policy in accordance with Michigan law.

Assignment and Transfer The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District. The Superintendent will be responsible for the proper assignment and transfer of all professional staff members and, in doing so, will attempt to optimize meeting the academic needs of the District's students.

HIPAA The [Health Insurance Portability and Accountability Act of 1996](#) (HIPAA) requires the School District to provide employees with notice of the uses and disclosures of their protected health information that may be made by the School District. The School District will comply with the requirements of HIPAA with regard to any employee benefit or group health plan provided by the District that is subject to the requirements of the Act. The Superintendent will develop and implement regulations necessary to ensure continuing School District compliance with the requirements of HIPAA.

Leaves of Absence An employee may be granted a leave of absence, with a right to return to employment upon expiration of the leave. A leave of absence is without pay unless otherwise provided by law, Board policy, or a negotiated contract. The Superintendent will develop and implement legally-compliant leave of absence regulations, specifying the various types of leave that are available to School District employees and the manner in which application for a leave may be made.

FMLA The School District will comply with the [Family and Medical Leave Act \(FMLA\), 42 USC 12201, et seq.](#), and corresponding regulations. The School District will use the rolling calendar method under the FMLA. The FMLA leave of any employee of the School District will be without pay. If the employee has paid leave time available under an applicable contract, the employee will be required to use that paid time concurrent with any FMLA leave.

Paid Medical Leave The School District will provide paid medical leave (PML) to eligible employees pursuant to Michigan law. The Superintendent will determine whether PML will accrue over the course of each benefit year or will be provided at the beginning of each benefit year and will promulgate administrative regulations concerning the use of PML. Payment and use of accrued or provided PML will be coordinated with all types of paid leave available to an eligible employee pursuant to collective bargaining agreements, individual contracts, or other School District policies and administrative regulations. This policy and any implementing administrative regulations will be automatically rescinded, without further action by the Board or the Superintendent, if paid medical leave is mandated by federal law.

Medical Examinations The Superintendent or his/her designee may require an employee to submit to a medical examination when:

- Required or permitted by federal or state law.
- Required or permitted by the employee's contract of employment.
- Information suggests that a health condition may be negatively affecting the employee's ability to perform the essential functions of his/her job, with or without accommodations.
- Information suggests that the employee is a direct threat to his/her safety or the safety of others.
- An employee has provided insufficient medical documentation as the basis for a health leave and, after providing the employee an opportunity to supplement the documentation, the documentation remains insufficient.

If the Superintendent requires an employee to submit to a medical examination, all costs will be borne by the School District. The employee will be required to sign a release authorizing the physician to submit a copy of the report of the examination directly to the Superintendent. A copy of the physician's report will be maintained in a separate, confidential personnel file.

4004 Evaluations, Discipline and Discharge, Resignations

Performance Evaluations All teachers and administrators can improve their performance and should strive for excellence in order to provide the best possible education for the students of the School District. To that end, the School District will use a rigorous, transparent, and fair evaluation system for all teachers and administrators. This system will comply with Michigan law and include annual year-end evaluations for all teachers and administrators, unless otherwise permitted by Michigan law.

The evaluation system is intended to be used to improve the performance of all teachers and administrators and encourage professional growth. The system is also intended to result in the separation from employment of those teachers and administrators who, after notice and an opportunity to improve, are found to continue to be ineffective. The Superintendent will develop and implement any legally-compliant administrative regulations necessary to put this policy into effect.

Performance Based Compensation The Superintendent will develop for Board review and approval a legally-compliant system of performance based compensation.

Ineffective Teachers Teachers will receive ratings pursuant to the School District's evaluation policy and administrative regulations. Any teacher rated ineffective on a year-end evaluation will be placed on an individualized development plan (IDP). That teacher will be evaluated mid-year during the next school year, in addition to receiving a year-end evaluation. If the teacher continues to be found ineffective after a second year, the School District will act to discharge the teacher, either through termination (if probationary) or the filing of tenure charges (if tenured), unless special circumstances are found to exist.

Discipline and Discharge This discipline and discharge policy applies to all School District employees. Furthermore, the employment of a probationary employee, including a probationary teacher, may be terminated at any time, for any reason that is not in violation of state or federal law. Where this policy conflicts with an individual contract of employment or an enforceable provision of a collective bargaining agreement, the applicable contract or agreement will supersede this policy.

The Board believes in maintaining a work environment that allows employees to be successful in providing an education to students of the School District. In return, employees are required to meet the highest standards of personal integrity, professionalism, and performance. Employees whose conduct or

performance is inconsistent with the School District's expectations are subject to corrective and/or disciplinary action.

Discipline, for purposes of this policy, includes verbal and written warnings, verbal and written reprimands, suspensions, and dismissals/discharges. Discipline does not include verbal or written directives, verbal counseling aimed at correcting behavior or conduct, placement upon a voluntary or involuntary paid leave of absence, and performance evaluations. Such actions are not subject to this policy.

Disciplinary actions are taken at the discretion of the School District, and may arise for any reason that is not arbitrary or capricious. Except as otherwise expressly provided by law, individual employment contracts or an enforceable provision of a collective bargaining agreement, all disciplinary decisions of the School District are final and not subject to any grievance or arbitration procedure.

Resignations The Superintendent is authorized to accept resignations on behalf of the Board. A resignation must be in writing and is effective upon acceptance by the Superintendent.

4005 Other Matters of Employment

Gifts to School Personnel No employee of the School District shall:

- Accept any but nominal personal gifts of money, services, or goods from a student of the School District or the parent or guardian of any student.
- Accept any but nominal gifts or favors from any person, firm, or corporation that is involved, directly or indirectly, or may be interested in becoming involved, in any commercial dealings with the School District.

Whistleblower Protection Policy Employees are expected to report suspected unlawful activity in the School District without fear of retaliation. The Superintendent will develop regulations to inform employees of the protections and obligations that exist under the [Michigan Whistleblowers' Protection Act, MCL 15.361, et seq.](#) The regulations will include a procedure for reporting alleged violations.

Outside Activities Employees may not engage in activities which interfere with their School District duties and responsibilities or denigrate the School District or the employee's profession.

Teachers are not permitted to receive pay for tutoring students currently assigned to them. Teachers may tutor other students of the School District with the prior permission of their building principal. No private tutoring may be provided during the regular school day. Tutoring services should not be provided on School District property or using School District equipment or supplies, unless approved by the building principal.

No employee shall attempt to sell or influence a student to buy any product, article, instrument, service, or other such item, which would directly or indirectly benefit that employee.

Political Activities Political activities of any employee campaigning for a candidate or ballot proposal shall be conducted outside of District buildings, off District premises, and outside working hours. Students shall not be used by employees outside of school hours to campaign for a specific candidate or ballot proposals, unless student-initiated and approval has been obtained from the parents of those students. In accordance with Michigan law, District resources are, in no way, to be used in furtherance of any political activities.

Ownership of Works Instructional staff members are encouraged to prepare scholarly articles and otherwise produce materials which might be considered for publication or distribution. Any works which reference the School District require the prior written approval of the Superintendent.

Staff member works in which a copyright or patent interest may exist are subject to the following:

- Works developed within the specific scope of an employee's School District duties and responsibilities, or occurring during the employee's regular or customary work hours, are the absolute and exclusive property of the School District.
- Works developed by an employee outside of both the specific scope of his/her employment duties and outside the employee's regular and customary hours of work belong to the employee.

Professional Development Opportunities Administration and professional staff are encouraged to seek and take advantage of professional development opportunities. Any expenses or fees associated with such professional development opportunities must be pre-approved by the Superintendent in order to be eligible for reimbursement.

