

Regular Meeting

Thursday, October 26, 2023 5:30 PM

KRESA Service Center - Conference Rooms A, B & C, 1819 East Milham Avenue,
Portage, Michigan 49002

I. CALL TO ORDER

II. COMMENTS FROM AUDIENCE

III. CONSENT AGENDA

III.A. Approval of Board of Education Regular
Meeting Minutes - September 28, 2023

**Board of Education
September 28, 2023 – 5:30 PM
Conference Room A/B/C
1819 East Milham Avenue
Portage, Michigan 49002
REGULAR MEETING MINUTES**

- MEMBERS PRESENT:** Mr. David Webster, Dr. Delores Myers, Ms. Lynne Cowart, Mr. Randy Van Antwerp
- MEMBERS ABSENT:** Mr. Virgil “Skip” Knowles
- ADMINISTRATION/STAFF:** Dr. Dedrick Martin, Mr. Tom Zahrt, Mr. Scott Thomas, Mr. Brian Schupbach, Ms. Mindy Miller, Mr. Eric Stewart, Ms. Sarah Mansberger, Ms. Rachel Roberts, Ms. Angela Telfer, Ms. Meredith Lewis, Mr. Mike Coats, Mr. Mark Spackman, Mr. Garrett Meade, Ms. Jackie Martell
- OTHERS PRESENT:** Mr. Todd McDonald

I. CALL TO ORDER

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

II. COMMENTS FROM AUDIENCE

No comments from the audience.

III. CONSENT AGENDA

- A. Approval of Board of Education Regular Meeting Minutes - August 17, 2023
- B. Approval of New Hire
- C. Approval of New Position
- D. Approval of Tenure

Ms. Cowart moved; Mr. VanAntwerp supported to approve the consent agenda.

Motion carried unanimously.

IV. PROGRAM AND/OR CONFERENCE REVIEW

- A. SW MiTech Continuous Improvement Update - Brian Schupbach, Mike Coats and Mark Spackman

The continuous improvement update for the SW MiTech department was presented by Brian Schupbach, Mike Coats and Mark Spackman.

- B. Operations Continuous Improvement Update - Brian Schupbach and Garrett Meade
Brian Schupbach and Garrett Meade presented the continuous improvement update for the Operations department.

V. ADMINISTRATIVE REPORTS

- A. **Business Services Report - Scott Thomas**

1. Monthly Financial Report (System Impact Goal 4b)

The total payments processed were presented during the month of September.

The General Fund, Special Education Fund and Carrer & Technical Education Fund Statement of Revenue & Expenditures were presented for the period ending 8/31/23.

The total cash and investments were presented on hand as of 9/31/2023.

B. Instructional Programs and Services Report - Mindy Miller, Rachel Roberts, and Angela Telfer

**1. Preschool Programming Update - Rachel Roberts
Head Start/GSRP**

- a. KRESA Head Start/Enrollment and Staffing
- b. KRESA Countywide Enrollment
- c. KRESA Head Start Full Enrollment Initiative

Rachel Roberts provided an update on KRESA HS/GSRP and GSRP county-wide enrollment – 76% and 70% respectively. She highlighted that staffing shortages continue to have an impact on enrollment with not being able to open, or maintain, classrooms. Lastly, Ms. Roberts informed the Board of Head Start's Full Enrollment Initiative Plan through the Office of Head Start.

2. Instructional Services Update – Mindy Miller

- a. Back to School Large Group Professional Learning Opportunities

Instructional Services & Community Supports has three professional learning series kicking off this fall: Instructional Rounds Professional Learning Series, Equity Speaker Series, & Managing Challenging Behavior & Trauma Informed Supports. We have an excellent line up of speakers to engage districts in creating the systems and supports necessary to ensure positive outcomes for all students. These sessions are free in our local districts and will touch upwards of 500 participants by the end of the school year.

3. Special Education Update - Angela Telfer

- a. Valley Center School offers support to students of color to improve student outcomes

An analysis of suspension data at Valley Center School showed a trend of higher number of suspensions of students of color than white students. Valley Center School is working with Culture and Climate Specialists from KRESA's Instructional Services and Community Supports department to be sure that student voices are heard, and that staff are effectively engaging students of color. One additional support added this year is a weekly group meeting with a therapist to listen to students of color and their concerns and suggestions.

4. Leadership Capacity Update –Mindy Miller

- a. Instructional Leadership Team Schedule and Plan for 2023-2024

The KRESA Instructional Leadership Team is a group of 26 instructional leaders, coordinators, and coaches from special education, preschool programming, and instructional services who gather monthly as a way to connect and build capacity collaboratively. The group's learning is focused on building the systems and skills leaders need to support our ongoing continuous improvement efforts including improving school culture & climate, utilizing effective instructional practices, and improving student outcomes. There will be two intertwined areas the ILT will be focused on for the 2023-24 school year and beyond: The Harvard Model for Instructional Rounds and Coaching for Equity by Elena Aguilar.

C. Career Connect Report - Eric Stewart, Sarah Mansberger, and Paige Daniels

1. Discover Update – Paige Daniels

- a. Discovery Lab Update
- b. 2Gen Update

The Discovery Lab is here and will be launched next month! The intro video shared this evening is the brief video that will be shared with students as they begin their journey on the Discovery Lab. We will have the lab available for the board to tour and experience during the next board meeting.

Our 2Gen work is entering its 5th cohort of supporting career learning with families. We were excited to pilot a 2Gen model for an Invest In Girls program this summer. This provided an opportunity to support families in financial literacy and related learning. We look forward to the continued growth of our 2Gen work.

This year's MiCareerQuest event in October will include a family engagement night. This is open to the public and will be an opportunity to engage in fun-filled, hands-on career learning.

2. Ignite Update – Sarah Mansberger

- a. Secondary Programs Update: Pathway Leads Hiring
- b. Fund Development: Discovery Lab

Sarah Mansberger shared an update on current work to recruit and hire lead instructors for the Career Connect Campus. Currently, five positions are open in the areas of Agriscience, Construction Trades, Culinary Arts, Manufacturing, and Supply Chain. Thus far, the applicant pool has been strong.

Ms. Mansberger also provided an update on fund development efforts for the mobile Discovery Lab. New corporate donations have been secured to support the project from Newell and Charles River, adding to past supports from Pfizer and Stryker.

3. Career Connect Update –Eric Stewart

- a. Secondary Programs Leadership Transition
- b. EMC Alignment
- c. 2023-2024 Career Connect Advisory Launch

Eric Stewart welcomed Sarah Mansberger as our new Executive Director of Secondary Programs.

Eric updated the board on work we are doing in partnership with KVCC to more closely align Early Middle College pathways with CTE programs. This will help us to prioritize high-demand, well-paying occupations while ensuring seamless transitions from KRESA programming to KVCC.

Eric shared information on the launch of Career Connects 2023-2024 advisory season. We expect over 200 advisors this year serving on 19 different committees.

D. Technology & Operations Report –Brian Schubach

No report this month due to continuous improvement updates.

E. Deputy Superintendent Report - Tom Zahrt and Meredith Lewis

1. Human Resources Update – Meredith Lewis

Meredith Lewis shared an update on the work being completed on improving the HR processes.

2. Career Connect Campus Update – Tom Zahrt

Tom Zahrt provided an update on the career connect campus. He played a video showing the progress on the building.

Mr. Zahrt also shared the Kalamazoo RESA Foundation subcommittee met recently to continue the work that was the result of the board approved work with Further Degree.

F. Superintendent Report – Dedrick Martin

1. Talent Together
2. 90 Day Plan Update

Dedrick Martin shared an update on the Talent Together program. He also shared there is a board workshop planned for Oct. 11th with an agenda to follow.

VI. Thrun Law Notes

A. Correspondence/Informational

Informational

VII. ITEMS FOR DISCUSSION AND/OR ACTION

A. Approval of MASB Delegate Assembly Member

Ms. Cowart moved, Mr. VanAntwerp supported David Webster being the MASB delegate for the assembly.

Motion carried unanimously.

B. Approval of Bid Package #5 Precast & Fencing

Mr. VanAntwerp moved, Ms. Cowart supported the approval of bid package #5 for precast and fencing.

Motion carried unanimously.

C. Approval of EFA replacement computers in the amount of \$41,391.00

Mr. VanAntwerp moved, Ms. Cowart supported the approval of EFA replacement computers in the amount of \$41,391.00

Motion carried unanimously.

D. Superintendent requests that the Board of Education adjourn into closed session to review and discuss attorney/client privileged document.

Mr. VanAntwerp moved, Ms. Cowart supported the approval of adjourning into closed session at 6:56 pm.

Motion carried unanimously.

Mr. VanAntwerp moved, Ms. Cowart supported the approval of returning to open session at 7:15 pm.

Motion carried unanimously.

Ms. Cowart moved, Mr. VanAntwerp supported the motion to uphold the disclosure denial to Mr. Robinson’s FOIA appeal.

Mr. VanAntwerp – yes, Ms. Cowart- yes, Mr. Webster – yes, Dr. Myers – yes
Motion carried unanimously.

VIII. ADJOURNMENT

The meeting was adjourned at 7:16 pm.

Respectfully submitted,

Lynne Cowart
Board Secretary

Jackie Martell
Recording Secretary

Minutes
Approved on _____

III.B. Approval of Board of Education Closed
Meeting Minutes - September 28, 2023

III.C. Approval of Board of Education Special
Meeting Minutes - October 11, 2023

KALAMAZOO RESA
Board of Education
October 11, 2023
SPECIAL MEETING MINUTES

MEMBERS PRESENT: Mr. Virgil "Skip" Knowles, Mr. David Webster, Dr. Delores Myers, Ms. Lynne Cowart, Mr. Randy Van Antwerp

MEMBERS ABSENT: None

ADMINISTRATION/STAFF: Dr. Dedrick Martin, Ms. Jackie Martell

I. **CALL TO ORDER**

Mr. Knowles called the meeting to order at 5:25 p.m.

II. **COMMENTS FROM THE PUBLIC**

There were no comments from the public.

III. **Items for Discussion and/or Review**

A. ABAR Vision

The Board of Education discussed the vision of ABAR.

B. Superintendent Evaluation

The Board of Education and Superintendent discussed the evaluation process for the superintendent.

IV. **SUPERINTENDENT COMMENTS**

No additional comments from the superintendent.

V. **ADJOURNMENT**

The meeting was adjourned at 7:02 pm.

Respectfully submitted,

Lynne Cowart
Board Secretary

Jackie Martell
Recording Secretary

Minutes
Approved on _____

III.D. Approval of New Hire

To: Kalamazoo RESA Board of Education and Dedrick Martin, Superintendent
From: Kalee Hirsch, Human Resources Coordinator
Date: October 26, 2023
Re: New Positions

The following new hire/s is/are being recommended for Board approval:

First Name	Last Name	Position	Location	Budget Impact
Jill	Kain	Special Education Teacher	JHS	Replacement
Hannah	Gagneur	Lead Teacher	Head Start	Open
Natalie	Hosbein	Special Education Teacher	YAP	Replacement
Haley	Hough	Lead Teacher	Head Start	Open

Thank you.

Kalee Hirsch
Human Resources Coordinator

III.E. Approval of New Position

To: Kalamazoo RESA Board of Education and Dedrick Martin, Superintendent
From: Kalee Hirsch, Human Resources Coordinator
Date: October 26, 2023
Re: New Positions

The following new position(s) is/are being recommended for Board approval:

Position	Location	Budget Impact
Executive Director of the MiDataHub	MiTech/MiDataHub	State Funding

Thank you.

Kalee Hirsch
Human Resources Coordinator

IV. PROGRAM AND/OR CONFERENCE REVIEW

IV.A. WoodsEdge Continuous Improvement Update -
Aubree Spencer and Megan Lozen

V. ADMINISTRATIVE REPORTS

V.A. Business Services Report

V.A.1. Monthly Financial Report (System Impact
Goal 4b) - Scott Thomas

Kalamazoo Regional Educational Service Agency

1819 E. Milham Avenue

Portage, MI 49002-3035

During the period of time from September 1, 2023, through September 30, 2023, the following payments have been processed:

	<u>Payments</u>	<u>Investments</u>	<u>Total</u>
*Special Education	\$ 238,506	\$ -	\$ 238,506
*General Education	\$ 2,867,116	\$ -	\$ 2,867,116
*Tech Consortium	\$ 12,026	\$ -	\$ 12,026
*Career Connect	\$ 1,527,100	\$ -	\$ 1,527,100
*Payroll	\$ 4,627,406	\$ -	\$ 4,627,406
General Capital Project	\$ 89,430	\$ -	\$ 89,430
Special Ed Capital Project	\$ 192,910	\$ -	\$ 192,910
Career Connect Capital Project	\$ -	\$ -	\$ -
	<u>\$ 9,554,493</u>	<u>\$ -</u>	<u>\$ 9,554,493</u>

* I hereby certify that the above claims set forth are lawful against the 2023-2024 budget for the Kalamazoo Regional Educational Service Agency and were incurred for the purpose and in the amounts shown.



Scott Thomas, Assistant Superintendent for Business Services
Kalamazoo Regional Educational
Service Agency

16-Oct-23

**GENERAL EDUCATION FUND
STATEMENT OF REVENUES & EXPENDITURES
FOR THE SECOND MONTH PERIOD ENDING 8/31/2023
UNAUDITED**

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
General Admin & Operations	4,651,563	242,091	5%	4%
Southwest MiTech (Technology Services)	7,730,126	2,052,158	27%	30%
Seeds For Success/Great Start Collaborative (GSC)	655,156	237,839	36%	36%
Great Start Readiness Program (GSRP)	9,884,246	1,915,176	19%	22%
Print Center	770,000	85,349	11%	30%
Instructional Services and Community Supports	6,763,818	3,206,051	47%	55%
Career Connect Ignite - Education for Arts (EFA)	1,971,152	731,127	37%	41%
Career Connect Ignite - CTE Consortium/Early				
Middle College (EMC)	2,957,605	340,826	12%	11%
Career Connect Discover - YOU	3,753,975	1,275,508	34%	15%
Regional Transportation & Safety Institute (RTSI)	368,599	9,953	3%	3%
Head Start	7,290,217	22,724	0%	0%
Enhancement Millage	14,961,439	930,262	6%	7%
Total Revenues	61,757,896	11,049,065	18%	17%

<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
Board of Education	52,500	4,666	9%	21%
Superintendent	534,728	82,676	15%	14%
Communications	279,411	21,706	8%	10%
Human Resources	299,749	32,684	11%	10%
Business Office	1,368,846	142,457	10%	11%
Facilities	926,992	154,033	17%	11%
Subtotal General Admin & Operations	3,462,226	438,222	13%	11%
Southwest MiTech (Technology Services)	8,224,892	1,671,903	20%	20%
Seeds For Success/Great Start Collaborative (GSC)	837,723	90,820	11%	9%
Great Start Readiness Program (GSRP)	9,884,246	41,131	0%	0%
Print Center	765,512	126,875	17%	15%
Instructional Services and Community Supports	7,303,306	295,180	4%	6%
Career Connect Ignite - Education for Arts (EFA)	2,071,152	129,703	6%	8%
Career Connect Ignite - CTE Consortium/Early				
Middle College (EMC)	3,038,670	203,508	7%	6%
Career Connect Discover - YOU	3,753,975	518,133	14%	11%
Regional Transportation & Safety Institute (RTSI)	429,340	43,457	10%	9%
Head Start	7,290,217	246,199	3%	1%
Enhancement Millage	14,961,439	5,431	0%	0%
Total Expenditures	62,022,698	3,810,561	6%	6%

SURPLUS (SHORTAGE) OF REVENUE
OVER EXPENDITURES

(264,802) 7,238,503

**SPECIAL EDUCATION FUND
STATEMENT OF REVENUES & EXPENDITURES
FOR THE SECOND MONTH PERIOD ENDING 8/31/2023
UNAUDITED**

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
Property Taxes	43,043,442	2,704,407	6%	7%
Section 51 Reimbursement	6,553,629	-	0%	0%
Section 51 Foundation	4,108,350	-	0%	0%
Section 24	650,000	-	0%	0%
IDEA	10,666,448	-	0%	0%
Various	2,970,108	85,377	3%	1%
MPSERS UAAL Offset	-	-	0%	0%
Early On Grant	820,117	57,176	7%	0%
MI School Based Services Program	2,121,960	374,758	18%	20%
Other Grants	545,438	285,409	52%	70%
Total Revenues	<u>71,479,492</u>	<u>3,507,127</u>	5%	5%

