



Washtenaw Intermediate School District

October 14, 2025 Board of Education Meeting

Regular Meeting

Published on October 9, 2025 at 4:57 PM EDT
Amended on October 14, 2025 at 9:23 AM EDT

Date and Time

Tuesday October 14, 2025 at 5:00 PM EDT

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. October 14, 2025 Board Agenda Memo

III. Communications

Presenter

IV. Public Participation

V. Financial Reports

- A. August 2025 Financial Report
- B. July and August 2025 Early Childhood Financial Report

VI. Equity, Inclusion, and Social Justice Dialogue

VII. Consent Agenda

- A. Approval: Minutes
- B. Superintendent's Recommendations
041-25-26 Employment Recommendations
- C. Superintendent's Recommendations
042-25-26 Reclassification Request
- D. Superintendent's Recommendations
043-25-26 New Position Requests
- E. Superintendent's Recommendations
044-25-26 Staff Resignations
- F. Superintendent's Recommendations
045-25-26 Benefactor Group 2025-26 Contract
- G. Superintendent's Recommendations
046-25-26 Detroit Area Pre-College Engineering Program Contract

VIII. New Business

- A. Special Education Capital Funds Purchase – Progress Park Classroom Furniture
- B. Updated WISD Policies – Second Read
- C. Updated WISD Policies – First Read

Presenter

IX. Other Items of Business

X. Board of Education Reports

XI. Administrative Reports

A. Superintendent's Report

B. Retainer's Newsletter

XII. Closing Items

A. Adjourn Meeting

Coversheet

October 14, 2025 Board Agenda Memo

Section: II. Approval of the Agenda
Item: A. October 14, 2025 Board Agenda Memo
Purpose:
Submitted by:
Related Material: October 14, 2025 Board Memo.pdf



MEMORANDUM

TO: Board of Education

FROM: Naomi Norman, Superintendent

DATE: October 7, 2025

RE: Regular Board Meeting October 14, 2025

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

Agenda Item 3: **Communications:** Supervisor of Washtenaw My Brother's Keeper Jamall Bufford has received a donation from Treeline Church of Ann Arbor in the amount of \$5,857.00.

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

Agenda Item 5: **Financial Report:**

- A. **August 2025 Financial Report:** Associate Superintendent Brian Marcel will review the financial report for August 2025 and will be available to answer questions or provide additional information.
- B. **July and August 2025 Head Start Financial Report:** Early Childhood Programs Grant Manager LaDawn White will review the July and August 2025 Head Start Financial Reports and be available to answer questions at Tuesday's meeting.

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

Agenda Item 6: **Equity, Inclusion, and Social Justice Dialogue:** Superintendent Naomi Norman will facilitate the equity, inclusion, and social justice discussion.

Agenda Item 7: **Consent Agenda**

- A. **Approval: Minutes:** Approval of the minutes of the September 22, 2025, rescheduled regular meeting.
- B. **Approval: Superintendent's Recommendations:**

The Superintendent recommends the Board accept the following employment recommendations:

041-25-26 Employment Recommendations: Please see the employment recommendations for: Monda Mims as a Teaching Assistant. If approved by the board Monda's salary will be \$39,941 Step 4. All other fringe benefits are set forth in the Unit I contract.

Paula Hendricks as a nurse at High Point. If approved by the board Paula's salary will be \$57.80 per hour. This position is not eligible for fringe benefits.

Terrance Johnson as an Emotional Impairment Special Education Apprentice Teacher at Progress Park. If approved by the board Terrance's salary will be BA, Step 2. All other fringe benefits are set forth in the Non-Bargaining contract.

The Superintendent recommends the Board accept the following reclassification requests:

042-25-26 Reclassification Request: Please see the employment recommendations for: Christopher Bukoksy current position: Technical Assistant, 1.0 FTE, 230 workdays, Salary: Grade 4 Step 6, Non-Affiliated. Recommended position: Achievement Initiatives Project Specialist II, 1.0 FTE, 230 workdays, Salary: Grade 6 Step 2, Non-Affiliated.

Carmen Grace current position: WEOC Social Worker, 1.0 FTE, 185 workdays, Salary: Per Contract, Unit II. Recommended position: WISD Staff Social Worker, 1.0 FTE, 185 workdays, Salary: Per Contract, Unit II.

Daniel Sackmann current position: Tech Assistant Desktop, 1.0 FTE, 5 Workday/week, Salary: Grade 4 Step 7, Non-Affiliated. Recommended position: Instructional Technology Specialist, 1.0 FTE, 5 Workday/week, Salary: Grade 6 Step 2, Non-Affiliated.

Michelle Manthei current position: LRE Teacher Consultant, 1.0 FTE, 185 workdays, Salary: \$99,094 (Step 15), Unit II. Recommended position: Curriculum Specialist, 1.0 FTE, 185 workdays, Salary: \$99,094 (Step 15), Unit II.

Trisha Parker current position: Teacher – Milan LBC, 1.0 FTE, 185 workdays, Salary: \$58,847 (BA Step 4), Unit II. Recommended position: Flex Teacher, 1.0 FTE, 185 workdays, Salary: \$58,847 (BA Step 4), Unit II.

VACANT current position: Teacher Assistant for Dexter 1.0 FTE, 185 workdays, Salary: \$37,166 (Step 6 Base +60), Unit I. This is a reactivation of the position.

VACANT current position: Teacher Consultant for Whitmore Lake 1.0 FTE, 185 workdays, Salary: \$94,908, Unit II. Recommended position: Teacher Assistant for Whitmore Lake 1.0 FTE, 185 workdays, Salary: \$33,433-\$42,409, Unit II.

The Superintendent recommends the Board approve the following new position requests:

043-25-26 New Position Requests: Please see the new position requests for: Apprentice Teacher, 1.0 FTE, 185 workdays, salary level: Unaffiliated position – Salary 80% of Step 2 on Unit II Salary Schedule, Worksite: TBD, Non-Bargaining.

Teacher Assistant for Chelsea YA, 2.0 FTE, 185 workdays, salary level: Per the Unit I CBA, Worksite: Chelsea YA, Unit I.

Orientation and Mobility Provider, 1.0 FTE, 185 workdays, salary level: Per the Unit II CBA, Worksite: TBD, Unit II.

The Superintendent recommends the Board accept the following staff resignations:

044-25-26 Staff Resignations: Please see the staff resignations for:

Jessica Carruba effective December 19, 2025. Jessica has been employed with the WISD since December 4, 2017 as an Office Professional.

Sara Mason effective October 6, 2025. Sara has been employed with the WISD since April 8, 2024 as a Teaching Assistant.

045-25-26 Benefactor Group 2025-26 Contract: Please see the memo from Grants & Special Project Coordinator Sarah Hierman. Family and youth participation in MFF has grown tremendously over the past two years and attention is now shifting from program participation to developing program sustainability. An RFP process to identify a vendor to assist with this process was conducted and Benefactor Group was selected based on pricing and local experience in fund development. The dates of the contract with Benefactor Group are October 1, 2025, through May 31, 2026. Funding to support the contract will come from a remaining balance in the local share of Washtenaw Futures (\$37,126.29) and the Washtenaw County contract for MFF (\$45,723.71).

The Superintendent recommends the Board authorize the administration to approve the contract with Benefactor Group for a cost not to exceed \$82,850.00, as presented.

046-25-26 Detroit Area Pre-College Engineering Program Contract: Please see the memo from Director of Instruction Dr. Jennifer Banks. In the current fiscal year, DAPCEP has provided programming for the Pontiac School District in the amount of \$17,804.88, funded through the 23h Improving Teaching Mathematics Grant awarded to the Tri-County Culturally Responsive Mathematics Institute. Adding this contract (\$17,721.50) brings the total for DAPCEP services to \$35,526.38, exceeding the board's approval threshold. All expenses associated with this contract are fully covered by the Title I Regional Assistance Grant for Ypsilanti Community Schools and will have no impact on the general fund.

The Superintendent recommends the Board authorize the administration to approve the contract with Detroit Area Pre-College Engineering Program for an additional \$17,721.50, for a total cost not to exceed \$35,526.38, 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 8: New Business:

A. Special Education Capital Funds Purchase – Progress Park Classroom Furniture: Please see memo from Director of Operations. Our Progress Park School, located at 3980 Research Park Drive in Ann Arbor,

is home to our EI program. Many of these spaces and the furniture in those spaces are old and at the end of their useful life. There is a need for new student desks and chairs, classroom storage, art room storage and furnishings, student lounge furniture, and entry way lobby furniture. Working in conjunction with Kruger International (KI) and in partnership with our cooperating purchasing program, we worked to design functional and modern classroom environment. KI is also a major vendor that was used for the new furniture at High Point School, so by continuing to purchase from this vendor, we will create greater consistency in quality and equitable classroom environments across our district. A furniture cost proposal is attached. The total cost of furniture from KI is not to exceed \$118,217.00.

Recommendation: Motion that the Board of Education authorize the administration to utilize special education capital project funds to purchase furniture for Progress Park at a cost not to exceed \$118,217.00, as presented.

B. Updated WISD Policies – Second Read: Please see the memo from Supervisor of Human Recourse and Legal Services Becky Mullins. The Policy Committee recommends adoption of policies 1430 – Leaves of Absence, 3430 - Leaves of Absence, and 4430 - Leaves of Absence. A first read of the policies was done during the Board’s rescheduled meeting on September 22, 2025, which included highlights of the proposed changes.

Recommendation: Motion that the Board of Education approve the updated WISD policies:

- 1) PO 1430 – Leave of Absence
- 2) PO 3430 – Leave of Absence
- 3) PO 4430 – Leave of Absence

C. Updated WISD Policies – First Read: Please see the memo from Supervisor of Human Resource and Legal Services Becky Mullins. The Policy Committee recommends the adoption of revised policies listed below. No action from the Board of Education is needed at this time.

- 1) Policy #1420 – School Administrator Evaluation
- 2) Policy #1540 – Administrative Staff Reductions/Recalls
- 3) Policy #2340 – Field & Other District Sponsored Trips
- 4) Policy#2414 – Reproductive Health & Family Planning
- 5) Policy #2418 – Sex Education
- 6) Policy #5330.01 – Epinephrine Auto-Injectors
- 7) Policy #5340 – Student Accidents
- 8) Policy #6550 – Travel Payment & Reimbursement

Agenda Item 9: Other Items of Business:

Agenda Item 10: Board of Education Reports:

Agenda Item 11: Administrative Reports:

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

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

Agenda Item 12: Adjournment

Coversheet

August 2025 Financial Report

Section:	V. Financial Reports
Item:	A. August 2025 Financial Report
Purpose:	
Submitted by:	
Related Material:	Treasurers Report 083125.pdf

Budget Performance Report

**General Education
Summary Budget Report
As of 8/31/25**

		Adopted Budget	Current Month Actual	Actual	Encumbrances	Actual & Encumbrances	Budget - Actual	% Used/Rec'd
Fund	11 - General Fund							
	110 - Taxes Levied	\$2,213,886.00	\$665,794.36	\$846,082.93	\$0.00	\$846,082.93	\$1,367,803.07	38.22%
	120 - Appropriations Received from Local Units of Gov't	\$2,345.00	\$831.49	\$910.02	\$0.00	\$910.02	\$1,434.98	38.81%
	150 - Earnings on Investments and Deposits	\$427,500.00	\$76,177.38	\$158,826.37	\$0.00	\$158,826.37	\$268,673.63	37.15%
	180 - Revenue from Community Service Activities	\$243,955.00	\$9,342.66	\$30,151.47	\$0.00	\$30,151.47	\$213,803.53	12.36%
	190 - Other Local Revenue	\$242,148.00	\$160,946.13	\$491,843.35	\$0.00	\$491,843.35	(\$249,695.35)	203.12%
	210 - Revenue from Non-Educational Activities	\$3,144,464.00	\$0.00	\$429,051.72	\$0.00	\$429,051.72	\$2,715,412.28	13.64%
	310 - Grants In Aid	\$21,538,864.00	\$0.00	\$16,249,091.87	\$0.00	\$16,249,091.87	\$5,289,772.13	75.44%
	320 - State Payments in Lieu of Taxes	\$19,534.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,534.00	0.00%
	410 - Grant-In-Aid	\$8,615,643.00	\$0.00	\$61,791.10	\$0.00	\$61,791.10	\$8,553,851.90	0.72%
	510 - Payments Received from Other Public Schools Within the State	\$3,835,179.00	\$3,940.00	\$863,786.85	\$0.00	\$863,786.85	\$2,971,392.15	22.52%
	620 - Fund Modification - Special Revenue Funds	\$56,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,000.00	0.00%
Fund	11 - General Fund Totals	\$40,339,518.00	\$917,032.02	\$19,131,535.68	\$0.00	\$19,131,535.68	\$21,207,982.32	47.43%

		Adopted Budget	Current Month Actual	Actual	Encumbrances	Actual & Encumbrances	Budget - Actual	% Used/Rec'd
Fund	11 - General Fund							
	110 - Basic Functions	\$1,879,911.00	\$18,802.51	\$18,802.51	\$0.00	\$18,802.51	\$1,861,108.49	1.00%
	120 - Added Needs	\$0.00	\$8,829.93	\$8,829.93	\$182,432.08	\$191,262.01	(\$191,262.01)	0.00%
	130 - Adult/Continuing Education	\$137,124.00	\$11,093.43	\$22,186.87	\$0.00	\$22,186.87	\$114,937.13	16.18%
	210 - Support Services Pupil	\$2,214,075.00	\$258,253.19	\$414,417.85	\$27,125.00	\$441,542.85	\$1,772,532.15	19.94%
	220 - Support Services Instructional Staff	\$11,803,902.00	\$785,552.35	\$1,368,069.97	\$369,743.04	\$1,737,813.01	\$10,066,088.99	14.72%
	230 - Support Services General Administration	\$872,974.00	\$73,107.00	\$141,757.90	\$25,856.07	\$167,613.97	\$705,360.03	19.20%
	240 - Support Service School Administration	\$98,261.00	\$7,522.89	\$16,011.48	\$0.00	\$16,011.48	\$82,249.52	16.29%
	250 - Support Services Business	\$636,941.00	\$30,656.12	\$67,178.93	\$258.35	\$67,437.28	\$569,503.72	10.59%
	260 - Operations and Maintenance	\$495,821.00	\$31,033.81	\$92,930.58	\$117,394.55	\$210,325.13	\$285,495.87	42.42%
	270 - Pupil Transportation Services	\$76,462.00	\$7,970.25	\$13,240.62	\$2,987.21	\$16,227.83	\$60,234.17	21.22%
	280 - Support Services Central	\$5,021,245.00	\$409,640.66	\$889,528.75	\$266,296.65	\$1,155,825.40	\$3,865,419.60	23.02%
	290 - Support Services Other	\$146,998.00	\$11,694.96	\$23,881.72	\$0.00	\$23,881.72	\$123,116.28	16.25%
	310 - Community Services Direction	\$321,466.00	\$28,256.66	\$55,614.40	\$7,303.00	\$62,917.40	\$258,548.60	19.57%
	330 - Community Activities	\$2,723,639.00	\$251,589.72	\$292,555.14	\$13,582.98	\$306,138.12	\$2,417,500.88	11.24%
	350 - Custody and Care of Children	\$1,390,001.00	\$107,302.08	\$206,283.05	\$3,046.34	\$209,329.39	\$1,180,671.61	15.06%
	360 - Welfare Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	390 - Other Community Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	410 - Payments to Other Public Schools Within Michigan	\$12,956,789.00	\$0.00	\$0.00	\$115,500.00	\$115,500.00	\$12,841,289.00	0.89%
	440 - Payments to Other Governmental and Not-For-Profit Entities	\$0.00	\$0.00	\$0.00	\$66,360.32	\$66,360.32	(\$66,360.32)	0.00%
	450 - Facilities Acquisition, Construction, and Improvements	\$6,050.00	\$1,198.18	\$1,198.18	\$49,875.03	\$51,073.21	(\$45,023.21)	844.19%
	600 - Fund Modifications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expense Totals		\$40,781,659.00	\$2,042,503.74	\$3,632,487.88	\$1,247,760.62	\$4,880,248.50	\$35,901,410.50	11.97%
Fund	11 - General Fund Totals	(\$442,141.00)	(\$1,125,471.72)	\$15,499,047.80	(\$1,247,760.62)	\$14,251,287.18	(\$14,693,428.18)	



General Fund Activities

Through 08/31/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category General Fund						
Fund Type						
Fund 11 - General Fund						
<i>Revenue from Local Sources</i>						
Taxes Levied	2,213,886.00	665,794.36	846,082.93	.00	1,367,803.07	38
Appropriations Received from Local Units of Gov't	2,345.00	831.49	910.02	.00	1,434.98	39
Earnings on Investments and Deposits	427,500.00	76,177.38	158,826.37	.00	268,673.63	37
Revenue from Community Service Activities	243,955.00	9,342.66	30,151.47	.00	213,803.53	12
Other Local Revenue	246,648.00	160,946.13	491,843.35	.00	(245,195.35)	199
<i>Revenue from Local Sources Totals</i>	<i>\$3,134,334.00</i>	<i>\$913,092.02</i>	<i>\$1,527,814.14</i>	<i>\$0.00</i>	<i>\$1,606,519.86</i>	<i>49%</i>
Revenues from a Non-Educational Entity or Political Subdivision	2,808,919.00	.00	429,051.72	.00	2,379,867.28	15
<i>Revenue from State Sources</i>						
Grants In Aid	25,788,090.00	.00	16,249,091.87	.00	9,538,998.13	63
State Payments in Lieu of Taxes	19,534.00	.00	.00	.00	19,534.00	0
<i>Revenue from State Sources Totals</i>	<i>\$25,807,624.00</i>	<i>\$0.00</i>	<i>\$16,249,091.87</i>	<i>\$0.00</i>	<i>\$9,558,532.13</i>	<i>63%</i>
<i>Revenues from Federal Sources</i>						
Grant-In-Aid	9,585,788.00	.00	61,791.10	.00	9,523,996.90	1
<i>Revenues from Federal Sources Totals</i>	<i>\$9,585,788.00</i>	<i>\$0.00</i>	<i>\$61,791.10</i>	<i>\$0.00</i>	<i>\$9,523,996.90</i>	<i>1%</i>
<i>Incoming Transfers and Other Transactions</i>						
Payments Received from Other Public Schools Within the State	3,835,179.00	3,940.00	863,786.85	.00	2,971,392.15	23
<i>Incoming Transfers and Other Transactions Totals</i>	<i>\$3,835,179.00</i>	<i>\$3,940.00</i>	<i>\$863,786.85</i>	<i>\$0.00</i>	<i>\$2,971,392.15</i>	<i>23%</i>
<i>Fund Modifications</i>						
Fund Modification - Special Revenue Funds	56,000.00	.00	.00	.00	56,000.00	0
<i>Fund Modifications Totals</i>	<i>\$56,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$56,000.00</i>	<i>0%</i>
<i>Salaries</i>						
Administration	3,656,956.00	280,045.48	536,061.69	.00	3,120,894.31	15
Professional Educational	2,754,640.00	168,571.55	339,486.82	.00	2,415,153.18	12
Professional Business	354,438.00	17,972.20	35,567.39	.00	318,870.61	10
Professional Other	1,055,684.00	109,912.57	199,201.66	.00	856,482.34	19
Technical	1,656,457.00	139,543.73	275,053.63	.00	1,381,403.37	17
Operation and Service	761,334.00	51,555.03	100,685.03	.00	660,648.97	13
Special Salary Payments	14,129.00	8,328.84	34,595.50	.00	(20,466.50)	245
Overtime Salaries and Extension of Contract	45,478.00	2,150.88	3,179.59	.00	42,298.41	7
<i>Salaries Totals</i>	<i>\$10,299,116.00</i>	<i>\$778,080.28</i>	<i>\$1,523,831.31</i>	<i>\$0.00</i>	<i>\$8,775,284.69</i>	<i>15%</i>
<i>Employee Benefits</i>						
Employee Insurance	1,562,928.00	99,706.35	199,235.90	.00	1,363,692.10	13
Mandatory Coverage	4,816,717.00	371,247.42	733,347.71	.00	4,083,369.29	15
Workers Compensation	52,200.00	.00	16,951.74	.00	35,248.26	32
Other Employee Benefits	68,054.00	7,063.39	13,331.83	.00	54,722.17	20
<i>Employee Benefits Totals</i>	<i>\$6,499,899.00</i>	<i>\$478,017.16</i>	<i>\$962,867.18</i>	<i>\$0.00</i>	<i>\$5,537,031.82</i>	<i>15%</i>



General Fund Activities

Through 08/31/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category General Fund						
Fund Type						
Fund 11 - General Fund						
<i>Purchased Services</i>						
Professional and Technical Services	7,429,471.00	439,419.01	592,782.64	526,896.00	6,309,792.36	15
Travel Workshops Staff	259,110.00	9,907.35	9,122.90	657.27	249,329.83	4
Communication	370,402.00	28,177.59	150,105.93	26,860.76	193,435.31	48
Advertisement	88,420.00	12,797.97	12,947.97	.00	75,472.03	15
Printing and Binding	83,530.00	1,170.21	1,180.02	19,639.19	62,710.79	25
Utility Service	17,665.00	654.53	654.53	3,305.47	13,705.00	22
Insurance and Bond Premiums	44,652.00	.00	47,936.65	.00	(3,284.65)	107
Repairs and Maintenance Services	570,156.00	28,464.93	57,517.03	100,348.18	412,290.79	28
Rentals	937,073.00	55.00	55.00	1,045.00	935,973.00	0
Other Purchased Services	13,500.00	.00	.00	.00	13,500.00	0
<i>Purchased Services Totals</i>	\$9,813,979.00	\$520,646.59	\$872,302.67	\$678,751.87	\$8,262,924.46	16%
<i>Supplies and Materials</i>						
Teaching Testing Supplies and Materials	5,880.00	34.36	(421.58)	515.64	5,785.94	2
Periodicals	6,976.00	.00	(34.26)	.00	7,010.26	0
Energy Supplies	83,300.00	3,642.81	3,642.81	40,537.58	39,119.61	53
Transportation Supplies	2,700.00	14.74	14.74	185.26	2,500.00	7
Other Supplies	305,877.00	7,676.17	7,537.18	25,685.87	272,653.95	11
<i>Supplies and Materials Totals</i>	\$404,733.00	\$11,368.08	\$10,738.89	\$66,924.35	\$327,069.76	19%
<i>Capital Outlay</i>						
Building and Additions	2,750.00	.00	.00	.00	2,750.00	0
Improvements Other Than Buildings	3,300.00	.00	.00	.00	3,300.00	0
Equipment and Furniture	900,519.00	35,989.41	36,342.80	319,927.34	544,248.86	40
<i>Capital Outlay Totals</i>	\$906,569.00	\$35,989.41	\$36,342.80	\$319,927.34	\$550,298.86	39%
<i>Other Expenditures</i>						
Dues and Fees	153,556.00	5,762.14	13,764.95	293.50	139,497.55	9
Claims and Judgments	2,461.00	.00	.00	.00	2,461.00	0
Taxes Abated and Written Off	5,000.00	.00	.00	3.24	4,996.76	0
Miscellaneous Expenditures	2,412,721.00	210,000.08	210,000.08	.00	2,202,720.92	9
<i>Other Expenditures Totals</i>	\$2,573,738.00	\$215,762.22	\$223,765.03	\$296.74	\$2,349,676.23	9%
<i>Outgoing Transfers and Other Transactions</i>						
Payments to Other Public School Districts	8,265,156.00	2,640.00	2,640.00	.00	8,262,516.00	0
Sub-Grantee Disbursements	6,986,795.00	.00	.00	181,860.32	6,804,934.68	3
<i>Outgoing Transfers and Other Transactions Totals</i>	\$15,251,951.00	\$2,640.00	\$2,640.00	\$181,860.32	\$15,067,450.68	1%
Fund 11 - General Fund Totals						
REVENUE TOTALS	45,227,844.00	917,032.02	19,131,535.68	.00	26,096,308.32	42%

Through 08/31/25
Summary Listing

Run by Millina, Jack on 09/11/2025 08:52:12 AM

Budget Performance Report

**Special Education
Summary Budget Report
As of 8/31/25**

		Adopted Budget	Current Month Actual	Actual	Encumbrances	Actual & Encumbrances	Budget - Actual	% Used/Rec'd
Fund	22 - Special Education							
	110 - Taxes Levied	\$121,435,619.00	\$36,491,515.82	\$46,373,649.13	\$0.00	\$46,373,649.13	\$75,061,969.87	38.19%
	120 - Appropriations Received from Local Units of Gov't	\$230,423.00	\$45,576.92	\$49,881.83	\$0.00	\$49,881.83	\$180,541.17	21.65%
	130 - Tuition	\$887,916.00	\$0.00	\$375,290.40	\$0.00	\$375,290.40	\$512,625.60	42.27%
	150 - Earnings on Investments and Deposits	\$1,740,000.00	\$191,993.13	\$320,058.04	\$0.00	\$320,058.04	\$1,419,941.96	18.39%
	180 - Revenue from Community Service Activities	\$5,000.00	\$80.32	\$80.32	\$0.00	\$80.32	\$4,919.68	1.61%
	190 - Other Local Revenue	\$243,000.00	\$3,801.93	\$56,729.58	\$0.00	\$56,729.58	\$186,270.42	23.35%
	310 - Grants In Aid	\$22,258,876.00	\$0.00	\$647,231.69	\$0.00	\$647,231.69	\$21,611,644.31	2.91%
	320 - State Payments in Lieu of Taxes	\$1,150,349.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,150,349.00	0.00%
	410 - Grant-In-Aid	\$12,918,211.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,918,211.00	0.00%
	510 - Payments Received from Other Public Schools Within the State	\$364,331.00	\$0.00	\$123,362.52	\$0.00	\$123,362.52	\$240,968.48	33.86%
	620 - Fund Modification - Special Revenue Funds	\$294,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$294,000.00	0.00%
Fund	22 - Special Education Totals	\$161,527,725.00	\$36,732,968.12	\$47,946,283.51	\$0.00	\$47,946,283.51	\$113,581,441.49	29.68%
		Adopted Budget	Current Month Actual	Actual	Encumbrances	Actual & Encumbrances	Budget - Actual	% Used/Rec'd
Fund	22 - Special Education							
	120 - Added Needs	\$21,459,011.00	\$452,830.38	\$1,002,652.92	\$347,405.24	\$1,350,058.16	\$20,108,952.84	6.29%
	210 - Support Services Pupil	\$25,115,027.00	\$591,852.73	\$1,354,794.93	\$207,102.80	\$1,561,897.73	\$23,553,129.27	6.22%
	220 - Support Services Instructional Staff	\$7,066,919.00	\$466,249.25	\$838,911.27	\$239,091.54	\$1,078,002.81	\$5,988,916.19	15.25%
	230 - Support Services General Administration	\$377,326.00	\$22,077.61	\$45,609.81	\$51,649.43	\$97,259.24	\$280,066.76	25.78%
	240 - Support Service School Administration	\$353,075.00	\$22,766.07	\$46,471.82	\$6,024.14	\$52,495.96	\$300,579.04	14.87%
	250 - Support Services Business	\$1,803,947.00	\$115,731.01	\$244,856.34	\$1,885.05	\$246,741.39	\$1,557,205.61	13.68%
	260 - Operations and Maintenance	\$2,662,883.00	\$145,762.23	\$396,411.01	\$954,535.66	\$1,350,946.67	\$1,311,936.33	50.73%
	270 - Pupil Transportation Services	\$87,130.00	\$3,053.58	\$3,053.58	\$1,122.58	\$4,176.16	\$82,953.84	4.79%
	280 - Support Services Central	\$4,241,614.00	\$301,608.95	\$575,637.72	\$292,760.75	\$868,398.47	\$3,373,215.53	20.47%
	290 - Support Services Other	\$25,951.00	\$1,903.83	\$3,887.73	\$0.00	\$3,887.73	\$22,063.27	14.98%
	330 - Community Activities	\$55,622.00	\$7,769.37	\$11,230.47	\$21,287.50	\$32,517.97	\$23,104.03	58.46%
	370 -- Non Public School Pupils	\$186,666.00	\$0.00	\$0.00	\$5,429.62	\$5,429.62	\$181,236.38	2.91%
	390 - Other Community Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	410 - Payments to Other Public Schools Within Michigan	\$92,242,252.00	\$0.00	\$0.00	\$498,239.65	\$498,239.65	\$91,744,012.35	0.54%
	440 - Payments to Other Governmental and Not-For-Profit Entities	\$1,849,938.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,849,938.00	0.00%
	450 - Facilities Acquisition, Construction, and Improvements	\$17,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,950.00	0.00%
	500 - Debt Service Long Term Only	\$1,372,414.00	\$98,102.95	\$198,483.13	\$843,740.93	\$1,042,224.06	\$330,189.94	75.94%
	600 - Fund Modifications	\$610,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$610,000.00	0.00%
Expense Totals		\$159,527,725.00	\$2,229,707.96	\$4,722,000.73	\$3,470,274.89	\$8,192,275.62	\$151,335,449.38	5.14%
Fund	22 - Special Education Totals	\$2,000,000.00	\$34,503,260.16	\$43,224,282.78	(\$3,470,274.89)	\$39,754,007.89	(\$37,754,007.89)	



Special Education Activities

Through 08/31/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Special Revenue						
Fund Type						
Fund 22 - Special Education						
Revenue from Local Sources						
Taxes Levied	121,435,619.00	36,491,515.82	46,373,649.13	.00	75,061,969.87	38
Appropriations Received from Local Units of Gov't	230,423.00	45,576.92	49,881.83	.00	180,541.17	22
Tuition	887,916.00	.00	375,290.40	.00	512,625.60	42
Earnings on Investments and Deposits	1,740,000.00	191,993.13	320,058.04	.00	1,419,941.96	18
Revenue from Community Service Activities	5,000.00	80.32	80.32	.00	4,919.68	2
Other Local Revenue	243,000.00	3,801.93	56,729.58	.00	186,270.42	23
<i>Revenue from Local Sources Totals</i>	\$124,541,958.00	\$36,732,968.12	\$47,175,689.30	\$0.00	\$77,366,268.70	38%
Revenue from State Sources						
Grants In Aid	22,258,876.00	.00	647,231.69	.00	21,611,644.31	3
State Payments in Lieu of Taxes	1,150,349.00	.00	.00	.00	1,150,349.00	0
<i>Revenue from State Sources Totals</i>	\$23,409,225.00	\$0.00	\$647,231.69	\$0.00	\$22,761,993.31	3%
Revenues from Federal Sources						
Grant-In-Aid	13,019,071.00	.00	.00	.00	13,019,071.00	0
<i>Revenues from Federal Sources Totals</i>	\$13,019,071.00	\$0.00	\$0.00	\$0.00	\$13,019,071.00	0%
Incoming Transfers and Other Transactions						
Payments Received from Other Public Schools Within the State	364,331.00	.00	123,362.52	.00	240,968.48	34
<i>Incoming Transfers and Other Transactions Totals</i>	\$364,331.00	\$0.00	\$123,362.52	\$0.00	\$240,968.48	34%
Fund Modifications						
Fund Modification - Special Revenue Funds	294,000.00	.00	.00	.00	294,000.00	0
<i>Fund Modifications Totals</i>	\$294,000.00	\$0.00	\$0.00	\$0.00	\$294,000.00	0%
Salaries						
Administration	3,046,210.00	231,457.69	463,054.31	.00	2,583,155.69	15
Professional Educational	13,599,200.00	437,788.02	838,075.63	.00	12,761,124.37	6
Professional Business	746,537.00	55,767.83	108,142.65	.00	638,394.35	14
Professional Other	5,151,279.00	136,330.92	271,669.33	.00	4,879,609.67	5
Technical	878,241.00	72,488.78	138,534.36	.00	739,706.64	16
Operation and Service	7,622,730.00	131,267.96	316,566.76	.00	7,306,163.24	4
Special Salary Payments	88,160.00	86,893.16	180,708.60	.00	(92,548.60)	205
Temporary Salaries	756,438.00	179.13	250.31	.00	756,187.69	0
Overtime Salaries and Extension of Contract	177,402.00	2,235.44	3,184.97	.00	174,217.03	2
<i>Salaries Totals</i>	\$32,066,197.00	\$1,154,408.93	\$2,320,186.92	\$0.00	\$29,746,010.08	7%
Employee Benefits						
Employee Insurance	5,607,513.00	(66,194.15)	269,982.06	.00	5,337,530.94	5
Mandatory Coverage	15,691,820.00	571,756.69	1,078,154.46	.00	14,613,665.54	7
Workers Compensation	140,874.00	.00	45,748.26	.00	95,125.74	32



Special Education Activities

Through 08/31/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Special Revenue						
Fund Type						
Fund 22 - Special Education						
Employee Benefits						
Other Employee Benefits	222,490.00	7,082.56	14,187.20	.00	208,302.80	6
<i>Employee Benefits Totals</i>	<i>\$21,662,697.00</i>	<i>\$512,645.10</i>	<i>\$1,408,071.98</i>	<i>\$0.00</i>	<i>\$20,254,625.02</i>	<i>6%</i>
<i>Purchased Services</i>						
Professional and Technical Services	2,889,812.00	258,683.10	305,621.53	750,738.92	1,833,451.55	37
Travel Workshops Staff	754,744.00	11,615.71	12,164.71	5,663.20	736,916.09	2
Client Pupil Transportation	90,130.00	3,053.58	3,053.58	1,122.58	85,953.84	5
Communication	761,423.00	35,034.05	87,782.29	38,810.08	634,830.63	17
Advertisement	18,000.00	.00	850.00	.00	17,150.00	5
Printing and Binding	110,862.00	3,258.40	3,283.21	40,399.77	67,179.02	39
Tuition	457,138.00	.00	.00	.00	457,138.00	0
Utility Service	77,300.00	2,686.21	2,686.21	15,153.79	59,460.00	23
Insurance and Bond Premiums	133,819.00	.00	142,129.35	.00	(8,310.35)	106
Repairs and Maintenance Services	1,404,533.00	64,019.14	142,024.23	743,814.96	518,693.81	63
Rentals	103,250.00	45.00	45.00	855.00	102,350.00	1
<i>Purchased Services Totals</i>	<i>\$6,801,011.00</i>	<i>\$378,395.19</i>	<i>\$699,640.11</i>	<i>\$1,596,558.30</i>	<i>\$4,504,812.59</i>	<i>34%</i>
<i>Supplies and Materials</i>						
Teaching Testing Supplies and Materials	307,781.00	5,776.48	9,989.47	32,371.83	265,419.70	14
Periodicals	3,727.00	.00	(7.98)	.00	3,734.98	0
Energy Supplies	299,000.00	17,853.59	17,853.59	235,496.41	45,650.00	85
Transportation Supplies	2,250.00	132.69	132.69	1,667.31	450.00	80
Other Supplies	441,536.00	15,628.49	16,032.44	74,578.21	350,925.35	21
<i>Supplies and Materials Totals</i>	<i>\$1,054,294.00</i>	<i>\$39,391.25</i>	<i>\$44,000.21</i>	<i>\$344,113.76</i>	<i>\$666,180.03</i>	<i>37%</i>
<i>Capital Outlay</i>						
Building and Additions	15,250.00	.00	.00	.00	15,250.00	0
Improvements Other Than Buildings	2,700.00	.00	.00	.00	2,700.00	0
Equipment and Furniture	1,287,274.00	43,912.02	43,912.02	180,264.40	1,063,097.58	17
<i>Capital Outlay Totals</i>	<i>\$1,305,224.00</i>	<i>\$43,912.02</i>	<i>\$43,912.02</i>	<i>\$180,264.40</i>	<i>\$1,081,047.58</i>	<i>17%</i>
<i>Other Expenditures</i>						
Redemption of Long-term Bonds, Loans and Capital Leases	1,155,271.00	98,102.95	198,483.13	843,740.93	113,046.94	90
Interest on Debt	217,143.00	.00	.00	.00	217,143.00	0
Dues and Fees	63,981.00	2,668.60	7,522.44	1,750.50	54,708.06	14
Claims and Judgments	1,485.00	.00	.00	.00	1,485.00	0
Taxes Abated and Written Off	350,000.00	.00	.00	177.73	349,822.27	0
Miscellaneous Expenditures	12,199.00	183.92	183.92	.00	12,015.08	2
<i>Other Expenditures Totals</i>	<i>\$1,800,079.00</i>	<i>\$100,955.47</i>	<i>\$206,189.49</i>	<i>\$845,669.16</i>	<i>\$748,220.35</i>	<i>58%</i>



Special Education Activities

Through 08/31/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Special Revenue						
Fund Type						
Fund 22 - Special Education						
<i>Outgoing Transfers and Other Transactions</i>						
Fund Modifications	610,000.00	.00	.00	.00	610,000.00	0
Payments to Other Public School Districts	190,654.00	.00	.00	5,429.62	185,224.38	3
Sub-Grantee Disbursements	94,138,476.00	.00	.00	498,239.65	93,640,236.35	1
<i>Outgoing Transfers and Other Transactions Totals</i>	<u>\$94,939,130.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$503,669.27</u>	<u>\$94,435,460.73</u>	<u>1%</u>
Fund 22 - Special Education Totals						
REVENUE TOTALS	161,628,585.00	36,732,968.12	47,946,283.51	.00	113,682,301.49	30%
EXPENSE TOTALS	159,628,632.00	2,229,707.96	4,722,000.73	3,470,274.89	151,436,356.38	5%
Fund 22 - Special Education Net Gain (Loss)	<u>\$1,999,953.00</u>	<u>\$34,503,260.16</u>	<u>\$43,224,282.78</u>	<u>(\$3,470,274.89)</u>	<u>(\$37,754,054.89)</u>	<u>1,988%</u>
Fund Type Totals						
REVENUE TOTALS	161,628,585.00	36,732,968.12	47,946,283.51	.00	113,682,301.49	30%
EXPENSE TOTALS	159,628,632.00	2,229,707.96	4,722,000.73	3,470,274.89	151,436,356.38	5%
Fund Type Net Gain (Loss)	<u>\$1,999,953.00</u>	<u>\$34,503,260.16</u>	<u>\$43,224,282.78</u>	<u>(\$3,470,274.89)</u>	<u>(\$37,754,054.89)</u>	<u>1,988%</u>
Fund Category Special Revenue Totals						
REVENUE TOTALS	161,628,585.00	36,732,968.12	47,946,283.51	.00	113,682,301.49	30%
EXPENSE TOTALS	159,628,632.00	2,229,707.96	4,722,000.73	3,470,274.89	151,436,356.38	5%
Fund Category Special Revenue Net Gain (Loss)	<u>\$1,999,953.00</u>	<u>\$34,503,260.16</u>	<u>\$43,224,282.78</u>	<u>(\$3,470,274.89)</u>	<u>(\$37,754,054.89)</u>	<u>1,988%</u>
Grand Totals						
REVENUE TOTALS	161,628,585.00	36,732,968.12	47,946,283.51	.00	113,682,301.49	30%
EXPENSE TOTALS	159,628,632.00	2,229,707.96	4,722,000.73	3,470,274.89	151,436,356.38	5%
Grand Total Net Gain (Loss)	<u>\$1,999,953.00</u>	<u>\$34,503,260.16</u>	<u>\$43,224,282.78</u>	<u>(\$3,470,274.89)</u>	<u>(\$37,754,054.89)</u>	<u>1,988%</u>



High Point Kitchen Monthly Report

Fiscal Year to Date 08/31/25

G/L Account Number	Account Description	Location Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Fund 25 - Food Service Fund								
Account Type Revenue								
Function 0000 - Revenue								
25.0151.0000.000.0000.06147.0000	Earnings on Investments and Deposits	High Point	6,450.00	362.46	.00	662.84	5,787.16	10
25.0162.0000.000.0000.06147.0000	Food Sales to Patrons	High Point	1,500.00	99.45	.00	99.45	1,400.55	7
25.0164.0000.000.0000.06147.0000	A-La-Carte Sales	High Point	150.00	99.12	.00	99.12	50.88	66
25.0312.0110.000.2644.06147.0000	Restricted State Aid - Food Service	High Point	56,000.00	.00	.00	.00	56,000.00	0
25.0312.0110.000.2645.06147.0000	Restricted State Aid - Food Service	High Point	21,000.00	.00	.00	.00	21,000.00	0
25.0312.0110.000.2654.06147.0000	Restricted State Aid - Food Service	High Point	86,000.00	.00	.00	.00	86,000.00	0
25.0312.0110.000.2655.06147.0000	Restricted State Aid - Food Service	High Point	41,000.00	.00	.00	.00	41,000.00	0
25.0312.0110.000.3100.06147.0000	Restricted State Aid - Food Service	High Point	1,000.00	.00	.00	.00	1,000.00	0
25.0312.0110.000.3735.06147.0000	Restricted State Aid - Food Service	High Point	2,692.00	.00	.00	.00	2,692.00	0
25.0414.0110.000.8500.06147.0000	Federal Lunch Reimbursement	High Point	67,000.00	.00	.00	.00	67,000.00	0
25.0414.0110.000.8510.06147.0000	Federal Lunch Reimbursement	High Point	137,000.00	.00	.00	.00	137,000.00	0
25.0481.0110.000.7810.00000.0000	USDA Entitlement Commodities	District-Wide	25,000.00	.00	.00	.00	25,000.00	0
Function 0000 - Revenue Totals			\$444,792.00	\$561.03	\$0.00	\$861.41	\$443,930.59	0%
Account Type Revenue Totals			\$444,792.00	\$561.03	\$0.00	\$861.41	\$443,930.59	0%
Account Type Expense								
Function 1297 - Food Services								
25.1297.3190.000.8510.06147.0000	Other Prof & Technical Services	High Point	5,000.00	.00	.00	.00	5,000.00	0
25.1297.3450.000.0000.06147.0000	Software Lic/Agmts Serv	High Point	5,000.00	.00	2,895.00	.00	2,105.00	58
25.1297.5610.000.0000.06147.0000	Food Supplies	High Point	125,000.00	3,139.85	119,860.15	3,139.85	2,000.00	98
25.1297.5650.000.7810.06147.0000	USDA Commod Supp Usage	High Point	25,000.00	.00	.00	.00	25,000.00	0
25.1297.5990.000.0000.06147.0000	Misc. Supp & Matls	High Point	15,000.00	371.62	11,700.80	371.66	2,927.54	80
25.1297.7410.000.0000.06147.0000	Dues and Fees	High Point	1,000.00	.00	.00	1.63	998.37	0
25.1297.8221.000.0000.06147.0000	Payments to LEA's - Food Service Wages	High Point	130,000.00	.00	.00	.00	130,000.00	0
25.1297.8222.000.0000.06147.0000	Payments to LEA's - Food Service Benefits	High Point	71,000.00	.00	.00	.00	71,000.00	0
25.1297.8223.000.0000.06147.0000	Payments to LEA's - Food Service Supplies	High Point	2,000.00	.00	.00	.00	2,000.00	0
25.1297.8226.000.0000.06147.0000	Payments to LEA's - Food Service Indirect	High Point	22,000.00	.00	.00	.00	22,000.00	0
25.1297.8227.000.0000.06147.0000	Payments to LEA's - Food Service Mileage	High Point	15,000.00	.00	.00	.00	15,000.00	0
Function 1297 - Food Services Totals			\$416,000.00	\$3,511.47	\$134,455.95	\$3,513.14	\$278,030.91	33%
Account Type Expense Totals			\$416,000.00	\$3,511.47	\$134,455.95	\$3,513.14	\$278,030.91	33%
Revenue Totals			\$444,792.00	\$561.03	\$0.00	\$861.41	\$443,930.59	0%
Expense Totals			\$416,000.00	\$3,511.47	\$134,455.95	\$3,513.14	\$278,030.91	33%
Fund 25 - Food Service Fund Totals			\$28,792.00	(\$2,950.44)	(\$134,455.95)	(\$2,651.73)	\$165,899.68	
Revenue Totals			\$444,792.00	\$561.03	\$0.00	\$861.41	\$443,930.59	0%
Expense Totals			\$416,000.00	\$3,511.47	\$134,455.95	\$3,513.14	\$278,030.91	33%
Grand Totals			\$28,792.00	(\$2,950.44)	(\$134,455.95)	(\$2,651.73)	\$165,899.68	



Balance Sheet

Through 08/31/25

Detail Listing

Include Rollup Account/Rollup to Object & Suffix

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Capital Projects Fund				
Fund Type					
Fund	41 - Capital Projects - General Educ				
	ASSETS				
2131					
2131.0000	Due From Other Funds	(34,831.65)	(39,064.03)	4,232.38	10.83
	2131 - Totals	(\$34,831.65)	(\$39,064.03)	\$4,232.38	10.83%
2181					
2181.0000	MILAF Short-Term Fund	1,561,012.91	1,559,095.46	1,917.45	.12
2181.0003	MILAF - Accounts Payable	2,970.96	2,970.96	.00	.00
	2181 - Totals	\$1,563,983.87	\$1,562,066.42	\$1,917.45	0.12%
	ASSETS TOTALS	\$1,529,152.22	\$1,523,002.39	\$6,149.83	0.40%
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
2402					
2402.0000	Accounts Payable	.00	1,909.87	(1,909.87)	(100.00)
	2402 - Totals	\$0.00	\$1,909.87	(\$1,909.87)	(100.00%)
	LIABILITIES TOTALS	\$0.00	\$1,909.87	(\$1,909.87)	(100.00%)
	FUND EQUITY				
2721					
2721.0000	Restricted Fund Balance	1,905,735.10	1,905,735.10	.00	.00
	2721 - Totals	\$1,905,735.10	\$1,905,735.10	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$1,905,735.10	\$1,905,735.10	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	384,642.58	.00		
	Fund Revenues	(8,059.70)	(83,498.19)		
	Fund Expenses	.00	468,140.77		
	FUND EQUITY TOTALS	\$1,529,152.22	\$1,521,092.52	\$8,059.70	0.53%
	LIABILITIES AND FUND EQUITY TOTALS	\$1,529,152.22	\$1,523,002.39	\$6,149.83	0.40%
Fund	41 - Capital Projects - General Educ Totals	\$0.00	\$0.00	\$0.00	+++
Fund Type	Totals	\$0.00	\$0.00	\$0.00	+++
Fund Category	Capital Projects Fund Totals	\$0.00	\$0.00	\$0.00	+++
	Grand Totals	\$0.00	\$0.00	\$0.00	+++



GE Capital Projects Activities

Through 08/31/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Capital Projects Fund						
Fund Type						
Fund 41 - Capital Projects - General Educ						
Revenue from Local Sources						
Earnings on Investments and Deposits	.00	6,417.31	8,059.70	.00	(8,059.70)	+++
Revenue from Local Sources Totals	\$0.00	\$6,417.31	\$8,059.70	\$0.00	(\$8,059.70)	+++
Capital Outlay						
Building and Additions	1,084,353.00	.00	.00	.00	1,084,353.00	0
Capital Outlay Totals	\$1,084,353.00	\$0.00	\$0.00	\$0.00	\$1,084,353.00	0%
Fund 41 - Capital Projects - General Educ Totals						
REVENUE TOTALS	.00	6,417.31	8,059.70	.00	(8,059.70)	+++
EXPENSE TOTALS	1,084,353.00	.00	.00	.00	1,084,353.00	0%
Fund 41 - Capital Projects - General Educ Net Gain (Loss)	(\$1,084,353.00)	\$6,417.31	\$8,059.70	\$0.00	(\$1,092,412.70)	(1%)
Fund Type Totals						
REVENUE TOTALS	.00	6,417.31	8,059.70	.00	(8,059.70)	+++
EXPENSE TOTALS	1,084,353.00	.00	.00	.00	1,084,353.00	0%
Fund Type Net Gain (Loss)	(\$1,084,353.00)	\$6,417.31	\$8,059.70	\$0.00	(\$1,092,412.70)	(1%)
Fund Category Capital Projects Fund Totals						
REVENUE TOTALS	.00	6,417.31	8,059.70	.00	(8,059.70)	+++
EXPENSE TOTALS	1,084,353.00	.00	.00	.00	1,084,353.00	0%
Fund Category Capital Projects Fund Net Gain (Loss)	(\$1,084,353.00)	\$6,417.31	\$8,059.70	\$0.00	(\$1,092,412.70)	(1%)
Grand Totals						
REVENUE TOTALS	.00	6,417.31	8,059.70	.00	(8,059.70)	+++
EXPENSE TOTALS	1,084,353.00	.00	.00	.00	1,084,353.00	0%
Grand Total Net Gain (Loss)	(\$1,084,353.00)	\$6,417.31	\$8,059.70	\$0.00	(\$1,092,412.70)	(1%)



Balance Sheet

Through 08/31/25

Detail Listing

Include Rollup Account/Rollup to Object & Suffix

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Capital Projects Fund				
Fund Type					
Fund	42 - Capital Projects - Spec Educ				
	ASSETS				
2131					
2131.0000	Due From Other Funds	(56,609.54)	(52,226.01)	(4,383.53)	(8.39)
	2131 - Totals	(\$56,609.54)	(\$52,226.01)	(\$4,383.53)	(8.39%)
2181					
2181.0000	MILAF Short-Term Fund	632,071.70	629,989.99	2,081.71	.33
2181.0001	MILAF Max Fund	4,169,351.50	4,139,143.91	30,207.59	.73
	2181 - Totals	\$4,801,423.20	\$4,769,133.90	\$32,289.30	0.68%
	ASSETS TOTALS	\$4,744,813.66	\$4,716,907.89	\$27,905.77	0.59%
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
2402					
2402.0000	Accounts Payable	.00	9,637.12	(9,637.12)	(100.00)
	2402 - Totals	\$0.00	\$9,637.12	(\$9,637.12)	(100.00%)
	LIABILITIES TOTALS	\$0.00	\$9,637.12	(\$9,637.12)	(100.00%)
	FUND EQUITY				
2721					
2721.0000	Restricted Fund Balance	4,425,520.87	4,425,520.87	.00	.00
	2721 - Totals	\$4,425,520.87	\$4,425,520.87	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$4,425,520.87	\$4,425,520.87	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	(281,749.90)	.00		
	Fund Revenues	(37,542.89)	(711,727.55)		
	Fund Expenses	.00	429,977.65		
	FUND EQUITY TOTALS	\$4,744,813.66	\$4,707,270.77	\$37,542.89	0.80%
	LIABILITIES AND FUND EQUITY TOTALS	\$4,744,813.66	\$4,716,907.89	\$27,905.77	0.59%
Fund	42 - Capital Projects - Spec Educ Totals	\$0.00	\$0.00	\$0.00	+++
Fund Type	Totals	\$0.00	\$0.00	\$0.00	+++
Fund Category	Capital Projects Fund Totals	\$0.00	\$0.00	\$0.00	+++
	Grand Totals	\$0.00	\$0.00	\$0.00	+++



SE Capital Projects Activities

Through 08/31/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Capital Projects Fund						
Fund Type						
Fund 42 - Capital Projects - Spec Educ						
Revenue from Local Sources						
Earnings on Investments and Deposits	.00	16,272.43	37,542.89	.00	(37,542.89)	+++
Revenue from Local Sources Totals	\$0.00	\$16,272.43	\$37,542.89	\$0.00	(\$37,542.89)	+++
Capital Outlay						
Building and Additions	1,626,529.00	.00	.00	.00	1,626,529.00	0
Capital Outlay Totals	\$1,626,529.00	\$0.00	\$0.00	\$0.00	\$1,626,529.00	0%
Fund 42 - Capital Projects - Spec Educ Totals						
REVENUE TOTALS	.00	16,272.43	37,542.89	.00	(37,542.89)	+++
EXPENSE TOTALS	1,626,529.00	.00	.00	.00	1,626,529.00	0%
Fund 42 - Capital Projects - Spec Educ Net Gain (Loss)	(\$1,626,529.00)	\$16,272.43	\$37,542.89	\$0.00	(\$1,664,071.89)	(2%)
Fund Type Totals						
REVENUE TOTALS	.00	16,272.43	37,542.89	.00	(37,542.89)	+++
EXPENSE TOTALS	1,626,529.00	.00	.00	.00	1,626,529.00	0%
Fund Type Net Gain (Loss)	(\$1,626,529.00)	\$16,272.43	\$37,542.89	\$0.00	(\$1,664,071.89)	(2%)
Fund Category Capital Projects Fund Totals						
REVENUE TOTALS	.00	16,272.43	37,542.89	.00	(37,542.89)	+++
EXPENSE TOTALS	1,626,529.00	.00	.00	.00	1,626,529.00	0%
Fund Category Capital Projects Fund Net Gain (Loss)	(\$1,626,529.00)	\$16,272.43	\$37,542.89	\$0.00	(\$1,664,071.89)	(2%)
Grand Totals						
REVENUE TOTALS	.00	16,272.43	37,542.89	.00	(37,542.89)	+++
EXPENSE TOTALS	1,626,529.00	.00	.00	.00	1,626,529.00	0%
Grand Total Net Gain (Loss)	(\$1,626,529.00)	\$16,272.43	\$37,542.89	\$0.00	(\$1,664,071.89)	(2%)



