



Notice of Board of Education Regular Board Meeting LivingstonESA Education Center

1425 W. Grand River, Howell, MI 48843

April 9, 2025

6:00 p.m.

LESA Board Minutes are located at the LESA Education Center, 1425 W. Grand River, Howell, MI 48843, 517-546-5550.

This meeting is a meeting of the Board of Education in public for the purpose of conducting the Agency's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

Upon request to the Superintendent, the Agency shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.

WELCOME!

The Livingston Educational Service Agency (LESA) Board of Education encourages parents, students, staff members, community members, and other interested parties to attend Board meetings. The Board represents the public and makes decisions regarding the educational practices of LESA.

THE BOARD OF EDUCATION

The Board of Education is elected biennially on the first Monday in June by a body composed of one representative of the board of each constituent district. The Board is made up of five members, each elected for a six-year term. These terms are staggered to ensure that there will always be experienced individuals serving on the Board. Board members elect a president, vice-president, secretary, treasurer, and trustee for one-year terms at their Organizational Meeting. The regular meeting dates for the remainder of the year are also set at the Organizational Meeting.

SUPERINTENDENT OF SCHOOLS

The Superintendent is appointed by the Board as its chief administrative officer. The Board delegates to the Superintendent the authority, and charges him/her with the responsibility to implement its policies; to establish necessary procedures and regulations to carry out its policies; and conduct the active administration of its educational programs. The Superintendent also acts as advisor to the Board and keeps board members informed of the needs and progress of the LESA and its constituent districts.

BOARD MEETINGS

Regular and special meetings of the Board of Education are open to the public and the news media. The Board of Education can act officially only at a public meeting when there are three or more members present. No member of the Board has the authority to act in the name of the Board outside of a legally constituted meeting.

The Board of Education may recess a regular or special meeting to meet privately in executive session to discuss only those matters permitted by statute. No official action may be taken in executive session.

THE ORDER OF BUSINESS

The order of business for all official meetings of the Board of Education shall be as follows:

1. Call to Order
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Approval of Agenda
2. Call to the Public and Correspondence
3. Consent Agenda Approval
 - A. Superintendent's Recommendations
 - B. Personnel Board Report
 - C. Financial Reports
 - D. Minutes
 - E. Superintendent's Reimbursement of Expenses (Quarterly)
4. Special Presentation(s)
5. Information Items
6. Action Items
7. Reports
 - A. Superintendent's Report
8. Board Discussion
9. Adjournment

Any person may address the Board under the agenda item "Call to the Public" without giving prior notice to the Board. After being recognized by the Chair, he/she must state his/her name and identify the topic on which he/she wishes to address the Board. Such an address may not require more than three (3) minutes. If the Chair wishes, additional time may be granted. The Chair may also permit persons to address the Board at other times during the meeting.

All meetings will be held in the Education Center of the LESA, 1425 West Grand River Avenue, Howell, Michigan at 6:00 p.m. unless otherwise noted:

- July 31, 2024 – Special Meeting – Superintendent Evaluation – Goal Setting
- August 14, 2024 – Regular Meeting
- August 21, 2024 – Board Training for Superintendent Evaluation
- September 11, 2024 – Regular Meeting
- October 9, 2024 – Regular Meeting
- November 6, 2024 – Board Retreat
- November 13, 2024 – Regular Meeting
- December 11, 2024 – Regular Meeting
- January 8, 2025 – Regular Meeting
- February 19 – Regular Meeting
- March 12, 2025– Regular Meeting & Budget Work Session
- April 9, 2025 – Regular Meeting
- May 14, 2025 – Regular Meeting & Budget Hearing
- May 21, 2025 – Special Meeting – Superintendent Evaluation
- June 2, 2025 – Board Election
- June 11, 2025 – Regular Meeting and Organizational Meeting

**BOARD OF EDUCATION MEETING
LivingstonESA Education Center
1425 W. Grand River, Howell**

April 9, 2025 – 6:00 p.m.

Agenda

- 1. CALL TO ORDER – p. 4**
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Approval of Agenda

- 2. CALL TO THE PUBLIC AND CORRESPONDENCE – p. 4**

- 3. CONSENT AGENDA APPROVAL (roll call)**
 - A. Personnel Board Report – p. 6
 - B. Financial Reports – Appendix A – p. 15
 - C. Minutes – Appendix B – p. 53

- 4. PRESENTATION(S)**
 - A. United Way Presentation – Jeanne Clum & Carrie Newstead
 - B. Showcase Admin Services Team – Appendix C – p. 59
 - C. Restorative Practices – Dr. Tim Moore – Appendix D – p. 73
 - D. School Bus Inspection Results – Appendix E – p. 83

- 5. ACTION ITEM(S)**
 - A. RTC Bus Purchase – p. 9
 - B. Specialized Transportation Bus Purchase – p. 10
 - C. Board Policy Revisions, Second Reading and Approval – p. 11, Appendix F – p. 90

- 6. REPORT(S)**
 - A. Superintendent’s Report – p. 12

- 7. BOARD DISCUSSION – p. 13**

- 8. ADJOURNMENT – p. 14**

3. CONSENT AGENDA APPROVAL

- A. Personnel Board Report
- B. Financial Reports
- C. Minutes

Information Only Personnel Report Summary:

Employee Group	Budgeted Positions	Staff Count	+	-	Staff Count	Current Vacancies
	12/01/24	02/28/25			03/31/25	
Administrator & Supervisor	42.5	41.5	0.0	(0.0)	41.5	1.0
Classified	53.5 *	51.0	1.0	(1.0)	51.0	2.5
Early Childhood	81.5	75.0	0.0	(1.0)	74.0	7.5
LIPSA	202.7	196.0	0.0	(1.0)	195.0	7.7
Teacher Assistants	68.0	64.0	1.0	(2.0)	63.0	5.0
Specialized Transportation	68.0	62.0	2.0	(0.0)	64.0	4.0
Brighton RTC	23.0	21.0	1.0	(0.0)	22.0	1.0
Hartland RTC	36.0	32.0	0.0	(0.0)	32.0	4.0
Howell RTC	40.0	37.0	1.0	(1.0)	37.0	3.0
Pinckney RTC	22.0	20.0	2.0	(0.0)	22.0	0.0
Total	637.2	599.5	8.0	(6.0)	601.5	35.7

(Totals do not include substitutes)

Budgeted Positions may be modified due to movement between groups.

* Added Technical Support Specialist I for Brighton Area Schools, Added Hartland Behavioral Support Specialist

Items for Board Action:

Administrator & Supervisor				
New Positions	+	-	Other	Description

Classified				
New Positions	+	-	Other	Description
	1.0			Shelby Green, Early On Family Service Coordinator, Division 7, Scale 1, Step 3. \$22.27/hour, effective 03/31/2025.
		1.0		Alvin Bradford, 1.0 FTE, Behavior Intervention Specialist, separation of employment, effective 03/14/2025.

Early Childhood				
New Positions	+	-	Other	Description
		1.0		Erin Toner, 1.0 FTE, Lead Teacher, separation of employment, effective 03/31/2025.
			1.0	Sally Mowers, 1.0 FTE, Early Childhood Specialist from Behavior Interventions Specialist, effective 03/03/2025.

LIPSA				
New Positions	+	–	Other	Description
		1.0		Jennifer Harper, 1.0 FTE, General Education Mental Health Specialist serving Brighton Area Schools, separation of employment, effective 03/03/2025.

LETAA				
New Positions	+	–	Other	Description
	1.0			Emily Kaliszewski, 1.0 FTE, Teacher Assistant, Step 2, \$20.39/hour, effective 03/10/2025.
		1.0		Shea DeVries, 1.0 FTE, Teacher Assistant, separation of employment, effective 03/30/2025.
		1.0		Amy Liddy, 1.0 FTE, Teacher Assistant, separation of employment, effective 03/20/2025.

Specialized Transportation				
New Positions	+	–	Other	Description
	1.0			Nancy Whyte, 1.0 FTE Bus Assistant, Step 1, \$15.68/hour, effective 02/10/2025.
	1.0			Landon Chouinard, 1.0 FTE Bus Assistant, Step 1, \$15.68/hour, effective 03/20/2025.

Transportation – RTC				
New Positions	+	–	Other	Description
	1.0			Ann Orozco, 1.0 FTE, Bus Driver, Brighton RTC, Step 1, \$20.37/hour, effective 03/03/2025.
	1.0			Michael McCray, 1.0 FTE, Bus Driver, Howell RTC, Step 1, \$20.37/hour effective 03/06/2025.
		1.0		Teri Kiefer, 1.0 FTE, Bus Driver, Howell RTC, resignation to substitute status, effective 01/07/2025.
	1.0			Alana Orvelo, 1.0 FTE, Bus Assistant, Pinckney RTC, Step 1, \$15.68/hour, effective 02/05/2025.
	1.0			Brian Wilson, 1.0 FTE, Bus Driver, Pinckney RTC, Step 1, \$20.37/hour, effective 03/17/2025.

Employee(s) to be hired as conditional employee(s) pursuant to the terms of Public Act 68 of 1993 and the Americans with Disabilities Act. Employment is contingent upon a clean record check and upon Board of Education being able to accommodate any disability.

4. PRESENTATION(S)

- A. United Way Presentation – Jeanne Clum & Carrie Newstead
- B. Showcase Admin Services Team – Appendix D
- C. Restorative Practices – Dr. Tim Moore – Appendix C
- D. School Bus Inspection Results – Appendix E

5. ACTION ITEM(S)

A. Approval of Brighton RTC Bus Purchase

Executive Summary:

The recommendation is to order two new buses with a layout that is similar to those purchased in prior years. This will replace two of their 12 year old buses in the fleet.

The recommended "not-to-exceed purchase price" was taken from the Michigan School Business Officials statewide school bus bid. The buses are currently on the dealership lot. This purchase puts the Brighton RTC fleet at an average age of five years.

The buses will be ordered upon approval and received in the 2025-2026 fiscal year and funded with 2025-2026 budget resources. As is customary, Brighton Area Schools will pay the Agency for the full cost of the purchase through the Regional Transportation Collaborative service agreement. No financing will be required.

Suggested Motion:

That the Board approve the purchase of two new buses from Holland Bus Company for an amount not to exceed \$277,788 to be used in Brighton Area Schools RTC.

5. ACTION ITEM(S)

B. Approval of Specialized Transportation Bus Purchase

Executive Summary:

The recommendation for 2025-2026 is to order six Blue Bird buses with specifications similar to those purchased in prior years. These units would replace the following buses in scheduled route service:

59-17 mileage 132,442

60-17 mileage 121,592

61-17 mileage 117,493

62-17 mileage 110,760

63-17 mileage 135,213

64-17 mileage 108,349

The costs for special education buses are reimbursed by the State at the time they are amortized, which is over a period of seven years. The reimbursement rate is about 70 percent. The recommended "not-to-exceed purchase price" was taken from the Michigan School Business Officials statewide school bus bid. Special education buses are generally higher in cost than traditional general education buses due to the additional safety equipment (additional railings, wheelchair tie-downs and lifts, etc.) and supplemental climate control systems (heating and air conditioning).

Suggested Motion:

That the Board approve the purchase of six buses from Holland Bus Company for an amount not to exceed \$1,008,630 to be used in the specialized transportation department.

5. ACTION ITEM(S)

C. Board Policy Revisions, Second Reading and Approval

Executive Summary:

Miller Johnson recently provided the policy update for the year. The recommended changes to the Board Policies are attached with new language shown in red and language to delete shown with ~~strikeouts~~.

Suggested Motion:

That the Board adopt the Policy updates as presented for a Second Reading and Approval.

6. REPORT(S)

- Superintendent's Report

7. BOARD DISCUSSION

8. ADJOURNMENT

APPENDIX A

Financial Reports

- Check Register – March 2025
- PCard Register – March 2025
- ACH Report – March 2025

Check Register March 2025				
Check Number	Check Date	Vendor Name	Inv Description	Account Amount
115561	3/17/2025	SHANNON BOURKE	CHECK # 115561 VOIDED	-\$40.00
115591	3/17/2025	KELLIANNE COLLITON	CHECK # 115591 VOIDED	-\$49.95
115620	3/17/2025	SHANNON BOURKE	CHECK # 115620 VOIDED	-\$40.00
115797	3/7/2025	JAIME OPPENLANDER	CHECK # 115797 VOIDED	-\$29.81
115797	3/7/2025	JAIME OPPENLANDER	CHECK # 115797 VOIDED	-\$29.82
115797	3/7/2025	JAIME OPPENLANDER	CHECK # 115797 VOIDED	-\$72.02
115797	3/7/2025	JAIME OPPENLANDER	CHECK # 115797 VOIDED	-\$72.03
116009	3/17/2025	SHANNON BOURKE	CHECK # 116009 VOIDED	-\$45.00
116090	3/7/2025	ABSOPURE WATER CO DEPT 11-173697	OFF SUPPLIES TRANSP	\$24.10
116091	3/7/2025	ADVANCE AUTO PARTS-AAP FINANCIAL SERVICES ACCT 1870846399	REPAIR PARTS - HO	\$128.97
116091	3/7/2025	ADVANCE AUTO PARTS-AAP FINANCIAL SERVICES ACCT 1870846399	REPAIR PARTS - HO	\$372.58
116091	3/7/2025	ADVANCE AUTO PARTS-AAP FINANCIAL SERVICES ACCT 1870846399	REPAIR PARTS - HO	\$12.60
116091	3/7/2025	ADVANCE AUTO PARTS-AAP FINANCIAL SERVICES ACCT 1870846399	REPAIR PARTS - HO	\$36.56
116091	3/7/2025	ADVANCE AUTO PARTS-AAP FINANCIAL SERVICES ACCT 1870846399	REPAIR PARTS - HO	\$39.45
116091	3/7/2025	ADVANCE AUTO PARTS-AAP FINANCIAL SERVICES ACCT 1870846399	REPAIR PARTS - HO	-\$36.56
116092	3/7/2025	ADVANCE AUTO PARTS Cust#730074 (or Acct 1496267)	REPAIR PARTS - PI	\$173.47
116092	3/7/2025	ADVANCE AUTO PARTS Cust#730074 (or Acct 1496267)	REPAIR PARTS - PI	\$75.80
116093	3/7/2025	ALLIED INC PREMIER BANK	BUS REPAIRS - BR	\$399.44
116094	3/7/2025	AMERICAN ACCESSIBILTY TECHNOLOGOES, INC A.A TECH., INC	LATSON RD PHONE INSTALL	\$640.00
116095	3/7/2025	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	TRAINING & DEV SVCS	\$110.00
116096	3/7/2025	A T & T	TELEPHONE EHS	\$3.73
116096	3/7/2025	A T & T	TELEPHONE H/S	\$7.45
116096	3/7/2025	A T & T	TELEPHONE GSRP	\$14.90
116096	3/7/2025	A T & T	TELEPHONE ADMIN BLDG	\$59.63
116096	3/7/2025	A T & T	TELEPHONE	\$286.95
116097	3/7/2025	AT & T 019	TELEPHONE EHS	\$7.31
116097	3/7/2025	AT & T 019	TELEPHONE H/S	\$14.62
116097	3/7/2025	AT & T 019	TELEPHONE GSRP	\$29.25
116097	3/7/2025	AT & T 019	TELEPHONE ADMIN BLDG	\$116.99
116097	3/7/2025	AT & T 019	TELEPHONE	\$563.02
116098	3/7/2025	CYNTHIA COURTER	MILEAGE THR 2/11/25	\$46.90
116099	3/7/2025	TERESA DUNLAP	MILEAGE THR 1/31/25	\$51.31
116100	3/7/2025	FAS BREAK WINDSHIELD REPAIR	BUS REPAIRS - BR	\$90.00

Check Register March 2025

Check Number	Check Date	Vendor Name	Inv Description	Account Amount
116101	3/7/2025	IAN FLYNN ANTHROMED LLC	C/S M.SMITH THR 2/21/25	\$3,471.00
116101	3/7/2025	IAN FLYNN ANTHROMED LLC	C/S A.BOYDSTON THR 2/21/25	\$3,508.50
116101	3/7/2025	IAN FLYNN ANTHROMED LLC	C/S S.MCBEAN THR 2/21/25	\$2,801.12
116101	3/7/2025	IAN FLYNN ANTHROMED LLC	C/S C.BORAWSKI THR 2/21/25	\$2,884.84
116102	3/7/2025	HOLLY GOODHEART	MILEAGE THR 1/17/25	\$32.76
116102	3/7/2025	HOLLY GOODHEART	MEDICAL BAG FOR STUDENT	\$10.00
116103	3/7/2025	GORDON FOOD SERVICE	FOOD SUPPLIES	\$2,448.35
116103	3/7/2025	GORDON FOOD SERVICE	MISCELLANEOUS	\$4.70
116103	3/7/2025	GORDON FOOD SERVICE	FOOD SUPPLIES	\$1,052.77
116103	3/7/2025	GORDON FOOD SERVICE	NON FOOD SUPPLIES	\$235.05
116103	3/7/2025	GORDON FOOD SERVICE	MISCELLANEOUS	\$4.70
116104	3/7/2025	KINGS III OF AMERICA, LLC	ELEVATOR PHONE	\$71.56
116105	3/7/2025	LUANN LOY	MILEAGE BD 2-19-25	\$16.80
116105	3/7/2025	LUANN LOY	BD MEETING 2-19-25	\$30.00
116106	3/7/2025	MIDWEST MOTOR SUPPLY	REPAIR PARTS - HO	\$529.65
116107	3/7/2025	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN	\$98.00
116107	3/7/2025	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C CONCENTRA ME	PHY/DRUG SCREEN-PI	\$98.00
116108	3/7/2025	BERNADETTE PERKINS	PARENT REIMBURSE - LOOK LATER	\$100.00
116109	3/7/2025	JOANNE PIERCE	MILEAGE THR 2/28/25	\$147.00
116110	3/7/2025	AMANDA PRUITT	MILEAGE THR 2/5/25	\$23.10
116111	3/7/2025	ABIGAIL QUINN	MILEAGE THR 2/28/25	\$107.52
116112	3/7/2025	SUSAN ROBERTSON	MILEAGE THR 2/27/25	\$6.30
116113	3/7/2025	ERIN SCHMIDT	MILEAGE THR 2/27/25	\$122.50
116114	3/7/2025	SCHOOL LEADERSHIP ALLIANCE FOUNDATION	DELOITTE TAKEAWAYS	\$240.00
116115	3/7/2025	TILL360, LLC	SPEAKING	\$7,500.00
116116	3/7/2025	TRANSFR INC.	VR HEADSET	\$16,000.00
116117	3/7/2025	TYLER TECHNOLOGIES INC	SOFTWARE - HO	\$15,737.57
116117	3/7/2025	TYLER TECHNOLOGIES INC	SOFTWARE	\$19,457.35
116117	3/7/2025	TYLER TECHNOLOGIES INC	SOFTWARE MAINTENANCE	\$7,585.07
116118	3/11/2025	MOTT COMMUNITY COLLEGE ATTN: Cashiers office	MEMCA R.HOLMAN	\$150.00
116119	3/14/2025	A & L PARTS INC	REPAIR PARTS - HO	\$33.97
116120	3/14/2025	ADVANCE AUTO PARTS Cust#730074 (or Acct 1496267)	REPAIR PARTS - PI	\$4.00
116121	3/14/2025	AMCOMM TELECOMMUNICATIONS INC	LIV CO MISS DIG	\$937.50

Check Register March 2025				
Check Number	Check Date	Vendor Name	Inv Description	Account Amount
116121	3/14/2025	AMCOMM TELECOMMUNICATIONS INC	LIV CO MISS DIG	\$1,575.00
116122	3/14/2025	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	CPR	\$12.50
116122	3/14/2025	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	CPR	\$12.50
116122	3/14/2025	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	EMP TRAINING & DEV SVCS	\$15.00
116122	3/14/2025	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	TRAINING & DEV SVCS	\$30.00
116122	3/14/2025	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	TRAINING & DEV SVCS	\$100.00
116123	3/14/2025	BARCLAY'S BANK DELAWARE C/O SHERMETA LAW GROUP, PLLC	REF #809936	\$435.00
116124	3/14/2025	PETE BLACK PLUMBING & WATER CONDITIONING	BUS GARAGE	\$800.00
116125	3/14/2025	CINTAS CORPORATION	BUS REPAIRS - BR	\$95.07
116126	3/14/2025	CITY OF HOWELL	BUS GARAGE	\$577.54
116127	3/14/2025	ELIZABETH CLARK	MILEAGE THR 2/12/25	\$46.20
116128	3/14/2025	DETROIT EDISON	STREETLIGHTS	\$13.37
116128	3/14/2025	DETROIT EDISON	STREETLIGHTS	\$53.46
116129	3/14/2025	DTE ENERGY	PATHWAY	\$4,400.29
116129	3/14/2025	DTE ENERGY	MAINT BLDG	\$16.30
116129	3/14/2025	DTE ENERGY	MAINT BLDG	\$65.20
116130	3/14/2025	IAN FLYNN ANTHROMED LLC	C/S E.FIALKOWSKI THR 2/27/25	\$1,836.80
116130	3/14/2025	IAN FLYNN ANTHROMED LLC	C/S M.SMITH THR 2/28/25	\$3,471.00
116130	3/14/2025	IAN FLYNN ANTHROMED LLC	C/S C.BORAWSKI THR 2/28/25	\$1,667.79
116130	3/14/2025	IAN FLYNN ANTHROMED LLC	C/S A.BOYDSTON THR 2/28/25	\$3,508.50
116131	3/14/2025	GORDON FOOD SERVICE	COFFEE MACH SUPP	\$47.44
116131	3/14/2025	GORDON FOOD SERVICE	COFFEE SUPPLIES	\$189.78
116131	3/14/2025	GORDON FOOD SERVICE	FOOD SUPPLIES	\$1,727.89
116131	3/14/2025	GORDON FOOD SERVICE	NON FOOD SUPPLIES	\$59.82
116131	3/14/2025	GORDON FOOD SERVICE	MISCELLANEOUS	\$4.70
116131	3/14/2025	GORDON FOOD SERVICE	FOOD SUPPLIES	\$2,189.57
116131	3/14/2025	GORDON FOOD SERVICE	NON FOOD SUPPLIES	\$589.09
116131	3/14/2025	GORDON FOOD SERVICE	MISCELLANEOUS	\$4.70
116132	3/14/2025	DIANE IANNACCHIONE	MILEAGE THR 2/28/25	\$15.40
116132	3/14/2025	DIANE IANNACCHIONE	MILEAGE THR 2/28/25	\$3.50
116132	3/14/2025	DIANE IANNACCHIONE	MILEAGE THR 2/28/25	\$35.00
116133	3/14/2025	IRON MTN RECORDS MGT	C/S STORAGE	\$198.97
116133	3/14/2025	IRON MTN RECORDS MGT	C/S STORAGE	\$795.86

