



# East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

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Regular Meeting  
June 12, 2023 - 7:00 PM  
Board Room  
509 Burcham Drive  
East Lansing, Michigan 48823



## Agenda

### I. Opening of Meeting

A. *Call to Order*

B. *Roll Call*

C. *Mission Statement: Nurturing Each Child, Educating All Students, Building World Citizens*

D. *Approval of Agenda*

*Motion: The Board of Education approves the agenda of the June 12, 2023, regular meeting, as presented.*

E. **Approval of Minutes**

**Motion: The Board of Education approves the minutes of the May 8, 2023, regular meeting and the May 19, 2023, special meeting, as presented.**

1. May 8, 2023 regular meeting

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2. May 19, 2023, special meeting

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### II. Recognition

A. 2023 Retirements

- Terri Cregg
- Emily Dunn
- Patricia Kroth
- Sherry Martin
- Sheryl Scott
- Diane Stone

B. Educator of the Year - Kathryn Kluzak

### III. Superintendent's Report

### IV. Presentation

A. A STEAM Experience, Carin McEvoy, Donley Music Teacher

B. 2023-24 Budget, Richard Pugh, Director of Finance and Operations

### V. Public Hearing - 2023-24 Proposed Budget

- A. Opening of Public Hearing with comments from Richard Pugh, Director of Finance and Operations
- B. Public Comment on 2023-24 Proposed Budget
- C. Conclude Public Hearing

**VI. Consent Agenda**

**Motion: The Board of Education approves the consent agenda to include the following:**

A. Amended hiring of **Sara Thompson**, as a conditional hire until certification is issued - 1.0 FTE high and middle school English and Theater teacher at MA Step 3 effective **August 21, 2023**. 15

**B. New Hires**

1. Hiring of **Emma Surbrook** 1.0 FTE School Social Worker at Glencairn Elementary at MA Step 3 effective August 21, 2023. 16

2. Hiring of **Kylie Fritz** 1.0 FTE 3rd Grade Teacher at Donley Elementary at BA Step 3 effective August 21, 2023. 17

3. Hiring of **Shannon Austin** 1.0 FTE Speech and Language Pathologist at Red Cedar Elementary at MA Step 14 effective August 21, 2023. 18

**C. Leave of Absence**

**19**

1. The Board of Education approves the request for an unpaid parental leave of absence for High School teacher, Jacqui Carroll for the 2023-2024 school year.

2. The Board of Education approves the request for an unpaid leave of absence for High School teacher, Nicole Heggelund for the 2023-2024 school year.

3. The Board of Education approves the request for an unpaid leave of absence for Robert L. Green Elementary teacher, Katherine Fisher for the 2023-2024 school year.

4. The Board of Education approves the request for an unpaid leave of absence for Robert L. Green Elementary teacher, Katharine Hutton for the 2023-2024 school year.

**VII. Public Comment:** This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

**VIII. Board Discussion**

<b>IX. <u>Action Items</u></b>	
<b>A. <u>World Language Department trip to France and Spain</u></b>	<b><u>20</u></b>
<i>Motion: The Board of Education approves the attached proposal from Ms. Christopoulos, to travel to France and Spain, June 10 - 18, 2024.</i>	
<b>B. <u>High School Band and Orchestra Ensembles Trip to Cleveland, Ohio</u></b>	<b><u>36</u></b>
<i>Motion: The Board of Education approves the trip request from David Larzelere and Dave Rosin for a high school Band and Orchestra Ensembles trip to Cleveland, Ohio in May 2024.</i>	
<b>C. <u>Revisions to Policies 3109 Curricular Animals and 5206A Student Discipline - Due Process</u></b>	<b><u>64</u></b>
<i>Motion: The Board of Education approves the revisions to Policy 3109 - Curricular Animals and Policy 5206A Student Discipline - Due Process, as presented.</i>	
<b>D. <u>Suspension of Pay-to-Participate Fees</u></b>	<b><u>70</u></b>
<i>Motion: The Board of Education approves the continuation of the suspension of the athletic and theater pay-to-participate fees for fiscal year 2023-24.</i>	
<b>E. <u>Certification of form L-4029 (2023 Tax Rate Request)</u></b>	<b><u>71</u></b>
<i>Motion: The Board of Education approves the 2023 millage rates to be levied on July 1, 2023 as calculated per the Michigan Department of Treasury form L-4029 as presented.</i>	
<b>F. <u>2023 - 24 Original Budget</u></b>	<b><u>74</u></b>
<b>1. <u>General Fund</u></b>	
<i>Motion: The Board of Education adopts the 2023-2024 Original Budget resolution for the General Fund as presented on pages 5-6 of the Budget Book.</i>	
<b>2. <u>Food Service Fund</u></b>	
<i>Motion: The Board of Education adopts the 2023-2024 Original Budget resolution for the Food Service Fund as presented on page 7 of the Budget Book.</i>	
<b>3. <u>Student/School Activity Fund</u></b>	
<i>Motion: The Board of Education adopts the 2023-2024 Original Budget resolution for the Student/School Activity Fund as presented on page 8 of the Budget Book.</i>	
<b>G. <u>ELESPA (Paraprofessionals) CBA</u></b>	<b><u>116</u></b>
<i>Motion: The Board of Education approves the following change to the agreement between the East Lansing Board of Education and the</i>	

*East Lansing Educational Support Association (ELESPE) covering the period of January 1, 2022 through June 30, 2024 pending ELESPE ratification.*

Article 16 Insurance - A(1) paragraph 3:

*For new hires after June 30, 2024, the Board will only pay 80% of the medical benefit plan costs of the single subscriber health insurance benefit (which is less the 20% employee premium share cost). If a new hire wants two-person or full-family health insurance coverage, they must pay the cost differential from the single subscriber medical benefit plan costs.*

**H. Playground Improvements Bid**

**118**

*Motion: The Board of Education awards the playground improvements bid to Penchura, LLC in the amount of \$180,157.*

**X. Committee Reports**

- A. Academic and Technology Committee
- B. Facilities Committee
- C. Finance Committee
- D. Intergovernmental Relations
- E. Personnel Committee
- F. Policy Committee

**XI. Announcements**

**XII. Adjournment**

***Respectfully Submitted,***

***Dori Leyko  
Superintendent***

**I. Opening of Meeting**

*I.A. Call to Order*

The meeting was called to order at 7:00 pm by Vice President, Dr. Elizabeth Lyons.

*I.B. Roll Call*

Dr. Terah Chambers:	Absent
Ms. Amanda Cormier:	Present
Dr. Kath Edsall:	Present
Ms. Tali Faris-Hylen:	Present
Ms. Monica Fink:	Absent
Dr. Elizabeth Lyons:	Present
Mr. Chris Martin:	Present
Ms. Dori Leyko	Present
Student Representatives	
Gabriel Benavides	Present
Alexander Mielock	Present

Present: 8, Absent: 2.