<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
Young Adult Program (YAP)	4,728,903	291,465	6%	4%
WoodsEdge Learning Center (WELC)	11,416,189	1,083,117	9%	8%
Preprimary Evaluation Team (PET)	1,531,551	171,375	11%	10%
MPSERS UAAL	-	-	0%	0%
Central Services	7,070,822	404,226	6%	6%
Juvenile Home Schools	2,194,169	-	0%	0%
Valley Center School	1,703,739	-	0%	0%
Deaf/Hard of Hearing Program (DHH)	1,648,142	-	0%	0%
Early On/ECSE	4,140,484	476,920	12%	10%
General Admin & Operations	5,654,928	255,726	5%	8%
Subtotal KRESA Programs	<u>40,088,927</u>	<u>2,682,829</u>	7%	6%
Payout for Local Programs	26,170,523	-	0%	0%
Other Grants	545,438	14,367	3%	2%
Total Expenditures	<u>66,804,888</u>	<u>2,697,196</u>	4%	4%

SURPLUS (SHORTAGE) OF REVENUE OVER EXPENDITURES	4,674,604	809,931
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**CAREER CONNECT FUND
STATEMENT OF REVENUES & EXPENDITURES
FOR THE SECOND MONTH PERIOD ENDING 8/31/2023
UNAUDITED**

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
Property Taxes	9,788,910	678,398	7%	8%
Various	730,000	151,737	21%	17%
Career Connect Campus Project	25,000,000	-	0%	2%
Total Revenues	<u>35,518,910</u>	<u>830,135</u>	2%	3%
<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
Career Connect	4,574,705	976,024	21%	13%
General Admin & Operations	983,417	83,939	9%	17%
Career Connect Campus Project	61,797,246	1,846,966	3%	1%
Total Expenditures	<u>67,355,368</u>	<u>2,906,929</u>	4%	2%
SURPLUS (SHORTAGE) OF REVENUE OVER EXPENDITURES	(31,836,458)	(2,076,795)		

Kalamazoo Regional Educational Service Agency
Investment Rate/Cash Data
As of 9/30/2023

<u>Special Education</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Maturity Date</u>
Fifth-Third	Op	7,515,700		
Milaf	M	<u>6,789,073</u>	5.44	OPEN
<i>Special Education Total</i>		<u>14,304,773</u>		
<u>General Education</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Maturity Date</u>
Fifth-Third	Op	10,119,446		
Milaf	M	<u>15,545,489</u>	5.44	OPEN
<i>General Education Total</i>		<u>25,664,935</u>		
<u>Career and Technical Education</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Maturity Date</u>
Fifth-Third	OP	713,941		
Milaf	M	<u>43,259,676</u>	5.44	OPEN
Career and Technical Education Total		<u>43,973,617</u>		
TOTAL		<u><u>83,943,326</u></u>		

V.B. Instructional Programs and Services Report

V.B.1. Preschool Programming Update - Rachel
 Roberts

SELECTION CRITERIA: expldedgr.key_orgn like '64%'
 ACCOUNTING PERIOD: 13/24

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-640-118-000-723-02226-0000	332,085.00	198,649.63	133,435.37	59.82	690,533.00	578,769.58	111,763.42	83.81
HEAD START OP ODD CLASSRM TEACHING SALAR								
11-640-118-000-723-02226-0000	166,099.00	80,298.87	85,800.13	48.34	326,209.00	269,853.92	56,355.08	82.72
HEAD START OP ODD CLASSRM PARAPRO SALARY								
11-640-118-000-723-02226-0000	21,643.00	12,472.13	9,170.87	57.63	51,451.00	33,736.70	17,714.30	65.57
HEAD START OP ODD CLASSRM PARAPRO SALARY								
11-640-118-000-723-02226-0000	.00	-193.99	193.99	.00	.00	4,835.06	-4,835.06	.00
HEAD START OP ODD CLASSRM GROUP LIFE								
11-640-118-000-723-02226-0000	81,637.00	37,141.87	44,495.13	45.50	344,021.00	281,265.07	62,755.93	81.76
HEAD START OP ODD CLASSRM GROUP HEALTH A								
11-640-118-000-723-02226-0000	6,301.00	.00	6,301.00	.00	12,982.00	13,235.40	-253.40	101.95
HEAD START OP ODD CLASSRM EARLY RET INCE								
11-640-118-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CLASSRM TUITION								
11-640-118-000-723-02226-0000	155,663.00	56,206.70	99,456.30	36.11	306,052.00	414,195.93	-108,143.93	135.34
HEAD START OP ODD CLASSRM RETIREMENT CON								
11-640-118-000-723-02226-0000	39,762.00	14,362.16	25,399.84	36.12	81,721.00	70,942.48	10,778.52	86.81
HEAD START OP ODD CLASSRM FICA								
11-640-118-000-723-02226-0000	4,035.00	1,553.89	2,481.11	38.51	7,916.00	5,547.39	2,368.61	70.08
HEAD START OP ODD CLASSRM WORKMAN COMPEN								
11-640-118-000-723-02226-0000	250.00	.00	250.00	.00	250.00	.00	250.00	.00
HEAD START OP ODD CLASSRM UNEMPLOYMENT C								
11-640-118-000-723-02226-0000	12,121.00	.00	12,121.00	.00	12,114.00	421.26	11,692.74	3.48
HEAD START OP ODD CLASSRM SUBS INSTRUCTI								
11-640-118-000-723-02226-0000	23,697.00	56,388.02	-32,691.02	237.95	23,700.00	12,103.41	11,596.59	51.07
HEAD START OP ODD CLASSRM OTHER PROF PUR								
11-640-118-000-723-02226-0000	100.00	66.56	33.44	66.56	800.00	165.47	634.53	20.68
HEAD START OP ODD CLASSRM TRAVEL MILEAGE								
11-640-118-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CLASSRM WORKSHOPS AND								
11-640-118-000-723-02226-0000	2,652.00	2,655.90	-3.90	100.15	10,600.00	10,222.15	377.85	96.44
HEAD START OP ODD CLASSRM TEACHING TESTI								
11-640-118-000-723-02226-0000	.00	44,575.65	-44,575.65	.00	.00	466.39	-466.39	.00
HEAD START OP ODD CLASSRM NEW EQUIP FURN								
TOTAL PRE-KINDERGARTEN	846,045.00	504,177.39	341,867.61	59.59	1,868,349.00	1,695,760.21	172,588.79	90.76
11-640-212-000-723-02226-0000	181,984.00	110,509.83	71,474.17	60.73	334,705.00	281,618.73	53,086.27	84.14
HEAD START OP ODD FAM ADV COUNSELING SAL								
11-640-212-000-723-02226-0000	.00	245.70	-245.70	.00	.00	820.80	-820.80	.00
HEAD START OP ODD FAM ADV GROUP LIFE								
11-640-212-000-723-02226-0000	31,813.00	23,591.13	8,221.87	74.16	96,416.00	66,179.44	30,236.56	68.64
HEAD START OP ODD FAM ADV GROUP HEALTH A								
11-640-212-000-723-02226-0000	2,729.00	.00	2,729.00	.00	5,020.00	4,224.28	795.72	84.15
HEAD START OP ODD FAM ADV EARLY RET INCE								
11-640-212-000-723-02226-0000	54,670.00	29,106.35	25,563.65	53.24	97,126.00	128,773.63	-31,647.63	132.58
HEAD START OP ODD FAM ADV RETIREMENT CON								
11-640-212-000-723-02226-0000	13,921.00	7,203.33	6,717.67	51.74	25,604.00	22,192.55	3,411.45	86.68
HEAD START OP ODD FAM ADV FICA								
11-640-212-000-723-02226-0000	287.00	157.82	129.18	54.99	524.00	280.44	243.56	53.52
HEAD START OP ODD FAM ADV WORKMAN COMPEN								
11-640-212-000-723-02226-0000	333.00	131.30	201.70	39.43	667.00	.00	667.00	.00

SELECTION CRITERIA: expldedgr.key_orgn like '64%'
 ACCOUNTING PERIOD: 13/24

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-640-214-000-723-02226-0000	43.00	14.73	28.27	34.26	85.00	-106.59	191.59	125.40
HEAD START OP ODD MENTHLT WORKMAN COMPEN								
11-640-214-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD MENTHLT PUPIL PURCHASE								
11-640-214-000-723-02226-0000	200.00	.00	200.00	.00	800.00	172.12	627.88	21.52
HEAD START OP ODD MENTHLT TRAVEL MILEAGE								
11-640-214-000-723-02226-0000	333.00	731.11	-398.11	219.55	667.00	463.03	203.97	69.42
HEAD START OP ODD MENTHLT OFFICE SUPPLIE								
11-640-214-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD MENTHLT NEW EQUIP FURN								
TOTAL PSYCHOLOGICAL SERVIC	38,302.00	13,564.14	24,737.86	35.41	81,083.00	22,554.09	58,528.91	27.82
11-640-221-000-723-02226-0000	34,952.00	18,237.39	16,714.61	52.18	79,422.00	80,199.57	-777.57	100.98
HEAD START OP ODD CURR CURRICULUM SALARI								
11-640-221-000-723-02226-0000	.00	32.16	-32.16	.00	.00	138.08	-138.08	.00
HEAD START OP ODD CURR GROUP LIFE								
11-640-221-000-723-02226-0000	9,459.00	4,612.69	4,846.31	48.77	19,870.00	18,952.95	917.05	95.38
HEAD START OP ODD CURR GROUP HEALTH AND								
11-640-221-000-723-02226-0000	524.00	.00	524.00	.00	1,191.00	1,202.99	-11.99	101.01
HEAD START OP ODD CURR EARLY RET INCENTI								
11-640-221-000-723-02226-0000	10,808.00	5,289.85	5,518.15	48.94	22,421.00	35,899.07	-13,478.07	160.11
HEAD START OP ODD CURR RETIREMENT CONTR								
11-640-221-000-723-02226-0000	2,674.00	1,201.70	1,472.30	44.94	6,076.00	5,723.28	352.72	94.19
HEAD START OP ODD CURR FICA								
11-640-221-000-723-02226-0000	54.00	28.90	25.10	53.52	125.00	16.13	108.87	12.90
HEAD START OP ODD CURR WORKMAN COMPENSAT								
11-640-221-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CURR OTHER PROF PURCHA								
11-640-221-000-723-02226-0000	600.00	6.68	593.32	1.11	1,200.00	313.99	886.01	26.17
HEAD START OP ODD CURR TRAVEL MILEAGE RE								
11-640-221-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CURR WORKSHOPS AND CON								
11-640-221-000-723-02226-0000	167.00	2,116.73	-1,949.73	1267.50	333.00	1,909.60	-1,576.60	573.45
HEAD START OP ODD CURR OFFICE SUPPLIES								
11-640-221-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CURR NEW EQUIP FURN N								
TOTAL IMPROVE INSTRUCTION	59,238.00	31,526.10	27,711.90	53.22	130,638.00	144,355.66	-13,717.66	110.50
11-640-226-000-723-02226-0000	28,082.00	23,993.83	4,088.17	85.44	56,152.00	59,920.43	-3,768.43	106.71
HEAD START OP ODD ADMIN ADMIN ASSISTANT								
11-640-226-000-723-02226-0000	25,038.00	20,322.30	4,715.70	81.17	51,266.00	51,398.71	-132.71	100.26
HEAD START OP ODD ADMIN SUPERV DIRECT ST								
11-640-226-000-723-02226-0000	.00	100.66	-100.66	.00	.00	211.68	-211.68	.00
HEAD START OP ODD ADMIN GROUP LIFE								
11-640-226-000-723-02226-0000	10,788.00	8,930.04	1,857.96	82.78	21,222.00	18,944.49	2,277.51	89.27
HEAD START OP ODD ADMIN GROUP HEALTH AND								
11-640-226-000-723-02226-0000	797.00	.00	797.00	.00	1,612.00	1,669.79	-57.79	103.58
HEAD START OP ODD ADMIN EARLY RET INCENT								
11-640-226-000-723-02226-0000	15,801.00	12,387.19	3,413.81	78.39	30,065.00	49,128.85	-19,063.85	163.41
HEAD START OP ODD ADMIN RETIREMENT CONTR								
11-640-226-000-723-02226-0000	4,063.00	3,235.90	827.10	79.64	8,217.00	8,183.05	33.95	99.59

SELECTION CRITERIA: exp1edgr.key_orgn like '64%'
 ACCOUNTING PERIOD: 13/24

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-640-252-000-723-02226-0000	118.00	.00	118.00	.00	233.00	268.32	-35.32	115.16
HEAD START OP ODD FISCAL EARLY RET INCEN								
11-640-252-000-723-02226-0000	2,410.00	1,896.00	514.00	78.67	4,386.00	7,626.00	-3,240.00	173.87
HEAD START OP ODD FISCAL RETIREMENT CONT								
11-640-252-000-723-02226-0000	602.00	488.67	113.33	81.17	1,188.00	1,334.47	-146.47	112.33
HEAD START OP ODD FISCAL FICA								
11-640-252-000-723-02226-0000	12.00	10.43	1.57	86.92	24.00	28.08	-4.08	117.00
HEAD START OP ODD FISCAL WORKMAN COMPENS								
11-640-252-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD FISCAL OTHER PROF PURC								
11-640-252-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD FISCAL TRAVEL MILEAGE								
11-640-252-000-723-02226-0000	100.00	505.00	-405.00	505.00	100.00	42.82	57.18	42.82
HEAD START OP ODD FISCAL OFFICE SUPPLIES								
11-640-252-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD FISCAL NEW EQUIP FURNI								
11-640-252-000-723-02226-0000	.00	186.85	-186.85	.00	.00	470.64	-470.64	.00
HEAD START OP ODD FISCAL NEW EQUIP FURN								
TOTAL FISCAL SERVICES	11,301.00	9,873.66	1,427.34	87.37	23,162.00	28,033.72	-4,871.72	121.03
11-640-259-000-723-02226-0000	.00	2,260.63	-2,260.63	.00	.00	.00	.00	.00
HEAD START OP ODD ST INS OTHER INS BOND								
TOTAL OTHER BUSINESS SERVI	.00	2,260.63	-2,260.63	.00	.00	.00	.00	.00
11-640-261-000-723-02226-0000	14,409.00	11,826.57	2,582.43	82.08	29,478.00	29,517.37	-39.37	100.13
HEAD START OP ODD OPER PROG DEPT DIRECTI								
11-640-261-000-723-02226-0000	.00	21.28	-21.28	.00	.00	44.76	-44.76	.00
HEAD START OP ODD OPER GROUP LIFE								
11-640-261-000-723-02226-0000	3,301.00	2,604.00	697.00	78.89	8,317.00	5,532.24	2,784.76	66.52
HEAD START OP ODD OPER GROUP HEALTH AND								
11-640-261-000-723-02226-0000	360.00	.00	360.00	.00	728.00	442.76	285.24	60.82
HEAD START OP ODD OPER EARLY RET INCENTI								
11-640-261-000-723-02226-0000	7,085.00	3,276.46	3,808.54	46.25	13,483.00	12,982.91	500.09	96.29
HEAD START OP ODD OPER RETIREMENT CONTR								
11-640-261-000-723-02226-0000	1,835.00	891.25	943.75	48.57	3,716.00	2,229.41	1,486.59	59.99
HEAD START OP ODD OPER FICA								
11-640-261-000-723-02226-0000	38.00	18.63	19.37	49.03	76.00	46.25	29.75	60.86
HEAD START OP ODD OPER WORKMAN COMPENSAT								
11-640-261-000-723-02226-0000	24,879.00	17,157.09	7,721.91	68.96	29,710.00	20,422.71	9,287.29	68.74
HEAD START OP ODD OPER OTHER PROF PURCHA								
11-640-261-000-723-02226-0000	.00	103.60	-103.60	.00	.00	207.20	-207.20	.00
HEAD START OP ODD OPER TRAVEL MILEAGE RE								
11-640-261-000-723-02226-0000	5,800.00	2,689.45	3,110.55	46.37	11,600.00	9,400.25	2,199.75	81.04
HEAD START OP ODD OPER TELEPHONE								
11-640-261-000-723-02226-0000	3,000.00	1,422.79	1,577.21	47.43	6,000.00	4,903.37	1,096.63	81.72
HEAD START OP ODD OPER INTERNET OTHER								
11-640-261-000-723-02226-0000	1,000.00	40,920.00	-39,920.00	4092.00	3,333.00	.00	3,333.00	.00
HEAD START OP ODD OPER MAINT SVC LAND &								
11-640-261-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD OPER CONTRACTED MAINT								
11-640-261-000-723-02226-0000	40,718.00	150,863.68	-110,145.68	370.51	60,736.00	117,636.00	-56,900.00	193.68