Check Register March 2025

Check Number	Check Date	Vendor Name	Inv Description	Account Amount
116134	3/14/2025	JEFFERSON CAPITAL SYSTEMS, LLC	FILE #885626	\$92.94
116135	3/14/2025	LAMAR TEXAS LIMITED PARTNERSHIP THE LAMAR COMPANIES	PARENT COALITION EXP	\$1,000.00
116136	3/14/2025	LLOYD & MCDANIEL, PLC	FILE #20005888	\$100.00
116137	3/14/2025	BECKY LUCAS	MILEAGE THR 2/28/25	\$278.25
116138	3/14/2025	MICHIGAN PUBLIC HEALTH INSTITUTE SUITE 300	GP/GS EVALUATION	\$3,465.00
116139	3/14/2025	BERNADETTE PERKINS	PARENT REIMBURSE - LOOK LATER	\$100.00
116140	3/14/2025	SPORTS & APPAREL OF MI, INC	GS TEE ORDER	\$411.50
116141	3/14/2025	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	TOKENS	\$22.80
116141	3/14/2025	STATE OF MICHIGAN MICHIGAN STATE POLICE-CASHIERS OFFICE	TOKENS	\$91.20
116142	3/14/2025	RENTOKIL NORTH AMERICA INC TERMINIX COMMERCIAL	ADMIN	\$16.20
116142	3/14/2025	RENTOKIL NORTH AMERICA INC TERMINIX COMMERCIAL	ADMIN	\$64.80
116142	3/14/2025	RENTOKIL NORTH AMERICA INC TERMINIX COMMERCIAL	PATHWAY	\$77.00
116143	3/14/2025	VELO LAW OFFICE	RR-0002712048	\$262.89
116144	3/14/2025	WM CORPORATE SERVICES, INC AS PAYMENT AGENT	TRASH REMOVAL H/S	\$64.65
116144	3/14/2025	WM CORPORATE SERVICES, INC AS PAYMENT AGENT	TRASH REMOVAL EHS	\$43.10
116144	3/14/2025	WM CORPORATE SERVICES, INC AS PAYMENT AGENT	TRASH REMOVAL GSRP	\$323.28
116145	3/14/2025	WEBWORLD ADVANTAGE CANDY JONES-GUERIN	WEBSITE	\$350.00
116146	3/21/2025	ACCUSHRED, LLC	SHREDDING CONTAINERS	\$35.00
116147	3/21/2025	AUTO-JET MUFFLER CORP.	REPAIR PARTS - HO	\$2,143.51
116148	3/21/2025	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	TRAINING & DEV SVCS	\$205.00
116149	3/21/2025	A T & T	TELEPHONE EHS	\$7.45
116149	3/21/2025	A T & T	TELEPHONE H/S	\$14.91
116149	3/21/2025	A T & T	TELEPHONE GSRP	\$29.81
116149	3/21/2025	A T & T	TELEPHONE ADMIN BLDG	\$119.25
116149	3/21/2025	A T & T	TELEPHONE	\$573.90
116150	3/21/2025	AT&T STEP	INTERNET	\$1,054.00
116151	3/21/2025	BC GROUP HOLDINGS, INC ALPHACARD	OFFICE SUPPLIES	\$255.20
116151	3/21/2025	BC GROUP HOLDINGS, INC ALPHACARD	OFFICE SUPPLIES	\$1,020.80
116152	3/21/2025	SHANNON BOURKE	MISC EXP GSC 10/22/24	\$40.00
116152	3/21/2025	SHANNON BOURKE	MISC EXP GSC 10-17-24	\$40.00
116152	3/21/2025	SHANNON BOURKE	PARENT COALITION EXP GSC 2-6-25	\$45.00
116153	3/21/2025	ELIZABETH CLARK	MILEAGE THR 3/13/25	\$20.79
116154	3/21/2025	KELLIANNE COLLITON	TPT LESSON MATERIALS	\$49.95

Check Register March 2025				
Check Number	Check Date	Vendor Name	Inv Description	Account Amount
116155	3/21/2025	CONSUMERS ENERGY PAYMENT CENTER	LATSON RD	\$1,533.21
116156	3/21/2025	FAS BREAK WINDSHIELD REPAIR	BUS REPAIRS - BR	\$90.00
116157	3/21/2025	IAN FLYNN ANTHROMED LLC	C/S M.SMITH THR 3/7/25	\$3,471.00
116157	3/21/2025	IAN FLYNN ANTHROMED LLC	C/S E.FIALKOWSKI THR 3/6/25	\$1,377.60
116157	3/21/2025	IAN FLYNN ANTHROMED LLC	C/S C.BORAWSKI THR 3/7/25	\$3,155.30
116157	3/21/2025	IAN FLYNN ANTHROMED LLC	C/S A.BOYDSTON THR 3/7/25	\$3,508.50
116157	3/21/2025	IAN FLYNN ANTHROMED LLC	C/S S.MCBEAN THR 3/7/25	\$3,444.00
116158	3/21/2025	MEAGAN FOX	MILEAGE THR 3/6/25	\$29.26
116159	3/21/2025	KELLY A MCINTYRE THE HARTLAND PLAYERS	T. ROBINSON FIELD TRIP	\$126.00
116159	3/21/2025	KELLY A MCINTYRE THE HARTLAND PLAYERS	T. ROBINSON FIELD TRIP	\$72.00
116160	3/21/2025	HOWELL TRUE VALUE HARDWARE	OTH BUS SUPPLIES - HO	\$40.87
116161	3/21/2025	DIANE IANNACCHIONE	MILEAGE THR 3/5/25	\$12.60
116161	3/21/2025	DIANE IANNACCHIONE	MILEAGE THR 3/5/25	\$11.20
116161	3/21/2025	DIANE IANNACCHIONE	MILEAGE THR 3/5/25	\$11.90
116162	3/21/2025	ID NETWORKS, INC	SOFTWARE MAINT	\$399.00
116162	3/21/2025	ID NETWORKS, INC	SOFTWARE MAINT	\$1,596.00
116163	3/21/2025	LAKELAND ACE HARDWARE	REPAIR PARTS - PI	\$6.99
116164	3/21/2025	JILL LEUTZE	FAPE BOOTCAMP MILEAGE	\$151.20
116165	3/21/2025	MACOMB INTERMEDIATE SCHOOL DISTRICT MISD	MISD SEBH SYMPOSIUM	\$50.00
116166	3/21/2025	MASB SUITE 400	SUPPLIES BOARD OF ED	\$41.95
116167	3/21/2025	BEVERLY MEYER THE MUSIC LADY	FAMILY FUN DAY	\$350.00
116168	3/21/2025	MIDWEST MOTOR SUPPLY	REPAIR PARTS - HO	\$420.45
116169	3/21/2025	MJM AUTO X-L INC	SEG 1 - M.GUJAROLO	\$250.00
116170	3/21/2025	MORGAN MOORE	MILEAGE THRB 3/4/25	\$1.33
116171	3/21/2025	ALEX JOHNATHAN NAGY	EVENT TECHNICIAN PARENT	\$100.00
116172	3/21/2025	BERNADETTE PERKINS	REIMBURSE - LOOK LATER	\$100.00
116173	3/21/2025	JESSICA PLAETH	MILEAGE THR 2/27/25	\$46.62
116174	3/21/2025	SAFETY-KLEEN SYSTEMS INC	BUS REPAIRS - BR	\$455.60
116175	3/21/2025	VICTORIA SMITH	MILEAGE THR 2/22/25	\$51.59
116176	3/21/2025	STATE OF MICHIGAN MDHHS CASHIER	SCHOOL BASED SERVICES	\$3,066.01
116177	3/21/2025	STATE OF MICHIGAN MICHIGAN DEPT OF STATE	F169465	\$25.00
116178	3/21/2025	KATHRYN MCPHERSON TRUE MEASURE SOLUTIONS, LLC	KEYNOTE SPEECH/DIGITAL WELLNESS	\$1,000.00
116179	3/21/2025	CHRISTOPHER A. VEIHL JR LAPEER FAMILY DEVELOPMENT	MILEAGE THR 3/14/25	\$69.68

Check Register March 2025

Check Number	Check Date	Vendor Name	Inv Description	Account Amount
116179	3/21/2025	CHRISTOPHER A. VEIHL JR LAPEER FAMILY DEVELOPMENT	SPEAKER 31N(6)	\$200.00
116180	3/21/2025	VERIZON WIRELESS WAY PROGRAM	TELEPHONE EXPENSE	\$188.05
116181	3/21/2025	VERIZON WIRELESS	MAR 25 PAYMENT	\$4,020.48
116182	3/21/2025	VERIZON WIRELESS Board	CELL PHONE EXPENSE	\$1,848.64
116183	3/21/2025	WALMART COMMUNITY/SYNCB	TEACH SUPP/MOCI/PATH	\$55.20
116183	3/21/2025	WALMART COMMUNITY/SYNCB	TEACH SUPPL SCI/PATH	\$3.98
116183	3/21/2025	WALMART COMMUNITY/SYNCB	TEACH SUPPL SCI/PATH	\$17.40
116183	3/21/2025	WALMART COMMUNITY/SYNCB	AGENCY/PATHWAY	\$26.56
116183	3/21/2025	WALMART COMMUNITY/SYNCB	FOOD SUPPLIES	\$21.90
116183	3/21/2025	WALMART COMMUNITY/SYNCB	NON FOOD SUPPLIES	\$19.21
116183	3/21/2025	WALMART COMMUNITY/SYNCB	FOOD SUPPLIES	\$41.28
116183	3/21/2025	WALMART COMMUNITY/SYNCB	NON FOOD SUPPLIES	\$59.98
116183	3/21/2025	WALMART COMMUNITY/SYNCB	FOOD SUPPLIES	\$14.56
116183	3/21/2025	WALMART COMMUNITY/SYNCB	HEALTH SUPPLY H/S	\$74.03
116183	3/21/2025	WALMART COMMUNITY/SYNCB	HEALTH SUPPLY EHS	\$74.03
116183	3/21/2025	WALMART COMMUNITY/SYNCB	TEACH SUPPL SCI/PATH	\$23.35
116183	3/21/2025	WALMART COMMUNITY/SYNCB	PROJECT SEARCH GRANT	\$31.77
116183	3/21/2025	WALMART COMMUNITY/SYNCB	INSTRUCTIONAL SVCS MOCI	\$6.71
116183	3/21/2025	WALMART COMMUNITY/SYNCB	INSTRUCTIONAL SVCS MOCI	\$82.05
116184	3/21/2025	TANYA SUSAN WRIGHT	CFD MEETING	\$1,000.00
			Subtotal Checks:	\$158,224.98
A19246	3/7/2025	ALLISON ACKERSON	MILEAGE THR 2/10/25	\$67.98
A19247	3/7/2025	AMERICAN AQUA INC	WELLNESS COMMITTEE SUPPLIES	\$16.00
A19248	3/7/2025	AMY BAAD	MILEAGE THR 2/26/25	\$63.42
A19248	3/7/2025	AMY BAAD	CELL PHONE ASST TECH	\$68.00
A19249	3/7/2025	IN THE PINES, INC SCHOOL BELL	GSRP PAYMENT #16	\$2,277.48
A19250	3/7/2025	JULIE BLACKETT-GARZA	MILEAGE THR 1/24/25	\$33.60
A19251	3/7/2025	KIMBERLY BLAIR	FEB 25	\$1,900.00
A19252	3/7/2025	BRIGHTON COOPERATIVE PRESCHOOL	SLOT PAYMENT #6	\$1,087.42
A19253	3/7/2025	BRIGHTON INSTITUTE OF COSMETOLOGY	FEB 25	\$825.00
A19253	3/7/2025	BRIGHTON INSTITUTE OF COSMETOLOGY	FEB 25	\$412.50
A19253	3/7/2025	BRIGHTON INSTITUTE OF COSMETOLOGY	FEB 25	\$825.00
A19253	3/7/2025	BRIGHTON INSTITUTE OF COSMETOLOGY	FEB 25	\$825.00

Check Register March 2025				
Check Number	Check Date	Vendor Name	Inv Description	Account Amount
A19253	3/7/2025	BRIGHTON INSTITUTE OF COSMETOLOGY	FEB 25	\$825.00
A19254	3/7/2025	BRADY BUCHLER	C/S FOOD SERVICE GSRP	\$288.55
A19254	3/7/2025	BRADY BUCHLER	C/S INSTRUCTION	\$57.70
A19254	3/7/2025	BRADY BUCHLER	C/S FOOD SERVICE EHS	\$38.47
A19254	3/7/2025	BRADY BUCHLER	MILEAGE FOOD SERVICE	\$51.98
A19254	3/7/2025	BRADY BUCHLER	MILEAGE FOOD SERVICE	\$10.40
A19254	3/7/2025	BRADY BUCHLER	MILEAGE INSTR H/S	\$6.93
A19255	3/7/2025	C & S MOTORS INC	REPAIR PARTS - BR	\$392.20
A19255	3/7/2025	C & S MOTORS INC	REPAIR PARTS - BR	\$199.49
A19255	3/7/2025	C & S MOTORS INC	REPAIR PARTS - BR	\$825.00
A19256	3/7/2025	CAPITAL CONSULTANTS, INC DBA C2AE, INC	AMENDMENT	\$148.42
A19257	3/7/2025	JENNIFER CARNEVALE	MILEAGE THR 2/27/25	\$22.61
A19258	3/7/2025	PLEASANNA CARTER	MILEAGE THR 2/28/25	\$187.60
A19259	3/7/2025	CENTRAL OPERATIONS CENTRIC LEARNING (DBA)	FEB USERS	\$2,275.00
A19259	3/7/2025	CENTRAL OPERATIONS CENTRIC LEARNING (DBA)	FEB USERS	\$500.00
A19260	3/7/2025	SHANNON CHAPMAN	MILEAGE THR 2/27/25	\$307.93
A19261	3/7/2025	THE CLEANINGSMITH SERVICE & SUPPLIES INC	PATHWAY	\$7,620.00
A19261	3/7/2025	THE CLEANINGSMITH SERVICE & SUPPLIES INC	BUS GARAGE	\$1,735.00
A19262	3/7/2025	CONTINENTAL LINEN SERVICES	PURCHASE SVC OTHER-BR	\$107.37
A19263	3/7/2025	CORRIGAN OIL CO BUS FUEL PURCHASES	OIL/GREASE - BR	\$274.20
A19263	3/7/2025	CORRIGAN OIL CO BUS FUEL PURCHASES	OIL/GREASE BUS	\$374.95
A19263	3/7/2025	CORRIGAN OIL CO BUS FUEL PURCHASES	FUEL - BR	\$17,696.03
A19263	3/7/2025	CORRIGAN OIL CO BUS FUEL PURCHASES	GAS/FUEL BUS GARAGE	\$16,692.33
A19263	3/7/2025	CORRIGAN OIL CO BUS FUEL PURCHASES	GAS/FUEL BUS GARAGE	\$28,672.85
A19264	3/7/2025	CORRIGAN ENTERPRISES, INC CORRIGAN MECHANICAL CONTRACTOR	BUS REPAIRS - BR	\$198.50
A19265	3/7/2025	DONALD K CORTEZ II	MILEAGE BD 2/19/25	\$11.20
A19265	3/7/2025	DONALD K CORTEZ II	BD MEETING 2/19/25	\$30.00
A19266	3/7/2025	CRAMPTON ELECTRIC CO INC	PARKING LOT POLE LIGHTS	\$139.00
A19266	3/7/2025	CRAMPTON ELECTRIC CO INC	PARKING LOT POLE LIGHTS	\$556.00
A19267	3/7/2025	JODIE HUTCHESON CREATIVE KIDS LEARNING CENTER, INC	GSRP PAYMENT #1	\$308.41
A19268	3/7/2025	CRISIS PREVENTION INST SUITE 250	TRAINING & DEV SVCS	\$7,447.50
A19269	3/7/2025	D&K TRUCK COMPANY	BUS REPAIR PARTS	\$475.63
A19269	3/7/2025	D&K TRUCK COMPANY	BUS REPAIR PARTS	\$165.47

Check Register March 2025				
Check Number	Check Date	Vendor Name	Inv Description	Account Amount
A19269	3/7/2025	D&K TRUCK COMPANY	BUS REPAIR PARTS	\$2,080.54
A19269	3/7/2025	D&K TRUCK COMPANY	BUS REPAIR PARTS	\$2,851.80
A19269	3/7/2025	D&K TRUCK COMPANY	REPAIR PARTS - HO	\$287.30
A19270	3/7/2025	JILL DAY	MILEAGE THR 11/21/24	\$113.23
A19270	3/7/2025	JILL DAY	MILEAGE THR 12/19/24	\$79.06
A19270	3/7/2025	JILL DAY	MILEAGE THR 1/29/25	\$121.80
A19271	3/7/2025	SUSAN K DONALDSON	MILEAGE THR 2/28/25	\$109.06
A19272	3/7/2025	DOWN on the FARM CHILD CARE HOME LLC	GSRP PAYMENT #12	\$7,587.97
A19273	3/7/2025	CHRISTOPHER ELDRED	MILEAGE THR 2/28/25	\$83.51
A19274	3/7/2025	ELECTROCOMM-MICHIGAN, INC	BUS REPAIRS - BR	\$350.00
A19275	3/7/2025	KRISTIE FAGAN THE LITTLE RED SCHOOLHOUSE	GSRP PAYMENT#15	\$5,721.14
A19276	3/7/2025	FIRST IMPRESSION PRINTING CO	SENIORITY RECOGNITION CLOTHING 25	\$6,840.22
A19277	3/7/2025	HAROLD E FRYER	MILEAGE BD 2-19-25	\$19.60
A19277	3/7/2025	HAROLD E FRYER	BD MEETING 2-19-25	\$30.00
A19278	3/7/2025	GREAT LAKES ACE STE. 110	REPAIR PARTS - BR	\$16.14
A19279	3/7/2025	JENNIFER GRILLS	MILEAGE THR 2/26/25	\$192.78
A19280	3/7/2025	AMANDA HAMMOND	MILEAGE THR 2/26/25	\$78.40
A19281	3/7/2025	ANNE HASSELD	CURRICULUM DEV. SHOW BOSS LED	\$500.00
A19282	3/7/2025	STAR HEANEY	MILEAGE THR 2/24/25	\$77.75
A19282	3/7/2025	STAR HEANEY	MILEAGE THR 2/24/25	\$15.55
A19282	3/7/2025	STAR HEANEY	MILEAGE THR 2/24/25	\$10.37
A19283	3/7/2025	SARA HIEBER	MILEAGE THR 1/31/25	\$73.08
A19284	3/7/2025	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$1,450.04
A19284	3/7/2025	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$1,410.45
A19284	3/7/2025	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$1,097.14
A19284	3/7/2025	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$1,548.62
A19284	3/7/2025	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$642.50
A19284	3/7/2025	HOLLAND BUS COMPANY	REPAIR PARTS - PI	\$649.68
A19284	3/7/2025	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$454.22
A19284	3/7/2025	HOLLAND BUS COMPANY	REPAIR PARTS - PI	\$254.30
A19284	3/7/2025	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$214.34
A19284	3/7/2025	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$133.47
A19284	3/7/2025	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$497.49

Check Register March 2025

Check Number	Check Date	Vendor Name	Inv Description	Account Amount
A19284	3/7/2025	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$89.45
A19284	3/7/2025	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$310.34
A19284	3/7/2025	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$8.13
A19284	3/7/2025	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$680.20
A19285	3/7/2025	PAMELA HOLLOWAY	MILEAGE THR 12/20/25	\$98.49
A19285	3/7/2025	PAMELA HOLLOWAY	MILEAGE THR 2/28/25	\$85.75
A19285	3/7/2025	PAMELA HOLLOWAY	MILEAGE THR 1/31/25	\$93.87
A19286	3/7/2025	HOWELL PUBLIC SCHOOLS	YEARBOOK I HESCOTT, M. GREEN JR	\$30.00
A19286	3/7/2025	HOWELL PUBLIC SCHOOLS	GRAD. CAP/TASSEL	\$45.00
A19286	3/7/2025	HOWELL PUBLIC SCHOOLS	INTO THE WOODS I. HESCOTT,	\$16.00
A19286	3/7/2025	HOWELL PUBLIC SCHOOLS	INTERCLEAN EQUIPMENT BUS WASH	\$974.59
A19286	3/7/2025	HOWELL PUBLIC SCHOOLS	ADMIN STAFF PD-CAREER	\$736.10
A19286	3/7/2025	HOWELL PUBLIC SCHOOLS	INSTRUCT STAFF PD- CAREER	\$1,447.20
A19287	3/7/2025	ASHLEY HUGHES	CONF REG. FEE	\$740.00
A19288	3/7/2025	JACKSON TRUCK SERVICE 1183 LEWIS ST	REPAIR PARTS - PI	\$158.94
A19288	3/7/2025	JACKSON TRUCK SERVICE 1183 LEWIS ST	REPAIR PARTS - PI	\$245.43
A19289	3/7/2025	PATRICIA E JANSEN	MILEAGE THR 2/21/25	\$119.18
A19289	3/7/2025	PATRICIA E JANSEN	MILEAGE THR 2/21/25	\$23.84
A19289	3/7/2025	PATRICIA E JANSEN	MILEAGE THR 2/21/25	\$15.88
A19290	3/7/2025	AMY JUBIK	MILEAGE THR 11/26/24	\$104.52
A19290	3/7/2025	AMY JUBIK	MILEAGE THR 12/17/24	\$54.27
A19290	3/7/2025	AMY JUBIK	MILEAGE THR 1/29/25	\$92.40
A19290	3/7/2025	AMY JUBIK	MILEAGE THR 2/27/25	\$51.10
A19291	3/7/2025	JEANETTE KANE	MILEAGE THR 2/28/25	\$159.25
A19292	3/7/2025	KENSINGTON WOODS HIGH SCHOOL	MICEC CONF	\$894.13
A19292	3/7/2025	KENSINGTON WOODS HIGH SCHOOL	MICEC CONF	\$887.13
A19293	3/7/2025	THEODORE KROLL	MILEAGE THR 2/28/25	\$145.18
A19293	3/7/2025	THEODORE KROLL	MILEAGE THR 2/28/25	\$138.32
A19293	3/7/2025	THEODORE KROLL	MATCP MEALS	\$18.65
A19294	3/7/2025	CRISTIAN LABAR	MILEAGE THR 2/25/25	\$199.85
A19295	3/7/2025	LAWSON PRODUCTS INC	BUS REPAIR PARTS	\$551.86
A19295	3/7/2025	LAWSON PRODUCTS INC	BUS REPAIR PARTS	\$676.92
A19295	3/7/2025	LAWSON PRODUCTS INC	BUS REPAIR PARTS	\$9.22

