



Washtenaw Intermediate School District

December 9, 2025 Board of Education Meeting

Regular Meeting

Published on December 4, 2025 at 1:46 PM EST
Amended on December 8, 2025 at 10:42 AM EST

Date and Time

Tuesday December 9, 2025 at 5:00 PM EST

Location

1819 S Wagner Rd. Ann Arbor, MI 48106

Agenda

Presenter

I. Opening Items

A. Call the Meeting to Order

President Mary
Jane Tramontin

B. Roll Call

TJ Greggs

II. Approval of the Agenda

A. December 9, 2025 Board Agenda Memo

III. Communications

Presenter

IV. Public Participation

V. Presentation

- A.** Courageous Conversations Presentation

VI. Financial Reports

- A.** November 2025 Head Start Financial Report

VII. Equity, Inclusion, and Social Justice Dialogue

VIII. Consent Agenda

- A.** Approval: Minutes
- B.** Superintendent's Recommendations
063-25-26 Employment Recommendation
- C.** Superintendent's Recommendations
064-25-26 Reclassification Requests
- D.** Superintendent's Recommendations
065-25-26 Staff Resignations
- E.** Superintendent's Recommendations
066-25-26 Staff Retirements
- F.** Superintendent's Recommendations
067-25-26 Asbestos Designated Person
- G.** Superintendent's Recommendations
068-25-26 DAPCEP Contract – Math/Engineering Pop-Up Workshops
- H.** Superintendent's Recommendations
069-25-26 CEDAM CSA Program Innovation and Sustainability Grant

IX. New Business

Presenter

- A.** University of Michigan Zero to Thrive Contract
- B.** Stormwater Management Plan Board Resolution
- C.** Washtenaw Community College Adult Education Services Contract

X. Other Items of Business

XI. Board of Education Reports

XII. Administrative Reports

- A.** Superintendent's Report
- B.** Retainer Newsletter

XIII. Closing Items

- A.** Adjourn Meeting

Coversheet

December 9, 2025 Board Agenda Memo

Section: II. Approval of the Agenda
Item: A. December 9, 2025 Board Agenda Memo
Purpose:
Submitted by:
Related Material: December 9, 2025 Board Memo.pdf



MEMORANDUM

TO: Board of Education

FROM: Naomi Norman, Superintendent

DATE: December 3, 2025

RE: Regular Board Meeting December 9, 2025

Agenda Item 2: **Approval of the Agenda:** President Tramontin will ask for approval of the agenda.

Agenda Item 3: **Communications:** There are no communications at this time.

Agenda Item 4: **Public Participation:** Members of the public who wish to address the Board may do so at this time.

Agenda Item 5: **Presentation:**

A. Courageous Conversations Presentation: Project Manager Melissa Cischke, EISJ Project Specialist Greg Myers, and Program Manager Shannon Novara will present their 2025 Courageous Conversations summit experience.

Agenda Item 6: **Financial Report:**

A. November 2025 Head Start Financial Report: Early Childhood Programs Grant Manager LaDawn White will review the November 2025 Head Start Financial Reports and be available to answer questions at Tuesday's meeting.

Recommendation: Motion that the Board of Education approve the November 2025 Head Start financial report, as presented. (Roll Call Vote)

Agenda Item 7: **Equity, Inclusion, and Social Justice Dialogue:** Superintendent Naomi Norman will facilitate the equity, inclusion, and social justice discussion.

Agenda Item 8: **Consent Agenda:**

A. Approval: Minutes: Approval of the minutes of the November 25, 2025, regular meeting.

B. Approval: Superintendent's Recommendations:

The Superintendent recommends the Board accept the following employment recommendations:

063-25-26 Employment Recommendations: Please see the employment recommendations for: Alexander Moore as a Technical Assistant. If approved by the Board, Alexander's salary will be \$58,603.00 (Grade 4, Step 4). All other fringe benefits will be set forth in the Non-Affiliated contract.

Breanna Moore as School Social Worker. If approved by the Board, Breanna's salary would be \$77,812.00, Step 8, MA. All other fringe benefits are set forth in the Unit II contract.

Cara Jurado as an ASD Teacher Assistant. If approved by the Board, Cara Jurado's salary will be Base, Step 4 \$39,941.00. All other fringe benefits will be set forth in the Unit I contract.

Jason Natale as Teaching Assistant - Local Based Milan. If approved by the Board, Jason's salary would be \$39,941.00, Step 4. All other fringe benefits are set forth in the Unit I agreement.

Lance Cunningham as Teaching Assistant – YA Chelsea. If approved by the Board, Lance's salary would be \$36,773.00, Step 3. All other fringe benefits are set forth in the Unit I agreement.

Ryan Furlage as a Technical Assistant. If approved by the Board, Ryan's salary will be \$52,867.00 (Grade 4, Step 1). All other fringe benefits will be set forth in the Non-Affiliated contract.

Thomas Strasz for employment as an Orientation and Mobility Specialist. If approved by the Board, Thomas' salary will be \$73,386.00, Step 6 Base MA. All other fringe benefits are set forth in the Unit II bargaining contract.

William Clapp as Teaching Assistant. If approved by the board Willam's salary will be Step 2 Base \$35,455.00. All other fringe benefits will be set forth in the Unit I contract.

The Superintendent recommends the Board accept the following reclassification requests:

064-25-26 Reclassification Request: Please see the employment recommendations for: Carla Green, current position: YA Out Center Floater, 1.0 FTE, 185 workdays, Salary: Step 7 \$42,874.00, Unit I. Recommended position: Teacher Assistant – EMU YA, 1.0 FTE, 185 workdays, Step 7 \$42,874.00, Unit I.

Gina Ward, current position: DHH TA – Preschool, 1.0 FTE, 185 workdays, Salary: Step 6 \$44,750.00, Unit I. Recommended position: DHH TA – K-8, 1.0 FTE, 185 workdays, Step 6 \$44,750.00, Unit I.

Regina Roza, current position: TA for Washtenaw News YA, 1.0 FTE, 185 workdays, Salary: \$43,812.00, Unit I. Recommended position: Teacher Assistant – Dexter YA, 1.0 FTE, 185 workdays, \$43,812.00, Unit I.

The Superintendent recommends the Board accept the following staff resignations:

065-25-26 Staff Resignations: Please see the staff resignations for: Denise Thrashes, effective December 14, 2025. Denise has been employed with the WISD since September 5, 2017, as a Teaching Assistant.

The Superintendent recommends the Board accept the following staff retirements:

066-25-26 Staff Retirements: Please see the staff retirements for:

Patricia Zalewski, effective November 30, 2025. Patricia has been employed with the WISD since August 26, 2019, as a Teaching Assistant.

067-25-26 Asbestos Designated Person: Please see memo from Director of Operations Tanner Rowe. In accordance with 40 CFR Part 763.84 of the Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA), every school district shall have a Designated Person responsible for maintaining compliance as set forth in the regulation. After having successfully completed the Asbestos Designated Persons Training Program by NOVA Environmental, I am offering to be that person on behalf of the District on the condition the Board of Education shall indemnify the Director of Operations as outlined in the attached preamble and resolution.

The Superintendent recommends that the Board of Education approve Tanner Rowe to act as and take on the responsibilities of the WISD Asbestos Designated Person and indemnify him in this role, as presented.

068-25-26 DAPCEP Contract – Math/Engineering Pop-Up Workshops: Please see the memo from Supervisor of Instructional Supports Dr. Dawn Stewart. We are requesting approval to enter into a contract with the Detroit Area Pre-College Engineering Program (DAPCEP) in an amount not to exceed \$44,824.00 to provide 190 hands-on, curriculum-based Pop-Up STEM Workshops in math and engineering for 9th and 10th grade students at Ypsilanti High School between December 8, 2025, and June 5, 2026. This contract covers curriculum development, materials and supplies, workshop facilitation, training, and material preparation aligned to state education standards.

The Superintendent recommends that the Board of Education authorize administration to approve the contract with Detroit Area Pre-College Engineering Program for an additional \$44,824.00 and a total not to exceed \$80,350.38, as presented.

069-25-26 CEDAM CSA Program Innovation and Sustainability Grant: Please see the memo from Children's Savings Account Coordinator Sara Saylor. We are requesting Board of Education approval to enter into the grant contract with CEDAM to support increasing family and student engagement of the My Future Fund program. The grant for \$100,000.00 would be used to contract with My Future Fund ambassadors to assist with outreach events, provide incentives for school engagement, support 8th grade promotion ceremonies and add a bonus deposit to 8th grade student accounts. The grant would be available from January 1, 2026-August 31, 2026.

The Superintendent recommends that the Board of Education authorize administration to accept the grant from Community & Economic Development Association of Michigan in the amount of \$100,000.00, as presented.

Recommendation: Motion that the Board of Education approve the minutes and Superintendent's recommendations in the Consent Agenda, as presented. (Roll Call Vote)

Agenda Item 9: New Business:

A. University of Michigan Zero to Thrive Contract: Please see the memo from Director of Success by 6 Margy Long. In January 2025, WISD received an approval for a continuation grant from the Washtenaw County Public Safety and Mental Health Preservation Millage committee for \$2.4 million in mental health programming for children. Mom Power and Strong Roots Cafes for mothers of children 0-5 is the early childhood portion of that larger contract. The attached WISD contract is with Zero to Thrive for \$139,358 for three years (October 1, 2025-September 30, 2027) to provide services that are part of our CMH deliverables for young families. Our previous contract with Zero to Thrive expired on September 30, 2025.

Recommendation: Motion that the Board of Education approve the three-year contract with Zero to Thrive for the amount of \$139,358.00, as presented. (Roll Call Vote)

B. Stormwater Management Plan Board Resolution: Please see the memo from Director of Operations Tanner Rowe. As of January 30, 2026, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) will require a permit to give authorization to discharge stormwater through the district's municipal separate storm sewer system (MS4) to waters of the state. To meet the ordinance requirements of the permit, EGLE will accept a Stormwater Board Resolution in its place. The attached resolution must be reviewed and signed by the Board of Education (BOE) and submitted to EGLE at the time of the permit application.

Recommendation: Motion that the Board of Education approve the resolution in support of the WISD Stormwater Management Plan, as presented. (Roll Call Vote)

C. Washtenaw Community College Adult Education Services Contract: Please see memo from Grants & Special Project Coordinator Sarah Hierman. This contract is a continuation of several years of services provided in partnership with Washtenaw Community College to provide ESL and other Adult Education classes in Ypsilanti Township. Unlike previous years, this contract affirms the partnership between WISD and WCC by extending the timeline for implementation over three years, with the contract concluding June 30, 2028. The amount provided to WCC to operate Adult Education is variable by year and the contract does allow for this variability. The amount of the contract only reflects what is available for Year 1 of implementation of the contract (July 1, 2025-June 30, 2026).

Recommendation: Motion that the Board of Education authorize administration to approve contract with Washtenaw Community College in an amount not to exceed \$301,342.00, as presented. (Roll Call Vote)

Agenda Item 10: Other Items of Business:

Agenda Item 11: Board of Education Reports:

Agenda Item 12: Administrative Reports:

A. Superintendent's Report: Superintendent Norman will address the board.

B. Retainer Newsletter: The November 2025 edition of the School Law Notes from Thrun Law Firm is attached.

Agenda Item 13: Adjournment

Coversheet

November 2025 Head Start Financial Report

Section:	VI. Financial Reports
Item:	A. November 2025 Head Start Financial Report
Purpose:	
Submitted by:	
Related Material:	NOVEMBER 2025 HS EHS FISCAL REPORT-COMBINED.pdf

November 2025 Head Start Financial Summary**Washtenaw ISD Head Start and Early Head Start Grant 05CH0112694-01-00****Budget Period for 07/01/2025 – 06/30/2026 Grant Year**

	2025-2026 EHS/HS BUDGET	ACTUAL EXPENSES	ENCUMBRANCE	REMAINING BUDGET REVENUE	% USED
TRAINING AND TECHNICAL ASSISTANCE	\$56,516.00	\$15,507.87	\$5,064.60	\$35,943.53	36%
PERSONNEL	\$1,089,441.00	\$420,122.06	0	\$669,318.94	39%
FRINGE BENEFITS	\$723,604.00	\$251,720.45		\$471,883.55	35%
TRAVEL OUT OF TOWN	\$11,650.00	\$1,115.48		\$10,534.52	10%
SUPPLIES	\$33,000.00	\$4,502.37	\$756.11	\$27,741.52	16%
CONTRACTUAL	\$3,724,948.00	\$126,342.64	\$3,552,793.23	\$45,812.13	99%
OTHER	\$45,405.00	\$7,651.39	\$25.00	\$37,728.61	17%
TOTAL	\$5,684,564.00	\$826,962.26	\$3,558,638.94	\$1,298,962.80	77%

Actual Grant AWARD: \$5,684,564**Expenditures as a % of Actual Award: 15%****Revenue of Award****TOTAL REVENUE TO DATE: \$721,929.05****REVENUE FOR NOVEMBER: \$316,385.48****Grant Expenditures****TOTAL EXPENDITURES TO DATE: \$826,962.26****TOTAL ENCUMBERANCES: \$3,558,638.94****EXPENDITURE FOR NOVEMBER: \$177,627.09****EXPENSES FOR NOVEMBER:****-SALARIES****-FRINGES****-BUILDING REPAIRS-BEATTY
CONFERENCE/PD****-PROGRAM MATERIALS/
SUPPLIES****-TELEPHONE SERVICES****-RENT****-INTERNAL PRINTING****-UTILITIES-BEATTY****-SOFTWARE****-SUBRECIPIENT**

November 2025 Head Start Financial Summary**Washtenaw ISD Head Start and Early Head Start Grant 05CH0112694-01-00****Budget Period for 07/01/2025 – 06/30/2026 Grant Year****SUBRECIPIENT/PARTNERS DETAIL**

	2025-2026 EHS/HS BUDGET	ACTUAL EXPENSES	ENCUMBRANCE	REMAINING BUDGET REVENUE	% USED
HEAD START					
YPSILANTI	\$1,967,947.00	0	\$1,967,947.00	\$1,967,947.00	0
ANN ARBOR	704,228.00	0	\$704,228.00	\$704,228.00	0
LINCOLN	\$323,270.00	0	\$323,270.00	\$323,270.00	0
WHITMORE LAKE	\$107,790.00	\$13952.00	\$93,837.48	\$93,837.48	13%
EARLY HEAD START					
YPSILANTI	\$214,843.00	0	\$214,843.00	\$214,843.00	0
GRETCHEN'S HOUSE	\$172,464.00	0	\$172,464.00	\$172,464.00	0
TOTAL	\$3,490,542.00	\$13,952.00	\$3,476,589.48	\$3,476,589.48	0% (.004)

				Expenditures 07/01/2025 -		
Revenue	Budget	Current Month	Encumbrances	06/30/2026	Remaining	% Used/Rec'd
Nov-25	\$5,684,564.00	\$177,627.09	\$3,558,638.94	\$826,962.26	\$1,298,962.80	77.00%

G/L Account Number - Combined	Account Description						
TRAINING AND TECHNICAL ASSISTANCE							
11.1221.3190.987.7236.90716.0000	Other Prof & Technical Services	\$6,212.00	\$0.00	\$0.00	\$371.70	\$5,840.30	5.98%
11.1221.3220.987.7236.90713.0000	Workshops and Conf Travel	\$7,468.00	\$263.65	\$0.00	\$3,066.13	\$4,401.87	41.05%
11.1221.6420.987.7236.90715.0000	Capital-New Equip <\$5000	\$1,400.00	\$0.00	\$0.00	\$199.98	\$1,200.02	14.28%
11.1221.3190.988.7236.90713.0000	Other Prof & Technical Services	\$15,036.00	\$0.00	\$294.60	\$8,683.59	\$6,057.81	59.71%
11.1221.3220.988.7236.90713.0000	Workshops and Conf Travel	\$14,326.00	\$271.79	\$4,770.00	\$2,764.49	\$6,791.51	52.59%
11.1221.3430.988.7236.90715.0000	Mail/Postage Serv	\$4,874.00	\$0.00	\$0.00	\$0.00	\$4,874.00	0.00%
11.1221.5110.988.7236.90715.0000	Teaching/Testing Supplies	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
11.1221.6420.988.7236.90715.0000	Capital-New Equip <\$5000	\$4,200.00	\$0.00	\$0.00	\$199.98	\$4,000.02	4.76%
11.1221.7410.988.7236.90717.0000	Dues and Fees	\$2,000.00	\$0.00	\$0.00	\$222.00	\$1,778.00	11.10%
	TOTAL	\$56,516.00	\$535.44	\$5,064.60	\$15,507.87	\$35,943.53	36%

PERSONNEL \$**ADMINISTRATIVE SALARIES**

11.1226.1160.000.7236.90711.0000	Supervision/Direction-Staff	\$67,596.00	\$5,649.41	\$0.00	\$26,114.30	\$41,481.70	38.63%
11.1226.1170.000.7236.90711.0000	Program/Department Direction	\$14,059.00	\$2,696.31	\$0.00	\$12,814.95	\$1,244.05	91.15%
11.1226.1590.000.7236.90711.0000	Other Technical	\$22,374.00	\$2,320.73	\$0.00	\$9,530.94	\$12,843.06	42.59%
11.1226.1620.000.7236.90711.0000	Secretary-Clerical-Bookkeeper	\$14,005.00	\$836.56	\$0.00	\$3,610.58	\$10,394.42	25.78%
11.1226.1790.000.7236.90711.0000	Other Special Payments	\$0.00	\$33.58	\$0.00	\$1,015.77	(\$1,015.77)	
11.1226.1160.987.7236.90711.0000	Supervision/Direction-Staff	\$39,360.00	\$2,545.05	\$0.00	\$12,987.25	\$26,372.75	32.99%
11.1226.1170.987.7236.90711.0000	Program/Department Direction	\$3,515.00	\$1,296.08	\$0.00	\$4,934.36	(\$1,419.36)	140.38%
11.1226.1590.987.7236.90711.0000	Other Technical	\$5,594.00	\$580.19	\$0.00	\$2,382.77	\$3,211.23	42.59%
11.1226.1620.987.7236.90711.0000	Secretary-Clerical-Bookkeeper	\$1,513.00	\$147.63	\$0.00	\$637.14	\$875.86	42.11%
11.1226.1790.987.7236.90711.0000	Other Special Payments	\$0.00	\$20.14	\$0.00	\$440.93	(\$440.93)	
	SUB TOTAL	\$168,016.00	\$16,125.68	\$0.00	\$74,468.99	\$93,547.01	44%

INSTRUCTIONAL SALARIES

11.1281.1160.000.7236.90711.0000	Supervision/Direction-Staff	\$0.00	\$738.01	\$0.00	\$2,677.33	(\$2,677.33)	
11.1281.1180.000.7236.90711.0000	Research	\$86,524.00	\$4,755.08	\$0.00	\$20,131.09	\$66,392.91	23.26%
11.1281.1790.000.7236.90711.0000	Other Special Payments	\$0.00	\$9.36	\$0.00	\$577.69	(\$577.69)	
11.1281.1180.987.7236.90711.0000	Research	\$99,641.00	\$5,739.87	\$0.00	\$26,499.64	\$73,141.36	26.59%
11.1281.1790.987.7236.90711.0000	Other Special Payments	\$0.00	\$0.00	\$0.00	\$9.60	(\$9.60)	
11.1351.1220.000.7236.90711.0000	Counseling	\$200,196.00	\$17,009.88	\$0.00	\$75,335.69	\$124,860.31	37.63%
11.1351.1250.000.7236.90711.0000	Instructional Counseling	\$59,165.00	\$5,389.19	\$0.00	\$21,481.86	\$37,683.14	36.30%
11.1351.1440.000.7236.90711.0000	Social Work	\$87,574.00	\$3,703.10	\$0.00	\$26,651.84	\$60,922.16	30.43%
11.1351.1620.000.7236.90711.0000	Secretary-Clerical-Bookkeeper	\$14,094.00	\$2,544.90	\$0.00	\$11,310.28	\$2,783.72	80.24%

11.1351.1790.000.7236.90711.0000	Other Special Payments	\$0.00	\$49.54	\$0.00	\$2,572.19	(\$2,572.19)	
11.1351.1220.987.7236.90711.0000	Counseling	\$66,810.00	\$6,412.46	\$0.00	\$28,531.58	\$38,278.42	42.70%
11.1351.1250.987.7236.90711.0000	Instructional Counseling	\$272,627.00	\$26,028.16	\$0.00	\$111,087.65	\$161,539.35	40.74%
11.1351.1440.987.7236.90711.0000	Social Work	\$33,227.00	\$2,658.09	\$0.00	\$12,348.38	\$20,878.62	37.16%
11.1351.1620.987.7236.90711.0000	Secretary-Clerical-Bookkeeper	\$1,567.00	\$149.69	\$0.00	\$665.13	\$901.87	42.44%
	Other Special Payments	\$0.00	\$0.00	\$0.00	\$5,773.12	(\$5,773.12)	
	SUB TOTAL	\$921,425.00	\$75,187.33	\$0.00	\$345,653.07	\$575,771.93	38%
TOTAL		\$1,089,441.00	\$91,313.01	\$0.00	\$420,122.06	\$669,318.94	39%

FRINGES**ADMINISTRATIVE BENEFITS**

11.1226.2110.000.7236.90711.0000	Group Life	\$251.00	\$20.74	\$0.00	\$103.71	\$147.29	41.31%
11.1226.2120.000.7236.90711.0000	Group Disability	\$269.00	\$22.24	\$0.00	\$111.19	\$157.81	41.33%
11.1226.2130.000.7236.90711.0000	Group Health and Accident	\$11,238.00	\$1,032.84	\$0.00	\$5,164.17	\$6,073.83	45.95%
11.1226.2140.000.7236.90711.0000	Dental Health Care	\$880.00	\$84.31	\$0.00	\$421.52	\$458.48	47.90%
11.1226.2150.000.7236.90711.0000	Vision Care	\$291.00	\$26.53	\$0.00	\$132.70	\$158.30	45.60%
11.1226.2820.000.7236.90711.0000	Contribution to State and Local Retirement	\$48,152.00	\$4,192.39	\$0.00	\$20,154.05	\$27,997.95	41.85%
11.1226.2830.000.7236.90711.0000	Employer Social Security	\$9,537.00	\$867.14	\$0.00	\$3,983.90	\$5,553.10	41.77%
11.1226.2920.000.7236.90711.0000	Cash in Lieu of Benefits	\$530.00	\$44.16	\$0.00	\$220.80	\$309.20	41.66%
11.1226.2110.987.7236.90711.0000	Group Life	\$110.00	\$8.88	\$0.00	\$44.40	\$65.60	40.36%
11.1226.2120.987.7236.90711.0000	Group Disability	\$110.00	\$8.94	\$0.00	\$44.71	\$65.29	40.64%
11.1226.2130.987.7236.90711.0000	Group Health and Accident	\$5,105.00	\$498.86	\$0.00	\$2,494.29	\$2,610.71	48.85%
11.1226.2140.987.7236.90711.0000	Dental Health Care	\$403.00	\$40.75	\$0.00	\$203.77	\$199.23	50.56%
11.1226.2150.987.7236.90711.0000	Vision Care	\$117.00	\$11.26	\$0.00	\$56.32	\$60.68	48.13%
11.1226.2820.987.7236.90711.0000	Contribution to State and Local Retirement	\$18,578.00	\$1,599.57	\$0.00	\$7,808.28	\$10,769.72	42.02%
11.1226.2830.987.7236.90711.0000	Employer Social Security	\$3,839.00	\$344.59	\$0.00	\$1,600.97	\$2,238.03	41.70%
11.1226.2920.987.7236.90711.0000	Cash in Lieu of Benefits	\$133.00	\$11.04	\$0.00	\$55.20	\$77.80	41.50%
	SUB TOTAL	\$99,543.00	\$8,814.24	\$0.00	\$42,599.98	\$56,943.02	43%

INSTRUCTIONAL BENEFITS**HS**

11.1281.2110.000.7236.90711.0000	Group Life	\$296.00	\$10.28	\$0.00	\$48.97	\$247.03	16.54%
11.1281.2120.000.7236.90711.0000	Group Disability	\$273.00	\$11.08	\$0.00	\$49.67	\$223.33	18.19%
11.1281.2130.000.7236.90711.0000	Group Health and Accident	\$2,490.00	\$359.26	\$0.00	\$1,194.51	\$1,295.49	47.97%
11.1281.2140.000.7236.90711.0000	Dental Health Care	\$2,114.00	\$64.88	\$0.00	\$287.31	\$1,826.69	13.59%
11.1281.2150.000.7236.90711.0000	Vision Care	\$487.00	\$14.16	\$0.00	\$64.30	\$422.70	13.20%
11.1281.2820.000.7236.90711.0000	Contribution to State and Local Retirement	\$40,928.00	\$2,153.68	\$0.00	\$9,448.37	\$31,479.63	23.08%
11.1281.2830.000.7236.90711.0000	Employer Social Security	\$9,242.00	\$419.05	\$0.00	\$1,791.10	\$7,450.90	19.38%
11.1281.2920.000.7236.90711.0000	Cash in Lieu of Benefits	\$3,428.00	\$97.86	\$0.00	\$489.30	\$2,938.70	14.27%

HS

11.1351.2110.000.7236.90711.0000	Group Life	\$880.00	\$54.60	\$0.00	\$280.78	\$599.22	31.90%
11.1351.2120.000.7236.90711.0000	Group Disability	\$840.00	\$61.75	\$0.00	\$311.98	\$528.02	37.14%
11.1351.2130.000.7236.90711.0000	Group Health and Accident	\$66,566.00	\$2,681.04	\$0.00	\$13,990.45	\$52,575.55	21.01%

11.1351.2140.000.7236.90711.0000	Dental Health Care	\$7,695.00	\$429.48	\$0.00	\$2,200.26	\$5,494.74	28.59%
11.1351.2150.000.7236.90711.0000	Vision Care	\$1,835.00	\$103.26	\$0.00	\$525.18	\$1,309.82	28.62%
11.1351.2820.000.7236.90711.0000	Contribution to State and Local Retir	\$149,112.00	\$11,173.26	\$0.00	\$54,182.43	\$94,929.57	36.33%
11.1351.2830.000.7236.90711.0000	Employer Social Security	\$27,077.00	\$2,218.03	\$0.00	\$10,603.25	\$16,473.75	39.15%
11.1351.2920.000.7236.90711.0000	Cash in Lieu of Benefits	\$2,250.00	\$386.22	\$0.00	\$1,953.18	\$296.82	86.80%

EHS

11.1281.2110.987.7236.90711.0000	Group Life	\$132.00	\$9.32	\$0.00	\$46.58	\$85.42	35.28%
11.1281.2120.987.7236.90711.0000	Group Disability	\$110.00	\$7.54	\$0.00	\$37.72	\$72.28	34.29%
11.1281.2140.987.7236.90711.0000	Dental Health Care	\$1,835.00	\$138.92	\$0.00	\$694.60	\$1,140.40	37.85%
11.1281.2150.987.7236.90711.0000	Vision Care	\$432.00	\$32.66	\$0.00	\$163.30	\$268.70	37.80%
11.1281.2820.987.7236.90711.0000	Contribution to State and Local Retir	\$27,659.00	\$2,164.72	\$0.00	\$10,539.32	\$17,119.68	38.10%
11.1281.2830.987.7236.90711.0000	Employer Social Security	\$5,468.00	\$452.17	\$0.00	\$2,093.34	\$3,374.66	38.28%
11.1281.2920.987.7236.90711.0000	Cash in Lieu of Benefits	\$2,302.00	\$170.76	\$0.00	\$853.78	\$1,448.22	37.08%

EHS

11.1351.2110.987.7236.90711.0000	Group Life	\$2,210.00	\$29.38	\$0.00	\$226.88	\$1,983.12	10.26%
11.1351.2120.987.7236.90711.0000	Group Disability	\$1,239.00	\$69.77	\$0.00	\$348.27	\$890.73	28.10%
11.1351.2130.987.7236.90711.0000	Group Health and Accident	\$68,541.00	\$3,828.88	\$0.00	\$19,300.11	\$49,240.89	28.15%
11.1351.2140.987.7236.90711.0000	Dental Health Care	\$7,328.00	\$482.35	\$0.00	\$2,340.40	\$4,987.60	31.93%
11.1351.2150.987.7236.90711.0000	Vision Care	\$1,788.00	\$101.98	\$0.00	\$493.46	\$1,294.54	27.59%
11.1351.2820.987.7236.90711.0000	Contribution to State and Local Retir	\$154,425.00	\$13,066.42	\$0.00	\$61,563.02	\$92,861.98	39.86%
11.1351.2830.987.7236.90711.0000	Employer Social Security	\$32,178.00	\$2,621.08	\$0.00	\$11,812.43	\$20,365.57	36.70%
11.1351.2920.987.7236.90711.0000	Cash in Lieu of Benefits	\$2,901.00	\$241.66	\$0.00	\$1,186.22	\$1,714.78	40.89%
	SUBTOTAL	\$624,061.00	\$43,655.50	\$0.00	\$209,120.47	\$414,940.53	34%
TOTAL		\$723,604.00	\$52,469.74	\$0.00	\$251,720.45	\$471,883.55	35%

TRAVEL**ADMINISTRATIVE TRAVEL**

11.1226.3220.000.7236.90713.0000	Workshops and Conf Travel	\$1,600.00	\$67.20	\$0.00	\$354.68	\$1,245.32	22.16%
11.1226.3220.987.7236.90713.0000	Workshops and Conf Travel	\$3,300.00	\$0.00	\$0.00	\$51.00	\$3,249.00	1.54%
	SUBTOTAL	\$4,900.00	\$67.20	\$0.00	\$405.68	\$4,494.32	8%

INSTRUCTIONAL TRAVEL

11.1351.3220.000.7236.90713.0000	Workshops and Conf Travel	\$3,400.00	\$265.44	\$0.00	\$454.44	\$2,945.56	13.36%
11.1351.3220.987.7236.90713.0000	Workshops and Conf Travel	\$3,350.00	\$66.36	\$0.00	\$255.36	\$3,094.64	7.62%
	SUBTOTAL	\$6,750.00	\$331.80	\$0.00	\$709.80	\$6,040.20	11%
TOTAL		\$11,650.00	\$399.00	\$0.00	\$1,115.48	\$10,534.52	10%

SUPPLIES

11.1226.5990.000.7236.90715.0000	Misc. Supp & Matls	\$800.00	\$195.83	\$0.00	\$847.77	(\$47.77)	105.97%
11.1261.5980.000.7236.90716.0000	Misc. Hardware & Tool Supp	\$15,000.00	\$79.26	\$0.00	\$537.75	\$14,462.25	3.58%
11.1351.3430.000.7236.90715.0000	Mail/Postage Serv	\$500.00	\$0.00	\$0.00	\$8.69	\$491.31	1.73%
11.1351.3510.000.7236.90715.0000	Advertisement Serv	\$2,500.00	\$0.00	\$649.56	\$0.00	\$1,850.44	25.98%
11.1351.3610.000.7236.90716.0000	Printing Serv	\$1,500.00	\$0.00	\$0.00	\$1,755.63	(\$255.63)	117.04%

11.1351.5910.000.7236.90715.0000	Office Supplies	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
11.1351.5990.000.7236.90715.0000	Misc. Supp & Matls	\$1,800.00	\$46.13	\$0.00	\$46.13	\$1,753.87	2.56%
11.1351.3430.987.7236.90715.0000	Mail/Postage Serv	\$400.00	\$0.00	\$0.00	\$3.70	\$396.30	0.92%
11.1351.3510.987.7236.90715.0000	Advertisement Serv	\$1,500.00	\$0.00	\$106.55	\$0.00	\$1,393.45	7.10%
11.1351.3610.987.7236.90716.0000	Printing Serv	\$1,750.00	\$24.96	\$0.00	\$728.43	\$1,021.57	41.62%
11.1351.5910.987.7236.90715.0000	Office Supplies	\$750.00	\$0.00	\$0.00	\$574.27	\$175.73	76.56%
11.1351.5990.987.7236.90715.0000	Misc. Supp & Matls	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
TOTAL		\$33,000.00	\$346.18	\$756.11	\$4,502.37	\$27,741.52	16%

CONTRACTUAL

11.1351.3190.000.7236.90716.0000	Other Prof & Technical Services	\$8,000.00	\$556.85	\$98.20	\$7,884.94	\$16.86	99.78%
11.1351.3190.987.7236.90716.0000	Other Prof & Technical Services	\$47,113.00	\$2,788.31	\$2,593.65	\$30,051.49	\$14,467.86	69.29%
11.1311.3130.000.7236.90716.0000	Pupil Services	\$5,500.00	\$0.00	\$1,376.00	\$0.00	\$4,124.00	25.01%
11.1311.3130.987.7236.90716.0000	Pupil Services	\$2,000.00	\$0.00	\$224.00	\$0.00	\$1,776.00	11.20%
11.1351.4140.000.7236.90716.0000	Software Maint Agmts Serv	\$5,009.00	\$2,250.00	\$0.00	\$2,250.00	\$2,759.00	44.91%
11.1351.3450.987.7236.90716.0000	Software Lic/Agmts Serv	\$6,500.00	\$1,500.00	\$0.00	\$1,500.00	\$5,000.00	23.07%

SUBTOTAL	\$74,122.00	\$7,095.16	\$4,291.85	\$41,686.43	\$28,143.72	62%
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BEATTY ELC

11.1261.3190.000.7236.90716.0000	Other Prof & Technical Services	\$1,755.00	\$0.00	\$1,755.00	\$0.00	\$0.00	100.00%
11.1351.3830.000.7236.90717.0000	Water Sewage Serv	\$2,245.00	\$0.00	\$0.00	\$707.56	\$1,537.44	31.51%
11.1351.5520.000.7236.90716.0000	Electricity Supp	\$40,000.00	\$479.38	\$0.00	\$6,212.22	\$33,787.78	15.53%
11.1351.5520.000.7236.90717.0000	Electricity Supp	\$0.00	\$2,482.52	\$0.00	\$7,604.12	(\$7,604.12)	
11.1261.3910.000.7236.90716.0000	Property and Liability Insur Serv	\$9,773.00	\$0.00	\$0.00	\$9,772.60	\$0.40	99.99%
11.1261.4110.000.7236.90716.0000	Building Repair Serv	\$103,539.00	\$7,196.16	\$68,848.12	\$45,316.57	(\$10,625.69)	110.26%

SUBTOTAL	\$157,312.00	\$10,158.06	\$70,603.12	\$69,613.07	\$17,095.81	89%
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11.1411.8510.000.7236.81010.0000	Sub-Grantee / Flow through Disburse	\$704,228.00	\$0.00	\$704,228.00	\$0.00	\$0.00	100.00%
11.1411.8510.000.7236.81020.0000	Sub-Grantee / Flow through Disburse	\$1,967,947.00	\$0.00	\$1,967,947.00	\$0.00	\$0.00	100.00%
11.1411.8510.000.7236.81070.0000	Sub-Grantee / Flow through Disburse	\$323,270.00	\$0.00	\$323,270.00	\$0.00	\$0.00	100.00%
11.1411.8510.000.7236.81140.0000	Sub-Grantee / Flow through Disburse	\$107,790.00	\$13,952.52	\$93,837.48	\$13,952.52	\$0.00	100.00%
11.1411.8510.987.7236.81020.0000	Sub-Grantee / Flow through Disburse	\$214,843.00	\$0.00	\$214,843.00	\$0.00	\$0.00	100.00%
11.1445.8510.987.7236.91004.0000	Sub-Grantee / Flow through Disburse	\$172,464.00	\$0.00	\$172,464.00	\$0.00	\$0.00	100.00%
SUBTOTAL		\$3,490,542.00	\$13,952.52	\$3,476,589.48	\$13,952.52	\$0.00	100%

SOCIALIZATION FACILITY

11.1261.4210.987.7236.90716.0000	Land/Building Rental Serv	\$2,972.00	\$654.36	\$1,308.78	\$1,090.62	\$572.60	80.73%
SUBTOTAL		\$2,972.00	\$654.36	\$1,308.78	\$1,090.62	\$572.60	81%

TOTAL		\$3,724,948.00	\$31,860.10	\$3,552,793.23	\$126,342.64	\$45,812.13	99%
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OTHER

11.1226.3210.000.7236.90711.0000	Regular Duty Travel	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
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11.1226.7410.000.7236.90717.0000	Dues and Fees	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00%
11.1226.3210.987.7236.90717.0000	Regular Duty Travel	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
11.1226.7410.987.7236.90717.0000	Dues and Fees	\$4,202.00	\$0.00	\$0.00	\$1,530.00	\$2,672.00	36.41%
11.1281.3210.987.7236.90717.0000	Regular Duty Travel	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
11.1351.3150.000.7236.90717.0000	Management Services	\$3,700.00	\$0.00	\$0.00	\$0.00	\$3,700.00	0.00%
11.1351.3150.987.7236.90715.0000	Management Services	\$2,100.00	\$0.00	\$25.00	\$0.00	\$2,075.00	1.19%
11.1351.3210.000.7236.90717.0000	Regular Duty Travel	\$2,700.00	\$130.90	\$0.00	\$531.95	\$2,168.05	19.70%
11.1351.3210.987.7236.90717.0000	Regular Duty Travel	\$11,000.00	\$412.72	\$0.00	\$2,995.03	\$8,004.97	27.22%
11.1351.3930.000.7236.90717.0000	Fleet Insur Serv	\$3,500.00	\$0.00	\$0.00	\$1,794.41	\$1,705.59	51.26%
11.1351.5110.987.7236.90715.0000	Teaching/Testing Supplies	\$3,055.00	\$0.00	\$0.00	\$0.00	\$3,055.00	0.00%
11.1226.3410.000.7236.90711.0000	Telephone Serv	\$510.00	\$12.50	\$0.00	\$62.50	\$447.50	12.25%
11.1226.3410.987.7236.90711.0000	Telephone Serv	\$240.00	\$7.50	\$0.00	\$37.50	\$202.50	15.62%
11.1281.3410.000.7236.90711.0000	Telephone Serv	\$360.00	\$5.00	\$0.00	\$25.00	\$335.00	6.94%
11.1281.3410.000.7236.90717.0000	Telephone Serv	\$720.00	\$0.00	\$0.00	\$0.00	\$720.00	0.00%
11.1281.3410.987.7236.90717.0000	Telephone Serv	\$720.00	\$0.00	\$0.00	\$0.00	\$720.00	0.00%
11.1351.3410.000.7236.90711.0000	Telephone Serv	\$3,315.00	\$70.00	\$0.00	\$350.00	\$2,965.00	10.55%
11.1351.3410.987.7236.90711.0000	Telephone Serv	\$3,783.00	\$65.00	\$0.00	\$325.00	\$3,458.00	8.59%
TOTAL		\$45,405.00	\$703.62	\$25.00	\$7,651.39	\$37,728.61	17%

GRAND TOTAL \$5,684,564	\$5,684,564.00	\$177,627.09	\$3,558,638.94	\$826,962.26	\$1,298,962.80	77%
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NOVEMBER 2025 HS/EHS BUDGET REPORT