POWERSCHOOL
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KALAMAZOO RESA
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 7
 EXPCOM21

SELECTION CRITERIA: exp1edgr.key_orgn like '64%'
 ACCOUNTING PERIOD: 13/24

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
TOTAL OTHER CENTRAL SERVIC	400.00	2,999.92	-2,599.92	749.98	800.00	946.46	-146.46	118.31
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS SOCIAL WORK SA								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS SEC CLERICAL B								
11-640-311-000-723-02226-0000	75.00	.00	75.00	.00	301.00	.00	301.00	.00
HEAD START OP ODD SOCSVCS OTHER OVERTIME								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS GROUP HEALTH A								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS EARLY RET INCE								
11-640-311-000-723-02226-0000	22.00	.00	22.00	.00	83.00	.00	83.00	.00
HEAD START OP ODD SOCSVCS RETIREMENT CON								
11-640-311-000-723-02226-0000	6.00	.00	6.00	.00	23.00	.00	23.00	.00
HEAD START OP ODD SOCSVCS FICA								
11-640-311-000-723-02226-0000	1.00	.00	1.00	.00	5.00	.00	5.00	.00
HEAD START OP ODD SOCSVCS WORKMAN COMPEN								
11-640-311-000-723-02226-0000	500.00	408.38	91.62	81.68	500.00	2,140.99	-1,640.99	428.20
HEAD START OP ODD SOCSVCS OTHER PROF TEC								
11-640-311-000-723-02226-0000	2,000.00	3,092.30	-1,092.30	154.62	8,000.00	6,147.47	1,852.53	76.84
HEAD START OP ODD SOCSVCS OTHER PUR SVC								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS TRAVEL MILEAGE								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS WORKSHOPS AND								
11-640-311-000-723-02226-0000	667.00	115.73	551.27	17.35	667.00	4,555.17	-3,888.17	682.93
HEAD START OP ODD SOCSVCS OFFICE SUPPLIE								
11-640-311-000-723-02226-0000	2,800.00	.00	2,800.00	.00	2,800.00	1,654.48	1,145.52	59.09
HEAD START OP ODD SOCSVCS MISC SUPPLIES								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS NEW EQUIP FURN								
TOTAL COMMUNITY DIRECTION	6,071.00	3,616.41	2,454.59	59.57	12,379.00	14,498.11	-2,119.11	117.12
11-640-611-000-723-02226-0000	209,017.00	69,617.80	139,399.20	33.31	309,479.00	289,228.91	20,250.09	93.46
HEAD START OP ODD INDIRECT COSTS								
TOTAL TRANS OUT GENERAL FU	209,017.00	69,617.80	139,399.20	33.31	309,479.00	289,228.91	20,250.09	93.46
TOTAL HEAD START OPERATING	2,083,135.00	1,303,503.85	779,631.15	62.57	4,236,883.00	3,959,646.50	277,236.50	93.46
TOTAL GENERAL	2,083,135.00	1,303,503.85	779,631.15	62.57	4,236,883.00	3,959,646.50	277,236.50	93.46
TOTAL REPORT	2,083,135.00	1,303,503.85	779,631.15	62.57	4,236,883.00	3,959,646.50	277,236.50	93.46

POWERSCHOOL
 DATE: 10/19/2023
 TIME: 14:14:07

KALAMAZOO RESA
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 3
 EXPCOM21

SELECTION CRITERIA: expldgr.key_orgn like '65%'
 ACCOUNTING PERIOD: 13/24

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
TOTAL COMMUNICATION SERVIC	.00	.00	.00	.00	.00	.00	.00	.00
11-655-611-000-723-02226-0000 HEAD START COVID INDIRECT INDIRECT COSTS	.00	.00	.00	.00	13,273.00	13,273.07	- .07	100.00
TOTAL TRANS OUT GENERAL FU	.00	.00	.00	.00	13,273.00	13,273.07	- .07	100.00
TOTAL HEAD START COVID ONE	.00	.00	.00	.00	181,713.00	181,713.00	.00	100.00
TOTAL GENERAL	23,292.00	28,043.37	-4,751.37	120.40	228,413.00	224,394.07	4,018.93	98.24
TOTAL REPORT	23,292.00	28,043.37	-4,751.37	120.40	228,413.00	224,394.07	4,018.93	98.24

POWERSCHOOL
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KALAMAZOO RESA
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 1
 EXPCOM21

SELECTION CRITERIA: expldedgr.key_orgn like '64%'
 ACCOUNTING PERIOD: 2/24

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-640-118-000-723-02226-0000	332,085.00	41,795.94	290,289.06	12.59	840,198.00	.00	840,198.00	.00
HEAD START OP ODD CLASSRM TEACHING SALAR								
11-640-118-000-723-02226-0000	166,099.00	8,085.29	158,013.71	4.87	416,869.00	.00	416,869.00	.00
HEAD START OP ODD CLASSRM PARAPRO SALARY								
11-640-118-000-723-02226-0000	21,643.00	.00	21,643.00	.00	54,347.00	.00	54,347.00	.00
HEAD START OP ODD CLASSRM PARAPRO SALARY								
11-640-118-000-723-02226-0000	.00	-848.67	848.67	.00	.00	.00	.00	.00
HEAD START OP ODD CLASSRM GROUP LIFE								
11-640-118-000-723-02226-0000	81,637.00	-5,854.51	87,491.51	7.17	464,531.00	.00	464,531.00	.00
HEAD START OP ODD CLASSRM GROUP HEALTH A								
11-640-118-000-723-02226-0000	6,301.00	.00	6,301.00	.00	18,868.00	.00	18,868.00	.00
HEAD START OP ODD CLASSRM EARLY RET INCE								
11-640-118-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CLASSRM TUITION								
11-640-118-000-723-02226-0000	155,663.00	-11,297.69	166,960.69	7.26	372,542.00	.00	372,542.00	.00
HEAD START OP ODD CLASSRM RETIREMENT CON								
11-640-118-000-723-02226-0000	39,762.00	-3,605.47	43,367.47	9.07	100,325.00	.00	100,325.00	.00
HEAD START OP ODD CLASSRM FICA								
11-640-118-000-723-02226-0000	4,035.00	-241.26	4,276.26	5.98	9,971.00	.00	9,971.00	.00
HEAD START OP ODD CLASSRM WORKMAN COMPEN								
11-640-118-000-723-02226-0000	250.00	.00	250.00	.00	250.00	.00	250.00	.00
HEAD START OP ODD CLASSRM UNEMPLOYMENT C								
11-640-118-000-723-02226-0000	12,121.00	.00	12,121.00	.00	11,158.00	.00	11,158.00	.00
HEAD START OP ODD CLASSRM SUBS INSTRUCTI								
11-640-118-000-723-02226-0000	23,697.00	3,754.29	19,942.71	15.84	23,072.00	.00	23,072.00	.00
HEAD START OP ODD CLASSRM OTHER PROF PUR								
11-640-118-000-723-02226-0000	100.00	.00	100.00	.00	800.00	.00	800.00	.00
HEAD START OP ODD CLASSRM TRAVEL MILEAGE								
11-640-118-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CLASSRM WORKSHOPS AND								
11-640-118-000-723-02226-0000	2,652.00	.00	2,652.00	.00	9,763.00	.00	9,763.00	.00
HEAD START OP ODD CLASSRM TEACHING TESTI								
11-640-118-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CLASSRM NEW EQUIP FURN								
TOTAL PRE-KINDERGARTEN	846,045.00	31,787.92	814,257.08	3.76	2,322,694.00	.00	2,322,694.00	.00
11-640-212-000-723-02226-0000	181,984.00	23,852.72	158,131.28	13.11	356,000.00	.00	356,000.00	.00
HEAD START OP ODD FAM ADV COUNSELING SAL								
11-640-212-000-723-02226-0000	.00	70.20	-70.20	.00	.00	.00	.00	.00
HEAD START OP ODD FAM ADV GROUP LIFE								
11-640-212-000-723-02226-0000	31,813.00	8,099.83	23,713.17	25.46	106,262.00	.00	106,262.00	.00
HEAD START OP ODD FAM ADV GROUP HEALTH A								
11-640-212-000-723-02226-0000	2,729.00	.00	2,729.00	.00	5,339.00	.00	5,339.00	.00
HEAD START OP ODD FAM ADV EARLY RET INCE								
11-640-212-000-723-02226-0000	54,670.00	3,635.24	51,034.76	6.65	102,487.00	.00	102,487.00	.00
HEAD START OP ODD FAM ADV RETIREMENT CON								
11-640-212-000-723-02226-0000	13,921.00	753.99	13,167.01	5.42	27,234.00	.00	27,234.00	.00
HEAD START OP ODD FAM ADV FICA								
11-640-212-000-723-02226-0000	287.00	21.18	265.82	7.38	777.00	.00	777.00	.00
HEAD START OP ODD FAM ADV WORKMAN COMPEN								
11-640-212-000-723-02226-0000	333.00	66.50	266.50	19.97	667.00	.00	667.00	.00

SELECTION CRITERIA: expldedgr.key_orgn like '64%'
 ACCOUNTING PERIOD: 2/24

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-640-214-000-723-02226-0000	43.00	-4.47	47.47	10.40	119.00	.00	119.00	.00
HEAD START OP ODD MENTHLT WORKMAN COMPEN								
11-640-214-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD MENTHLT PUPIL PURCHASE								
11-640-214-000-723-02226-0000	200.00	.00	200.00	.00	800.00	.00	800.00	.00
HEAD START OP ODD MENTHLT TRAVEL MILEAGE								
11-640-214-000-723-02226-0000	333.00	175.00	158.00	52.55	667.00	.00	667.00	.00
HEAD START OP ODD MENTHLT OFFICE SUPPLIE								
11-640-214-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD MENTHLT NEW EQUIP FURN								
TOTAL PSYCHOLOGICAL SERVIC	38,302.00	-3,839.36	42,141.36	10.02	80,017.00	.00	80,017.00	.00
11-640-221-000-723-02226-0000	34,952.00	1,840.34	33,111.66	5.27	79,422.00	.00	79,422.00	.00
HEAD START OP ODD CURR CURRICULUM SALARI								
11-640-221-000-723-02226-0000	.00	8.66	-8.66	.00	.00	.00	.00	.00
HEAD START OP ODD CURR GROUP LIFE								
11-640-221-000-723-02226-0000	9,459.00	1,377.34	8,081.66	14.56	19,870.00	.00	19,870.00	.00
HEAD START OP ODD CURR GROUP HEALTH AND								
11-640-221-000-723-02226-0000	524.00	.00	524.00	.00	1,191.00	.00	1,191.00	.00
HEAD START OP ODD CURR EARLY RET INCENTI								
11-640-221-000-723-02226-0000	10,808.00	519.52	10,288.48	4.81	22,421.00	.00	22,421.00	.00
HEAD START OP ODD CURR RETIREMENT CONTR								
11-640-221-000-723-02226-0000	2,674.00	34.47	2,639.53	1.29	6,076.00	.00	6,076.00	.00
HEAD START OP ODD CURR FICA								
11-640-221-000-723-02226-0000	54.00	3.06	50.94	5.67	173.00	.00	173.00	.00
HEAD START OP ODD CURR WORKMAN COMPENSAT								
11-640-221-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CURR OTHER PROF PURCHA								
11-640-221-000-723-02226-0000	600.00	.00	600.00	.00	1,200.00	.00	1,200.00	.00
HEAD START OP ODD CURR TRAVEL MILEAGE RE								
11-640-221-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CURR WORKSHOPS AND CON								
11-640-221-000-723-02226-0000	167.00	1,639.22	-1,472.22	981.57	333.00	.00	333.00	.00
HEAD START OP ODD CURR OFFICE SUPPLIES								
11-640-221-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CURR NEW EQUIP FURN N								
TOTAL IMPROVE INSTRUCTION	59,238.00	5,422.61	53,815.39	9.15	130,686.00	.00	130,686.00	.00
11-640-226-000-723-02226-0000	28,082.00	10,283.07	17,798.93	36.62	66,841.00	.00	66,841.00	.00
HEAD START OP ODD ADMIN ADMIN ASSISTANT								
11-640-226-000-723-02226-0000	25,038.00	8,751.20	16,286.80	34.95	82,220.00	.00	82,220.00	.00
HEAD START OP ODD ADMIN SUPERV DIRECT ST								
11-640-226-000-723-02226-0000	.00	57.52	-57.52	.00	.00	.00	.00	.00
HEAD START OP ODD ADMIN GROUP LIFE								
11-640-226-000-723-02226-0000	10,788.00	5,102.88	5,685.12	47.30	29,421.00	.00	29,421.00	.00
HEAD START OP ODD ADMIN GROUP HEALTH AND								
11-640-226-000-723-02226-0000	797.00	.00	797.00	.00	2,236.00	.00	2,236.00	.00
HEAD START OP ODD ADMIN EARLY RET INCENT								
11-640-226-000-723-02226-0000	15,801.00	5,248.92	10,552.08	33.22	41,738.00	.00	41,738.00	.00
HEAD START OP ODD ADMIN RETIREMENT CONTR								
11-640-226-000-723-02226-0000	4,063.00	1,371.73	2,691.27	33.76	11,403.00	.00	11,403.00	.00

SELECTION CRITERIA: exp1edgr.key_orgn like '64%'
 ACCOUNTING PERIOD: 2/24

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-640-252-000-723-02226-0000	118.00	.00	118.00	.00	392.00	.00	392.00	.00
HEAD START OP ODD FISCAL EARLY RET INCEN								
11-640-252-000-723-02226-0000	2,410.00	799.98	1,610.02	33.19	7,380.00	.00	7,380.00	.00
HEAD START OP ODD FISCAL RETIREMENT CONT								
11-640-252-000-723-02226-0000	602.00	208.27	393.73	34.60	2,000.00	.00	2,000.00	.00
HEAD START OP ODD FISCAL FICA								
11-640-252-000-723-02226-0000	12.00	4.47	7.53	37.25	60.00	.00	60.00	.00
HEAD START OP ODD FISCAL WORKMAN COMPENS								
11-640-252-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD FISCAL OTHER PROF PURC								
11-640-252-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD FISCAL TRAVEL MILEAGE								
11-640-252-000-723-02226-0000	100.00	.00	100.00	.00	100.00	.00	100.00	.00
HEAD START OP ODD FISCAL OFFICE SUPPLIES								
11-640-252-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD FISCAL NEW EQUIP FURNI								
11-640-252-000-723-02226-0000	.00	186.85	-186.85	.00	.00	.00	.00	.00
HEAD START OP ODD FISCAL NEW EQUIP FURN								
TOTAL FISCAL SERVICES	11,301.00	4,133.09	7,167.91	36.57	38,248.00	.00	38,248.00	.00
11-640-259-000-723-02226-0000	.00	2,260.63	-2,260.63	.00	.00	.00	.00	.00
HEAD START OP ODD ST INS OTHER INS BOND								
TOTAL OTHER BUSINESS SERVI	.00	2,260.63	-2,260.63	.00	.00	.00	.00	.00
11-640-261-000-723-02226-0000	14,409.00	5,068.53	9,340.47	35.18	42,321.00	.00	42,321.00	.00
HEAD START OP ODD OPER PROG DEPT DIRECTI								
11-640-261-000-723-02226-0000	.00	12.16	-12.16	.00	.00	.00	.00	.00
HEAD START OP ODD OPER GROUP LIFE								
11-640-261-000-723-02226-0000	3,301.00	1,488.00	1,813.00	45.08	10,388.00	.00	10,388.00	.00
HEAD START OP ODD OPER GROUP HEALTH AND								
11-640-261-000-723-02226-0000	360.00	.00	360.00	.00	921.00	.00	921.00	.00
HEAD START OP ODD OPER EARLY RET INCENTI								
11-640-261-000-723-02226-0000	7,085.00	1,391.31	5,693.69	19.64	17,008.00	.00	17,008.00	.00
HEAD START OP ODD OPER RETIREMENT CONTR								
11-640-261-000-723-02226-0000	1,835.00	380.04	1,454.96	20.71	4,699.00	.00	4,699.00	.00
HEAD START OP ODD OPER FICA								
11-640-261-000-723-02226-0000	38.00	7.99	30.01	21.03	141.00	.00	141.00	.00
HEAD START OP ODD OPER WORKMAN COMPENSAT								
11-640-261-000-723-02226-0000	24,879.00	7,218.81	17,660.19	29.02	28,233.00	.00	28,233.00	.00
HEAD START OP ODD OPER OTHER PROF PURCHA								
11-640-261-000-723-02226-0000	.00	51.80	-51.80	.00	.00	.00	.00	.00
HEAD START OP ODD OPER TRAVEL MILEAGE RE								
11-640-261-000-723-02226-0000	5,800.00	1,679.49	4,120.51	28.96	11,600.00	.00	11,600.00	.00
HEAD START OP ODD OPER TELEPHONE								
11-640-261-000-723-02226-0000	3,000.00	787.79	2,212.21	26.26	6,000.00	.00	6,000.00	.00
HEAD START OP ODD OPER INTERNET OTHER								
11-640-261-000-723-02226-0000	1,000.00	20,000.00	-19,000.00	2000.00	3,333.00	.00	3,333.00	.00
HEAD START OP ODD OPER MAINT SVC LAND &								
11-640-261-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD OPER CONTRACTED MAINT								
11-640-261-000-723-02226-0000	40,718.00	12,127.28	28,590.72	29.78	58,300.00	.00	58,300.00	.00