Check Register March 2025				
Check Number	Check Date	Vendor Name	Inv Description	Account Amount
A19295	3/7/2025	LAWSON PRODUCTS INC	BUS REPAIR PARTS	\$448.21
A19295	3/7/2025	LAWSON PRODUCTS INC	REPAIR PARTS - PI	\$44.00
A19296	3/7/2025	JENNIFER A. LHOTA	CURRICULUM DEV. SHOW BOSS LED	\$500.00
A19297	3/7/2025	LORI A MAKOWSKI	MILEAGE THR 2/26/25	\$37.10
A19298	3/7/2025	MARCO TECHNOLOGIES, LLC	COPIER CHARGES TO DISTRIBUTE	\$832.75
A19299	3/7/2025	KRISTIN MERGLER	MILEAGE THR 2/21/25	\$166.74
A19300	3/7/2025	MICHIGAN VIRTUAL UNIVERSITY	AI TASKFORCE	\$160.00
A19300	3/7/2025	MICHIGAN VIRTUAL UNIVERSITY	AI TASKFORCE	\$640.00
A19301	3/7/2025	KELSEY MICKUS	MILEAGE THR 2/26/25	\$48.88
A19301	3/7/2025	KELSEY MICKUS	MILEAGE THR 2/26/25	\$9.78
A19301	3/7/2025	KELSEY MICKUS	MILEAGE THR 2/26/25	\$6.51
A19301	3/7/2025	KELSEY MICKUS	MILEAGE THR 2/28/25	\$12.18
A19301	3/7/2025	KELSEY MICKUS	MILEAGE THR 2/28/25	\$2.44
A19301	3/7/2025	KELSEY MICKUS	MILEAGE THR 2/28/25	\$1.62
A19302	3/7/2025	MIDWEST AIR, LLC dba CROSSWINDS AVIATION	JAN 25	\$5,000.00
A19303	3/7/2025	Miller Johnson Snell & Cummiskey PLC MILLER JOHNSON ATTORNEYS	LEGAL FEES GENL ED	\$781.60
A19303	3/7/2025	Miller Johnson Snell & Cummiskey PLC MILLER JOHNSON ATTORNEYS	LEGAL FEES SPL ED	\$3,126.40
A19304	3/7/2025	KRISTEN MIZAK	MILEAGE THR 2/28/25	\$245.98
A19305	3/7/2025	MARCI MOLONEY	MILEAGE THR 2/14/25	\$156.31
A19306	3/7/2025	STEPHANIE MONTGOMERY	MILEAGE THR 2/26/25	\$266.00
A19307	3/7/2025	MOTOROLA SOLUTIONS, INC	BUS RADIOS	\$486.67
A19307	3/7/2025	MOTOROLA SOLUTIONS, INC	BUS RADIOS	\$200.00
A19307	3/7/2025	MOTOROLA SOLUTIONS, INC	SOFTWARE	\$1,625.00
A19308	3/7/2025	LISA NEWSTEAD	MILEAGE THR 2/27/25	\$260.96
A19309	3/7/2025	SARAH O'NEILL	SPACE WORKSHOP REG FEE	\$740.00
A19310	3/7/2025	CHRISTINE PAYNE	MILEAGE THR 2/24/25	\$70.28
A19311	3/7/2025	AMBER PERKINS	MILEAGE THR 2/28/25	\$265.30
A19312	3/7/2025	PINCKNEY COMMUNITY SCHOOLS	MISEC CONF JAN 26-28	\$1,536.08
A19313	3/7/2025	POMP'S TIRE SERVICE, INC ATTN: AR DEPT	SERVICE CHARGES	\$148.20
A19313	3/7/2025	POMP'S TIRE SERVICE, INC ATTN: AR DEPT	TIRES-TUBES-BATTERY	\$102.50
A19314	3/7/2025	MICHELLE RADCLIFFE	DELOITTE CONF MILEAGE	\$151.20
A19315	3/7/2025	AMBER ROBERTS	CONF MILEAGE THR 2/28/25	\$141.54
A19315	3/7/2025	AMBER ROBERTS	MILEAGE THR 2/27/25	\$89.04

Check Register March 2025				
Check Number	Check Date	Vendor Name	Inv Description	Account Amount
A19316	3/7/2025	TRACIE SCHANEN	MILEAGE THR 2/28/25	\$96.60
A19317	3/7/2025	MELISSA SCHRODER	MILEAGE THR 2/20/25	\$53.20
A19318	3/7/2025	SHANNON SHY	MILEAGE THR 2/28/25	\$214.20
A19319	3/7/2025	SMART BUSINESS SOURCE, LLC	OFF SUPPLIES TRANSP	\$317.38
A19319	3/7/2025	SMART BUSINESS SOURCE, LLC	OFFICE SUPP DIR HA	\$189.30
A19320	3/7/2025	SOLIANT HEALTH	C/S C.MISHLER THR 2/23/25	\$689.76
A19321	3/7/2025	KELLY SPALLONE	MILEAGE THR 2/28/25	\$223.09
A19322	3/7/2025	UNIFIRST CORPORATION	PURCHASE SVC - OTHER	\$174.84
A19322	3/7/2025	UNIFIRST CORPORATION	PURCHASE SVC - OTHER	\$189.77
A19322	3/7/2025	UNIFIRST CORPORATION	PURCHASE SVC - OTHER	\$186.95
A19322	3/7/2025	UNIFIRST CORPORATION	PURCHASE SVC - OTHER	\$174.82
A19322	3/7/2025	UNIFIRST CORPORATION	PURCHASE SVC OTHER-PI	\$76.60
A19322	3/7/2025	UNIFIRST CORPORATION	PURCHASE SVC OTHER-HO	\$182.94
A19323	3/7/2025	UNITY SCHOOL BUS PARTS	REPAIR PARTS - BR	\$298.64
A19323	3/7/2025	UNITY SCHOOL BUS PARTS	REPAIR PARTS - PI	\$122.06
A19323	3/7/2025	UNITY SCHOOL BUS PARTS	BUS REPAIR PARTS	\$812.24
A19324	3/7/2025	WELLER TRUCK PARTS	REPAIR PARTS - HO	\$1,600.28
A19325	3/7/2025	WILLIAMS SCOTSMAN, INC WILLSCOTT	SUPL GROUND/MOINT	\$380.69
A19326	3/7/2025	LAURA YOUNG	WEBINAR REG. FEES	\$95.00
A19327	3/14/2025	ASHLEY SCHERRER	MILEAGE THR 2/21/25	\$147.91
A19327	3/14/2025	ASHLEY SCHERRER	MILEAGE THR 2/28/25	\$60.48
A19328	3/14/2025	AMERICAN AQUA INC	WELLNESS COMMITTEE SUPPLIES	\$78.14
A19328	3/14/2025	AMERICAN AQUA INC	WELLNESS COMMITTEE SUPPLIES	\$16.00
A19329	3/14/2025	JULIE AMY FOR KIDS SAKE EARLY LEARNING CENTER	GSRP PAYMENT #5	\$8,273.03
A19330	3/14/2025	HAYLEY ASHER	MILEAGE THR 2/28/25	\$40.04
A19331	3/14/2025	B & B MECHANICAL	PATHWAY	\$2,513.00
A19332	3/14/2025	BEAVER RESEARCH COMPANY	REPAIR PARTS - BR	\$263.08
A19333	3/14/2025	IN THE PINES, INC SCHOOL BELL	GSRP PAYMENT #17	\$5,423.47
A19334	3/14/2025	JULIE BLACKETT-GARZA	MILEAGE THR 2/27/25	\$35.70
A19335	3/14/2025	BRADY BUCHLER	MILEAGE THR 3-7-25	\$22.79
A19335	3/14/2025	BRADY BUCHLER	MILEAGE THR 3-7-25	\$113.93
A19335	3/14/2025	BRADY BUCHLER	MILEAGE THR 3-7-25	\$15.19
A19335	3/14/2025	BRADY BUCHLER	C/S FOOD SERVICE GSRP	\$420.04

Check Register March 2025				
Check Number	Check Date	Vendor Name	Inv Description	Account Amount
A19335	3/14/2025	BRADY BUCHLER	C/S INSTRUCTION	\$84.00
A19335	3/14/2025	BRADY BUCHLER	C/S FOOD SERVICE EHS	\$56.00
A19335	3/14/2025	BRADY BUCHLER	MILEAGE THR 2-28-25	\$17.75
A19335	3/14/2025	BRADY BUCHLER	MILEAGE THR 2-28-25	\$88.73
A19335	3/14/2025	BRADY BUCHLER	MILEAGE THR 2-28-25	\$11.83
A19335	3/14/2025	BRADY BUCHLER	C/S FOOD SERVICE GSRP	\$396.66
A19335	3/14/2025	BRADY BUCHLER	C/S INSTRUCTION	\$79.33
A19335	3/14/2025	BRADY BUCHLER	C/S FOOD SERVICE EHS	\$52.88
A19336	3/14/2025	BRAYDEN BUTCHER	MILEAGE THR 2/20/25	\$80.43
A19337	3/14/2025	C & S MOTORS INC	REPAIR PARTS - BR	\$829.36
A19337	3/14/2025	C & S MOTORS INC	REPAIR PARTS - HO	\$840.35
A19337	3/14/2025	C & S MOTORS INC	BUS REPAIR PARTS	\$263.16
A19337	3/14/2025	C & S MOTORS INC	BUS REPAIR PARTS	\$982.30
A19337	3/14/2025	C & S MOTORS INC	REPAIR PARTS - BR	-\$199.49
A19338	3/14/2025	CONTINENTAL LINEN SERVICES	PURCHASE SVC OTHER-BR	\$107.37
A19339	3/14/2025	CORRIGAN OIL CO BUS FUEL PURCHASES	OIL/GREASE - HO	\$651.79
A19339	3/14/2025	CORRIGAN OIL CO BUS FUEL PURCHASES	FUEL - HO	\$335.90
A19339	3/14/2025	CORRIGAN OIL CO BUS FUEL PURCHASES	OIL/GREASE BUS	\$327.95
A19340	3/14/2025	CORRIGAN TOWING	BUS REPAIRS - BR	\$175.00
A19341	3/14/2025	D&K TRUCK COMPANY	REPAIR PARTS - HO	\$973.50
A19342	3/14/2025	HEIDI DANPULLO	MILEAGE THR 2/28/25	\$83.30
A19342	3/14/2025	HEIDI DANPULLO	CELL PHONE EXPENSE	\$68.00
A19343	3/14/2025	DOWN on the FARM CHILD CARE HOME LLC	CACFP FEB 25	\$153.27
A19343	3/14/2025	DOWN on the FARM CHILD CARE HOME LLC	GSRP PAYMENT #13	\$8,380.85
A19344	3/14/2025	F & N CENTER, LLC	APRIL 25 LEASE PAYMENT	\$17,708.34
A19345	3/14/2025	FOWLerville SCHOOLS FOOD & NUTRITION SRVC	FEB 25	\$1,339.25
A19346	3/14/2025	BREANNE C GREEN	C/S COMMUNITY LIASON THR 11/25/24	\$379.75
A19346	3/14/2025	BREANNE C GREEN	C/S PARENT LIASON THR 11/25/24	\$1,519.00
A19346	3/14/2025	BREANNE C GREEN	C/S COMMUNITY LIASON THR 11/25/24	\$318.50
A19346	3/14/2025	BREANNE C GREEN	C/S PARENT LIASON THR 12/31/24	\$1,249.50
A19347	3/14/2025	KRISTEN HAYES HOEMKE KRISTEN HAYES CONSULTING	HS MGMT CONSULTING	\$1,925.00
A19348	3/14/2025	SARAH HARVEY	MILEAGE THR 2/27/25	\$63.70
A19349	3/14/2025	ALLISON HAYES	MILEAGE THR 2/28/25	\$68.88

Check Register March 2025				
Check Number	Check Date	Vendor Name	Inv Description	Account Amount
A19350	3/14/2025	SARA HIEBER	MILEAGE THR 2/28/25	\$181.30
A19351	3/14/2025	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$178.46
A19351	3/14/2025	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$176.85
A19351	3/14/2025	HOLLAND BUS COMPANY	BUS REPAIRS & MAINT	\$303.41
A19351	3/14/2025	HOLLAND BUS COMPANY	BUS REPAIR PARTS	\$207.92
A19351	3/14/2025	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$136.57
A19351	3/14/2025	HOLLAND BUS COMPANY	BUS REPAIRS - HO	\$185.00
A19351	3/14/2025	HOLLAND BUS COMPANY	REPAIR PARTS - BR	\$840.00
A19351	3/14/2025	HOLLAND BUS COMPANY	BUS REPAIRS - BR	\$154.96
A19351	3/14/2025	HOLLAND BUS COMPANY	CAP OUTLAY BUS PURCHASE	\$167,800.00
A19351	3/14/2025	HOLLAND BUS COMPANY	CAP OUTLAY BUS PURCHASE	\$167,800.00
A19351	3/14/2025	HOLLAND BUS COMPANY	CAP OUTLAY BUS PURCHASE	\$167,800.00
A19351	3/14/2025	HOLLAND BUS COMPANY	CAP OUTLAY BUS PURCHASE	\$167,800.00
A19351	3/14/2025	HOLLAND BUS COMPANY	CAP OUTLAY BUS PURCHASE	\$167,800.00
A19352	3/14/2025	ASHLEY HUGHES	MILEAGE THR 2/25/25	\$131.81
A19353	3/14/2025	TONI JOHNSON	AI FOR TESTING PSYCHOLOGISTS	\$74.00
A19354	3/14/2025	KIMBERLY KWIATKOWSKI	MILEAGE THR 2/27/25	\$101.64
A19355	3/14/2025	LAWSON PRODUCTS INC	REPAIR PARTS - BR	\$499.53
A19355	3/14/2025	LAWSON PRODUCTS INC	BUS REPAIR PARTS	\$697.14
A19356	3/14/2025	LIVINGSTON COUNTY TREASURER	SOCIAL SERVICE CONTRACTS	\$376.00
A19357	3/14/2025	CHERYL LYONS	MILEAGE THR 2/28/25	\$6.93
A19358	3/14/2025	ISABELLE MACHIN	MISC EXP GSC 3/6/25	\$40.00
A19359	3/14/2025	M A P T	D.EAGLETON SPRING CONF	\$150.00
A19359	3/14/2025	M A P T	P.HOULE SPRING CONF	\$150.00
A19360	3/14/2025	MICHIGAN CLEAR WATER, LLC	SUPPLIES MAINT	\$30.00
A19360	3/14/2025	MICHIGAN CLEAR WATER, LLC	SUPPL GROUNDS/MAINT	\$120.00
A19361	3/14/2025	MEREDITH KATHLEEN MORAN	MILEAGE THR 2/28/25	\$103.74
A19362	3/14/2025	DEBORAH MOREY	MILEAGE THR 2/19/25	\$14.56
A19362	3/14/2025	DEBORAH MOREY	MILEAGE THR 2/25/25	\$4.06
A19362	3/14/2025	DEBORAH MOREY	MILEAGE THR 2/28/25	\$7.28
A19363	3/14/2025	SARAH O'NEILL	MILEAGE THR 2/26/25	\$108.85
A19364	3/14/2025	JAIME OPPENLANDER	MILEAGE THR 9/30/24	\$29.81
A19364	3/14/2025	JAIME OPPENLANDER	MILEAGE THR 9/30/24	\$29.82

Check Register March 2025				
Check Number	Check Date	Vendor Name	Inv Description	Account Amount
A19364	3/14/2025	JAIME OPPENLANDER	MILEAGE THR 10/31/24	\$72.02
A19364	3/14/2025	JAIME OPPENLANDER	MILEAGE THR 10/31/24	\$72.03
A19364	3/14/2025	JAIME OPPENLANDER	MILEAGE THR 11/25/24	\$146.86
A19364	3/14/2025	JAIME OPPENLANDER	MILEAGE THR 12/19/24	\$63.52
A19364	3/14/2025	JAIME OPPENLANDER	MILEAGE THR 1/31/25	\$71.68
A19364	3/14/2025	JAIME OPPENLANDER	MILEAGE THR 2/28/25	\$41.44
A19365	3/14/2025	PINCKNEY COMMUNITY SCHOOLS	TRANSFER-LEA FOOD SERVICE	\$599.40
A19366	3/14/2025	POMP'S TIRE SERVICE, INC ATTN: AR DEPT	TIRES-TUBES-BATTERY	\$66.00
A19367	3/14/2025	PRESIDIO	K.FEDOKOVITZ	\$715.00
A19368	3/14/2025	REPUBLIC SERVICES #237	PATHWAY	\$728.00
A19368	3/14/2025	REPUBLIC SERVICES #237	ADMIN	\$8.15
A19368	3/14/2025	REPUBLIC SERVICES #237	ADMIN	\$8.15
A19368	3/14/2025	REPUBLIC SERVICES #237	ADMIN	\$73.38
A19368	3/14/2025	REPUBLIC SERVICES #237	ADMIN	\$277.21
A19368	3/14/2025	REPUBLIC SERVICES #237	ADMIN	\$448.43
A19368	3/14/2025	REPUBLIC SERVICES #237	TRANSPORTATION	\$722.16
A19369	3/14/2025	RIFTON	HI LO CHAIR	\$4,740.00
A19370	3/14/2025	TEGAN ROOBOL	MILEAGE THR 2/26/25	\$18.20
A19371	3/14/2025	REBECCA SMITH	MILEAGE THR 2/27/25	\$151.20
A19372	3/14/2025	SOLIANT HEALTH	C/S C.MISHLER THR 3/2/25	\$1,044.00
A19373	3/14/2025	SPIRIT OF LIVINGSTON	SILVER PLATE	\$51.00
A19374	3/14/2025	TRANSPORTATION Accessories Co Inc	BUS REPAIR PARTS	\$518.00
A19375	3/14/2025	CHECKERS CLEANING SUPPLY, LLC ARMOREX (TRI COUNTY)	BUILDING MAINT & REPAIR	\$190.54
A19375	3/14/2025	CHECKERS CLEANING SUPPLY, LLC ARMOREX (TRI COUNTY)	BUILDING REPAIR & MAINT	\$762.17
A19376	3/14/2025	UNIFIRST CORPORATION	PURCHASE SVC OTHER-HO	\$705.64
A19376	3/14/2025	UNIFIRST CORPORATION	PURCHASE SVC OTHER-PI	\$70.52
A19376	3/14/2025	UNIFIRST CORPORATION	PURCHASE SVC - OTHER	\$186.95
A19376	3/14/2025	UNIFIRST CORPORATION	PURCHASE SVC - OTHER	\$186.95
A19377	3/14/2025	UNITY SCHOOL BUS PARTS	REPAIR PARTS - BR	\$333.48
A19377	3/14/2025	UNITY SCHOOL BUS PARTS	REPAIR PARTS - HO	\$506.84
A19377	3/14/2025	UNITY SCHOOL BUS PARTS	OTH BUS SUPPLIES - HO	\$356.12
A19378	3/14/2025	ELEANOR VEDRO	MISC EXP GSC 3-6-25	\$40.00
A19379	3/14/2025	KATE VEINBERGS	MILEAGE THR 2/27/25	\$26.18

Check Register March 2025				
Check Number	Check Date	Vendor Name	Inv Description	Account Amount
A19380	3/14/2025	LAUREN WEBER	C/S PARENT LIASON 2-28-25	\$2,232.00
A19380	3/14/2025	LAUREN WEBER	BREAKFAST	\$28.00
A19381	3/14/2025	JOANN WEIL BROOKLYN CRAFT COMPANY, LLC	SUPPLIES	\$33.50
A19382	3/14/2025	WILLIAMS SCOTSMAN, INC WILLSCOTT	SUPPL GROUND/MOINT	\$380.69
A19383	3/14/2025	MELISSA WOERNER	MILEAGE THR 2/19/25	\$23.80
A19384	3/14/2025	WORK SKILLS CORP	INSTRUCTIONAL SVCS MOCI	\$88.00
A19385	3/21/2025	ABOVO VISUAL COMMUNICATIONS, LLC	LETS TALK ABOUT TEETH	\$283.00
A19385	3/21/2025	ABOVO VISUAL COMMUNICATIONS, LLC	PARENT COALITION EXP	\$1,350.00
A19386	3/21/2025	RACHEL BECHARD	MILEAGE THR 3/12/25	\$21.49
A19387	3/21/2025	IN THE PINES, INC SCHOOL BELL	GSRP PAYMENT #18	\$2,923.17
A19388	3/21/2025	SHANNON BISHOP	YSS MILEAGE	\$110.88
A19389	3/21/2025	JULIE BLACKETT-GARZA	MILEAGE THR 1/31/25	\$47.95
A19389	3/21/2025	JULIE BLACKETT-GARZA	MILEAGE THR 2/24/25	\$22.75
A19390	3/21/2025	BRIGHTON AREA SCHOOLS BUSINESS OFFICE	PAYMENT #1	\$220,514.52
A19391	3/21/2025	BRIGHTON COOPERATIVE PRESCHOOL	GSRP PAYMENT #7	\$2,205.55
A19391	3/21/2025	BRIGHTON COOPERATIVE PRESCHOOL	START UP PAYMENT #7	\$6,881.07
A19392	3/21/2025	BUSINESS IMAGING GROUP BIG PDQ	P.CARTER BC	\$47.89
A19393	3/21/2025	CAPITAL CONSULTANTS, INC DBA C2AE, INC	CAP OUTLAY-EQUIP & FURN	\$3,464.16
A19394	3/21/2025	PLEASANNA CARTER	MTSA CONF MILE, PARKING	\$234.40
A19395	3/21/2025	CONTINENTAL LINEN SERVICES	PURCHASE SVC OTHER-BR	\$107.37
A19396	3/21/2025	CORRIGAN OIL CO BUS FUEL PURCHASES	GAS/FUEL BUS GARAGE	\$26,137.76
A19397	3/21/2025	SHANNON CROSS	MILEAGE THR 2/28/25	\$49.70
A19397	3/21/2025	SHANNON CROSS	MILEAGE THR 12/20/24	\$62.38
A19398	3/21/2025	D&K TRUCK COMPANY	REPAIR PARTS - HO	\$984.79
A19398	3/21/2025	D&K TRUCK COMPANY	REPAIR PARTS - HO	\$243.47
A19398	3/21/2025	D&K TRUCK COMPANY	REPAIR PARTS - HO	-\$372.00
A19398	3/21/2025	D&K TRUCK COMPANY	REPAIR PARTS - HO	\$1,521.19
A19398	3/21/2025	D&K TRUCK COMPANY	REPAIR PARTS - HO	\$1,228.26
A19399	3/21/2025	LEBEAU MECHANICAL LLC DBA DEAN MECHANICAL	HEATING MAINT. STEP	\$780.00
A19400	3/21/2025	DOWN on the FARM CHILD CARE HOME LLC	GSRP PAYMENT #14	\$4,387.76
A19401	3/21/2025	STEPHANIE DUNHAM	MILEAGE THR 2/24/25	\$29.40
A19402	3/21/2025	FIRST 1ST AYD CORPORATION	REPAIR PARTS - BR	\$167.67
A19403	3/21/2025	MARCY KOPY	MILEAGE THR 2/27/25	\$88.55