Fiscal Year to Date 11/30/25

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year Total
Fund 11 - General Fund										
Account Type Revenue										
Function 0000 - Revenue										
Program 000 - Unassigned										
11.0413.0000.000.7236.00000.0000	Restricted Received Directly from Federal Government	5,220,206.00	464,358.00	5,684,564.00	316,385.48	.00	721,929.05	4,962,634.95	13	.00
Program 000 - Unassigned Totals		\$5,220,206.00	\$464,358.00	\$5,684,564.00	\$316,385.48	\$0.00	\$721,929.05	\$4,962,634.95	13%	\$0.00
Function 0000 - Revenue Totals		\$5,220,206.00	\$464,358.00	\$5,684,564.00	\$316,385.48	\$0.00	\$721,929.05	\$4,962,634.95	13%	\$0.00
Account Type Revenue Totals		\$5,220,206.00	\$464,358.00	\$5,684,564.00	\$316,385.48	\$0.00	\$721,929.05	\$4,962,634.95	13%	\$0.00
Account Type Expense										
Function 1221 - Improvement of Instruction										
Program 987 - Early Head Start										
11.1221.3190.987.7236.90716.0000	Other Prof & Technical Services	.00	6,212.00	6,212.00	.00	.00	371.70	5,840.30	6	.00
11.1221.3220.987.7236.90713.0000	Workshops and Conf Travel	.00	7,468.00	7,468.00	263.65	.00	3,066.13	4,401.87	41	.00
11.1221.6420.987.7236.90715.0000	Capital-New Equip <\$5000	.00	1,400.00	1,400.00	.00	.00	199.98	1,200.02	14	.00
Program 987 - Early Head Start Totals		\$0.00	\$15,080.00	\$15,080.00	\$263.65	\$0.00	\$3,637.81	\$11,442.19	24%	\$0.00
Program 988 - Head Start Tech Assistance Alloc										
11.1221.3190.988.7236.90713.0000	Other Prof & Technical Services	.00	15,036.00	15,036.00	.00	294.60	8,683.59	6,057.81	60	.00
11.1221.3220.988.7236.90713.0000	Workshops and Conf Travel	.00	14,326.00	14,326.00	271.79	4,770.00	2,764.49	6,791.51	53	.00
11.1221.3430.988.7236.90715.0000	Mail/Postage Serv	.00	4,874.00	4,874.00	.00	.00	.00	4,874.00	0	.00
11.1221.5110.988.7236.90715.0000	Teaching/Testing Supplies	.00	1,000.00	1,000.00	.00	.00	.00	1,000.00	0	.00
11.1221.6420.988.7236.90715.0000	Capital-New Equip <\$5000	.00	4,200.00	4,200.00	.00	.00	199.98	4,000.02	5	.00
11.1221.7410.988.7236.90717.0000	Dues and Fees	.00	2,000.00	2,000.00	.00	.00	222.00	1,778.00	11	.00
Program 988 - Head Start Tech Assistance Alloc Totals		\$0.00	\$41,436.00	\$41,436.00	\$271.79	\$5,064.60	\$11,870.06	\$24,501.34	41%	\$0.00
Function 1221 - Improvement of Instruction Totals		\$0.00	\$56,516.00	\$56,516.00	\$535.44	\$5,064.60	\$15,507.87	\$35,943.53	36%	\$0.00
Function 1226 - SupervisionDirection of Instr Staff										
Program 000 - Unassigned										
11.1226.1160.000.7236.90711.0000	Supervision/Direction-Staff	41,118.00	26,478.00	67,596.00	5,649.41	.00	26,114.30	41,481.70	39	.00
11.1226.1170.000.7236.90711.0000	Program/Department Direction	51,574.00	(37,515.00)	14,059.00	2,696.31	.00	12,814.95	1,244.05	91	.00
11.1226.1590.000.7236.90711.0000	Other Technical	21,844.00	530.00	22,374.00	2,320.73	.00	9,530.94	12,843.06	43	.00
11.1226.1620.000.7236.90711.0000	Secretary-Clerical-Bookkeeper	8,573.00	5,432.00	14,005.00	836.56	.00	3,610.58	10,394.42	26	.00
11.1226.1790.000.7236.90711.0000	Other Special Payments	403.00	(403.00)	.00	33.58	.00	1,015.77	(1,015.77)	+++	.00
11.1226.2110.000.7236.90711.0000	Group Life	251.00	.00	251.00	20.74	.00	103.71	147.29	41	.00
11.1226.2120.000.7236.90711.0000	Group Disability	269.00	.00	269.00	22.24	.00	111.19	157.81	41	.00
11.1226.2130.000.7236.90711.0000	Group Health and Accident	11,238.00	.00	11,238.00	1,032.84	.00	5,164.17	6,073.83	46	.00
11.1226.2140.000.7236.90711.0000	Dental Health Care	880.00	.00	880.00	84.31	.00	421.52	458.48	48	.00
11.1226.2150.000.7236.90711.0000	Vision Care	291.00	.00	291.00	26.53	.00	132.70	158.30	46	.00
11.1226.2820.000.7236.90711.0000	Contribution to State and Local Retirement Funds	48,152.00	.00	48,152.00	4,192.39	.00	20,154.05	27,997.95	42	.00
11.1226.2830.000.7236.90711.0000	Employer Social Security	9,537.00	.00	9,537.00	867.14	.00	3,983.90	5,553.10	42	.00
11.1226.2920.000.7236.90711.0000	Cash in Lieu of Benefits	530.00	.00	530.00	44.16	.00	220.80	309.20	42	.00
11.1226.3210.000.7236.90711.0000	Regular Duty Travel	.00	300.00	300.00	.00	.00	.00	300.00	0	.00
11.1226.3220.000.7236.90713.0000	Workshops and Conf Travel	.00	1,600.00	1,600.00	67.20	.00	354.68	1,245.32	22	.00
11.1226.3410.000.7236.90711.0000	Telephone Serv	150.00	360.00	510.00	12.50	.00	62.50	447.50	12	.00
11.1226.5990.000.7236.90715.0000	Misc. Supp & Matls	.00	800.00	800.00	195.83	.00	847.77	(47.77)	106	.00
11.1226.7410.000.7236.90717.0000	Dues and Fees	.00	4,500.00	4,500.00	.00	.00	.00	4,500.00	0	.00
Program 000 - Unassigned Totals		\$194,810.00	\$2,082.00	\$196,892.00	\$18,102.47	\$0.00	\$84,643.53	\$112,248.47	43%	\$0.00
Program 987 - Early Head Start										
11.1226.1160.987.7236.90711.0000	Supervision/Direction-Staff	19,750.00	19,610.00	39,360.00	2,545.05	.00	12,987.25	26,372.75	33	.00
11.1226.1170.987.7236.90711.0000	Program/Department Direction	22,794.00	(19,279.00)	3,515.00	1,296.08	.00	4,934.36	(1,419.36)	140	.00
11.1226.1590.987.7236.90711.0000	Other Technical	5,461.00	133.00	5,594.00	580.19	.00	2,382.77	3,211.23	43	.00
11.1226.1620.987.7236.90711.0000	Secretary-Clerical-Bookkeeper	1,513.00	.00	1,513.00	147.63	.00	637.14	875.86	42	.00
11.1226.1790.987.7236.90711.0000	Other Special Payments	242.00	(242.00)	.00	20.14	.00	440.93	(440.93)	+++	.00
11.1226.2110.987.7236.90711.0000	Group Life	110.00	.00	110.00	8.88	.00	44.40	65.60	40	.00



NOVEMBER 2025 HS/EHS BUDGET REPORT

Fiscal Year to Date 11/30/25

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year Total
11.1226.2120.987.7236.90711.0000	Group Disability	110.00	.00	110.00	8.94	.00	44.71	65.29	41	.00
11.1226.2130.987.7236.90711.0000	Group Health and Accident	5,105.00	.00	5,105.00	498.86	.00	2,494.29	2,610.71	49	.00
11.1226.2140.987.7236.90711.0000	Dental Health Care	403.00	.00	403.00	40.75	.00	203.77	199.23	51	.00
11.1226.2150.987.7236.90711.0000	Vision Care	117.00	.00	117.00	11.26	.00	56.32	60.68	48	.00
11.1226.2820.987.7236.90711.0000	Contribution to State and Local Retirement Funds	18,578.00	.00	18,578.00	1,599.57	.00	7,808.28	10,769.72	42	.00
11.1226.2830.987.7236.90711.0000	Employer Social Security	3,839.00	.00	3,839.00	344.59	.00	1,600.97	2,238.03	42	.00
11.1226.2920.987.7236.90711.0000	Cash in Lieu of Benefits	133.00	.00	133.00	11.04	.00	55.20	77.80	42	.00
11.1226.3210.987.7236.90717.0000	Regular Duty Travel	.00	400.00	400.00	.00	.00	.00	400.00	0	.00
11.1226.3220.987.7236.90713.0000	Workshops and Conf Travel	.00	3,300.00	3,300.00	.00	.00	51.00	3,249.00	2	.00
11.1226.3410.987.7236.90711.0000	Telephone Serv	90.00	150.00	240.00	7.50	.00	37.50	202.50	16	.00
11.1226.7410.987.7236.90717.0000	Dues and Fees	.00	4,202.00	4,202.00	.00	.00	1,530.00	2,672.00	36	.00
Program 987 - Early Head Start Totals		\$78,245.00	\$8,274.00	\$86,519.00	\$7,120.48	\$0.00	\$35,308.89	\$51,210.11	41%	\$0.00
Function 1226 - SupervisionDirection of Instr Staff Totals		\$273,055.00	\$10,356.00	\$283,411.00	\$25,222.95	\$0.00	\$119,952.42	\$163,458.58	42%	\$0.00
Function 1261 - Operating Buildings Services										
Program 000 - Unassigned										
11.1261.3190.000.7236.90716.0000	Other Prof & Technical Services	.00	1,755.00	1,755.00	.00	1,755.00	.00	.00	100	.00
11.1261.3910.000.7236.90716.0000	Property and Liability Insur Serv	.00	9,773.00	9,773.00	.00	.00	9,772.60	.40	100	.00
11.1261.4110.000.7236.90716.0000	Building Repair Serv	.00	103,539.00	103,539.00	7,196.16	68,848.12	45,316.57	(10,625.69)	110	.00
11.1261.5980.000.7236.90716.0000	Misc. Hardware & Tool Supp	.00	15,000.00	15,000.00	79.26	.00	537.75	14,462.25	4	.00
Program 000 - Unassigned Totals		\$0.00	\$130,067.00	\$130,067.00	\$7,275.42	\$70,603.12	\$55,626.92	\$3,836.96	97%	\$0.00
Program 987 - Early Head Start										
11.1261.4210.987.7236.90716.0000	Land/Building Rental Serv	.00	2,972.00	2,972.00	654.36	1,308.78	1,090.62	572.60	81	.00
Program 987 - Early Head Start Totals		\$0.00	\$2,972.00	\$2,972.00	\$654.36	\$1,308.78	\$1,090.62	\$572.60	81%	\$0.00
Function 1261 - Operating Buildings Services Totals		\$0.00	\$133,039.00	\$133,039.00	\$7,929.78	\$71,911.90	\$56,717.54	\$4,409.56	97%	\$0.00
Function 1281 - Planning, Research and Evaluation										
Program 000 - Unassigned										
11.1281.1160.000.7236.90711.0000	Supervision/Direction-Staff	15,412.00	(15,412.00)	.00	738.01	.00	2,677.33	(2,677.33)	+++	.00
11.1281.1180.000.7236.90711.0000	Research	101,137.00	(14,613.00)	86,524.00	4,755.08	.00	20,131.09	66,392.91	23	.00
11.1281.1790.000.7236.90711.0000	Other Special Payments	.00	.00	.00	9.36	.00	577.69	(577.69)	+++	.00
11.1281.2110.000.7236.90711.0000	Group Life	296.00	.00	296.00	10.28	.00	48.97	247.03	17	.00
11.1281.2120.000.7236.90711.0000	Group Disability	273.00	.00	273.00	11.08	.00	49.67	223.33	18	.00
11.1281.2130.000.7236.90711.0000	Group Health and Accident	2,490.00	.00	2,490.00	359.26	.00	1,194.51	1,295.49	48	.00
11.1281.2140.000.7236.90711.0000	Dental Health Care	2,114.00	.00	2,114.00	64.88	.00	287.31	1,826.69	14	.00
11.1281.2150.000.7236.90711.0000	Vision Care	487.00	.00	487.00	14.16	.00	64.30	422.70	13	.00
11.1281.2820.000.7236.90711.0000	Contribution to State and Local Retirement Funds	50,928.00	(10,000.00)	40,928.00	2,153.68	.00	9,448.37	31,479.63	23	.00
11.1281.2830.000.7236.90711.0000	Employer Social Security	9,242.00	.00	9,242.00	419.05	.00	1,791.10	7,450.90	19	.00
11.1281.2920.000.7236.90711.0000	Cash in Lieu of Benefits	3,428.00	.00	3,428.00	97.86	.00	489.30	2,938.70	14	.00
11.1281.3410.000.7236.90711.0000	Telephone Serv	60.00	300.00	360.00	5.00	.00	25.00	335.00	7	.00
11.1281.3410.000.7236.90717.0000	Telephone Serv	.00	720.00	720.00	.00	.00	.00	720.00	0	.00
Program 000 - Unassigned Totals		\$185,867.00	(\$39,005.00)	\$146,862.00	\$8,637.70	\$0.00	\$36,784.64	\$110,077.36	25%	\$0.00
Program 987 - Early Head Start										
11.1281.1180.987.7236.90711.0000	Research	69,028.00	30,613.00	99,641.00	5,739.87	.00	26,499.64	73,141.36	27	.00
11.1281.1790.987.7236.90711.0000	Other Special Payments	.00	.00	.00	.00	.00	9.60	(9.60)	+++	.00
11.1281.2110.987.7236.90711.0000	Group Life	132.00	.00	132.00	9.32	.00	46.58	85.42	35	.00
11.1281.2120.987.7236.90711.0000	Group Disability	110.00	.00	110.00	7.54	.00	37.72	72.28	34	.00
11.1281.2140.987.7236.90711.0000	Dental Health Care	1,835.00	.00	1,835.00	138.92	.00	694.60	1,140.40	38	.00
11.1281.2150.987.7236.90711.0000	Vision Care	432.00	.00	432.00	32.66	.00	163.30	268.70	38	.00
11.1281.2820.987.7236.90711.0000	Contribution to State and Local Retirement Funds	27,659.00	.00	27,659.00	2,164.72	.00	10,539.32	17,119.68	38	.00
11.1281.2830.987.7236.90711.0000	Employer Social Security	5,468.00	.00	5,468.00	452.17	.00	2,093.34	3,374.66	38	.00
11.1281.2920.987.7236.90711.0000	Cash in Lieu of Benefits	2,302.00	.00	2,302.00	170.76	.00	853.78	1,448.22	37	.00
11.1281.3210.987.7236.90717.0000	Regular Duty Travel	.00	300.00	300.00	.00	.00	.00	300.00	0	.00



NOVEMBER 2025 HS/EHS BUDGET REPORT

Fiscal Year to Date 11/30/25

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year Total
11.1281.3410.987.7236.90717.0000	Telephone Serv	.00	720.00	720.00	.00	.00	.00	720.00	0	.00
	Program 987 - Early Head Start Totals	\$106,966.00	\$31,633.00	\$138,599.00	\$8,715.96	\$0.00	\$40,937.88	\$97,661.12	30%	\$0.00
	Function 1281 - Planning, Research and Evaluation Totals	\$292,833.00	(\$7,372.00)	\$285,461.00	\$17,353.66	\$0.00	\$77,722.52	\$207,738.48	27%	\$0.00
	Function 1311 - Community Services Direction									
	Program 000 - Unassigned									
11.1311.3130.000.7236.90716.0000	Pupil Services	.00	5,500.00	5,500.00	.00	1,376.00	.00	4,124.00	25	.00
	Program 000 - Unassigned Totals	\$0.00	\$5,500.00	\$5,500.00	\$0.00	\$1,376.00	\$0.00	\$4,124.00	25%	\$0.00
	Program 987 - Early Head Start									
11.1311.3130.987.7236.90716.0000	Pupil Services	.00	2,000.00	2,000.00	.00	224.00	.00	1,776.00	11	.00
	Program 987 - Early Head Start Totals	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$224.00	\$0.00	\$1,776.00	11%	\$0.00
	Function 1311 - Community Services Direction Totals	\$0.00	\$7,500.00	\$7,500.00	\$0.00	\$1,600.00	\$0.00	\$5,900.00	21%	\$0.00
	Function 1351 - Custody and Care of Children									
	Program 000 - Unassigned									
11.1351.1220.000.7236.90711.0000	Counseling	179,116.00	21,080.00	200,196.00	17,009.88	.00	75,335.69	124,860.31	38	.00
11.1351.1250.000.7236.90711.0000	Instructional Counseling	87,514.00	(28,349.00)	59,165.00	5,389.19	.00	21,481.86	37,683.14	36	.00
11.1351.1440.000.7236.90711.0000	Social Work	56,374.00	31,200.00	87,574.00	3,703.10	.00	26,651.84	60,922.16	30	.00
11.1351.1620.000.7236.90711.0000	Secretary-Clerical-Bookkeeper	26,622.00	(12,528.00)	14,094.00	2,544.90	.00	11,310.28	2,783.72	80	.00
11.1351.1790.000.7236.90711.0000	Other Special Payments	.00	.00	.00	49.54	.00	2,572.19	(2,572.19)	+++	.00
11.1351.2110.000.7236.90711.0000	Group Life	880.00	.00	880.00	54.60	.00	280.78	599.22	32	.00
11.1351.2120.000.7236.90711.0000	Group Disability	840.00	.00	840.00	61.75	.00	311.98	528.02	37	.00
11.1351.2130.000.7236.90711.0000	Group Health and Accident	66,566.00	.00	66,566.00	2,681.04	.00	13,990.45	52,575.55	21	.00
11.1351.2140.000.7236.90711.0000	Dental Health Care	7,695.00	.00	7,695.00	429.48	.00	2,200.26	5,494.74	29	.00
11.1351.2150.000.7236.90711.0000	Vision Care	1,835.00	.00	1,835.00	103.26	.00	525.18	1,309.82	29	.00
11.1351.2820.000.7236.90711.0000	Contribution to State and Local Retirement Funds	149,112.00	.00	149,112.00	11,173.26	.00	54,182.43	94,929.57	36	.00
11.1351.2830.000.7236.90711.0000	Employer Social Security	27,077.00	.00	27,077.00	2,218.03	.00	10,603.25	16,473.75	39	.00
11.1351.2920.000.7236.90711.0000	Cash in Lieu of Benefits	2,250.00	.00	2,250.00	386.22	.00	1,953.18	296.82	87	.00
11.1351.3150.000.7236.90717.0000	Management Services	.00	3,700.00	3,700.00	.00	.00	.00	3,700.00	0	.00
11.1351.3190.000.7236.90716.0000	Other Prof & Technical Services	.00	8,000.00	8,000.00	556.85	98.20	7,884.94	16.86	100	.00
11.1351.3210.000.7236.90717.0000	Regular Duty Travel	.00	2,700.00	2,700.00	130.90	.00	531.95	2,168.05	20	.00
11.1351.3220.000.7236.90713.0000	Workshops and Conf Travel	.00	3,400.00	3,400.00	265.44	.00	454.44	2,945.56	13	.00
11.1351.3410.000.7236.90711.0000	Telephone Serv	840.00	2,475.00	3,315.00	70.00	.00	350.00	2,965.00	11	.00
11.1351.3430.000.7236.90715.0000	Mail/Postage Serv	.00	500.00	500.00	.00	.00	8.69	491.31	2	.00
11.1351.3510.000.7236.90715.0000	Advertisement Serv	.00	2,500.00	2,500.00	.00	649.56	.00	1,850.44	26	.00
11.1351.3610.000.7236.90716.0000	Printing Serv	.00	1,500.00	1,500.00	.00	.00	1,755.63	(255.63)	117	.00
11.1351.3830.000.7236.90717.0000	Water Sewage Serv	.00	2,245.00	2,245.00	.00	.00	707.56	1,537.44	32	.00
11.1351.3930.000.7236.90717.0000	Fleet Insur Serv	.00	3,500.00	3,500.00	.00	.00	1,794.41	1,705.59	51	.00
11.1351.4140.000.7236.90716.0000	Software Maint Agmts Serv	.00	5,009.00	5,009.00	2,250.00	.00	2,250.00	2,759.00	45	.00
11.1351.5520.000.7236.90716.0000	Electricity Supp	.00	40,000.00	40,000.00	479.38	.00	6,212.22	33,787.78	16	.00
11.1351.5520.000.7236.90717.0000	Electricity Supp	.00	.00	.00	2,482.52	.00	7,604.12	(7,604.12)	+++	.00
11.1351.5910.000.7236.90715.0000	Office Supplies	.00	1,500.00	1,500.00	.00	.00	.00	1,500.00	0	.00
11.1351.5990.000.7236.90715.0000	Misc. Supp & Matls	.00	1,800.00	1,800.00	46.13	.00	46.13	1,753.87	3	.00
	Program 000 - Unassigned Totals	\$606,721.00	\$90,232.00	\$696,953.00	\$52,085.47	\$747.76	\$250,999.46	\$445,205.78	36%	\$0.00
	Program 987 - Early Head Start									
11.1351.1220.987.7236.90711.0000	Counseling	66,810.00	.00	66,810.00	6,412.46	.00	28,531.58	38,278.42	43	.00
11.1351.1250.987.7236.90711.0000	Instructional Counseling	314,896.00	(42,269.00)	272,627.00	26,028.16	.00	111,087.65	161,539.35	41	.00
11.1351.1440.987.7236.90711.0000	Social Work	33,227.00	.00	33,227.00	2,658.09	.00	12,348.38	20,878.62	37	.00
11.1351.1620.987.7236.90711.0000	Secretary-Clerical-Bookkeeper	1,567.00	.00	1,567.00	149.69	.00	665.13	901.87	42	.00
11.1351.1790.987.7236.90711.0000	Other Special Payments	.00	.00	.00	.00	.00	5,773.12	(5,773.12)	+++	.00
11.1351.2110.987.7236.90711.0000	Group Life	2,210.00	.00	2,210.00	29.38	.00	226.88	1,983.12	10	.00
11.1351.2120.987.7236.90711.0000	Group Disability	1,239.00	.00	1,239.00	69.77	.00	348.27	890.73	28	.00
11.1351.2130.987.7236.90711.0000	Group Health and Accident	88,541.00	(20,000.00)	68,541.00	3,828.88	.00	19,300.11	49,240.89	28	.00
11.1351.2140.987.7236.90711.0000	Dental Health Care	7,328.00	.00	7,328.00	482.35	.00	2,340.40	4,987.60	32	.00
11.1351.2150.987.7236.90711.0000	Vision Care	1,788.00	.00	1,788.00	101.98	.00	493.46	1,294.54	28	.00



NOVEMBER 2025 HS/EHS BUDGET REPORT

Fiscal Year to Date 11/30/25

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year Total
11.1351.2820.987.7236.90711.0000	Contribution to State and Local Retirement Funds	169,425.00	(15,000.00)	154,425.00	13,066.42	.00	61,563.02	92,861.98	40	.00
11.1351.2830.987.7236.90711.0000	Employer Social Security	32,178.00	.00	32,178.00	2,621.08	.00	11,812.43	20,365.57	37	.00
11.1351.2920.987.7236.90711.0000	Cash in Lieu of Benefits	2,901.00	.00	2,901.00	241.66	.00	1,186.22	1,714.78	41	.00
11.1351.3150.987.7236.90715.0000	Management Services	.00	2,100.00	2,100.00	.00	25.00	.00	2,075.00	1	.00
11.1351.3190.987.7236.90716.0000	Other Prof & Technical Services	.00	47,113.00	47,113.00	2,788.31	2,593.65	30,051.49	14,467.86	69	.00
11.1351.3210.987.7236.90717.0000	Regular Duty Travel	.00	11,000.00	11,000.00	412.72	.00	2,995.03	8,004.97	27	.00
11.1351.3220.987.7236.90713.0000	Workshops and Conf Travel	.00	3,350.00	3,350.00	66.36	.00	255.36	3,094.64	8	.00
11.1351.3410.987.7236.90711.0000	Telephone Serv	780.00	3,003.00	3,783.00	65.00	.00	325.00	3,458.00	9	.00
11.1351.3430.987.7236.90715.0000	Mail/Postage Serv	.00	400.00	400.00	.00	.00	3.70	396.30	1	.00
11.1351.3450.987.7236.90716.0000	Software Lic/Agmts Serv	.00	6,500.00	6,500.00	1,500.00	.00	1,500.00	5,000.00	23	.00
11.1351.3510.987.7236.90715.0000	Advertisement Serv	.00	1,500.00	1,500.00	.00	106.55	.00	1,393.45	7	.00
11.1351.3610.987.7236.90716.0000	Printing Serv	.00	1,750.00	1,750.00	24.96	.00	728.43	1,021.57	42	.00
11.1351.5110.987.7236.90715.0000	Teaching/Testing Supplies	.00	3,055.00	3,055.00	.00	.00	.00	3,055.00	0	.00
11.1351.5910.987.7236.90715.0000	Office Supplies	.00	750.00	750.00	.00	.00	574.27	175.73	77	.00
11.1351.5990.987.7236.90715.0000	Misc. Supp & Matls	.00	5,000.00	5,000.00	.00	.00	.00	5,000.00	0	.00
Program 987 - Early Head Start Totals		\$722,890.00	\$8,252.00	\$731,142.00	\$60,547.27	\$2,725.20	\$292,109.93	\$436,306.87	40%	\$0.00
Function 1351 - Custody and Care of Children Totals		\$1,329,611.00	\$98,484.00	\$1,428,095.00	\$112,632.74	\$3,472.96	\$543,109.39	\$881,512.65	38%	\$0.00
Function 1411 - Pmts to Other Mich Publ Schools										
Program 000 - Unassigned										
11.1411.8220.000.7236.81010.0000	Pmt to Another Public School District for Serv	3,324,707.00	(3,324,707.00)	.00	.00	.00	.00	.00	+++	.00
11.1411.8510.000.7236.81010.0000	Sub-Grantee / Flow through Disbursements	.00	704,228.00	704,228.00	.00	704,228.00	.00	.00	100	.00
11.1411.8510.000.7236.81020.0000	Sub-Grantee / Flow through Disbursements	.00	1,967,947.00	1,967,947.00	.00	1,967,947.00	.00	.00	100	.00
11.1411.8510.000.7236.81070.0000	Sub-Grantee / Flow through Disbursements	.00	323,270.00	323,270.00	.00	323,270.00	.00	.00	100	.00
11.1411.8510.000.7236.81140.0000	Sub-Grantee / Flow through Disbursements	.00	107,790.00	107,790.00	13,952.52	93,837.48	13,952.52	.00	100	.00
Program 000 - Unassigned Totals		\$3,324,707.00	(\$221,472.00)	\$3,103,235.00	\$13,952.52	\$3,089,282.48	\$13,952.52	\$0.00	100%	\$0.00
Program 987 - Early Head Start										
11.1411.8510.987.7236.81020.0000	Sub-Grantee / Flow through Disbursements	.00	214,843.00	214,843.00	.00	214,843.00	.00	.00	100	.00
Program 987 - Early Head Start Totals		\$0.00	\$214,843.00	\$214,843.00	\$0.00	\$214,843.00	\$0.00	\$0.00	100%	\$0.00
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$3,324,707.00	(\$6,629.00)	\$3,318,078.00	\$13,952.52	\$3,304,125.48	\$13,952.52	\$0.00	100%	\$0.00
Function 1445 - Pmts to Not for Profit Entities										
Program 987 - Early Head Start										
11.1445.8510.987.7236.91004.0000	Sub-Grantee / Flow through Disbursements	.00	172,464.00	172,464.00	.00	172,464.00	.00	.00	100	.00
Program 987 - Early Head Start Totals		\$0.00	\$172,464.00	\$172,464.00	\$0.00	\$172,464.00	\$0.00	\$0.00	100%	\$0.00
Function 1445 - Pmts to Not for Profit Entities Totals		\$0.00	\$172,464.00	\$172,464.00	\$0.00	\$172,464.00	\$0.00	\$0.00	100%	\$0.00
Account Type Expense Totals		\$5,220,206.00	\$464,358.00	\$5,684,564.00	\$177,627.09	\$3,558,638.94	\$826,962.26	\$1,298,962.80	77%	\$0.00
Revenue Totals		\$5,220,206.00	\$464,358.00	\$5,684,564.00	\$316,385.48	\$0.00	\$721,929.05	\$4,962,634.95	13%	\$0.00
Expense Totals		\$5,220,206.00	\$464,358.00	\$5,684,564.00	\$177,627.09	\$3,558,638.94	\$826,962.26	\$1,298,962.80	77%	\$0.00
Fund 11 - General Fund Totals		\$0.00	\$0.00	\$0.00	\$138,758.39	(\$3,558,638.94)	(\$105,033.21)	\$3,663,672.15		\$0.00
Revenue Totals		\$5,220,206.00	\$464,358.00	\$5,684,564.00	\$316,385.48	\$0.00	\$721,929.05	\$4,962,634.95	13%	\$0.00
Expense Totals		\$5,220,206.00	\$464,358.00	\$5,684,564.00	\$177,627.09	\$3,558,638.94	\$826,962.26	\$1,298,962.80	77%	\$0.00
Grand Totals		\$0.00	\$0.00	\$0.00	\$138,758.39	(\$3,558,638.94)	(\$105,033.21)	\$3,663,672.15		\$0.00



HS EHS DETAILED GL through NOVEMBER 2025

G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.0413.0000.000.7236.00000.0000 Restricted Received Directly from Federal Government							Balance To Date:		\$0.00
10/24/2025	2026-00001419	JE	RA	EFT SOM Head Start	Collections			405,543.57	(405,543.57)
Month October 2025 Totals							\$0.00	\$405,543.57	(\$405,543.57)
11/19/2025	2026-00001789	JE	RA	EFT SOM Head Start	Collections			316,385.48	(721,929.05)
Month November 2025 Totals							\$0.00	\$316,385.48	(\$721,929.05)
Account Restricted Received Directly from Federal Government Totals							\$0.00	\$721,929.05	(\$721,929.05)
Other Unassigned Totals							\$0.00	\$721,929.05	
Location District-Wide Totals							\$0.00	\$721,929.05	
Grant Head Start 20X6 Totals							\$0.00	\$721,929.05	
Program Unassigned Totals							\$0.00	\$721,929.05	
Function Revenue Totals							\$0.00	\$721,929.05	
G/L Account Number 11.1221.3220.987.7236.90713.0000 Workshops and Conf Travel							Balance To Date:		\$0.00
07/27/2025	2026-00000609	JE	GL	BMO Pcard 2025.07.27			475.00		475.00
07/27/2025	2026-00000609	JE	GL	BMO 2025.07.27 Statement			295.00		770.00
07/27/2025	2026-00000609	JE	GL	BMO 2025.07.27 Statement			590.00		1,360.00
Month July 2025 Totals							\$1,360.00	\$0.00	\$1,360.00
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			475.00		1,835.00
Month August 2025 Totals							\$475.00	\$0.00	\$1,835.00
09/10/2025	2026-00000836	JE	AP	A/P Invoice Entry	Accounts Payable		550.00		2,385.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27				550.00	1,835.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			445.00		2,280.00
Month September 2025 Totals							\$995.00	\$550.00	\$2,280.00
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	63.48		2,343.48
10/31/2025	2026-00001541	JE	GL	Correcting 10/31 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	459.00		2,802.48
Month October 2025 Totals							\$522.48	\$0.00	\$2,802.48
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		263.65		3,066.13
Month November 2025 Totals							\$263.65	\$0.00	\$3,066.13
Account Workshops and Conf Travel Totals							\$3,616.13	\$550.00	\$3,066.13
Other Unassigned Totals							\$3,616.13	\$550.00	
Location Travel Totals							\$3,616.13	\$550.00	



HS EHS DETAILED GL through NOVEMBER 2025

G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1221.6420.987.7236.90715.0000 Capital-New Equip <\$5000								Balance To Date:	\$0.00
09/09/2025	2026-00000805	JE	GL	Althea Wilson & Alicia Kruk Monitors			199.98		199.98
Month September 2025 Totals							\$199.98	\$0.00	\$199.98
Account Capital-New Equip <\$5000 Totals							\$199.98	\$0.00	\$199.98
Other Unassigned Totals							\$199.98	\$0.00	
Location Supplies Totals							\$199.98	\$0.00	
G/L Account Number 11.1221.3190.987.7236.90716.0000 Other Prof & Technical Services								Balance To Date:	\$0.00
09/10/2025	2026-00000836	JE	AP	A/P Invoice Entry	Accounts Payable		37.50		37.50
09/25/2025	2026-00001017	JE	AP	A/P Invoice Entry	Accounts Payable		334.20		371.70
Month September 2025 Totals							\$371.70	\$0.00	\$371.70
Account Other Prof & Technical Services Totals							\$371.70	\$0.00	\$371.70
Other Unassigned Totals							\$371.70	\$0.00	
Location Contractual Services Totals							\$371.70	\$0.00	
Grant Head Start 20X6 Totals							\$4,187.81	\$550.00	
Program Early Head Start Totals							\$4,187.81	\$550.00	
G/L Account Number 11.1221.3190.988.7236.90713.0000 Other Prof & Technical Services								Balance To Date:	\$0.00
07/27/2025	2026-00000609	JE	GL	BMO Pcard 2025.07.27			891.00		891.00
Month July 2025 Totals							\$891.00	\$0.00	\$891.00
08/26/2025	2026-00000702	JE	RA	8.28.25 BANK DEPOSIT	Collections			891.00	.00
Month August 2025 Totals							\$0.00	\$891.00	\$0.00
09/10/2025	2026-00000836	JE	AP	A/P Invoice Entry	Accounts Payable		75.00		75.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			450.00		525.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			450.00		975.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			955.00		1,930.00
Month September 2025 Totals							\$1,930.00	\$0.00	\$1,930.00
10/24/2025	2026-00001361	JE	AP	A/P Invoice Entry	Accounts Payable		6,753.59		8,683.59
Month October 2025 Totals							\$6,753.59	\$0.00	\$8,683.59
Account Other Prof & Technical Services Totals							\$9,574.59	\$891.00	\$8,683.59
G/L Account Number 11.1221.3220.988.7236.90713.0000 Workshops and Conf Travel								Balance To Date:	\$0.00
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			219.00		219.00



HS EHS DETAILED GL through NOVEMBER 2025

G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1221.3220.988.7236.90713.0000 Workshops and Conf Travel								Balance To Date:	\$0.00
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			219.00		438.00
					Month	August 2025 Totals	\$438.00	\$0.00	\$438.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			745.00		1,183.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			950.00		2,133.00
					Month	September 2025 Totals	\$1,695.00	\$0.00	\$2,133.00
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	359.70		2,492.70
					Month	October 2025 Totals	\$359.70	\$0.00	\$2,492.70
11/20/2025	2026-00001841	JE	RA	State Aid for 11.2025 and Check Deposit	Collections			170.00	2,322.70
11/21/2025	2026-00001756	JE	AP	A/P Invoice Entry	Accounts Payable		441.79		2,764.49
					Month	November 2025 Totals	\$441.79	\$170.00	\$2,764.49
					Account	Workshops and Conf Travel Totals	\$2,934.49	\$170.00	\$2,764.49
					Other	Unassigned Totals	\$12,509.08	\$1,061.00	
					Location	Travel Totals	\$12,509.08	\$1,061.00	
G/L Account Number 11.1221.6420.988.7236.90715.0000 Capital-New Equip <\$5000								Balance To Date:	\$0.00
09/09/2025	2026-00000805	JE	GL	Althea Wilson & Alicia Kruk Monitors			199.98		199.98
					Month	September 2025 Totals	\$199.98	\$0.00	\$199.98
					Account	Capital-New Equip <\$5000 Totals	\$199.98	\$0.00	\$199.98
					Other	Unassigned Totals	\$199.98	\$0.00	
					Location	Supplies Totals	\$199.98	\$0.00	
G/L Account Number 11.1221.7410.988.7236.90717.0000 Dues and Fees								Balance To Date:	\$0.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			72.00		72.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			150.00		222.00
					Month	September 2025 Totals	\$222.00	\$0.00	\$222.00
					Account	Dues and Fees Totals	\$222.00	\$0.00	\$222.00
					Other	Unassigned Totals	\$222.00	\$0.00	
					Location	Other Costs Totals	\$222.00	\$0.00	
					Grant	Head Start 20X6 Totals	\$12,931.06	\$1,061.00	
					Program	Head Start Tech Assistance Alloc Totals	\$12,931.06	\$1,061.00	
					Function	Improvement of Instruction Totals	\$17,118.87	\$1,611.00	
G/L Account Number 11.1226.1160.000.7236.90711.0000 Supervision/Direction-Staff								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			5,116.22		5,116.22
					Month	July 2025 Totals	\$5,116.22	\$0.00	\$5,116.22



HS EHS DETAILED GL through NOVEMBER 2025

G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1226.1160.000.7236.90711.0000			Supervision/Direction-Staff				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		2,558.11		7,674.33
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		2,558.11		10,232.44
				Month	August 2025 Totals		\$5,116.22	\$0.00	\$10,232.44
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		2,558.11		12,790.55
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		2,558.11		15,348.66
				Month	September 2025 Totals		\$5,116.22	\$0.00	\$15,348.66
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		2,693.47		18,042.13
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		135.35	17,906.78
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		2,558.11		20,464.89
				Month	October 2025 Totals		\$5,251.58	\$135.35	\$20,464.89
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		2,633.02		23,097.91
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		3,016.39		26,114.30
				Month	November 2025 Totals		\$5,649.41	\$0.00	\$26,114.30
				Account	Supervision/Direction-Staff Totals		\$26,249.65	\$135.35	\$26,114.30
G/L Account Number	11.1226.1170.000.7236.90711.0000			Program/Department Direction				Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			2,529.66		2,529.66
				Month	July 2025 Totals		\$2,529.66	\$0.00	\$2,529.66
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,264.83		3,794.49
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,264.83		5,059.32
				Month	August 2025 Totals		\$2,529.66	\$0.00	\$5,059.32
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		1,264.83		6,324.15
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		1,264.83		7,588.98
				Month	September 2025 Totals		\$2,529.66	\$0.00	\$7,588.98
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		1,340.82		8,929.80
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		75.99	8,853.81



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1226.1170.000.7236.90711.0000 Program/Department Direction								Balance To Date:	\$0.00
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		1,264.83		10,118.64
Month October 2025 Totals							\$2,605.65	\$75.99	\$10,118.64
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		1,264.83		11,383.47
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		1,431.48		12,814.95
Month November 2025 Totals							\$2,696.31	\$0.00	\$12,814.95
Account Program/Department Direction Totals							\$12,890.94	\$75.99	\$12,814.95
G/L Account Number 11.1226.1590.000.7236.90711.0000 Other Technical								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			1,805.97		1,805.97
Month July 2025 Totals							\$1,805.97	\$0.00	\$1,805.97
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		884.77		2,690.74
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		872.63		3,563.37
Month August 2025 Totals							\$1,757.40	\$0.00	\$3,563.37
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		896.91		4,460.28
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		927.27		5,387.55
Month September 2025 Totals							\$1,824.18	\$0.00	\$5,387.55
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		872.63		6,260.18
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		950.03		7,210.21
Month October 2025 Totals							\$1,822.66	\$0.00	\$7,210.21
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		1,090.22		8,300.43
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		1,230.51		9,530.94
Month November 2025 Totals							\$2,320.73	\$0.00	\$9,530.94
Account Other Technical Totals							\$9,530.94	\$0.00	\$9,530.94
G/L Account Number 11.1226.1620.000.7236.90711.0000 Secretary-Clerical-Bookkeeper								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			691.70		691.70
Month July 2025 Totals							\$691.70	\$0.00	\$691.70
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		345.85		1,037.55



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1226.1620.000.7236.90711.0000 Secretary-Clerical-Bookkeeper								Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		345.85		1,383.40
Month August 2025 Totals							\$691.70	\$0.00	\$1,383.40
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		353.07		1,736.47
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		345.85		2,082.32
Month September 2025 Totals							\$698.92	\$0.00	\$2,082.32
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		345.85		2,428.17
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		345.85		2,774.02
Month October 2025 Totals							\$691.70	\$0.00	\$2,774.02
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		349.06		3,123.08
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		487.50		3,610.58
Month November 2025 Totals							\$836.56	\$0.00	\$3,610.58
Account Secretary-Clerical-Bookkeeper Totals							\$3,610.58	\$0.00	\$3,610.58
G/L Account Number 11.1226.1790.000.7236.90711.0000 Other Special Payments								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			401.83		401.83
Month July 2025 Totals							\$401.83	\$0.00	\$401.83
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		16.79		418.62
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		16.79		435.41
Month August 2025 Totals							\$33.58	\$0.00	\$435.41
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		16.79		452.20
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		16.79		468.99
Month September 2025 Totals							\$33.58	\$0.00	\$468.99
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		496.41		965.40
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		16.79		982.19
Month October 2025 Totals							\$513.20	\$0.00	\$982.19
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		16.79		998.98



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1226.1790.000.7236.90711.0000	Other Special Payments							\$0.00
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		16.79	Balance To Date:	1,015.77
Month November 2025 Totals							\$33.58	\$0.00	\$1,015.77
Account Other Special Payments Totals							\$1,015.77	\$0.00	\$1,015.77
G/L Account Number	11.1226.2110.000.7236.90711.0000	Group Life							\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			20.74	Balance To Date:	20.74
Month July 2025 Totals							\$20.74	\$0.00	\$20.74
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		10.37		31.11
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		10.37		41.48
Month August 2025 Totals							\$20.74	\$0.00	\$41.48
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		10.37		51.85
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		10.37		62.22
Month September 2025 Totals							\$20.74	\$0.00	\$62.22
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		10.38		72.60
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		10.37		82.97
Month October 2025 Totals							\$20.75	\$0.00	\$82.97
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		10.37		93.34
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		10.37		103.71
Month November 2025 Totals							\$20.74	\$0.00	\$103.71
Account Group Life Totals							\$103.71	\$0.00	\$103.71
G/L Account Number	11.1226.2120.000.7236.90711.0000	Group Disability							\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			22.24	Balance To Date:	22.24
Month July 2025 Totals							\$22.24	\$0.00	\$22.24
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		11.12		33.36
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		11.12		44.48
Month August 2025 Totals							\$22.24	\$0.00	\$44.48



HS EHS DETAILED GL through NOVEMBER 2025

G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1226.2120.000.7236.90711.0000 Group Disability								Balance To Date:	\$0.00
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		11.12		55.60
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		11.12		66.72
Month September 2025 Totals							\$22.24	\$0.00	\$66.72
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		11.11		77.83
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		11.12		88.95
Month October 2025 Totals							\$22.23	\$0.00	\$88.95
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		11.12		100.07
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		11.12		111.19
Month November 2025 Totals							\$22.24	\$0.00	\$111.19
Account Group Disability Totals							\$111.19	\$0.00	\$111.19
G/L Account Number 11.1226.2130.000.7236.90711.0000 Group Health and Accident								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			1,032.83		1,032.83
Month July 2025 Totals							\$1,032.83	\$0.00	\$1,032.83
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		516.42		1,549.25
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		516.42		2,065.67
Month August 2025 Totals							\$1,032.84	\$0.00	\$2,065.67
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		516.42		2,582.09
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		516.42		3,098.51
Month September 2025 Totals							\$1,032.84	\$0.00	\$3,098.51
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		516.40		3,614.91
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		516.42		4,131.33
Month October 2025 Totals							\$1,032.82	\$0.00	\$4,131.33
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		516.42		4,647.75
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		516.42		5,164.17
Month November 2025 Totals							\$1,032.84	\$0.00	\$5,164.17
Account Group Health and Accident Totals							\$5,164.17	\$0.00	\$5,164.17



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1226.2140.000.7236.90711.0000 Dental Health Care								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			84.30		84.30
Month July 2025 Totals							\$84.30	\$0.00	\$84.30
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		42.15		126.45
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		42.15		168.60
Month August 2025 Totals							\$84.30	\$0.00	\$168.60
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		42.15		210.75
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		42.15		252.90
Month September 2025 Totals							\$84.30	\$0.00	\$252.90
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		42.16		295.06
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		42.15		337.21
Month October 2025 Totals							\$84.31	\$0.00	\$337.21
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		42.15		379.36
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		42.16		421.52
Month November 2025 Totals							\$84.31	\$0.00	\$421.52
Account Dental Health Care Totals							\$421.52	\$0.00	\$421.52
G/L Account Number 11.1226.2150.000.7236.90711.0000 Vision Care								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			26.54		26.54
Month July 2025 Totals							\$26.54	\$0.00	\$26.54
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		13.27		39.81
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		13.27		53.08
Month August 2025 Totals							\$26.54	\$0.00	\$53.08
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		13.27		66.35
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		13.27		79.62
Month September 2025 Totals							\$26.54	\$0.00	\$79.62
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		13.28		92.90



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1226.2150.000.7236.90711.0000 Vision Care									\$0.00
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		13.27	Balance To Date:	106.17
Month October 2025 Totals							\$26.55	\$0.00	\$106.17
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		13.27		119.44
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		13.26		132.70
Month November 2025 Totals							\$26.53	\$0.00	\$132.70
Account Vision Care Totals							\$132.70	\$0.00	\$132.70
G/L Account Number 11.1226.2820.000.7236.90711.0000 Contribution to State and Local Retirement Funds									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			4,110.94		4,110.94
Month July 2025 Totals							\$4,110.94	\$0.00	\$4,110.94
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,968.39		6,079.33
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,963.44		8,042.77
Month August 2025 Totals							\$3,931.83	\$0.00	\$8,042.77
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		1,976.26		10,019.03
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		1,979.91		11,998.94
Month September 2025 Totals							\$3,956.17	\$0.00	\$11,998.94
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		1,972.31		13,971.25
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		1,990.41		15,961.66
Month October 2025 Totals							\$3,962.72	\$0.00	\$15,961.66
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		2,040.53		18,002.19
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		2,151.86		20,154.05
Month November 2025 Totals							\$4,192.39	\$0.00	\$20,154.05
Account Contribution to State and Local Retirement Funds Totals							\$20,154.05	\$0.00	\$20,154.05
G/L Account Number 11.1226.2830.000.7236.90711.0000 Employer Social Security									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			787.82	Balance To Date:	787.82
Month July 2025 Totals							\$787.82	\$0.00	\$787.82
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		378.67		1,166.49