POWERSCHOOL
 DATE: 10/19/2023
 TIME: 14:11:12

KALAMAZOO RESA
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 7
 EXPCOM21

SELECTION CRITERIA: expldedgr.key_orgn like '64%'
 ACCOUNTING PERIOD: 2/24

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
TOTAL OTHER CENTRAL SERVIC	400.00	2,856.06	-2,456.06	714.02	800.00	.00	800.00	.00
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS SOCIAL WORK SA								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS SEC CLERICAL B								
11-640-311-000-723-02226-0000	75.00	.00	75.00	.00	301.00	.00	301.00	.00
HEAD START OP ODD SOCSVCS OTHER OVERTIME								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS GROUP HEALTH A								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS EARLY RET INCE								
11-640-311-000-723-02226-0000	22.00	.00	22.00	.00	83.00	.00	83.00	.00
HEAD START OP ODD SOCSVCS RETIREMENT CON								
11-640-311-000-723-02226-0000	6.00	.00	6.00	.00	23.00	.00	23.00	.00
HEAD START OP ODD SOCSVCS FICA								
11-640-311-000-723-02226-0000	1.00	.00	1.00	.00	5.00	.00	5.00	.00
HEAD START OP ODD SOCSVCS WORKMAN COMPEN								
11-640-311-000-723-02226-0000	500.00	408.38	91.62	81.68	500.00	.00	500.00	.00
HEAD START OP ODD SOCSVCS OTHER PROF TEC								
11-640-311-000-723-02226-0000	2,000.00	150.00	1,850.00	7.50	8,000.00	.00	8,000.00	.00
HEAD START OP ODD SOCSVCS OTHER PUR SVC								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS TRAVEL MILEAGE								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS WORKSHOPS AND								
11-640-311-000-723-02226-0000	667.00	36.08	630.92	5.41	667.00	.00	667.00	.00
HEAD START OP ODD SOCSVCS OFFICE SUPPLIE								
11-640-311-000-723-02226-0000	2,800.00	.00	2,800.00	.00	2,800.00	.00	2,800.00	.00
HEAD START OP ODD SOCSVCS MISC SUPPLIES								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS NEW EQUIP FURN								
TOTAL COMMUNITY DIRECTION	6,071.00	594.46	5,476.54	9.79	12,379.00	.00	12,379.00	.00
11-640-611-000-723-02226-0000	209,017.00	.00	209,017.00	.00	364,721.00	.00	364,721.00	.00
HEAD START OP ODD INDIRECT COSTS								
TOTAL TRANS OUT GENERAL FU	209,017.00	.00	209,017.00	.00	364,721.00	.00	364,721.00	.00
TOTAL HEAD START OPERATING	2,083,135.00	220,890.60	1,862,244.40	10.60	4,958,189.00	.00	4,958,189.00	.00
TOTAL GENERAL	2,083,135.00	220,890.60	1,862,244.40	10.60	4,958,189.00	.00	4,958,189.00	.00
TOTAL REPORT	2,083,135.00	220,890.60	1,862,244.40	10.60	4,958,189.00	.00	4,958,189.00	.00

POWERSCHOOL
 DATE: 10/19/2023
 TIME: 14:12:48

KALAMAZOO RESA
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 3
 EXPCOM21

SELECTION CRITERIA: expldgr.key_orgn like '65%'
 ACCOUNTING PERIOD: 2/24

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
TOTAL COMMUNICATION SERVIC	.00	.00	.00	.00	.00	.00	.00	.00
11-655-611-000-723-02226-0000	.00	.00	.00	.00	4,049.00	.00	4,049.00	.00
HEAD START COVID INDIRECT INDIRECT COSTS								
TOTAL TRANS OUT GENERAL FU	.00	.00	.00	.00	4,049.00	.00	4,049.00	.00
TOTAL HEAD START COVID ONE	.00	.00	.00	.00	50,999.00	.00	50,999.00	.00
TOTAL GENERAL	23,292.00	25,308.34	-2,016.34	108.66	105,499.00	.00	105,499.00	.00
TOTAL REPORT	23,292.00	25,308.34	-2,016.34	108.66	105,499.00	.00	105,499.00	.00

Kalamazoo RESA

HEAD START MATCH REPORT

August 2023

MONTHLY BREAKDOWN													SUMMARY		
UNIT	NOV '22	Dec '22	JAN '23	FEB '23	MAR '23	APR '23	MAY '23	JUN '23	JUL '23	AUG '23	SEP '23	OCT '23	YTD	SUGGESTED UNIT ANNUAL REQUIREMENT*	MONTHLY GOAL
ADMIN/ OPS	\$ 32,137	\$ 37,353	\$ 28,078	\$ 26,815	\$ 31,266	\$ 13,788	\$ 27,182	\$ 77,799	\$ 5,883	\$ 5,684			\$ 285,985	\$ 244,356	\$ 20,363
EDUC	\$ 128,601	\$ 120,997	\$ 106,590	\$ 110,562	\$ 150,567	\$ 109,226	\$ 110,165	\$ 277,355	\$ 135,808	\$ 45,915			\$ 1,295,785	\$ 1,352,102	\$ 112,675
HEALTH	\$ -	\$ -	\$ -	\$ -	\$ 312	\$ -	\$ -	\$ -	\$ -	\$ 6,744			\$ 7,057	\$ 27,581	\$ 2,298
FCP	\$ 2,345	\$ -	\$ -	\$ -	\$ 908	\$ -	\$ -	\$ -	\$ -	\$ 1,464			\$ 4,716	\$ 5,000	\$ 417
TOTAL	\$ 163,082	\$ 158,350	\$ 134,668	\$ 137,377	\$ 183,052	\$ 123,014	\$ 137,347	\$ 355,154	\$ 141,691	\$ 59,806	\$ -	\$ -	\$ 1,593,542	\$ 1,629,039	\$ 135,753

LESS MATCH EXPECTATION THROUGH AUGUST 2023 \$ 1,357,532.68

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

OVER(UNDER): \$ 236,010

V.B.1.a. KRESA Head Start and Countywide GSRP Enrollment

V.B.1.b. Continuous Improvement Process for Head Start's Culture Survey Results

V.B.2. Instructional Services Update - Lisa Jenkins-Meredith

V.B.2.a. Professional Learning Update

V.B.3. Leadership Capacity Update - Mindy Miller

V.B.3.a. ISD Comparison Data Report

V.C. Deputy Superintendent Report - Tom Zahrt and Meredith Lewis

V.C.1. Human Resources Update - Meredith Lewis

V.C.1.a. Benefits Recommendation

To: Tom Zahrt, Deputy Superintendent
From: Meredith Lewis, Executive Director of Human Resources
Date: October 20, 2023
Subject: 2024 Benefits Recommendations

The West Michigan Health Insurance Pool has informed us that KRESA medical insurance premiums will increase by 5% for 2024. There will be no change to dental premiums in 2024.

With a 4.1% increase in the Hard Cap that school districts are allowed to spend on medical benefits, we must adjust our current premium share costs for participating employees to remain in compliance. As such, I recommend the following benefit changes for the 2024 plan year:

- **Employee Premium Increase:** Increase monthly employee premium share amounts for the low deductible plan to \$150 single, \$200 double, and \$260 family. This is our most expensive and most popular plan, so this increase is required to remain in compliance with the hard cap amounts.

Low Deductible EE Contributions			
	Current	Proposed	% Increase
Single	\$ 120.00	\$ 150.00	25%
Double	\$ 150.00	\$ 200.00	33%
Family	\$ 200.00	\$ 260.00	30%

- **Juneteenth:** Add Juneteenth as an annual KRESA holiday. Juneteenth became a federal holiday in 2021 and a Michigan state public holiday in 2023. Including this important holiday supports our strategic goal of cultivating a positive, inclusive environment for all built upon ABAR principles.

We bring these recommendations to the Board to ensure KRESA remains competitive in benefit cost management, recruiting, and retention of its high-caliber staff.

Thank you for your consideration.

V.C.2. Career Connect Campus Update - Tom Zahrt

V.D. Superintendent Report - Dedrick Martin

V.D.1. Board of Education Board Meeting Dates

V.D.2. Career Connect Advisory Committee
Perspective

V.D.3. 90 Day Plan Update

V.D.4. Other

VI. Thrun Law Notes

VI.A. Correspondence/Informational



SCHOOL LAW NOTES

THRUN
LAW FIRM, P.C.

SEPTEMBER 28, 2023

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Labor Law Changes: Teacher Personnel Decisions.....2

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Upcoming Speaking Engagements Webinar Series Registration Form Title IX Training Registration Form Annual Summer Tax Resolution Form

LISA L. SWEM	IAN F. KOFFLER
JEFFREY J. SOLES	FREDRIC G. HEIDEMANN
ROY H. HENLEY	RYAN J. NICHOLSON
MICHAEL D. GRESENS	CRISTINA T. PATZELT
CHRISTOPHER J. IAMARINO	PHILIP G. CLARK
RAYMOND M. DAVIS	PIOTR M. MATUSIAK
MICHELE R. EADDY	JESSICA E. MCNAMARA
KIRK C. HERALD	RYAN J. MURRAY
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ROBERT A. DIETZEL	MACKENZIE D. FLYNN
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GORDON W. VAN WIENEN, JR. (OF COUNSEL)	

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Confirmed: Virtual Class Teacher Compensation Is Not a Prohibited Bargaining Subject

The Michigan Court of Appeals recently affirmed a Michigan Employment Relations Commission (MERC) decision that “overage compensation” for virtual class teachers did not implicate the “pilot program” or the “use of technology” prohibited bargaining subjects under the Public Employment Relations Act (PERA). *Van Buren Educ Ass’n v Van Buren Pub Schs*, COA Docket No. 362076 (Aug. 24, 2023). While recently passed legislation will repeal many PERA prohibited bargaining subjects, these two prohibited bargaining subjects will remain, making this decision an important guidepost for future conduct.

The applicable collective bargaining agreement (CBA) stated that teachers whose total class enrollment exceeded 175 students were entitled to additional compensation. Students attended classes remotely during the 2020-2021 school year due to COVID-19.

The union filed a grievance on behalf of a teacher assigned more than 175 students for fall 2020, arguing that the CBA entitled the teacher to additional compensation. The school denied the grievance, asserting that the grievance implicated prohibited bargaining subjects under PERA Section 15(3)(h), which prohibits collective bargaining of “decisions concerning use and staffing of experimental or pilot programs and decisions concerning use of technology to deliver educational programs and services and staffing to provide that technology, or the impact of those decisions on individual employees or the bargaining unit.”

The school ultimately filed an unfair labor practice charge with MERC. The school argued that by advancing a grievance concerning a prohibited bargaining subject to arbitration, the union violated PERA by failing to bargain in good faith. MERC determined that the grievance did not implicate a prohibited bargaining subject. The school appealed.

On appeal, the school argued that PERA precluded arbitration of the grievance because the teacher’s workload was an “impact” of the school’s decision to implement a virtual pilot program. The court rejected the school’s argument, explaining that there was no indication that the teacher’s total number of students increased above the 175-student threshold because of the virtual program.

The school also argued that MERC wrongly delegated to the arbitrator the role of interpreting PERA. According to the school, to determine whether the parties intended the CBA overage compensation provision to apply to virtual teaching assignments, the arbitrator would need to interpret Section 15(3)(h) to determine whether the prohibited subject made the CBA unenforceable as applied to the virtual teaching program. The court disagreed.

The court reasoned that how the CBA overage compensation provision applies to virtual program teachers involves a question of

contract interpretation. The court added that the union did not challenge the school's decision to use technology to service students; rather, it asserted the right of virtual program teachers to receive CBA overage compensation.

Although unpublished and therefore not binding, the decision provides persuasive legal guidance for whether contract language implicates the PERA pilot program or use of technology prohibited bargaining subjects.



Labor Law Changes: Teacher Personnel Decisions

This article is the third in a series analyzing recent labor law changes. This month's installment examines pending changes to Revised School Code (RSC) Section 1248.

PA 116 of 2023 (PA 116) amends RSC Section 1248 to establish factors that school officials must consider when filling a vacancy, placing a teacher in a classroom, or conducting a staffing or program reduction or any other personnel determination resulting in a position's elimination. These changes become effective **July 1, 2024**.

PA 116 provides that teacher effectiveness, as measured by a school's performance evaluation system under RSC Section 1249 or as otherwise collectively bargained, *must* be used as a factor for personnel decisions. Other factors that *may* be considered in personnel decisions under PA 116 include: (1) length of service in a grade level or subject area; (2) the teacher's disciplinary record; and (3) relevant special training, other than professional development or continuing education as required by the school or Michigan law, and integration of that training into instruction. Length of service may not be used as the *sole* factor in personnel decisions but *may* be considered as a tiebreaker if a personnel decision involves two or more employees who are otherwise equal. PA 116 also requires a school board to adopt, implement, maintain, and comply with "clear and transparent" procedures for all personnel decisions under RSC Section 1248.

Amended Section 1248 applies only to a "teacher" under RSC Section 1249, who is:

an individual who has a valid Michigan teaching certificate or authorization or who is engaged to teach under section 1233b; who is employed, or contracted for, by a school district, intermediate school district, or public school academy; and who is assigned by the school district, intermediate

school district, or public school academy to deliver direct instruction to pupils in any of grades K to 12 as a teacher of record.

Therefore, PA 116's application is limited to *classroom* teachers and does not apply to instructional coaches, counselors, or persons who are not the teacher of record or assigned to a classroom.

Employer Considerations

When preparing for collective bargaining negotiations, school officials should anticipate that unions will demand to bargain over PA 116's "clear and transparent" procedures. Unions will likely provide template contract language regarding the procedures during negotiations. In responding to those demands, school officials should consider the practical implications that will impact administrative options when making RSC Section 1248 personnel decisions.

The amended statute does *not* limit the factors that can be considered for personnel decisions to the length of service in grade level or subject area, disciplinary record, and relevant special training. Therefore, school officials may also consider including additional factors, such as a teacher's knowledge of the content area; ability to impart that knowledge; rapport with students, parents, and colleagues; and ability to withstand the rigors of teaching. Most teachers are rated "highly effective" or "effective" on their performance evaluations, so such additional factors may be critical to personnel decisions. Further, school officials should document special training that teachers participate in on an ongoing basis to ensure that the evidence for this decision-making factor is properly recorded.

Many teacher CBA recognition clauses cover not only teachers, but also counselors, social workers, nurses, and other staff members. School officials should expect that unions will seek to expand these procedures to apply to non-teaching professionals or bargaining union members who do not meet PA 116's new definition of "teacher." School officials need not agree to standards exceeding those listed in RSC Section 1248. Limiting factors for personnel decisions may limit administrative discretion and flexibility. School officials should instead consider strategies to establish "clear and transparent" procedures that maintain or expand, rather than limit, discretion and flexibility regarding personnel decisions.

Please contact a Thrun labor and employment attorney if you have any questions regarding PA 116 or the effect it may have on your teacher CBA.