Check Register March 2025				
Check Number	Check Date	Vendor Name	Inv Description	Account Amount
A19404	3/21/2025	GLENDAL BUILDERS, INC. COUNTRY CORNER RETAIL, LLC	CAM ESTIMATE	\$3,761.00
A19405	3/21/2025	GREAT LAKES ACE STE. 110	REPAIR PARTS - BR	\$79.50
A19406	3/21/2025	LAURA SALINE	MILEAGE THR 1/16/25	\$22.40
A19406	3/21/2025	LAURA SALINE	CELL PHONE EXPENSE	\$30.00
A19406	3/21/2025	LAURA SALINE	MILEAGE THR 2/25/25	\$42.70
A19406	3/21/2025	LAURA SALINE	CELL PHONE EXPENSE	\$30.00
A19407	3/21/2025	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$613.21
A19407	3/21/2025	HOLLAND BUS COMPANY	REPAIR PARTS - PI	\$305.31
A19407	3/21/2025	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$1,980.48
A19407	3/21/2025	HOLLAND BUS COMPANY	REPAIR PARTS - HO	\$1,162.02
A19408	3/21/2025	REBECCA HOLMAN	MILEAGE THR 12/17/24	\$64.99
A19408	3/21/2025	REBECCA HOLMAN	CELL EARLY MIDDLE COLLEGE	\$204.00
A19409	3/21/2025	HOWELL PUBLIC SCHOOLS	PRIORITY 1 PARTY RENTAL	\$697.50
A19410	3/21/2025	BALCO INTERIORS, LLC INTERIOR ENVIRONMENTS	CRATES, ADD INSTALL	\$3,507.50
A19411	3/21/2025	JACKSON TRUCK SERVICE 1183 LEWIS ST	REPAIR PARTS - PI	\$558.18
A19411	3/21/2025	JACKSON TRUCK SERVICE 1183 LEWIS ST	REPAIR PARTS - PI	\$404.76
A19412	3/21/2025	CHERYL JUDD	MILEAGE THR 3/31/25	\$28.00
A19413	3/21/2025	LAWSON PRODUCTS INC	REPAIR PARTS - PI	\$273.93
A19414	3/21/2025	MARCO TECHNOLOGIES, LLC	COPIER CHARGES TO DISTRIBUTE	\$832.75
A19415	3/21/2025	MICH SCHOOLS ENERGY COOP	ELECTRICITY HS	\$59.13
A19415	3/21/2025	MICH SCHOOLS ENERGY COOP	ELECTRICITY EHS	\$59.13
A19415	3/21/2025	MICH SCHOOLS ENERGY COOP	ELECTRICITY GSRP	\$532.20
A19415	3/21/2025	MICH SCHOOLS ENERGY COOP	ELECTRICITY ADM BLDG	\$2,010.54
A19415	3/21/2025	MICH SCHOOLS ENERGY COOP	ELECTRICITY SPEC ED	\$3,252.34
A19416	3/21/2025	MICHIGAN VIRTUAL UNIVERSITY	AI TASKFORCE	\$60.00
A19416	3/21/2025	MICHIGAN VIRTUAL UNIVERSITY	AI TASKFORCE	\$240.00
A19417	3/21/2025	LORI ANN PAVLACK	MILEAGE THR 3/14/25	\$57.68
A19418	3/21/2025	ANDREA J PISANI	CL - MATH LEADERS NETWORK	\$2,000.00
A19418	3/21/2025	ANDREA J PISANI	CL - SCIENCE LEADERS NETWORK	\$2,000.00
A19419	3/21/2025	MARGIE PORTICE	MILEAGE THR 3/12/25	\$16.10
A19420	3/21/2025	PRESIDIO	COMPUTER/VIDEO UPGRADE	\$1,857.00
A19421	3/21/2025	MELISSA SCHRODER	MILEAGE THR 3/13/25	\$30.10
A19421	3/21/2025	MELISSA SCHRODER	MILEAGE THR 3/13/25	\$35.70

Check Register March 2025				
Check Number	Check Date	Vendor Name	Inv Description	Account Amount
A19422	3/21/2025	SOLIANT HEALTH	C/S C.MISHLER THR 3/9/25	\$1,074.24
A19423	3/21/2025	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES	\$279.23
A19423	3/21/2025	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES	\$30.11
A19423	3/21/2025	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES	\$55.32
A19423	3/21/2025	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES	\$297.20
A19423	3/21/2025	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES	\$309.18
A19423	3/21/2025	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES	\$239.34
A19423	3/21/2025	SPARTAN STORES, LLC ATTN CASHIER	FOOD SUPPLIES	\$33.90
A19423	3/21/2025	SPARTAN STORES, LLC ATTN CASHIER	TEACH SUPPL SCI/PATH	\$26.49
A19423	3/21/2025	SPARTAN STORES, LLC ATTN CASHIER	TEACH SUPP/MOCI/PATH	\$13.66
A19423	3/21/2025	SPARTAN STORES, LLC ATTN CASHIER	TEACH SUPPL SCI/PATH	\$37.27
A19424	3/21/2025	SPIRIT OF LIVINGSTON	SUPPLIES BOARD OF ED	\$51.00
A19425	3/21/2025	TRANSPORTATION Accessories Co Inc	REPAIR PARTS - BR	\$1,085.16
A19425	3/21/2025	TRANSPORTATION Accessories Co Inc	REPAIR PARTS - BR	\$59.00
A19426	3/21/2025	UNIFIRST CORPORATION	PURCHASE SVC OTHER-HO	\$182.94
A19426	3/21/2025	UNIFIRST CORPORATION	PURCHASE SVC OTHER-PI	\$67.04
A19427	3/21/2025	UNITY SCHOOL BUS PARTS	REPAIR PARTS - PI	\$668.40
A19427	3/21/2025	UNITY SCHOOL BUS PARTS	REPAIR PARTS - PI	\$165.00
A19428	3/21/2025	VISIX, INC	SUPPLIES & MATERIALS TECH	\$94.58
A19428	3/21/2025	VISIX, INC	SUPPLIES & MATERIALS TECH	\$378.30
A19429	3/21/2025	KAILEY WHITTED	MILEAGE THR 3/11/25	\$6.72
A19429	3/21/2025	KAILEY WHITTED	MILEAGE THR 3/11/25	\$33.60
A19429	3/21/2025	KAILEY WHITTED	MILEAGE THR 3/11/25	\$4.48
A19429	3/21/2025	KAILEY WHITTED	MILEAGE THR 2/25/25	\$7.16
A19429	3/21/2025	KAILEY WHITTED	MILEAGE THR 3/11/25	\$35.81
A19429	3/21/2025	KAILEY WHITTED	MILEAGE THR 3/11/25	\$4.77
A19430	3/21/2025	LAURA YOUNG	MILEAGE THR 2/28/25	\$98.70
			Subtotal ACH:	\$1,390,249.16

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Omega Rainer/Amazon Mark Pf7yn7pm3	\$14.05
*	3/5/2025	BMO	Omega Rainer/Amazon Mark 2n0ng7rj3	\$22.75
*	3/5/2025	BMO	Saima Caverly/Amazon Mktpl Ic1sm9pi3	\$58.98
*	3/5/2025	BMO	Saima Caverly/Amazon Mktpl Cc55f5xj3	\$16.99
*	3/5/2025	BMO	Lori Waite/Amazon Mktpl 763io8r03	\$13.24
*	3/5/2025	BMO	Laura Saline/Amazon Mktpl 1a9po3d33	\$33.11
*	3/5/2025	BMO	Malissa Patrick/The Informed Slp	\$108.00
*	3/5/2025	BMO	David Larson/Trello.Com Atlassian	\$111.77
*	3/5/2025	BMO	Candice Olrich/Amazon Mktpl 595ox9pf3	\$25.99
*	3/5/2025	BMO	Omega Rainer/Especial Needs	\$43.70
*	3/5/2025	BMO	Omega Rainer/Amazon Reta Wz11i1ew3	\$44.82
*	3/5/2025	BMO	Malissa Patrick/Ce Speechpathology.Com	\$129.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Saima Caverly/Amazon Mktpl ly7lr4nv3	\$43.90
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Saima Caverly/Amazon Mktpl 0p52x34c3	\$139.94
*	3/5/2025	BMO	Theodore J Kroll/Tupelo Honey Grand Rap	\$33.24
*	3/5/2025	BMO	R Michael Hubert/Buffalo Wild Wngs 3887	\$30.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark 334y162t3	\$22.98
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Theodore J Kroll/Ato Sushi	\$21.96
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Literati.Com	\$340.00
*	3/5/2025	BMO	Laura Saline/Amazon Mktpl 5x5b40p53	\$72.35
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Lori Waite/Amazon.Com X429o3i73	\$6.69
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Amazon Mktpl Lq8ev40i3	\$19.99
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Laura Saline/Amazon Mktpl 9n8a66w53	\$106.75
*	3/5/2025	BMO	Ashley Korte/Tst La Marsa- Brighton	\$330.96
*	3/5/2025	BMO	Carrie Cowger/Gvsu Web Payments	\$105.00
*	3/5/2025	BMO	Robin Schutz/Amazon Mktpl 281257xb3	\$37.28
*	3/5/2025	BMO	Saima Caverly/Amazon Mktpl Gb9x61ap3	\$512.87

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Candice Olrich/Amazon Mktpl 9k3h75vz3	\$37.88
*	3/5/2025	BMO	Finance Department/Amazon Mktpl Gu9555n03	\$6.36
*	3/5/2025	BMO	Finance Department/Amazon Mktpl Gu9555n03	\$25.46
*	3/5/2025	BMO	R Michael Hubert/Metro Airport Parking	\$96.00
*	3/5/2025	BMO	Step Program/2025 Mtsa Annual Confe	\$367.20
*	3/5/2025	BMO	David Jonathan Tobar/Metro Airport Parking	\$128.00
*	3/5/2025	BMO	Finance Department/Amazon Mktpl G67rm2a13	\$9.99
*	3/5/2025	BMO	Melissa Usiak/Metro Airport Parking	\$96.00
*	3/5/2025	BMO	Carrie Cowger/Gvsu Web Payments	\$105.00
*	3/5/2025	BMO	Candice Olrich/Wal-Mart #1754	\$43.98
*	3/5/2025	BMO	Carrie Cowger/Gvsu Web Payments	\$105.00
*	3/5/2025	BMO	Judith Paulsen/Nna Services Llc	\$96.75
*	3/5/2025	BMO	Judith Paulsen/Nna Services Llc	\$32.25
*	3/5/2025	BMO	Michelle Radcliffe/Amazon Mktpl 8f9hg7sv3	\$26.99
*	3/5/2025	BMO	Ashley Korte/Amazon Reta Ty1tq3ds3	\$153.36
*	3/5/2025	BMO	Finance Department/Amazon Mktpl lw9ty1ka3	\$109.00
*	3/5/2025	BMO	Cole Gremore/Amazon Mark 0q37v2bq3	\$23.99
*	3/5/2025	BMO	Cole Gremore/Amazon Mark 0q37v2bq3	\$95.97
*	3/5/2025	BMO	David Jonathan Tobar/Delta 00642342456803	\$35.00
*	3/5/2025	BMO	Melissa Usiak/Amazon Reta 2s9fg5rh3	\$11.84
*	3/5/2025	BMO	Melissa Usiak/Amazon Reta 2s9fg5rh3	\$17.77
*	3/5/2025	BMO	Melissa Usiak/Amazon Reta 2s9fg5rh3	\$88.83
*	3/5/2025	BMO	Finance Department/Simpletexting Llc	\$7.80
*	3/5/2025	BMO	Finance Department/Simpletexting Llc	\$31.20

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Cole Gremore/The Home Depot #2751	\$15.26
*	3/5/2025	BMO	Michelle Radcliffe/East Lansing Parking L	\$6.75
*	3/5/2025	BMO	Saima Caverly/Livingston Vet Clinic	\$37.60
*	3/5/2025	BMO	Ashley Korte/Paypal Mstreetbaki	\$60.00
*	3/5/2025	BMO	R Michael Hubert/Dtw Max And Erma 1118	\$27.48
*	3/5/2025	BMO	Saima Caverly/Tobii Dynavox Systems	\$99.00
*	3/5/2025	BMO	Cole Gremore/Amazon Mark Da5fu66p3	\$3.20
*	3/5/2025	BMO	Cole Gremore/Amazon Mark Da5fu66p3	\$12.79
*	3/5/2025	BMO	Carol Braden/Lesliefisher.Com	\$60.00
*	3/5/2025	BMO	Brian Braden/The Home Depot #2751	\$2.15
*	3/5/2025	BMO	Brian Braden/The Home Depot #2751	\$8.59
*	3/5/2025	BMO	Saima Caverly/Amazon Mktpl Zo3lj41z3	\$276.66
*	3/5/2025	BMO	Heidi Danpullo/Amazon Mark Rc4hm2ol3	\$59.94
*	3/5/2025	BMO	Cheryl Judd/Explore Brighton Howel	\$25.00
*	3/5/2025	BMO	Melissa Usiak/American Red Cross	\$12.50
*	3/5/2025	BMO	Melissa Usiak/American Red Cross	\$12.50
*	3/5/2025	BMO	Saima Caverly/Paypal Liftvestusa	\$217.95
*	3/5/2025	BMO	Rebecca Holman/Amazon Mktpl Lj4mf10k3	\$10.75
*	3/5/2025	BMO	Saima Caverly/Amazon Mktpl Qc1d43w23	\$153.53
*	3/5/2025	BMO	Lori Waite/Amazon.Com Y153d6zg3	\$34.97
*	3/5/2025	BMO	Cole Gremore/The Home Depot #2751	\$21.13
*	3/5/2025	BMO	Cole Gremore/The Home Depot #2751	\$84.53
*	3/5/2025	BMO	Maggie Narayan/Hi Grand Rapids B4	\$195.05
*	3/5/2025	BMO	David Jonathan Tobar/Delta 00642343557332	\$35.00

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	R Michael Hubert/Black Iron Coffee	\$10.54
*	3/5/2025	BMO	R Michael Hubert/Panera Bread #601936 P	\$47.14
*	3/5/2025	BMO	Saima Caverly/Learning A-Z, Llc	\$329.25
*	3/5/2025	BMO	Rebecca Holman/Cke Jonna S Bar & Gr 1	\$42.92
*	3/5/2025	BMO	Laura Spadoni/Msbo	\$21.00
*	3/5/2025	BMO	Laura Spadoni/Msbo	\$84.00
*	3/5/2025	BMO	Malissa Patrick/Amazon Mark Q157d9ok3	\$5.99
*	3/5/2025	BMO	Malissa Patrick/Amazon Mark Q157d9ok3	\$68.32
*	3/5/2025	BMO	Carol Braden/Amazon Mark Q19q56y23	\$36.36
*	3/5/2025	BMO	Laura Spadoni/Fsp Maspa	\$110.00
*	3/5/2025	BMO	Saima Caverly/Zazzle Inc	\$188.31
*	3/5/2025	BMO	Michelle Radcliffe/Association For Career	\$200.00
*	3/5/2025	BMO	Lori Waite/Amazon Mktpl D99pe4ue3	\$29.99
*	3/5/2025	BMO	Lori Waite/Amazon Mktpl D99pe4ue3	\$28.99
*	3/5/2025	BMO	Lori Waite/Amazon Mktpl D99pe4ue3	\$37.59
*	3/5/2025	BMO	Lori Waite/Amazon Mktpl Kw2864xk3	\$83.17
*	3/5/2025	BMO	Malissa Patrick/Social Thinking	\$93.06
*	3/5/2025	BMO	Malissa Patrick/Amazon Reta 5p6c40o93	\$90.94
*	3/5/2025	BMO	Maggie Narayan/Kroger #721	\$22.34
*	3/5/2025	BMO	R Michael Hubert/Panera Bread #601936 P	\$20.41
*	3/5/2025	BMO	Lori Waite/Amazon Mktpl 2i5wg3bg3	\$87.66
*	3/5/2025	BMO	Lori Waite/Amazon Mktpl 2i5wg3bg3	\$32.99
*	3/5/2025	BMO	Lori Waite/Amazon Mktpl 2i5wg3bg3	\$41.99
*	3/5/2025	BMO	Theodore J Kroll/Soaring Eagle Hotel	\$344.66

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Theodore J Kroll/Edsi.Com	\$275.00
*	3/5/2025	BMO	Laura Saline/Michigan Career Devleo	\$80.00
*	3/5/2025	BMO	Lori Waite/Amazon Mktpl 0i6699kp3	\$74.55
*	3/5/2025	BMO	Malissa Patrick/Ce Occupationaltherapy	\$129.00
*	3/5/2025	BMO	Saima Caverly/Amazon.Com 3b4wh5vs3	\$90.76
*	3/5/2025	BMO	Theodore J Kroll/Soaring Eagle Hotel	\$344.66
*	3/5/2025	BMO	Michelle Allison/Awl Pearson Education	\$136.25
*	3/5/2025	BMO	Theodore J Kroll/Edsi.Com	\$275.00
*	3/5/2025	BMO	Theodore J Kroll/Amazon.Com 3s8ue8oa3	\$9.98
*	3/5/2025	BMO	Mark Rogers/Web Networksolutions	\$0.40
*	3/5/2025	BMO	Mark Rogers/Web Networksolutions	\$1.59
*	3/5/2025	BMO	Theodore J Kroll/Soaring Eagle Hotel	\$344.66
*	3/5/2025	BMO	Carol Braden/Amzn Mktp US A70w04js3	\$274.30
*	3/5/2025	BMO	Carol Braden/Amzn Mktp US A70w04js3	\$68.58
*	3/5/2025	BMO	Cole Gremore/Tractor-Supply-Co #031	\$3.40
*	3/5/2025	BMO	Cole Gremore/Tractor-Supply-Co #031	\$13.59
*	3/5/2025	BMO	Finance Department/Amazon Mktpl Rp3a27vu3	\$41.80
*	3/5/2025	BMO	Michelle Radcliffe/Sq Pinckney Bakery	\$60.10
*	3/5/2025	BMO	Lori Waite/Target.Com	-\$1.66
*	3/5/2025	BMO	Melissa Usiak/Tst 2fogs Pub	\$39.86
*	3/5/2025	BMO	Theodore J Kroll/Amazon Mktpl Ma7y82v53	\$12.30
*	3/5/2025	BMO	Carol Braden/In University Transla	\$275.99
*	3/5/2025	BMO	Lori Waite/Target.Com	-\$2.16
*	3/5/2025	BMO	Saima Caverly/Amazon Mktpl Ze56q9uu3	\$49.97

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Alana Anderson/Panera Bread #601936 O	\$55.09
*	3/5/2025	BMO	Carol Braden/Icare Repair Howell	\$228.78
*	3/5/2025	BMO	Saima Caverly/Amazon Mktpl Kp16104v3	\$245.03
*	3/5/2025	BMO	Lori Waite/Grand Traverse Pie Com	\$177.19
*	3/5/2025	BMO	David Jonathan Tobar/Allegnt P9v7xt	\$666.00
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Theodore J Kroll/Edsi.Com	\$275.00
*	3/5/2025	BMO	Judith Paulsen/Masb	\$148.50
*	3/5/2025	BMO	Judith Paulsen/Masb	\$49.50
*	3/5/2025	BMO	Rebecca Holman/Cbi Cyberlink	\$129.99
*	3/5/2025	BMO	Malissa Patrick/Amazon Reta Eg2dk9123	\$37.99
*	3/5/2025	BMO	Ashley Korte/Amazon Mark Hj2te3qb3	\$14.99
*	3/5/2025	BMO	Candice Olrich/Scholastic Education	\$20.00
*	3/5/2025	BMO	Carol Braden/Openai Chatgpt Subscr	\$20.00
*	3/5/2025	BMO	Carol Braden/Grand Traverse Resort	\$243.00
*	3/5/2025	BMO	Carol Braden/Grand Traverse Resort	\$243.00
*	3/5/2025	BMO	Robin Schutz/Sticker Mule	\$29.00
*	3/5/2025	BMO	Finance Department/Amazon Mktpl 3n3kk6253	\$140.72
*	3/5/2025	BMO	Judith Paulsen/Gannett Media Co	\$11.24
*	3/5/2025	BMO	Judith Paulsen/Gannett Media Co	\$3.75
*	3/5/2025	BMO	Carol Braden/Grand Traverse Resort	\$243.00
*	3/5/2025	BMO	Maggie Narayan/Amazon Mktpl Hk7gg1yv3	\$12.98
*	3/5/2025	BMO	David Jonathan Tobar/Otter.Ai	\$106.74
*	3/5/2025	BMO	Carol Braden/Grand Traverse Resort	\$243.00

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Michelle Allison/In Association Of Adm	\$549.00
*	3/5/2025	BMO	Cole Gremore/Hutson Of Mi Howell	\$18.38
*	3/5/2025	BMO	Cole Gremore/Hutson Of Mi Howell	\$73.54
*	3/5/2025	BMO	Theodore J Kroll/Amazon Mktpl Dj3dg2fh3	\$10.99
*	3/5/2025	BMO	Theodore J Kroll/North Capitol Ramp Tib	\$15.00
*	3/5/2025	BMO	Carrie Cowger/Gvsu Web Payments	\$105.00
*	3/5/2025	BMO	Cole Gremore/Homedepot.Com	\$299.25
*	3/5/2025	BMO	Ashley Korte/Amazon Reta Zr1kr2fk3	\$80.00
*	3/5/2025	BMO	Ashley Korte/Sage Publications	\$366.57
*	3/5/2025	BMO	Ashley Korte/Sage Publications	\$262.05
*	3/5/2025	BMO	Ashley Korte/Sage Publications	\$419.28
*	3/5/2025	BMO	Carol Braden/Grand Traverse Resort	\$243.00
*	3/5/2025	BMO	Ashley Korte/Staples 00107730	\$61.37
*	3/5/2025	BMO	Carol Braden/Grand Traverse Resort	\$243.00
*	3/5/2025	BMO	Robin Schutz/Paypal Lcunitedway Lc	\$28.00
*	3/5/2025	BMO	Sara Leggett/In Association Of Adm	\$549.00
*	3/5/2025	BMO	Ashley Korte/La Finca Taco Street	\$200.00
*	3/5/2025	BMO	Ashley Korte/La Finca Taco Street	\$312.60
*	3/5/2025	BMO	Finance Department/Amzn Mktp US Ey5tq9qg3	\$55.00
*	3/5/2025	BMO	Lori Waite/Amazon.Com H50f097w3	\$13.72
*	3/5/2025	BMO	Finance Department/Amazon.Com Cm5vo3sy3	\$737.00
*	3/5/2025	BMO	Saima Caverly/Amazon Mktpl 9k2wc6aa3	\$299.97
*	3/5/2025	BMO	Malissa Patrick/Usps Po 2545400843	\$19.90
*	3/5/2025	BMO	Cole Gremore/The Home Depot #2751	\$8.35