*I.C. Mission Statement: Nurturing Each Child, Educating All Students, Building World Citizens*

The mission statement was read by Ms. Tali Faris-Hylen.

*I.D. Approval of Agenda*

Motion 22-23/106: *The Board of Education approves the May 8, 2023, regular meeting agenda, as presented.*

This motion, made by Dr. Kath Edsall and seconded by Mr. Chris Martin, Passed.

Dr. Terah Chambers: Absent, Ms. Monica Fink: Absent, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 5, Nay: 0, Absent: 2

### I.E. Approval of Minutes

I.E.1. April 24, 2023

*Motion 22-23/107: The Board of Education approves the April 24, 2023, regular meeting minutes, as presented.*

This motion, made by Dr. Kath Edsall and seconded by Ms. Tali Faris-Hylen, Passed.

Dr. Terah Chambers: Absent, Ms. Monica Fink: Absent, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 5, Nay: 0, Absent: 2

### II. Recognition

Marble teacher Julie Haskell was the recipient of State Representative Penelope Tsernoglou's 75th District Teacher of the Month award. Representative Tsernoglou recognized Mrs. Haskell for developing and expanding a sight word reading program to assist early learners and for coordinating a science night event for students. Mrs. Haskell and her class enjoyed pizza and a visit with Representative Tsernoglou.

As a district, we are celebrating Staff Appreciation this month. Many of the school councils have recognized staff with food and other special activities. District administrators will be cooking a hot breakfast for staff at each building throughout the month of May as well!

Wednesday, May 10 is National and Michigan School Nurse Day. We celebrate our very own school nurse, Sara Smith and are very grateful for her!

And finally, big thanks to our 2022-2023 Board of Education Student Representatives, Gabriel Benavides and Alexander Mielock, for serving this year.

All-of-Us Express Children's Theater performed *School of Rock*. Many East Lansing students performed in this production. Great job to the entire cast!

### III. Student Representative Report

Student Representative Mielock:

- High school track meet this Friday, May 12.
- Softball senior night is upcoming.
- AP testing and finals are going on.
- Seniors are preparing for their last day.
- Seniors will be participating in graduation rehearsal.
- On Friday, May 19 seniors will be going to elementary schools to speak with students.
- Thank you for the opportunity to serve as the student representative this year.

Student Benavides;

- Also, thanked the Board for allowing him to learn throughout the year.

#### IV. Superintendent's Report

##### **Kindergarten Roundup - May 9, 2023**

Kindergarten Roundup is tomorrow, May 9, 2023 at each of our elementary buildings. Please call your neighborhood elementary building if you are unsure of which building's roundup to attend. Most kindergarten permeable boundary requests cannot be approved this early – we will revisit those requests in the summer – so for now, families with a pending permeable boundary request should attend their neighborhood school's roundup event.

##### **ELHS Kicks Off Unified Sports Event**

Next Tuesday, May 16, ELHS will be holding its Unified Sports kickoff event outside on our turf field during 5th and 6th hour classes. Unified Sports is dedicated to promoting social inclusion through shared sports training and competition experiences. Approximately 50 LINKS students have planned an afternoon of accessible activities for the students they support and peers. LINKS is a peer-to-peer support program that identifies students that need extra assistance due to developmental disorders and pairs them with classmates who help with socialization and independence as they navigate school life. Students will enjoy food and activities together as we look to expand our Unified Sports opportunities next school year.

#### V. Presentation

V.A. 2022-23 ELPS Professional Learning in Review, Assistant Superintendent Glenn Mitcham and Director of Equity and Social Justice Klaudia Burton

Discussion followed.

**VI. Public Comment:** This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

- Veronica Wright - BeSmart Presentation at Marble
- Shari Brooks - School Safety; Policy
- Del Chenault - Transparency

#### VII. Board Discussion

##### **Board Committees**

- Dr. Kath Edsall –Discussion in January/February regarding the Board Committee descriptions. How to move forward – does each committee review and then they will go to the whole board to approve them?
- Mr. Chris Martin - Committee levels draft the description - working with the committee members and the assigned director.

- Dr. Elizabeth Lyons – will begin to work on Academic and Technology and forward it to the committee to review.
- Ms. Tali Faris-Hylen has started working on the Facilities Committee description.
- They should be ready to go into Items of Information for June 12 and then will come to the Board for action at the June 26 meeting.

## VIII. Action Items

### VIII.A. **Social Media Litigation**

*Motion 22-23/108: The Board of Education adopts the Social Media Litigation resolution joining the Lawsuit represented by Frantz Law Group, APLC, a California professional law corporation.*

This motion, made by Dr. Kath Edsall and seconded by Ms. Amanda Cormier.

Discussion followed.

Motion to table, made by Mr. Chris Martin and seconded by Ms. Amanda Cormier. Tabled.

Dr. Terah Chambers: Absent, Ms. Monica Fink: Absent, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 5, Nay: 0, Absent: 2

### VIII.B. **Ingham Intermediate School District's 2023-24 Proposed General Fund Budget**

*Motion: 22-23/109: The Board of Education adopts the resolution in support of the proposed 2023-24 Ingham Intermediate School District General Fund Budget, as presented.*

This motion, made by Mr. Chris Martin and seconded by Dr. Kath Edsall, Passed.

Dr. Terah Chambers: Absent, Ms. Monica Fink: Absent, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 5, Nay: 0, Absent: 2

### VIII.C. **Purchase of Technology Hardware**

*Motion: 22-23/110: The Board of Education approves the purchase of 190 Chromebooks from Sehi in the amount of \$47,420.20.*

This motion, made by Ms. Tali Faris-Hylen and seconded by Ms. Amanda Cormier, Passed.

Dr. Terah Chambers: Absent, Ms. Monica Fink: Absent, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 5, Nay: 0, Absent: 2

**VIII.D. Food Service Management Company Bid**

*Motion 22-23/111: The Board of Education awards the food service bid to Chartwells for fiscal year 2023-24.*

This motion, made by Dr. Kath Edsall and seconded by Ms. Tali Faris-Hylen, Passed.  
Dr. Terah Chambers: Absent, Ms. Monica Fink: Absent, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 5, Nay: 0, Absent: 2

Discussion followed.

**IX. Committee Reports**

**IX.A. Academic and Technology Committee**

- Met on May 2.
- Recognized Student Representatives with lunch.
- Bookworms Update - Instructional Coaches.
- Glenn Mitcham provided an elementary MTSS update.
- Minutes are posted on webpage.
- No June or July meetings - committee description will be drafted and sent to members for input.