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1226.2830.000.7236.90711.0000 Employer Social Security									
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		377.74		\$0.00
								Balance To Date:	\$0.00
						Month August 2025 Totals	\$756.41	\$0.00	\$1,544.23
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		380.14		1,924.37
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		381.90		2,306.27
						Month September 2025 Totals	\$762.04	\$0.00	\$2,306.27
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		420.63		2,726.90
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		389.86		3,116.76
						Month October 2025 Totals	\$810.49	\$0.00	\$3,116.76
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		397.18		3,513.94
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		469.96		3,983.90
						Month November 2025 Totals	\$867.14	\$0.00	\$3,983.90
						Account Employer Social Security Totals	\$3,983.90	\$0.00	\$3,983.90
G/L Account Number 11.1226.2920.000.7236.90711.0000 Cash in Lieu of Benefits									
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			44.16		\$0.00
								Balance To Date:	\$0.00
						Month July 2025 Totals	\$44.16	\$0.00	\$44.16
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		22.08		66.24
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		22.08		88.32
						Month August 2025 Totals	\$44.16	\$0.00	\$88.32
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		22.08		110.40
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		22.08		132.48
						Month September 2025 Totals	\$44.16	\$0.00	\$132.48
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		22.08		154.56
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		22.08		176.64
						Month October 2025 Totals	\$44.16	\$0.00	\$176.64
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		22.08		198.72



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1226.2920.000.7236.90711.0000			Cash in Lieu of Benefits				Balance To Date:	\$0.00
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		22.08		220.80
Month November 2025 Totals							\$44.16	\$0.00	\$220.80
Account Cash in Lieu of Benefits Totals							\$220.80	\$0.00	\$220.80
G/L Account Number	11.1226.3410.000.7236.90711.0000			Telephone Serv				Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			12.50		12.50
Month July 2025 Totals							\$12.50	\$0.00	\$12.50
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		6.25		18.75
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		6.25		25.00
Month August 2025 Totals							\$12.50	\$0.00	\$25.00
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		6.25		31.25
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		6.25		37.50
Month September 2025 Totals							\$12.50	\$0.00	\$37.50
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		6.25		43.75
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		6.25		50.00
Month October 2025 Totals							\$12.50	\$0.00	\$50.00
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		6.25		56.25
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		6.25		62.50
Month November 2025 Totals							\$12.50	\$0.00	\$62.50
Account Telephone Serv Totals							\$62.50	\$0.00	\$62.50
Other Unassigned Totals							\$83,652.42	\$211.34	
Location Personnel Costs Totals							\$83,652.42	\$211.34	
G/L Account Number	11.1226.3220.000.7236.90713.0000			Workshops and Conf Travel				Balance To Date:	\$0.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			287.48		287.48
Month September 2025 Totals							\$287.48	\$0.00	\$287.48



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1226.3220.000.7236.90713.0000 Workshops and Conf Travel									\$0.00
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		67.20	Balance To Date:	354.68
Month November 2025 Totals							\$67.20	\$0.00	\$354.68
Account Workshops and Conf Travel Totals							\$354.68	\$0.00	\$354.68
Other Unassigned Totals							\$354.68	\$0.00	
Location Travel Totals							\$354.68	\$0.00	
G/L Account Number 11.1226.5990.000.7236.90715.0000 Misc. Supp & Matls									\$0.00
09/25/2025	2026-00001017	JE	AP	A/P Invoice Entry	Accounts Payable		37.00		37.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			168.21		205.21
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			213.98		419.19
Month September 2025 Totals							\$419.19	\$0.00	\$419.19
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	232.75		651.94
Month October 2025 Totals							\$232.75	\$0.00	\$651.94
11/07/2025	2026-00001584	JE	AP	A/P Invoice Entry	Accounts Payable		195.83		847.77
Month November 2025 Totals							\$195.83	\$0.00	\$847.77
Account Misc. Supp & Matls Totals							\$847.77	\$0.00	\$847.77
Other Unassigned Totals							\$847.77	\$0.00	
Location Supplies Totals							\$847.77	\$0.00	
Grant Head Start 20X6 Totals							\$84,854.87	\$211.34	
Program Unassigned Totals							\$84,854.87	\$211.34	
G/L Account Number 11.1226.1160.987.7236.90711.0000 Supervision/Direction-Staff									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			3,535.12	Balance To Date:	3,535.12
Month July 2025 Totals							\$3,535.12	\$0.00	\$3,535.12
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,151.18		4,686.30
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,151.18		5,837.48
Month August 2025 Totals							\$2,302.36	\$0.00	\$5,837.48
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		1,151.18		6,988.66



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1226.1160.987.7236.90711.0000			Supervision/Direction-Staff				Balance To Date:	\$0.00
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		1,151.18		8,139.84
					Month	September 2025 Totals	\$2,302.36	\$0.00	\$8,139.84
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		1,196.30		9,336.14
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		45.12	9,291.02
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		1,151.18		10,442.20
					Month	October 2025 Totals	\$2,347.48	\$45.12	\$10,442.20
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		1,185.56		11,627.76
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		1,359.49		12,987.25
					Month	November 2025 Totals	\$2,545.05	\$0.00	\$12,987.25
					Account	Supervision/Direction-Staff Totals	\$13,032.37	\$45.12	\$12,987.25
G/L Account Number	11.1226.1170.987.7236.90711.0000			Program/Department Direction				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		606.38		606.38
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		606.38		1,212.76
					Month	August 2025 Totals	\$1,212.76	\$0.00	\$1,212.76
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		606.38		1,819.14
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		606.38		2,425.52
					Month	September 2025 Totals	\$1,212.76	\$0.00	\$2,425.52
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		625.38		3,050.90
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		19.00	3,031.90
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		606.38		3,638.28
					Month	October 2025 Totals	\$1,231.76	\$19.00	\$3,638.28
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		606.38		4,244.66



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1226.1170.987.7236.90711.0000	Program/Department Direction							
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		689.70	Balance To Date:	\$0.00
									4,934.36
Month November 2025 Totals							\$1,296.08	\$0.00	\$4,934.36
Account Program/Department Direction Totals							\$4,953.36	\$19.00	\$4,934.36
G/L Account Number	11.1226.1590.987.7236.90711.0000	Other Technical							
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			451.50	Balance To Date:	\$0.00
									451.50
Month July 2025 Totals							\$451.50	\$0.00	\$451.50
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		221.20		672.70
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		218.16		890.86
Month August 2025 Totals							\$439.36	\$0.00	\$890.86
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		224.23		1,115.09
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		231.82		1,346.91
Month September 2025 Totals							\$456.05	\$0.00	\$1,346.91
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		218.16		1,565.07
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		237.51		1,802.58
Month October 2025 Totals							\$455.67	\$0.00	\$1,802.58
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		272.56		2,075.14
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		307.63		2,382.77
Month November 2025 Totals							\$580.19	\$0.00	\$2,382.77
Account Other Technical Totals							\$2,382.77	\$0.00	\$2,382.77
G/L Account Number	11.1226.1620.987.7236.90711.0000	Secretary-Clerical-Bookkeeper							
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			122.06	Balance To Date:	\$0.00
									122.06
Month July 2025 Totals							\$122.06	\$0.00	\$122.06
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		61.03		183.09
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		61.03		244.12
Month August 2025 Totals							\$122.06	\$0.00	\$244.12



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1226.1620.987.7236.90711.0000	Secretary-Clerical-Bookkeeper						Balance To Date:	\$0.00
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		62.30		306.42
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		61.03		367.45
					Month	September 2025 Totals	\$123.33	\$0.00	\$367.45
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		61.03		428.48
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		61.03		489.51
					Month	October 2025 Totals	\$122.06	\$0.00	\$489.51
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		61.60		551.11
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		86.03		637.14
					Month	November 2025 Totals	\$147.63	\$0.00	\$637.14
				Account	Secretary-Clerical-Bookkeeper Totals		\$637.14	\$0.00	\$637.14
G/L Account Number	11.1226.1790.987.7236.90711.0000	Other Special Payments						Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			167.59		167.59
					Month	July 2025 Totals	\$167.59	\$0.00	\$167.59
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		10.07		177.66
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		10.07		187.73
					Month	August 2025 Totals	\$20.14	\$0.00	\$187.73
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		10.07		197.80
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		10.07		207.87
					Month	September 2025 Totals	\$20.14	\$0.00	\$207.87
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		202.85		410.72
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		10.07		420.79
					Month	October 2025 Totals	\$212.92	\$0.00	\$420.79
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		10.07		430.86
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		10.07		440.93
					Month	November 2025 Totals	\$20.14	\$0.00	\$440.93
				Account	Other Special Payments Totals		\$440.93	\$0.00	\$440.93



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1226.2110.987.7236.90711.0000 Group Life								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			8.88		8.88
Month July 2025 Totals							\$8.88	\$0.00	\$8.88
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		4.44		13.32
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		4.44		17.76
Month August 2025 Totals							\$8.88	\$0.00	\$17.76
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		4.44		22.20
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		4.44		26.64
Month September 2025 Totals							\$8.88	\$0.00	\$26.64
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		4.44		31.08
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		4.44		35.52
Month October 2025 Totals							\$8.88	\$0.00	\$35.52
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		4.44		39.96
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		4.44		44.40
Month November 2025 Totals							\$8.88	\$0.00	\$44.40
Account Group Life Totals							\$44.40	\$0.00	\$44.40
G/L Account Number 11.1226.2120.987.7236.90711.0000 Group Disability								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			8.94		8.94
Month July 2025 Totals							\$8.94	\$0.00	\$8.94
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		4.47		13.41
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		4.47		17.88
Month August 2025 Totals							\$8.94	\$0.00	\$17.88
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		4.47		22.35
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		4.47		26.82
Month September 2025 Totals							\$8.94	\$0.00	\$26.82
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		4.48		31.30



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1226.2120.987.7236.90711.0000 Group Disability									
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		4.47	Balance To Date:	\$0.00
						Month October 2025 Totals	\$8.95	\$0.00	\$35.77
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		4.47		40.24
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		4.47		44.71
						Month November 2025 Totals	\$8.94	\$0.00	\$44.71
						Account Group Disability Totals	\$44.71	\$0.00	\$44.71
G/L Account Number 11.1226.2130.987.7236.90711.0000 Group Health and Accident									
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			498.86	Balance To Date:	\$0.00
						Month July 2025 Totals	\$498.86	\$0.00	\$498.86
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		249.43		748.29
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		249.43		997.72
						Month August 2025 Totals	\$498.86	\$0.00	\$997.72
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		249.43		1,247.15
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		249.43		1,496.58
						Month September 2025 Totals	\$498.86	\$0.00	\$1,496.58
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		249.42		1,746.00
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		249.43		1,995.43
						Month October 2025 Totals	\$498.85	\$0.00	\$1,995.43
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		249.43		2,244.86
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		249.43		2,494.29
						Month November 2025 Totals	\$498.86	\$0.00	\$2,494.29
						Account Group Health and Accident Totals	\$2,494.29	\$0.00	\$2,494.29
G/L Account Number 11.1226.2140.987.7236.90711.0000 Dental Health Care									
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			40.75	Balance To Date:	\$0.00
						Month July 2025 Totals	\$40.75	\$0.00	\$40.75
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		20.38		61.13



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1226.2140.987.7236.90711.0000			Dental Health Care				Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		20.38		81.51
					Month	August 2025 Totals	\$40.76	\$0.00	\$81.51
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		20.38		101.89
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		20.38		122.27
					Month	September 2025 Totals	\$40.76	\$0.00	\$122.27
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		20.37		142.64
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		20.38		163.02
					Month	October 2025 Totals	\$40.75	\$0.00	\$163.02
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		20.38		183.40
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		20.37		203.77
					Month	November 2025 Totals	\$40.75	\$0.00	\$203.77
					Account	Dental Health Care Totals	\$203.77	\$0.00	\$203.77
G/L Account Number	11.1226.2150.987.7236.90711.0000			Vision Care				Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			11.27		11.27
					Month	July 2025 Totals	\$11.27	\$0.00	\$11.27
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		5.63		16.90
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		5.63		22.53
					Month	August 2025 Totals	\$11.26	\$0.00	\$22.53
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		5.63		28.16
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		5.63		33.79
					Month	September 2025 Totals	\$11.26	\$0.00	\$33.79
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		5.64		39.43
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		5.63		45.06
					Month	October 2025 Totals	\$11.27	\$0.00	\$45.06
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		5.63		50.69



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1226.2150.987.7236.90711.0000			Vision Care				Balance To Date:	\$0.00
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		5.63		56.32
Month November 2025 Totals							\$11.26	\$0.00	\$56.32
Account Vision Care Totals							\$56.32	\$0.00	\$56.32
G/L Account Number	11.1226.2820.987.7236.90711.0000			Contribution to State and Local Retirement				Balance To Date:	\$0.00
Funds									
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			1,591.13		1,591.13
Month July 2025 Totals							\$1,591.13	\$0.00	\$1,591.13
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		770.30		2,361.43
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		769.06		3,130.49
Month August 2025 Totals							\$1,539.36	\$0.00	\$3,130.49
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		772.04		3,902.53
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		773.19		4,675.72
Month September 2025 Totals							\$1,545.23	\$0.00	\$4,675.72
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		764.27		5,439.99
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		768.72		6,208.71
Month October 2025 Totals							\$1,532.99	\$0.00	\$6,208.71
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		781.33		6,990.04
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		818.24		7,808.28
Month November 2025 Totals							\$1,599.57	\$0.00	\$7,808.28
Account Contribution to State and Local Retirement Funds Totals							\$7,808.28	\$0.00	\$7,808.28
G/L Account Number	11.1226.2830.987.7236.90711.0000			Employer Social Security				Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			317.51		317.51
Month July 2025 Totals							\$317.51	\$0.00	\$317.51
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		152.87		470.38
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		152.64		623.02
Month August 2025 Totals							\$305.51	\$0.00	\$623.02



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1226.2830.987.7236.90711.0000 Employer Social Security									
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		153.20		\$0.00
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		153.67		776.22
						Month September 2025 Totals	\$306.87	\$0.00	929.89
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		169.88		1,099.77
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		156.61		1,256.38
						Month October 2025 Totals	\$326.49	\$0.00	\$1,256.38
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		158.42		1,414.80
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		186.17		1,600.97
						Month November 2025 Totals	\$344.59	\$0.00	\$1,600.97
						Account Employer Social Security Totals	\$1,600.97	\$0.00	\$1,600.97
G/L Account Number 11.1226.2920.987.7236.90711.0000 Cash in Lieu of Benefits									
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			11.04		\$0.00
						Month July 2025 Totals	\$11.04	\$0.00	11.04
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		5.52		\$11.04
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		5.52		16.56
						Month August 2025 Totals	\$11.04	\$0.00	22.08
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		5.52		27.60
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		5.52		33.12
						Month September 2025 Totals	\$11.04	\$0.00	\$33.12
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		5.52		38.64
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		5.52		44.16
						Month October 2025 Totals	\$11.04	\$0.00	\$44.16
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		5.52		49.68
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		5.52		55.20
						Month November 2025 Totals	\$11.04	\$0.00	\$55.20
						Account Cash in Lieu of Benefits Totals	\$55.20	\$0.00	\$55.20



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1226.3410.987.7236.90711.0000 Telephone Serv								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			7.50		7.50
Month July 2025 Totals							\$7.50	\$0.00	\$7.50
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		3.75		11.25
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		3.75		15.00
Month August 2025 Totals							\$7.50	\$0.00	\$15.00
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		3.75		18.75
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		3.75		22.50
Month September 2025 Totals							\$7.50	\$0.00	\$22.50
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		3.75		26.25
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		3.75		30.00
Month October 2025 Totals							\$7.50	\$0.00	\$30.00
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		3.75		33.75
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		3.75		37.50
Month November 2025 Totals							\$7.50	\$0.00	\$37.50
Account Telephone Serv Totals							\$37.50	\$0.00	\$37.50
Other Unassigned Totals							\$33,792.01	\$64.12	
Location Personnel Costs Totals							\$33,792.01	\$64.12	
G/L Account Number 11.1226.3220.987.7236.90713.0000 Workshops and Conf Travel								Balance To Date:	\$0.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			51.00		51.00
Month September 2025 Totals							\$51.00	\$0.00	\$51.00
Account Workshops and Conf Travel Totals							\$51.00	\$0.00	\$51.00
Other Unassigned Totals							\$51.00	\$0.00	
Location Travel Totals							\$51.00	\$0.00	
G/L Account Number 11.1226.7410.987.7236.90717.0000 Dues and Fees								Balance To Date:	\$0.00
09/10/2025	2026-00000836	JE	AP	A/P Invoice Entry	Accounts Payable		205.00		205.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			200.00		405.00
Month September 2025 Totals							\$405.00	\$0.00	\$405.00



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1226.7410.987.7236.90717.0000 Dues and Fees									\$0.00
10/24/2025	2026-00001361	JE	AP	A/P Invoice Entry	Accounts Payable		1,125.00	Balance To Date:	1,530.00
Month October 2025 Totals							\$1,125.00	\$0.00	\$1,530.00
Account Dues and Fees Totals							\$1,530.00	\$0.00	\$1,530.00
Other Unassigned Totals							\$1,530.00	\$0.00	
Location Other Costs Totals							\$1,530.00	\$0.00	
Grant Head Start 20X6 Totals							\$35,373.01	\$64.12	
Program Early Head Start Totals							\$35,373.01	\$64.12	
Function SupervisionDirection of Instr Staff Totals							\$120,227.88	\$275.46	
G/L Account Number 11.1261.3910.000.7236.90716.0000 Property and Liability Insur Serv									\$0.00
07/08/2025	2026-00000817	JE	GL	Reclass 7235/7236			9,772.60	Balance To Date:	9,772.60
Month July 2025 Totals							\$9,772.60	\$0.00	\$9,772.60
Account Property and Liability Insur Serv Totals							\$9,772.60	\$0.00	\$9,772.60
G/L Account Number 11.1261.4110.000.7236.90716.0000 Building Repair Serv									\$0.00
08/22/2025	2026-00000599	JE	AP	A/P Invoice Entry	Accounts Payable		280.10	Balance To Date:	280.10
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			1,339.00		1,619.10
Month August 2025 Totals							\$1,619.10	\$0.00	\$1,619.10
09/10/2025	2026-00000836	JE	AP	A/P Invoice Entry	Accounts Payable		5,358.67		6,977.77
09/25/2025	2026-00001017	JE	AP	A/P Invoice Entry	Accounts Payable		177.00		7,154.77
Month September 2025 Totals							\$5,535.67	\$0.00	\$7,154.77
10/08/2025	2026-00001177	JE	AP	A/P Invoice Entry	Accounts Payable		28,697.64		35,852.41
10/24/2025	2026-00001361	JE	AP	A/P Invoice Entry	Accounts Payable		2,268.00		38,120.41
Month October 2025 Totals							\$30,965.64	\$0.00	\$38,120.41
11/21/2025	2026-00001756	JE	AP	A/P Invoice Entry	Accounts Payable		7,196.16		45,316.57
Month November 2025 Totals							\$7,196.16	\$0.00	\$45,316.57
Account Building Repair Serv Totals							\$45,316.57	\$0.00	\$45,316.57
G/L Account Number 11.1261.5980.000.7236.90716.0000 Misc. Hardware & Tool Supp									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			177.00	Balance To Date:	177.00
Month July 2025 Totals							\$177.00	\$0.00	\$177.00



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1261.5980.000.7236.90716.0000 Misc. Hardware & Tool Supp									\$0.00
09/10/2025	2026-00000836	JE	AP	A/P Invoice Entry	Accounts Payable		70.70	Balance To Date:	247.70
Month September 2025 Totals							\$70.70	\$0.00	\$247.70
10/08/2025	2026-00001177	JE	AP	A/P Invoice Entry	Accounts Payable		64.32		312.02
10/24/2025	2026-00001361	JE	AP	A/P Invoice Entry	Accounts Payable		146.47		458.49
Month October 2025 Totals							\$210.79	\$0.00	\$458.49
11/07/2025	2026-00001584	JE	AP	A/P Invoice Entry	Accounts Payable		79.26		537.75
Month November 2025 Totals							\$79.26	\$0.00	\$537.75
Account Misc. Hardware & Tool Supp Totals							\$537.75	\$0.00	\$537.75
Other Unassigned Totals							\$55,626.92	\$0.00	
Location Contractual Services Totals							\$55,626.92	\$0.00	
Grant Head Start 20X6 Totals							\$55,626.92	\$0.00	
Program Unassigned Totals							\$55,626.92	\$0.00	
G/L Account Number 11.1261.4210.987.7236.90716.0000 Land/Building Rental Serv									\$0.00
09/30/2025	2026-00001633	JE	AP	A/P Invoice Entry	Accounts Payable		436.26	Balance To Date:	436.26
Month September 2025 Totals							\$436.26	\$0.00	\$436.26
11/21/2025	2026-00001756	JE	AP	A/P Invoice Entry	Accounts Payable		654.36		1,090.62
Month November 2025 Totals							\$654.36	\$0.00	\$1,090.62
Account Land/Building Rental Serv Totals							\$1,090.62	\$0.00	\$1,090.62
Other Unassigned Totals							\$1,090.62	\$0.00	
Location Contractual Services Totals							\$1,090.62	\$0.00	
Grant Head Start 20X6 Totals							\$1,090.62	\$0.00	
Program Early Head Start Totals							\$1,090.62	\$0.00	
Function Operating Buildings Services Totals							\$56,717.54	\$0.00	
G/L Account Number 11.1281.1160.000.7236.90711.0000 Supervision/Direction-Staff									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		323.22	Balance To Date:	323.22
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		323.22		646.44
Month August 2025 Totals							\$646.44	\$0.00	\$646.44
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		323.22		969.66
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		323.22		1,292.88
Month September 2025 Totals							\$646.44	\$0.00	\$1,292.88



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1281.1160.000.7236.90711.0000 Supervision/Direction-Staff								Balance To Date:	\$0.00
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		335.80		1,628.68
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		12.58	1,616.10
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		369.12		1,985.22
10/31/2025	2026-00001541	JE	GL	Correcting 10/31 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		45.90	1,939.32
Month October 2025 Totals							\$704.92	\$58.48	\$1,939.32
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		331.47		2,270.79
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		406.54		2,677.33
Month November 2025 Totals							\$738.01	\$0.00	\$2,677.33
Account Supervision/Direction-Staff Totals							\$2,735.81	\$58.48	\$2,677.33
G/L Account Number 11.1281.1180.000.7236.90711.0000 Research								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			3,753.00		3,753.00
Month July 2025 Totals							\$3,753.00	\$0.00	\$3,753.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,553.28		5,306.28
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,553.28		6,859.56
Month August 2025 Totals							\$3,106.56	\$0.00	\$6,859.56
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		2,140.38		8,999.94
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		2,140.38		11,140.32
Month September 2025 Totals							\$4,280.76	\$0.00	\$11,140.32
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		2,165.64		13,305.96
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		13.98	13,291.98
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		56.35	13,235.63
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		2,140.38		15,376.01
Month October 2025 Totals							\$4,306.02	\$70.33	\$15,376.01



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1281.1180.000.7236.90711.0000 Research									
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		2,192.65	Balance To Date:	\$0.00
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		2,562.43		17,568.66
Month November 2025 Totals							\$4,755.08	\$0.00	\$20,131.09
Account Research Totals							\$20,201.42	\$70.33	\$20,131.09
G/L Account Number 11.1281.1790.000.7236.90711.0000 Other Special Payments									
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			181.64	Balance To Date:	\$0.00
Month July 2025 Totals							\$181.64	\$0.00	\$181.64
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		4.68		186.32
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		4.68		191.00
Month August 2025 Totals							\$9.36	\$0.00	\$191.00
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		4.68		195.68
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		4.68		200.36
Month September 2025 Totals							\$9.36	\$0.00	\$200.36
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		363.29		563.65
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		4.68		568.33
Month October 2025 Totals							\$367.97	\$0.00	\$568.33
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		4.68		573.01
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		4.68		577.69
Month November 2025 Totals							\$9.36	\$0.00	\$577.69
Account Other Special Payments Totals							\$577.69	\$0.00	\$577.69
G/L Account Number 11.1281.2110.000.7236.90711.0000 Group Life									
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			9.06	Balance To Date:	\$0.00
Month July 2025 Totals							\$9.06	\$0.00	\$9.06
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		4.54		13.60
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		4.54		18.14
Month August 2025 Totals							\$9.08	\$0.00	\$18.14
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		5.14		23.28



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1281.2110.000.7236.90711.0000 Group Life								Balance To Date:	\$0.00
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		5.14		28.42
					Month	September 2025 Totals	\$10.28	\$0.00	\$28.42
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		5.13		33.55
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		5.14		38.69
					Month	October 2025 Totals	\$10.27	\$0.00	\$38.69
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		5.14		43.83
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		5.14		48.97
					Month	November 2025 Totals	\$10.28	\$0.00	\$48.97
					Account	Group Life Totals	\$48.97	\$0.00	\$48.97
G/L Account Number 11.1281.2120.000.7236.90711.0000 Group Disability								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			8.21		8.21
					Month	July 2025 Totals	\$8.21	\$0.00	\$8.21
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		4.11		12.32
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		4.11		16.43
					Month	August 2025 Totals	\$8.22	\$0.00	\$16.43
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		5.54		21.97
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		5.54		27.51
					Month	September 2025 Totals	\$11.08	\$0.00	\$27.51
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		5.54		33.05
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		5.54		38.59
					Month	October 2025 Totals	\$11.08	\$0.00	\$38.59
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		5.54		44.13
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		5.54		49.67
					Month	November 2025 Totals	\$11.08	\$0.00	\$49.67
					Account	Group Disability Totals	\$49.67	\$0.00	\$49.67



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1281.2130.000.7236.90711.0000 Group Health and Accident								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			58.37		58.37
Month July 2025 Totals							\$58.37	\$0.00	\$58.37
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		29.18		87.55
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		29.18		116.73
Month August 2025 Totals							\$58.36	\$0.00	\$116.73
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		179.63		296.36
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		179.63		475.99
Month September 2025 Totals							\$359.26	\$0.00	\$475.99
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		179.63		655.62
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		179.63		835.25
Month October 2025 Totals							\$359.26	\$0.00	\$835.25
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		179.63		1,014.88
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		179.63		1,194.51
Month November 2025 Totals							\$359.26	\$0.00	\$1,194.51
Account Group Health and Accident Totals							\$1,194.51	\$0.00	\$1,194.51
G/L Account Number 11.1281.2140.000.7236.90711.0000 Dental Health Care								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			46.33		46.33
Month July 2025 Totals							\$46.33	\$0.00	\$46.33
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		23.17		69.50
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		23.17		92.67
Month August 2025 Totals							\$46.34	\$0.00	\$92.67
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		32.44		125.11
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		32.44		157.55
Month September 2025 Totals							\$64.88	\$0.00	\$157.55
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		32.44		189.99



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1281.2140.000.7236.90711.0000 Dental Health Care									\$0.00
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		32.44	Balance To Date:	222.43
Month October 2025 Totals							\$64.88	\$0.00	\$222.43
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		32.44		254.87
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		32.44		287.31
Month November 2025 Totals							\$64.88	\$0.00	\$287.31
Account Dental Health Care Totals							\$287.31	\$0.00	\$287.31
G/L Account Number 11.1281.2150.000.7236.90711.0000 Vision Care									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			10.91	Balance To Date:	10.91
Month July 2025 Totals							\$10.91	\$0.00	\$10.91
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		5.45		16.36
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		5.45		21.81
Month August 2025 Totals							\$10.90	\$0.00	\$21.81
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		7.08		28.89
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		7.08		35.97
Month September 2025 Totals							\$14.16	\$0.00	\$35.97
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		7.09		43.06
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		7.08		50.14
Month October 2025 Totals							\$14.17	\$0.00	\$50.14
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		7.08		57.22
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		7.08		64.30
Month November 2025 Totals							\$14.16	\$0.00	\$64.30
Account Vision Care Totals							\$64.30	\$0.00	\$64.30
G/L Account Number 11.1281.2820.000.7236.90711.0000 Contribution to State and Local Retirement Funds									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			1,669.66		1,669.66
Month July 2025 Totals							\$1,669.66	\$0.00	\$1,669.66
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		772.79		2,442.45



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1281.2820.000.7236.90711.0000 Contribution to State and Local Retirement Funds							Balance To Date:		\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		772.79		3,215.24
Month August 2025 Totals							\$1,545.58	\$0.00	\$3,215.24
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		1,004.40		4,219.64
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		1,004.40		5,224.04
Month September 2025 Totals							\$2,008.80	\$0.00	\$5,224.04
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		1,035.58		6,259.62
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		1,035.07		7,294.69
Month October 2025 Totals							\$2,070.65	\$0.00	\$7,294.69
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		1,028.63		8,323.32
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		1,125.05		9,448.37
Month November 2025 Totals							\$2,153.68	\$0.00	\$9,448.37
Account Contribution to State and Local Retirement Funds Totals							\$9,448.37	\$0.00	\$9,448.37
G/L Account Number 11.1281.2830.000.7236.90711.0000 Employer Social Security							Balance To Date:		\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			300.96		300.96
Month July 2025 Totals							\$300.96	\$0.00	\$300.96
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		143.92		444.88
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		143.92		588.80
Month August 2025 Totals							\$287.84	\$0.00	\$588.80
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		186.79		775.59
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		187.30		962.89
Month September 2025 Totals							\$374.09	\$0.00	\$962.89
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		218.30		1,181.19
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		190.86		1,372.05
Month October 2025 Totals							\$409.16	\$0.00	\$1,372.05
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		189.51		1,561.56



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1281.2830.000.7236.90711.0000			Employer Social Security				Balance To Date:	\$0.00
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		229.54		1,791.10
Month November 2025 Totals							\$419.05	\$0.00	\$1,791.10
Account Employer Social Security Totals							\$1,791.10	\$0.00	\$1,791.10
G/L Account Number	11.1281.2920.000.7236.90711.0000			Cash in Lieu of Benefits				Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			97.86		97.86
Month July 2025 Totals							\$97.86	\$0.00	\$97.86
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		48.93		146.79
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		48.93		195.72
Month August 2025 Totals							\$97.86	\$0.00	\$195.72
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		48.93		244.65
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		48.93		293.58
Month September 2025 Totals							\$97.86	\$0.00	\$293.58
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		48.93		342.51
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		48.93		391.44
Month October 2025 Totals							\$97.86	\$0.00	\$391.44
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		48.93		440.37
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		48.93		489.30
Month November 2025 Totals							\$97.86	\$0.00	\$489.30
Account Cash in Lieu of Benefits Totals							\$489.30	\$0.00	\$489.30
G/L Account Number	11.1281.3410.000.7236.90711.0000			Telephone Serv				Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			5.00		5.00
Month July 2025 Totals							\$5.00	\$0.00	\$5.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		2.50		7.50
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		2.50		10.00
Month August 2025 Totals							\$5.00	\$0.00	\$10.00



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1281.3410.000.7236.90711.0000 Telephone Serv								Balance To Date:	\$0.00
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		2,50		12,50
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		2,50		15,00
Month September 2025 Totals							\$5,00	\$0,00	\$15,00
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		2,50		17,50
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		2,50		20,00
Month October 2025 Totals							\$5,00	\$0,00	\$20,00
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		2,50		22,50
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		2,50		25,00
Month November 2025 Totals							\$5,00	\$0,00	\$25,00
Account Telephone Serv Totals							\$25,00	\$0,00	\$25,00
Other Unassigned Totals							\$36,913,45	\$128,81	
Location Personnel Costs Totals							\$36,913,45	\$128,81	
Grant Head Start 20X6 Totals							\$36,913,45	\$128,81	
Program Unassigned Totals							\$36,913,45	\$128,81	
G/L Account Number 11.1281.1180.987.7236.90711.0000 Research								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			5,064.95		5,064.95
Month July 2025 Totals							\$5,064.95	\$0,00	\$5,064.95
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		2,532.47		7,597.42
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		2,532.47		10,129.89
Month August 2025 Totals							\$5,064.94	\$0,00	\$10,129.89
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		2,532.47		12,662.36
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		2,532.47		15,194.83
Month September 2025 Totals							\$5,064.94	\$0,00	\$15,194.83
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		2,532.47		17,727.30
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		3,032.47		20,759.77
Month October 2025 Totals							\$5,564.94	\$0,00	\$20,759.77
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		2,532.47		23,292.24



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1281.1180.987.7236.90711.0000			Research				Balance To Date:	\$0.00
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		3,207.40		26,499.64
Month November 2025 Totals							\$5,739.87	\$0.00	\$26,499.64
Account Research Totals							\$26,499.64	\$0.00	\$26,499.64
G/L Account Number	11.1281.1790.987.7236.90711.0000			Other Special Payments				Balance To Date:	\$0.00
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		9.60		9.60
Month October 2025 Totals							\$9.60	\$0.00	\$9.60
Account Other Special Payments Totals							\$9.60	\$0.00	\$9.60
G/L Account Number	11.1281.2110.987.7236.90711.0000			Group Life				Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			9.30		9.30
Month July 2025 Totals							\$9.30	\$0.00	\$9.30
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		4.66		13.96
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		4.66		18.62
Month August 2025 Totals							\$9.32	\$0.00	\$18.62
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		4.66		23.28
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		4.66		27.94
Month September 2025 Totals							\$9.32	\$0.00	\$27.94
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		4.66		32.60
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		4.66		37.26
Month October 2025 Totals							\$9.32	\$0.00	\$37.26
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		4.66		41.92
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		4.66		46.58
Month November 2025 Totals							\$9.32	\$0.00	\$46.58
Account Group Life Totals							\$46.58	\$0.00	\$46.58
G/L Account Number	11.1281.2120.987.7236.90711.0000			Group Disability				Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			7.56		7.56
Month July 2025 Totals							\$7.56	\$0.00	\$7.56



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1281.2120.987.7236.90711.0000 Group Disability								Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		3.77		11.33
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		3.77		15.10
Month August 2025 Totals							\$7.54	\$0.00	\$15.10
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		3.77		18.87
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		3.77		22.64
Month September 2025 Totals							\$7.54	\$0.00	\$22.64
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		3.77		26.41
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		3.77		30.18
Month October 2025 Totals							\$7.54	\$0.00	\$30.18
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		3.77		33.95
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		3.77		37.72
Month November 2025 Totals							\$7.54	\$0.00	\$37.72
Account Group Disability Totals							\$37.72	\$0.00	\$37.72
G/L Account Number 11.1281.2140.987.7236.90711.0000 Dental Health Care								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			138.92		138.92
Month July 2025 Totals							\$138.92	\$0.00	\$138.92
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		69.46		208.38
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		69.46		277.84
Month August 2025 Totals							\$138.92	\$0.00	\$277.84
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		69.46		347.30
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		69.46		416.76
Month September 2025 Totals							\$138.92	\$0.00	\$416.76
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		69.46		486.22
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		69.46		555.68
Month October 2025 Totals							\$138.92	\$0.00	\$555.68
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		69.46		625.14



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1281.2140.987.7236.90711.0000			Dental Health Care				Balance To Date:	\$0.00
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		69.46		694.60
Month November 2025 Totals							\$138.92	\$0.00	\$694.60
Account Dental Health Care Totals							\$694.60	\$0.00	\$694.60
G/L Account Number	11.1281.2150.987.7236.90711.0000			Vision Care				Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			32.66		32.66
Month July 2025 Totals							\$32.66	\$0.00	\$32.66
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		16.33		48.99
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		16.33		65.32
Month August 2025 Totals							\$32.66	\$0.00	\$65.32
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		16.33		81.65
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		16.33		97.98
Month September 2025 Totals							\$32.66	\$0.00	\$97.98
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		16.33		114.31
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		16.33		130.64
Month October 2025 Totals							\$32.66	\$0.00	\$130.64
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		16.33		146.97
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		16.33		163.30
Month November 2025 Totals							\$32.66	\$0.00	\$163.30
Account Vision Care Totals							\$163.30	\$0.00	\$163.30
G/L Account Number	11.1281.2820.987.7236.90711.0000			Contribution to State and Local Retirement Funds				Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			2,189.63		2,189.63
Month July 2025 Totals							\$2,189.63	\$0.00	\$2,189.63
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,034.47		3,224.10
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,034.47		4,258.57
Month August 2025 Totals							\$2,068.94	\$0.00	\$4,258.57



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1281.2820.987.7236.90711.0000 Contribution to State and Local Retirement Funds							Balance To Date:		\$0.00
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		1,034.47		5,293.04
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		1,034.47		6,327.51
Month September 2025 Totals							\$2,068.94	\$0.00	\$6,327.51
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		1,001.30		7,328.81
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		1,045.79		8,374.60
Month October 2025 Totals							\$2,047.09	\$0.00	\$8,374.60
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		1,001.30		9,375.90
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		1,163.42		10,539.32
Month November 2025 Totals							\$2,164.72	\$0.00	\$10,539.32
Account Contribution to State and Local Retirement Funds Totals							\$10,539.32	\$0.00	\$10,539.32
G/L Account Number 11.1281.2830.987.7236.90711.0000 Employer Social Security							Balance To Date:		\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			400.56		400.56
Month July 2025 Totals							\$400.56	\$0.00	\$400.56
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		200.28		600.84
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		200.27		801.11
Month August 2025 Totals							\$400.55	\$0.00	\$801.11
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		200.27		1,001.38
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		200.28		1,201.66
Month September 2025 Totals							\$400.55	\$0.00	\$1,201.66
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		200.99		1,402.65
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		238.52		1,641.17
Month October 2025 Totals							\$439.51	\$0.00	\$1,641.17
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		200.27		1,841.44
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		251.90		2,093.34
Month November 2025 Totals							\$452.17	\$0.00	\$2,093.34
Account Employer Social Security Totals							\$2,093.34	\$0.00	\$2,093.34



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1281.2920.987.7236.90711.0000 Cash in Lieu of Benefits								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			170.74		170.74
Month July 2025 Totals							\$170.74	\$0.00	\$170.74
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		85.38		256.12
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		85.38		341.50
Month August 2025 Totals							\$170.76	\$0.00	\$341.50
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		85.38		426.88
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		85.38		512.26
Month September 2025 Totals							\$170.76	\$0.00	\$512.26
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		85.38		597.64
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		85.38		683.02
Month October 2025 Totals							\$170.76	\$0.00	\$683.02
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		85.38		768.40
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		85.38		853.78
Month November 2025 Totals							\$170.76	\$0.00	\$853.78
Account Cash in Lieu of Benefits Totals							\$853.78	\$0.00	\$853.78
Other Unassigned Totals							\$40,937.88	\$0.00	
Location Personnel Costs Totals							\$40,937.88	\$0.00	
Grant Head Start 20X6 Totals							\$40,937.88	\$0.00	
Program Early Head Start Totals							\$40,937.88	\$0.00	
Function Planning, Research and Evaluation Totals							\$77,851.33	\$128.81	
G/L Account Number 11.1351.1220.000.7236.90711.0000 Counseling								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			12,291.29		12,291.29
Month July 2025 Totals							\$12,291.29	\$0.00	\$12,291.29
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		7,672.43		19,963.72
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		7,672.41		27,636.13
Month August 2025 Totals							\$15,344.84	\$0.00	\$27,636.13
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		7,672.43		35,308.56



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.1220.000.7236.90711.0000 Counseling								Balance To Date:	\$0.00
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		7,672.41		42,980.97
					Month	September 2025 Totals	\$15,344.84	\$0.00	\$42,980.97
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		7,842.09		50,823.06
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		118.82	50,704.24
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		50.84	50,653.40
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		7,725.33		58,378.73
10/31/2025	2026-00001541	JE	GL	Correcting 10/31 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		52.92	58,325.81
					Month	October 2025 Totals	\$15,567.42	\$222.58	\$58,325.81
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		7,672.44		65,998.25
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		9,337.44		75,335.69
					Month	November 2025 Totals	\$17,009.88	\$0.00	\$75,335.69
					Account	Counseling Totals	\$75,558.27	\$222.58	\$75,335.69
G/L Account Number 11.1351.1250.000.7236.90711.0000 Instructional Counseling								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			1,365.67		1,365.67
					Month	July 2025 Totals	\$1,365.67	\$0.00	\$1,365.67
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		2,319.64		3,685.31
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		2,319.63		6,004.94
					Month	August 2025 Totals	\$4,639.27	\$0.00	\$6,004.94
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		2,319.64		8,324.58
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		2,319.63		10,644.21
					Month	September 2025 Totals	\$4,639.27	\$0.00	\$10,644.21
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		2,371.30		13,015.51
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		142.47	12,873.04



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.1250.000.7236.90711.0000 Instructional Counseling									\$0.00
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		3,219.63	Balance To Date:	16,092.67
Month October 2025 Totals							\$5,590.93	\$142.47	\$16,092.67
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		2,319.64		18,412.31
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		3,069.55		21,481.86
Month November 2025 Totals							\$5,389.19	\$0.00	\$21,481.86
Account Instructional Counseling Totals							\$21,624.33	\$142.47	\$21,481.86
G/L Account Number 11.1351.1440.000.7236.90711.0000 Social Work									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			9,278.54	Balance To Date:	9,278.54
Month July 2025 Totals							\$9,278.54	\$0.00	\$9,278.54
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		3,956.45		13,234.99
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		2,181.40		15,416.39
Month August 2025 Totals							\$6,137.85	\$0.00	\$15,416.39
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		1,684.90		17,101.29
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		2,477.65		19,578.94
Month September 2025 Totals							\$4,162.55	\$0.00	\$19,578.94
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		1,684.90		21,263.84
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		1,684.90		22,948.74
Month October 2025 Totals							\$3,369.80	\$0.00	\$22,948.74
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		1,684.90		24,633.64
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		2,018.20		26,651.84
Month November 2025 Totals							\$3,703.10	\$0.00	\$26,651.84
Account Social Work Totals							\$26,651.84	\$0.00	\$26,651.84
G/L Account Number 11.1351.1620.000.7236.90711.0000 Secretary-Clerical-Bookkeeper									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			2,190.77	Balance To Date:	2,190.77
Month July 2025 Totals							\$2,190.77	\$0.00	\$2,190.77
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,097.69		3,288.46