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Cole Gremore/The Home Depot #2751	\$33.40
*	3/5/2025	BMO	Robin Schutz/Amazon Mktpl 8x0jn1nr3	\$61.93
*	3/5/2025	BMO	David Larson/Fs Com Inc	\$252.00
*	3/5/2025	BMO	Kristin Resseguie/Libib.Com	\$110.25
*	3/5/2025	BMO	Maggie Narayan/Jimmy Johns - 764 - Mo	\$449.47
*	3/5/2025	BMO	Ashley Korte/Wm Supercenter #1754	\$141.64
*	3/5/2025	BMO	Cristian Labar/Meijer # 172	\$112.00
*	3/5/2025	BMO	Finance Department/Amazon Mktpl U03fg3fc3	\$12.34
*	3/5/2025	BMO	Finance Department/Amazon Mktpl Tc8jt4ie3	\$361.62
*	3/5/2025	BMO	Maggie Narayan/Amazon Mktpl Oy4sj1913	\$39.82
*	3/5/2025	BMO	Robin Schutz/Wal-Mart #1754	\$78.80
*	3/5/2025	BMO	Cristian Labar/Kroger #720	\$126.66
*	3/5/2025	BMO	Michelle Radcliffe/Black Iron Coffee	\$8.64
*	3/5/2025	BMO	Lori Waite/Canva I04424-63588031	\$54.00
*	3/5/2025	BMO	Cristian Labar/Wal-Mart #1754	\$179.85
*	3/5/2025	BMO	Finance Department/Amzn Mktp US G75q01ao3	\$19.05
*	3/5/2025	BMO	Robin Schutz/Explore Brighton Howel	\$25.00
*	3/5/2025	BMO	Saima Caverly/Amazon Mktpl Ou0tz5273	\$201.07
*	3/5/2025	BMO	Cheryl Judd/Tassel Depot	\$330.00
*	3/5/2025	BMO	Cristian Labar/Kroger #720	\$105.22
*	3/5/2025	BMO	Lori Waite/Srfax 866-554-0263	\$9.10
*	3/5/2025	BMO	Malissa Patrick/Asha	\$144.00
*	3/5/2025	BMO	Maggie Narayan/Amzn Mktp US Sz7zk8us3	\$19.99
*	3/5/2025	BMO	Theodore J Kroll/Dollartree	\$17.65

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Maggie Narayan/Amzn Mktp US Ez4q27313	\$14.51
*	3/5/2025	BMO	Theodore J Kroll/Hubspot Inc.	\$20.00
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark 5b4fj6hf3	\$22.99
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark S49pv45t3	\$49.98
*	3/5/2025	BMO	Melissa Usiak/Amzn Mktp US Rr5mf4bz3	\$44.42
*	3/5/2025	BMO	Melissa Usiak/Amzn Mktp US Rr5mf4bz3	\$8.88
*	3/5/2025	BMO	Melissa Usiak/Amzn Mktp US Rr5mf4bz3	\$5.93
*	3/5/2025	BMO	Carrie Cowger/Pinckney Diner	\$39.60
*	3/5/2025	BMO	Maggie Narayan/Kroger #721	\$108.27
*	3/5/2025	BMO	Carol Braden/Amazon Mark Of8vq40q3	\$91.45
*	3/5/2025	BMO	Finance Department/Amazon Mktp G55eh3m63	\$3.20
*	3/5/2025	BMO	Finance Department/Amazon Mktp G55eh3m63	\$12.79
*	3/5/2025	BMO	Lori Waite/Awl Pearson Education	\$448.91
*	3/5/2025	BMO	Lori Waite/In Little Bee Speech	\$247.18
*	3/5/2025	BMO	Michelle Allison/Awl Pearson Education	\$91.25
*	3/5/2025	BMO	Malissa Patrick/Awl Pearson Education	\$94.00
*	3/5/2025	BMO	Michelle Allison/Par, Inc.	\$226.60
*	3/5/2025	BMO	Mark Rogers/Parts-Peoplecom Inc	\$19.99
*	3/5/2025	BMO	Mark Rogers/Parts-Peoplecom Inc	\$79.96
*	3/5/2025	BMO	Lori Waite/Amazon Mktp 3t5cw68x3	\$123.98
*	3/5/2025	BMO	Melissa Usiak/Amzn Mktp US 5s4hg1hp3	\$10.97
*	3/5/2025	BMO	Malissa Patrick/Awl Pearson Education	\$226.84
*	3/5/2025	BMO	Theodore J Kroll/Amazon Mktp Yi5c08md3	\$89.29
*	3/5/2025	BMO	Judith Paulsen/Kroger #720	\$1,000.00

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Finance Department/Amazon Mktpl Ss6i32xb3	\$860.39
*	3/5/2025	BMO	Cole Gremore/The Home Depot #2751	\$109.00
*	3/5/2025	BMO	Carrie Cowger/Gvsu Web Payments	\$210.00
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark L976w6vz3	\$37.48
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark L976w6vz3	\$58.83
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark L976w6vz3	\$33.33
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark L976w6vz3	\$16.66
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark L976w6vz3	\$19.99
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark L976w6vz3	\$17.99
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark L976w6vz3	\$4.97
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark L976w6vz3	\$40.08
*	3/5/2025	BMO	Cole Gremore/The Home Depot #2751	\$20.48
*	3/5/2025	BMO	Theodore J Kroll/Amazon.Com Z72co2h61	\$28.99
*	3/5/2025	BMO	David Jonathan Tobar/Great Wolf Ldg Travers	\$201.37
*	3/5/2025	BMO	R Michael Hubert/Panera Bread #600785 P	\$17.59
*	3/5/2025	BMO	Malissa Patrick/Awl Pearson Education	\$300.00
*	3/5/2025	BMO	David Jonathan Tobar/Accutrain Corporation	\$757.00
*	3/5/2025	BMO	Carol Braden/Nasw Michigan	\$75.00
*	3/5/2025	BMO	Ashley Korte/M Street Baking Compan	\$20.72
*	3/5/2025	BMO	Alice Johnson/The Spirit Of Livingst	\$1,537.50
*	3/5/2025	BMO	Saima Caverly/Amazon.Com Z71612bn0	\$73.98
*	3/5/2025	BMO	Judith Paulsen/Panera Bread #601936 O	\$90.18
*	3/5/2025	BMO	Judith Paulsen/Panera Bread #601936 O	\$30.06
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark Z75yo9a51	\$26.79

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Finance Department/Amazon Mktpl I27ki1ax3	\$70.76
*	3/5/2025	BMO	Finance Department/Amzn Mktp US X614y64b3	\$15.43
*	3/5/2025	BMO	Cole Gremore/The Home Depot #2751	\$10.37
*	3/5/2025	BMO	Cole Gremore/The Home Depot #2751	\$41.48
*	3/5/2025	BMO	Finance Department/Amzn Mktp US Z771i9tb1	\$21.43
*	3/5/2025	BMO	R Michael Hubert/Openai Chatgpt Subscr	\$15.00
*	3/5/2025	BMO	R Michael Hubert/Openai Chatgpt Subscr	\$5.00
*	3/5/2025	BMO	Ashley Korte/Panera Bread #601936 O	\$150.96
*	3/5/2025	BMO	Candice Olrich/Amazon Mktpl Z799a4bk0	\$73.85
*	3/5/2025	BMO	Ashley Korte/Jimmy Johns - 764	\$105.92
*	3/5/2025	BMO	Mark Rogers/Zoom.Com 888-799-9666	\$16.87
*	3/5/2025	BMO	Mark Rogers/Zoom.Com 888-799-9666	\$67.46
*	3/5/2025	BMO	Carrie Cowger/Gvsu Web Payments	\$75.00
*	3/5/2025	BMO	Carrie Cowger/Gvsu Web Payments	\$105.00
*	3/5/2025	BMO	Malissa Patrick/Amazon Mark Z71mm7zg1	\$18.47
*	3/5/2025	BMO	David Jonathan Tobar/Huntington PI Washingt	\$25.00
*	3/5/2025	BMO	Ashley Korte/Amazon Mark Z71wu4ho0	\$4.99
*	3/5/2025	BMO	Ashley Korte/Amazon Mark Z71wu4ho0	\$5.00
*	3/5/2025	BMO	Saima Caverly/Amazon Mktpl Sb0ai0jp3	\$75.61
*	3/5/2025	BMO	Malissa Patrick/Amzn Mktp US Tu6xr6013	\$29.14
*	3/5/2025	BMO	Ashley Korte/Ascd Iste	\$79.00
*	3/5/2025	BMO	Judith Paulsen/Delta 0064118424970	-\$14.99
*	3/5/2025	BMO	Judith Paulsen/Delta 0064118424970	-\$5.00
*	3/5/2025	BMO	Brian Braden/R And A Outdoor Sales	\$1,240.27

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Finance Department/Amazon Mktpl Z793n9gl0	\$17.99
*	3/5/2025	BMO	Finance Department/Amazon Mktpl Qg6x283b3	\$36.99
*	3/5/2025	BMO	Carol Braden/Amazon Mark U33t99no3	\$8.99
*	3/5/2025	BMO	Michelle Allison/Amazon Mark Z757b20l0	\$15.82
*	3/5/2025	BMO	Finance Department/Amazon.Com 7d4b64kz3	\$11.39
*	3/5/2025	BMO	Judith Paulsen/Delta 0064118812656	-\$14.99
*	3/5/2025	BMO	Judith Paulsen/Delta 0064118812656	-\$5.00
*	3/5/2025	BMO	Ashley Korte/Usps Po 2545400843	\$10.95
*	3/5/2025	BMO	Theodore J Kroll/Amzn Mktp US Z753f9pl0	\$208.00
*	3/5/2025	BMO	Theodore J Kroll/Ncs Ged Exam	\$22.99
*	3/5/2025	BMO	Theodore J Kroll/Amazon Mktpl Z759m2oz1	\$80.99
*	3/5/2025	BMO	Saima Caverly/Sp Stealthwear Pc	\$16.50
*	3/5/2025	BMO	Michelle Allison/Amazon Reta Zc4qz5gc1	\$35.61
*	3/5/2025	BMO	Melissa Usiak/Amzn Mktp US Zc2g52gf1	\$14.99
*	3/5/2025	BMO	Melissa Usiak/Amzn Mktp US Zc2g52gf1	\$3.00
*	3/5/2025	BMO	Melissa Usiak/Amzn Mktp US Zc2g52gf1	\$2.00
*	3/5/2025	BMO	Alice Johnson/The Spirit Of Livingst	\$700.00
*	3/5/2025	BMO	Doug Haseley/Mosyle Cor Mosyle_man	\$23.56
*	3/5/2025	BMO	Doug Haseley/Mosyle Cor Mosyle_man	\$18.85
*	3/5/2025	BMO	Doug Haseley/Mosyle Cor Mosyle_man	\$4.71
*	3/5/2025	BMO	Doug Haseley/Mosyle Cor Mosyle_man	\$23.56
*	3/5/2025	BMO	Doug Haseley/Mosyle Cor Mosyle_man	\$23.56
*	3/5/2025	BMO	Doug Haseley/Mosyle Cor Mosyle_man	\$23.56
*	3/5/2025	BMO	Theodore J Kroll/Delta 00672035280431	\$466.96

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Theodore J Kroll/Amazon Mktpl Z71781zk0	\$11.99
*	3/5/2025	BMO	Finance Department/Amzn Mktp US Z70t59222	\$27.80
*	3/5/2025	BMO	Melissa Usiak/Amzn Mktp US Z78a13kf2	\$30.99
*	3/5/2025	BMO	Nadia Neubacher/Joe Beckman Products	\$120.00
*	3/5/2025	BMO	Carol Braden/The Spirit Of Livingst	\$40.00
*	3/5/2025	BMO	David Jonathan Tobar/Www.Doodle.Com	\$83.40
*	3/5/2025	BMO	David Larson/Trello.Com Atlassian	\$119.99
*	3/5/2025	BMO	David Larson/Trello.Com Atlassian	\$479.96
*	3/5/2025	BMO	Malissa Patrick/Awl Pearson Education	\$226.84
*	3/5/2025	BMO	Carolyn O'Hearn/Marriott Orlando Wc F&	\$33.61
*	3/5/2025	BMO	Maggie Narayan/Lakeshore Learning Mat	\$26.98
*	3/5/2025	BMO	Carolyn O'Hearn/Marriott Orlando Wc F&	\$25.96
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark Zc7x28991	\$24.65
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark Zc7x28991	\$4.93
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark Zc7x28991	\$3.28
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark Zc7x28991	\$49.46
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark Zc7x28991	\$88.42
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark Zc7x28991	\$12.99
*	3/5/2025	BMO	Melissa Usiak/Amazon Mark Zc7x28991	\$44.99
*	3/5/2025	BMO	Malissa Patrick/Western Psychological	\$50.00
*	3/5/2025	BMO	Malissa Patrick/Speech Time Fun, Inc.	\$35.00
*	3/5/2025	BMO	Mark Rogers/Google SvcsLivingston	\$70.17
*	3/5/2025	BMO	Mark Rogers/Google SvcsLivingston	\$23.39
*	3/5/2025	BMO	Mark Rogers/Google SvcsLivingston	\$12.76

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Maggie Narayan/Amazon Mktpl Tg0th2s93	\$52.94
*	3/5/2025	BMO	Brian Braden/The Home Depot #2751	\$4.82
*	3/5/2025	BMO	Laura Spadoni/Holiday Inn Grand Rapi	\$138.88
*	3/5/2025	BMO	Maggie Narayan/Amazon Mktpl If1tf1jp3	\$143.21
*	3/5/2025	BMO	Carolyn O'Hearn/Marriott Orlando World	\$909.84
*	3/5/2025	BMO	Theodore J Kroll/Amazon Mktpl Z72y36z10	\$14.43
*	3/5/2025	BMO	Finance Department/Amazon Mktpl Dv6p721f3	\$23.99
*	3/5/2025	BMO	Theodore J Kroll/Amazon.Com Zc1c35go1	\$289.99
*	3/5/2025	BMO	David Jonathan Tobar/Mentimeter	\$179.88
*	3/5/2025	BMO	Finance Department/Amazon Mktpplace Pmts	-\$6.80
*	3/5/2025	BMO	Finance Department/Amazon Mktpplace Pmts	-\$27.18
*	3/5/2025	BMO	Carolyn O'Hearn/Marriott Orlando Wc F&	\$22.62
*	3/5/2025	BMO	Saima Caverly/Smore.Com - Educator	\$99.00
*	3/5/2025	BMO	Theodore J Kroll/Delta 00623027665256	\$517.80
*	3/5/2025	BMO	Saima Caverly/In Hamkeh Llc	\$240.00
*	3/5/2025	BMO	Saima Caverly/Amazon.Com Z70nc9sx2	\$21.04
*	3/5/2025	BMO	Theodore J Kroll/Amazon Mktpl Zc4yu5920	\$17.83
*	3/5/2025	BMO	Heidi Danpullo/Cke Jonna S Bar & Gr 1	\$81.80
*	3/5/2025	BMO	Theodore J Kroll/Orbitz 73020825570484	\$41.46
*	3/5/2025	BMO	Lori Waite/Amzn Mktp US Zc4yi2eu1	\$95.99
*	3/5/2025	BMO	Alana Anderson/Teacherspayteachers.Co	\$49.99
*	3/5/2025	BMO	Theodore J Kroll/Orbitz 73020825570484	\$2.03
*	3/5/2025	BMO	Carolyn O'Hearn/Columbia Celebration 1	\$58.02
*	3/5/2025	BMO	Finance Department/Amazon.Com Zc3hj9tn1	\$17.08

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Malissa Patrick/Kellymahler	\$79.00
*	3/5/2025	BMO	Theodore J Kroll/Amazon Mktpl Z73os9br2	\$17.53
*	3/5/2025	BMO	Brian Braden/The Home Depot #2751	\$45.48
*	3/5/2025	BMO	Laura Saline/Amway Grand Plaza Hote	-\$54.88
*	3/5/2025	BMO	Carol Braden/American Red Cross	\$180.00
*	3/5/2025	BMO	Ashley Korte/Tst Tomato Brothers	\$263.53
*	3/5/2025	BMO	Theodore J Kroll/Arbys 1205	\$13.13
*	3/5/2025	BMO	Laura Saline/Amazon Mktplace Pmts	-\$9.55
*	3/5/2025	BMO	Brian Braden/Amazon Mark Zc7ai4z1	\$5.94
*	3/5/2025	BMO	Brian Braden/Amazon Mark Zc7ai4z1	\$23.75
*	3/5/2025	BMO	Marci Moloney/Otter.Ai	\$30.00
*	3/5/2025	BMO	Theodore J Kroll/Amazon Mktpl Zc15493z1	\$70.51
*	3/5/2025	BMO	Theodore J Kroll/Courtyard By Marriott	\$333.76
*	3/5/2025	BMO	Marci Moloney/In Association Of Adm	\$70.00
*	3/5/2025	BMO	Ashley Korte/Ascd Iste	\$79.00
*	3/5/2025	BMO	Omega Rainer/Circuit UK - App 1	-\$6.83
*	3/5/2025	BMO	Carol Braden/Amazon Mark Z73pg2bu2	\$159.94
*	3/5/2025	BMO	Carol Braden/Kroger #720	\$21.26
*	3/5/2025	BMO	Malissa Patrick/Springer Nature	\$39.95
*	3/5/2025	BMO	Theodore J Kroll/Amazon Mktpl Z70jv7hn2	\$14.98
*	3/5/2025	BMO	Lori Waite/Amazon Mktpl Zc3p18nv1	\$115.47
*	3/5/2025	BMO	Carol Braden/Amazon Mark Zg1vi1yh1	\$14.39
*	3/5/2025	BMO	Candice Olrich/McGraw-Hill Higher Ed	\$73.99
*	3/5/2025	BMO	Malissa Patrick/Ce Occupationaltherapy	\$129.00

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Rebecca Holman/Amway Grand Plaza Hote	\$166.88
*	3/5/2025	BMO	Michelle Radcliffe/Amway Grand Plaza Hote	\$211.88
*	3/5/2025	BMO	David Larson/Backblaze Inc	\$101.10
*	3/5/2025	BMO	Laura Saline/Amway Grand Plaza Hote	\$211.88
*	3/5/2025	BMO	Malissa Patrick/Amazon Mark Z70ki9g12	\$33.96
*	3/5/2025	BMO	Finance Department/Amazon Mktpl Zc5qv2my0	\$17.02
*	3/5/2025	BMO	Finance Department/Amazon Mktpl Zc5qv2my0	\$68.09
*	3/5/2025	BMO	Judith Paulsen/Displays2go	\$846.22
*	3/5/2025	BMO	Judith Paulsen/Displays2go	\$282.07
*	3/5/2025	BMO	Finance Department/Amazon.Com Zc8vz65d0	\$1.12
*	3/5/2025	BMO	Finance Department/Amazon.Com Zc8vz65d0	\$4.47
*	3/5/2025	BMO	Heidi Danpullo/Amway Grand Plaza Hote	-\$8.94
*	3/5/2025	BMO	Heidi Danpullo/Amway Grand Plaza Hote	\$175.82
*	3/5/2025	BMO	Ashley Korte/Panera Bread #601936 O	\$417.70
*	3/5/2025	BMO	Theodore J Kroll/Ato Sushi	\$38.86
*	3/5/2025	BMO	David Jonathan Tobar/La Finca Taco Street	\$52.49
*	3/5/2025	BMO	Candice Olrich/Top Hat (Courseware)	\$96.46
*	3/5/2025	BMO	David Jonathan Tobar/Sq Brighton Coffeehou	\$37.37
*	3/5/2025	BMO	Robin Schutz/Amzn Mktp US Zg91p8su1	\$18.99
*	3/5/2025	BMO	Robin Schutz/Amazon.Com Z712l6tk2	\$55.92
*	3/5/2025	BMO	Adrian Dean/Edweek Premium Digital	\$39.00
*	3/5/2025	BMO	Ashley Korte/Wm Supercenter #1754	\$95.07
*	3/5/2025	BMO	Brian Braden/Amazon Mark Zc3z60go0	\$61.96
*	3/5/2025	BMO	Candice Olrich/Amazon.Com Zc11i51o0	\$7.03

PCARD Register March 2025				
Check Number	Check Date	Vendor Name	Description	Acct Amt
*	3/5/2025	BMO	Malissa Patrick/Amazon Mark Zg35z6751	\$26.99
*	3/5/2025	BMO	Finance Department/Bosch Automotive Servi	\$410.00
*	3/5/2025	BMO	Theodore J Kroll/Cvent 2025 Michigan C	\$300.00
*	3/5/2025	BMO	Brian Braden/Amazon Reta Zg78417s1	\$27.60
*	3/5/2025	BMO	Laura Saline/Amazon Mktpl Zg4i389r1	\$9.55
*	3/5/2025	BMO	Robin Schutz/Wm Supercenter #1754	\$30.82
*	3/5/2025	BMO	Robin Schutz/Wm Supercenter #1754	\$66.58
*	3/5/2025	BMO	Brian Braden/Howell Tv Hdw	\$159.96
			Total:	\$44,035.62



Automated Clearing House Transactions - March 2025

OUTGOING

Description	Date	Amount
Federal Payroll Taxes	3/14/2025	\$355,296.24
Federal Payroll Taxes	3/28/2025	\$308,995.54
State Payroll Taxes	3/3/2025	\$94,791.36
H S A Remittance- Health Equity	3/14/2025	\$89,388.25
H S A Remittance- Health Equity	3/28/2025	\$32,238.57
Reliance Trust	3/14/2025	\$21,639.11
Reliance Trust	3/14/2025	\$43,432.78
Reliance Trust	3/27/2025	\$44,856.07
EDUSTAFF	3/7/2025	\$2,297.11
EDUSTAFF	3/21/2025	\$2,262.96
MPSERS Retirement	3/13/2025	\$561,268.63
MPSERS Retirement	3/27/2025	\$477,488.10
MPSERS Retirement - 147c	3/27/2025	\$465,527.94
The Hartford Insurance Company	3/7/2025	\$13,649.94
BMO Card payment	3/5/2025	\$44,035.62
Guardian Insurance	Various	\$42,412.12
Friend of the Court	3/14/2025	\$460.92
Friend of the Court	3/28/2025	\$460.92
Lansing City Taxes	3/4/2025	\$50.39
Isolved	3/12/2025	\$792.68
Isolved	3/17/2025	\$15.96
Isolved	3/18/2025	\$199.80
WMichigan Health Insurance	3/26/2025	\$435,048.68
TOTAL OUTGOING TRANSACTIONS		\$3,036,609.69

INCOMING

Description	Date	Amount
Medicaid Interim Payment	3/6/2025	\$161,811.00
State of Michigan - State Aid	3/20/2025	\$3,546,302.50
Paypal Payment	3/3/2025	\$1,993.71
Head Start- Nutrition	3/18/2025	\$23,868.77
Misc Income	3/27/2025	\$30.00
Federal Funds Through State	3/11/2025	\$736,965.27
Head Start	3/6/2025	\$237,853.38
Southeast Michigan Reimbursement	3/17/2025	\$13,860.89
Howell Invoices	3/24/2025	\$312,471.15
Brighton Invoices	Various	\$206,312.34
Hartland Invoices	3/27/2025	\$196,672.00
Pinckney Invoices	3/20/2025	\$7,745.00
Hamburg Township Taxes	3/6/2025	\$84,119.29
TOTAL INCOMING TRANSACTIONS		\$5,530,005.30

APPENDIX B

- Minutes of Regular Board Meeting of March 12, 2025



MINUTES

Regular Meeting of March 12, 2025

President Loy administered the Oath of Office to Lisa Marcella-O'Leary prior to the beginning of the meeting.