Balance Sheet

Through 08/31/25

Detail Listing

Include Rollup Account/Rollup to Object & Suffix

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Capital Projects Fund				
Fund Type					
Fund	43 - Capital Projects 2019 Bond Fund				
	ASSETS				
2131					
2131.0000	Due From Other Funds	(64,527.09)	139,193.34	(203,720.43)	(146.36)
	2131 - Totals	(\$64,527.09)	\$139,193.34	(\$203,720.43)	(146.36%)
2161					
2161.0000	Interest Receivable on Investments and Deposits	3,912.33	3,912.33	.00	.00
	2161 - Totals	\$3,912.33	\$3,912.33	\$0.00	0.00%
2181					
2181.0000	MILAF Short-Term Fund	867,963.99	658,201.02	209,762.97	31.87
2181.0001	MILAF Max Fund	4,669,878.37	4,636,044.39	33,833.98	.73
	2181 - Totals	\$5,537,842.36	\$5,294,245.41	\$243,596.95	4.60%
	ASSETS TOTALS	\$5,477,227.60	\$5,437,351.08	\$39,876.52	0.73%
	FUND EQUITY				
2721					
2721.0000	Restricted Fund Balance	5,669,488.72	5,669,488.72	.00	.00
	2721 - Totals	\$5,669,488.72	\$5,669,488.72	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$5,669,488.72	\$5,669,488.72	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	232,137.64	.00		
	Fund Revenues	(39,876.52)	(456,319.73)		
	Fund Expenses	.00	688,457.37		
	FUND EQUITY TOTALS	\$5,477,227.60	\$5,437,351.08	\$39,876.52	0.73%
	LIABILITIES AND FUND EQUITY TOTALS	\$5,477,227.60	\$5,437,351.08	\$39,876.52	0.73%
Fund	43 - Capital Projects 2019 Bond Fund Totals	\$0.00	\$0.00	\$0.00	+++
	Fund Type Totals	\$0.00	\$0.00	\$0.00	+++
Fund Category	Capital Projects Fund Totals	\$0.00	\$0.00	\$0.00	+++
	Grand Totals	\$0.00	\$0.00	\$0.00	+++



2019 Bond Capital Projects Activities

Through 08/31/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget
Fund Category Capital Projects Fund					
Fund Type					
Fund 43 - Capital Projects 2019 Bond Fund					
Revenue from Local Sources					
Earnings on Investments and Deposits	.00	19,975.36	39,876.52	(39,876.52)	+++
Revenue from Local Sources Totals	\$0.00	\$19,975.36	\$39,876.52	(\$39,876.52)	+++
Fund 43 - Capital Projects 2019 Bond Fund Totals					
REVENUE TOTALS	.00	19,975.36	39,876.52	(39,876.52)	+++
EXPENSE TOTALS	.00	.00	.00	.00	+++
Fund 43 - Capital Projects 2019 Bond Fund Net Gain (Loss)	\$0.00	\$19,975.36	\$39,876.52	(\$39,876.52)	+++
Fund Type Totals					
REVENUE TOTALS	.00	19,975.36	39,876.52	(39,876.52)	+++
EXPENSE TOTALS	.00	.00	.00	.00	+++
Fund Type Net Gain (Loss)	\$0.00	\$19,975.36	\$39,876.52	(\$39,876.52)	+++
Fund Category Capital Projects Fund Totals					
REVENUE TOTALS	.00	19,975.36	39,876.52	(39,876.52)	+++
EXPENSE TOTALS	.00	.00	.00	.00	+++
Fund Category Capital Projects Fund Net Gain (Loss)	\$0.00	\$19,975.36	\$39,876.52	(\$39,876.52)	+++
Grand Totals					
REVENUE TOTALS	.00	19,975.36	39,876.52	(39,876.52)	+++
EXPENSE TOTALS	.00	.00	.00	.00	+++
Grand Total Net Gain (Loss)	\$0.00	\$19,975.36	\$39,876.52	(\$39,876.52)	+++



HP Construction Fund

Fiscal Year to Date 08/31/25

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Fund 43 - Capital Projects 2019 Bond Fund									
Account Type Revenue									
Function 0000 - Revenue									
43.0151.0000.000.0000.00000.0000	Earnings on Investments and Deposits	.00	.00	.00	19,975.36	.00	39,876.52	(39,876.52)	+++
43.0153.0000.000.0000.00000.0000	Gain or Loss on Sale of Investment Forfeiture	.00	.00	.00	.00	.00	.00	.00	+++
43.0199.0000.000.0000.00000.0000	Miscellaneous Local Revenues	.00	.00	.00	.00	.00	.00	.00	+++
43.0419.0000.000.0000.00000.0000	Other Revenue - Federal Sources	.00	.00	.00	.00	.00	.00	.00	+++
43.0591.0000.000.0000.00000.0000	Proceeds from issuance of bonds	.00	.00	.00	.00	.00	.00	.00	+++
Function 0000 - Revenue Totals		\$0.00	\$0.00	\$0.00	\$19,975.36	\$0.00	\$39,876.52	(\$39,876.52)	+++
Account Type Revenue Totals		\$0.00	\$0.00	\$0.00	\$19,975.36	\$0.00	\$39,876.52	(\$39,876.52)	+++
Account Type Expense									
Function 1122 - Special Education									
43.1122.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	.00	.00	.00	.00	+++
43.1122.6420.000.0000.06147.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	.00	.00	.00	+++
Function 1122 - Special Education Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1231 - Board of Education									
43.1231.3170.000.0000.06147.0000	Legal Services	.00	.00	.00	.00	.00	.00	.00	+++
43.1231.3180.000.0000.06147.0000	Audit Services	.00	.00	.00	.00	.00	.00	.00	+++
Function 1231 - Board of Education Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1252 - Fiscal Services									
43.1252.7410.000.0000.06147.0000	Dues and Fees	.00	.00	.00	.00	.00	.00	.00	+++
Function 1252 - Fiscal Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1259 - Other Business Services									
43.1259.7310.000.0000.06147.0000	Other Bond Issuance Costs	.00	.00	.00	.00	.00	.00	.00	+++
Function 1259 - Other Business Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1261 - Operating Buildings Services									
43.1261.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	.00	.00	.00	.00	+++
43.1261.6420.000.0000.06147.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	.00	.00	.00	+++
Function 1261 - Operating Buildings Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1266 - Security Services									
43.1266.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	.00	.00	.00	.00	+++
Function 1266 - Security Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1284 - Non-Instr Technology Services									
43.1284.3190.000.0000.06147.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	.00	.00	+++
43.1284.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	.00	.00	.00	.00	+++
43.1284.6720.000.0000.06147.0000	Capital-Educ Media - Initial - Depreciable	.00	.00	.00	.00	.00	.00	.00	+++
Function 1284 - Non-Instr Technology Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1452 - Site Improvement Services									
43.1452.6310.000.0000.06147.0000	Capital-Improv Other Than Bldgs - Depreciable	.00	.00	.00	.00	.00	.00	.00	+++
Function 1452 - Site Improvement Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1453 - Architect & Engineering Serv									
43.1453.3190.000.0000.06147.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	.00	.00	+++
Function 1453 - Architect & Engineering Serv Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1456 - Building Improvement Services									
43.1456.3190.000.0000.06147.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	.00	.00	+++
43.1456.6220.000.0000.06147.0000	Capital-Non-Prop Exp for Bldgs. and Alter by Contractors	.00	.00	.00	.00	.00	.00	.00	+++
43.1456.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	.00	.00	.00	.00	+++
Function 1456 - Building Improvement Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++



HP Construction Fund

Fiscal Year to Date 08/31/25

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function 1459 - Other Facil Acquis and Construction Serv									
43.1459.3170.000.0000.06147.0000	Legal Services	.00	.00	.00	.00	.00	.00	.00	+++
43.1459.3190.000.0000.06147.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	.00	.00	+++
43.1459.7310.000.0000.06147.0000	Other Bond Issuance Costs	.00	.00	.00	.00	.00	.00	.00	+++
Function 1459 - Other Facil Acquis and Construction Serv Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1622 - Fund Modif to Special Ed Fund									
43.1622.8110.000.0000.06147.0000	Fund Modifications	.00	.00	.00	.00	.00	.00	.00	+++
Function 1622 - Fund Modif to Special Ed Fund Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1642 - Fund Modif to SE Cap Proj									
43.1642.8110.000.0000.06147.0000	Fund Modifications	.00	.00	.00	.00	.00	.00	.00	+++
Function 1642 - Fund Modif to SE Cap Proj Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Account Type Expense Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Revenue Totals		\$0.00	\$0.00	\$0.00	\$19,975.36	\$0.00	\$39,876.52	(\$39,876.52)	+++
Expense Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Fund 43 - Capital Projects 2019 Bond Fund Totals		\$0.00	\$0.00	\$0.00	\$19,975.36	\$0.00	\$39,876.52	(\$39,876.52)	
Revenue Totals		\$0.00	\$0.00	\$0.00	\$19,975.36	\$0.00	\$39,876.52	(\$39,876.52)	+++
Expense Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Grand Totals		\$0.00	\$0.00	\$0.00	\$19,975.36	\$0.00	\$39,876.52	(\$39,876.52)	



Balance Sheet

Through 08/31/25

Detail Listing

Include Rollup Account/Rollup to Object & Suffix

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Capital Projects Fund				
Fund Type					
Fund	47 - Capital Projects - WEOC				
	ASSETS				
2131					
2131.0000	Due From Other Funds	3,064.55	2,913.40	151.15	5.19
	2131 - Totals	\$3,064.55	\$2,913.40	\$151.15	5.19%
2181					
2181.0000	MILAF Short-Term Fund	29,926.57	29,848.55	78.02	.26
	2181 - Totals	\$29,926.57	\$29,848.55	\$78.02	0.26%
	ASSETS TOTALS	\$32,991.12	\$32,761.95	\$229.17	0.70%
	Prior Year Fund Equity Adjustment	(32,761.95)	.00		
	Fund Revenues	(229.17)	(52,982.08)		
	Fund Expenses	.00	20,220.13		
	FUND EQUITY TOTALS	\$32,991.12	\$32,761.95	\$229.17	0.70%
	LIABILITIES AND FUND EQUITY TOTALS	\$32,991.12	\$32,761.95	\$229.17	0.70%
Fund	47 - Capital Projects - WEOC Totals	\$0.00	\$0.00	\$0.00	+++
Fund Type	Totals	\$0.00	\$0.00	\$0.00	+++
Fund Category	Capital Projects Fund Totals	\$0.00	\$0.00	\$0.00	+++
	Grand Totals	\$0.00	\$0.00	\$0.00	+++



WEOC Capital Projects Activities

Through 08/31/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Capital Projects Fund						
Fund Type						
Fund 47 - Capital Projects - WEOC						
Revenue from Local Sources						
Earnings on Investments and Deposits	.00	229.17	229.17	.00	(229.17)	+++
Revenue from Local Sources Totals	\$0.00	\$229.17	\$229.17	\$0.00	(\$229.17)	+++
Fund 47 - Capital Projects - WEOC Totals						
REVENUE TOTALS	.00	229.17	229.17	.00	(229.17)	+++
EXPENSE TOTALS	.00	.00	.00	.00	.00	+++
Fund 47 - Capital Projects - WEOC Net Gain (Loss)	\$0.00	\$229.17	\$229.17	\$0.00	(\$229.17)	+++
Fund Type Totals						
REVENUE TOTALS	.00	229.17	229.17	.00	(229.17)	+++
EXPENSE TOTALS	.00	.00	.00	.00	.00	+++
Fund Type Net Gain (Loss)	\$0.00	\$229.17	\$229.17	\$0.00	(\$229.17)	+++
Fund Category Capital Projects Fund Totals						
REVENUE TOTALS	.00	229.17	229.17	.00	(229.17)	+++
EXPENSE TOTALS	.00	.00	.00	.00	.00	+++
Fund Category Capital Projects Fund Net Gain (Loss)	\$0.00	\$229.17	\$229.17	\$0.00	(\$229.17)	+++
Grand Totals						
REVENUE TOTALS	.00	229.17	229.17	.00	(229.17)	+++
EXPENSE TOTALS	.00	.00	.00	.00	.00	+++
Grand Total Net Gain (Loss)	\$0.00	\$229.17	\$229.17	\$0.00	(\$229.17)	+++



Balance Sheet

Through 08/31/25

Detail Listing

Include Rollup Account/Rollup to Object & Suffix

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Internal Service				
Fund Type					
Fund	81 - Internal Service Fund				
	ASSETS				
2101					
2101.0005	CASH- SELF INSURED	2,264,372.80	2,170,817.11	93,555.69	4.31
	2101 - Totals	\$2,264,372.80	\$2,170,817.11	\$93,555.69	4.31%
2121					
2121.0000	Accounts Receivable	98,122.60	98,933.88	(811.28)	(.82)
	2121 - Totals	\$98,122.60	\$98,933.88	(\$811.28)	(0.82%)
2131					
2131.0000	Due From Other Funds	(1,824,877.02)	(1,060,584.75)	(764,292.27)	(72.06)
	2131 - Totals	(\$1,824,877.02)	(\$1,060,584.75)	(\$764,292.27)	(72.06%)
	ASSETS TOTALS	\$537,618.38	\$1,209,166.24	(\$671,547.86)	(55.54%)
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
2402					
2402.0000	Accounts Payable	329,256.01	811,350.69	(482,094.68)	(59.42)
	2402 - Totals	\$329,256.01	\$811,350.69	(\$482,094.68)	(59.42%)
2471					
2471.0000	Deferred Revenue	22.60	45.20	(22.60)	(50.00)
	2471 - Totals	\$22.60	\$45.20	(\$22.60)	(50.00%)
	LIABILITIES TOTALS	\$329,278.61	\$811,395.89	(\$482,117.28)	(59.42%)
	FUND EQUITY				
2771					
2771.0000	Unreserved Retained Earnings-MED	382,746.82	382,746.82	.00	.00
2771.0001	Unreserved Retained Earnings-DEN	165,121.32	165,121.32	.00	.00
2771.0002	Unreserved Retained Earnings-VIS	29,627.79	29,627.79	.00	.00
	2771 - Totals	\$577,495.93	\$577,495.93	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$577,495.93	\$577,495.93	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	(10,924.45)	.00		
	Fund Revenues	(619,172.19)	(6,565,376.46)		
	Fund Expenses	808,602.77	6,554,452.01		
	FUND EQUITY TOTALS	\$398,989.80	\$588,420.38	(\$189,430.58)	(32.19%)
	LIABILITIES AND FUND EQUITY TOTALS	\$728,268.41	\$1,399,816.27	(\$671,547.86)	(47.97%)
Fund	81 - Internal Service Fund Totals	(\$190,650.03)	(\$190,650.03)	\$0.00	0.00%
	Fund Type Totals	(\$190,650.03)	(\$190,650.03)	\$0.00	0.00%
Fund Category	Internal Service Totals	(\$190,650.03)	(\$190,650.03)	\$0.00	0.00%
	Grand Totals	(\$190,650.03)	(\$190,650.03)	\$0.00	0.00%



Internal Service Fund Activities

Through 08/31/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Internal Service						
Fund Type						
Fund 81 - Internal Service Fund						
Revenue from Local Sources						
Other Local Revenue	.00	63,791.40	613,934.63	.00	(613,934.63)	+++
Revenue from Local Sources Totals	\$0.00	\$63,791.40	\$613,934.63	\$0.00	(\$613,934.63)	+++
Incoming Transfers and Other Transactions						
Other Financing Sources	.00	.00	5,237.56	.00	(5,237.56)	+++
Incoming Transfers and Other Transactions Totals	\$0.00	\$0.00	\$5,237.56	\$0.00	(\$5,237.56)	+++
Employee Benefits						
Employee Insurance	.00	187,745.79	808,602.77	.00	(808,602.77)	+++
Employee Benefits Totals	\$0.00	\$187,745.79	\$808,602.77	\$0.00	(\$808,602.77)	+++
Fund 81 - Internal Service Fund Totals						
REVENUE TOTALS	.00	63,791.40	619,172.19	.00	(619,172.19)	+++
EXPENSE TOTALS	.00	187,745.79	808,602.77	.00	(808,602.77)	+++
Fund 81 - Internal Service Fund Net Gain (Loss)	\$0.00	(\$123,954.39)	(\$189,430.58)	\$0.00	\$189,430.58	+++
Fund Type Totals						
REVENUE TOTALS	.00	63,791.40	619,172.19	.00	(619,172.19)	+++
EXPENSE TOTALS	.00	187,745.79	808,602.77	.00	(808,602.77)	+++
Fund Type Net Gain (Loss)	\$0.00	(\$123,954.39)	(\$189,430.58)	\$0.00	\$189,430.58	+++
Fund Category Internal Service Totals						
REVENUE TOTALS	.00	63,791.40	619,172.19	.00	(619,172.19)	+++
EXPENSE TOTALS	.00	187,745.79	808,602.77	.00	(808,602.77)	+++
Fund Category Internal Service Net Gain (Loss)	\$0.00	(\$123,954.39)	(\$189,430.58)	\$0.00	\$189,430.58	+++
Grand Totals						
REVENUE TOTALS	.00	63,791.40	619,172.19	.00	(619,172.19)	+++
EXPENSE TOTALS	.00	187,745.79	808,602.77	.00	(808,602.77)	+++
Grand Total Net Gain (Loss)	\$0.00	(\$123,954.39)	(\$189,430.58)	\$0.00	\$189,430.58	+++



Cooperative Activities (Summary)

Fiscal Year to Date 08/31/25

Function Code	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Fund 27 - Cooperative Activities Fund						
Program 000 - Unassigned						
Account Type Revenue						
Function 0000 - Revenue	1,007,094.00	.00	.00	14,436.20	988,971.80	1
Account Type Revenue Totals	\$1,007,094.00	\$0.00	\$0.00	\$14,436.20	\$988,971.80	1%
Account Type Expense						
Function 1112 - Middle/Junior High	.00	.00	.00	.00	.00	0
Function 1113 - High School	.00	.00	.00	.00	.00	0
Function 1216 - Social Work Services	.00	.00	.00	.00	.00	0
Function 1226 - SupervisionDirection of Instr Staff	779,857.00	58,569.08	.00	89,364.62	690,492.38	11
Function 1249 - Other School Administration	5,000.00	.00	.00	.00	5,000.00	0
Function 1283 - Staff/Personnel Services	72,000.00	1,000.00	11,000.00	1,000.00	60,000.00	17
Function 1284 - Non-Instr Technology Services	121,267.00	12,609.02	.00	29,280.72	91,986.28	24
Function 1511 - Debt Service - Long Term Only - Principal	25,284.00	2,007.00	.00	4,014.00	21,270.00	16
Account Type Expense Totals	\$1,003,408.00	\$74,185.10	\$11,000.00	\$123,659.34	\$868,748.66	13%
Program 000 - Unassigned Totals	\$3,686.00	(\$74,185.10)	(\$11,000.00)	(\$109,223.14)	\$120,223.14	-12%



Cooperative Activities (Summary)

Fiscal Year to Date 08/31/25

Function Code	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 910 - WIHI - IB Program						
Account Type Revenue						
Function 0000 - Revenue	7,562,931.00	562,820.58	.00	1,128,607.79	6,434,323.21	15
Account Type Revenue Totals	\$7,562,931.00	\$562,820.58	\$0.00	\$1,128,607.79	\$6,434,323.21	15%
Account Type Expense						
Function 1112 - Middle/Junior High	883,617.00	566.60	.00	23,997.54	859,619.46	3
Function 1113 - High School	3,484,157.00	(11,151.10)	44,390.84	21,273.62	3,418,492.54	2
Function 1212 - Guidance Services	365,100.00	(4,018.22)	.00	(1,588.04)	366,688.04	0
Function 1216 - Social Work Services	925.00	.00	.00	.00	925.00	0
Function 1218 - Teacher Consultant	28,000.00	.00	.00	.00	28,000.00	0
Function 1219 - Other Pupil Support Serv	111,873.00	.00	.00	.00	111,873.00	0
Function 1221 - Improvement of Instruction	1,400.00	.00	.00	.00	1,400.00	0
Function 1226 - SupervisionDirection of Instr Staff	435,406.00	22,606.69	20,000.00	45,975.11	369,430.89	15
Function 1241 - Office of the Principal	385,314.00	29,344.51	.00	59,530.95	325,783.05	15
Function 1249 - Other School Administration	5,000.00	.00	.00	.00	5,000.00	0
Function 1261 - Operating Buildings Services	734,537.00	13,492.00	172,161.00	26,984.00	535,392.00	27
Function 1266 - Security Services	269.00	.00	.00	.00	269.00	0
Function 1271 - Pupil Transportation Services	250.00	.00	.00	.00	250.00	0
Function 1284 - Non-Instr Technology Services	100,977.00	8,093.85	.00	16,187.69	84,789.31	16
Function 1411 - Pmts to Other Mich Publ Schools	481,499.00	.00	.00	.00	479,656.00	0
Function 1611 - Fund Modif to General Ed Fund	25,551.00	.00	.00	.00	26,147.00	0
Function 1622 - Fund Modif to Special Ed Fund	134,142.00	.00	.00	.00	137,273.00	0
Function 1647 - Fund Mod to WEOC	25,000.00	.00	.00	.00	25,000.00	0
Account Type Expense Totals	\$7,203,017.00	\$58,934.33	\$236,551.84	\$192,360.87	\$6,775,988.29	6%
Program 910 - WIHI - IB Program Totals	\$359,914.00	\$503,886.25	(\$236,551.84)	\$936,246.92	(\$341,665.08)	9%



Cooperative Activities (Summary)

Fiscal Year to Date 08/31/25

Function Code	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 913 - ECA Program						
Account Type Revenue						
Function 0000 - Revenue	5,426,246.00	344,278.33	.00	763,357.76	4,662,888.24	14
Account Type Revenue Totals	\$5,426,246.00	\$344,278.33	\$0.00	\$763,357.76	\$4,662,888.24	14%
Account Type Expense						
Function 1113 - High School	3,352,323.00	(8,164.37)	4,562.78	18,419.08	3,329,341.14	1
Function 1212 - Guidance Services	302,762.00	24,582.76	.00	48,925.84	253,836.16	16
Function 1216 - Social Work Services	96,392.00	(668.12)	.00	(.73)	96,392.73	0
Function 1218 - Teacher Consultant	15,000.00	.00	.00	.00	15,000.00	0
Function 1226 - SupervisionDirection of Instr Staff	361,931.00	22,730.91	471.95	42,901.95	318,557.10	12
Function 1241 - Office of the Principal	421,592.00	35,753.94	.00	70,784.29	350,807.71	17
Function 1249 - Other School Administration	20,000.00	.00	.00	.00	20,000.00	0
Function 1271 - Pupil Transportation Services	2,000.00	.00	.00	.00	2,000.00	0
Function 1281 - Planning, Research and Evaluation	.00	.00	.00	.00	.00	0
Function 1284 - Non-Instr Technology Services	87,094.00	6,919.37	1,028.33	13,838.74	72,226.93	17
Function 1411 - Pmts to Other Mich Publ Schools	280,508.00	.00	.00	.00	239,828.00	0
Function 1599 - Miscellaneous Other Financing So	280,508.00	.00	.00	.00	280,508.00	0
Function 1611 - Fund Modif to General Ed Fund	19,182.00	.00	.00	.00	18,636.00	0
Function 1622 - Fund Modif to Special Ed Fund	100,705.00	.00	.00	.00	97,841.00	0
Function 1647 - Fund Mod to WEOC	25,000.00	.00	.00	.00	25,000.00	0
Account Type Expense Totals	\$5,364,997.00	\$81,154.49	\$6,063.06	\$194,869.17	\$5,119,974.77	4%
Program 913 - ECA Program Totals	\$61,249.00	\$263,123.84	(\$6,063.06)	\$568,488.59	(\$457,086.53)	10%



Cooperative Activities (Summary)

Fiscal Year to Date 08/31/25

Function Code	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 915 - WAVE Program						
Account Type Revenue						
Function 0000 - Revenue	3,927,943.00	290,599.23	.00	607,939.41	3,320,003.59	15
Account Type Revenue Totals	\$3,927,943.00	\$290,599.23	\$0.00	\$607,939.41	\$3,320,003.59	15%
Account Type Expense						
Function 1112 - Middle/Junior High	223,037.00	17,669.03	.00	34,990.68	188,046.32	16
Function 1113 - High School	1,631,180.00	103,983.05	1,463.03	193,689.34	1,436,027.63	12
Function 1212 - Guidance Services	276,737.00	22,959.39	.00	45,375.66	231,361.34	16
Function 1216 - Social Work Services	34,906.00	3,192.43	.00	5,846.33	29,059.67	17
Function 1218 - Teacher Consultant	55,000.00	.00	.00	.00	55,000.00	0
Function 1221 - Improvement of Instruction	2,793.00	.00	.00	.00	2,793.00	0
Function 1225 - Instructional Technology	117,384.00	17,714.37	.00	18,162.00	99,222.00	15
Function 1226 - SupervisionDirection of Instr Staff	378,260.00	29,331.60	.00	59,647.89	318,612.11	16
Function 1249 - Other School Administration	1,546.00	.00	.00	.00	1,546.00	0
Function 1261 - Operating Buildings Services	1,200.00	.00	.00	.00	1,200.00	0
Function 1271 - Pupil Transportation Services	2,686.00	.00	.00	.00	2,686.00	0
Function 1283 - Staff/Personnel Services	1,665.00	.00	.00	.00	1,665.00	0
Function 1284 - Non-Instr Technology Services	105,121.00	8,139.23	1,028.64	16,659.42	87,432.94	17
Function 1411 - Pmts to Other Mich Publ Schools	240,749.00	.00	.00	.00	239,828.00	0
Function 1511 - Debt Service - Long Term Only - Principal	218,784.00	18,232.00	.00	36,464.00	182,320.00	17
Function 1611 - Fund Modif to General Ed Fund	12,432.00	.00	.00	.00	11,326.00	0
Function 1622 - Fund Modif to Special Ed Fund	65,269.00	.00	.00	.00	59,462.00	0
Function 1647 - Fund Mod to WEOC	25,000.00	.00	.00	.00	25,000.00	0
Account Type Expense Totals	\$3,393,749.00	\$221,221.10	\$2,491.67	\$410,835.32	\$2,972,588.01	12%
Program 915 - WAVE Program Totals	\$534,194.00	\$69,378.13	(\$2,491.67)	\$197,104.09	\$347,415.58	3%



Cooperative Activities (Summary)

Fiscal Year to Date 08/31/25

Function Code	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 917 - Washtenaw County Tech Consortium						
Account Type Revenue						
Function 0000 - Revenue	763,777.00	2,778.92	.00	10,443.38	753,333.62	1
Account Type Revenue Totals	\$763,777.00	\$2,778.92	\$0.00	\$10,443.38	\$753,333.62	1%
Account Type Expense						
Function 1284 - Non-Instr Technology Services	689,194.00	30,760.82	973.00	60,334.16	627,886.84	9
Account Type Expense Totals	\$689,194.00	\$30,760.82	\$973.00	\$60,334.16	\$627,886.84	9%
Program 917 - Washtenaw County Tech Consortium Totals	\$74,583.00	(\$27,981.90)	(\$973.00)	(\$49,890.78)	\$125,446.78	-8%



Cooperative Activities (Summary)

Fiscal Year to Date 08/31/25

Function Code	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 918 - New World Software						
Account Type Revenue						
Function 0000 - Revenue	399,337.00	2,172.19	.00	4,465.17	394,871.83	1
Account Type Revenue Totals	\$399,337.00	\$2,172.19	\$0.00	\$4,465.17	\$394,871.83	1%
Account Type Expense						
Function 1284 - Non-Instr Technology Services	372,322.00	209,564.58	.00	215,332.78	156,989.22	58
Account Type Expense Totals	\$372,322.00	\$209,564.58	\$0.00	\$215,332.78	\$156,989.22	58%
Program 918 - New World Software Totals	\$27,015.00	(\$207,392.39)	\$0.00	(\$210,867.61)	\$237,882.61	-57%



Cooperative Activities (Summary)

Fiscal Year to Date 08/31/25

Function Code	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 919 - Medicaid Programs						
Account Type Revenue						
Function 0000 - Revenue	7,519,250.00	667,214.69	.00	1,340,912.36	6,178,337.64	18
Account Type Revenue Totals	\$7,519,250.00	\$667,214.69	\$0.00	\$1,340,912.36	\$6,178,337.64	18%
Account Type Expense						
Function 1213 - Health Services	19,590.00	.00	20,000.00	.00	(410.00)	102
Function 1226 - SupervisionDirection of Instr Staff	193,802.00	1,616.40	3,760.00	71,460.19	118,581.81	39
Function 1231 - Board of Education	4,728.00	.00	.00	.00	4,728.00	0
Function 1283 - Staff/Personnel Services	2,566.00	.00	.00	.00	2,566.00	0
Function 1284 - Non-Instr Technology Services	20,540.00	.00	.00	.00	20,540.00	0
Function 1411 - Pmts to Other Mich Publ Schools	6,275,000.00	.00	.00	.00	6,275,000.00	0
Account Type Expense Totals	\$6,516,226.00	\$1,616.40	\$23,760.00	\$71,460.19	\$6,421,005.81	1%
Program 919 - Medicaid Programs Totals	\$1,003,024.00	\$665,598.29	(\$23,760.00)	\$1,269,452.17	(\$242,668.17)	16%
Revenue Totals	\$26,606,578.00	\$1,869,863.94	\$0.00	\$3,870,162.07	\$22,732,729.93	15%
Expense Totals	\$24,542,913.00	\$677,436.82	\$280,839.57	\$1,268,851.83	\$22,943,181.60	6%
Fund 27 - Cooperative Activities Fund Totals	\$2,063,665.00	\$1,192,427.12	(\$280,839.57)	\$2,601,310.24	(\$210,451.67)	
Revenue Totals	\$26,606,578.00	\$1,869,863.94	\$0.00	\$3,870,162.07	\$22,732,729.93	15%
Expense Totals	\$24,542,913.00	\$677,436.82	\$280,839.57	\$1,268,851.83	\$22,943,181.60	6%
Grand Totals	\$2,063,665.00	\$1,192,427.12	(\$280,839.57)	\$2,601,310.24	(\$210,451.67)	



Cooperative Activities (Detail)

Fiscal Year to Date 08/31/25

G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 000 - Unassigned							
Account Type Revenue							
Function 0000 - Revenue							
27.0312.0000.000.2083.00000.0000	Restricted State Revenues Received as Grants	44,095.00	.00	.00	.00	44,095.00	0
27.0312.0000.000.2384.00000.0000	Restricted State Revenues Received as Grants	.00	.00	.00	9,450.00	(9,450.00)	+++
27.0312.0000.000.2734.00000.0000	Restricted State Revenues Received as Grants	.00	.00	.00	.00	.00	+++
27.0312.0070.000.3494.00000.0000	LAWMASC State aid	.00	.00	.00	.00	.00	+++
27.0312.0070.000.3495.00000.0000	LAWMASC State aid	.00	.00	.00	4,986.20	(4,986.20)	+++
27.0518.0000.000.0000.00000.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	962,999.00	.00	.00	.00	959,313.00	0
Function 0000 - Revenue Totals		\$1,007,094.00	\$0.00	\$0.00	\$14,436.20	\$988,971.80	1%
Account Type Revenue Totals		\$1,007,094.00	\$0.00	\$0.00	\$14,436.20	\$988,971.80	1%
Account Type Expense							
Function 1112 - Middle/Junior High							
27.1112.1920.000.3495.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1112.2390.000.2734.00000.0000	Other Special Allowances	.00	.00	.00	.00	.00	+++
27.1112.2820.000.3495.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1112.2830.000.3495.00000.0000	Employer Social Security	.00	.00	.00	.00	.00	+++
27.1112.5990.000.3495.00000.0000	Misc. Supp & Matls	.00	.00	.00	.00	.00	+++
Function 1112 - Middle/Junior High Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1113 - High School							
27.1113.1920.000.3495.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1113.2310.000.0000.00000.0000	Tuition	.00	.00	.00	.00	.00	+++
27.1113.2390.000.2734.00000.0000	Other Special Allowances	.00	.00	.00	.00	.00	+++
27.1113.2820.000.3495.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1113.2830.000.3495.00000.0000	Employer Social Security	.00	.00	.00	.00	.00	+++
27.1113.4120.000.9872.00000.0000	Equip Repair Serv	.00	.00	.00	.00	.00	+++
27.1113.5990.000.9872.00000.0000	Misc. Supp & Matls	.00	.00	.00	.00	.00	+++
27.1113.6420.000.9872.00000.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	.00	+++
27.1113.7410.000.3495.00000.0000	Dues and Fees	.00	.00	.00	.00	.00	+++
Function 1113 - High School Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1216 - Social Work Services							
27.1216.2390.000.2734.00000.0000	Other Special Allowances	.00	.00	.00	.00	.00	+++
Function 1216 - Social Work Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1160.000.0000.00000.0000	Supervision/Direction-Staff	146,589.00	12,215.69	.00	24,431.38	122,157.62	17
27.1226.1620.000.0000.00000.0000	Secretary-Clerical-Bookkeeper	64,114.00	5,342.82	.00	10,685.64	53,428.36	17
27.1226.1790.000.0000.00000.0000	Other Special Payments	.00	.00	.00	1,193.14	(1,193.14)	+++
27.1226.2110.000.0000.00000.0000	Group Life	88.00	7.20	.00	14.40	73.60	16
27.1226.2120.000.0000.00000.0000	Group Disability	420.00	34.94	.00	69.88	350.12	17
27.1226.2130.000.0000.00000.0000	Group Health and Accident	36,976.00	2,625.60	.00	5,563.66	31,412.34	15
27.1226.2140.000.0000.00000.0000	Dental Health Care	3,336.00	250.06	.00	527.90	2,808.10	16
27.1226.2150.000.0000.00000.0000	Vision Care	784.00	58.90	.00	124.22	659.78	16
27.1226.2820.000.0000.00000.0000	Contribution to State and Local Retirement Funds	94,629.00	7,364.04	.00	14,728.08	79,900.92	16
27.1226.2830.000.0000.00000.0000	Employer Social Security	16,121.00	1,270.16	.00	2,626.65	13,494.35	16
27.1226.3150.000.0000.00000.0000	Management Services	325,000.00	17,702.77	.00	17,702.77	307,297.23	5
27.1226.3170.000.0000.00000.0000	Legal Services	75,000.00	9,196.90	.00	9,196.90	65,803.10	12
27.1226.3190.000.0000.00000.0000	Other Prof & Technical Services	5,000.00	2,500.00	.00	2,500.00	2,500.00	50
27.1226.3210.000.0000.00000.0000	Regular Duty Travel	750.00	.00	.00	.00	750.00	0
27.1226.3220.000.0000.00000.0000	Workshops and Conf Travel	4,000.00	.00	.00	.00	4,000.00	0
27.1226.3430.000.0000.00000.0000	Mail/Postage Serv	100.00	.00	.00	.00	100.00	0
27.1226.3610.000.0000.00000.0000	Printing Serv	200.00	.00	.00	.00	200.00	0
27.1226.5910.000.0000.00000.0000	Office Supplies	1,000.00	.00	.00	.00	1,000.00	0
27.1226.6420.000.0000.00000.0000	Capital-New Equip <\$5000	3,000.00	.00	.00	.00	3,000.00	0
27.1226.7410.000.0000.00000.0000	Dues and Fees	750.00	.00	.00	.00	750.00	0



Cooperative Activities (Detail)

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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1226.7910.000.0000.00000.0000	Misc Expenditures	2,000.00	.00	.00	.00	2,000.00	0
Function 1226 - SupervisionDirection of Instr Staff Totals		\$779,857.00	\$58,569.08	\$0.00	\$89,364.62	\$690,492.38	11%
Function 1249 - Other School Administration							
27.1249.5990.000.0000.00000.0000	Misc. Supp & Mats	5,000.00	.00	.00	.00	5,000.00	0
Function 1249 - Other School Administration Totals		\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
Function 1252 - Fiscal Services							
27.1252.1310.000.0000.00000.0000	Accounting	.00	.00	.00	.00	.00	+++
27.1252.2110.000.0000.00000.0000	Group Life	.00	.00	.00	.00	.00	+++
27.1252.2120.000.0000.00000.0000	Group Disability	.00	.00	.00	.00	.00	+++
27.1252.2130.000.0000.00000.0000	Group Health and Accident	.00	.00	.00	.00	.00	+++
27.1252.2150.000.0000.00000.0000	Vision Care	.00	.00	.00	.00	.00	+++
27.1252.2820.000.0000.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1252.2830.000.0000.00000.0000	Employer Social Security	.00	.00	.00	.00	.00	+++
27.1252.3410.000.0000.00000.0000	Telephone Serv	.00	.00	.00	.00	.00	+++
Function 1252 - Fiscal Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1283 - Staff/Personnel Services							
27.1283.3120.000.0000.00000.0000	Employee Training & Devel Serv	11,000.00	.00	.00	.00	11,000.00	0
27.1283.3190.000.0000.00000.0000	Other Prof & Technical Services	1,000.00	.00	.00	.00	2,380.00	0
27.1283.3510.000.0000.00000.0000	Advertisement Serv	60,000.00	1,000.00	11,000.00	1,000.00	46,620.00	20
Function 1283 - Staff/Personnel Services Totals		\$72,000.00	\$1,000.00	\$11,000.00	\$1,000.00	\$60,000.00	17%
Function 1284 - Non-Instr Technology Services							
27.1284.1510.000.0000.00000.0000	Information Management	63,838.00	5,319.81	.00	10,639.62	53,198.38	17
27.1284.2110.000.0000.00000.0000	Group Life	44.00	3.60	.00	7.20	36.80	16
27.1284.2120.000.0000.00000.0000	Group Disability	161.00	13.36	.00	26.72	134.28	17
27.1284.2820.000.0000.00000.0000	Contribution to State and Local Retirement Funds	21,840.00	1,943.88	.00	3,887.76	17,952.24	18
27.1284.2830.000.0000.00000.0000	Employer Social Security	4,884.00	406.37	.00	812.74	4,071.26	17
27.1284.3220.000.0000.00000.0000	Workshops and Conf Travel	500.00	.00	.00	.00	500.00	0
27.1284.3450.000.0000.00000.0000	Software Lic/Agmts Serv	30,000.00	4,922.00	.00	13,906.68	16,093.32	46
Function 1284 - Non-Instr Technology Services Totals		\$121,267.00	\$12,609.02	\$0.00	\$29,280.72	\$91,986.28	24%
Function 1511 - Debt Service - Long Term Only - Principal							
27.1511.7190.000.0000.00000.0000	Other LT Debt Principal	25,284.00	2,007.00	.00	4,014.00	21,270.00	16
Function 1511 - Debt Service - Long Term Only - Principal Totals		\$25,284.00	\$2,007.00	\$0.00	\$4,014.00	\$21,270.00	16%
Account Type Expense Totals		\$1,003,408.00	\$74,185.10	\$11,000.00	\$123,659.34	\$868,748.66	13%
Program 000 - Unassigned Totals		\$3,686.00	(\$74,185.10)	(\$11,000.00)	(\$109,223.14)	\$120,223.14	-12%



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Program 910 - WIHI - IB Program							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.910.0000.00000.0000	Earnings on Investments and Deposits	8,124.00	712.54	.00	1,464.70	6,659.30	18
27.0192.0000.910.9868.00000.0000	Private Sources (Contributions)	.00	.00	.00	.00	.00	+++
27.0192.0000.910.9872.00000.0000	Private Sources (Contributions)	.00	.00	.00	2,927.01	(2,927.01)	+++
27.0312.0000.910.2083.00000.0000	Restricted State Revenues Received as Grants	562,807.00	.00	.00	.00	562,807.00	0
27.0511.0000.910.0000.81010.0000	Tuition Payments Received from Other Public Schools	1,083,000.00	87,472.83	.00	174,945.66	908,054.34	16
27.0511.0000.910.0000.81020.0000	Tuition Payments Received from Other Public Schools	5,272,500.00	422,151.51	.00	844,303.02	4,428,196.98	16
27.0511.0000.910.0000.81040.0000	Tuition Payments Received from Other Public Schools	.00	.00	.00	.00	.00	+++
27.0511.0000.910.0000.81070.0000	Tuition Payments Received from Other Public Schools	427,500.00	35,749.77	.00	71,499.54	356,000.46	17
27.0511.0000.910.0000.81100.0000	Tuition Payments Received from Other Public Schools	28,500.00	2,281.90	.00	4,563.80	23,936.20	16
27.0511.0000.910.0000.81120.0000	Tuition Payments Received from Other Public Schools	180,500.00	14,452.03	.00	28,904.06	151,595.94	16
Function 0000 - Revenue Totals		\$7,562,931.00	\$562,820.58	\$0.00	\$1,128,607.79	\$6,434,323.21	15%
Account Type Revenue Totals		\$7,562,931.00	\$562,820.58	\$0.00	\$1,128,607.79	\$6,434,323.21	15%
Account Type Expense							
Function 1112 - Middle/Junior High							
27.1112.1240.910.0000.00000.0000	Teaching	531,891.00	4,416.20	.00	8,832.40	523,058.60	2
27.1112.1790.910.0000.00000.0000	Other Special Payments	.00	.00	.00	2,000.52	(2,000.52)	+++
27.1112.1920.910.0000.00000.0000	Professional-Education	100.00	450.00	.00	7,601.05	(7,501.05)	7,601
27.1112.2110.910.0000.00000.0000	Group Life	347.00	(14.64)	.00	4.38	342.62	1
27.1112.2120.910.0000.00000.0000	Group Disability	1,337.00	(50.11)	.00	21.56	1,315.44	2
27.1112.2130.910.0000.00000.0000	Group Health and Accident	80,203.00	(4,755.28)	.00	52.01	80,150.99	0
27.1112.2140.910.0000.00000.0000	Dental Health Care	7,375.00	(419.20)	.00	4.16	7,370.84	0
27.1112.2150.910.0000.00000.0000	Vision Care	1,753.00	(99.48)	.00	1.00	1,752.00	0
27.1112.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	219,909.00	757.48	.00	4,255.45	215,653.55	2
27.1112.2830.910.0000.00000.0000	Employer Social Security	40,702.00	281.63	.00	1,225.01	39,476.99	3
Function 1112 - Middle/Junior High Totals		\$883,617.00	\$566.60	\$0.00	\$23,997.54	\$859,619.46	3%
Function 1113 - High School							
27.1113.1240.910.0000.00000.0000	Teaching	2,021,151.00	10,304.46	.00	20,608.94	2,000,542.06	1
27.1113.1790.910.0000.00000.0000	Other Special Payments	.00	.00	.00	3,507.05	(3,507.05)	+++
27.1113.1920.910.0000.00000.0000	Professional-Education	.00	(450.00)	.00	(2,366.05)	2,366.05	+++
27.1113.1920.910.3494.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1113.2110.910.0000.00000.0000	Group Life	1,245.00	(83.48)	.00	8.75	1,236.25	1
27.1113.2120.910.0000.00000.0000	Group Disability	4,371.00	(237.53)	.00	124.60	4,246.40	3
27.1113.2130.910.0000.00000.0000	Group Health and Accident	238,985.00	(17,546.97)	.00	(354.85)	239,339.85	0
27.1113.2140.910.0000.00000.0000	Dental Health Care	22,318.00	(1,454.05)	.00	224.87	22,093.13	1
27.1113.2150.910.0000.00000.0000	Vision Care	5,318.00	(354.84)	.00	52.85	5,265.15	1
27.1113.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	821,931.00	(4,033.74)	.00	(4,809.35)	826,740.35	-1
27.1113.2820.910.3494.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1113.2830.910.0000.00000.0000	Employer Social Security	154,651.00	455.05	.00	1,013.99	153,637.01	1
27.1113.2830.910.3494.00000.0000	Employer Social Security	.00	.00	.00	.00	.00	+++
27.1113.2850.910.0000.00000.0000	Unemployment Compensation	.00	.00	.00	.00	.00	+++
27.1113.3190.910.0000.00000.0000	Other Prof & Technical Services	537.00	.00	.00	.00	537.00	0
27.1113.3210.910.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	.00	269.00	0
27.1113.3210.910.3494.00000.0000	Regular Duty Travel	.00	.00	.00	.00	.00	+++
27.1113.3220.910.0000.00000.0000	Workshops and Conf Travel	30,000.00	2,250.00	6,300.00	2,250.00	21,450.00	29
27.1113.3450.910.0000.00000.0000	Software Lic/Agmts Serv	27,835.00	.00	346.50	37.59	27,450.91	1
27.1113.3610.910.0000.00000.0000	Printing Serv	8,100.00	.00	7,500.00	.00	600.00	93
27.1113.4120.910.0000.00000.0000	Equip Repair Serv	537.00	.00	.00	.00	537.00	0
27.1113.4140.910.0000.00000.0000	Software Maint Agmts Serv	7,518.00	.00	1,028.34	.00	6,489.66	14
27.1113.5110.910.0000.00000.0000	Teaching/Testing Supplies	60,000.00	.00	6,500.00	.00	53,500.00	11
27.1113.5210.910.0000.00000.0000	Textbook Supp	5,370.00	.00	.00	.00	5,370.00	0
27.1113.5990.910.3494.00000.0000	Misc. Supp & Matls	.00	.00	.00	.00	.00	+++
27.1113.5990.910.9868.00000.0000	Misc. Supp & Matls	.00	.00	.00	.00	.00	+++
27.1113.6420.910.0000.00000.0000	Capital-New Equip <\$5000	40,000.00	.00	.00	.00	40,000.00	0



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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1113.7410.910.0000.00000.0000	Dues and Fees	34,021.00	.00	22,716.00	975.23	10,329.77	70
27.1113.7410.910.3494.00000.0000	Dues and Fees	.00	.00	.00	.00	.00	+++
Function 1113 - High School Totals		\$3,484,157.00	(\$11,151.10)	\$44,390.84	\$21,273.62	\$3,418,492.54	2%
Function 1212 - Guidance Services							
27.1212.1220.910.0000.00000.0000	Counseling	215,544.00	.00	.00	.00	215,544.00	0
27.1212.1790.910.0000.00000.0000	Other Special Payments	.00	.00	.00	800.00	(800.00)	+++
27.1212.2110.910.0000.00000.0000	Group Life	132.00	(9.00)	.00	(1.80)	133.80	-1
27.1212.2120.910.0000.00000.0000	Group Disability	516.00	(32.24)	.00	(5.98)	521.98	-1
27.1212.2130.910.0000.00000.0000	Group Health and Accident	37,143.00	(2,659.46)	.00	(291.84)	37,434.84	-1
27.1212.2140.910.0000.00000.0000	Dental Health Care	2,780.00	(208.40)	.00	(23.16)	2,803.16	-1
27.1212.2150.910.0000.00000.0000	Vision Care	664.00	(49.58)	.00	(5.64)	669.64	-1
27.1212.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	89,498.00	(1,004.35)	.00	(2,008.69)	91,506.69	-2
27.1212.2830.910.0000.00000.0000	Employer Social Security	16,492.00	(55.19)	.00	(50.93)	16,542.93	0
27.1212.3210.910.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	.00	269.00	0
27.1212.3220.910.0000.00000.0000	Workshops and Conf Travel	2,062.00	.00	.00	.00	2,062.00	0
Function 1212 - Guidance Services Totals		\$365,100.00	(\$4,018.22)	\$0.00	(\$1,588.04)	\$366,688.04	0%
Function 1216 - Social Work Services							
27.1216.1440.910.0000.00000.0000	Social Work	.00	.00	.00	.00	.00	+++
27.1216.1920.910.0000.00000.0000	Professional-Education	925.00	.00	.00	.00	925.00	0
27.1216.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1216.2830.910.0000.00000.0000	Employer Social Security	.00	.00	.00	.00	.00	+++
Function 1216 - Social Work Services Totals		\$925.00	\$0.00	\$0.00	\$0.00	\$925.00	0%
Function 1218 - Teacher Consultant							
27.1218.8220.910.0000.00000.0000	Pmt to Another Public School District for Serv	28,000.00	.00	.00	.00	28,000.00	0
Function 1218 - Teacher Consultant Totals		\$28,000.00	\$0.00	\$0.00	\$0.00	\$28,000.00	0%
Function 1219 - Other Pupil Support Serv							
27.1219.1290.910.0000.00000.0000	Other Professional Educational	59,856.00	.00	.00	.00	59,856.00	0
27.1219.2110.910.0000.00000.0000	Group Life	1,650.00	.00	.00	.00	1,650.00	0
27.1219.2120.910.0000.00000.0000	Group Disability	342.00	.00	.00	.00	342.00	0
27.1219.2130.910.0000.00000.0000	Group Health and Accident	21,557.00	.00	.00	.00	21,557.00	0
27.1219.2140.910.0000.00000.0000	Dental Health Care	1,637.00	.00	.00	.00	1,637.00	0
27.1219.2150.910.0000.00000.0000	Vision Care	456.00	.00	.00	.00	456.00	0
27.1219.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	21,795.00	.00	.00	.00	21,795.00	0
27.1219.2830.910.0000.00000.0000	Employer Social Security	4,580.00	.00	.00	.00	4,580.00	0
Function 1219 - Other Pupil Support Serv Totals		\$111,873.00	\$0.00	\$0.00	\$0.00	\$111,873.00	0%
Function 1221 - Improvement of Instruction							
27.1221.3110.910.0000.00000.0000	Instructional Services	1,000.00	.00	.00	.00	1,000.00	0
27.1221.3220.910.0000.00000.0000	Workshops and Conf Travel	400.00	.00	.00	.00	400.00	0
Function 1221 - Improvement of Instruction Totals		\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	0%
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1620.910.0000.00000.0000	Secretary-Clerical-Bookkeeper	234,261.00	12,555.56	.00	25,111.12	209,149.88	11
27.1226.1790.910.0000.00000.0000	Other Special Payments	.00	.00	.00	156.19	(156.19)	+++
27.1226.1920.910.0000.00000.0000	Professional-Education	.00	.00	.00	400.00	(400.00)	+++
27.1226.2110.910.0000.00000.0000	Group Life	176.00	10.80	.00	21.60	154.40	12
27.1226.2120.910.0000.00000.0000	Group Disability	524.00	29.90	.00	59.80	464.20	11
27.1226.2130.910.0000.00000.0000	Group Health and Accident	27,938.00	3,526.68	.00	7,053.36	20,884.64	25
27.1226.2140.910.0000.00000.0000	Dental Health Care	5,004.00	388.98	.00	777.96	4,226.04	16
27.1226.2150.910.0000.00000.0000	Vision Care	1,176.00	91.56	.00	183.12	992.88	16
27.1226.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	94,641.00	5,107.34	.00	10,377.64	84,263.36	11
27.1226.2830.910.0000.00000.0000	Employer Social Security	17,925.00	895.87	.00	1,834.32	16,090.68	10
27.1226.3150.910.0000.00000.0000	Management Services	30,000.00	.00	20,000.00	.00	10,000.00	67
27.1226.3190.910.0000.00000.0000	Other Prof & Technical Services	250.00	.00	.00	.00	250.00	0
27.1226.3210.910.0000.00000.0000	Regular Duty Travel	261.00	.00	.00	.00	261.00	0



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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1226.3430.910.0000.00000.0000	Mail/Postage Serv	1,500.00	.00	.00	.00	1,500.00	0
27.1226.3450.910.0000.00000.0000	Software Lic/Agmts Serv	3,500.00	.00	.00	.00	3,500.00	0
27.1226.3610.910.0000.00000.0000	Printing Serv	12,000.00	.00	.00	.00	12,000.00	0
27.1226.4120.910.0000.00000.0000	Equip Repair Serv	250.00	.00	.00	.00	250.00	0
27.1226.5910.910.0000.00000.0000	Office Supplies	6,000.00	.00	.00	.00	6,000.00	0
Function 1226 - SupervisionDirection of Instr Staff Totals		\$435,406.00	\$22,606.69	\$20,000.00	\$45,975.11	\$369,430.89	15%
Function 1241 - Office of the Principal							
27.1241.1160.910.0000.00000.0000	Supervision/Direction-Staff	235,288.00	19,607.28	.00	39,214.56	196,073.44	17
27.1241.1790.910.0000.00000.0000	Other Special Payments	.00	.00	.00	782.11	(782.11)	+++
27.1241.2110.910.0000.00000.0000	Group Life	1,694.00	7.20	.00	14.40	1,679.60	1
27.1241.2120.910.0000.00000.0000	Group Disability	852.00	38.90	.00	77.80	774.20	9
27.1241.2130.910.0000.00000.0000	Group Health and Accident	21,557.00	.00	.00	.00	21,557.00	0
27.1241.2140.910.0000.00000.0000	Dental Health Care	3,305.00	138.92	.00	277.84	3,027.16	8
27.1241.2150.910.0000.00000.0000	Vision Care	848.00	32.66	.00	65.32	782.68	8
27.1241.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	100,833.00	8,045.58	.00	16,091.16	84,741.84	16
27.1241.2830.910.0000.00000.0000	Employer Social Security	18,002.00	1,473.97	.00	3,007.76	14,994.24	17
27.1241.3210.910.0000.00000.0000	Regular Duty Travel	100.00	.00	.00	.00	100.00	0
27.1241.3220.910.0000.00000.0000	Workshops and Conf Travel	2,062.00	.00	.00	.00	2,062.00	0
27.1241.7410.910.0000.00000.0000	Dues and Fees	773.00	.00	.00	.00	773.00	0
Function 1241 - Office of the Principal Totals		\$385,314.00	\$29,344.51	\$0.00	\$59,530.95	\$325,783.05	15%
Function 1249 - Other School Administration							
27.1249.5990.910.0000.00000.0000	Misc. Supp & Mats	5,000.00	.00	.00	.00	5,000.00	0
Function 1249 - Other School Administration Totals		\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
Function 1261 - Operating Buildings Services							
27.1261.3840.910.0000.00000.0000	Waste/Trash Serv	11,000.00	.00	.00	.00	11,000.00	0
27.1261.4110.910.0000.00000.0000	Building Repair Serv	225,000.00	13,492.00	172,161.00	26,984.00	25,855.00	89
27.1261.4210.910.0000.00000.0000	Land/Building Rental Serv	420,000.00	.00	.00	.00	420,000.00	0
27.1261.5510.910.0000.00000.0000	Natural Gas Supp	30,000.00	.00	.00	.00	30,000.00	0
27.1261.5520.910.0000.00000.0000	Electricity Supp	48,000.00	.00	.00	.00	48,000.00	0
27.1261.5990.910.0000.00000.0000	Misc. Supp & Mats	537.00	.00	.00	.00	537.00	0
Function 1261 - Operating Buildings Services Totals		\$734,537.00	\$13,492.00	\$172,161.00	\$26,984.00	\$535,392.00	27%
Function 1266 - Security Services							
27.1266.5990.910.0000.00000.0000	Misc. Supp & Mats	269.00	.00	.00	.00	269.00	0
Function 1266 - Security Services Totals		\$269.00	\$0.00	\$0.00	\$0.00	\$269.00	0%
Function 1271 - Pupil Transportation Services							
27.1271.3310.910.0000.00000.0000	Transportation Serv-Cont Carrier	250.00	.00	.00	.00	250.00	0
Function 1271 - Pupil Transportation Services Totals		\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0%
Function 1284 - Non-Instr Technology Services							
27.1284.1510.910.0000.00000.0000	Information Management	60,130.00	5,010.76	.00	10,021.52	50,108.48	17
27.1284.2110.910.0000.00000.0000	Group Life	44.00	3.60	.00	7.20	36.80	16
27.1284.2120.910.0000.00000.0000	Group Disability	151.00	12.54	.00	25.08	125.92	17
27.1284.2130.910.0000.00000.0000	Group Health and Accident	7,484.00	594.64	.00	1,189.28	6,294.72	16
27.1284.2140.910.0000.00000.0000	Dental Health Care	556.00	46.32	.00	92.64	463.36	17
27.1284.2150.910.0000.00000.0000	Vision Care	136.00	11.28	.00	22.56	113.44	17
27.1284.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	23,579.00	2,031.38	.00	4,062.76	19,516.24	17
27.1284.2830.910.0000.00000.0000	Employer Social Security	4,601.00	383.33	.00	766.65	3,834.35	17
27.1284.3450.910.0000.00000.0000	Software Lic/Agmts Serv	4,296.00	.00	.00	.00	4,296.00	0
Function 1284 - Non-Instr Technology Services Totals		\$100,977.00	\$8,093.85	\$0.00	\$16,187.69	\$84,789.31	16%
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.910.0000.00000.0000	Sub-Grantee / Flow through Disbursements	481,499.00	.00	.00	.00	479,656.00	0
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$481,499.00	\$0.00	\$0.00	\$0.00	\$479,656.00	0%