Professional Staff Contracts The employment of teachers shall be secured through written contracts according to their status as a probationary or tenured teacher. The Superintendent is authorized to sign teacher contracts on behalf of the Board.

Illegal Conflicts of Interest School District employees and agents are prohibited from engaging in any illegal conflict of interest as determined by state law. See, e.g., [MCL 380.1203](#) and [Contracts of Public Servants with Public Entities, MCL 15.321 et seq.](#)

Prohibition of Referral or Assistance All District employees, Board members, and school officials are prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. This policy does not apply to employees, Board members, and school officials who are parents or legal guardians of that student.

Codes of Ethics The School District expects all individuals working with or for its students to comply with all applicable professional codes of ethics, including the [Michigan Code of Educational Ethics](#), as approved by the Michigan Department of Education.

5000

BUSINESS

5001

General

The Board of Education holds a position of public trust and is responsible to account for and direct the management and expenditure of all monies received by the School District. In furtherance of this responsibility, the Board directs the Superintendent to establish financial procedures to ensure the proper and effective accounting of all School District monies, that monies are administered in accordance with generally accepted accounting principles, and that all legal requirements concerning School District monies are satisfied in letter and spirit. Under the supervision of the Superintendent, financial reports and statements will be prepared and submitted to the Board on a monthly basis, or more frequently if requested by the Board.

5002

Budget Planning and Adoption

The Board is required to adopt a budget prior to July 1 of each year, to be in place for the ensuing school year. The budget is a formalized statement of anticipated revenues and expenditures of the School District and includes all District fund categories that are used to carry-out the School District's educational goals and objectives. The budget will be prepared and published in conformity with the most recent, applicable Governmental Accounting Standards Board (GASB) requirements and will maintain an end-year general fund balance that should not fall below six percent (6%) of the preceding year's expenditures.

The Superintendent is responsible for preparing the budget and its timely presentation to the Board. Following adoption by the Board, the Superintendent will regularly inform the Board of actual or anticipated variances that may occur during budget implementation and recommend any action that may be required to be taken by the Board.

5003

Purchasing

The Board authorizes the Superintendent to purchase or supervise the purchase of all materials, equipment, supplies, and services necessary for the operation of the School District. The Board expects the Superintendent to seek maximum value for all expenditures. The Superintendent is authorized to promulgate administrative regulations necessary to implement this policy.

The Superintendent will use competitive bidding when and in the manner required by law. In cases where competitive bidding is not required by law, the Superintendent may use competitive bidding or take advantage of cooperative pricing when, in his or her opinion, these procedures serve the School District's interest.

Federal Procurement Standards The Board seeks to ensure the District complies with all procurement policies and procedures in accordance with the [Education Department General Administrative Regulations \(EDGAR\)](#) and/or issued pursuant to the [Federal Uniform Grant Guidance \(UGG\), 2 CFR Part 200](#). The Superintendent will delegate responsibility for the development of procedures that comply with this policy to the Finance Director.

Automated Clearing House (ACH) Arrangements and Electronic Transaction of Funds The Superintendent may enter into Automated Clearing House (ACH) arrangements approved by the Board. The Superintendent may transact School District business electronically.

Federal Grants and Awards The Superintendent will promulgate legally-compliant administrative regulations concerning expenditures of funds received through federal grants and awards.

5004 Surplus Property

Land, Buildings, Facilities, and Real Estate The Superintendent may identify School District land, buildings, facilities, and real estate no longer required for School District purposes and recommend to the Board the procedures to be followed for the sale or disposition of such property. Board approval is required for both the process to be followed and the ultimate sale or disposition.

Equipment, Supplies, and Other Personal Property The Superintendent may periodically review School District equipment, supplies, and other School District personal property and identify any that are thought to be obsolete and not able to be salvaged, those that cannot be utilized efficiently or economically by the School District, and those that are identified as surplus personal property. The Superintendent may, after notifying the Board, authorize the sale or disposition of any such items in a commercially reasonable manner. The Superintendent will account to the Board for such sale or disposition, in writing, including the item(s) sold or disposed of and the price or other consideration received by the School District.

5005 Investments

The Board requires prudent management of the public monies to which it has been entrusted. Oversight and management of School District monies rests with the Superintendent. The Superintendent will, together with other School District administrators under his/her direction, develop and implement procedures to be followed in connection with School District investments. Such procedures will comply with the GASB and the [Revised School Code](#).

5006 Risk Management / Data Security

The Board seeks to minimize risk in all School District operations. This requires planning that takes into account the safety of students, employees and the public, the protection of School District property, and avoidance of financial loss or liability.

The Superintendent is responsible for establishing a risk management program. The program will include means for identifying, eliminating, reducing, or transferring risk, and may provide for the purchase of insurance, if necessary.

The Superintendent will also ensure that the District maintains a plan for the safe maintenance of electronic data within the possession of the District, including procedures for the recovery of data in the event of loss or disaster. The Superintendent will provide administrative guidelines which address access to the School District's electronic systems and the security of same.

5007 Audits

The Board will retain a firm or person to conduct an annual audit of the School District's financial statements to determine, through an independent review, whether the financial statements fairly present the financial position of the School District, whether the School District has followed generally accepted accounting principles, and whether proper internal controls exist. The auditor's report will be presented at a public meeting of the Board.

5008 Meal Charge / Food Services

The School District has established this meal charge policy and food services policy to address the provision of food services for School District students, including: students who are eligible for reduced-price or full-price meal benefits and/or students who have insufficient funds to pay for school meals. This policy

also addresses bad debt incurred due to the School District's inability to collect unpaid meal charges from its parents and students.

The Superintendent will develop and implement administrative regulations regarding meal charge and food service procedures to provide consistent direction concerning students who do not have funds in their account or in hand to cover the cost of their meal at the time of service, and procedures for students entitled to reduced-price or full-price meal benefits. These regulations, and this policy, will be provided to all households in writing at the start of each school year, to households transferring to the School District during the school year, and to all School District staff and independent contractors and companies responsible for implementation.

5009 Summer Property Tax Levy

The Board, by passing a resolution in order to activate this policy, shall impose a summer property tax levy. Each summer property tax levy shall include mills levied specifically for operations and mills levied specifically for debt retirement, unless otherwise dictated by law.

5010 Fixed Assets

The Board shall maintain a fixed asset procedure sufficient to track applicable purchases and donations of items meeting the following criteria:

- The cost of each item shall exceed \$5,000;
- The item shall have an estimated useful life which exceeds one year; and/or
- Items costing less than \$5,000 each may also be included within this policy if such item is deemed to be theft prone or otherwise warranting tracking.

Fixed assets shall be classified into the following major categories:

- Land;
- Buildings;
- Vehicles;
- Improvements other than buildings;
- Construction in Progress; and
- Machinery and Equipment.

The Superintendent shall develop such procedures and practices sufficient to meet this Policy.

5011 Online Fundraising

No employee shall create, post, or sponsor any online fundraiser seeking to secure or generate funds from the public for school purposes, purchases for school, or utilizing the District's name, logo, or likeness, without prior written consent from the Superintendent. If permission to create, post, or sponsor an online fundraiser is provided by the Superintendent, any property secured or purchased through such fundraising activities shall become the property of the District and not the employee. This policy applies, but is not

limited to, online fundraising services such as DonorsChoose.org, Kickstarter.com, GoFundMe.com, CrowdRise.com, and similar sites.

5012 School District Credit Cards

The Board views the use of credit cards as a convenient and efficient means of transacting School District related business. The Board approves the issuance and use of School District credit cards on the terms and conditions set forth below.