1. Call to Order

President Loy called to order the regular meeting of the Livingston Educational Service Agency Board of Education at 6:01 p.m. on Wednesday, March 12, 2025 at the LivingstonESA Education Center, 1425 West Grand River, Howell, MI.

A. Pledge of Allegiance

B. Roll Call

Present were:

Board Members: President Loy
Secretary Fryer
Treasurer Kaiser
Trustee Marcella-O'Leary

LESA Staff: Doug Haseley, Dr. Michael Hubert, Alice Johnson, Ted Kroll, Melissa Marie, Judy Paulsen, Michelle Radcliffe, Jonathan Tobar, Laura Walters, Stephanie Weese

Guest(s): Erica Empie, Pam Leach, Aidan Leach, Tania Reyes, Susana Reyes, Jesus Reyes, Angela Predhomme, Natalia Alekseenko, Viktor Alekseenko, Carlos Borco, Lisa Merrill, Alex MykgTenko, Irina Redkogiebova, Robert Dwan (MSBO)

Absent was:

Board Member: Vice President Cortez

C. Approval of Agenda

It was moved by Kaiser and seconded by Fryer to approve the agenda as presented.

The motion carried unanimously.

2. Call to the Public/Correspondence

The President asked if anyone wished to speak on any items or had received correspondence. There was no correspondence and no public comment at this time.

3. Approval of Consent Agenda

It was moved by Kaiser and seconded by Fryer to approve the Consent Agenda as presented.

A roll call vote was taken. Kaiser voted YES, Fryer voted YES, Marcella-O'Leary voted YES, Loy voted YES and Cortez was ABSENT.

The motion carried unanimously.

A. Personnel Board Report

The following Personnel Board Report was presented for approval:
February 2025

B. Approval: Financial Information

The following financials were presented for approval:

- Check Register of February 2025
- Purchase Card Transactions of February 2025
- ACH Report of February 2025

C. Approval: Minutes

The following minutes were presented for approval:

- Minutes of Regular Board Meeting of February 19, 2025

4. Presentation(s)

A. Adult Education – Programming and Learner Testimonials

Dr. Hubert introduced Ted Kroll, who spoke briefly about tonight's guests. He introduced ESL learner Irina Redkogiebova, who shared her experience with the ESL program and how it works. Ted shared information about CTE and adult ed student involvement, and asked Aidan Leach to share his experiences with the program. Aidan also shared his aspirations for the future. Erica Empie shared information about the Success Coordinator role.

B. Assistive Technology Industry Association (ATIA) National Conference Recap

Amy Baad and Tracey Schanen shared information about the ATIA conference and their presentation at the conference. They were thankful that their presentation was well received, and very appreciative of the opportunity to participate in the conference. There were many good networking opportunities.

C. Project SEARCH Update and Year #2 Funding Request – Appendix D

Alana Anderson shared a Project SEARCH update and YouTube video which was created by some of the learners participating in Project SEARCH. The project has been extremely successful and well received by everyone involved.

5. **Action/Discussion Item(s)**

A. Common School Calendar and Agency Calendar of Operations

The Agency is required under the provisions of MCL 380.1284a to develop a common school calendar for at least the next 5 school years in cooperation with its constituent districts. The attached calendar represents the recommendation of the Superintendent after working with the constituent district superintendents.

Additionally, the Agency has historically adopted a calendar of operations from which all other employee work calendars are created. The attached Agency calendar of operations is recommended by the Superintendent for implementation in the 2025-26 academic year.

It was moved by Kaiser and seconded by Fryer that the Board approve the common school calendar and the Agency calendar of operations as presented.

The motion carried unanimously.

B. Van Purchase Recommendation

It was recommended that the agency purchase two Ford Transit vans through the MiDeal program. These vehicles will replace aging vans currently in use and will support homeless student transportation to all districts in Livingston County.

Key Details:

- Vehicle: (2) Ford Transit Vans
- Cost per Van: \$54,936 each
- Conversion to 10-passenger: \$17,979 each
- Total Van Cost: \$145,830
- Funding Source: General Education Capital Project Fund

*The quote for the vans is attached for reference.

Rationale for Purchase:

The Agency's current vans are aging and approaching high mileage:

- Van 1: 2019 Ford Transit (99,968 miles)
- Van 2: 2014 Ford Econoline E150 (97,800 miles)

Purchasing through the MiDeal program leverages state-negotiated pricing, eliminating the need for an RFP process while ensuring cost efficiency.

It was moved by Fryer and seconded by Kaiser that the Board approve the purchase of two Ford Transit vans for a cost not to exceed \$145,830.

A roll call vote was taken. Fryer voted YES, Marcella-O’Leary voted YES, Kaiser voted YES, Loy voted YES, and Cortez was ABSENT.

The motion carried unanimously.

C. Board Policy Update – First Reading

Miller Johnson recently provided the policy updates for the year. The entire manual is presented with changes for the First Reading, as consistent with Miller Johnson recommendations, and also a revision for compliance with Head Start regulations. The recommended changes to the Board Policies are attached with new language shown in red and language to delete shown with ~~strikeouts~~.

It was moved by Kaiser and seconded by Fryer that the Board adopt the Policy updates as presented for a First Reading.

The motion carried unanimously.

D. 2025-2026 Head Start Grant

In compliance with federal Head Start regulations, the Board of Education, serving as the Governing Body, is required to approve the Head Start grant application before submission.

An executive summary of the application is available for review in Appendix F. This submission represents Year 2 of the funding cycle that began on July 1, 2024.

The final application will not be complete until closer to the April 1 submission deadline. Rather than convening a special Board meeting closer to the deadline, the administration requests authorization for the Superintendent to review and approve the final application for submission. Once submitted, the Superintendent will provide the Board with a copy of the final application.

The Board will retain the authority to accept or decline the awarded grant funds.

It was moved by Fryer and seconded by Kaiser that the Board authorize the Superintendent to approve the submission of the Head Start grant application to the Department of Health and Human Services for an amount not to exceed \$2,126,422 for the funding period of July 1, 2025 – June 30, 2026.

A roll call vote was taken. Fryer voted YES, Kaiser voted YES, Marcella-O’Leary voted YES, Loy voted YES, and Cortez was ABSENT.

The motion carried unanimously.

6. Reports

A. Superintendent's Report

Dr. Hubert:

- Talked about the high quality of our Board presentations and stated he is appreciative to staff for being open and willing to try new things.
- Shared that there is still some emotion around the executive orders, and it is unknown whether the orders will impact our funding, but we should be prepared and not surprised.
- Shared that the House appropriations bill passed. He spoke with Representative Bollin (Chair of Appropriations Committee), and expressed gratitude to her for a refreshing approach.
- Reported on the recent trip to Deloitte University and that it was a great experience.
- Reported the LCSBA meeting is planned for April 16 and the topic will be Early Childhood.
- Shared information about the upcoming AI 101 Virtual Learning Series.
- Shared information about the upcoming Parent Summit.

7. Budget Work Session

Stephane Weese and Laura Walters shared the proposed budget for 2025-2026 and responded to questions from the Board.

8. Board Discussion

There was no report at this time.

9. Adjournment

President Loy declared the meeting adjourned at 8:27 p.m.

Respectfully submitted,

Harold E. Fryer
Secretary

APPENDIX C

Presentation(s)

B. Showcase Administrative Services Team

Administrative Services Department



Facilities/Maintenance

Director of Facilities- Brian Braden

Maintenance- Cole Gremore

Maintenance/Utility- Michelle Ray

Maintenance/Utility- Mike Risinger

Custodian STEP - Cole Reuter

Custodian STEP - Anna Evers-Albin



Facilities/Maintenance

- Maintain the campus that houses the Education Center and Pathway
- Also maintain the classrooms that are housed in the local districts- GSRP, Head Start and Special Education classrooms
- Maintains Specialized Transportation facility.
- Maintains offsite locations- STEP and PREP
- Manages all building PD room set up/take down, also prepares any coffee and water requests for all meetings.

Finance

Finance Director- Laura Walters

Finance Supervisor- A.J. Scherrer

Finance Analyst/AP- Becky Gutierrez

Admin Services Specialist- Brooke Buchler



Finance

LESA Finance Department: Keeping the Numbers in Check

Our Finance Department ensures financial stability and smooth operations, managing a budget of over **\$100 million** to support students, educators, and programs. Our key responsibilities include:

- **Budget Development & Oversight** – Planning and managing financial resources to align with strategic goals.
- **Grant & Funding Management** – Overseeing **\$33 million** in grants and consortium funding, including **\$9.7 million** in federal grants.
- **Accounts Payable & Accounting** – Ensuring timely payments and accurate financial records.
- **Grant Compliance & Reporting** – Managing reporting requirements to meet all state and federal guidelines.
- **Administrative Support** – Providing essential financial services to keep operations running smoothly.

Interesting facts:

Our team processes **over 1300 accounts payable checks and 2300 ACH payments** each year—enough paper to wallpaper an entire classroom!

Work with 1800 vendors, 9 districts, and 11 private childcare providers

Human Resources/Payroll

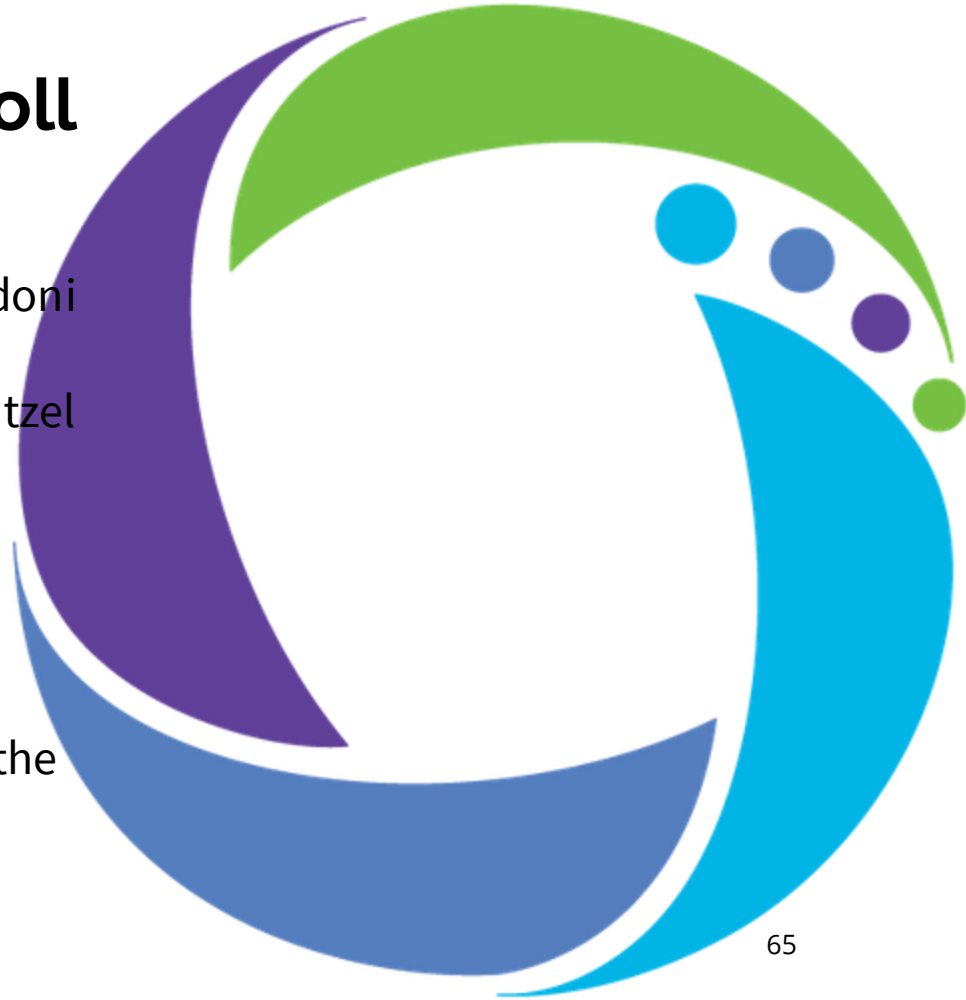
Director of Human Resources - Laurie Spadoni

Human Resources Coordinator - Mandy Rutzel

Human Resource Analyst - Jenny Killian

Payroll Coordinator - Jamie Douglas

We have a combined years of service with the Agency of **64** years!



Human Resources/Payroll

HR is here to support our employees at every stage of their career—from onboarding to benefits and salary management. We do our best to make sure everyone feels supported and equipped to succeed.

So far this school year we have:

- Hired over 90 people and counting.
- Fingerprinted 162 people.
- Processed open enrollment for over 600 employees.
- Processed pay for over 650 employees every two weeks.
- Implemented a new timekeeping system for hourly employees.
- Processed 27 Final Salary Affidavits for retirees.

Pupil Audit



Kait Guerra
Pupil Accounting Auditor

Just reached five years at LESA.

Originally hired for an in-district technology position at Fowlerville; in current position since 2022.

BA in Education from MSU, former teacher and instructional coach, 13 years of experience in K-12.

All five local districts + LESA have a dedicated pupil accountant.



Pupil Audit

What is pupil accounting?

- Foundation allowance = \$9,608 / per pupil
- Fall + Spring Count Day
- Data, data, data!
- Attendance, enrollment, and special programs
- Field audit cycle - site visits to buildings

Other responsibilities:

- Consultation, support, and training
- Teacher certification audits
- Section 25e claim processing
- FTE conflict resolution
- Graduation and Dropout (GAD) rate audits
- Days and Clock Hours (DCH) review



Pupil Audit

FTE Claims for Fall 2023

District/PSA	General Ed FTE	Special Ed FTE	Total FTE
Brighton Area Schools*	9,709.95	59.69	9,769.64
Fowlerville Community Schools	2,473.15	29.51	2,502.66
Hartland Consolidated Schools	4,962.82	87.87	5,050.69
Howell Public Schools	6,538.18	162.86	6,701.04
Pinckney Community Schools	2,000.18	40.33	2,040.51
LESA ISD Programs	0.00	211.15	211.15
Charyl Stockwell Academy	1,249.92	3.08	1,253.00
FlexTech High School	141.33	1.22	142.55
Kensington Woods Schools	102.21	0.00	102.21
Light of the World Academy	231.13	1.10	232.23
Total FTE for Livingston ESA	27,408.87	596.81	28,005.68

*Brighton Area Schools' total includes 3,956.85 FTE from their Shared Time program, which provides services to non-public schools across the state of Michigan.

Technology

1 - CTO

2 - Local Tech Directors

3 - Engineers

1 in Brighton

2 shared across county

4 - Technical Support Specialists



Technology

We run a shared services model where most technicians split time between districts.

Most local districts have their own systems administrators.

All staff has been promoted from within consortium.

Recently migrated from direct bill back to a membership fee FTE model.

Interesting services offered

Internet - MISEN

County-wide copier consortium (Marco for service and Sharp copiers w/papercut)

Phone system install and training (FreePBX)

E-rate consortium

- Large shared firewall at LESA along with internal firewalls at LEAs

- CAT 1 Fiber maintenance agreements for all exterior plant

- CAT 2 Structured cabling maintenance agreement

Ad-hoc high level tech support and consulting for LEAs

Device repair and deployment center is in active development

APPENDIX D

Presentation(s)

C. Restorative Practices

Restorative Practices

Highlander Way Middle School

Who We Are

Our Story: Since Covid student behavior challenges and referrals have been on the rise due to a variety of factors.

Students: were struggling to meet increasing academic demands while lacking the interpersonal skills needed to navigate conflicts and relationships effectively.

Staff: were working in isolation, relying on the behavior matrix and student intervention to address concerns. However, with little noticeable improvement, frustration and burnout were setting in.

Families: Were struggling to find ways to support their students in a digital and social media world where they felt kids could not get a break.

Our Data:

2023-2024	
Number of One & Done	Number of Repeat Students
49	52
Category	Number Of Students
Bullying	9
Defiance - Not Following expectations	79
Harassment - Unwanted Touch	15
Profane & Vulgar Language	18
Threat Assessment	20
Other	15





Our Path:

Restorative Practices

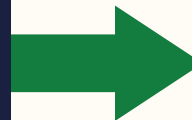
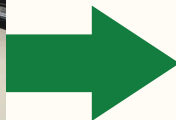
- Behavioral Approach
- Academic Approach
- Small Team - To Start

PBIS

- Clear Expectations
- Visual Expectations
- Explicit Teaching

Community

- Students
- Staff
- Families



The Process (In Examples)

Students with Students: 8th Grade Student to Student Example

Staff With Students: 7th Grade ELA Example

Staff with Staff: Mediation Example

Staff Overall: Passing Of A Student Example

Academic Engagement: 6th Grade Math Intervention



2023-2024

Number of One & Done	Number of Repeat Students
49	52
Category	Number Of Students
Bullying	9
Defiance - Not Following expectations	79
Harassment - Unwanted Touch	15
Profane & Vulgar Language	18
Threat Assessment	20
Other	15

2024-2025

Number of One & Done	Number of Repeat Students
36	21
Category	Number Of Students
Bullying	3
Defiance - Not Following expectations	7
Harassment - Unwanted Touch	10
Profane & Vulgar Language	4
Threat Assessment	3
Other	3

Impact:

- Restorative Practices have impacted my relationship with my students for the positive, and their desire to be kinder and more engaged in their learning (Special Education Teacher)
- Restorative Practices has given me tools to promote and help repair harm in several types of situations with students (Support Staff)
- I have shifted my focus to addressing a student's actions rather than labeling the students themselves (General Education Teacher)
- What I have learned has given me the framework and words to work with and reflect with others which has resulted in more positive outcomes (Counseling)
- I like the circle talks because it lets me have hard conversations with friends and it actually makes us stronger friends (Student)

New Elements:

- Asset Based Process
- Strengths Based Protocols
- Objective Based Outcomes
- Systematic Follow Up
- Staff Buy In

Previous Elements:

- Random Conversations
- Negative Perceptions
- Biased Feelings
- Individual Approach
- Staff Silo

- Staff Map Example

APPENDIX E

Presentation(s)

D. School Bus Inspection Results



Livingston Educational Service Agency

SPECIALIZED AND REGIONAL TRANSPORTATION COLLABORATIVE TRANSPORTATION
BUS INSPECTION RESULTS

2024-2025 SCHOOL YEAR

What the inspections are....

- ▶ As part of Michigan's School Bus Inspection Program, all public, private, denominational, parochial, charter school and public-school academy vehicles taking children to or from school, or school-related events by law must be inspected annually by a member of the MSP Commercial Vehicle Enforcement Division.
- ▶ Once inspected, a sticker showing the MSP shield and school calendar year is placed on the front windshield of the bus. Inspection results are then available to anyone by scanning the QR code displayed on the bus service door where students enter the bus.

How are the buses graded?

▶ Green Tag – No observed deficiencies requiring correction.

▶ Yellow Tag – Minor issues noted, often procedural in nature.

Marker Lights e.g. Vinyl Lettering Worn, Minor Corrosion Issues, Out.

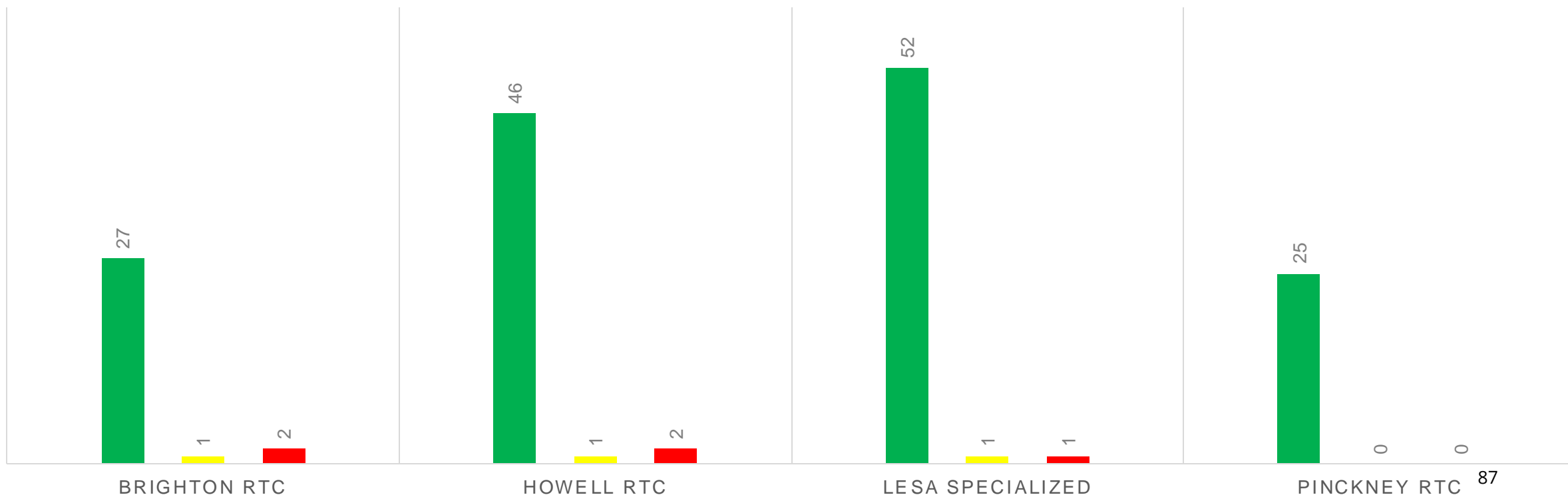
▶ Red Tag – More significant deficiencies that require mechanical correction. These corrections are instituted prior to the conclusion of the inspection event.

Adjustments Out e.g. Panel Corrosion, Braking System Air Leaks, Of Specification.

2024-2025 SCHOOL YEAR RESULTS

INSPECTIONS

■ GREEN ■ YELLOW ■ RED



Agency Wide Results

- ▶ Our transportation operations achieved an overall initial passing grade on 95.1 % of all vehicles inspected.
- ▶ The Pinckney RTC fleet achieved a 100% initial pass rating, with no deficiencies noted.