FMLA Refresher

As the new school year is underway, school officials are reminded that the Family and Medical Leave Act (FMLA) requires employers to provide job-protected unpaid leave to eligible employees for specified family and medical reasons.

Eligibility

To be eligible for FMLA leave, an employee must:

- (1) have been employed by the school for at least 12 months,
- (2) have worked for at least 1,250 hours during the past 12 months, and
- (3) be employed at a worksite with at least 50 employees within 75 miles.

Leave Reasons and Leave Time Entitlement

An eligible employee is entitled to 12 workweeks of unpaid leave in a 12-month period, except if taking leave to care for certain military servicemembers with a serious injury or illness, in which case the eligible employee is entitled to 26 workweeks of unpaid leave in a 12-month period. An employer may require an employee to use accrued paid leave concurrently with FMLA leave.

Eligible employees may take FMLA leave for the following reasons:

- (1) To care for the employee's newborn child or placement of a child with the employee for adoption or foster care.
- (2) To care for a child, spouse, or parent who has a serious health condition.
- (3) An employee's own serious health condition that makes the employee unable to perform the functions of the employee's job.
- (4) Certain leave related to a family member's military service, such as foreign deployment or leave to care for a covered servicemember with a serious injury or illness.

The 12-month period may be based on a calendar year, a school year, a rolling backward year, or a rolling forward year. If your board policy does not designate a leave year, the year that is most advantageous to the employee will apply.

For Thrun Policy Manual subscribers, Policy 4106 gives schools discretion to select a FMLA leave year. A rolling backward year is recommended as it ensures that an employee does not use two 12-week leave periods back-to-back, such as at the end of one calendar year and again at the beginning of the next calendar year.

Intermittent or Reduced Schedule Leave

An employee may take FMLA leave in separate blocks of time (i.e., intermittently), if medically necessary. Schools are not required to allow employees to use intermittent leave to care for a newborn or a newly placed child.

Special rules apply to instructional employees whose principal function is to teach and instruct students, which includes teachers, coaches, and special education assistants. When intermittent leave exceeds 20% of the working days during the leave period, the employer may require the employee to choose to: (1) take leave over a particular duration no longer than the planned treatment; or (2) transfer temporarily to an available alternative position for which the employee is qualified which has equivalent pay and benefits.

End of Year Leave

Leave taken by an instructional employee that ends with the school year and resumes with the next term is considered consecutive leave. Summer vacation is generally not counted against the employee's FMLA leave entitlement. Such employees must receive any benefits they would have received during the summer had they been working at the end of the school year.

School officials may generally require an instructional employee to take leave until the end of a term if that employee will return to school within the last two to three weeks of the term. In such instances, if the employee would have otherwise been able to return, any additional required leave does not count toward the employee's FMLA leave entitlement.

Holidays

A recent U.S. Department of Labor opinion letter dated May 30, 2023 reminded employers that holidays do not extend FMLA leave time *unless* an employee takes less than a full week of leave. When a holiday falls during a full week of leave time, the entire week is counted as FMLA leave. In contrast, if an employee is taking intermittent leave (e.g., Mondays and Wednesdays), and a holiday falls on a day that would ordinarily not be worked due to intermittent leave (e.g., Monday), then that day does not count against the employee's FMLA leave entitlement.

FMLA leave requirements are often fact-specific. Board policy, CBAs, and individual employment contracts may expand FMLA leave requirements. If you are unsure of FMLA requirements in your specific situation, please contact a Thrun labor and employment attorney for guidance.

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Register for Upcoming Labor & Employment Webinars

Thrun Law Firm is offering a series of four webinars focused on labor and employment topics that school officials frequently encounter and where missteps may result in legal liability. These trainings are for K-12 and central office administrators who are new to the job as well as those veterans who want or need a refresher.

The following dates and topics will be offered:

- Wednesday, November 8 - Collective Bargaining: How to Say “No”
- Wednesday, November 15 - Teacher IDPs and the Evaluation Process
- Wednesday, December 6 - Managing the Grievance Process
- Wednesday, December 13 - Maneuvering through FMLA, PMLA, & ADA

Join Thrun Law Firm as we cover these important labor and employment topics and discuss common traps and pitfalls. Further details, including cost and time, are included on the attached registration form.

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Considering Student Non-Curricular Accommodation Requirements

Section 504, the Americans with Disabilities Act (ADA), and the Individuals with Disabilities Education Act (IDEA) require a school to provide students with disabilities access to all programs and activities the school offers. Often, school officials erroneously believe that programs or activities offered outside the academic school day are exempt from these requirements. They are not. Although schools are not required to provide programs or activities outside the school day, those that do must ensure that students with disabilities have the accommodations needed to participate.

For example, if a parent enrolls a student with a disability in before and after care or any other non-academic program or activity, and staff have a concern about the effect the disability will have on the student's participation, school officials should have an open dialogue with the student's family to determine accommodations to enable the student to participate.

School officials must be wary of excluding a child from any program or activity due to difficult, or even extreme, behaviors. The Office for Civil Rights examines such situations carefully to determine whether school officials relied on assumptions or stereotypes about a

disability or failed to consider accommodations that may have been effective.

There is no disability that automatically excludes a student from participating in a school program or activity. Rarely, a situation arises in which no accommodation can be implemented that will enable the student to participate, or in which the accommodation would fundamentally alter the program. In those very limited situations, the program or activity may not be available to the student.

School officials must also remember that the family of a student with a disability cannot be charged more than a family with a non-disabled student for any program or activity, even if the school will incur additional costs related to necessary accommodations. For instance, if a family needs a one-to-one paraprofessional to participate in the program, the school must absorb that cost without passing it on to the student's family.

School officials may not require parents to attend or participate in a program or activity as a condition for student participation in that program or activity. In addition, students with disabilities may not be subjected to unreasonable burdens, such as production of excessive medical documentation, to participate.

Even if a school contracts with a third party to operate a program or activity, the school is not necessarily shielded from liability. A public school may not aid or perpetuate discrimination against students with disabilities by providing significant assistance to an entity that discriminates. The school should therefore ensure that the third party complies with accommodation requirements or end the contractual relationship.

If your school is considering excluding a student with a disability from a school program or activity, we recommend contacting a Thrun attorney.

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Keeping Field Trips on the Straight and Narrow Path

Field trips are a student favorite, but can cause headaches for school officials charged with organizing and overseeing them. Understanding critical field trip issues can alleviate bigger problems down the road.

Board Policy

Every school should have a policy that addresses field trips. For Thrun Policy Manual subscribers, field trips are covered in Policy 5506. That policy provides guidance for common field trip questions.

Managing Liability

In Michigan, liability waivers executed by a parent or guardian on behalf of a minor student are *not* legally enforceable. Nonetheless, signed permission slips are recommended, as they memorialize acknowledgement of key field trip aspects, including inherent risks. Permission slips may also discourage litigation.

The best way for schools to avoid personal injury liability is to preserve statutory governmental immunity. A school generally enjoys tort immunity if the activity constitutes a governmental function. Board authorization of a field trip furthering the school's curriculum (or delegation of that authorization through board policy) bolsters the likelihood that a court will find that the field trip serves an educational purpose and is therefore a governmental function. Importantly, however, governmental immunity does not protect a school from liability for bodily injury and property damage resulting from the negligent operation of a motor vehicle.

Governmental immunity also protects board members and the superintendent if acting within the scope of their authority. Volunteers and employees other than the superintendent enjoy governmental immunity if: (1) the school is engaged in a governmental function; (2) the volunteer or employee was acting or reasonably believed he or she was acting within the scope of his or her authority; and (3) the volunteer's or employee's conduct did not amount to gross negligence.

We recommend that school officials confirm with the school's insurance carrier that the school's insurance policy covers the planned field trip activities, including travel.

Volunteers

Parents and other family members often act as volunteer chaperones for field trips. Although Michigan law does not require criminal background checks for volunteers, they are a best practice. School officials should also consult their school's board policy as some policies require volunteers to complete a criminal background check.

Fees and Costs

If the field trip is part of the school's curriculum, school officials must ensure that a student's financial circumstances do not limit participation. If, however, the field trip is purely recreational, schools may charge fees. In all circumstances, any fees (and other related costs) should be clearly explained before the field trip.

Student Searches and Property

Searching students before boarding a bus may sound like a great plan, but it may not be legal. Students

are protected by the Fourth Amendment from unlawful searches and seizures.

Before searching a student or student belongings, school officials must: (1) have reasonable suspicion of a violation of a rule or law, and (2) ensure that the scope of the search is justified under the circumstances. Like most constitutional issues, the legality of searches and seizures depends on each situation's individual facts. School officials who chaperone field trips - especially overnight field trips - should therefore receive training in this area.

Student Conduct

Before the field trip, advise parents and students in writing of expectations for student conduct. Also, if students are old enough, consider having them sign an acknowledgement of the specific rules related to the field trip. Special accommodations may be needed to ensure students with disabilities can participate in the field trip.

Conclusion

Field trips are useful tools for engaging students in education outside the classroom. The confluence of numerous students, staff members, and parents involved in an activity off school grounds may, of course, lead to complications. Following board policy and the above guidelines may reduce the risk of such complications.

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Back to Basics: How to Respond to a Subpoena

A subpoena arrives at your school, demanding student records or summoning an employee to testify at a hearing. What are school officials and subpoenaed staff *required* to do? What *should* they do? Before taking action, school employees should consider the following guidance.

Initial Steps

School employees should first notify their supervisor of the subpoena. Administrators often work with legal counsel to evaluate how to respond to the subpoena. As explained below, not all subpoenas are valid. Improperly evaluating a subpoena's validity, however, can lead to legal problems.

Many attorneys send a cover letter with the subpoena advising the witness to contact the requesting attorney immediately upon receipt to discuss the witness's testimony. Before discussing information about a student, a school employee must obtain signed consent from a parent (or from the student if over 18 years old) allowing disclosure of student record information. An attorney's bare

assertion that disclosure is required is not sufficient. Before contacting the attorney that sent the subpoena, school administrators should consult with the school’s legal counsel about whether the employee should contact that attorney.

Proper Service

A subpoena must be properly served. A subpoena addressed to the school must be served on the school board president, secretary, treasurer, or “an officer having substantially the same duties” as those officers. Service on a superintendent satisfies this requirement. But a subpoena addressed to an individual school officer or employee must be served on that individual. Service can be accomplished by hand delivery (personal service) or by registered or certified mail. Email service is typically invalid.

Subpoena Contents & Timing

A subpoena’s first page must identify: (1) the case name, (2) the court in which the lawsuit is pending, and (3) the case number. A Michigan subpoena must be signed by an attorney of record in the lawsuit, the court clerk, or a judge.

A subpoena must also specify whether it is ordering document production, witness testimony, or both. A subpoena for witness testimony must state a date and time for the witness to testify and must provide at least two days’ notice. In contrast, a subpoena for both document production and witness testimony must provide at least 14 days’ notice.

Witness Fees

If the subpoena compels testimony, the witness must usually receive attendance and mileage fees at the time of service. The attendance fee is generally \$12 for each day or \$6 for each half day, and the mileage fee is the established round-trip per-mile reimbursement rate estimated from the witness’s residence to the place of attendance. For a virtual hearing, mileage is likely not necessary, but the witness fee is still required.

Information Sought

Beyond the basic procedural requirements, consider whether the subpoena seeks information about a student. If so, hold up!

Michigan’s Revised Judicature Act (RJA) requires parental consent (if the student is a minor) or student consent (if the student is 18 years or older) before providing testimony or records regarding the student’s behavior or confidential communications between the subpoenaed witness and the student. The Michigan Court of Appeals has called this law the “teacher-student privilege.”

The RJA also applies to a “guidance officer, school executive or other professional person engaged in

character building in the public schools . . . who maintains records of students’ behavior or who has records in his [or her] custody, or who receives in confidence communications from students.” Additionally, the Family Educational Rights and Privacy Act (FERPA) requires prior written notice to a parent or eligible student before a student’s education records are disclosed in response to a subpoena.

If the subpoena does not contain the above-described components or seeks information that runs afoul of the statutory privilege, compliance may not be necessary. Because incorrectly concluding that a subpoena is not valid may subject the witness or the school to contempt penalties, it is best practice for school officials to contact legal counsel to evaluate the appropriate subpoena response.



Anticipated Competitive Bid Threshold Increase

In a memorandum anticipated in the coming days, MDE will announce a new Michigan school competitive bid threshold. MDE adjusts this threshold annually to account for inflation as measured by the average consumer price index.

Based on information recently received from MDE, the competitive bid threshold for the 2023-24 fiscal year is anticipated to be **\$29,572**. School districts, ISDs, and public school academies must competitively bid the following if they exceed the competitive bid threshold: (1) labor and materials for construction projects (RSC Section 1267), and (2) the purchase of supplies, materials, and equipment (RSC Sections 623a and 1274).

School officials must not disaggregate a project (which includes additions, repairs, or renovations) or supplies, materials, and equipment into discrete components to circumvent competitive bidding requirements. Instead, school officials must calculate each procurement as a whole.

If below the threshold amount, competitive bids are not legally required under state law. School officials should review whether school board policies require competitive bidding even when state law does not require it. For Thrun Policy Manual subscribers, our purchasing and construction policies (3301 and 3306) do *not* require competitive bidding for procurements below the state bid threshold, except when competitive bidding is required by federal law for federally funded projects and purchases.



Reminder: National Social Media Litigation Deadline

As previously announced in *School Law Notes* articles and E-Blasts, schools nationwide have been joining a lawsuit against Facebook, Instagram, Snapchat, Tik Tok, and other social media platforms. The lawsuit asserts that those social media platforms targeted minors to maximize profits, despite knowing the severe detrimental effects of excessive social media use by minors.

The deadline to join the lawsuit is **December 29, 2023**. To date, over 100 Michigan schools have joined.

Schools that join the lawsuit will be represented in the lawsuit by Frantz Law Group, a California law firm. A social media litigation packet is available for interested schools. The packet includes a cover letter explaining the litigation, a board resolution, and a Frantz Attorney-Client Fee Contract for board consideration. Thrun Law Firm has already reviewed and revised the contract. Schools that receive a packet directly from Frantz should contact us, as that packet may not contain the contract reviewed and revised by our firm.

To request a social media litigation packet or for more information about the litigation, please contact Thrun attorney Piotr Matusiak at pmatusiak@thrunlaw.com or 517-374-8824. To join, a signed resolution and contract must be emailed to Piotr by December 29, 2023.



Food for Thought: Taxing School Concessions

Fall sports are now in full swing, and an integral part of any event is the concession stand. Although retail sales of tangible personal property to schools for their own use, storage, or consumption are generally exempt from sales tax, retail sales *by* schools must typically be taxed, subject to the exceptions described below.

Michigan's General Sales Tax Act exempts most food and food ingredients from sales tax. The law, however, distinguishes between "prepared food intended for immediate human consumption" and "unprepared food." This difference has a significant impact on whether concession stand food must be taxed.

Prepared food includes the following:

- food sold in a heated state or that is heated by the seller;

- two or more food ingredients mixed or combined by the seller for sale as a single item; and
- food sold with eating utensils provided by the seller, including knives, forks, spoons, glasses, cups, napkins, straws, or plates, but not including a container or packaging used to transport the food.

Prepared food does *not* include:

- food that is only cut, repackaged, or pasteurized by the seller;
- food sold in an unheated state by weight or volume as a single item, without eating utensils; and
- bakery items sold without eating utensils.

In the context of school concessions, this means that items prepared, compiled, or sold in a heated state (e.g., popcorn, pizza, prepared sandwiches, or hot dogs) or items sold with utensils (e.g., ice cream with a spoon or a beverage in a cup) are subject to sales tax. On the other hand, fresh fruit or pre-packaged items (e.g., candy bars, packaged ice cream sandwiches, cookies, or bottled beverages) are not subject to sales tax.

Just as not every food item is taxed, not every purchaser should be, either. The sale of prepared food to "bona fide enrolled students" is not subject to sales tax. Schools should carefully document sales to students as the Department of Treasury has made clear that sales to non-students, including teachers, must be taxed.

Notably, the law provides an additional, limited exception to its sales tax requirements. If a school's *aggregate* retail sales (i.e., not only relating to concessions) are less than \$25,000 for a calendar year, then the sale of the first \$10,000 of tangible personal property may be exempt from sales tax. The \$25,000 aggregate sales threshold includes all sales by the school, as well as any clubs, associations, and organizations affiliated with the school. Importantly, "school" means each individual elementary, middle, junior, or high school site that represents a district attendance area – not the entire school district.

