

**Eaton RESA Board of Education Agenda
Regular Board Meeting
August 20, 2025, at 6:00 PM
Board Room
1790 East Packard Highway
Charlotte, Michigan 48813**

I. REGULAR BUSINESS

A. Call to Order

- 1) Pledge of Allegiance
- 2) Roll Call

B. Approval of Agenda

C. Presentations

- 1) CRTEC Presentation: Ben Bever and Marcee Theisen, CPC
Director/Principals, are requesting to update the BOE with a presentation on CRTEC.

D. Audience Participation

E. Action Items

- 1) Consent Agenda
 - a. 07.16.2025 Organizational and Regular Board Meeting Minutes 4
 - b. Personnel Report 8
 - c. Board Bills and Disbursement Report 10
- 2) Travel Requests:
 - a. International Certification and Reciprocity Consortium Stakeholders Meeting: Kim Thalison, Director of School Wellness & Prevention, is requesting board approval to attend the International Certification and Reciprocity Consortium Stakeholders Meeting in San Antonio, Texas. Kim is the vice-chairperson for the Michigan Certification Board for Addiction Professionals (MCBPA) and has been invited to attend due to her leadership on the Board. All expenses will be reimbursed by MCBAP. 26
 - b. National Association for the Education of Homeless Children and Youth Conference: Kim Thalison, Director of School Wellness and Prevention, is requesting board approval for Richada Brown to attend the National Association of Education and Homeless Children & Youth conference in Dallas, TX. The estimated costs are \$3,241, paid for with grant funding. The purpose of the conference is to align best practice procedures, outreach, and identification of youth experiencing homelessness. 36

c. Assistive Technology Industry Association (ATIA) 44
Conference: Kelly Hager, Assistant Superintendent for Special Education, is requesting Board approval for Christy Lobdell, ERESA Assistive Technology/Instructional Technology Consultant, and Makenzi Farmer, ERESA Augmentative & Alternative Communication Consultant, to attend the Assistive Technology Industry Association (ATIA) Conference in Orlando, Florida from January 29, 2026, to January 31, 2026. This conference will provide both of our consultants a learning opportunity to deepen knowledge, skills, and network with leaders in the field of Assistive Technology. This will allow both consultants to bring back best practices to share with our local districts in service to students. There are conference funds budgeted to cover these costs at a maximum of \$4,774 for the 2025-26 Fiscal Year.

d. Education Policy Fellowship Program (EPFP) Regional Leadership Forum: Kelly Hager, Assistant Superintendent for Special Education, is requesting Board approval to participate in the Michigan EPFP Regional Leadership Forum. The Michigan EPFP is a leadership development program providing ten months of training to mid-career professionals involved in policymaking for education and human services to gain knowledge and information on policy design and implementation at the local, state, and national levels. The program participants will engage in a variety of on-site learning opportunities. The capstone experience is participation in two national conferences. The first national conference is being held October 9-10, 2025, in Carlisle, Pennsylvania with tours of the Gettysburg battleground and U.S. War College and the second will be held in Washington D.C. Board approval has been requested for Amber Baker, Related Services & Potterville Public Schools Director, to participate in the EPFP Regional Leadership Forum Program through Michigan State University.

3) MASB Delegate Assembly Designation: The Michigan Association of School Board's 2025 Delegate Assembly will be held at the Grand Traverse Resort and Spa in Acme, Michigan, on October 23, 2025. The Eaton RESA Board needs to identify board members to offer motions and vote on issues during the Delegate Assembly. The Superintendent is recommending that the Board identify a delegate and an alternate to represent the Eaton RESA Board of Education based on members who are planning to participate in the upcoming MASB Conference and Delegate Assembly. 56

4) Michigan Association of School Board Training for Board Members: The Board will discuss options for members who wish to seek additional training and/or certifications.

5) Student/Parent Handbook and Great Start Readiness Program Handbook Approval: The Superintendent is requesting that the Board approve the 2025-2026 Meadowview, Great Start Readiness Program (GSRP), and Adult Ed Student/Parent Handbook. 61

- 6) Increase Custodian from 0.5 FTE to 1.0 FTE: The District currently rents four classrooms at Eaton Rapids Public Schools' Union Street building. Custodial services are included in the lease and are provided by Eaton Rapids Public Schools. The District will be responsible for custodial services when ownership of the building transfers to Eaton RESA. We are requesting to increase the 0.5 FTE part-time custodian position to a 1.0 FTE full-time position. 122
- 7) 2025-26 CTE Program Agreement with Crosswinds Aviation: Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board authorize the Superintendent to execute an agreement with Crosswinds Aviation for the Aviation program for the 2025-26 school year in an amount not to exceed \$60,000. 123
- 8) 2025-26 CTE Program Agreement with Davenport University: Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board authorize the Superintendent to execute an agreement with Davenport University for the Business Academy, Certified Medical Clinical Assistant Academy, Game Design and Programming Academy programs for the 2025-26 school year in an amount not to exceed \$208,285. 127
- 9) 2025-26 CTE Program Agreement with The University of Olivet and Farm Bureau Insurance: Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board authorize the Superintendent to execute an agreement with The University of Olivet and Farm Bureau Insurance for the Insurance and Risk Management program for the 2025-26 school year in an amount not to exceed \$36,000. 137
- F. Information Items**
- 1) Eaton RESA Strategic Plan Update: The superintendent will provide an update on the planning and development of the new Eaton RESA strategic plan. 141
- G. Board Member Reports & Requests**
- H. Correspondence**
- 1) Upcoming Events
- a. Regular Board Meeting, September 24, 2025, at 6:00 p.m., Eaton RESA
- b. Regular Board Meeting, October 15, 2025, at 6:00 p.m., Eaton RESA
- I. Adjournment**

It is the policy of Eaton Regional Education Service Agency not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent, 1790 East Packard Highway, Charlotte, MI 48813, 517.543.5500.

Eaton RESA Board of Education Minutes July 16, 2025 – Organizational & Regular Board Meeting

An Organizational & Regular Board Meeting of the Eaton Regional Education Service Agency was held on Wednesday, June 16, 2025, at 6:00 p.m. in the Board Room at 1790 East Packard Highway, Charlotte, Michigan

I. ORGANIZATIONAL MEETING

A. Call to Order

- 1) Pledge of Allegiance
- 2) Roll Call

Roll Call: Temsey, DuFort, Roberts, Gonzalez, and Rushford

B. Election of Board Officers for 2025-26

- 1) President Nominations: Superintendent, Sean Williams, is requesting nominations for the office of President.

MOTION: It was moved by Roberts, and supported by Gonzalez and Temsey that the Board elect Denise DuFort as President of the Board of Education for 2025-26.

Motion carried 5-0

- 2) Vice President Nominations: Superintendent, Sean Williams, is requesting nominations for the office of Vice President.

MOTION: It was moved by Gonzalez and supported by DuFort that the Board elect Debbie Roberts as Vice President of the Board of Education for 2025-26.

Motion carried 5-0

- 3) Secretary Nominations: Superintendent, Sean Williams, is requesting nominations for the office of Secretary.

MOTION: It was moved by Roberts, and supported by DuFort that the Board elect Alex Gonzalez as Secretary of the Board of Education for 2025-26.

Motion carried 5-0

- 4) Treasurer Nominations: Superintendent, Sean Williams, is requesting nominations for the office of Treasurer.

MOTION: It was moved by Roberts, and supported by DuFort that the Board elect Mark Rushford as Treasurer of the Board of Education for 2025-26.

Motion carried 5-0

C. Board of Education Meeting Schedule for 2025-26

- 1) Regular Meetings: The Regular Meetings of the Eaton RESA Board of Education for 2025-26 will be held on the third Wednesday of each month, at 6:00 p.m. at the Packard building, unless otherwise noted.
- 2) Public Hearing on Budget: The Public Hearing on Budget of the Eaton RESA Board of Education for 2025-26 will be held on June 10, 2026, at 6:00 p.m. at the Packard building.
- 3) Organizational Meeting: The Organizational Meeting of the Eaton RESA Board of Education for 2024-25 will be held on July 15, 2026, at 6:00 p.m. at the Packard building.

MOTION: It was moved by Roberts and supported by DuFort that the Board approve the Board of Education Meeting Schedule for 2025-26, as presented.

Motion Carried 5-0

D. Designation of Depositories and Authorized Signatures for 2025-26

- 1) Designation of 2025-26 Depositories and Authorized Signatures: Tina Monroe, Executive Director of Finance & Operations, is requesting updated Board signature cards for the following bank accounts PNC Bank, the Michigan Class Investment Pool and Michigan

Liquid Asset Fund. The authorized signatures required are the Board President, Board Treasurer, and the Executive Director of Finance & Operations.

MOTION: *It was moved by Roberts and supported by DuFort that the Board approve the designation of Depositories and Authorized Signatures for 2025-26, as presented.*

Motion carried 5-0

- E. **Board Committee Appointments for 2025-26:** The Board has established two committees: 1) Finance and Audit Committee and 2) Building and Grounds Committee. Each committee will be comprised of two appointed Board members.
- 1) Board President is requesting for two Board members to volunteer for appointment to the Finance and Audit Committee.
Appoint Debbie Roberts and Alex Gonzalez to the Finance and Audit Committee for 2025-26. Motion carried 5-0
- 2) Board President is requesting for two Board members to volunteer for appointment to the Building and Grounds Committee.
Appoint Mark Rushford and Jack Temsey to the Building and Grounds Committee for 2025-26. Motion carried 5-0
- F. **Legal Counsel for 2025-26:** The Superintendent is requesting the designation of the following legal counsel for Eaton RESA for 2025-26.
- 1) Thrun Law Firm, 2900 West Road, Suite 400, East Lansing, MI 48823
 - 2) Steven D. Lowe, PC, PO Box 430, Haslett, MI 48840
 - 3) Clark Hill, PLC, 500 Woodward Avenue, Suite 3500, Detroit, MI 48226
 - 4) Secrest, Wardle, Lynch, Hampton, Truex & Morley, 2600 Troy Center Drive, PO Box 5025, Troy, MI 48007

MOTION: *It was moved by Roberts and supported by DuFort that the Board approve the Legal Counsel for 2025-26, as presented. Motion carried 5-0*

I. REGULAR BOARD MEETING

A. Call to Order

- 1) Roll Call

Roll Call: *Temsey, DuFort, Roberts, Gonzalez, and Rushford*

B. Approval of Agenda

MOTION: *It was moved by Roberts, and supported by Rushford that the Board approve the agenda, as presented. Motion carried 5-0*

C. Presentations

- 1) Eaton RESA Strategic Plan Progress Update: The Superintendent will provide the Board with a progress update to the district's Strategic Plan.

D. Audience Participation

E. Action Items

- 1) Consent Agenda
 - a. 06/11/2025 Public Hearing on Budget and Regular Board Meeting Minutes
 - b. Personnel Report
 - c. Board Bills and Disbursement Report

MOTION: *It was moved by Roberts, and supported by Rushford that the Board approve the consent agenda, as presented. Motion carried 5-0*

- 2) Out of State Travel Requests:

- a. American Association of School Personnel Administrator's Conference: Randy Cusack, Related Services and Maple Valley Special Education Director, is requesting Board approval to attend the American Association of School Personnel Administrator's Conference in Nashville, TN, October 7-10, 2025. AASPA provides training and best practice in staff recruitment and retention while partnering with several contract agencies

to address nationwide shortages. The conference will aid in Randy's work in addressing staff challenges for school social workers and psychologists.

The estimate cost is \$2,750.21

MOTION: *It was moved by Rushford, and supported by Gonzalez that the Board approve out of state travel, as presented. Motion carried 5-0.*

- 3) Pilot of (2) SSW Specialist Positions: Kelly Hager, Assistant Superintendent for Special Education, is requesting Board approval to pilot two SSW Specialist positions for the 2025–26 school year. These salaried roles will fill current board-approved SSW vacancies and reduce reliance on virtual contracted providers. Feedback from local districts will be reviewed at year's end, and pending continued director support, these roles may be formally recommended for permanent status through our Special Education Funding System.

Our ISD's Special Education Plan was recently approved by the Michigan Department of Education to include a School Social Work (SSW) Specialist position. This addition, fully supported by our local special education directors, allows SSW Specialists, who are completing their master's degrees, to carry caseloads and provide direct services as outlined in students' IEPs.

SSW Specialists must be supervised by a fully licensed SSW. While they may assist in evaluations, they cannot serve as the required MET representative for disability identification or service planning. This role closely mirrors existing VI and DHH Specialist positions.

MOTION: *It was moved by Roberts, and supported by Rushford that the Board authorize the Superintendent to execute agreement, as recommended. Motion carried 5-0*

- 4) Clinical Consulting Contract to provide School Social Work Services for the 2025-26 School Year: Kelly Hager, Assistant Superintendent for Special Education, is requesting that the Board approve the contract between Clinical Consulting and Eaton RESA for School Social Work Services. The cost is \$78.00/hour for a maximum amount of \$459,264 with a timeframe/term of agreement from August 14, 2025, to June 6, 2026.

MOTION: *It was moved by Gonzalez, and supported by Rushford that the Board approve the contract, as presented. Motion carried 5-0*

- 5) Contract with Positive Behavior Corporation for Board Certified Behavior Analyst (BCBA): Kelly Hager, Assistant Superintendent for Special Education, is requesting that the Board approve a contract with Positive Behavior Corporation for a BCBA, upon recommendation from the Special Education Funding Committee and local district superintendents. This contract is to provide up to 20 hours of services per week to the local districts to assist IEP teams in meeting the needs of students with more complex behaviors that have not been successful with existing supports. Districts that utilize the services are billed back for the cost. The cost will be \$115.00/hour up to a maximum of \$89,125 with a timeframe/term of agreement is August 14, 2025, through June 30, 2026.

MOTION: *It was moved by Rushford, and supported by Gonzalez that the Board approve the contract, as presented. Motion carried 5-0*

- 6) 2025-26 CTE Program Agreement Potter Park Zoo: Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board authorize the Superintendent to execute an agreement with Potter Park Zoological Society for the Veterinary Science and Animal Health programs for the 2025-26 school year in an amount not to exceed \$116,600.
- 7) 2025-26 CTE Student/Parent Handbook: Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board approve the 2025-2026 Eaton RESA Career Preparation Center Student/Parent Handbook.
- 8) 2025-28 CRAA Lease Renewal: Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board approve the 2025-2028 CRAA Lease Renewal. 3-Year Renewal Agreement with 3% increases built in annually starting at \$13.11

per square foot with 3,314 sq. ft on the 2nd floor of the Terminal Building for the 2025-2026 school year

MOTION: *It was moved by Dufort that we lump items 6-8, all items were then moved by Rushford and supported by Roberts that the Board authorize the Superintendent to execute agreement, as presented. Motion carried 5-0*

- 9) 2025-2026 Revised Administrative Salary Schedule: The Superintendent is requesting board approval for the revised/reformatted administrative salary schedule as presented, which eliminates stipends in response to a recommendation made by the Office of Retirement Services.

MOTION: *It was moved by Roberts, and supported by Rushford that the Board approve 2025-26 Revised Administrative Salary Schedule, as presented. Motion carried 5-0*

- 10) Amended Contract of Employment for the Superintendent: As a result of contract language recommendations made by the Office of Retirement Services, the Board President is recommending the approval of the amended 2024-2029 superintendent contract.

MOTION: *It was moved by Roberts, and supported by Gonzalez that the Board approve the Amended Contract of Employment for the Superintendent, as presented. Motion carried 5-0*

- 11) Supervision for Potterville Public Schools Business Services: In response to Potterville Public Schools contracting with Eaton RESA to provide Business Services for their district, the Superintendent is recommending a 5% salary increase for the Executive Director of Finance and Operations to reflect the additional responsibilities associated with supervising these services.

- 12) **MOTION:** *It was moved by Rushford, and supported by Roberts that the Board approve the salary increase for the Executive Director of Finance and Operations, as presented. Motion carried 5-0*

F. Information Items

G. Board Member Reports & Requests

H. Correspondence

1) Upcoming Events

- a. Welcome Back Celebration, August 14, 2025, at 7:30 a.m., Hilton Garden Inn, Lansing
- b. Regular Board Meeting, August 20, 2025, at 6:00 p.m., Eaton RESA

I. Adjournment

Adjourned at 7:30 p.m.

Alex Gonzales, Board Secretary

Date

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Eaton RESA Personnel Report for August 20, 2025

It is recommended that the following personnel action items be approved:

HIRES	
Name	Lauren Beers
Title	Physical Therapist
FTE	0.8
Department	Special Education
Type of Contract	EIEA
New/Replace	Replace
Prior Incumbent	Katie Riley
Supervisor	Amber Baker
Schedule	Teacher/RSS/MA+30/Step 3
Wage	\$54,664
Effective	8/14/2025
Name	Michelle Hiscock
Title	Student Services Coordinator
FTE	1.0
Department	CTE
Type of Contract	EIEA
New/Replace	Replace
Prior Incumbent	Marcee Theisen
Supervisor	Marcee Theisen
Schedule	Teacher/RSS/MA/Step 16
Wage	\$76,101
Effective	8/12/2025
Name	Kylie Joles
Title	Teacher – GSRP
FTE	1.0
Department	Instructional Services
Type of Contract	EIEA
New/Replace	New
Prior Incumbent	
Supervisor	Jennifer McCaffrey
Schedule	Teacher/RSS/BA/Step 3
Wage	\$43,496
Effective	8/13/2025
Name	Carmen Kwasnik
Title	Paraprofessional-GSRP
FTE	Part-time
Department	Instructional Services
Type of Contract	ESPA
New/Replace	Replace
Prior Incumbent	Lindsay Murray
Supervisor	Jennifer McCaffrey
Schedule	Paraprofessional/Step 2
Wage	\$16.29
Effective	8/14/2025

HIRES - continued	
Name	Katelyn Mach
Title	School Social Worker Specialist
FTE	1.0
Department	Special Education
Type of Contract	EIEA
New/Replace	New
Prior Incumbent	
Supervisor	Randy Cusack
Schedule	Teacher/RSS/BA/Step 3
Wage	\$43,946
Effective	8/14/2025
Name	Kate Zickafoose
Title	Teacher – GSRP
FTE	1.0
Department	Instructional Services
Type of Contract	EIEA
New/Replace	New
Prior Incumbent	
Supervisor	Jennifer McCaffrey
Schedule	Teacher/RSS/BA/Step 5
Wage	\$48,234
Effective	8/13/2025
JOB CHANGES	
Name	Brian Lorente
Title	School Social Worker Specialist
Location	Meadowview
FTE	1.0
Department	Special Education
Type of Contract	EIEA
Supervisor	Randy Cusack
Effective	8/14/2025
Note	Paraprofessional to EIEA
Name	Stephanie Ridenour
Title	Teacher – ASD
Location	Meadowview
FTE	1.0
Department	Special Education
Type of Contract	EIEA
Supervisor	Sarah Parker
Effective	8/13/2025
Note	Job Change

Eaton RESA Personnel Report for August 20, 2025

It is recommended that the following personnel action items be approved:

JOB CHANGES - continued	
Name	Andrea Ryan
Title	Adult Education Success Specialist
Location	CAMW
FTE	1.0
Department	Adult Education
Type of Contract	NONA
Supervisor	Heather Algrim
Note	Job Change
DEPARTURES	
Name	Becky Binning
Title	Paraprofessional
FTE	1.0
Department	Special Education
Type of Contract	ESPA
Supervisor	Sarah Parker
Effective	7/10/2025
Note	Resigned
Name	Amber Hanuscak
Title	Paraprofessional
FTE	1.0
Department	Special Education
Type of Contract	ESPA
Supervisor	Sarah Parker
Effective	8/4/2025
Note	Resigned
Name	Madison Lytle
Title	Administrative Assistant
FTE	1.0
Department	CTE
Type of Contract	ESPA
Supervisor	Vlad Lebedintsev
Effective	8/22/2025
Note	Resigned
Name	Angela Miller
Title	Teacher
FTE	1.0
Department	Special Education
Type of Contract	EIEA
Supervisor	Sarah Parker
Effective	8/8/2025
Note	Resigned

DEPARTURES - continued	
Name	Theresa Nurenberg
Title	Certified OT Assistant
FTE	1.0
Department	Special Education
Type of Contract	ESPA
Supervisor	Amber Baker
Effective	7/11/2025
Note	Resigned
Name	Jeannette Webber
Title	Assessment Specialist
FTE	1.0
Department	Adult Education
Type of Contract	NONA
Supervisor	Heather Algrim
Effective	9/19/2025
Note	Resigned, moving out of state

**Eaton Regional Education Service Agency
Monthly Disbursements Report
For Period Ending July 31, 2025**

Accounts Payable Disbursements (See attached register):

Payroll Withholdings, Employer Liabilities & Electronic Withdrawal	\$	1,422,441.55
Check Distributions	\$	604,262.86
ACH transactions	\$	1,913,128.86
Total Electronic and Check Distributions	\$	<u>3,939,833.27</u>

Payroll Disbursements:

Net Pay	7/11/2025	\$	341,599.57
Net Pay	7/25/2025	\$	360,366.88
Total Net Pay		\$	<u>701,966.45</u>

Total Funds Disbursed This Month	\$	<u>4,641,799.72</u>
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Check Register

Eaton RESA

Type of Checks: All

Date Range: 07/01/2025 to 07/31/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
REGULAR CHECKS									
309199	07/09/25	13341	AT&T U-VERSE		V	61-284-3490-000-000-0000	July Services - CTE	216.83	216.83
309200	07/09/25	13777	DAVENPORT UNIVERSITY	19990 C	V	61-127-3730-000-999-9501	Spring/Summer Tuition - Comput	2,748.00	
				19990 C	V	61-127-3730-000-999-9505	Spring/Summer Tuition - Health	1,141.00	
				19990 C	V	61-127-3730-000-999-9520	Spring/Summer Tuition - Busine	4,127.00	8,016.00
309201	07/09/25	27760	MAISA	19841 C	G	11-231-7410-000-000-0000	FY26 Membership renewal	5,791.76	5,791.76
309202	07/09/25	27860	MASA	19822 C	G	11-231-7410-000-000-0000	2025-26 Membership dues	1,389.27	1,389.27
309203	07/09/25	14803	MASB-SEG PROPERTY/CAUSALTY		G	11-259-3920-000-000-0000	25/26 Property/Casualty Ins	38,764.00	
					G	11-261-3910-000-000-0000	25/26 Property/Casualty Ins	29,699.00	
					G	11-261-3930-000-000-0000	25/26 Property/Casualty Ins	2,454.21	
					V	61-271-3930-000-000-0000	25/26 Property/Casualty Ins	4,982.79	75,900.00
309204	07/09/25	15610	MICHIGAN ALLIANCE FOR	19991 C	V	61-127-5210-000-000-9502	Project WILD Training Books 25	420.00	420.00
309205	07/09/25	14148	MICHIGAN STATE DISBURSEMENT		G	12-451-0027-000-000-0000	ID# 913654672- Corson	185.06	185.06
309206	07/09/25	90087	MSBO		G	11-252-7410-000-000-0000	FY26 Membership Dues - D.Hayes	150.00	
					G	11-252-7410-000-000-0000	FY26 Membership Dues - T.Monro	150.00	
					G	11-252-7410-000-000-0000	FY26 Membership Dues - K.Polha	150.00	
					G	11-252-7410-000-000-0000	FY26 Membership Dues - D.Osgoo	150.00	
					G	11-252-7410-000-000-0000	FY26 Membership Dues - E.Burch	150.00	
					G	11-252-7410-000-000-0000	FY26 Membership Dues - R.Stamb	150.00	900.00
309207	07/09/25	95721	OTICON, INC	19887 C	X	21-218-6420-000-000-0000	EduMic Wireless Remote	639.99	639.99
309208	07/09/25	14827	RED ROVER TECHNOLOGIES LLC		G	11-283-3450-000-000-0000	FY26 Red Rover renewal	35,735.66	35,735.66
309209	07/09/25	15614	SDI INNOVATIONS, INC	20012 C	V	61-127-5110-000-000-9528	40 Campus Planners	96.44	96.44
309210	07/09/25	16036	BLASIUS, REID		V	61-127-5990-000-000-9999	SkillsUSA Reimbursement	468.58	468.58
309211	07/09/25	15717	BOARD OF EDUCATION		V	61-411-8510-000-000-3510	61s FFA SUPPORT	30,089.00	30,089.00
309212	07/09/25	15104	CITY-STAR SERVICES, INC	17933 C	G	11-261-3840-000-000-0000	June Waste	202.22	
				17933 C	G	11-261-3841-000-000-0000	June Waste	98.80	301.02
309213	07/09/25	13960	EATON RAPIDS PUBLIC SCHOOLS	19995 C	F	51-297-8220-000-000-8500	Apr - Breakfast	504.81	
				19995 C	F	51-297-8220-000-000-8510	Apr - Lunch	992.32	1,497.13
309214	07/09/25	15495	FLAT OUT GRAPHICS	19989 C	V	61-127-5990-000-000-4490	Custom light blue shirts	242.00	242.00
309215	07/09/25	16037	ROBINS, AARON		V	61-127-5990-000-000-9999	SkillsUSA Reimbursement	618.04	618.04
309216	07/09/25	15886	SHERIDAN, SAMANTHA		X	21-215-3210-000-032-0000	June Mileage	37.03	37.03
309217	07/09/25	16038	SUTTON, JUDAH		V	61-127-5990-000-000-9999	SkillsUSA Reimbursement	533.47	533.47
309218	07/10/25	16065	HEALTHEQUITY INC.		G	12-451-0013-000-000-0000	24 Opmt LPFSA 20534432	1,141.70	1,141.70
309219	07/10/25	16065	HEALTHEQUITY INC.		G	12-451-0013-000-000-0000	24 Opmt LPFSA 6938117	91.00	91.00
309220	07/16/25	12954	GRATIOT-ISABELLA RESD	20071 C	G	11-221-3220-000-000-0000	M2C2 apr reg - M. Gregory	20.00	20.00
309221	07/16/25	16001	POSITIVE BEHAVIOR SUPPORTS	20057 C	X	21-216-3130-000-041-0000	M.Gross - June	990.00	
				20055 C	X	21-216-3130-000-041-0000	K. Thomas - June - ICA	247.50	
				20056 C	X	21-216-3130-000-041-0000	K. Thomas - June - Potterville	907.50	