**IX.B. Facilities Committee**

- Next meeting is May 19 at 12:30.

**IX.C. Finance Committee**

- Next meeting is May 17 at 12:30.

**IX.D. Intergovernmental Relations**

- No report.

**IX.E. Personnel Committee**

- Next meeting is May 30 at 2:00.

**IX.F. Policy Committee**

- Next meeting is May 17 at 10:00.

**X. Announcements**

Mr. Chris Martin – Teacher Appreciation Day/Week – it is an important time as teachers do such important work. Reminded of when he was a teacher and was told that teachers are the hardest working people. He is grateful for all the things we are doing for our teachers

**XI. Adjournment**

The meeting adjourned at 8:19 pm.

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President

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Secretary

## I. Opening of Meeting

### I.A. Call to Order

The meeting was called to order by Vice President Lyons at 2:34 pm.

### I.B. Roll Call

Dr. Terah Chambers:	Absent
Ms. Amanda Cormier:	Present
Dr. Kath Edsall:	Present
Ms. Tali Faris-Hylen:	Present
Ms. Monica Fink:	Absent
Dr. Elizabeth Lyons:	Present
Mr. Chris Martin:	Present
Ms. Dori Leyko	Absent

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Present: 5, Absent: 3.

Assistant Superintendent Glenn Mitcham was present to represent Superintendent Dori Leyko.

### I.C. Approval of Agenda

Motion 22-23/112: The Board of Education approves the agenda of the May 19, 2023, special meeting, as presented.

This motion, made by Martin, Chris and seconded by Faris-Hylen, Tali, Passed.

Dr. Terah Chambers: Absent, Ms. Monica Fink: Absent, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 5, Nay: 0, Absent: 2

## II. Consent Agenda

Motion 22-23/113: The Board of Education approves the Consent Agenda to include the following item:

II.A. Hiring of **Sara Thompson**, as a conditional hire until certification is issued - 1.0 FTE high and middle school English and Theater teacher at MA Step 3 effective May 23, 2023.

This motion, made by Edsall, Kath and seconded by Cormier, Amanda, Passed.

Dr. Terah Chambers: Absent, Ms. Monica Fink: Absent, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 5, Nay: 0, Absent: 2

III. **Public Comment:** This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

- Brandi Branson - Appointment of new principal
- Shari Brooks - ELPAT - recommendation for principal
- Shari Brooks - Interaction with Mrs. Schwarzbek
- Mark Pontoni - ELEA - Principal hiring
- Stephanie Comings - Principal appointment
- Cindy Horgan - Principal
- Renee Kouyate - Principal
- Brandi Branson - on behalf of Dionnedra Reid - Principal appointment
- Adam Orange - In favor of Superintendent's recommendation of Ashley Schwarzbek
- Scott Jakob - Principal
- Kevin Mayes - Hiring
- Jeff Lampi- Principal
- Quiana Davis-Lewis - Principal/School Culture/Growth
- Ross Gorman - High school principal
- Andy Wells - Support of Ashley Schwarzbek for high school principal
- Brandi Branson - Principal appointment

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#### IV. Action Items

##### IV.A. Ingham ISD Board Election

*Motion 22-23/114: The Board of Education approves the resolution designating the school district's election representative and alternate and to cast a vote on the ballot on behalf of the school district, as presented.*

This motion, made by Edsall, Kath and seconded by Martin, Chris, Passed.

IV.A.1. Designate representative and alternate. Chris Martin and Tali Faris-Hylen

IV.A.2. Name two candidates for which a vote will be cast on behalf of the school district. Candidates are John Wolenberg and Lori Zajac.

IV.A.3. Roll Call Vote

Dr. Terah Chambers: Absent, Ms. Monica Fink: Absent, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 5, Nay: 0, Absent: 2

Discussion followed.

**IV.B. Approval Contract for Ms. Ashley Schwarzbek, East Lansing High School Principal**

*Motion 22-23/115: The Board of Education approves the contract for Ms. Ashley Schwarzbek, East Lansing High School Principal, as presented.*

This motion, made by Edsall, Kath and seconded by Faris-Hylen, Tali, Passed.

Dr. Terah Chambers: Absent, Ms. Monica Fink: Absent, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 5, Nay: 0, Absent: 2

Dr. Edsall read a statement in response to the hiring of Ashley Schwarzbek as East Lansing High School Principal.

Discussion followed with other Board members.

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**V. Adjournment**

The meeting adjourned at 3:58 pm.

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President

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Secretary

**RESOLUTION DESIGNATING DISTRICT'S ELECTION REPRESENTATIVE**

[To be adopted on or after May 15, 2023]

East Lansing Public Schools (the "District")

A special meeting of the board of education of the District (the "Board") was held in the East Lansing Public Schools Board room, within the boundaries of the District, on the 19 day of May, 2023, at 2:30 o'clock in the PM

The meeting was called to order by Dr. Elizabeth Lyons, Vice President.

Present: Members Cormier, Edsall, Faris-Hylen, Lyons, Martin

Absent: Members Chambers, Fink

The following preamble and resolution were offered by Member Edsall and supported by Member Martin:

**WHEREAS:**

1. The biennial election of the Board of Ingham Intermediate School District, Michigan (the "ISD Board") will be held on Monday, June 5, 2023; and
2. The members of the ISD Board will be elected by an electoral body composed of one (1) person designated by the board of each of the constituent school districts; and
3. In accordance with Section 614(2) of the Revised School Code, MCL 380.614(2), this Board desires to designate Trustee Martin as this District's proposed representative and Trustee Faris-Hylen as an alternate designated representative in the event the designated representative is unable to attend and further desires to direct said representative and alternate to vote on behalf of this Board for a specific candidate.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. This Board does hereby approve the designation of Trustee Martin as the representative of this Board for the electoral body, which body will elect two (2) candidates to the vacancies on the ISD Board on Monday, June 5, 2023 and Trustee Faris-Hylen as an alternate in the event the designated representative is unable to attend.
2. The designated representative and alternate are further directed to cast a vote on the first ballot on behalf of this Board for John Wolenberg and Lori Zajac
3. The Secretary of this Board is hereby further directed to file a certified copy of this resolution with the Secretary of the ISD Board.

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 Cormier, Edsall, Faris-Hylen, Lyons, Martin

Nays: Members

Resolution declared adopted.



Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of East Lansing, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a special meeting held on May 19, 2023, 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). 14



Secretary, Board of Education



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** Board of Education

**FROM:** Dori Leyko  
*Superintendent of Schools*

**SUBJECT:** Human Resources Action Item

**DATE:** May 4, 2023

**Hire**

It is recommended that the Board approve the hiring of **Sara Thompson**, as a conditional hire until certification is issued - 1.0 FTE high and middle school English and Theater teacher at MA Step 3 effective August 21, 2023.