School District credit cards may be issued to the Superintendent of Schools and other School District employees designated by the Superintendent. The Superintendent is responsible for the issuance, accounting, monitoring, and retrieval of School District credit cards and for overseeing compliance with this Policy. The Superintendent shall assure that:

- A School District credit card may be used only by a person to whom the card has been issued by the Superintendent.
- A credit card may be used only for the purchase of goods or services for the official business of the School District.
- No purchases for personal purposes or cash advances are permitted.
- An employee of the School District who has been issued a credit card shall submit to the Superintendent a contemporaneous report detailing the:
 1. Goods or services purchased;
 2. Date of the purchase;
 3. Cost of the purchase;
 4. School District related reason for the purchase.

The person to whom a credit card has been issued is responsible for its protection and custody and shall immediately notify the Superintendent if the credit card is lost or stolen.

A person to whom a credit card has been issued must return the credit card upon the termination of employment or service in office for the School District.

Internal accounting controls will be developed to monitor credit card use, approval of credit card invoices and assurance that payment will be timely made. In no event will payment be made later than 60 days from the initial date of the statement on which the purchase is reflected.

Any unauthorized use of a School District credit card will result in appropriate disciplinary measures being taken.

6000 FACILITIES AND OPERATIONS

6001 Goal

The Board intends that the educational program be fully supported by suitable facilities. The District will endeavor to utilize energy-efficient resources whenever possible and practical, as well as conduct operations in an environmentally-conscious and responsible manner.

6002 Safety and Security

School District facilities and grounds will be kept safe, clean, and attractive. The Superintendent will develop and implement a maintenance program for the safe and efficient operation of the School District. The program will provide for the regular inspection and periodic maintenance of all School District facilities and be compliant with all applicable safety, health, and environmental requirements.

The School District will undertake reasonable cooperative efforts with law enforcement agencies. The Superintendent and building administrators have the responsibility and authority to determine when the presence or assistance of law enforcement officers is necessary on School District premises and School-related functions.

6003 Firearms and Other Weapons

To the full extent permitted by law, the District prohibits firearms and other weapons on District premises and at District-related functions, without prior, written approval from the District's Superintendent. District employees and students who violate this policy are subject to discipline, including permanent expulsion or discharge. Others who violate this policy are subject to being banned from District premises and District-related functions. The District reserves the rights to report to police authorities any person who violates this policy.

6004 School Crisis, Response, and Closure

The Board strives to provide a safe learning environment for students, staff, and other members of the school community. The Superintendent will develop a school crisis response plan to be implemented in the event of an emergency.

The Superintendent is authorized to close schools in the case of inclement weather or other emergencies when it is unsafe for students to travel to or attend school.

6005 Hazardous Chemicals and Substances

The Superintendent will develop a plan that includes preventive and remedial measures to be taken in the event that there is exposure, or threatened exposure, to a toxic hazard. The Superintendent will also develop and implement an Asbestos Management Program for the School District that is compliant with the [Asbestos Hazard Emergency Response Act](#) (AHERA).

6006 Tobacco-Free Environment

The use of all tobacco products on School District property is prohibited. In addition, the use of electronic cigarettes, vaporizers, etc. is also prohibited. For purposes of this policy, "School District property" includes

all school buildings, areas adjacent to school buildings, athletic fields, pupil transportation vehicles, and parking lots. This prohibition applies to students, employees, and visitors to the school or school campus and applies whether or not school is in session. The term "tobacco" includes any kind of lighted pipe, cigar, cigarettes, or any other lighted smoking materials, as well as chewing products and snuff. "Electronic Cigarettes" and "Vaporizers" means any device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold as e-cigarettes, or under any product name or descriptor.

6007 Integrated Pest Management

The Superintendent will develop an integrated pest management plan or administrative regulations that include strategies to reduce the use of pesticides that pose health risks to students, staff members, and other persons in the school community.

6008 Transportation

Student Transportation The District will provide transportation to eligible School District students and others consistent with applicable laws. The use of School District transportation resources for field trips, co-curricular activities, and other authorized educational, cultural, and recreational activities may be permitted when it does not conflict with the primary purpose for transportation and complies with District policies. Any student with an IEP or Section 504 Plan requiring transportation will receive transportation from the School District. All other students will be eligible for transportation services at the discretion of the District, the availability of such to be communicated to the school community on an annual basis.

Business Transportation The Superintendent is authorized to determine the extent to which District owned vehicles may be used for official school business. Drivers of school owned vehicles shall be properly licensed.

The Superintendent is authorized to reimburse School District employees for School District-related travel outside the boundaries of the School District at the rate established by the Internal Revenue Service.

Private Transportation In cases where an enrolled student wishes to transport him/herself by private vehicle, the parent(s) or guardian(s) of the student may request permission for their child to self-transport him/herself to and from a District site or program, subject to rules and regulations established by the Superintendent.

6009 Naming School District Buildings and Facilities

From time-to-time, the Board may wish to commemorate a school or District facility (gymnasium, swimming pool, athletic field, etc.) by means of a plaque, naming the facility after a person, or some other honor. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, State or nation.

Any employee of the District thus honored must be deceased or no longer employed by the District prior to the Board's selection of his/her name for commemoration honor.

6010 Recognitions, Remembrances, and Plaques

The Board may honor a person of national, state, or local importance by placing a suitable plaque or memorial on a School District building or facility. The Board may elect to provide remembrances and/or recognitions of District employees or those serving the District from time to time. The Board authorizes the expenditure of reasonable costs for recognitions addressing an individual's service/employment to the District. Other than the foregoing, no public funds shall be expended for remembrances or recognitions approved by the Board.

6011 Surveillance of and in School District Buildings and Facilities

The Superintendent may authorize legally-compliant surveillance of and in School District buildings and facilities. Notice will be provided in cases where the general public or students are subject to routine and on-going surveillance. The Superintendent will develop administrative regulations for the recorded surveillance of matter that are or may become education records within the meaning of [FERPA](#).

6012 Stormwater Discharge

The Superintendent will promulgate administrative regulations applicable to the discharge of stormwater.

7000 SCHOOL-COMMUNITY RELATIONS

7001 Goal

The community should be regularly informed about the objectives, achievements, and condition of the School District. The Board recognizes the importance of community input and encourages active involvement in School District planning and operations.

Public Information The School District annually releases a comprehensive Annual Education Report (AER) and other information in accordance with state and federal reporting requirements. The Superintendent will utilize various media to provide for meaningful sharing of information between the School District and the community.

In accordance with the [Michigan Freedom of Information Act \(FOIA\), MCL 15.231 et seq.](#), the School District will make public records available for inspection or duplication. The Superintendent is the School District's FOIA Coordinator and will develop administrative regulations necessary to implement the requirements of the Act. The regulations will include a schedule of costs to be charged, as allowable under the Act. The Superintendent may designate another individual to perform on his or her behalf in receiving, processing, granting, and denying requests for public records.

7002 Community Use of School District Facilities

The Board encourages the use of School District facilities to promote educational, recreational, cultural, and civic activities of the community. The Board does not intend, through this Community Use policy, to create a public forum or limited public forum for expressive activity.

The Superintendent is authorized to permit individuals, groups, and organizations to use School District facilities when the use does not conflict with the use of School District facilities for School District purposes. The Superintendent will develop administrative regulations, as necessary, to implement this policy.

7003 Gifts, Bequests, and Donations

The Superintendent may accept gifts, bequests, and donations in the name of the School District. Gifts, bequests, and donations must:

- Be free of any restriction that is contrary to law or inconsistent with Board policy.
- Be, in the opinion of the Superintendent, fitting and appropriate for School District use.
- Not require excessive installation, alteration, or maintenance costs, or otherwise require a large commitment of School District resources.
- Contain no commercial advertising.