Check Register

Eaton RESA

Type of Checks: All

Date Range: 07/01/2025 to 07/31/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				20054	C	X 21-216-3130-000-041-0000	M. Gross - June - Charlotte	55.00	
				20053	C	X 21-216-3130-000-041-0000	K. Thomas - June - Maple Valle	82.50	2,282.50
309222	07/16/25	13340	STOCKBRIDGE COMMUNITY		V	61-411-8510-000-000-3510	61s FFA SUPPORT	47,024.33	47,024.33
309223	07/16/25	15841	THE ISABELLA CORPORATION	19681	C	C 41-452-6310-000-000-2200	Playground sidewalk - concreat	9,000.00	9,000.00
309224	07/16/25	13986	THOMPSON LAWN CARE		G	11-261-4110-000-000-0000	June Services - Packard	1,420.00	
					G	11-261-4111-000-000-0000	June Services - Southridge	780.00	
					G	11-261-4111-000-000-0000	06/05 Services - Southridge	165.00	2,365.00
309225	07/16/25	15722	16 HANDS, INC.	20016	P	G 11-283-3190-000-000-0000	FY26 SLFP Admin - July	900.00	900.00
309226	07/16/25	12944	AMERICAN OFFICE SOLUTIONS -	20041	P	G 11-252-4220-000-000-0000	July Services - Lease	3,101.79	3,101.79
309227	07/16/25	16054	SHANNON CANAS	20004	C	X 21-218-6420-000-000-0000	Math keyboard	299.00	299.00
309228	07/16/25	45494	DBS-DESIGNS BY SKIP, INC	20047	C	V 61-282-3190-000-000-0000	Calendar Magnets 4x7	967.50	967.50
309229	07/16/25	15846	QD SCRUBS	20024	C	V 61-127-5110-000-000-9525	25/26SY Health Tech Scrubs	629.71	629.71
309230	07/16/25	14256	XELLO INC	20043	C	V 61-127-3450-000-000-0000	FY26 Xello - High & Middle Sch	17,709.00	17,709.00
309231	07/23/25	13341	AT&T U-VERSE		X	21-261-3410-000-000-0000	July Services - Sped	177.65	177.65
309232	07/23/25	09260	CONSUMERS ENERGY		G	11-261-5511-000-000-0000	July - Southridge gas #1	139.55	
					G	11-261-5521-000-000-0000	July Electric Southridge #2	1,251.31	
					G	11-261-5521-000-000-0000	July - Southridge electric #1	37.00	1,427.86
309233	07/23/25	44351	MASB	20075	C	G 11-231-7410-000-000-0000	FY26 Membership Renewal	4,241.10	4,241.10
309234	07/23/25	14148	MICHIGAN STATE DISBURSEMENT		G	12-451-0027-000-000-0000	ID# 913654672 - Corson	185.06	185.06
309235	07/23/25	14026	ROTARY CLUB OF CHARLOTTE, MI	20079	C	G 11-226-7410-000-000-0000	Annual Dues - N. Leale	300.00	
				20079	C	G 11-232-7410-000-000-0000	Annual Corporation Dues	1,200.00	
				20079	C	V 61-226-7410-000-000-0000	Annual Dues - V. Lebadintsev	300.00	1,800.00
309236	07/23/25	95852	COUNTY JOURNAL	20076	C	G 11-231-3150-000-000-0000	Hearing notice 25/26 Budget	89.90	
				20078	C	G 11-231-3150-000-000-0000	Hearing notice - Budget FAN	69.29	159.19
309237	07/23/25	13960	EATON RAPIDS PUBLIC SCHOOLS		G	11-411-8510-000-000-3430	GSRP - May & June	66,884.42	
					G	11-411-8510-000-000-3432	GSRP Transportation 24-25	15,000.00	
					X	20-518-9210-050-901-9214	ECSE GSRP	(33,992.00)	
					X	21-411-8512-050-000-0000	203-24 DS Projected Initial Se	37,535.00	
					X	21-411-8518-050-000-0000	Gross Allocation Adj	723.00	86,150.42
309238	07/23/25	15789	BD OF EDUC ALLEGAN CO		V	61-411-8510-000-000-3510	61s FFA SUPPORT	5,080.67	
					V	61-411-8510-000-000-3510	61s FFA SUPPORT	43,282.30	48,362.97
309239	07/23/25	15504	LAINGSBURG COMMUNITY		V	61-411-8510-000-000-3510	61s FFA SUPPORT	37,605.00	37,605.00
309240	07/23/25	46514	STATE OF MICHIGAN	17930	C	G 11-257-3430-000-000-0000	June Services	149.64	149.64
309241	07/23/25	15804	RAVENNA PUBLIC SCHOOLS		V	61-411-8510-000-000-3510	61s FFA SUPPORT	4,782.67	4,782.67
309242	07/24/25	13906	FIDELITY SECURITY LIFE		G	12-451-0012-000-000-0000	July - EYE MED-VISION INSURANC	2,133.62	2,133.62
309243	07/31/25	13341	AT&T U-VERSE		V	61-284-3490-000-000-0000	August Services - CTE	216.78	216.78
309244	07/31/25	07560	CITY OF CHARLOTTE		G	11-261-3830-000-000-0000	Water/Sewer - 05/01 - 07/31	1,613.76	1,613.76
309245	07/31/25	15133	MICHIGAN INTERNATIONAL PREP	20117	C	G 11-219-8220-000-000-6351	Birth Certificate from DVR - K	37.95	37.95

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CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
309246	07/31/25	16070	PEARSON EDUCATION, INC	20126 C	V	61-127-5210-000-000-9525	Medical Language Textbooks & S	12,142.63	12,142.63
309247	07/31/25	14256	XELLO INC	20123 C	V	61-127-3450-000-000-0000	FY26 Xello for Elementary Scho	660.00	660.00
309248	07/31/25	15717	BOARD OF EDUCATION		V	61-411-8510-000-000-3510	61s FFA SUPPORT	18,274.00	18,274.00
309249	07/31/25	15134	CORUNNA PUBLIC SCHOOL		V	61-411-8510-000-000-3510	61s FFA SUPPORT	47,112.46	47,112.46
309250	07/31/25	15783	BD OF EDUC LIVINGSTON CO		V	61-411-8510-000-000-3510	61s FFA SUPPORT	34,797.80	34,797.80
309251	07/31/25	14551	KENT INTERMEDIATE SCHOOL	20115 C	X	21-285-4140-000-000-0000	24-25 actual users counts	50,493.89	50,493.89
309252	07/31/25	94187	LAKWOOD PUBLIC SCHOOLS		V	61-271-8220-000-000-0000	FY25 Mileage Reimbursement	7,015.68	7,015.68
991391	07/01/25	28660	MPSERS		G	12-451-1000-000-000-0000	EE/Member Defined Benefit	39,363.00	
					G	12-451-1001-000-000-0000	ER Defined Bene Contrib H299	175,163.37	
					G	12-451-1010-000-000-0000	H553-561 TDP	170.00	214,696.37
991392	07/01/25	28663	MPSERS DC		G	12-451-1005-000-000-0000	H538 EE Defined Contribution	20,798.36	
					G	12-451-1006-000-000-0000	H539 ER Defined Contribution	8,247.82	
					G	12-451-1007-000-000-0000	H543 EE Personal Hlth Fund	4,497.21	
					G	12-451-1008-000-000-0000	H544 ER Personal Hlth Fund	4,497.21	38,040.60
991393	07/08/25	13536	EDUSTAFF, LLC		G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	20.00	20.00
991394	07/09/25	96133	UNITED STATES TREASURY		G	12-451-0002-000-000-0000	FEDERAL WITHHOLDING	1,920.55	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	741.72	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	741.72	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	173.47	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	173.47	3,750.93
991395	07/11/25	46259	HEALTHY EQUITY INC		G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT 07/10/202	416.66	
					G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT 07/10/202	384.62	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION 07/10/20	749.59	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION 07/10/20	978.86	2,529.73
991396	07/17/25	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	266.43	
					G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	266.43	
					G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	266.42	799.28
991397	07/17/25	13536	EDUSTAFF, LLC		X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	98.79	98.79
991398	07/17/25	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	4,604.60	
					G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	3,594.00	
					G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	3,594.00	
					G	11-131-3110-000-000-0000	BASIC SUB SERVICES	3,784.97	
					G	11-131-3110-000-000-3310	AE 107 C/S INSTR SUPPORT	632.80	
					G	11-131-3110-000-919-6750	WIOA CORRECTIONS C/S CLINTON	1,340.64	
					G	11-131-3110-000-923-6750	WIOA CORRECTIONS C/S EATON	573.30	
					G	11-131-3111-000-000-3310	AE 107 C/S AIDE/TUTOR	2,376.99	
					G	11-132-3110-000-000-3310	AE 107 C/S HSE INSTRUCTORS	632.81	
					G	11-132-3111-000-000-3310	AE 107 C/S HSE TUTOR	2,376.99	

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CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
					G	11-226-3110-000-000-3310	AE 107 C/S INSTR COORD	625.64	
					G	11-311-3190-000-999-3433	32P PARENT LIAISON C/S	1,157.18	
					G	11-311-3199-000-999-3433	32p LITERARY COORD C/S	1,579.08	
					X	21-122-3110-000-194-0000	LEA SUBS - RESOURCE ROOM	509.98	
					X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	1,925.24	29,308.22
991399	07/17/25	46259	HEALTHEQUITY INC		G	12-451-0041-000-000-0000	EMPLOYEE HSA CONTRIBUTION	5,977.51	5,977.51
991400	07/17/25	28660	MPSERS		G	12-451-1000-000-000-0000	EE/Member Defined Benefit	30,224.51	
					G	12-451-1001-000-000-0000	ER Defined Bene Contrib H299	152,242.39	
					G	12-451-1010-000-000-0000	H553-561 TDP	170.00	182,636.90
991401	07/17/25	28663	MPSERS DC		G	12-451-1005-000-000-0000	H538 EE Defined Contribution	18,203.06	
					G	12-451-1006-000-000-0000	H539 ER Defined Contribution	7,186.40	
					G	12-451-1007-000-000-0000	H543 EE Personal Hlth Fund	3,952.60	
					G	12-451-1008-000-000-0000	H544 ER Personal Hlth Fund	3,952.60	33,294.66
991402	07/17/25	96133	UNITED STATES TREASURY		G	12-451-0002-000-000-0000	FEDERAL WITHHOLDING	41,441.31	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	7,226.82	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	30,900.63	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	30,900.63	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	7,226.82	117,696.21
991403	07/23/25	15244	CITY OF EAST LANSING		G	12-451-0045-000-000-0000	EAST LANSING CITY TAX - 07/11/	128.46	
					G	12-451-0045-000-000-0000	EAST LANSING CITY TAX - 07/25/	126.76	255.22
991404	07/23/25	46259	HEALTHEQUITY INC		G	12-451-0041-000-000-0000	EMPLOYEE HSA CONTRIBUTION	5,670.37	5,670.37
991405	07/23/25	44843	LANSING CITY TREASURER		G	12-451-0036-000-000-0000	LANSING CITY TAX - 07/11/2025	327.19	
					G	12-451-0036-000-000-0000	LANSING CITY TAX - 07/25/2025	315.99	643.18
991406	07/23/25	46618	MPSERS 147C		G	12-451-1040-000-000-0000	ORS 147C UAAL LIABILITY	124,155.44	
					G	12-451-1045-000-000-0000	ORS 147C(2) LIABILITY	28,221.02	152,376.46
991407	07/23/25	46409	STATE OF MICHIGAN - TREASURER		G	12-451-0004-000-000-0000	STATE WITHHOLDING - 07/11/2025	18,170.16	
					G	12-451-0004-000-000-0000	STATE WITHHOLDING - 07/25/2025	19,052.97	37,223.13
991408	07/23/25	96133	UNITED STATES TREASURY		G	12-451-0002-000-000-0000	FEDERAL WITHHOLDING	43,794.65	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	32,308.94	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	32,308.94	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	7,556.08	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	7,556.08	123,524.69
991409	07/24/25	14239	WEST MICHIGAN HEALTH		G	12-451-0013-000-000-0000	Aug - WMHIP PREMIUMS-EMPLOYER	171,633.70	
					G	12-451-2001-000-000-0000	Aug - WMHIP COPAYS	44,945.28	216,578.98
991410	07/25/25	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	937.70	
					G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	553.47	
					G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	553.46	
					G	11-131-3110-000-000-0000	BASIC SUB SERVICES	2,184.43	

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CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
					G	11-131-3110-000-000-3310	AE 107 C/S INSTR SUPPORT	264.60	
					G	11-131-3110-000-919-6750	WIOA CORRECTIONS C/S CLINTON	670.32	
					G	11-131-3110-000-923-6750	WIOA CORRECTIONS C/S EATON	740.88	
					G	11-131-3111-000-000-3310	AE 107 C/S AIDE/TUTOR	916.92	
					G	11-132-3110-000-000-3310	AE 107 C/S HSE INSTRUCTORS	35.28	
					G	11-132-3111-000-000-3310	AE 107 C/S HSE TUTOR	916.93	
					G	11-226-3110-000-000-3310	AE 107 C/S INSTR COORD	134.06	
					G	11-311-3190-000-999-3433	32P PARENT LIAISON C/S	795.56	
					G	11-311-3199-000-999-3433	32p LITERARY COORD C/S	1,060.75	
					X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	5,367.66	15,132.02
991411	07/25/25	13536	EDUSTAFF, LLC		G	11-131-3110-000-000-0000	BASIC SUB SERVICES	1,897.48	
					G	11-131-3111-000-000-3310	AE 107 C/S AIDE/TUTOR	758.52	
					G	11-132-3110-000-000-3310	AE 107 C/S HSE INSTRUCTORS	758.52	
					G	11-311-3190-000-999-3433	32P PARENT LIAISON C/S	632.84	
					G	11-311-3199-000-999-3433	32p LITERARY COORD C/S	470.11	
					X	21-213-3130-001-015-0000	NURSE CONTRACT SERV	175.22	
					X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	2,583.96	7,276.65
991412	07/28/25	46259	HEALTHEQUITY INC		G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	2,692.34	
					G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	317.28	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	1,067.44	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	957.16	5,034.22
991413	07/28/25	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	0.09	0.09
991414	07/31/25	90436	PNC BANK - BUSINESS CARD	20090 C	G	10-518-1090-090-000-0000	FedEx - PPS next day delivery	50.51	
				20008 C	G	11-118-5110-500-000-3430	Walmart - Ice cream	7.27	
				20008 C	G	11-118-5110-530-000-3430	Meijer - Ice cream	27.96	
				20048 C	G	11-118-5110-560-000-3430	Meijer - classroom supplies	37.96	
				19996 C	G	11-125-5991-000-000-6351	DG - Blowpops/Airheads/Ice	19.15	
				20014 C	G	11-212-5990-000-000-2251	USPS - postage	5.58	
				20062 C	G	11-221-3120-000-923-9303	Alivetek Lung - training for W	400.00	
				20061 C	G	11-221-3190-000-000-7863	Eventbite - Diaper Dash 5K	140.54	
				20060 C	G	11-221-3190-000-933-9303	Mi Non-Profit Assoc - rm renta	50.00	
				20061 C	G	11-221-3210-000-000-7863	Flint - SUD parking fee	5.00	
					G	11-221-3220-000-000-7673	Credit - Courtyard by Marriot	(11.76)	
					G	11-221-3220-000-919-9303	Credit - Lorelei Lounge	(35.14)	
				20090 C	G	11-221-5910-000-000-6973	Amazon - egift cards for M.McB	60.00	
				20070 C	G	11-221-5990-000-000-0000	Dollar Tree & Walmart - SLI de	63.99	
				20014 C	G	11-221-5990-000-000-0000	Dollar Tree & Walmart - SLI su	20.39	
				20002 C	G	11-221-5990-000-000-7673	Basecamp.com - Basecamp Paymen	30.00	

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CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				20090 C	G	11-221-5990-000-000-7673	Amazon - egift cards for M.McB	2,750.00	
				20014 C	G	11-221-5990-000-000-7673	Walmart - DeWitt anti vaping s	49.24	
				20061 C	G	11-221-5990-000-000-7863	Walmart & Hawk Iland - Diaper	56.95	
				20060 C	G	11-221-5990-000-933-9303	Walmart, Chapelure, Bred Bites	97.24	
				19997 C	G	11-221-5993-000-000-0000	Flour Child/QD - Bagels/Donuts	49.88	
				20014 C	G	11-221-5993-000-000-0000	Qdoba - SLI lunch	1,665.80	
				20013 C	G	11-221-5993-000-000-0000	Target, GFS, Walmart & Costco	229.58	
					G	11-221-5993-000-000-0000	Credit - Qdoba	(853.30)	
				20014 C	G	11-221-5993-000-000-3290	Jimmy John's - meeting meal	338.29	
				20059 C	G	11-221-5994-000-919-9303	Mancinos - CSAP Spring celebra	333.75	
				20062 C	G	11-221-5994-000-919-9303	Tiny Crumbs - CSAPC	200.00	
					G	11-221-5994-000-923-9303	Credit - Sidestreet deli	(104.65)	
				20062 C	G	11-221-5994-000-923-9303	Sidestreet Deli - Walmart - Ju	525.79	
				20070 C	G	11-226-3220-000-000-0000	Hotel Indigo - June confr lodg	705.98	
				20048 C	G	11-226-3220-000-000-3430	Holiday Inn, Big Hart, Handle	719.28	
					G	11-226-3220-000-000-3430	Credit - Holiday Inn	(17.64)	
				20121 C	G	11-226-5910-000-000-3310	Staples - supplies	225.92	
				20121 C	G	11-227-5110-000-000-3310	Pearson - VUE GED testing vouc	435.00	
					G	11-231-3220-000-000-0000	Credit - Chippewas Hotel - May	(40.68)	
				20100 C	G	11-231-3430-000-000-0000	USPS - BOE election postage	33.48	
				20103 C	G	11-232-3220-000-000-0000	Bavarian Inn & MI Pot - June c	175.00	
				20103 C	G	11-232-3450-000-000-0000	Zoom & Chat GPT	259.90	
				20100 C	G	11-232-5990-000-000-0000	4Imprint - welcome back towels	578.63	
				20102 C	G	11-252-7410-000-000-0000	FY26 MiDeal ID#1765	180.00	
				20102 C	G	11-252-7412-000-000-0000	Authorize.net	32.70	
				20091 P	G	11-261-3410-000-000-0000	Verizon - May & June	489.60	
				20091 C	G	11-261-3450-000-000-0000	Zoom & Dochub	212.70	
				20109 C	G	11-261-4130-000-000-0000	Performance Plus - truck wash	11.00	
				20048 C	G	11-261-4190-530-000-3430	Barry Eaton Co - Galewood insp	594.00	
				20048 C	G	11-261-4190-560-000-3430	Barry Eaton Co - Delta Mills i	450.00	
				20109 C	G	11-261-5990-000-000-0000	Family Farm, Byrums, Walmart,	707.37	
				20063 C	G	11-261-5990-060-000-5220	Vista Print & Walmart - incent	839.29	
				20062 C	G	11-261-5990-060-000-5220	Cugino's - ISAP incentive	15.75	
				20062 C	G	11-261-5995-060-000-5220	Walmart - ISAP supplies	15.64	
				20063 C	G	11-261-5995-060-000-5220	Walmart - meeting supplies	506.84	
				20014 C	G	11-261-5995-060-000-5220	Little Caesars - YAC mtg lunch	86.53	
				20104 C	G	11-266-3220-000-000-0000	NAAAC June Confr & Potbelly co	267.90	
				20048 C	G	11-282-3511-000-000-3430	Facebook - recruitment	77.20	

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Date Range: 07/01/2025 to 07/31/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				20048	C	G 11-282-5990-000-000-3430	Facebook - recruitment	77.20	
				20061	C	G 11-283-3220-000-000-6351	Eventbrite - June 3rd confr re	55.20	
				20091	C	G 11-284-5990-000-000-0000	Amazon - webcam & screen prote	113.78	
						G 11-311-3220-000-999-3433	Credit - Comfort Inn	(108.78)	
				20066	C	G 11-311-5910-000-999-3433	Meijer - office supplies	68.96	
				20066	C	G 11-331-4110-000-999-3433	City of Charlotte & Pottervill	74.00	
				20048	C	G 12-121-2000-000-000-0000	Big Hart - June dup charge err	32.37	
						G 12-121-2000-000-000-0000	Credit - Big Hart June confr m	(4.05)	
				20028	C	X 20-199-0000-000-000-0000	Door Dash - personal use error	39.38	
				20083	C	X 21-122-5111-002-120-0000	Walmart - food for class activ	48.36	
				20082	C	X 21-122-5992-001-000-0000	Walmart - school store	40.35	
				20058	C	X 21-212-3210-000-080-0000	Grand Rapids - parking	12.00	
				20058	C	X 21-221-3220-000-080-0000	CCRESA - virtual training	150.00	
				19994	C	X 21-221-5993-000-000-0000	Meijer - Bagels/Muffins/Cr.che	43.52	
				20007	C	X 21-221-5993-000-000-0000	Biggby - Coffee for SPED Direc	39.98	
				19994	C	X 21-226-5910-000-000-0000	RubberStamps.com - Stamp R.Cus	16.48	
				20028	C	X 21-226-5990-000-080-0000	TSC & Meijer - supplies & play	53.47	
				20082	C	X 21-241-5993-001-000-0000	Acapulco & Meijer - meeting fo	223.67	
				20028	C	X 21-261-3430-000-000-0000	USPS - postsage	17.19	
				20082	C	X 21-261-4190-000-000-0000	Walmart - towel replacement	19.99	
				20058	C	X 21-283-3220-000-000-0000	MAASE confr - meals, travel &	466.75	
				20019	C	V 61-127-5110-000-000-0000	Marathon - Mobile Lab Gas	16.25	
				20051	C	V 61-127-5110-000-000-0000	Speedways & Michaels - volunt	127.92	
				20023	C	V 61-127-5110-000-000-0000	Walmart/Speedway/Subway-Mobile	337.01	
						V 61-127-5210-000-000-9507	Credit - BNC textbooks	(11.89)	
						V 61-127-5210-000-000-9507	Credit - BNC textbooks	(32.11)	
						V 61-127-5210-000-999-9511	Credit - BNC textbooks	(11.90)	
						V 61-127-5210-000-999-9512	Credit - BNC textbooks	(11.90)	
						V 61-127-5210-000-999-9519	Credit - BNC textbooks	(11.90)	
						V 61-127-5210-000-999-9519	Credit - BNC textbooks	(3.84)	
						V 61-127-5210-000-999-9523	Credit - BNC textbooks	(11.89)	
						V 61-127-5210-000-999-9525	Credit - BNC textbooks	(11.89)	
				20023	C	V 61-127-5990-000-000-4490	Walmart/LC/Speedway-Aviation I	566.97	
				20022	C	V 61-127-5990-000-000-9999	Abraham Trophy, Baryames & Ski	533.66	
				20051	C	V 61-127-5990-000-000-9999	Delta Air & Walmart - SkillsUS	339.39	
				20051	C	V 61-127-5993-000-000-0000	Jersey Giants & Walmart - stud	86.37	
				20023	C	V 61-127-5993-000-000-0000	Subway/GT Pizza - Lunch 6/3 &	177.07	
				20022	C	V 61-226-5993-000-000-0000	Jimmy Johns- interview lunch	46.63	

Eaton RESA

Check Register

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Date Range: 07/01/2025 to 07/31/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				20021 C	V	61-226-5993-000-000-0000	Chipotle - working lunch 06/23	101.15	
				20019 C	V	61-241-5993-000-000-0000	Qdoba - Food for Orientation D	191.33	
				20084 C	H	91-296-7920-000-000-4313	Little Ceasers - EOY picnic	150.06	
				20069 C	H	91-296-7920-000-000-4327	Don Tequilas - EOY meeting lun	135.98	17,953.70
991415	07/31/25	90436	PNC BANK - BUSINESS CARD		G	11-221-3120-000-000-0000	Sun Theatre - 10/17 math film	312.00	
					G	11-221-3220-000-000-0000	UDL July confr - registration	799.00	
					G	11-221-3220-000-000-0000	Hilton Hotel - July UDL lodgin	335.10	
					G	11-221-3220-000-000-2251	MPHI Aug - registration	25.00	
					G	11-221-3220-000-000-2910	Mission Point - Aug confr lodg	517.70	
					G	11-221-3220-000-000-2910	Delta Hotel - July confr lodgi	533.60	
					G	11-221-3220-000-000-6951	CASH conf reg Aug 12th	150.00	
					G	11-221-5990-000-000-0000	Reel Link Films - 10/17 math f	350.00	
					G	11-226-3220-000-000-0000	MAISA registration - Nov 3 & 4	175.00	
					G	11-226-5910-000-000-0000	Canva - FY26 subscription	409.99	
					G	11-232-3220-000-000-0000	MAISA Nov confr reg	175.00	
					G	11-266-3220-000-000-0000	MISHRM - Oct confr reg	850.00	
					X	21-221-3220-000-120-0000	MSU - July confr reg - Lorente	350.00	
					V	61-221-3220-000-000-4005	ACTE - Aug registration	325.00	
					V	61-221-3220-000-000-4005	Boyne Mt - ACTE Aug confr lodg	259.01	
					V	61-226-3220-000-000-0000	MDE OCTE Oct - reg Lebedintsev	150.00	
					V	61-241-3220-000-000-0000	MDE OCTE Oct - reg Bever	150.00	
					V	61-241-3220-000-000-0000	MDE OCTE Oct - reg Theisen	150.00	
					H	91-296-7920-000-000-4315	CASH conf reg Aug 13th	150.00	6,166.40
991416	07/31/25	28660	MPSERS		G	12-451-1000-000-000-0000	EE/Member Defined Benefit	30,003.27	
					G	12-451-1001-000-000-0000	ER Defined Bene Contrib H299	149,726.10	
					G	12-451-1010-000-000-0000	H553-561 TDP	170.00	179,899.37
991417	07/31/25	28663	MPSERS DC		G	12-451-1005-000-000-0000	H538 EE Defined Contribution	18,477.08	
					G	12-451-1006-000-000-0000	H539 ER Defined Contribution	7,284.52	
					G	12-451-1007-000-000-0000	H543 EE Personal Hlth Fund	4,050.24	
					G	12-451-1008-000-000-0000	H544 ER Personal Hlth Fund	4,050.24	33,862.08

Sub Total: \$2,038,594.70

ACH CHECKS

A14136	07/09/25	13889	A.D.N. ADMINISTRATORS - CLAIMS		G	12-451-0009-000-000-0000	July - A.D.N. ADMIN-DENTAL PRE	1,608.75	1,608.75
A14137	07/09/25	14848	AMAZON CAPITAL SERVICES, INC	19851 C	X	21-213-5990-000-011-0000	Markers/Tabletop scissors/adap	26.18	
				19825 C	X	21-213-5990-000-011-0000	Dot stickers/droppers/dry eras	146.05	
				19829 C	X	21-214-5990-000-021-0000	30 min timer/pencil lead/plann	65.40	237.63
A14138	07/09/25	00524	CRISIS PREVENTION INSTITUTE,	19765 C	X	21-221-3220-000-076-0000	CPI Annual Membership Dues - A	200.00	200.00
A14139	07/09/25	14106	ELITE AUDITING AND CONSULTING,	19867 P	G	11-285-3190-000-000-0000	July Services	4,166.67	4,166.67

Check Register

Eaton RESA

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CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt	
A14140	07/09/25	44684	EPARS (403B)		G	12-451-0015-000-000-0000	TSA 403B	8,635.70		
						12-451-0015-000-000-0000	TSA 403B BOE PD	2,728.35		
						12-451-0015-000-000-0000	TSA 403B ROTH	1,124.00		
						12-451-0015-000-000-0000	457	550.00	13,038.05	
A14141	07/09/25	15593	FACILITIES MANAGEMENT	20015 C	G	11-261-3450-000-000-0000	FY26 service subscription	4,012.50	4,012.50	
A14142	07/09/25	15843	EMICS, INC		G	11-252-3450-000-000-0000	Informed K12 full district lic	11,000.00		
						11-283-3450-000-000-0000	Informed K12 full district lic	11,000.00	22,000.00	
A14143	07/09/25	15602	LAUTZ E FLIPS, LLC	19866 P	X	21-261-4210-000-000-0000	July Rent	300.00	300.00	
A14144	07/09/25	14484	MADISON NATIONAL LIFE		G	12-451-0022-000-000-0000	July - MADISON NAT'L LIFE INS	7,055.29	7,055.29	
A14145	07/09/25	14305	MOSS AUDIO INC.	19875 C	G	11-284-3190-000-000-0000	Moss Express Support - 1 year	2,876.32	2,876.32	
A14146	07/09/25	14734	NWEA	19912 C	G	11-226-5910-000-000-0000	Reading Fluency Lic/MAP Growth	2,275.00	2,275.00	
A14147	07/09/25	94398	PEARSON		X	21-214-5990-000-021-0000	2nd half of Conners/MHS	616.80		
						21-215-5910-000-032-0000	OWLS/CELF/GFTA Forms	465.23	1,082.03	
A14148	07/09/25	14859	PLANSOURCE BENEFITS		G	12-451-0023-000-000-0000	AFLAC - July	2,071.43	2,071.43	
A14149	07/09/25	15691	RELAYHUB, LLC	19933 C	X	21-213-3150-000-000-9310	25/26 Annual Lic Fee	14,000.00	14,000.00	
A14150	07/09/25	94062	SEG WORKERS COMPENSATION		G	11-289-2840-000-000-0000	25/26 W/C	27,812.00	27,812.00	
A14151	07/09/25	46314	ZAYO NETWORK SERVICES, LLC	19868 P	G	11-284-3490-000-000-0000	July Services	8,798.00	8,798.00	
A14152	07/09/25	14848	AMAZON CAPITAL SERVICES, INC	19872 P	V	61-127-5110-000-000-0000	Beaded ball chain	13.98		
						61-127-5110-000-000-0000	Beaded ball chain	20.97		
						61-127-5110-000-000-0000	Wooden coins & beaded ball cha	140.94	175.89	
A14153	07/09/25	01194	BESCO WATER TREATMENT, INC	17932 C	G	11-261-4220-000-000-0000	Water Cooler Rent - June	76.00	76.00	
A14154	07/09/25	15390	BROWN, JESSICA		X	21-218-3210-000-064-0000	June Mileage	65.59		
						21-218-3210-000-064-0000	Feb Mileage	236.32	301.91	
A14155	07/09/25	15838	BRYAN, JASON		X	21-214-3210-000-021-0000	Mar - May Mileage	117.60	117.60	
A14156	07/09/25	15613	CAPITAL REGION AIRPORT	18058 C	V	61-261-4210-000-000-0000	June Rent & Utilities	3,463.42	3,463.42	
A14157	07/09/25	15671	CUSACK, RANDY		X	21-226-3210-000-082-0000	June Mileage	100.59	100.59	
A14158	07/09/25	13859	D & D MAINTENANCE SUPPLY, INC	17936 C	G	11-261-4110-000-000-0000	June Services	8,197.00	8,197.00	
A14159	07/09/25	14914	DAHLGREN, MELISSA		G	11-212-3210-000-000-2251	Apr - Jun Mileage	158.27		
						11-212-5990-000-000-2251	June Reimbursement	120.99		
						91-296-7920-000-000-4327	June Reimbursement	95.02	374.28	
A14160	07/09/25	90023	DEAN TRANSPORTATION, INC.		X	21-122-3111-001-140-0000	June Para-Pro - Eaton RESA	1,164.87		
						18282 P	21-271-3310-030-000-0000	June Attendant - CPS	1,236.65	
						18282 P	21-271-3310-030-000-0000	June Bus & Driver - CPS	15,497.40	
						18282 P	21-271-3310-050-000-0000	June Bus & Driver - ERPS	15,954.17	
						18282 P	21-271-3310-050-000-0000	June Attendant - ERPS	3,829.89	
						18282 P	21-271-3310-050-000-9140	June GECKO - ERPS	300.36	
						18282 P	21-271-3310-060-000-0000	June Attendant - GLPS	4,974.42	
18282 P	21-271-3310-060-000-0000	June Bus & Driver - GLPS	30,709.71							