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** Board of Education

**FROM:** Dori Leyko  
*Superintendent of Schools*

**SUBJECT:** Human Resources Action Item

**DATE:** May 25, 2023

**Hire**

It is recommended that the Board approve the hiring of **Emma Surbrook** 1.0 FTE School Social Worker at Glencairn Elementary at MA Step 3 effective August 21, 2023.



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** Board of Education

**FROM:** Dori Leyko  
*Superintendent of Schools*

**SUBJECT:** Human Resources Action Item

**DATE:** June 1, 2023

17

**Hire**

It is recommended that the Board approve the hiring of **Kylie Fritz** 1.0 FTE 3<sup>rd</sup> Grade Teacher at Donley Elementary at BA Step 3 effective August 21, 2023.



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** Board of Education

**FROM:** Dori Leyko  
*Superintendent of Schools*

**SUBJECT:** Human Resources Action Item

**DATE:** May 18, 2023

18

**Hire**

It is recommended that the Board approve the hiring of **Shannon Austin** 1.0 FTE Speech and Language Pathologist at Red Cedar Elementary at MA Step 14 effective August 21, 2023.



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** Board of Education

**FROM:** Dori Leyko  
*Superintendent of Schools*

**SUBJECT:** Human Resources Action Items

**DATE:** June 7, 2023

### Leave of Absences

It is recommended that the Board approve the request for an unpaid parental leave of absence for High School teacher, **Jacqui Carroll** for the 2023-2024 school year.

It is recommended that the Board approve the request for an unpaid leave of absence for High School teacher, **Nicole Heggelund** for the 2023-2024 school year.

It is recommended that the Board approve the request for an unpaid leave of absence for Robert L. Green Elementary teacher, **Katherine Fisher** for the 2023-2024 school year.

It is recommended that the Board approve the request for an unpaid leave of absence for Robert L Green Elementary teacher, **Katharine Hutton** for the 2023-2024 school year.



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** ELPS Board of Education

**FROM:** Glenn Mitcham

**SUBJECT:** Action Item: World Language Department trip to France and Spain

**DATE:** June 5, 2023

**Recommendation:**

It is recommended that the Board approve the attached proposal from Ms. Christopoulos, to travel to France and Spain June 10-18, 2024. The trip will provide students with authentic interaction in the target language and personal connection with the rich culture traditions of both French and Spanish heritage.

In keeping with district policy, three competitive bids were sought. Families will be paying for the trip, so there will be no cost to the district. Students will be provided the opportunity to fundraise.

Thank you for your consideration of this exciting opportunity for our high school students.



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** ELPS Board of Education

**FROM:** Glenn Mitcham

**SUBJECT:** Information for Board consideration of the World Language Department trip to France and Spain

**DATE:** May 10, 2023

**Recommendation:**

21

It is recommended that the Board consider the attached proposal from Ms. Christopoulos, to travel to France and Spain June 10-18, 2024. The trip will provide students with authentic interaction in the target language and personal connection with the rich culture traditions of both French and Spanish heritage.

In keeping with district policy, three competitive bids were sought. Families will be paying for the trip, so there will be no cost to the district. Students will be provided the opportunity to fundraise.

Thank you for your consideration of this exciting opportunity for our high school students.

**EAST LANSING PUBLIC SCHOOLS  
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

**IMPORTANT:** all out-of-state and overnight field trips require the approval of the East Lansing Board of Education. Per Board Policy 2340.01, "The Board may approve extended educational field trips for student groups under school sponsorship. Each trip requires separate approval and must be approved annually. An extended educational field trip exceeds one (1) school day and is directly related to the subject matter being taught in the district." For further details, please refer to ELPS BOE Policy 2340.01, included in the Field Trip Application Packet. All requirements must be satisfied before the Board will act on Extended Educational Field Trip requests.

Required documents must be attached to this request form:

- ✓ 1. Letter to ELPS Board of Education, requesting approval of this trip
- ✓ 2. Detailed itinerary
- ✓ 3. 3 tour company bids, if a commercial carrier is providing service
- ✓ 4. Certificate of liability insurance, if a commercial carrier is providing service
- ✓ 5. Copy of parent consent form (customize using provided template)

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Name and position of staff person requesting trip:

Brenna Christopoulos - French Teacher

Trip destination and dates: (please attach detailed itinerary to this form)

France and Spain, June <sup>10-18,</sup> 2024

Purpose for trip and relationship to district curriculum:

To provide our students with authentic interaction in the target language

Grade level of student participants, and number expected to participate:

30-45  
Students who have completed 9<sup>th</sup> grade - 12<sup>th</sup> grade

Cost to students and fundraising/scholarship plans:

Between \$4,143 and \$4,323 depending on number of students. Parent-organized fundraising.

Names of chaperones, plus total number committed:

Brenna Christopoulos, Rachel Gehres, we will have a 1:7 chaperone/student ratio

Brenna Christopoulos  
French Teacher  
East Lansing High School

May 3<sup>rd</sup>, 2023

Dear Superintendent Leyko and School Board Members,

I am excited to present a World Language Department trip to France and Spain during the month of June, 2024. We are seeking your approval for this educational opportunity, as it will provide our students with authentic interaction in the target language, personal connection with the rich cultural traditions of both French and Spanish heritage, and the chance to learn more about themselves as world travelers. We are interested in taking between 25 and 45 students on the trip. We expect a large number of students to be interested, as it will be our first "Spance" trip since before the pandemic.

The trip will take place June 10-18, 2024. We will board the flight from Detroit to Paris. In Paris, we will visit numerous cultural sites such as the Notre-Dame cathedral, the Louvre museum, the Château de Versailles, Sacré Coeur Basilica, and more. We will take the TGV (high speed train) from Paris to Barcelona, where students will explore the Picasso Museum, the Sagrada Familia, Park Güel, and more. Finally, we will fly from Barcelona to Detroit. Throughout the trip, students will partake in interactive demonstrations and tours with native guides.

As you can see from the itinerary, this trip connects students to the target language within the contexts of architecture, history, art, transportation, and food. Students will be using the target language to navigate the activities, understand their guides, and communicate with the native speakers they encounter during regular interactions. As this trip combines French and Spanish students, it is a great opportunity for students to experience the culture that they have learned about in class in addition to experiencing a completely new culture that they are unfamiliar with. It also reminds our students that they are part of a greater language learning community.