7004 Distribution of Information / Materials

The Board seeks to minimize intrusions on the time of students and employees caused by the distribution of information from sources outside of the School District. Materials which have not been purchased from, produced, or sponsored by the School District may not be sold or distributed on School District property without the prior written approval of the Superintendent.

7005 Public Complaints

The Board welcomes constructive criticism. The Superintendent will develop and implement administrative regulations providing for the investigation and resolution of complaints at their closest point of origin. A complaint concerning the Superintendent may be filed directly with the Board.

7006 Solicitation

Solicitations by students within the schools or on school grounds for any cause is prohibited except as they relate to school-sponsored activities.

7007 District Support Organizations

The Board recognizes the important role that supportive members of the community can make in creating educational opportunities for District students. To that end, the Board encourages the creation of District support organizations, including student fundraising activities, booster clubs, parent/teacher organizations, etc., to provide additional support to the School District community. The Superintendent will develop and implement administrative regulations to carry out this policy.

7008 Advertising

No advertising may be distributed, posted, or displayed on or within any District-owned property without the written consent of the Superintendent. The Superintendent shall prepare regulations addressing the circumstances under which the District would consider accepting commercial advertisements.

Further, absent the express written consent of the Superintendent, all school personnel, including contracted personnel assigned to the District, shall be restricted from utilizing District resources, technology, including District email, and student-parent contact information received while engaged in duties for the District for non-District related purposes.

The District may sell the right to name particular facilities owned by the District. All such naming rights shall be done pursuant to a contract, which must be approved by the Board. Any naming contract shall not extend for more than five (5) years. No naming contract shall be approved for companies or individuals that market items which are inappropriate or illegal for minors to use (e.g., alcohol, tobacco, etc.) All such contracts shall contain a provision that the naming rights revert immediately to the District upon expiration of the contract or upon any material breach of the naming contract by the purchaser. All such contracts shall contain a provision that the contract is immediately terminated upon the declaration of bankruptcy by the purchaser, and shall not become an asset of the debtor.

7009 Volunteers

The Board encourages the use of volunteers to support the School District. Because the safety of the School District's students is of paramount importance, every individual volunteer is required to undergo a criminal background check through the Michigan State Police Internet Criminal History Access Tool (ICHAT) before s/he is permitted to volunteer, regardless of whether or not the volunteer will work directly with students. ICHAT criminal background checks will be performed annually for each volunteer.

No individual will be permitted to volunteer if s/he has been convicted of a misdemeanor described in, or a felony that is a "listed offense" as defined in, [MCL 380.1535a](#) or [MCL 380.1539b](#). If an individual has been convicted of a felony that is not a listed offense, as defined in [MCL 380.1535a](#) or [MCL 380.1539b](#), the individual may only be permitted to volunteer if the Board and the Superintendent both approve the

volunteer assignment in writing. This policy does not grant any individual who passes an ICHAT background check with the right to be approved as a volunteer.

8000

GENERAL POLICIES

Acceptable Use	Communicable Diseases
Americans with Disabilities Act/ Section 504 of the Rehabilitation Act of 1973	Copyrighted Works
Web Accessibility	Discrimination/Harassment
Bloodborne Pathogens	Social Security Numbers
	Digital Communications

8001

Acceptable Use

School District students and staff members may be permitted access to the School District's computers, computer networks, and telephone systems for educational, instructional, and administrative purposes. The Superintendent will develop and implement administrative procedures and may develop user agreements consistent with the purposes and mission of the School District. Any such administrative regulations guidelines or user agreements will be consistent with the [Children's Internet Protection Act](#) (CIPA).

8002

Americans with Disabilities Act (ADA)

Section 504 of the Rehabilitation Act of 1973 (Section 504)

In accordance with [Section 504 of the Rehabilitation Act of 1973](#) (Section 504), and [Title II of the Americans with Disabilities Act](#) (ADA), the School District will ensure that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination. The School District does not discriminate in admission or access to, participation in, or treatment of students with disabilities in its programs and activities. Similarly, the School District does not discriminate against any job applicant or employee with a disability in any term or condition of employment or in the recruitment process.

The District has developed guidelines for providing a free appropriate public education (FAPE) to students under Section 504 and the ADA, which may be accessed by clicking on the following link: [\[insert link\]](#).

The Superintendent appoints the Director of Student Services and the Director of Human Resources (HR) to serve as the School District's Compliance Officers for employment issues arising under Section 504 and the ADA. The Director of Student Services will also serve as the School District's Compliance Officer for FAPE and other accessibility issues arising under Section 504 and the ADA. The Superintendent will develop a complaint procedure for the processing and early disposition of alleged violations of the policy.

8003

Web Accessibility

General The School District is committed to ensuring accessibility of its website for students, parents, and members of the public. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of those guidelines. The School District will continue to test future releases/updates of its web site and remains committed to maintaining its compliance and serving the widest possible audience. To this end, the District will perform periodic accessibility audits of its web site.

Report of Accessibility Issues If any individual has difficulty accessing the information on any page of the District's web site, they are encouraged to contact the District's Web Accessibility Coordinator and advise accordingly. Upon notification, the District will provide the requested information in an alternate

format and, as soon as reasonably practical, make the necessary improvements to make the information accessible online.

Discrimination Complaint Consistent with established District procedures, students, parents, and members of the public may present a formal complaint regarding a violation of the [Title II of the Americans with Disabilities Act](#) (ADA) and [Section 504 of the Rehabilitation Act of 1973](#) (Section 504) related to the accessibility of the District's web presence. Such complaints should be made to the District's 504/ADA Compliance Officer. If any such complaint is made to the District's Web Accessibility Coordinator, such complaint shall promptly be forwarded to the 504/ADA Compliance Officer for processing and response.

The following persons have been designated to handle inquiries regarding the District's web site accessibility and non-discrimination policies.

Section 504/ADA Compliance Officer:

Mr. Robert Williams
Director of Student Services
williamsr@lincolnk12.org

Web Accessibility Coordinator:

Ms. Vicki Coury
Director of Communications and Info Systems
couryv@lincolnk12.org

8004 Bloodborne Pathogens

The School District follows universal precautions where there has been an exposure to blood or other potentially infectious materials. Universal precautions require that staff and students treat all human blood and certain human body fluids as though they were infectious.

The Superintendent will develop and implement an exposure control plan. This plan is to include in-service training for staff and provide opportunities for immunization at School District expense.

8005 Communicable Diseases

The School District will work cooperatively with the Washtenaw County Health Department to enforce and adhere to the [Michigan Public Health Code \(Act 368 of 1978 as amended\)](#) with regard to the prevention, control, and containment of communicable diseases.

8006 Copyrighted Works

The School District will fully respect the personal property rights of others, whether tangible or intangible, in accordance with the [Copyright Act of 1976](#), as amended. The Superintendent will develop administrative regulations to implement this policy. The regulations will specifically inform students, staff, and other members of the school community about the applicability of copyright protections and what may be permitted under the "fair use doctrine."

8007 Discrimination and Harassment

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from illegal discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex (as interpreted by current legal standards to include sexual orientation and gender identity), marital status, genetic information, disability, age, or any other basis prohibited by law. The Superintendent will develop administrative regulations to implement this policy. The Superintendent designates **Mr. Adam Blaylock** (blaylocka@lincolnk12.org), Director of Human Resources and Title IX Coordinator, to supervise the implementation of this policy and its implementing regulations.