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Date Range: 07/01/2025 to 07/31/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				18282 P	X	21-271-3310-065-000-0000	June Bus & Driver - MVPS	7,965.06	
				18282 P	X	21-271-3310-065-000-0000	June Attendant - MVPS	3,158.07	
				18282 P	X	21-271-3310-065-000-9140	June GECKO - MVPS	26.67	
				18282 P	X	21-271-3310-090-000-0000	June Attendant - PPS	772.27	
				18282 P	X	21-271-3310-090-000-0000	June Bus & Driver - PPS	6,562.07	
				19998 C	V	61-271-3310-000-000-0000	04/11 & 04/17 Services	223.23	92,374.84
A14161	07/09/25	15992	DEJONG, TAMARA		X	21-216-3210-000-041-0000	June Mileage	63.14	63.14
A14162	07/09/25	13029	DEVOLDER-HICKS, SHEILA		X	21-212-3210-000-080-0000	June Mileage	94.85	94.85
A14163	07/09/25	15857	FOX, ELIZABETH		X	21-212-3210-000-080-0000	June Mileage	295.40	295.40
A14164	07/09/25	15232	GOYETTE, DONNA LYNN		X	21-218-3210-000-067-0000	June Mileage	145.18	145.18
A14165	07/09/25	15205	HAAKENSON, JENNIFER K		X	21-212-3210-000-080-0000	May - Jun Mileage	213.99	213.99
A14166	07/09/25	13524	HIRING SOLUTIONS, LLC		G	11-283-3142-000-000-0000	Pre-employment Assessment	500.00	500.00
A14167	07/09/25	15789	BD OF EDUC ALLEGAN CO		V	61-411-8510-000-000-3510	61s FFA SUPPORT	43,282.30	
					V	61-411-8510-000-000-3510	CHECK # A14167 VOIDED	(43,282.30)	0.00
A14168	07/09/25	14690	JOBSON, SARA MARIE		V	61-127-5993-000-000-0000	May Reimbursement	85.79	
					V	61-212-3210-000-000-0000	Apr -Jun Mileage	87.64	173.43
A14169	07/09/25	46477	LANSING SCHOOL DISTRICT	20000 C	G	11-221-3190-000-000-6973	M. Rebec - June	3,060.12	3,060.12
A14170	07/09/25	15796	MARSHALL PUBLIC SCHOOLS		V	61-411-8510-000-000-3510	61s FFA SUPPORT	30,250.00	30,250.00
A14171	07/09/25	14792	MASON PUBLIC SCHOOLS		V	61-411-8510-000-000-3510	61s FFA SUPPORT	18,633.49	18,633.49
A14172	07/09/25	15662	MIDWEST AIR LLC	19999 P	V	61-127-3110-000-000-9528	May & June Hours	5,000.00	5,000.00
A14173	07/09/25	14441	LOWRIE, AMY MILLER		X	21-226-3210-000-082-0000	Apr - Jun Mileage	439.46	
					X	21-226-3210-000-082-0000	Jan - Mar Mileage	143.29	582.75
A14174	07/09/25	14305	MOSS AUDIO INC.	19671 C	G	11-284-3450-000-000-0000	NetworkVoice & Mitel software	1,500.00	1,500.00
A14175	07/09/25	15800	NILES COMMUNITY SCHOOLS		V	61-411-8510-000-000-3510	61s FFA SUPPORT	14,007.11	14,007.11
A14176	07/09/25	40545	ROSE PEST SOLUTIONS	17939 C	G	11-261-4110-000-000-0000	06/25/25 - Services	88.00	88.00
A14177	07/09/25	15937	SHARP, TORI		X	21-213-3210-000-012-0000	May Mileage	13.58	13.58
A14178	07/09/25	13037	SHARPE, KIM		X	21-213-3210-000-011-0000	Mar Mileage	48.09	
					X	21-213-3210-000-011-0000	May Milleage	82.11	130.20
A14179	07/09/25	13355	WALDROP, CARLY R		X	21-212-3210-000-080-0000	Apr - Jun Mileage	801.78	801.78
A14180	07/16/25	13573	ADAMS OUTDOOR ADVERTISING	20026 P	G	11-282-3510-000-000-3310	Billboards - 06/30-07/27 HUB34	3,000.00	3,000.00
A14181	07/16/25	15739	ALANSON PUBLIC SCHOOLS		V	61-411-8510-000-000-3510	61s FFA SUPPORT	7,343.36	7,343.36
A14182	07/16/25	14848	AMAZON CAPITAL SERVICES, INC	19965 P	G	11-221-5990-000-000-7673	Lab filter paper	18.05	
					G	11-311-5910-000-999-3434	Reiming bal owed PO# 18169	27.00	
					G	11-331-5110-000-999-3433	Mama Bear daipers	66.38	
					X	21-215-5910-000-032-0000	Picasso magnet tiles	13.78	
					X	21-241-7910-001-000-0000	Teal graduation tassels	69.80	195.01
A14183	07/16/25	15742	BD OF EDU - ALPENA CO.		V	61-411-8510-000-000-3510	61s FFA SUPPORT	43,550.53	43,550.53
A14184	07/16/25	15105	DUNCKEL, PAMELA CHRISTINE		X	21-221-3120-000-080-0000	07/17/24 - 06/17/25 services -	1,500.00	1,500.00

Check Register

Eaton RESA

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CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A14185	07/16/25	15611	EMBARK CORPORATION	20042	C	V 61-127-3450-000-000-0000	Variable Transactions - June	30.00	30.00
A14186	07/16/25	14138	FADER, BRYANNA YVONNE			X 21-212-3210-000-080-0000	May Mileage	356.30	356.30
A14187	07/16/25	15689	GET 'EM AND GO PLUS MORE LLC	20035	C	X 21-271-3310-000-000-9140	June 24, 25 & 26 Transportatio	1,488.72	1,488.72
A14188	07/16/25	15958	GREGORY, MALIKAH			G 11-221-3210-000-000-0000	April Mileage	60.06	
						G 11-221-3220-000-000-0000	April 30th confr mileage	61.18	121.24
A14189	07/16/25	13145	HART, MIRANDA			X 21-215-3210-000-032-0000	May & June Mileage	16.80	16.80
A14190	07/16/25	15666	BD OF EDUC MONROE CO IDA TWP			V 61-411-8510-000-000-3510	61s FFA SUPPORT	31,893.72	31,893.72
A14191	07/16/25	00420	LANSING COMMUNITY COLLEGE	20052	C	V 61-127-3110-000-000-9504	ParaPro - Manufacturing	10,231.00	
				20052	C	V 61-127-3110-000-000-9518	Parapro - Robotics	10,231.00	
				20052	C	V 61-127-3110-000-000-9519	ParaPro - Welding	4,863.00	
				20052	C	V 61-127-3110-000-000-9525	Over Enrolled - Health Tech	7,653.33	
				20020	C	V 61-241-3430-000-000-0000	Mail charges 11/12	289.90	33,268.23
A14192	07/16/25	15662	MIDWEST AIR LLC	20017	C	V 61-127-3110-000-000-4490	June Eaton RESA Camp	2,714.00	2,714.00
A14193	07/16/25	14441	LOWRIE, AMY MILLER			X 21-283-3220-000-000-0000	June 11/12 confr mileage	551.60	551.60
A14194	07/16/25	15859	MOLETTE, SHIANN			X 21-212-3210-000-080-0000	June Mileage	21.91	21.91
A14195	07/16/25	94398	PEARSON	20031	C	X 21-214-5990-000-021-0000	MHS Conners for DALs+	616.80	616.80
A14196	07/16/25	14878	PRESENCELEARNING, INC	20046	C	X 21-214-3130-000-021-0000	SP Evaluations	4,173.25	
				20046	C	X 21-216-3130-000-041-0000	BMH Hours	12,792.00	16,965.25
A14197	07/16/25	45836	PURITY CYLINDER GASES INC	20018	C	V 61-127-5110-000-000-0000	AR C25M Gas	53.01	53.01
A14198	07/16/25	16056	SELLECK, ELYSE			G 11-331-3192-000-000-2781	June hrs - Talking is Teaching	218.75	218.75
A14199	07/16/25	14309	SONITROL GREAT LAKES			G 11-261-4110-000-000-0000	Packard - replace admin Comeli	1,273.28	1,273.28
A14200	07/16/25	15810	ST. LOUIS PUBLIC SCHOOLS			V 61-411-8510-000-000-3510	61s FFA SUPPORT	42,300.00	42,300.00
A14201	07/16/25	16055	STOVER, MARIESA			G 11-331-3192-000-000-2781	June hrs - Talking is Teaching	218.75	218.75
A14202	07/16/25	45096	SUNBELT STAFFING LLC	20032	C	X 21-216-3130-000-041-0000	J. Humphreys - 05/31 & 06/07	1,848.00	1,848.00
A14203	07/16/25	14111	VANHOESEN, JOHN K			G 11-283-3220-000-000-0000	March 12th confr mileage	7.42	7.42
A14204	07/16/25	00013	WAYNE COUNTY RESA			G 11-252-8220-000-000-0000	2024-25 Payroll Svs - 4th Qtr	3,000.00	3,000.00
A14205	07/16/25	15549	ALRO STEEL CORPORATION	20011	C	V 61-127-5110-000-000-9516	Tempered Flat Sheet - Cut	391.35	391.35
A14206	07/16/25	14848	AMAZON CAPITAL SERVICES, INC	20025	C	X 21-226-5910-000-000-0000	Push pins	16.98	
				20027	C	X 21-226-5990-000-080-0000	Wet Ones/Stapler/Binder Rings	63.37	80.35
A14207	07/16/25	15736	AMERICAN OFFICE SOLUTIONS -	19874	P	G 11-252-4220-000-000-0000	July eGold Fax Svs	150.00	150.00
A14208	07/16/25	15460	BC TECHNOLOGIES COMPANY	20039	C	X 21-226-3190-000-000-0000	FY26 Final Forms - SPED	1,806.00	
				20039	C	V 61-226-3190-000-000-0000	FY26 Final Forms - CTE	1,806.00	3,612.00
A14209	07/16/25	01194	BESCO WATER TREATMENT, INC	20029	P	G 11-261-4220-000-000-0000	Water Cooler Rent - July	76.00	76.00
A14210	07/16/25	15613	CAPITAL REGION AIRPORT	20050	C	V 61-261-4210-000-000-0000	July Rent & Utilities	3,463.42	3,463.42
A14211	07/16/25	15966	CLARKE, ALICIA			X 21-216-2310-000-041-0000	Social Work 643 - Class & Book	1,057.12	1,057.12
A14212	07/16/25	46233	CLEAR RATE COMMUNICATIONS,	20040	P	G 11-261-3410-000-000-0000	July Services	357.63	357.63
A14213	07/16/25	15611	EMBARK CORPORATION	20049	C	V 61-127-3450-000-000-0000	FY26 Application renewal 7/28/	6,500.00	6,500.00
A14214	07/16/25	15689	GET 'EM AND GO PLUS MORE LLC	20033	C	X 21-271-3310-000-000-9140	7/1 & 7/2 Transportation svcs	892.48	892.48

Check Register

Eaton RESA

Type of Checks: All

Date Range: 07/01/2025 to 07/31/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A14215	07/16/25	13905	KSS ENTERPRISES		G	11-261-5990-000-000-0000	Restorative & Finish Pad	342.31	342.31
A14216	07/16/25	00420	LANSING COMMUNITY COLLEGE	20044	C	V 61-127-3730-000-999-9504	Robotics Course Fees	469.37	
				20044	C	V 61-127-3730-000-999-9507	Law Enforcement Course Fees	3,726.64	
				20044	C	V 61-127-3730-000-999-9511	Criminal Justice Course Fees	9,140.51	
				20044	C	V 61-127-3730-000-999-9512	Construction Course Fees	5,613.24	
				20044	C	V 61-127-3730-000-999-9515	Auto Course Fees	4,693.42	
				20044	C	V 61-127-3730-000-999-9518	Machining Course Fees	4,630.26	
				20044	C	V 61-127-3730-000-999-9519	Welding Course Fees	4,611.20	
				20044	C	V 61-127-3730-000-999-9523	Sports Med Course Fees	6,720.00	
				20044	C	V 61-127-3730-000-999-9525	Health Tech Course Fees	8,482.25	48,086.89
A14217	07/16/25	14916	SOHN LINEN SERVICE, INC		G	11-261-5992-000-000-0000	Door Mat Rental	181.69	181.69
A14218	07/23/25	13858	ACCUSHRED, LLC	20072	P	G 11-261-3840-000-000-0000	July Services - Packard	114.95	114.95
A14219	07/23/25	14848	AMAZON CAPITAL SERVICES, INC	19848	C	G 11-221-3220-500-000-3430	Address labels/dividers/3 ring	9.78	
				19848	C	G 11-221-3220-530-000-3430	Address labels/dividers/3 ring	29.32	
				19848	C	G 11-221-3220-560-000-3430	Address labels/dividers/3 ring	29.33	
				19848	C	G 11-221-3220-565-000-3430	Address labels/dividers/3 ring	29.33	
				19848	C	G 11-221-3221-000-000-3430	Address labels/dividers/3 ring	78.24	
				19992	P	G 11-221-5990-000-000-7673	Large pencil organizers - 6	79.95	
				19992	C	G 11-221-5990-000-000-7673	Books/Playdoh/Crayons/sticky n	2,438.25	
				20030	C	X 21-213-5990-000-000-9310	Avery divider tabs and 4" Bind	89.69	
				20034	C	X 21-218-5990-000-000-0000	Per strip/legal pads/box cutte	128.83	2,912.72
A14220	07/23/25	14486	ASAP PRINTING	20087	C	G 11-221-5910-000-000-0000	Business cards/C.Webber&R.Brow	31.72	
				20087	C	G 11-221-5910-000-000-7863	Business cards/M.Gregory	15.86	
				20087	C	G 11-221-5990-000-919-9303	Business cards/J.Hoort	15.86	
				20087	C	G 11-226-5990-000-000-6351	Business cards/A.Chamberlain	15.86	79.30
A14221	07/23/25	01194	BESCO WATER TREATMENT, INC	20029	P	G 11-261-5990-000-000-0000	Water Delivery	202.42	202.42
A14222	07/23/25	13740	CLARK HILL PLC	20073	C	G 11-231-3170-000-000-0000	Services through 5/31/2025	335.00	335.00
A14223	07/23/25	13859	D & D MAINTENANCE SUPPLY, INC		G	11-261-5990-000-000-0000	HD Liner	160.36	160.36
A14224	07/23/25	94460	HASSEL FREE FUELS		G	11-261-5710-000-000-0000	S/C PACK TRUCK GASOLINE	77.75	77.75
A14225	07/23/25	44684	EPARS (403B)		G	12-451-0015-000-000-0000	TSA 403B	8,678.89	
					G	12-451-0015-000-000-0000	TSA 403B BOE PD	2,728.35	
					G	12-451-0015-000-000-0000	TSA 403B ROTH	1,124.00	
					G	12-451-0015-000-000-0000	457	550.00	13,081.24
A14226	07/23/25	14138	FADER, BRYANNA YVONNE		X	21-212-3210-000-080-0000	July Mileage	233.10	233.10
A14227	07/23/25	44608	FOXBRIGHT SOLUTIONS	20081	C	G 11-284-3450-000-000-0000	CMS - Hosting, main & support	5,198.00	5,198.00
A14228	07/23/25	15689	GET 'EM AND GO PLUS MORE LLC	20105	C	X 21-271-3310-000-000-9143	7/8 - 7/10 Transportation svcs	1,488.72	1,488.72
A14229	07/23/25	15602	LAUTZ E FLIPS, LLC	19866	P	X 21-261-4210-000-000-0000	July - Consumers	58.41	58.41
A14230	07/23/25	12684	MEA FINANCIAL SERVICES, INC.		G	12-451-2500-000-000-0000	Aug Premiums	178.10	178.10

Check Register

Eaton RESA

Type of Checks: All

Date Range: 07/01/2025 to 07/31/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A14231	07/23/25	15587	MIDA, SARAH		X	21-219-5990-000-000-9143	QD/Walmart - Donuts/Boots/Snac	113.51	113.51
A14232	07/23/25	00301	NEOLA INC	20080 C	G	11-231-3150-000-000-0000	Update svcs - Vol 40 no 1	1,375.00	1,375.00
A14233	07/23/25	39160	QUILL CORPORTATION	20092 C	V	61-212-5910-000-000-0000	8.5 x 11 Copy paper cartons	497.88	497.88
A14234	07/23/25	13018	SIMON, BRITTANY		X	21-221-3220-000-080-0000	Mi Implicit Bias Conference -	14.99	14.99
A14235	07/23/25	15743	ASHLEY COMMUNITY SCHOOLS		V	61-411-8510-000-000-3510	61s FFA SUPPORT	40,989.93	40,989.93
A14236	07/23/25	13883	BAY-ARENAC ISD		V	61-411-8510-000-000-3510	61s FFA SUPPORT	5,460.13	5,460.13
A14237	07/23/25	13041	BELLINGAR, KRISTIN R		X	21-212-3210-000-080-0000	Jan - May Mileage	374.01	374.01
A14238	07/23/25	13733	BELTON, MELEA T.		G	11-212-3210-000-000-2251	Oct & Nov Mileage	321.53	321.53
A14239	07/23/25	07360	CHARLOTTE PUBLIC SCHOOL		X	20-518-9210-030-901-9214	ECSE GSRP	(4,856.00)	
					X	20-518-9210-030-901-9214	BCBA June	(47.11)	
					X	21-411-8512-030-000-0000	2023-24 DS Projected Initial S	19,565.00	
					X	21-411-8518-030-000-0000	Gross Allocation Adj	859.00	
					V	61-411-8510-000-000-3510	61s FFA SUPPORT	9,149.28	24,670.17
A14240	07/23/25	15675	CHILDTIME CHILDCARE INC.		G	11-441-8511-000-000-3430	GSRP - June	14,155.47	14,155.47
A14241	07/23/25	13740	CLARK HILL PLC	20099 C	X	21-226-3170-000-000-0000	Services through 05/31/25	2,911.00	
				20096 C	X	21-226-3170-000-000-0000	Services through 04/30/2025	284.00	3,195.00
A14242	07/23/25	15782	DANSVILLE SCHOOLS		V	61-411-8510-000-000-3510	61s FFA SUPPORT	38,380.92	38,380.92
A14243	07/23/25	14138	FADER, BRYANNA YVONNE		X	21-212-3210-000-080-0000	June Mileage	242.20	242.20
A14244	07/23/25	15540	FELSING, SARAH		G	11-221-3210-000-000-0000	April - June Mileage	147.98	147.98
A14245	07/23/25	19060	GRAND LEDGE PUBLIC SCHOOLS	20077 C	G	11-221-8220-000-000-7673	Sub Reimbs - Wonderyears	3,071.40	
					X	20-518-9210-060-901-9214	ECSE GSRP	38,848.00	
					X	20-518-9210-060-901-9214	BCBS June	(848.07)	
					X	21-411-8512-060-000-0000	203-24 DS Projected Initial Se	49,096.00	
					X	21-411-8518-060-000-0000	Gross Allocation Adj	2,032.00	
				20095 C	V	61-127-3110-000-000-4490	GL Transportation Reimbs	147.69	92,347.02
A14246	07/23/25	00709	HAZELMAN, MARGO		V	61-127-5990-000-000-9999	Skills USA - Uber/Meals/Studen	570.84	570.84
A14247	07/23/25	13369	INSIGHT SCHOOL OF MICHIGAN		G	11-411-8510-000-000-6013	Titile I - May & June	11,725.34	
					X	21-411-8510-903-000-8010	May\June IDEA	29,139.52	40,864.86
A14248	07/23/25	15791	ISHPEMING PUBLIC SCHOOL		V	61-411-8510-000-000-3510	61s FFA SUPPORT	44,931.94	44,931.94
A14249	07/23/25	15793	JONESVILLE COMMUNITY		V	61-411-8510-000-000-3510	61s FFA SUPPORT	48,363.00	48,363.00
A14250	07/23/25	00420	LANSING COMMUNITY COLLEGE		V	61-127-5993-000-000-0000	Catering - 05/08/2025	945.00	945.00
A14251	07/23/25	46477	LANSING SCHOOL DISTRICT		G	11-411-8510-020-000-3310	ADULT ED 107 LANSING - 06/30/2	161,087.28	161,087.28
A14252	07/23/25	15331	LEALE, NATHAN J		G	11-226-3210-000-000-0000	Feb - May Mileage	222.60	222.60
A14253	07/23/25	13901	MANER COSTERISAN & ELLIS PC		G	11-231-3180-000-000-0000	Progress bill - ended June 202	2,500.00	2,500.00
A14254	07/23/25	29560	MAPLE VALLEY PUBLIC SCHOOLS		X	20-518-9210-065-901-9214	ECSE GSRP	(9,712.00)	
					X	20-518-9210-065-901-9214	BCBA June	(70.67)	
					X	21-411-8512-065-000-0000	2023-24 DS Projected Initial S	14,056.00	
					X	21-411-8518-065-000-0000	Gross Allocation Adj	328.00	4,601.33

Check Register

Eaton RESA

Type of Checks: All

Date Range: 07/01/2025 to 07/31/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A14255	07/23/25	15448	MERRILL, JAMIE		G	11-212-3210-000-000-2251	April Mileage	302.89	
					G	11-212-3210-000-000-2251	March Mileage	160.02	462.91
A14256	07/23/25	15587	MIDA, SARAH		X	21-219-3210-000-000-0000	May - June Milage	303.94	
					X	21-219-5990-000-000-9143	Sparkforce - Walmart boots/Bjs	350.08	654.02
A14257	07/23/25	15799	MUSKEGON AREA INTERMEDIATE		V	61-411-8510-000-000-3510	61s FFA SUPPORT	48,312.17	48,312.17
A14258	07/23/25	13646	MYERS PLUMBING & HEATING INC.		G	11-261-4111-000-000-0000	Southridge - Repaired AHU unit	812.89	
					G	11-261-4111-000-000-0000	Southridge - Replaced thermost	487.52	1,300.41
A14259	07/23/25	15247	PEOPLE DRIVEN TECHNOLOGY,	19670	C	G 11-284-6420-000-000-0000	Dell Pro 14 Plus	2,691.00	2,691.00
A14260	07/23/25	37660	POTTERVILLE PUBLIC SCHOOL		X	20-518-9210-090-901-9214	BCBA June	(777.40)	
					X	21-411-8512-090-000-0000	2023-24 DS Projected Initial S	8,918.00	
					X	21-411-8518-090-000-0000	Gross Allocation Adj	(4,039.00)	4,101.60
A14261	07/23/25	15998	QTURN LLC	19418	C	G 11-221-3190-000-000-7673	YRBS Grand Work - 8.1.24 - 7.3	11,122.25	
				19419	C	G 11-221-3190-000-000-7673	Evaluation support - 8.1.24 -7	12,482.89	23,605.14
A14262	07/23/25	46007	RELEVANT ACADEMY OF EATON		X	21-411-8518-901-000-0000	Gross Allocation Adj	24.00	24.00
A14263	07/23/25	15806	SANILAC INTERMEDIATE SCHOOL		V	61-411-8510-000-000-3510	61s FFA SUPPORT	48,363.00	48,363.00
A14264	07/23/25	45860	THRUN, MAATSCH, AND	20098	C	G 11-231-3170-000-000-0000	Services through 05/29/2025	67.00	
				20097	C	G 11-231-3170-000-000-0000	Services through 04/24/25	167.50	
				20097	C	X 21-226-3170-000-000-0000	Services through 04/24/25	413.50	648.00
A14265	07/23/25	15814	BD OF EDUC. HURON COUNTY		V	61-411-8510-000-000-3510	61s FFA SUPPORT	3,005.66	3,005.66
A14266	07/23/25	15900	WACOUSTA COOPERATIVE		G	11-441-8513-000-000-3430	GSRP - June & May	24,731.51	
					G	11-445-8510-000-343-3430	June GSRP Start-Up	4,984.99	29,716.50
A14267	07/23/25	14115	WILLIAMS, SEAN M		G	11-232-3220-000-000-0000	Jun MAISA conf mileage	65.80	65.80
A14268	07/24/25	46007	RELEVANT ACADEMY OF EATON		G	12-141-3000-000-000-0000	July State Aid	(1,726.20)	
					G	12-421-1902-000-000-0000	July State Aid	76,191.10	74,464.90
A14269	07/24/25	91627	CELICO PARTNERSHIP		G	11-261-3410-000-000-0000	June - *S/C TELEPHONE EXPENSE	1,424.01	
					G	11-261-3490-000-000-0000	June - GE Broadband Wireless	72.02	1,496.03
A14270	07/31/25	91734	LIGHTNING LITHO INC.	19993	C	X 21-226-5910-000-082-0000	Procedural Safeguard Handbooks	2,501.96	2,501.96
A14271	07/31/25	14848	AMAZON CAPITAL SERVICES, INC	20045	P	G 11-131-5110-000-000-3310	GED Test prep/Dictionary/thsau	2,855.56	
				20045	P	G 11-132-5990-000-000-3310	GED Test prep/Dictionary/Thesa	2,855.57	
				20116	C	G 11-221-5990-000-000-7673	Spiral Notebooks - 60 pack	62.99	
				20045	P	G 11-226-5910-000-000-3310	Scissors/Tape	64.36	
				20112	C	G 11-311-5990-000-000-3430	Wooden puzzles	13.98	
				20086	P	X 21-226-5990-000-080-0000	2 pocket folders - light blue	14.39	
				20086	C	X 21-226-5990-000-080-0000	Phone charger/legal pads/post	123.98	
				20085	C	V 61-212-5910-000-000-0000	Colored paper/laptop bag/toner	768.35	6,759.18
A14272	07/31/25	15845	CLARK, RACHAEL		X	21-212-3210-000-080-0000	July Mileage	229.25	229.25
A14273	07/31/25	13029	DEVOLDER-HICKS, SHEILA		X	21-212-3210-000-080-0000	July Mileage	225.33	225.33
A14274	07/31/25	15689	GET 'EM AND GO PLUS MORE LLC	20125	C	X 21-271-3310-000-000-9143	7/15-7/17 Transportation svcs	1,614.24	1,614.24

Check Register

Eaton RESA

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Date Range: 07/01/2025 to 07/31/2025