Out of the three itineraries that I researched, I ultimately chose the 9-day trip with Prométour due to the wide variety of activities for a fantastic price. Our department has worked with Prométour many times in the past and found their service to be excellent. They are proving themselves a reliable company that provides excellent experiences for students at an appropriate price. While WorldStrides provides a solid itinerary, the cost of the trip is ultimately too high and would prevent some students from being able to partake. The Explorica quote seems to be comparable to the Prometour price; however, I would like to travel with a company we have been with before. Our department trusts the accommodations and services that Prométour provides.

In order to enable students with financial constraints to attend the trip, we plan to work with parents to provide fundraising opportunities. Parent-led fundraising efforts in the East Lansing community have been transformative, because the parents have a variety of connections and innovative



USA: 1-800-304-9446 CAN: 1-800-657-7754 INFO@PROMETOUR.COM

## East Lansing - France and Spain June 2024

EAST LANSING

TRAVEL DATES: June 10 - 18 2024

9 DAYS

24

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**Erin Cuggy**

*Tour Consultant*

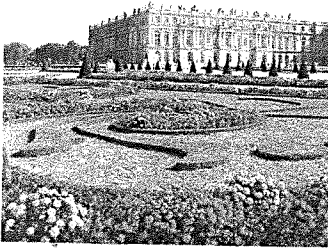
✉ [erin@prometour.com](mailto:erin@prometour.com)

---

## DAY 4:PARIS & VERSAILLES

Thursday 13-Jun-2024

---



Enjoy breakfast at the hotel with your group.

Board a local **RER train** and travel to **Versailles**.

Discover **Château de Versailles** at your own pace, the extravagant Sun King Palace has some spectacular rooms such as the Grand Apartments, the Royal Chapel, and Hall of Mirrors (**audio guide**)

Explore the elegantly landscaped Gardens of Château de Versailles with a stop at Marie Antoinette's Hameau & Trianon Palaces

Board a local **RER train** and return to **Paris**.

Discover **Quartier Montmartre**, "La Butte", it was and still is the source of inspiration to many artists such as Pissarro and Delacroix; stop at **Sacré Coeur Basilica** to admire its mosaic interior, take a selfie at the **Wall of Love**, and spend time in the always lively **Place du Tertre**.

Enter the **Sacré Coeur Basilica** and take a look at the amazing mosaics on the interior

Enjoy dinner with your group in a local restaurant.

Overnight accommodation in Paris.

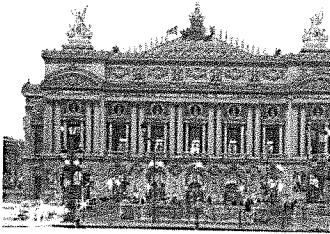
25

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## DAY 5:PARIS

Friday 14-Jun-2024

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Enjoy breakfast at the hotel with your group.

Discover **Opera Garnier** at your own pace; it is probably the most famous Opera house in the world, and known to be the inspiration for Leroux's "The Phantom of the Opera". (**non-guided**)

Visit **Parfumerie Fragonard and Boutique** to learn how French perfumes are made.

Have lunch on your own.

Take some time for some shopping at the **Galleries Lafayette**, be sure to look up, the ceiling is spectacular

Climb to the top of the **Arc de Triomphe**, a monument that honors those who fought and died for France and is the location of the **Tomb of the Unknown Soldier**

Enjoy dinner with your group in a local restaurant.

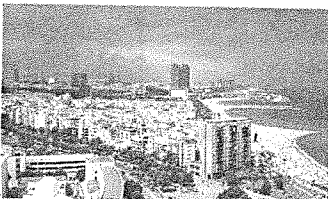
Overnight accommodation in Paris.

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## DAY 6:PARIS TO BARCELONA

Saturday 15-Jun-2024

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Enjoy breakfast at the hotel with your group.

Transfer by **motor coach** from your **hotel** to the **train station**.

Say a fond *Au revoir* to your French Prometour Tour Director and continue on with your trip

Board your **TGV** and head out to **Barcelona**

Meet your **Spanish Prometour Tour Director** upon arrival at the train station

Transfer by **motor coach** to your **hotel** for check-in

While in Barcelona, travel as the locals do by **walking** or taking **public transportation**



Transfer by **motor coach** to the **airport**

Board your flight from Barcelona and fly back to Detroit

• •

### Accommodations

- 7 nights in multiple occupancy quality hotels (3-star standard, 3 & 4 per room, single beds not guaranteed)

### Meals

- 7 Breakfasts + 7 Dinners / (group menu with 1 non-alcoholic beverage + vegetarian option)

### Additional Inclusions

- Service of a dynamic Bilingual Prometour Tour Director
- All aforementioned visits, activities, tours and admissions
- 1:7 complimentary trip ratio based on full paying participants (twin accommodation according to gender)
- School on Prometour Certificate of Liability
- Applicable service fees, taxes and FICAV contribution

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## NOTES

\* AIRLINE FUEL SURCHARGE(already included in these prices): Airlines have the legal right to impose fuel surcharges to tickets even after bookings have been made. Departure taxes and airline fuel surcharges at time of this quote = \$645

Prométour reserves the right to alter your itinerary before or during your tour for reasons including but not limited to: severe weather conditions, government restrictions, holidays, special events, or other unforeseen circumstances. When a scheduled activity or tourist site is not possible, we will make every effort to minimize inconvenience by adjusting the itinerary or replacing the item with a similar item of equal standard and value.

#### **New Green Initiative!**

Prométour's target is to be a 100% carbon neutral company by 2023. Complimentary CO2 offsetting is now included on all tours including bus or air transportation.

EXCHANGE RATE: Prometour has quoted this package at an exchange of 1.00 EURO = 1.10 USD

## Useful Information

Going Green - Prometour's Carbon Offset program with TAKING ROOT

Your Role as a Group Leader

CHILD PROTECTION POLICY

SAFETY PROTOCOL

TERMS & CONDITIONS

These prices are valid until: 14-Apr-2023

Your Prometour Tour Consultant: Erin Cuggy

339 rue Saint-Paul East, Montreal, Quebec, H2Y 1H3, Canada

[www.prometour.com](http://www.prometour.com)

✉ [erin@prometour.com](mailto:erin@prometour.com)