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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function 1611 - Fund Modif to General Ed Fund							
27.1611.9990.910.0000.00000.0000	Indirect Cost Recovery	25,551.00	.00	.00	.00	26,147.00	0
Function 1611 - Fund Modif to General Ed Fund Totals		\$25,551.00	\$0.00	\$0.00	\$0.00	\$26,147.00	0%
Function 1622 - Fund Modif to Special Ed Fund							
27.1622.9990.910.0000.00000.0000	Indirect Cost Recovery	134,142.00	.00	.00	.00	137,273.00	0
Function 1622 - Fund Modif to Special Ed Fund Totals		\$134,142.00	\$0.00	\$0.00	\$0.00	\$137,273.00	0%
Function 1647 - Fund Mod to WEOC							
27.1647.8110.910.0000.00000.0000	Fund Modifications	25,000.00	.00	.00	.00	25,000.00	0
Function 1647 - Fund Mod to WEOC Totals		\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0%
Account Type Expense Totals		\$7,203,017.00	\$58,934.33	\$236,551.84	\$192,360.87	\$6,775,988.29	6%
Program 910 - WIHI - IB Program Totals		\$359,914.00	\$503,886.25	(\$236,551.84)	\$936,246.92	(\$341,665.08)	9%



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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 913 - ECA Program							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.913.0000.00000.0000	Earnings on Investments and Deposits	48,746.00	4,275.23	.00	8,788.20	39,957.80	18
27.0312.0000.913.2083.00000.0000	Restricted State Revenues Received as Grants	250,000.00	.00	.00	.00	250,000.00	0
27.0511.0000.913.0000.00000.0000	Tuition Payments Received from Other Public Schools	270,000.00	.00	.00	.00	270,000.00	0
27.0511.0000.913.0000.81010.0000	Tuition Payments Received from Other Public Schools	845,500.00	68,457.00	.00	136,914.00	708,586.00	16
27.0511.0000.913.0000.81020.0000	Tuition Payments Received from Other Public Schools	1,235,000.00	100,403.60	.00	200,807.20	1,034,192.80	16
27.0511.0000.913.0000.81040.0000	Tuition Payments Received from Other Public Schools	85,500.00	6,845.70	.00	13,691.40	71,808.60	16
27.0511.0000.913.0000.81050.0000	Tuition Payments Received from Other Public Schools	57,000.00	.00	.00	.00	57,000.00	0
27.0511.0000.913.0000.81070.0000	Tuition Payments Received from Other Public Schools	1,140,000.00	93,557.90	.00	261,679.16	878,320.84	23
27.0511.0000.913.0000.81080.0000	Tuition Payments Received from Other Public Schools	142,500.00	12,170.13	.00	24,340.26	118,159.74	17
27.0511.0000.913.0000.81100.0000	Tuition Payments Received from Other Public Schools	323,000.00	26,622.17	.00	53,244.34	269,755.66	16
27.0511.0000.913.0000.81120.0000	Tuition Payments Received from Other Public Schools	294,500.00	23,579.63	.00	47,159.26	247,340.74	16
27.0511.0000.913.0000.81140.0000	Tuition Payments Received from Other Public Schools	104,500.00	8,366.97	.00	16,733.94	87,766.06	16
27.0511.0000.913.0000.82430.0000	Tuition Payments Received from Other Public Schools	630,000.00	.00	.00	.00	630,000.00	0
Function 0000 - Revenue Totals		\$5,426,246.00	\$344,278.33	\$0.00	\$763,357.76	\$4,662,888.24	14%
Account Type Revenue Totals		\$5,426,246.00	\$344,278.33	\$0.00	\$763,357.76	\$4,662,888.24	14%
Account Type Expense							
Function 1113 - High School							
27.1113.1240.913.0000.00000.0000	Teaching	1,193,261.00	4,930.80	.00	9,574.96	1,183,686.04	1
27.1113.1790.913.0000.00000.0000	Other Special Payments	.00	.00	.00	2,959.29	(2,959.29)	+++
27.1113.1920.913.0000.00000.0000	Professional-Education	.00	(1,500.00)	.00	(1,500.00)	1,500.00	+++
27.1113.2110.913.0000.00000.0000	Group Life	748.00	(43.20)	.00	14.40	733.60	2
27.1113.2120.913.0000.00000.0000	Group Disability	2,835.00	(150.34)	.00	103.52	2,731.48	4
27.1113.2130.913.0000.00000.0000	Group Health and Accident	197,197.00	(12,728.42)	.00	1,189.28	196,007.72	1
27.1113.2140.913.0000.00000.0000	Dental Health Care	16,234.00	(1,120.70)	.00	92.64	16,141.36	1
27.1113.2150.913.0000.00000.0000	Vision Care	3,857.00	(265.76)	.00	22.56	3,834.44	1
27.1113.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	514,868.00	128.64	.00	561.71	514,306.29	0
27.1113.2830.913.0000.00000.0000	Employer Social Security	95,894.00	(169.27)	.00	(19.39)	95,913.39	0
27.1113.3190.913.0000.00000.0000	Other Prof & Technical Services	1,119,492.00	.00	.00	2,024.10	1,117,467.90	0
27.1113.3210.913.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	.00	269.00	0
27.1113.3220.913.0000.00000.0000	Workshops and Conf Travel	6,122.00	.00	.00	.00	6,122.00	0
27.1113.3450.913.0000.00000.0000	Software Lic/Agmts Serv	10,000.00	.00	346.50	25.37	9,628.13	4
27.1113.3610.913.0000.00000.0000	Printing Serv	20,000.00	1,033.62	4,216.28	2,254.91	13,528.81	32
27.1113.3710.913.0000.00000.0000	Tuition Services	22,000.00	.00	.00	.00	22,000.00	0
27.1113.5110.913.0000.00000.0000	Teaching/Testing Supplies	120,000.00	1,720.26	.00	1,115.73	118,884.27	1
27.1113.5990.913.0000.00000.0000	Misc. Supp & Matls	11,000.00	.00	.00	.00	11,000.00	0
27.1113.6420.913.0000.00000.0000	Capital-New Equip <\$5000	17,000.00	.00	.00	.00	17,000.00	0
27.1113.6460.913.0000.00000.0000	Capital-Repl Equip <\$5000	1,546.00	.00	.00	.00	1,546.00	0
Function 1113 - High School Totals		\$3,352,323.00	(\$8,164.37)	\$4,562.78	\$18,419.08	\$3,329,341.14	1%
Function 1212 - Guidance Services							
27.1212.1220.913.0000.00000.0000	Counseling	163,647.00	13,927.46	.00	26,977.46	136,669.54	16
27.1212.1790.913.0000.00000.0000	Other Special Payments	.00	.00	.00	994.80	(994.80)	+++
27.1212.1920.913.0000.00000.0000	Professional-Education	3,550.00	.00	.00	.00	3,550.00	0
27.1212.2110.913.0000.00000.0000	Group Life	88.00	7.20	.00	14.40	73.60	16
27.1212.2120.913.0000.00000.0000	Group Disability	392.00	32.58	.00	65.16	326.84	17
27.1212.2130.913.0000.00000.0000	Group Health and Accident	43,380.00	3,446.94	.00	6,893.88	36,486.12	16
27.1212.2140.913.0000.00000.0000	Dental Health Care	3,336.00	277.84	.00	555.68	2,780.32	17
27.1212.2150.913.0000.00000.0000	Vision Care	784.00	65.32	.00	130.64	653.36	17
27.1212.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	73,496.00	5,841.18	.00	11,314.36	62,181.64	15
27.1212.2830.913.0000.00000.0000	Employer Social Security	12,521.00	984.24	.00	1,979.46	10,541.54	16
27.1212.3220.913.0000.00000.0000	Workshops and Conf Travel	1,568.00	.00	.00	.00	1,568.00	0
27.1212.7410.913.0000.00000.0000	Dues and Fees	.00	.00	.00	.00	.00	+++
Function 1212 - Guidance Services Totals		\$302,762.00	\$24,582.76	\$0.00	\$48,925.84	\$253,836.16	16%

Function 1216 - Social Work Services



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27.1216.1440.913.0000.00000.0000	Social Work	59,856.00	.00	.00	.00	59,856.00	0
27.1216.2110.913.0000.00000.0000	Group Life	44.00	(3.60)	.00	.00	44.00	0
27.1216.2120.913.0000.00000.0000	Group Disability	144.00	(11.92)	.00	.00	144.00	0
27.1216.2130.913.0000.00000.0000	Group Health and Accident	7,484.00	(594.64)	.00	.00	7,484.00	0
27.1216.2140.913.0000.00000.0000	Dental Health Care	556.00	(46.32)	.00	.00	556.00	0
27.1216.2150.913.0000.00000.0000	Vision Care	136.00	(11.28)	.00	.00	136.00	0
27.1216.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	23,592.00	.00	.00	.00	23,592.00	0
27.1216.2830.913.0000.00000.0000	Employer Social Security	4,580.00	(.36)	.00	(.73)	4,580.73	0
Function 1216 - Social Work Services Totals		\$96,392.00	(\$668.12)	\$0.00	(\$0.73)	\$96,392.73	0%
Function 1218 - Teacher Consultant							
27.1218.8220.913.0000.00000.0000	Pmt to Another Public School District for Serv	15,000.00	.00	.00	.00	15,000.00	0
Function 1218 - Teacher Consultant Totals		\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0%
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1170.913.0000.00000.0000	Program/Department Direction	82,746.00	6,895.46	.00	13,790.92	68,955.08	17
27.1226.1620.913.0000.00000.0000	Secretary-Clerical-Bookkeeper	111,300.00	5,775.00	.00	11,550.00	99,750.00	10
27.1226.1790.913.0000.00000.0000	Other Special Payments	.00	.00	.00	491.23	(491.23)	+++
27.1226.1920.913.0000.00000.0000	Professional-Education	2,350.00	.00	.00	.00	2,350.00	0
27.1226.2110.913.0000.00000.0000	Group Life	1,690.00	7.20	.00	14.40	1,675.60	1
27.1226.2120.913.0000.00000.0000	Group Disability	613.00	30.98	.00	61.96	551.04	10
27.1226.2130.913.0000.00000.0000	Group Health and Accident	29,041.00	594.64	.00	1,189.28	27,851.72	4
27.1226.2140.913.0000.00000.0000	Dental Health Care	3,695.00	157.46	.00	314.92	3,380.08	9
27.1226.2150.913.0000.00000.0000	Vision Care	907.00	37.52	.00	75.04	831.96	8
27.1226.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	81,299.00	5,193.32	.00	10,386.64	70,912.36	13
27.1226.2830.913.0000.00000.0000	Employer Social Security	14,846.00	950.68	.00	1,938.91	12,907.09	13
27.1226.3150.913.0000.00000.0000	Management Services	2,686.00	.00	.00	.00	2,686.00	0
27.1226.3190.913.0000.00000.0000	Other Prof & Technical Services	6,788.00	.00	.00	.00	6,788.00	0
27.1226.3210.913.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	.00	269.00	0
27.1226.3220.913.0000.00000.0000	Workshops and Conf Travel	4,020.00	.00	.00	.00	4,020.00	0
27.1226.3610.913.0000.00000.0000	Printing Serv	3,500.00	.00	.00	.00	3,500.00	0
27.1226.4120.913.0000.00000.0000	Equip Repair Serv	644.00	.00	.00	.00	644.00	0
27.1226.5910.913.0000.00000.0000	Office Supplies	7,000.00	.00	.00	.00	7,000.00	0
27.1226.6420.913.0000.00000.0000	Capital-New Equip <\$5000	537.00	.00	.00	.00	537.00	0
27.1226.7410.913.0000.00000.0000	Dues and Fees	.00	.00	.00	.00	.00	+++
27.1226.7910.913.0000.00000.0000	Misc Expenditures	8,000.00	3,088.65	471.95	3,088.65	4,439.40	45
Function 1226 - SupervisionDirection of Instr Staff Totals		\$361,931.00	\$22,730.91	\$471.95	\$42,901.95	\$318,557.10	12%
Function 1241 - Office of the Principal							
27.1241.1160.913.0000.00000.0000	Supervision/Direction-Staff	242,679.00	20,223.20	.00	40,446.40	202,232.60	17
27.1241.1790.913.0000.00000.0000	Other Special Payments	.00	.00	.00	1,409.02	(1,409.02)	+++
27.1241.1920.913.0000.00000.0000	Professional-Education	200.00	1,500.00	.00	1,500.00	(1,300.00)	750
27.1241.2110.913.0000.00000.0000	Group Life	88.00	7.20	.00	14.40	73.60	16
27.1241.2120.913.0000.00000.0000	Group Disability	538.00	44.74	.00	89.48	448.52	17
27.1241.2130.913.0000.00000.0000	Group Health and Accident	38,593.00	3,066.50	.00	6,133.00	32,460.00	16
27.1241.2140.913.0000.00000.0000	Dental Health Care	3,002.00	250.06	.00	500.12	2,501.88	17
27.1241.2150.913.0000.00000.0000	Vision Care	707.00	58.90	.00	117.80	589.20	17
27.1241.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	108,989.00	9,110.70	.00	17,592.30	91,396.70	16
27.1241.2830.913.0000.00000.0000	Employer Social Security	18,567.00	1,492.64	.00	2,981.77	15,585.23	16
27.1241.3210.913.0000.00000.0000	Regular Duty Travel	967.00	.00	.00	.00	967.00	0
27.1241.3220.913.0000.00000.0000	Workshops and Conf Travel	6,000.00	.00	.00	.00	6,000.00	0
27.1241.7410.913.0000.00000.0000	Dues and Fees	1,262.00	.00	.00	.00	1,262.00	0
Function 1241 - Office of the Principal Totals		\$421,592.00	\$35,753.94	\$0.00	\$70,784.29	\$350,807.71	17%
Function 1249 - Other School Administration							
27.1249.5990.913.0000.00000.0000	Misc. Supp & Mats	20,000.00	.00	.00	.00	20,000.00	0
Function 1249 - Other School Administration Totals		\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0%
Function 1271 - Pupil Transportation Services							



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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1271.3310.913.0000.00000.0000	Transportation Serv-Cont Carrier	2,000.00	.00	.00	.00	2,000.00	0
Function 1271 - Pupil Transportation Services Totals		\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
Function 1281 - Planning, Research and Evaluation							
27.1281.5910.913.0000.00000.0000	Office Supplies	.00	.00	.00	.00	.00	+++
Function 1281 - Planning, Research and Evaluation Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1284 - Non-Instr Technology Services							
27.1284.1510.913.0000.00000.0000	Information Management	50,640.00	4,220.16	.00	8,440.32	42,199.68	17
27.1284.2110.913.0000.00000.0000	Group Life	44.00	3.60	.00	7.20	36.80	16
27.1284.2120.913.0000.00000.0000	Group Disability	121.00	10.04	.00	20.08	100.92	17
27.1284.2130.913.0000.00000.0000	Group Health and Accident	7,484.00	594.64	.00	1,189.28	6,294.72	16
27.1284.2140.913.0000.00000.0000	Dental Health Care	556.00	46.32	.00	92.64	463.36	17
27.1284.2150.913.0000.00000.0000	Vision Care	136.00	11.28	.00	22.56	113.44	17
27.1284.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	19,857.00	1,710.86	.00	3,421.72	16,435.28	17
27.1284.2830.913.0000.00000.0000	Employer Social Security	3,875.00	322.47	.00	644.94	3,230.06	17
27.1284.3450.913.0000.00000.0000	Software Lic/Agmts Serv	4,381.00	.00	1,028.33	.00	3,352.67	23
Function 1284 - Non-Instr Technology Services Totals		\$87,094.00	\$6,919.37	\$1,028.33	\$13,838.74	\$72,226.93	17%
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.913.0000.00000.0000	Sub-Grantee / Flow through Disbursements	280,508.00	.00	.00	.00	239,828.00	0
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$280,508.00	\$0.00	\$0.00	\$0.00	\$239,828.00	0%
Function 1599 - Miscellaneous Other Financing So							
27.1599.7190.913.0000.00000.0000	Other LT Debt Principal	280,508.00	.00	.00	.00	280,508.00	0
Function 1599 - Miscellaneous Other Financing So Totals		\$280,508.00	\$0.00	\$0.00	\$0.00	\$280,508.00	0%
Function 1611 - Fund Modif to General Ed Fund							
27.1611.9990.913.0000.00000.0000	Indirect Cost Recovery	19,182.00	.00	.00	.00	18,636.00	0
Function 1611 - Fund Modif to General Ed Fund Totals		\$19,182.00	\$0.00	\$0.00	\$0.00	\$18,636.00	0%
Function 1622 - Fund Modif to Special Ed Fund							
27.1622.9990.913.0000.00000.0000	Indirect Cost Recovery	100,705.00	.00	.00	.00	97,841.00	0
Function 1622 - Fund Modif to Special Ed Fund Totals		\$100,705.00	\$0.00	\$0.00	\$0.00	\$97,841.00	0%
Function 1647 - Fund Mod to WEOC							
27.1647.8110.913.0000.00000.0000	Fund Modifications	25,000.00	.00	.00	.00	25,000.00	0
Function 1647 - Fund Mod to WEOC Totals		\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0%
Account Type Expense Totals		\$5,364,997.00	\$81,154.49	\$6,063.06	\$194,869.17	\$5,119,974.77	4%
Program 913 - ECA Program Totals		\$61,249.00	\$263,123.84	(\$6,063.06)	\$568,488.59	(\$457,086.53)	10%



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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 915 - WAVE Program							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.915.0000.00000.0000	Earnings on Investments and Deposits	39,452.00	3,460.14	.00	7,112.70	32,339.30	18
27.0192.0000.915.9861.00000.0000	Private Sources (Contributions)	.00	.00	.00	.00	.00	+++
27.0192.0000.915.9868.00000.0000	Private Sources (Contributions)	.00	.00	.00	.00	.00	+++
27.0192.0000.915.9915.00000.0000	Private Sources (Contributions)	.00	.00	.00	26,548.53	(26,548.53)	+++
27.0199.0000.915.0000.00000.0000	Miscellaneous Local Revenues	535.00	.00	.00	.00	535.00	0
27.0312.0000.915.2083.00000.0000	Restricted State Revenues Received as Grants	258,956.00	.00	.00	.00	258,956.00	0
27.0511.0000.915.0000.81010.0000	Tuition Payments Received from Other Public Schools	484,500.00	38,792.30	.00	77,584.60	406,915.40	16
27.0511.0000.915.0000.81020.0000	Tuition Payments Received from Other Public Schools	1,149,500.00	92,607.11	.00	185,214.22	964,285.78	16
27.0511.0000.915.0000.81040.0000	Tuition Payments Received from Other Public Schools	47,500.00	3,803.17	.00	7,606.34	39,893.66	16
27.0511.0000.915.0000.81050.0000	Tuition Payments Received from Other Public Schools	66,500.00	.00	.00	.00	66,500.00	0
27.0511.0000.915.0000.81070.0000	Tuition Payments Received from Other Public Schools	836,000.00	67,506.21	.00	135,012.42	700,987.58	16
27.0511.0000.915.0000.81080.0000	Tuition Payments Received from Other Public Schools	209,000.00	17,494.57	.00	34,989.14	174,010.86	17
27.0511.0000.915.0000.81100.0000	Tuition Payments Received from Other Public Schools	627,000.00	50,201.80	.00	100,403.60	526,596.40	16
27.0511.0000.915.0000.81120.0000	Tuition Payments Received from Other Public Schools	152,000.00	12,170.13	.00	24,340.26	127,659.74	16
27.0511.0000.915.0000.81140.0000	Tuition Payments Received from Other Public Schools	57,000.00	4,563.80	.00	9,127.60	47,872.40	16
Function 0000 - Revenue Totals		\$3,927,943.00	\$290,599.23	\$0.00	\$607,939.41	\$3,320,003.59	15%
Account Type Revenue Totals		\$3,927,943.00	\$290,599.23	\$0.00	\$607,939.41	\$3,320,003.59	15%
Account Type Expense							
Function 1112 - Middle/Junior High							
27.1112.1240.915.0000.00000.0000	Teaching	123,694.00	10,482.86	.00	20,349.20	103,344.80	16
27.1112.1790.915.0000.00000.0000	Other Special Payments	.00	.00	.00	518.06	(518.06)	+++
27.1112.1920.915.0000.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1112.2110.915.0000.00000.0000	Group Life	69.00	5.66	.00	11.32	57.68	16
27.1112.2120.915.0000.00000.0000	Group Disability	296.00	24.64	.00	49.28	246.72	17
27.1112.2130.915.0000.00000.0000	Group Health and Accident	26,225.00	2,083.76	.00	4,167.52	22,057.48	16
27.1112.2140.915.0000.00000.0000	Dental Health Care	1,985.00	165.32	.00	330.64	1,654.36	17
27.1112.2150.915.0000.00000.0000	Vision Care	470.00	39.08	.00	78.16	391.84	17
27.1112.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	50,010.00	4,130.15	.00	8,017.91	41,992.09	16
27.1112.2830.915.0000.00000.0000	Employer Social Security	9,465.00	737.56	.00	1,468.59	7,996.41	16
27.1112.3210.915.0000.00000.0000	Regular Duty Travel	515.00	.00	.00	.00	515.00	0
27.1112.3220.915.0000.00000.0000	Workshops and Conf Travel	2,577.00	.00	.00	.00	2,577.00	0
27.1112.5110.915.0000.00000.0000	Teaching/Testing Supplies	5,670.00	.00	.00	.00	5,670.00	0
27.1112.5210.915.0000.00000.0000	Textbook Supp	515.00	.00	.00	.00	515.00	0
27.1112.6420.915.9915.00000.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	.00	+++
27.1112.6460.915.0000.00000.0000	Capital-Repl Equip <\$5000	1,031.00	.00	.00	.00	1,031.00	0
27.1112.7910.915.0000.00000.0000	Misc Expenditures	515.00	.00	.00	.00	515.00	0
Function 1112 - Middle/Junior High Totals		\$223,037.00	\$17,669.03	\$0.00	\$34,990.68	\$188,046.32	16%
Function 1113 - High School							
27.1113.1240.915.0000.00000.0000	Teaching	950,299.00	65,034.51	.00	116,716.66	833,582.34	12
27.1113.1790.915.0000.00000.0000	Other Special Payments	.00	.00	.00	1,825.46	(1,825.46)	+++
27.1113.1920.915.0000.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1113.1920.915.9915.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1113.2110.915.0000.00000.0000	Group Life	2,002.00	29.98	.00	62.91	1,939.09	3
27.1113.2120.915.0000.00000.0000	Group Disability	1,804.00	138.01	.00	290.30	1,513.70	16
27.1113.2130.915.0000.00000.0000	Group Health and Accident	123,642.00	6,608.88	.00	15,259.31	108,382.69	12
27.1113.2140.915.0000.00000.0000	Dental Health Care	9,579.00	495.71	.00	1,151.05	8,427.95	12
27.1113.2150.915.0000.00000.0000	Vision Care	2,432.00	126.20	.00	289.63	2,142.37	12
27.1113.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	383,935.00	26,591.31	.00	49,192.75	334,742.25	13
27.1113.2820.915.9915.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1113.2830.915.0000.00000.0000	Employer Social Security	72,710.00	4,815.74	.00	8,737.40	63,972.60	12
27.1113.2830.915.9915.00000.0000	Employer Social Security	.00	.00	.00	.00	.00	+++
27.1113.3190.915.0000.00000.0000	Other Prof & Technical Services	269.00	.00	.00	.00	269.00	0
27.1113.3210.915.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	.00	269.00	0



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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1113.3220.915.0000.00000.0000	Workshops and Conf Travel	4,639.00	.00	.00	.00	4,639.00	0
27.1113.3450.915.0000.00000.0000	Software Lic/Agmts Serv	2,784.00	.00	346.50	21.16	2,416.34	13
27.1113.3610.915.0000.00000.0000	Printing Serv	2,000.00	142.71	1,116.53	142.71	740.76	63
27.1113.3710.915.0000.00000.0000	Tuition Services	15,000.00	.00	.00	.00	15,000.00	0
27.1113.4140.915.0000.00000.0000	Software Maint Agmts Serv	2,784.00	.00	.00	.00	2,784.00	0
27.1113.5110.915.0000.00000.0000	Teaching/Testing Supplies	1,649.00	.00	.00	.00	1,649.00	0
27.1113.5210.915.0000.00000.0000	Textbook Supp	806.00	.00	.00	.00	806.00	0
27.1113.6420.915.0000.00000.0000	Capital-New Equip <\$5000	52,000.00	.00	.00	.00	52,000.00	0
27.1113.6460.915.0000.00000.0000	Capital-Repl Equip <\$5000	1,546.00	.00	.00	.00	1,546.00	0
27.1113.7910.915.0000.00000.0000	Misc Expenditures	1,031.00	.00	.00	.00	1,031.00	0
Function 1113 - High School Totals		\$1,631,180.00	\$103,983.05	\$1,463.03	\$193,689.34	\$1,436,027.63	12%
Function 1212 - Guidance Services							
27.1212.1220.915.0000.00000.0000	Counseling	160,656.00	13,918.68	.00	26,731.00	133,925.00	17
27.1212.1790.915.0000.00000.0000	Other Special Payments	.00	.00	.00	1,030.46	(1,030.46)	+++
27.1212.1920.915.0000.00000.0000	Professional-Education	1,000.00	.00	.00	.00	1,000.00	0
27.1212.2110.915.0000.00000.0000	Group Life	88.00	7.20	.00	14.40	73.60	16
27.1212.2120.915.0000.00000.0000	Group Disability	384.00	31.96	.00	63.92	320.08	17
27.1212.2130.915.0000.00000.0000	Group Health and Accident	24,976.00	1,984.54	.00	3,969.08	21,006.92	16
27.1212.2140.915.0000.00000.0000	Dental Health Care	1,890.00	157.46	.00	314.92	1,575.08	17
27.1212.2150.915.0000.00000.0000	Vision Care	451.00	37.52	.00	75.04	375.96	17
27.1212.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	72,154.00	5,837.48	.00	11,211.00	60,943.00	16
27.1212.2830.915.0000.00000.0000	Employer Social Security	12,292.00	984.55	.00	1,965.84	10,326.16	16
27.1212.3220.915.0000.00000.0000	Workshops and Conf Travel	2,577.00	.00	.00	.00	2,577.00	0
27.1212.6420.915.9868.00000.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	.00	+++
27.1212.7410.915.0000.00000.0000	Dues and Fees	269.00	.00	.00	.00	269.00	0
Function 1212 - Guidance Services Totals		\$276,737.00	\$22,959.39	\$0.00	\$45,375.66	\$231,361.34	16%
Function 1216 - Social Work Services							
27.1216.1440.915.0000.00000.0000	Social Work	22,510.00	2,160.78	.00	3,956.44	18,553.56	18
27.1216.2110.915.0000.00000.0000	Group Life	23.00	1.84	.00	3.68	19.32	16
27.1216.2120.915.0000.00000.0000	Group Disability	90.00	3.44	.00	6.88	83.12	8
27.1216.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	8,745.00	861.08	.00	1,576.66	7,168.34	18
27.1216.2830.915.0000.00000.0000	Employer Social Security	1,723.00	165.29	.00	302.67	1,420.33	18
27.1216.3210.915.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	.00	269.00	0
27.1216.3220.915.0000.00000.0000	Workshops and Conf Travel	1,546.00	.00	.00	.00	1,546.00	0
Function 1216 - Social Work Services Totals		\$34,906.00	\$3,192.43	\$0.00	\$5,846.33	\$29,059.67	17%
Function 1218 - Teacher Consultant							
27.1218.8220.915.0000.00000.0000	Pmt to Another Public School District for Serv	55,000.00	.00	.00	.00	55,000.00	0
Function 1218 - Teacher Consultant Totals		\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00	0%
Function 1221 - Improvement of Instruction							
27.1221.3120.915.0000.00000.0000	Employee Training & Devel Serv	2,793.00	.00	.00	.00	2,793.00	0
Function 1221 - Improvement of Instruction Totals		\$2,793.00	\$0.00	\$0.00	\$0.00	\$2,793.00	0%
Function 1225 - Instructional Technology							
27.1225.3190.915.0000.00000.0000	Other Prof & Technical Services	537.00	.00	.00	.00	537.00	0
27.1225.3450.915.0000.00000.0000	Software Lic/Agmts Serv	25,773.00	12,150.00	.00	12,597.63	13,175.37	49
27.1225.3490.915.0000.00000.0000	Other Communic Serv	90,000.00	5,564.37	.00	5,564.37	84,435.63	6
27.1225.4120.915.0000.00000.0000	Equip Repair Serv	537.00	.00	.00	.00	537.00	0
27.1225.4140.915.0000.00000.0000	Software Maint Agmts Serv	537.00	.00	.00	.00	537.00	0
Function 1225 - Instructional Technology Totals		\$117,384.00	\$17,714.37	\$0.00	\$18,162.00	\$99,222.00	15%
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1170.915.0000.00000.0000	Program/Department Direction	116,130.00	9,677.50	.00	19,355.00	96,775.00	17
27.1226.1620.915.0000.00000.0000	Secretary-Clerical-Bookkeeper	113,056.00	9,421.24	.00	18,842.48	94,213.52	17
27.1226.1790.915.0000.00000.0000	Other Special Payments	.00	.00	.00	1,333.24	(1,333.24)	+++
27.1226.1920.915.0000.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++



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27.1226.2110.915.0000.00000.0000	Group Life	132.00	10.80	.00	21.60	110.40	16
27.1226.2120.915.0000.00000.0000	Group Disability	542.00	45.06	.00	90.12	451.88	17
27.1226.2140.915.0000.00000.0000	Dental Health Care	3,336.00	277.84	.00	555.68	2,780.32	17
27.1226.2150.915.0000.00000.0000	Vision Care	392.00	32.66	.00	65.32	326.68	17
27.1226.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	102,931.00	8,010.02	.00	16,020.04	86,910.96	16
27.1226.2830.915.0000.00000.0000	Employer Social Security	17,535.00	1,405.96	.00	2,913.89	14,621.11	17
27.1226.3190.915.0000.00000.0000	Other Prof & Technical Services	2,416.00	.00	.00	.00	2,416.00	0
27.1226.3210.915.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	.00	269.00	0
27.1226.3220.915.0000.00000.0000	Workshops and Conf Travel	5,155.00	450.52	.00	450.52	4,704.48	9
27.1226.3430.915.0000.00000.0000	Mail/Postage Serv	600.00	.00	.00	.00	600.00	0
27.1226.3610.915.0000.00000.0000	Printing Serv	323.00	.00	.00	.00	323.00	0
27.1226.5910.915.0000.00000.0000	Office Supplies	9,000.00	.00	.00	.00	9,000.00	0
27.1226.5990.915.0000.00000.0000	Misc. Supp & Matls	3,093.00	.00	.00	.00	3,093.00	0
27.1226.6420.915.0000.00000.0000	Capital-New Equip <\$5000	2,577.00	.00	.00	.00	2,577.00	0
27.1226.7410.915.0000.00000.0000	Dues and Fees	773.00	.00	.00	.00	773.00	0
Function 1226 - SupervisionDirection of Instr Staff Totals		\$378,260.00	\$29,331.60	\$0.00	\$59,647.89	\$318,612.11	16%
Function 1249 - Other School Administration							
27.1249.5990.915.0000.00000.0000	Misc. Supp & Matls	1,546.00	.00	.00	.00	1,546.00	0
Function 1249 - Other School Administration Totals		\$1,546.00	\$0.00	\$0.00	\$0.00	\$1,546.00	0%
Function 1261 - Operating Buildings Services							
27.1261.4110.915.0000.00000.0000	Building Repair Serv	1,200.00	.00	.00	.00	1,200.00	0
Function 1261 - Operating Buildings Services Totals		\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0%
Function 1271 - Pupil Transportation Services							
27.1271.3310.915.0000.00000.0000	Transportation Serv-Cont Carrier	2,686.00	.00	.00	.00	2,686.00	0
27.1271.3310.915.9861.00000.0000	Transportation Serv-Cont Carrier	.00	.00	.00	.00	.00	+++
Function 1271 - Pupil Transportation Services Totals		\$2,686.00	\$0.00	\$0.00	\$0.00	\$2,686.00	0%
Function 1283 - Staff/Personnel Services							
27.1283.3220.915.0000.00000.0000	Workshops and Conf Travel	1,665.00	.00	.00	.00	1,665.00	0
Function 1283 - Staff/Personnel Services Totals		\$1,665.00	\$0.00	\$0.00	\$0.00	\$1,665.00	0%
Function 1284 - Non-Instr Technology Services							
27.1284.1590.915.0000.00000.0000	Other Technical	60,130.00	5,010.76	.00	10,021.52	50,108.48	17
27.1284.1790.915.0000.00000.0000	Other Special Payments	.00	.00	.00	353.90	(353.90)	+++
27.1284.2110.915.0000.00000.0000	Group Life	44.00	3.60	.00	7.20	36.80	16
27.1284.2120.915.0000.00000.0000	Group Disability	148.00	12.26	.00	24.52	123.48	17
27.1284.2130.915.0000.00000.0000	Group Health and Accident	7,346.00	583.68	.00	1,167.36	6,178.64	16
27.1284.2140.915.0000.00000.0000	Dental Health Care	556.00	46.32	.00	92.64	463.36	17
27.1284.2150.915.0000.00000.0000	Vision Care	136.00	11.28	.00	22.56	113.44	17
27.1284.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	27,005.00	2,101.52	.00	4,203.04	22,801.96	16
27.1284.2830.915.0000.00000.0000	Employer Social Security	4,601.00	369.81	.00	766.68	3,834.32	17
27.1284.3450.915.0000.00000.0000	Software Lic/Agmts Serv	5,155.00	.00	1,028.64	.00	4,126.36	20
Function 1284 - Non-Instr Technology Services Totals		\$105,121.00	\$8,139.23	\$1,028.64	\$16,659.42	\$87,432.94	17%
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.915.0000.00000.0000	Sub-Grantee / Flow through Disbursements	240,749.00	.00	.00	.00	239,828.00	0
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$240,749.00	\$0.00	\$0.00	\$0.00	\$239,828.00	0%
Function 1511 - Debt Service - Long Term Only - Principal							
27.1511.7190.915.0000.00000.0000	Other LT Debt Principal	218,784.00	18,232.00	.00	36,464.00	182,320.00	17
Function 1511 - Debt Service - Long Term Only - Principal Totals		\$218,784.00	\$18,232.00	\$0.00	\$36,464.00	\$182,320.00	17%
Function 1611 - Fund Modif to General Ed Fund							
27.1611.9990.915.0000.00000.0000	Indirect Cost Recovery	12,432.00	.00	.00	.00	11,326.00	0
Function 1611 - Fund Modif to General Ed Fund Totals		\$12,432.00	\$0.00	\$0.00	\$0.00	\$11,326.00	0%



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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function 1622 - Fund Modif to Special Ed Fund							
27.1622.9990.915.0000.00000.0000	Indirect Cost Recovery	65,269.00	.00	.00	.00	59,462.00	0
Function 1622 - Fund Modif to Special Ed Fund Totals		\$65,269.00	\$0.00	\$0.00	\$0.00	\$59,462.00	0%
Function 1647 - Fund Mod to WEOC							
27.1647.8110.915.0000.00000.0000	Fund Modifications	25,000.00	.00	.00	.00	25,000.00	0
Function 1647 - Fund Mod to WEOC Totals		\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0%
Account Type Expense Totals		\$3,393,749.00	\$221,221.10	\$2,491.67	\$410,835.32	\$2,972,588.01	12%
Program 915 - WAVE Program Totals		\$534,194.00	\$69,378.13	(\$2,491.67)	\$197,104.09	\$347,415.58	3%



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Program 917 - Washtenaw County Tech Consortium							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.917.0000.00000.0000	Earnings on Investments and Deposits	37,000.00	2,778.92	.00	5,712.38	31,287.62	15
27.0312.0000.917.2083.00000.0000	Restricted State Revenues Received as Grants	35,275.00	.00	.00	.00	35,275.00	0
27.0518.0000.917.0000.00000.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	4,636.00	.00	.00	.00	4,636.00	0
27.0518.0000.917.0000.81010.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	284,988.00	.00	.00	.00	284,988.00	0
27.0518.0000.917.0000.81020.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	70,984.00	.00	.00	.00	70,984.00	0
27.0518.0000.917.0000.81040.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	43,244.00	.00	.00	.00	43,244.00	0
27.0518.0000.917.0000.81050.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	65,521.00	.00	.00	.00	65,521.00	0
27.0518.0000.917.0000.81070.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	65,398.00	.00	.00	.00	65,398.00	0
27.0518.0000.917.0000.81080.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	13,718.00	.00	.00	.00	13,718.00	0
27.0518.0000.917.0000.81100.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	35,150.00	.00	.00	.00	35,150.00	0
27.0518.0000.917.0000.81120.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	90,497.00	.00	.00	.00	90,497.00	0
27.0518.0000.917.0000.81140.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	12,635.00	.00	.00	.00	12,635.00	0
27.0518.0000.917.0000.81901.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	4,731.00	.00	.00	4,731.00	.00	100
Function 0000 - Revenue Totals		\$763,777.00	\$2,778.92	\$0.00	\$10,443.38	\$753,333.62	1%
Account Type Revenue Totals		\$763,777.00	\$2,778.92	\$0.00	\$10,443.38	\$753,333.62	1%
Account Type Expense							
Function 1284 - Non-Instr Technology Services							
27.1284.1510.917.0000.00000.0000	Information Management	232,453.00	19,742.10	.00	38,128.62	194,324.38	16
27.1284.1790.917.0000.00000.0000	Other Special Payments	.00	.00	.00	80.11	(80.11)	+++
27.1284.1920.917.0000.00000.0000	Professional-Education	1,646.00	.00	.00	.00	1,646.00	0
27.1284.2110.917.0000.00000.0000	Group Life	611.00	47.68	.00	95.35	515.65	16
27.1284.2120.917.0000.00000.0000	Group Disability	522.00	40.78	.00	81.54	440.46	16
27.1284.2130.917.0000.00000.0000	Group Health and Accident	20,594.00	1,356.26	.00	2,712.51	17,881.49	13
27.1284.2140.917.0000.00000.0000	Dental Health Care	2,966.00	226.06	.00	452.14	2,513.86	15
27.1284.2150.917.0000.00000.0000	Vision Care	703.00	53.46	.00	106.89	596.11	15
27.1284.2820.917.0000.00000.0000	Contribution to State and Local Retirement Funds	90,512.00	7,695.98	.00	15,578.96	74,933.04	17
27.1284.2830.917.0000.00000.0000	Employer Social Security	17,936.00	1,494.32	.00	2,889.68	15,046.32	16
27.1284.2920.917.0000.00000.0000	Cash in Lieu of Benefits	1,251.00	104.18	.00	208.36	1,042.64	17
27.1284.3190.917.0000.00000.0000	Other Prof & Technical Services	20,000.00	.00	.00	.00	20,000.00	0
27.1284.4190.917.0000.00000.0000	Other Repair & Maint Serv	300,000.00	.00	973.00	.00	299,027.00	0
Function 1284 - Non-Instr Technology Services Totals		\$689,194.00	\$30,760.82	\$973.00	\$60,334.16	\$627,886.84	9%
Account Type Expense Totals		\$689,194.00	\$30,760.82	\$973.00	\$60,334.16	\$627,886.84	9%
Program 917 - Washtenaw County Tech Consortium Totals		\$74,583.00	(\$27,981.90)	(\$973.00)	(\$49,890.78)	\$125,446.78	-8%



Cooperative Activities (Detail)

Fiscal Year to Date 08/31/25

G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 918 - New World Software							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.918.0000.00000.0000	Earnings on Investments and Deposits	21,000.00	2,172.19	.00	4,465.17	16,534.83	21
27.0312.0000.918.2083.00000.0000	Restricted State Revenues Received as Grants	6,556.00	.00	.00	.00	6,556.00	0
27.0519.0000.918.0000.00000.0000	Other Distributions Received from Other Public Schools	48,260.00	.00	.00	.00	48,260.00	0
27.0519.0000.918.0000.81010.0000	Other Distributions Received from Other Public Schools	141,890.00	.00	.00	.00	141,890.00	0
27.0519.0000.918.0000.81020.0000	Other Distributions Received from Other Public Schools	29,376.00	.00	.00	.00	29,376.00	0
27.0519.0000.918.0000.81040.0000	Other Distributions Received from Other Public Schools	19,894.00	.00	.00	.00	19,894.00	0
27.0519.0000.918.0000.81050.0000	Other Distributions Received from Other Public Schools	28,011.00	.00	.00	.00	28,011.00	0
27.0519.0000.918.0000.81070.0000	Other Distributions Received from Other Public Schools	27,768.00	.00	.00	.00	27,768.00	0
27.0519.0000.918.0000.81080.0000	Other Distributions Received from Other Public Schools	5,453.00	.00	.00	.00	5,453.00	0
27.0519.0000.918.0000.81100.0000	Other Distributions Received from Other Public Schools	15,563.00	.00	.00	.00	15,563.00	0
27.0519.0000.918.0000.81120.0000	Other Distributions Received from Other Public Schools	39,554.00	.00	.00	.00	39,554.00	0
27.0519.0000.918.0000.81140.0000	Other Distributions Received from Other Public Schools	6,811.00	.00	.00	.00	6,811.00	0
27.0519.0000.918.0000.81901.0000	Other Distributions Received from Other Public Schools	2,079.00	.00	.00	.00	2,079.00	0
27.0519.0000.918.0000.81903.0000	Other Distributions Received from Other Public Schools	7,122.00	.00	.00	.00	7,122.00	0
Function 0000 - Revenue Totals		\$399,337.00	\$2,172.19	\$0.00	\$4,465.17	\$394,871.83	1%
Account Type Revenue Totals		\$399,337.00	\$2,172.19	\$0.00	\$4,465.17	\$394,871.83	1%
Account Type Expense							
Function 1284 - Non-Instr Technology Services							
27.1284.1510.918.0000.00000.0000	Information Management	43,341.00	4,120.30	.00	7,729.39	35,611.61	18
27.1284.1790.918.0000.00000.0000	Other Special Payments	.00	.00	.00	12.02	(12.02)	+++
27.1284.1920.918.0000.00000.0000	Professional-Education	132.00	.00	.00	.00	132.00	0
27.1284.2110.918.0000.00000.0000	Group Life	115.00	9.38	.00	18.77	96.23	16
27.1284.2120.918.0000.00000.0000	Group Disability	100.00	8.04	.00	16.08	83.92	16
27.1284.2130.918.0000.00000.0000	Group Health and Accident	2,234.00	174.80	.00	349.59	1,884.41	16
27.1284.2140.918.0000.00000.0000	Dental Health Care	683.00	56.76	.00	113.52	569.48	17
27.1284.2150.918.0000.00000.0000	Vision Care	162.00	13.38	.00	26.75	135.25	17
27.1284.2820.918.0000.00000.0000	Contribution to State and Local Retirement Funds	16,465.00	1,561.03	.00	3,127.12	13,337.88	19
27.1284.2830.918.0000.00000.0000	Employer Social Security	3,364.00	315.36	.00	592.35	2,771.65	18
27.1284.2920.918.0000.00000.0000	Cash in Lieu of Benefits	500.00	41.66	.00	83.32	416.68	17
27.1284.3190.918.0000.00000.0000	Other Prof & Technical Services	75,000.00	.00	.00	.00	75,000.00	0
27.1284.4140.918.0000.00000.0000	Software Maint Agmts Serv	193,587.00	203,263.87	.00	203,263.87	(9,676.87)	105
27.1284.6450.918.0000.00000.0000	Capital-Repl Equip >\$5000	36,639.00	.00	.00	.00	36,639.00	0
Function 1284 - Non-Instr Technology Services Totals		\$372,322.00	\$209,564.58	\$0.00	\$215,332.78	\$156,989.22	58%
Account Type Expense Totals		\$372,322.00	\$209,564.58	\$0.00	\$215,332.78	\$156,989.22	58%
Program 918 - New World Software Totals		\$27,015.00	(\$207,392.39)	\$0.00	(\$210,867.61)	\$237,882.61	-57%



Cooperative Activities (Detail)

Fiscal Year to Date 08/31/25

G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 919 - Medicaid Programs							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.919.0000.00000.0000	Earnings on Investments and Deposits	998,250.00	116,578.69	.00	239,640.36	758,609.64	24
27.0181.0000.919.0000.00000.0000	Revenue from Community Service Activities	6,000,000.00	550,636.00	.00	1,101,272.00	4,898,728.00	18
27.0181.0000.919.0000.10920.0000	Revenue from Community Service Activities	200,000.00	.00	.00	.00	200,000.00	0
27.0312.0000.919.2083.00000.0000	Restricted State Revenues Received as Grants	21,000.00	.00	.00	.00	21,000.00	0
27.0412.0000.919.0000.10919.0000	Unrestricted Received from Federal Government Through State	300,000.00	.00	.00	.00	300,000.00	0
Function 0000 - Revenue Totals		\$7,519,250.00	\$667,214.69	\$0.00	\$1,340,912.36	\$6,178,337.64	18%
Account Type Revenue Totals		\$7,519,250.00	\$667,214.69	\$0.00	\$1,340,912.36	\$6,178,337.64	18%
Account Type Expense							
Function 1213 - Health Services							
27.1213.3130.919.0000.00000.0000	Pupil Services	19,590.00	.00	20,000.00	.00	(410.00)	102
Function 1213 - Health Services Totals		\$19,590.00	\$0.00	\$20,000.00	\$0.00	(\$410.00)	102%
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1620.919.0000.00000.0000	Secretary-Clerical-Bookkeeper	76,145.00	928.39	.00	7,208.73	68,936.27	9
27.1226.1790.919.0000.00000.0000	Other Special Payments	.00	.00	.00	.00	.00	+++
27.1226.2110.919.0000.00000.0000	Group Life	205.00	.00	.00	17.04	187.96	8
27.1226.2120.919.0000.00000.0000	Group Disability	177.00	.00	.00	14.70	162.30	8
27.1226.2130.919.0000.00000.0000	Group Health and Accident	21,404.00	.00	.00	1,700.68	19,703.32	8
27.1226.2140.919.0000.00000.0000	Dental Health Care	1,668.00	.00	.00	138.92	1,529.08	8
27.1226.2150.919.0000.00000.0000	Vision Care	392.00	.00	.00	32.66	359.34	8
27.1226.2820.919.0000.00000.0000	Contribution to State and Local Retirement Funds	29,858.00	376.70	.00	2,923.44	26,934.56	10
27.1226.2830.919.0000.00000.0000	Employer Social Security	5,833.00	71.31	.00	545.96	5,287.04	9
27.1226.3190.919.0000.00000.0000	Other Prof & Technical Services	.00	240.00	3,760.00	240.00	(4,000.00)	+++
27.1226.3210.919.0000.00000.0000	Regular Duty Travel	300.00	.00	.00	.00	300.00	0
27.1226.3430.919.0000.00000.0000	Mail/Postage Serv	150.00	.00	.00	.00	150.00	0
27.1226.4140.919.0000.00000.0000	Software Maint Agmts Serv	57,000.00	.00	.00	58,638.06	(1,638.06)	103
27.1226.5990.919.0000.00000.0000	Misc. Supp & Matls	145.00	.00	.00	.00	145.00	0
27.1226.6460.919.0000.00000.0000	Capital-Repl Equip <\$5000	525.00	.00	.00	.00	525.00	0
Function 1226 - SupervisionDirection of Instr Staff Totals		\$193,802.00	\$1,616.40	\$3,760.00	\$71,460.19	\$118,581.81	39%
Function 1231 - Board of Education							
27.1231.3180.919.0000.00000.0000	Audit Services	4,728.00	.00	.00	.00	4,728.00	0
Function 1231 - Board of Education Totals		\$4,728.00	\$0.00	\$0.00	\$0.00	\$4,728.00	0%
Function 1283 - Staff/Personnel Services							
27.1283.3220.919.0000.00000.0000	Workshops and Conf Travel	594.00	.00	.00	.00	594.00	0
27.1283.3220.919.0000.10919.0000	Workshops and Conf Travel	1,972.00	.00	.00	.00	1,972.00	0
Function 1283 - Staff/Personnel Services Totals		\$2,566.00	\$0.00	\$0.00	\$0.00	\$2,566.00	0%
Function 1284 - Non-Instr Technology Services							
27.1284.3160.919.0000.10919.0000	Management Info Services	20,540.00	.00	.00	.00	20,540.00	0
Function 1284 - Non-Instr Technology Services Totals		\$20,540.00	\$0.00	\$0.00	\$0.00	\$20,540.00	0%
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.919.0000.00000.0000	Sub-Grantee / Flow through Disbursements	6,000,000.00	.00	.00	.00	6,000,000.00	0
27.1411.8510.919.0000.10919.0000	Sub-Grantee / Flow through Disbursements	275,000.00	.00	.00	.00	275,000.00	0
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$6,275,000.00	\$0.00	\$0.00	\$0.00	\$6,275,000.00	0%
Account Type Expense Totals		\$6,516,226.00	\$1,616.40	\$23,760.00	\$71,460.19	\$6,421,005.81	1%
Program 919 - Medicaid Programs Totals		\$1,003,024.00	\$665,598.29	(\$23,760.00)	\$1,269,452.17	(\$242,668.17)	16%
Grand Totals		\$2,063,665.00	\$1,192,427.12	(\$280,839.57)	\$2,601,310.24	(\$210,451.67)	8%

Washtenaw Intermediate School District
Investments
Aug-25

General Education

Investment	Settlement Date	Maturity Date	Principal	Int. Rate
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MILAF Investment

Cash Movement	Beginning Balance	in/(out)	Ending Balance
MILAF GE Investment Max	3,993,014.76	14,529.00	4,007,543.76
MILAF GE Investment Term	-	5,000,000.00	5,000,000.00

Special Education

Investment	Settlement Date	Maturity Date	Principal	Int. Rate
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Old National Bank	1/26/2025	10/26/2025	\$ 278,063.58	0.10%
			\$ 278,063.58	

Cash Movement	Beginning Balance	in/(out)	Ending Balance
Investments	\$ 273,414.06	\$ 4,649.52	\$ 278,063.58
Comerica	\$ 3,062.17	\$ 10.62	\$ 3,072.79
MBIA	\$ 2,557.49	\$ 9.51	\$ 2,567.00
MILAF SE Investment Max	19,815,307.20	72,100.05	19,887,407.25
MILAF SE Investment Term	-	15,000,000.00	15,000,000.00
MILAF SUB Investment Max	354,156.52	1,104.03	355,260.55
MILAF Lunch Investment Max	6,778.09	24.66	6,802.75
MILAF COOP Investment Max	22,184,465.21	80,720.48	22,265,185.69
MILAF COOP Investment Term	-	12,000,000.00	12,000,000.00
MILAF 2019 School Bond Debt Retirement Investment Max	2,902,474.17	10,560.95	2,913,035.12
MILAF Capital Projects Investment Max	4,154,235.88	15,115.62	4,169,351.50
MILAF 2019 Bond Capital Projects Fund	4,652,948.14	16,930.23	4,669,878.37
MILAF Agency Investment	34,796.24	126.61	34,922.85
MILAF AP Investment Max	1,320,645.89	4,805.31	1,325,451.20