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A14275	07/31/25	15474	LEBEDINTSEV, VLADISLAV		V	61-226-3220-000-000-0000	July 14-16 ACTE Summer Conf -	120.40	120.40
A14276	07/31/25	12772	PAUL H. BROOKES PUBLISHING	20122 C	G	11-221-4140-000-000-3430	ASQ Annual Sub	424.95	
				20122 C	G	11-221-4141-000-000-3430	ASQ Family Access	424.95	849.90
A14277	07/31/25	15703	PROMER, MARLENE		X	21-212-3210-000-080-0000	July Mileage	162.82	162.82
A14278	07/31/25	13834	R.A. DINKEL & ASSOCIATES, INC.	20009 C	G	11-221-5110-000-000-7673	Grade 5 Lesson Kit	221.35	221.35
A14279	07/31/25	16078	SELLECK, CAITLIN J		G	11-331-3192-000-000-2781	July hrs - Talking is Teaching	125.00	125.00
A14280	07/31/25	16056	SELLECK, ELYSE		G	11-331-3192-000-000-2781	July hrs - Talking is Teaching	412.50	412.50
A14281	07/31/25	16055	STOVER, MARIESA		G	11-331-3192-000-000-2781	July hrs - Talking is Teaching	412.50	412.50
A14282	07/31/25	95910	TEACHING STRATEGIES, LLC	20128 C	G	11-221-4140-000-000-3430	Gold Archives & Portfolios	2,605.75	
				20128 C	G	11-221-4141-000-000-3430	Gold Archives & Portfolios	2,605.75	5,211.50
A14283	07/31/25	13355	WALDROP, CARLY R		X	21-212-3210-000-080-0000	July Mileage	204.96	204.96
A14284	07/31/25	15741	ALLEGAN AREA EDUCATIONAL		V	61-411-8510-000-000-3510	61s FFA SUPPORT	46,533.90	46,533.90
A14285	07/31/25	14755	ALMA PUBLIC SCHOOLS		V	61-411-8510-000-000-3510	61s FFA SUPPORT	44,934.89	44,934.89
A14286	07/31/25	15742	BD OF EDU - ALPENA CO.		V	61-411-8510-000-000-3510	61s FFA SUPPORT	4,370.48	4,370.48
A14287	07/31/25	15745	BELDING AREA SCHOOLS		V	61-411-8510-000-000-3510	61s FFA SUPPORT	47,443.03	47,443.03
A14288	07/31/25	15749	BRECKENRIDGE COMMUNITY		V	61-411-8510-000-000-3510	61s FFA SUPPORT	29,596.83	29,596.83
A14289	07/31/25	13733	BELTON, MELEA T.		G	11-212-3210-000-000-2251	Dec Mileage	81.47	
					G	11-212-3210-000-000-2251	Jan - Mar Mileage	572.88	654.35
A14290	07/31/25	15682	CALEDONIA COMMUNITY		V	61-411-8510-000-000-3510	61s FFA SUPPORT	13,741.65	13,741.65
A14291	07/31/25	07360	CHARLOTTE PUBLIC SCHOOL	18248 C	G	11-257-8220-000-000-0000	Courier fee - June	280.00	
					G	11-411-8510-000-000-6013	Title I - additional targeted	4,984.15	5,264.15
A14292	07/31/25	90023	DEAN TRANSPORTATION, INC.	18282 P	X	21-271-3310-030-000-0000	June SY Bus & Driver - CPS	3,957.49	
				18282 P	X	21-271-3310-050-000-0000	June SY Bus & Driver - ERPS	572.52	
				18282 P	X	21-271-3310-060-000-0000	June SY Bus & Driver - GLPS	3,294.55	
				18282 C	X	21-271-3310-060-000-0000	June SY Attendant - GLPS	643.56	8,468.12
A14293	07/31/25	15787	HASTINGS AREA SCHOOL SYSTEM		V	61-411-8510-000-000-3510	61s FFA SUPPORT	48,363.00	48,363.00
A14294	07/31/25	93391	JACKSON COUNTY ISD		V	61-411-8510-000-000-3510	61s FFA SUPPORT	48,363.00	48,363.00
A14295	07/31/25	15795	MANCHESTER COMMUNITY		V	61-411-8510-000-000-3510	61s FFA SUPPORT	20,470.99	20,470.99
A14296	07/31/25	13646	MYERS PLUMBING & HEATING INC.		G	11-261-3190-000-000-4470	06/27 - remove & replace 2 dri	9,040.00	9,040.00
A14297	07/31/25	15174	OWOSSO PUBLIC SCHOOLS		V	61-411-8510-000-000-3510	61s FFA SUPPORT	48,363.00	48,363.00
A14298	07/31/25	37660	POTTERVILLE PUBLIC SCHOOL		G	11-411-8510-000-000-3430	GSRP - Feb - Jun	162,975.21	
					G	11-411-8510-000-343-3430	Nov -Jun GSRP Start Up	4,122.92	167,098.13
A14299	07/31/25	15290	WEBER, CHARLES J		G	11-221-3220-000-000-7863	06/24 Confr mileage	66.22	66.22
Sub Total:								\$1,901,238.57	
Register Total:								\$3,939,833.27	

BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

I. DATE OF BOARD MEETING: August 20, 2025

II. AGENDA ITEM TITLE: Out of State Travel Request

III. TYPE OF AGENDA ITEM: *(Place an X in the box you select)*

	Presentation
	Consent Agenda <i>(replacement of/transfer to/resignation from existing positions are consent agenda)</i>
X	Action/Approval <i>(new positions/FTE increases for existing positions are action items)</i>
	Information

IV. AGENDA ITEM DESCRIPTION:

Purpose and background: *Kim Thalison, Director of School Wellness & Prevention, is requesting board approval for her to attend the International Certification and Reciprocity Consortium Stakeholders Meeting in San Antonio, Texas. Kim is the vice-chairperson for the Michigan Certification Board for Addiction Professionals (MCBPA) and has been invited to attend due to her leadership on the Board. All expenses will be reimbursed by MCBAP.*

- a) **Cost:** \$1,939 (reimbursed by MCBAP)
- b) **Timeframe/term of agreement:** October 5, 2025 to October 7, 2025
- c) **List Supporting materials/attachments, if any:** Pre-Conference Form

V. RECOMMENDATION: *(Place an X in the box you select)*

X	Approve
	Authorize the Superintendent to execute agreement
	Approve the increase of FTE: Position _____ FTE Increase _____
	Award a bid
	Other:

VI. RECOMMENDED BY: Kim Thalison, Director of School Wellness & Prevention Services

NEWSLETTER

IC&RC



WELCOME SUMMER!

July marks the heart of summer. A time for energy, connection, and growth. We're thrilled to bring you the latest from IC&RC, including important reminders, and engagement opportunities.

Thanks for staying connected with us. Here's to a summer of shared success!

THANK YOU FOR YOUR NOMINATIONS

A heartfelt thank you to the Boards who submitted nominations for the **IC&RC Professional of the Year Awards!** Your submissions shine a light on the dedication, passion, and impact professionals are making in the SUD, Prevention, and Peer Recovery profession.

We look forward to announcing the winners at the Annual Stakeholder Meeting in San Antonio, TX.

Be sure to visit our website in October to view the award recipients' photos and read their bios on the **Awards page**. You won't want to miss learning more about these outstanding professionals!

The Award Winners will also be spotlighted in the Counselor Magazine and on IC&RC's LinkedIn page.

UPDATED CANDIDATE GUIDES

Please ensure all of your Board's materials reflect the most recent version of the IC&RC Candidate Guides. Recent updates have been made, and it is essential that applicants receive the most accurate and up-to-date information available.

In lieu of listing content domains, we strongly recommend Boards include direct links to the Candidate Guides within their materials and on their website. This helps ensure consistency and guarantees all applicants are referencing the correct content for their exam preparation.



YOUR CHANCE TO BE FEATURED

If you have a recipe that improves wellness, please share it for a chance to be featured in our Newsletter. If you would like to share a photo of you with the finished product, we will post your photo with the recipe!

[Click here to contact Samantha.](#)

INSIDE THIS ISSUE

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“Empowering SUD Professionals Worldwide”

THANK YOU NEW HAMPSHIRE PREVENTION

We are proud to award incredible professionals who are making a difference in the SUD, Prevention, and Peer Recovery profession. This would not be possible without the support and dedication of our outstanding boards. Thank you New Hampshire Prevention for taking the time to nominate deserving individuals for recognition each year. Your commitment to uplifting excellence in our community makes a real impact and inspires others to reach higher.

Do you have something exciting happening at your Board? A recent achievement, innovative program, or inspiring success story? We want to hear from you! Send your stories to [Samantha](#) for a chance to be featured in our next Newsletter or a LinkedIn Spotlight Post.

COMMENT ON OUR POSTS

We would love to hear from you on LinkedIn. Drop a comment on our posts, tag **IC&RC** and use **#ICRC** for a personalized shoutout. [Click here](#) to follow IC&RC!

MEMBERSHIP DUES

As we approach the mid-year mark, it is time to complete the **Membership Dues Report**. The deadline is **Tuesday, July 15**.

If you have not submitted the information, you can do so by [clicking here](#) to access the Annual Membership Dues Report form. We've designed the process to be straightforward and user-friendly, and to further assist you, we've provided a brief [video tutorial](#) to walk you through each step.

Your prompt submission of this information is truly appreciated.

DON'T MISS OUT

Join us for at the Annual Stakeholder Meeting in San Antonio, TX!

Stay tuned for Tips for Your Trip and other helpful details to make planning your visit easy and enjoyable.

[Click here to register.](#)

DID YOU KNOW

- Due to high temperatures and thermal expansion, the Eiffel Tower grows slightly taller on hot days.
- Frisbees were invented as pie plates and accidentally became a fun summer activity.
- The largest ice cream scoop ever made weighed 8,870 pounds.

STAY CONNECTED

Visit us at: [IC&RC](#)

Follow us on LinkedIn: [IC&RC](#)





UPCOMING MEETINGS

Administrator's Meeting (virtual)
July 28, at 12:30 PM PST / 1:30 PM MST /
2:30 PM CST / 3:30 PM EST

Annual Stakeholder Meeting
October 6-7, in San Antonio, TX

YOU'RE INVITED! ANNUAL STAKEHOLDER MEETING

Join us in vibrant San Antonio, TX, for our Annual Stakeholder Meeting! This year's gathering promises engaging sessions, valuable updates, and meaningful networking opportunities, all set against the backdrop of one of Texas' most historic cities. [Click here](#) to register for the meeting.

We are excited to host several social events, including an evening River Walk Boat Tour and a private tour of the Alamo. And don't miss our casual Meet & Greet on October 5, a perfect opportunity to connect with fellow stakeholders, leadership, and IC&RC Team Members in a relaxed, friendly setting. [Click here](#) to sign up for the social events.

We look forward to seeing you there!

*“Leading the World in Credentialing for Prevention,
SUD & Recovery Professionals”*

RECIPES THAT SUPPORT RECOVERY

FUELING RECOVERY

For both physical and mental health, nutrition plays a vital role in the recovery journey. Nutrient-dense foods replenish lost nutrients, support organ repair, and improve cognitive function. For example:

- Leafy greens (like spinach and kale) provide nutrients for energy and mood.
- Whole grains (quinoa, oats, brown rice) help balance blood sugar.
- Lean proteins (chicken, fish, eggs, tofu, beans) support muscle repair and brain function.
- Healthy fats (avocado, olive oil, flaxseeds, salmon) reduce inflammation.
- Colorful fruits and vegetables (berries, bell peppers, carrots, and sweet potatoes) offer antioxidants for overall healing.



In essence, eating well helps the body and brain heal together. [Click here](#) for a Breakfast Lemon-Blueberry Oatmeal Cake recipe, perfect for starting the day with nutrient-dense foods that support recovery.



Kimberly Thalison <kthalison@eatonresa.org>

IC&RC Annual Stakeholders Meeting

1 message

MCBAP Jennifer Mitchell <jmitchell@mcbap.com>

Mon, Aug 4, 2025 at 2:44 PM

To: "beverlychisholm5@gmail.com" <beverlychisholm5@gmail.com>, "dikajane@gmail.com" <dikajane@gmail.com>, "ekent@nmu.edu" <ekent@nmu.edu>, "Eric J. Horwood" <ejhorw@kalcounty.com>, "hoepfner@ceicmh.org" <hoepfner@ceicmh.org>, "jill@coaction360.net" <jill@coaction360.net>, Kevin Tew <KevinT@mrsinc.org>, "Kimberly \"Kim\" Shewmaker" <kimbsh@comcast.net>, "KristieRSchmiege@gmail.com" <KristieRSchmiege@gmail.com>, "kthalison@eatonresa.org" <kthalison@eatonresa.org>, "Larry Davis (ldavis46436@gmail.com)" <ldavis46436@gmail.com>, "njones@greatlakesrecovery.org" <njones@greatlakesrecovery.org>, "Phillip Millerov (pmillerov@gmail.com)" <pmillerov@gmail.com>, "pmosby41@gmail.com" <pmosby41@gmail.com>, "skl2@comcast.net" <skl2@comcast.net>, "Walker & Walker Associates, LLC" <walkerwalkerassociatesllc@gmail.com>

Dear MCBAP Board of Directors,

The MCBAP Executive Committee is pleased to share that, following the procedure established by the Board last year, Kim Thalison and Andria Walker have been selected to represent MCBAP at the upcoming IC&RC Stakeholders Meeting this fall. In the event that either Kim or Andria is unable to attend, Phil Millerov will serve as the alternate. Thank you to everyone who expressed interest in attending.

Kim and Andria, please make your travel arrangements at your earliest convenience. Reimbursement requests should be submitted to me within 30 days of the conclusion of the event, and all receipts must be included. I will forward any updates or communications from IC&RC (such as the one attached) as they become available. Please be sure to register using the link in the attached document. Note that MCBAP will not reimburse for any of the optional social events listed. Kim has already confirmed her attendance. Andria, please confirm your availability as soon as possible.

If you have any questions or need assistance, don't hesitate to reach out.



Jennifer E. Mitchell, LPC, CCS, CAADC

Executive Director

Michigan Certification Board for Addiction Professionals

517.347.0891

mcbap.com

616 S. Creyts Road Suite A, Lansing, MI 48917





IC&RC Newsletter Jul. 2025.pdf

876K



School Year 25-26

Pre-Conference Request Form

To be completed 2 weeks prior to In State travel / 4 weeks prior to Board Meeting if Out Of State

Conference Information

Employee Name Kimberly Thalison Dept: School Wellness & Prevention Services
 Conference Date(s) October 5-7
 Conference Title IC & RC Annual Stakeholder Meeting
 Conference Location San Antonio, TX

Registration

Will Self-Register and Pay in Full _____ Registration Cost: \$ 100
 Account #: _____
 Vendor Name International Certification and Reciprocity Consortium
 Vendor Address PO Box 61227, Harrisburgh PA
 Is this a Group Registration no
 If yes, please provide name(s) of other employees in group

Other Expenses (Items to be reimbursed after conference with supporting documentation)

Enter 0 in the normal commute field if your normal commute is more than the distance to/from the conference **Miles**
 Mileage from departure (address) Detroit Airport
 to conference (address) _____ 106.00
 Subtract my normal commute (if leaving from home or other non base work location) 41.00
Equals reimbursable one-way mileage 65.00
Roundtrip mileage 130.00
Total estimated mileage for conference timeframe 130.00 @ _____ = \$ 0.00
 Other Travel (Air, Train, Bus):-Air 450.00
 Other (Parking, Shuttle, Taxi, Books, etc...): _____ 150.00
 Meals 195.00

Per diem is \$55* for meals plus tips up to 20%, daily max. of \$66 - See Directions tab regarding pre-approval for *increased per diem for Major Cities.

Lodging Expense (Note: ENSURE hotel has copy of ERESA Tax Exemption Certificate)

of Nights: 4.00 Daily Rate (include taxes/fees): 261.00 \$ 1,044.00
 Acct # _____
 Hotel Name Hyatt Regency Riverwalk
 Hotel Address 123 Lasoya Street, San Antonio TX



Rationale for Attendance

I currently serve as the Vice Chairperson for the Michigan Certification Board for Addiction Professionals. IC&RC is the accrediting body providing testing and reciprocity services internationally for addiction professionals. As the vice chair person, I've been invited to attend this stakeholder meeting with expenses being reimbursed by MCBAP.

Total Est. Cost: \$ 1,939.00

Supervisor Approval for Attendance

Kimberly A Thalison

08/08/2025

Employee Signature

Date

Additional Required Approval for Out-Of-State/Overnight Travel or Major City Per Diem Increase

I certify that overnight travel was approved by the District Superintendent on _____.

I certify that out-of-state travel was approved by the ERESA BOE on _____.

I certify that per diem for meals may be increased to \$_____ due to the location of the conference.

Supervisor Signature

Superintendent Signature



Post-Conference Request Form

(To be completed upon return, even if no reimbursement is requested)

Conference Information

Employee Name _____ Dept: _____

Conference Date(s) _____

Conference Title _____

Conference Location _____

Actual Conference Expense

Attach all detailed receipts for which you are requesting reimbursement - attach original purchasing card receipts to P-Card statement.

	Estimated Approval	Actual Expense	ERESA Pre-Paid	ERESA PCARD Charges	Employee Reimbursement
Registration Fee	100.00				
Est. Mileage: <u>130.00</u> Miles @ _____	0.00				
Actual Mileage: _____					
Other Travel _____	450.00				
Lodging	1,044.00				
Meals (complete detail below)	195.00				
Other _____ (explain)	150.00				
Total	1,939.00				

Note: All meals must be supported by detailed receipts & names of participants if receipt is for more than one person.

New! As of July 1, 2019, staff are allowed a per diem of \$55* for meals plus the costs of tips, which are reimbursable up to 20% for a maximum daily reimbursement of \$66.

* Major Cities per diem increase must have been pre-approved on the pre-conference form prior to travel.

BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

I. DATE OF BOARD MEETING: August 20, 2025

II. AGENDA ITEM TITLE: Out of State Travel Request

III. TYPE OF AGENDA ITEM: *(Place an X in the box you select)*

	Presentation
	Consent Agenda <i>(replacement of/transfer to/resignation from existing positions are consent agenda)</i>
X	Action/Approval <i>(new positions/FTE increases for existing positions are action items)</i>
	Information

IV. AGENDA ITEM DESCRIPTION:

Purpose and background: *Kim Thalison, Director of School Wellness and Prevention, is requesting board approval for Richada Brown to attend the National Association of Education and Homeless Children & Youth conference in Dallas, TX. The estimated costs are \$3,241, paid for with grant funding. The purpose of the conference is to align best practice procedures, outreach, and identification of youth experiencing homelessness.*

a) **Cost:** \$3,241

b) **Timeframe/term of agreement:** November 1, 2025 to November 4, 2025

c) **List Supporting materials/attachments, if any:** Pre-Conference Form

V. RECOMMENDATION: *(Place an X in the box you select)*

X	Approve
	Authorize the Superintendent to execute agreement
	Approve the increase of FTE: Position _____ FTE Increase _____
	Award a bid
	Other:

VI. RECOMMENDED BY: Kim Thalison, Director of School Wellness & Prevention Services



School Year 25-26

Pre-Conference Request Form

To be completed 2 weeks prior to In State travel / 4 weeks prior to Board Meeting if Out Of State

Conference Information

Employee Name Richada Brown Dept: School Wellness & Prevention Services
 Conference Date(s) 11/1/2025-11/4/2025
 Conference Title National Association for the Education of Homeless Children and Youth
 Conference Location Dallas, Texas

Registration

Will pay using P Card _____ Registration Cost: \$ 1000
 Account #: _____
 Vendor Name NAEHCY
 Vendor Address 302 Decatur Street SE Ste 102 Atlanta, GA 30312
 Is this a Group Registration no
 If yes, please provide name(s) of other employees in group

Other Expenses (Items to be reimbursed after conference with supporting documentation)

Enter 0 in the normal commute field if your normal commute is more than the distance to/from the conference **Miles**
 Mileage from departure (address) 1036 Endicott Ct. Apt 10
 to conference (address) Detroit Metro Airport 106.00
 Subtract my normal commute (if leaving from home or other non base work location) 15.00
Equals reimbursable one-way mileage 91.00
Roundtrip mileage 182.00
Total estimated mileage for conference timeframe 182.00 @ (0.70) = \$ 127.40

Other Travel (Air, Train, Bus): Air 600.00
 Other (Parking, Shuttle, Taxi, Books, etc.): Parking, Shuttle 200.00
 Meals 264.00

Per diem is \$55* for meals plus tips up to 20%, daily max. of \$66 - See Directions tab regarding pre-approval for *increased per diem for Major Cities.

Lodging Expense (Note: ENSURE hotel has copy of ERESA Tax Exemption Certificate)

Will pay with P Card _____
 # of Nights: 5.00 Daily Rate (include taxes/fees): 210.00 \$ 1,050.00
 Acct # _____
 Hotel Name Hyatt Regency Dallas
 Hotel Address 300 Reunion Boulevard Dallas, TX 75207



Rationale for Attendance

To gain more knowledge on how to better support the McKinney-Vento liaisons and students in each county experiencing homelessness. Equipping families with resources to regain independency.

Total Est. Cost: \$ 3,241.40

Supervisor Approval for Attendance

Richada Brown

08/11/2025

Employee Signature

Date

Additional Required Approval for Out-Of-State/Overnight Travel or Major City Per Diem Increase

I certify that overnight travel was approved by the District Superintendent on 08/12/2025.

I certify that out-of-state travel was approved by the ERESA BOE on _____.

I certify that per diem for meals may be increased to \$_____ due to the location of the conference.

Kimberly A Thalison

Supervisor Signature

Sean Williams

Superintendent Signature



Post-Conference Request Form

(To be completed upon return, even if no reimbursement is requested)

Conference Information

Employee Name _____ Dept: _____

Conference Date(s) _____

Conference Title _____

Conference Location _____

Actual Conference Expense

Attach all detailed receipts for which you are requesting reimbursement - attach original purchasing card receipts to P-Card statement.

	Estimated Approval	Actual Expense	ERESA Pre-Paid	ERESA PCARD Charges	Employee Reimbursement
Registration Fee	1,000.00				
Est. Mileage: <u>182.00</u> Miles @ _____ Actual Mileage: _____	127.40				
Other Travel _____	600.00				
Lodging	1,050.00				
Meals (complete detail below)	264.00				
Other _____ (explain)	200.00				
Total	3,241.40				

Note: All meals must be supported by detailed receipts & names of participants if receipt is for more than one person.

New! As of July 1, 2019, staff are allowed a per diem of \$55* for meals plus the costs of tips, which are reimbursable up to 20% for a maximum daily reimbursement of \$66.

* Major Cities per diem increase must have been pre-approved on the pre-conference form prior to travel.

🕒 Viewing in Central Time [Adjust](#)

RICHADA BROWN

rbrown@eatonresa.org



[Edit](#)

Attendee Organization (Full Name Only, acronyms are not acceptable)

Eaton Regional Education Service Agency

Attendee Title/Position

McKinney Vento Coordinator

Attendee Mobile

5174107175

Attendee Membership Status

Nonmember

Attendee Work Address

1790 Packard Hwy
Charlotte, Michigan 48813
USA

Accounting Office Phone Number

517-541-8922

Accounting Office Email Address

dhayes@eatonresa.org

REGISTRANT ADDITIONAL INFORMATION

Opt Out Question: Vendors/Exhibitors and Sponsors may be interested in communicating with you at a future date. Indicate if you wish to have your name and email address shared with them.

No

First and Last Name

Dawn Hayes

If you are attending the in-person conference, please select needed ADA accommodations.

N/A

If you have any dietary restriction(s), select the option(s) below:

N/A

Do you plan to submit a proposal to present at the NAEHCY Conference?

No

I grant permission to NAEHCY, contractors, and vendors to use my name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of NAEHCY to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

Yes

NAEHCY's number one priority is the health and safety of all Conference participants. Our goal is to hold a safe event, recognizing it is not possible to remove all risks, in particular concerning COVID-19. We will ensure every effort is taken to provide a safe environment for Conference attendees.

The policies outlined below, which apply to all in-person Conference attendees (including NAEHCY staff, Conference presenters, exhibitors, and volunteers), are consistent with recommendations from the CDC .

NAEHCY will continually monitor applicable requirements and public health recommendations and update the polices below as appropriate to best protect the health and safety of attendees. Please check this website periodically for updates.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS WAIVER, AND I CONSENT TO ITS TERMS

To attend the Event, we require that all attendees consent to a waiver of liability related to COVID-19. Please carefully review the waiver that follows and indicate your consent below.

I acknowledge the contagious and evolving nature of COVID-19 and voluntarily assume the risk that I may be exposed to the virus at the Event and become infected as a result. I accept sole responsibility for any potential illness or other harm (and any associated expense) related to my contracting the virus while attending the Event. I hereby release, covenant not to sue, discharge, and hold harmless NAEHCY, its employees, agents, and representatives from all liability of any kind related to COVID-19.

I will comply with all COVID-related policies that may be implemented by NAEHCY and the Venue and/or required by law. This includes, but is not limited to, requirements related to wearing a face covering, providing proof of vaccination and social distancing.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS WAIVER, AND I CONSENT TO ITS TERMS

SUMMARY

Item

Price

Admission Item

Pre-Conference and Conference
Registration (Sat-Tues)

\$950.00

Add Another Member

Feel Free to add additional members using "add another member option"

Previous

Cancel

Next

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BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

I. DATE OF BOARD MEETING: 08-20-2025

II. AGENDA ITEM TITLE: Out of State Conference Request

III. TYPE OF AGENDA ITEM: *(Place an X in the box you select)*

	Presentation
	Consent Agenda <i>(replacement of/transfer to/resignation from existing positions are consent agenda)</i>
X	Action/Approval <i>(new positions/FTE increases for existing positions are action items)</i>
	Information

IV. AGENDA ITEM DESCRIPTION:

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

The request is for Christy Lobdell, ERESA Assistive Technology/Instructional Technology Consultant and Makenzi Farmer, ERESA Augmentative & Alternative Communication Consultant to attend the Assistive Technology Industry Association (ATIA) Conference in Orlando, Florida from January 29, 2026 to January 31, 2026. This conference will provide both of our consultants a learning opportunity to deepen knowledge, skills, and network with leaders in the field of Assistive Technology. This will allow both consultants to bring back best practices to share with our local districts in service to students. There are conference funds budgeted to cover these costs.

b) **Cost:** A maximum amount of **\$4,774** for the 2025-2026 fiscal year.

c) **Timeframe/term of agreement:** N/A

d) **Supporting materials/attachments, if any:** Pre-Conference Request Forms from Christy Lobdell and Makenzi Farmer

V. RECOMMENDATION: *(Place an X in the box you select)*

X	Approve
	Authorize the Superintendent to execute the agreement
	Approve the increase of FTE:
	Award a bid
	Other:

VI. RECOMMENDED BY: Kelly Hager, Assistant Superintendent for Special Education

Get Our Emails



ATIA 2026 Registration Information

Prices have gone up for a lot of things, but we're proud to offer the same registration rates as last year to help stretch your budget further. Plus the ATIA conference offers flexible tiers, fees, and a group discount program. Multiple registration packages, including in-person and virtual, are available, allowing you to select the package that works best for you.

Register for ATIA 2026

In-Person Registration

Individual Registration Full Conference Registration

Includes access to the Exhibit Hall, Thursday Reception and Educational Sessions. Please note,

ATIA 2026

- Register
- Attendees
- Exhibitors
- Speakers
- Virtual Event
- Registration Information
- Hotel & Travel
- Pre-Conference Seminars
- Schedule at a Glance
- Exhibitor List
- Strands & Strand



Pre-Conference Seminars and CEUs require an additional fee.

- **Early Bird: \$580.00** (7/30/25 - 10/1/25)
- **Regular: \$665.00** (10/2/25 - 12/3/25)
- **Late: \$705.00** (12/4/25 - Onsite)

Single-Day Registration

One Day Thursday, Friday or Saturday

Includes access to education sessions and exhibit hall for the day. Please note Pre-Conference Seminars and CEUs require an additional fee and you may only select one Single-Day registration. If you want to attend for two or more days, you need to register at the Full Conference Registration level.

- **\$315.00**

Group Registration Discount

5+ Attendees

Includes access to the Exhibit Hall, Thursday Reception, and Educational Sessions. Please note, Pre-Conference Seminars and CEUs require an additional fee.

- **Early Bird: \$550.00** (7/30/25 - 10/1/25)
- **Regular: \$630.00** (10/2/25 - 12/3/25)
- **Late: \$665.00** (12/4/25 - Onsite)

Speaker Registration

Includes access to the Exhibit Hall, Thursday Reception, Educational Sessions and CEUs. Please note, Pre-Conference Seminars require an additional fee.

In-Person + Virtual Event Bundle

Virtual Event Only

CEU Fees

Pre-Conference Seminars

If you have any questions, please email registration@atia.org.



Contact Us

Assistive Technology Industry Association (ATIA)

1061 American Lane
Schaumburg, IL 60173-4973 USA

Toll-Free: 877-OUR-ATIA (687-2842)

E-mail: info@atia.org

Quick Links

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School Year 25-26

Pre-Conference Request Form

To be completed 2 weeks prior to In State travel / 4 weeks prior to Board Meeting if Out Of State

Conference Information

Employee Name Christy Lobdell Dept: Special Education
 Conference Date(s) January 29-January 31, 2026
 Conference Title ATIA - Assistive Technology Industry Association
 Conference Location Orlando, FL

Registration

Will pay using P Card _____ Registration Cost: \$ 580
 Account #: 21-221-3220-000-035-0000
 Vendor Name Assistive Technology Industry Association (ATIA)
 Vendor Address 1061 American Lane, Schaumburg, IL 60173-4973
 Is this a Group Registration yes
 If yes, please provide name(s) of other employees in group
 Makenzi Farmer is also requesting to attend this conference. However, it is not a group registration.