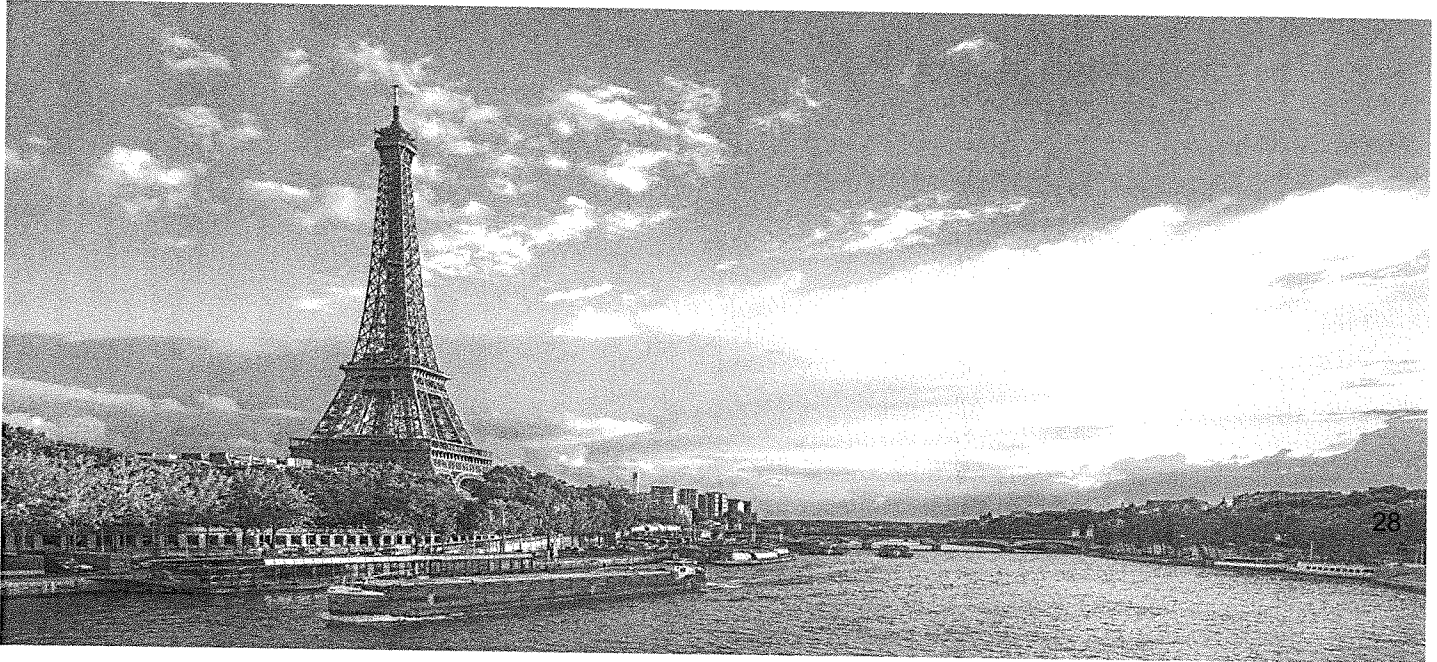
📞 USA: 1-800-304-9446 / CAN: 1-800-657-7754

**Prométour**  
EDUCATIONAL TOURS 



# WorldStrides®

Educational Travel & Experiences



## France, Mediterranean and Spain

[educationaltravel.com/Christopoulos-7247](http://educationaltravel.com/Christopoulos-7247)

June 10 - June 19, 2024

### Day 1 Start Tour

### Day 2 Bonjour Paris

Meet your tour director and check into hotel

### Day 3 Paris landmarks

Paris guided sightseeing tour: Arc de Triomphe, Champs Élysées, Eiffel Tower, Les Invalides, Notre-Dame Cathedral  
Louvre visit  
Eiffel Tower ascent

### Day 4 Paris--Provence

Versailles guided excursion : State Apartments, Hall of Mirrors, Gardens of Versailles  
LEAP Seize the Château!  
Travel to Avignon on the TGV (one of Europe's fastest train)

### Day 5 Provence

Nîmes tour director-led sightseeing: Nîmes amphitheater visit, Maison Carrée visit  
Pont du Gard visit  
LEAP En Gardel!: Fencing Lesson, Calligraphy Lesson

### Day 6 Provence--Barcelona

Travel to Barcelona via Carcassonne  
Carcassonne visit

### Day 7 Barcelona landmarks

Barcelona guided sightseeing tour: Park Güell visit, Gaudí's Sagrada Família visit, Barri Gotic, Olympic Stadium  
Casa Milà (La Pedrera) visit

### Day 8 Barcelona--Madrid

AVE train to Madrid

Madrid guided sightseeing tour : Prado visit with Whisper headsets, Plaza Colon visit, Plaza de España, Royal Palace

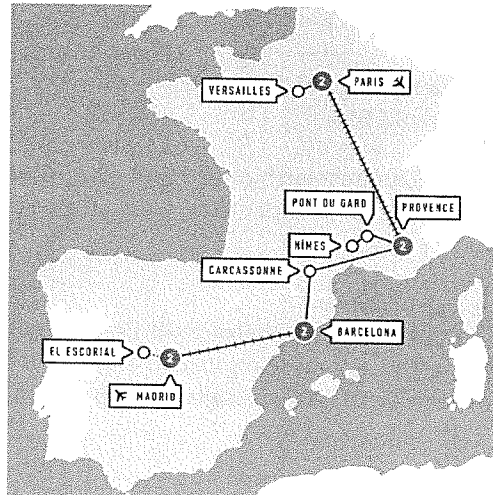
### Day 9 Madrid

Reina Sofia Museum visit

LEAP Cocina Española!

*Optional El Escorial half day excursion*

### Day 10 End tour



For details, visit [worldstrides.com/travel-protection-plans](http://worldstrides.com/travel-protection-plans).



## Paris & Barcelona

[explorica.com/Christopoulos-9765](http://explorica.com/Christopoulos-9765)

June 10 - June 17, 2024

### Day 1 Start Tour

### Day 2 Bonjour Paris

Meet your tour director and check into hotel  
Paris city walk: Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter  
Dinner in Latin Quarter

### Day 3 Paris landmarks

Paris guided sightseeing tour: Arc de Triomphe, Champs Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden, Place Vendôme, Opera House  
*Optional Versailles guided excursion*: State Apartments, Hall of Mirrors, Gardens of Versailles

### Day 4 The art of Paris

Louvre visit  
Montmartre walk  
Seine River cruise

### Day 5 Paris--Barcelona

Travel to Barcelona by train  
Barcelona city walk: Mercat de la Boqueria, Las Ramblas, Columbus Monument  
Tapas dinner

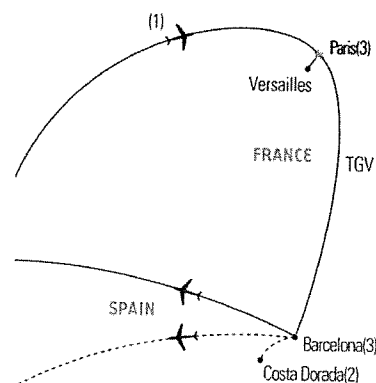
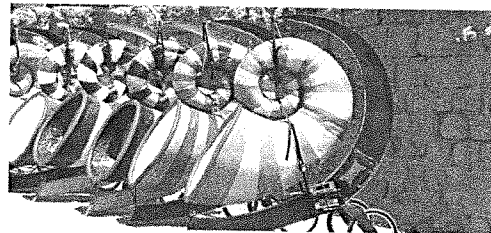
### Day 6 Barcelona landmarks

Barcelona guided sightseeing tour: Gaudi's Sagrada Família, Montjuïc Hill visit, Park Güell visit  
Paella dinner

### Day 7 Gerona & Figueres

*Optional Gerona and Figueres guided excursion*

### Day 8 End tour



**EAST LANSING PUBLIC SCHOOLS  
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

**Method of transportation:** (Important: please note 3 tour company bids must be obtained and attached to this paperwork. One bid must be from a local company.)