Washtenaw Int School District
Open Payment Report
 Report As Of Date: 8/31/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - Accounts Payable MILAF									
<u>Check</u>									
208109	05/10/2022	Open			Accounts Payable	MAER	\$575.00		
208604	07/25/2022	Open			Accounts Payable	BENTLEY, CALEB JON	\$100.00		
209831	12/22/2022	Open			Accounts Payable	ALNUR	\$125.00		
210277	02/27/2023	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$200.00		
210322	03/10/2023	Open			Accounts Payable	CULP, LYLE	\$54.00		
210456	03/24/2023	Open			Accounts Payable	KOHL, KIMBERLY	\$837.50		
210608	04/10/2023	Open			Accounts Payable	STARCHER, SAMANTHA K.	\$139.00		
211131	06/28/2023	Open			Accounts Payable	AE CITY OF HOPE	\$150.00		
211398	07/26/2023	Open			Accounts Payable	KARORIS, SPYROS	\$2,400.00		
211546	07/26/2023	Open			Accounts Payable	PACHOLKE, KRISTEN	\$750.00		
211669	08/10/2023	Open			Accounts Payable	THOMAS, CENTIA	\$200.00		
211877	08/25/2023	Open			Accounts Payable	ARKSEY, KALLIE	\$450.00		
212423	10/26/2023	Open			Accounts Payable	DAVIS, LATASHA	\$7,500.00		
212628	11/21/2023	Open			Accounts Payable	CARTER, CHE	\$63.00		
212989	01/25/2024	Open			Accounts Payable	ESTATE OF SANDRA WILKINSON	\$603.91		
213280	03/08/2024	Open			Accounts Payable	DMARCIA INC	\$5,089.80		
213282	03/08/2024	Open			Accounts Payable	DOUDNEY, CLAUDIA	\$172.52		
213604	04/25/2024	Open			Accounts Payable	DOUDNEY, CLAUDIA	\$285.45		
213827	05/24/2024	Open			Accounts Payable	HILL, MARK, A	\$35.00		
213832	05/24/2024	Open			Accounts Payable	KENNEDY, DU JUAN	\$150.00		
214017	06/25/2024	Open			Accounts Payable	FARHA, SABRINA	\$40.00		
214170	07/10/2024	Open			Accounts Payable	EYET LLC	\$375.00		
214172	07/10/2024	Open			Accounts Payable	FAST SIGNS	\$2,567.32		
214227	07/10/2024	Open			Accounts Payable	MCGILL, JENNIFER, ANN	\$750.00		
214297	07/10/2024	Open			Accounts Payable	TOUSSANT, ROBIN	\$550.00		
214345	07/25/2024	Open			Accounts Payable	AL-HAMATI, EINAS, ALI	\$225.00		
214363	07/25/2024	Open			Accounts Payable	BURKETT, EMILY	\$2,400.00		
214373	07/25/2024	Open			Accounts Payable	COMPUTECH SERVICES INC	\$1,500.00		
214521	08/09/2024	Open			Accounts Payable	BLOOMING BUTTERCUP LLC	\$250.00		
214578	08/09/2024	Open			Accounts Payable	MANSOOR, TOOBA	\$18.89		
214617	08/09/2024	Open			Accounts Payable	SIGNS IN ONE DAY	\$44.00		
214792	09/10/2024	Open			Accounts Payable	HOLLENBECK, ASHLEY	\$200.00		
214824	09/10/2024	Open			Accounts Payable	PABERZS, MOLLY	\$150.00		
214900	09/25/2024	Open			Accounts Payable	CLARK RD FAMILY LTD DIVIDEND HOUSING ASSOC LP	\$3,176.00		
214938	09/25/2024	Open			Accounts Payable	PERRIN EDUCATION GROUP, LLC	\$2,000.00		
214954	09/25/2024	Open			Accounts Payable	UNITED STATES TREASURY	\$517.75		
215019	10/10/2024	Open			Accounts Payable	HOLLIBAUGH, AMANDA, JANE	\$450.00		
215082	10/10/2024	Voided	50	09/10/2025	Accounts Payable	SCOTT, LANEYAH	\$80.00		
215106	10/10/2024	Open			Accounts Payable	WILDEBOER, KIMBERLY	\$450.00		
215273	11/08/2024	Open			Accounts Payable	DOUDNEY, CLAUDIA	\$296.03		
215306	11/08/2024	Open			Accounts Payable	MOORE, DAISHA	\$18.00		
215327	11/08/2024	Voided	50	09/10/2025	Accounts Payable	SCOTT, LANEYAH	\$40.00		

Washtenaw Int School District
Open Payment Report
 Report As Of Date: 8/31/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
215337	11/08/2024	Open			Accounts Payable	THOMPSON, TIMIA	\$40.00		
215345	11/08/2024	Open			Accounts Payable	YOUNG , RHONDA , RENEE	\$150.00		
215390	11/25/2024	Open			Accounts Payable	GIBBS JR, HERMAN	\$92.46		
215538	12/16/2024	Open			Accounts Payable	MIDDLETON, JANAYA	\$562.50		
215572	12/16/2024	Open			Accounts Payable	SLAUGHTER WILSON , SHAYNA	\$25.00		
215573	12/16/2024	Open			Accounts Payable	SMITH , QUINCY	\$150.00		
215656	01/10/2025	Open			Accounts Payable	CARTER , CHE	\$57.00		
215742	01/10/2025	Open			Accounts Payable	SCHOLASTIC INC	\$263.56		
215947	02/25/2025	Open			Accounts Payable	CRUM , KARLA	\$75.00		
215949	02/25/2025	Voided	50	09/10/2025	Accounts Payable	DOTSON, BRIANNE, MAXINE	\$4,200.00		
216049	02/25/2025	Open			Accounts Payable	VENKATARAMAN , VIJAYAPRIYA	\$75.00		
216233	03/20/2025	Open			Accounts Payable	PRITCHARD , CLARE	\$70.00		
216236	03/20/2025	Open			Accounts Payable	ROBINSON, KIMBERLEYN	\$75.00		
216239	03/20/2025	Open			Accounts Payable	SCALZO, RICHELE	\$58.14		
216357	04/10/2025	Open			Accounts Payable	NATIONAL ASSOCIATION OF SCHOOL NURSES	\$445.00		
216458	04/25/2025	Open			Accounts Payable	DOZIER , DEAHJAE, DESHAWN	\$225.00		
216612	05/09/2025	Open			Accounts Payable	MI ASSOC OF SCHOOL ADMIN	\$500.00		
216638	05/09/2025	Open			Accounts Payable	SLOAT , BRADLEY	\$225.00		
216645	05/09/2025	Open			Accounts Payable	THE MIGHTY OAK PROJECT, INC	\$5,000.00		
216706	05/22/2025	Open			Accounts Payable	HONOS , SARAH, M	\$40.00		
216845	06/10/2025	Open			Accounts Payable	GHRBAL, HIBA	\$10.00		
216848	06/10/2025	Open			Accounts Payable	GRISHAM-GREGORY, ASHTON	\$225.00		
216854	06/10/2025	Open			Accounts Payable	J ALVIN INTERNATIONAL LLC	\$850.00		
216949	06/24/2025	Voided	50	09/10/2025	Accounts Payable	ANN ARBOR PUBLIC SCHOOLS FOOD	\$1,636.00		
217022	06/24/2025	Open			Accounts Payable	RODRIGUEZ , AYSIA	\$180.00		
217057	07/01/2025	Open			Accounts Payable	CRIGER, MELISSA	\$200.00		
217060	07/01/2025	Open			Accounts Payable	KEHOE, BARBARA	\$200.00		
217061	07/01/2025	Open			Accounts Payable	LAYTON, CATHY	\$200.00		
217181	07/24/2025	Open			Accounts Payable	AMISON, JUSTIN , MYLES	\$600.00		
217203	07/24/2025	Open			Accounts Payable	BEVERIDGE , ALISSA	\$750.00		
217235	07/24/2025	Open			Accounts Payable	COLLINS , CHRISTY, ROSE	\$2,400.00		
217243	07/24/2025	Open			Accounts Payable	CRUM , KARLA	\$2,400.00		
217248	07/24/2025	Open			Accounts Payable	DESKOVITZ, KELLY , LOUISE	\$750.00		
217253	07/24/2025	Open			Accounts Payable	DIXON, JENNIFER , LYNN	\$1,040.00		
217257	07/24/2025	Open			Accounts Payable	DREW , SHARON	\$2,400.00		
217278	07/24/2025	Open			Accounts Payable	FLOWERS , KENDALL, LENORA	\$750.00		
217314	07/24/2025	Open			Accounts Payable	HOGAN, JACQUELINE	\$600.00		
217315	07/24/2025	Open			Accounts Payable	HOWARD , AHMYA	\$525.00		
217329	07/24/2025	Open			Accounts Payable	JUDGE , ANNE , CATHERINE	\$737.50		
217356	07/24/2025	Open			Accounts Payable	LEE, MYUGHEE	\$750.00		
217360	07/24/2025	Open			Accounts Payable	LINDSEY, JACKQUELINE	\$2,400.00		
217375	07/24/2025	Open			Accounts Payable	MI ASSOC OF SECONDARY SCH PRINCI	\$100.00		
217397	07/24/2025	Voided	50	09/10/2025	Accounts Payable	PARK , KAITLIN, LOUISE	\$700.00		

Washtenaw Int School District
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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
217439	07/24/2025	Open			Accounts Payable	SLOAT , BRADLEY	\$150.00		
217449	07/24/2025	Open			Accounts Payable	STINES , CASSANDRA	\$750.00		
217455	07/24/2025	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$165.00		
217470	07/24/2025	Open			Accounts Payable	VILLAREAL-BELLO, LESLIE	\$750.00		
217489	07/24/2025	Open			Accounts Payable	COLUMBIA SCHOOL DISTRICT	\$26,120.86		
217500	07/28/2025	Open			Accounts Payable	ALSANABANI, HAMZAH	\$600.00		
217524	07/28/2025	Open			Accounts Payable	DUMAS , MADISON	\$562.50		
217541	07/28/2025	Open			Accounts Payable	HOLLEY, LILIANA , STEPHANI	\$750.00		
217544	07/28/2025	Open			Accounts Payable	ISRAEL, ABAYOMI	\$400.00		
217580	07/28/2025	Open			Accounts Payable	PORTER, ZION	\$900.00		
217643	08/07/2025	Open			Accounts Payable	BRUNSON, PHILLIPS AND DAY INC	\$200.00		
217646	08/07/2025	Open			Accounts Payable	COMPUTECH SERVICES INC	\$1,900.00		
217647	08/07/2025	Open			Accounts Payable	CRIGER, MELISSA	\$250.00		
217650	08/07/2025	Open			Accounts Payable	DOUDNEY, CLAUDIA	\$300.00		
217654	08/07/2025	Open			Accounts Payable	FLORIDA LEAGUE OF IB SCHOOLS	\$2,250.00		
217663	08/07/2025	Open			Accounts Payable	KILDOW, TIMARIE	\$40.00		
217675	08/07/2025	Open			Accounts Payable	MCLOUTH, KIMBERLY	\$300.00		
217706	08/07/2025	Open			Accounts Payable	TOTAL ENERGY SYSTEMS, LLC	\$575.00		
217719	08/07/2025	Open			Accounts Payable	YARBROUGH, MATELYN	\$300.00		
217734	08/15/2025	Open			Accounts Payable	ANDERSON, KRISTEN	\$280.00		
217739	08/15/2025	Open			Accounts Payable	POWELL, DELIA	\$98.00		
217744	08/22/2025	Open			Accounts Payable	AMAZON.COM SERVICES	\$2,424.25		
217746	08/22/2025	Open			Accounts Payable	ANTTILA , KATELYN	\$300.00		
217747	08/22/2025	Open			Accounts Payable	ARCH OF SELF, LLC	\$15,000.00		
217749	08/22/2025	Open			Accounts Payable	B. LOVE MEDIA & PUBLISHING LLC	\$20,000.00		
217750	08/22/2025	Open			Accounts Payable	BARUZZINI AQUATICS	\$776.00		
217752	08/22/2025	Open			Accounts Payable	BELLE ARBOR COMMONS LLC	\$2,723.54		
217753	08/22/2025	Open			Accounts Payable	BERGERON, MISTY	\$3,000.00		
217754	08/22/2025	Open			Accounts Payable	BOSTON UNIVERSITY	\$18,250.00		
217759	08/22/2025	Open			Accounts Payable	CARPENTRY CONCEPTS	\$2,453.00		
217760	08/22/2025	Open			Accounts Payable	CEPD Council	\$100.00		
217761	08/22/2025	Open			Accounts Payable	CHILDS, KRISTOPHER J.	\$10,000.00		
217762	08/22/2025	Open			Accounts Payable	CJT ENTERPRISES INC	\$2,515.00		
217763	08/22/2025	Open			Accounts Payable	COLLECTIVE LIBERATION LLC	\$13,250.00		
217764	08/22/2025	Open			Accounts Payable	CONLEY , CHRISTOPHER , LEE	\$300.00		
217765	08/22/2025	Open			Accounts Payable	COX, NIVEA	\$20.00		
217767	08/22/2025	Open			Accounts Payable	CYNERGE CONSULTING INC	\$7,368.69		
217768	08/22/2025	Open			Accounts Payable	DOLLAR BILL PRINTING	\$4,868.68		
217769	08/22/2025	Open			Accounts Payable	DTE ENERGY	\$3,120.07		
217770	08/22/2025	Open			Accounts Payable	EASTERN MICHIGAN UNIVERSITY	\$3,072.00		
217771	08/22/2025	Open			Accounts Payable	EDYNAMIC HOLDINGS LP	\$15,000.00		
217772	08/22/2025	Open			Accounts Payable	ENZOS CATERING AND EVENTS LLC	\$1,774.65		
217775	08/22/2025	Open			Accounts Payable	FOCUSING ON ME, INC	\$2,455.00		
217776	08/22/2025	Open			Accounts Payable	FOLEY , BRYAN	\$150.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
217779	08/22/2025	Open			Accounts Payable	HEADRUSH LEARNING INC	\$12,150.00		
217781	08/22/2025	Open			Accounts Payable	HUMANWARE INC	\$10,386.00		
217785	08/22/2025	Open			Accounts Payable	ISRAEL, ABAYOMI	\$469.00		
217791	08/22/2025	Open			Accounts Payable	LAUREL MANOR BANQUET & CONFERENCE CENTER	\$15,234.74		
217792	08/22/2025	Open			Accounts Payable	LAURN , CHELSEA , LAINE	\$300.00		
217793	08/22/2025	Open			Accounts Payable	LAYCOCK , KIMBERLY A	\$300.00		
217796	08/22/2025	Open			Accounts Payable	LEMANSKI, JORDAN	\$300.00		
217797	08/22/2025	Open			Accounts Payable	LESSONPIX, INC	\$2,880.00		
217799	08/22/2025	Open			Accounts Payable	LOYAL EDUCATIONAL CONSULTING LLC	\$8,500.00		
217800	08/22/2025	Open			Accounts Payable	LUDECKE , HILARY	\$300.00		
217802	08/22/2025	Open			Accounts Payable	MARION , DESIREE , ASHANTAE	\$2,400.00		
217803	08/22/2025	Open			Accounts Payable	MCDUGAL COUNSELING & CONSULTING SERV LLC	\$4,423.85		
217804	08/22/2025	Open			Accounts Payable	MCLOUTH, KIMBERLY	\$409.97		
217810	08/22/2025	Open			Accounts Payable	NOVAK, LAUREN	\$113.29		
217815	08/22/2025	Open			Accounts Payable	PEDIATRIC THERAPY ASSOCIATES	\$3,967.50		
217817	08/22/2025	Open			Accounts Payable	POWERSCHOOL GROUP, LLC	\$19,424.54		
217818	08/22/2025	Open			Accounts Payable	PRC-SALTILLO	\$218.90		
217820	08/22/2025	Open			Accounts Payable	QUILL CORPORATION	\$215.29		
217821	08/22/2025	Open			Accounts Payable	RIDER-EL, EBONY	\$300.00		
217823	08/22/2025	Open			Accounts Payable	RUONAVAARA, MARY	\$300.00		
217824	08/22/2025	Open			Accounts Payable	SCOTT , LANEYAH	\$280.00		
217825	08/22/2025	Open			Accounts Payable	SELBY, SHAQUAY	\$227.27		
217826	08/22/2025	Open			Accounts Payable	SIMMONS , ANGEL	\$20.00		
217827	08/22/2025	Open			Accounts Payable	SMITH-NORTHERN, DEJANE	\$20.00		
217828	08/22/2025	Open			Accounts Payable	SPAULDING, JAMIE	\$53.36		
217829	08/22/2025	Open			Accounts Payable	STANDARD PRINTING	\$12,005.50		
217830	08/22/2025	Open			Accounts Payable	STATE OF MICHIGAN	\$5,520.99		
217831	08/22/2025	Open			Accounts Payable	STATE OF MICHIGAN	\$1,355,700.00		
217833	08/22/2025	Open			Accounts Payable	TAYLOR, JENNIFER , REBECCA	\$465.84		
217836	08/22/2025	Open			Accounts Payable	TRACE3 LLC	\$65,081.30		
217838	08/22/2025	Open			Accounts Payable	ULINE INC	\$1,039.36		
217840	08/22/2025	Open			Accounts Payable	VAUGHN, DEANTE A	\$150.00		
217841	08/22/2025	Open			Accounts Payable	VEDDER SMITH, ELIZABETH	\$647.20		
217842	08/22/2025	Open			Accounts Payable	WASHTENAW COMMUNITY COLLEGE	\$2,670.00		
217844	08/22/2025	Open			Accounts Payable	WATKINS , SHARITA , DANIELLE	\$300.00		
217845	08/22/2025	Open			Accounts Payable	WILSON, TAVENUS	\$20.00		
217846	08/22/2025	Open			Accounts Payable	WINDIATE , GWENDOLYN , KAY	\$300.00		
217847	08/22/2025	Open			Accounts Payable	WISER, DEVAN	\$300.00		
217848	08/22/2025	Open			Accounts Payable	WYEBOT INC	\$4,500.00		
217849	08/22/2025	Open			Accounts Payable	YARBROUGH, MATELYN	\$214.50		
217850	08/22/2025	Open			Accounts Payable	ZAVALA, MARIA R.	\$8,000.00		
217851	08/22/2025	Open			Accounts Payable	ENABLING DEVICES	\$777.80		

Washtenaw Int School District

Open Payment Report

Report As Of Date: 8/31/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
217852	08/22/2025	Open			Accounts Payable	GENOVA DEVELOPMENT	\$1,655.75		
217855	08/29/2025	Open			Accounts Payable	AMAZON.COM SERVICES	\$2,257.78		
217856	08/29/2025	Open			Accounts Payable	ANN ARBOR TRANSPORTATION AUTHORI	\$330.00		
217857	08/29/2025	Open			Accounts Payable	GIFTED NURSES, LLC	\$14,259.00		
217858	08/29/2025	Open			Accounts Payable	KONICA MINOLTA - ALBIN	\$3,854.87		
217859	08/29/2025	Open			Accounts Payable	LOWE'S COMPANIES, INC	\$452.72		
217860	08/29/2025	Open			Accounts Payable	SECURED TECH SOLUTIONS, LLC	\$2,975.00		
217861	08/29/2025	Open			Accounts Payable	ULINE INC	\$702.35		
217862	08/29/2025	Open			Accounts Payable	WASHTENAW COUNTY YOUTH CENTER	\$381,025.00		
Type Check Totals:					180 Transactions		\$2,183,671.24		
AP - Accounts Payable MILAF Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	175	\$2,177,015.24	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	5	\$6,656.00	\$0.00
	Total	180	\$2,183,671.24	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	175	\$2,177,015.24	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	5	\$6,656.00	\$0.00
	Total	180	\$2,183,671.24	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	175	\$2,177,015.24	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	5	\$6,656.00	\$0.00
	Total	180	\$2,183,671.24	\$0.00
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	175	\$2,177,015.24	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	5	\$6,656.00	\$0.00
	Total	180	\$2,183,671.24	\$0.00

Coversheet

July and August 2025 Early Childhood Financial Report

Section:	V. Financial Reports
Item:	B. July and August 2025 Early Childhood Financial Report
Purpose:	
Submitted by:	
Related Material:	25-26 JULY AUGUST HS EHS BOE PC REPORT -COMBINED.pdf

July/August 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	\$50,642	-\$891.00	\$662.50	\$50870.50	0
PERSONNEL	\$1,089,441	\$84860.08		\$1,004,580.92	8%
FRINGE BENEFITS	\$723,604.00	\$52,025.29		\$671,578.71	7%
TRAVEL OUT OF TOWN	\$1650.00	0	0	\$1650	0
SUPPLIES	\$800			\$800	0
CONTRACTUAL	\$64,328.00	\$10,087.70		\$54,240.30	13%
OTHER	\$10,309.00	\$160.00	\$205.00	\$10144.00	3%
TOTAL	\$1,940,974.00	\$146,242.07	\$867.50	\$1,793,864.43	8%

Actual Grant AWARD: \$5,684,564

Expenditures as a % of Actual Award: 2%

Revenue of Award**TOTAL REVENUE TO DATE: \$0****Grant Expenditures****TOTAL EXPENDITURES TO DATE: \$146,242.07****TOTAL ENCUMBERANCES: \$867.50****EXPENDITURE FOR JULY/AUGUST: \$146,242.07****EXPENSES FOR JULY/AUGUST:**

-SALARIES	-TELEPHONE SERVICES
-FRINGES	-PROPERTY INSURANCE
-BUILDING REPAIRS	-REFUND FOR SERVICES
CONFERENCE/PD	NOT NEEDED
-PROGRAM MATERIALS/ -	
SUPPLIES	

	Revenue	Budget	Current Month	Encumbrances	Expenditures	Remaining	% Used/Rec'd
					07/01/2025 - 06/30/2026		
July/August 2025		\$1,940,974.00	\$136,469.47	\$867.50	\$146,242.07	\$1,793,864.43	8.00%

G/L Account Number - Combined
TRAINING AND TECHNICAL ASSISTANCE
\$ 63,216

G/L Account Number - Combined	Account Description	Budget	Current Month	Encumbrances	Expenditures	Remaining	% Used/Rec'd
11.1221.3190.987.7235.90713.0000	Other Prof & Technical Services	\$6,212.00	\$0.00	\$37.50	\$0.00	\$6,174.50	0.60%
11.1221.3220.987.7235.90713.0000	Workshops and Conf Travel	\$7,468.00	\$0.00	\$550.00	\$0.00	\$6,918.00	7.36%
11.1221.6420.987.7235.90715.0000	Capital-New Equip <\$5000	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	0.00%
11.1221.3190.988.7235.90713.0000	Other Prof & Technical Services	\$15,036.00	(\$891.00)	\$75.00	(\$891.00)	\$15,852.00	-5.42%
11.1221.3220.988.7235.90713.0000	Workshops and Conf Travel	\$14,326.00	\$0.00	\$0.00	\$0.00	\$14,326.00	0.00%
11.1221.3430.988.7235.90715.0000	Mail/Postage Serv						
11.1221.5110.988.7235.90715.0000	Teaching/Testing Supplies						
11.1221.6420.988.7235.90715.0000	Capital-New Equip <\$5000	\$4,200.00	\$0.00	\$0.00	\$0.00	\$4,200.00	0.00%
11.1221.7410.988.7235.90717.0000	Dues and Fees	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
11.1411.8220.000.7235.81020.0000	Sub-Grantee- YCS						
TOTAL		\$50,642.00	(\$891.00)	\$662.50	(\$891.00)	\$50,870.50	0%

PERSONNEL \$ 1,089,712

ADMINISTRATIVE SALARIES

11.1226.1160.000.7235.90711.0000	Supervision/Direction-Staff	\$67,596.00	\$5,116.22	\$0.00	\$5,116.22	\$62,479.78	7.56%
11.1226.1170.000.7235.90711.0000	Program/Department Direction	\$14,059.00	\$2,529.66	\$0.00	\$2,529.66	\$11,529.34	17.99%
11.1226.1590.000.7235.90711.0000	Other Technical	\$22,374.00	\$1,757.40	\$0.00	\$1,757.40	\$20,616.60	7.85%
11.1226.1620.000.7235.90711.0000	Secretary-Clerical-Bookkeeper	\$14,005.00	\$691.70	\$0.00	\$691.70	\$13,313.30	4.93%
11.1226.1790.000.7235.90711.0000	Other Special Payments	\$0.00	\$33.58	\$0.00	\$33.58	(\$33.58)	
11.1226.1160.987.7235.90711.0000	Supervision/Direction-Staff	\$39,360.00	\$2,302.36	\$0.00	\$2,302.36	\$37,057.64	5.84%
11.1226.1170.987.7235.90711.0000	Program/Department Direction	\$3,515.00	\$1,212.76	\$0.00	\$1,212.76	\$2,302.24	34.50%
11.1226.1590.987.7235.90711.0000	Other Technical	\$5,594.00	\$439.36	\$0.00	\$439.36	\$5,154.64	7.85%
11.1226.1620.987.7235.90711.0000	Secretary-Clerical-Bookkeeper	\$1,513.00	\$122.06	\$0.00	\$122.06	\$1,390.94	8.06%
11.1226.1790.987.7235.90711.0000	Other Special Payments	\$0.00	\$20.14	\$0.00	\$20.14	(\$20.14)	
SUB TOTAL		\$168,016.00	\$14,225.24	\$0.00	\$14,225.24	\$153,790.76	8.47%

INSTRUCTIONAL SALARIES

11.1281.1160.000.7236.90711.0000	Supervision/Direction-Staff	\$0.00	\$646.44	\$0.00	\$646.44	(\$646.44)	
11.1281.1180.000.7235.90711.0000	Research	\$86,524.00	\$3,106.56	\$0.00	\$3,106.56	\$83,417.44	3.59%
11.1281.1790.000.7235.90711.0000	Other Special Payments	\$0.00	\$9.36	\$0.00	\$9.36	(\$9.36)	
11.1281.1180.987.7235.90711.0000	Research	\$99,641.00	\$5,064.94	\$0.00	\$5,064.94	\$94,576.06	5.08%
	Other Special Payments	\$0.00					
11.1351.1220.000.7235.90711.0000	Counseling	\$200,196.00	\$15,344.84	\$0.00	\$15,344.84	\$184,851.16	7.66%
11.1351.1250.000.7235.90711.0000	Instructional Counseling	\$59,165.00	\$4,639.27	\$0.00	\$4,639.27	\$54,525.73	7.84%
11.1351.1440.000.7235.90711.0000	Social Work	\$87,574.00	\$6,137.85	\$0.00	\$6,137.85	\$81,436.15	7.00%

11.1351.1620.000.7235.90711.0000	Secretary-Clerical-Bookkeeper	\$14,094.00	\$2,193.07	\$0.00	\$2,193.07	\$11,900.93	15.56%
	Other Special Payments	\$0.00					
11.1351.1220.987.7235.90711.0000	Counseling	\$66,810.00	\$5,631.42	\$0.00	\$5,631.42	\$61,178.58	8.42%
11.1351.1250.987.7235.90711.0000	Instructional Counseling	\$272,627.00	\$25,102.90	\$0.00	\$25,102.90	\$247,524.10	9.20%
11.1351.1440.987.7235.90711.0000	Social Work	\$33,227.00	\$2,629.33	\$0.00	\$2,629.33	\$30,597.67	7.91%
11.1351.1620.987.7235.90711.0000	Secretary-Clerical-Bookkeeper	\$1,567.00	\$128.86	\$0.00	\$128.86	\$1,438.14	8.22%
	Other Special Payments	\$0.00					
	SUB TOTAL	\$921,425.00	\$70,634.84	\$0.00	\$70,634.84	\$850,790.16	7.67%
TOTAL		\$1,089,441.00	\$84,860.08	\$0.00	\$84,860.08	\$1,004,580.92	7.79%

FRINGES \$712,282**ADMINISTRATIVE BENEFITS**

11.1226.2110.000.7235.90711.0000	Group Life	\$251.00	\$20.74	\$0.00	\$20.74	\$230.26	8.26%
11.1226.2120.000.7235.90711.0000	Group Disability	\$269.00	\$22.24	\$0.00	\$22.24	\$246.76	8.26%
11.1226.2130.000.7235.90711.0000	Group Health and Accident	\$11,238.00	\$1,032.84	\$0.00	\$1,032.84	\$10,205.16	9.19%
11.1226.2140.000.7235.90711.0000	Dental Health Care	\$880.00	\$84.30	\$0.00	\$84.30	\$795.70	9.57%
11.1226.2150.000.7235.90711.0000	Vision Care	\$291.00	\$26.54	\$0.00	\$26.54	\$264.46	9.12%
11.1226.2820.000.7235.90711.0000	Contribution to State and Local Retir	\$48,152.00	\$3,931.83	\$0.00	\$3,931.83	\$44,220.17	8.16%
11.1226.2830.000.7235.90711.0000	Employer Social Security	\$9,537.00	\$756.41	\$0.00	\$756.41	\$8,780.59	7.93%
11.1226.2920.000.7235.90711.0000	Cash in Lieu of Benefits	\$530.00	\$44.16	\$0.00	\$44.16	\$485.84	8.33%
11.1226.2110.987.7235.90711.0000	Group Life	\$110.00	\$8.88	\$0.00	\$8.88	\$101.12	8.07%
11.1226.2120.987.7235.90711.0000	Group Disability	\$110.00	\$8.94	\$0.00	\$8.94	\$101.06	8.12%
11.1226.2130.987.7235.90711.0000	Group Health and Accident	\$5,105.00	\$498.86	\$0.00	\$498.86	\$4,606.14	9.77%
11.1226.2140.987.7235.90711.0000	Dental Health Care	\$403.00	\$40.76	\$0.00	\$40.76	\$362.24	10.11%
11.1226.2150.987.7235.90711.0000	Vision Care	\$117.00	\$11.26	\$0.00	\$11.26	\$105.74	9.62%
11.1226.2820.987.7235.90711.0000	Contribution to State and Local Retir	\$18,578.00	\$1,539.36	\$0.00	\$1,539.36	\$17,038.64	8.28%
11.1226.2830.987.7235.90711.0000	Employer Social Security	\$3,839.00	\$305.51	\$0.00	\$305.51	\$3,533.49	7.95%
11.1226.2920.987.7235.90711.0000	Cash in Lieu of Benefits	\$133.00	\$11.04	\$0.00	\$11.04	\$121.96	8.30%
	SUB TOTAL	\$99,543.00	\$8,343.67	\$0.00	\$8,343.67	\$91,199.33	8.38%

INSTRUCTIONAL BENEFITS**HS**

11.1281.2110.000.7235.90711.0000	Group Life	\$296.00	\$9.08	\$0.00	\$9.08	\$286.92	3.06%
11.1281.2120.000.7235.90711.0000	Group Disability	\$273.00	\$8.22	\$0.00	\$8.22	\$264.78	3.01%
11.1281.2130.000.7235.90711.0000	Group Health and Accident	\$2,490.00	\$58.36	\$0.00	\$58.36	\$2,431.64	2.34%
11.1281.2140.000.7235.90711.0000	Dental Health Care	\$2,114.00	\$46.34	\$0.00	\$46.34	\$2,067.66	2.19%
11.1281.2150.000.7235.90711.0000	Vision Care	\$487.00	\$10.90	\$0.00	\$10.90	\$476.10	2.23%
11.1281.2820.000.7235.90711.0000	Contribution to State and Local Retir	\$40,928.00	\$1,545.58	\$0.00	\$1,545.58	\$39,382.42	3.77%
11.1281.2830.000.7235.90711.0000	Employer Social Security	\$9,242.00	\$287.84	\$0.00	\$287.84	\$8,954.16	3.11%
11.1281.2920.000.7235.90711.0000	Cash in Lieu of Benefits	\$3,428.00	\$97.86	\$0.00	\$97.86	\$3,330.14	2.85%

HS

11.1351.2110.000.7235.90711.0000	Group Life	\$880.00	\$56.58	\$0.00	\$56.58	\$823.42	6.42%
11.1351.2120.000.7235.90711.0000	Group Disability	\$840.00	\$66.71	\$0.00	\$66.71	\$773.29	7.94%

11.1351.2130.000.7235.90711.0000	Group Health and Accident	\$66,566.00	\$3,285.83	\$0.00	\$3,285.83	\$63,280.17	4.93%
11.1351.2140.000.7235.90711.0000	Dental Health Care	\$7,695.00	\$476.53	\$0.00	\$476.53	\$7,218.47	6.19%
11.1351.2150.000.7235.90711.0000	Vision Care	\$1,835.00	\$114.35	\$0.00	\$114.35	\$1,720.65	6.23%
11.1351.2820.000.7235.90711.0000	Contribution to State and Local Retir	\$149,112.00	\$11,605.35	\$0.00	\$11,605.35	\$137,506.65	7.78%
11.1351.2830.000.7235.90711.0000	Employer Social Security	\$27,077.00	\$2,163.17	\$0.00	\$2,163.17	\$24,913.83	7.98%
11.1351.2920.000.7235.90711.0000	Cash in Lieu of Benefits	\$2,250.00	\$386.22	\$0.00	\$386.22	\$1,863.78	17.16%

EHS

11.1281.2110.987.7235.90711.0000	Group Life	\$132.00	\$9.32	\$0.00	\$9.32	\$122.68	7.06%
11.1281.2120.987.7235.90711.0000	Group Disability	\$110.00	\$7.54	\$0.00	\$7.54	\$102.46	6.85%
11.1281.2140.987.7235.90711.0000	Dental Health Care	\$1,835.00	\$138.92	\$0.00	\$138.92	\$1,696.08	7.57%
11.1281.2150.987.7235.90711.0000	Vision Care	\$432.00	\$32.66	\$0.00	\$32.66	\$399.34	7.56%
11.1281.2820.987.7235.90711.0000	Contribution to State and Local Retir	\$27,659.00	\$2,068.94	\$0.00	\$2,068.94	\$25,590.06	7.48%
11.1281.2830.987.7235.90711.0000	Employer Social Security	\$5,468.00	\$400.55	\$0.00	\$400.55	\$5,067.45	7.32%
11.1281.2920.987.7235.90711.0000	Cash in Lieu of Benefits	\$2,302.00	\$170.76	\$0.00	\$170.76	\$2,131.24	7.41%

EHS

11.1351.2110.987.7235.90711.0000	Group Life	\$2,210.00	\$58.42	\$0.00	\$58.42	\$2,151.58	2.64%
11.1351.2120.987.7235.90711.0000	Group Disability	\$1,239.00	\$70.03	\$0.00	\$70.03	\$1,168.97	5.65%
11.1351.2130.987.7235.90711.0000	Group Health and Accident	\$68,541.00	\$3,896.19	\$0.00	\$3,896.19	\$64,644.81	5.68%
11.1351.2140.987.7235.90711.0000	Dental Health Care	\$7,328.00	\$456.20	\$0.00	\$456.20	\$6,871.80	6.22%
11.1351.2150.987.7235.90711.0000	Vision Care	\$1,788.00	\$95.94	\$0.00	\$95.94	\$1,692.06	5.36%
11.1351.2820.987.7235.90711.0000	Contribution to State and Local Retir	\$154,425.00	\$13,359.76	\$0.00	\$13,359.76	\$141,065.24	8.65%
11.1351.2830.987.7235.90711.0000	Employer Social Security	\$32,178.00	\$2,455.81	\$0.00	\$2,455.81	\$29,722.19	7.63%
11.1351.2920.987.7235.90711.0000	Cash in Lieu of Benefits	\$2,901.00	\$241.66	\$0.00	\$241.66	\$2,659.34	8.33%
	SUBTOTAL	\$624,061.00	\$43,681.62	\$0.00	\$43,681.62	\$580,379.38	7.00%
TOTAL		\$723,604.00	\$52,025.29	\$0.00	\$52,025.29	\$671,578.71	7.19%

TRAVEL \$10,000**ADMINISTRATIVE TRAVEL**

11.1226.3220.000.7235.90711.0000	Workshops and Conf Travel						
11.1226.3220.987.7235.90713.0000	Workshops and Conf Travel	\$1,650.00	\$0.00	\$0.00	\$0.00	\$1,650.00	0.00%
	SUBTOTAL	\$1,650.00	\$0.00	\$0.00	\$0.00	\$1,650.00	0.00%

INSTRUCTIONAL TRAVEL

11.1351.3220.000.7235.90713.0000	Workshops and Conf Travel						
11.1351.3220.987.7235.90713.0000	Workshops and Conf Travel						
	SUBTOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTAL		\$1,650.00	\$0.00	\$0.00	\$0.00	\$1,650.00	0.00%

SUPPLIES \$22,200

11.1351.3430.000.7235.90715.0000	Mail/Postage Serv						
11.1351.3510.000.7235.90715.0000	Advertisement Serv						

11.1351.3610.000.7235.90716.0000	Printing Serv						
11.1351.5910.000.7235.90715.0000	Office Supplies						
11.1226.5990.000.7236.90715.0000	supplies and materials	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
11.1351.5990.000.7235.90715.0000	Misc. Supp & Matls						
11.1351.3430.987.7235.90715.0000	Mail/Postage Serv						
11.1351.3510.987.7235.90715.0000	Advertisement Serv						
11.1351.3610.987.7235.90716.0000	Printing Serv						
11.1351.5910.987.7235.90715.0000	Office Supplies						
11.1351.5990.987.7235.90715.0000	Misc. Supp & Matls						
TOTAL		\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%

CONTRACTUAL \$

11.1351.3190.000.7235.90716.0000	Other Prof & Technical Services	\$4,470.00	\$0.00	\$0.00	\$0.00	\$4,470.00	0.00%
11.1351.3190.987.7235.90716.0000	Other Prof & Technical Services	\$47,113.00	\$35.00	\$0.00	\$35.00	\$47,078.00	0.07%
11.1311.3130.000.7235.90716.0001	Pupil Services						
11.1311.3130.987.7235.90716.0000	Pupil Services						
11.1351.4140.000.7235.90716.0000	Software Maint Agmts Serv						
11.1351.3450.987.7235.90716.0000	Software Lic/Agmts Serv						
SUBTOTAL		\$51,583.00	\$35.00	\$0.00	\$35.00	\$51,548.00	\$0.00

BEATTY ELC

11.1351.3830.000.7235.90717.0000	Water Sewage Serv						
11.1351.5520.000.7235.90716.0000	Electricity Supp						
11.1261.3910.000.7235.90716.0000	Property and Liability Insur Serv	\$9,773.00	\$0.00	\$0.00	\$9,772.60	\$0.40	99.99%
11.1261.4110.000.7235.90716.0000	Building Repair Serv		\$280.10	\$0.00	\$280.10	(\$280.10)	
11.1261.5980.000.7235.90716.0000	Misc. Hardware & Tool Supp						
SUBTOTAL		\$9,773.00	\$280.10	\$0.00	\$10,052.70	(\$279.70)	

11.1411.8510.000.7235.81010.0000	Sub-Grantee / Flow through Disbursements						
11.1411.8510.000.7235.81020.0000	Sub-Grantee / Flow through Disbursements						
11.1411.8510.000.7235.81070.0000	Sub-Grantee / Flow through Disbursements						
11.1411.8510.000.7235.81140.0000	Sub-Grantee / Flow through Disbursements						
11.1411.8510.987.7235.81020.0000	Sub-Grantee / Flow through Disbursements						
11.1445.8510.987.7235.91004.0000	Sub-Grantee / Flow through Disbursements						

SUBTOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
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SOCIALIZATION FACILITY

11.1261.4210.987.7235.90716.0000	Land/Building Rental Serv	\$2,972.00	\$0.00	\$0.00	\$0.00	\$2,972.00	0.00%
SUBTOTAL		\$2,972.00	\$0.00	\$0.00	\$0.00	\$2,972.00	0.00%

TOTAL	\$64,328.00	\$315.10	\$0.00	\$10,087.70	\$54,240.30	
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OTHER \$36,722

11.1226.3210.000.7235.90711.0000	Regular Duty Travel						
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11.1226.7410.000.7235.90717.0000	Dues and Fees						
11.1226.3210.987.7235.90717.0000	Regular Duty Travel	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
11.1226.7410.987.7235.90717.0000	Dues and Fees	\$2,101.00	\$0.00	\$205.00	\$0.00	\$1,896.00	9.75%
11.1281.3210.000.7235.90711.0000	Regular Duty Travel						
11.1281.3210.987.7235.90717.0000	Regular Duty Travel						
11.1351.3150.000.7235.90717.0000	Management Services						
11.1351.3150.987.7235.90715.0000	Management Services						
11.1351.3210.000.7235.90717.0000	Regular Duty Travel						
11.1351.3210.987.7235.90717.0000	Regular Duty Travel						
11.1351.3930.000.7235.90717.0000	Fleet Insur Serv						
11.1351.5110.987.7235.90715.0000	Teaching/Testing Supplies						
11.1226.3410.000.7235.90711.0000	Telephone Serv	\$510.00	\$12.50	\$0.00	\$12.50	\$497.50	2.45%
11.1226.3410.987.7235.90711.0000	Telephone Serv	\$240.00	\$7.50	\$0.00	\$7.50	\$232.50	3.12%
11.1281.3410.000.7235.90711.0000	Telephone Serv	\$360.00	\$5.00	\$0.00	\$5.00	\$355.00	1.38%
11.1281.3410.987.7235.90711.0000	Telephone Serv						
11.1351.3410.000.7235.90711.0000	Telephone Serv	\$3,315.00	\$70.00	\$0.00	\$70.00	\$3,245.00	2.11%
11.1351.3410.987.7235.90711.0000	Telephone Serv	\$3,783.00	\$65.00	\$0.00	\$65.00	\$3,718.00	1.71%
TOTAL		\$10,509.00	\$160.00	\$205.00	\$160.00	\$10,144.00	3.47%
GRAND TOTAL \$5,684,564		\$1,940,974.00	\$136,469.47	\$867.50	\$146,242.07	\$1,793,864.43	8%
Funds not yet budgeted		\$3,743,590.00					



July & August BOE Report

Fiscal Year to Date 08/31/25

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	.00	.00	.00	5,684,564.00	0	.00
Program 000 - Unassigned Totals		\$5,220,206.00	\$464,358.00	\$5,684,564.00	\$0.00	\$0.00	\$0.00	\$5,684,564.00	0%	\$0.00
Function 0000 - Revenue Totals		\$5,220,206.00	\$464,358.00	\$5,684,564.00	\$0.00	\$0.00	\$0.00	\$5,684,564.00	0%	\$0.00
Account Type Revenue Totals		\$5,220,206.00	\$464,358.00	\$5,684,564.00	\$0.00	\$0.00	\$0.00	\$5,684,564.00	0%	\$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	37.50	.00	6,174.50	1	.00
11.1221.3220.987.7236.90713.0000	Workshops and Conf Travel	.00	7,468.00	7,468.00	.00	550.00	.00	6,918.00	7	.00
11.1221.6420.987.7236.90715.0000	Capital-New Equip <\$5000	.00	1,400.00	1,400.00	.00	.00	.00	1,400.00	0	.00
Program 987 - Early Head Start Totals		\$0.00	\$15,080.00	\$15,080.00	\$0.00	\$587.50	\$0.00	\$14,492.50	4%	\$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	(891.00)	75.00	(891.00)	15,852.00	-5	.00
11.1221.3220.988.7236.90713.0000	Workshops and Conf Travel	.00	14,326.00	14,326.00	.00	.00	.00	14,326.00	0	.00
11.1221.6420.988.7236.90715.0000	Capital-New Equip <\$5000	.00	4,200.00	4,200.00	.00	.00	.00	4,200.00	0	.00
11.1221.7410.988.7236.90717.0000	Dues and Fees	.00	2,000.00	2,000.00	.00	.00	.00	2,000.00	0	.00
Program 988 - Head Start Tech Assistance Alloc Totals		\$0.00	\$35,562.00	\$35,562.00	(\$891.00)	\$75.00	(\$891.00)	\$36,378.00	-2%	\$0.00
Function 1221 - Improvement of Instruction Totals		\$0.00	\$50,642.00	\$50,642.00	(\$891.00)	\$662.50	(\$891.00)	\$50,870.50	0%	\$0.00
Function 1226 - Supervision/Direction 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	5,116.22	.00	5,116.22	62,479.78	8	.00
11.1226.1170.000.7236.90711.0000	Program/Department Direction	51,574.00	(37,515.00)	14,059.00	2,529.66	.00	2,529.66	11,529.34	18	.00
11.1226.1590.000.7236.90711.0000	Other Technical	21,844.00	530.00	22,374.00	1,757.40	.00	1,757.40	20,616.60	8	.00
11.1226.1620.000.7236.90711.0000	Secretary-Clerical-Bookkeeper	8,573.00	5,432.00	14,005.00	691.70	.00	691.70	13,313.30	5	.00
11.1226.1790.000.7236.90711.0000	Other Special Payments	403.00	(403.00)	.00	33.58	.00	33.58	(33.58)	+++	.00
11.1226.2110.000.7236.90711.0000	Group Life	251.00	.00	251.00	20.74	.00	20.74	230.26	8	.00
11.1226.2120.000.7236.90711.0000	Group Disability	269.00	.00	269.00	22.24	.00	22.24	246.76	8	.00
11.1226.2130.000.7236.90711.0000	Group Health and Accident	11,238.00	.00	11,238.00	1,032.84	.00	1,032.84	10,205.16	9	.00
11.1226.2140.000.7236.90711.0000	Dental Health Care	880.00	.00	880.00	84.30	.00	84.30	795.70	10	.00
11.1226.2150.000.7236.90711.0000	Vision Care	291.00	.00	291.00	26.54	.00	26.54	264.46	9	.00
11.1226.2820.000.7236.90711.0000	Contribution to State and Local Retirement Funds	48,152.00	.00	48,152.00	3,931.83	.00	3,931.83	44,220.17	8	.00
11.1226.2830.000.7236.90711.0000	Employer Social Security	9,537.00	.00	9,537.00	756.41	.00	756.41	8,780.59	8	.00
11.1226.2920.000.7236.90711.0000	Cash in Lieu of Benefits	530.00	.00	530.00	44.16	.00	44.16	485.84	8	.00
11.1226.3410.000.7236.90711.0000	Telephone Serv	150.00	360.00	510.00	12.50	.00	12.50	497.50	2	.00
11.1226.5990.000.7236.90715.0000	Misc. Supp & Matls	.00	800.00	800.00	.00	.00	.00	800.00	0	.00
Program 000 - Unassigned Totals		\$194,810.00	(\$4,318.00)	\$190,492.00	\$16,060.12	\$0.00	\$16,060.12	\$174,431.88	8%	\$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	2,302.36	.00	2,302.36	37,057.64	6	.00
11.1226.1170.987.7236.90711.0000	Program/Department Direction	22,794.00	(19,279.00)	3,515.00	1,212.76	.00	1,212.76	2,302.24	35	.00
11.1226.1590.987.7236.90711.0000	Other Technical	5,461.00	133.00	5,594.00	439.36	.00	439.36	5,154.64	8	.00
11.1226.1620.987.7236.90711.0000	Secretary-Clerical-Bookkeeper	1,513.00	.00	1,513.00	122.06	.00	122.06	1,390.94	8	.00
11.1226.1790.987.7236.90711.0000	Other Special Payments	242.00	(242.00)	.00	20.14	.00	20.14	(20.14)	+++	.00
11.1226.2110.987.7236.90711.0000	Group Life	110.00	.00	110.00	8.88	.00	8.88	101.12	8	.00
11.1226.2120.987.7236.90711.0000	Group Disability	110.00	.00	110.00	8.94	.00	8.94	101.06	8	.00
11.1226.2130.987.7236.90711.0000	Group Health and Accident	5,105.00	.00	5,105.00	498.86	.00	498.86	4,606.14	10	.00
11.1226.2140.987.7236.90711.0000	Dental Health Care	403.00	.00	403.00	40.76	.00	40.76	362.24	10	.00
11.1226.2150.987.7236.90711.0000	Vision Care	117.00	.00	117.00	11.26	.00	11.26	105.74	10	.00
11.1226.2820.987.7236.90711.0000	Contribution to State and Local	18,578.00	.00	18,578.00	1,539.36	.00	1,539.36	17,038.64	8	.00



July & August BOE Report

Fiscal Year to Date 08/31/25

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
11.1226.2830.987.7236.90711.0000	Retirement Funds									
11.1226.2920.987.7236.90711.0000	Employer Social Security	3,839.00	.00	3,839.00	305.51	.00	305.51	3,533.49	8	.00
11.1226.3210.987.7236.90717.0000	Cash in Lieu of Benefits	133.00	.00	133.00	11.04	.00	11.04	121.96	8	.00
11.1226.3220.987.7236.90713.0000	Regular Duty Travel	.00	200.00	200.00	.00	.00	.00	200.00	0	.00
11.1226.3410.987.7236.90711.0000	Workshops and Conf Travel	.00	1,650.00	1,650.00	.00	.00	.00	1,650.00	0	.00
11.1226.7410.987.7236.90717.0000	Telephone Serv	90.00	150.00	240.00	7.50	.00	7.50	232.50	3	.00
	Dues and Fees	.00	2,101.00	2,101.00	.00	205.00	.00	1,896.00	10	.00
Program 987 - Early Head Start Totals		\$78,245.00	\$4,323.00	\$82,568.00	\$6,528.79	\$205.00	\$6,528.79	\$75,834.21	8%	\$0.00
Function 1226 - SupervisionDirection of Instr Staff Totals		\$273,055.00	\$5.00	\$273,060.00	\$22,588.91	\$205.00	\$22,588.91	\$250,266.09	8%	\$0.00
Function 1261 - Operating Buildings Services										
Program 000 - Unassigned										
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	.00	.00	280.10	.00	280.10	(280.10)	+++	.00
Program 000 - Unassigned Totals		\$0.00	\$9,773.00	\$9,773.00	\$280.10	\$0.00	\$10,052.70	(\$279.70)	103%	\$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	.00	.00	.00	2,972.00	0	.00
Program 987 - Early Head Start Totals		\$0.00	\$2,972.00	\$2,972.00	\$0.00	\$0.00	\$0.00	\$2,972.00	0%	\$0.00
Function 1261 - Operating Buildings Services Totals		\$0.00	\$12,745.00	\$12,745.00	\$280.10	\$0.00	\$10,052.70	\$2,692.30	79%	\$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	646.44	.00	646.44	(646.44)	+++	.00
11.1281.1180.000.7236.90711.0000	Research	101,137.00	(14,613.00)	86,524.00	3,106.56	.00	3,106.56	83,417.44	4	.00
11.1281.1790.000.7236.90711.0000	Other Special Payments	.00	.00	.00	9.36	.00	9.36	(9.36)	+++	.00
11.1281.2110.000.7236.90711.0000	Group Life	296.00	.00	296.00	9.08	.00	9.08	286.92	3	.00
11.1281.2120.000.7236.90711.0000	Group Disability	273.00	.00	273.00	8.22	.00	8.22	264.78	3	.00
11.1281.2130.000.7236.90711.0000	Group Health and Accident	2,490.00	.00	2,490.00	58.36	.00	58.36	2,431.64	2	.00
11.1281.2140.000.7236.90711.0000	Dental Health Care	2,114.00	.00	2,114.00	46.34	.00	46.34	2,067.66	2	.00
11.1281.2150.000.7236.90711.0000	Vision Care	487.00	.00	487.00	10.90	.00	10.90	476.10	2	.00
11.1281.2820.000.7236.90711.0000	Contribution to State and Local Retirement Funds	50,928.00	(10,000.00)	40,928.00	1,545.58	.00	1,545.58	39,382.42	4	.00
11.1281.2830.000.7236.90711.0000	Employer Social Security	9,242.00	.00	9,242.00	287.84	.00	287.84	8,954.16	3	.00
11.1281.2920.000.7236.90711.0000	Cash in Lieu of Benefits	3,428.00	.00	3,428.00	97.86	.00	97.86	3,330.14	3	.00
11.1281.3410.000.7236.90711.0000	Telephone Serv	60.00	300.00	360.00	5.00	.00	5.00	355.00	1	.00
Program 000 - Unassigned Totals		\$185,867.00	(\$39,725.00)	\$146,142.00	\$5,831.54	\$0.00	\$5,831.54	\$140,310.46	4%	\$0.00
Program 987 - Early Head Start										
11.1281.1180.987.7236.90711.0000	Research	69,028.00	30,613.00	99,641.00	5,064.94	.00	5,064.94	94,576.06	5	.00
11.1281.2110.987.7236.90711.0000	Group Life	132.00	.00	132.00	9.32	.00	9.32	122.68	7	.00
11.1281.2120.987.7236.90711.0000	Group Disability	110.00	.00	110.00	7.54	.00	7.54	102.46	7	.00
11.1281.2140.987.7236.90711.0000	Dental Health Care	1,835.00	.00	1,835.00	138.92	.00	138.92	1,696.08	8	.00
11.1281.2150.987.7236.90711.0000	Vision Care	432.00	.00	432.00	32.66	.00	32.66	399.34	8	.00
11.1281.2820.987.7236.90711.0000	Contribution to State and Local Retirement Funds	27,659.00	.00	27,659.00	2,068.94	.00	2,068.94	25,590.06	7	.00
11.1281.2830.987.7236.90711.0000	Employer Social Security	5,468.00	.00	5,468.00	400.55	.00	400.55	5,067.45	7	.00
11.1281.2920.987.7236.90711.0000	Cash in Lieu of Benefits	2,302.00	.00	2,302.00	170.76	.00	170.76	2,131.24	7	.00
Program 987 - Early Head Start Totals		\$106,966.00	\$30,613.00	\$137,579.00	\$7,893.63	\$0.00	\$7,893.63	\$129,685.37	6%	\$0.00
Function 1281 - Planning, Research and Evaluation Totals		\$292,833.00	(\$9,112.00)	\$283,721.00	\$13,725.17	\$0.00	\$13,725.17	\$269,995.83	5%	\$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	15,344.84	.00	15,344.84	184,851.16	8	.00
11.1351.1250.000.7236.90711.0000	Instructional Counseling	87,514.00	(28,349.00)	59,165.00	4,639.27	.00	4,639.27	54,525.73	8	.00
11.1351.1440.000.7236.90711.0000	Social Work	56,374.00	31,200.00	87,574.00	6,137.85	.00	6,137.85	81,436.15	7	.00
11.1351.1620.000.7236.90711.0000	Secretary-Clerical-Bookkeeper	26,622.00	(12,528.00)	14,094.00	2,193.07	.00	2,193.07	11,900.93	16	.00
11.1351.2110.000.7236.90711.0000	Group Life	880.00	.00	880.00	56.58	.00	56.58	823.42	6	.00