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.1620.000.7236.90711.0000 Secretary-Clerical-Bookkeeper									Balance To Date: \$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,095.38		4,383.84
						Month August 2025 Totals	\$2,193.07	\$0.00	\$4,383.84
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		1,095.39		5,479.23
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		1,095.38		6,574.61
						Month September 2025 Totals	\$2,190.77	\$0.00	\$6,574.61
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		1,095.39		7,670.00
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		1,095.38		8,765.38
						Month October 2025 Totals	\$2,190.77	\$0.00	\$8,765.38
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		1,095.39		9,860.77
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		1,449.51		11,310.28
						Month November 2025 Totals	\$2,544.90	\$0.00	\$11,310.28
						Account Secretary-Clerical-Bookkeeper Totals	\$11,310.28	\$0.00	\$11,310.28
G/L Account Number 11.1351.1790.000.7236.90711.0000 Other Special Payments									Balance To Date: \$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			984.43		984.43
						Month July 2025 Totals	\$984.43	\$0.00	\$984.43
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		24.77		1,009.20
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		24.77		1,033.97
						Month September 2025 Totals	\$49.54	\$0.00	\$1,033.97
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		1,463.91		2,497.88
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		24.77		2,522.65
						Month October 2025 Totals	\$1,488.68	\$0.00	\$2,522.65
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		24.77		2,547.42
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		24.77		2,572.19
						Month November 2025 Totals	\$49.54	\$0.00	\$2,572.19
						Account Other Special Payments Totals	\$2,572.19	\$0.00	\$2,572.19



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.2110.000.7236.90711.0000 Group Life								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			60.39		60.39
Month July 2025 Totals							\$60.39	\$0.00	\$60.39
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		29.28		89.67
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		27.30		116.97
Month August 2025 Totals							\$56.58	\$0.00	\$116.97
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		27.30		144.27
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		27.30		171.57
Month September 2025 Totals							\$54.60	\$0.00	\$171.57
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		27.31		198.88
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		27.30		226.18
Month October 2025 Totals							\$54.61	\$0.00	\$226.18
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		27.30		253.48
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		27.30		280.78
Month November 2025 Totals							\$54.60	\$0.00	\$280.78
Account Group Life Totals							\$280.78	\$0.00	\$280.78
G/L Account Number 11.1351.2120.000.7236.90711.0000 Group Disability								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			60.06		60.06
Month July 2025 Totals							\$60.06	\$0.00	\$60.06
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		35.85		95.91
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		30.86		126.77
Month August 2025 Totals							\$66.71	\$0.00	\$126.77
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		30.87		157.64
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		30.86		188.50
Month September 2025 Totals							\$61.73	\$0.00	\$188.50
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		30.86		219.36



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.2120.000.7236.90711.0000 Group Disability									\$0.00
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		30.87	Balance To Date:	250.23
Month October 2025 Totals							\$61.73	\$0.00	\$250.23
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		30.87		281.10
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		30.88		311.98
Month November 2025 Totals							\$61.75	\$0.00	\$311.98
Account Group Disability Totals							\$311.98	\$0.00	\$311.98
G/L Account Number 11.1351.2130.000.7236.90711.0000 Group Health and Accident									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			2,661.52	Balance To Date:	2,661.52
Month July 2025 Totals							\$2,661.52	\$0.00	\$2,661.52
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,945.31		4,606.83
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,340.52		5,947.35
Month August 2025 Totals							\$3,285.83	\$0.00	\$5,947.35
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		1,340.52		7,287.87
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		1,340.51		8,628.38
Month September 2025 Totals							\$2,681.03	\$0.00	\$8,628.38
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		1,340.51		9,968.89
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		1,340.52		11,309.41
Month October 2025 Totals							\$2,681.03	\$0.00	\$11,309.41
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		1,340.52		12,649.93
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		1,340.52		13,990.45
Month November 2025 Totals							\$2,681.04	\$0.00	\$13,990.45
Account Group Health and Accident Totals							\$13,990.45	\$0.00	\$13,990.45
G/L Account Number 11.1351.2140.000.7236.90711.0000 Dental Health Care									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			435.27	Balance To Date:	435.27
Month July 2025 Totals							\$435.27	\$0.00	\$435.27
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		261.78		697.05



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.2140.000.7236.90711.0000 Dental Health Care									\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		214.75	Balance To Date:	911.80
Month August 2025 Totals							\$476.53	\$0.00	\$911.80
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		214.74		1,126.54
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		214.74		1,341.28
Month September 2025 Totals							\$429.48	\$0.00	\$1,341.28
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		214.76		1,556.04
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		214.74		1,770.78
Month October 2025 Totals							\$429.50	\$0.00	\$1,770.78
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		214.74		1,985.52
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		214.74		2,200.26
Month November 2025 Totals							\$429.48	\$0.00	\$2,200.26
Account Dental Health Care Totals							\$2,200.26	\$0.00	\$2,200.26
G/L Account Number 11.1351.2150.000.7236.90711.0000 Vision Care									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			101.06	Balance To Date:	101.06
Month July 2025 Totals							\$101.06	\$0.00	\$101.06
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		62.72		163.78
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		51.63		215.41
Month August 2025 Totals							\$114.35	\$0.00	\$215.41
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		51.63		267.04
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		51.63		318.67
Month September 2025 Totals							\$103.26	\$0.00	\$318.67
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		51.62		370.29
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		51.63		421.92
Month October 2025 Totals							\$103.25	\$0.00	\$421.92
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		51.63		473.55



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.2150.000.7236.90711.0000 Vision Care									\$0.00
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		51.63	Balance To Date:	525.18
Month November 2025 Totals							\$103.26	\$0.00	\$525.18
Account Vision Care Totals							\$525.18	\$0.00	\$525.18
G/L Account Number 11.1351.2820.000.7236.90711.0000 Contribution to State and Local Retirement Funds									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			10,254.83		10,254.83
Month July 2025 Totals							\$10,254.83	\$0.00	\$10,254.83
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		6,174.91		16,429.74
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		5,430.44		21,860.18
Month August 2025 Totals							\$11,605.35	\$0.00	\$21,860.18
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		5,232.61		27,092.79
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		5,232.59		32,325.38
Month September 2025 Totals							\$10,465.20	\$0.00	\$32,325.38
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		5,302.67		37,628.05
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		5,381.12		43,009.17
Month October 2025 Totals							\$10,683.79	\$0.00	\$43,009.17
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		5,302.68		48,311.85
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		5,870.58		54,182.43
Month November 2025 Totals							\$11,173.26	\$0.00	\$54,182.43
Account Contribution to State and Local Retirement Funds Totals							\$54,182.43	\$0.00	\$54,182.43
G/L Account Number 11.1351.2830.000.7236.90711.0000 Employer Social Security									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			2,041.86	Balance To Date:	2,041.86
Month July 2025 Totals							\$2,041.86	\$0.00	\$2,041.86
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,147.22		3,189.08
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,015.95		4,205.03
Month August 2025 Totals							\$2,163.17	\$0.00	\$4,205.03



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.2830.000.7236.90711.0000 Employer Social Security								Balance To Date:	\$0.00
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		979.93		5,184.96
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		1,040.60		6,225.56
Month September 2025 Totals							\$2,020.53	\$0.00	\$6,225.56
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		1,100.48		7,326.04
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		1,059.18		8,385.22
Month October 2025 Totals							\$2,159.66	\$0.00	\$8,385.22
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		990.37		9,375.59
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		1,227.66		10,603.25
Month November 2025 Totals							\$2,218.03	\$0.00	\$10,603.25
Account Employer Social Security Totals							\$10,603.25	\$0.00	\$10,603.25
G/L Account Number 11.1351.2920.000.7236.90711.0000 Cash in Lieu of Benefits								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			408.30		408.30
Month July 2025 Totals							\$408.30	\$0.00	\$408.30
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		193.11		601.41
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		193.11		794.52
Month August 2025 Totals							\$386.22	\$0.00	\$794.52
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		193.11		987.63
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		193.11		1,180.74
Month September 2025 Totals							\$386.22	\$0.00	\$1,180.74
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		193.11		1,373.85
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		193.11		1,566.96
Month October 2025 Totals							\$386.22	\$0.00	\$1,566.96
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		193.11		1,760.07
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		193.11		1,953.18
Month November 2025 Totals							\$386.22	\$0.00	\$1,953.18
Account Cash in Lieu of Benefits Totals							\$1,953.18	\$0.00	\$1,953.18



HS EHS DETAILED GL through NOVEMBER 2025

G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1351.3410.000.7236.90711.0000			Telephone Serv				Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			70.00		70.00
						Month July 2025 Totals	\$70.00	\$0.00	\$70.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		35.00		105.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		35.00		140.00
						Month August 2025 Totals	\$70.00	\$0.00	\$140.00
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		35.00		175.00
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		35.00		210.00
						Month September 2025 Totals	\$70.00	\$0.00	\$210.00
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		35.00		245.00
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		35.00		280.00
						Month October 2025 Totals	\$70.00	\$0.00	\$280.00
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		35.00		315.00
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		35.00		350.00
						Month November 2025 Totals	\$70.00	\$0.00	\$350.00
						Account Telephone Serv Totals	\$350.00	\$0.00	\$350.00
						Other Unassigned Totals	\$222,114.42	\$365.05	
						Location Personnel Costs Totals	\$222,114.42	\$365.05	
G/L Account Number	11.1351.3220.000.7236.90713.0000			Workshops and Conf Travel				Balance To Date:	\$0.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			189.00		189.00
						Month September 2025 Totals	\$189.00	\$0.00	\$189.00
11/21/2025	2026-00001756	JE	AP	A/P Invoice Entry	Accounts Payable		265.44		454.44
						Month November 2025 Totals	\$265.44	\$0.00	\$454.44
						Account Workshops and Conf Travel Totals	\$454.44	\$0.00	\$454.44
						Other Unassigned Totals	\$454.44	\$0.00	
						Location Travel Totals	\$454.44	\$0.00	
G/L Account Number	11.1351.3430.000.7236.90715.0000			Mail/Postage Serv				Balance To Date:	\$0.00
10/31/2025	2026-00001517	JE	GL	10.31.25 Postage	jj		8.69		8.69
						Month October 2025 Totals	\$8.69	\$0.00	\$8.69
						Account Mail/Postage Serv Totals	\$8.69	\$0.00	\$8.69



HS EHS DETAILED GL through NOVEMBER 2025

G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.5990.000.7236.90715.0000 Misc. Supp & Matls									\$0.00
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		46.13		46.13
Month November 2025 Totals							\$46.13	\$0.00	\$46.13
Account Misc. Supp & Matls Totals							\$46.13	\$0.00	\$46.13
Other Unassigned Totals							\$54.82	\$0.00	
Location Supplies Totals							\$54.82	\$0.00	
G/L Account Number 11.1351.3190.000.7236.90716.0000 Other Prof & Technical Services									\$0.00
07/27/2025	2026-00000609	JE	GL	BMO Pcard 2025.07.27			99.00		99.00
07/27/2025	2026-00000609	JE	GL	BMO Pcard 2025.07.27			283.39		382.39
07/27/2025	2026-00000609	JE	GL	BMO Pcard 2025.07.27			737.74		1,120.13
07/27/2025	2026-00000609	JE	GL	BMO 2025.07.27 Statement			99.00		1,219.13
Month July 2025 Totals							\$1,219.13	\$0.00	\$1,219.13
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			17.93		1,237.06
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			36.82		1,273.88
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			100.00		1,373.88
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			107.14		1,481.02
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			111.49		1,592.51
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			150.00		1,742.51
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			224.30		1,966.81
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			1,910.00		3,876.81
08/27/2025	2026-00001043	JE	GL	BMO 08.27.2025 Statement			259.35		4,136.16
Month August 2025 Totals							\$2,917.03	\$0.00	\$4,136.16
09/25/2025	2026-00001017	JE	AP	A/P Invoice Entry	Accounts Payable		394.20		4,530.36
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27				225.00	4,305.36
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			26.20		4,331.56
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			55.32		4,386.88
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			64.00		4,450.88
Month September 2025 Totals							\$539.72	\$225.00	\$4,450.88
10/08/2025	2026-00001177	JE	AP	A/P Invoice Entry	Accounts Payable		250.82		4,701.70



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1351.3190.000.7236.90716.0000			Other Prof & Technical Services				Balance To Date:	\$0.00
10/24/2025	2026-00001361	JE	AP	A/P Invoice Entry	Accounts Payable		2,626.39		7,328.09
						Month October 2025 Totals	\$2,877.21	\$0.00	\$7,328.09
11/21/2025	2026-00001756	JE	AP	A/P Invoice Entry	Accounts Payable		556.85		7,884.94
						Month November 2025 Totals	\$556.85	\$0.00	\$7,884.94
					Account	Other Prof & Technical Services Totals	\$8,109.94	\$225.00	\$7,884.94
G/L Account Number	11.1351.3610.000.7236.90716.0000			Printing Serv				Balance To Date:	\$0.00
09/10/2025	2026-00000836	JE	AP	A/P Invoice Entry	Accounts Payable		11.86		11.86
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			1,743.77		1,755.63
						Month September 2025 Totals	\$1,755.63	\$0.00	\$1,755.63
					Account	Printing Serv Totals	\$1,755.63	\$0.00	\$1,755.63
G/L Account Number	11.1351.4140.000.7236.90716.0000			Software Maint Agmts Serv				Balance To Date:	\$0.00
11/07/2025	2026-00001584	JE	AP	A/P Invoice Entry	Accounts Payable		2,250.00		2,250.00
						Month November 2025 Totals	\$2,250.00	\$0.00	\$2,250.00
					Account	Software Maint Agmts Serv Totals	\$2,250.00	\$0.00	\$2,250.00
G/L Account Number	11.1351.5520.000.7236.90716.0000			Electricity Supp				Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			5,083.73		5,083.73
						Month July 2025 Totals	\$5,083.73	\$0.00	\$5,083.73
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			12.65		5,096.38
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			636.46		5,732.84
						Month September 2025 Totals	\$649.11	\$0.00	\$5,732.84
11/21/2025	2026-00001756	JE	AP	A/P Invoice Entry	Accounts Payable		479.38		6,212.22
						Month November 2025 Totals	\$479.38	\$0.00	\$6,212.22
					Account	Electricity Supp Totals	\$6,212.22	\$0.00	\$6,212.22
					Other	Unassigned Totals	\$18,327.79	\$225.00	
					Location	Contractual Services Totals	\$18,327.79	\$225.00	
G/L Account Number	11.1351.3210.000.7236.90717.0000			Regular Duty Travel				Balance To Date:	\$0.00
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	18.90		18.90
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	169.47		188.37



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.3210.000.7236.90717.0000 Regular Duty Travel									\$0.00
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	218.42		406.79
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		5.74	401.05
Month October 2025 Totals							\$406.79	\$5.74	\$401.05
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		130.90		531.95
Month November 2025 Totals							\$130.90	\$0.00	\$531.95
Account Regular Duty Travel Totals							\$537.69	\$5.74	\$531.95
G/L Account Number 11.1351.3830.000.7236.90717.0000 Water Sewage Serv									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			127.11		127.11
Month July 2025 Totals							\$127.11	\$0.00	\$127.11
10/08/2025	2026-00001177	JE	AP	A/P Invoice Entry	Accounts Payable		89.88		216.99
10/24/2025	2026-00001361	JE	AP	A/P Invoice Entry	Accounts Payable		490.57		707.56
Month October 2025 Totals							\$580.45	\$0.00	\$707.56
Account Water Sewage Serv Totals							\$707.56	\$0.00	\$707.56
G/L Account Number 11.1351.3930.000.7236.90717.0000 Fleet Insur Serv									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			1,765.33		1,765.33
Month July 2025 Totals							\$1,765.33	\$0.00	\$1,765.33
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			29.08		1,794.41
Month September 2025 Totals							\$29.08	\$0.00	\$1,794.41
Account Fleet Insur Serv Totals							\$1,794.41	\$0.00	\$1,794.41
G/L Account Number 11.1351.5520.000.7236.90717.0000 Electricity Supp									\$0.00
07/27/2025	2026-00000609	JE	GL	BMO Pcard 2025.07.27			12.65		12.65
07/27/2025	2026-00000609	JE	GL	BMO Pcard 2025.07.27			636.29		648.94
Month July 2025 Totals							\$648.94	\$0.00	\$648.94
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			12.65		661.59
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			636.34		1,297.93
Month August 2025 Totals							\$648.99	\$0.00	\$1,297.93
09/10/2025	2026-00000836	JE	AP	A/P Invoice Entry	Accounts Payable		935.93		2,233.86
Month September 2025 Totals							\$935.93	\$0.00	\$2,233.86



HS EHS DETAILED GL through NOVEMBER 2025

G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.5520.000.7236.90717.0000 Electricity Supp									\$0.00
10/08/2025	2026-00001177	JE	AP	A/P Invoice Entry	Accounts Payable		2,397.37		4,631.23
10/24/2025	2026-00001361	JE	AP	A/P Invoice Entry	Accounts Payable		490.37		5,121.60
Month October 2025 Totals							\$2,887.74	\$0.00	\$5,121.60
11/07/2025	2026-00001584	JE	AP	A/P Invoice Entry	Accounts Payable		2,482.52		7,604.12
Month November 2025 Totals							\$2,482.52	\$0.00	\$7,604.12
Account Electricity Supp Totals							\$7,604.12	\$0.00	\$7,604.12
Other Unassigned Totals							\$10,643.78	\$5.74	
Location Other Costs Totals							\$10,643.78	\$5.74	
Grant Head Start 20X6 Totals							\$251,595.25	\$595.79	
Program Unassigned Totals							\$251,595.25	\$595.79	
G/L Account Number 11.1351.1220.987.7236.90711.0000 Counseling									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			5,495.90		5,495.90
Month July 2025 Totals							\$5,495.90	\$0.00	\$5,495.90
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		2,747.95		8,243.85
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		2,883.47		11,127.32
Month August 2025 Totals							\$5,631.42	\$0.00	\$11,127.32
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		2,747.95		13,875.27
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		2,747.95		16,623.22
Month September 2025 Totals							\$5,495.90	\$0.00	\$16,623.22
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		3,010.18		19,633.40
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		245.28	19,388.12
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		16.95	19,371.17
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		2,747.95		22,119.12
Month October 2025 Totals							\$5,758.13	\$262.23	\$22,119.12
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		2,747.95		24,867.07



HS EHS DETAILED GL through NOVEMBER 2025

G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.1220.987.7236.90711.0000 Counseling									
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		3,664.51	Balance To Date:	\$0.00
									28,531.58
Month November 2025 Totals							\$6,412.46	\$0.00	\$28,531.58
Account Counseling Totals							\$28,793.81	\$262.23	\$28,531.58
G/L Account Number 11.1351.1250.987.7236.90711.0000 Instructional Counseling									
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			14,924.75	Balance To Date:	\$0.00
									14,924.75
Month July 2025 Totals							\$14,924.75	\$0.00	\$14,924.75
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		11,417.79		26,342.54
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		13,685.11		40,027.65
Month August 2025 Totals							\$25,102.90	\$0.00	\$40,027.65
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		11,244.44		51,272.09
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		11,244.44		62,516.53
Month September 2025 Totals							\$22,488.88	\$0.00	\$62,516.53
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		12,793.13		75,309.66
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		355.89	74,953.77
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		51.66	74,902.11
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		245.84	74,656.27
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		383.32	74,272.95
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		277.20	73,995.75
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		280.70	73,715.05
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		11,344.44		85,059.49
Month October 2025 Totals							\$24,137.57	\$1,594.61	\$85,059.49



HS EHS DETAILED GL through NOVEMBER 2025

G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.1250.987.7236.90711.0000 Instructional Counseling								Balance To Date:	\$0.00
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		11,587.78		96,647.27
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		14,440.38		111,087.65
Month November 2025 Totals							\$26,028.16	\$0.00	\$111,087.65
Account Instructional Counseling Totals							\$112,682.26	\$1,594.61	\$111,087.65
G/L Account Number 11.1351.1440.987.7236.90711.0000 Social Work								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			2,284.66		2,284.66
Month July 2025 Totals							\$2,284.66	\$0.00	\$2,284.66
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,426.49		3,711.15
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,202.84		4,913.99
Month August 2025 Totals							\$2,629.33	\$0.00	\$4,913.99
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		1,142.33		6,056.32
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		1,349.31		7,405.63
Month September 2025 Totals							\$2,491.64	\$0.00	\$7,405.63
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		1,276.55		8,682.18
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry		134.22	8,547.96
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		1,142.33		9,690.29
Month October 2025 Totals							\$2,418.88	\$134.22	\$9,690.29
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		1,210.81		10,901.10
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		1,447.28		12,348.38
Month November 2025 Totals							\$2,658.09	\$0.00	\$12,348.38
Account Social Work Totals							\$12,482.60	\$134.22	\$12,348.38
G/L Account Number 11.1351.1620.987.7236.90711.0000 Secretary-Clerical-Bookkeeper								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			128.86		128.86
Month July 2025 Totals							\$128.86	\$0.00	\$128.86
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		64.43		193.29



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.1620.987.7236.90711.0000 Secretary-Clerical-Bookkeeper									\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		64.43		257.72
Month August 2025 Totals							\$128.86	\$0.00	\$257.72
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		64.43		322.15
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		64.43		386.58
Month September 2025 Totals							\$128.86	\$0.00	\$386.58
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		64.43		451.01
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		64.43		515.44
Month October 2025 Totals							\$128.86	\$0.00	\$515.44
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		64.43		579.87
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		85.26		665.13
Month November 2025 Totals							\$149.69	\$0.00	\$665.13
Account Secretary-Clerical-Bookkeeper Totals							\$665.13	\$0.00	\$665.13
G/L Account Number 11.1351.1790.987.7236.90711.0000 Other Special Payments									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			4,350.20		4,350.20
Month July 2025 Totals							\$4,350.20	\$0.00	\$4,350.20
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		72.92		4,423.12
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		1,350.00		5,773.12
Month October 2025 Totals							\$1,422.92	\$0.00	\$5,773.12
Account Other Special Payments Totals							\$5,773.12	\$0.00	\$5,773.12
G/L Account Number 11.1351.2110.987.7236.90711.0000 Group Life									\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			58.36		58.36
Month July 2025 Totals							\$58.36	\$0.00	\$58.36
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		29.15		87.51
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		29.27		116.78
Month August 2025 Totals							\$58.42	\$0.00	\$116.78
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		29.27		146.05



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.2110.987.7236.90711.0000 Group Life								Balance To Date:	\$0.00
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		22.07		168.12
					Month	September 2025 Totals	\$51.34	\$0.00	\$168.12
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		14.69		182.81
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		14.69		197.50
					Month	October 2025 Totals	\$29.38	\$0.00	\$197.50
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		14.69		212.19
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		14.69		226.88
					Month	November 2025 Totals	\$29.38	\$0.00	\$226.88
					Account	Group Life Totals	\$226.88	\$0.00	\$226.88
G/L Account Number 11.1351.2120.987.7236.90711.0000 Group Disability								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			68.94		68.94
					Month	July 2025 Totals	\$68.94	\$0.00	\$68.94
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		35.14		104.08
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		34.89		138.97
					Month	August 2025 Totals	\$70.03	\$0.00	\$138.97
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		34.89		173.86
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		34.88		208.74
					Month	September 2025 Totals	\$69.77	\$0.00	\$208.74
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		34.88		243.62
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		34.88		278.50
					Month	October 2025 Totals	\$69.76	\$0.00	\$278.50
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		34.89		313.39
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		34.88		348.27
					Month	November 2025 Totals	\$69.77	\$0.00	\$348.27
					Account	Group Disability Totals	\$348.27	\$0.00	\$348.27



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.2130.987.7236.90711.0000 Group Health and Accident								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			3,917.28		3,917.28
Month July 2025 Totals							\$3,917.28	\$0.00	\$3,917.28
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,981.75		5,899.03
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,914.44		7,813.47
Month August 2025 Totals							\$3,896.19	\$0.00	\$7,813.47
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		1,914.44		9,727.91
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		1,914.43		11,642.34
Month September 2025 Totals							\$3,828.87	\$0.00	\$11,642.34
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		1,914.45		13,556.79
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		1,914.44		15,471.23
Month October 2025 Totals							\$3,828.89	\$0.00	\$15,471.23
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		1,914.44		17,385.67
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		1,914.44		19,300.11
Month November 2025 Totals							\$3,828.88	\$0.00	\$19,300.11
Account Group Health and Accident Totals							\$19,300.11	\$0.00	\$19,300.11
G/L Account Number 11.1351.2140.987.7236.90711.0000 Dental Health Care								Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24 -25			464.95		464.95
Month July 2025 Totals							\$464.95	\$0.00	\$464.95
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		228.92		693.87
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		227.28		921.15
Month August 2025 Totals							\$456.20	\$0.00	\$921.15
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		227.28		1,148.43
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		227.28		1,375.71
Month September 2025 Totals							\$454.56	\$0.00	\$1,375.71
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		241.17		1,616.88



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Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.2140.987.7236.90711.0000 Dental Health Care									
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		241.17	Balance To Date:	\$0.00
						Month October 2025 Totals	\$482.34	\$0.00	\$1,858.05
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		241.17		2,099.22
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		241.18		2,340.40
						Month November 2025 Totals	\$482.35	\$0.00	\$2,340.40
						Account Dental Health Care Totals	\$2,340.40	\$0.00	\$2,340.40
G/L Account Number 11.1351.2150.987.7236.90711.0000 Vision Care									
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			98.00	Balance To Date:	\$0.00
						Month July 2025 Totals	\$98.00	\$0.00	\$98.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		48.16		146.16
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		47.78		193.94
						Month August 2025 Totals	\$95.94	\$0.00	\$193.94
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		47.78		241.72
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		47.78		289.50
						Month September 2025 Totals	\$95.56	\$0.00	\$289.50
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		50.99		340.49
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		50.99		391.48
						Month October 2025 Totals	\$101.98	\$0.00	\$391.48
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		50.99		442.47
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		50.99		493.46
						Month November 2025 Totals	\$101.98	\$0.00	\$493.46
						Account Vision Care Totals	\$493.46	\$0.00	\$493.46
G/L Account Number 11.1351.2820.987.7236.90711.0000 Contribution to State and Local Retirement Funds									
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			10,434.48	Balance To Date:	\$0.00
						Month July 2025 Totals	\$10,434.48	\$0.00	\$10,434.48
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		6,228.25		16,662.73



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Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.2820.987.7236.90711.0000 Contribution to State and Local Retirement Funds							Balance To Date:		\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		7,131.51		23,794.24
Month August 2025 Totals							\$13,359.76	\$0.00	\$23,794.24
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		6,213.18		30,007.42
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		6,231.56		36,238.98
Month September 2025 Totals							\$12,444.74	\$0.00	\$36,238.98
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		6,092.08		42,331.06
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		6,165.54		48,496.60
Month October 2025 Totals							\$12,257.62	\$0.00	\$48,496.60
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		6,092.10		54,588.70
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		6,974.32		61,563.02
Month November 2025 Totals							\$13,066.42	\$0.00	\$61,563.02
Account Contribution to State and Local Retirement Funds Totals							\$61,563.02	\$0.00	\$61,563.02
G/L Account Number 11.1351.2830.987.7236.90711.0000 Employer Social Security							Balance To Date:		\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			2,041.16		2,041.16
Month July 2025 Totals							\$2,041.16	\$0.00	\$2,041.16
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,141.92		3,183.08
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,313.89		4,496.97
Month August 2025 Totals							\$2,455.81	\$0.00	\$4,496.97
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		1,140.48		5,637.45
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		1,159.16		6,796.61
Month September 2025 Totals							\$2,299.64	\$0.00	\$6,796.61
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		1,143.09		7,939.70
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		1,251.65		9,191.35
Month October 2025 Totals							\$2,394.74	\$0.00	\$9,191.35
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		1,140.70		10,332.05



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1351.2830.987.7236.90711.0000			Employer Social Security				Balance To Date:	\$0.00
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		1,480.38		11,812.43
Month November 2025 Totals							\$2,621.08	\$0.00	\$11,812.43
Account Employer Social Security Totals							\$11,812.43	\$0.00	\$11,812.43
G/L Account Number	11.1351.2920.987.7236.90711.0000			Cash in Lieu of Benefits				Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			219.58		219.58
Month July 2025 Totals							\$219.58	\$0.00	\$219.58
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		120.83		340.41
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		120.83		461.24
Month August 2025 Totals							\$241.66	\$0.00	\$461.24
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		120.83		582.07
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		120.83		702.90
Month September 2025 Totals							\$241.66	\$0.00	\$702.90
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		120.83		823.73
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		120.83		944.56
Month October 2025 Totals							\$241.66	\$0.00	\$944.56
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		120.83		1,065.39
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		120.83		1,186.22
Month November 2025 Totals							\$241.66	\$0.00	\$1,186.22
Account Cash in Lieu of Benefits Totals							\$1,186.22	\$0.00	\$1,186.22
G/L Account Number	11.1351.3410.987.7236.90711.0000			Telephone Serv				Balance To Date:	\$0.00
07/15/2025	2026-00001408	JE	GL	move 25-26 salaries out of 24-25			65.00		65.00
Month July 2025 Totals							\$65.00	\$0.00	\$65.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		32.50		97.50
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		32.50		130.00
Month August 2025 Totals							\$65.00	\$0.00	\$130.00



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1351.3410.987.7236.90711.0000			Telephone Serv				Balance To Date:	\$0.00
09/15/2025	2026-00000867	JE	HR	Payroll Post 420265 S Semi-Monthly	Payroll Post		32.50		162.50
09/30/2025	2026-00001027	JE	HR	Payroll Post 420266 S Semi-Monthly	Payroll Post		32.50		195.00
				Month	September 2025	Totals	\$65.00	\$0.00	\$195.00
10/15/2025	2026-00001218	JE	HR	Payroll Post 420267 S Semi-Monthly	Payroll Post		32.50		227.50
10/31/2025	2026-00001425	JE	HR	Payroll Post 420268 S Semi-Monthly	Payroll Post		32.50		260.00
				Month	October 2025	Totals	\$65.00	\$0.00	\$260.00
11/14/2025	2026-00001629	JE	HR	Payroll Post 420269 S Semi-Monthly	Payroll Post		32.50		292.50
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		32.50		325.00
				Month	November 2025	Totals	\$65.00	\$0.00	\$325.00
				Account	Telephone Serv	Totals	\$325.00	\$0.00	\$325.00
				Other	Unassigned	Totals	\$257,992.71	\$1,991.06	
				Location	Personnel Costs	Totals	\$257,992.71	\$1,991.06	
G/L Account Number	11.1351.3220.987.7236.90713.0000			Workshops and Conf Travel				Balance To Date:	\$0.00
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			189.00		189.00
				Month	September 2025	Totals	\$189.00	\$0.00	\$189.00
11/21/2025	2026-00001756	JE	AP	A/P Invoice Entry	Accounts Payable		66.36		255.36
				Month	November 2025	Totals	\$66.36	\$0.00	\$255.36
				Account	Workshops and Conf Travel	Totals	\$255.36	\$0.00	\$255.36
				Other	Unassigned	Totals	\$255.36	\$0.00	
				Location	Travel	Totals	\$255.36	\$0.00	
G/L Account Number	11.1351.3430.987.7236.90715.0000			Mail/Postage Serv				Balance To Date:	\$0.00
09/30/2025	2026-00001092	JE	GL	9.30.25 Postage	jj		3.70		3.70
				Month	September 2025	Totals	\$3.70	\$0.00	\$3.70
				Account	Mail/Postage Serv	Totals	\$3.70	\$0.00	\$3.70
G/L Account Number	11.1351.5910.987.7236.90715.0000			Office Supplies				Balance To Date:	\$0.00
07/27/2025	2026-00000609	JE	GL	BMO 2025.07.27 Statement			20.54		20.54
07/27/2025	2026-00000609	JE	GL	BMO 2025.07.27 Statement			69.30		89.84
07/27/2025	2026-00000609	JE	GL	BMO 2025.07.27 Statement			484.43		574.27
				Month	July 2025	Totals	\$574.27	\$0.00	\$574.27
				Account	Office Supplies	Totals	\$574.27	\$0.00	\$574.27
				Other	Unassigned	Totals	\$577.97	\$0.00	
				Location	Supplies	Totals	\$577.97	\$0.00	



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G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.3190.987.7236.90716.0000 Other Prof & Technical Services								Balance To Date:	\$0.00
07/27/2025	2026-00000609	JE	GL	BMO Pcard 2025.07.27			59.00		59.00
07/27/2025	2026-00000609	JE	GL	BMO Pcard 2025.07.27			95.90		154.90
07/27/2025	2026-00000609	JE	GL	BMO Pcard 2025.07.27			179.94		334.84
Month July 2025 Totals							\$334.84	\$0.00	\$334.84
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			34.00		368.84
08/27/2025	2026-00001043	JE	GL	BMO Pcard 08.27.2025			200.00		568.84
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		35.00		603.84
Month August 2025 Totals							\$269.00	\$0.00	\$603.84
09/25/2025	2026-00001017	JE	AP	A/P Invoice Entry	Accounts Payable		240.00		843.84
09/27/2025	2026-00001339	JE	GL	BMO Pcard 2025.09.27			43.67		887.51
Month September 2025 Totals							\$283.67	\$0.00	\$887.51
10/08/2025	2026-00001177	JE	AP	A/P Invoice Entry	Accounts Payable		6,350.24		7,237.75
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	600.00		7,837.75
10/24/2025	2026-00001361	JE	AP	A/P Invoice Entry	Accounts Payable		19,425.43		27,263.18
Month October 2025 Totals							\$26,375.67	\$0.00	\$27,263.18
11/07/2025	2026-00001584	JE	AP	A/P Invoice Entry	Accounts Payable		100.00		27,363.18
11/21/2025	2026-00001756	JE	AP	A/P Invoice Entry	Accounts Payable		2,688.31		30,051.49
Month November 2025 Totals							\$2,788.31	\$0.00	\$30,051.49
Account Other Prof & Technical Services Totals							\$30,051.49	\$0.00	\$30,051.49
G/L Account Number 11.1351.3450.987.7236.90716.0000 Software Lic/Agmts Serv								Balance To Date:	\$0.00
11/07/2025	2026-00001584	JE	AP	A/P Invoice Entry	Accounts Payable		1,500.00		1,500.00
Month November 2025 Totals							\$1,500.00	\$0.00	\$1,500.00
Account Software Lic/Agmts Serv Totals							\$1,500.00	\$0.00	\$1,500.00
G/L Account Number 11.1351.3610.987.7236.90716.0000 Printing Serv								Balance To Date:	\$0.00
08/31/2025	2026-00000852	JE	GL	8.31.25 Copy Print	jj		291.87		291.87
Month August 2025 Totals							\$291.87	\$0.00	\$291.87
09/30/2025	2026-00001091	JE	GL	9.30.25 Copy Print	jj		216.48		508.35
Month September 2025 Totals							\$216.48	\$0.00	\$508.35



HS EHS DETAILED GL through NOVEMBER 2025

G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 11.1351.3610.987.7236.90716.0000 Printing Serv									Balance To Date: \$0.00
10/31/2025	2026-00001518	JE	GL	10.31.25 Copy Print	jj		195.12		703.47
Month October 2025 Totals							\$195.12	\$0.00	\$703.47
11/07/2025	2026-00001584	JE	AP	A/P Invoice Entry	Accounts Payable		24.96		728.43
Month November 2025 Totals							\$24.96	\$0.00	\$728.43
Account Printing Serv Totals							\$728.43	\$0.00	\$728.43
Other Unassigned Totals							\$32,279.92	\$0.00	
Location Contractual Services Totals							\$32,279.92	\$0.00	
G/L Account Number 11.1351.3210.987.7236.90717.0000 Regular Duty Travel									Balance To Date: \$0.00
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	355.89		355.89
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	245.28		601.17
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	132.02		733.19
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	273.00		1,006.19
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	69.86		1,076.05
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	38.50		1,114.55
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	245.84		1,360.39
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	383.32		1,743.71
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	277.20		2,020.91
10/15/2025	2026-00001500	JE	GL	Correcting 10/15 PR Reimbursements hitting wrong accts	RM	Month-End - Month-End Journal Entry	561.40		2,582.31
Month October 2025 Totals							\$2,582.31	\$0.00	\$2,582.31



HS EHS DETAILED GL through NOVEMBER 2025

G/L Date Range 07/01/25 - 11/30/25

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1351.3210.987.7236.90717.0000			Regular Duty Travel				Balance To Date:	\$0.00
11/28/2025	2026-00001795	JE	HR	Payroll Post 4202610 S Semi-Monthly	Payroll Post		412.72		2,995.03
Month November 2025 Totals							\$412.72	\$0.00	\$2,995.03
Account Regular Duty Travel Totals							\$2,995.03	\$0.00	\$2,995.03
Other Unassigned Totals							\$2,995.03	\$0.00	
Location Other Costs Totals							\$2,995.03	\$0.00	
Grant Head Start 20X6 Totals							\$294,100.99	\$1,991.06	
Program Early Head Start Totals							\$294,100.99	\$1,991.06	
Function Custody and Care of Children Totals							\$545,696.24	\$2,586.85	
G/L Account Number	11.1411.8510.000.7236.81140.0000			Sub-Grantee / Flow through Disbursements				Balance To Date:	\$0.00
11/21/2025	2026-00001756	JE	AP	A/P Invoice Entry	Accounts Payable		13,952.52		13,952.52
Month November 2025 Totals							\$13,952.52	\$0.00	\$13,952.52
Account Sub-Grantee / Flow through Disbursements Totals							\$13,952.52	\$0.00	\$13,952.52
Other Unassigned Totals							\$13,952.52	\$0.00	
Location Whitmore Lake Schools Totals							\$13,952.52	\$0.00	
Grant Head Start 20X6 Totals							\$13,952.52	\$0.00	
Program Unassigned Totals							\$13,952.52	\$0.00	
Function Pmts to Other Mich Publ Schools Totals							\$13,952.52	\$0.00	
Fund General Fund Totals							\$831,564.38	\$726,531.17	
Grand Totals							\$831,564.38	\$726,531.17	



Bank of Montreal Account Statement

BMO - Mastercard Statement for Edward Manuszak II

Statement Period 10/28/2025 to 11/27/2025

Printed On: 12/03/2025

Current Balance: **\$3,872.78**

Previous Balance: **\$0.00**


Card Number: **xxxx-xxxx-xxxx-3039**

Company Unit: **WASHTENAW ISD**



Trans Date	Trans Detail Tax Code	Receipt Tax Amt	Amount(USD) Tax Excl. Amt
10/27/2025	Ezcater Corelife Eater --	<input checked="" type="checkbox"/> 0.00	\$ 400.50 \$ 400.50
	Fund: 11 Program: 000 Other: 0000	Function: 1227 Grant: 3406 Project: --	Object: 3190 Location: 00000
Purchase Ezcater Corelife Eater - CoreLife Eatery Bee Well Event Lunch- 11.1227.3190.000.3406.00000.0000			
10/28/2025	Elavon Service Fee --	<input checked="" type="checkbox"/> 0.00	\$ 2.12 \$ 2.12
	Fund: 11 Program: 000 Other: 0000	Function: 1351 Grant: 3406 Project: --	Object: 3930 Location: 90717
Purchase Elavon Service Fee - credit card fee for secretary of state			
10/28/2025	Sec Of State Branch 10 --	<input checked="" type="checkbox"/> 0.00	\$ 102.00 \$ 102.00
	Fund: 11 Program: 000 Other: 0000	Function: 1351 Grant: 7236 Project: --	Object: 3930 Location: 90717
Purchase Sec Of State Branch 10 - Van annual tag renewal			
11/17/2025	Meijer Store #173 --	<input checked="" type="checkbox"/> 0.00	\$ 30.96 \$ 30.96
	Fund: -- Program: -- Other: --	Function: -- Grant: -- Project: --	Object: -- Location: --
Purchase Meijer Store #173 - Water and snacks for BlockFest			
11/19/2025	Delta 00623818866602 --	<input checked="" type="checkbox"/> 0.00	\$ 416.97 \$ 416.97
	Fund: 11 Program: 000 Other: 0000	Function: 1351 Grant: 7236 Project: --	Object: 3220 Location: 90713
Purchase Delta 00623818866602 - NHSA F&PE Conference Flight 11.1351.3220.000.7236.90713.0000			
11/19/2025	Michigan Head Start --	<input checked="" type="checkbox"/> 0.00	\$ 2,765.00 \$ 1,560.00
	Fund: 11 Program: 000 Other: 0000	Function: 1351 Grant: 7236 Project: --	Object: 3220 Location: 90713
	Fund: 11 Program: 987 Other: 0000	Function: 1351 Grant: 7236 Project: --	Object: 3220 Location: 90713
	Fund: 11 Program: 000 Other: 0000	Function: 1226 Grant: 7236 Project: --	Object: 3220 Location: 90713
	Fund: 11 Program: 987 Other: 0000	Function: 1226 Grant: 7236 Project: --	Object: 3220 Location: 90713
Purchase Michigan Head Start - MHSA Winter Assembly Registrations			
11/21/2025	Office Depot #1170 --	<input checked="" type="checkbox"/> 0.00	\$ 75.75 \$ 75.75
	Fund: 11 Program: 000 Other: 0000	Function: 1351 Grant: 7236 Project: --	Object: 5910 Location: 90715
Purchase Office Depot #1170 - Office Supplies			
11/22/2025	Office Depot #1170 --	<input checked="" type="checkbox"/> 0.00	\$ 68.89 \$ 68.89
	Fund: 11 Program: 000 Other: 0000	Function: 1351 Grant: 7236 Project: --	Object: 5910 Location: 90715

Purchase Office Depot #1170 - Office Supplies

11/24/2025	Officemax/Depot 6026		\$ 10.59
	--	0.00	\$ 10.59
Fund: 11	Function: 1351	Object: 5910	
Program: 000	Grant: 7236	Location: 90715	
Other: 0000	Project: --		
Purchase Officemax/Depot 6026 - Office Supplies			

* Indicates a personal transaction

On Completion:

ALL receipts should be attached to this form and then forwarded to your Accounts Administrator

Coversheet

Approval: Minutes

Section:	VIII. Consent Agenda
Item:	A. Approval: Minutes
Purpose:	
Submitted by:	
Related Material:	11-25-25 Minutes.pdf



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION MEETING MINUTES**

Tuesday, November 11, 2025

The Washtenaw Intermediate School District Board of Education held a regular board meeting on Tuesday, November 25, 2025, in Washtenaw ISD's Teaching and Learning Center Board Room at 1819 South Wagner Road in Ann Arbor, Michigan.