Plane arranged by travel company (Prométour)

**Liability insurance:** if using a private tour group or transportation company, a certificate of insurance from the outside company with a minimum of \$2,000,000 liability coverage naming East Lansing Public Schools as "additional insured" is required. Liability insurance form must be attached to this request.

Name of liability insurance company and amount of coverage:

Lemieux Assurances, \$5,000,000

**Signature of staff person requesting trip:**

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- I acknowledge responsibility for the accuracy of all submitted information.
- I acknowledge responsibility for holding an orientation session with students and chaperones, including expectations for chaperones, students, and staff. Session will include review of rules and procedures with parents.
- I acknowledge responsibility for appointing a second trip leader, and agree to familiarize him/her with all trip management details.
- I recognize it is my responsibility to ensure all student participants and their parents provide required documentation, including:
  - Field trip consent form with parent and student signatures
  - Rules acknowledgement form, with parent and student signatures
  - Medical authorization forms
- I acknowledge responsibility for leaving copies of all required documentation and forms with the building principal before leaving on the trip.

I have read and agree to all responsibilities listed above.

Brenna Anastopoulos                      5/2/23  
Staff Member Signature                      Date

I have discussed these plans with the staff member planning this trip. I believe the trip meets ELPS Board Policy requirements for Extended Educational Field Trips.

ASYS    5/2/23  
Building Principal Signature                      Date



Prométour  
certificate of liability  
insurance

**CSIO**

This certificate is issued as a matter of  
This certific

**1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS**

East Lansing  
509 Burcham Dr, East Lansing MI 48823

QC

**3. DESCRIPTION OF OPERATIONS/LOCATION**

Travel agency specializing in tailor-made tours for  
Travel to Quebec from June 12 to 17.

**4. COVERAGES**

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

**LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS**

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY CROSS LIABILITY  <input type="checkbox"/> WAIVER OF SUBROGATION  <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input checked="" type="checkbox"/> POLLUTION LIABILITY EXTENSION <input type="checkbox"/> <input type="checkbox"/>	TecAssur - Assurances Spécialisées - TECA6016	2022/08/26	2023/08/26	COMMERCIAL GENERAL LIABILITY	\$25,000	
				BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE		
				- EACH OCCURRENCE		\$5,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$5,000,000
				<input type="checkbox"/> PERSONAL INJURY LIABILITY OR		
				<input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		\$1,000,000
				MEDICAL PAYMENTS		\$10,000
TENANTS LEGAL LIABILITY	\$25,000	\$250,000				
POLLUTION LIABILITY EXTENSION						
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES	TecAssur - Assurances Spécialisées -	2022/08/26	2023/08/26	NON-OWNED AUTOMOBILES		\$5,000,000
<input checked="" type="checkbox"/> HIRED AUTOMOBILES	TecAssur - Assurances Spécialisées -	2022/08/26	2023/08/26	HIRED AUTOMOBILES		
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
				BODILY INJURY (PER PERSON)		
				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
				EXCESS LIABILITY		
<input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>				EACH OCCURRENCE		
				AGGREGATE		
<b>OTHER LIABILITY (SPECIFY)</b> <input checked="" type="checkbox"/> Professionnal responsibility	La Souveraine, Compagnie d'assurance générale - SOV79159015	2023/01/17	2024/01/17		\$25,000	\$5,000,000

**5. CANCELLATION**

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

**6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS**

Lemieux Assurances  
1610 Alphonse-Desjardins Boulevard Suite 300

Lévis QC POSTAL CODE G6V 0H1

BROKER CLIENT ID: 90815-1

**7. ADDITIONAL INSURED NAME AND MAILING ADDRESS**

(Commercial General Liability- but only with respect to the operations of the Named Insured)

East Lansing  
509 Burcham Dr, East Lansing MI 48823

QC

POSTAL CODE

**8. CERTIFICATE AUTHORIZATION**

ISSUER Lemieux Assurances

AUTHORIZED REPRESENTATIVE Priscilla Beaulieu

SIGNATURE OF AUTHORIZED REPRESENTATIVE

CONTACT NUMBER(S)

TYPE Main NO. (418) 835-0939

TYPE NO.

TYPE Télécopieur NO. (418) 835-5810

TYPE NO.

DATE January 18, 2023

EMAIL ADDRESS pbeaulieu@lemieuxassurances.com

**SURANCE**

te holder and imposes no liability on the insurer.  
d by the policies below.

**NAME AND MAILING ADDRESS**

Prométour 2000)

Quebec

POSTAL CODE

H2Y 1H3

POLICIES (but only with respect to the operations of the Named Insured)



## *Excess Program Structure*

Effective Date	Carrier	Policy Number	Limit	Layer
9/30/22 to 9/30/23	HDI Global Specialty SE	18EX3174	\$5,000,000	\$5M xs Primary
9/30/22 to 9/30/23	Westchester Surplus Lines Ins. Co.	G72597734001	\$15,000,000	\$15M xs \$5M
9/30/22 to 9/30/23	Everest National Insurance Company	XC5EX01719-221	\$15,000,000	\$15M xs \$20M
9/30/22 to 9/30/23	Navigators Insurance Company	GA22EXRZ0CGBUIV	\$5,000,000	\$5M xs \$35M
Total Limits			\$40,000,000	

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Underlying schedule of insuring agreements included under Excess tower (subject to policy limits, deductibles, terms, conditions, and applicable statutes and regulations):

- General Liability
- Employee Benefits Liability
- Automobile Liability
- Employer's Liability
- Foreign General Liability
- Foreign Contingent Automobile Liability
- Foreign Employer's Liability

**EAST LANSING PUBLIC SCHOOLS  
EXTENDED EDUCATIONAL FIELD TRIP CONSENT FORM**

Directions for use: type in all required information to customize this consent form for the planned field trip. Make copies for student participants and parents. Consent forms **MUST** be signed by both student participants and parents at least 10 days prior to the trip. A copy of all signed consent forms must be provided to the building principal at least a week before departure.