Other Expenses (Items to be reimbursed after conference with supporting documentation)

Enter 0 in the normal commute field if your normal commute is more than the distance to/from the conference **Miles**

Mileage from departure (address) <u>809 Greenwich Dr. Grand Ledge, MI</u>	
to conference (address) <u>DTW Airport</u>	<u>95.00</u>
Subtract my normal commute (if leaving from home or other non base work location)	<u>14.00</u>
Equals reimbursable one-way mileage	<u>81.00</u>
Roundtrip mileage	<u>162.00</u>
Total estimated mileage for conference timeframe <u>162.00</u> @ <u>(0.70)</u> = \$ <u>113.40</u>	
Other Travel (Air, Train, Bus): <u>Air</u>	<u>450.00</u>
Other (Parking, Shuttle, Taxi, Books, etc.): <u>Shuttle to and from Airport & Parking</u>	<u>150.00</u>
Meals	<u>264.00</u>

Per diem is \$55* for meals plus tips up to 20%, daily max. of \$66 - See Directions tab regarding pre-approval for *increased per diem for Major Cities.

Lodging Expense (Note: ENSURE hotel has copy of ERESA Tax Exemption Certificate)

Will pay with P Card _____
 # of Nights: 3.00 Daily Rate (include taxes/fees): 274.50 \$ 823.50
 Acct # _____
 Hotel Name Marriott Orlando World Center
 Hotel Address 8701 Orlando World Center Dr. Orlando, FL 32821



Rationale for Attendance

The ATIA annual national conference offers unparalleled professional learning opportunities from the foremost experts in the Assistive Technology (AT) and Augmentative and Alternative Communication (AAC) industry. Through diverse sessions, an expansive vendor hall, engaging poster presentations, a dedicated Maker Day, and collaborative evening "EdCamps," attendees can significantly grow their knowledge and skills, discuss common barriers, participate in problem-solving, and explore best practices for effective implementation. Attending this conference will strengthen the work of our newly formed Eaton County AT Team and the UDL Learning Lab series.

Total Est. Cost: \$ 2,380.90

Supervisor Approval for Attendance

Christy Lobdell

07/29/2025

Employee Signature

Date

Additional Required Approval for Out-Of-State/Overnight Travel or Major City Per Diem Increase

I certify that overnight travel was approved by the District Superintendent on _____.

I certify that out-of-state travel was approved by the ERESA BOE on _____.

I certify that per diem for meals may be increased to \$_____ due to the location of the conference.

Supervisor Signature

Superintendent Signature



Post-Conference Request Form

(To be completed upon return, even if no reimbursement is requested)

Conference Information

Employee Name _____ Dept: _____

Conference Date(s) _____

Conference Title _____

Conference Location _____

Actual Conference Expense

Attach all detailed receipts for which you are requesting reimbursement - attach original purchasing card receipts to P-Card statement.

	Estimated Approval	Actual Expense	ERESA Pre-Paid	ERESA PCARD Charges	Employee Reimbursement
Registration Fee	580.00				
Est. Mileage: <u>162.00</u> Miles @ _____	113.40				
Actual Mileage: _____					
Other Travel _____	600.00				
Lodging	823.50				
Meals (complete detail below)	264.00				
Other _____ (explain)	150.00				
Total	2,530.90				

Note: All meals must be supported by detailed receipts & names of participants if receipt is for more than one person.

New! As of July 1, 2019, staff are allowed a per diem of \$55* for meals plus the costs of tips, which are reimbursable up to 20% for a maximum daily reimbursement of \$66.

* Major Cities per diem increase must have been pre-approved on the pre-conference form prior to travel.



School Year 25-26

Pre-Conference Request Form

To be completed 2 weeks prior to In State travel / 4 weeks prior to Board Meeting if Out Of State

Conference Information

Employee Name Makenzi Farmer Dept: Special Education
 Conference Date(s) 1/29/26 - 1/31/26
 Conference Title Assistive Technology Industry Association (ATIA) Conference
 Conference Location Orlando World Center Marriott, 8701 World Center Drive, Orlando, Florida 32821

Registration

Will pay using P Card _____ Registration Cost: \$ 580
 Account #: 21-221-3220-000-035-0000
 Vendor Name Assistive Technology Industry Association (ATIA)
 Vendor Address 1061 American Lane Schaumburg, IL 60173-4973 USA
 Is this a Group Registration yes
 If yes, please provide name(s) of other employees in group
Christy Lobdell

Other Expenses (Items to be reimbursed after conference with supporting documentation)

Enter 0 in the normal commute field if your normal commute is more than the distance to/from the conference **Miles**
 Mileage from departure (address) 622 S Sheldon St Charlotte MI 48813
 to conference (address) 9000 Middlebelt Rd, Romulus, MI 48174 (airport) 92.70
 Subtract my normal commute (if leaving from home or other non base work location) 3.30
Equals reimbursable one-way mileage 89.40
Roundtrip mileage 178.80
Total estimated mileage for conference timeframe 178.80 @ (0.70) = \$ 125.16
 Other Travel (Air, Train, Bus): Air Travel 450.00
 Other (Parking, Shuttle, Taxi, Books, etc.): Parking & Shuttle 150.00
 Meals 264.00

Per diem is \$55* for meals plus tips up to 20%, daily max. of \$66 - See Directions tab regarding pre-approval for *increased per diem for Major Cities.

Lodging Expense (Note: ENSURE hotel has copy of ERESA Tax Exemption Certificate)

Will pay with P Card _____
 # of Nights: 3.00 Daily Rate (include taxes/fees): 274.50 \$ 823.50
 Acct # _____
 Hotel Name Orlando World Center Marriott
 Hotel Address 8701 World Center Drive, Orlando, Florida 32821



Rationale for Attendance

Attending the ATIA Conference is a critical professional development opportunity aligning with Eaton RESA's commitment to providing success for all students. As an AAC Consultant, my participation will allow me to explore the newest AAC equipment and software and enhance my clinical skills with new, evidence-based strategies from the dedicated AAC educational strand. The event also facilitates invaluable networking with researchers, clinicians, and AAC users, while providing access to the latest academic research and necessary ASHA CEUs.

Total Est. Cost: \$ 2,392.66

Supervisor Approval for Attendance

Makenzi Farmer

07/29/2025

Employee Signature

Date

Additional Required Approval for Out-Of-State/Overnight Travel or Major City Per Diem Increase

I certify that overnight travel was approved by the District Superintendent on _____.

I certify that out-of-state travel was approved by the ERESA BOE on _____.

I certify that per diem for meals may be increased to \$_____ due to the location of the conference.

Supervisor Signature

Superintendent Signature



Post-Conference Request Form

(To be completed upon return, even if no reimbursement is requested)

Conference Information

Employee Name _____ Dept: _____

Conference Date(s) _____

Conference Title _____

Conference Location _____

Actual Conference Expense

Attach all detailed receipts for which you are requesting reimbursement - attach original purchasing card receipts to P-Card statement.

	Estimated Approval	Actual Expense	ERESA Pre-Paid	ERESA PCARD Charges	Employee Reimbursement
Registration Fee	580.00				
Est. Mileage: <u>178.80</u> Miles @ _____	125.16				
Actual Mileage: _____					
Other Travel _____	600.00				
Lodging	823.50				
Meals (complete detail below)	264.00				
Other _____ (explain)	150.00				
Total	2,542.66				

Note: All meals must be supported by detailed receipts & names of participants if receipt is for more than one person.

New! As of July 1, 2019, staff are allowed a per diem of \$55* for meals plus the costs of tips, which are reimbursable up to 20% for a maximum daily reimbursement of \$66.

* Major Cities per diem increase must have been pre-approved on the pre-conference form prior to travel.

BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

I. DATE OF BOARD MEETING: 8/20/25

II. AGENDA ITEM TITLE: MASB Delegate Assembly Designation

III. TYPE OF AGENDA ITEM: *(Place an X in the box you select)*

Presentation

Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*

Action/Approval *(new positions/FTE increases for existing positions are action items)*

Information

IV. AGENDA ITEM DESCRIPTION:

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

The Michigan Association of School Board's 2025 Delegate Assembly will be held at the The Grand Traverse Resort in Traverse City Michigan, on October 23, 2025. The Eaton RESA Board needs to identify board members to offer motions and vote on issues during the Delegate Assembly. The Superintendent is recommending that the Board identify a delegate and an alternate to represent the Eaton RESA Board of Education based on members who are planning to participate in the upcoming MASB Conference and Delegate Assembly.

b) **Cost:** _____

c) **Timeframe/term of agreement:** _____ to _____

d) **List Supporting materials/attachments, if any:**

V. RECOMMENDATION: *(Place an X in the box you select)*

Appoint _____ as the delegate and _____ as the alternate delegate to represent the Eaton RESA Board of Education at the MASB Delegate Assembly on October 24, 2024.

Authorize the Superintendent to execute agreement

Approve the increase of FTE: Position _____ FTE Increase _____

Award a bid

Other: _____

VI. RECOMMENDED BY: Sean Williams, Superintendent

Fwd: MASB - Call for Delegates

6 messages

Sean Williams <smwilliams@eatonresa.org>
To: Amber Wetherell <awetherell@eatonresa.org>

Tue, Jul 22, 2025 at 10:05 AM

This will need to go on the next board agenda.

----- Forwarded message -----

From: **Brooke Wooley** <bwooley@masb.org>
Date: Tue, Jul 22, 2025 at 10:01 AM
Subject: MASB - Call for Delegates
To: <smwilliams@eatonresa.org>



Dear Sean,

MASB's 2025 Delegate Assembly will begin **Thursday, October 23 at 7 p.m.** at the Grand Traverse Resort and Spa in Acme. Delegates selected by boards of education across the state will decide MASB's positions on a wide variety of issues affecting education.

All delegates and alternates must be school board members. Only delegates and alternates named by your board may offer motions and vote on issues. However, all school board members may speak on the issues and participate in the debate. Your 2025-2026 MASB dues must be paid in order for a district to participate in the Delegate Assembly.

All delegates must be certified and submitted by Thursday, October 2. A link to certify the official voting delegates and alternates who will represent your board of education has been sent to your superintendent secretary. Please ensure that this topic is added to your next board meeting agenda.

If you have any questions, please feel free to contact me at bwooley@masb.org or 517.327.5915

Regards,
Brooke

Brooke Wooley | Board Liason
Michigan Association of School Boards
1001 Centennial Way, Suite 400 | Lansing, MI 48917
P: 517.327.5919 | C: 269.579.2052

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MICHIGAN ASSOCIATION OF SCHOOL BOARDS

[f](#) [X](#) [in](#) [▶](#)

Michigan Association of School Boards
1001 Centennial Way, Suite 400, Lansing, MI 48917
P: 517.327.5900 | F: 517.327.0775

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--
Dr. Sean Williams
Superintendent
Eaton Regional Education Service Agency
1790 Packard Hwy, Charlotte, MI 48813
Office Phone: 517-541-8720



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Sean Williams <smwilliams@eatonresa.org>
To: Amber Wetherell <awetherell@eatonresa.org>

Tue, Jul 22, 2025 at 10:34 AM

Here is the action item language:

MASB Delegate Assembly Designation: The Michigan Association of School Board's 2025 Delegate Assembly will be held at the Grand Traverse Resort and Spa in Acme, Michigan, on October 23, 2025. The Eaton RESA Board needs to identify board members to offer motions and vote on issues during the Delegate Assembly. The Superintendent is recommending that the Board identify a delegate and an alternate to represent the Eaton RESA Board of Education based on members who are planning to participate in the upcoming MASB Conference and Delegate Assembly.

[Quoted text hidden]

Amber Wetherell <awetherell@eatonresa.org>
To: Sean Williams <smwilliams@eatonresa.org>

Tue, Jul 22, 2025 at 12:04 PM

Adding!

Amber Wetherell
Executive Assistant to the Superintendent
awetherell@eatonresa.org | 517.541.8713
www.eatonresa.org



On Tue, Jul 22, 2025 at 10:05 AM Sean Williams <smwilliams@eatonresa.org> wrote:

[Quoted text hidden]

Sean Williams <smwilliams@eatonresa.org>
To: Amber Wetherell <awetherell@eatonresa.org>

Tue, Jul 22, 2025 at 12:59 PM

Thanks!

[Quoted text hidden]

Amber Wetherell <awetherell@eatonresa.org>
To: Sean Williams <smwilliams@eatonresa.org>

Fri, Aug 15, 2025 at 10:30 AM

Will there be any attachment for this outside of the agenda item request itself?

[Quoted text hidden]

--

[Quoted text hidden]

Sean Williams <smwilliams@eatonresa.org>
To: Amber Wetherell <awetherell@eatonresa.org>

Fri, Aug 15, 2025 at 10:58 AM

You could probably attach the letter

[Quoted text hidden]

BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

I. DATE OF BOARD MEETING: August 20, 2025

-

II. AGENDA ITEM TITLE: 2025-26 Meadowview, GSRP, and Adult Ed Student/Parent Handbooks

III. TYPE OF AGENDA ITEM: *(Place an X in the box you select)*

Presentation

Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*

Action/Approval *(new positions/FTE increases for existing positions are action items)*

Information

IV. AGENDA ITEM DESCRIPTION:

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

The superintendent is requesting that the Board approve the 2025-2026 Meadowview, GSRP, and Adult Ed Student/Parent Student/Parent Handbook

b) **Cost:** _____

c) **Timeframe/term of agreement:** _____ to _____

d) **List Supporting materials/attachments, if any:**

Handbooks

V. RECOMMENDATION: *(Place an X in the box you select)*

Approve

Authorize the Superintendent to execute agreement

Approve the increase of FTE: Position _____ FTE Increase _____

Award a bid

Other: _____

VI. RECOMMENDED BY: Sean Williams, Superintendent

Meadowview Student/Parent Handbook

2025-2026



At Meadowview School, we are one team committed to creating a safe, empowered learning environment where every student and staff member is supported and students are given opportunities to achieve their personal best.



Student/Parent Handbook

2025-2026 School Year

Meadowview School Administration

Dr. Sarah Parker, Director of Meadowview Programs & Technical Assistance

517.541.8751

sparker@eatonresa.org

Ash Markovic, Administrative Assistant

517.541.8750

amarkovic@eatonresa.org

Eaton RESA Administration

Kelly Hager, Assistant Superintendent of Special Education

517.541.8743

khager@eatonresa.org

Dr. Sean Williams, Eaton RESA Superintendent

517.541.8720

Meadowview Staff

ASD

Stephanie Ridenour, ASD 1
sridenour@eatonresa.org

SCI

(TBD), Elementary SCI

Mikel Kellogg, Secondary SCI
mkellogg@eatonresa.org

Gina Ried, Adult SCI
gried@eatonresa.org

EI

Kim Cook, Middle EI
kcook1@eatonresa.org

Angela Miller, High School EI
amiller@eatonresa.org

MoCI

Thomas Allen, Elementary MoCI
tallen1@eatonresa.org

Elizabeth Buchhop-Siler, Middle MoCI
esiler@eatonresa.org

Karen Larkin, High School MoCI
klarkin@eatonresa.org

Transition

Michelle O'Meara, Transition 1
momeara@eatonresa.org

Tiffani Lyon, Transition 2
tlyon@eatonresa.org

Beth Lundy, Creative Pulp Storefront
blundy@eatonresa.org

Eaton RESA Board of Education

Jack Temsey, President

Denise DuFort, Vice President

Debbie Roberts, Secretary

Alex Gonzalez, Treasurer

Mark Rushford, Trustee

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Meadowview School Main Campus

1790 E. Packard Hwy., Charlotte, MI 48813
Phone: 517.541.8750 | Fax: 517.940.4114

Meadowview-SCI Packard Program

Student School Hours:
8:30 a.m. to 2:48 p.m. Full Day
8:30 a.m to 11:20 a.m. Half Day

Meadowview-ASD/EI Packard Program

Student School Hours:
8:15 a.m. to 2:55 p.m. Full Day
8:15 - 11:15 a.m. Half Day

Meadowview School Off-Site Programs

Creative Pulp Store

119 S. Washington St., Charlotte, MI 48813

Phone: 517.983.5161

Student School Hours:

8:10 a.m. to 2:50 p.m. Full Day

8:10 a.m. to 11:30 a.m. Half Day

Eaton Rapids High School

800 State St., Eaton Rapids, MI 48827

Phone: 517.663.2231 | Fax: 517.663.5727

Student School Hours:

7:32 a.m. to 2:32 p.m. Full Day

7:32 a.m. to 10:45 p.m. Half Day

Union Street - Eaton Rapids

501 Union St., Eaton Rapids, MI 48827

Phone: 517.663.8169

Student School Hours:

7:42 a.m. to 2:42 p.m. Full Day

7:42 a.m. to 10:55 a.m. Half Day

Potterville Elementary & Middle Schools

511 E. Main St., Potterville, MI 48876

Elementary Office Phone: 517.645.2525 | Middle School Office: 517.645.7609

Student School Hours:

8:00 a.m. to 2:43 p.m. Full Day

8:00 a.m. to 11:00 a.m. Half Day

Welcome to Meadowview School

The student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain district policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teacher or Director of Meadowview Programs.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. The mission of Eaton RESA is to serve our community by providing and enhancing educational opportunities for students, families and educators throughout the Eaton RESA service area.

Additional information can be found on the Meadowview page of the Eaton Regional Education Service Agency Website at <https://www.eatonresa.org/special-education/meadowview>.

Meadowview School Mission Statement

We are committed to providing a positive learning environment which will enable students to achieve and enhance self-confidence, self-esteem, independence, social acceptance, and intellectual and personal growth according to their Individualized Educational Plan and Transitional Service Plan.

We support our school community with respect and compassion through quality programs, leadership and dedicated partnerships.

In the 2025-26 school year, Meadowview School adopted a new mascot and we are now known as the Meadowview Capybaras. The mascot change was driven by a student who gave a compelling presentation to the Board of Education encouraging the change since the capybara is an animal known for its work in groups and ability to get along peacefully with various other animals. With unanimous approval from the board, the Meadowview Capybaras were born

Notice of Non-Discrimination

It is the policy of Eaton RESA to provide equal educational opportunities for all students. Any person who believes that she/he has been discriminated against on the basis of his/her race, skin color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the district's compliance officer.

John Van Hoesen
Eaton RESA, Director of Safety & Employee Relations
517.541.8722
jvanhoesen@eatonresa.org

Parent Information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents and guardians of each student under 18 years of age and each student who is 18 years of age and older (eligible student) have certain rights in relation to records kept on the student by the Eaton Regional Education Service Agency.

These rights include:

1. The right to examine the student's education records within 45 days of the day the request is received. Requests for inspection shall follow the outlined procedure:
 - a. Signed, written request submitted to the Director of Meadowview Programs of Meadowview School identifying the record(s) to be inspected.
 - b. Upon receipt of the signed, written request, the Director of Meadowview Programs will make the necessary arrangements for the inspection of the student's educational records and notify the parent/guardian or eligible student.
2. The right to have the administration hear evidence that any part of the record is inaccurate and to request corrections to the record. If the administration disagrees, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. The right to have records which personally refer to a student kept confidential except by consent of the parent/guardian/student, or when being used by school personnel for school business. The Eaton Regional Education Service Agency will limit the disclosure of information contained in a student's education records

except:

- a. by prior written consent of the student's parent or the eligible student,
- b. as directory information unless the parent/guardian completes and returns a Directory Information Opt Out Form to the Meadowview School office, or,
- c. under certain circumstances, as permitted by FERPA

The Board of Education shall be the final authority in any appeal. Minor students cannot appeal unless their parent(s) or guardian(s) are in agreement with that decision.

4. The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the Eaton Regional Education Service Agency office.
5. The right to protest to:
 - U.S. Department of Education
 - Student Privacy Policy Office
 - 400 Maryland Avenue, SW
 - Washington, DC 20202-8520

McKinney Vento Information

Homeless Assistance Act The McKinney-Vento Act Education for Homeless Children and Youth (EHCY) program is to ensure that all homeless children and youth have equal access to the same free, appropriate public education available to other children; and to help them graduate ready for careers, college, and community.

You may qualify for certain rights and protections if you are in transitional housing such as:

- A child or youth without a fixed, regular, and adequate residence
- Living with a friend, relative or someone else because they lost their home or can't afford a home
- Staying in a hotel or motel
- Living in an emergency or transitional shelter or a domestic violence shelter
- Staying in substandard housing
- Living in a car, park, public place, abandoned building, bus or train station
- Living in a campground or an inadequate trailer home
- Abandoned in a hospital; or living in a runaway or homeless youth shelter

Rights of Students in Transitional Housing Situation:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.

- Enroll in a local school; or continue attending the school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.

If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your child's needs. Services Available for Qualifying Students
- Automatic approval for the free lunch program
- Upon request, automatic approval for participation in the backpack buddies weekend food program
- Automatic eligibility for Title 1 services. Services include supplemental education programs and academic support during the school day
- School clothing, school supplies, and toiletries provided upon request
- Fees for school-sponsored activities waived
- Free Sports physical through Promedica Health Clinic

Student Records

In accordance with Federal regulations, Meadowview School has established the following guidelines concerning student records:

The Director of Meadowview Programs, or a designee, is the Custodian of Records for students attending the school and is responsible for the processing and maintenance of all student records.

Each student's records will be kept in a confidential file located at the student's school office, at Meadowview's main campus: 1790 S. Packard Hwy. Charlotte, MI 48813. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those designated by Federal Law or Agency regulations.

A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the Agency's compliance with the Federal Education Rights and Privacy Act.

Meadowview has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student completes and returns the Directory Information Opt Out Form indicating that he/she will not permit distribution of any or all of such information: (name, address, and telephone number; date and place of birth; photograph; major field

of study; awards and attendance; and any other information the School considers would not be harmful or an invasion of privacy, if so disclosed).

A copy of the policy and the accompanying guidelines are available at Meadowview's main campus: 1790 S. Packard Hwy. Charlotte, MI 48813. There will also be a person available to answer any questions concerning the policy or guidelines.

Curriculum Content Including Health and Safety

As the parent or legal guardian, you have the right to review materials or curriculum content; and/or excuse your child from the instruction without penalty. To exercise these options, or for more information, please contact the office 517.541.8750.

Change of Address and/or Contact Information

State law requires that all students have an up to date emergency form completed, signed by a parent or guardian and filed in the school office upon enrollment. **A student may be excluded from school until this requirement has been fulfilled.**

It is the responsibility of the student or parent/guardian to provide Meadowview School with any changes regarding a student's address and/or telephone number. All mailed correspondence from Meadowview School will be sent to the address of the parent/guardian given on the student's enrollment form unless otherwise arranged.

Food Service

The school participates in the School Breakfast Program and National School Lunch Program. Breakfast and lunch are provided daily free of charge to all students, though students may choose to bring their own lunch to school.

Education Benefit Forms are distributed to all students at the beginning of each school year or at the time of enrollment. Completion of these forms is highly encouraged. Based on the information you provide on your Education Benefits Form, your child may qualify for other programs that provide support to eligible families.

Meadowview on-site programs receive school breakfast and lunch from Charlotte Public Schools. Meadowview off-site programs in Eaton Rapids receive food from Eaton Rapids Public Schools. Meadowview off-site programs in Potterville receive food from Potterville Public Schools.

If your student has any special dietary needs or restrictions due to a disability or medical issue such as a food allergy or intolerance, altered texture or consistency of food or liquids, tube feeding, etc., then a Special Diet Statement form needs to be completed and signed by the student's physician, physician assistant, nurse practitioner, or registered dietitian at the beginning of each school year prior to the student starting

school and updated throughout the year as needed.

Nut-free classrooms will have visible signs posted and the allergy needs will be addressed in the student's individualized health plan.

STATEMENT OF COMPLIANCE WITH FEDERAL LAW

The Michigan Department of Education complies with all Federal laws and regulations prohibiting discrimination, and with all requirements of the U.S. Department of Education and U.S. Department of Agriculture.

The Michigan Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Scouting America and other designated youth groups.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Program Discrimination Complaint Form, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
Fax: 833.256.1665 or 202.690.7442; or email:Program.Intake@usda.gov
This institution is an equal opportunity provider.

Age of Majority

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students regardless of their attainment of the age of majority.

Students who are eighteen (18) years of age may request to submit an Age of Majority Form. Age of Majority status signifies that all school business and school communication may be sent to and conducted only with the student. The Director of Meadowview Programs will contact home when this form is completed and turned in by the student. The form is available in the school office.

Students reaching “Age of Majority”:

1. Have the same privilege as their parents/guardians as it relates to access or control of student records.
2. May represent themselves during disciplinary conferences and be the addressee for their grade reports.
3. May sign themselves in and out of school and may verify their own absences.
4. Are held to the same attendance requirements as other students.

Enrollment in Meadowview Programs

All Meadowview students are placed in our programs by IEP teams, which must include a representative from the local school district. For returning students annual enrollment forms must be reviewed and verified by parents through FinalForms before the first day of school. For new students placed in Meadowview mid-year parents will receive access to complete enrollment forms via FinalForms following the IEP team placement decision.

Final Forms

All enrollment documents and change of address for Meadowview students are completed via Final Forms (<https://eatonresa-mi.finalforms.com/>). Parents will receive a notice of any required actions via the email address they provided. If you require assistance with completing documents in FinalForms or would like to schedule an appointment to complete forms in-person, please contact the Administrative Assistant in the Meadowview office at 517.541.8750.

Withdrawal from School

Any parent/guardian who wishes to withdraw their child from the school district should contact the Director of Meadowview Programs directly. The Director of Meadowview School will work in partnership with the resident district to complete the withdrawal process.

Attendance

The Eaton RESA Board of Education believes that it has a responsibility to encourage students to attend programs on a regular basis. The Board of Education also believes that the students and parents have the ultimate responsibility for school attendance. Within this responsibility is the need for Meadowview School to maintain good communication with all parties - student, parent, and resident district.

Reporting Absences

Student absences must be reported to the Meadowview Main Campus Office at 517.541.8750 within 24 hours (before or after) of the scheduled absence.

Students may be released before the end of a school day only upon presentation of a written or personal request from the child's parent or guardian for emergency reasons. Requests for early dismissal should be submitted to the Meadowview Main Campus Office as early in the school day as possible.

Students may only be released to a parent/guardian whose name is on file in the school office or to a properly-identified person authorized to act on their behalf.

General Attendance Guidelines

Students with ten (10) or more unexcused absences per semester may lose credit for that class and may be considered for withdrawal from the program.

- Exceptions to the ten-day absence rule may be granted by the Director of Meadowview Programs in the case of documented extenuating circumstances (e.g., prolonged illness, hospitalization, family crisis).
- Students with repeated non-illness related absences will not be treated the same as those absent for unavoidable reasons.
- Indicators of a poor attitude toward attendance include:
 - Frequent absences without parental notification
 - Frequent tardiness resulting in unexcused absences
 - Eloping or missing parts of the school day

- Repeated outside appointments during school hours
- Missed work during excused or unexcused absences must be completed in a timely manner as agreed with the teacher.
- Missed services due to absences are subject to provider availability. Chronic absences may trigger an IEP Team meeting to address service and/or programming changes.

Truancy

A student will be considered truant if:

- They have unexcused absences for more than five consecutive days
- They have excused absences for more than ten (10) days in a thirty (30) day period without medical documentation
- They have thirty (30) or more excused/unexcused absences in a school year

Truancy may result in:

- Development of an attendance plan with the student, parent/guardian, Director of Meadowview Programs, and/or truancy coordinator
- Court referral.

Student Wellbeing

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of a dangerous situation or accident, they must notify the staff immediately.

Injury and Illness

All injuries must be reported to the instructor, Eaton RESA staff member, or the office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow emergency procedures and notify the parent/guardian.

A student who becomes ill during the school day should request permission to go to the office. An Eaton RESA staff member will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the school nurse.

Student Illness Policy

Students exhibiting any potentially contagious symptoms may be at risk to themselves or others and should not be at school. ***Students need to be symptom and fever free for 48 hours before returning to school.***

1. *Severely Ill*: a child that is lethargic or less responsive, has difficulty breathing or rapidly spreading rash.
2. *Fever*: any temperature of 100.4 degrees or higher.
3. *Diarrhea*: a child that has two or more loose stools.
4. *Vomiting*: a child that has vomited two or more times.
5. *Rash*: the child with rash AND has a fever or change in behavior.
6. *Draining Skin Sores*: any sore that cannot be covered with a waterproof dressing
7. *Runny Nose*: abnormal amounts of thick yellow or green discharge. May return when discharge is clear or treatment started.