CALL TO ORDER

The meeting was called to order at 5:00 PM by President Mary Jane Tramontin

ATTENDANCE

The following members were present:

Mary Jane Tramontin, President
Steve Olsen, Vice President
Dorcas Musili, Secretary
Diane Hockett, Trustee

The following member was absent:

Sarena Shivers, Treasurer

Quorum was met.

Also present:

Naomi Norman, Superintendent
Cherie Vannatter, Deputy Superintendent
Brian Marcel, Associate Superintendent
Edward Manuszak, Executive Director of Early Childhood
Margy Long, Director of Success By 6
Kimirah Vincent, Family Engagement Manager
LaDawn White, Early Childhood Grant Manager
Nancy Davis, Teacher Consultant
Jacqueline Coluccy, Teacher Consultant
TJ Greggs, Administrative Assistant to the Superintendent

APPROVAL OF THE AGENDA

Steve Olsen moved, Dorcas Musili seconded, to approve the agenda, as presented.

Ayes: Mary Jane Tramontin, Steve Olsen, Dorcas Musili, Diane Hockett

Nays: None.

Motion carried.

COMMUNICATIONS: There were no communications.

PUBLIC PARTICIPATION: There was no public participation.

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FINANCIAL REPORTS: Associate Superintendent Brian Marcel reviewed the financial reports for October 2025 and Early Childhood LeDawn White reviewed the Head Start financial reports for October 2025.

Diane Hockett moved, Steve Olsen seconded, that the Board of Education approve the October 2025 Head Start financial report, as presented.

Voting yes: Mary Jane Tramontin, Steve Olsen, Dorcas Musili, Diane Hockett

Voting no: None.

Motion carried.

PRESENTATION: Family Engagement Manager Kimirah Vincent and Director of Success By 6 Margy Long shared about upcoming plans and goals for family engagement in Region 9 of Michigan.

EQUITY, INCLUSION, AND SOCIAL JUSTICE DIALOGUE: Superintendent Naomi Norman facilitated the Equity, Inclusion, and Social Justice (EISJ) discussion, sharing about the following:

- Superintendent Naomi Norman shared details about the cabinet and Kriseles retreat held from 11/19/2025 until 11/21/2025.

CONSENT AGENDA

Dorcas Musili motioned, Steve Olsen seconded, that the Board of Education approve the minutes and Superintendent's recommendations in the Consent Agenda, as presented.

Voting yes: Mary Jane Tramontin, Steve Olsen, Dorcas Musili, Diane Hockett

Voting no: None.

Motion carried.

Approval of Minutes

The Board approved the minutes of the November 11, 2025, regular meeting and closed session.

058-25-26

The Board approved the following staff resignations:

- Ashley Robinson, effective November 30, 2025

059-25-26

The Board approved the following staff retirements:

- Pamela Handy, effective January 15, 2026

060-25-26

The Board authorized the administration to apply for the Michigan Department of Lifelong Education, Advancement, and Potential Out of School Time grant, as presented.

061-25-26

The Board authorized the administration to approve contract with Michigan Rehabilitation Services in the amount of \$100,000.00, as presented.

062-25-26

The Board authorized administration to accept the Ann Arbor Area Community Foundation's grant in the amount of \$20,000.00, as presented.

Page 3 – Regular Meeting– 11/25/2025

NEW BUSINESS – 2026 Summer Tax Resolution: Associate Superintendent Brian Marcel shared the 2026 tax resolution with the Board.

Steve Olsen motioned, Dorcas Musili seconded, that the Board of Education adopt the resolution authorizing the collection of 100% of Washtenaw Intermediate School District taxes in the summer of 2026 in those areas of the District where summer tax collections have been authorized by constituent local school districts, as presented.

Voting yes: Mary Jane Tramontin, Steve Olsen, Dorcas Musili, Diane Hockett

Voting no: None.

Motion carried.

NEW BUSINESS – Three-Year Goalbook Toolkit Contract: Executive Director of Special Education Deborah Hester-Washington discussed the details of the Goalbook contract.

Dorcas Musili motioned, Diane Hockett seconded, that the Board of Education approve the three-year contract with Goalbook in the amount of \$620,730.00, as presented.

Voting yes: Mary Jane Tramontin, Steve Olsen, Dorcas Musili, Diane Hockett

Voting no: None.

Motion carried.

NEW BUSINESS – Payment Management Systems Funds Transfer Request: Grant Manager of Early Childhood LaDawn White shared the details of the funds transfer in Payment Management Systems.

Diane Hockett motioned, Dorcas Musili seconded, that the Board of Education authorizes administration to transfer funds in Payment Management Systems from the 24-25 year to the 25-26 year in the amount of \$23,800.20, as presented.

Voting yes: Mary Jane Tramontin, Steve Olsen, Dorcas Musili, Diane Hockett

Voting no: None.

Motion carried.

NEW BUSINESS – November Family Engagement Month Proclamation: Superintendent Naomi Norman shared the purpose and details of the November Family Engagement Month Proclamation.

Steve Olsen motioned, Dorcas Musili seconded, that the Board of Education approve the proclamation to make November Family Engagement Month, as presented.

Voting yes: Mary Jane Tramontin, Steve Olsen, Dorcas Musili, Diane Hockett

Voting no: None.

Motion carried.

NEW BUSINESS – 31aa School Funding for Mental Health and School Safety: Superintendent Naomi Norman and the Board discussed whether to opt in, opt out, or do nothing regarding the 31aa School Funding for Mental Health and School Safety. The 31aa opt-in requirement impacts districts due to the requirements around investigations in mass casualty events. Two lawsuits have been filed that may force the state to

Page 4 – Regular Meeting– 11/25/2025

remove that language, however we won't know the results until after the opt-in deadline. The amount of funding impacted is estimated to be \$4,700 for WISD. The board did not feel that it would be wise to opt-in for this funding. The superintendent will not apply for the funds. No vote needed.

OTHER ITEMS OF BUSINESS – There were no other items of business.

BOARD OF EDUCATION REPORTS:

Trustees of the Board of Education spoke about the following:

- Trustee Olsen wished everyone a happy Thanksgiving and holiday weekend.
- The Board discussed travel plans for the AESA Annual Conference.

ADMINISTRATIVE REPORTS – Superintendent's Report:

Administration spoke about the following:

- Superintendent Norman shared about the passing of Tanya Israel.
- Superintendent Norman shared about the luncheon with the Eastern Michigan University College of Education faculty on 11/14/2025.
- Superintendent Norman discussed details about the Michigan Department of Education's new list for accountability for improvement.
- Superintendent Norman shared about the Career & Technical Education Advisory Committee meeting held on 11/18/2025.

ADJOURNMENT

The meeting was adjourned at 6:37 PM

Respectfully submitted,

Dorcas Musili, Secretary
Washtenaw ISD Board of Education

Coversheet

Superintendent's Recommendations

Section:	VIII. Consent Agenda
Item:	B. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	New Hire_A. Moore.pdf New Hire_B. Moore.pdf New Hire_C. Jurado.pdf New Hire_J. Natale.pdf New Hire_L. Cunningham.pdf New Hire_R. Furlage.pdf New Hire_T. Strasz.pdf New Hire_W. Clapp.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Solomon Zheng, LEA Director of Technology

DATE: 2025-10-30

RE: New Hire Recommendation – Technical Assistant

I would like to recommend Alexander Moore for employment as (a/an) Technical Assistant. Alexander Moore received his Bachelor of Arts (BA), Telecommunication from Michigan State University.

If approved by the Board, Alexander's salary will be \$58,603 (Grade 4, Step 4). All other fringe benefits will be set forth in the Non-Affiliated contract.

A. BEN MOORE

TECHNOLOGY SUPPORT MANAGER

Balances experience and knowledge with an understanding of my clients' needs. I have been a trusted source of hardware, and technical support for up to 24,000+ team members and a leader on a team that decreased end user call wait time by over 70% in less than two years.

- **Technology Procurement**
- **IT Leadership**
- **Help Desk**
- **Google Certified**
- **Desktop Support**
- **Remote Support**

PROFESSIONAL EXPERIENCE

Tecumseh Public Schools, Tecumseh, MI 2023 - Present **IT Service Manager**

Supporting 2,600 Students, Teachers and Faculty in a fast paced K-12 school district with the highest level of client service.

- 100% improvement in network connectivity for staff and students through infrastructure upgrades. Led team that added new switches and Wireless APs in 4 district buildings supporting grades K-12.
- Led IT Team in streamlining processes for customers service, moving requests and incidents from a shared Google Doc to the FMX ticketing system.
- Coordinated project to refresh district phone lines which had been unreliable for years, ushering in a new VOIP service.
- 600 outdated Chromebooks replaced with new models.
- Organized two large recycling buyback projects, bringing money into the district and creating floorspace.
- Leading a team including one full time Level II Support Tech and two contractors specializing in network & telecom infrastructure.
- Team has annexed AV (sound and video for board meetings), and website management duties from the Central Office over the last year, without sacrificing client service.
- 50% reduction in response time with the majority of team's tickets closed same day.
- Technology Coordinator for in-school and offsite standardized testing (Bluebook, DRC), assuring strong connection, updated kiosk apps and providing backup hardware as needed.
- 10/10 communication skills rating.

- Oversaw removal and transport of technology during shutdown of two district buildings.
- Managing hardware for students and staff via Active Directory, Google Admin and JAMF.
- Providing direct client support at all levels, in person and remotely.
- Sound tech and DJ for school dances.

Rocket Mortgage (f.k.a. Quicken Loans)/ Rocket Central, Detroit, MI 2006 – 2023

Sr. Technology Hardware Specialist (IT Procurement) 2018 – 2023

Technology Purchasing, Inventory, Deployment and Decommissioning

Cultivated strong relationships with hardware and software vendors.

- Earned a \$7 million credit with our largest distributor after initiating a project to eliminate obsolete hardware through a planned buyback.
- 80% reduction of weekly inventory count times, increasing efficiency of process and floorspace.
- Helped facilitate \$500,000 donation of used technology to help heal the digital divide in Detroit.
- Generated about \$25,000 selling decommissioned equipment to employees at a discounted cost.
- Several tons of unneeded equipment responsibly recycled, to create more effective storage areas, and collaborative space for staging projects.
- Assisted with thousands of laptops (collection, imaging and deployment) for employees sent home because of COVID-19.
- Participated monthly in onsite tutorials for new hires and new software rollouts.
- Helped convert 24,000+ team members from Avaya Phones to Microsoft Teams Voice through collecting and deploying necessary equipment.

Desktop Team Leader 2012 – 2018

Led client focused teams of up to 20 both locally in Detroit and remotely in Cleveland, Phoenix and Pittsburgh, including travel to those sites.

Leveraged strong communication skills:

- Exchanged feedback in monthly one on one meetings and yearly performance reviews.
- Correlated monthly reporting with daily ticket performance to help drive team goals.
- Planned, scheduled and provided music for monthly team meetings and outings.

Desktop Technician 2011 – 2012

Provided L2 tech support remotely and in person for clients across all areas of business. White glove service for both the tech savvy and novice team members.

- 1,200+ clients helped in a year. Highest on the team.
- Set up 30-person branch in Pittsburgh, PA. Chosen for travel there based on performance

- Relocated hundreds of team members monthly in technology moves and buildouts, transporting tech to new offices in Detroit, and out of state.
- Hand-picked as the sole tech for Farmington Hills and Southfield branches for a year due to my strong client focus and ability to work independently.
- Supported hardware and software across Windows, Mac and mobile platforms, as well as IP Telecom equipment.
- Patched cables in network closets, ensuring print and phone connectivity for 1,000+ employee buildouts.

Helpdesk Technical Support 2008 – 2011

Multitasking L1 support calls, email and chats, both remotely and on site, providing excellent client service to team members, receiving multiple “Raving Fan” awards.

- Over 90% First Call Resolutions, requiring no escalation.
- Chosen to cross train in Operations Support for overtime opportunities in recognition of effort and skill.
- Granted the privilege to work remotely early in this role as an incentive for excellent performance.

Client Coordinator 2007 - 2008

Onboarded prospective clients via inbound calls, verifying credit reports, and transferring to mortgage bankers in a commission-based call center role. Special Assignments included:

- #1 on team in conversion on a special project focused on “second voicing” missed sales.
- Curating and converting higher quality leads via outbound calls during peak hours for Executive Bankers.

Mortgage Banker 2006 - 2007

Setting up home loans for clients in a fast-paced call center sales environment.

EDUCATION

Bachelor of Arts (BA), Telecommunication, Michigan State University, East Lansing, MI

CERTIFICATION

Google Amplified Admin Level 1 (EDU Certified)



DATE: 10/29/2025

TO: Cassandra D. Harmon-Higgins
Executive Director of Human Resources and Legal Services

FROM: Omobola Akintunde- Special Education Supervisor/Principal

RE: Breanna Moore-**Social Worker -WEOC Job 137690**

I would like to recommend **Breanna Moore** for employment as **School Social Worker (Job 137690 – WEOC)**. Breanna has been employed at Lenawee Intermediate School District. She earned her Master of Social Work with a concentration in Family and Children's Services from Eastern Michigan University in April 2018, and holds a Bachelor of Social Work from the same university, graduating Summa Cum Laude in 2016.

If approved by the Board, Breanna's salary would be **\$77,812**, Step 8 , **MA** (according to the 2025-28 Unit II salary schedule.. All other fringe benefits are set forth in the Unit II contract.

Breanna Moore, LMSW

Education

MASTER OF SOCIAL WORK | APRIL, 2018 | EASTERN MICHIGAN UNIVERSITY YPSILANTI, MI

- Concentration: Family and Children's Services
- GPA: 4.0
- Certificate completed in School Social Work
- Completed internship as a School Social Worker with the Lenawee Intermediate School District
- Licensure: LMSW

BACHELOR OF SOCIAL WORK | APRIL 2016 | EASTERN MICHIGAN UNIVERSITY YPSILANTI, MI

- Graduated Summa Cum Laude
- Volunteer work included the Hope Food Pantry, mom2mom mentoring for teenage mothers, and reading mentorship for elementary students
- Completed internship at Family Counseling and Children's Services

Experience

SCHOOL SOCIAL WORKER | LENAWEE INTERMEDIATE SCHOOL DISTRICT ADRIAN, MI SEPTEMBER 2018- CURRENT

- Completion of assessments, evaluations, and multidisciplinary reports for preschool and elementary school students in need of special education supports in the areas of ADHD, Autism Spectrum Disorder, Emotional Impairment, and Other Health Impairment
- Assist in the development of Individualized Education Plans to create goals and objectives for the social emotional needs of students
- Utilize multiple protocols for assessing student needs, including BASC-3, RCMAS-2, CDI-2, Piers Harris-2, and Connors-3
- Completion of Functional Behavior Assessments and Behavior Intervention Plans to support specific student needs
- Collaboration with multidisciplinary teams, including administrators, teachers, school psychologists, speech and language pathologists, occupational therapists, outside mental health professionals, and parents
- Provide crisis intervention within the school setting, as well as immediate crisis support within the community
- Plan and facilitate individual and group therapy sessions tailored to specific student needs
- Knowledge and implementation of PBIS (Positive Behavior Interventions and Supports)
- Knowledge and implementation of universal supports for students with Autism Spectrum Disorder
- Certified in Nonviolent Crisis Intervention (CPI)

MENTAL HEALTH THERAPIST | TRANSFORMATIONAL CHOICES

CHELSEA, MI

MARCH 2022-DECEMBER 2022

- Provided therapy to children impacted by anxiety, depression, and trauma (ages 6-18), utilizing a collaborative, trauma informed, strengths based approach
- Responded to referrals and scheduled appointments for therapy sessions
- Completed intake and psychosocial assessments
- Maintained accurate and timely case notes and documentation
- Worked together with school staff to support client needs within the school setting

SCHOOL SOCIAL WORK INTERN | LENAWEЕ INTERMEDIATE SCHOOL DISTRICT

ADRIAN, MI

SEPTEMBER 2017- MARCH 2018

- Completion of assessments, evaluations for elementary students in need of special education supports in the areas of ADHD, Autism Spectrum Disorder, Emotional Impairment, and Other Health Impairments
- Utilized protocols to assess student needs, including the BASC-3, Conners-3
- Assisted in development of Behavior Intervention Plans
- Assisted with crisis intervention
- Planned and facilitated individual and group therapy sessions tailored to specific student needs
- Collaborated with multidisciplinary teams, including administrators, teachers, school psychologists, speech and language pathologists, occupational therapists, outside mental health professionals, and parents

CLIENT ADVOCATE | FAMILY COUNSELING & CHILDREN'S SERVICES

ADRIAN, MI

AUGUST 2015-MARCH 2018

- Provided crisis intervention to women and children survivors of domestic violence and sexual assault
- Completed client intake forms and strength-based assessments
- Planned and facilitated weekend activities for children residing in the shelter
- Educated clients about the dynamics of domestic violence
- Led weekly support groups for adult survivors of domestic violence
- Connected clients and their children to appropriate community resources

VOLUNTEER MOM 2 MOM MENTOR | LENAWEЕ PREP ACADEMY

ADRIAN, MI

SEPTEMBER 2015-MAY 2016

- Encouraged self-esteem, personal growth, and responsibility for teenage mothers
- Demonstrated positive parenting skills in a group setting
- Acted as a role model and mentor for new teenage mothers
- Participated in group activities to help establish connections between the mentor and the mentee



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Melissa Paschall, WISD Principal

DATE: October 24, 2025

RE: New Hire Recommendation – Cara Jurado, ASD Teacher Assistant

I would like to recommend Cara Jurado for employment as an ASD Teacher Assistant. Ms. Jurado has most recently worked in the ASD Program as a substitute teacher through Edustaff. Ms. Jurado is very talented with the students and allows them independence while practicing safety. She has been working in the educational field since 2007.

If approved by the Board, Cara Jurado's salary will be Base, Step 4 \$39,941 with all other fringe benefits will be set forth in the Unit I contract.

Cara M. Jurado (Goebel)

PROFILE

EXPERIENCED: Creative, passionate, and energetic educator with experience working with diverse learners of all ages, abilities, and levels; including 9 years as a college lecturer of Speech and Communication and 3.5 years as a special education and English teacher at the secondary level. I have experience writing, implementing, tracking, and amending IEPs for resource room students diagnosed with a Specific Learning Disability (SLD), Autism Spectrum Disorder (ASD), Emotional Impairment (EI), or Other Health Impairment (OHI).

QUALIFIED. B.A. in Communication (2006); M.A. in Communication (2011) with a scholarly focus on instruction and affective learning; Interim Teaching Certificate in Secondary Education with a BA Endorsement via a state-approved alternative pathway; formerly emergency-certified to teach special education teacher (2021-2024)

STUDENT-CENTERED. I believe all students should have the opportunity to be successful in public education and beyond regardless of learning differences. A hands-on and caring teacher, I seek to build positive relationships with all students and their families and to employ differentiated strategies and supports that honor the uniqueness of each learner and direct them towards greater self-efficacy and independence. Ultimately, learning should be meaningful, engaging, and appropriate for all; and it takes a village to fulfill that goal.

GOAL. To continue a fulfilling career in special education in a new supportive role as a teacher assistant where I can make a positive and immediate impact on individual student achievement

COMPETENCIES

TEACHING & EDUCATION

- Empathetic, relationship-oriented, professional, creative, flexible, and team-oriented educator
- Extensive background and passion for working with at-risk students and learning disabilities in a variety of ages, demographics, and academic contexts
- Familiarity writing, implementing, and tracking Individualized Education Plans for students in a resource room program with specific learning disabilities (SLD), autism spectrum disorder (ASD), and other health impairments (OHI)
- Proficient in classroom management, positive behavioral intervention and restorative justice
- Proficient in differentiated learning and assessment
- Proficient integration of technology and teaching online/remote (both synchronous and asynchronous)

COMMUNICATION & TECHNOLOGY LITERACY

- Competent, creative, and compassionate communicator with excellent speaking, writing, instructional, and interpersonal skills; possesses a Master of Arts in Communication from Eastern Michigan University
- Proficient in MS Office, Google apps (Docs, Forms, Drive, Sheets, etc.), Schoology, PowerSchool, PowerSchool Special Programs, AI technologies, presentation software (PowerPoint, Google Slides, Prezi, iMovie), video conferencing
- Familiarity with Aesop, iMovie, Cap Cut, and Canva for creating presentation and promotional media
- Familiarity with Excel/Sheets and SPSS for the collection and analysis of data, including assessment.

CERTIFICATION AND EDUCATION

State of Michigan Interim Teacher Certificate in Secondary Education – (BA) [August 2021-August 2026]
#T.E.A.C.H.

- Earned interim certification via an alternative teacher education program endorsed by the state
- Full-time state-certification pending

MASTER OF ARTS – Communication [Dec. 2011] *Eastern Michigan University* (Ypsilanti, MI)

BACHELOR OF ARTS – Communication [Dec. 2006] *Eastern Michigan University* (Ypsilanti, MI)

ASSOCIATE IN ARTS – Liberal Arts Transfer [Dec. 2005] *Washtenaw Community College* (Ann Arbor, MI)

WORK HISTORY IN EDUCATION *Employer contacts available on request.*

SPECIAL EDUCATION TEACHER IN RESOURCE ROOM & SECONDARY ENGLISH TEACHER
East Jackson Secondary Schools (Jackson County, MI) [August, 2021 – December, 2024]

Supporting Academic Progress in Accordance with State Curriculum and Students' IEPs:

- Writing, implementing, and amending IEPs for resource room students with a diagnosis of Specific Learning Disability (SLD), Autism Spectrum Disorder (ASD), Emotional Impairment (EI), or Other Health Impairment (OHI)
- Regularly tracking and reporting on student progress towards yearly goals and objectives per IEPs
- Facilitating small group instruction in core subjects (math, reading, writing) aligned to the general education curriculum, addressing specific learning gaps.
- Implementing differentiated learning strategies to meet individual student needs, including modified assignments and tiered activities.
- Providing targeted interventions for students struggling with specific academic concepts.
- Fostering positive relationships with students and parents and building a supportive classroom community

Regular Collaboration and Communication:

- Maintaining open communication with general education teachers to ensure students are receiving consistent instruction and support
- Regularly communicating and collaborating with parents, teachers, support staff, and administration on student progress regarding IEPs

Use of Assistive Technology:

- Utilizing various assistive technology tools (e.g., text-to-speech software, graphic organizers, visual aids) to enhance student learning.
- Training students on appropriate use of assistive technology to promote independence.

Classroom Management:

- Creating a structured and positive learning environment and addressing behavioral challenges in accordance with the school's PBIS policy and students' IEPs
- Effectively managing student behavior and transitions between activities.
- Implementing data-driven interventions to monitor student progress and adjust instruction accordingly

Extra Duties:

- Faculty Advisor to the class of 2026
- Contributing member of the Continuous School Improvement team

SUBSTITUTE TEACHER & PARAPROFESSIONAL

EDUStaff (Jackson County, MI) [2021; 2025/current]

- Gained professional experience with a variety of K-12 classrooms (both self-contained and subject specific) and populations, including at-risk youth and special education students, at the following Jackson County ISD districts: *Jackson Public Schools, East Jackson Community Schools, Napoleon Community Schools, Michigan Center School District, Ann Arbor Public Schools, Chelsea Public Schools*
- Returned to this role in 2025 after stepping down from my teaching position at East Jackson Secondary School due to family/medical reasons

LECTURER & ONLINE INSTRUCTOR (COMMUNICATION)

Washtenaw Community College, Humanities Department (Ann Arbor, MI) [2015 – 2020]

Eastern Michigan University, School of Communication, Media & Theatre Arts (Ypsilanti, MI) [2014 – 2020]

- Taught several communication courses (up to 7 classes a semester), including online (synchronous and asynchronous) sections and Honors College sections with class sizes between 25-30 students
- Main responsibilities included:
 - Course design: creating syllabi, course schedules, grading policies, assignments, grading rubrics, exams, and lectures/lesson plans to meet learning outcomes and general education requirements - Enhance lectures with activities to hone students' communication skills
 - Evaluate student performance and providing feedback
 - Classroom management
 - Provide office and contact hours outside of class;
 - Coordinate with various on-campus resources to facilitate student achievement
- Gained experience teaching high school students by teaching a section comprised entirely of dual enrolled students from the *Michigan Islamic Academy* (Ann Arbor, MI) (Fall, 2020)
- Identified and accommodated the needs of at-risk students and students with learning disabilities in the classroom; complied with IEP accommodations and recommendations from the student success coaches; and connected students to and communicated with various academic services on campus
- Nurtured healthy teacher-student relationships in and outside the classroom as a foundation for positive learning outcomes
- Consistently receives above average ratings and positive feedback on formal student evaluations

RESEARCH ASSISTANT – CURRICULUM ASSESSMENT

Eastern Michigan University, School of Communication, Media & Theatre Arts (Ypsilanti, MI) [2009]

- Co-authored project titled, "Using Case Studies to Teach Organizational Communication: A Developmental Approach" with primary researcher, Professor Jeannette Kindred, which was presented at the First SOTL Academy Conference (Eastern Michigan University, 2009)
- Researched relevant literature related to the topic; assisted with the planning and developing of study goals, research questions, and data collection; created survey instrument and interview questions/guide; distributed surveys to students and interviewed students in group settings; assisted with data analysis, writing results, and presenting research findings.
- Demonstrated basic statistical analysis skills using SPSS and Excel

RESEARCH ASSISTANT – QUALITATIVE RESEARCH

Eastern Michigan University, School of Communication, Media & Theatre Arts (Ypsilanti, MI) [2007 – 2008]

- Learned and applied a particular coding method of grounded theory analysis to code transcripts of recorded interviews of research participants; completed work individually and with minimal guidance by the head researcher by agreed upon deadline.

GRADUATE TEACHING ASSISTANT

Eastern Michigan University, School of Communication, Media & Theatre Arts (Ypsilanti, MI) [2007 – 2009]

- Responsible for teaching 3 sections of *Foundations of Speech Communication* (CTAC 124) each semester under the supervision of the Basic Course Director, Professor Michael Tew
- Participated in weekly meetings that focused on pedagogy, assessment, and learning
- Guest-lectured to an audience of 250+ students

SERVICE & COMMUNITY INVOLVEMENT

SCHOOL VOLUNTEER AND CHAPERONE [2018-Current]

Grass Lake Community Schools (Grass Lake, MI)

South Pointe Scholars Charter Academy, an NHA charter school (Ypsilanti, MI)

Adventure Center Preschool (Ypsilanti, MI)

- Gained familiarity with standard policies and procedures in a variety of school systems
- Chaperoned field trips and school activities; assisted with creative projects and classroom lessons
- Provides several hours of support and labor to Grass Lake theatre program each semester

SERVICE IN HIGHER EDUCATION [2014 – 2020]

Washtenaw Community College (Ann Arbor, MI)

Eastern Michigan University (Ypsilanti, MI)

- Faculty sponsor for SSDP, a national student organization (Washtenaw Community College, 2015-2016)
- Speaker at the First Four New Student Orientation (Eastern Michigan University, 2014)
- Faculty sponsor of student research at the 35th Undergraduate Research Symposium (EMU, 2015)
- Coached student commencement speakers (WCC, 2016, 2017)
- Provides numerous letters of recommendation for current and former students each year

REFERENCES

Personal and professional references and letters of recommendation can be provided on request



DATE: Wednesday, November 12, 2025

TO: Cassandra D. Harmon-Higgins, Executive Director of Human Resources and Legal Services

FROM: Sarah Igonin, Special Education Coordinator

RE: New Hire Recommendation – Jason Natale, Teaching Assistant – Local Based Milan

We would like to recommend Jason Natale for employment as Teaching Assistant – Local Based Milan. Jason is currently employed as a teacher on emergency certification in a classroom for students with emotional impairments at Hillsdale Intermediate School District. He is currently enrolled at Western Governors University for a degree in Special Education. He has worked in his current role for the last two years and served as a substitute teacher for a year before being hired at Hillsdale.

If approved by the Board, Jason's salary would be \$39,941, Step 4. All other fringe benefits are set forth in the Unit I agreement.

Please let me know if you require additional information.

JASON NATALE

PROFESSIONAL SUMMARY

Adaptable and dedicated educator with experience teaching and supporting students in grades K–12, including students with emotional impairments (EI), autism spectrum disorder (ASD), and individualized support programs (ISP). Skilled at classroom management, fostering a positive learning environment, and adapting lessons to meet diverse student needs. Consistently rated “Proficient (Effective)” under the Danielson Framework, recognized for strengths in communication, behavior management, and collaboration with families. Background in logistics and operations with strong organizational, problem-solving, and communication skills.

CORE SKILLS

- Classroom Management & Student Engagement
- Special Education Support (EI, ASD, ISP)
- Lesson Delivery & Adaptation for All Learning Levels
- IEP Implementation & Progress Monitoring
- Communication & Collaboration with Staff and Parents
- Behavior Management & Positive Reinforcement
- Curriculum Development & Academic Gap Closing
- Time Management & Reliability
- Logistics & Operations Management

PROFESSIONAL EXPERIENCE

Hillsdale ISD, Hillsdale, MI

Teacher – EI/ISP Classroom (K–5 & Middle School) | August 2023 – Present

- Lead instruction and support for students with emotional impairments and individualized support programs (K–5 and Middle School).
- Develop and implement lesson plans aligned with IEP goals and Michigan standards.
- Manage classroom behavior using evidence-based strategies and positive reinforcement.
- Collaborate with multidisciplinary teams, including therapists, social workers, and paraprofessionals.
- Track and report student progress toward academic and behavioral goals, ensuring

compliance with IEP requirements.

- Earned “Proficient (Effective)” final evaluation ratings in both 2023–2024 and 2024–2025 under the Danielson Framework.
- Recognized for strengths in communication, behavior management, collaboration with families, and best practices for students with behavioral challenges.
- Demonstrated proficiency in all four evaluation domains: Planning & Preparation, Learning Environments, Learning Experiences, and Principled Teaching.
- Actively working on curriculum enhancements to close academic gaps and incorporating tools such as Mobymax for differentiated learning.

EDU Staff – Hillsdale ISD, Hillsdale, MI

Premier Substitute Teacher – EI/ASD Programs | October 2022 – August 2023

- Provided instruction and support for students with emotional impairments and autism spectrum disorder.
- Adapted lesson plans and activities to meet individual IEP goals and needs.
- Maintained a safe, supportive, and structured learning environment.
- Collaborated with special education staff, therapists, and support staff to ensure student success.

EDU Staff – Morenci Community Schools, Morenci, MI

Substitute Teacher | September 2022 – October 2022

- Provided instructional support across multiple grade levels.
- Ensured classroom order while delivering planned lessons.
- Assisted students individually to help them meet learning objectives.

Self-Employed – Truck Driver Owner Operator

Logistics & Transportation | 2006 – 2022

- Managed operations for transporting automotive cargo for major U.S. automakers.
- Maintained compliance with safety, scheduling, and quality requirements.
- Oversaw vehicle maintenance, routing, and client communication.

EDUCATION & TRAINING

Western Governors University (WGU) – Currently pursuing Bachelor’s Degree in Special Education.

Henry Ford College – General Studies

Oakland Community College – General Studies/Culinary



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Carol A. Gray, Young Adult Principal

DATE: 10/22/2025

RE: New Hire Recommendation - **TA YA Chelsea & Job RR-131968**

I would like to recommend Lance Cunningham for employment as a TA YA Chelsea. Lance is currently employed as a contracted Teacher Assistant at the Chelsea Young Adult Out Center through Gifted HealthCare.

If approved by the Board, Lance's salary will be Step 3 \$36,773. All other fringe benefits are set forth in the Unit 1 contract.

Please let me know if you require additional information.

Lance Cunningham

SKILLS

Based on my skills as an exemplary leader, I have demonstrated superior leadership and communication skills through ensuring quality service while maintaining professionalism

EXPERIENCE

Honey Creek Aftercare, Ann Arbor, MI - Assistant

September 2023 - 2024

- Ensuring the well-being and safety of all children
- Monitoring students during play, snack time, and homework sessions
- Enforcing rules and maintaining a structured routine
- Planning and leading recreational activities such as arts and crafts, sports, and games

Gateway Pediatrics, Livonia, MI - Behavior Technician

January 2018 - February 2023

- Accompanying clients in their home with day to day activities to fully optimize their potential through social skills and behavioral treatment plans
- Record and submit behavioral and learning progress through written reports and documentation

High Point Academy, Ann Arbor, MI - Teacher

Assistant/Paraprofessional

February 2023- Present

- Assisting the teacher with lesson plans, activities, and materials
- Supporting students with disabilities by implementing accommodations
- Helping with communication, behavior management, and social skills
- Providing sensory or mobility assistance
- Worked with students with autism, social cognitive impairments, Severely multiple impairments.
- G tube feeding
- Trac Suctioning
- Run Breathing Treatments
- Help with Bathroom transition
- Urinary catheterization

Big Brothers Big Sister, Detroit, MI - *Site Base School Volunteer*

June 2021 - February 2023

- Provide guidance, friendship, and support to help the little grow and succeed
- Prepare outside activities to exercise different environments of life

Executech, Redford, MI - *Paraprofessional*

April 2020 - June 2021

- Provide support to fellow teachers to provide superior growth and social emotional intelligence for students
- Prepare and create lesson plans for students to foster mental stimulation and everyday problem solving

Happy Days, Belleville, MI - *Latchkey Assistant*

February 2018 - January 2019

- Supervise and engage children in structured activities, arts and crafts, and outdoor play during after school hours
- Provide homework help, ensure safety, and communicate with parents about child's daily progress
- Maintaining a positive and nurturing environment that fosters development

EDUCATION

Eastern Michigan University, Ypsilanti, MI

June 2014 - March 2018



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Solomon Zheng, LEA Director of Technology

DATE: 2025-10-30

RE: New Hire Recommendation – Technical Assistant

I would like to recommend Ryan Furlage for employment as an Technical Assistant. Ryan Furlage received his Associates Degree in Applied Science with a focus on Cyber Security from Washtenaw Community College.

If approved by the Board, Ryan’s salary will be \$52,867 (Grade 4, Step 1). All other fringe benefits will be set forth in the Non-Affiliated contract.

Ryan Furlage

Available Start Date

Available start date: January 1st, 2026.

Experience

Washtenaw Community College | Ann Arbor **Media Services Technician | 05/2025 - Present**

- Troubleshoot and provide support for classroom technology, including computers, monitors, projectors, and network connectivity
- Answer helpdesk calls and provide technical assistance to users, ensuring prompt and professional service
- Collaborate with colleagues to support faculty and staff in utilizing technology
- Proactively identify trends in technical issues and implement solutions to prevent future disruptions

Comerstone EPC | Brighton, MI **Technical Production/Communications | 04/2023 - Present**

- Provided technical support for AV setups at various events, ensuring seamless production and minimal disruptions
- Diagnosed and resolved AV issues on various devices, including PCs, Macs, soundboards, LED walls, digital signage, and networking systems
- Collaborated with music directors, performers, and clients to implement technical requirements accurately
- Managed IT support for office devices, including VoIP phones, printers, networking equipment, security systems, and software
- Implemented cost-saving measures by researching and implementing more efficient systems
- Researched, planned, and installed technical projects, such as room speakers, TV installation, cable pulls, AP installation, and AVL upgrades.

Technical Skills

Technology: Windows OS, Microsoft Office, VMware, Microsoft Windows Server, NFS, VoIP, Zoom

Networking: Computer Networking, Network Installation, Troubleshooting

Hardware: AV Systems, LED Walls, Soundboards, Printers, Office Equipment, Hand Tools

Soft Skills: Time Management, Communication, Collaboration, Problem Solving

IT Toolbox: PC/Mac Maintenance, Software Troubleshooting, System Configuration, Network Configuration & Administration, MySQL, VMs, Python

Media Production: Photoshop, Video Editing, Camera Operation

Education

Washtenaw Community College | Ann Arbor, MI **Associate in Applied Science - Cyber Security | 12/2025**

Certificates

CCNAv7: Introduction to Networks, CCNAv7: Switching, Routing, and Wireless Essentials, Cisco - Ethical Hacker



DATE: 10/22/2025

TO: Cassandra D. Harmon-Higgins
Executive Director of Human Resources and Legal Services

FROM: Lyn Arons, Principal

RE: New Hire Recommendation – Job RR 139324

The interview panel would like to recommend Thomas “Tommy” Strasz for employment as an Orientation and Mobility Specialist. Tommy received a bachelor’s degree from The University of Detroit Mercy in 2006 and in 2019 he earned a Master of Arts degree from Western Michigan University in Orientation and Mobility. He has been employed with Leader Dogs for the Blind as an Orientation and Mobility Specialist since February 2020. If approved by the Board, Tommy’s salary will be \$73,386, Step 6 Base MA. All other fringe benefits are set forth in the Unit II bargaining contract.

Please let me know if you require additional information.

Thomas Strasz, MA, COMS

Dedicated, empathetic Certified Orientation and Mobility Specialist with experience leading teams, developing and administering mobility instruction, and utilizing exceptional interpersonal and communication skills to improve client outcomes.

PROFESSIONAL EXPERIENCE

Leader Dogs for the Blind — Rochester Hills, MI

Certified Orientation and Mobility Specialist, February 2020 – Present

Full Time

Ensures the success of the Extended Services Department and O&M program by demonstrating expertise and professionalism in the following areas:

- ◆ **Instructional Services** - Provides technical and practical orientation and mobility instruction to clients, on campus and in-home, consistently receiving 100% positive client feedback. Modifies instructional techniques for clients with varying residual vision, hearing ability, physical ability, cognition, and language aptitude.
- ◆ **Research and Development** - Lead development of new instructional tools including Hera Handle and Accessible Escape Room. Collaborated with team to develop and implement new client programs including virtual camp, Tom Talks, and Youth O&M. Collaborated with colleagues to redesign existing programs including Pro Seminar, IGDF O&M, Zombie Apocalypse for Camp.
- ◆ **Team member development** – Helps interview, onboard, and mentor new team members in Extended Services Department. Mentors, instructs, and manages O&M university interns and practicum students including 3 interns in a single calendar year. Collaborated on redesigning and implementing new IGDF curriculum. Consults with other teams to upskill and develop team members. Produced Human Guide video which is now part of general onboarding.
- ◆ **Management Support**- Takes on varying leadership roles within Extended Services Department including directing Teen Summer Camp and Pro Seminar, leading Practicum week, leading team meetings. Steps in contributing to Admissions committee meetings as needed.
- ◆ **Professional Community Activity** – Member of OMSA Membership Committee. Presented at state, regional, and international conferences including developing General Session Presentation SOMA 2022 on Creative O&M. Helped develop collaborations with outside organizations including CNIB Guide Dogs, VLR Canada, SMART bus, and Henry Ford Health DIO.
- ◆ **Special Projects** – Filmed, edited, and produced multiple videos for Virtual Learning, Lions visits, All-Team meetings, and presentations.
- ◆ **Client Advocacy** – Perpetual advocate for equitable valuation of O&M clients resulting in organization-wide improvements including O&M Celebration. Through research and education, tries to see that inaccessible medical technology (specifically diabetic management devices) are not a barrier to service at Leader Dogs for the Blind. Implemented Navilens system to allow easier access to signage. Added Spanish Language self-translation to Client Celebration.
- ◆ **Technological Innovation** – Developed new efficient protocols for updating GPS devices. Currently enrolled in Master Certificate program studying Assistive Technology at University of Massachusetts Boston and Chromebook Accessibility Training Certificate Program through ACVREP.

Briggs Tax Service, LLC — Grosse Pointe, MI

Tax Advisor, Auditor, Jan 2012 – Present

Part Time

Contributed to the preparation of American and Canadian income tax returns by offering support and expertise in the following areas:

- ◆ **Accuracy** - Prepares and files returns for individuals, families, small businesses, estates and trusts. Assures quality through verification process.
- ◆ **Confidentiality**- Supports maintenance of retained records, services electronics, and uses latest versions of Microsoft 365 and Drake software.

- ◆ **Professionalism** – Maintains familiarity with current rules and regulations. Exercises sound business judgement and adheres to professional ethics and standards.

Lux Umbra Deco, LLC — Grosse Pointe Woods, MI

Proprietor April 2014 – June 2018

Built and operated small residential painting company.

- ◆ **Quality** - Supervised employees and sub-contractors, maintaining high productivity, quality, and safety. Was often hired by other painting companies for complex, intricate, artistic effects.
- ◆ **Management**- Maintained equipment, material inventory, records, estimates, sales, contracts, and payroll.

Shelby Paint and Decorating, LLC — Grosse Pointe Woods, MI

Store Manager March 2008 – April 2014

Oversaw retail operations and grew business.

- ◆ **Growth** - increased sales 70%, maintained existing customer base and cultivated strong performance from new customers.
- ◆ **Management**- Oversaw all aspects of store operation including operations, sales, customer relations, finance, supply chain management, employee training and management.

EDUCATION

- | | |
|---|---------------------------|
| ◆ Graduate Certificate, Assistive Technology for Individuals with Visual Impairments | Currently enrolled |
| <i>University of Massachusetts Boston</i> | |
| ◆ Master's Degree, Orientation and Mobility for Children | December 2019 |
| <i>Western Michigan University</i> | <i>GPA 3.94</i> |
| ◆ Bachelor's Degree, Legal Administration (English Minor) | May 2006 |
| <i>The University of Detroit Mercy</i> | <i>GPA 4.0</i> |

CERTIFICATIONS AND ACCOMPLISHMENTS

- ◆ Selected to present in General Session SOMA Conference 2022
- ◆ Certifying Authority for National Library Service
- ◆ Valid Chauffeur's driver's license with no restrictions
- ◆ Mental Health First Aid
- ◆ Red Cross First Aid and CPR
- ◆ ACVREP Certified Orientation and Mobility Specialist

KEY SKILLS

- ◆ Excellent interpersonal and written communication skills.
- ◆ Proficient in Microsoft programs.
- ◆ Creative and adaptable.
- ◆ Passionate about accessibility
- ◆ Incurably curious and data driven

References available upon request.