8008 Social Security Numbers

The School District collects and maintains social security numbers of employees, students, and others in the ordinary course of business. As required by law, the School District will implement all appropriate measures to ensure the confidentiality of social security numbers. These measures include:

- Social security numbers will only be requested or obtained when required by law or otherwise essential for a School District purpose.
- Access to documents or other forms of information containing the social security number of an employee, student or other person will be limited to those School District employees whose specific job duties and responsibilities require such access.
- Documents containing a social security number that are no longer required for School District purposes, and that are not legally required to be retained, may be disposed of by shredding or another process that ensures strict confidentiality.
- Any violation of this Policy will result in appropriate disciplinary action against the violator.

8009 Digital Communications

Digital communication (including social networking) that occurs on District premises or involves the use of School District equipment is governed by the Acceptable Use Policy and this Policy. This Policy also applies to digital communication that occurs off District premises and/or using non-District equipment.

Digital communication (including social networking) provides educational and other opportunities for staff and students. The Board of Education expects that staff and students who engage in digital communication will do so in a reasonable and appropriate manner. Specifically, digital communication between staff and students, or to which students reasonably may be exposed, should be professional and of the same content, tone and demeanor as in-school communication between staff and students. Similarly, digital communication between staff and parents, community members, and other adults, or to which staff members, parents, and community members reasonably may be exposed, should be professional.

LINCOLN CONSOLIDATED SCHOOLS

Schedule of Revenues and Expenditures

Budget and Actual - General Fund

For the Month Ended August 31, 2021

	Original Budget	Amended Budget	Actual	Actual Over (Under) Original Budget	Percent Actual of Budget
Revenues					
Local sources:					
Property taxes	\$ 4,908,801	\$ 4,908,801	\$ 57,026	\$ (4,851,775)	1.2%
Other local sources	237,500	237,500	6,338	(231,162)	2.7%
State sources	32,304,800	32,304,800	-	(32,304,800)	0.0%
Federal sources	7,574,915	7,574,915	-	(7,574,915)	0.0%
Interdistrict revenue	7,755,000	7,755,000	-	(7,755,000)	0.0%
Total revenues	52,781,016	52,781,016	63,364	(52,717,652)	0.1%
Expenditures					
Instruction:					
Basic programs	23,983,468	23,983,468	1,033,868	(22,949,600)	4.3%
Added needs	8,616,492	8,616,492	260,392	(8,356,100)	3.0%
Total instruction	32,599,960	32,599,960	1,294,260	(31,305,700)	4.0%
Support services:					
Pupil	5,438,657	5,438,657	116,803	(5,321,854)	2.1%
Instructional support	1,491,947	1,491,947	121,242	(1,370,705)	8.1%
General administration	520,267	520,267	60,481	(459,786)	11.6%
School administration	1,976,249	1,976,249	95,881	(1,880,368)	4.9%
Business	928,772	928,772	125,796	(802,976)	13.5%
Maintenance	3,943,602	3,943,602	693,626	(3,249,976)	17.6%
Transportation	3,977,143	3,977,143	528,293	(3,448,850)	13.3%
Central services	1,728,749	1,728,749	135,853	(1,592,896)	7.9%
Total support services	20,005,386	20,005,386	1,877,975	(18,127,411)	9.4%
Athletics	928,489	928,489	26,832	(901,657)	2.9%
Community service	79,402	79,402	6,461	(72,941)	8.1%
Total expenditures	53,613,237	53,613,237	3,205,528	(50,407,709)	6.0%
Other financing sources					
Transfers in	27,000	27,000	-	(27,000)	0.0%
Transfers out	-	-	-	-	0.0%
Total other financing sources	27,000	27,000	-	(27,000)	0.0%
Revenues over (under) expenditures	\$ (805,221)	\$ (805,221)	\$ (3,142,164)		

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 August 31, 2021**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Final Budget	Sum of Final
Instruction	1111	Fringes	3,603,443	3,603,443	165,018
		Non-payroll	720,000	720,000	14,584
		Salary	4,956,096	4,956,096	(1,283)
	1111 Total		9,279,539	9,279,539	178,319
	1112	Fringes	1,824,033	1,824,033	96,391
		Non-payroll	355,000	355,000	23,354
		Salary	2,436,652	2,436,652	63
	1112 Total		4,615,685	4,615,685	119,808
	1113	Fringes	2,064,943	2,064,943	98,569
		Non-payroll	3,422,750	3,422,750	401,830
		Salary	2,855,284	2,855,284	2,360
	1113 Total		8,342,977	8,342,977	502,759
	1118	Fringes	561,425	561,425	42,246
		Non-payroll	10,000	10,000	-
		Salary	665,995	665,995	3,131
	1118 Total		1,237,420	1,237,420	45,377
	1119	Fringes	169,847	169,847	61,291
		Non-payroll	-	-	1,145
		Salary	338,000	338,000	125,169
1119 Total		507,847	507,847	187,605	
Instruction Total		23,983,468	23,983,468	1,033,868	
Added needs	1122	Fringes	3,171,361	3,171,361	223,499
		Non-payroll	161,000	161,000	5,659
		Salary	3,730,866	3,730,866	4,039
	1122 Total		7,063,227	7,063,227	233,197
	1125	Fringes	580,243	580,243	27,195
		Non-payroll	150,000	150,000	-
		Salary	823,022	823,022	-
1125 Total		1,553,265	1,553,265	27,195	
Added needs Total		8,616,492	8,616,492	260,392	

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended August 31, 2021**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Final Budget	Sum of Final
Student services	1212	Fringes	468,053	468,053	34,151
		Non-payroll	1,000	1,000	-
		Salary	571,037	571,037	1,942
	1212 Total		1,040,090	1,040,090	36,093
	1213	Fringes	-	-	-
		Non-payroll	443,000	443,000	3,010
		Salary	-	-	-
	1213 Total		443,000	443,000	3,010
	1214	Fringes	239,214	239,214	8,415
		Non-payroll	1,000	1,000	-
		Salary	356,419	356,419	(613)
	1214 Total		596,633	596,633	7,802
	1215	Fringes	284,179	284,179	9,434
		Non-payroll	213,000	213,000	-
		Salary	432,041	432,041	-
	1215 Total		929,220	929,220	9,434
	1216	Fringes	417,178	417,178	25,060
		Non-payroll	125,000	125,000	-
		Salary	544,114	544,114	-
	1216 Total		1,086,292	1,086,292	25,060
	1218	Fringes	395,350	395,350	21,268
Non-payroll		5,000	5,000	-	
Salary		534,550	534,550	-	
1218 Total		934,900	934,900	21,268	
1219	Fringes	181,467	181,467	14,136	
	Non-payroll	-	-	-	
	Salary	227,055	227,055	-	
1219 Total		408,522	408,522	14,136	
Student services Total		5,438,657	5,438,657	116,803	

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended August 31, 2021**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Final Budget	Sum of Final
Instructional support	1221	Fringes	61,231	61,231	4,112
		Non-payroll	280,127	280,127	11,097
		Salary	78,749	78,749	680
	1221 Total		420,107	420,107	15,889
	1222	Fringes	62,019	62,019	2,399
		Non-payroll	-	-	-
		Salary	98,045	98,045	5
	1222 Total		160,064	160,064	2,404
	1226	Fringes	295,744	295,744	41,087
		Non-payroll	193,250	193,250	9,546
		Salary	422,782	422,782	52,316
	1226 Total		911,776	911,776	102,949
Instructional support Total		1,491,947	1,491,947	121,242	
Business Admin	1252	Fringes	62,033	62,033	7,431
		Non-payroll	621,500	621,500	51,182
		Salary	82,028	82,028	8,472
	1252 Total		765,561	765,561	67,085
	1259	Fringes	-	-	-
		Non-payroll	163,211	163,211	58,711
1259 Total		163,211	163,211	58,711	
Business Admin Total		928,772	928,772	125,796	
General Admin	1231	Non-payroll	156,000	156,000	2,752
		1231 Total	156,000	156,000	2,752
	1232	Fringes	145,948	145,948	27,102
		Non-payroll	12,750	12,750	(1,013)
		Salary	205,569	205,569	31,640
1232 Total		364,267	364,267	57,729	
General Admin Total		520,267	520,267	60,481	
Principal Admin	1241	Fringes	818,297	818,297	58,861
		Non-payroll	-	-	-
		Salary	1,157,952	1,157,952	37,020
	1241 Total		1,976,249	1,976,249	95,881
Principal Admin Total		1,976,249	1,976,249	95,881	