Schools should carefully consider whether to take advantage of this exemption. If the sales at an individual school site equal or exceed \$25,000 in a calendar year, then all of the school site's sales are taxable, including the first \$10,000 that could have been treated as exempt prior to exceeding the threshold. In that case, the school will be responsible for remitting the tax, even if the tax was not collected from its customers at the time of sale.

For more information, please see [Revenue Administrative Bulletin 2020-25](#) or contact attorney Mackenzie Flynn at mflynn@thrunlaw.com or 517-374-4529.



Summer Tax Resolution Reminder

RSC Section 1613 allows a school district or ISD to authorize local taxing jurisdictions to levy half or all school taxes on July 1 by filing a summer tax resolution with the local taxing jurisdictions. If your school currently has a summer tax levy and would like it to continue in 2024, your school's board of education must adopt a resolution and file a copy of it with each city and township within your school's boundaries on or before December 31, 2023.

The December 31 deadline is statutory. Each year, we receive calls from clients asking what they can do if the deadline is missed. Unfortunately, the answer is "nothing." Failing to adopt and file a summer tax resolution by December 31 means that all school taxes for the subsequent year must be levied in December.

A suggested resolution form is attached to this newsletter. *Do not use the attached resolution if your school is considering the implementation of a summer tax levy for the first time or changing the percentage of the summer tax collection.*

Section 1613 states that a "[summer tax] resolution by its terms may be applicable until revoked by the board." Although this language suggests that a school board does not need to adopt and file a summer tax resolution each year, the Michigan Court of Appeals has held that Section 1613 requires annual school board action to effectuate a summer tax levy. School officials should not rely on language in a summer tax resolution stating that it is effective "until specifically revoked by the Board" to bypass the required annual summer tax resolution process. Doing so would jeopardize the school's ability to levy summer taxes that year.

A school that did not levy a summer tax in 2023 may institute a summer tax levy for 2024. Likewise, a school that previously authorized a 50% summer tax collection and wants to increase to a 100% summer tax collection (or vice versa) may make that modification for 2024. To authorize a summer tax levy for the first time, or to modify the collection percentage, the board must adopt a different resolution at a properly noticed public meeting by December 31, 2023. To implement or modify a summer tax collection for 2024, please contact us and we will provide you with the required resolutions and forms.

The State of Michigan pays the collection costs for the State's education tax (6 mills) if no other summer property tax is collected by the tax collecting unit

(other than the State education tax and county taxes). If your school has a partial or full summer tax levy and the only other summer tax collection in your jurisdiction is the State's education tax and county taxes, your school will be solely responsible for the applicable summer tax collection costs.



LIBOR Class Action Settlement

Since 2017, Thrun Law Firm has been filing settlement claims on behalf of school clients in the *In re LIBOR-Based Financial Instruments Antitrust Litigation* class action lawsuit. This case involves the London Interbank Offered Rate (LIBOR), which is an interest rate index commonly used in municipal finance and is considered the global benchmark for lending between international banks. Several banks associated with LIBOR are accused of unlawfully manipulating the interest rate for their own financial profit between August 2007 and May 2010.

A recent settlement in this case totaling \$90 million has opened the door for eligible individuals and entities, including schools, to potentially recover compensation. Parties eligible for a claim are those that directly purchased and owned certain U.S. Dollar LIBOR-based instruments between August 2007 and May 2010, from the following financial institutions: Bank of America, MUFG, Barclays, Citibank, Credit Suisse, Deutsche Bank, HBOS, HSBC, JPMorgan Chase, Lloyds, Norinchukin, Rabobank, Royal Bank of Canada, Royal Bank of Scotland, Société Générale, UBS, or Portigon (including their subsidiaries or affiliates).

To be eligible for a settlement payment, class members must submit a claim to the settlement administrator by **December 15, 2023**. Class members that previously submitted a valid proof of claim in prior LIBOR-based settlements are not required to submit another proof of claim, unless they desire to modify or supplement their claim. If your school would like assistance with submitting a proof of claim for this settlement, we recommend forwarding any relevant information and documents to us by **November 15, 2023**.

If you have questions about your school's eligibility for this settlement claim or have any other questions regarding this matter, please contact attorney Austin DeLano (adelano@thrunlaw.com, 517-374-8832) or attorney Gordon W. VanWieren, Jr. (gvanwieren@thrunlaw.com, 517-374-8843).



Comprehensive Title IX Sexual Harassment Training

Thrun Law Firm is offering a session of its Comprehensive Title IX Sexual Harassment Training on October 26, 2023. This comprehensive training satisfies training requirements for all K-12 employees who will serve as Title IX Coordinators, Investigators, Decision-Makers, Informal Resolution Facilitators, or Appeals Officers in the Title IX Grievance Process under the 2020 regulations. To register for the training, please complete and return the attached order form.



Thank You, Principals!

October is National Principals Month. Having worked with principals for over 75 years, we recognize the hard work, coordination, and dedication necessary to run a school and commend you for your tireless efforts. From all of us at Thrun Law Firm, thank you!



Date	Organization	Attorney(s)	Topic
October 5 & 6, 2023	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Thrun Board Policy Implementation 2-Part Webinar
October 5, 2023	MNA 2023 Fall Conference	Lisa L. Swem	The Bargaining Landscape: What's Changed? What Hasn't?
October 5, 2023	MNA 2023 Fall Conference	Katherine Broaddus	Bargaining Requirements, Mandatory, Permissive and Prohibited Subjects
October 5, 2023	MNA 2023 Fall Conference	Raymond M. Davis	Handling the Most Challenging Mandatory Subjects of Bargaining
October 6, 2023	MNA 2023 Fall Conference	Robert A. Dietzel	Legal Update
October 6, 2023	MSBO	Katherine Broaddus	New Labor Legislation
October 6, 2023	Northwest Education Services	Katherine Broaddus	New Labor Legislation
October 10, 2023	MAASE/MEMPSA	Michele R. Eaddy	Behavioral Strategies/Supports Panel Discussion
October 13, 2023	Gogebic-Ontonagon ISD	Timothy T. Gardner, Jr.	Collective Bargaining Law Webinar
October 13, 2023	Marquette, Upper Peninsula School Business Officials	Roy H. Henley	Labor and Employment Law Update
October 13, 2023	U.P. Special Education Conference	Robert A. Dietzel	Hot Topics in Special Education
October 13, 2023	U.P. Special Education Conference	Robert A. Dietzel	BIP and FBA: Creating Quality Reports to Support Student Learning
October 17, 2023	Delta Schoolcraft ISD	Robert A. Dietzel	Legal Update
October 19, 2023	Genesee ISD	Michele R. Eaddy	Special Education Legal Update
October 24, 2023	Thrun Law Firm, P.C.	Michele R. Eaddy Jennifer K. Starlin	Section 504 Webinar
October 26, 2023	Clinton County RESA	Lisa L. Swem	School Law Update
October 26, 2023	Thrun Law Firm, P.C.	Robert A. Dietzel Jessica E. McNamara	Comprehensive Title IX Training Webinar

Date	Organization	Attorney(s)	Topic
November 2, 2023	MASA Region 6	Lisa L. Swem	School Law Update
November 8, 2023	Thrun Law Firm, P.C.	Raymond M. Davis Ryan J. Murray Austin M. DeLano	Collective Bargaining: How to Say "No" Webinar
November 10, 2023	MASB	Raymond M. Davis MaryJo D. Banasik	Board of Education's Role in Labor Negotiations
November 15, 2023	Thrun Law Firm, P.C.	Katherine Broaddus Kathryn R. Church	Teacher IDPs and Evaluation Process Webinar
November 17, 2023	MASA Region II	Robert A. Dietzel	Legal Update
December 6, 2023	MSPSDHH	Michele R. Eaddy	Special Education Legal Update
December 6, 2023	MASPA 50 th Annual Winter Conference	Lisa L. Swem	Employee First Amendment Speech Rights
December 6, 2023	Thrun Law Firm, P.C.	Timothy T. Gardner, Jr. MaryJo D. Banasik	Managing the Grievance Process Webinar
December 7, 2023	MASPA 50 th Annual Winter Conference	Jennifer K. Starlin	Title IX
December 7, 2023	MASPA 50 th Annual Winter Conference	Robert A. Dietzel	Legal Update
December 7 & 8, 2023	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Thrun Board Policy Implementation 2-Part Webinar
December 8, 2023	Gogebic-Ontonagon ISD	Timothy T. Gardner, Jr.	Collective Bargaining Law Webinar
December 13, 2023	Thrun Law Firm, P.C.	Daniel R. Martin Cathleen M. Dooley	Maneuvering through FMLA, PMLA, & ADA
February 9, 2024	Gogebic-Ontonagon ISD	Roy H. Henley	Teacher and Administrator Non-Renewal Process Webinar
February 13, 2024	MAASE	Thrun Law Firm, P.C. Attorneys	Hot Topics in Special Education Law

VII. ITEMS FOR DISCUSSION AND/OR ACTION

VII.A. Approval for travel to the 2023 CTE Symposium for the KRESA Administrative Team members from Nov. 15 - Nov. 17, 2023 in Denver, Co.

VII.B. Approval of 2023 Employee Benefits Recommendation

VII.C. Approval of Landscape Forms outdoor furnishing package for the Career Connect Center



October 19, 2023

formerly Plante Moran Cresa

Mr. Tom Zahrt, Deputy Superintendent
 KRESA - Kalamazoo Regional Educational Service Agency
 1819 E. Milham Road
 Portage, MI 49002

RE: Project Award Recommendation – Outdoor & Hospitality Seating – Career Connect Center

Mr. Zahrt:

As part of the creation of the new Career Connect Center, we will furnish the building with a wide range of equipment and furniture (FF&E) to facilitate its operation. This award recommendation represents the first FF&E procurement for the project, and we are pleased it includes the products of a well-regarded local manufacturer, Landscape Forms, Inc. (LFI), who happen to be a significant industry partner to KRESA in the development of the programs the facility will offer.

LFI is a globally recognized producer of high quality outdoor and hospitality furnishings. The design team at Wightman/DLR worked with LFI to select products that support the design of the career center, and will enhance it's performance and appeal. KRESA staff and PMR then met with LFI to discuss approach to procurement.

LFI participates with and provides discounted contract pricing through Omnia/NCFA, and national procurement consortium that KRESA participates in. Public sector procurement rules, and KRESA policy, allows KRESA to purchase items and pre-solicited competitive pricing directly through Omnia/NCFA in compliance with your requirements. We are pleased to report LFI has gone beyond this, and offered the selected products for the Career Center at a further, substantially discounted price:

Landscape Forms, Inc. Pricing Analysis				
Quote #	Package	List Pricing	Omnia/NCFA Purchasing Consortium Pricing	KRESA Proposed Pricing
380126	Outdoor tables, chairs and sun shades	\$ 71,849.00	\$ 63,621.12	\$ 54,849.25
380276	Air collection benches & stools - soft	\$ 19,199.20	\$ 18,620.44	\$ 16,305.40
380217	Link Benches, Litter bins, bike racks	\$ 149,363.60	\$ 131,620.42	\$ 113,705.20
		\$ 240,411.80	\$ 213,861.98	\$ 184,859.85
	Recommended Installation Allowance			\$ 25,000.00
	Total Board Approval			\$ 209,859.85

Lastly, if KRESA places the order with LFI before the end of this year, LFI will hold the 2023 pricing shown above with a 2024 escalation, and provide delivery of the product to KRESA in early 2025 in line with our schedule for installation and operation.

In conclusion, Plante Moran Realpoint recommends approval of \$209,859.85 from the Career Connect Center capital project development budget to move forward with the purchase of the specified furnishings from Landscape Forms, Inc. The Project Team is available at the Board's convenience to answer any questions.

Sincerely,
 PLANTE MORAN REALPOINT

Doug Phillips, Program Management
 Senior Vice President

Cc.
 Scott Thomas, KRESA
 Allen Dresselhouse – Plante Moran Realpoint

2022 Net Price Book - Apr

All prices are net, FOB destination, with shipping and handling added to the invoice. Prices do not include shipping and handling, sales tax, GST, duties, or brokerage fees. Each product may have additional information that could affect pricing. Please see online lighting product data sheets for order codes and additional information. For Canadian shipments GST will be added to the invoice. Prices subject to change without notice. For definitive pricing, please contact Customer Service for a formal quote.

All updated pricing was made effective April 1, 2022 w commercial customers**Landscape Forms NCPA Discounting Terms:**

Landscape Forms NCPA Discounts for All Standard Site Furnishings - 12.1%

Landscape Forms NCPA Discount for all Escofet Products - 5% as noted within this Price List

Landscape Forms NCPA Custom/Non-Standard Products - Pricing Policy:

Landscape Forms makes available custom and non-standard products to all NCPA Members under this contract. By the nature of their being developed as custom/special item products with the customer, these products are not shown in a standard commercial price list.

Product costs for all material and labor are prepared based on Landscape Forms Studio 431 commercial practices in association with customer approved drawings and specifications. A final NCPA quotation is prepared and product pricing is then discounted by 12.1% as awarded under this contract.

Orders for Custom/Non-Standard products may be subject to longer lead times than standard products, and are accepted under the purchase order terms as quoted with each customer project and that may vary.

Landscape Forms NCPA Inside Delivery Services Fee:

Inside Delivery Services are available at a fee of 12% of NCPA Net Product price value. Prevailing Wage rate services may be negotiated on a "not to exceed" 20% of net order value basis. Customers may request and negotiate reduced rates based on the scope of work and what they deem to be fair and reasonable. These services may be provided thru local dealers who will be working on behalf of Landscape Forms contract. Purchase Orders may be placed as "Landscape Forms C/O (Local Dealer)" and must reference the NCPA Contract #. Inside Delivery Services shall be quoted and line itemed separately on all Purchase Orders. Landscape Forms retains responsibility for invoicing all NCPA Customers/Members

Landscape Forms NCPA Freight and Delivery Terms

All products are shipped FOB Destination. Delivery/Freight Charges are determined based on Landscape Forms Freight Zone/Region charges and are FOB Origin - Prepaid and Invoiced to the customer

Quote

Date: 07/12/2023

LF Quote#: 0000380126

PO#:

Project: Kalamazoo RESA CTE Center

Bill To: Bidders Quote - Amanda Nawara
 ATTN: Bidder's Quote
 TBA

CORPORATE

7800 E. Michigan Avenue
 Kalamazoo, MI 49048-9543
 P: 800.521.2546 F: 269.381.3455
 www.landscapeforms.com
 Federal I.D.# 38-1897577
 FSC# NC-COC-001261

Ship To: Bidders Quote - Amanda Nawara
 ATTN: Bidder's Quote
 TBA
 Kalamazoo, MI 49048

Ship To Contact Phone:
 Ship Via: Common Carrier
 F.O.B.: Destination

Qty	Description	Unit Price	Total Price
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When ordering please confirm:

- Shipping address and contact information (name and ph#)
- Billing address and contact information
- Is your firm or the project tax exempt? If so, exemption certificate must accompany order
- Delivery schedule:

___ Ship immediately upon completion
 OR Ship On/After the date: _____

DISCOUNT INCLUDED IN PRICES BELOW

8	Link Bench Bench Style: <i>Piano Key Bench</i> Support Style: <i>Metal Legs</i> Wood Species: <i>Ipe no finish (exterior use only)</i> Segment 1 Selections: Segment 1 Seat Configuration: <i>Piano Key Straight</i> Segment 1 Back Configuration: <i>Backless</i> Segment 1 Arm Option: <i>Armless</i> Bench Frame Powdercoat Color: <i>To Be Advised</i> Support Powdercoat Color: <i>To Be Advised</i>	\$ 2,062.50	\$ 16,500.00
1	Link Bench Bench Style: <i>Piano Key Bench</i> Support Style: <i>Metal Legs</i> Number of Bench Segments: <i>140" Radius Full Circle</i> Wood Species: <i>Ipe no finish (exterior use only)</i> NOTE:: <i>See below for detail of parts in this Link Bench configuration</i> Segment 1 Seat Configuration: <i>Piano Key 140" Radius</i>	\$ 26,010.00	\$ 26,010.00

Page: 1 of 5

Cust #: LFBID
 SSR: Zachary Filippetti
 Rep: Amanda Nawara, MI6

Landscape Forms Customer Service

Purchaser

Seller

Quote

Date: 07/12/2023

LF Quote#: 0000380126

PO#:

Project: Kalamazoo RESA CTE Center

Bill To: Bidders Quote - Amanda Nawara
ATTN: Bidder's Quote
TBA

CORPORATE

7800 E. Michigan Avenue
Kalamazoo, MI 49048-9543
P: 800.521.2546 F: 269.381.3455
www.landscapeforms.com
Federal I.D.# 38-1897577
FSC# NC-COC-001261

Ship To: Bidders Quote - Amanda Nawara
ATTN: Bidder's Quote
TBA
Kalamazoo, MI 49048

Ship To Contact Phone:
Ship Via: Common Carrier
F.O.B.: Destination

Qty	Description	Unit Price	Total Price
	Segment 1 Back Configuration: <i>Backless</i>		
	Segment 1 Arm Option: <i>Armless</i>		
	Segment 2 Seat Configuration: <i>Piano Key 140" Radius</i>		
	Segment 2 Back Configuration: <i>Backless</i>		
	Segment 2 Arm Option: <i>Armless</i>		
	Segment 3 Seat Configuration: <i>Piano Key 140" Radius</i>		
	Segment 3 Back Configuration: <i>Backless</i>		
	Segment 3 Arm Option: <i>Armless</i>		
	Segment 4 Seat Configuration: <i>Piano Key 140" Radius</i>		
	Segment 4 Back Configuration: <i>Backless</i>		
	Segment 4 Arm Option: <i>Armless</i>		
	Segment 5 Seat Configuration: <i>Piano Key 140" Radius</i>		
	Segment 5 Back Configuration: <i>Backless</i>		
	Segment 5 Arm Option: <i>Armless</i>		
	Segment 6 Seat Configuration: <i>Piano Key 140" Radius</i>		
	Segment 6 Back Configuration: <i>Backless</i>		
	Segment 6 Arm Option: <i>Armless</i>		
	Segment 7 Seat Configuration: <i>Piano Key 140" Radius</i>		
	Segment 7 Back Configuration: <i>Backless</i>		
	Segment 7 Arm Option: <i>Armless</i>		
	Segment 8 Seat Configuration: <i>Piano Key 140" Radius</i>		
	Segment 8 Back Configuration: <i>Backless</i>		
	Segment 8 Arm Option: <i>Armless</i>		
	Segment 9 Seat Configuration: <i>Piano Key 140" Radius</i>		
	Segment 9 Back Configuration: <i>Backless</i>		
	Segment 9 Arm Option: <i>Armless</i>		
	Segment 10 Seat Configuration: <i>Piano Key 140" Radius</i>		
	Segment 10 Back Configuration: <i>Backless</i>		
	Segment 10 Arm Option: <i>Armless</i>		
	Segment 11 Seat Configuration: <i>Piano Key 140" Radius</i>		
	Segment 11 Back Configuration: <i>Backless</i>		
	Segment 11 Arm Option: <i>Armless</i>		
	Segment 12 Seat Configuration: <i>Piano Key 140" Radius</i>		

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Qty	Description	Unit Price	Total Price
	Segment 12 Back Configuration: <i>Backless</i> Segment 12 Arm Option: <i>Armless</i> Bench Frame Powdercoat Color: <i>To Be Advised</i> Support Powdercoat Color: <i>To Be Advised</i>		
3	Generation 50 Litter Style: <i>Side Opening</i> Mounting: <i>Freestanding / Surface Mount</i> Body Wood Infill: <i>Ipe no finish (exterior use only)</i> Body Powdercoat Color: <i>To Be Advised</i> Lid Powdercoat Color: <i>To Be Advised</i> Base Color: <i>Black</i>	\$ 1,132.50	\$ 3,397.50
6	Loop Bike Rack Mounting: <i>Embedded</i> Finish: <i>Powdercoated</i> Options: <i>No Options</i> Powdercoat Color: <i>To Be Advised</i>	\$ 367.50	\$ 2,205.00

Item Total	\$ 48,112.50
Shipping & Handling	\$ 3,850.00
Sub Total	\$ 51,962.50
Estimated Tax	\$ 2,886.75
Document Total	\$ 54,849.25

Payment Terms: Pending-Net30

Cust #: LFBID
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Date: 07/12/2023

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Kalamazoo, MI 49048

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Ship Via: Common Carrier
F.O.B.: Destination

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- Purchaser is responsible for confirming options, materials, quantities, etc., for completeness and conformity to plans and specifications.
- Changes to or cancellations of orders may incur a penalty charge of 30% or more. Special orders may not be changed or cancelled.
- Studio 431 (custom) orders cannot be cancelled once purchase order is received and approved.
- Studio 431 orders are subject to price increase after engineering/product development is complete and approved by designer, end user and purchaser. Modifications in price will be handled via Change Order.
- All orders that include a swing product must include an executed liability waiver to be accepted and entered into production.
- Only the Material Supplier Standard Limited Warranty shall apply to all product sold by Landscape Forms. No other warranties or changes to the standard warranty will be applied or accepted.
- No merchandise can be returned without authorization from Landscape Forms. Returns may be subject to a disposition fee of 30-100%.
- Prices based on quantities shown and quantity changes may affect price.
- QUOTED prices are held for 60 days. After receipt of a written ORDER, prices will be held for up to twelve months from receipt of the order. Changes in quantity or specification may affect pricing. Upfit pricing will only be held for six months after receipt of a written order.
- Pricing includes selection from our standard color palette. Optional colors and custom color matches are available for an additional fee and will extend lead-time. Please contact our corporate office for more information.
- Fixtures for custom products are the property of Landscape Forms, Inc., and are not available for sale.
- Landscape Forms is a supplier only and ships via common carrier. Customer is responsible for offloading and installing unless otherwise indicated above.
- Handling fees alone will apply on third party and customer pick-up orders.
- Mounting hardware is only available on a limited number of products. Please consult the installation recommendations or contact our corporate office to confirm. In the event hardware is provided, it MUST be used for proper installation.
- Refer to Care and Maintenance guidelines for more detailed information and instructions.
- All orders ship upon completion of fabrication. A one-week grace period may be available, after which storage fees will apply.
- This Agreement contains the entire understanding between the parties. All prior communications are merged into this Agreement. The terms of this Agreement shall control any conflict between documents.
- This Agreement may be signed by the parties separately and by facsimile, and together they shall be deemed one binding, original Agreement.

Page: 4 of 5

Cust #: LFBID
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Kalamazoo, MI 49048

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- Purchaser shall pay all costs and expenses paid or incurred by Landscape Forms, Inc. in collecting any amounts due for goods purchased by Purchaser, including without limitation, reasonable attorneys' fees and collection costs. Balances on invoices not paid within 30 days of date of invoice, or within an alternate period of time as determined and indicated by Landscape Forms, shall incur interest at a rate of 18% per annum. Cash discounts are not offered.
- Tax is estimated. Actual tax will be charged on final invoice and shall be payable by the Purchaser. U.S. customers must provide a valid sales tax exemption or resale certificate to remove liability.
- To the extent purchaser supplies or modifies the standard specifications for any products, Landscape Forms, Inc. expressly disclaims all representations and warranties related to such products or their design whether express or implied except that the products shall be manufactured in accordance with purchaser's specifications.
- **REMITTANCE OPTIONS:** For information on paying via credit card, ACH, direct bank transfer, or wire please email us at AR@landscapeforms.com. Please note all credit card charges will be subject to a 3% surcharge. Mail payments to:

USD Checks

Landscape Forms, Inc.
Dept 78073
PO Box 78000
Detroit, MI 48278-0073
USA

CAD Cheques

Landscape Forms, Inc.
PO Box 2408
Station A
Toronto, Ontario M5W 2K6
CAN

Page: 5 of 5

Cust #: LFBID
SSR: Zachary Filippetti
Rep: Amanda Nawara, MI6

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Quote

Date: 07/12/2023

LF Quote#: 0000380276

PO#:

Project: Kalamazoo RESA CTE Center

Bill To: Bidders Quote - Amanda Nawara
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 ATTN: Bidder's Quote
 TBA
 Kalamazoo, MI 49048

Ship To Contact Phone:
 Ship Via: Common Carrier
 F.O.B.: Destination

Qty	Description	Unit Price	Total Price
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ESCOFET: DIRECT SHIPMENT FROM BARCELONA SPAIN, SEE ATTACHED INSTALLATION GUIDE FOR EQUIPMENT REQUIRED TO OFFLOAD/MOVE PRODUCT.

When ordering please confirm:

- Shipping address and contact information (name and ph#)
- Billing address and contact information
- Is your firm or the project tax exempt? If so, exemption certificate must accompany order
- Delivery schedule:

___ Ship immediately upon completion
 OR Ship On/After the date:_____

DISCOUNT INCLUDED IN PRICES BELOW

6	Escofet Escofet Product: <i>Fortunato Air (Sit Air)</i> Style: <i>Bench, 30in Length, with Backrest</i> Mounting: <i>Freestanding/Surface Mount</i> Options: <i>No LED Lights</i> Seat Plastic Color: <i>To Be Advised</i> Backrest Plastic Color: <i>To Be Advised</i> Finish: <i>Micro-textured</i>	\$ 1,005.00	\$ 6,030.00
6	Escofet Escofet Product: <i>Stul Air</i> Style: <i>Plastic Stool</i> Mounting: <i>Freestanding/Surface Mount</i> Options: <i>None Available</i> Seat Plastic Color: <i>To Be Advised</i> Finish: <i>Smooth Texture</i>	\$ 360.00	\$ 2,160.00

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PO#:

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 Ship Via: Common Carrier
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Qty	Description	Unit Price	Total Price
		Item Total	\$ 8,190.00
		Shipping & Handling	\$ 7,624.00
		Sub Total	\$ 15,814.00
		Estimated Tax	\$ 491.40
		Document Total	\$ 16,305.40

Payment Terms: Pending-Net30

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- Purchaser is responsible for confirming options, materials, quantities, etc., for completeness and conformity to plans and specifications.
- Changes to or cancellations of orders may incur a penalty charge of 30% or more. Special orders may not be changed or cancelled.
- Studio 431 (custom) orders cannot be cancelled once purchase order is received and approved.
- Studio 431 orders are subject to price increase after engineering/product development is complete and approved by designer, end user and purchaser. Modifications in price will be handled via Change Order.
- All orders that include a swing product must include an executed liability waiver to be accepted and entered into production.
- Only the Material Supplier Standard Limited Warranty shall apply to all product sold by Landscape Forms. No other warranties or changes to the standard warranty will be applied or accepted.
- No merchandise can be returned without authorization from Landscape Forms. Returns may be subject to a disposition fee of 30-100%.
- Prices based on quantities shown and quantity changes may affect price.
- QUOTED prices are held for 60 days. After receipt of a written ORDER, prices will be held for up to twelve months from receipt of the order. Changes in quantity or specification may affect pricing. Upfit pricing will only be held for six months after receipt of a written order.

Cust #: LFBID
 SSR: Zachary Filippetti
 Rep: Amanda Nawara, M16

Landscape Forms Customer Service

Purchaser

Seller



Quote

Date: 07/12/2023

LF Quote#: 0000380276

PO#:

Project: Kalamazoo RESA CTE Center

Bill To: Bidders Quote - Amanda Nawara
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FSC# NC-COC-001261

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ATTN: Bidder's Quote
TBA
Kalamazoo, MI 49048

Ship To Contact Phone:
Ship Via: Common Carrier
F.O.B.: Destination

- Pricing includes selection from our standard color palette. Optional colors and custom color matches are available for an additional fee and will extend lead-time. Please contact our corporate office for more information.
- Fixtures for custom products are the property of Landscape Forms, Inc., and are not available for sale.
- Landscape Forms is a supplier only and ships via common carrier. Customer is responsible for offloading and installing unless otherwise indicated above.
- Handling fees alone will apply on third party and customer pick-up orders.
- Mounting hardware is only available on a limited number of products. Please consult the installation recommendations or contact our corporate office to confirm. In the event hardware is provided, it MUST be used for proper installation.
- Refer to Care and Maintenance guidelines for more detailed information and instructions.
- All orders ship upon completion of fabrication. A one-week grace period may be available, after which storage fees will apply.
- This Agreement contains the entire understanding between the parties. All prior communications are merged into this Agreement. The terms of this Agreement shall control any conflict between documents.
- This Agreement may be signed by the parties separately and by facsimile, and together they shall be deemed one binding, original Agreement.
- Purchaser shall pay all costs and expenses paid or incurred by Landscape Forms, Inc. in collecting any amounts due for goods purchased by Purchaser, including without limitation, reasonable attorneys' fees and collection costs. Balances on invoices not paid within 30 days of date of invoice, or within an alternate period of time as determined and indicated by Landscape Forms, shall incur interest at a rate of 18% per annum. Cash discounts are not offered.
- Tax is estimated. Actual tax will be charged on final invoice and shall be payable by the Purchaser. U.S. customers must provide a valid sales tax exemption or resale certificate to remove liability.
- To the extent purchaser supplies or modifies the standard specifications for any products, Landscape Forms, Inc. expressly disclaims all representations and warranties related to such products or their design whether express or implied except that the products shall be manufactured in accordance with purchaser's specifications.
- **REMITTANCE OPTIONS:** For information on paying via credit card, ACH, direct bank transfer, or wire please email us at AR@landscapeforms.com. Please note all credit card charges will be subject to a 3% surcharge. Mail payments to:

USD Checks

Landscape Forms, Inc.
Dept 78073
PO Box 78000
Detroit, MI 48278-0073
USA

CAD Cheques

Landscape Forms, Inc.
PO Box 2408
Station A
Toronto, Ontario M5W 2K6
CAN

Page: 3 of 3

Cust #: LFBID
SSR: Zachary Filippetti
Rep: Amanda Nawara, MI6

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Quote

Date: 07/12/2023

LF Quote#: 0000380217

PO#:

Project: Kalamazoo RESA CTE Center

Bill To: Bidders Quote - Amanda Nawara
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Ship To Contact Phone:
 Ship Via: Common Carrier
 F.O.B.: Destination

Qty	Description	Unit Price	Total Price
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When ordering please confirm:

- Shipping address and contact information (name and ph#)
- Billing address and contact information
- Is your firm or the project tax exempt? If so, exemption certificate must accompany order
- Delivery schedule:

___ Ship immediately upon completion
 OR Ship On/After the date: _____

DISCOUNT INCLUDED IN PRICES BELOW

9	Morrison Table Style: <i>31" Dining Height Table</i> Table Top Size: <i>40" x 40"</i> Insert Material: <i>Wood Insert</i> Insert Material Option: <i>Ipe no finish (exterior use only)</i> Umbrella Hole: <i>No Umbrella Hole</i> Mounting: <i>Freestanding</i> Frame Powdercoat Color: <i>To Be Advised</i>	\$ 2,287.50	\$ 20,587.50
36	21 Chair Arm Option: <i>End Arms</i> Frame Powdercoat Color: <i>To Be Advised</i> Panel Powdercoat Color: <i>To Be Advised</i>	\$ 397.50	\$ 14,310.00
4	Morrison Table Style: <i>40" Standing Height Table</i> Table Top Size: <i>40" x 80"</i>	\$ 4,845.00	\$ 19,380.00

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 Ship Via: Common Carrier
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Qty	Description	Unit Price	Total Price
	Insert Material: <i>Wood Insert</i> Insert Material Option: <i>Ipe no finish (exterior use only)</i> Umbrella Hole: <i>Not Available</i> Mounting: <i>Freestanding</i> Frame Powdercoat Color: <i>To Be Advised</i>		
16	Chipman Chair Style: <i>Stool, Bar Height</i> Arm Option: <i>Not Available</i> Powdercoat Color: <i>To Be Advised</i>	\$ 540.00	\$ 8,640.00
4	Multiplicity Bench Assembly Option: <i>Assembled</i> Back: <i>Backless</i> Configuration: <i>Backless Straight</i> Arm Option: <i>None Available</i> Seat Material: <i>Ipe no finish (exterior use only)</i> Finish: <i>Clear Anodized Aluminum</i> Mounting: <i>Freestanding</i> Options: <i>No Options</i>	\$ 1,567.50	\$ 6,270.00
2	Multiplicity Picnic Table Assembly Option: <i>Assembled</i> Table Top Length: <i>95" Length</i> Top Material: <i>Ipe no finish (exterior use only)</i> Mounting: <i>Freestanding</i> Finish: <i>Clear Anodized Aluminum</i> Options: <i>No Options</i>	\$ 2,227.50	\$ 4,455.00