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Chandra L. Dumas, Principal Red Oak

DATE: October 30, 2025

RE: New Hire Recommendation - Teaching Assistant RR131458

I would like to recommend Willam Clapp for employment as Teaching Assistant. William received his Bachelor of Science from Eastern Michigan and most recently been employed at Cinemark

If approved by the board Willam's salary will be Step 2 Base \$35, 455. All other fringe benefits will be set forth in the Unit I contract.

William Clapp

Summary

I am passionate and energetic in wanting to help others and work collaboratively. An effective communicator with a proven-track record of success in working with cross-functional teams to achieve goals. Ability to visualize the big picture and aid in the success of team members efforts. Very effective at clarifying expectations and building individuals confidence. Overall energizing others to align efforts for the good of all.

Skills & Attributes

- Effective Communication
- Ability to Listen with Understanding
- Adaptability & Problem-Solving
- Advocacy & Positive Reinforcement
- Patience
- Empathy
- Understanding
- Can-Do Attitude
- Video Production
- Voice Acting & Voice Work
- Editing & Writing
- Project Management

Education

Bachelor of Science in Digital Media Production | Eastern Michigan University | Ypsilanti, MI | 2024
~ Volunteer Work for Autism Support
~ Pandemic Computer Video Learning Assistance Support Volunteer (*mostly professors*)

Current Employment

Team Member, Cinemark, Ann Arbor, MI 05-2022 – to Present

- Ensures customer satisfaction, Cleans various locations of the building, Operates cash registers, Answers phone calls, Prepares food/concessions.

Work Experience

Team Member, Party City, Ann Arbor, MI
September 2021 - May 2022

Merchandise Associate, HomeGoods, Ypsilanti, MI
November 2020 - September 2021

Kitchen Specialist, Olga's Kitchen, Ypsilanti, MI
August 2019 - April 2020

Team Member, Burger King, Saline, MI
August 2017 - September 2018

Additional Experience

EMU Theatre, Ypsilanti, MI
"Spelling Bee" | Scenic Crew - Winter 2022

EMU Theatre, Ypsilanti, MI
"The Crucible" | Construction Crew - Fall 2022

EMU Theatre, Ypsilanti, MI
"Peter and the Starcatchers" | Construction Crew
Fall 2022

Feature Film Projects

Hellfire Hades II: 1980's Voodoo (2024)
Hellfire Hades Attacks the 1980's (2022)
Venture into the Cosmos (2019)

Short Films and Series

Drivers Seat – about choices & consequences
P.A.L.S. – Group Therapy Sessions - episodes

Film Awards – State, National, and International

- "Best Campy Short" | Hellfire Hades Attacks the 1980's | Bloody Horror International Film Festival | 2023
- "Best Michigan Made Feature" | Hellfire Hades Attacks the 1980's | Motor City Nightmares Film Festival | 2023
- "Best Score" | film Basement Horror film awards California | 2025
- "Best Feature Film" nominee | Dunwich Horror Fest | 2025

Coversheet

Superintendent's Recommendations

Section:	VIII. Consent Agenda
Item:	C. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Position Change_C. Green.pdf Position Change_G. Ward.pdf Position Change_R. Roza.pdf

Washtenaw ISD Position Change / Upgrade Form

The supervisor of the position should complete and sign this form if you are anticipating an upgrade /reclassification, title/duties change and/or a salary/market increase for the position. Please note that the final decision on classification of the subject position will be made by the Executive Cabinet and the Superintendent.

Change Requested

Please select all that apply

☒ Position/Classification change

☐ Wage/Salary Level

☐ Location/Assignment

☐ FTE

☐ Employment Group

☐ Work days

☐ Account Split

☐ Other

Employee Name:

Please enter the employee name, incumbent name, or "Vacant"

Carla Green

Department

Special Education Department

Supervisor

Carol A. Gray

Current Position Title

YA Out Center Floater

Recommended Position Title

Teacher Assistant for EMU YA

Current Position Number

10.00.122.01

Recommended Position Number

10.02.122.04

Current Bargaining Unit

Unit 1

Recommended Bargaining Unit

Unit 1

Current Account 1

22.1122.1630.120.0000.07487.2009

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Current Pay Rate/ Salary Level

Step 7.42,874.00

Recommended Pay Rate/ Salary Level

Step 7.42,874.00

Current FTE

1

Recommended FTE

1

Current Number of Work Days

185

Recommended Number of Work Days

185

Should the Current Position Remain?

Remain

Delete

Recommended Account 4

Recommended Account 4 Split

Current Location

Worksite/Desk Location

None Floater between out centers

Recommended Location

Worksite/Desk Location

EMU Out Center YA

Rational for Position Change

Briefly explain how this position has changed, giving concrete examples of the changes

Best candidate for position

Current Account 4 Split

Recommended Account 1

22.1122.1630.120.0000.07487.2002

Recommended Account 1 Split

100

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Finance Comments

Finance

SAP

11/12/2025

Human Resources Approval

☐ Approve

☒ Adjust, See Comments

Human Resources Comments

Confirm transfer date: listed as 10/28/25.

Human Resources / Executive Admin Review

CD Harmon-Higgins

11/11/2025

Superintendent Comments

Effective Date

Date new duties were assigned or changes made

10/28/2025

List Positions/Employees Performing Similar Work

Do you know of/are you aware of any other positions or employees assigned/performing work similar to that of this position in its new description? If so, please list position titles or names of incumbents

Department Head Comments

Department Head

Deborah Hester-Washington

11/11/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Teaching Assistant
Department: Special Education Services
Program: Young Adult Program - EMU
Reports To: Supervisor, Special Education Services
FLSA Status: Non-exempt
Prepared By: Deborah Hester-Washington
Executive Director of Special Education
Prepared Date: July 21, 2025
Approved By: Cassandra Harmon-Higgins, Esq.
Executive Director of Human Resources and Legal Services
Approved Date: July 21, 2025

The WISD's Mission is to educate, serve, and advocate with students, families, schools, and the community. We disrupt racial inequities, build just educational systems, and expand access for all learners. We value human potential while striving to support current and future generations of Washtenaw County to enrich as many lives as we possibly can.

The WISD's Vision is to be a leader in empowering, facilitating, and delivering high-quality, boundary-spanning, educational system that educates all children through an equitable, inclusive, and holistic approach.

SUMMARY:

The Teaching Assistant supports the professional staff in implementing a personalized individualized student program for young adult students placed in Young Adult Classrooms throughout Washtenaw County including collaborating with professional staff from WISD and other Adult Service Agencies, as well as student families, employers and other community resources. This position involves assisting the classroom teacher with all the students in the classroom under the teacher's direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Supports WISD vision and mission to enhance achievement for all students.
- Demonstrates excellent customer service.
- Follows individual behavior intervention plans.
- Integrates students into functional, community-based environments (i.e., work/job sites, student's home, recreational facilities, public transportation vehicles, public buildings, etc.).
- Implements strategies for student independence.
- Assists in implementing and monitoring IEP through group and individual instruction, including following IEP goals related to specific related service areas (PT, OT, Speech, augmentative devices, etc.).
- Supervises students in classes and/or in the community, individually and with small and/or large groups.
- Manages and instructs students on appropriate behavior, using positive behavior support strategies consistent with Board policy and the student's behavior plan, if applicable.
- Integrates support services activities into the program's curriculum and the school day.
- Monitors health needs and implements specialized care programs under the direction of professional staff.
- Works as a team member to solve problems and develop and implement quality programming.
- Communicates with families, outside agencies and other staff in an objective and effective manner.

- Participates in special instructional activities to meet program and student goals (e.g., vocational training, transitioning to adult life, swimming, job training activities in business environment, etc.).
- Assists teachers and support staff in preparing materials, housekeeping, keeping records and recording student progress in an objective manner.
- Assists with self-care, eating/feeding, dressing as well as medical intervention if necessary.
- Communicates effectively and objectively with students, parents, and administration in advocacy of student growth.
- Provides assistance to the operation of the total school program.
- Participates in professional development, maintains appropriate certification and qualifications and keeps current in changing pedagogy.
- Participates in building and district level activities, staff meetings, student staff meetings, program meetings, in-service activities and other meetings as determined necessary for assigned students.
- Participates in district and school initiatives, adheres to building and district school improvement plans.
- Demonstrate operational knowledge of Internet and Web-related technologies.
- Demonstrates skills and comfort using the latest instructional online tools and technology.
- Supports WISD vision and mission to enhance achievement for all students.
- Supports a team-based approach to problem solving.
- Adheres to district and school rules and procedures.
- Conducts behavior to demonstrate appropriate role-modeling, collegiality and professionalism.
- Maintains regular, predictable attendance.
- **PERFORMS OTHER DUTIES MAY BE ASSIGNED.**

SUPERVISORY RESPONSIBILITIES:

- N/A

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Possesses a High School Diploma or equivalent required.
- Possesses an Associate's Degree, 60 hours of college credits, WorkKeys, MTTC Basic Skills, or ETS – (Preferred).
- Possesses experience with orientation and mobility, visually impaired – (Required).
- Possesses experience working with young adult students with moderate and severe disabilities – (Preferred).
- Possesses experience working with students who have significant medical, physical, and other needs.
- Possesses experience working with young adult students in community-based locations – (Preferred).
- Possesses experience working with families, community resources and adult service agencies – (Preferred).
- Possesses experience with occupational training, job readiness and community-based instruction – (Preferred).
- Possesses experience using “Non-Violent Crisis Intervention” techniques and other behavior strategies (which will be used frequently in this classroom) – (Preferred).
- Possesses experience working with student behavior management and instructional support – (Preferred).
- Possesses experience working with students with multiple need areas autonomously in various community settings.

CERTIFICATES, LICENSES, REGISTRATIONS:

- N/A.

LANGUAGE SKILLS:

- Demonstrates ability to read and comprehend simple instructions, short correspondence, and memos.
- Demonstrates ability to effectively present information and respond to questions from groups of educators, students, and the general public.
- Demonstrates ability to write clear, concise, objective notes regarding activities during the instructional day to third parties (families, outside agencies, others).
- Demonstrates ability to write simple correspondence.
- Demonstrates ability to express self clearly, both orally and in writing.
- Demonstrates ability to effectively present information in one-on-one and small group situations.

TECHNICAL SKILLS:

- Demonstrates ability to integrate technology into the everyday workflow if necessary.
- Demonstrates ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Demonstrates ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communication mechanisms.
- Demonstrates ability to use online instructional tools and technology.
- Demonstrates a working knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database, and presentation software) – (Required).
- Demonstrates ability to work in a virtual online instructional setting.
- Demonstrates ability to follow data collection information to support functional behavioral assessment.
- Demonstrates ability to accurately use district-wide electronic reporting systems for attendance, Medicaid logging, lunch count, etc.

MATHEMATICAL SKILLS:

- Ability to apply the concepts of basic math, algebra and geometry consistent with the duties of this position.

REASONING ABILITY:

- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Exhibits high level of professionalism with the ability to handle confidential information, use good judgment, plan, and handle complex projects and maintain a flexible attitude.
- Demonstrates ability to define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrates ability to apply common sense understanding to carry out detailed written or oral instructions.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Demonstrates ability to use positive behavior support intervention techniques autonomously.
- Demonstrates ability to make reasonable student focused decisions autonomously.
- Demonstrates ability to implement various student plans simultaneously and report factually to the teacher.

INTERPERSONAL SKILLS:

- Demonstrates ability to build rapport with others and to serve diverse publics.
- Demonstrates ability to take initiative, work well with others as a collaborative team member and exhibit good communication skills.
- Demonstrates ability to work collaboratively and cooperatively with others in a team.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk and stand. The employee is occasionally required to bend and or twist at the trunk more than the average person. The employee is continuously repeating the same hand, arm or finger motion many times. The employee is frequently required to talk or hear. The employee must occasionally lift and/or move up to 50 pounds such as books and teaching material or when assisting in student interventions. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

The position requires the individual to have the ability to manage the medical, physical and emotional needs of students in a positive, student-centered manner while communicating with several different people (parents, community members, professional staff, advocates, related service staff and outside service agencies) with consistency and objectivity.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work out-put of students. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The WISD retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TERMS:

Position subject to terms, conditions, and calendar of the Master Agreement between the District and Unit I AFT Local 3760. Starting salary ranging (dependent upon experience) from \$35,455 - \$39,941.

Washtenaw Intermediate School District is a drug-free workplace.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation or any legally protected characteristic, in its educational programs, activities,

admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations.

Washtenaw ISD Position Change / Upgrade Form

The supervisor of the position should complete and sign this form if you are anticipating an upgrade /reclassification, title/duties change and/or a salary/market increase for the position. Please note that the final decision on classification of the subject position will be made by the Executive Cabinet and the Superintendent.

Change Requested

Please select all that apply

☒ Position/Classification change

☐ Wage/Salary Level

☐ Location/Assignment

☐ FTE

☐ Employment Group

☐ Work days

☐ Account Split

☐ Other

Employee Name:

Please enter the employee name, incumbent name, or "Vacant"

Gina Ward

Department

Special Education

Supervisor

Jennifer Parrelly

Current Position Title

DHH TA- Preschool

Recommended Position Title

DHH TA- K-8

Current Position Number

10,971,122.06

Recommended Position Number

10,971,122.02

Current Bargaining Unit

Unit 1

Recommended Bargaining Unit

Unit 1

Current Account 1

22.1122.1630.160.0000.07197.3600

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Current Pay Rate/ Salary Level

44,750, Step 6

Recommended Pay Rate/ Salary Level

44,750, step 6

Current FTE

1

Recommended FTE

1

Current Number of Work Days

185

Recommended Number of Work Days

185

Should the Current Position Remain?

Remain

Delete

Recommended Account 4

Recommended Account 4 Split

Current Location

Worksite/Desk Location

Room 14

Recommended Location

Worksite/Desk Location

Room 32

Rational for Position Change

Briefly explain how this position has changed, giving concrete examples of the changes

Gina was the only internal candidate for the position.

Current Account 4 Split

Recommended Account 1

22.1122.1630.160.0000.07197.3600

Recommended Account 1 Split

100

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Finance Comments

Finance

SAP

11/12/2025

Human Resources Approval

☒ Approve

☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

11/06/2025

Superintendent Comments

Effective Date

Date new duties were assigned or changes made

11/20/2025

List Positions/Employees Performing Similar Work

Do you know of/are you aware of any other positions or employees assigned/performing work similar to that of this position in its new description? If so, please list position titles or names of incumbents

Patricia Zalewski, DHH TA

Department Head Comments

Department Head

Deborah Hester-Washington

11/05/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Teacher Assistant – Deaf and Hard of Hearing (DHH)
Department: Special Education Services
Reports To: Supervisor, Deaf and Hard of Hearing County-Wide Program
FLSA Status: Non-exempt (185 Day)
Prepared By: Jennifer Parrelly
Special Education Principal
Prepared Date: October 7, 2025
Approved By: Cassandra Harmon-Higgins Esq.
Executive Director of Human Resources and Legal Services
Approved Date: October 20, 2025

The WISD's Mission is to educate, serve, and advocate with students, families, schools, and the community. We disrupt racial inequities, build just educational systems, and expand access for all learners. We value human potential while striving to support current and future generations of Washtenaw County to enrich as many lives as we possibly can.

The WISD's Vision is to be a leader in empowering, facilitating, and delivering high-quality, boundary-spanning, educational system that educates all children through an equitable, inclusive, and holistic approach.

SUMMARY:

Assists teachers in the Deaf and Hard of Hearing County-wide Program by performing a variety of duties designed to carry out individual student education and communication programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Provides group or individualized academic instruction, remediation or guided practice using instructional objectives and lessons developed by the teacher.
- Aids in meeting students' needs in toileting and personal hygiene care.
- Provide medical interventions under the guidance from nursing staff.
- Supervises and monitors students within non-structured settings (i.e. arrival, departure, lunch and recess).
- Collects information on and summarizes student progress toward achievement of IEP goals/objectives under the direction of classroom teachers.
- Assists in the development, maintenance, and adaptation of instructional materials under the direction of classroom teachers.
- Records attendance, maintains records, and performs other clerical tasks under the direction of classroom teachers.
- Assists in the use of instructional technology under the direction of classroom teachers.
- Helps to facilitate student needs, including implementation of ancillary designed service programs under the direction of professional staff.
- Participates in building and district level activities, staff meetings, student staff meetings, program meetings, in-service activities, and other meetings as determined necessary for assigned students.
- Assists teachers and support staff in preparing materials, housekeeping, keeping records, and recording student progress in an objective manner.

- Assists in the operation of the total school program.
- Supports WISD vision and mission to enhance achievement for all students.
- Supports a team-based approach to problem solving.
- Adheres to District and school rules and procedures.
- Conducts behavior to demonstrate collegiality and professionalism.
- Maintains regular predictable attendance.
- **Performs other duties as assigned.**

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High School Diploma or equivalent is required.
- Highly qualified status is required (possess one of the following: Associate degree, 60 hours of college credits, *WorkKeys*, *MTTC Basic Skills*, or *ETS*).
- Two years successful experience working as a teacher assistant in a program for students with hearing impairments or equivalent experience is preferred.
- Experience and ability to communicate basic information in America Sign Language (ASL) is preferred.
- Engaged in continuous learning as it relates to instructional and communication interventions is preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

LANGUAGE SKILLS:

- Demonstrates ability to read, analyze and comprehend instructions, professional journals, and correspondence.
- Demonstrates ability to effectively present information and respond to questions from groups of educators, parents, students, and the general public.
- Demonstrates ability to express self clearly, both orally and in writing.
- Demonstrates ability to read, analyze and interpret information.
- Demonstrates knowledge of American Sign Language (ASL).
- Demonstrates ability to learn American Sign Language (ASL) through a combination of staff and classroom interactions, online / in-person courses, and mentoring, etc..
- Demonstrates ability to write clear, concise, objective notes regarding activities during the instructional day to third parties (families, outside agencies, others).

TECHNICAL SKILLS:

- Demonstrates ability to integrate technology into the everyday workflow if necessary.
- Demonstrates ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Demonstrates ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communication mechanisms.
- Exhibits knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database, and presentation software) is required.
- Demonstrates ability to follow data collection information to support functional behavioral assessment.
- Demonstrates ability to accurately use district-wide electronic reporting systems for attendance, etc.

MATHEMATICAL SKILLS:

- Demonstrates ability to apply the concepts of basic math, algebra, and geometry consistent with the duties

of this position.

REASONING ABILITY:

- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Exhibits a high level of professionalism with the ability to handle confidential information, use good judgment, plan, handle complex projects, and maintain a flexible attitude.
- Demonstrates ability to define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Demonstrates ability to use positive behavior support intervention techniques autonomously.
- Demonstrates ability to make reasonable student focused decisions autonomously.
- Demonstrates ability to implement various student plans simultaneously and report factually to the teacher.

INTERPERSONAL SKILLS:

- Demonstrates ability to build rapport with others and to serve diverse publics.
- Demonstrates ability to take the initiative, work well with others as a collaborative team member and exhibit good communication skills.
- Demonstrates ability to work creatively and skillfully with students.
- Demonstrates ability to demonstrate initiative and understanding in working with students, staff, and parents/guardians.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is regularly required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds such as books and teaching material. Specific vision abilities required by this job include close vision, distant vision, and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work out-put of students. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills, and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct

and control the duties of employees under supervision. The WISD retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TERMS:

Position subject to terms, conditions, and calendar of the Collective Bargaining Agreement between the District and Unit I AFT Local 3760. Starting salary ranging (dependent upon experience) from \$35,455 - \$39,941.

Washtenaw Intermediate School District is a drug-free workplace.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation or any legally protected characteristic, in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations.

Washtenaw ISD Position Change / Upgrade Form

The supervisor of the position should complete and sign this form if you are anticipating an upgrade /reclassification, title/duties change and/or a salary/market increase for the position. Please note that the final decision on classification of the subject position will be made by the Executive Cabinet and the Superintendent.

Change Requested

Please select all that apply

- ☐ Position/Classification change
- ☐ Wage/Salary Level
- ☒ Location/Assignment
- ☐ FTE
- ☐ Employment Group
- ☐ Work days
- ☐ Account Split
- ☐ Other

Employee Name:

Please enter the employee name, incumbent name, or "Vacant"

Regina Roza

Department

Special Education Department

Supervisor

Carol A. Gray

Current Position Title

Teacher Assistant for Washtenaw News YA

Recommended Position Title

Teacher Assistant for Dexter YA

Current Position Number

10.07.122.02

Recommended Position Number

10.01.122.02

Current Bargaining Unit

Unit 1

Recommended Bargaining Unit

Unit 1

Current Pay Rate/ Salary Level

7 - \$43,812.00

Recommended Pay Rate/ Salary Level

7 - \$43,812.00

Current FTE

1

Recommended FTE

1

Current Number of Work Days

185

Recommended Number of Work Days

185

Should the Current Position Remain?

- ☒ Remain
- ☐ Delete

Current Account 1

22.1122.1630.120.0000.07487.2007

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Current Account 4 Split

Recommended Account 1

22.1122.1630.120.0000.07487.2001

Recommended Account 1 Split

100

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Recommended Account 4

Recommended Account 4 Split

Current Location

Worksite/Desk Location
Washtenaw News Out Center

Recommended Location

Worksite/Desk Location
Dexter Young Adult Out Center

Rational for Position Change

Briefly explain how this position has changed, giving concrete examples of the changes

Position accepted by Mrs. Roza

Superintendent

Naomi Norman

12/01/2025

Finance Comments

Finance

SAP

11/12/2025

Human Resources Approval

☒ Approve

☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

11/11/2025

Superintendent Comments

Effective Date

Date new duties were assigned or changes made

10/28/2025

List Positions/Employees Performing Similar Work

Do you know of/are you aware of any other positions or employees assigned/performing work similar to that of this position in its new description? If so, please list position titles or names of incumbents

Department Head Comments

Department Head

Deborah Hester-Washington

11/11/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Teaching Assistant
Department: Special Education Services
Program: Young Adult Program - Dexter
Reports To: Supervisor, Special Education Services
FLSA Status: Non-exempt
Prepared By: Deborah Hester-Washington
 Executive Director of Special Education
Prepared Date: July 21, 2025
Approved By: Cassandra Harmon-Higgins, Esq.
 Executive Director of Human Resources and Legal Services
Approved Date: July 21, 2025

The WISD's Mission is to educate, serve, and advocate with students, families, schools, and the community. We disrupt racial inequities, build just educational systems, and expand access for all learners. We value human potential while striving to support current and future generations of Washtenaw County to enrich as many lives as we possibly can.

The WISD's Vision is to be a leader in empowering, facilitating, and delivering high-quality, boundary-spanning, educational system that educates all children through an equitable, inclusive, and holistic approach.

SUMMARY:

The Teaching Assistant supports the professional staff in implementing a personalized individualized student program for young adult students placed in Young Adult Classrooms throughout Washtenaw County including collaborating with professional staff from WISD and other Adult Service Agencies, as well as student families, employers and other community resources. This position involves assisting the classroom teacher with all the students in the classroom under the teacher's direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Supports WISD vision and mission to enhance achievement for all students.
- Demonstrates excellent customer service.
- Follows individual behavior intervention plans.
- Integrates students into functional, community-based environments (i.e., work/job sites, student's home, recreational facilities, public transportation vehicles, public buildings, etc.).
- Implements strategies for student independence.
- Assists in implementing and monitoring IEP through group and individual instruction, including following IEP goals related to specific related service areas (PT, OT, Speech, augmentative devices, etc.).
- Supervises students in classes and/or in the community, individually and with small and/or large groups.
- Manages and instructs students on appropriate behavior, using positive behavior support strategies consistent with Board policy and the student's behavior plan, if applicable.
- Integrates support services activities into the program's curriculum and the school day.
- Monitors health needs and implements specialized care programs under the direction of professional staff.
- Works as a team member to solve problems and develop and implement quality programming.
- Communicates with families, outside agencies and other staff in an objective and effective manner.

- Participates in special instructional activities to meet program and student goals (e.g., vocational training, transitioning to adult life, swimming, job training activities in business environment, etc.).
- Assists teachers and support staff in preparing materials, housekeeping, keeping records and recording student progress in an objective manner.
- Assists with self-care, eating/feeding, dressing as well as medical intervention if necessary.
- Communicates effectively and objectively with students, parents, and administration in advocacy of student growth.
- Provides assistance to the operation of the total school program.
- Participates in professional development, maintains appropriate certification and qualifications and keeps current in changing pedagogy.
- Participates in building and district level activities, staff meetings, student staff meetings, program meetings, in-service activities and other meetings as determined necessary for assigned students.
- Participates in district and school initiatives, adheres to building and district school improvement plans.
- Demonstrate operational knowledge of Internet and Web-related technologies.
- Demonstrates skills and comfort using the latest instructional online tools and technology.
- Supports WISD vision and mission to enhance achievement for all students.
- Supports a team-based approach to problem solving.
- Adheres to district and school rules and procedures.
- Conducts behavior to demonstrate appropriate role-modeling, collegiality and professionalism.
- Maintains regular, predictable attendance.
- **PERFORMS OTHER DUTIES MAY BE ASSIGNED.**

SUPERVISORY RESPONSIBILITIES:

- N/A

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Possesses a High School Diploma or equivalent required.
- Possesses an Associate's Degree, 60 hours of college credits, WorkKeys, MTTC Basic Skills, or ETS – (Preferred).
- Possesses experience with orientation and mobility, visually impaired – (Required).
- Possesses experience working with young adult students with moderate and severe disabilities – (Preferred).
- Possesses experience working with students who have significant medical, physical, and other needs.
- Possesses experience working with young adult students in community-based locations – (Preferred).
- Possesses experience working with families, community resources and adult service agencies – (Preferred).
- Possesses experience with occupational training, job readiness and community-based instruction – (Preferred).
- Possesses experience using “Non-Violent Crisis Intervention” techniques and other behavior strategies (which will be used frequently in this classroom) – (Preferred).
- Possesses experience working with student behavior management and instructional support – (Preferred).
- Possesses experience working with students with multiple need areas autonomously in various community settings.

CERTIFICATES, LICENSES, REGISTRATIONS:

- N/A.

LANGUAGE SKILLS:

- Demonstrates ability to read and comprehend simple instructions, short correspondence, and memos.
- Demonstrates ability to effectively present information and respond to questions from groups of educators, students, and the general public.
- Demonstrates ability to write clear, concise, objective notes regarding activities during the instructional day to third parties (families, outside agencies, others).
- Demonstrates ability to write simple correspondence.
- Demonstrates ability to express self clearly, both orally and in writing.
- Demonstrates ability to effectively present information in one-on-one and small group situations.

TECHNICAL SKILLS:

- Demonstrates ability to integrate technology into the everyday workflow if necessary.
- Demonstrates ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Demonstrates ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communication mechanisms.
- Demonstrates ability to use online instructional tools and technology.
- Demonstrates a working knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database, and presentation software) – (Required).
- Demonstrates ability to work in a virtual online instructional setting.
- Demonstrates ability to follow data collection information to support functional behavioral assessment.
- Demonstrates ability to accurately use district-wide electronic reporting systems for attendance, Medicaid logging, lunch count, etc.

MATHEMATICAL SKILLS:

- Ability to apply the concepts of basic math, algebra and geometry consistent with the duties of this position.

REASONING ABILITY:

- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Exhibits high level of professionalism with the ability to handle confidential information, use good judgment, plan, and handle complex projects and maintain a flexible attitude.
- Demonstrates ability to define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrates ability to apply common sense understanding to carry out detailed written or oral instructions.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Demonstrates ability to use positive behavior support intervention techniques autonomously.
- Demonstrates ability to make reasonable student focused decisions autonomously.
- Demonstrates ability to implement various student plans simultaneously and report factually to the teacher.

INTERPERSONAL SKILLS:

- Demonstrates ability to build rapport with others and to serve diverse publics.
- Demonstrates ability to take initiative, work well with others as a collaborative team member and exhibit good communication skills.
- Demonstrates ability to work collaboratively and cooperatively with others in a team.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk and stand. The employee is occasionally required to bend and or twist at the trunk more than the average person. The employee is continuously repeating the same hand, arm or finger motion many times. The employee is frequently required to talk or hear. The employee must occasionally lift and/or move up to 50 pounds such as books and teaching material or when assisting in student interventions. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

The position requires the individual to have the ability to manage the medical, physical and emotional needs of students in a positive, student-centered manner while communicating with several different people (parents, community members, professional staff, advocates, related service staff and outside service agencies) with consistency and objectivity.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work out-put of students. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The WISD retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TERMS:

Position subject to terms, conditions, and calendar of the Master Agreement between the District and Unit I AFT Local 3760. Starting salary ranging (dependent upon experience) from \$26,702 - \$31,102.

Washtenaw Intermediate School District is a drug-free workplace.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation or any legally protected characteristic, in its educational programs, activities,

admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations.

Coversheet

Superintendent's Recommendations

Section:	VIII. Consent Agenda
Item:	D. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Resignation_D. Thrasher.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Cassandra Harmon-Higgins, Esq. Executive Director of Human Resources

DATE: December 9, 2025

RE: Resignation Notification

Attached please find Denise Thrashes letter of resignation, effective December 14, 2025. Denise has been employed with the WISD since September 5, 2017, as a teaching assistant.

The Administration recommends that the Board accepts Denise's letter of resignation. We wish her well in her future endeavors.

CC: Cherie Vannatter, Deputy Superintendent
Brian Marcel, Associate Superintendent
File

Nicole Hubler

From: Denise Thrasher <dthrasher@washisd.net>
Sent: Friday, November 28, 2025 12:38 PM
To: Nicole Hubler; Becky Mullins; Melissa Paschall
Subject: Resignation

You don't often get email from dthrasher@washisd.net. [Learn why this is important](#)

Denise Thrasher
dthrasher@washtenawisd.org

11/28/25

Human Resources Department
WISD

Dear HR Team,

I am writing to formally resign from my position as a Teaching Assistant at WISD, effective **12/14/25**. I have accepted a teaching position at another district, and while I am excited for this next step in my career, this decision was not made lightly.

Working at WISD has been a truly meaningful experience. I am grateful for the opportunities I've had to support students, collaborate with dedicated educators, and grow professionally. The knowledge and skills I've gained here have played an important role in preparing me for this next chapter.

I have accumulated 22 ½ hours of personal time and 754 hours of sick time. Please let me know what I have to do to get reimbursed for these hours.

Thank you again for the support, guidance, and trust you've extended to me during my time here. I will always appreciate my experience with WISD.

Sincerely,
Denise Thrasher

Coversheet

Superintendent's Recommendations

Section:	VIII. Consent Agenda
Item:	E. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Retirement_P. Zalewski.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Cassandra Harmon-Higgins, Esq. Executive Director of Human Resources

DATE: December 9, 2025

RE: Retirement Notification

Attached please find Patricia Zalewski's retirement letter, effective November 30, 2025. Patricia has been employed with the WISD since August 26, 2019, as a Teaching Assistant.

The Administration recommends that the Board accepts Patricia's letter of retirement. We wish her well in her future endeavors.

CC: Cherie Vannatter, Deputy Superintendent
Brian Marcel, Associate Superintendent

From: [Patricia Zalewski](#)
To: [Jennifer Parrelly](#)
Cc: [Nicole Hubler](#)
Subject: Retirement
Date: Monday, September 15, 2025 7:49:48 PM

It has been such a pleasure working for the WISD! Everyday I see commitment and dedication amongst the employees!

I am ready to start my next chapter and after MANY conversations with the Office of Retirement Services, I have decided that November 30, 2025, will be my retirement date. This letter is my resignation of employment on November 30, 2025.

I have requested October 20-24 and October 27-31 off and am waiting on Naomi's approval. Please let me know if you need any additional information.

Thank you,
Tricia Zalewski
DHH-TA

Coversheet

Superintendent's Recommendations

Section:	VIII. Consent Agenda
Item:	F. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	WISD Asbestos Designated Person Memo 251202.pdf Abestos Designated Person Preamble and Resolution.pdf Designed Person Assurances.pdf Certification Letter.pdf



DATE: December 2, 2025

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Tanner Rowe, Director of Operations

SUBJECT: Asbestos Designated Person

The administration recommends the WISD Board of Education approve Tanner Rowe to act as and take on the responsibilities of the WISD Asbestos Designated Person.

In accordance with 40 CFR Part 763.84 of the Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA), every school district shall have a Designated Person responsible for maintaining compliance as set forth in the regulation. After having successfully completed the Asbestos Designated Persons Training Program by NOVA Environmental, I am offering to be that person on behalf of the District on the condition the Board of Education shall indemnify the Director of Operations as outlined in the attached preamble and resolution.

Also attached are the Designated Person Assurances which further outline the responsibilities of the regulation and the certification letter to initiate the Asbestos Designated Person responsibilities.

_____, Schools, _____ County, Michigan

A _____ meeting of the board of education of said district was held in _____, in said district on the _____ day of _____, 20____, at _____ o' clock _____ m.

The meeting was called to order by _____, President.

PRESENT: Members

ABSENT: Members

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

WHEREAS, Congress has enacted the Asbestos Hazard Emergency Response Act of 1986 (AHERA) and the Environmental Protection Agency has promulgated final regulations requiring the district to inspect and reinspect buildings, take and analyze samples of suspected asbestos-containing material, perform assessments, submit a management plan to the designated state agency, and perform various other tasks (40 CFR 763), and

WHEREAS, the district is required to designate a person(s) to ensure that the requirements of the regulations are properly implemented {40 CFR 763.84 (g) (1)}, and

WHEREAS, the Board of Education believes that it is in the best interest of the district to provide the designated person(s) with protection against liability arising out of efforts to comply with AHERA.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The Superintendent and his designee are hereby designated to ensure that the requirements of the regulations promulgated under AHERA are met:

2. The Board of Education shall indemnify the Superintendent and/or Director of Maintenance and Operation and such individuals shall be entitled, without further act on their part, to indemnify from the Board of Education for all expenses, including the cost of investigation and defense, amounts of Judgments, and amounts of reasonable settlements incurred by either of them in connection with or arising out of any claim, action, suit or proceeding in which either of them may be involved by reason of their acting as such designated person on behalf of the _____ Schools. This indemnity shall include all acts of such individuals, even if deemed to be acts of negligence on their part, but shall not include indemnity for acts of willful misfeasance, bad faith, or reckless disregard of duties in the conduct of these designated responsibilities. This right of indemnification shall inure to the benefit of the heirs, executors and administrators of each individual and shall remain in force even though such individual shall no longer be an employee of the _____ Schools.

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

AYES: Members

NAYS: Members

Resolution declared adopted.

Secretary, Board of Education

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

Secretary, Board of Education

LEA NAME:

SCHOOL NAME: WASHTENAW ISD

AMP FORM 3 - DESIGNATED PERSON ASSURANCES

In accordance with 40 CFR § 763.93(i) of the Environmental Protection Agency Asbestos-Containing Material in Schools regulation, the undersigned Local Education Agency (LEA) Designated Person (DP) hereby certifies that the following general responsibilities of the LEA under 40 CFR § 763.84 have been or will be met:

1. Ensure that the activities of any persons who perform inspections, reinspections, and periodic surveillance, develop and update management plans, and develop and implement response actions, including operations and maintenance, are carried out in accordance with Part 763, Subpart E.
2. Ensure that all custodial and maintenance employees are properly trained as required by Part 763, Subpart E and other applicable Federal and/or State regulations (e.g., the Occupational Safety and Health Administration asbestos standard for construction, the EPA worker protection rule, or applicable State regulations).
3. Ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress.
4. Ensure that short-term workers (e.g., telephone repair workers, utility workers, or exterminators) who may come in contact with asbestos in a school are provided information regarding the locations for Asbestos-Containing Building Materials (ACBM) and suspected ACBM assumed to be Asbestos-Containing Materials (ACM).
5. Ensure that warning labels are posted in accordance with §40 CFR 763.95.
6. Ensure that management plans are available for inspection and notification of such availability has been provided as specified in the management plan under §40 CFR 763.93(g).
7. Designate a person to ensure that requirements under § 763.84 are properly implemented and ensure that the designated person receives adequate training to perform duties assigned under § 763.84. Such training shall provide, as necessary, basic knowledge of: health effects of asbestos; detection, identification, and assessment of ACM; options for controlling ACBM; asbestos management programs; relevant Federal and State regulations concerning asbestos, including those in Part 763, Subpart E and those of the Occupational Safety and Health Administration, U.S. Department of Transportation and the U.S. Environmental Protection Agency.
8. Consider whether any conflict of interest may arise from the inter-relationship among accredited personnel and whether that should influence the selection of accredited personnel to perform activities under Part 763, Subpart E.

Name of Designated Person:	<u>Tanner Rowe</u>
Designated Person's Signature:	<u>[Signature]</u> <div style="float: right; text-align: right;">Date: <u>12/2/25</u></div>

Note

The AMP must also include, as required under 40 CFR § 763.93 (e)(7), one of the following statements for the person or persons who inspected for ACBM and who will design or carry out response actions, except for operations and maintenance, with respect to the ACBM: a statement that he/she is accredited under the state accreditation program, or that the LEA has used or will use persons accredited under another state's accreditation program or an EPA-approved course.


Washtenaw ISD SCHOOLS

**Certification Letter to Initiate
Asbestos Designated Person Responsibilities**

I, Tanner Rowe, hereby certify that on 12/2/2025, I will begin to take on the responsibilities of Washtenaw ISD Schools Asbestos Designated Person, in accordance with 40 CFR Part 763.84 of the Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) regulation.

It is important to note that I shall not be held responsible for any discrepancies or deficiencies regarding compliance with the AHERA regulation prior to the above-noted date, but shall make every effort to comply with the Designated Person responsibilities from this date forward.

Tanner Rowe
(Print Name)


(Signature)

12 / 2 / 2025
(Date)

Coversheet

Superintendent's Recommendations

Section:	VIII. Consent Agenda
Item:	G. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Board Memo DAPCEP MathEngineering Pop-Up Workshops 11.2025.pdf DAPCEP Company Contract Math-Engineering Pop-Up Workshops.pdf



DATE: December 2, 2025

TO: Naomi Norman, Superintendent; Jennifer Banks, Ph.D., Director of Instruction;
WISD Board of Education

FROM: Dawn L. Stewart, PhD, Supervisor of Instructional Supports

SUBJECT: DAPCEP Contract – Math/Engineering Pop-Up Workshops

We are requesting approval to enter into a contract with the Detroit Area Pre-College Engineering Program (DAPCEP) in an amount not to exceed \$44,824.00 to provide 190 hands-on, curriculum-based Pop-Up STEM Workshops in math and engineering for 9th and 10th grade students at Ypsilanti High School between December 8, 2025 and June 5, 2026. This contract covers curriculum development, materials and supplies, workshop facilitation, training, and material preparation aligned to state education standards.

In the current fiscal year, DAPCEP also provided programming for the Pontiac School District in the amount of \$17,804.88 through the 23h Improving Teaching Mathematics Grant awarded to the Tri-County Culturally Responsive Mathematics Institute, and for Ypsilanti Community Schools ACCE in the amount of \$17,721.50. Adding this proposed contract (\$44,824.00) brings the total for DAPCEP services to \$80,350.38, exceeding the Board approval threshold and therefore requiring Board authorization. All expenses associated with this contract are fully covered through grants from the Deloitte Foundation. Therefore, there is no impact on the General Fund.

For any questions, please contact Dr. Jennifer Banks.



WASHTENAW INTERMEDIATE SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 26th day of November, 2025 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Detroit Area Pre-College Engineering Program (DAPCEP), hereinafter referred to as Contractor.

It is the intention of the parties hereto to enter into an Agreement defining the nature and extent of the duties to be performed by the Contractor, the place where the services are to be performed and the time limitation on the performance of the duties.

SECTION I – SCOPE OF SERVICES

Now, therefore, in consideration of payment to the Contractor of the sums specified in Section II, the Contractor does hereby agree as follows:

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 12/08/2025. Once this contract is implemented, the ending date for providing services shall be 06/05/2026.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1:

Duty: Provide 190 hands-on, curriculum-based pop-up STEM workshops aligned to state education standards with a focus on math and engineering concepts that deepen and support core math and science instruction, including the following for Ypsilanti Community High School: Workshops: For 9th grade students: deliver five (5) 50-minute workshop sessions on one designated day per week over 19 weeks. For 10th grade students: deliver five (5) 50-minute workshop sessions on a different designated day per week over 19 weeks. Weekly workshop schedule (19 weeks): Weeks of: 12/8/25, 1/12/26, 1/19/26, 1/26/26, 2/2/26, 2/9/26, 2/16/26, 2/23/26, 3/2/26, 3/9/26, 3/16/26, 4/13/26, 4/20/26, 4/27/26, 5/4/26, 5/11/26, 5/18/26, 5/25/26, and 6/1/26. No workshops will be scheduled during: 12/15/25–1/9/26 (winter break) and 3/23/26–4/6/26 (half days/Spring Break).

Duty 2:

Facilitation logistics: A trained facilitator will arrive 30 minutes prior to the first workshop and remain 30 minutes after the final workshop each day for set-up and clean-up. Services will be coordinated with a YCS-designated on-site staff contact, and a YCS staff member will remain on site for the full duration of

Duty 3:

Cancellations and rescheduling: Any cancellations made by either the school or the contractor must be communicated at least 24 hours in advance, and the cancelled session(s) will be rescheduled for a mutually agreed-upon date and time within the contract period.

3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$ 44,824.00 including all related expenses, including travel expenses outlined in Section III.
2. The above consideration for the Contractor's services is based on the time reasonably expended by the Contractor to complete the tasks herein above described in Section I and is based on a rate of **\$100.00 per hour** of time expended.
3. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
4. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
5. The contractor has not been debarred, excluded or disqualified[1] under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
6. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.

7. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
8. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
9. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
10. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

1. All expenses for travel and mileage as a result of rendering the services identified in Section I are the responsibility of the Contractor. However, WISD may ask the Contractor to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, WISD pre-approved travel costs associated with this Contract will be paid by WISD at a rate to be determined by WISD. Such travel expenses must be submitted under the guidelines established by WISD, including expense submission dates and inclusion of detailed receipts.
2. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this Agreement.
3. The WISD shall retain ownership interest in any of the following three (3) circumstances:
 1. The WISD expressly directs the Contractor to create a specified work (electronic or otherwise) or the work is a specific requirement of the contract;
 2. Any documents (electronic or otherwise) created and or developed by the Contractor while under contract with the WISD; or
 3. The Contractor voluntarily transfers the copyright, in whole or in part to the WISD in the form of a written document signed by said Contractor.
4. The work done by the Contractor shall be to the entire satisfaction of WISD. Should the Contractor unsatisfactorily perform the duties, WISD may cancel the Agreement and the Contractor shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
5. Either party may terminate this Agreement by giving the other 30 days advance written notice.
6. WISD may change the duties of the Contractor as above described, but such change shall not be a substantial alternation of the Contractor's duties, nor can such change be made without the input of the Contractor.