July & August BOE Report

Fiscal Year to Date 08/31/25

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
11.1351.2120.000.7236.90711.0000	Group Disability	840.00	.00	840.00	66.71	.00	66.71	773.29	8	.00
11.1351.2130.000.7236.90711.0000	Group Health and Accident	66,566.00	.00	66,566.00	3,285.83	.00	3,285.83	63,280.17	5	.00
11.1351.2140.000.7236.90711.0000	Dental Health Care	7,695.00	.00	7,695.00	476.53	.00	476.53	7,218.47	6	.00
11.1351.2150.000.7236.90711.0000	Vision Care	1,835.00	.00	1,835.00	114.35	.00	114.35	1,720.65	6	.00
11.1351.2820.000.7236.90711.0000	Contribution to State and Local Retirement Funds	149,112.00	.00	149,112.00	11,605.35	.00	11,605.35	137,506.65	8	.00
11.1351.2830.000.7236.90711.0000	Employer Social Security	27,077.00	.00	27,077.00	2,163.17	.00	2,163.17	24,913.83	8	.00
11.1351.2920.000.7236.90711.0000	Cash in Lieu of Benefits	2,250.00	.00	2,250.00	386.22	.00	386.22	1,863.78	17	.00
11.1351.3190.000.7236.90716.0000	Other Prof & Technical Services	.00	4,470.00	4,470.00	.00	.00	.00	4,470.00	0	.00
11.1351.3410.000.7236.90711.0000	Telephone Serv	840.00	2,475.00	3,315.00	70.00	.00	70.00	3,245.00	2	.00
Program 000 - Unassigned Totals		\$606,721.00	\$18,348.00	\$625,069.00	\$46,539.77	\$0.00	\$46,539.77	\$578,529.23	7%	\$0.00
Program 987 - Early Head Start										
11.1351.1220.987.7236.90711.0000	Counseling	66,810.00	.00	66,810.00	5,631.42	.00	5,631.42	61,178.58	8	.00
11.1351.1250.987.7236.90711.0000	Instructional Counseling	314,896.00	(42,269.00)	272,627.00	25,102.90	.00	25,102.90	247,524.10	9	.00
11.1351.1440.987.7236.90711.0000	Social Work	33,227.00	.00	33,227.00	2,629.33	.00	2,629.33	30,597.67	8	.00
11.1351.1620.987.7236.90711.0000	Secretary-Clerical-Bookkeeper	1,567.00	.00	1,567.00	128.86	.00	128.86	1,438.14	8	.00
11.1351.2110.987.7236.90711.0000	Group Life	2,210.00	.00	2,210.00	58.42	.00	58.42	2,151.58	3	.00
11.1351.2120.987.7236.90711.0000	Group Disability	1,239.00	.00	1,239.00	70.03	.00	70.03	1,168.97	6	.00
11.1351.2130.987.7236.90711.0000	Group Health and Accident	88,541.00	(20,000.00)	68,541.00	3,896.19	.00	3,896.19	64,644.81	6	.00
11.1351.2140.987.7236.90711.0000	Dental Health Care	7,328.00	.00	7,328.00	456.20	.00	456.20	6,871.80	6	.00
11.1351.2150.987.7236.90711.0000	Vision Care	1,788.00	.00	1,788.00	95.94	.00	95.94	1,692.06	5	.00
11.1351.2820.987.7236.90711.0000	Contribution to State and Local Retirement Funds	169,425.00	(15,000.00)	154,425.00	13,359.76	.00	13,359.76	141,065.24	9	.00
11.1351.2830.987.7236.90711.0000	Employer Social Security	32,178.00	.00	32,178.00	2,455.81	.00	2,455.81	29,722.19	8	.00
11.1351.2920.987.7236.90711.0000	Cash in Lieu of Benefits	2,901.00	.00	2,901.00	241.66	.00	241.66	2,659.34	8	.00
11.1351.3190.987.7236.90716.0000	Other Prof & Technical Services	.00	47,113.00	47,113.00	35.00	.00	35.00	47,078.00	0	.00
11.1351.3410.987.7236.90711.0000	Telephone Serv	780.00	3,003.00	3,783.00	65.00	.00	65.00	3,718.00	2	.00
Program 987 - Early Head Start Totals		\$722,890.00	(\$27,153.00)	\$695,737.00	\$54,226.52	\$0.00	\$54,226.52	\$641,510.48	8%	\$0.00
Function 1351 - Custody and Care of Children Totals		\$1,329,611.00	(\$8,805.00)	\$1,320,806.00	\$100,766.29	\$0.00	\$100,766.29	\$1,220,039.71	8%	\$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
Program 000 - Unassigned Totals		\$3,324,707.00	(\$3,324,707.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$3,324,707.00	(\$3,324,707.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Account Type Expense Totals		\$5,220,206.00	(\$3,279,232.00)	\$1,940,974.00	\$136,469.47	\$867.50	\$146,242.07	\$1,793,864.43	8%	\$0.00
Revenue Totals		\$5,220,206.00	\$464,358.00	\$5,684,564.00	\$0.00	\$0.00	\$0.00	\$5,684,564.00	0%	\$0.00
Expense Totals		\$5,220,206.00	(\$3,279,232.00)	\$1,940,974.00	\$136,469.47	\$867.50	\$146,242.07	\$1,793,864.43	8%	\$0.00
Fund 11 - General Fund Totals		\$0.00	\$3,743,590.00	\$3,743,590.00	(\$136,469.47)	(\$867.50)	(\$146,242.07)	\$3,890,699.57		\$0.00
Revenue Totals		\$5,220,206.00	\$464,358.00	\$5,684,564.00	\$0.00	\$0.00	\$0.00	\$5,684,564.00	0%	\$0.00
Expense Totals		\$5,220,206.00	(\$3,279,232.00)	\$1,940,974.00	\$136,469.47	\$867.50	\$146,242.07	\$1,793,864.43	8%	\$0.00
Grand Totals		\$0.00	\$3,743,590.00	\$3,743,590.00	(\$136,469.47)	(\$867.50)	(\$146,242.07)	\$3,890,699.57		\$0.00



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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	11.1221.3190.988.7236.90713.0000			Other Prof & Technical Services				Balance To Date:	\$0.00
08/26/2025	2026-00000702	JE	RA	8.28.25 BANK DEPOSIT	Collections			891.00	(891.00)
				Month	August 2025	Totals	\$0.00	\$891.00	(\$891.00)
				Account	Other Prof & Technical Services	Totals	\$0.00	\$891.00	(\$891.00)
				Other	Unassigned	Totals	\$0.00	\$891.00	
				Location	Travel	Totals	\$0.00	\$891.00	
				Grant	Head Start 20X6	Totals	\$0.00	\$891.00	
				Program	Head Start Tech Assistance Alloc	Totals	\$0.00	\$891.00	
				Function	Improvement of Instruction	Totals	\$0.00	\$891.00	
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		2,558.11
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		2,558.11		5,116.22
				Month	August 2025	Totals	\$5,116.22	\$0.00	\$5,116.22
				Account	Supervision/Direction-Staff	Totals	\$5,116.22	\$0.00	\$5,116.22
G/L Account Number	11.1226.1170.000.7236.90711.0000			Program/Department Direction				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,264.83		1,264.83
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,264.83		2,529.66
				Month	August 2025	Totals	\$2,529.66	\$0.00	\$2,529.66
				Account	Program/Department Direction	Totals	\$2,529.66	\$0.00	\$2,529.66
G/L Account Number	11.1226.1590.000.7236.90711.0000			Other Technical				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		884.77		884.77
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		872.63		1,757.40
				Month	August 2025	Totals	\$1,757.40	\$0.00	\$1,757.40
				Account	Other Technical	Totals	\$1,757.40	\$0.00	\$1,757.40
G/L Account Number	11.1226.1620.000.7236.90711.0000			Secretary-Clerical-Bookkeeper				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		345.85		345.85
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		345.85		691.70
				Month	August 2025	Totals	\$691.70	\$0.00	\$691.70
				Account	Secretary-Clerical-Bookkeeper	Totals	\$691.70	\$0.00	\$691.70
G/L Account Number	11.1226.1790.000.7236.90711.0000			Other Special Payments				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		16.79		16.79



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		16.79	Balance To Date:	33.58
Month August 2025 Totals							\$33.58	\$0.00	\$33.58
Account Other Special Payments Totals							\$33.58	\$0.00	\$33.58
G/L Account Number 11.1226.2110.000.7236.90711.0000 Group Life									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		10.37	Balance To Date:	10.37
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		10.37		20.74
Month August 2025 Totals							\$20.74	\$0.00	\$20.74
Account Group Life Totals							\$20.74	\$0.00	\$20.74
G/L Account Number 11.1226.2120.000.7236.90711.0000 Group Disability									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		11.12	Balance To Date:	11.12
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		11.12		22.24
Month August 2025 Totals							\$22.24	\$0.00	\$22.24
Account Group Disability Totals							\$22.24	\$0.00	\$22.24
G/L Account Number 11.1226.2130.000.7236.90711.0000 Group Health and Accident									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		516.42	Balance To Date:	516.42
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		516.42		1,032.84
Month August 2025 Totals							\$1,032.84	\$0.00	\$1,032.84
Account Group Health and Accident Totals							\$1,032.84	\$0.00	\$1,032.84
G/L Account Number 11.1226.2140.000.7236.90711.0000 Dental Health Care									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		42.15	Balance To Date:	42.15
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		42.15		84.30
Month August 2025 Totals							\$84.30	\$0.00	\$84.30
Account Dental Health Care Totals							\$84.30	\$0.00	\$84.30
G/L Account Number 11.1226.2150.000.7236.90711.0000 Vision Care									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		13.27	Balance To Date:	13.27
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		13.27		26.54
Month August 2025 Totals							\$26.54	\$0.00	\$26.54
Account Vision Care Totals							\$26.54	\$0.00	\$26.54



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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 11.1226.2820.000.7236.90711.0000 Contribution to State and Local Retirement Funds								Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,968.39		1,968.39
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,963.44		3,931.83
Month August 2025 Totals							\$3,931.83	\$0.00	\$3,931.83
Account Contribution to State and Local Retirement Funds Totals							\$3,931.83	\$0.00	\$3,931.83
G/L Account Number 11.1226.2830.000.7236.90711.0000 Employer Social Security								Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		378.67		378.67
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		377.74		756.41
Month August 2025 Totals							\$756.41	\$0.00	\$756.41
Account Employer Social Security Totals							\$756.41	\$0.00	\$756.41
G/L Account Number 11.1226.2920.000.7236.90711.0000 Cash in Lieu of Benefits								Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		22.08		22.08
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		22.08		44.16
Month August 2025 Totals							\$44.16	\$0.00	\$44.16
Account Cash in Lieu of Benefits Totals							\$44.16	\$0.00	\$44.16
G/L Account Number 11.1226.3410.000.7236.90711.0000 Telephone Serv								Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		6.25		6.25
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		6.25		12.50
Month August 2025 Totals							\$12.50	\$0.00	\$12.50
Account Telephone Serv Totals							\$12.50	\$0.00	\$12.50
Other Unassigned Totals							\$16,060.12	\$0.00	
Location Personnel Costs Totals							\$16,060.12	\$0.00	
Grant Head Start 20X6 Totals							\$16,060.12	\$0.00	
Program Unassigned Totals							\$16,060.12	\$0.00	
G/L Account Number 11.1226.1160.987.7236.90711.0000 Supervision/Direction-Staff								Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,151.18		1,151.18
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,151.18		2,302.36
Month August 2025 Totals							\$2,302.36	\$0.00	\$2,302.36
Account Supervision/Direction-Staff Totals							\$2,302.36	\$0.00	\$2,302.36
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



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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									\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		606.38	Balance To Date:	1,212.76
Month August 2025 Totals							\$1,212.76	\$0.00	\$1,212.76
Account Program/Department Direction Totals							\$1,212.76	\$0.00	\$1,212.76
G/L Account Number 11.1226.1590.987.7236.90711.0000 Other Technical									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		221.20	Balance To Date:	221.20
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		218.16		439.36
Month August 2025 Totals							\$439.36	\$0.00	\$439.36
Account Other Technical Totals							\$439.36	\$0.00	\$439.36
G/L Account Number 11.1226.1620.987.7236.90711.0000 Secretary-Clerical-Bookkeeper									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		61.03	Balance To Date:	61.03
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		61.03		122.06
Month August 2025 Totals							\$122.06	\$0.00	\$122.06
Account Secretary-Clerical-Bookkeeper Totals							\$122.06	\$0.00	\$122.06
G/L Account Number 11.1226.1790.987.7236.90711.0000 Other Special Payments									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		10.07	Balance To Date:	10.07
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		10.07		20.14
Month August 2025 Totals							\$20.14	\$0.00	\$20.14
Account Other Special Payments Totals							\$20.14	\$0.00	\$20.14
G/L Account Number 11.1226.2110.987.7236.90711.0000 Group Life									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		4.44	Balance To Date:	4.44
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		4.44		8.88
Month August 2025 Totals							\$8.88	\$0.00	\$8.88
Account Group Life Totals							\$8.88	\$0.00	\$8.88
G/L Account Number 11.1226.2120.987.7236.90711.0000 Group Disability									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		4.47	Balance To Date:	4.47
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		4.47		8.94
Month August 2025 Totals							\$8.94	\$0.00	\$8.94
Account Group Disability Totals							\$8.94	\$0.00	\$8.94



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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 11.1226.2130.987.7236.90711.0000 Group Health and Accident									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		249.43	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		249.43		249.43
Month August 2025 Totals							\$498.86	\$0.00	\$498.86
Account Group Health and Accident Totals							\$498.86	\$0.00	\$498.86
G/L Account Number 11.1226.2140.987.7236.90711.0000 Dental Health Care									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		20.38	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		20.38		20.38
Month August 2025 Totals							\$40.76	\$0.00	\$40.76
Account Dental Health Care Totals							\$40.76	\$0.00	\$40.76
G/L Account Number 11.1226.2150.987.7236.90711.0000 Vision Care									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		5.63	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		5.63		5.63
Month August 2025 Totals							\$11.26	\$0.00	\$11.26
Account Vision Care Totals							\$11.26	\$0.00	\$11.26
G/L Account Number 11.1226.2820.987.7236.90711.0000 Contribution to State and Local Retirement Funds									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		770.30	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		769.06		770.30
Month August 2025 Totals							\$1,539.36	\$0.00	\$1,539.36
Account Contribution to State and Local Retirement Funds Totals							\$1,539.36	\$0.00	\$1,539.36
G/L Account Number 11.1226.2830.987.7236.90711.0000 Employer Social Security									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		152.87	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		152.64		152.87
Month August 2025 Totals							\$305.51	\$0.00	\$305.51
Account Employer Social Security Totals							\$305.51	\$0.00	\$305.51
G/L Account Number 11.1226.2920.987.7236.90711.0000 Cash in Lieu of Benefits									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		5.52	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		5.52		5.52
Month August 2025 Totals							\$11.04	\$0.00	\$11.04
Account Cash in Lieu of Benefits Totals							\$11.04	\$0.00	\$11.04



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		3.75		3.75
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		3.75		7.50
Month August 2025 Totals							\$7.50	\$0.00	\$7.50
Account Telephone Serv Totals							\$7.50	\$0.00	\$7.50
Other Unassigned Totals							\$6,528.79	\$0.00	
Location Personnel Costs Totals							\$6,528.79	\$0.00	
Grant Head Start 20X6 Totals							\$6,528.79	\$0.00	
Program Early Head Start Totals							\$6,528.79	\$0.00	
Function Supervision Direction of Instr Staff Totals							\$22,588.91	\$0.00	
G/L Account Number	11.1261.3910.000.7236.90716.0000			Property and Liability Insur Serv				Balance To Date:	\$0.00
07/08/2025	2026-00000817	JE	GL	Reclass 7235/7236			9,772.60		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				Balance To Date:	\$0.00
08/22/2025	2026-00000599	JE	AP	A/P Invoice Entry	Accounts Payable		280.10		280.10
Month August 2025 Totals							\$280.10	\$0.00	\$280.10
Account Building Repair Serv Totals							\$280.10	\$0.00	\$280.10
Other Unassigned Totals							\$10,052.70	\$0.00	
Location Contractual Services Totals							\$10,052.70	\$0.00	
Grant Head Start 20X6 Totals							\$10,052.70	\$0.00	
Program Unassigned Totals							\$10,052.70	\$0.00	
Function Operating Buildings Services Totals							\$10,052.70	\$0.00	
G/L Account Number	11.1281.1160.000.7236.90711.0000			Supervision/Direction-Staff				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		323.22		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
Account Supervision/Direction-Staff Totals							\$646.44	\$0.00	\$646.44
G/L Account Number	11.1281.1180.000.7236.90711.0000			Research				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,553.28		1,553.28
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,553.28		3,106.56
Month August 2025 Totals							\$3,106.56	\$0.00	\$3,106.56
Account Research Totals							\$3,106.56	\$0.00	\$3,106.56



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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 11.1281.1790.000.7236.90711.0000 Other Special Payments									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		4.68	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		4.68		4.68
Month August 2025 Totals							\$9.36	\$0.00	\$9.36
Account Other Special Payments Totals							\$9.36	\$0.00	\$9.36
G/L Account Number 11.1281.2110.000.7236.90711.0000 Group Life									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		4.54	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		4.54		4.54
Month August 2025 Totals							\$9.08	\$0.00	\$9.08
Account Group Life Totals							\$9.08	\$0.00	\$9.08
G/L Account Number 11.1281.2120.000.7236.90711.0000 Group Disability									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		4.11	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		4.11		4.11
Month August 2025 Totals							\$8.22	\$0.00	\$8.22
Account Group Disability Totals							\$8.22	\$0.00	\$8.22
G/L Account Number 11.1281.2130.000.7236.90711.0000 Group Health and Accident									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		29.18	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		29.18		29.18
Month August 2025 Totals							\$58.36	\$0.00	\$58.36
Account Group Health and Accident Totals							\$58.36	\$0.00	\$58.36
G/L Account Number 11.1281.2140.000.7236.90711.0000 Dental Health Care									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		23.17	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		23.17		23.17
Month August 2025 Totals							\$46.34	\$0.00	\$46.34
Account Dental Health Care Totals							\$46.34	\$0.00	\$46.34
G/L Account Number 11.1281.2150.000.7236.90711.0000 Vision Care									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		5.45	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		5.45		5.45
Month August 2025 Totals							\$10.90	\$0.00	\$10.90
Account Vision Care Totals							\$10.90	\$0.00	\$10.90



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		772.79		772.79
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		772.79		1,545.58
Month August 2025 Totals							\$1,545.58	\$0.00	\$1,545.58
Account Contribution to State and Local Retirement Funds Totals							\$1,545.58	\$0.00	\$1,545.58
G/L Account Number 11.1281.2830.000.7236.90711.0000 Employer Social Security								Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		143.92		143.92
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		143.92		287.84
Month August 2025 Totals							\$287.84	\$0.00	\$287.84
Account Employer Social Security Totals							\$287.84	\$0.00	\$287.84
G/L Account Number 11.1281.2920.000.7236.90711.0000 Cash in Lieu of Benefits								Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		48.93		48.93
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		48.93		97.86
Month August 2025 Totals							\$97.86	\$0.00	\$97.86
Account Cash in Lieu of Benefits Totals							\$97.86	\$0.00	\$97.86
G/L Account Number 11.1281.3410.000.7236.90711.0000 Telephone Serv								Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		2.50		2.50
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		2.50		5.00
Month August 2025 Totals							\$5.00	\$0.00	\$5.00
Account Telephone Serv Totals							\$5.00	\$0.00	\$5.00
Other Unassigned Totals							\$5,831.54	\$0.00	
Location Personnel Costs Totals							\$5,831.54	\$0.00	
Grant Head Start 20X6 Totals							\$5,831.54	\$0.00	
Program Unassigned Totals							\$5,831.54	\$0.00	
G/L Account Number 11.1281.1180.987.7236.90711.0000 Research								Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		2,532.47		2,532.47
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		2,532.47		5,064.94
Month August 2025 Totals							\$5,064.94	\$0.00	\$5,064.94
Account Research Totals							\$5,064.94	\$0.00	\$5,064.94
G/L Account Number 11.1281.2110.987.7236.90711.0000 Group Life								Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		4.66		4.66



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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 11.1281.2110.987.7236.90711.0000 Group Life									\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		4.66	Balance To Date:	9.32
Month August 2025 Totals							\$9.32	\$0.00	\$9.32
Account Group Life Totals							\$9.32	\$0.00	\$9.32
G/L Account Number 11.1281.2120.987.7236.90711.0000 Group Disability									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		3.77	Balance To Date:	3.77
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		3.77		7.54
Month August 2025 Totals							\$7.54	\$0.00	\$7.54
Account Group Disability Totals							\$7.54	\$0.00	\$7.54
G/L Account Number 11.1281.2140.987.7236.90711.0000 Dental Health Care									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		69.46	Balance To Date:	69.46
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		69.46		138.92
Month August 2025 Totals							\$138.92	\$0.00	\$138.92
Account Dental Health Care Totals							\$138.92	\$0.00	\$138.92
G/L Account Number 11.1281.2150.987.7236.90711.0000 Vision Care									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		16.33	Balance To Date:	16.33
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		16.33		32.66
Month August 2025 Totals							\$32.66	\$0.00	\$32.66
Account Vision Care Totals							\$32.66	\$0.00	\$32.66
G/L Account Number 11.1281.2820.987.7236.90711.0000 Contribution to State and Local Retirement Funds									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,034.47	Balance To Date:	1,034.47
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,034.47		2,068.94
Month August 2025 Totals							\$2,068.94	\$0.00	\$2,068.94
Account Contribution to State and Local Retirement Funds Totals							\$2,068.94	\$0.00	\$2,068.94
G/L Account Number 11.1281.2830.987.7236.90711.0000 Employer Social Security									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		200.28	Balance To Date:	200.28
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		200.27		400.55
Month August 2025 Totals							\$400.55	\$0.00	\$400.55
Account Employer Social Security Totals							\$400.55	\$0.00	\$400.55



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		85.38		85.38
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		85.38		170.76
Month August 2025 Totals							\$170.76	\$0.00	\$170.76
Account Cash in Lieu of Benefits Totals							\$170.76	\$0.00	\$170.76
Other Unassigned Totals							\$7,893.63	\$0.00	
Location Personnel Costs Totals							\$7,893.63	\$0.00	
Grant Head Start 20X6 Totals							\$7,893.63	\$0.00	
Program Early Head Start Totals							\$7,893.63	\$0.00	
Function Planning, Research and Evaluation Totals							\$13,725.17	\$0.00	
G/L Account Number	11.1351.1220.000.7236.90711.0000			Counseling				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		7,672.43		7,672.43
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		7,672.41		15,344.84
Month August 2025 Totals							\$15,344.84	\$0.00	\$15,344.84
Account Counseling Totals							\$15,344.84	\$0.00	\$15,344.84
G/L Account Number	11.1351.1250.000.7236.90711.0000			Instructional Counseling				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		2,319.64		2,319.64
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		2,319.63		4,639.27
Month August 2025 Totals							\$4,639.27	\$0.00	\$4,639.27
Account Instructional Counseling Totals							\$4,639.27	\$0.00	\$4,639.27
G/L Account Number	11.1351.1440.000.7236.90711.0000			Social Work				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		3,956.45		3,956.45
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		2,181.40		6,137.85
Month August 2025 Totals							\$6,137.85	\$0.00	\$6,137.85
Account Social Work Totals							\$6,137.85	\$0.00	\$6,137.85
G/L Account Number	11.1351.1620.000.7236.90711.0000			Secretary-Clerical-Bookkeeper				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,097.69		1,097.69
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,095.38		2,193.07
Month August 2025 Totals							\$2,193.07	\$0.00	\$2,193.07
Account Secretary-Clerical-Bookkeeper Totals							\$2,193.07	\$0.00	\$2,193.07
G/L Account Number	11.1351.2110.000.7236.90711.0000			Group Life				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		29.28		29.28



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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									\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		27.30	Balance To Date:	56.58
Month August 2025 Totals							\$56.58	\$0.00	\$56.58
Account Group Life Totals							\$56.58	\$0.00	\$56.58
G/L Account Number 11.1351.2120.000.7236.90711.0000 Group Disability									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		35.85	Balance To Date:	35.85
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		30.86		66.71
Month August 2025 Totals							\$66.71	\$0.00	\$66.71
Account Group Disability Totals							\$66.71	\$0.00	\$66.71
G/L Account Number 11.1351.2130.000.7236.90711.0000 Group Health and Accident									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,945.31	Balance To Date:	1,945.31
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,340.52		3,285.83
Month August 2025 Totals							\$3,285.83	\$0.00	\$3,285.83
Account Group Health and Accident Totals							\$3,285.83	\$0.00	\$3,285.83
G/L Account Number 11.1351.2140.000.7236.90711.0000 Dental Health Care									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		261.78	Balance To Date:	261.78
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		214.75		476.53
Month August 2025 Totals							\$476.53	\$0.00	\$476.53
Account Dental Health Care Totals							\$476.53	\$0.00	\$476.53
G/L Account Number 11.1351.2150.000.7236.90711.0000 Vision Care									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		62.72	Balance To Date:	62.72
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		51.63		114.35
Month August 2025 Totals							\$114.35	\$0.00	\$114.35
Account Vision Care Totals							\$114.35	\$0.00	\$114.35
G/L Account Number 11.1351.2820.000.7236.90711.0000 Contribution to State and Local Retirement Funds									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		6,174.91	Balance To Date:	6,174.91
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		5,430.44		11,605.35
Month August 2025 Totals							\$11,605.35	\$0.00	\$11,605.35
Account Contribution to State and Local Retirement Funds Totals							\$11,605.35	\$0.00	\$11,605.35



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,147.22		1,147.22
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,015.95		2,163.17
Month August 2025 Totals							\$2,163.17	\$0.00	\$2,163.17
Account Employer Social Security Totals							\$2,163.17	\$0.00	\$2,163.17
G/L Account Number	11.1351.2920.000.7236.90711.0000			Cash in Lieu of Benefits				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		193.11		193.11
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		193.11		386.22
Month August 2025 Totals							\$386.22	\$0.00	\$386.22
Account Cash in Lieu of Benefits Totals							\$386.22	\$0.00	\$386.22
G/L Account Number	11.1351.3410.000.7236.90711.0000			Telephone Serv				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		35.00		35.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		35.00		70.00
Month August 2025 Totals							\$70.00	\$0.00	\$70.00
Account Telephone Serv Totals							\$70.00	\$0.00	\$70.00
Other Unassigned Totals							\$46,539.77	\$0.00	
Location Personnel Costs Totals							\$46,539.77	\$0.00	
Grant Head Start 20X6 Totals							\$46,539.77	\$0.00	
Program Unassigned Totals							\$46,539.77	\$0.00	
G/L Account Number	11.1351.1220.987.7236.90711.0000			Counseling				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		2,747.95		2,747.95
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		2,883.47		5,631.42
Month August 2025 Totals							\$5,631.42	\$0.00	\$5,631.42
Account Counseling Totals							\$5,631.42	\$0.00	\$5,631.42
G/L Account Number	11.1351.1250.987.7236.90711.0000			Instructional Counseling				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		11,417.79		11,417.79
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		13,685.11		25,102.90
Month August 2025 Totals							\$25,102.90	\$0.00	\$25,102.90
Account Instructional Counseling Totals							\$25,102.90	\$0.00	\$25,102.90
G/L Account Number	11.1351.1440.987.7236.90711.0000			Social Work				Balance To Date:	\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,426.49		1,426.49



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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 11.1351.1440.987.7236.90711.0000 Social Work									\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,202.84	Balance To Date:	2,629.33
Month August 2025 Totals							\$2,629.33	\$0.00	\$2,629.33
Account Social Work Totals							\$2,629.33	\$0.00	\$2,629.33
G/L Account Number 11.1351.1620.987.7236.90711.0000 Secretary-Clerical-Bookkeeper									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		64.43	Balance To Date:	64.43
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		64.43		128.86
Month August 2025 Totals							\$128.86	\$0.00	\$128.86
Account Secretary-Clerical-Bookkeeper Totals							\$128.86	\$0.00	\$128.86
G/L Account Number 11.1351.2110.987.7236.90711.0000 Group Life									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		29.15	Balance To Date:	29.15
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		29.27		58.42
Month August 2025 Totals							\$58.42	\$0.00	\$58.42
Account Group Life Totals							\$58.42	\$0.00	\$58.42
G/L Account Number 11.1351.2120.987.7236.90711.0000 Group Disability									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		35.14	Balance To Date:	35.14
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		34.89		70.03
Month August 2025 Totals							\$70.03	\$0.00	\$70.03
Account Group Disability Totals							\$70.03	\$0.00	\$70.03
G/L Account Number 11.1351.2130.987.7236.90711.0000 Group Health and Accident									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,981.75	Balance To Date:	1,981.75
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,914.44		3,896.19
Month August 2025 Totals							\$3,896.19	\$0.00	\$3,896.19
Account Group Health and Accident Totals							\$3,896.19	\$0.00	\$3,896.19
G/L Account Number 11.1351.2140.987.7236.90711.0000 Dental Health Care									\$0.00
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		228.92	Balance To Date:	228.92
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		227.28		456.20
Month August 2025 Totals							\$456.20	\$0.00	\$456.20
Account Dental Health Care Totals							\$456.20	\$0.00	\$456.20



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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 11.1351.2150.987.7236.90711.0000 Vision Care									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		48.16	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		47.78		48.16
Month August 2025 Totals							\$95.94	\$0.00	\$95.94
Account Vision Care Totals							\$95.94	\$0.00	\$95.94
G/L Account Number 11.1351.2820.987.7236.90711.0000 Contribution to State and Local Retirement Funds									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		6,228.25	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		7,131.51		6,228.25
Month August 2025 Totals							\$13,359.76	\$0.00	\$13,359.76
Account Contribution to State and Local Retirement Funds Totals							\$13,359.76	\$0.00	\$13,359.76
G/L Account Number 11.1351.2830.987.7236.90711.0000 Employer Social Security									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		1,141.92	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		1,313.89		1,141.92
Month August 2025 Totals							\$2,455.81	\$0.00	\$2,455.81
Account Employer Social Security Totals							\$2,455.81	\$0.00	\$2,455.81
G/L Account Number 11.1351.2920.987.7236.90711.0000 Cash in Lieu of Benefits									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		120.83	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		120.83		120.83
Month August 2025 Totals							\$241.66	\$0.00	\$241.66
Account Cash in Lieu of Benefits Totals							\$241.66	\$0.00	\$241.66
G/L Account Number 11.1351.3410.987.7236.90711.0000 Telephone Serv									
08/15/2025	2026-00000471	JE	HR	Payroll Post 420263 S Semi-Monthly	Payroll Post		32.50	Balance To Date:	\$0.00
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		32.50		32.50
Month August 2025 Totals							\$65.00	\$0.00	\$65.00
Account Telephone Serv Totals							\$65.00	\$0.00	\$65.00
Other Unassigned Totals							\$54,191.52	\$0.00	
Location Personnel Costs Totals							\$54,191.52	\$0.00	



25/26 HS/EHS DETAILED GENERAL LEDGET

G/L Date Range 07/01/25 - 08/31/25

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	
08/29/2025	2026-00000650	JE	HR	Payroll Post 420264 S Semi-Monthly	Payroll Post		35.00		35.00	
							Month August 2025 Totals	\$35.00	\$0.00	\$35.00
Account					Other Prof & Technical Services	Totals	\$35.00	\$0.00	\$35.00	
					Other Unassigned	Totals	\$35.00	\$0.00		
Location					Contractual Services	Totals	\$35.00	\$0.00		
Grant					Head Start 20X6	Totals	\$54,226.52	\$0.00		
Program					Early Head Start	Totals	\$54,226.52	\$0.00		
Function					Custody and Care of Children	Totals	\$100,766.29	\$0.00		
					Fund General Fund	Totals	\$147,133.07	\$891.00		
							Grand Totals	\$147,133.07	\$891.00	

Coversheet

Approval: Minutes

Section:	VII. Consent Agenda
Item:	A. Approval: Minutes
Purpose:	
Submitted by:	
Related Material:	9-22-25 Minutes.pdf



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

Tuesday, September 22, 2025

The Washtenaw Intermediate School District Board of Education held a rescheduled board meeting on Tuesday, September 22, 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 5:07 PM by Vice President Steve Olsen

ATTENDANCE

The following members were present:

Steve Olsen, Vice President
Sarena Shivers, Treasurer
Diane Hockett, Trustee

The following member was absent:

Mary Jane Tramontin, President
Dorcas Musili, Secretary

Quorum was met.

Also present:

Cherie Vannatter, Deputy Superintendent
Jennifer Banks, Director of Instruction
Charlene Jones, MiSTEM Advisory Council Grant Director
TJ Greggs, Administrative Assistant to the Superintendent

APPROVAL OF THE AGENDA

Diane Hockett moved, Sarena Shivers seconded, to approve the agenda, as presented.

Ayes: Steve Olsen, Sarena Shivers, Diane Hockett

Nays: None.

Motion carried.

COMMUNICATIONS: There were no communications.

PUBLIC PARTICIPATION: There was no public participation.

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

- Deputy Superintendent Cherie Vannatter shared about Kriseles' visit and the work done with staff from 9/10-9/11/2025.

CONSENT AGENDA

Page 2 – Rescheduled Meeting – 09/22/2025

Diane Hockett motioned, Sarena Shivers seconded, that the Board of Education approve the minutes and Superintendent's recommendations in the Consent Agenda, as presented.

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

Voting no: None.

Motion carried.

Approval of Minutes

The Board approved the minutes of the September 9, 2025, regular meeting.

033-25-26

The Board approved the following employment recommendations:

- Amanda Johnson as a Teaching Assistant in room 42 at High Point
- Donald Walker as a MiSTEM Region 2 Administrator

034-25-26

The Board approved the following reclassification requests:

- Kendra Wilson, current position: Instructional Technologist, 1.0 FTE, 230 workdays, Non-Affiliated. Recommended position: Instructional Technologist, 0.9 FTE, 230 workdays, Non-Affiliated.
- Krista Dixon, current position: Program Assistant, 1.0 FTE, 210 workdays, Non-Affiliated. Recommended position: Achievement Initiatives Project Specialist II, 1.0 FTE, 230 workdays, Salary: \$78,620.00 Grade 6 Step 7, Non-Affiliated.

035-24-25

The Board approved the following new position requests:

- Floater Teacher Assistant for ASD program, 1.0 FTE, 185 workdays, Worksite: High Point, Unit I.
- School Social Worker, 2.0 FTE, 185 workdays, Worksite: TLC, Unit II.
- Speech Language Pathologist, 1.0 FTE, 185 workdays, Worksite: TLC, Unit II.

036-25-26

The Board approved the following staff resignations:

- Ayowale Oladipo, effective August 18, 2025

037-25-26

The Board authorized the administration to approve the contract with New Directions Solutions LLC / ProCare Therapy for the amount of \$70,762.50, as presented

038-25-26

The Board authorize the administration to execute the lease agreement with Eastern Michigan University (EMU) with rent totaling \$61,200 for the three-year term, as presented.

039-25-26

The Board authorized the administration to contract with Communications by Design for a cost not to exceed \$59,700.00, as presented.

040-25-26

The Board of Education authorize the administration to accept the 35m Literacy Materials grant in the amount of \$130,952.00, as presented.

Page 3 – Rescheduled Meeting – 09/22/2025

NEW BUSINESS – Michigan Interpreting Services 2025-26 Contract: Deputy Superintendent Cherie Vannatter shared details of the Michigan Interpreting Services contract.

Sarena Shivers motioned, Diane Hockett seconded, that the Board of Education authorize the administration to approve the contract with Michigan Interpreting Services for a cost not to exceed \$405,100.00, as presented.

Voting yes: Steve Olsen, Sarena Shivers, Diane Hockett

Voting no: None.

Motion carried.

NEW BUSINESS – Reclamation Education, LLC 2025-26 Contract: MiSTEM Advisory Council Administrator Dr. Charlene Jones shared details of the Reclamation Education Services contract.

Diane Hockett motioned, Sarena Shivers seconded, that the Board of Education authorize the administration to approve the contract with Reclamation Education, LLC for a cost not to exceed \$326,500.00, as presented.

Voting yes: Steve Olsen, Sarena Shivers, Diane Hockett

Voting no: None.

Motion carried.

NEW BUSINESS – Updated WISD Policies – First Read: Deputy Superintendent Cherie Vannatter shared the changes made to the following WISD policies: PO 1430 – Leave of Absence, PO 3430 – Leave of Absence, and PO 4430 – Leave of Absence. This was a first read, so no action was taken.

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 Hockett shared about retired trustee Dr. Theresa Saunders' memorial service.
- Trustee Olsen shared he would be attending the Michigan Head Start Association's Fall Assembly on September 25, 2025.

ADMINISTRATIVE REPORTS – Superintendent's Report:

Deputy Superintendent Cherie Vannatter spoke about the following:

- Deputy Superintendent Vannatter shared about her experience at the Michigan Association of Superintendents and Administrators Fall Conference.

ADJOURNMENT

The meeting was adjourned at 5:19 PM

Respectfully submitted,

Dorcas Musili, Secretary
Washtenaw ISD Board of Education

Coversheet

Superintendent's Recommendations

Section:	VII. Consent Agenda
Item:	B. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	New Hire_M. Mims.pdf New Hire_P. Hendricks.pdf New Hire_T. Johnson.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Carol A. Gray, Young Adult Out Center/Project Principal

DATE: September 9, 2025

RE: New Hire Recommendation - Monda Mims, Teaching Assistant

I would like to recommend Monda Mims for employment as a Teaching Assistant. Monda received her Michigan License as a certified nursing assistant. Monda is currently employed as a teacher assistant at Gifted Hands.

If approved by the Board, Monda's salary will be \$39,941 Step 4. All other fringe benefits will be set forth in the Unit I contract.

Please let me know if you require any additional information.

MONDA MIMS

Teacher Assistant
Paraprofessional
CNA

PROFILE

Dedicated and compassionate paraprofessional with over 3 years of experience and a passion for providing support to ASD classrooms and students with diverse learning needs. Certified nursing assistant with experience with behavioral management and emergency response. Known for fostering positive relationships with students.

CONTACT

SKILLS

Gifted Health Care

WISD 8/24-6/25

Travel train with students. Provide supervision while on job sites maintaining student safety. Managed student schedules through Google calendar. Maintain records in excel. Facilitate small group tutoring to reinforce classroom instruction. Assisting teacher in implementing IEP goals

Saline YA Program

2/22-6/24

Provide CNA support to special needs students. Assisting with diapering and toileting. Provide group and 1 on 1 instruction. Effectively managed classroom behaviors and reported concerns to the appropriate staff. Data collection and progress monitoring for IEP goals.

Amedysis Home Care

9/19-6/21

Maintain accurate and timely documentation. Following the care plan I assist patients with daily hygiene, perform oral care and other activities of daily living. Medication administration and reminders. Travel to and from patient home wherever that may be.

- Microsoft Office
- Google Workspace
- Google Calendar
- Excel
- Zoom
- Crisis Intervention Techniques
-

EDUCATION

7/2013

Home Health Care

Ferndale High School

6/2000



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Jennifer Parrelly, High Point Principal

DATE: September 12, 2025

SUBJECT: New Hire Memo- Nurse

I would like to recommend Paula Hendricks for employment as a nurse at High Point. Paula was previously employed as a nurse for the WISD. If approved by the Board, Paula's salary will be \$57.80 per hour. This position is not eligible for fringe benefits.

CC: Cassandra Harmon-Higgins, Executive Director of Human Resources and Legal Services
Deborah Hester-Washington, Executive Director of Special Education

PAULA HENDRICKS

REGISTERED NURSE

EDUCATION

University of Michigan
Bachelors of Science in Nursing
December 1988

RELATIVE COURSE WORK

Pain and Symptom Management,
Quality Improvement in Nursing
and Implicit Bias

LEADERSHIP

I Received the Michigan School
Nurse of the Year Award in 1997,
during my employment at
Washtenaw ISD

EXPERIENCE

September 1989 – June 2023
Registered Nurse | School Nurse WISD

January 1988 – June 2001
Registered Nurse | University of Michigan Hospital: Pediatric Oncology

1980 - 1988
Lead Nurse | Child Health Associates

June 1978 – May 1979
Labor and Delivery Nurse | St. Joseph Mercy Hospital

REFERENCES

[Available upon request]



TO: Cassandra Harmon-Higgins, Director of Human Resource, Debra Hester-Washington, Director of Special Education, Naomi Norman, Superintendent; WISD Board of Education

FROM: Dr. Tracye Johnson, Principal, Progress Park

DATE: August 20, 2025

RE: New Hire Recommendation – Terrance Johnson EI Apprentice Teacher at Progress Park

I am pleased to recommend Terrance Johnson for the position of Emotional Impairment Special Education Apprentice Teacher at Progress Park. Mr. Johnson brings relevant experience that makes him an excellent candidate for this role.

Mr. Johnson worked as a special education staff in one of our local districts and has demonstrated his commitment to our educational community through his previous work in Lincoln Public Schools.

Should the Board approve this recommendation, Mr. Johnson starting salary would be BA, Step 2, (to be paid 80% of the salary scale for this level) with all additional fringe benefits outlined in the non-bargaining benefits group.

Please let me know if you have additional questions.

Kind Regards,

Dr. Tracye Johnson



PERSONAL SUMMARY

A self-starter who can be trusted to work with limited supervision, but who also knows when to ask for help, and works well within a team dynamic. Experience working directly with students whose special needs have included limited mobility, cognitive delays, and behavioral challenges, while effectively assisting the general education teacher with the remaining students within the classroom. Operated as an extension of the general education teachers by assisting in student involvement in their school district, community, and within their classroom to help promote a healthy and safe learning environment for all students.

RELEVANT PROFESSIONAL HISTORY

Lincoln Consolidated School – Ypsilanti Lincoln Consolidated High School | Ypsilanti MI **Paraprofessional May 2022 – Present**

- Some behavioral therapy training
- Responsible for training staff on how to work with students within the Special Education Department
- Day by Day student-led Bible study lead
- LLP (Lincoln Leadership Program) with the help of U of M's Helping Hands; focuses on the development of integrity and character of our young people
- Develop study groups to assist students in the achievement of their academic goals

Assistant High School Varsity Football Coach August 2007 – October 2023

- Coach and evaluate all running backs in the fundamentals of the position and the offensive scheme
- Assist in breakdown of weekly opponent with Offensive Coordinator
- Monitor the academic progress of players within assigned position group

Center for Information Management | Dexter, MI

Software Quality Assurance Support Analyst November 2017 – January 2021

- Identified, analyzed, and documented issues related to program function, output, online screen, or content
- Developed testing processes to assess error or bug retests, usability, and database impacts
- Met project scope and delivery targets with effective planning and scheduling of testing strategies

Ann Arbor Public Schools – Community High School | Ann Arbor, MI
Paraprofessional August 2003 – August 2007

- Focused on working with students living with muscular dystrophy and autism
- Tutored students in various areas of study

Ann Arbor Public Schools – Pioneer High School | Ann Arbor, MI
Assistant High School Varsity Football Coach August 2003 – October 2006

- Coached and evaluated all running backs in the fundamentals of the position and the offensive scheme
- Prepared and instructed weekly drills and techniques

EDUCATION

ITT Technical Institute – Carmel, IN – BS in Project Management 2012 – 2014

ITT Technical Institute – Canton, MI – AS in Computer Networking System 2005 – 2007

Professional Innovators In Teaching (PIIT) – Dual Certification in SPED & Social Studies 2024 – Present

LEADERSHIP

Lincoln Consolidated School – Ypsilanti Lincoln Consolidated High School | Ypsilanti MI
Lincoln Leadership Program (LLP) 2022 – 2025

Creator and co-founder of LLP, a program designed to assist student athletes in the process of college recruitment and the enrollment process. Some of the services we provide include:

- Study tables and the development of good study habits
- Individualized mental and/or behavioral health development
- Development of student networks
- Conflict resolution

Coversheet

Superintendent's Recommendations

Section:	VII. Consent Agenda
Item:	C. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Position Change_C. Bukosky.pdf Position Change_C. Grace.pdf Position Change_D. Sackmann.pdf Position Change_M. Manthei.pdf Position Change_T. Parker.pdf Position Change_Reactivate TA Dexter Position.pdf Position Change_TC Whitmore Lake to TA.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"

Christopher Bukosky

Department

Technology

Supervisor

Solomon Zheng

Current Position Title

Technical Assistant

Recommended Position Title

Technical Specialist II - LEA Site Coordinator

Current Position Number

50.00.284.30

Recommended Position Number

50.00.284.38

Current Bargaining Unit

Non-Affiliated

Recommended Bargaining Unit

Non-Affiliated

Current Account 1

11.1.284.1510.000.9660.81020.0000

Current Account 1 Split

50

Current Account 2

11.1.284.1510.000.9660.81070.0000

Current Account 2 Split

50

Current Account 3

Current Account 3 Split

Current Account 4

Current Pay Rate/ Salary Level

Grade 4 Step 6

Recommended Pay Rate/ Salary Level

Grade 6 Step 2

Current FTE

1

Recommended FTE

1

Current Number of Work Days

230

Recommended Number of Work Days

230

Should the Current Position Remain?

☒ Remain

☐ Delete

Current Account 4 Split

Recommended Account 1

11.1.284.1510.000.9660.81070.0000

Recommended Account 1 Split

100

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Rational for Position Change

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

Created a new position to oversee daily operations at the local district.

Finance Comments

Finance

SAP

09/17/2025

Human Resources Approval

☐ Approve

☒ Adjust, See Comments

Human Resources Comments

Gr 4, Step 5 = \$58,887 (24725 Salary Schedule) As of 7/1/25 - Gr 4, Step 6 = \$62,778 (25206 Salary Schedule) As of 9/2/25 - Gr 6, Step 1 = \$63,970 (25246 Salary Schedule)

Human Resources / Executive Admin Review

CD Harmon Higgins

09/02/2025

Superintendent Comments

Effective Date

Date new duties were assigned or changes made

09/16/2025

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

Bill Coury

Department Head Comments

Department Head

Matthew Cook

09/02/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Technical Specialist II – LEA Site Coordinator
Department: Technology and Data Services
Reports to: LEA Director of Technology
FLSA Status: Non-Exempt
Prepared By: Matthew Cook,
Chief Information Officer
Preparation Date: July 18, 2025
Approved By: Cassandra Harmon-Higgins
Executive Director, Human Resources and Legal Services
Approval Date: July 23, 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 LEA Site Coordinator position is responsible for managing desktop team staff and is responsible for planning, designing, and implementing department customer service processes while supporting end users for a wide range of projects and technologies.

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 desktop support at the district and building level.
- Provides basic server assistance including account set up, file permissions authentication, and user management.
- Provides oversight and management of members of the desktop team.
- Implements, manages, and improves a customer service model for the technology department.
- Manages, monitors, and improves customer service operations for the District technology help desk line.
- Assists with managing help desk tickets and ticket assignments.
- Evaluates, tests, and sets up new equipment as necessary.
- Mentors the desktop team staff members to help improve professional, technical, and customer service skills.
- Contributes to technology's library of documentation – both creating new documentation and updating existing documentation as needed.

- Helps provide training on common applications and software used by staff.
- Installs, implements, and manages applications as required.
- Works in a team environment.
- Works with the Director of Technology to procure District and technology team equipment.
- Builds and maintains ongoing relationships with vendors.
- Oversees desktop team management platforms such as Google Workspace and mobile device management (MDM) platforms.
- Commits to continuous improvement to understand the ever-changing landscape of technology.
- Performs such other tasks as may from time to time be assigned by the supervisor.
- Maintains regular predictable attendance.
- Performs all the essential duties of a Technical Assistant.
- **Performs Other duties as assigned.**

SUPERVISORY RESPONSIBILITIES

Provides oversight and management of members of the desktop team.

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

- Minimum of a bachelor's degree.
- Three to five years supporting Macs and PCs in an enterprise environment.
- One to three years supervising or mentoring desktop technicians.
- Active directory experience including user and device management.
- One to three years' experience with customer service-related tasks and duties with a focus on continuous improvement.
- Experience working with Windows Server/AD domain infrastructure.
- One to three years' experience with managing Chromebook devices and Google Workspace administration.
- One to three years' experience with managing Apple devices in an enterprise environment (such as using Jamf or Mosyle).
- One to three years' experience with managing Microsoft Windows imaging solutions.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS

NA

LANGUAGE SKILLS

- Demonstrates ability to understand, assess, and propose solutions for resolving customer questions and issues.
- Demonstrates ability to read, analyze, and interpret periodicals, operating instructions, procedure manuals, and professional journals.
- Demonstrates ability to write routing reports, business correspondence, and procedure manuals.

- Demonstrates ability to effectively present information and respond to questions from groups of educators, customers, and the general public.
- Demonstrates ability to facilitate effective group processes.
- Demonstrates ability to speak clearly and express self well in one-on-one conversations and in groups.
- Develops effective written communications and uses them appropriately.

TECHNICAL SKILLS

- Demonstrates ability to apply technology and innovation to improve efficiency and solve problems.
- Demonstrates a strong working knowledge of the evolving field of technology and its uses for instructional practices and management, including distance and virtual learning.
- Demonstrates familiarity with current and emerging technology issues impacting ISDs and local districts related to instruction and related technological areas – (REQUIRED).
- Demonstrates strong technology skills – (REQUIRED).
- Demonstrates ability to integrate technology into the everyday workflow is necessary.
- Demonstrates ability to implement and adopt new technologies.

MATHEMATICAL SKILLS

- Demonstrates ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Demonstrates ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Demonstrates familiarity with binary and hexadecimal mathematics as pertains to IP (VLSM, CIDR and Subnet Notation).

REASONING ABILITY

- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Exhibits a 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 interpret complex technical documents.
- Demonstrates ability to define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrates ability to effectively manage time and resources.
- Demonstrates ability to manage multiple simultaneous tasks and/or projects.

INTERPERSONAL SKILLS

- Possesses excellent customer service and communication skills with a client centered focus.
- 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 mentor and provide direction to entry level technicians.

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 stand, walk, sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch or crawl; and to talk or hear. The employee must frequently lift and/or move up to 50 pounds such as files and training material. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and 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. 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.

This position description is not a contract for employment.

TERMS

Contract, salary and other employment conditions to be established by the Board of Education as reflected in the Non-Affiliated Staff Manual. Starting salary ranging (dependent upon experience) from \$63,970 - \$78,620.

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"

Carmen Grace

Department

Special Education

Current Account 1

22.1216.1440.041.9852.000000.0000

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Supervisor

Lyn Akons

Current Position Title

WEOC SW

Recommended Position Title

WISD staff Social Worker

Current Position Number

26.00.216.13

Recommended Position Number

26.00.216.04

Current Bargaining Unit

Unit II

Recommended Bargaining Unit

Unit II

Current Account 4 Split

Recommended Account 1

22.1216.1440.041.0000.000000.2600

Recommended Account 1 Split

76

Recommended Account 2

22.1216.1440.041.0000.07487.2009

Recommended Account 2 Split

24

Recommended Account 3

Recommended Account Split 3

Current Pay Rate/ Salary Level

per contract, no change

Recommended Pay Rate/ Salary Level

per contract, no change

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

Rational for Position Change

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

Carmen has been in the WEOC SW position and formally requested to take the open WISD staff sw position vacated by Christa Lindemer

Finance Comments

Finance

SAP

09/17/2025

Human Resources Approval

☒ Approve

☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

09/05/2025

Superintendent Comments

Effective Date

Date new duties were assigned or changes made

09/17/2025

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

Yes this is a position vacated by Christa Lindemer (other SW staff include: Tracy Welch-Konett, Wendy Lambert, Gwen McCee, Kanida Spears)

Department Head Comments

Department Head

Deborah Hester-Washington

09/04/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

WASHTENAW INTERMEDIATE SCHOOL DISTRICT Position Description

Job Title: School Social Worker
Location: Various Locations
Department: Special Education Services
Reports To: Special Education Principal
Prepared By: Lyn Arons
Special Education Principal
Prepared Date: April 4, 2025
Revised Date: August 21, 2025
Approved By: Cassandra Harmon-Higgins, Esq.
Executive Director of Human Resources and Legal Services
Approved Date: August 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 School Social Worker evaluates, plans and implements services for students who attend the WISD special education programs within the education/community setting as well as assist in reading and collecting data which will lead to program development for individual students. This position works with and instructs classroom staff, related services staff, administrators and parents in the implementation of programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates an awareness of and commitment to Trauma-Informed Care practices to support student success and growth within the educational setting.
- 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.
- Attends Individualized Education Planning ("IEP") Committee and any other meetings pertinent to the IEP process.
- Participates as an active member of a student support team.
- Provides support to students and their families.
- Consults with staff members and assists in program planning for students.
- Investigates and disseminates information related to student experiences in and out of school and assesses the impact of these experiences on student functioning in the program.
- Serves as liaison between school personnel, family and other agencies.
- Compiles student socio-emotional history and evaluations.
- Consults with case coordinator providing a supportive and interpretive liaison service among parents, school personnel and students.
- Provides materials and consultant services to the parents and educational staff so they may better understand and appreciate the nature and degree of the disability.