Control of Casual Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by State or Local Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Lice Policy

Parents ultimately have the responsibility for their student's well-being. This includes:

- Becoming educated about head lice identification, prevention and treatment;
- Performing regular checks on all members of their home;
- Treating a child with head lice as soon as possible and committing to following through until there are no longer signs of an infestation;
- Teaching children how to minimize the chance of getting head lice by avoiding head-to-head contact, not sharing hats, combs, brushes, and hair accessories, and by containing long hair.

Eaton RESA's Role

- Develop and adhere to Eaton RESA's policies and procedures;
- Maintain the confidentiality of any student with a suspected lice infestation;
- In the event of an increase in head lice cases, Eaton RESA will disseminate a current educational materials on lice identification, prevention and treatment;
- Utilize a school nurse or designee to train other school staff to evaluate cases of head lice;
- Designate trained staff members to screen students with suspected infestations.

MDHHS and Barry Eaton Health Department's Role

- Provide technical support and knowledge to schools;
- Disseminate the most current information in head lice recommendations and control measures. Procedures

Identification and Notification

If a student is suspected of having a lice infestation, they will be referred to the school nurse or designated staff screener for a confidential lice screening. If the student is found to have an active infestation (live adult lice and/or nits ¼" from the scalp), they do not have to leave school early or find alternate transportation home. Designated staff will inform the student about prevention activities for the remainder of their school day. Designated school staff will notify the parent via phone and provide them with the Confirmation of Treatment form. School staff may also provide the family with educational materials regarding identification, prevention, and treatment of lice. If a student is found to have an active infestation, Eaton RESA will notify the parents in the classroom of an active case via a letter while maintaining confidentiality.

Treatment, Exclusion and Return to School

If Lice and/or Nits ARE Found :

- Parents will be called when lice/nits are initially found
- Student will stay at school and remain able to ride regular transportation home
- Parent will be asked to conduct lice removal at home prior to the next school day
- Parent will be asked to sign, date and submit the Confirmation of Treatment Form to the designated staff member
- Student will return to school the following day – designated staff will conduct lice/nit rescreening

If Lice are Found Upon Rescreening

- Designated staff will call parent and inform of lice/nits remaining present
- Designated staff will review further removal with the parent and advise the NOT to use additional chemical treatments for 7 days

- As lice/nits are still found, parent will be asked to conduct lice removal prior to the next school day
- Designated staff will work with the parent through this process until signs of all active infestation are no longer present at screening

Upon return to school, the parent must complete and provide a Confirmation of Treatment Form.

Continuing Infestations and Referral to Additional Services

In situations of continuing infestations, designated staff may provide additional resources and/or referral to the local health department, healthcare providers or other agencies. In severe and rare cases, the Department of Health and Human Services may be called as this may be considered and reported as neglectful. Questions about identifying lice or nits should be referred to a health care professional familiar with head lice, such as a school nurse or local health department. In Michigan local resources include:

- Barry Eaton District Health Department: 517.541.2630
- Michigan State University Extension Office: 517.543.8119

**Nits or lice in the eyelashes or eyebrows indicate a possible infestation with other species of lice. Please refer to your healthcare provider or local health department, as a different form of treatment will be required.

Control of Non Casual-Contact Communicable Diseases

In the case of non casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County

Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non casual-contact communicable diseases include: sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency); HAV, HBV, HVC (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality

Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by their parent/guardian to participate in any activity off school grounds. This includes field trips, worked based learning activities, spectator trips, athletic and other extracurricular activities and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and needs to be completed at the beginning of each school year. Failure to return the completed form to the school will exclude a student from attending school until this form is completed, signed and returned to the Meadowview School office.

Immunizations

Each student should have the immunizations required by law or have a certified non-medical health waiver signed by the Health Department. If a student does not have the necessary immunizations or waiver, the Director of Meadowview Programs may remove the student or require compliance within a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the School Nurse 517.541.8757.

Medication Policy

Any student who takes medication during school hours will comply with school regulations. Medications are defined as any prescription and non-prescription medication taken by mouth, suppository, inhaler, injection, applied as drops to ears, eyes or nose, or applied to the skin.

School procedures for prescription medications are as follows:

1. The Medication Request and Authorization for prescription medication must be signed by the student's physician and filed with the respective building Director of Meadowview Programs before the student will be allowed to begin taking any medication during school hours.
2. There must be a physician's prescription for the medication, and the medication must be brought to school in the prescription container.
3. Medications must be brought to school by the parent/guardian. Other arrangements must be confirmed in advance with the building administrator or school nurse.
4. Except in an emergency that threatens the life or health of the student, medication must be administered by a school employee designated by the school administration in the presence of another adult.
5. Any change in dosage, or other medication procedures, must be accompanied by written instructions from the physician. Parental or guardian request/permission

and physician's signed instructions must be renewed annually, or more often, if necessary.

6. Prescription medications will be sent home via Dean Transportation at the end of the school year. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription expires or at the end of the school year.
7. Medication will be stored in a locked cabinet or container in a designated location. Students may carry asthmatic inhalers if:
 - a. The student has written approval from a physician or other health care provider; and
 - b. The school nurse has received a copy of the written approval on the Medication Request and Authorization Form
8. Communication between the parent/guardian, school personnel, and physician, should be ongoing and according to need.

General Information

Animal and Pet Policy

In order to reduce illness and accidents to staff and students, animals/pets are not permitted on school grounds. Any requests for exception to this policy (i.e. service animals) must be approved in advance by the Director of Meadowview Programs.

Care of Students with Chronic Health Conditions

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations, modifications, interventions of the regular classroom, curriculum, or activity (in the school setting) so that they have the same access to an education as students without disabilities. Such accommodations, modifications, and interventions will be provided pursuant to a Section 504 Plan.

Dress and Grooming

Eaton RESA Meadowview School programs are designed to provide a safe environment conducive to learning. Any distractions, including apparel and appearance of students, are detrimental to this environment. Students who are in violation of these minimum standards may be sent to the office at the teacher's discretion until such time as they are appropriately dressed.

- Clothing/appearance must NOT be a distraction to the teaching/learning process.
- Students shall not wear any items that express messages containing profanity, are drug/alcohol related, or are otherwise offensive in nature.

- All students must wear footwear that fastens securely to the foot and provides the appropriate protection.
- The upper portion of the body will be covered from the shoulders to the top of the bottom garment. No exposed midriff.
- No halter-tops, tube tops, backless tops, tank tops, etc. will be worn unless covered by another garment that covers from the shoulders to the top of the bottom garment.
- Garments normally classified as “underwear” will not be worn as “outerwear”.
- Shorts and skirts must be at least as long as the wearer’s fingers when his/her arms hang straight down with the fingers extended. This determines the maximum height of the garment above the knee.
- Pants must be worn at the waist.
- Sunglasses, unless prescribed by qualified medical personnel for inside use, are not allowed. (Prescription glasses, which change to meet differing light conditions, are acceptable.)
- No hats will be worn in the Meadowview School program offices or classrooms without teacher permission.

Emergency Procedure Drills (Fire, Tornado, Lockdown, and other)

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a loud horn and flashing lights.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a PA announcement.

Lock down drills in which the students are restricted to the interior of the building a minimum of three (3) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a PA announcement.

Homebound/Hospitalized Instruction

Meadowview school shall provide individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Applications for individual instruction shall be made by a physician or physician's assistant (licensed to practice in this State), parent, student, or other caregiver. A physician or physician's assistant must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

Parents should contact the Director of Meadowview Programs to request homebound or hospitalized instruction. This instruction must be approved by the Director of Meadowview Programs and may require an Individualized Education Plan (IEP) meeting as well as other documentation. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

[MDE guidance](#)

[Eaton RESA medical verification form](#)

Individuals with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the district's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Meadowview Programs at 517-541-8750 to inquire about evaluation procedures and programs.

Lost and Found

The lost and found area is in the Meadowview School office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be donated to charity at the end of the school year.

School Closings and Delays

In the event of snow or other inclement weather, Eaton RESA Administration will determine if Meadowview School programs located at the Packard building will be open. If classes are canceled, families will be notified by the Remind, School Messenger system and it will be announced on TV (WLNS – TV 6, WILX – TV 10, WSYM FOX 47), associated websites (www.wlns.com, www.wilx.com, or www.fox47news.com).

Meadowview School programs located in local districts will follow school closings and delays issued by the district in which the program is located. The absence will not be charged against the student's attendance record.

Student Sales

No student is permitted to sell any item or service in school without the approval of the school Director of Meadowview Programs. Violation of this may lead to disciplinary action.

School Safety

Providing a safe environment for students to learn and staff to work is at the top of the list for educators and community partners across Eaton County. Leaders from the Eaton RESA, local school districts, law enforcement and other agencies are working collaboratively to help steer schools in the right direction when addressing threats.

Student-protected information (such as mental health, criminal history, political beliefs, etc.) is generally protected information.

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with best practices for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment process is to take appropriate supported, preventive and/or corrective measures to maintain a safe school environment.

The threat assessment process is a multi-disciplinary analysis of the facts and evidence of behavior in a given situation. The threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual is on the pathway to potential violence that may cause physical harm to self or others.

In the case of a potential threat to school or student safety, a threat assessment team may gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence. If an inquiry indicates that there is a risk of violence in a specific situation, the team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

All employees, volunteers, and other school community members, including students and parents, shall immediately report to any Eaton RESA administrator, any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Transportation

Due to Meadowview programs being provided outside of students' regular attendance area, special transportation is provided to Meadowview School Programs through Dean Transportation. If you have questions about your child's bussing or need to cancel transportation for the day, please contact Dean Transportation at 517.541.2772.

Use of Cell Phones and School Phones

- Office and classroom telephones are not to be used for personal calls.
- Except in an emergency, students will not be called to the office to receive a phone call.
- School personnel will initiate all calls on behalf of a student seeking permission to leave school.
- Students are NOT allowed to have personal cell phones with them at any time during the school day.
- Students using their cell phones during the school day will give the cell phone to his/her teacher upon arrival for storage in the Meadowview office until the end of the school day at which time personal cell phones will be returned to the student.

Visitors

Visitors, particularly parents, are welcome at Meadowview School. However, non-staff access to students and classes must be limited and arranged according to a schedule determined by the Director of Meadowview Programs, following consultation with the classroom teacher.

All classroom visits must be non-obtrusive to the educational process and learning environment, and should not occur on an excessive basis.

To ensure the safety of students and staff, all visitors must report to the Meadowview Main Campus Office upon entering the building to obtain a visitor pass. Any individual found in the building without a pass will be reported to the Director of Meadowview Programs.

Students are not permitted to bring visitors to school without prior written permission from the Director of Meadowview Programs.

Parents/guardians who wish to meet with a staff member are asked to call the office in advance to schedule a mutually convenient appointment time.

Computer Use

Students may NOT use Eaton RESA computers for non-school work such as sending and receiving e-mail or participating in chat rooms, social networking websites, blogs, gaming, accessing inappropriate websites, etc.

All users of Eaton RESA computing resources are required to follow Eaton RESA Acceptable Use Policies.

Terms of Agreement:

- *Equipment is the sole property of Eaton Regional Educational Service Agency.*
- *I will prevent loss or abuse of equipment and return items(s) in working order and good condition.*
- *I will immediately notify authorized school staff of any known damage.*
- *I will use equipment/devices/software/apps for intended educational purposes only.*
- *I will not modify the device in any manner. This includes repair, maintenance, installing and/or deleting software/apps.*
- *This agreement is in addition to my local school district's Internet Authorized User Policy Agreement.*
- *I will obey all Copyright Laws.*
- *The Eaton Regional Educational Service Agency may install device management software that can track the physical location of the device. This software will only be used to assist in tracking the device if it is lost or stolen.*

The Eaton RESA Schools device program allows your student to take a device home for purposes of completing school related activities. By taking home a device, families agree to assume the risk of loss and damage to the device and related accessories. **Parents/Guardians may be responsible for repair or replacement of the device in the event of loss or damage.**

The student is responsible at all times for the care and appropriate use of the assigned device. If the student violates the District Technology Acceptable Use Policy, Agreements, Regulations or the Rules and Guidelines as explained in the device Handbook for Students and Parents/Guardians, his/her privilege to take the device home may be restricted or removed and he/she may be subject to disciplinary action.

The school district makes every attempt to filter inappropriate material on the Internet while at school; when the device is away from school and connected to the Internet the filters may not be in place. Therefore, it is the responsibility of the parent/guardian to monitor Internet use away from school.

At the end of the school year or upon leaving the school or district, parents/guardians and students agree to return the device and all accessories to

the school in the same condition it was issued to the student, less reasonable wear. **Failure to return devices by the student's last day of school may include additional fees and possible legal action.** By accepting this device, the signer acknowledges and promises to adhere to the conditions of this agreement.

EATON REGIONAL EDUCATION SERVICE AGENCY Student Technology Acceptable Use and Safety Agreement

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, 'District Information & Technology Resources') to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information &

Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Directors of Meadowview Programs are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., 'hacking', 'harvesting', 'digital piracy', 'data mining', etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.03 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures including, but not limited to, the use of multi-factored authentication for which they have been trained. Directors of Meadowview Programs are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school email account that they are required to utilize for all school-related electronic communications, including those to

staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

Student Conduct

Code of Conduct Overview

Students at Meadowview School Programs are expected to display positive behavior, act responsibly and exercise good judgment. The primary objective of student discipline and control is to produce a safe school environment in which complete attention may be directed to instructional activities. Student behavior must reflect favorably on the individual student and the positive image of Meadowview School.

Application and Scope of the Code of Conduct

Below is a policy that will govern any disciplinary action taken in the Meadowview School programs operated by Eaton Regional Education Service Agency. The purpose of this policy will be to establish guidelines and procedures to ensure that uniform action is taken in all cases, and that all parties involved are treated in a fair, concise, and

consistent manner. These policies apply on campus as well as to any off-campus school-related or sponsored activities.

The Director of Meadowview Programs and/or a designated administrator may suspend a student up to and including a ten-day period for violation of the Code of Conduct. Student's parent(s) or guardian(s) will be contacted as quickly as possible, and the student will meet with the Director of Meadowview Programs or administrator.

In an action that involves, or could lead to disciplinary action, the following responsibilities are assigned:

Staff: Any staff reporting a student for a major disciplinary action must do so immediately after the offense has taken place. This report can be in person, by telephone, or in writing and should be made to the Director of Meadowview Programs. The suspension must be attributable to student conduct outlined in the Student Code of Conduct. Minor disciplinary offenses should be documented and reported to the assigned Director of Meadowview Programs.

Director of Meadowview Programs/Administrator: For any incident where the Director of Meadowview Programs/Administrator will be deciding what action should be taken, the Director of Meadowview Programs/Administrator will conduct an impartial and complete investigation before attempting to make a decision on the merits of the case.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers and other equipment in which to store materials and/or personal items. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Director of Meadowview Programs.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of Eaton RESA are to be used by

students solely for educational purposes. The Agency retains the right to access and review all electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Agency with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the Agency retains the right to access information in spite of a password. All passwords or security codes must be registered with the teacher. A student's refusal to permit access may be grounds for disciplinary action.

Communication of Disciplinary Action

To ensure that all parties are informed, the parents/guardians will be notified in any case involving disciplinary action in excess of a one-day in-school suspension.

Violations of the Code of Conduct

Students who violate school rules are subject to disciplinary action. Discipline will be based on the frequency and severity of the problem as determined by staff and administration. Violations of the code are cumulative during the course of the student's participation at the school.

Minor Offenses

Offenses less significant in nature, which are reported by staff to the student's teacher or school administrator. If improvement does not occur or multiple minor offenses are repeated, the student will be referred to the Director of Meadowview Programs for appropriate action which may lead to disciplinary removal from the Meadowview School program.

Any determination of disciplinary removal will be made on a case-by-case basis with consideration given to the student's age, disciplinary history, whether the student is a student with a disability, the seriousness of the violation or behavior, whether the violation or behavior threatened the safety of any pupil or staff member, whether restorative practices will be used, and whether a lesser intervention would properly address the violation or behavior.

Disciplinary consequences for minor offenses may include disciplinary removal up to and including out-of-school suspension and/or expulsion based on the above factors. Examples of minor offenses include, but are not limited to: disrupting class, dress code violations, exhibiting inappropriate and/or disrespectful behavior, obscene language, minor safety violations, use of cell phone and/or other electronic devices during class, refusal of staff directives, cheating, and sleeping in class.

Major Offenses

Offenses significant in nature that require immediate referral to the Director of Meadowview Programs.

Any determination of disciplinary removal will be made on a case-by-case basis with consideration given to the student's age, disciplinary history, whether the student is a student with a disability, the seriousness of the violation or behavior, whether the violation or behavior threatened the safety of any pupil or staff member, whether restorative practices will be used, and whether a lesser intervention would properly address the violation or behavior.

Disciplinary consequences for major offenses may include disciplinary removal up to expulsion with no credit as well as costs for damages and additional penalties as determined by administration based on the above factors.

Major offenses include, but are not limited to:

- **Inappropriate Computer Use:**

Students using Eaton RESA computers for non-school work such as sending and receiving e-mail or participating in chat rooms, social networking websites, blogs, gaming or surfing inappropriate websites is not permitted.

- **Harassment Including Bullying:**

Inappropriate conduct that negatively impacts a student's educational, physical or emotional wellbeing.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and Eaton RESA discipline policy.

Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment or retaliating against a student who makes a report will also be subject to disciplinary consequences.

- **Leaving Class/Building Without Permission:**

Not remaining in class or on school grounds after arriving for class.

- **Physical or Verbal Assault/Fighting - Student to Adult:**

Physical assault defined as intentionally causing or attempting to inflict bodily harm or violence to an adult, including a school employee, volunteer, or contractor. Verbal Assault is an oral or written statement that is perceived as dangerous or harmful.

- **Physical or Verbal Assault/Fighting - Student to Student:**

Physical assault is defined as intentionally causing or attempting to inflict bodily harm, or violence to another student. Verbal Assault is an oral or written statement

that is perceived as dangerous or harmful.

- **Presenting False Documents:**

The attempt to forge someone else's name and signature for the purpose of personal gain.

- **Selling, Buying, Possessing, Using Illegal Drugs and/or Alcohol - Consumption or Intoxication**

- **Theft:**

Willfully stealing any property without the proper consent of its owner.]

- **Unsafe Behavior:**

Working in a school-sponsored environment in a manner that will/could potentially harm someone else or self and/or may cause deliberate damage to property.

- **Smoking and/or Chewing of Tobacco on Any School Property:**

Smoking, including e-cigarettes or any other "vapor", and/or chewing is prohibited for all students regardless of age.

- **Unacceptable Use, Misuse, or Destruction of School Property:**

The obvious improper use of, intentional abuse, or destruction of school property in a manner that may limit or prohibit future instructional/educational use of the property.

- **Weapons:**

A student found to have a weapon, or instrument to be potentially used as a weapon, in his/her possession will be subject to immediate disciplinary action. It will include the carrying of, use of or demonstration of any identified weapon on school property.

A weapon includes conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

Due Process

Due process is the constitutional right of individuals that assures the protection of due process of law. Therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent(s) or guardian(s).

A student must be given an opportunity for a hearing with the appropriate school

administrator if his/her parent(s) or guardian(s) indicate the desire for one. A hearing will be held to allow the student and his/her parent(s) or guardian(s) to contest the facts which may lead, or have led, to disciplinary action. He or she may contest the appropriateness of the sanction(s) imposed by the disciplinary authority; or if the student and his/her parent(s) or guardian(s) allege prejudice or unfairness.

Example Disciplinary Actions

The following are examples of disciplinary actions supported by the Student Code of Conduct:

- **Behavior Plan** - A written document outlining expectations for behavior, supports/interventions to be provided to the student, and the related timelines or duration and the potential consequences of the behavior occurring again.

Our students may benefit from specific behavioral interventions. The building Director of Meadowview Programs/administrator, teacher and parent may develop a behavioral intervention plan with specific student requirements, teacher, staff and parent/guardian support to reduce or replace student behaviors. Student behavioral intervention plans are developed and reviewed on a frequent basis by the teacher, staff, building Director of Meadowview Programs or administrator, and parent or guardian. Data collected regarding the effectiveness of a behavior intervention plan informs needed modifications to the plan on an ongoing basis.

- **Detention** - A period of time outside the regular instructional school hours. This period of time may be used to help students understand the consequences of their behavior.
- **Expulsion** - An expulsion occurs when the superintendent and School Board terminates the student's rights and privileges to attend school, including extracurricular activities for disciplinary purposes for the remainder of the school year or longer following a disciplinary hearing. Disciplinary removals of 60 days or more are considered expulsion.
- **In-School Suspension** - Removal of the student from the regular classroom routine while remaining in the building. This involves a specified period of time away from peers, classroom activities, lunchroom privileges, and hall passing.

In-School Suspension gives the student the opportunity to correct behavior so that suspension and/or permanent removal is not necessary. Duration of In-School Suspensions are determined by the school Director of Meadowview Programs or administration.

Students assigned to In-School Suspension who are not in attendance will be

required to submit an absence excuse. Absences do not count as time served in In-School suspension. Unexcused absences may result in court action and/or additional days being added to the student's days in In-School Suspension.

- **Loss of Privileges** - Extracurricular activities and special classroom/school events are for the enjoyment of all students. Students may lose out on the opportunity to participate in these activities. These decisions will be made by Eaton RESA administrative staff and will be communicated to the parent/guardian of the student.
- **Out of School Suspension** - Out of school suspension is formal discipline for a violation of the Code of Conduct of severe and/or persistent nature. During an Out of School Suspension, the student's rights and privileges of attending school, including extracurricular activities, are prohibited for the period of the suspension. Suspensions must be less than 60 days in duration.

For students with disabilities receiving special education programs or services, this includes both removals in which no IEP services are provided because the removal is 10 days or less and removals in which the child continues to receive services according to his/her IEP.

Eaton Regional Education Service Agency Appeal Policy

It is the philosophy and the policy of the Board of Education of Eaton Regional Education Service Agency that any decision involving or affecting a student in the Meadowview School programs operated by this Agency is subject to appeal by the student and the parent or guardian. Matters subject to appeal are defined as, but not limited to, any disciplinary action, grades, issuance of certifications or special recognitions, and any administrative actions. To ensure that all appeals are processed in a uniform manner, the following guidelines are established:

- Students who have reached the age of majority, and have a signed form on file, have the right to appeal without the concurrence of their parent(s) or guardian(s).
- Any appeal must be discussed with each level of authority within the Agency before the Board will act on them.
- A request for appeal can be made in writing to the Director of Meadowview Programs of the Meadowview School within five school days of the incident.
- Unless otherwise requested, any matter referred to the Board will be acted upon at the next regularly scheduled meeting.

The Board defines levels of authority as outlined below. Any matter and request to appeal must be discussed with each level in the order presented before the appeal can be referred to the Board for action.

Level 1: Eaton RESA Meadowview School Director of Meadowview Programs

Level 2 Eaton RESA Assistant Superintendent for Special Education
Level 3 Eaton Regional Education Service Agency Superintendent

Suspension and Expulsion from School

During the time of an in school or out of school suspension or expulsion, the student will not participate in any extracurricular activities. In the case of out-of-school suspension or expulsion, the student will not present on school property unless accompanied by a parent or legal guardian for a prearranged conference with the administrator who suspended that student. Students will not attend school related events on or off campus while suspended/expelled.

When a student has been suspended the building Director of Meadowview Programs/administrator will make reasonable effort to notify the student's parents/guardians. No suspended student will be sent out of the building during school hours unless the parent/guardians have been contacted. Parents/guardians may be required to set up an appointment to meet with the building Director of Meadowview Programs/administrator to have their student readmitted.

The student will have the right to make up all work missed during a suspension in accordance with building procedures. Immediately upon return to the building from a suspension, the student will be responsible for making arrangements with each teacher to complete assignments missed during the suspension.

The Revised School Code provides each school district with the authority to establish a local discipline policy. Each local school board or its designee has the authority to suspend or expel students guilty of "gross misdemeanor or persistent disobedience," after considering the 7 factors, including lessor interventions.

These 7 factors are: • Student age • Disciplinary history • Disability • Seriousness of behavior • Safety risk • Use of Restorative Practices • Level of intervention

The Code of Conduct and Student Assistance

When a building Director of Meadowview Programs or administrator deems it appropriate under certain circumstances, the code supports the use of an assistance program for a student whose conduct suggests a need for additional assistance. Student assistance is designed to intervene as early as possible when a student's conduct indicates specific need. District staff may suggest that the student receive assistance from social workers, psychologists, and other community resources, such as Teen Al-Anon, smoking cessation programs, and/or private counseling.

The Code of Conduct and Confidentiality of Disciplinary Records

A student's records of disciplinary action are confidential. Parents/guardians may

request and receive a copy of a school record or disciplinary action about their own child. Except as required by law, or in keeping with a parent/guardian's written request, or a student's written request if eighteen years or older, a student's record of disciplinary action is not released.

State and/or Federal Regulations for Parent/Student Notifications

Current State and/or Federal regulations require us to make a number of notifications to the parent or guardian of students attending our programs. This notice is to comply with those requirements. Anyone desiring additional information should feel free to contact Eaton Regional Education Service Agency at 517.543.5500.

Drug-Free Schools

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property or leased property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug, any drug-related paraphernalia, or vaping device at any time on District property or leased property, within the Drug-Free School Zone, or at any District-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, "look-a-like" controlled substances, chemicals which release toxic vapors, marijuana, any prescription or patent drug except for those for which permission to use in school has been granted.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State Law, the Agency will also notify law enforcement officials.

The Agency is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents/guardians should contact the school Director of Meadowview Programs whenever such help is needed.

Tobacco Use

Michigan law and Agency policy prohibit the use of any tobacco product on property owned or leased by the Agency. Noncompliance is punishable by a fine of not more than \$50.00 under Michigan law and school disciplinary action as set forth in the student handbook.

District Owned Property

Instructional Materials:

The Agency will provide, at no cost, all instructional materials needed for students to participate in our various programs. These items remain the property of the Agency and are to be returned. Students who fail to return or intentionally damage these items will be expected to reimburse the Agency for their cost..

Lockers and Other Storage Areas:

Several programs provide lockers/storage for student use; however, the Meadowview School reserves the right to inspect those facilities without notice and does not accept responsibility for any items lost, stolen, or damaged in those facilities.

Harassment of Students

The following policies defining harassment, including bullying and sexual harassment, have been adopted from the Bylaws and Policies of the Eaton Regional Education Service Agency Board of Education.

Harassment of students is covered by the Code of Conduct and will not be tolerated. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the Instructor, the Director of Meadowview Programs, Student Services Coordinator, or may report it directly to the Human Resource Coordinator of Eaton RESA. Every student should and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

Definition - Inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex (including sexual orientation, gender identity and gender expression), race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying,

name-calling, taunting, hazing and other disruptive behaviors.

Bullying

Intimidation of others by acts, such as but not limited to:

- a. threatened or actual physical harm
- b. unwelcome physical contact
- c. threatening or taunting verbal, written or electronic communications
- d. taking or extorting money or property
- e. damaging or destroying property
- f. blocking or impeding student movement

Sexual Harassment

It is the policy of this agency to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this agency shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, volunteer, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

Definition - Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- b. Submission to or rejection of such conduct by a board member, employee, volunteer, or student is used as the basis for decisions affecting the employee, volunteer, or student; or
- c. Such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's, volunteer's, or student's performance or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment may include, but is not limited to, the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc;
- suggesting or demanding sexual involvement, accompanied by implied or explicit

threats concerning one's grades, safety, job or performance of duties.

Offenses will be dealt with according to the policy for disciplinary action that defines Harassment within the Student Code of Conduct

Discrimination and Harassment - Student and Staff

Eaton RESA is committed to maintaining a learning environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. The District shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation or sexual identity), age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities. Sexual harassment is a form of sex discrimination, and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable federal and state civil rights statutes. Discrimination, retaliation, and harassment are prohibited whether occurring at school, on District property, in a District vehicle, or an any District-related activity or event.