Comparison to 2023-2024 Inspection Cycle

District	2023-2024 Initial Passing Percentage	2024-2025 Initial Passing Percentage	Change
Brighton RTC	88.9 %	90 %	+1.1%
Howell RTC	85.4 %	93.9 %	+8.5 %
LESA Specialized	96.4 %	96.3 %	-0.1 %
Pinckney RTC	96.2 %	100 %	+3.8 %

Data Source: Michigan School Bus Report

<https://www.michigan.gov/msp/divisions/cved/pubs-forms-stats/michigan-school-bus-inspection-report>

APPENDIX F

Action Item(s)

- c. Board Policy Revisions, Second Reading and Approval



Livingston Educational Service Agency

BOARD OF EDUCATION BYLAWS AND POLICIES



Miller Johnson School Policy Services

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TABLE OF CONTENTS (Page #'s to be updated after adoption)

INTRODUCTION 1

 0001 Name and Legal Status 1

 0002 The Board of Education 1

 0003 The Superintendent..... 1

1000 BYLAWS..... 2

 1001 Organization and Functioning of the Board 2

 Composition 2

 Term of Office..... 2

 Oath of Office 2

 Vacancies..... 2

 Duties and Responsibilities of Board Members..... 2

 Guiding Principles of the Board of Education:..... 2

 Role of Individual Board Members 2

 Guiding Principles of the Individual School Board Member:..... 2

 Code of Ethics 3

 Confidentiality 4

 Conflict of Interest..... 4

 New Members 5

 Committees 5

 Election of Officers of the Board 5

 President 5

 Vice-President 5

 Treasurer 6

 Secretary..... 6

 Vacancies in Officer Positions..... 6

 Removal from Office..... 6

 Compensation 6

 Reimbursement of Expenses 6

 Indemnification 6

 Discipline and Removal 6

 Professional Services 6

 1002 Meetings of the Board of Education 7

 Michigan Open Meetings Act 7

 Annual Organizational Meeting..... 7

 Regular Meetings..... 7

 Special Meetings 7

 Meeting Procedures 7

 1003 Adoption or Amendment of Bylaws and Policies 8

2000 STUDENTS 9

 2001 Admission and Enrollment 9

 Resident Students..... 9

 Nonresident Students..... 9

 Shared Time Instruction 9

 2002 Learning and Achievement..... 9

 Assessments 9

 Progress Reports and Grades 9

Placement and Program Requirements	10
Pilot ESA Schools of Choice Program.....	10
Child Find.....	10
2003 Education Records.....	10
Generally	10
Directory Information.....	10
Limited Directory Information.....	10
Student Surveys.....	11
2005 Communication	11
Closed Forum.....	11
Distribution and Posting of Materials.....	11
2006 Behavior	12
Attendance	12
Student Appearance.....	12
Student Code of Conduct	12
Other Student Behavior.....	13
Student Bullying	13
Verbal Assault.....	13
Locker and Other Searches.....	13
Food Deliveries.....	13
2007 Health and Safety	13
Programs and Activities.....	13
Health Concerns Raised by Parents or Guardians	13
Immunization	13
Medication	14
Seclusion and Restraint	14
Epinephrine Auto-Injectors (Epi-Pens)	14
Cardiac Emergency Response Plan.....	14
Physical Examinations and Screenings	14
3000 CURRICULUM AND INSTRUCTION	15
3001 Curriculum and Program Development	15
3006 Parental Objections.....	15
3007 School Year / School Calendar.....	15
3008 School Day.....	15
3009 Limited English Proficiency.....	15
3010 Career and Technical Education (CTE) Program.....	16
3011 Special Education	16
Special Education Plan.....	16
4000 PERSONNEL	17
4001 Administrative Staff and Organization	17
Superintendent.....	17
Other Administrators.....	17
4002 Employment Considerations	17
Equal Employment Opportunity.....	17
Discrimination and Harassment	17
Nepotism	17
Criminal Background Checks	18
4003 Conditions of Employment.....	18
Alcohol and Drug Free Workplace.....	18

Omnibus Transportation Employees	18
Staffing, Layoff, and Recall of Teachers	19
Assignment and Transfer	19
HIPAA	19
Leaves of Absence	19
Remote Work	20
FMLA	20
Paid Medical Leave	20
Medical Examinations	20
4004 Evaluations, Discipline and Discharge, Resignations	20
Performance Evaluations	20
Ineffective Teachers	21
Discipline and Discharge	21
Resignations	21
4005 Other Matters of Employment	21
Gifts to School Personnel	21
Whistleblower Protection Policy	22
Outside Activities	22
Political Activities	Error! Bookmark not defined.
Ownership of Works	22
Professional Development Opportunities	22
Professional Staff Contracts	22
Illegal Conflicts of Interest	22
Prohibition of Referral or Assistance	23
Overnight Travel Reimbursement	23
Consultants	23
Codes of Ethics	23
Mandatory Reporting	23
5000 BUSINESS	24
5001 General	24
5002 Budget Planning and Adoption	24
5003 Purchasing	24
State/Federal Procurement Standards	24
Automated Clearing House (ACH) Arrangements and Electronic Transaction of Funds	24
Federal Grants and Awards	24
5004 Surplus Property	25
Land, Buildings, Facilities, and Real Estate	25
Equipment, Supplies, and Other Personal Property	25
5005 Investments	25
5006 Risk Management	25
5007 Audits	25
5008 Fixed Assets	25
5009 Online Fundraising	26
5010 ESA Credit Cards	26
6000 FACILITIES AND OPERATIONS	28
6001 Goal	28
6002 Safety and Security	28
Threat Assessment and Suicide Intervention	28
6003 Firearms and Other Weapons	28

6004	School Crisis, Response, and Closure	28
6005	Hazardous Chemicals and Substances.....	29
6006	Substance-Free Environment	29
	Generally	29
6007	Integrated Pest Management	29
6008	Transportation.....	29
	Student Transportation	29
	Business Transportation	29
	Private Transportation	29
6009	Naming ESA Buildings and Facilities	30
6010	Recognitions, Remembrances, and Plaques.....	30
6011	Surveillance of and in ESA Buildings and Facilities	30
6012	Stormwater Discharge.....	30
7000	SCHOOL-COMMUNITY RELATIONS	31
7001	Goal	31
	Public Information.....	31
7002	Community Use of ESA Facilities	31
7003	Gifts, Bequests, and Donations	31
7004	Distribution of Information / Materials.....	31
7005	Public Complaints	32
7006	Solicitation.....	32
7007	ESA Support Organizations.....	32
7008	Advertising	32
7009	Volunteers	32
7010	School Visitors	33
8000	GENERAL POLICIES	34
8001	Acceptable Use.....	34
	Artificial Intelligence.....	34
8002	Americans with Disabilities Act (ADA) Section 504 of the Rehabilitation Act of 1973 (Section 504)	34
8003	Web Accessibility.....	34
	General	34
	Report of Accessibility Issues	35
	Discrimination Complaint	35
8004	Bloodborne Pathogens.....	35
8005	Communicable Diseases.....	35
8006	Copyrighted Works.....	35
8007	Discrimination and Harassment	35
8008	Social Security Numbers.....	36
8009	Digital Communications	36
	Public Use	36

INTRODUCTION

0001 Name and Legal Status

The legal name of the educational service agency (ESA) is Livingston Educational Service Agency. The ESA is organized and governed by relevant provisions of the [Michigan Revised School Code](#).

0002 The Board of Education

The ESA is governed by the School Board (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 ESA 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 ESAs in the State of Michigan. Federal and state laws 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 reiterate federal or Michigan statutes or regulations in these Bylaws and Policies.

0003 The Superintendent

The Board will employ a Superintendent¹ in conformity with the [Revised School Code](#) and other applicable laws. The Superintendent will serve as the ESA'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. 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.

For purposes of the Head Start Program, the Board authorizes the Superintendent to approve the employment and termination of staff assigned to the Head Start Program and, when not covered by the terms of a negotiated, collectively bargained agreement, fix the compensation, and establish the term of employment for each staff member assigned to the Head Start program. Further, consistent with the exception noted under Section 642(C)(1)(D), the Board relies on the Superintendent to fulfill the requirement for a background in fiscal management, early childhood education, and relevant legal matters while at the board table and acknowledges there is no known conflict of interest in providing such support to the Board.

The Board is represented in all labor negotiation proceedings by a negotiating team selected or approved by the Board prior to the start of the negotiations. All agreements negotiated by the team are subject to ratification by the Board.

¹ A reference to the "Superintendent" in these Bylaws and Policies is a reference to the intermediate superintendent, as defined under [MCL 380.4\(6\)](#).

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 five members, elected or appointed in accordance with the [Revised School Code](#) and the [Michigan Election Law](#).

Term of Office The term of office of each member is 6 years unless otherwise permitted or prohibited by law.

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 ESA, the constituent school districts, and the entire ESA 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.

Guiding Principles of the Board of Education:

Accountability | Commitment to Learning | Inclusivity | Stewardship | Transparency | Vision-Driven

1. The Board of Education, in cooperation with the superintendent and stakeholders, establishes and commits to a vision for the Agency that emphasizes high expectations for achievement of all students and quality instruction.
2. The Board of Education governs in a manner that is dignified and worthy of trust.
3. The Board of Education is accountable to the school community.
4. The Board of Education holds the superintendent accountable for creating the outcomes identified in the Agency's strategic plan.

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.

Guiding Principles of the Individual School Board Member:

Advocacy | Civility | Courage | Empathy | Inquiry | Integrity | Regard for Authority of the Board | Selflessness

1. The individual school board member is motivated by and focuses on what is in the best interest of all students.
2. The individual school board member believes in the importance of and actively engages in continuous learning.
3. The individual school board member understands and respects both the authority and responsibilities of the Board of Education.
4. The individual school board member approaches school governance work with a spirit of inquiry.

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 interests of the ESA as a whole and will adhere to the following ethical standards and principles:

1. I will represent all ESA 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 ESA, and after notice to the Board President and the Superintendent.
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 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 ESA 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 ESA.
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 ESA's purpose, direction and goals, and monitoring ESA 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, except as required by law, and after notice to the Board President and ESA Superintendent.

Conflict of Interest If a relative (father, mother, son, daughter, sister, brother, or spouse; father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law; step-father, step-mother, step-son, step-daughter; step- or half-brother; step- or half-sister; or, any other persons who reside at the same location as a Board member) of a Board member is already an employee of the ESA, such Board member shall abstain from voting on any matter affecting the employment status of the employee. In addition, Board Members are prohibited from using ESA funds or other public funds under the control of the ESA for purchasing alcoholic beverages, jewelry, gifts, fees for golf, or any item which the purchase or possession of is illegal. If a Board member has a substantial conflict of interest, as the phrase is defined under [Section 634 of the Revised School Code](#), in a proposed contract for services, supplies or equipment, the Board will not enter into that contract.

If the financial interest pertains to a proposed contract with the Agency, the following requirements must be met:

- a) The Board member shall disclose the financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct pecuniary interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the Agency, the Board member shall make the disclosure in one of two (2) ways:
 1. In writing, to the Board president (or if the member is the Board president, to the Board secretary) at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)
 2. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The Board member must use this method of disclosure if his/her pecuniary interest amounts to \$5,000 or more.
- b) If an educational service agency board member or educational service agency administrator has a substantial conflict of interest in a proposed contract, the educational service agency board shall not enter into that contract and the administrator or board member shall not present that contract. As used in this subsection, "substantial conflict of interest" means a conflict of interest on the part of an educational service agency board member or educational service agency administrator in respect to a contract with the educational service agency that is of such substance as to induce action on his/her part to promote the contract for his/her own personal benefit. Excluded from substantial conflict are the situations described in MCL 380.634(5).
- c) Any contract in which there is a conflict of interest as defined by this bylaw and the related statute (MCL 380.1203) must be approved by a majority vote of the full Board without the vote of any Board member with a financial interest.

However, if a majority of the members of the Board are required to abstain from voting on a contract or other financial transaction due to a financial interest, then for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the

board and only a majority of those members eligible to vote is required for approval of the contract or financial transaction.

- d) The official minutes of the Board disclose the name of each party involved in the contract, the nature of the financial interest, and the terms of the contract including the duration, financial consideration between the parties, facilities or services of the Agency included in the contract, and the nature and degree of assignment of Agency staff needed to fulfill the contract.
- e) A Board member with a financial interest in a contract may participate in discussion, vote on the contract to the extent that the Board member's participation is required by law, or two-thirds (2/3) of the members are not eligible to vote and his/her vote is needed to constitute a quorum, providing the financial interest is less than \$250 and five percent (5%) of the contract cost to the Agency and the Board member files a sworn affidavit to that effect with the Board. Such affidavit is to be made a part of the official minutes of the Board.

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 consist of less than a quorum of 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 may perform such 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 ESA-related correspondence to all other Board members and, in his/her discretion, to the Superintendent. Board members who receive ESA-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 ESA 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 ESA 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 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 Office 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 be paid a stipend, as determined by the Board, for attendance at each meeting of the Board, including committee meetings and Board study sessions. The stipend will not exceed \$30.00 per meeting, subcommittee meeting, or other duties, and individual Board members will not be paid for more than 52 meetings per year.

Reimbursement of Expenses In addition to compensation for meeting attendance, Board members will be reimbursed for actual and necessary expenses incurred in the discharge of their official duties, as well as for attending Board approved activities and functions. Actual and necessary expenses are those that relate to functions that have been directed by, or are necessary to, the discharge of those duties. Board members are expected to exercise good judgment and ensure that expenditures incurred are reasonable, necessary, and in the best interest of the ESA. Board members will not be reimbursed for entertainment expenses or the purchase of alcoholic beverages.

Concerns as to the reasonableness of an expense submitted for reimbursement will be presented by the Superintendent to the Board President. If the Board President believes the submitted reimbursement exceeds the bounds of reasonableness, the reimbursement of the expense will be submitted to the Board for approval before being paid.

For travel expenses which include at least one overnight stay, Board members, or their designees, must submit both a pretravel authorization form detailing estimated expenses and a post travel form detailing and verifying actual expenses. The Board must review and approve both forms prior to reimbursement.

Indemnification Without waiving governmental immunity, the ESA will indemnify the Board and individual Board members to the extent permitted by law. The ESA 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. A member of the Board may be removed either by: resolution passed by a majority of the constituent school districts plus one and submitted to the Board, or by the Governor under [Section 619 of the Revised School Code](#).

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

Michigan Open Meetings Act The [Michigan Open Meetings Act](#) (OMA) 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 on or before the fourth Monday of June. 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 Superintendent with input from the Board.

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.

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, their address, 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 ESA 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.

The Board delegates to the Superintendent the authority to make non-substantive, clerical changes or correct scribes' errors in the Policies without Board of Education approval. Such changes will not be effective for a period of one month from the date they are provided to the Board.

1004 Conflict Between Policies and Administrative Regulations

In the event of a conflict between Board-approved policies and administrative regulations, the Board-approved policy will prevail.

The Superintendent will promulgate administrative regulations concerning enrollment of resident and nonresident students.

Resident Students Michigan law establishes which students have the right to attend school in the ESA. Students enrolled in a constituent district are presumed to be residents of the ESA.

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

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 ESA students for all curricular and extracurricular purposes.

Homeless Students. The ESA 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 ESA'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 ESA students for all curricular and extracurricular purposes.

Shared Time Instruction Under certain circumstances, students enrolled in non-public schools located within the geographic boundaries of the ESA, as well as eligible students who are being home-schooled, are permitted to participate in ESA programs and services.

Assessments If required, the Superintendent, in consultation with selected ESA personnel, will develop and implement legally compliant student assessments. These assessments are to be designed to accurately measure the degree to which ESA students are progressing in the curriculum, in general, and how each individual student is progressing within the curriculum.

The Superintendent, in consultation with selected ESA personnel, is also responsible for developing and implementing an assessment reporting system. The purposes of the reporting system include informing the Board, ESA staff, parents,² and the community, at large, about student progress within the curriculum, in general; informing the Board, ESA 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 ESA's curriculum. All ESA personnel are responsible for faithfully and effectively administering the ESA's assessments and following the prescribed system of assessment reporting.

Progress Reports and Grades The Superintendent, in consultation with selected ESA 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 curriculum, in general, and relative to their peers, as well as how each individual student is progressing. All ESA personnel are responsible for faithfully and effectively implementing the ESA's progress reporting and grading system.

²The word "parents," when used in these policies, includes legal guardians and, where required by law, those acting in the place of parents.

Placement and Program Requirements To the extent permitted by law, placement in all ESA programs and services, including decisions regarding program requirements and prerequisites, is at the sole discretion of the ESA.

Pilot ESA Schools of Choice Program If a constituent district allows a nonresident pupil to enroll in the district under a pilot ESA schools of choice program, the ESA will continue to allow such students to participate in ESA programs and services until the student either enrolls in a non-constituent district or graduates from high school.

Child Find The ESA will attempt to identify and locate every student residing in the ESA who may be a student with a disability under the [Individuals with Disabilities in Education Act](#) and/or [Section 504 of the Rehabilitation Act of 1973](#), regardless of whether they are currently receiving a public education.

The ESA may seek to notify parents of its child find obligations by advertising, posting notices in places likely to be visited by qualified students with disabilities and their parents, by including notices in ESA publications – including its web site – and by directly contacting parents of students the ESA believes may be eligible.

The ESA will also ensure that the information in its notices is written in a manner that would reasonably be easily understandable to a parent. The notices will contain the name and contact information for the ESA's Section 504 Coordinator, as follows:

Section 504 Coordinator:

Doug Haseley, Assistant Superintendent for Special Education
(517) 540-6803

2003 Education Records

Generally 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 ESA-related programs and extracurricular activities;
- A student's academic awards and honors;
- A student's height and weight, if a member of an athletic team;
- A student's honors and awards; and
- A student's dates of attendance and date of graduation.

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

Limited Directory Information

The Board designates photographs, videos, or other media containing a student's image or likeness (student images) and ESA-issued student electronic mail addresses (email addresses) as Limited Use Directory Information. Limited Use Directory Information may only be used for the following:

- Publication in official ESA publications, on social media sites, or websites hosted or maintained by, on behalf of, or for the benefit of the ESA, including the ESA's internal email system;
- ESA officials who have access, consistent with FERPA, to such information in conjunction with a legitimate educational interest; and
- External parties contractually affiliated with the ESA if such affiliation requires sharing Limited Use Directory Information.

Student Surveys Parents may inspect all materials used for any student survey, analysis, or evaluation conducted by the ESA in connection with a program that is funded by the United States Department of Education. The ESA 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.

2005 Communication

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

Distribution and Posting of Materials Posting and distributing materials on ESA property is prohibited, unless the materials are generated by the ESA itself or provides factual information about ESA's academic or extracurricular activities. All postings and materials require 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 ESA prohibits the posting or distribution of literature that violates 7008-AR or otherwise:

- 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 smoking (including tobacco, vaping, marijuana), 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

The Board 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 ESA 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 ESA academic or extracurricular activities or programs.

Attendance The ESA requires its students to attend school every day school is in session, except when excused by the ESA. The ESA's Superintendent is responsible for enforcing this policy. In cases where the ESA'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 ESA 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 ESA-related events, as well as to off-campus behavior, to the extent the off-campus behavior is likely to or does substantially disrupt ESA academic or extracurricular activities or programs, or to the extent the ESA 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 delegates to the Superintendent the authority to issue long-term suspensions and expulsions, pursuant to legally compliant procedures set forth in the Student Code of Conduct. The Superintendent's decision on such suspensions and expulsions will be final.

The Superintendent may also 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 ESA's Student Code of Conduct on the ESA's web site and take other reasonable measures to assure that students and parents are aware of their existence.

Other Student Behavior Michigan law requires 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 to 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 ESA and students and others have no expectation of privacy with respect to the lockers or their contents. ESA 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, ESA personnel will respect the privacy rights of students regarding items found that are not illegal or possession of which is not in violation of ESA policy. Any searches of personal property on school grounds will be conducted in a manner consistent with applicable legal standards.

Food Deliveries Students are prohibited from ordering delivery food during the school day, either directly from a restaurant or through smart phone applications and websites such as Grubhub, DoorDash, and Uber Eats. Any food deliveries will be confiscated by the front office and, at the discretion of the front office, may either be retrieved at the end of the school day or discarded. Violation of this policy may result in student discipline.

2007 Health and Safety

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

Health Concerns Raised by Parents or Guardians Parents or constituent districts are responsible for informing the ESA of health and safety concerns particular to their children and cooperating with the ESA 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 or start of a program.

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.

Seclusion and Restraint The Board directs ESA 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.

Epinephrine Auto-Injectors (Epi-Pens) The ESA 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 ESA personnel or authorized contractors will administer an epi-pen injection to any individual on ESA grounds who is believed to be having an anaphylactic reaction or to any student who has a prescription on file at the school. The ESA will notify the parent(s) or legal guardian of any student to whom the ESA 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 purpose of this policy is to comply with Sections 19 and 19b of the Fire Prevention Code and Section 1319 of the Revised School Code. The Superintendent will develop and implement regulations that will enable the ESA 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 ESA.
- 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 **legally compliant** 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 ESA's procedures.

The Superintendent will ~~periodically~~ **periodically** annually evaluate the ESA'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.

3001

Curriculum and Program Development

The Superintendent is responsible for the development, implementation, and ongoing evaluation of the ESA's curriculum and programs. 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;
- Meet the individual needs of the students, where applicable or appropriate; and,
- Be standards based and founded upon legally compliant, research based learning and achievement standards that lead to student growth or the completion of an ESA program.

The ESA's curriculum and programs 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 ESA's curriculum and programs, as well as otherwise improving student learning and achievement.

3006

Parental Objections

The Superintendent will develop regulations that provide an opportunity for ~~the presentation and fair consideration of~~ parents to object to, and the Superintendent to consider parental objections to the ESA's curriculum and programs, the selection of textbooks and other instructional materials, and media center materials.

3007

School Year / School Calendar

The Superintendent will, in cooperation with the ESA's constituent districts, develop and recommend for approval by the Board a common school calendar that applies to all the constituent districts and to the ESA's programs. The school year adopted by the Board will meet all applicable legal requirements and will be posted on the ESA website.

3008

School Day

The Superintendent will develop and recommend for approval by the Board a school day that is consistent with the programs and services offered by the ESA. The school day will meet all applicable legal requirements.

3009

Limited English Proficiency

If the Board approves implementation of a bilingual instructional program for ESA students, the Superintendent will develop and implement a program that:

- Provides appropriate instruction to limited English proficient students to assist them in gaining English language proficiency; and,
- Annually assesses the English proficiency of students and monitors their progress in order to determine the degree to which they may participate in a regular classroom environment.

3010 Career and Technical Education (CTE) Program

In collaboration with the ESA's constituent districts, the Board will provide a selection of vocational education courses from which students can choose programs that meet their individual interests, abilities, and post-secondary goals. CTE programs are designed to provide educational experiences and guidance for students to plan and prepare for a future in:

- The labor market as employable individuals immediately after graduation with productive, saleable skills; and/or
- Education beyond high school with the opportunity to gain marketable job skills that will assist them in achieving career goals.