- Assists in evaluating supports for students.
- Collaborates with building administration, instructional staff, medical staff and other agencies to integrate students into the community, with emphasis on involving families, facilitating natural supports, and focusing instruction and behavioral strategies on long-term outcomes.
- Participates in special education program activities, staff meetings, student/staff meetings, program meetings, in-service activities and other meetings as determined necessary.
- Participates in district level staff meetings, in-service activities, staff development/special programs, school improvement teams and planning committees as appropriate to the assignment.
- Works cooperatively and communicates with District and constituent district staff, students and parents/guardians.
- Maintains accurate attendance records and appropriate reports.
- Adheres to District health and safety rules, policies and procedures.
- Supports WISD vision and mission to enhance achievement for all students.
- Supports a team-based approach to problem solving.
- Demonstrates operational knowledge of Internet and Web-related technologies.
- Demonstrates skills and comfort using the latest instructional online tools and technology.
- Performs such other tasks as may from time to time be assigned by the supervisor.
- Maintains regular predictable attendance.
- **OTHER RELATED DUTIES AS 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:

- Master's Degree in social work REQUIRED.
- Minimum of 500 clock hours supervised social work practicum.
- Possesses experience with computer instruction and technology.
- Possesses the skills and desire to work in a collaborative team with others.
- Previous experience and training working with students who have a wide range of cognitive, physical and emotional abilities.
- Demonstrated ability to assist in interventions for students.
- Demonstrated ability to understand and be able to implement behavior intervention strategies.
- Demonstrated knowledge and understanding of the social workers role in a team environment.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Experience working with virtual online instructional setting.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Eligible for temporary or full approval as school social worker through the MDE.
- Must hold valid social work license through the Michigan Dept. of Licensing and Regulatory Affairs.

LANGUAGE SKILLS:

- Ability to work with elementary and secondary students.
- Ability to read, analyze and interpret information including periodicals and professional journals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information and respond to questions from groups of educators, parents,

students and the general public.

TECHNICAL SKILLS:

- Ability to integrate technology into the everyday work flow is necessary.
- Ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Ability to use computer technology for research, data management, communications and other instruction.
- Ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communication mechanisms.
- Knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database and presentation software) is required.
- Ability to use computer technology for research, data management, communications and other instruction.
- Ability to select and administer appropriate assessment tools and interpret results of assessment.
- Ability to use online instructional tools and technology.

MATHEMATICAL SKILLS:

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

REASONING ABILITY:

- Highly proficient in subject areas of: reasoning, problem solving, organizational dynamics and emotional intelligence.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

INTERPERSONAL SKILLS:

- Ability to build rapport with others and to serve diverse publics.
- Ability to take initiative, work well with others as a collaborative team member and exhibit good communication skills.
- Ability to work effectively and collaboratively with other departments, agencies and individuals.
- Ability to work creatively and skillfully with students.
- 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 occasionally 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 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 ability to travel to other buildings is required.

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 and well-being 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:

This position is subject to terms, conditions, and calendar of the Master Agreement between the District and Unit II AFT Local 3760. Starting salary ranging (dependent upon experience) from \$52,016 - \$104,872.

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"

Daniel Sackmann

Department

Technology

Supervisor

Solomon Zheng

Current Position Title

Tech Assistant Desktop

Recommended Position Title

Instructional Technology Specialist

Current Position Number

51.00.284.28

Recommended Position Number

51.00.284.40

Current Bargaining Unit

Non-Affiliated

Recommended Bargaining Unit

Non-Affiliated

Current Account 1

11.1.284.1510.000.9660.81020.0000

Current Account 1 Split

50

Current Account 2

11.1.284.1510.000.9660.81070.0000

Current Account 2 Split

50

Current Account 3

Current Account 3 Split

Current Account 4

Supervisor

Solomon Zheng

Current Position Title

Tech Assistant Desktop

Recommended Position Title

Instructional Technology Specialist

Current Position Number

51.00.284.28

Recommended Position Number

51.00.284.40

Current Bargaining Unit

Non-Affiliated

Recommended Bargaining Unit

Non-Affiliated

Current Account 4 Split

Recommended Account 1

11.1.284.1510.000.9660.81020.0000

Recommended Account 1 Split

90

Recommended Account 2

11.1.284.1510.000.0000.00000.5900

Recommended Account 2 Split

5

Recommended Account 3

22.1.284.1510.000.0000.00000.5800

Recommended Account Split 3

5

Current Pay Rate/ Salary Level

Grade 4 step 7

Recommended Pay Rate/ Salary Level

Grade 6 step 2

Current FTE

1

Recommended FTE

1

Current Number of Work Days

5

Recommended Number of Work Days

5

Should the Current Position Remain?

☒ Remain

☐ Delete

Recommended Account 4

Recommended Account 4 Split

Current Location

Worksite/Desktop Location
YCS/LCS

Recommended Location

Worksite/Desktop Location
YCS

Rational for Position Change

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

Daniel applied for the Instructional Technology Specialist position. He is qualified and has the full support of YCS district leadership in taking on this new role.

Finance Comments

Finance

SAP

10/03/2025

Human Resources Approval

☒ Approve

☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

10/03/2025

Superintendent Comments

Effective Date

Date new duties were assigned or changes made

10/06/2025

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

Kendra Wilson

Department Head Comments

Department Head

Matthew Cook

09/29/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Instructional Technology Specialist
Department: Technology and Data Services
Reports to: LEA Director of Technology
FLSA Status: Non-Exempt
Prepared By: Matthew Cook,
 Chief Information Officer
Preparation Date: August 13, 2025
Approved By: Cassandra Harmon-Higgins
 Executive Director, Human Resources and Legal Services
Approval Date: August 14, 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

Position is responsible for supporting the professional growth and development of all teachers to facilitate learning and independent application of effective instructional technology practices. In addition, Position provides support through planning, modeling, co-teaching, training, and data analysis across all content areas. Position plans and conducts professional development based on assessed building and/or teacher needs. Position functions within the Technology Department as a district-wide staff developer and curriculum specialist.

The role also includes coordinating the implementation, upkeep, and training of educational technology platforms and data systems. This includes facilitating data literacy and analysis for instructional decision-making for instructional leaders and staff. Position will shepherd and support innovation initiatives while collaborating with staff and administrators. Position will engage in continuous improvement through effective reporting and communication practices.

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.
- Assists teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students.

- Collaborates with instructional staff regarding effective use of technology tools and resources to systematically collect and analyze pertinent data, interpret results and communicate findings to improve instructional practice.
- Coaches teachers in, and models the use of tools for teaching and learning, to support and extend student learning as well as expand opportunities for professional development for teachers and administrators.
- Introduces teachers to new technology practices, materials and instructional strategies that have been adopted by the District to increase student achievement.
- Works collaboratively and communicates effectively with district-level instructional supervisors to evaluate, select, and implement technology enhanced learning experiences that align to the District's learning objectives and portrait of a graduate.
- Identifies technology integration competencies among instructional staff, in collaboration with school administrators, and delivers appropriate coaching, training, and resources to support the professional growth of individuals.
- Evaluates results of professional learning programs to determine the effectiveness on deepening teacher content knowledge, improving teacher pedagogical skills and/or increasing student learning.
- Provides training to teachers in the use of current technology to meet curriculum goals.
- Provides training to teachers in computer competencies as directed by the MITECH Standards.
- Models and promotes digital citizenship by facilitating safe, healthy, legal, and ethical use of digital information and technologies.
- Takes ownership of education learning platforms and serves as the District expert for the management, use, and analysis of the tools chosen by the District (such as Clever, assessment platforms, and education technology products).
- Gathers District student assessment data for analysis and provides this actionable information to staff and holds regular and predictable meetings for coaching staff on how to understand results.
- Creates and updates District documentation surrounding instructional use of technology and data analysis best practices.
- Engages in continual learning to deepen content and pedagogical knowledge in technology integration and current and emerging technologies necessary to implement the MITECH and ISTE Standards-S (students) and ISTE Standards-T (teachers).
- Provides outstanding customer service.
- Acts as a REMC 16 Liaison to the REMC organization.
- Supports the Technology team as needed.
- Maintains regular, predictable attendance.
- Performs Other Duties as 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

- Bachelor's degree in education supplemented by specialized computer courses and 3 to 5 years of experience; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Possesses ability, training and experience supporting personal computing devices, classroom instructional technology equipment, and instructional operating systems including associated productivity and internet-based tools.

LANGUAGE SKILLS

- Demonstrates ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates ability to write routine reports and correspondence.
- Demonstrates ability to speak effectively before groups of customers or employees of an organization.

INTERPERSONAL SKILLS:

- Demonstrates excellent customer service and communication skills with a client-centered focus.
- Demonstrates ability to build rapport with others and to serve diverse publics.
- Demonstrates ability to work effectively and collaboratively with other departments, agencies, and individuals.
- Demonstrates ability to take the initiative, work well with others as a collaborative team member and exhibit good communication skills.
- Demonstrates ability to train others in the classroom or office in the use of various hardware and applications.

TECHNICAL SKILLS

- Demonstrates proficiency in the use of a personal computer in a networked environment to utilize the Internet and other electronic communications mechanisms such as email, etc.
- Demonstrates excellent knowledge of productivity applications (such as word processing, spreadsheets, database, and presentation software) and other technology to support efficient and effective office operation is required.
- Demonstrates ability to read and interpret technical procedures, governmental regulations, and forms.
- Demonstrates ability to comprehend and explain the mechanical and electrical recommendations of vendors/contractors and to evaluate those recommendations in the long-term best interest of the District.
- Demonstrates ability and willingness to learn new instructional technology, data best practices and administrative applications.
- Understands how to pull data from the various instructional technology and curriculum platforms in use by the District.

MATHEMATICAL SKILLS

- Demonstrates ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Demonstrates ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The

employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

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 usually moderate.

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

Contract, salary and other employment conditions to be established by the Board of Education as reflected in the Non-Affiliated Staff Manual. Starting salary ranging (dependent upon experience) from \$63,970 - \$78,620.

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"

Michelle Manthel

Department

Special Education

Supervisor

Deborah Hester-Washington

Current Position Title

LAE Teacher Consultant

Recommended Position Title

Curriculum Specialist

Current Position Number

28.00.218.38

Recommended Position Number

22.00.221.01

Current Bargaining Unit

Unit II

Recommended Bargaining Unit

Unit II

Current Account 1

22.1218.1250.063.0000.00000.3000

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

99094 Step 15

Recommended Pay Rate/ Salary Level

99094 Step 15

Current FTE

1.0

Recommended FTE

1.0

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

High Point Office

Recommended Location

Worksite/Desk Location

High Point Office or TLC

Rational for Position Change

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

Michelle interviewed for the Curriculum Specialist position and is being offered that position. She will lead the work for our WSD programs in building standards based curriculum and instruction.

Current Account 4 Split

Recommended Account 1

22.1221.1210.000.0000.00000.1200

Recommended Account 1 Split

100

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Effective Date

Date new duties were assigned or changes made

10/04/2025

Superintendent

Naomi Norman

10/13/2025

Finance Comments

Finance

SAP

09/17/2025

Human Resources Approval

☒ Approve

☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

09/15/2025

Superintendent Comments

Department Head

Deborah Hester-Washington

09/10/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

Department Head Comments

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

No

Department Head

09/10/2025

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Curriculum Specialist
Department: Special Education
Reports To: Supervisor, Special Education Services
FLSA Status: Exempt
Prepared By: Holly McCue
Special Education Coordinator
Preparation Date: July 2, 2025
Approved By: Cassandra D. Harmon-Higgins, Esq.
Executive Director or Human Resources and Legal Services
Approval Date: July 2, 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 Curriculum Specialist will provide leadership in the development, implementation, coordination, and evaluation of the District's K-12 curriculum by performing the essential duties and responsibilities listed below:

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.
- Collaborates with administration around the WISD's K-12 and young adult curriculum development.
- Reviews plans to ensure that Special Education programs, courses of study, methods and materials for instruction are based upon appropriate student needs and are consistent with state and Board of Education goals, policies, and laws.
- Provides leadership in the identification of K-12 and young adult curriculum needs as determined by educational research, District planning, and the Michigan Department of Education's rules and regulations; initiates appropriate activities and professional development to meet those needs.
- Provides leadership in K-12 and young adult curriculum and assessment in all subject areas.
- Provides professional development activities for staff based upon building and/or department needs that directly support the curriculum and instruction.
- Models effective instructional practices, including delivery of instruction using effective teaching strategies, and provides effective feedback, professional development and coaching for teachers in mastering these practices.
- Supports District assessment programs and interpretation of these results for the Board of Education, school staff, and the community.
- Provides leadership in implementing national and state recommendations, and trends in curricular education.

- Ensures consistent and effective implementation of the curriculum across the District under the direction of Special Education Administrators.
- Guides teachers in the effective use of instructional and support materials for implementation in all areas of the curriculum.
- Employs multiple sources of data collection to analyze barriers to student achievement, and to access, identify and apply instructional improvement.
- Attends Board meetings as needed.
- Maintains regular and predictable attendance.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

QUALIFICATIONS:

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

EDUCATION and/or EXPERIENCE REQUIRED

- Possesses a Bachelor's degree in education (or closely related area of study).
- Possesses a minimum of five (5) years of successful teaching experience.
- Possesses a minimum of five (5) years of experience in District-wide curriculum development.
- Demonstrates expertise in effective schools and instruction, curriculum development, and proven ability in implementation of these processes.
- Demonstrates expertise in instructional management, curriculum planning, staff development, and the supervision of instruction.
- Demonstrates expertise as a Teacher Leader, Instructional Coach, or other related position(s).
- Organization, development, and planning skills.

PREFERRED

- Master's degree (in Education or related area).

LANGUAGE SKILLS

- Demonstrates strong written and verbal communication skills that reflect professionalism and tact.
- Demonstrates ability to work effectively and collaboratively with other departments, agencies, and individuals.
- Demonstrates ability to read, analyze and interpret periodicals and professional journals.
- Demonstrates ability to write reports, business correspondence, and procedure manuals.
- Demonstrates ability to effectively present information and respond to questions from groups of educators, customers, and the public.
- Demonstrates ability to facilitate group processes.

TECHNICAL SKILLS:

- Demonstrates strong technological skills.
- Demonstrates ability to use a personal computer (PC) in a networked environment to utilize the Internet and other electronic communication mechanisms such as email and conferencing platforms (e.g., Zoom, Teams).
- Demonstrates proficiency utilizing productivity applications such as Microsoft Office (word processing, spreadsheets, and databases).
- Knowledge of New World preferred.

MATHEMATICAL SKILLS:

- Demonstrates ability to apply the concepts of basic math, algebra and geometry where required with the duties of this position.

REASONING ABILITY:

- Demonstrates a high proficiency in subject areas of reasoning, problem solving, organizational dynamics and emotional intelligence.
- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Demonstrates ability to perform duties with awareness of all District requirements and Board of Education policies.
- Exhibits a high level of professionalism.
- Demonstrates ability to handle confidential information, use good judgment, plan, handle complex projects and maintain a flexible attitude.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Demonstrates ability to define problems, collect data, establish facts and draw valid conclusions.

INTERPERSONAL SKILLS:

- Demonstrates effective human relations and communication skills.
- Possesses Ability to establish and maintain effective working relationships with students, staff, and other members of the school community.
- Demonstrates ability to work effectively and collaboratively with other departments, agencies and individuals.
- 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 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 materials. Specific vision abilities required for 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. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for the purpose 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 II AFT Local 3760. Starting salary ranging (dependent upon comparable experience) \$52,016 - \$104,872.

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"

Trisha Parker

Department

Special Education

Supervisor

Melissa Paschall

Current Position Title

Teacher - Milan LBC

Recommended Position Title

Flex Teacher

Current Position Number

20.31.122.01

Recommended Position Number

20.47.122.14

Current Bargaining Unit

Unit II

Recommended Bargaining Unit

Unit II

Current Account 1

22.1122.1240.120.0000.05641.1400

Current Account 1 Split

0

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Current Pay Rate/ Salary Level

\$58847, Unit I BA Step 4

Recommended Pay Rate/ Salary Level

\$58847, Unit I BA Step 4

Current FTE

1.0

Recommended FTE

1.0

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
Milan Local Based Classroom

Recommended Location

Worksite/Desk Location
Flex Teacher - HP

Rational for Position Change

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

Trisha was on emergency certification and did not complete her certification in the time required to keep her teaching position. She is moved to Flex Teacher based on her credentials while she is on academic leave for student teaching.

Current Account 4 Split

Recommended Account 1

22.1122.1870.130.0000.06147.2400

Recommended Account 1 Split

0

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Powered by BoardOnTrack

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Superintendent

Naomi Norman

10/13/2025

Finance Comments

Finance

SAP

09/19/2025

Human Resources Approval

☒ Approve

☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

09/18/2025

Superintendent Comments

Effective Date

Date new duties were assigned or changes made

08/01/2025

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

09/18/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Flex Teacher
Department: Special Education Services
Reports To: Supervisor, Special Education Services
FLSA Status: Exempt
Prepared By: Deborah Hester-Washington
Executive Director of Special Education
Prepared Date: May 28, 2025
Revised Date: August 21, 2025
Approved By: Cassandra Harmon-Higgins, Esq.
Executive Director of Human Resources and Legal Services
Approved Date: August 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 Flex Teacher will provide educational and personal/social service for students with special needs which can include but is not limited to cognitive impairments, multiple impairments, emotional impairments and/or autism spectrum disorder. This position is responsible for following and expanding the planned educational program to enable students to benefit from educational experiences. This position provides instruction, encourages students, and manages the learning environment in a positive manner. This employee must be available for daily assignments; specific buildings/locations will be provided daily at or after 6:00 AM on scheduled days.

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.
- Reports to the (identified) office upon arrival, check out at end of the workday.
- Meets and instructs assigned classes in the locations and at the times specified.
- Maintains an instructional environment which will be supportive of positive behavior and academic achievement for all students.
- Instructs individuals and groups in academic and behavioral skill areas as prescribed by the IEP which is communicated through the lesson plans.
- Maintains physical environment of the classroom
- Uses instructional technology.

- Cooperatively and collaboratively works with teacher assistants assigned to classroom.
- Adheres to District health and safety rules, policies, and procedures.
- Exhibits emotional stability, exercises good judgment, and makes decisions in accordance with board policies and administrative guidelines, with minimum supervision.
- Creates a classroom environment that is conducive to learning.
- Maintains accurate, complete, and correct records of the day.
- Plans, supervises and provides guidance for students, teacher assistants, and volunteers.
- Uses personal judgment and discretion in supervising the class.
- Assists students with any help they may need with their work.
- Ensures the classroom is organized after the day has commenced.
- Documents any discrepancies that may have occurred throughout the day.
- Follows lesson plans.
- Assists in other classrooms during prep time and/or breaks.
- Assists administrators in implementing the policies and procedures of the school to maintain a safe learning environment for students.
- Creates and maintains respect and fairness to all students and staff.
- Ability to address various learning techniques of students.
- Maintains student confidentiality.
- Ability to discipline students when necessary, following District policies.
- Represents the District in a professional manner by performing all job functions at a satisfactory or above level.
- Performs other related duties, including special projects, as required or requested, consistent with reasonable expectations for the position.
- Maintains regular predictable attendance.
- **OTHER RELATED DUTIES 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

- Bachelor's/Master's degree in education.
- Experience with computer instruction and technology.
- Knowledge of skills/strategies in educating students with special needs.
- Demonstrated ability to implement behavior intervention strategies.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must meet Michigan Department of Education teacher certification.

LANGUAGE SKILLS:

- Ability to explain and demonstrate appropriate teaching techniques.
- Ability to read, analyze and interpret information including periodicals and professional journals.
- Ability to effectively present information and respond to questions from groups of educators, parents, students, and the general public.
- Ability to follow lesson plans, IEP's and other related correspondence.

- Ability to expand upon existing lesson plans for students if needed.
- Ability to direct the activities of others to execute student IEP goals.
-

TECHNICAL SKILLS:

- Ability to integrate technology into the everyday workflow is necessary.
- Ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Ability to use computer technology for research, data management, communications and other instruction.
- Ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communication mechanisms.
- Knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database and presentation software) is required.

MATHEMATICAL SKILLS:

- Ability to apply the concepts of basic math consistent with the duties of this position.

REASONING ABILITY:

- Highly proficient in subject areas of reasoning, problem-solving, organizational dynamics and emotional intelligence.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

- Interact with co-workers, administration, students, parents, and the community in a positive, supportive, and cooperative ways.
- Skills and desire to work in a collaborative team with others.
- Ability to build rapport with others and to serve diverse publics.
- Ability to take initiative; work well with others as a collaborative team member and exhibit effective communication skills.
- Ability to work creatively and skillfully with students.
- 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 accommodation 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 occasionally 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 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.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation 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 and well-being 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 accommodation to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodation with the employer.

TERMS:

This position is subject to terms, conditions, and calendar of the Master Agreement between the District and Unit II AFT Local 3760. Starting salary ranging (dependent upon experience) from \$52,016 - \$104,872.

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"

Vacant

Department

Special Education Department

Supervisor

Carol A. Gray

Current Position Title

Teacher Assistant for Dexter

Recommended Position Title

Teacher Assistant for Dexter

Current Position Number

10.01.122.02

Recommended Position Number

10.01.122.02

Current Bargaining Unit

Unit 1

Recommended Bargaining Unit

Unit 1

Current Account 1

22.1122.1630.120.0000.07487.2001

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

Current Pay Rate/ Salary Level

Step 6 Base +60.37156

Recommended Pay Rate/ Salary Level

Step 6 Base +60.37156

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

Dexter Young Adult 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

This account needs to be reactivated because of a new student needing individualized medical support.

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

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Finance Comments

Finance

sap

08/12/2025

Human Resources Approval

☒ Approve

☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

07/25/2025

Superintendent Comments

Effective Date

Date new duties were assigned or changes made

08/18/2025

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

Yes at all of the Young Adult Out Centers.

Department Head Comments

Department Head

Deborah Hester-Washington

07/18/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

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"

Vacant

Department

Special Education

Supervisor

Ombohola Akintunde

Current Position Title

TC Whitmore Lake

Recommended Position Title

TA Whitmore Lake

Current Position Number

28.00.218.32

Recommended Position Number

00.00.000.00

Current Bargaining Unit

Unit II

Recommended Bargaining Unit

Unit I

Current Account 1

22.1218.1250.000.00000.3100

Current Account 1 Split

0

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Current Pay Rate/ Salary Level

\$94,908.00

Recommended Pay Rate/ Salary Level

33,433 -42,409

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 4 Split

Recommended Account 1

22.1218.1250.000.00000.3100

Recommended Account 1 Split

0

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Current Location

Worksite/Desk Location

N/A the position is no longer needed due to previous employee retiring and the need to replace is no longer needed per Whitmore Lake Special Education Director

Recommended Location

Worksite/Desk Location

N/A

Rational for Position Change

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

Vacant:N/A the position is no longer needed due to previous employee retiring and the need to replace is no longer needed per Whitmore Lake Special Education Director

Effective Date

Date new duties were assigned or changes made

09/02/2025

Superintendent

Naomi Norman

10/13/2025

Finance Comments

Finance

SAP

09/19/2025

Human Resources Approval

☒ Approve

☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

09/18/2025

Superintendent Comments

Department Head

Deborah Hester-Washington

09/18/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

Department Head Comments

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

Finance Comments

Coversheet

Superintendent's Recommendations

Section:	VII. Consent Agenda
Item:	D. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	New Position_Apprentice Teacher.pdf New Position_Orientation & Mobility Specialist.pdf New Position_TA YA Chelsea2.pdf New Position_TA YA Chelsea.pdf

New Position Recommendation

Position Title:	Apprentice Teacher position
FTE:	1.0
# of Workdays/Year:	185
Salary:	Unaffiliated position - Salary = 80% of Step 2 on Unit II Salary schedule
Worksite:	
Bargaining Unit:	Non-Bargaining
Department:	Special Education

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Apprentice Teacher
Location: **WISD - Progress Park**
Department: Special Education Services
Reports To: Tracye Johnson, Special Education Principal
FLSA Status: Non-Exempt
Prepared By: Traci Talley, Legal Assistant
Prepared Date: August 6, 2025
Approved By: Cassandra D. Harmon-Higgins, Esq.
Executive Director of HR and Legal Services
Approved Date: August 11, 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 role of an apprentice teacher is to learn how to become an effective teacher while working directly with students and a mentor teacher to help provide high quality, mission aligned education for students. The position is for one (1) full school year. Apprentice teachers are enrolled in coursework with Talent Together, leading to Michigan teacher certification..

Through authentic practice alongside a qualified mentor teacher, an apprentice teacher's role is to learn and develop in the practice of teaching. Apprentice teachers will be coached and developed by a mentor teacher, whose classroom they are assigned to.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Shows continual progress on competencies as outlined in on-the-job learning standards.
- Helps maintain a safe, secure, and healthy educational environment in the classroom.
- Works with a mentor teacher to implement curricula, including developing and/or customizing lesson plans, delivering lessons, analyzing student work, and assessing student progress towards academic standards.
- Engages with the students to actively facilitating their learning with gradually increasing instructional responsibilities with the support of a mentor teacher from the mentor teacher over the course of the year.
- Works with the mentor teacher to develop and practice communication with families in accordance with district, state and federal expectations and requirements.
- Reports abuse or neglect as a mandated reporter.
- Completes coursework and training as directed by Talent Together.
- Participates in all required district professional development and other meetings as required by your supervisor.
- Complies with all IEPs, 504s, and other legally required plans for students.
- **Performs other related duties as assigned.**

SUPERVISORY RESPONSIBILITIES:

- N/A

QUALIFICATIONS:

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

- **Participant of Talent Together.**

- Remains employed by the WISD for the duration of the apprenticeship.
- Maintains participation in Talent Together; meets all attendance and professional conduct requirements as established by Talent Together and the WISD.
- Maintains a minimum grade point average as required by Talent Together.
- Passes the Michigan Test(s) for Teacher Certification.
- Continues to complete competencies as scheduled by the on-the-job training schedule.
- Commits to learning about and implementing the mission and vision of the district and certification program.

LANGUAGE SKILLS:

- Effective positive communication skills.
- Demonstrates ability to orient parents, school staff and administrators to the needs of students..
- Demonstrates ability to design and implement educational programs appropriate for students.
- Demonstrates ability to explain and demonstrate appropriate teaching techniques.
- Demonstrates ability to read, analyze and interpret information including periodicals and professional journals.
- Demonstrates ability to effectively present information and respond to questions from groups of educators, students, and the general public.
- Demonstrates ability to write lesson plans, IEP's, and other related correspondence.
- Demonstrates ability to direct the activities of others to execute student IEP goals.

TECHNICAL SKILLS:

- Demonstrates ability to integrate technology into the everyday workflow is 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 computer technology for research, data management, communications, and other instruction.
- Demonstrates ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communication mechanisms.
- Demonstrates knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database, and presentation software) is required.

MATHEMATICAL SKILLS:

- Demonstrates ability to apply the concepts of math consistent with the duties of this position.

REASONING ABILITY:

- Demonstrates a high proficiency in subject areas of reasoning, problem solving, organizational dynamics and emotional intelligence.
- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

- Be committed to conflict resolution work with other staff members.
- 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 creatively and skillfully with students.
- Demonstrates ability to demonstrate initiative and understanding in working with students, staff, and parents/guardians.
- Possesses skills in parent consultation and working with diverse populations within the community and home settings.
- Demonstrates ability to consult effectively with teachers, parents, administrators, and other professionals.
- Demonstrates ability to demonstrate empathy and understanding for families of various cultural backgrounds.

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 occasionally 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 and well-being 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:

Full-time – 37.5 hours/week; 185 days during the 25/26 SY (per the WISD Calendar). Salary and other employment condition are set forth by the Board of Education. This is a Non-Bargaining Unit position and is Unaffiliated. Starting salary is 80% of the compensation provided on the BA, Step 1 lane of the Unit II CBA. Benefits commensurate with unaffiliated personnel, including paid sick time off, and healthcare.

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.

New Position Recommendation

Position Title:	Orientation and Mobility Provider
FTE:	1.0
# of Workdays/Year:	185
Salary:	Per Unit II CBA
Worksite:	
Bargaining Unit:	Unit II
Department:	Special Education

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Orientation and Mobility Specialist, 1.0 FTE
Department: Special Education Services
Reports To: Special Education Principal
FLSA Status: Non-exempt
Prepared By: Lyn Arons
Principal, Special Education
Prepared Date: August 27, 2025
Approved By: Cassandra D. Harmon-Higgins, Esq.
Executive Director, Human Resources & Legal Services
Approved Date: September 15, 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 O & M Specialist evaluates, plans, coordinates, and implements appropriate programs of instruction in orientation and mobility for students with visual impairments; works with related staff members, school personnel, families, and communities in an effort to provide reinforcement and encouragement to students in the use of appropriate skills so they may move independently, safely, and purposefully through the environment.

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.
- Assesses, develops, and implements orientation and mobility instructional programs appropriate to age and skill levels.
- Provides sensory development, environmental awareness training, and travel instruction within the student's school environment, neighborhood, and general travel areas (e.g., rural, residential, semi-business, and business areas) as appropriate.
- Provides specific skill training such as bus travel, independent shopping, and information awareness.
- Incorporates O & M goals from the "Special Education outcome Guides for Visually Impaired."
- Coordinates in-service training with, and for, school personnel, parents, and employers, as appropriate.
- Conducts functional vision assessments as it relates to travel considerations and provides training in the use of low vision aids to facilitate appropriate independent travel.
- Attends and participates in Individualized Education Program (IEP) Committee meetings.
- Provides individual pre-cane program of concept formation with regard to body image, space, time, and early motor skills, and training in long cane skills in various travel situations, indoors and outdoors, as appropriate.
- Assists in the development of sensory training programs which would allow for increased independence in O & M.

- Provides information and training techniques as needed in personal management and self-care skills to students and their families.
- Coordinates a comprehensive O & M program through counseling, recommendations, and provides recommendations/suggestions to parents, teachers, employers, and other persons or agencies working with the student.
- Maintains regular predictable attendance.
- **Performs other duties as may be assigned.**

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within the job description 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:

- Bachelor's and/or Master's degree in (Special) Education and/or Orientation and Mobility.
- Three (3) years of successful teaching experience.
- Experience in the use of technology for communications and student instruction.
- Extensive experience with, and knowledge of, behavior management principles.
- Experience with, and knowledge of, curriculum adaptations.
- Experience in parent consultation and working with diverse populations within the community.
- Experience working with students with cognitive impairments, emotional impairments, and autism.
- Experience consulting in a general education setting.

CERTIFICATES, LICENSES, REGISTRATIONS:

- AER Orientation & Mobility Certification - REQUIRED.
- Valid Michigan teaching certificate with endorsement as a teacher of the visually impaired - REQUIRED.

LANGUAGE SKILLS

- Demonstrates ability to read, analyze and interpret periodicals and professional journals.
- Demonstrates ability to write reports, and correspondences.
- Demonstrates ability to effectively present information and respond to questions from groups of teachers, parents, and building administrators.

TECHNICAL SKILLS:

- Demonstrates ability to integrate technology into the everyday workflow as necessary.
- Demonstrates ability to utilize District technology and maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Demonstrates ability to use computer technology for research, data management, communications, and other instruction.
- Demonstrates ability to use a personal computer (PC) or MAC in a networked environment to utilize the internet and other electronic communication mechanisms.
- Demonstrates knowledge of special equipment and its use for students with disabilities.
- Demonstrates knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database, and presentation software).
- Demonstrates ability to select and administer appropriate assessment tools and interpret results of assessment.

MATHEMATICAL SKILLS:

- Demonstrates ability to apply math concepts consistent with the duties of this position.

REASONING ABILITY:

- Demonstrates a high proficiency in areas of reasoning, problem solving, organizational dynamics and emotional intelligence.
- Demonstrates ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

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 the skills to be an effective team member.
- Demonstrates professional communication and interpersonal skills.
- Demonstrates ability to work effectively and collaboratively with other departments, agencies, and individuals.
- 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 handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to fifty (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.

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 usually moderate. 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 and well-being 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 the purpose 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 II MFT Local 3760. Starting salary ranging (dependent upon experience) from \$52,016 - \$104,872.

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.

New Position Recommendation

Position Title:	Teacher Assistant for Chelsea
FTE:	1
# of Workdays/Year:	185
Salary:	Per Unit I CBA
Worksite:	
Bargaining Unit:	Unit I
Department:	Special Education

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Teaching Assistant
Department: Special Education Services
Program: Young Adult Program – Chelsea
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.
- Demonstrates a strong commitment to social justice and inclusive educational practices.
- 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.
- 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 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).
- Possesses exceptional knowledge and skills in working with student behavior management –(Required).
- Possesses ability to work with students with multiple need areas autonomously in various community settings – (Preferred).
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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.
- 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, Medicaid logging, lunch count, etc.
- Demonstrates ability to work in a virtual online instructional setting.
- Demonstrates skills and comfort using the latest instructional online tools and technology.
- Ability to use online instructional tools and technology.

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 a 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 listen. 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 output 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 the purpose 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.

New Position Recommendation

Position Title:	Teacher Assistant for Chelsea
FTE:	1
# of Workdays/Year:	185
Salary:	Per Unit I CBA
Worksite:	
Bargaining Unit:	Unit I
Department:	Special Education

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Teaching Assistant
Department: Special Education Services
Program: Young Adult Program – Chelsea
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.
- Demonstrates a strong commitment to social justice and inclusive educational practices.
- 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.
- 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:

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Coversheet

Superintendent's Recommendations

Section:	VII. Consent Agenda
Item:	E. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Resignation_S. Mason.pdf Resignation_J. Carruba.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

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

DATE: October 14, 2025

RE: Resignation Notification

Attached please find Sara Mason's letter of resignation, effective October 6, 2025. Sara has been employed with the WISD since April 8, 2024, as a Teaching Assistant.

The Administration recommends that the Board accepts Sara'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: Rebecca Craigmile
Sent: Friday, October 3, 2025 3:54 PM
To: Sara Mason
Cc: Cassandra Harmon-Higgins; Melissa Paschall; Becky Mullins; Cherie Vannatter; Nicole Hubler
Subject: RE: Notice of Resignation- Sara Mason

Hello Sara,

Thank you for your time earlier and feedback. As I mentioned to you, I would provide an update regarding your ask to be transferred to a different classroom for your two-week notice by the end of today. Unfortunately, after review, there is not a space to transfer you to a different classroom. In our discussion as well it my understanding that you therefore have decided Monday, October 6th will be your last day. We understand your decision and wish you the best in the future.

Please make sure to turn in any WISD items (badge, laptop if issued, etc.) to your supervisor.

Warm Regards,

Rebecca Craigmile, Assistant Director Human Resources and Legal Services
Washtenaw Intermediate School District (WISD)
1819 South Wagner Rd.
PO Box 1406
Ann Arbor, Michigan 48106-1406
Telephone: (734)994-8100 ext. 1318
HR Confidential Fax: (734)994-1629

From: Melissa Paschall <mpaschall@washtenawisd.org>
Sent: Friday, October 3, 2025 11:29 AM
To: Sara Mason <samason@washtenawisd.org>; Nicole Hubler <nhubler@washtenawisd.org>; Becky Mullins <BMULLINS@washtenawisd.org>; Cherie Vannatter <cvannatter@washtenawisd.org>
Cc: Cassandra Harmon-Higgins <charmonhiggins@washtenawisd.org>; Rebecca Craigmile <rcraigmile@washtenawisd.org>
Subject: Re: Notice of Resignation- Sara Mason

Hello Sara,

I'm sorry to hear that this is not a fit for you at this time in your life. I appreciate the work that you've done and seeing the growth that you have made.

Unfortunately, I do not have a space to move you for just 2 weeks. I will work collaboratively with you and HR to find a suitable placement for 2 weeks if that is deemed appropriate.

I look forward to the response from HR.
I also wish you well in your journey.
Paschall

From: Sara Mason <samason@washtenawisd.org>

Date: Friday, October 3, 2025 at 10:13 AM

To: Melissa Paschall <mpaschall@washtenawisd.org>, Nicole Hubler <nhubler@washtenawisd.org>, Becky Mullins <BMULLINS@washtenawisd.org>, Cherie Vannatter <cvannatter@washtenawisd.org>

Subject: Notice of Resignation- Sara Mason

Dear Melissa, Cherie, and the HR Team,

I am writing to formally submit my two weeks' notice of resignation from my position as the ASD Teaching Assistant at High Point.

I would like to finish working the 2 weeks here, but I cannot do that in the current room that I am in.

If possible, can I please be moved to another room for my remainder of the 2 weeks here?

If not, then Monday (10/6) will have to be my last day.

My mental health and safety are my priority currently, and I'd appreciate your understanding and support on this matter.

This decision was not made lightly, and I want to express my sincere gratitude for the opportunities I've had to grow professionally and personally while working with you and the team. I've appreciated the experience and skills learned throughout my time here.

If I were to work over the next two weeks in a different classroom, I would be committed to making the transition as smooth as possible. I will do my best to complete outstanding tasks and assist in training a replacement if needed.

Thank you again for the opportunity to be a part of High Point. I hope to maintain a positive relationship moving forward and wish you and the team continued success!

Warm regards,

Sara Mason

ASD TA Room 54

samason@washtenawisd.org



TO: Naomi Norman, Superintendent; WISD Board of Education

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

DATE: October 14, 2025

RE: Resignation Notification

Attached please find Jessica Carruab's letter of resignation, effective December 19, 2025. Jessica has been employed with the WISD since December 4, 2017, as an Office Professional.

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

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

Jessica Carruba

jcarruba@washtenawisd.org

September 24, 2025

Cassandra D. Harmon-Higgins, Esq.

Executive Director, Human Resources and Legal Services

Washtenaw Intermediate School District

1819 S. Wagner Road

Ann Arbor, MI 48106

Dear Ms. Harmon-Higgins,

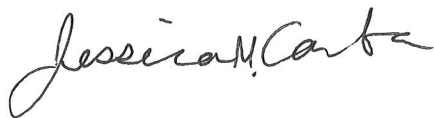
I am writing to submit my resignation from my position as Office Professional at Washtenaw ISD, with my last working day being **December 19, 2025**.

It has been a true pleasure to be part of Washtenaw ISD for the past nine years. I am deeply appreciative of the opportunities I have had to grow both personally and professionally, as well as the support, collaboration, and kindness I have experienced from colleagues and leadership.

I am proud of the work we have accomplished together, and I will always value my time here. Please know I am committed to ensuring a smooth transition in the coming months and will do all I can to support the team during this time.

Thank you again for the opportunity to be part of such a meaningful organization.

With appreciation,

A handwritten signature in black ink that reads "Jessica M. Carruba". The signature is written in a cursive, flowing style.

Jessica M. Carruba

Coversheet

Superintendent's Recommendations

Section:	VII. Consent Agenda
Item:	F. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Benefactor 2025-26 Contract Memo.pdf Benefactor 2025-26 Contract.pdf



DATE: September 26, 2025

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Sarah Hierman, Grants & Special Projects Coordinator

SUBJECT: Benefactor Group Contract for My Future Fund

Attached is a contract with Benefactor Group for services to the My Future Fund Program (MFF) for fund development readiness assessment activities and campaign feasibility study activities. Family and youth participation in MFF has grown tremendously over the past two years and attention is now shifting from program participation to developing program sustainability. An RFP process to identify a vendor to assist with this process was conducted and Benefactor Group was selected based on pricing and local experience in fund development.

It is requested that the WISD Board of Education authorize the approval of the initial contract with Benefactor Group for these services at a cost not to exceed \$82,850.00 for implementation of two phases of work, completion of a fund development readiness assessment (Phase 1) and campaign feasibility study (Phase 2).

The dates of the contract with Benefactor Group are October 1, 2025, through May 31, 2026. Funding to support the contract will come from a remaining balance in the local share of Washtenaw Futures (\$37,126.29) and the Washtenaw County contract for MFF (\$45,723.71).

Please contact me with any additional questions.



**WASHTENAW INTERMEDIATE SCHOOL
DISTRICT
CONTRACTED SERVICES AGREEMENT -
COMPANY**

This agreement is made this 26th day of August, 2025, by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Benefactor Group, 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 May 31, 2026.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Phase 1: Fund Development Readiness Assessment Activities

- Conduct Orientation and Preparation Activities including a Kick-off Mtg and review of information.
- Conduct Discovery Process
 - Staff interviews
 - Staff surveys
 - Rate and evaluation of current practices
- Complete analysis of materials and processes and develop recommendation
- Prepare and present readiness assessment report

Phase 2: Campaign Feasibility Study Activities (Inclusive of Option #1 in submitted proposal)

- Conduct following Preparation Activities
 - Kick-off meeting
 - Case interviews
 - Preliminary case for support
 - Task force
- Conduct Discovery Process with WISD scheduled interview and discussion groups

PS 1

- Conduct 25 individual interviews
 - Facilitate two (2) group discussions
 - Complete analysis of Campaign and Team capacity and develop recommendations
 - Prepare and present a report on the findings of the completed study deliverables
 - Coaching, support, and project management
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 **\$82,850** 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 **\$82,850 to complete phase 1 and phase 2.** Additional, pre-approved travel expenses may be covered as outlined in Section III.
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) that relate to the scope of work in this Agreement, created and or developed by the Contractor while under contract with the WISD; or
 - iii. Notwithstanding the foregoing, Consultant retains all right, title, and interest in and to its pre-existing materials, software, methodologies, know-how, templates, tools, and intellectual property of any kind ("Consultant Materials"). To the extent any Consultant Materials are incorporated into the Deliverables, Consultant hereby grants WISD a non-exclusive, royalty-free, perpetual license to use such Consultant Materials solely as part of the Deliverables for WISD's internal business purposes. 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.
 - iv. 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 by giving the other 30 days advance written notice 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.
4. Either party may terminate this Agreement by giving the other 30 days advance written notice.
5. 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.

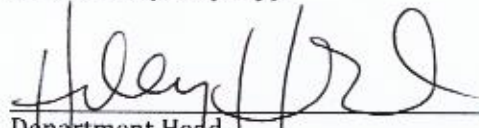
SIGNATURES

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 September 17, 2025


Contractor (Company)

DATE September 18, 2025


Department Head

DATE 9-18-2025

Washtenaw Intermediate School District

DATE _____

Washtenaw Intermediate School District

DATE _____

Washtenaw Intermediate School District

DATE _____

Coversheet

Superintendent's Recommendations

Section:	VII. Consent Agenda
Item:	G. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Board Memo DAPCEP July 2025 .pdf DAPCEP Contract July 2025.pdf



DATE: October 8, 2025

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Jennifer Banks, PhD, Director of Instruction

SUBJECT: DAPCEP Contract

We are requesting approval to enter into a contract with the Detroit Area Pre-College Engineering Program (DAPCEP) for an amount not to exceed \$17,721.50 to cover services already rendered during the summer program held from July 1–31, 2025, at Ypsilanti Community Schools and Lincoln Consolidated Schools.

These services have been completed; however, it was recently discovered that this particular contract had not been finalized due to the management of multiple agreements spanning fiscal years.

In the current fiscal year, DAPCEP also provided programming for the Pontiac School District in the amount of \$17,804.88, funded through the 23h Improving Teaching Mathematics Grant awarded to the Tri-County Culturally Responsive Mathematics Institute. Adding this contract (\$17,721.50) brings the total for DAPCEP services to \$35,526.38, exceeding the board's approval threshold.

All expenses associated with this contract are fully covered by the Title I Regional Assistance Grant for Ypsilanti Community Schools and will have 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 3rd day of October, 2025 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Detroit Area Pre-College Engineering Program, Michelle Reaves, 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 July 1, 2025. Once this contract is implemented, the ending date for providing services shall be July 31, 2025.
2. The contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Description of Services:

Duty 1:

STEM Summer Academic Program at ACCE in Ypsilanti Community Schools.

The DAPCEP STEM Summer program will introduce 9th- and 10th-grade students to STEM subjects, including engineering and biomedicine. DAPCEP summer programs feature hands-on activities, experiments, and challenges designed to spark curiosity and a passion for STEM fields.

The summer program will help students learn how concepts learned during the school day are applied in STEM industries. In the biomedicine-focused course days, students will explore the intersection of DNA, disease, and forensic science. Through hands-on activities, they will learn about cutting-edge biotechnology techniques like DNA extraction, PCR, gel electrophoresis, and genetic modification.

They will then apply these skills to real-world medical case studies, uncovering how scientists diagnose illnesses and develop cures. Students will also explore various engineering disciplines and discover how engineers solve real-world problems. They will learn fundamental engineering principles, develop problem-solving skills, and work collaboratively on exciting design challenges. Courses will be led by trained facilitators and will take place onsite at ACCE.

Summer program sessions will be hands-on, curriculum-based, and correlated to state education standards at the high school grade levels.

Program Dates: July 1, 2025 - July 31, 2025; Monday - Thursday, No Fridays

No sessions the week of 6/30/25 – 7/4/25

Sessions 90-minute session

Session 1: 9:00 am – 10:30 am

Session 2: 10:30 am – 12:00 pm

- 15 students max per session
- Target Audience: 9th- and 10th-grade students.

The program costs include materials & supplies, curriculum development, planning, instruction, and facilitation. DAPCEP will provide the instructors for the course.

Additional Details

- Workshop facilitator will arrive 30 minutes early for set up and remain 30 minutes after the end of the workshops for clean-up.
- Workshop instructor will be on site from 8:30 am – 12:30 pm.
- ACCE will assign a designated staff member to be the on-site point of contact for the DAPCEP workshop facilitator.
- An ACCE staff member must remain on site at for the entire duration of workshop facilitation.

Duty 2 :

STEM Summer Academic Program at Lincoln High School at Lincoln Consolidated Schools.

DAPCEP will provide a summer STEM academic course for 9-10th grade students, on-site, at Lincoln High School. The summer camp will focus on introductory engineering. There will be two, 20-student classes with one instructor for each class.

Proposed course details:

Dates: July 1, 2025 – July 17, 2025; Monday – Thursday, No Fridays

Time: 8:30 - 10:00 and 10:00 am – 11:30 am

Location: Lincoln High School, 7425 Willis Rd, Ypsilanti, MI 48197

Instructors will arrive at 8:30 am for set-up and leave at 12:00 pm following breakdown/clean-up.

- 20 students max per class, 2 classes (1 instructor per class).

Target Audience: 9th- and 10th-grade students.

Additional Details: Lincoln Consolidated Schools will assign a designated staff member to be the on-site point of contact for the DAPCEP facilitator. A Lincoln Consolidated Schools staff member must remain on site for the entire duration of the course facilitation.

The program costs include materials & supplies, planning, instruction, and facilitation. DAPCEP will provide the instructors for the course.

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 **\$ 17,721.50** including all related expenses, including travel expenses outlined in Section III.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. 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.
9. 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

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

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 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.

Michelle Reaves, DAPCEP

DATE _____

Jennifer Banks, Ph.D.
Director of Instruction
Washtenaw Intermediate School District

DATE _____

Coversheet

Special Education Capital Funds Purchase – Progress Park Classroom Furniture

Section:	VIII. New Business
Item:	A. Special Education Capital Funds Purchase – Progress Park Classroom Furniture
Purpose:	
Submitted by:	
Related Material:	Progress Park Capital Purchase Memo.pdf KI - Progress Park - Proposal - Final 251007.pdf



DATE: October 7, 2025

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Tanner Rowe, Director of Operations

SUBJECT: Special Education Capital Funds Purchase – Progress Park Classroom Furniture

The administration recommends the WISD Board of Education authorize the administration to utilize special education capital project funds to purchase furniture for Progress Park at a cost not to exceed \$118,217.

Our Progress Park School, located at 3980 Research Park Drive in Ann Arbor, is home to our EI program. Many of these spaces and the furniture in those spaces are old and at the end of their useful life. There is a need new student desks and chairs, classroom storage, art room storage and furnishings, student lounge furniture, and entry way lobby furniture. Working in conjunction with Kruger International (KI) and in partnership with our cooperating purchasing program, we worked to design functional and modern classroom environment. KI is also a major vendor that was used for the new furniture at High Point School, so by continuing to purchase from this vendor, we will create greater consistency in quality and equitable classroom environments across our district.

A furniture cost proposal is attached. The total cost of furniture from KI is not to exceed \$118,217. We anticipate the furniture to arrive during winter break to allow students to return in the new year to new classrooms. Funding for this furniture will come from our special education capital project funds.



QUOTATION: 25ddw-743188b/C

Washtenaw Intermediate School District: Progress Park - Aug 28

Created: 9/3/2025 | Revised: 10/3/2025 | Valid Through: 10/3/2025





QUOTATION

Washtenaw Intermediate School District: Progress Park - Aug 28

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Quote Number: 25ddw-743188b/C

CREATED 9/3/2025 / REVISED 10/3/2025 | **Valid Through 10/3/2025**

PRODUCT TOTALS	\$115,355.23
See Quote Detail Summary	\$2,860.85
GRAND TOTAL	\$118,216.08

Contract Information:

OT0043795A Sourcewell #091423-KII Delv/Installed

Requested Delivery Date:

To be Determined

Sales Team:

Brenda Reed
Sales Specialist
brenda.reed@ki.com
248.496.5559

Daryl Wendt
Inside Sales
daryl.wendt@ki.com
(877) 639-0643

Sold To

Washtenaw Intermediate School District
1819 S Wagner Rd Po Box 1406
Ann Arbor, MI 48106--140
P. (734) 994-8100
Customer # 20722

End User

Washtenaw Intermediate School District
1819 S Wagner Rd Po Box 1406
Ann Arbor, MI 48106--140
P. (734) 994-8100

Ship To

To be Determined

Installation

The Interior Group
2195 S Milford Rd Suite E
Milford, MI 48381
P. 248.714.5756 F. 248.714.5791
Vendor # 15336

Announcement:

KI will honor the stated prices detailed in this quote for 30 days of issue date. The corresponding purchase order must be received before the expiration date reflected in this quote. In the event laws, regulations, tariffs, or other mandates directly or indirectly increase KI's costs related to materials or operations, **KI reserves the right to include an applicable price adjustment and/or surcharge to open quotes or orders with ship dates more than 60 days out from receipt of purchase order.** If KI elects to the right to revise an order, KI will give the customer the option to accept the price adjustment and/or surcharge or cancel the order.

Client Notes:



QUOTATION

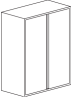
CREATED 9/3/2025
VALID THROUGH 10/3/2025
Prepared By Tricia Berg
Quote Filename Washtenaw Intermediate School District: Progress Park - Aug 28 - 25ddw-743188b/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
Tag 1: 127 9-12 Aug 28					
1.1	IWS	Intellect Wave Task Stool, Large, Polypropylene	2	\$235.60	\$471.20
		TOP SELLER Base Option Shell Color Shell NFR	Hard floor casters No Fire Retardant Nordic	/S /NFR /PND	
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.			
1.2	RDEEZ39-73P	Ruckus, Sit Height Adjustable Post-Leg Desk 19-1/2 to 32-1/2", Large Oddquad, 3/4" Top, 73P Edge, 24x39"	8	\$310.62	\$2,484.96
		TOP SELLER Edge Color Laminate Laminate Finish Grade 1 additional laminates - 2 week additional lead time Base Finish Caster/Glides Under Table Storage	Cool Grey edge Laminate Grade 1 Grade 1 additional laminates - 2 week additional lead time KENSINGTON MAPLE 10776-60 Cool Grey Nylon glides No book storage	/ECG LAMG1 LAMGRD1ADD /1077660 /CG /GNY /NB	
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.			
1.3	RKB361842	Ruckus, Single Faced, Bookcase w/Adjustable Shelves, 36"Wx18"Dx42"H	1	\$853.74	\$853.74
		TOP SELLER Storage Base Laminate Laminate Finish Grade 1 additional laminates - 2 week additional lead time Edge Color Paint Color	4 black casters Laminate Grade 1 Grade 1 additional laminates - 2 week additional lead time KENSINGTON MAPLE 10776-60 Kensington Maple edge Nordic	/4CW LAMG1 LAMGRD1ADD /1077660 /EKM /ND	
		Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.			
1.4	RKV100H18BR	Ruckus, Stack Chair, w/Casters, Poly, Armless, 18"H, w/Bookbag Rack	8	\$270.94	\$2,167.52
		TOP PICK Poly Color Poly NFR Frame Color Bookrack Color Caster Option	Compliance to TB 117-2013 Nordic Cool Grey Cool Grey Hard floor casters	/NFR /PND /CG /BRCG /CHC	
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.			
1.5	RTEFA2460-74P	Ruckus, Sit/Stand Height Adjustable Activity Table 29 to 42", Rectangle (Round Corner), 1-1/4" Top, 74P Edge, 24x60"	1	\$461.90	\$461.90
		TOP SELLER Edge Color Laminate Laminate Finish Grade 1 KI standard laminates Base Finish Caster/Glides	Cool Grey edge Laminate Grade 1 Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 Cool Grey Nylon glides	/ECG LAMG1 LAMGRD1STD /LKM /CG /GNY	
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.			