SECTION IV – INSURANCE COVERAGE

In the event that the Contractor uses motor vehicles in the course of performing the services above described, the Contractor shall provide to WISD proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by WISD.

The Contractor shall maintain at his/her own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 each accident;
2. Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence, \$1,000,000 aggregate, for bodily injury and property damage. The policy shall include blanket contractual and liability and personal injury coverage.

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

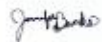
The Contractor acknowledges by his/her signature that he/she has read the Agreement and understands same and agrees this contract constitutes the total agreement between the parties and that anything not included in this contract is expressly excluded.

Agreed to on by:



Dec 1, 2025, 9:49 AM EST

Contractor (Company)



Nov 26, 2025, 9:48 AM EST

Department Head, Washtenaw Intermediate School District

Superintendent, Washtenaw Intermediate School District

Board of Education, Washtenaw Intermediate School District

LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS

Full Name

- 1. , Maher Rabah-Nasr, Workshop Facilitator
- 2. ,
- 3. ,
- 4. ,
- 5. ,
- 6. ,
- 7. ,
- 8. ,
- 9. ,
- 10. ,

Record of Signing

For
Name
Title

Jennifer Banks

Signed on Nov 26, 2025 9:48 AM EST

Secured by Concord™
DocumentID: 031fBr0Wv8uQK4NJYSLC
SigningID: 031fBr02h21w8v1a3dJm
UTC Signing time: 2025-11-26 14:48:05 UTC
IP Address: 97.20.58.134
Email: jbanks@washtenawisd.org

For
Name
Title

M. Reeves

Signed on Dec 1, 2025 9:49 AM EST

Secured by Concord™
DocumentID: 031fBr0Wv8uQK4NJYSLC
SigningID: 031fBr0C8EdLkYfBRvNjm0
UTC Signing time: 2025-12-01 14:49:13 UTC
IP Address: 23.123.123.179
Email: mreeves@dapcep.org



Coversheet

Superintendent's Recommendations

Section:	VIII. Consent Agenda
Item:	H. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	BOE Memo _CEDAM MFF_Dec25_ Contract.pdf MFF_CEDAM_AwardEmail.pdf WISD CSA-2514 Grant Agreement.2025-12.pdf



TO: Naomi Norman, Superintendent & WISD Board of Education

FROM: Sara Saylor, Children's Savings Account Coordinator

DATE: December 8, 2025

RE: CEDAM CSA Program Innovation and Sustainability Grant

WISD received notice on Friday, December 5, 2025 that our proposal for \$100,000 in grant funding from CEDAM (Community & Economic Development Association of Michigan) to support long-term impact efforts for My Future Fund was awarded.

We are requesting Board of Education approval to enter into the grant contract with CEDAM to support increasing family and student engagement of the My Future Fund program. The grant for \$100,000 would be used to contract with My Future Fund ambassadors to assist with outreach events, provide incentives for school engagement, support 8th grade promotion ceremonies and add a bonus deposit to 8th grade student accounts. The grant would be available from January 1, 2026-August 31, 2026.

Please let me know if there are any questions or concerns related to this request.



Congratulations! CEDAM Grant Award Notice and Next Steps

From Madeleine March-Meenagh <madeleine@cedamichigan.org>

Date Fri 12/5/2025 9:01 AM

To Sara Saylor <ssaylor@washtenawisd.org>

EXTERNAL SEE BELOW

Dear Sara,

We are excited to share that the Washtenaw Intermediate School District has been selected to receive a **\$100,000.00** grant through CEDAM's *Children's Savings Account Sustainability and Innovation Initiative*!

Your proposal stood out for its thoughtful approach and strong commitment to enhancing the impact and reach of your program. It aligns seamlessly with our funding priorities, and we're thrilled to support your efforts.

Next Steps – Due by EOD on Tuesday, December 9:

1. Complete the Baseline Intake Template

Fill out the [linked template](#) with your grant contact details and baseline program information. Save the completed file — you'll upload it as part of step two.

2. Submit the Intake Form

Use the provided [SmartSheet link](#) to submit your intake form. You'll be asked to upload your completed intake template from step one and confirm key program and contact details. A quick reminder: the "signatory" is the person authorized to sign contracts on behalf of your organization.

3. Complete and Submit Your Vendor Profile

Use the provided [SmartSheet link](#) to submit your organization's payment details. This includes uploading:

- o A current IRS [W-9](#)
- o The [linked ACH form](#) for direct deposit

If you prefer another payment method, please reach out to our Grants & Contracts Coordinator, Tara Smalley (cc'ed). Even if your organization has previously submitted ACH info, we require a new attestation each year to ensure accuracy.

Once we receive all required documentation, we'll be able to send our grant agreement via DocuSign for review and signature.

We look forward to working with you and supporting your important work. Congratulations once again!

Warm regards,
Madeleine

--

Madeleine March-Meenagh

Director of Economic Initiatives

Community Economic Development Association of Michigan (CEDAM)

madeleine@cedamichigan.org

office: 517-210-7850

This e-mail is NOT from washtenawisd.org; it is from an external sender. Before clicking on attachments or links, please confirm you trust the sender's name and e-mail address. If you believe this e-mail is suspicious, please forward it to ITSecurity@washtenawisd.org

CEDAM Point of Contact:

Madeleine March-Meenagh
1118 S. Washington Avenue
Lansing, MI 48910
517-210-7850

The Community Economic Development Association of Michigan

GRANT AGREEMENT

For Children's Savings Account (CSA) Innovative Projects

Parties to the Agreement:

1. _____ ("Grantee")

and
2. The Community Economic Development Association of Michigan ("CEDAM" / "Grantor")
1118 S Washington Avenue
Lansing, MI 48910

This is Grant # _____ between the parties listed above, subject to terms and conditions of this grant agreement (Agreement).

WITNESSETH THAT

The aforementioned parties mutually agree as follows:

1. Period of Agreement

This Agreement will commence on January 1, 2026, and will continue through August 31, 2026. No activity will be performed, and no costs to CEDAM will be incurred prior to the start of this agreement. Throughout the Agreement, January 1, 2026, shall be referred to as the start date. This Agreement is in full force and effect for the period specified.

2. Scope of Work

The Grantee will use supportive funds and technical assistance from CEDAM to strengthen their existing Children's Savings Account (CSA) program by implementing a project in alignment with priority areas such as:

- Promoting sustainable fundraising strategies;
- Increasing student and family participation;
- Expanding program accessibility and impact;
- Integrating wraparound services; and
- Reducing administrative burden.

These services are more specifically described in the Grantee's Proposal (*Attachment A*). The Grantee will execute the proposed project as outlined in *Attachment A* and in accordance with the terms of this Agreement.

Throughout the duration of the grant, the Grantee will work closely with the Grantor as a thought partner and resource to support successful implementation.

To foster shared learning and contribute to the advancement of CSA programs across the state, the Grantee will:

- a. **Evaluate and Reflect on Project Outcomes**
Assess the progress, outcomes, and lessons learned from the funded project, including both challenges and promising practices. This reflective process should inform both the Grantee's work and broader field practice.
- b. **Share Learnings with the Network**
Communicate project insights with CEDAM and the Michigan CSA Network. This may include written summaries, informal presentations, or contributions to CEDAM-led learning events and resources.
- c. **Engage in Network Activities**
Actively participate in CSA support and learning activities offered by CEDAM, including but not limited to:
 - i. Attending Michigan CSA Network meetings;
 - ii. Participating in the Michigan CSA Network Community on GlueUp;
 - iii. Engaging in peer exchange and capacity-building opportunities.

Grantees are expected to approach this work with a spirit of collaboration and transparency, recognizing that the insights gained through individual projects are critical to the growth and success of CSA efforts across Michigan.

3. Project Budget and Acknowledgements

The total amount of this Agreement is \$. Under the terms of this Agreement, the CEDAM will provide funding not to exceed \$.

The Grantee acknowledges the following:

- a. This Agreement does not commit the Community Economic Development Association of Michigan (CEDAM) to approve requests for additional funds at any time.
- b. All funds are to be spent as detailed in *Attachment A*.
- c. All supplies and equipment purchased must be of primary benefit for this project, or the grantee must prorate the cost based on the percentage of use relevant to work listed in *Attachment A*.
- d. The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures as articulated in invoices submitted to CEDAM.

- e. Changes to *Attachment A* must be reviewed and approved in writing by the Grantor.
- f. This Agreement is conditionally approved subject to and contingent upon the availability of funds from the State of Michigan.
- g. The Grantee permits the Grantor and auditors access to the Grantee's records and financial statements as necessary and for a period not to exceed 7 years from the Agreement start date.
- h. Indirect costs associated with this grant shall not exceed 10% of the total grant amount.
- i. Timely submission of invoices is crucial for proper project management and financial tracking. Invoices are paid on a NET 30 cycle and may be submitted with a frequency not to exceed one invoice per month.

4. Payment Schedule

The maximum amount of grant assistance offered is \$100,000. Backup documentation such as records of accounts, ledger sheets, check copies, etc. shall be maintained for audit purposes in order to comply with this Agreement. All invoices must include expenditures of grant funds reported by line item and compared to the approved budget in Attachment A. Invoices shall be submitted via portal as directed by Grantor. The final payment is also contingent upon the submission of a final report meeting the standards outlined in the Agreement.

5. Grantee Expectations

- a. **Reporting.** The Grantee shall monitor performance to ensure that time schedules are being met and that projected deliverables are being accomplished within the agreed timeframes.
 - i. The Grantee will submit a brief monthly progress according to metrics established by the Grantor report by 5pm on the 10th calendar day of each month. If the tenth falls on a weekend or federal holiday, the report will be due on the nearest preceding business day. Reports will include a summary of progress to date, identified barriers or challenges, and anticipated activities for the following month. CEDAM will provide a standard monthly report form to ensure consistency and ease of reporting across all grantees.

The Grantee will also:

- i. Participate in periodic cohort check-ins, not to exceed once per month, convened by CEDAM and including other grantees, facilitators, and subject matter experts as applicable.
- ii. Attend all Michigan CSA Network quarterly meetings as part of the collaborative learning commitment.
- iii. Participate in one-on-one check-ins with CEDAM as requested, to provide support, troubleshoot challenges, or share promising practices.

A final report will be required by 5pm on August 31, 2026. CEDAM will provide a final report template no later than July 1, 2026.

- b. **Project changes.** The Grantee must obtain prior written approval for project changes from the Grantor.
- c. **Delegation.** The Grantee may not delegate any of its obligations under the Grant without the prior written approval of CEDAM. The Grantee must provide CEDAM any information it requests to determine whether the delegation is in its best interest. If approved, the Grantee must: (a) be the sole point of contact regarding all contractual project matters, including payment and charges for all Grant Activities; (b) make all payments to any contractors, and (c) incorporate the terms and conditions contained in this Grant in any agreement with a contractor. The Grantee remains responsible for the completion of the Grant Activities as listed in *Attachment A*, compliance with the terms of this Grant, and the acts and omissions of the contractor. CEDAM, in its sole discretion, may require the replacement of any contractor.
- d. **Project income.** To the extent that it can be determined that interest was earned on advances of funds, such interest shall be remitted to the Grantor. All other program income shall either be added to the project budget and used to further eligible program objectives or deducted from the total program budget for the purpose of determining the amount of reimbursable costs. The final determination shall be made by the Grant Administrator.
- e. **Share-in-Savings.** The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.
- f. **Records Maintenance.** CEDAM or its designee may audit Grantee to verify compliance with this Grant. Grantee must retain, and provide to CEDAM or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved. Within 10 calendar days of providing notice, CEDAM and its authorized representatives or designees have the right to enter and inspect Grantee's premises and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Grant must be paid or refunded within 45 calendar days.

This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

- h. **Purchase of equipment.** The purchase of equipment not specifically listed in the Budget (*Attachment A*) must have prior written approval of the Grantor. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.
- i. **Publicity.** Parties grant mutual permission to identify one another in presentations, marketing materials, web content, member and subscriber emails, and reports (“communications”). Parties shall notify one another in advance of any press release, statement to the press, or other form of release of information to the news media or the general public (“publicity”) that is related to this Agreement or the relationship of the parties hereto; however, parties shall not be restricted from issuing publicity by lack of response to due notice of intent.
- j. **Accounting.** The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records that will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over, and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, timesheets, and invoices. The expenditure of funds shall be reported by line item and compared to the Budget.
- k. **Insurance.** The Grantee and all delegates are responsible for possessing the necessary insurance plans for all liabilities related to the scope of work.
- l. **Safety.** The Grantee and all contractors are responsible for ensuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee and every contractor are responsible for compliance with all federal, state, and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee and all contractors shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.
- m. **Student Safety and Data Privacy.** The Grantee shall protect the well-being, safety, confidentiality, and privacy of all students and families participating in the Children's Savings Account (CSA) program. The Grantee is required to comply with all applicable federal and state laws governing student data and privacy. The Grantee must implement appropriate safeguards for their program to ensure the secure collection, storage, and sharing of personally identifiable information (PII) and other sensitive data. These safeguards must be clearly defined by the Grantee and may include administrative, technical, and physical measures tailored to the program's structure and operations. If the CSA program involves direct interaction with students, the Grantee must ensure that staff, volunteers, and contractors who work directly with minors have undergone background checks in accordance with applicable laws and organizational policies. The Grantor may request documentation verifying the Grantee's data privacy practices and compliance with the requirements of this section. Failure to

maintain adequate protections may result in suspension or termination of grant funding.

- n. **Non-discrimination.** Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., the Grantee agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Grant.
- o. **Conflicts and ethics.** The Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any CEDAM or State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for the Grantee, any consideration contingent upon the award of the Grant. The Grantee must immediately notify CEDAM of any violation or potential violation of these standards. This Section applies to the Grantee, any parent, affiliate, or subsidiary organization of the Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.
- p. **Relationship.** The Grantee assumes all rights, obligations, and liabilities set forth in this Grant. The Grantee, its employees, and agents will not be considered employees of CEDAM or the State. No partnership or joint venture relationship is created by virtue of this Grant. The Grantee, and not CEDAM, is responsible for the payment of wages, benefits, and taxes of the Grantee's employees and any subgrantees. Prior performance does not modify the Grantee's status as an independent Grantee.

6. **Liability**

CEDAM is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. The liability of CEDAM is limited to the terms and conditions of this Agreement.

7. **Assignment**

The Grantee may not assign this Grant to any other party without the prior approval of CEDAM. Upon notice to the Grantee, CEDAM, in its sole discretion, may assign, in whole or in part, its rights or responsibilities under this Grant to any other party. If CEDAM determines that a novation of the Grant to a third party is necessary, the Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform, with the third party, its obligations under the Agreement.

8. **Dispute Resolution**

The parties will endeavor to resolve any Agreement dispute in accordance with this provision. The dispute will be referred to the parties' respective Grant Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if

unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit CEDAM's right to terminate the Grant.

9. Termination

- a. **Termination for cause.** CEDAM may terminate this Grant for cause, in whole or in part, if the Grantee, as determined by CEDAM: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the CEDAM to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Grant will not be construed to mean that other breaches are not material.

If CEDAM terminates this Grant under this Section, the CEDAM will issue a termination notice specifying whether the Grantee must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that the Grantee was not in breach of the Grant, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Subsection B, Termination for Convenience.

CEDAM will only pay for amounts due to the Grantee for Grant Activities accepted by CEDAM on or before the date of termination, subject to CEDAM's right to set off any amounts owed by the Grantee for the CEDAM's reasonable costs in terminating this Grant.

- b. **Termination for convenience.** CEDAM may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If CEDAM terminates this Grant for convenience, CEDAM will pay all reasonable costs, as determined by CEDAM, for CEDAM approved Grant Responsibilities.
- c. **Billing for Grant Activities after Termination.** CEDAM will pay reasonable, verified costs incurred by Grantee on or before the date of termination insofar as those costs and verifying materials are submitted in writing within 60 days of date of termination.

10. Disclosure of Proceeding

The Grantee must notify CEDAM within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") involving the Grantee, a contractor, or an officer or director of the Grantee or subgrantee, that arises during the term of the Grant, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect the Grantee's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that the Grantee is required to possess in order to perform under this Grant.

11. General Indemnification

The Grantee must defend, indemnify and hold the CEDAM, its departments, divisions, agencies, offices, commissions, officers, employees, and funder harmless, without limitation, from and against any and all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or relating to: (a) any breach by the Grantee (or any of the Grantee's employees, agents, subgrantees, or by anyone else for whose acts any of them may be liable) of any of the promises, agreements, representations, warranties, or insurance requirements contained in this Grant; (b) any infringement, misappropriation, or other violation of any intellectual property right or other right of any third party; (c) any bodily injury, death, or damage to real or tangible personal property occurring wholly or in part due to action or inaction by the Grantee (or any of the Grantee's employees, agents, subgrantees, or by anyone else for whose acts any of them may be liable); and (d) any acts or omissions of the Grantee (or any of the Grantee's employees, agents, subgrantees, or by anyone else for whose acts any of them may be liable).

CEDAM will notify the Grantee in writing if indemnification is sought; however, failure to do so will not relieve the Grantee, except to the extent that the Grantee is materially prejudiced. The grantee must, to the satisfaction of CEDAM, demonstrate its financial ability to carry out these obligations.

CEDAM is entitled to: (i) regular updates on proceeding status; (ii) participate in the defense of the proceeding; (iii) employ its own counsel; and to (iv) retain control of the defense if CEDAM deems necessary. The Grantee will not, without the CEDAM's written consent (not to be unreasonably withheld), settle, compromise, or consent to the entry of any judgment in or otherwise seek to terminate any claim, action, or proceeding. To the extent that any CEDAM employee, official, or law may be involved or challenged, the CEDAM may, at its own expense, control the defense of that portion of the claim.

12. Governing Law

This Agreement is governed, construed, and enforced in accordance with Michigan and federal law, excluding choice-of-law principles, and all claims relating to or arising out of this Agreement are governed by Michigan and federal law, excluding choice-of-law principles. The Grantee consents to venue in Ingham County and waives any objections,

such as lack of personal jurisdiction or *forum non conveniens*. The Grantee must appoint agents in Michigan to receive service of process.

13. Waiver

Failure to enforce any provision of this Agreement will not constitute a waiver.

14. Severability

If any part of this Agreement is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Agreement and the severed part will be replaced by agreed-upon language that achieves the same or similar objectives. The remaining Agreement will continue in full force and effect.

15. Entire Agreement

This document represents the entire agreement and replaces all previous agreements between the parties for the Grant Activities. This Agreement may not be amended except by a signed agreement between the parties.

SIGNATORIES

The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.

Eddie Fakhoury
Executive Director
Community Economic Development Association of Michigan

Date

Date

Grant Activity Proposal for Washtenaw Intermediate School District Children's Savings Account (CSA) Innovative Projects

Statement of Need

The My Future Fund (MFF), a collaboration between Washtenaw ISD (WISD) and Washtenaw County government, has successfully built the programmatic foundation for Michigan's largest Children's Savings Account (CSA) initiatives. With a generous four year investment of \$6.7 million from the County, MFF has successfully established universal, automatic enrollment for over 21,000 students across 10 public school districts and 10 public school academies. Over eighty percent of the County dollars are earmarked directly for student deposits, including a progressive \$475 bonus designed specifically to accelerate the savings and post-secondary aspirations of low-income students.

The success of universal enrollment was achieved by utilizing student directory information, a method that automatically opens accounts but doesn't allow My Future Fund to access additional family information or a student's educational record. Therefore, to fulfill the program's equity promise and build sustainable, direct family engagement, we must complete a critical second step: securing a permission form from all families. This form allows us to communicate directly with families along with determining a student's eligibility for the bonus \$475.

Through the effective use of current resources and existing partnerships, MFF has secured the necessary permission forms from 30% of enrolled families overall, and 40% of those eligible for the \$475 progressive bonus. This success demonstrates the dedication and effectiveness of our team in making initial progress within the program's current budget and staffing structure. However, we still lack direct contact with 70% of My Future Fund families, which limits our ability to:

1. Sustain long-term engagement with the majority of account holders—providing critical reminders, educational resources, and guidance on accessing funds after graduation. Qualitative evaluations of the Kindergarten to College (K2C) program show that regular communications are necessary to build family trust, correct misinformation, and reinforce the college-going identity required to achieve the highest post-secondary enrollment outcomes (Sorensen et al., 2025)
2. Equitably distribute the progressive \$475 bonus to the remaining 60% of eligible students. While universal enrollment offers a starting point, this substantial, targeted deposit is crucial for maximizing impact among low-income students.

With support from CEDAM's Innovation and Sustainability Grant, the My Future Fund program aims to increase student and family participation through activities focused on the completion of the permission

Attachment A

form. Furthermore, these activities will allow MFF to expand accessibility and impact to our most economically vulnerable students by prioritizing the submission of the form to claim the \$475 bonus. While the short-term goal is the completion of the form, the long term impacts include direct, on-going engagement with families and that students' eligible for the extra funds will be able to maximize the growth of their MFF dollars. Furthermore, the tactics we seek to employ could be replicated in other programs seeking to increase engagement and participation.

Project Outline

MFF is proposing to build on the program's current outreach efforts by increasing capacity through parent ambassadors, incentivizing schools to drive completion of the permission form and targeting 8th grade families to ensure engagement because they will be the first class to access their funds starting in 2030.

The Innovation and Sustainability Grant funds would support the following objectives:

- **Successfully recruit, train, and deploy up to 5 parent ambassadors to enhance the program's outreach and engagement capacity.**

The My Future Fund program serves over 70 schools across Washtenaw County. We have found that having a presence in schools and at community events has led to an increase in form completion along with building awareness. During the 2024-2025 school year, our staff members and community advisory members attended over 100 events and we were invited to at least a dozen more that we were not able to support. We saw initial success in having our advisory members supporting these events, especially our parent advisory members who were familiar with our target schools and communities. Building on this momentum and looking to models like Boston Saves, we launched our Parent Ambassador program in July 2025.

Our current 2 ambassadors are from the Ypsilanti area, which has the highest percentage of students eligible for the bonus deposit, and they have students enrolled in participating schools. This summer and fall Ambassadors supported 26 events, with an average of 10 forms collected per event. We have already exceeded the number of hours we predicted for their fall work. This in turn will decrease the number of events they can attend in the spring with our current funding. In addition, the program continues to receive more requests from schools and partners than we have current capacity to support.

With CEDAM funding, we plan to increase the hours of our current ambassadors as well as recruit and train up to 3 new ambassadors with a focus on Milan and Whitmore Lake. In Milan and Whitmore Lake schools nearly 50% of students are eligible for the bonus deposit. We have had some recent success in supporting events in these two communities and would like to build on this progress. The proposed funding would cover 350 hours or approximately 50 events for the ambassadors and the required tabling materials needed for events.

Attachment A

As we continue to build our ambassador program, we will be able to document the impacts in engagement through touchpoints at events and completion of the permission form. If we are able to demonstrate success, we could continue to increase our Ambassador team to serve more communities and schools. In addition, the Ambassador Program Manual that we are developing could be shared with other programs for duplication.

- **Develop and implement a school based incentive campaign that leads to a measurable increase in permission form completion rates by students' families.**

When school staff champion the program, we see a direct impact in form completion. For example, at Scarlett Middle School in Ann Arbor, their school counselor and principal have been strong supporters of the program. Their school has a 50% form completion rate compared to 26% at a peer Ann Arbor middle school.

During the spring, we propose offering a friendly competition among schools to increase the number of completed forms for their schools. Schools will be challenged within a set timeframe to increase their form completion rate. We will use updated data in January for determining the benchmarks for the contest and will use CEDAM funding for prizes like a school wide pizza party or Kona Ice Truck to incentivize completion.

Our team asked for feedback from multiple schools in our priority areas and their principals affirmed that this would be a strong motivator to increase form completion.

- **Achieve maximum (e.g., 60%+) permission form completion and high family engagement for the current 8th-grade cohort, while officially recognizing and celebrating them as the inaugural class (accessing funds in 2030) to establish early ownership and ensure they successfully access their benefits.**

Our current 8th grade students will be able to access their funds starting in 2030. As 7th graders, 903 students (or 30%) have a completed form on file. (We will not have updated data from this year's 8th graders until late December 2025). This is the last year 8th graders will be able to claim the bonus deposit, so we want to do a final push on their form completion. In addition, as students head into high school we want them to know there are funds already set aside for them. A parent of an 8th grader recently shared with us, "My son is aware of this program. He is concerned about the cost of college (in 8th grade). Having this has encouraged him to think about what he wants to do after high school. It could be college or a trade school! He has named a few colleges he would like to get into. As of now he's uncertain if college is for him or if a trade school is for him. I'm glad he has time to figure it out and this program to help him."

Through our proposed 8th grade bonus incentive and support of promotion ceremonies, we aim to create a strong awareness of the program and encourage parent/guardian action with the account.

Attachment A

Bonus Incentive

To celebrate our first cohort's transition to high school, we will provide a bonus incentive of \$20.30 to represent their anticipated graduation year. To receive the incentive, a student must have a permission form on file by June 15, 2026. A first round of deposits will be made into student accounts by the start of May and then again in early July. This incentive will be highlighted at promotion ceremonies and other communications with families and students as they approach promotions. This bonus can serve as another way to encourage families to log in, complete the permission form and it adds to the total dollars 8th graders have going into their high school years.

Promotion Sponsorship

We will offer to sponsor up to 10 middle schools' ceremonies by providing refreshments and decor and request that they announce the bonus at part of the ceremony, include information about logging in in the program and allow the MFF team to have a table at the ceremony to collect permission forms. We would target schools with a high percentage of students eligible for the \$475 bonus. Principals at several of our priority schools have responded positively to this proposal.

If the promotion ceremonies yielded increased engagement through logins and/or completion of the permission form, we would then look to secure funds to offer sponsorships to all our middle schools in subsequent years. This could be duplicated in other communities to create an exciting CSA touchpoint for students and families.

Implementation Timeline

January 2026	<ul style="list-style-type: none"> -Develop recruitment materials for ambassadors (1/5-1/9) -Disbribute recruitment materials to key stakeholders in priority districts of Whitmore Lake and Milan (1/12-1/23) -Current ambassadors continue to attend events at school and community spaces -Interview ambassador candidates (1/26-1/30) -Develop rules for the school incentive contest -Update Ambassador Manual in preparation for on-boarding
February 2026	<ul style="list-style-type: none"> -Train new ambassadors on program and outreach strategies (2/2-2/6) -New ambassadors attend events supported by MFF staff (2/9-2/28) -Current ambassadors continue to attend events -Introduce school incentive contest, provide schools with baseline numbers (2/2-2/26) -Launch school contest (2/9-2/13)

Attachment A

	- Contest runs
March 2026	-Ambassadors attend events -Identify schools for promotion sponsorship by 3/27 -Contest ends (3/27)
April 2026	-Contest winners calculated (4/6-4/10) -Contest winners announced (4/13-4/17) -Prepare for 8th grade promotion ceremonies, create materials and outreach content -Ambassadors attend events -Coordinate prize distribution with winning schools (4/20-4/30) -Document school incentive process and lessons learned
May 2026	-Finalize promotion ceremonies (5/1-5/8) -Allocate first round of deposits to 8th graders -Attend promotion ceremonies (5/18-5/29) -Ambassadors attend events
June 2026	-Attend promotion ceremonies (6/1-6/12) -Deadline for permission form completion for 8th grade bonus (6/15) -Ambassadors attend events -Document promotion ceremony and incentive process and lessons learned
July 2026	-Allocate second round of deposits to 8th graders (7/1) -Ambassadors attend events
August 2026	-Ambassadors attend events -Create summary of project for CEDAM, including lessons learned and recommendation for future efforts both for My Future Fund and other CSA programs.

Defining and Measuring Success

The following are goals and key performance indicators that will demonstrate successful implementation of this project:

Goal #1: Increase Outreach Capacity

- KPI: Recruit and onboard 3 new ambassadors by the end of February 2026
- KPI: Parent ambassadors attend at least 50 events between January-August 2026. This will be measured through the event tracking form.

Attachment A

- KPI: Parent ambassadors collect 500 permission forms by August 2026 as measured by the event tracking form.

Goal #2 Boost Permission Form Completion

- KPI: Move form completion rate from 30% to 50% by June 15, 2025. This will be determined through recording the submissions in the Access Database.
- KPI: Engage 20 schools in the form completion contest as measured by schools who sign-up to participate.

Goal #3 Increase engagement of 8th grade students and families

- KPI: Provide \$20.30 bonus deposit to at least 60% of eligible 8th grade students by July 1, 2026.
- KPI: Sponsor a minimum of 7 eighth grade promotion ceremonies.

Expertise, Experience, and Staffing***Relevant Experience***

The My Future Fund team has spent over two years building relationships with schools which they will be able to leverage for these activities. In addition, the team has demonstrated success when building targeted outreach efforts as evidenced by the increase in Ypsilanti Community Schools form completion from less than 10% to over 50% in two years. Furthermore, the deployment of two parent ambassadors into high priority communities has yielded positive results in both form completion and in building trust with families.

Key Personnel

Sara Saylor, Children's Savings Account Coordinator: Sara provides the administrative leadership to the My Future Fund program and supervises one full time staff member. Sara served as classroom teacher for 6 years and managed community engagement efforts at the University of Michigan's Ginsberg Center for 10 years. She earned her bachelor's degree from the University of Michigan, her Master's from Harvard University and her elementary teaching certification from Eastern Michigan.

Lisa Stanton, Children's Savings Account Assistant Coordinator: Lisa supports the outreach, account management and customer service for the My Future Fund program. Lisa had a three decade career as an engineer and project manager at Ford Motor Company before joining the My Future Fund team. Lisa has a Bachelor of Science from GMI (Kettering) University and a Master of Science from the University of Michigan.

Fiona Dunlap, Ginsberg Center Community Leadership Fellow: Fiona is a student at the University of Michigan. Fiona provides logistical support to My Future Fund efforts as part of her year-long fellowship. She has already demonstrated strong organizational skills that will ensure this project is implemented in a thoughtful and timely manner.

Attachment A

Staffing Plan

Lisa will continue to support the Ambassador program and will be responsible for on-boarding the new team members. She will coordinate schedules, conduct meetings and support the day to day needs of the Ambassador team. She also will update the ambassador manual to reflect the expanded work. Sara will offer supervisory support as needed. Lisa will also coordinate the Ambassador and other volunteer schedules at promotional events.

Sara, Lisa & Fiona will work collaboratively to design the School Competition and 8th grade Promotion Sponsorship. Once the basic structure is established, Fiona will support the logistics of each initiative, such as communicating with schools, coordinating prizes and assisting schools with promotional ceremonies.

Sara will work with Lisa, Brian Marcel, Associate Superintendent and David Spitley, Data Manager, to allocate the student payments into their My Future Fund accounts.

Sara and Lisa will work together to create documentation and lessons learned for each element of the proposed projects.

Budget Proposal and Narrative**Budget Proposal**

	Grant Funds	Cash Match	In-Kind Match	Totals
Seed/Incentives	\$64,960			\$64,960
Salaries/Personnel		\$26,720.46	\$2,500	\$29,220.46
Fringe Benefits		\$18,097.75		\$18,097.75
Travel		\$140		\$140
Materials and Supplies	\$1,000	\$2,000		\$3000
Technology		\$8,856		\$8856
Outreach and Promotion	\$24,150	\$1,806		\$25,956
Other	\$9,890			\$9,890
Totals	\$100,000	\$57,620.21	\$2500	\$160,120.21

Attachment A

Budget Narrative:**Seed/Incentives**

Approximately 3,200 8th grade students will be eligible for the 8th grade promotion bonus of \$20.30 during the 2025-26 school year for a total of \$64,960. We have budgeted for the full amount in order to ensure we have enough funds available if all students submit a permission form before June 15, 2026.

Salaries/Personnel

Salaries for My Future Fund staff, Sara Saylor and Lisa Stanton, for the period of June 1, 2025-August 31, 2026 total \$219,007 and are funded in full by Washtenaw County Government (cash). This figure represents 1.0FTE for each and then the percentage of time estimated to be spent on the items outlined in this RFP. Additionally, because the Washtenaw ISD's fiscal year runs July 1-June 30, there are accommodations built in for an automatic pay increase of 2% as well as a 3% standard cost of living increase. The 2% automatic pay increase is a collective bargaining unit negotiated increase and applies to all staff unless they have maximized their positioning on the pay scale. Sara is not eligible for the additional 2% for the two months encompassed in the 2026-27 school year (i.e., July and August 2026). Lisa is eligible for both for the duration of the grant period.

	January 1, 2026- June 30,2026	July 1-August 31, 2026	Total Salary	Project Total
Sara Saylor (10%)	\$51,871.50	\$17,809	\$69,680.50	6,968.05
Lisa Stanton (40%)	\$36,591.5	\$12,807.03	\$49,398.53	19,752.41
Total:	\$88,463	\$30,616.03	\$119,079.03	\$26,720.46

Fiona Dunlap receives a stipend through the Ginsberg Center of \$5,000 and this is reflected as an in-kind contribution in the grant budget.

Fringe Benefits

Similar to salaries, fringe benefits are calculated based on each individual's benefit rate, which is variable based on benefit elections. Washtenaw ISD employees' benefit elections can include health care, dental/optical, retirement contributions (state education pension with both Washtenaw ISD and individual contributions to either the traditional pension system or 401k), and life and disability insurance. The benefits are also calculated to include FICA. Based on these details, Sara Saylor's benefit rate is 35% and Lisa Stanton's is 42.4%. Sara S and Lisa's benefits are paid via cash match by Washtenaw County Government. The total amount of fringe is reflected along with the estimated project total. A break down of benefits is as follows:

Attachment A

	January 1-June 30, 2026	July 1-August 31, 2026	Total	Project Total
Sara Saylor (10%)	\$27,673.50	\$9,594	\$37,267.50	\$3,726.75
Lisa Stanton (40%)	\$26,811.50	\$9,116	\$35,927.5	\$14,371
Total:	\$54,485	\$18,710	\$73,195	\$18,097.75

Travel

A total of \$140 will be available for staff mileage to cover 200 miles of travel to and from promotion ceremonies at \$0.70/mile.

Materials and Supplies

The requested \$1,000 will be utilized for materials and supplies for the ambassadors event. In addition, \$2,000 dollars of cash-match from Washtenaw County Government will be utilized towards printing, promotional items and other tabling costs.

Technology

Washtenaw County Government pays for Outcome Tracker, which accounts in full for the cash match of \$8,856. This platform is what provides for student-level account information and management and is an annual fee paid by Washtenaw ISD with county funds. Outcome Tracker is one of the ways a parent/guardian can give permission for the use of student data.

Outreach and Promotion

The requested \$24,150 for outreach and promotion would be allocated towards My Future Fund Ambassadors, School Participation Contest and Promotion Ceremonies.

\$8,050 from the grant will be used to pay My Future Fund Ambassadors, contractor positions through the WISD. Ambassadors receive \$23/hour. A cash match of \$1,806 from the Washtenaw County Government will support the remaining contract with the two current ambassadors. The additional grant funds will allow us to extend the current Ambassador contracts as well as hire up to 3 new Ambassadors.

\$11,100 of grant funding will be allocated to the school engagement contest. These funds will be used to support incentives such a Kona Ice Truck, schoolwide pizza party or other prize for the winners of the contest.

The remaining \$5,000 from this category would be used to support 8th grade promotion ceremonies at up to 10 schools. These funds would support refreshments, decorations and printing costs for promotion ceremonies.

Attachment A

Other

The requested \$9,890 represents a request for indirect funds to support WISD and My Future Fund operations necessary to implement these projects. The ISD is federally approved to request up to 9.89% in indirect costs.

Matching Funds and Additional Funding Sources

A brief description of both matching funds and in-kind contributions can be found within each of the aforementioned budget categories. Matching funds are included in the partnership agreement held between the Washtenaw County Government and Washtenaw ISD, with the county contributing 100% of matching cash funds.

References

Sorensen, N., Jones-Layman, A., Elliott, W., & O'Brien, M. (2025). *Building Futures with K2C: Insights from Student and Parent Interviews*. SUMMITLAB Consulting Group, LLC.

Coversheet

University of Michigan Zero to Thrive Contract

Section:	IX. New Business
Item:	A. University of Michigan Zero to Thrive Contract
Purpose:	
Submitted by:	
Related Material:	BOE memo Zero to Thrive CMH Strong Roots 10 2025.pdf Zero to Thrive Final Contract.pdf



DATE: November 26, 2025

TO: Washtenaw ISD Board of Education and Superintendent Naomi Norman

FROM: Margy Long, Director, Success by 6 Great Start Collaborative

SUBJECT: Request approval for renewal contract with University of Michigan Zero to Thrive (CMH grant)

In January 2025, WISD received a approval for a continuation grant from the Washtenaw County Public Safety and Mental Health Preservation Millage committee for \$2.4 million in mental health programming for children. Mom Power and Strong Roots Cafes for mothers of children 0-5 is the early childhood portion of that larger contract.

The attached WISD contract is with Zero to Thrive for \$139,358 for three years (October 1, 2025-September 30, 2027) to provide services that are part of our CMH deliverables for young families. Our previous contract with Zero to Thrive expired on September 30, 2025.

Zero to Thrive staff will provide a Parent Café Training Institute each year for 3 years to train up to five staff, Trusted Parent Advisors, or volunteer parents to be able to host Strong Roots Cafes. Zero to Thrive staff will continue compiling and analyzing data to measure the impact of Strong Roots Cafes on the mental health of mothers with young children, and they will provide reflective supervision of the Mom Power facilitators.

The early childhood component of the full CMH contract is for Success by 6 Great Start Collaborative to provide one Mom Power group for each of the three years and twenty-four Strong Roots cafes per year for mothers of children 0-5. The Strong Roots cafes are an outgrowth of the Mom Power curriculum, are parent led, and use discussion prompts based on Mom Power concepts to support mothers with young children.

I am requesting the Board's approval to finalize the contract with Zero to Thrive at the University of Michigan for their part of the deliverables included in the larger mental health programming grant with Washtenaw County.



WASHTENAW INTERMEDIATE SCHOOL DISTRICT CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 1st day of October 2025 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and the Regents of the University of Michigan on behalf of Zero to Thrive, hereinafter referred to as Contractor.

It is the intention of the parties hereto to enter into an Agreement defining the nature and extent of the duties to be performed by the Contractor, the place where the services are to be performed and the time limitation on the performance of the duties.

SECTION I – SCOPE OF SERVICES

Now, therefore, in consideration of payment to the Contractor of the sums specified in Section II, the Contractor does hereby agree as follows:

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 10/1/2025. Once this contract is implemented, the ending date for providing services shall be 12/31/2027.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:
 1. Provide one Parent Café Training Institute for up to 5 parents in each year, two and year three, a total of 10 parents.
 2. Provide a Zero to Thrive team member for reflective facilitation for the two Mom Power groups to be conducted each year in year 2 and year 3.
 3. Continue the evaluation tool for participants of Strong Roots Cafes to measure their benefits. (see attachment A for evaluation details)
 4. Provide management of data collection, storage, and analysis. Provide demographic and results of pre- and post- tests for Strong Roots Cafes quarterly (within 30 days after the quarter).
 5. Provide reports on the analysis of the data to WISD and Community Mental Health in December of each year of the contract.
 6. Provide Mom Power training for two people identified by WISD each in year 2 and year 3 for a total of 4 people over the course of the two years.
3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
4. Prior to any work being completed on WISD grounds, individuals working for the Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. A list of all such employees must be provided to WISD by the Contractor as **Attachment A**. The Contractor will be responsible for payment of the fingerprinting service. (The proper forms must be obtained by the HR Department. Specific written exemption of the fingerprint requirement must be provided by the WISD Executive Director of Human Resources and Legal Services, in compliance with School Safety Legislation and WISD Board Policy).
5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II -COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be **132,157 (\$28,867 Oct-Dec. 20205; \$51,080 Jan.-Dec. 2026; \$52,210 Jan-Dec. 2027)** including all related expenses, including travel expenses outlined in Section III.
2. The above consideration for the Contractor's services is based on the time reasonably expended by the Contractor to complete the tasks herein above described in Section I.
3. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
4. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties, or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
5. The contractor has not been debarred, excluded or disqualified¹ under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
6. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
7. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above-described tasks. However, WISD may require at least a once week's prior notice relating to the use of certain facilities.
8. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered, not as a pre-payment.
9. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
10. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

Page 2 of 5

¹ Verified via the government System for Award Management (SAM) website; <https://www.sam.gov/portal/SAM/#1>

SECTION III – OTHER CONSIDERATIONS

1. All expenses for travel and mileage as a result of rendering the services identified in Section I are the responsibility of the Contractor. However, WISD may ask the Contractor to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, WISD pre-approved travel costs associated with this Contract will be paid by WISD at a rate to be determined by WISD. Such travel expenses must be submitted under the guidelines established by WISD, including expense submission dates and inclusion of detailed receipts.
2. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this Agreement.
3. The WISD shall own any reports created by Contractor in accordance with the Scope of the Services.
4. The work done by the Contractor shall be in accordance with the Scope of Services set forth in Section I. Should the Contractor unsatisfactorily perform the duties (in the Scope of Services), the WISD may cancel the Agreement and the Contractor shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
5. Either party may terminate this Agreement by giving the other 30 days advance written notice.
6. WISD may change the duties of the Contractor as above described, but such change shall not be a substantial alteration of the Contractor's duties, nor can such change be made without the input of the Contractor.

SECTION IV – INSURANCE COVERAGE

In the event that the Contractor uses motor vehicles in the course of performing the services above described, the Contractor shall provide to WISD proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by WISD.

The Contractor shall maintain at his/her own expense during the term of this Contract, the following insurance:

- 1.) Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 each accident;
- 2.) Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence, \$1,000,000 aggregate, for bodily injury and property damage. The policy shall include blanket contractual and liability and personal injury coverage.