Cust #: LFBID
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 Rep: Amanda Nawara, M16

Landscape Forms Customer Service

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Quote

Date: 07/12/2023

LF Quote#: 0000380217

PO#:

Project: Kalamazoo RESA CTE Center

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Ship To Contact Phone:
 Ship Via: Common Carrier
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Qty	Description	Unit Price	Total Price
2	Parallel 42 Bench Style: <i>Left</i> Bench Angle: <i>45 Degrees</i> Mounting: <i>Freestanding / Surface Mount</i> Back Option: <i>Backless</i> Arm Option: <i>No Arm</i> Bench Wood: <i>Ipe no finish (exterior use only)</i> Bench Powdercoat Color: <i>To Be Advised</i>	\$ 1,987.50	\$ 3,975.00
2	Parallel 42 Bench Style: <i>Right</i> Bench Angle: <i>45 Degrees</i> Mounting: <i>Freestanding / Surface Mount</i> Back Option: <i>Backless</i> Arm Option: <i>No Arm</i> Bench Wood: <i>Ipe no finish (exterior use only)</i> Bench Powdercoat Color: <i>To Be Advised</i>	\$ 1,987.50	\$ 3,975.00
2	Tuuci Parasol Collection: <i>Plantation</i> Style: <i>Classic</i> Shape: <i>Square</i> Size: <i>7.5 feet</i> Fabric Color: <i>To Be Advised</i> Protective Cover: <i>No Cover</i> Mounting: <i>Freestanding - G-plate (150 lb round double stack)</i> Finish: <i>Aluma-Teak - To Be Advised</i> Lift System: <i>Manual Lift w/Pin</i>	\$ 1,912.50	\$ 3,825.00
2		\$ 7,751.25	\$ 15,502.50

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Ship To Contact Phone:
 Ship Via: Common Carrier
 F.O.B.: Destination

Qty	Description	Unit Price	Total Price
	Tuuci Parasol		
	Collection: <i>Ocean Master MAX</i>		
	Style: <i>Single Cantilever</i>		
	Shape: <i>Square</i>		
	Size: <i>10 feet</i>		
	Fabric Color: <i>To Be Advised</i>		
	Protective Cover: <i>No Cover</i>		
	Mounting: <i>Freestanding - G-plate (600 lb square triple stack)</i>		
	Finish: <i>Polished Aluminum</i>		
	Lift System: <i>Auto Lift Piston Assist</i>		

Item Total	\$ 100,920.00
Shipping & Handling	\$ 6,730.00
Sub Total	\$ 107,650.00
Estimated Tax	\$ 6,055.20
Document Total	\$ 113,705.20

Payment Terms: Pending-Net30

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Federal I.D.# 38-1897577
FSC# NC-COC-001261

Ship To: Bidders Quote - Amanda Nawara
ATTN: Bidder's Quote
TBA
Kalamazoo, MI 49048

Ship To Contact Phone:
Ship Via: Common Carrier
F.O.B.: Destination

- Only the Material Supplier Standard Limited Warranty shall apply to all product sold by Landscape Forms. No other warranties or changes to the standard warranty will be applied or accepted.
- No merchandise can be returned without authorization from Landscape Forms. Returns may be subject to a disposition fee of 30-100%.
- Prices based on quantities shown and quantity changes may affect price.
- QUOTED prices are held for 60 days. After receipt of a written ORDER, prices will be held for up to twelve months from receipt of the order. Changes in quantity or specification may affect pricing. Upfit pricing will only be held for six months after receipt of a written order.
- Pricing includes selection from our standard color palette. Optional colors and custom color matches are available for an additional fee and will extend lead-time. Please contact our corporate office for more information.
- Fixtures for custom products are the property of Landscape Forms, Inc., and are not available for sale.
- Landscape Forms is a supplier only and ships via common carrier. Customer is responsible for offloading and installing unless otherwise indicated above.
- Handling fees alone will apply on third party and customer pick-up orders.
- Mounting hardware is only available on a limited number of products. Please consult the installation recommendations or contact our corporate office to confirm. In the event hardware is provided, it MUST be used for proper installation.
- Refer to Care and Maintenance guidelines for more detailed information and instructions.
- All orders ship upon completion of fabrication. A one-week grace period may be available, after which storage fees will apply.
- This Agreement contains the entire understanding between the parties. All prior communications are merged into this Agreement. The terms of this Agreement shall control any conflict between documents.
- This Agreement may be signed by the parties separately and by facsimile, and together they shall be deemed one binding, original Agreement.
- Purchaser shall pay all costs and expenses paid or incurred by Landscape Forms, Inc. in collecting any amounts due for goods purchased by Purchaser, including without limitation, reasonable attorneys' fees and collection costs. Balances on invoices not paid within 30 days of date of invoice, or within an alternate period of time as determined and indicated by Landscape Forms, shall incur interest at a rate of 18% per annum. Cash discounts are not offered.
- Tax is estimated. Actual tax will be charged on final invoice and shall be payable by the Purchaser. U.S. customers must provide a valid sales tax exemption or resale certificate to remove liability.
- To the extent purchaser supplies or modifies the standard specifications for any products, Landscape Forms, Inc. expressly disclaims all representations and warranties related to such products or their design whether express or implied except that the products shall be manufactured in accordance with purchaser's specifications.
- **REMITTANCE OPTIONS:** For information on paying via credit card, ACH, direct bank transfer, or wire please email us at AR@landscapeforms.com. Please note all credit card charges will be subject to a 3% surcharge. Mail payments to:

Page: 5 of 6

Cust #: LFBID
SSR: Zachary Filippetti
Rep: Amanda Nawara, MI6

Landscape Forms Customer Service

Purchaser

Seller

landscapeforms®

Quote

Date: 07/12/2023

LF Quote#: 0000380217

PO#:

Project: Kalamazoo RESA CTE Center

Bill To: Bidders Quote - Amanda Nawara
ATTN: Bidder's Quote
TBA

CORPORATE

7800 E. Michigan Avenue
Kalamazoo, MI 49048-9543
P: 800.521.2546 F: 269.381.3455
www.landscapeforms.com
Federal I.D.# 38-1897577
FSC# NC-COC-001261

Ship To: Bidders Quote - Amanda Nawara
ATTN: Bidder's Quote
TBA
Kalamazoo, MI 49048

Ship To Contact Phone:
Ship Via: Common Carrier
F.O.B.: Destination

USD Checks

Landscape Forms, Inc.
Dept 78073
PO Box 78000
Detroit, MI 48278-0073
USA

CAD Cheques

Landscape Forms, Inc.
PO Box 2408
Station A
Toronto, Ontario M5W 2K6
CAN

Page: 6 of 6

Cust #: LFBID
SSR: Zachary Filippetti
Rep: Amanda Nawara, MI6

Landscape Forms Customer Service

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VII.D. First Reading of Kalamazoo RESA Board
Policy additions, deletions and revisions
VII.D.1. Policy 1540 - Administrative Staff
Reductions / Recalls (new)

KALAMAZOO RESA

INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 38.1
Title	Vol. 38, No. 1 - September 2023 New ADMINISTRATIVE STAFF REDUCTIONS/RECALLS
Code	po1540
Status	

New Policy - Vol. 38, No. 1

1540 - ADMINISTRATIVE STAFF REDUCTIONS/RECALLS

It is the policy of this Board of Education that all personnel decisions shall be based on retaining effective administrators in situations involving a staffing or program reduction or any other personnel decision resulting in the elimination of a position, as well as for hiring after such reductions/position eliminations or recall to vacant positions. Length of service or tenure status may only be considered when all other factors are considered equal amongst the potentially affected administrators.

The effectiveness of administrators shall be measured in accordance with the District's performance evaluation system developed under Section 1249 of the School Code.

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Legal	PA 102, 2011
	M.C.L. 380.1248

VII.D.2. Policy 2370.01 - Online / Blended
Learning Program

KALAMAZOO RESA

INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 38.1
Title	Vol. 38, No. 1 - September 2023 Revised [new to KRESA?] ONLINE/BLENDED LEARNING PROGRAM
Code	po2370.01
Status	

Revised Policy - Vol. 38, No. 1

The District shall provide eligible students the option of participating in online or blended learning courses (the "Program"). The purpose of the Program is to make instruction available to eligible students using online and distance learning technology in both traditional and nontraditional classroom settings. The Program shall be developed and administered in accordance with applicable law and the Michigan Pupil Accounting Manual.

Legal	M.C.L. 388.1621f Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1621f
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VII.D.3. Policy 7217 - Weapons (Revised)

KALAMAZOO RESA

INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 38.1
Title	Vol. 38, No. 1 - September 2023 Revised WEAPONS
Code	po7217
Status	
Adopted	July 27, 2016

Revised Policy - Vol. 38, No. 1

7217 - WEAPONS

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

The Board has a constitutional and statutory obligation to provide a free and appropriate education to all students who qualify. This includes the obligation to provide a safe and secure learning environment. The presence of dangerous weapons on school property or at school-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff, and visitors, and may trigger precautionary safety responses which disrupt the educational process and learning environment for students.

The Board therefore, prohibits concludes that prohibiting weapons on school property and at school-sponsored events due to is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process.

Federal law establishes a "Weapon-Free School Zone" that extends 1,000 feet from the boundary of any school property.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air, and gas-powered guns (whether loaded or unloaded), that will expel a BB, pellet, or paintball, paint balls knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C. 921.

This prohibition applies regardless of whether the visitor is otherwise authorized by law to possess the weapon, including if the visitor holds a concealed weapons permit. **[END OF OPTIONAL PROHIBITION]**

[] [BEGINNING OF OPTIONS] The following are the exceptions to this policy:

- A. weapons under the control of law enforcement personnel;
- B. starter pistols used in appropriate sporting events;

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

- A. A parent or legal guardian of a student of the school may carry a concealed weapon while in a vehicle on school property, if the parent or legal guardian/he is dropping the student off at the school or picking up the student from the school, school and any person may carry a concealed weapon solely in the parking lot.
- B. A county corrections officer, a member of a Sheriff's posse, a police or sheriff's reserve or auxiliary officer, or a State Department of Corrections parole or corrections officer, a private investigator, a Michigan State Police motor carrier officer or Capitol security officer, a State court judge, a security officer required by the employer to carry a concealed weapon while on the premises, a court officer, or a parole, probation, or corrections officer or absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.
- C. A retired police or law enforcement officer, a retired Federal law enforcement officer, or a retired State court judge, a retired corrections officer of a county sheriff's department, if that individual has received county sheriff approved weapons training, or a retired parole, probation, or corrections officer or retired absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.

The Superintendent shall take the necessary steps to prosecute for a violation of the Weapon-Free School Zone.

In the event that a visitor violates this policy and refuses to leave the property or take other action as directed by the administrator, the administration is directed to immediately initiate a lockdown of the affected school or area, consistent with the lockdown procedures set out in Policy 8420. There are no exceptions to this mandate.

The Superintendent shall refer a visitor who violates this policy to law enforcement officials and may take any steps necessary to exclude the visitor from Board property and Board-sponsored events.

18 U.S.C. 922
M.C.L. 28.425o, 123.1101, 750.222
20 U.S.C. 4141(a)
Michigan Gun Owners, Inc. v. Ann Arbor Public Schools
Michigan Open Carry, Inc. v. Clio Area School District

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Legal 18 U.S.C. 922
 M.C.L. 28.425o, 123.1101, 750.222
 20 U.S.C. 4141(g)
 Michigan Gun Owners, Inc. v. Ann Arbor Public Schools
 Michigan Open Carry, Inc. v. Clio Area School District

VII.D.4. Policy 7540.03 - Student Technology
Acceptable Use and Safety (Revised)

KALAMAZOO RESA

INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 38.1
Title	Copy of STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	
Adopted	July 27, 2016
Last Revised	February 15, 2018

7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District 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 limited 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 limited educational purpose.

The Board regulates the use of District Technology Resources by principles 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 Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity 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), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented 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. 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 Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Assistant Superintendent for Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately 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 services and/or resources on the Internet 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 information and communications 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. 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 instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while 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.

Building supervisors are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District 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.

Students may be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and 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 email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. 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 Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District 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.

x] Use of Artificial Intelligence/Natural Language Processing Tools For School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- +** **Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- +** **Data Analysis:** AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- +** **Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- +** **Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- +** **Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

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 Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and the Assistant Superintendent for Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

Legal

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act 18 U.S.C. 1460

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.500 - 54.523

VII.D.5. Policy 8305 - Information Security
(Technical Correction)

KALAMAZOO RESA

INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 38.1
Title	Vol. 38, No. 1 - September 2023 Technical Correction INFORMATION SECURITY
Code	po8305
Status	
Adopted	February 15, 2018

Technical Correction - Vol. 38, No. 1

8305 - INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This data/information may be in hard copy or digital format and may be stored in the District or offsite with a third party provider.

Data/Information collected by the District shall be classified as Confidential, Controlled, or Published. **Data/Information** will be considered Controlled until identified otherwise.

Protecting District Information & Technology Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board of Education members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Information & Technology Resources (as defined in Bylaw 0100).

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the data/information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04 F1) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Information & Technology Resources on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to them, or how they apply to them, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is charged with developing procedures that can be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs.

The Superintendent shall require staff members to participate in training related to the internal controls applicable to the data/information that they collect and have access to and for which they are responsible for the security protocols.

Third party contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of District Information & Technology Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained by the District at risk. Employees who violate this policy and/or its related administrative guidelines may be disciplined, up to and including termination of employment and/or referral to law enforcement. Students who violate this Policy and/or its related administrative guidelines will be disciplined, up to and including expulsion and/or referral to law enforcement. Contractors/vendors who violate this Policy and/or its related administrative guidelines may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this Policy and/or its related administrative guidelines may be denied access to the District's Information & Technology Resources.

The Superintendent shall conduct a periodic assessment of risk related to the access to and security of the data/information collected and retained by the District.

Cross References po0100

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Cross
References

po0100 - DEFINITIONS

VII.D.6. Policy 8531 - Free and Reduced-Price
Meals (Revised)

KALAMAZOO RESA

INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 38.1
Title	Copy of FREE AND REDUCED-PRICE MEALS
Code	po8531
Status	
Adopted	July 27, 2016

8531 - FREE AND REDUCED-PRICE MEALS

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide needy children with breakfast and/or lunch at a reduced rate or no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the State Department of Education.

ix 1 Parents or guardians will be required to fill out relevant information to determine student eligibility for Federal free or reduced-cost meal reimbursement rates and CEP eligibility determinations.

The Board designates the Deputy Superintendent to determine in accordance with Board standards, the eligibility of students for free and reduced-price meals.

The District shall annually notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the District and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

However, in accordance with the provisions outlined in State Aid Section 31k, this procedure prohibits:

- A the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to wear a wristband or handstamp;
- B the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to perform chores or other work to pay for school meals;
- C the requiring of any student to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative meal payment balance;
- D communicating directly with a student about a student meal debt unless the District has attempted to contact, but has been unsuccessful in communicating with, a student's parent or legal guardian through telephone, mail, and email; and
- E discussing a negative meal payment balance with a student in the presence of other students.

M.C.L. 380.1272 et seq.

M.C.L. 388.1630d

M.C.L. 388.1631k

42 U.S.C. 1751 et seq.

42 U.S.C. 1771 et seq.

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Legal	M.C.L. 380.1272 et seq.
	42 U.S.C. 1751 et seq.
	42 U.S.C. 1771 et seq.

VII.E. Approval of canceling the November Board of Education meeting and changing the January Board of Education meeting to January 18, 2024 from January 25, 2024.

VII.F. Approve Debra Mixis as YAA Board pending approval by the YAA Board pending background check results.

VII.G. Approve the purchase of thirty four digital teaching boards and stands not to exceed \$164,400.64 to support instruction for our Head Start and GSRP programs.

MEMORANDUM

TO: The Board of Education and Superintendent Martin
FROM: Scott Thomas, Assistant Superintendent for Business Services
DATE: October 26, 2023
SUBJECT: Head Start and GSRP Digital Teaching Boards

The administration recommends approval of the purchase of Thirty Four (34) Digital Teaching Boards and Stands not to exceed a total purchase price of \$168,400.64. The administration reached out to vendors for bids through REMC SAVE.

The purchase of these smart boards will support instruction in our Head Start and GSRP programs.

VIII.

ADJOURNMENT

Board Secretary