QUOTATION

CREATED 9/3/2025
VALID THROUGH 10/3/2025
Prepared By Tricia Berg
Quote Filename Washtenaw Intermediate School District: Progress Park - Aug 28 - 25ddw-743188b/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
1.6	S7L36525HD	1	\$1,118.52	\$1,118.52	
	 700 Series Files Cabinet-2 Shelves-36Wx18Dx56-3/32"H Pull Options Classic (inset pull) /CLSC Unit Color Nordic /ND Lock Option Key standard /KS Lock Color Satin Chrome /SCL Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
Tag 1: 127 9-12 Aug 28				Workgroup Product Subtotal	\$7,557.84
2.1	IWS	2	\$235.60	\$471.20	
	 TOP SELLER Intellect Wave Task Stool, Large, Polypropylene Base Option Hard floor casters /S Shell Color No Fire Retardant /NFR Shell NFR Nordic /PND Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
2.2	RDEEZ39-73P	8	\$310.62	\$2,484.96	
	 TOP SELLER Ruckus, Sit Height Adjustable Post-Leg Desk 19-1/2 to 32-1/2", Large Oddquad, 3/4" Top, 73P Edge, 24x39" Edge Color Cool Grey edge /ECG Laminate Laminate Grade 1 LAMG1 Laminate Finish Grade 1 KI standard laminates LAMGRD1STD Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 /LKM Base Finish Cool Grey /CG Caster/Glides Nylon glides /GNY Under Table Storage No book storage /NB Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
2.3	RKB361842	1	\$853.74	\$853.74	
	 TOP SELLER Ruckus, Single Faced, Bookcase w/Adjustable Shelves, 36"Wx18"Dx42"H Storage Base 4 black casters /4CW Laminate Laminate Grade 1 LAMG1 Laminate Finish Grade 1 additional laminates - 2 week additional lead time LAMGRD1ADD Grade 1 additional laminates - 2 week additional lead time KENSINGTON MAPLE 10776-60 /1077660 Edge Color Kensington Maple edge /EKM Paint Color Nordic /ND Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
2.4	RKV100H18BR	8	\$270.94	\$2,167.52	
	 TOP PICK Ruckus, Stack Chair, w/Casters, Poly, Armless, 18"H, w/Bookbag Rack Poly Color Compliance to TB 117-2013 /NFR Poly NFR Nordic /PND Frame Color Cool Grey /CG Bookrack Color Cool Grey /BRCG Caster Option Hard floor casters /CHC Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				



QUOTATION

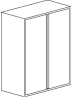
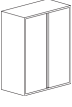
CREATED 9/3/2025
VALID THROUGH 10/3/2025
Prepared By Tricia Berg
Quote Filename Washtenaw Intermediate School District: Progress Park - Aug 28 - 25ddw-743188b/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
2.5	RTEFA2460-74P  TOP SELLER	1	\$461.90	\$461.90	
Ruckus,Sit/Stand Height Adjustable Activity Table 29 to 42",Rectangle(Round Corner),1-1/4"Top,74P Edge,24x60" Edge Color Cool Grey edge /ECG Laminate Laminate Grade 1 LAMG1 Laminate Finish Grade 1 KI standard laminates LAMGRD1STD Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 /LKM Base Finish Cool Grey /CG Caster/Glides Nylon glides /GNY Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
2.6	S7L36525HD 	1	\$1,118.52	\$1,118.52	
700 Series Files Cabinet-2 Shelves-36Wx18Dx56-3/32"H Pull Options Classic (inset pull) /CLSC Unit Color Nordic /ND Lock Option Key standard /KS Lock Color Satin Chrome /SCL Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
Tag 1: 128 9-12 Aug 28				Workgroup Product Subtotal	\$7,557.84
Tag 1: 141 6-8 Aug 28					
3.1	RDEEZ39-73P  TOP SELLER	8	\$310.62	\$2,484.96	
Ruckus,Sit Height Adjustable Post-Leg Desk 19-1/2 to 32-1/2",Large Oddquad,3/4"Top,73P Edge,24x39" Edge Color Cool Grey edge /ECG Laminate Laminate Grade 1 LAMG1 Laminate Finish Grade 1 KI standard laminates LAMGRD1STD Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 /LKM Base Finish Cool Grey /CG Caster/Glides Nylon glides /GNY Under Table Storage No book storage /NB Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
3.2	RKU100H18BR  TOP PICK	8	\$260.40	\$2,083.20	
Ruckus,Stack Chair,w/Glides,Poly,Armless,18"H,w/Bookbag Rack Compliance to TB 117-2013 /NFR Poly Color Nordic /PND Poly NFR Cool Grey /CG Frame Color Cool Grey /BRCG Bookrack Color Nylon plastic glides /GPL Glide Option Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
3.3	RKB361842  TOP SELLER	1	\$853.74	\$853.74	
Ruckus,Single Faced,Bookcase w/Adjustable Shelves,36"Wx18"Dx42"H Storage Base 4 black casters /4CW Laminate Laminate Grade 1 LAMG1 Laminate Finish Grade 1 additional laminates - 2 week additional lead time LAMGRD1ADD Grade 1 additional laminates - 2 week additional lead time KENSINGTON MAPLE 10776-60 /1077660 Edge Color Kensington Maple edge /EKM Paint Color Nordic /ND Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					



QUOTATION

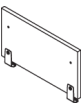
CREATED 9/3/2025
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Quote Filename Washtenaw Intermediate School District: Progress Park - Aug 28 - 25ddw-743188b/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
3.4	S7L/36525HD	700 Series Files Cabinet-2 Shelves-36Wx18Dx56-3/32"H	1		\$1,118.52	\$1,118.52	
		Pull Options Classic (inset pull) /CLSC Unit Color Nordic /ND Lock Option Key standard /KS Lock Color Satin Chrome /SCL Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
Tag 1: 141 6-8 Aug 28						Workgroup Product Subtotal	\$6,540.42
Tag 1: 143 6-8 Aug 28							
4.1	RDEEZ39-73P	Ruckus,Sit Height Adjustable Post-Leg Desk 19-1/2 to 32-1/2",Large Oddquad,3/4"Top,73P Edge,24x39"	8		\$310.62	\$2,484.96	
		TOP SELLER Edge Color Cool Grey edge /ECG Laminate Laminate Grade 1 LAMG1 Laminate Finish Grade 1 KI standard laminates LAMGRD1STD Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 /LKM Base Finish Cool Grey /CG Caster/Glides Nylon glides /GNY Under Table Storage No book storage /NB Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
4.2	RKU100H18BR	Ruckus,Stack Chair,w/Glides,Poly,Armless,18"H,w/Bookbag	8		\$260.40	\$2,083.20	
		TOP PICK Poly Color Compliance to TB 117-2013 /NFR Poly NFR Nordic /PND Frame Color Cool Grey /CG Bookrack Color Cool Grey /BRCG Glide Option Nylon plastic glides /GPL Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
4.4	RKB361842	Ruckus,Single Faced,Bookcase w/Adjustable Shelves,36"Wx18"Dx42"H	1		\$853.74	\$853.74	
		TOP SELLER Storage Base 4 black casters /4CW Laminate Laminate Grade 1 LAMG1 Laminate Finish Grade 1 additional laminates - 2 week additional lead time LAMGRD1ADD Grade 1 additional laminates - 2 week additional lead time KENSINGTON MAPLE 10776-60 /1077660 Edge Color Kensington Maple edge /EKM Paint Color Nordic /ND Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
4.5	S7L/36525HD	700 Series Files Cabinet-2 Shelves-36Wx18Dx56-3/32"H	1		\$1,118.52	\$1,118.52	
		Pull Options Classic (inset pull) /CLSC Unit Color Nordic /ND Lock Option Key standard /KS Lock Color Satin Chrome /SCL Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
Tag 1: 143 6-8 Aug 28						Workgroup Product Subtotal	\$6,540.42



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Line	Model	Qty.	Sell Price	Extended Total	TBD Options
Tag 1: 146 K-5 Aug 28					
5.1	GRM.GD1	2	\$49.14	\$98.28	
	Kit, Metal Grommet for Dean  Metal Grommet Color Cool Grey /CG 				
	Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
5.2	ITCL2429	2	\$174.92	\$349.84	
	InTandem "C" Leg,24"D,29"H  Intandem Leg Color Selection Cool Grey /CG				
	Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
5.3	ITDV1124/E	2	\$169.65	\$339.30	
	End Divider Screen, 11"Hx24"W 				
	Laminate Laminate Grade 1 LAMG1 Laminate Finish Grade 1 KI standard laminates LAMGRD1STD Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 /LKM				
	Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
5.4	ITPS1136	1	\$177.84	\$177.84	
	InTandem Privacy Screen,Rect, 11"Hx36"W 				
	Laminate Laminate Grade 1 LAMG1 Laminate Finish Grade 1 KI standard laminates LAMGRD1STD Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 /LKM				
	Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
5.5	ITSB36/NN/ND	1	\$213.53	\$213.53	
	InTandem Rectangular Beam,36"W,No Power w/o Data Cover  Trim Color Selection Cool Grey /CG				
	Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
5.6	ITWS2436-74P-N	1	\$248.04	\$248.04	
	InTandem Worksurface,Rectangle,2-Cutouts,No Feed,24x36",74P Edge 				
	Laminate Laminate Grade 1 LAMG1 Laminate Finish Grade 1 KI standard laminates LAMGRD1STD Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 /LKM Edge Color Cool Grey edge /ECG Cutout Style Cutout for Dean /CSD				
	Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				



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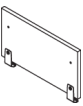
CREATED 9/3/2025
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Quote Filename Washtenaw Intermediate School District: Progress Park - Aug 28 - 25ddw-743188b/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
5.7	IW413 TOP SELLER Glide Option Carton Code Option Intellect Wave Frame Color Shell Color Shell NFR Nylon glides Cartoned Cool Grey No Fire Retardant Zesty Lime /NG /CTN /CG /NFR /PZL Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	2	\$103.54	\$207.08	
5.8	IW415 TOP SELLER Glide Option Carton Code Option Intellect Wave Frame Color Shell Color Shell NFR Nylon glides Cartoned Cool Grey No Fire Retardant Zesty Lime /NG /CTN /CG /NFR /PZL Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	9	\$104.78	\$943.02	
5.9	RDEEA2036-73P TOP SELLER Edge Color Laminate Laminate Finish Grade 1 KI standard laminates Base Finish Caster/Glides Under Table Storage Steel Book Box Color Cool Grey edge Laminate Grade 1 Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 Cool Grey Nylon glides Steel book box, large Cool Grey /ECG LAMG1 LAMGRD1STD /LKM /CG /GNY /SBBL /SCG Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	8	\$348.44	\$2,787.52	
5.10	RKB361842 TOP SELLER Storage Base Laminate Laminate Finish Grade 1 additional laminates - 2 week additional lead time Edge Color Paint Color 4 black casters Laminate Grade 1 Grade 1 additional laminates - 2 week additional lead time KENSINGTON MAPLE 10776-60 Kensington Maple edge Zesty Lime /4CW LAMG1 LAMGRD1ADD /1077660 /EKM /ZL Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	1	\$853.74	\$853.74	
5.11	S7L/36525HD Pull Options Unit Color Lock Option Lock Color Classic (inset pull) Zesty Lime Key standard Satin Chrome /CLSC /ZL /KS /SCL Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	1	\$1,118.52	\$1,118.52	
Tag 1: 146 K-5 Aug 28				Workgroup Product Subtotal	\$7,336.71
Tag 1: 147 K-5 Aug 28					
6.1	GRM.GD1 	2	\$49.14	\$98.28	



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Line	Model	Qty.	Sell Price	Extended Total	TBD Options
	 Metal Grommet Color  Cool Grey /CG Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
6.2	ITCL2429  InTandem "C" Leg,24"D,29"H Intandem Leg Color Selection Cool Grey /CG Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	2	\$174.92	\$349.84	
6.3	ITDV1124/E  End Divider Screen,11"Hx24"W Laminate Laminate Finish Grade 1 KI standard laminates Laminate Grade 1 Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 LAMG1 LAMGRD1STD /LKM Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	2	\$169.65	\$339.30	
6.4	ITPS1136  InTandem Privacy Screen,Rect,11"Hx36"W Laminate Laminate Finish Grade 1 KI standard laminates Laminate Grade 1 Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 LAMG1 LAMGRD1STD /LKM Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	1	\$177.84	\$177.84	
6.5	ITSB36/NN/ND  InTandem Rectangular Beam,36"W,No Power w/o Data Cover Trim Color Selection Cool Grey /CG Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	1	\$213.53	\$213.53	
6.6	ITWS2436-74P-N  InTandem Worksurface,Rectangle,2-Cutouts,No Feed,24x36",74P Edge Laminate Laminate Finish Grade 1 KI standard laminates Edge Color Cutout Style Laminate Grade 1 Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 Cool Grey edge Cutout for Dean LAMG1 LAMGRD1STD /LKM /ECG /CSD Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	1	\$248.04	\$248.04	
6.7	 IW413  Intellect Wave 4-Leg Chair,Small,13"H Glide Option Carton Code Option Intellect Wave Frame Color Shell Color Shell NFR Nylon glides Cartoned Cool Grey No Fire Retardant Zesty Lime /NG /CTN /CG /NFR /PZL Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	2	\$103.54	\$207.08	



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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
6.8	IW415	Intellect Wave 4-Leg Chair,Medium,15"H	9		\$104.78	\$943.02	
		TOP SELLER Glide Option Carton Code Option Intellect Wave Frame Color Shell Color Shell NFR		Nylon glides Cartoned Cool Grey No Fire Retardant Zesty Lime	/NG /CTN /CG /NFR /PZL		
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
6.9	RDEEA2036-73P	Ruckus,Sit Height Adjustable Post-Leg Desk 19-1/2 to 32-1/2",Rectangle,3/4"Top,73P Edge,20x36"	8		\$348.44	\$2,787.52	
		TOP SELLER Edge Color Laminate Laminate Finish Grade 1 KI standard laminates Base Finish Caster/Glides Under Table Storage Steel Book Box Color		Cool Grey edge Laminate Grade 1 Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 Cool Grey Nylon glides Steel book box, large Cool Grey	/ECG /LAMG1 /LAMGRD1STD /LKM /CG /GNY /SBBL /SCG		
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
6.10	RKB361842	Ruckus,Single Faced,Bookcase w/Adjustable Shelves,36"Wx18"Dx42"H	1		\$853.74	\$853.74	
		TOP SELLER Storage Base Laminate Laminate Finish Grade 1 additional laminates - 2 week additional lead time Edge Color Paint Color		4 black casters Laminate Grade 1 Grade 1 additional laminates - 2 week additional lead time KENSINGTON MAPLE 10776-60 Kensington Maple edge Zesty Lime	/4CW /LAMG1 /LAMGRD1ADD /1077660 /EKM /ZL		
		Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
6.11	S7L36525HD	700 Series Files Cabinet-2 Shelves-36Wx18Dx56-3/32"H	1		\$1,118.52	\$1,118.52	
		Pull Options Unit Color Lock Option Lock Color		Classic (inset pull) Zesty Lime Key standard Satin Chrome	/CLSC /ZL /KS /SCL		
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
Tag 1: 147 K-5 Aug 28						Workgroup Product Subtotal	\$7,336.71
Tag 1: ART Aug 28							
7.1	IW415	Intellect Wave 4-Leg Chair,Medium,15"H	3		\$104.78	\$314.34	
		TOP SELLER Glide Option Carton Code Option Intellect Wave Frame Color Shell Color Shell NFR		Nylon glides Cartoned Cool Grey No Fire Retardant Nemo	/NG /CTN /CG /NFR /PNE		
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					



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Line	Model	Qty.	Sell Price	Extended Total	TBD Options
7.2	IW418  TOP SELLER Intellect Wave 4-Leg Chair, Large, 18"H Glide Option Carton Code Option Intellect Wave Frame Color Shell Color Shell NFR	12	\$110.36	\$1,324.32	
	TOP SELLER Nylon glides Cartoned model IWC18 and IW418 ONLY (Req'd for orders less than 24 units or shipped air freight/UPS & ALL Export) Cool Grey No Fire Retardant Zesty Lime		/NG /CTN /CG /NFR /PZL		
	Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
7.3	IWS  TOP SELLER Intellect Wave Task Stool, Large, Polypropylene Base Option Shell Color Shell NFR	4	\$235.60	\$942.40	
	TOP SELLER Hard floor casters No Fire Retardant Nordic		/S /NFR /PND		
	Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
7.4	RKA3TKIT6  TOP SELLER Ruckus, 3"H Totes Kit (includes 6 translucent totes and rail sets)	4	\$132.06	\$528.24	
	Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
7.5	RKA6TKIT6  TOP SELLER Ruckus, 6"H Totes Kit (includes 6 translucent totes and rail sets)	2	\$153.76	\$307.52	
	Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
7.6	RKC542442OP  TOP SELLER Ruckus, Double Faced, Cubby, 3x3 Open Unit, 54"Wx24"Dx42"H Storage Base Laminate Laminate Finish Grade 1 additional laminates - 2 week additional lead time Edge Color Paint Color	2	\$1,427.86	\$2,855.72	
	TOP SELLER 4 black casters Laminate Grade 1 Grade 1 additional laminates - 2 week additional lead time KENSINGTON MAPLE 10776-60 Kensington Maple edge Honey Bee		/4CW LAMG1 LAMGRD1ADD /1077660 /EKM /HY		
	Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
7.7	RKT301842OPT/6T  Ruckus, Tote Storage, Tall, 2-Column unit, Open, w/Laminate Top, 30"Wx18"Dx42"H, includes (8) 6" totes	3	\$1,150.72	\$3,452.16	



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Line	Model	Qty.	Sell Price	Extended Total	TBD Options
	  Storage Base Laminate Laminate Finish Grade 1 additional laminates - 2 week additional lead time Edge Color Paint Color Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	4 black casters Laminate Grade 1 Grade 1 additional laminates - 2 week additional lead time KENSINGTON MAPLE 10776-60 Kensington Maple edge Cayenne	/4CW LAMG1 LAMGRD1ADD /1077660 /EKM /CY		
7.8	RKT301842OPT/XT	2	\$987.04	\$1,974.08	
	  Storage Base Laminate Laminate Finish Grade 1 additional laminates - 2 week additional lead time Edge Color Paint Color Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	4 black casters Laminate Grade 1 Grade 1 additional laminates - 2 week additional lead time KENSINGTON MAPLE 10776-60 Kensington Maple edge Cayenne	/4CW LAMG1 LAMGRD1ADD /1077660 /EKM /CY		
7.9	RTEEA3654-74P	3	\$553.04	\$1,659.12	
	  Storage Base Laminate Laminate Finish Grade 1 additional laminates - 2 week additional lead time Edge Color Base Finish Caster/Glides Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	Cool Grey edge Laminate Grade 1 Grade 1 additional laminates - 2 week additional lead time KENSINGTON MAPLE 10776-60 Cool Grey Nylon glides	/ECG LAMG1 LAMGRD1ADD /1077660 /CG /GNY		
7.10	RTEEB36-74P	1	\$458.18	\$458.18	
	  Storage Base Laminate Laminate Finish Grade 1 additional laminates - 2 week additional lead time Edge Color Base Finish Caster/Glides Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	Cool Grey edge Laminate Grade 1 Grade 1 additional laminates - 2 week additional lead time KENSINGTON MAPLE 10776-60 Cool Grey Nylon glides	/ECG LAMG1 LAMGRD1ADD /1077660 /CG /GNY		
7.11	RTEFA3660-74P	1	\$592.72	\$592.72	
	  Storage Base Laminate Laminate Finish Grade 1 additional laminates - 2 week additional lead time Edge Color Base Finish Caster/Glides Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.	Cool Grey edge Laminate Grade 1 Grade 1 additional laminates - 2 week additional lead time KENSINGTON MAPLE 10776-60 Cool Grey Nylon glides	/ECG LAMG1 LAMGRD1ADD /1077660 /CG /GNY		



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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
7.12	S7B/3625512	700 Series Files Bookcase-36Wx28Hx12"D-1 Adj Shelf	2		\$446.36	\$892.72	
		Unit Color Cool Grey /CG					
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
Tag 1: ART Aug 28						Workgroup Product Subtotal	\$15,301.52
Tag 1: LOBBY Aug 28							
8.1	MPTSQR/CGL/NC	MyPlace Square Table, Concealed Glides, Non-Contrast	2		\$848.25	\$1,696.50	
		TOP SELLER Non-Contrasting Fabric Fabric APHRODITE Laminate Laminate Finish Grade 1 KI standard laminates 74P Edge Color Moisture Barrier Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 10/3/2025 and is subject to change.		Fabric Grade F APHRODITE THAMES Laminate Grade 1 Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 Kensington Maple edge No Moisture Barrier	F APHRODITE /27.258.134 LAMG1 LAMGRD1STD /LKM /EKM /NMB		
8.2	ZK030NC	Zeker Rectangle, 60"W, Low Back, Non-contrast	1		\$1,842.17	\$1,842.17	
		TOP PICK Power Option Non-contrast fabric Fabric APHRODITE Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 10/3/2025 and is subject to change.		No power Fabric Grade F APHRODITE THAMES	/NP F APHRODITE /27.258.134		
8.3	ZK050NC	Zeker Corner, Low Back, Non-contrast	2		\$1,527.44	\$3,054.88	
		TOP PICK Power Option Non-contrast fabric Fabric APHRODITE Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 10/3/2025 and is subject to change.		No power Fabric Grade F APHRODITE THAMES	/NP F APHRODITE /27.258.134		
8.4	ZK901GNG	Zeker Ganging Kit	2		\$23.40	\$46.80	
		TOP PICK No Image Available Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					



QUOTATION

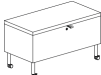
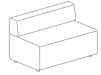
CREATED 9/3/2025
VALID THROUGH 10/3/2025
Prepared By Tricia Berg
Quote Filename Washtenaw Intermediate School District: Progress Park - Aug 28 - 25ddw-743188b/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
8.5	ZK020NC	Zeker Rectangle, 48"W, Low Back, Non-contrast	2		\$1,458.99	\$2,917.98	
		Power Option	No power	/NP			
		Non-contrast fabric	Fabric Grade F	F			
		Fabric	APHRODITE	APHRODITE			
		APHRODITE	THAMES	/27.258.134			
		Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
Tag 1: LOBBY Aug 28						Workgroup Product Subtotal	\$9,558.33
Tag 1: LOUNGE Aug 28							
9.1	MECH48L/CGL/FC	MyPlace Extended Corner Left, 48" High-Back, Concealed Glides, Contrast	1		\$3,320.46	\$3,320.46	
		Fabric Contrast #1/Base	Fabric Grade L	L			
		Fabric or Leather	ARC	ARC			
		ARC	FUNFETTI	/27.327.069F1			
		Fabric Contrast #2/Seat	Fabric Grade F	F			
		Fabric	ORIGIN	ORIGIN			
		ORIGIN	NAVY	/27.332.144F2			
		Fabric Contrast #3/Back	Fabric Grade L	L			
		Fabric or Leather	ARC	ARC			
		ARC	FUNFETTI	/27.327.069F3			
		Power Option	No power	/NP			
		Moisture Barrier	No Moisture Barrier	/NMB			
		Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
9.2	MECH48R/CGL/FC	MyPlace Extended Corner Right, 48" High-Back, Concealed Glides, Contrast	1		\$3,320.46	\$3,320.46	
		Fabric Contrast #1/Base	Fabric Grade L	L			
		Fabric or Leather	ARC	ARC			
		ARC	FUNFETTI	/27.327.069F1			
		Fabric Contrast #2/Seat	Fabric Grade F	F			
		Fabric	ORIGIN	ORIGIN			
		ORIGIN	NAVY	/27.332.144F2			
		Fabric Contrast #3/Back	Fabric Grade L	L			
		Fabric or Leather	ARC	ARC			
		ARC	FUNFETTI	/27.327.069F3			
		Power Option	No power	/NP			
		Moisture Barrier	No Moisture Barrier	/NMB			
		Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
9.3	MPT26R/CGL/NC	MyPlace 26" Round Table, Concealed Glides, Non-Contrast	2		\$947.70	\$1,895.40	
		Non-Contrasting Fabric	Fabric Grade L	L			
		Fabric or Leather	ARC	ARC			
		ARC	FUNFETTI	/27.327.069			
		Laminate	Laminate Grade 1	LAMG1			
		Laminate Finish	Grade 1 KI standard laminates	LAMGRD1STD			
		Grade 1 KI standard laminates	KENSINGTON MAPLE 10776-60	/LKM			
		74P Edge Color	Kensington Maple edge	/EKM			
		Moisture Barrier	No Moisture Barrier	/NMB			
		Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					



QUOTATION

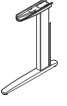
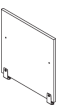
CREATED 9/3/2025
VALID THROUGH 10/3/2025
Prepared By Tricia Berg
Quote Filename Washtenaw Intermediate School District: Progress Park - Aug 28 - 25ddw-743188b/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
9.4	MRBH48/CGL/FC	MyPlace Rectangle with 48" High-Back, Concealed Glides, Contrast	2		\$2,857.14	\$5,714.28	
	● TOP SELLER 	Fabric Contrast #1/Base Fabric or Leather ARC Fabric Contrast #2/Seat Fabric ORIGIN Fabric Contrast #3/Back Fabric or Leather ARC Power Option Moisture Barrier	Fabric Grade L ARC FUNFETTI Fabric Grade F ORIGIN NAVY Fabric Grade L ARC FUNFETTI No power No Moisture Barrier	L ARC /27.327.069F1 F ORIGIN /27.332.144F2 L ARC /27.327.069F3 /NP /NMB			
		Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
9.5	TSCH3618CH	Tattoo Storage Chest, Padded Topper, 36"Wx18"D	4		\$881.60	\$3,526.40	
		Pull Option Pull Color Paint Color Base Option Non Contrasting Fabric Pad Upholstery P0 Fabric POPCORN Lock Option Lock Color	Strap pull Silver Cool Grey 4 black casters (2 locking) Compliance to TB 117-2013 Pallas Fabric Group P0 POPCORN BLUE CHEESE-BACKED Key standard Satin Chrome	/STP /SSR /CG /4CR /NFR GRPP0 POPCORN /28.059.174 /KS /SCL			
		Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
9.6	ZK020NC	Zeker Rectangle, 48"W, Low Back, Non-contrast	2		\$1,458.99	\$2,917.98	
	♥ TOP PICK 	Power Option Non-contrast fabric Fabric POPCORN	No power Fabric Grade F POPCORN BLUE CHEESE-BACKED	/NP F POPCORN /28.059.174			
		Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
9.7	ZK092NC	Zeker Backless, Half Round, Non-contrast	2		\$1,522.17	\$3,044.34	
	♥ TOP PICK 	Power Option Non-contrast fabric Fabric POPCORN	No power Fabric Grade F POPCORN BLUE CHEESE-BACKED	/NP F POPCORN /28.059.174			
		Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					



QUOTATION

CREATED 9/3/2025
VALID THROUGH 10/3/2025
Prepared By Tricia Berg
Quote Filename Washtenaw Intermediate School District: Progress Park - Aug 28 - 25ddw-743188b/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
9.8	CTABLE-73P	2	\$361.53	\$723.06	
	 C-Table, 27" Fixed Height, 18" worksurface, 73P edge Edge Color Kensington Maple edge /EKM Laminate Laminate Grade 1 LAMG1 Laminate Finish Grade 1 KI standard laminates LAMGRD1STD Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 /LKM Base Finish Cool Grey /CG Price Description: Delivered/Open Market Lead Time: 6 - 8 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
Tag 1: LOUNGE Aug 28				Workgroup Product Subtotal	\$24,462.38
Tag 1: MEDIA CENTER Aug 28					
10.1	46.5003	4	\$3.51	\$14.04	
	 InTandem Back-To-Back Ganger Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
10.2	GRM.GD1	8	\$49.14	\$393.12	
	 TOP SELLER Metal Grommet Color Cool Grey /CG Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
10.3	ITCL3029	8	\$193.64	\$1,549.12	
	 InTandem "C" Leg, 30"D, 29"H Intandem Leg Color Selection Cool Grey /CG Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
10.4	ITDV2330/E	8	\$221.72	\$1,773.76	
	 End Divider Screen, 23"Hx30"W Laminate Laminate Grade 1 LAMG1 Laminate Finish Grade 1 KI standard laminates LAMGRD1STD Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 /LKM Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				
10.5	ITPS2330	2	\$200.07	\$400.14	
	 InTandem Privacy Screen, Rect, 23"Hx30"W Laminate Laminate Grade 1 LAMG1 Laminate Finish Grade 1 KI standard laminates LAMGRD1STD Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 /LKM Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.				



QUOTATION

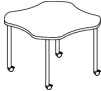
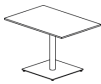
CREATED 9/3/2025
VALID THROUGH 10/3/2025
Prepared By Tricia Berg
Quote Filename Washtenaw Intermediate School District: Progress Park - Aug 28 - 25ddw-743188b/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
10.6	ITSB30/NN/ND	InTandem Rectangular Beam,30"W,No Power w/o Data Cover	4		\$203.58	\$814.32	
		Trim Color Selection Cool Grey /CG					
		 Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
10.7	ITWS3030-74P-N	InTandem Worksurface,Rectangle,2-Cutouts,No Feed,30x30",74P Edge	4		\$239.85	\$959.40	
		Laminate Laminate Grade 1 LAMG1					
		Laminate Finish Grade 1 KI standard laminates LAMGRD1STD					
		Edge Color KENSINGTON MAPLE 10776-60 /LKM					
		Cutout Style Cool Grey edge /ECG					
		Cutout for Dean /CSD					
		 Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
10.8	IWPD18	Intellect Wave Task Chair, Large, Polypropylene	8		\$200.26	\$1,602.08	
		Base Option Hard floor casters /S					
		Shell Color No Fire Retardant /NFR					
		Shell NFR Nemo /PNE					
		 Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
10.9	IWS	Intellect Wave Task Stool, Large, Polypropylene	4		\$235.60	\$942.40	
		Base Option Hard floor casters /S					
		Shell Color No Fire Retardant /NFR					
		Shell NFR Nordic /PND					
		 Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
10.10	MPC45/CGL/NC	MyPlace Backless 45° Curve, Concealed Glide, Non-contrast	3		\$1,217.97	\$3,653.91	
		Non-Contrasting Fabric Fabric Grade L L					
		Fabric or Leather ARC ARC					
		Power Option FUNFETTI /27.327.069					
		Moisture Barrier No power /NP					
		No Moisture Barrier /NMB					
		 Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					
10.12	MPCSO45SM	MyPlace 45 Degree Curved Shelving, Outside-Facing, 32" H, Starter, 12 D x 51-1/2" W, Maple	2		\$1,898.91	\$3,797.82	
		Maple Finish Kensington Maple on Maple /MMA					
		 Price Description: Delivered/Open Market Lead Time: 10 - 12 Weeks; Ships from EAST STROUDSBURG, PA Please Note: Leadtime calculated on 10/3/2025 and is subject to change.					



QUOTATION

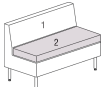
CREATED 9/3/2025
VALID THROUGH 10/3/2025
Prepared By Tricia Berg
Quote Filename Washtenaw Intermediate School District: Progress Park - Aug 28 - 25ddw-743188b/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
10.13	MPGANGKIT	MyPlace Ganger Kit	3		\$66.69	\$200.07	
	● TOP SELLER No Image Available Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 10/3/2025 and is subject to change.						
10.14	PIFXRD30H42-74P	Pirouette,Round,Fixed,30"D,42H,74P Edge	2		\$577.40	\$1,154.80	
	● TOP SELLER 	Edge Color Leg Finish Casters/Glides Grommet/Power Option Modesty Panel Laminate Laminate Finish Grade 1 KI standard laminates	Cool Grey edge Cool Grey 4 black glides No grommets, power, wire management/No cutouts No modesty panel Laminate Grade 1 Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60	/ECG /CG /4GB /NNN /NMP LAMG1 LAMGRD1STD /LKM			
	Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.						
10.15	RTEAY54-74P	Ruckus,Fixed Height Activity Table 29",Clover,1-1/4"Top,74P Edge,54"	1		\$481.74	\$481.74	
	● TOP SELLER 	Edge Color Laminate Laminate Finish Grade 1 KI standard laminates Base Finish Caster/Glides	Cool Grey edge Laminate Grade 1 Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 Cool Grey Nylon glides	/ECG LAMG1 LAMGRD1STD /LKM /CG /GNY			
	Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.						
10.16	TADAA3044	Tattoo Table,Rectangle, 3" Column,23" Base,29"H, 30x44"	1		\$600.21	\$600.21	
		Edge Style Option Edge Color Laminate Laminate Finish Grade 1 KI standard laminates Base/Column Finish	73P edge Cool Grey edge Laminate Grade 1 Grade 1 KI standard laminates KENSINGTON MAPLE 10776-60 Cool Grey	/73P /ECG LAMG1 LAMGRD1STD /LKM /CG			
	Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.						
10.17	TFMF4842	Tattoo Monolithic Flex Screen w/Tackable Fabric Core, 48"Wx42"H	1		\$675.09	\$675.09	
		Foot Option Top Cap Style Frame/Trim Color Tattoo Screen Fabric Selection VSG1 Fabric 1 CALCULATION	Adjustable Flat aluminum top cap (standard) Cool Grey Fabric Grade 1 1 CALCULATION ASH	/FADJ /F /CG GRD1 1CUPHALCULATION /C1AH			
	Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.						



QUOTATION

CREATED 9/3/2025
VALID THROUGH 10/3/2025
Prepared By Tricia Berg
Quote Filename Washtenaw Intermediate School District: Progress Park - Aug 28 - 25ddw-743188b/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options	
10.18	TLS800/FC	Tattoo Seating, Slim Seat, 4-Leg on Glides, Contrast	2		\$1,558.44	\$3,116.88		
		Fabric Contrast #1/Back, Front and Side Panels-NFR Fabric ORIGIN Fabric Contrast #2/Seat-NFR Fabric or Leather ARC Power Moisture Barrier Base Finish Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 10/3/2025 and is subject to change.		Fabric Grade F ORIGIN NAVY Fabric Grade L ARC FUNFETTI No power No Moisture Barrier Cool Grey F ORIGIN /27.332.144F1 L ARC /27.327.069F2 /NP /NMB /CG				
Tag 1: MEDIA CENTER Aug 28						Workgroup Product Subtotal	\$22,128.90	
Tag 1: add ons Ricochet								
11.1	RC4A00H14	Ricochet Stool, 14" Two-Tone Poly	2		\$125.24	\$250.48		
		Seat/Base Color Column Color Seat Pad/Ring Color Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.		Nordic Zesty Lime Blue Grey /1PND /2PZL /PGR				
11.2	RC4A00H16	Ricochet Stool, 16" Two-Tone Poly	2		\$127.72	\$255.44		
		Seat/Base Color Column Color Seat Pad/Ring Color Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.		Nordic Zesty Lime Blue Grey /1PND /2PZL /PGR				
11.3	RC4A00H18	Ricochet Stool, 18" Two-Tone Poly	4		\$132.06	\$528.24		
		Seat/Base Color Column Color Seat Pad/Ring Color Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 10/3/2025 and is subject to change.		Nordic Zesty Lime Blue Grey /1PND /2PZL /PGR				
Tag 1: add ons Ricochet						Workgroup Product Subtotal	\$1,034.16	

Quote Summary

Product SubTotal: \$115,355.23
Surcharge \$2,860.85
Estimated Sales Tax: See Notes
Quote Total: \$118,216.08

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

PROJECT LEAD TIME SUMMARY:

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.

<u>Shipping Location</u>	<u>MFG Lead Time Range</u>
GREEN BAY, WI	2 - 4 Weeks
MANITOWOC, WI	4 - 6 Weeks
PEMBROKE, ONT	5 - 7 Weeks
BONDUEL, WI	6 - 8 Weeks
HIGH POINT, NC	7 - 9 Weeks
EAST STROUDSBURG, PA	10 - 12 Weeks

- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI ingrade program may have extended lead time.
- For more information or questions regarding delivery consolidation, contact KI Customer Service.



QUOTATION

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Tricia Berg
Market Code: 1=1=Higher Education

Opportunity #: 743188

Quote Filename: Washtenaw Intermediate School District:
Progress Park - Aug 28 - 25ddw-743188b

Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
KI
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.

Coversheet

Updated WISD Policies – Second Read

Section:	VIII. New Business
Item:	B. Updated WISD Policies – Second Read
Purpose:	
Submitted by:	
Related Material:	Board Memo - 2nd Read - 10.14.25.pdf PO 1430 - Leaves of Absence.pdf PO 3430 - Leaves of Absence.pdf PO 4430 - Leaves of Absence.pdf



Washtenaw I S D

A REGIONAL EDUCATIONAL SERVICE AGENCY

DATE: October 7, 2025

TO: Naomi Norman, Superintendent and
Members of the WISD Board of Education

FROM: Becky L. Mullins
Supervisor, Human Resources and Legal Services

RE: Updated Policy – Second Read

The Policy Committee¹ recommends adoption of policies 1430 – Leaves of Absence, 3430 - Leaves of Absence, and 4430 - Leaves of Absence

A first read of the policies was done during the Board's regular meeting on September 23, 2025, which included highlights of the proposed changes.

Enclosure

¹ Steve Olsen (Board Trustee), Mary Jane Tramontin (President), Naomi Norman (Superintendent), Brian Marcel (Associate Superintendent), Cherie Vannatter (Deputy Superintendent), Cassandra Harmon-Higgins (Executive Director of Human Resources and Legal Services), and Becky Mullins (Supervisor of Human Resources and Legal Services)

Book: Policies for ISD Update
Section: Vol. 39, No. 2 - February 2025 ISD
Title: Vol. 39, No. 2 - February 2025 Revised LEAVES OF ABSENCE
Code: po1430
Status: Active

Revised Policy - Vol. 39, No. 2

1430_- LEAVES OF ABSENCE

All administrative staff members, not otherwise covered by the terms of a negotiated, collectively-bargained agreement, of this District shall be entitled to ~~the leave benefits which are not less than those provided in the master agreement with the~~ in compliance with the Earned Sick Time Act.

All requests for unpaid leaves of absence by administrative staff members shall be presented to the Board of Education for approval.

Any administrative staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

~~{DRAFTING NOTE: THIS POLICY LANGUAGE SHOULD ONLY BE USED IF THE DISTRICT DOES NOT ALREADY HAVE A POLICY OR COLLECTIVE BARGAINING PROVISIONS RELATING TO PAID TIME OFF; IF THE DISTRICT DOES HAVE SUCH POLICY(IES) OR CBA LANGUAGE, THE DISTRICT SHOULD HAVE ITS LOCAL COUNSEL REVIEW AND REVISE ITS CURRENT PTO POLICY AND/OR COLLECTIVE BARGAINING AGREEMENT LANGUAGE AS NECESSARY TO COMPLY WITH THE ESTAPMLA IN LIEU OF CHOOSING THIS OPTIONAL LANGUAGE}~~

~~{~~ ☒ **~~Paid Medical Leave (PML)~~** Earned Sick Time Act ("ESTA")

This policy provision applies to all District employees who are eligible to ~~accrue paid medical leave under the Paid Medical Leave Act (PMLA)~~ earned sick leave under the Earned Sick Leave Act ("ESTA"). "Paid Leave" includes, but is not limited to, paid vacation days, paid personal days, and paid time off (i.e. PTO).

For those employees not covered by a collective bargaining agreement (CBA), the District adopts: **~~{CHOOSE ONE (1) OF THE TWO (2) FOLLOWING OPTIONS}~~**

[] [OPTION #1]

-

The Accrual Method

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~~Each eligible employee will accrue one (1) hour of earned sick time for every thirty (30) Paid Medical Leave for every thirty-five (35) hours worked, but not more than one (1) hour of paid medical leave in a calendar week () limited to a maximum of seventy-two (72) forty (40) hours per benefit year. Eligible employees may carry over accrued but unused earned sick time to the next benefit year. Earned sick time will begin accruing () on February 21, 2025, or [END OF OPTION] () forty (40) hours () _____ [some number higher than forty (40)] _____ of accrued but unused paid medical leave time to the next benefit year. Paid medical leave will begin accruing on () March 29, 2019, or upon a new hire's start date () however, new employees must wait ninety (90) days after the commencement of employment to use accrued time [END OF OPTION]. () The District will prorate paid leave for eligible employees hired during a benefit year. [END OF OPTIONAL SENTENCE]~~

[X] [OPTION #2]

The Frontload Method

The District will frontload ~~forty (40) hours of Paid Medical Leave to eligible employees on March 29, 2019,~~ up to seventy-two (72) hours of earned sick time to eligible employees on February 21, 2025, which will be prorated for the first year if the benefit year tracks the calendar year. ~~() No carryover of paid medical leave is permitted. Unused earned sick leave will not carry over from year to year.~~ In subsequent benefit years, the District will provide an eligible employee with up to seventy-two (72) hours of earned sick time on () February 21, 2025 (X) July 1st ~~[INSERT THE START DATE OF THE NEW BENEFIT YEAR] [END OF OPTION] forty (40) hours of paid medical leave on () March 29 () _____ [INSERT THE START DATE OF THE NEW BENEFIT YEAR]. An employee cannot carry over unused paid medical leave to the next benefit year.~~

A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.

[END OF OPTIONS]

An employee may ~~use Paid Medical Leave under the PMLA for~~ use earned sick time under the ESTA Paid Medical Leave for:

- A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.

- B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:
1. for medical, psychological or other counseling for physical or psychological injury or disability;
 2. to obtain services from a victim services organization;
 3. to relocate due to domestic violence or sexual assault;
 4. to obtain legal services; and/or
 5. to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- C. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- D. Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.
- E. If health authorities or a health care provider have determined that the employee or employee's family member would jeopardize the health of others because of their exposure to a communicable disease regardless of whether the employee or family member has actually contracted the communicable disease.

An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

Definitions

A "family member" includes:

- A. a biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis;
- B. a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse or domestic partner, or an individual who stood in loco parentis when the employee was a minor child;

- C. an individual to whom the employee is "legally married under the laws of any state; "
- D. a grandparent or grandchild; ~~and~~
- E. a biological, foster, or adopted sibling; and
- F. any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

A "domestic partner" means an adult in a committed relationship with another adult, including both same-sex and different-sex relationships.

A "committed relationship" means one in which the employee and another individual share responsibility for a significant measure of each other's common welfare, such as any relationship between individuals of the same or different sex that is granted legal recognition by a state, political subdivision, or the District of Columbia as a marriage or analogous relationship, including, but not limited, a civil union.

~~[DRAFTING NOTE: IF THE DISTRICT HAS A DIFFERENT WRITTEN POLICY OR COLLECTIVE BARGAINING PROVISION THAT ADDRESSES INCREMENTAL LEAVE, IT SHOULD NOT SELECT THE ONE (1) HOUR INCREMENT OPTION, BUT SHOULD INSTEAD REFER TO THE APPROPRIATE WRITTEN POLICY OR CBA.]~~

[X] PMLA ESTA leave must be used in ~~(1) one (1) hour increments~~ (X) fifteen (15) minute increment(s). ~~[DRAFTING NOTE: IF EMPLOYER'S PAYROLL SYSTEM ALLOWS FOR A SMALLER INCREMENT OF TIME TO BE ENTERED FOR ABSENCES, THAT INCREMENT MUST BE STATED MAY INSERT A LONGER INCREMENT.] [END OF OPTIONS]~~

~~An eligible employee who is using Paid Medical Leave because of domestic violence or sexual assault may be required to provide documentation that the Paid Medical Leave has been used for that purpose.~~ If the need for earned sick time is foreseeable, an employer may require advance notice of the intent to use it, provided the notice period does not exceed seven (7) days before the leave begins.

~~Employees must follow the District's usual practice or procedure for requesting, although the District will give employees three (3) days to acquire the proper documentation if the time off is used for paid medical leave, for the reasons set forth above.~~ If the need for earned sick time is not foreseeable, an employer may require the employee to provide notice of their intent to use it as soon as practicable. What is considered practicable depends on the specific facts and circumstances of each situation, and both parties should approach this requirement reasonably. For consistency, a similar standard would apply under ESTA. When taking leave under ESTA, employees must provide enough information for the employer to assess whether it qualifies

under ESTA's eligible uses. If the employer is uncertain, they may request additional details about the nature of the leave to determine its eligibility.

For earned sick leave exceeding three consecutive days, an employer may require reasonable documentation confirming that the leave was used for a permissible purpose. The employee must provide this documentation promptly upon request pursuant to the following guidelines:

-

A. Employer-required documentation should not include details about the illness or specifics of the violence.

-

B. If documentation is required, the employer must cover any out-of-pocket costs the employee incurs to obtain it.

-

C. An employer cannot delay the start of the leave due to a failure to receive documentation.

Employees will be paid at a rate equal to the greater of either the normal hourly or base wage rate for that employee or the minimum wage rate, at the time of absence. ~~PMLA~~ ESTA pay will not include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece-rate pay, or gratuities. For any employee whose hourly rate varies depending on work performed, the "normal hourly wage" means the average hourly wage of an employee in the pay period immediately prior to the pay period in which the employee used paid earned sick time.

Employee ~~(X)~~ will not ~~(X) will~~ ~~[END OF OPTION]~~ be paid for unused, accrued ~~PMLA~~ ESTA leave time at the end of the benefit year or upon separation, voluntary or involuntary.

To the extent that any current collective bargaining agreements already provide all of the requirements of the ~~PMLA~~ ESTA, those are sufficient to address the District's obligations to that set of employees and will control the employees covered under the collective bargaining agreement instead of this policy.

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Classification

Topic

Revised

Book: Policies for ISD Update
Section: Vol. 39, No. 2 - February 2025 ISD
Title: Vol. 39, No. 2 - February 2025 Revised LEAVES OF ABSENCE
Code: po3430
Status: Active

Revised Policy - Vol. 39, No. 2

3430 - LEAVES OF ABSENCE

All professional staff members, not otherwise covered by the terms of a negotiated, collectively-bargained agreement, of this District shall be entitled to the leave benefits ~~which are not less than those provided in the master agreement with the~~ in compliance with the Earned Sick Time Act.

All requests for unpaid leaves of absence by professional staff members shall be presented to the Board of Education for approval.

Any professional staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

~~[DRAFTING NOTE: THIS POLICY LANGUAGE SHOULD ONLY BE USED IF THE DISTRICT DOES NOT ALREADY HAVE A POLICY OR COLLECTIVE BARGAINING PROVISIONS RELATING TO PAID TIME OFF; IF THE DISTRICT DOES HAVE SUCH POLICY(IES) OR CBA LANGUAGE, THE DISTRICT SHOULD HAVE ITS LOCAL COUNSEL REVIEW AND REVISE ITS CURRENT PTO POLICY AND/OR COLLECTIVE BARGAINING AGREEMENT LANGUAGE AS NECESSARY TO COMPLY WITH THE ESTAPMLA IN LIEU OF CHOOSING THIS OPTIONAL LANGUAGE]~~

~~[X]~~ Paid Medical Leave (PML) Earned Sick Time Act ("ESTA")

This policy provision applies to all District employees who are eligible to ~~accrue paid medical leave under the Paid Medical Leave Act (PMLA).~~ earned sick leave under the Earned Sick Leave Act ("ESTA"). ~~"Paid Leave" includes, but is not limited to, paid vacation days, paid personal days, and paid time off (i.e. PTO).~~

For those employees not covered by a collective bargaining agreement (CBA), the District adopts: ~~[CHOOSE ONE (1) OF THE TWO (2) FOLLOWING OPTIONS]~~

[] [OPTION #1]

-

The Accrual Method

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~~Each eligible employee will accrue one (1) hour of earned sick time for every thirty (30) Paid Medical Leave for every thirty-five (35) hours worked, but not more than one (1) hour of paid medical leave in a calendar week () limited to a maximum of seventy-two (72) forty (40) hours per benefit year. Eligible employees may carry over accrued but unused earned sick time to the next benefit year. Earned sick time will begin accruing () on February 21, 2025, or [END OF OPTION] () forty (40) hours () _____ [some number higher than forty (40)] _____ of accrued but unused paid medical leave time to the next benefit year. Paid medical leave will begin accruing on () March 29, 2019, or upon a new hire's start date () however, new employees must wait ninety (90) days after the commencement of employment to use accrued time [END OF OPTION]. () The District will prorate paid leave for eligible employees hired during a benefit year. [END OF OPTIONAL SENTENCE]~~

[X] [OPTION #2]

The Frontload Method

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A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.

[END OF OPTIONS]

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- A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.

- B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:
1. for medical, psychological or other counseling for physical or psychological injury or disability;
 2. to obtain services from a victim services organization;
 3. to relocate due to domestic violence or sexual assault;
 4. to obtain legal services; and/or
 5. to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- C. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- D. Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.
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An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

Definitions

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- B. a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse or domestic partner, or an individual who stood in loco parentis when the employee was a minor child;

- C. an individual to whom the employee is "legally married under the laws of any state; "
- D. a grandparent or grandchild; ~~and~~
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- F. any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

A "domestic partner" means an adult in a committed relationship with another adult, including both same-sex and different-sex relationships.

A "committed relationship" means one in which the employee and another individual share responsibility for a significant measure of each other's common welfare, such as any relationship between individuals of the same or different sex that is granted legal recognition by a state, political subdivision, or the District of Columbia as a marriage or analogous relationship, including, but not limited, a civil union.

~~**[DRAFTING NOTE: IF THE DISTRICT HAS A DIFFERENT WRITTEN POLICY OR COLLECTIVE BARGAINING PROVISION THAT ADDRESSES INCREMENTAL LEAVE, IT SHOULD NOT SELECT THE ONE (1) HOUR INCREMENT OPTION, BUT SHOULD INSTEAD REFER TO THE APPROPRIATE WRITTEN POLICY OR CBA.]**~~

[X] PMLA ESTA leave must be used in ~~() one (1) hour increments~~ **(X)** fifteen (15) minute increment(s). ~~**[DRAFTING NOTE: IF EMPLOYER'S PAYROLL SYSTEM ALLOWS FOR A SMALLER INCREMENT OF TIME TO BE ENTERED FOR ABSENCES, THAT INCREMENT MUST BE STATED MAY INSERT A LONGER INCREMENT.] [END OF OPTIONS]**~~

~~An eligible employee who is using Paid Medical Leave because of domestic violence or sexual assault may be required to provide documentation that the Paid Medical Leave has been used for that purpose.~~ If the need for earned sick time is foreseeable, an employer may require advance notice of the intent to use it, provided the notice period does not exceed seven (7) days before the leave begins.

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Employee ~~(X)~~ will not ~~(X) will~~ ~~[END OF OPTION]~~ be paid for unused, accrued ~~PMLA~~ ESTA leave time at the end of the benefit year or upon separation, voluntary or involuntary.

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Classification

Topic

Revised

Book: Policies for ISD Update
Section: Vol. 39, No. 2 - February 2025 ISD
Title: Vol. 39, No. 2 - February 2025 Revised LEAVES OF ABSENCE
Code: po4430
Status: Active

Revised Policy - Vol. 39, No. 2

4430 - LEAVES OF ABSENCE

All support staff members, not otherwise covered by the terms of a negotiated, collectively-bargained agreement, of this District shall be entitled to the leave benefits ~~which are not less than those provided in the master agreement with the _____~~ in compliance with the Earned Sick Time Act.

All requests for unpaid leaves of absence by support staff members shall be presented to the Board of Education for approval.

Any support staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

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☐ [OPTION #1]

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The Accrual Method

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Classification

Topic

Revised

Coversheet

Updated WISD Policies – First Read

Section:	VIII. New Business
Item:	C. Updated WISD Policies – First Read
Purpose:	
Submitted by:	
Related Material:	Memo re Policies to Board - 1st read 10.14.25.pdf PO 1420 - Administrator Evaluation.pdf po 1540 - Administrative Staff Reductions-Recalls.pdf PO 2340 - Field & Other District Sponsored Trips.pdf PO 2414 - Reproductive Health & Family Planning.pdf PO 2418 - Sex Education.pdf PO 5330.01- Epinephrine Auto-Injectors.pdf PO 5340 - Student Accidents.pdf PO 6550 - Travel Payment & Reimbursement.pdf



DATE: October 7, 2025

TO: Naomi Norman, Superintendent and
Members of the WISD Board of Education

FROM: Becky L. Mullins
Supervisor, Human Resources and Legal Services

RE: Updated Policies – First Read

The Policy Committee¹ recommends adoption of the proposed policy changes to the following as attached:

WISD Board Policies -

Policy #1420 – School Administrator Evaluation

The changes in this policy are due to the statute, M.C.L. 380.1249b, which went into effect July 1, 2024.

Policy #1540 – Administrative Staff Reductions/Recalls

This policy has been added to address existing administrative staff reductions/recalls.

Policy #2340 – Field & Other District Sponsored Trips

This policy has been changed to update language overall and to include transportation options and provisions.