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended August 31, 2021**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Final Budget	Sum of Final
Central	1282	Fringes	57,228	57,228	9,398
		Non-payroll	118,250	118,250	22,656
		Salary	71,604	71,604	10,800
	1282 Total		247,082	247,082	42,854
	1283	Fringes	111,203	111,203	17,084
		Non-payroll	66,500	66,500	44,987
		Salary	145,484	145,484	20,276
	1283 Total		323,187	323,187	82,347
	1284	Fringes	-	-	-
		Non-payroll	1,158,480	1,158,480	10,652
		Salary	-	-	-
	1284 Total		1,158,480	1,158,480	10,652
	1289	Non-payroll	-	-	-
	1289 Total		-	-	-
	Central Total			1,728,749	1,728,749
Operations and maint	1261	Fringes	-	-	1,042
		Non-payroll	3,778,602	3,778,602	685,819
		Salary	-	-	-
	1261 Total		3,778,602	3,778,602	686,861
	1266	Non-payroll	165,000	165,000	6,765
1266 Total		165,000	165,000	6,765	
Operations and maint Total			3,943,602	3,943,602	693,626
Transportation	1271	Fringes	1,450,925	1,450,925	87,560
		Non-payroll	896,877	896,877	367,349
		Salary	1,629,341	1,629,341	73,384
	1271 Total		3,977,143	3,977,143	528,293
Transportation Total			3,977,143	3,977,143	528,293
Athletics	1293	Fringes	155,332	155,332	14,171
		Non-payroll	536,500	536,500	758
		Salary	236,657	236,657	11,903
	1293 Total		928,489	928,489	26,832
Athletics Total			928,489	928,489	26,832
Comm Ed Exp	1331	Fringes	40,642	40,642	4,681
		Non-payroll	-	-	-
		Salary	38,760	38,760	1,780
	1331 Total		79,402	79,402	6,461
	1361	Non-payroll	-	-	-
1361 Total		-	-	-	
Comm Ed Exp Total			79,402	79,402	6,461
Grand Total			53,613,237	53,613,237	3,205,528