The Board seeks to ensure CTE is a viable option for students in this ESA service area as well as the surrounding counties. The Superintendent will develop administrative regulations promoting CTE collaboration which will delineate any charges to schools not part of the county CTE millage.

3011 Special Education

Special Education Plan In cooperation with the ESA's constituent districts, including public school academies, the Board will develop, establish, and continually evaluate and modify a plan for special education that provides special education services to students with disabilities who are residents of a constituent district and are under the age of 26. The plan will be drafted consistent with the [Revised School Code](#) and the [Michigan Administrative Rules for Special Education](#) (MARSE) and must include, at a minimum, the requirements found under [MARSE R 340.1832](#).

Upon initial completion of the plan and when any modifications are made, the plan will be submitted to the Michigan Department of Education Office of Special Education, which will forward the plan to the Superintendent for Public Instruction for review and approval. Approved plans will be distributed to the ESA's constituent districts and the chairperson of the parent advisory committee within seven days of the ESA's receipt of approval.

A quality educational program is very largely a function of the personnel employed to implement the educational goals of the Board. 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 ESA employees, including personnel who are covered by a collective bargaining agreement.

Unless prohibited by law or contract, all ESA employees are considered employees at will, meaning they may be terminated at any time, with or without reason or cause. An employee's termination must be approved by the Board, upon recommendation of the Superintendent, or his/her designee. This policy supersedes and replaces any and all employment policies, practices, commitment, and/or assurances, if any, which are contrary to or in conflict with this policy.

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

Superintendent The Board will employ a Superintendent in conformity with relevant provisions of the [Revised School Code](#) and other applicable laws. A constituent school district may contract with ESA to have its Superintendent also serve as the superintendent of schools for the constituent district.

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

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, marital status, pregnancy 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 ESA. 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 ESA employees.

For purposes of this policy, the terms “related” or “relative” refer to the following relationships: father, mother, son, daughter, brother, sister, or spouse; father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law; step-father, step-mother, step-son, step-daughter; step- or half-brother, step- or half-sister; or, any other persons who reside at the same location as the Board member or employee.

Criminal Background Checks The Board seeks to ensure a safe and secure environment for students, staff and other members of the ESA community. Accordingly, the ESA 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 ESA will not employ the individual. If the individual has been convicted of a felony other than a listed offense, the ESA 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. Should the ESA 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 ESA, 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 ESA 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 ESA grounds.

The ESA’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 ESA 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 ESA as defined by the [Michigan Teachers' Tenure Act](#) As used in this policy, the term "personnel decision" refers to any situation where the ESA is:

- Filling a vacancy;
- Placing a teacher in a classroom;
- Conducting a staffing reduction;
- Conducting a program reduction, or;
- Any other decision resulting in the elimination of a position.

The Superintendent will adopt clear and transparent procedures for all personnel decisions governed by Section 1248 of the Revised School Code. When adopting such procedures, length of service shall not be the sole factor in personnel decisions, and may only be considered as a tiebreaker if a personnel decision involves 2 or more employees and all other factors distinguishing those employees from each other are equal.

Personnel decisions must be based on relevant factors, including, but not limited to:

- Effectiveness, as measured using the performance evaluation system required by law;
- The teacher's length of service in a grade level or subject area;
- The teacher's disciplinary record, and;
- Relevant special training, which may be based on completion of relevant training other than professional development or continuing education that is required by the ESA or by law, and integration of that training into instruction in a meaningful way.

Subject to the limitation set forth herein through policy or regulation, the Superintendent has sole authority to determine teacher placement, the existence of a teacher vacancy, or to implement a personnel or program reduction.

Assignment and Transfer The Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the ESA. 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 ESA's students.

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

Remote Work Unless a remote work request has been approved by the building administrator, the ESA expects all employees to work on-site and in person. The Superintendent will promulgate administrative regulations consistent with this policy.

FMLA The ESA will comply with the [Family and Medical Leave Act](#) (FMLA) and corresponding regulations. The ESA will use the rolling calendar method under the FMLA. The FMLA leave of any employee of the ESA 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~~ Earned Sick Time The ESA will provide ~~paid medical leave (PML)~~ earned sick time (EST) to eligible employees pursuant to Michigan law. The Superintendent will determine whether ~~PML~~ EST 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~~ EST. Payment and use of accrued or provided ~~PML~~ EST will be coordinated with all types of paid leave available to an eligible employee pursuant to collective bargaining agreements, individual contracts, or other ESA 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 and state law.
- Required or permitted by the employee's contract of employment and permitted by federal and state law.
- 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 ESA. 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 employees can improve their performance and should strive for excellence in order to provide the best possible education for the students of the ESA. To that end, the ESA will annually evaluate employee performance. The Superintendent will provide inter-rater reliability training for all evaluators as required by law.

Teachers and Administrators. The ESA 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 will be used, at a minimum, to inform decisions on the effectiveness and development of teachers, and to grant tenure or full certification, and to remove ineffective

tenured and untenured teachers. Superintendent will develop and implement any legally compliant administrative regulations necessary to put this policy into effect with the involvement of teachers and school administrators. The regulations will use legally-compliant criteria to deem teachers and administrators unevaluated.

The Superintendent is authorized to promulgate regulations based on changes of the law governing evaluations.

The evaluation of the Superintendent shall be conducted in a manner consistent with state law and/or her/his employment contract. In accordance with state law, Board members must receive training in the evaluation framework for the Superintendent. Board members are expected to complete such training before participating in an annual performance evaluation of the Superintendent. If such training is not obtained in advance of participation, the Board member(s) shall be recused from the evaluation of the Superintendent.

Ineffective Teachers Teachers will receive ratings as prescribed by law. Any teacher rated less than effective 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 less than effective for three consecutive years., the ESA 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 ESA 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 ESA. 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 ESA'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 ESA, and may arise for any reason that is not arbitrary or capricious. All disciplinary decisions of the ESA 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 ESA shall:

- Accept any but nominal personal gifts of money, services, or goods from a student of the ESA 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 ESA.

Whistleblower Protection Policy Employees are expected to report suspected unlawful activity in the ESA. They shall not be subject to retaliation for such reporting. The Superintendent will develop regulations to inform employees of the protections and obligations that exist under the [Michigan Whistleblowers' Protection Act](#). The regulations will include a procedure for reporting alleged violations.

Outside Activities Employees may not engage in activities which, in the determination of the Superintendent, interfere with their ESA duties and responsibilities or denigrate the ESA 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 ESA with the prior permission of their building principal. No private tutoring may be provided during the regular school day, on ESA property at any time, or using ESA equipment or supplies.

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. **“Political Activities” include, but are not limited to, attempting to persuade or dissuade anyone to be for or against any candidate or issue while on duty. Employees shall not use** ~~Students shall not be used~~ **for any Political Activity unless the Activity** ~~by employees outside of school hours to campaign for a specific candidate or ballot proposal, unless the Activity is student-initiated and parent-approved 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 ESA 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 ESA duties and responsibilities, or occurring during the employee's regular or customary work hours, are the absolute and exclusive property of the ESA.
- 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 ESA employees and agents are prohibited from engaging in any illegal conflict of interest as determined by state law. See, e.g., [MCL 380.1203](#), [MCL 380.634](#), and [Contracts of Public Servants with Public Entities](#). In addition, ESA employees are prohibited from using ESA funds or other public funds under the control of the ESA for purchasing alcoholic beverages, jewelry, fees for golf, or any item which the purchase or possession of is illegal. If an ESA administrator has a substantial conflict of interest, as the phrase is defined under [Section 634 of the Revised School Code](#), in a proposed contract for services, supplies or equipment, the Board will not enter into that contract.

An employee employed by or under contract with a business enterprise with which the ESA is considering entering into a contract, or an employee who knows s/he has a family member with an ownership interest or is employed by the business enterprise, must disclose such information to the Board at a public meeting before the Board enters into the contract. The Board will vote at the public meeting on whether or not the member has a conflict of interest. Determination of the existence of a conflict of interest does not prohibit the Board from contracting with a business. This policy applies when an ESA employee recommends, negotiates, or is authorized to sign a contract on behalf of the ESA.

~~**Prohibition of Referral or Assistance** All ESA employees, Board members, and ESA 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 ESA officials who are parents or legal guardians of a student.~~

Overnight Travel Reimbursement For travel expenses which include at least one overnight stay and for which an ESA employee is entitled to reimbursement, the employee must submit both a pre-travel authorization form detailing estimated expenses and a post-travel form detailing and verifying actual expenses. The Board, and/or its designee, must review and approve both forms prior to reimbursement. Reimbursement for alcoholic beverages is prohibited.

Consultants The Board may employ consultants under written contracts to advise the Board or other ESA employees. Before employing a consultant, the Board requires the submission of a written proposal that can be incorporated into a written contract. Neither the Superintendent nor any member of the staff is authorized to hire a consultant without prior approval of the Board. The Superintendent will promulgate administrative regulations necessary to enforce this policy.

Codes of Ethics The ESA 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.

Mandatory Reporting Each professional staff member employed by the ESA and all other persons employed by the ESA who are mandatory reporters under the law and/or who have reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means, in a manner consistent with the law.

5001

General

The Board holds a position of public trust and is responsible to account for and direct the management and expenditure of all monies received by the ESA. In furtherance of this responsibility, the Board directs the Superintendent to establish financial procedures to ensure the proper and effective accounting of all ESA monies, that monies are administered in accordance with generally accepted accounting principles, and that all legal requirements concerning ESA 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 prepare an annual general funding operation budget prior to April 1 of each year. The budget is a formalized statement of anticipated revenues and expenditures of the ESA and includes all ESA fund categories that are used to carry-out the ESA's educational goals and objectives. The budget will be prepared and published in conformity with the most recent, applicable GASB and will maintain an end-year general fund balance that should not fall below 10% of the budget year expenditures.

The Board is responsible for preparing the budget and its timely presentation to the ESA's constituent school districts under the schedule set forth in [Section 624 of the Revised School Code](#). 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 ESA. 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 ESA's interest.

State/Federal Procurement Standards The Board seeks to ensure the ESA 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 Guidance, 2 CFR Part 200](#). The Superintendent will delegate responsibility for the development of procedures that comply with this policy to the Assistant Superintendent for Administrative Services, who shall at a minimum establish and maintain effective internal control over financial grants and awards that provide reasonable assurance that the program and funds are managed in compliance with applicable statutes, regulations, and the terms and conditions of the awards.

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 ESA 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 ESA land, buildings, facilities, and real estate no longer required for ESA 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 ESA equipment, supplies, and other ESA 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 ESA, 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 ESA.

5005 Investments

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

5006 Risk Management

The Board seeks to minimize risk in all ESA operations. This requires planning that takes into account the safety of students, employees and the public, the protection of ESA 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.

In the event of an injury to students, staff or any visitor to school grounds, an ESA provided form shall be completed by the appropriate staff member in a manner dictated by the Assistant Superintendent of Administrative Services.

5007 Audits

The Board will retain a certified public accountant to conduct an annual audit of the ESA's financial statements to determine, through an independent review, whether the financial statements fairly present the financial position of the ESA, whether the ESA 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 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;
- Vehicles; and
- Machinery and Equipment.

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

5009 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 ESA'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 ESA 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.

5010 ESA Credit Cards

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

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

- An ESA 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 ESA.
- No purchases for personal purposes or cash advances are permitted.
- An employee of the ESA 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. ESA-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 ESA.

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 an ESA credit card will result in appropriate disciplinary measures being taken.

5014 SUPPLEMENT, NOT SUPPLANT (PERKINS V)

General - The Agency is committed to adhering to the fiscal requirements set forth by the U.S. Department of Education's Perkins grant funds, as administered by the Michigan Department of Education's Office of Career and Technical Education (MDE-OCTE). Pursuant to the Perkins V law (20 U.S. Code § 2301), the Agency will ensure that Perkins funds are used to supplement, not supplant, non-federal funds.

Definitions - For purposes of this policy, "supplement" means "to add to or enhance existing nonfederal funds" and "supplant" means to replace or take the place of non-federal funds with federal funds.

Use of Funds - Perkins funds will be used to provide additional services, programs, or activities that are above and beyond what is already provided with non-federal funds.

Prohibited Uses Prohibited uses will be assumed when a region uses Perkins funds to provide services that the region is required to make available under a state or local law; or a region uses Perkins funds to provide services that the region provided with non-federal funds in the prior year; or a region uses Perkins funds to provide services to CTE students, and the same services were provided to non-CTE students using non-federal funds.

Rebuttable Presumption - These presumptions are rebuttable if a [ISD/School District] can demonstrate that it would not have provided the services in question with non-federal funds had the Perkins funds not been available.

Monitoring and Compliance – The Agency will establish procedures to monitor the use of Perkins funds to ensure compliance with this policy. The Agency will participate in the required technical review, assistance, and compliance with this Policy. The Agency will participate in the required technical review, assistance, and compliance monitoring conducted by MDE-OCTE.

6000

FACILITIES AND OPERATIONS

6001

Goal

The Board intends that the educational program be fully supported by suitable facilities. The ESA 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

ESA 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 ESA. The program will provide for the regular inspection and periodic maintenance of all ESA facilities and be compliant with all applicable safety, health, and environmental requirements.

The ESA 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 ESA premises and ESA-related functions.

Behavior Threat Assessment and Management Team Suicide Intervention The Superintendent shall develop a **behavior** threat assessment and **management team, including duties** ~~suicide intervention protocol~~ aimed at addressing situations which may pose a threat to the health, safety, and welfare of themselves or the school community **pursuant to MCL 380.1308e**. The goal of the **behavior** threat assessment and **management team** ~~suicide intervention process~~ is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

6003

Firearms and Other Weapons

Generally - To the full extent permitted by law, the ESA prohibits firearms and other weapons on ESA premises and at ESA-related functions, without prior, written approval from the Superintendent. ESA 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 ESA premises and ESA-related **functions**. The ESA reserves the right to report to police authorities any person who violates this policy.

Safe Storage of Firearms - Beginning October 1, 2025, and every October 1 thereafter, the Agency shall distribute (by electronic or mail) information regarding the safe storage of firearms, developed by the Michigan Department of Health and Human Services, to the parent or legal guardian of each student enrolled in the Agency. By not later than October 1, 2025, the District shall post links to the Michigan Department of Education's webpages describing the English, Spanish, and Arabic versions of the informational notice on the website of the Agency.

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. **Beginning with the 2026-2027 school year, the Agency shall adopt and implement the standardized response terminology developed by the department of state police, in collaboration with the school safety and mental health commission.**

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 ESA that is compliant with the [Asbestos Hazard Emergency Response Act](#) (AHERA).

6006 Substance-Free Environment

Generally The use of all alcohol, tobacco products, and controlled drugs on ESA property or during any school-sponsored activity is prohibited. This includes, but is not limited to, use of electronic cigarettes, vaporizers (“vapes”), marijuana. For purposes of this policy, “ESA property” includes all ESA buildings, areas adjacent to ESA 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 regardless of whether school is in session. The term “tobacco” includes any kind of lighted pipe, cigar, cigarette, any other lighted smoking materials, chewing products, and snuff. “Electronic Cigarettes” and “Vaporizers” means any device that simulates smoking any type of product, regardless of 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 ESA community.

6008 Transportation

Student Transportation The ESA will provide transportation to eligible ESA students and others consistent with applicable laws. The use of ESA 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 ESA policies.

The Board will provide transportation when required to accomplish the purposes of a particular ESA program.

Business Transportation The Superintendent is authorized to determine the extent to which ESA owned vehicles may be used for official school business or on a direct cost basis for charitable organizations that provide services directly to ESA students. Drivers of ESA owned vehicles shall be properly licensed. The Superintendent is authorized to reimburse ESA employees for ESA-related travel outside the boundaries of the ESA 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 an ESA site or program, subject to rules and regulations established by the Superintendent.

6009 Naming ESA Buildings and Facilities

School buildings will be named after people of national, state, or local importance. Other facilities will be named for the major function(s) performed there followed by the word "Center."

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 an ESA building or facility. The Board may elect to provide remembrances and/or recognitions of ESA employees, students, or those serving the ESA from time to time. The Board authorizes the expenditure of no more than the amount listed in [Section 634 of the Revised School Code](#) for recognitions addressing an individual's service, employment, or education with the ESA. Other than the foregoing, no public funds shall be expended for remembrances or recognitions approved by the Board.

6011 Surveillance of and in ESA Buildings and Facilities

The Superintendent may authorize legally compliant surveillance of and in ESA 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 matters 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 ESA. The Board recognizes the importance of community input and encourages active involvement in ESA planning and operations.

Public Information The ESA 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 ESA and the community.

In accordance with the [Michigan Freedom of Information Act](#) (FOIA) the ESA will make public records available for inspection or duplication. The Superintendent is the ESA'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 ESA Facilities

The Board encourages the use of ESA 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 ESA facilities when the use does not conflict with the use of ESA facilities for ESA 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 ESA. 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 ESA use.
- Not require excessive installation, alteration, or maintenance costs, or otherwise require a large commitment of ESA resources.
- Contain no commercial advertising.
- If the gift is from a person who does or seeks to do business with the ESA, its value must be less than the amount listed under [Section 634\(4\) of the Revised School Code](#).

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 ESA. Materials which have not been purchased from, produced,

or sponsored by the ESA may not be sold or distributed on ESA 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 ESA buildings or on ESA grounds for any cause is prohibited except as they relate to ESA-sponsored activities.

7007 ESA Support Organizations

The Board recognizes the important role that supportive members of the community can make in creating educational opportunities for ESA students. To that end, the Board encourages the creation of ESA support organizations, including student fundraising activities, booster clubs, parent/teacher organizations, etc., to provide additional support to the ESA 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 ESA-owned property without the written consent of the Superintendent. The Superintendent shall prepare regulations addressing the circumstances under which the ESA would consider accepting commercial advertisements.

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

7009 Volunteers

The Board encourages the use of volunteers to support the ESA. Because the safety of the ESA'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. Volunteers may be required to undergo new ICHAT criminal background checks at the discretion of the ESA.

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.

In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The Superintendent has the authority to prohibit the entry of any person to ESA property or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the ESA. If such an individual refuses to leave or creates a disturbance, the Superintendent or designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. The Superintendent may develop administrative regulations as needed for the implementation of this policy.

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

ESA students and staff members may be permitted access to the ESA'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 ESA. Any such administrative regulations guidelines or user agreements will be consistent with the [Children's Internet Protection Act](#) (CIPA).

Artificial Intelligence The Superintendent may develop administrative regulations governing the use of generative artificial intelligence, large language models, or other similar technology. Administrative regulations may consider data privacy, training, acceptable use, and student use of such technology.

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 ESA 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 ESA does not discriminate in admission or access to, participation in, or treatment of students with disabilities in its programs and activities. Similarly, the ESA 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 Superintendent appoints: Doug Haseley, Assistant Superintendent for Special Education and Stephanie Weese, Assistant Superintendent for Administrative Services to serve as the ESA's Compliance Officer for employment issues arising under Section 504 and the ADA; and, Doug Haseley, Assistant Superintendent for Special Education to serve as the ESA'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.

Service animals are allowed on ESA property to the extent required or permitted by law. Requests to have non-service animals on ESA property can be directed to the Superintendent who may approve or disapprove the request. Emotional support animals are not considered Service Animals for purposes of this policy. This policy applies to employees, students, volunteers, and visitors.

8003

Web Accessibility

General The ESA is committed to ensuring accessibility of its website for students, parents, and members of the public. All pages on the ESA'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 ESA 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 ESA 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 ESA’s web site, they are encouraged to contact the ESA’s Web Accessibility Coordinator and advise accordingly. Upon notification, the ESA 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 ESA 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 ESA’s web presence. Such complaints should be made to the ESA’s 504/ADA Compliance Officer. If any such complaint is made to the ESA’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 ESA’s web site accessibility and non-discrimination policies.

Section 504/ADA Compliance Officer:

Web Accessibility Coordinator:

See Policy 8002

Director of Communications

8004 Bloodborne Pathogens

The ESA 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 ESA expense.

8005 Communicable Diseases

The ESA will work cooperatively with the Livingston County Health Department to enforce and adhere to the [Michigan Public Health Code](#) with regard to the prevention, control, and containment of communicable diseases.

8006 Copyrighted Works

The ESA 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~~ **The Agency does not discriminate and prohibits** discrimination or harassment **in any program**

or activity that it operates, including in admission and employment, as required by Title IX and other applicable law, on the basis of race, color, national origin, religion, sex (including sexual orientation and gender identity/expression), marital status, pregnancy 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 both Doug Haseley, Assistant Superintendent for Special Education and Stephanie Weese, Assistant Superintendent for Administrative Services as "Title IX Coordinator" for the Agency to supervise the implementation of this policy and its implementing regulations.

8008 Social Security Numbers

The ESA collects and maintains social security numbers of employees, students, and others in the ordinary course of business. As required by law, the ESA 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 an ESA 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 ESA employees whose specific job duties and responsibilities require such access.
- Documents containing a social security number that are no longer required for ESA 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 ESA premises or involves the use of ESA equipment is governed by the Acceptable Use Policy and this Policy. This Policy also applies to digital communication that occurs off ESA premises and/or using non-ESA equipment.

Digital communication (including social networking) provides educational and other opportunities for staff and students. The Board 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.

Public Use The ESA's social media, to the extent it is open to the public for use, collectively constitutes a limited public forum. All comments and postings on ESA social media are subject to monitoring and, where permitted, removal by the ESA.

Public posts or comments on ESA social media must address ESA business and, where applicable, the particular ESA business under discussion. The ESA reserves the right to remove comments or postings by members of the public when the ESA determines that the content (including links to such content) falls under any of the following prohibited categories:

- Off-topic (e.g., a post unrelated to ESA business, a comment to ESA-related post that is unrelated to the post, spam, content that is incoherent or contains a virus, etc.)
- Abusive (e.g., threatening, harassing, discriminatory against protected classes, personal attacks, etc.)

- Illegal (e.g., defamation, promotion of violence/destruction or illegal activities, etc.)
- Obscenity, vulgarity, profanity, or sexually explicit or pornographic
- Campaigning, whether in support of or opposition to political campaigns, candidates, or ballot measures
- Content that may compromise the safety or security of the ESA, its community, or members of the public
- Content that contains personal identifying information or sensitive personal information (e.g., doxing)
- Commercial information (e.g., solicitation, advertisement, product/service endorsement, etc.)
- Copyrighted, trademarked, or otherwise legally-protected content the posting of which violates another's ownership interest

Users who repeatedly or egregiously violate the content-related guidelines in this policy may be banned from posting and/or commenting on the ESA's social media (e.g., multiple off-topic posts or a single instance of posting a link to a pornographic video).

The "Public Use" portion of this policy must be displayed to users or made available by hyperlink.

Personal Social Media Authorizations

The Board of Education does not authorize the use of personal social media to speak on the Agency's behalf. The Superintendent may designate social media accounts as Agency social media, which may be used for official Agency communications. The Superintendent may develop and implement administrative regulations to carry out this policy.