Policy #2414 – Reproductive Health & Family Planning

The legislature repealed the portions of the school aid act that require a disciplinary policy for providing abortion assistance and that provide additional limitations on instruction in reproductive health or other sex education, M.C.L. 388.1766 and 388.1766a respectively. Based on the repeal of these sections, the language was updated in the related provisions in this policy. Language that was present solely because of M.C.L. 388.1766 has been deleted. Also, provisions have been modified to track more closely with the notice language that is still in effect in M.C.L. 380.1507.

Policy #2418 – Sex Education

The legislature repealed the portions of the school aid act that require a disciplinary policy for providing abortion assistance and that provide additional limitations on instruction in reproductive health or other sex education, M.C.L. 388.1766 and 388.1766a respectively. Based on the repeal of these sections, the language has been updated in the related provisions in this policy. This includes deleting the reference to requirements of M.C.L. 388.1766 that have been rescinded and adding language from 1507b to ensure all curriculum requirements are noted.

Policy #5330.01 – Epinephrine Auto-Injectors

This policy was revised adding the immunity provisions set forth in applicable State law.

Policy #5340 – Student Accidents

Public Act 36 makes it necessary to develop a cardiac response plan. This policy has been revised to reflect this requirement.

Policy #6550 – Travel Payment & Reimbursement

Brian Marcel requested an additional change to this policy following its approval at the August 26, 2025 regular Board meeting.

Enclosure

¹ Steve Olsen (Board Trustee), Mary Jane Tramontin (Board Vice President), Naomi Norman (Superintendent), Brian Marcel (Associate Superintendent), Cherie Vannatter (Deputy Superintendent), Cassandra Harmon-Higgins (Executive Director of Human Resources and Legal Services), and Becky Mullins (Supervisor of Human Resources and Legal Services)

Book: Policies for ISD Update

Section: Special Update - November 2023

Title: Revised SCHOOL ADMINISTRATOR EVALUATION

Code: po1420

Status: Active

Revised Policy - Special Update - November 2023

1420 - SCHOOL ADMINISTRATOR EVALUATION

~~[DRAFTING NOTE: Please note that the amended statute also imposes a requirement for contracts entered into after the July 1, 2024 effective date. M.C.L. 380.1249b(1)(g). This does not need to be in policy, but will affect district operations going forward.]~~

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the school administrator's job performance ~~_at least_~~ annually in a year-end evaluation, while providing timely and constructive feedback.

The Superintendent or designee shall perform administrators' evaluations. Administrators rated highly effective ~~_or, as of July 1, 2024, effective_~~ on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. Establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth.
- C. ~~Evaluates a school administrator's job performance as highly effective, effective, minimally effective, or ineffective using multiple rating categories that take into account student growth and assessment data. For the 2018-2019 school year, twenty-five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2019-2020 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment~~

~~data.~~ Before the 2024-2025 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.

~~For~~ Prior to July 1, 2024 for building-level administrators, the data to be used is the aggregate student growth and assessment data that are used in teacher annual year-end evaluations in each school in which the school administrator works as an administrator. For a ~~_central-office-level_~~ central office-level administrator, the pertinent data is that of the entire School District.

Beginning in the 2024-2025 school year, the annual evaluation must include the student growth and assessment data or student learning objectives metrics and twenty percent (20%) of the annual evaluation must be based on student growth and assessment data or student learning objectives metrics.

After July 1, 2024, the evaluations must be based primarily on the administrator's performance as measured by the District's evaluation tool.

D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:

1. The effectiveness of school administrators, so that they are given ample opportunities for improvement.
2. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development.
3. ~~Removing~~ Prior to July 1, 2024, removing ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.

~~4. () Whether Prior to July 1, 2024, whether to grant full certification to school administrators using rigorous standards and streamlined, transparent, and fair procedures.~~

~~E. The~~ Prior to July 1, 2024, the portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on ~~at least the following for the school in which the school administrator works as an administrator:~~ core metrics which guide the evaluation process; additional factors may be considered when they offer substantive insight into outcomes/effectiveness.

- ~~1. The school administrators' training and proficiency in conducting teacher performance evaluations if s/he does so, or his/her designee's proficiency and training if the administrator designates such duties.~~

-
~~2.—The progress made by the school or District in meeting the goals established in the school/District improvement plan.~~

-
~~3.—Student attendance.~~

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~~4.—Student, parent, and teacher feedback and other information considered pertinent by the Board.~~

-
After July 1, 2024, the portion of the year-end evaluation that is not based on student growth and assessment data or student learning objectives must be based on objective criteria.

- F. For the purposes of conducting ~~annual~~ year-end evaluations under the performance evaluation system, the District shall adopt and implement one (1) or more of the evaluation tools for teachers or administrators, if available, that are included on the list established and maintained by the Michigan Department of Education ("MDE"). However, if the District has one (1) or more local evaluation tools for administrators or modifications of an evaluation tool on the list, and the District complies with G., below, the District may conduct annual ~~year-end~~ evaluations for administrators using one (1) or more local evaluation tools or modifications. The evaluation tools shall be used consistently among the schools operated by the District so that all similarly situated school administrators are evaluated using the same measures.
- G. The District shall post on its public website all of the following information about the measures it uses for its performance evaluation system for school administrators:
1. The research base for the evaluation framework, instrument, and processor or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
 2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
 3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
 4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.

5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
6. A description of the plan for providing evaluators and observers with training.

H. The District shall also:

1. Provide training to school administrators on the measures used by the District in its performance evaluation system and on how each of the measures is used. This training may be provided by a District or by a consortium consisting of two (2) or more districts, the intermediate school district, or a public school academy.
2. Ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

Prior to July 1, 2024, administrators shall receive a rating of highly effective, effective, minimally effective, or ineffective. After July 1, 2024, the rating system must assign a rating of effective, developing, or needing support and the evaluation process shall comply with the requirements of M.C.L. 380.1249b. After July 1, 2024, if an administrator is rated as needing support, they will be provided with the options set out in M.C.L. 380.1249b.

The evaluation system shall ensure that if the administrator is rated as minimally effective or ineffective prior to July 1, 2024, or developing or needing support on or after July 1, 2024, the person(s) conducting the evaluation shall develop and require the school administrator to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the administrator on his/her the next annual year-end evaluation. An administrator rated as ~~"ineffective"~~ ineffective prior to July 1, 2024, or needing support on or after July 1, 2024 on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

After July 1, 2024, the evaluation system must include a midyear progress report for each administrator in each year they are evaluated. This midyear progress report shall comply with M.C.L. 380.1249b and may not replace the annual evaluation.

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After July 1, 2024, for the first three (3) years that an administrator is in a new administrative position, they shall be assigned a mentor or coach.

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform ~~his/her~~ assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines, and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to the ~~his/her~~ administrator's performance which are to be placed in the personnel file.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

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Legal References

M.C.L. 380.1249, 1249b

Book: Policies for ISD Update
Section: Vol. 38, No. 1 - September 2023
Title: ADMINISTRATIVE STAFF REDUCTIONS/RECALLS
Code; po1540
Status: Active

New Policy - Vol. 38, No. 1

1540 - ADMINISTRATIVE STAFF REDUCTIONS/RECALLS

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

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

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Legal References

PA 102, 2011

M.C.L. 380.1248

Book: Policies for ISD Update
Section: Vol. 39, No. 2 - February 2025 ISD
Title: FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Number: po2340

2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

Field Trips

~~The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:~~

- ~~A. () supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;~~
- ~~B. () arouse new interests among students;~~
- ~~C. () help students relate school experiences to the reality of the world outside of school;~~
- ~~D. () bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;~~
- ~~E. () afford students the opportunity to study real things and real processes in their actual environment.~~

For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by (X) the Superintendent ~~() the Board~~ **[END-OF-OPTIONS]** and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher.

Properly planned and executed field trips should cultivate new interests among students, help students relate school experience to the reality of the world outside of school, bring the resources of the community within the student's learning experience, and afford students the opportunity to study real things and processes in their actual environment.

☒ Out-of-state field trips that do not include an overnight stay must be approved by ☒ the Administration ~~() the Board [END OF OPTIONS] [END OF OPTIONAL PARAGRAPH]~~

~~☐ Field trips to destinations more than _____ [ENTER AMOUNT] miles from the District must be approved by the () Superintendent () Board [END OF OPTIONS] [END OF OPTIONAL PARAGRAPH]~~

Extra-Curricular/Co-Curricular Trips

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the ☒ Administration ~~() Athletic Director () Board [END OF OPTIONS]~~ in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the ~~() Athletic Director () Principal~~ ☒ Superintendent ~~() Board [END OF OPTIONS]~~ of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than MHSAA athletic teams participating in State tournaments/meets.

Overnight Travel

Overnight travel is defined as a field trip that involves one (1) or more overnight stays. The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such, it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the ~~() Principal~~ ☒ Superintendent ~~[END OF OPTIONS]~~ in accordance with the District's overnight travel guidelines (), and then must be submitted to the Board for final approval ~~[END OF OPTION]~~.

☒ International field trips present special considerations that need to be taken into account when planning these activities. The Board must approve these trips to be considered District-sponsored trips. The Board will only approve international field trips that are affiliated with a sponsoring or commercial organization that specializes in international travel ☒ and that is responsible for establishing the cost of such programs and for collecting payment directly from participating students or their parents ~~[END OF OPTION] [END OF OPTIONAL PARAGRAPH]~~

~~☐ Approval of international travel shall also take into account travel warnings for Americans to avoid travel to specified countries. These warnings are issued by the United States Department of State based on~~

~~current conditions around the world and are updated as deemed necessary. [END OF OPTION]~~

Other District-Sponsored Trips

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

Trip Approval Process

No staff member may offer or lead any trip as a District-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

Proposals shall include the details of the trip, the cost of the trip, identify any third-party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be properly supervised.

[X] Any trip included in curriculum guides shall be considered to have been approved in advance. All field trips not listed in the curriculum guide must each be approved. **[END OF OPTION]**

~~**[]** A list of field trips may be approved annually. Each proposed field trip not so listed must be separately approved. **[END OF OPTION]**~~

The Board shall:

~~**A. () approve all proposed field trips.**~~

~~**B. () consider field trips which are included in curriculum guides to have been approved in advance. All field trips not listed in the curriculum guide must each be approved by the Board.**~~

~~**C. () annually approve a list of potential field trips. Each proposed field trip not so listed must be approved by the Board.**~~

~~**D. () approve those field trips and other District-sponsored trips which () take students more than _____ () miles from this District. () are planned to keep students out of the District overnight or longer or out of the State. **[END OF OPTION]****~~

General Trip Provisions

The Superintendent shall approve all other such trips.

[X] The Board shall assume the costs of field trips; no regularly enrolled student shall be charged a fee for participation in field trips. Students may be charged fees, however, for other District-sponsored trips which are not part of a course of study. [END OF OPTION]

~~[] Students may be charged fees for District-sponsored trips () but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically [END OF OPTION]. [END OF OPTIONAL PARAGRAPH]~~

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[] Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. (X) Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips. [END OF OPTION]

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The Superintendent shall prepare administrative guidelines for the operation of both field and other District- sponsored trips, including athletic trips, which shall ensure:

- A. (↔) the safety and well-being of students;
- B. (↔) parental permission is sought and obtained before any student leaves the District on a trip;
- C. (X) each trip is properly planned and, if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. (X) the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. (↔) each trip is properly monitored;
- F. (↔) student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G. (↔) the staff member in charge shall have access to each student's Emergency Medical Authorization Form; ~~a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.~~

- H. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- I. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities;
- J. provisions for the selection of lodging (for overnight trips) that provides a safe and secure environment.

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☒ A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in the staff member's~~his/her~~ charge is imperiled ☒ or where changes or substitutions beyond the staff member's~~his/her~~ control have frustrated the purpose of the trip ~~[END-OF-OPTION]~~.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

Trips Not Sponsored by the District

No staff member, volunteer, coach, or other individual acting in some capacity for the District may solicit students of this District to participate in any trip not sponsored by the District unless that staff individual has received approval of the ~~() Principal~~ ☒ Superintendent ~~[END-OF-OPTION]~~ to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the District is participating, as well as athletic activities outside the District's athletic program.

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If approval is granted to solicit students to participate, that individual must clearly communicate to parents that the trip is not District-sponsored and that that individual is not participating within the staff individual's role representing the District. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics/Policy 4210 - Support Staff Ethics.

Transportation for Field and Other District Sponsored Trips

Regular or special-purpose school vehicles will be used for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

☒ The District shall assume transportation costs for

☒ all field trips.

~~() a certain number of approved field trips as specified in the Superintendent's administrative guidelines.~~

[END OF OPTIONS]

For all other trips, including co-curricular, athletic, and other extra-curricular trips, the District:

A. ☒ ~~will~~ may assume the transportation costs.

B. ~~() will assume the vehicle cost but the cost of the driver shall be paid~~

~~() by the sponsoring organization.~~

~~() from the designated fund.~~

~~C. () will provide for the vehicles for all other trips but a mileage charge will be assessed to cover the cost of the driver and fuel.~~

~~This charge is to be paid~~

~~() by the sponsoring organization.~~

~~() from the designated fund. [END OF OPTIONS]~~

~~[] Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. [END OF OPTION]~~

☒ All field trips shall be supervised by members of the staff. ~~All other District sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are in the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well to supervise students upon return to the District and while they are waiting for rides home. [END OF OPTION]~~

☒ All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception. **[END OF OPTION]**

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☒ District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle ~~() without the approval of the Principal~~ **[END OF OPTION]**.

☒ No student is allowed to drive on any trip. ~~An exception may be made by the Principal on an individual basis provided the student has written parental permission () and does not transport any other student~~ **[END OF OPTION]**.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on the use of District vehicles and/or private vehicles.

~~[] School vehicles are not to be used if the entire distance traveled outside the State is more than _____ () miles.~~

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Legal References
M.C.L. 380.1282

Book: Policies for ISD Update
Section: Vol. 38, No. 2 - February 2024 ISD
Title: REPRODUCTIVE HEALTH AND FAMILY PLANNING
Number: po2414

2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Board of Education directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. ~~Additionally, any school official, member of the Board, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.~~

Each person who teaches Kindergarten to ~~twelve (12)~~12 through young adult students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

For a class in which the subjects of family planning or reproductive health are discussed, the District shall notify the parents of the fact that the student will be enrolled in the course and notify the parents about the content of the instruction. Parents shall be given prior opportunity to review the materials to be used (other than tests) and shall be advised in advance of the parents' right to have their child excused from the instruction. ~~The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.~~

Before any revisions to the curriculum on the subjects taught pursuant to M.C.L. 380.1169 are implemented, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for Board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1507.

A.C. Rule 388.273 et seq.

M.C.L. 380.1169, 380.1506, 380.1507, ~~388.1766~~

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Legal References

A.C. Rule 388.273 et seq.

M.C.L. 380.1169, 380.1506, 380.1507

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Book: Policies for ISD Update

Section: Vol. 38, No. 2 - February 2024 ISD

Title: Vol. 38, No. 2 - February 2024 ISD Revised SEX EDUCATION

Code: po2418

Status: Active

2418 - SEX EDUCATION

In accordance with Michigan statute, the Board of Education authorizes instruction in sex education. Such instruction may include family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted disease.

The instruction described in this policy shall stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease and is a positive lifestyle for unmarried young people.

Such instruction shall be elective and not a requirement for graduation.

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course and is notified in advance of the parent's/guardian's ~~his or her~~ right to have the student excused from the class. The Michigan Board of Education shall determine the form and content of the notice required in this policy.

Upon the written request of a student or the student's parent or legal guardian, the student shall be excused, without penalty or loss of academic credit, from attending a class described in this policy. If a parent or guardian submits a continuing written notice, the student will not be enrolled in a class described in this policy unless the parent or guardian submits a written authorization for that enrollment.

The District shall provide the instruction by teachers qualified to teach health education. Material and instruction in a sex education curriculum shall be age-appropriate, ~~not~~

~~medically inaccurate~~ medically accurate, and shall comply with the statutory requirements of M.C.L. 380.1507b.

The Board shall establish a sex education advisory board and shall determine terms of service for the sex education advisory board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District's population. The Board shall appoint two (2) co-chairs for the advisory board, at least one (1) of whom is a parent of a child attending a District school. At least one-half (1/2) of the members of the sex education advisory board shall be parents who have a child attending a District school, and a majority of these parent members shall be individuals who are not employed by a District. The sex education advisory board shall include students of the District, educators, local clergy, and community health professionals. Written or electronic notice of a sex education advisory board meeting shall be sent to each member at least two (2) weeks before the date of the meeting.

The sex education advisory board shall:

- A. Establish program goals and objectives for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases. Additional program goals and objectives may be established by the sex education advisory board that are not contrary to Michigan law.
- B. Review the materials and methods of instruction used and make recommendations to the Board for implementation. The advisory board shall take into consideration the District's needs, demographics, and trends ~~including trends,~~ including, but not limited to, teenage pregnancy rates, sexually transmitted disease rates, and incidents of student sexual violence and harassment.
- C. At least once every two (2) years, evaluate, measure, and report the attainment of program goals and objectives established by the advisory board. The Board shall make the resulting report available to parents in the District.

Before adopting any revisions in the materials or methods used in instruction under this policy ~~policy,~~ including, but not limited to, revisions to provide for the teaching of abstinence from sex as a method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for Board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1169.

Each person who provides instruction to Kindergarten to ~~twelve (12)~~ 12 young adult age students in accordance with this policy shall receive training based on District approved

standards and in accordance with training requirements of the Michigan Department of Education (MDE) and the Michigan Department of Health and Human Services (MDHHS).

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. ~~Additionally, any school official, member of the Board, or employee of the Board who is not the parent or legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.~~

For purposes of this policy, "family planning" means the use of a range of methods of fertility regulation to help individuals or couples avoid unplanned pregnancies; bring about wanted births; regulate the intervals between pregnancies; and plan the time at which births occur in relation to the age of parents. It may include the study of fetology. It may include marital and genetic information. Clinical abortion shall not be considered a method of family planning, nor shall abortion be taught as a method of reproductive health.

M.C.L. 380.1507, 380.1507b, ~~380.1507,~~ 380.1169. ~~388.1766~~

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Legal References

M.C.L 380.1507, 380.1507b, 380.1169

Classification

Topic: Revised

Book: Policies for ISD Update
Section: Vol. 39, No. 2 - February 2025
ISD Title: EPINEPHRINE AUTO-INJECTORS
Number: po5330.01

5330.01 - EPINEPHRINE AUTO-INJECTORS

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

~~Each~~ Commencing with the 2014-15 school year, ~~each~~ school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of the school nurse ~~[insert person or position]~~ to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The school nurse shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

Individuals Qualified to Administer

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the District maintained Epi-Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

Students to Whom Injections May Be Administered

A licensed, registered, professional nurse or trained and authorized employees under this policy may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

The District and its personnel are immune from civil and criminal liability related to the administration or non- administration of epinephrine to the extent set forth in applicable State law.

Reporting of Injections

Any person who administers an Epi-Pen injection to a student shall promptly notify the

☒ student's parent/guardian.

☒ Building principal or school nurse, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

All Epi-Pen injections by District employees to students shall be reported in writing to the program principal. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Superintendent/or designee shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

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Legal References

M.C.L. 380.1178, 380.1179, 380.1179A

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School

Book: Policies for ISD Update
Section: Vol. 39, No. 1 - September 2024 ISD
Title: STUDENT ACCIDENTS
Number: po5340

5340 - STUDENT ACCIDENTS

The Board of Education believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

Beginning with the 2025-2026 school year, the Board shall develop a cardiac response plan. This plan will include utilizing employees to respond to sudden cardiac arrests or other life-threatening emergencies that may occur on school campuses during school hours or at school-sponsored events including, but not limited to, school-sponsored athletic events.

~~[] The Superintendent may provide for an in-service program on first aid and CPR~~

~~procedures.~~ The administrator in charge must submit an accident report to the Superintendent on all accidents.

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Book: Policies for ISD Update

Section: Vol. 39, No. 1 - EDGAR UGG - September 2024 ISD

Title: Vol. 39, No. 1 - EDGAR UGG - September 2024 Revised TRAVEL PAYMENT & REIMBURSEMENT

Code: po6550

Status: Active

Revised Policy - Vol. 39, No. 1 - EDGAR/UGG Revisions

6550 - TRAVEL PAYMENT & REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses reasonably and necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines. Travel costs may include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the District.

~~Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually.~~ Reimbursement rates for meals and incidental expenses will be based on the U.S General Services Administration per diem rates. Incidental expenses include tips for baggage handling, bell desk services, housekeeping, etc. The Board shall establish mileage rates in accordance with the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6114.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or their designee), must apply to travel under Federal awards.

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Legal References

2 C.F.R. 200.474

Classification	Topic	Revised
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DRAFT

Coversheet

Retainer's Newsletter

Section:	XI. Administrative Reports
Item:	B. Retainer's Newsletter
Purpose:	
Submitted by:	
Related Material:	September_2025_School_Law_Notes.pdf



SCHOOL LAW NOTES

SEPTEMBER 25, 2025

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Upcoming Speaking Engagements
Annual Summer Tax Resolution Form

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
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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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Mind the (Cash Flow) Gap: Borrowing Options

The State of Michigan's new fiscal year begins on October 1 and, as of this newsletter's publication date, the Legislature has not yet passed a state budget. For schools, this uncertainty creates multiple concerns. Without an approved budget, state aid payments could be delayed or disrupted, leading to cash flow challenges.

While these concerns are understandable, it is important not to panic or resort to drastic measures, such as tapping into bond proceeds, debt funds, or sinking funds to meet operating needs (which is illegal, prohibited, and carries significant penalties). Instead, Michigan law provides short-term borrowing options designed specifically to help schools bridge temporary cash flow gaps.

While bonds finance long-term capital improvements, like buildings or athletic facilities, cash flow borrowings are different. They are short-term and designed to cover *temporary* operating deficits. The primary tools available to schools are State Aid Notes (SANs) and Tax Anticipation Notes (TANs) which, instead of being repaid through a separate debt levy, pledge repayment from future receipts of state aid or tax revenues, respectively.

A Line of Credit (LOC) can also be a viable option, but the legal and procedural borrowing requirements are cumbersome. For example, (1) prior approval from the Michigan Department of Treasury (Treasury) is required before issuance even if your school already has qualified status, (2) a security report filing is required after issuance regardless of any draw, and (3) if the LOC is tax-exempt, an IRS filing is also required after *each* draw.

A SAN allows a school to borrow against its future state aid revenues. Under state law, a school is generally permitted to borrow up to 70% of allocated, unreceived, and unpledged state aid. The SAN must be repaid within 372 days. A SAN is typically purchased by a local bank through either a competitive or negotiated process. In most cases, a SAN can be issued within four to six weeks, though the timeline can be accelerated if needed.

Schools may also be familiar with the Michigan Finance Authority's (MFA) SAN pooled borrowing program, which usually takes place in the summer. If a school borrowed through the MFA and needs a supplemental borrowing, then the school must obtain MFA's prior written consent to issue another SAN. The MFA requires that its SAN take priority over any other SAN issued. That restriction may increase the interest rate on or even limit bidders for a supplemental borrowing.

An alternative and less common option for borrowing is a TAN. When state aid is in flux or if a school has already borrowed through the MFA, a TAN may be an attractive option, given that it allows a school to borrow against future expected tax revenues. Typically, a

TAN may pledge either the current fiscal year's tax collections or the next succeeding fiscal year's tax collections. Repayment is often based on when the respective taxes are collected, and schools have a statutory obligation to set aside a portion of each dollar of tax collections until the amount set aside is sufficient to pay off the TAN. Like a SAN, TANs may be issued through a competitive or negotiated process, and the issuance process generally takes up to four to six weeks.

Planning for Borrowing

If your school anticipates needing to borrow for cash flow purposes, it is important to start planning as soon as possible. Key steps include:

- *Contact your note counsel.* Discuss borrowing options, timing, and next steps.
- *Verify qualified status.* The school should ensure that it obtains qualified status from Treasury as soon as possible. Qualified status is typically granted in November or December of the previous year, and it gives a school blanket authority to borrow without additional Treasury approval. If your district does not currently have qualified status, we strongly recommend clients contact note counsel immediately in advance of October 1, because it is unlikely Treasury employees will be working to process qualifying statements or prior approval applications if the state government shuts down.
- *Prepare a cash flow.* To determine the amount that the school may borrow on a tax-exempt basis, the school must prepare a cash flow. The cash flow should include projected revenues and expenditures at least monthly for the borrowing period, as well as a weekly cash flow for the month with the greatest deficit. The [MFA's cash flow spreadsheet](#) is a useful tool for preparing the cash flow.
- *Determine borrowing amount.* Generally, a tax-exempt borrowing is limited to the greatest weekly deficit, as projected in the cash flow, plus up to 5% of operating expenditures for the previous fiscal year.

When a cash flow deficit appears on the horizon, Michigan law provides schools with flexible options. SANs and TANs can deliver short-term relief, but careful planning and timing are critical. If your school anticipates financial challenges this year, please contact a [Thrun finance attorney](#) promptly to discuss whether a borrowing resolution should be prepared.

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Summer Tax Resolution Reminder

Revised School Code Section 1613 allows a school district or intermediate school district to direct local taxing jurisdictions to levy half or all of its school taxes on July 1 by filing a summer tax resolution with the local taxing jurisdictions. If your school has previously authorized a summer tax levy and would like it to continue in 2026, your board of education must adopt a resolution and file a copy with each city and township within your school's boundaries on or before **December 31, 2025**.

The December 31 deadline is statutory and provides no grace for a missed deadline. When we receive calls from clients asking what they can do when the deadline has been missed, the unfortunate answer is "nothing." Failing to adopt and file a summer tax resolution by December 31 means that all school taxes for the subsequent year must be levied in December.

A suggested resolution form is attached to this newsletter. *Do not use the attached resolution if your school is considering 1) the implementation of a summer tax levy for the first time or 2) changing the percentage of the summer tax collection.*

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

A school that did not levy a summer tax in 2025 may institute a summer tax levy for 2026. Likewise, a school that previously authorized a 50% summer tax collection and wants to increase to a 100% summer tax collection (or vice versa) may make that modification for 2026. To authorize a summer tax levy for the first time, or to modify the collection percentage, the board must adopt a different resolution at a properly noticed public meeting and file the resolution with each city and township within your school's boundaries by December 31, 2025. To implement or modify a summer tax collection for 2026, please contact a [Thrun Law Firm finance and election attorney](#) who will provide you with the required resolution(s) and forms.

The State of Michigan pays the collection costs for the State's education tax (6 mills) if no other summer property tax is collected by the tax collecting unit (other than the State education tax and county taxes). If your school has a partial or full summer tax levy and the only other summer tax collection in your jurisdiction is

the State's education tax and county taxes, your school will be solely responsible for the applicable summer tax collection costs.

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Controversial Social Media Posts: First Amendment Considerations

Employee social media posts may present challenges for schools already seeking to manage the charged political atmosphere, as was the case for some schools following Charlie Kirk's recent assassination and other political and social issues. This article discusses the scope of school employees' First Amendment rights, and the factors school officials should consider before disciplining a district employee for social media posts.

In 1968, the U. S. Supreme Court first recognized public employee free-speech rights in *Pickering v Board of Education* and ruled that a teacher had the right to write his local newspaper a letter that openly criticized his school board's funding allocation. The Court wrote: "The problem in any case is to arrive at a balance between the interests of the teacher, as a citizen, in commenting upon matters of public concern and the interest of the state, as an employer, in promoting the efficiency of the public services it performs through its employees."

Similarly, in the 1987 decision *Rankin v McPherson*, the U.S. Supreme Court overturned the employment termination of a public employee who commented in private to a coworker that she hoped the next person who shoots at President Reagan "gets him." Applying the *Pickering* test, the Court concluded that a private remark from an employee with limited authority and public impact was protected by the First Amendment, regardless of the unprofessionalism.

In contrast, in the Sixth Circuit Court of Appeals' 2020 decision *Bennett v Metro Gov't of Nashville*, a public employee posted about President Trump's election victory on Facebook. In the comments to her post, Bennett used a racial slur. The next day, she deleted the post. Before its deletion, however, a number of Bennett's coworkers saw the post and filed complaints. Ultimately, the employer fired Bennett for using a racial slur.

The Sixth Circuit upheld the employment termination. In the opinion, the court found "sufficient disruption was shown to tip the *Pickering* balance towards the employer." The court noted that even though Bennett's post did not impede her performance of her duties, it likely disrupted the harmony of the workplace, was likely to have a detrimental impact on working relationships with her coworkers, and detracted from her employer's mission. The Sixth

Circuit ruled that the fact that Bennett's Facebook profile was public and identified her as an employee of the public entity also weighed in the employer's favor. Finally, the court recognized that the use of a slur enjoys less protection than other types of speech, so less proof of a disruption was required.

When considering whether an employee's social media post is subject to discipline, school officials should assess whether the statement:

- 1) impairs discipline by superiors or harmony among coworkers;
- 2) has a detrimental impact on close working relationships for which personal loyalty and confidence are necessary;
- 3) impedes the performance of the speaker's duties or interferes with the enterprise's regular operation; or
- 4) undermines the employer's mission.

First Amendment issues arising from employee social media use are fact specific and complicated. There may have been a different result in the 2020 Sixth Circuit case if Bennett had a private Facebook page, if she did not identify her employer on her page, or if the speech had been entitled to a higher form of protection. Before disciplining an employee for social media use, school officials should carefully analyze the particular facts to determine whether First Amendment protections extend to that employee's posts. School officials must consistently apply employee speech policies when considering any potential discipline. Consideration also includes whether an employee made the social media post during the workday on work time, which would rarely be appropriate. We encourage school officials to contact legal counsel before disciplining employees for a social media post.

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Let Us Count the Ways – A School Administrator's Guide to Counting Professional Development Toward Pupil Instruction

School officials are tasked with fitting professional development (PD) into an already-packed school year. State School Aid Act (SSAA) Section 101 requires schools to provide at least 1,098 hours and 180 days of pupil instruction. If your school is having difficulty meeting PD and instructional needs, consider during contract negotiations whether the PD may qualify as student instruction hours.

Schools are permitted to count up to 38 hours of qualifying professional development (QPD) for teachers as pupil instruction hours for state aid

purposes. For QPD to count as pupil instructional time, it must:

- align with the school or district improvement plan for the school or district in which professional development is being provided;
- link to one or more criteria in the school or district evaluation tool;
- be approved by MDE as counting for State Continuing Education Clock Hours (SCECH);
- not be more than ten combined hours before the first scheduled school day or after the last school day;
- not be more than 10 hours in a single month; and
- include at least 75% of the teachers scheduled to participate.

If at least five QPD hours occur in a single day, that day may be counted as one student instruction day.

In addition, schools may offer – and MDE encourages – online QPD programs. To ensure quality and alignment with instructional goals, schools must pre-approve online QPD programs selected by teachers. To support this process, MDE has published an approved online providers list, which includes the Michigan Virtual School. You can access the full approved providers list on MDE's official [SCECH and District Provided Professional Development](#) page.

MDE also requires that, of the 38 hours permitted for pupil instruction inclusion, eight QPD hours must be recommended by a district-wide professional development advisory committee appointed by the school board. The committee must include teachers employed by the school who represent a variety of grades and subject matter specializations, including special education, non-teaching staff, parents, and administrators. The majority of the committee's members must be teaching staff.

"Forgiven Time" Implications

Under SSAA Section 101(4), "forgiven time" is the first six days, or the equivalent number of instructional hours, which may be waived when pupil instruction is canceled due to circumstances beyond school authorities' control. The qualifying events/conditions include severe storms, fires, epidemics, utility power unavailability, water or sewer failure, and health conditions. Schools may apply forgiven time at any point during the academic year without MDE's prior approval, provided the cancellation stems from a qualifying event or condition.

SSAA Section 101(4) authorizes the State Superintendent to approve up to three additional days

(or the equivalent number of hours) of forgiven time when instruction is not provided "due to unusual and extenuating occurrences." In a March 2022 memorandum, MDE clarified its position on forgiven time requests from schools that use QPD to fulfill instructional time requirements. MDE stated that schools that rely on professional development to reduce instructional time are less likely to receive approval for additional forgiven time. MDE encourages schools to meet or exceed 180 instruction days without a "diminution of instructional time associated with professional development days."

If you are unsure whether your school qualifies for forgiven time, MDE recommends filing an [Additional Forgiven Time Form with the department](#). MDE will assess individual school requests on a case-by-case basis.

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Union Representatives and FERPA Rights

Teachers often wear many hats, and a teacher's authority to access student records shifts in these different roles. A teacher acting in the capacity of a union representative typically does **not** have authority to access student education records without parental consent.

The Family Educational Rights and Privacy Act (FERPA) defines "education records" as records, files, documents, and other materials that contain information directly related to a student that are maintained by an educational agency or institution or by a person acting for the agency or institution. FERPA grants students' parents/guardians, or students 18 or over (an "eligible student"), three primary rights with respect to education records:

- 1) to inspect and review education records;
- 2) to seek amendment of education records believed to be inaccurate or misleading; and
- 3) to consent to disclosure of personally identifiable information (PII) from education records, unless a consent exception applies.

FERPA's PII definition includes "information that would make the student's identity easily traceable." FERPA requires that a consent for record disclosure be in writing, specify the records that may be disclosed, state the disclosure's purpose, and identify the parties or class of parties to whom the disclosure may be made.

There are exceptions to FERPA's consent requirement. For example, education records may be shared internally among school employees who have a "legitimate educational interest" in the records. 34 CFR 99.31(a)(1). Under FERPA, a school employee has a "legitimate educational interest" if the employee needs

to review an education record in order to fulfill his or her professional responsibility. This exception generally encompasses teachers in the course of their work as teachers; however, it does not apply to teachers acting as union representatives.

The U.S. Department of Education's Student Privacy Policy Office (SPPO) is responsible for FERPA administration and enforcement. The SPPO has stated in numerous guidance documents that union representatives are not school officials for FERPA purposes. Unions are independent entities that represent teachers' interests. For this reason, union representatives—even if they are teachers—are not considered school officials under the FERPA exception. If union representatives request access to education records, FERPA requires that appropriate consent be obtained unless a FERPA disclosure exception applies, which is unlikely.

Similarly, teachers acting as union representatives for employee disciplinary meetings are not allowed to access student records during the meeting. Redacting the student's name is not enough because if the union representative is a fellow teacher, the remaining information could still be PII and they may be able to reasonably guess the identity of the student in question.

School officials should be alert to FERPA issues when the line between teacher and union representative becomes blurred. For Thrun Policy Service subscribers, FERPA is addressed in Policy 4204 (Confidentiality of Student Information) and Policy 5309 (Student Records and Directory Information).

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FMLA Refresher

School officials are reminded that the federal Family and Medical Leave Act (FMLA) requires employers to provide school employees with job and health insurance protected unpaid leave for certain family, military, and medical reasons.

Eligibility

Unless otherwise conferred automatically by an applicable collective bargaining (CBA) or individual employment contract, to be eligible for FMLA leave, an employee must:

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

Leave Reasons and Entitlement

An eligible employee is entitled to 12 workweeks of unpaid leave during a 12-month period, except if taking leave to care for certain military service members with a serious injury or illness, in which case the eligible employee is entitled to 26 workweeks of unpaid leave during a 12-month period. An employer may require that an employee use accrued paid leave concurrently with FMLA leave unless a CBA or individual employment contract provides otherwise.

An eligible employee may take FMLA leave for the following reasons:

- 1) to care for the employee's newborn child or to provide care following an adoption or foster-care placement;
- 2) to care for the employee's child, spouse, or parent who has a serious health condition;
- 3) for an employee's own serious health condition that makes the employee unable to perform the employee's job functions; and
- 4) for certain leave related to military exigencies or a family member's military service, such as caring for a son or daughter with a serious injury or illness from their service.

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

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

Intermittent or Reduced Schedule Leave

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

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

End of Year Leave

Leave taken by an instructional employee that ends with the school year and resumes with the next academic term is considered consecutive leave. Summer vacation is generally not counted against the employee's FMLA leave entitlement. These employees are entitled to the same summer benefits as if they were working at the school year's end.

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

Holidays

A May 30, 2023 U.S. Department of Labor opinion letter affirmed that holidays do not extend FMLA leave time *unless* the employee takes less than a full week of leave. When a holiday falls during a full week of leave time, the entire week is counted as FMLA leave. In contrast, if, for example, an employee is taking intermittent leave on a Monday and Wednesday, and a holiday falls on a Monday or Wednesday, then that day does not count against the employee's FMLA leave entitlement if the employee would not otherwise have been required to report for work on that day.

FMLA leave requirements are often fact specific. Board policy, CBAs, and individual employment contracts may expand FMLA leave requirements. Please contact a [Thrun labor and employment attorney](#) with any FMLA questions.

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Back to Basics: Classroom Observations

Classroom observations are the cornerstone of the teacher evaluation process and require preparation and continuous monitoring by school officials and observers. Failing to follow statutory procedures for teacher observations could result in a teacher appealing or grieving their year-end performance evaluation. Because the teacher evaluation process is once again a mandatory subject of bargaining, school officials must also follow the language and procedures outlined in the applicable collective bargaining agreement (CBA). For positions not covered under a CBA, refer to applicable employee handbooks or board policy for the appropriate evaluation procedure.

Teacher Observation Tools

MDE approved [four evaluation systems for teachers](#):

- 1) The 5 Dimensions of Teaching and Learning;

- 2) Charlotte Danielson's Framework for Teaching;
- 3) The Marzano Teacher Evaluation Model; and
- 4) The Thoughtful Classroom.

Under Revised School Code Section 1249, a school may use an evaluation tool that is not on the state-approved list *if* the school publicly reports on certain criteria, including the tool's research base, reliability, validity, and efficacy. Regardless of which tool is used, a school must report information about its selected evaluation tool on its website, including the process for collecting evidence to be used in the year-end evaluation (gathered through observations).

Teacher Observations

School officials should create a document that outlines observation procedures based on the evaluation tool selected by the school. This document should address how evaluators will provide "feedback" to teachers after an observation and the difference between a formal observation and an informal "walk-through." *All* evaluators and observers must be trained in these procedures and follow them when performing observations.

Evaluators must perform observations *at least* twice during the school year to support a teacher's annual performance evaluation. One observation may be unscheduled. Although the law does not address the timing of observations, all observations must be completed before finalizing the year-end evaluation.

At least one observation must be conducted by the teacher's year-end evaluator. Other qualified observers may also conduct observations. MDE has identified "teacher leaders, master teachers, instructional specialists, and/or district administrators" who are trained on the evaluation tool as examples of qualified observers.

In some cases, the school may designate an additional qualified observer (e.g., an administrator) to observe a teacher for a "second opinion." If more than one administrator conducts an observation, school officials should inform the teacher that the year-end evaluator will use his or her own observations, the other observer's input, and any other relevant information to complete the evaluation.

An observation must include a review of the lesson plan and the state curriculum standard used in the lesson. The statute also requires the evaluator to review student "engagement" during the observation. While the evaluation tool typically provides criteria to evaluate student engagement, the observer also should provide a narrative summary to support all conclusions. If the evaluation is appealed or grieved, the narrative will help explain how the observer scored the

teacher. Also, each of the observation topics must be discussed during a post-observation meeting between the observer and the teacher.

By statute, a classroom observation must last at least 15 minutes, but is not required to last an entire class period. School officials should comply with the adopted observation tool's recommended observation length and any additional CBA requirements.

Within 30 calendar days after an observation, the observer must provide the teacher with written feedback. This feedback should provide the teacher with clarity about areas for improvement and should notify the teacher of any performance deficiencies to give the teacher "ample opportunity" to improve.

The observer should also note any improvement, or lack thereof, in a previously documented area of deficiency during any later walk-throughs or observations. If applicable, improvement or lack thereof should be documented in an individualized development plan (IDP) or a mid-year progress report. We recommend that the evaluator give the teacher an opportunity to discuss the feedback.

Although an informal walk-through can provide valuable information to the evaluator, it does not count as one of the two required observations unless it satisfies all evaluation requirements. Observers may still conduct walk-throughs for monitoring purposes, especially when a teacher is subject to an IDP requiring periodic feedback. Regardless, when conducting an observation or a walk-through, the observer should always document the time when he or she entered and exited the classroom as well as any noteworthy observations.

School officials and observers should ensure that teacher observations are calendared and a detailed plan is in place to safeguard against any noncompliance issues. Further, school officials should review the applicable CBA to ensure compliance with additional negotiated processes, timelines, or other requirements. Failing to follow Section 1249's requirements or a CBA's procedures may undermine the evaluation process, impact the ability to rely on the evaluation for personnel decisions, and generate unnecessary legal exposure. For Thrun Policy Service subscribers, Policy 4403 ("Performance Evaluation") governs teacher evaluations and classroom observations.

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Life Moves Fast – So Does the Truancy Process

Bueller? Bueller? While a legendary day off made an iconic movie plot, the reality of student absenteeism is a far less glamorous challenge for schools. This article will help school officials better understand the truancy

process so they are not left feeling like Principal Rooney.

Truancy versus Educational Neglect

Truancy and educational neglect are often conflated terms. Truancy is when a student of mandatory attendance age (6 or older) is absent from school for a certain number of days without a valid excuse, as defined by board policy. The truancy process focuses on the student's nonattendance and may involve the school district, intermediate school district, and county prosecutor.

Educational neglect, on the other hand, is when a parent or guardian fails to provide the proper or necessary educational support for their child under 18. A petition alleging educational neglect is initiated by the school and filed in state court. While both processes may be triggered by excessive student absenteeism, this article focuses on truancy.

Compulsory Attendance

Revised School Code Section 1561 requires students between 6 and 18 years old to attend public school, with a few exceptions. For example, a child is not required to attend public school if they regularly attend a state-approved nonpublic school, are homeschooled, or graduated from high school or fulfilled all graduation requirements. A child is also not required to attend public school if the child is at least 16 years old and their parent/guardian provides the child's resident school district with written permission for the child to stop attending school.

Truancy Process

Each county handles truancy slightly differently and even schools within the same county may have different approaches to truancy and absenteeism. Generally, when a student is excessively absent (has reached a chosen number of unexcused absences or missed a chosen percentage of school days), the school district will start the truancy process by sending written notice to the parent/guardian, encouraging attendance, and explaining the truancy process. If the unexcused absences continue, the school district will then contact the ISD's attendance officer. The attendance officer will investigate the excessive absences and may require a meeting with the student's parent/guardian.

If the student continues to miss school, the attendance officer will send the parent/guardian official written notice, directing the student to appear at school on the next regular school day. If the student fails to comply with the written directive, the attendance officer will next refer the case to the county prosecutor's office. Ultimately, failure to comply with Michigan's compulsory attendance laws is a criminal

offense, which could result in fines or jail time for parents, and juvenile charges for students.

Board Policy

Because truancy protocol varies across Michigan counties, school districts often have different standards that trigger the truancy process. For example, some board policies require initial parental notice when a student is absent for a certain percentage of the school year, while others require initial parental notice when a student has reached a specified number of unexcused absences. Board policies may also differ in their definition of excused versus unexcused absences. Excused absences may include, but are not limited to, severe weather, medical appointments, death of a family member, family vacations, funerals, weddings, or religious holidays' observance. There is no one-size-fits-all approach.

School officials should review their board policies, applicable ISD board policies, and their county's protocol to ensure a consistent truancy process. For Thrun Policy Service subscribers, Policy 5301 addresses compulsory attendance, absenteeism, and truancy.

Special Education Considerations

If a student with excessive absences is on a Section 504 plan or an individualized education program (IEP), the excessive nature of the absences should be relayed to the student's IEP team or the school's Section 504 coordinator. Excessive absences may be an indicator that the student needs additional supports to attend school. For general education students, a student's excessive absences may also trigger a school's "child find" obligation under the IDEA and Section 504, requiring the school to refer the student for a Section 504 or IDEA evaluation. More information on these and other special education attendance considerations can be found in [MDE's August 2025 Guidance on Supporting Attendance for Students with Disabilities](#), which will be addressed in next month's School Law Notes.



Dual Enrollment Reminders

Dual enrollment enables students to leave high school with credit toward a postsecondary education, but compliance with its procedural requirements is complex. School officials should familiarize themselves with dual enrollment requirements and procedures to protect state aid foundation funding.

MDE published a [FAQ](#) in March 2021 to help schools navigate the dual enrollment waters. Michigan schools must use state school aid to offer eligible students the opportunity to enroll in and receive credit

for certain postsecondary classes under the Postsecondary Enrollment Options Act ("Act").

Schools must provide general information about postsecondary enrollment options to students in eighth grade or higher every year by March 1. High school students must be informed about:

- dual enrollment eligibility;
- types of postsecondary courses available;
- academic credit that may be earned;
- an explanation of financial arrangements for dual enrollment classes; and
- counseling on the benefits, risks, and possible consequences of taking a dual enrollment course, including the responsibility to reimburse the school for costs if the student fails the course (unless failure is attributable to a family or medical emergency).

Schools must pay postsecondary tuition, course fees, materials fees, and registration fees for dual enrollment courses offered to eligible students. Payment is based on a statutory formula set out in the Pupil Accounting Manual. Schools are not required to pay for students' textbooks, transportation (including parking) costs, or activity fees.

Student Eligibility

An eligible student is one who:

- is enrolled in at least one high school class in a Michigan public school;
- is not enrolled in the public school under a cultural exchange program (J-1 visa);
- has at least one parent or guardian who is a Michigan resident (unless the student is experiencing homelessness);
- has not been enrolled in high school for more than four school years or meets one of the exceptions available to some fifth-year high school students; and
- has obtained the required scores on either the Michigan Merit Examination or another readiness assessment.

Students may take not more than ten dual enrollment courses during high school, and the precise number available each year depends on when the student started taking dual enrollment courses. If a student first enrolls in a dual enrollment course in ninth grade, the student may take no more than two dual enrollment courses each school year through eleventh grade and no more than four courses during their twelfth-grade year. If a student begins taking dual enrollment courses in tenth grade, the student may

take two dual enrollment courses that year, and no more than four courses each of the following two years of eligibility. Finally, if a student does not take a dual enrollment course until eleventh or twelfth grade, that student may take no more than six courses during either academic year.

Course Eligibility

In addition to the student's eligibility, the dual enrollment course must also meet eligibility requirements to be taken for dual enrollment. A course is eligible if:

- it is offered by an eligible postsecondary institution for postsecondary credit;
- a comparable course is not offered by the public school or, if the public school offers it, it is not available due to a student's unavoidable scheduling conflict;
- it is academic and applies toward satisfying degree requirements; and
- is not a hobby, craft, or recreational course, and is not a physical education, theology, divinity, or religious education course.

Students may also be able to take courses offered by a career and technical preparation program under the Career and Technical Preparation Act if the course is offered for postsecondary credit or is part of a noncredit occupational training program that leads to an industry-recognized credential.

Postsecondary Institution Eligibility

A postsecondary institution is eligible to provide dual enrollment if it is a state university, community college, or independent nonprofit degree-granting college or university located within Michigan. In limited circumstances, an out-of-state college may also be eligible for Michigan dual enrollment purposes.

If school officials need assistance with dual enrollment issues, a [Thrun attorney](#) can help guide you through the maze.

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Responding to Independent Educational Evaluation Requests

Special education evaluations provide individualized education program (IEP) teams with critical information that guides the development of a student's IEP. Occasionally, a parent will disagree with a school's evaluation. When this occurs, a parent may request an independent educational evaluation (IEE) at the school's expense. An IEE is an evaluation conducted by a parent-chosen examiner.

A parent may request an IEE orally or in writing. The school then has seven *calendar* days to respond to the request. A school's failure to timely respond to a parent's IEE request is a procedural violation that may cause unnecessary tension with the parent, as well as compliance findings and related penalties.

The IDEA states that schools must issue written notice in response to a parent's IEE request. The Michigan Administrative Rules for Special Education specifically require that the written notice inform the parent whether the school will honor the request (pay for the IEE) or initiate a due process hearing. A copy of the procedural safeguards must be included with the notice.

School Response to Parent IEE Request

If the school grants a parent's IEE request, it must provide the parent with information about IEEs at the school's expense, called IEE criteria. The school's IEE criteria must include:

- 1) requirements for qualified examiners' credentials;
- 2) suggested sources and locations;
- 3) procedures for reimbursement;
- 4) reasonable expected costs; and
- 5) notification that the parent is not restricted to the sources suggested by the school district.

A school employee may not act as an IEE evaluator and, absent parent agreement, an IEE evaluator should not be someone who regularly contracts with the school.

If the school intends to deny a parent's IEE request, it must file a due process complaint to request a hearing with an administrative law judge (ALJ) to "defend" its evaluation. In the hearing process, the school has the burden to prove that its evaluation was sufficiently comprehensive and appropriate in light of the student's needs. If the ALJ decides the school's evaluation was appropriate, then the parent is not entitled to an evaluation paid for by the school but may still obtain an IEE at the parent's own expense. If the final decision is that the school's evaluation was *not* appropriate, the ALJ will order the school to pay for the parent's IEE.

Criteria are Key

Schools should review and update, as necessary, their IEE criteria at least annually, to ensure the suggested providers list is current and the IEE cost range is reasonable. While schools are allowed to set a maximum allowable cost for IEEs, evaluation costs increase over time and so should the maximum evaluation cost in the school's criteria. Schools should also be mindful that if a parent seeks an evaluator in a different geographic region, due to availability or specialty, the evaluation cost may increase. If the total

IEE cost exceeds the school's established maximum and the school is unwilling to pay for a more costly evaluation, the school must, "without unnecessary delay," initiate a due process hearing to demonstrate the parent's requested IEE does not meet the school's cost criteria and that there are no student-based unique circumstances to justify an IEE with a cost higher than normally allowed.

After the IEE

When the parent shares the IEE results or any private evaluation, the IEP team must consider it. "Consideration" does not mean the IEP team must adopt the evaluation or its recommendations. The IEP team should review the parent's evaluation, discuss it as necessary, and, if warranted, revise the student's IEP.

Parents are requesting IEEs with increasing frequency. Knowing how and when to respond to IEE requests, and having your criteria ready to go, makes the process easier for everyone. If you need help preparing or updating your IEE criteria, contact a [Thrun special education attorney](#).

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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
September 26, 2025	Ottawa Area ISD	Robert A. Dietzel	Legal Issues Related to Dyslexia
September 30, 2025	Thrun Law Firm, P.C.	Robert A. Dietzel Jennifer K. Starlin	Student Discipline Webinar
October 1, 2025	MNA	Lisa L. Swem	Keynote: Lessons Learned Over the Years of Bargaining
October 2, 2025	MNA	Katherine Broaddus	No Settlement in Sight – What Now?
October 3, 2025	MNA	Robert A. Dietzel	Legal Update
October 3, 2025	MNA	Timothy T. Gardner, Jr.	Salary Schedule Lane Changes – Parameters and Process
October 3, 2025	MNA	Raymond M. Davis	Reduction in Force
October 7, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Special Education Law Boot Camp Webinar Series – Maneuvering Through the Maze of Special Education Discipline
October 7, 2025	MSBO	Philip G. Clark	Prevailing Wage: What's Old is New Again
October 7, 2025	MSBO	Kirk C. Herald Mackenzie D. Flynn	Everything You Want (and Don't Want) to Know about Energy Improvement Projects
October 8, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Superintendent Survival Guide Webinar
October 10, 2025	Branch ISD	Robert A. Dietzel	Legal Update
October 21, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Special Education Law Boot Camp Webinar Series – Developing Legally Compliant IEPs = FAPE For Kids
October 22, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	2020 Title IX Regulations Comprehensive Training Webinar
October 22, 2025	Charlevoix-Emmett ISD	Robert A. Dietzel	Section 504
October 24, 2025	UP Special Education Conference	Robert A. Dietzel	Special Education Update



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Date	Organization	Attorney(s)	Topic
October 25, 2025	MASB	Cathleen M. Dooley	Effective Board Policies: Development, Adoption and Implementation
October 28, 2025	MASSP	Kelly S. Bowman Brian D. Baaki	Managing Information Requests: FERPA, Subpoenas, and Legal Best Practices
October 28, 2025	Thrun Law Firm, P.C.	Michele R. Eaddy Jennifer K. Starlin	Section 504 Webinar
November 4, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Special Education Law Boot Camp Webinar Series – LRE and Placement: Considering the Full Continuum
November 6, 2025	#Talking AAC 2025	Michele R. Eaddy	Legal Update
November 12, 2025	Thrun Law Firm, P.C.	Jennifer K. Starlin Philip G. Clark	Freedom of Information Act Webinar
November 18, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Special Education Law Boot Camp Webinar Series – The Devil’s in the Docs and Data!
November 19, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	2020 Title IX Regulations Comprehensive Training Webinar
November 20, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Labor Webinar Series – CBA Summary: Grievances & Collective Bargaining
November 20, 2025	Mecosta-Osceola ISD	Michele R. Eaddy	Special Education Legal Update
December 4, 2025	MASPA	Lisa L. Swem	Swem’s Swan Song: Lessons Learned over the Years
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

Annual Summer Tax Resolution

_____ (the "District")

A _____ meeting of the board of education of the District (the "Board") was held in the _____, within the boundaries of the District, on the ____ day of _____, 2025, at ____ o'clock in the ____ m. (the "Meeting").

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, this Board previously adopted a resolution to impose a summer tax levy to collect *Choose 50% or 100%* of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2026 its previously-adopted ongoing resolution imposing a summer tax levy of *Choose 50% or 100%* of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2026 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies on or before December 31, 2025.

3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

4. 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 _____, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, 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