Lincoln Consolidated Schools

Payment Register

From Payment Date: 8/1/2021 - To Payment Date: 8/31/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163944775 - A/P Checking									
<u>Check</u>									
120299	08/06/2021	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$6,551.05		
120300	08/06/2021	Open			Accounts Payable	BUSINESS U LLC.	\$1,990.00		
120301	08/06/2021	Open			Accounts Payable	CHARTER TOWNSHIP OF YORK	\$195.00		
120302	08/06/2021	Open			Accounts Payable	DONNELLY, VICTORIA	\$24.00		
120303	08/06/2021	Open			Accounts Payable	DTE ENERGY	\$1,355.81		
120304	08/06/2021	Open			Accounts Payable	FOX AUTO PARTS, INC.	\$676.82		
120305	08/06/2021	Open			Accounts Payable	HURON VALLEY TELECOMMUNICATIONS, INC.	\$627.57		
120306	08/06/2021	Open			Accounts Payable	INTRADO INTERACTIVE SERVICES CORP	\$5,365.50		
120307	08/06/2021	Open			Accounts Payable	JARVIS, JASON	\$85.12		
120308	08/06/2021	Open			Accounts Payable	KOCH & WHITE	\$66.00		
120309	08/06/2021	Open			Accounts Payable	MAPT	\$160.00		
120310	08/06/2021	Open			Accounts Payable	MiSDU	\$766.60		
120311	08/06/2021	Open			Accounts Payable	MSBOA	\$375.00		
120312	08/06/2021	Open			Accounts Payable	MSVMA	\$385.00		
120313	08/06/2021	Open			Accounts Payable	NASSP	\$385.00		
120314	08/06/2021	Open			Accounts Payable	PINTER'S FLOWERLAND INC	\$217.50		
120315	08/06/2021	Open			Accounts Payable	POSTMASTER - BULK MAILING	\$2,000.00		
120316	08/06/2021	Open			Accounts Payable	SOMEWHERE TO SHARE LLC	\$260.00		
120317	08/06/2021	Open			Accounts Payable	STATE OF MICHIGAN	\$1,000.00		
120318	08/06/2021	Open			Accounts Payable	SUMPTER TOWNSHIP WATER	\$7.45		
120319	08/06/2021	Open			Accounts Payable	TAMMY J. TERRY	\$1,346.92		
120320	08/06/2021	Open			Accounts Payable	THE MARKERS GROUP	\$4,095.00		
120321	08/06/2021	Open			Accounts Payable	TOWN AND COUNTRY POOLS INC	\$79.25		
120322	08/06/2021	Open			Accounts Payable	VSC INC	\$251.92		
120323	08/06/2021	Open			Accounts Payable	WASTE MANAGEMENT	\$2,025.48		
120324	08/06/2021	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$9,523.46		
120325	08/06/2021	Open			Accounts Payable	AUGUSTA TOWNSHIP-UTILITY	\$21,266.89		
120326	08/06/2021	Open			Accounts Payable	BEST CARPET VALUES	\$215,982.90		
120327	08/06/2021	Open			Accounts Payable	CONCORDIA UNIVERSITY	\$900.00		
120328	08/06/2021	Open			Accounts Payable	DTE ENERGY	\$36,035.36		
120329	08/06/2021	Open			Accounts Payable	HighScope	\$1,569.60		
120330	08/06/2021	Open			Accounts Payable	PALS INTERNATIONAL	\$750.00		
120331	08/06/2021	Open			Accounts Payable	PLETKOVIC LAW PLLC	\$1,200.00		
120332	08/06/2021	Open			Accounts Payable	SCHOOLMATE	\$1,585.00		
120333	08/06/2021	Open			Accounts Payable	SECRET, WARDLE, LYNCH, HAMPTON, TRUEX & MORELY PC	\$142.73		
120334	08/06/2021	Open			Accounts Payable	VERIZON WIRELESS	\$735.98		
120335	08/06/2021	Open			Accounts Payable	AUL SPECIAL PAY TRUST C/O	\$12,768.70		
120336	08/20/2021	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$9,056.32		
120337	08/20/2021	Voided	Wrong Amount	08/20/2021	Accounts Payable	BRIDGE EXCESS SOLUTIONS LLC	\$60,724.27		
120338	08/20/2021	Open			Accounts Payable	COMCAST CABLE COMMUNICATIONS INC	\$286.26		
120339	08/20/2021	Open			Accounts Payable	DTE ENERGY	\$19,886.35		
120340	08/20/2021	Open			Accounts Payable	FOX AUTO PARTS, INC.	\$604.04		
120341	08/20/2021	Open			Accounts Payable	J'S TREE TRIMMING & REMOVAL, INC.	\$3,500.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
120342	08/20/2021	Open			Accounts Payable	MiSDU	\$766.60		
120343	08/20/2021	Open			Accounts Payable	NATIONAL PEN CO INC	\$195.51		
120344	08/20/2021	Open			Accounts Payable	PALS INTERNATIONAL	\$511.20		
120345	08/20/2021	Open			Accounts Payable	STERILASER LLC	\$1,595.00		
120346	08/20/2021	Open			Accounts Payable	SUBURBAN OCCUPATIONAL HEALTH PC	\$60.00		
120347	08/20/2021	Open			Accounts Payable	SUNBELT RENTALS	\$3,635.64		
120348	08/20/2021	Open			Accounts Payable	TAMMY J. TERRY	\$1,346.92		
120349	08/20/2021	Open			Accounts Payable	YOUR AMISH CONNECTION, LLC	\$5,325.00		
120350	08/19/2021	Open			Accounts Payable	BRIDGE EXCESS SOLUTIONS LLC	\$30,362.13		
120351	08/25/2021	Open			Accounts Payable	JEFFERY , DANIEL, W	\$504.00		
Type Check Totals:							\$471,111.85		
53 Transactions									
<u>EFT</u>									
6411	08/06/2021	Open			Accounts Payable	AERO FILTER, INC.	\$7,432.22		
6412	08/06/2021	Open			Accounts Payable	BIG BLUE BOXES	\$4,710.00		
6413	08/06/2021	Open			Accounts Payable	BOILERS CONTROLS & EQUIP	\$1,617.60		
6414	08/06/2021	Open			Accounts Payable	CI SOLUTIONS	\$1,290.00		
6415	08/06/2021	Open			Accounts Payable	CINTAS LOCATION #300	\$1,640.57		
6416	08/06/2021	Open			Accounts Payable	CURRENT ELECTRIC MOTOR SUPPLY	\$930.00		
6417	08/06/2021	Open			Accounts Payable	DATA IMAGE, LLC.	\$75,100.00		
6418	08/06/2021	Open			Accounts Payable	EDPUZZLE, INC.	\$1,440.00		
6419	08/06/2021	Open			Accounts Payable	ELECTROCOMM	\$1,932.50		
6420	08/06/2021	Open			Accounts Payable	ELITE FUND, INC	\$162.50		
6421	08/06/2021	Open			Accounts Payable	FOXBRIGHT SOLUTIONS LLC	\$5,450.00		
6422	08/06/2021	Open			Accounts Payable	FPS Services LLC	\$33,069.19		
6423	08/06/2021	Open			Accounts Payable	INSECTECH INC.	\$685.00		
6424	08/06/2021	Open			Accounts Payable	INTEGRATED DESIGNS, INC.	\$9,313.66		
6425	08/06/2021	Open			Accounts Payable	KNOWLES, RICHARD	\$670.00		
6426	08/06/2021	Open			Accounts Payable	KONICA MINOLTA PREMIER FINANCE	\$4,037.34		
6427	08/06/2021	Open			Accounts Payable	LEVEL DATA, INC.	\$5,144.60		
6428	08/06/2021	Open			Accounts Payable	M W MORSS ROOFING INC	\$266.00		
6429	08/06/2021	Open			Accounts Payable	MIDWEST TRANSIT EQUIP OF MICH	\$250,916.00		
6430	08/06/2021	Open			Accounts Payable	NUCO2	\$280.59		
6431	08/06/2021	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF MI, P.C.	\$84.50		
6432	08/06/2021	Open			Accounts Payable	REHMANN	\$50,128.32		
6433	08/06/2021	Open			Accounts Payable	SOCIAL STUDIES SCHOOL SER	\$55.93		
6434	08/06/2021	Open			Accounts Payable	SONITROL GREAT LAKES - MICHIGAN	\$2,053.87		
6435	08/06/2021	Open			Accounts Payable	TENURGY, LLC.	\$797.03		
6436	08/06/2021	Open			Accounts Payable	THE HUNTINGTON NATIONAL BANK	\$1,000.00		
6437	08/06/2021	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$69.00		
6438	08/06/2021	Open			Accounts Payable	WEINGARTZ	\$395.01		
6439	08/06/2021	Open			Accounts Payable	HEALTHEQUITY, INC	\$6,701.00		
6441	08/03/2021	Open			Accounts Payable	OFFICE OF RETIREMENT SERVICES (ORS)	\$264,755.15		
6442	08/06/2021	Open			Accounts Payable	AFFINETY SOLUTIONS INC	\$300.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
6443	08/06/2021	Open			Accounts Payable	ARBOR SPRINGS WATER CO	\$24.00		
6444	08/06/2021	Open			Accounts Payable	BROADSPIRE SERVICES INC	\$36.15		
6445	08/06/2021	Open			Accounts Payable	CAYMAN SPORTS CO.	\$469.10		
6446	08/06/2021	Open			Accounts Payable	CDW-GOVERNMENT INC	\$85.20		
6447	08/06/2021	Open			Accounts Payable	ELITE FUND, INC	\$2,928.00		
6448	08/06/2021	Open			Accounts Payable	HOUGHTON MIFFLIN CO	\$23,651.36		
6449	08/06/2021	Open			Accounts Payable	J W PEPPER	\$21.50		
6450	08/06/2021	Open			Accounts Payable	JOSTENS	\$24.40		
6451	08/06/2021	Open			Accounts Payable	JUST ASK PUBLICATIONS & PROFESSIONAL DEVELOPMENT	\$2,595.55		
6452	08/06/2021	Open			Accounts Payable	M W MORSS ROOFING INC	\$1,594.00		
6453	08/06/2021	Open			Accounts Payable	MUNETRIX LLC	\$5,346.00		
6454	08/06/2021	Open			Accounts Payable	RIVERSIDE INSIGHTS	\$707.37		
6455	08/06/2021	Open			Accounts Payable	SCHOOL OUTFITTERS	\$327.02		
6456	08/06/2021	Open			Accounts Payable	SCHOOL SPECIALTY LLC	\$544.31		
6457	08/06/2021	Open			Accounts Payable	SHRADER TIRE & OIL	\$1,204.25		
6458	08/06/2021	Open			Accounts Payable	SOCIAL STUDIES SCHOOL SER	\$223.70		
6464	08/20/2021	Open			Accounts Payable	A & R TOTAL CONSTRUCTION CO., INC.	\$9,375.00		
6465	08/20/2021	Open			Accounts Payable	AERO FILTER, INC.	\$1,311.10		
6466	08/20/2021	Open			Accounts Payable	ALLSHRED SERVICES	\$73.75		
6467	08/20/2021	Open			Accounts Payable	ATLAS OIL COMPANY	\$3,305.76		
6468	08/20/2021	Open			Accounts Payable	BEAVER RESEARCH COMPANY	\$380.86		
6469	08/20/2021	Open			Accounts Payable	BOILERS CONTROLS & EQUIP	\$1,451.00		
6470	08/20/2021	Open			Accounts Payable	BROADSPIRE SERVICES INC	\$243.65		
6471	08/20/2021	Open			Accounts Payable	BTL LLC	\$1,000.00		
6472	08/20/2021	Open			Accounts Payable	CAYMAN SPORTS CO.	\$400.00		
6473	08/20/2021	Open			Accounts Payable	CENTRAL MICHIGAN PAPER	\$1,110.00		
6474	08/20/2021	Open			Accounts Payable	CINTAS LOCATION #300	\$467.17		
6475	08/20/2021	Open			Accounts Payable	CRAWFORD DOOR SALES	\$93.50		
6476	08/20/2021	Open			Accounts Payable	CRISIS PREVENTION INSTITUTE	\$1,599.60		
6477	08/20/2021	Open			Accounts Payable	CUMULUS MEDIA - ANN ARBOR	\$2,700.00		
6478	08/20/2021	Open			Accounts Payable	CURRENT ELECTRIC MOTOR SUPPLY	\$1,185.00		
6479	08/20/2021	Open			Accounts Payable	ENVIRO-CLEAN	\$158,397.45		
6480	08/20/2021	Open			Accounts Payable	FPS Services LLC	\$32,569.19		
6481	08/20/2021	Open			Accounts Payable	FRONTLINE EDUCATION	\$10,174.17		
6482	08/20/2021	Open			Accounts Payable	GLOBAL COMPLIANCE NETWORK, INC.	\$1,400.00		
6483	08/20/2021	Open			Accounts Payable	GOYETTE MECHANICAL	\$4,801.50		
6484	08/20/2021	Open			Accounts Payable	HI-LINE ELECTRIC COMPANY, INC.	\$1,273.33		
6485	08/20/2021	Open			Accounts Payable	HOUGHTON MIFFLIN CO	\$5,149.05		
6486	08/20/2021	Open			Accounts Payable	JACKSON TRUCK SERVICE, INC.	\$896.66		
6487	08/20/2021	Open			Accounts Payable	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.	\$252.62		
6488	08/20/2021	Open			Accounts Payable	KONICA MINOLTA PREMIER FINANCE	\$10.48		
6489	08/20/2021	Open			Accounts Payable	LOWE'S	\$777.52		
6490	08/20/2021	Open			Accounts Payable	MARSHALL MUSIC	\$34,805.00		
6491	08/20/2021	Open			Accounts Payable	MIDWEST TRANSIT EQUIP OF MICH	\$345.56		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
6492	08/20/2021	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF MI, P.C.	\$473.00			
6493	08/20/2021	Open			Accounts Payable	SCHOLASTIC, INC.	\$2,598.00			
6494	08/20/2021	Open			Accounts Payable	SCHOOL SPECIALTY LLC	\$51.20			
6495	08/20/2021	Open			Accounts Payable	SELKING INTERNATIONAL & IDEALEASE	\$1,861.75			
6496	08/20/2021	Open			Accounts Payable	SHRADER TIRE & OIL	\$1,431.00			
6497	08/20/2021	Open			Accounts Payable	SUMPTER ACE HARDWARE	\$560.60			
6498	08/20/2021	Open			Accounts Payable	THRUN LAW FIRM, P.C.	\$601.00			
6499	08/20/2021	Open			Accounts Payable	TRANSPORTATION ACCESSORIES CO	\$1,024.54			
6500	08/20/2021	Open			Accounts Payable	TRILLIUM STAFFING INC	\$10,472.80			
6501	08/20/2021	Open			Accounts Payable	VESCO OIL CORPORATION	\$112.25			
6502	08/20/2021	Open			Accounts Payable	WASHTENAW COUNTY CONSORTIUM	\$456,589.13			
6503	08/20/2021	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$19,059.77			
6504	08/20/2021	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$81,906.74			
6505	08/20/2021	Open			Accounts Payable	WEINGARTZ	\$682.86			
6506	08/20/2021	Open			Accounts Payable	WESTPHAL, BRIAN	\$225.00			
6507	08/20/2021	Open			Accounts Payable	WINDSTREAM	\$3,294.28			
6508	08/20/2021	Open			Accounts Payable	WOLGAST CORPORAION	\$400,208.04			
6525	08/13/2021	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$12.99			
6526	08/13/2021	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$24.99			
6527	08/13/2021	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$286.44			
6528	08/13/2021	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$363.19			
6529	08/13/2021	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$14.97			
6530	08/13/2021	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$187.86			
6561	08/20/2021	Open			Accounts Payable	HEALTH EQUITY, INC	\$6,701.00			
Type EFT Totals:										
7163944775 - A/P Checking Totals										
							99 Transactions	\$2,036,501.81		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
				Checks					
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	52	\$410,387.58	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	1	\$60,724.27	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	53	\$471,111.85	\$0.00	
				EFTs					
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	99	\$2,036,501.81	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Total	99	\$2,036,501.81	\$0.00	
				All					
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	151	\$2,446,889.39	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	1	\$60,724.27	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	152	\$2,507,613.66	\$0.00	
Grand Totals:				Checks					
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	52	\$410,387.58	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	1	\$60,724.27	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	53	\$471,111.85	\$0.00	
				EFTs					
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	99	\$2,036,501.81	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Total	99	\$2,036,501.81	\$0.00	
				All					
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	151	\$2,446,889.39	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	1	\$60,724.27	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	152	\$2,507,613.66	\$0.00	