The Contractor is self-insured. The fully funded, non-cancelable plans have the following limits:

Commercial General Liability

- o \$4 million/occurrence
- o \$4 million/aggregate

Automobile Liability

- o \$2 million/occurrence

Physical Damage Insurance \$

- o Actual Cash Value

Workers' Compensation Insurance

- o Statutory Limits

Employers Liability Insurance

- o \$1 million each accident
- o \$1 million disease each employee
- o \$1 million disease policy limit

Professional Liability

- o \$1 million/occurrence
- o \$3 million/annual aggregate

Neither party shall be responsible for any action or inaction of the other party or its officers, agent, or employees, nor for insurance costs or legal fees, related thereto

SIGNATURES

The Contractor acknowledges by his/her signature that he/she has read the Agreement and understands same and agrees this contract constitutes the total agreement between the parties and that anything not included in this contract is expressly excluded.

Agreed to on _____, 20__




11/21/2025

DATE _____

N/A

DATE _____

Department Head

DATE _____

Washtenaw Intermediate School District

DATE _____

Washtenaw Intermediate School District

DATE _____

Washtenaw Intermediate School District

**LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS**

<u>Full Name (Last, First, Middle)</u>	<u>Job Title/Position/Responsibility</u>
1. Saum, Diana	Project Coordinator
2. Waddell, Rachel	Research Assistant
3. Morris, Stacy	Data Analyst
4. Alfafara, Emily	Project Coordinator
5.	
6.	
7.	
8.	
9.	
10.	

Use additional sheet(s) if necessary

Coversheet

Stormwater Management Plan Board Resolution

Section:	IX. New Business
Item:	B. Stormwater Management Plan Board Resolution
Purpose:	
Submitted by:	
Related Material:	WISD Stormwater Board Resoution Memo 251202.pdf WISD Stormwater Board Resolution 2025-26.pdf



DATE: December 2, 2025

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Tanner Rowe, Director of Operations

SUBJECT: Stormwater Management Plan Board Resolution

The administration recommends the WISD Board of Education approve the resolution in support of the WISD Stormwater Management Plan.

As of January 30, 2026 the Michigan Department of Environment, Great Lakes, and Energy (EGLE) will require a permit to give authorization to discharge stormwater through the district's municipal separate storm sewer system (MS4) to waters of the state. In order to fulfill the permit application requirements, the permittee must submit the following:

1. An ordinance or regulatory mechanism that prohibits non-stormwater discharges into the applicant's MS4
2. An ordinance or other regulatory mechanism to address post-construction stormwater runoff from new development and redevelopment projects, including preventing or minimizing water quality impacts.

To meet the ordinance requirements of the permit, EGLE will accept a Stormwater Board Resolution in its place. The attached resolution must be reviewed and signed by the Board of Education (BOE) and submitted to EGLE at the time of the permit application.

**Washtenaw Intermediate School District
Board of Education
Resolution in Support of Stormwater Management Plan**

WHEREAS Washtenaw Intermediate School District owns and operates facilities within the boundaries of the Ann Arbor Urbanized Area which discharges stormwater through a municipal separate storm sewer system (MS4) to surface waters of the State of Michigan; and

WHEREAS The Michigan Department of Environment, Great Lakes, and Energy maintains oversight and regulatory authority for compliance with the terms and conditions of the NPDES Municipal Separate Storm Sewer System discharge permit; and

WHEREAS Washtenaw Intermediate School District has applied for and received permit coverage to discharge stormwater from Washtenaw Intermediate School District facilities to the MS4; and

WHEREAS Washtenaw Intermediate School District agrees to comply with the NPDES Municipal Separate Storm Sewer System discharge permit requirements, and

WHEREAS Washtenaw Intermediate School District has developed a Stormwater Management Program Plan (SWMP) outlining the policies, procedures, and best management practices to be employed by the district to comply with the permit requirements, and

WHEREAS the conditions of the NPDES Municipal Separate Storm Sewer System discharge permit require Washtenaw Intermediate School District to develop policies and procedures that prohibit illicit discharges to their stormwater system and to implement appropriate enforcement procedures and actions to detect and eliminate such illicit discharges, and

WHEREAS Washtenaw Intermediate School District agrees to prohibit the discharge of non-stormwater discharges into the storm drain system, including but not limited to pollutants or waters containing any pollutants, and

WHEREAS Washtenaw Intermediate School District agrees to eliminate illicit discharges and illicit connections, and

WHEREAS Washtenaw Intermediate School District agrees to prohibit the construction, use, maintenance or continued existence of illicit connections to the storm drain system. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection, and

WHEREAS Washtenaw Intermediate School District agrees to obtain a Part 91 permit from the appropriate state, county, or local governmental soil erosion permitting agency for new development and redevelopment projects that disturb one or more acres, and

WHEREAS Washtenaw Intermediate School District agrees to obtain an NPDES construction site stormwater permit from the Michigan Department of Environment Great Lakes and Energy for new development and redevelopment projects that disturb five or more acres, and

WHEREAS Washtenaw Intermediate School District agrees to use post-construction stormwater run-off controls are necessary to maintain or restore stable hydrology in receiving waters by limiting surface runoff rates and volumes and reducing pollutant loadings from sites that undergo development or significant redevelopment.

THEREFORE, be it resolved that Washtenaw Intermediate School District will enforce the above listed policies and procedures for illicit discharge elimination and control of stormwater runoff as part of the overall Washtenaw Intermediate School District Stormwater Management Program Plan.

Duly passed and approved by the Washtenaw Intermediate School District Board of Education, Washtenaw County, Michigan this _____ day of _____, _____.

Approved:

President

Attest:

Secretary

Coversheet

Washtenaw Community College Adult Education Services Contract

Section:	IX. New Business
Item:	C. Washtenaw Community College Adult Education Services Contract
Purpose:	
Submitted by:	
Related Material:	WCC Adult Ed Contract Memo.pdf WCC Adult Ed Contract.pdf



DATE: December 2, 2025

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Sarah Hierman, Grants & Special Projects Coordinator

SUBJECT: Contracted Services with Washtenaw Community College: Section 107, Adult Education

The administration recommends that the WISD Board of Education authorize the approval of the attached contact with Washtenaw Community College to provide Adult Education services in Ypsilanti. The total cost of the contract is not to exceed \$301,342 for the period of July 1, 2025-June 30, 2026. Funding to support the contract is provided by the Section 107 Adult Education Grant.

This contract is a continuation of several years of services provided in partnership with Washtenaw Community College to provide ESL and other Adult Education classes in Ypsilanti Township. Unlike previous years, this contract affirms the partnership between WISD and WCC by extending the timeline for implementation over three years, with the contract concluding June 30, 2028. The amount provided to WCC to operate Adult Education is variable by year and the contract does allow for this variability. The amount of the contract only reflects what is available for Year 1 of implementation of the contract (July 1, 2025-June 30, 2026).

Additionally, the contract does not include full program expenses as final allocations and deferred amounts are still being finalized by the Region 9 leadership and MDE. However, this initial contract amount is approved. A contract amendment will be submitted for consideration upon confirmation of the final allocation and deferred funding. Please contact me with any additional questions.



WASHTENAW INTERMEDIATE SCHOOL DISTRICT CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 21st day of October, 2025, by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Washtenaw Community College, hereinafter referred to as Contractor.

It is the intention of the parties hereto to enter into an Agreement defining the nature and extent of the duties to be performed by the Contractor, the place where the services are to be performed and the time limitation on the performance of the duties.

SECTION I – SCOPE OF SERVICES

Now, therefore, in consideration of payment to the Contractor of the sums specified in Section II, the Contractor does hereby agree as follows:

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than October 1, 2025. Once this contract is implemented, the ending date for providing services shall be June 30, 2028.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1: Operate Adult Education Programs (adult English as a second language) in accordance with the Michigan Department of Education or Workforce Development Agency and Michigan Workforce Development Agency Requirements.

Duty 2: Ensure that program operations meet all Michigan Department of Education, Workforce Development Agency, and other pertinent regulations and management responsibilities.

Duty 3: Maintain records and accounts as deemed necessary by the Grantee and Michigan Department of Education (7 years).

Duty 4: Employ and/or contract for the services of qualified staff necessary to the operation of the program, meeting the required certification and other staff qualification requirements per Michigan Department of Education and Workforce Development Agency regulations.

Duty 5: Provide, through Contractor or lease/use agreements, suitable classroom, office, and activity space to meet programming needs.

Duty 6: Operate according to a pre-approved budget and submit requests for payment quarterly using the format provided by WISD.

Duty 7: Agree that the total reimbursement to be paid hereunder will not exceed the amount of the annual allocation determined by the Michigan Department of Education, Labor and Economic Opportunity, and Washtenaw Intermediate School District for all services rendered. For the period of 10/1/2025-6/30/2026 that amount is \$301,342.00. Funding for 7/1/2026-6/30/2028 is based on the annual budgeting process by the state legislature and is not guaranteed; the contract will be amended to reflect additional funds becoming available for successive years of service.

Duty 8: WISD, with the guidance of the Talent Coordinating Council of Prosperity Region 9, reserves the right to reassign unused funds to another Contractor and transfer the unused portion of the annual reimbursement award.

Duty 9: The Contractor will assist WISD in meeting all goals, objectives, and reporting requirements of the grant.

3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
4. Prior to any work being completed on WISD grounds, individuals working for the Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. A list of all such employees must be provided to WISD by the Contractor as **Attachment A**. The WISD will be responsible for payment of the fingerprinting service. (The proper forms must be obtained by the HR Department. Specific written exemption of the fingerprint requirement must be provided by the WISD Executive Director of Human Resources and Legal Services, in compliance with School Safety Legislation and WISD Board Policy).
5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II-COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services for the period of 11/1/2025 - 6/30/2026 as described in Section I shall be **\$301,342.00** including all related expenses, including travel expenses outlined in Section III.
2. The above consideration for the Contractor's services is based on the time reasonably expended by the Contractor to complete the tasks herein above described in Section I.
3. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
4. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.

5. The contractor has not been debarred, excluded or disqualified¹ under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
6. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
7. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
8. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
9. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
10. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

1. All expenses for travel and mileage as a result of rendering the services identified in Section I are the responsibility of the Contractor. However, WISD may ask the Contractor to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, WISD pre-approved travel costs associated with this Contract will be paid by WISD at a rate to be determined by WISD. Such travel expenses must be submitted under the guidelines established by WISD, including expense submission dates and inclusion of detailed receipts.
2. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this Agreement.
3. The WISD shall retain ownership interest in any of the following three (3) circumstances:
 - i. The WISD expressly directs the Contractor to create a specified work (electronic or otherwise) or the work is a specific requirement of the contract;
 - ii. Any documents (electronic or otherwise) created and or developed by the Contractor while under contract with the WISD; or
 - iii. The Contractor voluntarily transfers the copyright, in whole or in part to the WISD in the form of a written document signed by said Contractor.
4. The work done by the Contractor shall be to the entire satisfaction of WISD. Should the Contractor unsatisfactorily perform the duties, WISD may cancel the Agreement and the Contractor shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
5. Either party may terminate this Agreement by giving the other 30 days advance written notice.
6. WISD may change the duties of the Contractor as above described, but such change shall not be a substantial alteration of the Contractor's duties, nor can such change be made without the input of the Contractor.

¹ Verified via the government System for Award Management (SAM) website: <https://www.sam.gov/portal/SAM/#1>

SECTION IV – INSURANCE COVERAGE

In the event that the Contractor uses motor vehicles in the course of performing the services above described, the Contractor shall provide to WISD proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by WISD.

The Contractor shall maintain at his/her own expense during the term of this Contract, the following insurance:

- 1.) Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 each accident;

- 2.) Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence, \$1,000,000 aggregate, for bodily injury and property damage. The policy shall include blanket contractual and liability and personal injury coverage.

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

The Contractor acknowledges by his/her signature that he/she has read the Agreement and understands same and agrees this contract constitutes the total agreement between the parties and that anything not included in this contract is expressly excluded.

Agreed to on October 21, 2025

Contractor – Washtenaw Community College

DATE _____

Department Head

DATE _____

Washtenaw Intermediate School District

DATE _____

Washtenaw Intermediate School District

DATE _____

Washtenaw Intermediate School District

DATE _____

Exhibit A

**LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS**

Full Name (Last, First, Middle)Job Title/Position/Responsibility

✓1. Charles Barbieri	ESL Instructor - REP / FP 11/13/25
✓2. Laurie Englehart	Program Director - REP - FP 11/16/25
✓3. Lauren Ferguson Keough	ESL Instructor - REP / FP 11/18/25
✓4. Lisa Gruich	ESL Instructor - REP / FP 11/19/25
✓5. Terri Hart	ESL Instructor - REP - FP 11/16/25
✓6. Lisa Jaszczyk	ESL Instructor - REP / FP 11/20/25
✓7. Christine Mann	ESL Instructor - REP / FP 11/20/25
✓8. Tahani Othman	ESL Instructor - REP / FP 11/19/25
✓9. Mindy Sanderson	ESL Instructor - REP / FP 11/26/25
✓10. Huda Yasan	ESL Program Coordinator - REP - FP 11/11/25

Use additional sheet(s) if necessary



Michigan Community College Risk Management Authority

39111 6 Mile
Livonia, MI 48152

Phone: (734) 591.7472 Fax: (734) 591-7473
www.mccrma.org

CERTIFICATE OF COVERAGE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder except to the extent shown below. This certificate does not amend, extend or alter the coverage contained in the Authority's Joint Powers Agreement and coverage attachments thereto.

This is to certify that a Self-Insured Program has been undertaken by the member listed below through the Authority pursuant to Act 138 P.A. 1982.

The coverage provided by the Authority is as follows:

1. Liability coverage for general liability, automobile (including Michigan no-fault) law enforcement and public officials liability, medical malpractice as incurred as a result of student training as part of allied health or similar programs, in the sum of \$15,000,000 each occurrence inclusive of loss adjustment and defense costs.
2. Property Coverage including loss to real & personal property, to amounts stipulated in coverage documents and overview for this member.
3. Motor Vehicle Physical Damage Coverage for the vehicles stipulated in the Coverage Document.

This certificate is issued in accordance with and is subject to all provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MCCRMA rules, regulations and administrative procedures. Should the member identified below withdraw from the Authority, or its Authority Membership be otherwise terminated, the Authority will endeavor to notify the certificate holder in writing thirty (30) days in advance thereof, but failure to furnish such notice will impose no obligation or liability of any kind upon the Authority, or its representatives.

Certificate Holder:

Washtenaw Intermediate School District
1819 South Wagner Road
Ann Arbor, MI 48106

Member:

Washtenaw Community College
4800 E. Huron River Drive
Ann Arbor, MI 48105-4800

Certificate Expiration Date: July 1st, 2026

Member Number: # C0001735

Effective Date of Membership: July 1st, 2022

Date Issued: October 29th, 2025

Authorized Signature:

Distribution:

A handwritten signature in black ink, appearing to read "Chris Smith", is written over the "Authorized Signature:" label.

Coversheet

Retainer Newsletter

Section:	XII. Administrative Reports
Item:	B. Retainer Newsletter
Purpose:	
Submitted by:	
Related Material:	TLF_-_November_2025_School_Law_Notes-Updated_0.pdf



SCHOOL LAW NOTES

NOVEMBER 20, 2025

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JEFFREY J. SOLES	CRISTINA T. PATZELT
MICHAEL D. GRESENS	PHILIP G. CLARK
CHRISTOPHER J. IAMARINO	PIOTR M. MATUSIAK
RAYMOND M. DAVIS	JESSICA E. MCNAMARA
MICHELE R. EADDY	RYAN J. MURRAY
KIRK C. HERALD	ERIN H. WALZ
ROBERT A. DIETZEL	MACKENZIE D. FLYNN
KATHERINE WOLF BROADDUS	KATHRYN R. CHURCH
DANIEL R. MARTIN	MARYJO D. BANASIK
JENNIFER K. STARLIN	CATHLEEN M. DOOLEY
TIMOTHY T. GARDNER, JR.	KELLY S. BOWMAN
IAN F. KOFFLER	BRIAN D. BAAKI
FREDRIC G. HEIDEMANN	AUSTIN W. MUNROE
RYAN J. NICHOLSON	
GORDON W. VAN WIEREN, JR. (OF COUNSEL)	
LISA L. SWEM (OF COUNSEL)	
ROY H. HENLEY (OF COUNSEL)	
BRADFORD W. SPRINGER (OF COUNSEL)	

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Sixth Circuit Blocks Ohio School from Disciplining Students for Use of "Biological Pronouns"

An *en banc* panel of all 17 judges on the Sixth Circuit Court of Appeals, whose decisions are binding on Michigan schools, recently ruled that a parent group *was* likely to succeed on the merits of its claim that an Ohio school violated students' free speech rights when it prohibited them from using "biological pronouns" when referring to transgender and nonbinary students, rather than those students' preferred pronouns. In a case that highlights the tension between anti-discrimination laws and First Amendment principles, the court held that the school's enforcement of its policies violated the First Amendment and compelled speech by requiring a student to use transgender or nonbinary students' preferred pronouns when those pronouns were contrary to that student's sincerely held belief. *Defending Education v Olentangy Local Sch Dist Bd of Educ*, No. 23-3630 (6th Cir, 2025).

The matter first arose when parents who believed that only two "biological genders" exist challenged the school's enforcement of its nondiscrimination and anti-harassment policy, personal communication device policy, and provisions of the Student Code of Conduct. These policies and Student Code of Conduct provisions prohibited harassment and bullying based on protected classifications, including gender identity, and extended that prohibition to messages exchanged on personal communication devices. The parents asked the school whether these policies and Code of Conduct provisions required their students to use a transgender or nonbinary student's preferred pronouns, rather than their "biological pronouns," and questioned whether their students could be disciplined for failing to follow the policies and provisions. The school's legal counsel told the parents that the school's anti-harassment policy prohibited discrimination and harassment based on sex, including sexual orientation and gender identity, and that one student purposefully referring to another student with "biological pronouns" rather than the student's preferred pronouns "would be an example of discrimination under Board Policy."

In response, a group of parents sought a preliminary injunction barring the school from enforcing those two policies and applicable Code of Conduct provisions. The parent group alleged that these policies and provisions: (1) compelled speech by requiring students to use preferred pronouns rather than "biological pronouns," (2) were unconstitutionally overbroad, and (3) engaged in improper content- and viewpoint-based discrimination.

Overturning a previous decision by a three-judge panel in the Circuit, the entire Sixth Circuit panel voted (10-7) to grant the parent group's request for what the court called a "particularly narrow" injunction. Specifically, the injunction bars the school from disciplining students solely for using "biological pronouns" to refer to transgender and nonbinary individuals without any subjective "ill

will” toward those individuals. The court concluded that the school’s ban on the use of “biological pronouns” regulated student speech based on the viewpoint of the speech. Further, citing *Tinker*, the court held that the school had not met the “demanding” standard of proving that a student’s use of “biological pronouns” for transgender and nonbinary students when motivated by a sincerely held religious belief would materially and substantially disrupt the education environment or amount to harassment under Ohio law. The court was careful to note, however, that this holding did not prohibit a school from disciplining a student for unlawful harassment or bullying separate from the use of “biological pronouns” without “ill will” towards transgender and nonbinary students.

For Michigan schools, it is important to note that no Ohio law specifically prohibits gender identity and gender expression discrimination, but Michigan’s Elliott-Larsen Civil Rights Act (ECLRA) explicitly does. We cannot predict how a court would analyze the interplay between the First Amendment and ELCRA in a similar case from a Michigan school.

This decision is fact-specific, and the injunction issued by the court is narrow. Rather than simply prohibiting the school from disciplining a student for refusing to use a transgender or nonbinary student’s preferred pronouns in any situation, the court instead issued an order prohibiting the school from disciplining students who are solely using “biological pronouns” for transgender and nonbinary students without any “ill will.” School officials must still address allegations of student-to-student harassment and bullying. Schools cannot compel speech, as the Sixth Circuit held, but a school must still address and can issue discipline for unlawful student-to-student harassment that creates a hostile educational environment or a substantial disruption.

With several significant cases on this topic pending, we continue to recommend that each issue be addressed on a case-by-case basis, with a thorough review of the facts specific to any particular matter, and in consultation with legal counsel.

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Beware of Penalties Under New State Budget

Last month, we provided a general overview of the new state budget, which amends the State School Aid Act (“SSAA”) for State fiscal year 2025-2026. We are now drawing attention to SSAA Section 164k to highlight potential penalties resulting from non-compliance.

Section 164k mandates that schools comply with the following, or risk losing 5% of designated Section

22b funding for school districts, or Section 81 funding for ISDs, during the period of noncompliance if a violation is reported and confirmed:

- Ensure that all food made available to a student in the breakfast or lunch program complies with all federal rules and regulations related to school meals.
- To the extent practicable under federal regulations, require each student’s household to complete the child nutrition and benefits application, as provided by MDE, for free and reduced-price meals, regardless of whether the school opts to provide universal breakfast or lunch.
- No longer provide financial incentives for students to attend pupil membership count day beginning with the February 2026 count day.
- Ensure that student survey questions and results are made available to the public, posted on the school’s website, and that parents and legal guardians are notified of the survey. For purposes of this section, “survey” includes any survey from the school or from the local, state, or federal government.

Schools should take steps to ensure compliance with Section 164k to reduce the risk of incurring penalties. If you have questions regarding Section 164k compliance, please contact a Thrun attorney.

• • •

REMINDER: State Minimum Wage Increase Effective January 2026

As explained in [our February 24, 2025, E-Blast](#), under Public Act 1 of 2025, Michigan’s minimum wage will increase as follows for staff who are not exempt from Fair Labor Standards Act minimum wage requirements (e.g., hourly staff members):

- **January 1, 2026: \$13.73/hour**
- January 1, 2027: \$15.00/hour

By November 1 of each year, starting in 2027, the State Treasurer will publish minimum wage rates for the immediately succeeding calendar year based on the Consumer Price Index for the Midwest region, CPI-U.

Effective January 1, 2026, schools must ensure that all non-exempt employees are paid at least the new State minimum wage of \$13.73 per hour regardless of any collective bargaining agreement or individual employment contract that contains a lower pay rate.

If your school has implementation questions, or needs assistance navigating discussions with local bargaining units, please contact a Thrun labor attorney.

• • •

Non-Disparagement Clauses: A Cautionary Tale

Is a school liable for an administrator's casual, off-the-clock comments about a former employee? According to a recent arbitration decision handled by Thrun Law Firm, a separation agreement with an overly broad non-disparagement clause could lead to school liability for such comments.

A school and an employee agreed to part ways in a separation agreement that included a non-disparagement provision. Specifically, the parties agreed "not to make any negative public statement and/or disparaging remark (whether verbal, written, or through a third party) regarding [the] employee or publicly share information that would cast [the] employee in a negative light." The separation agreement also included language that a violation of the non-disparagement clause could be remedied through arbitration.

After entering into the separation agreement, a school administrator, unaware of the agreement's terms, made vague comments about the former employee's departure during a personal lunch with a longtime friend, who also happened to be friends with the former employee. Approximately three months later, the former employee learned about the conversation and initiated arbitration, alleging that the school violated the non-disparagement clause.

The arbitrator disagreed with the employee, ruling that the administrator's comments were not attributable to the school because the administrator was not acting within the scope of his employment when he made the comments to his friend during his duty-free lunch hour.

Even if the administrator were acting within the scope of his employment, the arbitrator also found that the comments did not constitute disparagement. "Disparagement" is not consistently defined by courts – some courts define disparagement as merely "speaking of another in a slighting or disrespectful way," while others define it as "a false statement causing harm to another's reputation."

The arbitrator defined disparagement as "an act of unfairly castigating or detracting from the reputation of someone or a false and injurious statement that discredits or detracts from the reputation of another's character." The arbitrator found that the comments did not constitute disparagement because the employee failed to provide any evidence that his character or

reputation were negatively affected, or that anyone was deterred from association with him, because of the comments.

Despite the favorable outcome for the school, the case involved months of discovery, time, and resources, highlighting the risks of including an overly broad non-disparagement clause in a separation agreement.

As noted in our October 30, 2025 *School Law Notes* article entitled "[Don't Let Separation Agreements Trick You](#)," schools should only agree to refrain from disparagement that is clearly defined and contains terms such as libel, slander, or defamation. Those terms, however, still carry risk and should only be used after consultation with legal counsel. Such provisions should also be limited to *official* school statements made by the board, rather than encompassing all school employee speech.

• • •

Teacher Midyear Progress Reports

As the school year's midpoint approaches, school officials who evaluate teachers should start preparing for midyear progress reports. Revised School Code Section 1249 requires school officials to complete midyear progress reports for all first-year probationary teachers and all teachers who were rated as "needing support" or "developing" in their most recent annual year-end evaluation. School officials should consider conducting a midyear progress report for non-first-year probationary teachers to measure individualized development plan (IDP) progress even though such a report is not legally required.

The midyear progress report is a supplemental tool used to gauge a teacher's improvement from the preceding school year (or current year for first-year teachers) and is designed to assist teacher growth. As a "supplemental tool," the midyear progress report does not replace a teacher's annual year-end evaluation. Before conducting a midyear progress report, be sure to review collective bargaining agreements and policies for any applicable terms, as sometimes these policies and/or agreements provide alternative deadlines or other procedural requirements.

Although the midyear progress report does not replace a year-end evaluation, it is an essential part of the teacher evaluation process. If a midyear progress report is not completed, the evaluator will not have a complete picture of the teacher's performance at the end of the school year.

The midyear progress report must align with the teacher's IDP and include specific performance goals for the remainder of the school year. As a practice point, the evaluator should document in the midyear progress

report the teacher's progress toward *all* IDP goals, trainings, and other requirements.

Aligning the midyear progress report with the teacher's IDP will help an evaluator assess the teacher's performance and improvement during the first half of the school year. The midyear progress report should clearly indicate whether any past performance deficiencies remain. Evaluators should refrain from "sugarcoating" and report all progress in a neutral and factual manner.

Including specific performance goals in the midyear progress report will help an evaluator assess the teacher's progress at the end of the school year. These goals must be developed by the school official who conducts the teacher's annual year-end evaluation and should include recommended training to help the teacher achieve the goals. Evaluators should ensure that the goals are measurable and are developed to specifically address the teacher's performance deficiencies.

Revised School Code Section 1249 arguably requires a meeting with the teacher before a midyear progress report is issued, stating that "[a]t the midyear progress report, the school administrator or designee shall develop, *in consultation with the teacher*, a written improvement plan." "Consultation," as interpreted by the State Tenure Commission, means that the teacher receives a meaningful opportunity to review and respond to the improvement plan before adoption. Best practice is to meet with the teacher to discuss the midyear progress report's alignment with the IDP, review the newly drafted goals and training recommendations, and obtain the teacher's input and signature.

The evaluator should have the teacher sign the midyear progress report to confirm that the document was developed in consultation with the teacher. If the teacher refuses to sign the midyear report, the evaluator should indicate that refusal on the document. The evaluator should sign and date the midyear progress report, and a copy should be placed in the teacher's personnel file.

Evaluators should prioritize midyear progress reports during the next two months to ensure full statutory compliance. Failing to follow the evaluation process required by Revised School Code Section 1249, including midyear progress reports, could impact teacher-related decisions such as non-renewal, discipline, and layoff.

• • •

Tips for Employee Misconduct Investigations

Schools are typically required by law, policy, or contract to conduct an investigation before an employee is discharged, suspended without pay, or otherwise deprived of an employment benefit due to alleged misconduct. This article offers guidance for school officials conducting or overseeing employee misconduct investigations *not involving Title IX*.

This article is not intended as a checklist for all employee investigations or to enumerate all rights employees may have during an investigation. Additional legal requirements and practices may apply depending on factual circumstances, as well as policy and contractual requirements.

Beginning an Investigation

After receiving a complaint or report of alleged misconduct, school officials must first determine whether to investigate the matter. An investigation's purpose is to conduct fact-finding and determine whether a preponderance of evidence (i.e., more likely than not) indicates that the employee engaged in the alleged conduct and, if so, whether that conduct violated a law, policy, rule, or directive.

School officials decide who will investigate and must ensure that the investigator is not biased. Schools should consider engaging a third-party investigator when allegations involve high-level administrators, when there is a potential conflict of interest for internal staff, or when the investigation's credibility could reasonably be questioned if handled internally. Using an independent investigator can also be beneficial when the allegations are particularly serious, complex, or likely to attract public scrutiny. Using a third-party investigator may help to ensure objectivity and trust in the investigative process and provide for confidentiality of sensitive matters.

When an investigation is conducted by a third-party attorney or private investigator, a resulting fact-finding report is typically subject to attorney-client or investigator-client privilege. In such case, the report is not typically subject to disclosure unless the board of education votes to waive the privilege.

Further, an employee who is the subject of an investigation may need to be placed on paid, non-disciplinary administrative leave pending the investigation's outcome, depending on the severity of the alleged misconduct and whether the employee's presence at work could interfere with the investigation.

Previous Discipline

School officials should review the employee's personnel file to identify the nature and extent of any previous discipline. Past misconduct, especially of a

similar nature, may suggest a pattern of behavior that will impact the discipline level imposed if the alleged misconduct is substantiated.

Preserving Evidence

School officials should identify and preserve any physical or electronic evidence, including potentially relevant surveillance videos and emails. Depending on whether evidence is stored on an employee's school-issued device or school-related accounts, it may be necessary to disable the employee's access to this technology and accounts until the investigation is complete.

Interview List

School officials should prepare a preliminary list of interviewees including witnesses and others who may have direct information about the alleged misconduct. This list is likely to evolve during the investigation, as witnesses often identify additional individuals who have relevant information. Generally, the first interviewee should be the alleged victim or the person who reported the alleged misconduct, and the employee being investigated should be the last interviewee so they have the opportunity to respond to any additional allegations that may emerge during interviews.

Witness Interviews

The investigator should prepare for witness interviews by carefully reviewing the complaint or allegations along with any available documentation and evidence. Then, the investigator should outline topics and preliminary questions for each witness. The investigator should be prepared to ask follow-up questions and to change course if a witness's answers lead to other relevant information.

At the beginning of each interview, the investigator should explain to the interviewee that the school takes alleged misconduct seriously and direct each interviewee to answer all questions truthfully, forthrightly, and without evasion. When applicable, the investigator should inform the interviewee that failure to do so could constitute insubordination and result in discipline, up to and including discharge. The investigator should also notify witnesses that, to preserve the integrity of the investigation, they are directed to refrain from discussing the investigation with colleagues, students, or other school stakeholders until the investigation is complete.

If the investigator is handling a complex investigation, they should have another staff member take notes during the interview. Whether notes are taken by the investigator, a third party, or both, be aware that the notes may be subject to disclosure in response to a Freedom of Information Act request, subpoena, or court order.

At the end of each interview, the investigator should ask the witness to identify any other potential witnesses who may have relevant information and to provide any other relevant evidence or information they may have, including evidence that substantiates the alleged misconduct or exonerates an employee. Evidence could include, but is not limited to, emails, text messages, screenshots of social media posts, or videos.

Employee Due Process Interview

Notably, a bargaining unit employee has the right to union representation at any interview that the employer reasonably believes could result in discipline for that employee (i.e., "Weingarten rights"). Unless the applicable collective bargaining agreement states otherwise, school officials are not obligated by law to inform the employee of that right to union representation, but must typically permit union representation if requested.

The employee alleged to have engaged in the misconduct is entitled to a due process interview at the conclusion of an investigation to ensure fairness and transparency before any disciplinary action is taken. This interview provides the employee with an opportunity to review and respond to all evidence gathered during the investigation, present their side of the story, and clarify any misunderstandings. Affording this opportunity helps the school make an informed and balanced decision, protects the employee's constitutional and contractual due process rights, and demonstrates the school's commitment to a fair and objective disciplinary process.

Concluding the Investigation

After the interviews have been completed, the investigator must review all relevant evidence and notes. If witness statements conflict, the investigator must determine which witness(es) is (are) more credible. To make this determination, the investigator should consider whether any witness or party has an incentive to fabricate facts, has an existing personal relationship with any party that may impact credibility, has a more detailed recollection of the facts than another, has made inconsistent statements, or has a history of being untruthful. The investigator must remain neutral and refrain from making judgments before concluding the investigation.

Evidentiary Standard

The evidentiary standard in employee misconduct investigations is, in most cases, a preponderance of the evidence, which requires the evidence gathered by the investigator to establish that it is more likely than not (i.e., 51% to 49%) that the employee engaged in the alleged conduct. If the investigator decides that a preponderance of the evidence supports that the employee engaged in the alleged conduct, the

investigator must then determine whether that conduct violates a law, policy, rule, or directive, or is of a nature that a reasonable person would know the conduct was not permitted.

Report

The investigator should then draft an investigation report that identifies all individuals interviewed and summarizes interviewees' statements and the tangible evidence gathered and considered. The report also should specify whether the investigator believes a preponderance of evidence exists that the alleged conduct occurred and, if so, whether it violates a law, policy, work rule, or directive.

The investigator may recommend next steps to the decision-maker in the investigation report, (such as training) or discipline (such as discharge or suspension). Policy or contract provisions may address discipline or require additional steps, such as sending written notice of the investigation's outcome to each party.

The above tips are applicable to most employee misconduct investigations. Title IX sexual harassment investigations, however, require a specific and more complex process. If you are investigating an allegation covered by your anti-discrimination or anti-harassment policies that does not implicate Title IX, be sure to review these policies to ensure that all necessary procedures are followed.

Conducting an employee misconduct investigation can be a daunting task. School officials unfamiliar with conducting investigations should seek guidance from an experienced colleague or legal counsel. Failing to properly investigate could lead to an erroneous decision and potential legal liability.

• • •

Filing Deadlines "Yule" Regret Missing

With the excitement of the holiday season, finance-related filings can easily fall to the bottom of priority lists. We recommend making a list (and checking it twice) of important end-of-the-calendar-year deadlines related to continuing disclosure and qualified status.

Continuing Disclosure

If your school has outstanding bonds, it likely entered into a continuing disclosure agreement (CDA) when those bonds were issued. A CDA requires school officials to submit an annual report containing certain continuing disclosure documents (e.g., audits and key financial and operating information) annually to the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System (EMMA).

If your school entered into a CDA and the related bonds remain outstanding, school officials must file the annual continuing disclosure documents soon. The annual filing deadline depends on the CDA's specific terms but typically falls between December 27 and December 31. For Thrun Policy Service subscribers, continuing disclosure protocols are addressed in Policy 3212.

We recommend that school officials confirm the filing has been completed before leaving for winter break. If your school works with a financial advisor to prepare and submit the annual disclosure filings, you should coordinate with that advisor well before the deadline to ensure timely filing.

Qualified Status

In last month's edition of [School Law Notes](#), we discussed the importance of annually filing the Municipal Finance Qualifying Statement form with the Michigan Department of Treasury by December 31. A successful Qualifying Statement submission gives a school "qualified status" for the upcoming year. Obtaining qualified status allows schools to issue most types of municipal obligations (e.g., bonds, state aid notes, and tax anticipation notes) without the delay and additional cost of applying for Treasury pre-approval before each borrowing.

As a service to our retainer and regular finance clients, Thrun Law Firm's finance attorneys will, at a client's request and at no additional charge, review a draft Qualifying Statement before filing. Due to Treasury's electronic submission process, clients should provide a screenshot of the draft online submission form for review. Clients that wish to take advantage of this service should provide that draft Qualifying Statement by early December to allow sufficient time for review.

If your school is denied qualified status for any reason, please contact our office before submitting a request for reconsideration of that denial. Treasury allows only one reconsideration request each year, so it is critical that the reconsideration request be error-free. A flawed reconsideration request may result in a final denial of qualified status for the upcoming calendar year.

To avoid finding a lump of coal in your stocking, please contact a Thrun finance attorney if you have any questions related to these important filing deadlines.

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Parent Observations at School

Parents are generally welcome visitors at schools; however, establishing ground rules for visitors is essential to maintaining a productive learning environment. Every school should have a board policy addressing school visitors that aligns with Michigan law, and rules governing parent observations should be in board policy and referenced in the student handbook. For Thrun Policy Service subscribers, school visitors and volunteers are addressed in Policy 3105.

Visitors who wish to observe at a school may disrupt the learning environment unless appropriate rules are established and followed. While the general public has no right to access school buildings or observe classroom activities, Revised School Code Section 1137 requires schools to allow parents who are responsible for the care and custody of a student to observe instructional activity in a class or course in which their student is enrolled and present, subject to reasonable restrictions.

“Reasonable restrictions” may include requiring prior approval by school administration, requiring a certain amount of advance notice (e.g., 24 hours), and limiting observations to certain days or specified times and duration. Further, parents should be instructed to not interact with the teacher or other students during their observation.

When a student is or may be eligible for special education services, parents may seek a different type of observation. Parents of special education students (or those being evaluated for special education eligibility) may request an independent educational evaluation (IEE) by an outside evaluator under the Individuals with Disabilities Education Act. The outside evaluator may need to observe the student in the educational environment.

Guidance from the U.S. Department of Education’s Office of Special Education and Rehabilitative Services generally requires school officials to provide outside IEE evaluators with access to the student at school in a manner that is comparable to the access given to the school’s own evaluators. School officials should schedule outside evaluator observations in a manner that minimizes disruption to the classroom. Special education personnel should also address the specific parameters for IEE observations with outside evaluators on a case-by-case basis.

The general parameters for any classroom observations by both parents or outside individuals should be addressed in board policy and shared with building administrators to ensure consistency.

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“I Have Something to Say” - OMA & Public Comment

Public comment at board meetings is a right under the Open Meetings Act (OMA) and First Amendment. The OMA requires that members of the public be permitted to “address a meeting of a public body under rules established and recorded by the public body.” In other words, every meeting must include at least one public comment period. Compliance with the OMA protects board decisions from invalidation and board members from civil and criminal liability.

Reasonable Rules

The “rules established and recorded” by the public body must be designed to balance the board’s interests in conducting meetings in an orderly manner with attendees’ OMA rights and First Amendment free speech rights. The Michigan Attorney General has opined that the rules must be reasonable, flexible, and encourage public participation.

A board-adopted policy or bylaw can satisfy the “rules established and recorded” requirement. The rules should be printed and available at each board meeting and referenced on the school website where board meeting notices are posted, so that members of the public are aware of their rights and responsibilities during public comment.

The rules may dictate when public comment will occur on the meeting agenda. A public body may therefore determine by rule whether members of the public may address the board at the beginning, middle, or end of the meeting. Providing two public comment periods – one for agenda items and one for non-agenda items – is not legally required and may unnecessarily extend the duration of a public meeting. Thrun Policy Service subscribers can find public comment rules in Policy 2504 – *Public Participation at Board Meetings*.

A public body may *not* adopt a rule that denies a member of the public the right to address the public body. For example, a board cannot set a designated time limit for the public comment period as a whole, as doing so could deny a person the right to participate in a public comment period once that time limit has been reached.

A public body may, however, adopt a rule imposing a reasonable time limit on each individual speaker (e.g., 3 minutes each). Accordingly, a board may limit the time any one person addresses the board but should extend the public comment period as necessary to ensure that everyone wishing to speak has an opportunity to do so. Similarly, a board may not prohibit a person from addressing the public body based on that person’s residency.

Limits on Censorship

Any rule that limits comment at a public meeting must be viewpoint-neutral. In other words, the public body may not censor speech merely because it disagrees with the speaker's viewpoint.

The Michigan Attorney General opined that the purpose of a board meeting "is to discuss public business and not to deal with individual personalities." Accordingly, a board may adopt rules prohibiting personal attacks on an individual during public comment *if* the comments are unrelated to an employee's or board member's performance of his or her public duties. For example, a board may prohibit a personal attack on an employee concerning the employee's religion.

Attempting to otherwise prohibit personal attacks during public comment may violate the First Amendment. The Sixth Circuit Court of Appeals, whose decisions are binding in Michigan, determined that public comment at a board meeting is typically protected First Amendment speech, subject only to legitimate, viewpoint-neutral restrictions. Therefore, a board may not restrict speech that it finds to be harassing or objectionable based solely on the speaker's viewpoint. We recommend that boards proceed very cautiously before restricting any speech at public comment.

Meeting Disruptions

The OMA states that a person must not be excluded from a meeting that is otherwise open to the public except for a breach of the peace *actually committed at the meeting*. The OMA does not permit a board to exclude someone from an open meeting based on disruptive conduct at past meetings or concerns that the individual might become disruptive.

While the OMA does not define "breach of the peace," Revised School Code Section 1808 states:

If a person conducts himself or herself in a disorderly manner at a board of education meeting or a school district meeting and, after notice from the officer presiding, persists therein, the officer presiding may order the disorderly person to withdraw from the meeting, and on the person's refusal may order a law enforcement officer or other person to take the disorderly person into custody until the meeting is adjourned.

Further, in 2020, the Michigan Court of Appeals interpreted "breach of the peace" under the OMA as "seriously disruptive conduct involving abusive, disorderly, dangerous, aggressive, or provocative speech and behaviors tending to threaten or incite violence." Accordingly, only seriously disruptive behavior that continues after notice from the presiding officer will justify a board's decision to exclude a person from a meeting for a breach of the peace.

We have recently seen an uptick in OMA legal challenges, some of which have stemmed from public comment rules. Becoming familiar with your board's public comment rules may help avoid such challenges. School officials also should consider having their school's public comment rules reviewed by legal counsel for OMA and First Amendment compliance.

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Deadline to Join PowerSchool Litigation Fast Approaching

As announced in our [September 30, 2025 E-Blast](#), schools nationwide are joining a lawsuit against PowerSchool and related defendants concerning the December 2024 PowerSchool data breach and PowerSchool's alleged contract breaches, specifically MDL No. 3149 in the United States District Court for the Southern District of California.

To join the litigation, your board must approve a resolution and contract. To obtain those documents, please email pmatusiak@thrunlaw.com.

Signed resolutions and signed and initialed contracts must be returned as soon as possible, but no later than December 31, 2025 to that same email address. If you would like more information about the litigation, please contact [Piotr Matusiak](#) at pmatusiak@thrunlaw.com or call [\(517\) 374-8824](tel:5173748824).

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Schedule of Upcoming Speaking Engagements

Thrun Law Firm attorneys are scheduled to speak on the legal topics listed below.
For additional information, please contact the sponsoring organization.
www.thrunlaw.com/calendar/list

Date	Organization	Attorney(s)	Topic
December 4, 2025	MASPA	Lisa L. Swem	Swem's Swan Song: Lessons Learned Over the Years
December 4, 2025	MASPA	Robert A. Dietzel	Legal Update
December 4 & 5, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Policy Implementation Meetings
January 20, 2026	MASSP	Erin H. Walz Cathleen M. Dooley	Beyond the Red Flag: What to Do (and Not Do) When Threat Assessments Raise Concerns
April 21, 2026	MSBO	Christopher J. Iamarino	Bonding, Borrowing and Investing