The District encourages anyone who believes a Title IX violation may have occurred to report their concerns to a District employee or a District Title IX Coordinator who are identified below:

District Title IX Coordinators:

John K. VanHoesen, Human Resources Coordinator, 517.541.8712,
jvanhoesen@eatonresa.org

Kelly Hager, Assistant Superintendent for Special Education, 517.541.8723,
khager@eatonresa.org

Any student who believes that they have been subjected to discrimination or harassment by another student, board member, staff, vendor, volunteer, contractor, administrator or other person doing business with the District, should immediately report the behavior or communication to one of the identified Title IX Coordinators. A formal complaint must be filed in person, by mail or email prior to the District proceeding with an investigation under its Title IX Grievance Procedure. A formal complaint will be promptly addressed by the Title IX Coordinator. Supportive measures will be considered and offered to both parties and the Title IX Coordinator shall provide information to the Complainant about the Title IX Grievance Procedure and their rights in that process.

Section 504/ADA Prohibition Against Discrimination Based on Disability

Based on Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities

Act of 1990 as amended, 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 under any District program or activity. The District shall not discriminate against students with disabilities and will make its facilities, programs and activities accessible to qualified individuals with disabilities.

The District designates the following individuals to serve as District 504/ADA Compliance Coordinators:

Kelly Hager, Assistant Superintendent for Special Education
1790 E. Packard Highway, Charlotte, MI 48813
517.541.8723
khager@eatonresa.org

Vlad Lebedintsev, Assistant Superintendent for Career and Technical Education
5708 Cornerstone Drive, Lansing, MI 48917
517.483.1341
vlebedinstsev@eatonresa.org

If a person (student or parent on behalf of a student), believes that she/he has been discriminated against on the basis of disability, they may file a complaint with a District 504/ADA Compliance Coordinator, who will promptly address the complaint and share the District's Complaint Procedure. Use of the District's internal complaint procedure is not a prerequisite to pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

Annual Notification of Pesticide Maintenance

Eaton Regional Education Service Agency (RESA) has adopted an Integrated Pest Management program. Inherent with this are the district's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, this program **does not** rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem.

As required by Michigan law, you will receive advanced notice of non-emergency application of a pesticide (insecticide, fungicide, or herbicide), other than bait or gel formulation, which is made to the school, school grounds, or buildings. This advance notice of a pesticide application will be given 48 hours before the scheduled application by the following two methods:

- Posting at the primary entrances to your child's school. The entrances that will be posted are the main entrance and those that have a sidewalk that leads directly to a parking lot.

- Posting in the common area located by the main office of the school.

Please note that notification is not given for use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be promptly notified following any such application, via the two posting methods identified (above).

You may review the school's Integrated Pest Management program and records of any pesticide application upon request by contacting Eaton RESA's Facility Coordinator, LaValle Lamphere at llamphere@eatonresa.org.

Parents or guardians of children attending the school are also entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States Mail postmarked at least three days before the application, if they so request. If you would like to be notified by mail, please email LaValle Lamphere at llamphere@eatonresa.org. Please give your name, mailing address and what school(s) your child or children attend and they will put your name on the advance notification by US Mail list.

Great Start Readiness Program

2025-26
Family
Handbook



Children Who Start Ahead, Stay Ahead



Welcome Families!

The family handbook will give you information
about the Eaton RESA
Great Start Readiness Preschool Program
(GSRP)

You are a very important part of this program, and we look forward to seeing you at home visits, family teacher conferences, school related activities and family nights. These events will give you the chance to become involved in activities with your child, learn about community resources, provide feedback and suggestions to the program, and meet other families. We look forward to getting to know you and your child!

Jennifer McCaffrey

Director of Early Childhood/ GSRP Principal
Eaton RESA
311 W. First St.
Charlotte, MI 48813
jmccaffrey@eatonresa.org
517.541.8761

The GSRP program is funded through the Michigan Department of Lifelong Education,
Advancement and Potential (MiLEAP).
Please keep this book for future reference.

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Licensing

Eaton RESA GSRP is licensed by the Michigan Bureau of Child and Adult Licensing. Standards are constantly maintained and Eaton RESA GSRP strives to exceed licensing requirements.

All licensing inspection reports and investigation reports are available through the child care licensing website at www.michigan.gov/michildcare. Families can use the school internet or ask for assistance to review this website.

Philosophy

Eaton RESA GSRP strives to provide a positive, nurturing environment for children, their families and staff. Age appropriate activities are planned for classrooms by teams of trained and experienced teachers. The program is designed to provide children with a variety of individual and group experiences with the mission of partnering with families to develop skills and abilities that further school readiness.

Eaton RESA GSRP emphasizes the social, emotional, physical, cognitive, and language development of children, and works to create an atmosphere of sharing and cooperation.

Michigan Early Childhood Outcomes:

1. Children are born healthy.
2. Children are healthy, thriving, and developmentally on track from birth to third grade.
3. Children are developmentally ready to succeed in school at time of school entry.
4. Children are prepared to succeed in fourth grade and beyond by reading proficiently by the end of third grade.

Enrollment and Withdrawal

No child will be discriminated against because of race, national origin, sex, or disability. Families who reside within Eaton County will be given priority. The following documents are required prior to the first day your child attends the Preschool classroom:

- A completed Child Information Card.
- Immunization Record or immunization waiver; failure to comply with immunization standards will result in the termination of your child from our program.
- State birth certificate.

A Health Appraisal form must be submitted within 30 days of initial attendance. (Please be sure that this form is signed and dated by your child's physician.) Licensing requires that ALL sections of all forms be completely filled in.

Please notify or contact our enrollment specialist, Angie Clute, in writing if withdrawing your child from our program. She can be contacted at 517.541.8724 or at aclute@eatonresa.org.

Confidentiality

We feel every child and their family in the Great Start Readiness Program deserves respect and privacy. Information obtained during the enrollment process and during classroom observations will be kept strictly confidential by staff. We ask families not to discuss other classroom children or families with each other or the community.

School Calendar and Closings

Preschool begins in September and ends in May. A school calendar will be provided to you by the classroom teacher. The GSRP classrooms follow the local district's school calendar or center calendar where your child's classroom is located.

When the school district or center does not have school, our program **does not** have school. When the school district or center is delayed in the morning our program **will be delayed**. Notifications will be sent to families through the School Messenger System. Please make sure we have your most recent phone and email contact information for these notifications. Contact information can be altered by calling Angie Clute at 517.541.8724. Notifications will also be posted on local radio and television stations for school closings. (Examples: snow days, fog delays, etc.)

- Television stations: WLNS Channel 6, WILX Channel 10, WSYM Fox 47, Wood TV
- Radio stations: WJIM 97.5, WILS 101.7, WITL 100.7, WFMK 99.1, and WJXQ 106

Classroom Curriculum

Eaton RESA GSRP uses a research based curriculum for instruction. The Connect 4 Learning Curriculum is used in all of our classrooms. Children's success is encouraged by teaching them to be creative, confident thinkers. That means offering them opportunities for hands-on exploration and discovery that help build lifelong critical thinking skills and foster confidence. Teachers are provided with the content and tools needed to encourage and support every type of learner and address all the important areas of learning including social, emotional, physical, cognitive, language, literacy, science and technology, mathematics, social studies, the arts, and English language acquisition. Every minute of the day is a learning opportunity.

Child Assessments

The main purposes for child assessments are to support learning and development for both individual children and classrooms of children, to identify children who may need additional services, and to aid in effectively communicating progress or concerns with families. My Teaching Strategies is an observation-based instrument providing systematic assessment of young children's knowledge and abilities in all areas of development. This information will be shared with families during Fall and Spring Conferences.

Teachers also use the Ages & Stages Questionnaire, a developmental screening tool to assess children's skills in different developmental areas. Each child is screened upon entry into the program to monitor developmental progress. Throughout the year, teachers use child observation data to partner with families on child development goals. Whenever concerns are noted, the teacher will consult with families about the reasons and benefits of a referral. The referral process for a special education evaluation requires parent/guardian consent. Eaton RESA is required to work with the Michigan Department of Lifelong Education, Advancement and Potential (MiLEAP) to measure the effect of the state-wide GSRP. Information is sometimes collected about GSRP staff, enrolled children, and their families. This information is not shared in an identifying manner.

If teachers have concerns about the development, behavior or learning of a student they will:

1. Contact the family of the child and share their concern.
2. Request signed consent from the family to discuss their concerns with the Student Support Team.
3. Discuss the concerns and work with the Student Support Team and implement classroom strategies or make a referral to the Build Up Evaluation team as needed.
4. Communicate with the family about support strategies planned for the student.

Transportation

Area schools, when available, may provide transportation for Eaton RESA GSRP classrooms. If you transport your child, he/she must be walked to a staff member following building procedures. For the safety of your child, please never let your child out of the car in the parking lot or on the street. If you are unable to pick up your child at the end of the school day, please call your child's classroom teacher.

If you need help finding before or after school childcare please visit greatstarttoquality.org.

Attendance Policy

Children should attend school every day to develop habits related to school readiness. Consistent attendance ensures that your child is receiving all of the necessary opportunities to succeed. Daily educational and social experiences factor into your child's development and learning. In the event of a long term school closure, virtual learning opportunities may become necessary. Please be sure to stay connected to your classroom teacher through the Remind App and email communication so we can continue to support your family if a closure is required.

If your child will be absent, late for school or released early from the classroom, please call the program director or teacher to report this change in schedule. If you do not report your child's absence, a staff member will call you to be certain of your child's whereabouts. Space is limited in our classrooms and we often have children on a waiting list who would like to benefit from the program. If a child is chronically absent, misses 10 or more days, the GSRP Principal will contact the family to discuss attendance expectations. If attendance does not improve, the spot may be offered to a child on the waiting list.

Accommodations, modifications and interventions will be provided for students with chronic health conditions who cannot attend school on a regular basis. Families should contact Jennifer McCaffrey, Director of Early Childhood/GSRP Principal to create a plan of support jmccaffrey@eatonresa.org.

Meals and Snacks

Healthy eating is an important factor in children's growth and development. Good nutrition also helps children learn. Eaton RESA GSRP partners with local school districts to offer all meals and snacks at no cost to families. The National School Lunch Program and Child and Adult Care Food Program guidelines are followed to plan all meals and snacks. Children will be offered a variety of fruits and vegetables, whole grains, a variety of proteins and low-fat milk throughout the school week. Please make certain that we are aware of any allergy problems your child may have. In severe allergy cases, you will be asked to assist in completing an Allergy Plan for your child.

Meals and snacks will be served "family style" with children and teachers eating together. Children serve themselves and are allowed to choose from what is offered at the table. Children are encouraged to try all foods. Healthy snacks are provided daily. Lunch and snack menus are posted in the classroom and sent home monthly.

Clothing

Please help your child dress for all the preschool activities planned. Children should come to the classroom dressed in clothing that allows them to move and participate in all preschool activities. Tennis shoes are suggested for all children to wear indoors.

PLEASE WRITE YOUR CHILD'S NAME ON HIS/HER BELONGINGS. EATON RESA GSRP IS NOT RESPONSIBLE FOR LOST, TORN OR SOILED ITEMS.

Outdoor Play

Fresh air and outdoor play are important for children. Children will be taken outside to play every day. Children will not be permitted to go outside when the "Feels Like" temperature is under 10 °F or above 100 °F. The "Feels Like" temperature takes into consideration the wind chill or heat index and is a better measure of the weather conditions for outdoor play. Please remember to send your child dressed for outside weather, which should include: closed toe shoes, coats, hat, boots, mittens, snow pants, etc.

Field Trips

Classrooms may participate in a field trip which promotes learning in an environment outside of school. Families will be notified of the planned field trip in advance and a signed permission form will be required for your child to attend. Due to limited space on school buses, any family member who wishes to attend the field trip would be required to meet the group at the field trip location.

Rest Time

As a state licensed program, all school day sessions are required to have a quiet/rest time. The children are not required to sleep. Books, crayons, and other quiet toys will be provided to those who do not sleep. The program will provide cots or mats. You may also wish to provide a small blanket or towel to be kept in the classroom. These items will be sent home each Thursday, please wash the blanket and return it on Monday. Remember to label all materials sent to the classroom.

Community Resources

Teaching staff are familiar with resources available in the community and can make referrals to agencies to assist with the needs of the child or family. Teaching staff partner with families to best support each child's growth. This may include special education evaluation and special education services.

Use of Photos

Eaton RESA GSRP uses photos of children for many purposes. They may be used for a special project/craft, identification of personal belongings, classroom/hallway decorations or Eaton RESA GSRP publicity. Parents may request in writing to their classroom teacher that their child not be photographed for one or all of the mentioned purposes.

Home Visits and Family-Teacher Conferences

We ask all families to take part in an initial home visit. Home visits allow us to meet with your child in his/her home while meeting the rest of the family (siblings, pets, etc.) Through these visits, we are better able to build a relationship with you and your child and work together to develop their educational goals.

Parents/guardians are also encouraged to participate in at least two (2) conferences. Conferences are offered in the fall and spring. Conferences provide the opportunity to share information about your child's preschool experiences and discuss their progress.

Sample Daily Routine (times may vary by site)

8:00 – 8:45 Arrival/Breakfast/Greeting Time – Children enter the classroom at their own pace. Parents/guardians are encouraged to stay until children are ready for them to leave. Children have choices about whether to eat, spend time with books, or interact with adults and one another. Once all children have arrived, adults share the daily announcements.

8:45 – 9:00 Large-Group Time/Music and Movement – All adults and children participate in activities planned around children's interests, developmental levels, music and movement, cooperative play and projects, and events meaningful to children.

9:00 – 9:10 Planning Time – Children indicate their plans to adults in a place where intimate conversations can occur and where people and materials are visible. Adults use a range of strategies to support children's planning (e.g., props, area signs, tape recorders, singing, planning individually, in pairs, in small groups).

9:10 – 10:10 Work Time (children's hour of uninterrupted Choice Time) – Children always initiate activities and carry out their intentions. Children make many choices about where and how to use materials. During Work Time, adults participate as partners in child-initiated play and encourage children's problem-solving both with materials and during times of social conflict.

10:10 – 10:20 Cleanup Time – Children and adults clean up together keeping the spirit of play and problem-solving alive. Children make many choices during clean up. Adults accept children's level of involvement and skill while supporting their learning.

10:20 – 10:30 Recall Time – Gathered in small group settings, children choose Work Time experiences to reflect on, talk about, and exhibit. Adults provide a variety of materials and strategies to maintain interest as they follow children's lead and encourage children to share (e.g., individual props such as puppets, telephones or periscopes, group games using a hula hoop, ball or spinner, re-enacting, drawing, showing and describing a structure or painting). Adults are unhurried in their approach and may complete Recall Time with four or five children each day.

10:30 – 10:45 Small Group Time – An adult-initiated learning experience based on children's interests and development where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.

10:45 – 11:30 Outside Time – Children have many choices about how they play in the outdoor learning environment, much as they do during Work Time indoors. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem-solving.

11:30 – 11:40 Bathroom/Wash Hands/Prepare for Lunch – Children assist in preparation and set up. Children choose where they would like to sit and are encouraged to serve themselves.

11:40 – 12:25 Lunch – Family-Style meals support children doing things for themselves (e.g., serve themselves, pour beverages, distribute napkins, and wipe up spills). Children choose whether to eat, what to eat, and how much to eat. Adults eat and have meaningful conversations with the children. Children are encouraged to clean their own snack space including disposal of leftovers, wiping of tables, and pushing in their own chairs.

12:25 – 1:25 Quiet/Resting Time – Resting is a time for sleeping or quiet, solitary, on-your-own-mat play. Rest Time plans should be individualized to meet the needs of each child. Quiet play could include books, soft music, baby dolls, or fine motor manipulatives.

1:25 – 1:55 Wake/Bathroom/Snack – As children wake up, adults and children work together to put away mats and set up for snack. Children are encouraged to clean their own snack space including disposal of leftovers, wiping of tables, and pushing in their own chairs.

1:55 – 3:00 Plan/Work/Cleanup/Recall – (refer to AM descriptions).

3:00 – 3:30 Outside Time/Dismissal (refer to AM descriptions).

Family Engagement

Children who are successful in school have many healthy interconnections between family, school, and community. Family involvement in the learning process strengthens learning at home and is linked to positive outcomes at school. Family visits to the classroom will depend on safety guidelines in each district and may require a background check.

Parents and guardians are encouraged to be a part of their child's classroom experience through:

- Talking with your child about their day at school
- Creating displays of their child's work and supporting their child's learning at home
- Attending meetings and conferences in person, virtually or by phone
- Talking with teachers to set goals and discuss their child's progress
- Reading all family newsletters and Remind texts
- Some GSRP classrooms may ask for classroom volunteers. All volunteers will be required to submit to a background check prior to volunteering.
- Serving on the local or Eaton RESA GSRP Data Analysis and/or Advisory Committees
- Joining the Eaton Great Start Family Coalition

Eaton RESA Staff in the Classroom

GSRP classrooms are supported by an Early Childhood Specialist, a master level teacher who observes in the classroom and consults with the staff to increase quality and instruction. In addition, the Director of Early Childhood/GSRP Principal and other Eaton RESA staff members, such as speech and language therapists, occupational therapists and special education teachers will visit GSRP classrooms and provide consultation and support. These important members of the educational team have completed a comprehensive criminal history background check.

Accident, Injury or Incident

Families will be informed of any incidents, accidents, suspected illness or other changes observed in the health of a child by classroom staff via phone call, written or verbal communication at pick-up within 24 hrs. If a child is injured:

1. Staff will give basic first aid.
2. A writtenouch report will be signed and sent home.
3. If the accident is serious, staff will call 911.
4. Staff will try to contact parent/guardian at home, school or work.

If unable to reach parent/guardian, the person on the emergency card will be contacted.

Medications

Eaton RESA GSRP staff will not administer any medication including aspirin, cough drops/syrup, or prescription drugs without parents/guardian or doctor's written authorization (Medication Permission Form).

For prescription drugs, the container should be clearly labeled with the child's name, name of medication, dosage and administration frequency. The medication must be in the original container as dispensed by the pharmacist.

Teaching staff must have required forms, if medication is to be administered during school hours.

Sickness

In order to keep classrooms open we need all families to monitor the health of their child. Children with a fever or vomiting or who are otherwise sick **may not attend classes**. If your child becomes sick during class time, you will be called to pick up your child. Sufficient time must be given for the child to recover (24 hours) before returning to the classroom.

Symptoms that your child is too sick to participate in normal classroom activities include any of the following:

1. FEVER– over 100 degrees (less if child is listless or feels badly)
2. RASH– until the cause is determined
3. RED or WATERY EYES, CONJUNCTIVITIS (pink eye)
4. Any draining SORE
5. VOMITING– 2 or more times in the period of one hour
6. DIARRHEA– 2 or more times in the period of one hour
7. Any and all COMMUNICABLE DISEASES
8. RINGWORM
9. SCABIES

Immunizations

Vaccine	2-3 Months	4-5 Months	6-15 Months	16-18 Months	19 Months – 4 Years
Polio	X			X	X
Diphtheria, Tetanus, Pertussis (DTaP)	X	X		X	X
Measles, Mumps, Rubella (MMR)			X		
HIB Bacterial Meningitis	X		X	X	
Hepatitis B	X		X		X
Varicella			X		
Pneumococcal	X	X	X		X
Hepatitis A			X	X	

Emergency Procedures

In case of fire or tornado, staff will take the emergency contact forms with them whenever leaving the room. For all emergency situations, it is the obligation of the staff to attend to the children. Communication to families will take place as quickly as possible once child safety is ensured. In the event of a Tornado, Lockdown or Intruder families should wait until authorities have declared the area safe before arriving at school.

Fire: In case of fire alarm, staff will assemble all students and proceed out of the classroom, turn down the hallway, and exit the building. Staff will keep children together in designated area, unless directed by emergency staff to move children to another area. They will remain with children at all times. Staff will not re-enter building until there is an “all clear” from the fire department. In the event the fire department is unable to give an “all clear,” staff will use information on contact cards to contact parents or designees for transport home.

Tornado or Extreme Weather Event: In case of tornado siren, staff will proceed with all students to the designated safe area. Children will sit on the floor in designated area. Staff will have children assume a safe position. Staff and children will stay in safe area until there is an “all clear” from the National Weather Service. Staff will stay with children at all times. In the case of a tornado strike, staff will work with emergency personnel to ensure the safety of children. Staff will use information on contact cards to contact parents or designees for transport home.

Intruder Threat: If there is a threat of an intruder at a GSRP site, teachers will be alerted through the RAVE app and instructed to “LOCK ALL DOORS”. This directive will only be given in an emergency and SHOULD NOT BE IGNORED! If the “LOCK ALL DOORS” instruction is given, the teacher will turn off the lights, close the blinds, and lock all doors. The teacher and associate teacher will guide the children to the area nearest the inside wall (closest to hallway) away from windows and doors where the children, teacher and associate teacher will remain quietly until an “All Clear” is declared.

Bomb Threat or other man made emergency: If there is a bomb threat or other man made emergency at a GSRP site, teachers will be alerted through the RAVE app and will follow procedures as set forth in the local district or center emergency procedure plans. This directive will only be given in an emergency and SHOULD NOT BE IGNORED! The teacher will take the Child Information cards. The teacher and associate teacher will conduct children in the same procedure as a fire drill, exiting the building, and proceeding to the assigned safe waiting area. Should a bomb be discovered, or safety officials indicate it is unsafe to reenter the building, the teacher and associate teacher will contact parents to transport their children home. The teacher will stay with children until parents, or designees, have arrived to take responsibility for their child.

Flood: If there is a Flood Warning, teachers will be alerted through the RAVE app and will follow procedures set forth in the local district or center emergency plans. Teachers will move students to a designated safe area. Staff will take the Child Information cards and stay with children at all times. Staff and children will remain in the designated area until there is an “All Clear” from the National Weather Service.

Power Outage In the case of a power outage, staff will determine if the light from the windows is sufficient to carry on normal daily activities while the cause of the power outage is determined. In the event the classroom is too dark for safe activity, children will be moved to a designated safe area. Teachers will report the power outage to the Director of Early Childhood who will work with the local district and power company to determine the length of the outage. In the event the outage will be longer than one hour, families will be contacted to pick up their child. The teacher will stay with children until parents, or designees have arrived to take responsibility for their child.

Serious Injury or Accident: In case of severe accidental injury or illness, the site will make an immediate assessment, administer basic first aid and/or obtain emergency medical treatment in the child's best interest. Once this has been done, families will be notified about the injury/illness and what steps have been taken. Until the parent/guardian or the ambulance arrives, the director or supervisor will be in charge and make all decisions concerning care for the child. It must be documented, in writing, if a parent/guardian does not want the GSRP staff to follow these procedures. A written injury/illness report will be completed for all situations and the parent/guardian will be given a copy. All cuts, scrapes, abrasions, etc. will be cleaned with soap and water only and a bandage applied if needed. Medicated creams will not be applied unless supplied by a parent/guardian and a medication form has been completed.

Evacuation and Relocation: In the event that an evacuation or relocation is required, Eaton RESA will coordinate with Dean Transportation to pick up students at the school location and take them to the designated safe location. Teachers will bring emergency contact forms and attend to students at all times. Eaton RESA administration and communication department will contact families through School Messenger or by phone and will share a safe pick up location for children. The teacher will stay with children until parents, or designees, have arrived to take responsibility for their child.

Continuity of Operations: In the event of an emergency rendering our facility unusable, Eaton RESA will maintain essential services and provide communication to families. Eaton RESA will work with the local district and child care licensing to identify a safe, alternative space for continuity of care.

In the case of either fire or tornado, staff will contact Eaton RESA administration and complete all appropriate documentation once children are safely with their parents or designee. Fire drills, tornado drills, and lock-down drills are practiced with the children according to licensing regulations throughout the school year. This information is available in the school office and licensing binders.

Staff from each building will communicate to families the process by which information will be relayed regarding all drill and emergency procedures that take place at the building level.

Release of Children

Your child will only be released to those persons authorized by you and written on the white information card or on a paper signed by a parent. If there is a copy of a court order, we must have a copy in the office to deny a parent or legal guardian the right to pick up the child.

If there is a valid reason to suspect the child may be placed in an unsafe situation, the Eaton RESA GSRP staff will ask the parent if they may call an alternate person on the emergency card, and keep the child until another person may be located or release the child to the parent.

Child Records

Your child's records are kept in the program director's (teacher's) office and a strict code of confidentiality is followed by all staff. Every parent has a right to look at their child's school records (unless court orders deny such access).

Staff and Volunteer Screening

All employees of Eaton RESA GSRP have completed a comprehensive criminal history background check. All classroom volunteers will receive a public sex offender registry (PSOR) clearance before having any contact with a child in the classroom. Any individual registered on the PSOR is prohibited from having contact with children in our classrooms and will not be allowed to volunteer on site. Volunteers in the GSRP classroom will be supervised by a staff member at all times. Eaton RESA GSRP is a smoke, drug, and alcohol-free workplace.

Challenging Behavior

Working as a team, families and teachers will identify possible reasons for a child's challenging behavior and create a plan to encourage positive ways to handle feelings.

Teachers will:

1. Treat conflict situations with children matter-of-factly
2. Defuse the conflict situation before moving into problem-solving
3. Involve children in identifying the problem
4. Involve children in the process of finding and choosing a solution for a problem

Discipline Policy

The staff will use positive methods of discipline that encourage self-control, self-direction, self-esteem and cooperation. Discipline is most effective when it is consistent, reinforces desired behavior and offers natural and logical consequences. Positive methods of discipline create a constructive and supportive social group and reduce incidents of aggression. Discipline is not getting a child to "mind". It involves helping children gain control of their behavior. Positive discipline methods include:

- Redirection or distracting a child from an unacceptable activity to a constructive activity
- Planning ahead to prevent problems
- Encouragement of appropriate behavior
- Consistent clear rules
- Talking to the child about their feelings
- Suggesting solutions and involving the child in solving problems

In addition, staff shall implement a positive behavior support system in each classroom which includes teaching expectations for students. An example of this system might be:

Be Safe

Be Respectful

Be a Team Player

In accordance with state law, a child who is in danger of harming themselves or others may be appropriately physically restrained by a trained staff member following the approved Eaton RESA Seclusion and Restraint policy. Documentation of such an incident will be recorded on a Michigan Department of Education Seclusion and Restraint Documentation Form. Parent/guardians and the GSRP principal will be notified of the incident within 48 hours. If physical restraint is used with the same child more than three times in one month, a meeting will be scheduled with the teacher, principal and family to plan for child safety.

The following means of punishment are strictly prohibited:

- Hitting, spanking, shaking or other forms of corporal punishment.
- Restriction of movement or seclusion of a preschool child.
- Inflicting mental or emotional harm such as humiliating, shaming or threatening a child.
- Depriving a child of meals, snacks, rest or necessary use of the toilet.

Grievance Procedure

If at any time you feel your child's needs are not being met, program expectations are not being fulfilled, or you have other concerns, we want to know.

1. Contact your child's teacher and request a conference. Discuss with the teacher your concerns and expectations. Work with your teacher to help your child have a successful preschool experience.
2. If you do not feel your child's teacher has been able to find a resolution to your concern, please contact the Eaton RESA Director of Early Childhood/GSRP Principal, Jennifer McCaffrey, 517.541.8761. Ms. McCaffrey may choose to set up an individual meeting with you, review previous meeting and concern information, and/or provide additional insight into the situation via phone call, letter, or email.
3. Concerns not resolved in steps 1 or 2, may require assistance from the Eaton RESA Assistant Superintendent for Instructional Services, Mr. Nathan Leale. He can be reached at 517.543.5500.
4. Concerns not resolved in steps 1-3 may require assistance from the Eaton RESA Superintendent, Dr. Sean Williams. He can be contacted at 517.543.5500.

Mandated Reporter

Michigan law requires that all school educational staff and volunteers report all incidents of suspected child abuse or neglect to the proper legal authorities. Any school employee, having reasonable cause to believe that a child is being abused or neglected, will notify child protective services.

Non-Discriminatory Policy

Eaton RESA is committed to maintaining a learning environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. The District shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation or sexual identity), age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities. Sexual harassment is a form of sex discrimination, and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable federal and state civil rights statutes. Discrimination, retaliation, and harassment are prohibited whether occurring at school, on District property, in a District vehicle, or any District-related activity or event.

The District encourages anyone who believes a Title IX violation may have occurred to report their concerns to a District employee or a District Title IX Coordinator who are identified below:

District Title IX Coordinators:

John K. VanHoesen, Director of Safety & Employee Relations, 517-541-8722, jvanhoesen@eatonresa.org

Kelly Hager, Assistant Superintendent of Special Education, 517-541-8723, khager@eatonresa.org

Any student who believes that they have been subjected to discrimination or harassment by another student, board member, staff, vendor, volunteer, contractor, administrator or other person doing business with the District, should immediately report the behavior or communication to one of the identified Title IX Coordinators. A formal complaint must be filed in person, by mail or email prior to the District proceeding with an investigation under its Title IX Grievance

Procedure. A formal complaint will be promptly addressed by the Title IX Coordinator. Supportive measures will be considered and offered to both parties and the Title IX Coordinator shall provide information to the Complainant about the Title IX Grievance Procedure and their rights in that process.