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163945137 - Trust & Agency Checking									
<u>Check</u>									
22076	08/13/2021	Open			Accounts Payable	ECCLESTON, ROLANDO	\$182.00		
22077	08/13/2021	Open			Accounts Payable	WILLIAMS, MELISSA	\$185.13		
22078	08/27/2021	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$819.47		
22079	08/27/2021	Open			Accounts Payable	Giardini, Jessica	\$72.50		
Type Check Totals:									
							4 Transactions	\$1,259.10	
<u>EFT</u>									
1098	08/13/2021	Open			Accounts Payable	HEIKKINEN PRODUCTIONS	\$73.25		
1099	08/20/2021	Open			Accounts Payable	THE PRINT GIANTS	\$487.00		
1103	08/27/2021	Open			Accounts Payable	ANN ARBOR T-SHIRT COMPANY LLC	\$722.04		
1104	08/27/2021	Open			Accounts Payable	HEIKKINEN PRODUCTIONS	\$31.00		
1105	08/27/2021	Open			Accounts Payable	JOSTENS	\$1,018.42		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1106	08/27/2021	Open			Accounts Payable	MELCHER, CARRIE	\$311.84		
Type EFT Totals:							\$2,643.55		
7163945137 - Trust & Agency Checking Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	4	\$1,259.10	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	4	\$1,259.10	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	6	\$2,643.55	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	6	\$2,643.55	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	10	\$3,902.65	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	10	\$3,902.65	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	4	\$1,259.10	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	4	\$1,259.10	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	6	\$2,643.55	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	6	\$2,643.55	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	10	\$3,902.65	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	10	\$3,902.65	\$0.00

**LINCOLN CONSOLIDATED SCHOOLS
PERSONNEL TRANSACTIONS SUMMARY**

ACTION ITEMS				
Name	Position/Building	Effective Date	Status	Major/Step
Trazy Lazarski	Paraprofessional/Brick Elementary	7/27/2021	Resigned	
Melissa Huffman	Bus Driver/Transportation	9/7/2021	New Hire	
Shaney Klein	Noon Supervisor/Childs Elementary	9/13/2021	New Hire	
Nicole Arangelos	Noon Supervisor/Childs Elementary	9/14/2021	New Hire	
Mark Bies	Bus Aide/Transportation	9/9/2021	New Hire	
Bonita Saucedo	ELA Teacher/Lincoln High School	9/10/2021	Resigned	
James Mercier	Teacher/Lincoln High School	9/7/2021	Resigned	
Stella Ewen	Bus Aide/Transportation	9/10/2021	Resigned	
Richard Napier	Bus Driver/Transportation	9/10/2021	New Hire	
Sarah Vollmer	Noon Supervisor/Bishop Elementary	9/14/2021	New Hire	
Cabria Culp	Noon Supervisor/Model Elementary	9/15/2021	New Hire	
Thelma Squires	Bus Aide/Transportation	9/15/2021	Re-hire	
Pamela Miller	Secondary Interventionist/ Lincoln Middle School	9/27/2021	New Hire	
Name	Position/Building	Return to Work Date	Status	Approved/Not Approved
Debbie Brunell	Bus Driver/Transportation	9/13/2021	FMLA	Approved