Based on Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as amended, 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 under any District program or activity. The District shall not discriminate against students with disabilities and will make its facilities, programs and activities accessible to qualified individuals with disabilities.

The District designates the following individuals to serve as District 504/ADA Compliance Coordinators:

Kelly Hagar, Assistant Superintendent for Special Education
1790 E. Packard Highway, Charlotte, MI 48813
517-541-8723
khagar@eatonresa.org

Nathan Leale, Assistant Superintendent for Instructional Services
1790 E. Packard Highway, Charlotte, MI 48813
517-543-5500
nleale@eatonresa.org

If a person (student or parent on behalf of a student), believes that she/he has been discriminated against on the basis of disability, they may file a complaint with a District 504/ADA Compliance Coordinator, who will promptly address the complaint and share the District's Complaint Procedure. Use of the District's internal complaint procedure is not a prerequisite to pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

Eligibility

GSRP is Michigan's state-funded high quality preschool program for four-year-old children. The program is administered by the Michigan Department of Lifelong Education, Advancement, and Potential and operated by Eaton RESA at no cost to families. There are no fees for program elements such as transportation or meal service.

Following state guidelines children are prioritized for enrollment based on the following life experiences:

1. Low Family Income
2. Diagnosed disability or identified developmental delay
3. Severe or challenging behavior
4. Primary home language other than English
5. Parent/guardian with low educational attainment
6. Abuse/neglect of parent or child
7. Environmental risk

Use of Tobacco on School Property

For the health and safety of our students tobacco, vaping and vaping products are not permitted on school grounds.

Contact Us

Jennifer McCaffrey, Director of Early Childhood-GSRP Principal
Eaton RESA GSRP
311 W First St, Charlotte, MI 48813
jmccaffrey@eatonresa.org
517.541.8761



www.eatonresa.org



These materials were developed under a grant awarded by the Michigan Department of Lifelong Education, Advancement and Potential (MiLEAP).



BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

I. DATE OF BOARD MEETING: 8/20/2025

II. AGENDA ITEM TITLE: Increase Custodian from 0.5 FTE to 1.0 FTE

III. TYPE OF AGENDA ITEM: *(Place an X in the box you select)*

Presentation

Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*

Action/Approval *(new positions/FTE increases for existing positions are action items)*

Information

IV. AGENDA ITEM DESCRIPTION:

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

The District currently rents four classrooms at Eaton Rapids Public Schools' Union Street building. Custodial services are included in the lease and are provided by Eaton Rapids Public Schools. The District will be responsible for custodial services when ownership of the building transfers to Eaton RESA. We are requesting to increase the 0.5 FTE part-time custodian position to a 1.0 FTE full-time position.

b) **Cost:** Approximately 59,100

c) **Timeframe/term of agreement:**

d) **List Supporting materials/attachments, if any:**

V. RECOMMENDATION: *(Place an X in the box you select)*

Approve

Authorize the Superintendent to execute agreement

Approve the increase of FTE: Position 0.5 FTE Custodian FTE
Increase to 1.0 FTE _____

Award a bid

Other: _____

VI. RECOMMENDED BY: Tina Monroe, Executive Director of Finance & Operations

BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

I. DATE OF BOARD MEETING: August 20, 2025

II. AGENDA ITEM TITLE: 2025-26 CTE Program Agreement with Crosswinds Aviation

III. TYPE OF AGENDA ITEM: *(Place an X in the box you select)*

- Presentation
- Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*
- Action/Approval *(new positions/FTE increases for existing positions are action items)*
- Information

IV. AGENDA ITEM DESCRIPTION:

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board authorize the Superintendent to execute an agreement with Crosswinds Aviation for the Aviation program for the 2025-26 school year in an amount not to exceed \$60,000

b) **Cost:** not to exceed \$60,000

c) **Timeframe/term of agreement:** July 1, 2025 to June 30, 2026

d) **List Supporting materials/attachments, if any:**

Crosswinds Agreement

V. RECOMMENDATION: *(Place an X in the box you select)*

- Approve
- Authorize the Superintendent to execute agreement
- Approve the increase of FTE: Position _____ FTE Increase _____
- Award a bid
- Other: _____

VI. RECOMMENDED BY: Vlad Lebedintsev, Asst. Supt for CTE

AGREEMENT FOR ADVANCED CAREER AND TECHNICAL TRAINING
Between
EATON REGIONAL EDUCATION SERVICE AGENCY
And
Midwest Air LLC dba Crosswinds Aviation
2025-26 SCHOOL YEAR

Whereas, the qualified electors of Eaton Regional Education Service Agency have approved the provisions of Section 601 of the school code of 1976, as amended, and whereas the provisions of this document shall constitute a legal contract between the parties as stated above, with responsibilities and duties as set forth.

Program Title: Aviation Careers Institute (ACI)

Class Times: 7:20 to 9:15 am, Monday-Friday
12:05 to 1:50 pm, Monday-Friday

Number of Students: Maximum Student Enrollment, 30 per Session
Current Enrollment: 30 AM & 30 PM

Training Schedule: Scheduled days of instruction are to be in accordance with the Eaton Regional Education Service Agency's instructional calendar. This calendar will be provided to the company before the beginning of the school year.

Instructional Cost: EATON RESA will pay Crosswinds Aviation the sum of THIRTY THOUSAND (\$30,000) for each section of instruction. EATON RESA also agrees to pay for Textbooks, Software and supplies (estimate of \$255/student).

Payment for services will be made accordingly:

Monthly Detailed Invoicing submitted to the EATON RESA by 20th of each month for the previous month hour

Instructor Responsibilities:

- Provide daily in-person instruction to assigned ERESA Aviation Careers Institute (ACI) students
- Evaluate students, assign weekly grades, and log student issues in PowerSchool.
- Enter attendance daily into PowerSchool and communicate any potential issues with ERESA staff
- Ensure students are supervised during the entire class period (do not let students out early)
- Attend and participate in ERESA events designated in the ERESA calendar
- Coordinate and lead at least two advisory committee meetings per year
- Plan and coordinate 8th & 10th grade visits, managing all logistics and activities for ACI students
- Address minor classroom discipline issues and refer major discipline issues to SSC and Principal
- Conduct at least 1 tornado, 1 fire, and 1 lockdown practice drill per semester
- Complete CTE Compliance documentation required for CIP Self Review/GEMS
- Instructors must review and follow the Instructor handbook
- Be available to support and respond to questions and concerns between and during class periods
- Communicate with students, parents and staff through the Eaton RESA communication systems
- Work with SSC and Principal to coordinate work-based learning experiences and field trips

Crosswinds Program Director Responsibilities:

- Recruit, hire, and train appropriately certified instructor
- Provide backup instructor when main instructor is absent or unavailable
- Provide evaluative instructor support and feedback when needed
- Communicate potential issues with ERESA Principal and Assistant Superintendent for CTE in a timely manner

Student Service Coordinator Responsibilities:

- Provide support and on-site visits weekly
- Assist instructor in setting up gradebook
- Assist instructor with CTE Compliance documentation required for CIP Self Review/GEMS by following up with instructors on suggested monthly tasks assigned by Principal
- Assist students and instructor with ERESA field trip documentation, final forms and enrollment documentation
- Provide support for students with accommodations such as reading tests
- Support instructor in completing required drills (fire, lockdown, and tornado)
- Provide support to instructor regarding student issues (PowerSchool log entries, follow up with chronic absent students, or missing work)

All parties agree to the following provisions:

1. This agreement for advanced career and technical training will be for one year only and will be renewed only by mutual agreement of both parties.
2. The training plan as determined and formalized by all involved shall take place at the business site normally operated by the trainer.
3. The training program shall be designed solely for the benefit of the trainee(s) and they shall not be reimbursed for the training time nor be guaranteed employment.
4. The training period shall be in accordance with the Eaton Regional Education Service Agency calendar.
5. The trainee(s) shall not be responsible or charged for any normal costs arising from this agreement.
6. The trainee(s) will not displace regular employees, but will train under their close supervision / and observation.
7. Payment to the company for training shall be in accordance with the schedule set forth in this agreement. In the event the training program is interrupted or canceled, the trainer shall be reimbursed on a pro-rated basis for the training actually given.
8. Both parties agree to comply with all Federal laws prohibiting discrimination and with all requirements imposed by the Department of Education and the Fair Labor Standards Act.
9. Because the training site is a private place of business, both parties agree that special arrangements/conditions may be required of trainees not expected of them in other Eaton RESA Career Preparation programs.

The Company will:

1. Designate one representative from their place of business to be responsible for management and scheduling of the training program. This person may not be directly involved in the instruction given to students, but will be responsible for the day-to-day operation of the training program.
2. Designate individuals to be responsible for student management and instruction. Individuals shall be certified to teach Career and Technical Education under annual authorization from the Michigan Department of Education, Teacher Certification Division. (ERESA to assist in the certification process)
3. Acknowledge that by signing this agreement, the training will not provide an immediate advantage to the company's normal course of business and may impede it.
4. Formally evaluate the trainee(s) every six weeks and meet with the school district's designated coordinator during the school year when necessary.
5. Provide an orientation for the trainee(s) to insure that all shop/business/safety applications and procedures have been explained and understood.
6. Provide a safe and healthy training environment, following procedures, practices and behaviors conducive to the teaching high school students.
7. Agree not to receive special consideration for the forgiveness of their taxable obligation by procuring agreements with tax exempt school districts.
8. Coordinate/review company emergency/safety procedures and provide safety-related training with all trainees/students including conducting at least 1 fire drill, 1 tornado drill and 1 lockdown drill per academic semester

Eaton Regional Education Service Agency will:

1. With the information provided by the trainer, issue whatever periodic reports required by local school districts and Michigan Department of Education.
2. Provide a basic liability policy for the trainee.
3. Designate a representative to meet with the company’s designees at least four (4) times during the current school year, more times if needed, to review the program, progress of the trainee(s), and any other issues that may arise.
4. Be solely responsible for enrollment and dismissal of students into and out of the program.
5. Initiate the billing process to the company as set forth in this agreement.

The initial term of this Agreement shall begin on July 1, 2025, and shall expire on June 30, 2026, (the “Base Term”). It shall be automatically renewed thereafter every year for an additional school year, unless terminated by either party upon notice to the other at least 60 calendar days before June 30 of any year, in which event the Agreement-terminates on June 30 of that year.

**EATON REGIONAL EDUCATION
SERVICE AGENCY**

Sean Williams, Superintendent

**Matt Dahline, Executive Director
Midwest Air LLC, dba Crosswinds Aviation**

Date: _____

Date: _____

BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

- I. DATE OF BOARD MEETING:** August 20, 2025
- II. AGENDA ITEM TITLE:** 2025-26 CTE Program Agreement with Davenport University
- III. TYPE OF AGENDA ITEM:** *(Place an X in the box you select)*

- Presentation
- Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*
- Action/Approval *(new positions/FTE increases for existing positions are action items)*
- Information

IV. AGENDA ITEM DESCRIPTION:

- a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board authorize the Superintendent to execute an agreement with Davenport University for the Business Academy, Certified Medical Clinical Assistant Academy, Game Design and Programming Academy programs for the 2025-26 school year in an amount not to exceed \$208,285.

- b) **Cost:** not to exceed \$208,285
- c) **Timeframe/term of agreement:** July 1, 2025 to June 30, 2026
- d) **List Supporting materials/attachments, if any:**

Davenport University

V. RECOMMENDATION: *(Place an X in the box you select)*

- Approve
- Authorize the Superintendent to execute agreement
- Approve the increase of FTE: Position _____ FTE Increase _____
- Award a bid
- Other: _____

- VI. RECOMMENDED BY:** Vlad Lebedintsev, Asst. Supt for CTE

2025-2026
AGREEMENT FOR ADVANCED CAREER AND TECHNICAL EDUCATION
Between
EATON REGIONAL EDUCATION SERVICE AGENCY
And
DAVENPORT UNIVERSITY

Program Title: Business Academy
Program Time: 7:25 to 9:25 AM Monday through Friday
Program Location: Davenport University
200 South Grand Avenue
Lansing MI 48933

Number of Students: Maximum Student Enrollment, 24 per session
Offering 2 Sessions

Training Schedule: Scheduled days of instruction are to be in accordance with Eaton Regional Education Service Agency's instructional calendar. This calendar will be provided to the University before the beginning of the school year.

Instructional Cost \$51,279 per Session

- The cost of course fees, course related codes and textbooks is not included in the Instructional Cost.
- Easton RESA will provide textbooks, laptops, instructional materials and supplies.

All parties agree to the following provisions:

1. This agreement for advanced career and technical training will be for one year only and will be renewed only by mutual agreement of both parties.
2. The training period shall be in accordance with the Eaton Regional Education Service Agency Career Preparation Center school calendar.
3. The students shall not be responsible or charged for any normal costs arising from this agreement.
4. Both parties agree to comply with all Federal laws prohibiting discrimination and with all requirements imposed by the Department of Education and the Fair Labor Standards Act.
5. Because the training site is a private place of business/education, both parties agree that special arrangements/conditions may be required of trainees not expect of them in other Eaton RESA Career Preparation programs.

Davenport University will:

1. Designate one representative to be responsible for management and scheduling of the training program. This person may not be directly involved in the instruction given to students, but will be responsible for the day to day operation of the training program.
2. Formally evaluate the trainee(s) every six weeks and meet with the school district's designated coordinator during the school year when necessary.

3. Provide identified instructional classroom space in which to conduct classroom instruction.
4. Provide a safe and healthy training environment, following procedures, practices and behaviors conducive to the teaching high school students.
5. Issue a Davenport University credit to any student who successfully completes program expectations.
6. Initiate Billing process by sending Eaton RESA an invoice for services per the payment schedule above.
7. All Davenport University faculty, staff and students are required to successfully participate in training regarding tornados, fire safety and active shooter, which include procedures and safety training.

Davenport University will ensure the training for students is conducted with the EATON RESA students at the beginning of each academic semester. Consistent with previous academic semesters, Davenport University will conduct one fire drill for the EATON RESA students per academic semester. This complies with the requirements placed upon a "Postsecondary educational institution" in the State of Michigan Fire Prevention Code.

Eaton Regional Education Service Agency will:

1. Designate one representative to coordinate with Davenport University content related instruction and activities on average of one day per week.
2. Issue whatever periodic reports required by local school districts and Michigan Department of Education.
3. Provide a basic liability policy for the students.
4. Designate a representative to meet with the college's designees at least four (4) times during the school year, more times if needed, to review the program, progress of the trainee(s), and any other issues that may arise.
5. Be solely responsible for enrollment and dismissal of students into and out of the program.

MEMORANDUM OF UNDERSTANDING SIGNATORIES

Sean Williams, Ph.D.
Superintendent
Eaton RESA

Richard J. Pappas, Ed.D.
President
Davenport University

Gilda Gely, Ph.D.
Executive Vice President for Academics
and Provost
Davenport University

Anthony Anderson
Executive Vice President
for Finance/CFO,
Treasurer Davenport
University

2025-2026
AGREEMENT FOR ADVANCED CAREER AND TECHNICAL EDUCATION
Between
EATON REGIONAL EDUCATION SERVICE AGENCY
And
DAVENPORT UNIVERSITY

Program Title: Certified Clinical Medical Assistant Academy
Program Time: 7:25 to 9:25 AM Monday through Friday
Program Location: Davenport University
200 South Grand Avenue
Lansing MI 48933

Number of Students: Maximum Student Enrollment, 24 per session

Training Schedule: Scheduled days of instruction are to be in accordance with Eaton Regional Education Service Agency's instructional calendar. This calendar will be provided to the University before the beginning of the school year.

Instructional Cost \$52, 277

- The cost of course fees, course related codes and textbooks is not included in the Instructional Cost.
- Easton RESA will provide textbooks, laptops, instructional materials and supplies.

All parties agree to the following provisions:

1. This agreement for advanced career and technical training will be for one year only and will be renewed only by mutual agreement of both parties.
2. The training period shall be in accordance with the Eaton Regional Education Service Agency Career Preparation Center school calendar.
3. The students shall not be responsible or charged for any normal costs arising from this agreement.
4. Both parties agree to comply with all Federal laws prohibiting discrimination and with all requirements imposed by the Department of Education and the Fair Labor Standards Act.
5. Because the training site is a private place of business/education, both parties agree that special arrangements/conditions may be required of trainees not expect of them in other Eaton RESA Career Preparation programs.

Davenport University will:

1. Designate one representative to be responsible for management and scheduling of the training program. This person may not be directly involved in the instruction given to students, but will be responsible for the day to day operation of the training program.
2. Formally evaluate the trainee(s) every six weeks and meet with the school district's designated coordinator during the school year when necessary.

3. Provide identified instructional classroom space in which to conduct classroom instruction.
4. Provide a safe and healthy training environment, following procedures, practices and behaviors conducive to the teaching high school students.
5. Issue a Davenport University credit to any student who successfully completes program expectations.
6. Initiate Billing process by sending Eaton RESA an invoice for services per the payment schedule above.
7. All Davenport University faculty, staff and students are required to successfully participate in training regarding tornados, fire safety and active shooter, which include procedures and safety training.

Davenport University will ensure the training for students is conducted with the EATON RESA students at the beginning of each academic semester. Consistent with previous academic semesters, Davenport University will conduct one fire drill for the EATON RESA students per academic semester. This complies with the requirements placed upon a "Postsecondary educational institution" in the State of Michigan Fire Prevention Code.

Eaton Regional Education Service Agency will:

1. Designate one representative to coordinate with Davenport University content related instruction and activities on average of one day per week.
2. Issue whatever periodic reports required by local school districts and Michigan Department of Education.
3. Provide a basic liability policy for the students.
4. Designate a representative to meet with the college's designees at least four (4) times during the school year, more times if needed, to review the program, progress of the trainee(s), and any other issues that may arise.
5. Be solely responsible for enrollment and dismissal of students into and out of the program.

MEMORANDUM OF UNDERSTANDING SIGNATORIES

Sean Williams, Ph.D.
Superintendent
Eaton RESA

Richard J. Pappas, Ed.D.
President
Davenport University

Gilda Gely, Ph.D.
Executive Vice President for Academics
and Provost
Davenport University

Anthony Anderson
Executive Vice President
for Finance/CFO,
Treasurer Davenport
University

2025-2026
AGREEMENT FOR ADVANCED CAREER AND TECHNICAL EDUCATION
Between
EATON REGIONAL EDUCATION SERVICE AGENCY
And
DAVENPORT UNIVERSITY

Program Title: Game Design and Programming Academy
Program Time: 7:25 to 9:25 AM Monday through Friday
Program Location: Davenport University
200 South Grand Avenue
Lansing MI 48933

Number of Students: Maximum Student Enrollment, 24 per session

Training Schedule: Scheduled days of instruction are to be in accordance with Eaton Regional Education Service Agency's instructional calendar. This calendar will be provided to the University before the beginning of the school year.

Instructional Cost \$53,450

- The cost of course fees, course related codes and textbooks is not included in the Instructional Cost.
- Easton RESA will provide textbooks, laptops, instructional materials and supplies.

All parties agree to the following provisions:

1. This agreement for advanced career and technical training will be for one year only and will be renewed only by mutual agreement of both parties.
2. The training period shall be in accordance with the Eaton Regional Education Service Agency Career Preparation Center school calendar.
3. The students shall not be responsible or charged for any normal costs arising from this agreement.
4. Both parties agree to comply with all Federal laws prohibiting discrimination and with all requirements imposed by the Department of Education and the Fair Labor Standards Act.
5. Because the training site is a private place of business/education, both parties agree that special arrangements/conditions may be required of trainees not expect of them in other Eaton RESA Career Preparation programs.

Davenport University will:

1. Designate one representative to be responsible for management and scheduling of the training program. This person may not be directly involved in the instruction given to students, but will be responsible for the day to day operation of the training program.
2. Formally evaluate the trainee(s) every six weeks and meet with the school district's designated coordinator during the school year when necessary.

3. Provide identified instructional classroom space in which to conduct classroom instruction.
4. Provide a safe and healthy training environment, following procedures, practices and behaviors conducive to the teaching high school students.
5. Issue a Davenport University credit to any student who successfully completes program expectations.
6. Initiate Billing process by sending Eaton RESA an invoice for services per the payment schedule above.
7. All Davenport University faculty, staff and students are required to successfully participate in training regarding tornados, fire safety and active shooter, which include procedures and safety training.

Davenport University will ensure the training for students is conducted with the EATON RESA students at the beginning of each academic semester. Consistent with previous academic semesters, Davenport University will conduct one fire drill for the EATON RESA students per academic semester. This complies with the requirements placed upon a "Postsecondary educational institution" in the State of Michigan Fire Prevention Code.

Eaton Regional Education Service Agency will:

1. Designate one representative to coordinate with Davenport University content related instruction and activities on average of one day per week.
2. Issue whatever periodic reports required by local school districts and Michigan Department of Education.
3. Provide a basic liability policy for the students.
4. Designate a representative to meet with the college's designees at least four (4) times during the school year, more times if needed, to review the program, progress of the trainee(s), and any other issues that may arise.
5. Be solely responsible for enrollment and dismissal of students into and out of the program.

MEMORANDUM OF UNDERSTANDING SIGNATORIES

Sean Williams, Ph.D.
Superintendent
Eaton RESA

Richard J. Pappas, Ed.D.
President
Davenport University

Gilda Gely, Ph.D.
Executive Vice President for Academics
and Provost
Davenport University

Anthony Anderson
Executive Vice President
for Finance/CFO,
Treasurer Davenport
University

BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

I. DATE OF BOARD MEETING: August 20, 2025

-

II. AGENDA ITEM TITLE: 2025-26 CTE Program Agreement with The University of Olivet and Farm Bureau Insurance

III. TYPE OF AGENDA ITEM: *(Place an X in the box you select)*

Presentation

Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*

Action/Approval *(new positions/FTE increases for existing positions are action items)*

Information

IV. AGENDA ITEM DESCRIPTION:

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

Vlad Lebedintsev, Assistant Superintendent for Career & Technical Education, is requesting that the Board authorize the Superintendent to execute an agreement with The University of Olivet and Farm Bureau Insurance for the Insurance and Risk Management program for the 2025-26 school year in an amount not to exceed \$36,000.

b) **Cost:** not to exceed \$36,000

c) **Timeframe/term of agreement:** August 18, 2025 to June 30, 2026

d) **List Supporting materials/attachments, if any:**

The University of Olivet Agreement

V. RECOMMENDATION: *(Place an X in the box you select)*

Approve

Authorize the Superintendent to execute agreement

Approve the increase of FTE: Position _____ FTE Increase _____

Award a bid

Other: _____

VI. RECOMMENDED BY: Vlad Lebedintsev, Asst. Supt for CTE

AGREEMENT FOR ADVANCED CAREER AND TECHNICAL EDUCATION

Between

EATON REGIONAL EDUCATION SERVICE AGENCY

And

THE UNIVERSITY OF OLIVET

2025-2026 SCHOOL YEAR

- Program Title:** Insurance and Risk Management
- Program Times:** 7:25 am to 9:25 am Monday through Friday
- Program Location** Farm Bureau Insurance Company Corporate Office
7373 W. Saginaw Hwy
Lansing, MI 48917
- Number of Students:** Maximum Student Enrollment, 24 per session
- Training Schedule:** Scheduled days of instruction are to be in accordance with Eaton Regional Education Service Agency's instructional calendar. This calendar will be provided to the University of Olivet before the beginning of the school year.

Payment for servicers will be made accordingly: Per The University of Olivet Invoice

\$18,000 payment will be made on or before September 5, 2025

\$18,000 payment will be made on or before January 30, 2026

All parties agree to the following provisions:

1. This agreement for advanced career and technical training will be for one year only and will be renewed only by mutual agreement of both parties.
2. The training period shall be in accordance with the Eaton Regional Education Service Agency Career Preparation Center school calendar.
3. The students shall not be responsible or charged for any normal costs arising from this agreement.
4. All parties agree to comply with all applicable Federal and State laws including but not limited to prohibiting discrimination and with all requirements imposed by the Department of Education and the Fair Labor Standards Act.
5. Because the training site is a private place of business/education, both parties agree that special arrangements/conditions may be required of trainees not expected of them in other Eaton RESA Career Preparation programs.

The University of Olivet will:

1. Designate one representative to be responsible for management and scheduling of the training program. This person may not be directly involved in the instruction given to students, but will be responsible for the day to day operation of the training program.
2. Designate an individual to be responsible for student management and instruction. Individuals shall be certified to teach Career and Technical Education under authorization from the Michigan Department of Education, Teacher Certification Division. (ERESA to assist in the certification process)
3. Formally evaluate the trainee(s) every six weeks and meet with the school district's designated coordinator during the school year when necessary.
4. Provide a safe and healthy training environment, following procedures, practices and behaviors conducive to the teaching high school students.
5. Issue University of Olivet credit to any student who successfully completes program expectations.
6. Initiate Billing process by sending Eaton RESA an invoice for services per the payment schedule above.
7. If an instructor is not available, it is the responsibility of The University of Olivet to provide a qualified substitute for the class and communicate this with the Administration of the Career Preparation Center.
8. If a substitute is not available, the CPC may be able to provide temporary coverage, in which the cost will be billed back to The University of Olivet. This request must be submitted to the CPC Administration at least 1 business day prior to the class being held and must be approved, in writing, by the CPC Administration.
9. The University of Olivet agrees to comply with all State and Federal Special Education (IDEA) laws by providing the necessary and legal accommodations and document all related accommodations required by law.
10. The University of Olivet Instructors are required to attend Eaton RESA Career Preparation Center staff meetings, professional development, awards ceremony, advisory meetings and comply with other Michigan Department of Education Office of Career and Technical Education compliance requirements in order to maintain state approved program status.

Farm Bureau Insurance will:

1. Designate one representative to coordinate with University of Olivet content related instruction and activities on average of one day per week.
2. Provide identified instructional classroom space in which to conduct classroom instruction.
3. Coordinate/review company emergency/safety procedures and provide safety related training with all trainees/students including conducting at least 1 fire drill, 1 tornado drill and 1 lockdown drill per academic semester.

Eaton Regional Education Service Agency will:

1. With the information provided by the trainer, issue whatever periodic reports required by local school districts and Michigan Department of Education.
2. Provide a basic liability policy for the students.
3. Designate a representative to meet with the university's designees at least four (4) times during the school year, more times if needed, to review the program, progress of the trainee(s), and any other issues that may arise.
4. Be solely responsible for enrollment and dismissal of students into and out of the program.
5. Designate one representative to coordinate with The University of Olivet content related instruction and activities on average of one day per week.

EATON REGIONAL EDUCATION SERVICES AGENCY

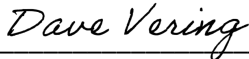
Sean Williams, Superintendent

THE UNIVERSITY OF OLIVET



KayDee Perry, Provost

FARM BUREAU INSURANCE



David Vering, Corporate Training Manager/HR

BOARD AGENDA ITEM

Email completed form and supporting documents to the Superintendent and the Superintendent's Executive Assistant by 12:00 noon, the Tuesday prior to the Board Meeting. *(Submit one form per agenda item and provide attachments as separate documents.)*

I. DATE OF BOARD MEETING: August 20, 2025

-

II. AGENDA ITEM TITLE: Eaton RESA Strategic Plan Update

III. TYPE OF AGENDA ITEM: *(Place an X in the box you select)*

- Presentation
- Consent Agenda *(replacement of/transfer to/resignation from existing positions are consent agenda)*
- Action/Approval *(new positions/FTE increases for existing positions are action items)*
- Information

IV. AGENDA ITEM DESCRIPTION:

a) **Purpose and background:** *(Provide 1-3 sentences describing the type of service/good, who will be providing it, as well as the background on the need)*

The superintendent will provide an update on the planning and development of the new Eaton RESA strategic plan.

b) **Cost:** _____

c) **Timeframe/term of agreement:** _____ to _____

d) **List Supporting materials/attachments, if any:**

V. RECOMMENDATION: *(Place an X in the box you select)*

- Approve
- Authorize the Superintendent to execute agreement
- Approve the increase of FTE: Position _____ FTE Increase _____
- Award a bid
- Other: _____

VI. RECOMMENDED BY: Sean Williams, Superintendent