Destination and dates for field trip: insert information below.

France and Spain June 2024 10-18
--

Transportation arrangements:

Plane (booked through travel company) Prométour
--

Trip leader and co-leader:

Brenna Christopoulos
----------------------

This is to certify that \_\_\_\_\_ has my permission  
(print student name)  
to participate in all activities and related travel for the extended educational field trip outlined above. I have had an opportunity to discuss plans with the trip leader, and understand the risks involved.

I release and hold harmless East Lansing Public Schools and its employees and officers from all liability with reference to this extended educational field trip.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date



East Lansing  
Public Schools

## MEMORANDUM

---

**TO:** East Lansing Board of Education

**FROM:** Glenn Mitcham

**SUBJECT:** Action Item: High School Band and Orchestra Ensembles Trip to Cleveland Ohio

**DATE:** June 5, 2023

### **Recommendation:**

It is recommended that the Board of Education approve the trip request from David Larzelere and Dave Rosin for a High School band and orchestra ensemble trip to Cleveland, Ohio in May 2024.

While in Cleveland, the students will have the opportunity to perform, attend a performance by the Cleveland Symphony Orchestra, and experience the educational museums. This experience is appropriately connected to the music curriculum and would be a wonderful experience for our students.

In keeping with district policy, three competitive bids were sought. Families will be paying for the trip, so there will be no cost to the district. Students will be provided the opportunity to fundraise.

Thank you for your consideration of this exciting opportunity for our high school students.



East Lansing  
Public Schools

## MEMORANDUM

---

**TO:** East Lansing Board of Education

**FROM:** Glenn Mitcham

**SUBJECT:** Information for Board Consideration of the High School Band and Orchestra Ensembles Trip to Cleveland Ohio

**DATE:** May 19, 2023

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### **Recommendation:**

It is recommended that the Board of Education consider a trip request from David Larzelere and Dave Rosin for a High School band and orchestra ensemble trip to Cleveland, Ohio in May 2024.

### **Background:**

Attached is a proposal presented by Mr. Larzelere and Mr. Rosin for the Board's review detailing an explanation of a trip request. It is presented here for the full Board's review and consideration.

While in Cleveland, the students will have the opportunity to perform, attend a performance by the Cleveland Symphony Orchestra, and experience the educational museums. This experience is appropriately connected to the music curriculum and would be a wonderful experience for our students.

In keeping with district policy, three competitive bids were sought. Families will be paying for the trip, so there will be no cost to the district. Students will be provided the opportunity to fundraise.

Thank you for your consideration of this exciting opportunity for our high school students.



East Lansing  
Public Schools

East Lansing High School  
501 Burcham  
East Lansing, MI 48823

May 15, 2023

Dear Dr. Leyko and members of the Board of Education:

We are writing to request approval for the high school bands and orchestras to travel to Cleveland for an overnight trip on May 3-4, 2024.. In the past, this trip has been a positive experience for the students and is an important aspect of the band and orchestra curriculum. We realize that we just went to Washington DC, but we want to get the middle school and high school trips back to the correct years. Due to Covid and trip cancellations we wanted to get a trip in for the middle and high school this year (2023). **Taking a high school trip next year will get us back on the proper rotation between the two schools.**

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While in Cleveland, the students will have the opportunity to hear the Cleveland Symphony Orchestra in a live performance. Additionally, students will perform in a public concert. Students will also be able to visit several of Cleveland's educational museums and attractions.

Students who are not able to afford this trip will be provided several opportunities to fund raise through the East Lansing Band and Orchestra Parent Association.

Feel free to contact us if you have any questions regarding our request. Accompanying this letter are bids from three tour companies along with their insurance policies. Thank you for your continued support of the East Lansing Public School bands and orchestras.

Sincerely,

David Rosin

[David.rosin@elps.us](mailto:David.rosin@elps.us)

David Larzelere

[david.larzelere@elps.us](mailto:david.larzelere@elps.us)

Band and Orchestra Teachers

**EAST LANSING PUBLIC SCHOOLS  
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

**IMPORTANT:** all out-of-state and overnight field trips require the approval of the East Lansing Board of Education. Per Board Policy 2340.01, "The Board may approve extended educational field trips for student groups under school sponsorship. Each trip requires separate approval and must be approved annually. An extended educational field trip exceeds one (1) school day and is directly related to the subject matter being taught in the district." For further details, please refer to ELPS BOE Policy 2340.01, included in the Field Trip Application Packet. All requirements must be satisfied before the Board will act on Extended Educational Field Trip requests.

Required documents must be attached to this request form:

1. Letter to ELPS Board of Education, requesting approval of this trip
2. Detailed itinerary
3. 3 tour company bids, if a commercial carrier is providing service
4. Certificate of liability insurance, if a commercial carrier is providing service
5. Copy of parent consent form (customize using provided template)

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Name and position of staff person requesting trip:

DAVE ROBIN / DAVID LARZDUE

Trip destination and dates: (please attach detailed itinerary to this form) - Bid attached

Cleveland, OH      MAY 3-4-2024

Purpose for trip and relationship to district curriculum: - (see attached letter)

Our BIRMINGHAM BANDS 3 ORCHESTRA TRIP TO  
perform, clinics, & see museums & how orchestras.

Grade level of student participants, and number expected to participate:

9-12      (150-200)

Cost to students and fundraising/scholarship plans:

\$365.00 - 415.00      Depending on Tour company

ELBOPA will offer 3 fundraisers for students to  
earn funds towards their trip.

Names of chaperones, plus total number committed:

1 adult for every 4-8 students

**EAST LANSING PUBLIC SCHOOLS  
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

**Method of transportation:** (Important: please note 3 tour company bids must be obtained and attached to this paperwork. One bid must be from a local company.)

Charter Bus

**Liability insurance:** if using a private tour group or transportation company, a certificate of insurance from the outside company with a minimum of \$2,000,000 liability coverage naming East Lansing Public Schools as "additional insured" is required. Liability insurance form must be attached to this request.

Name of liability insurance company and amount of coverage:

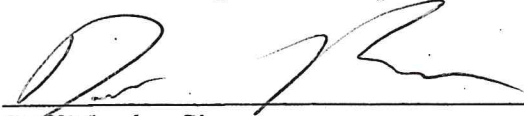
Attached to each bid

**Signature of staff person requesting trip:**

40

- I acknowledge responsibility for the accuracy of all submitted information.
- I acknowledge responsibility for holding an orientation session with students and chaperones, including expectations for chaperones, students, and staff. Session will include review of rules and procedures with parents.
- I acknowledge responsibility for appointing a second trip leader, and agree to familiarize him/her with all trip management details.
- I recognize it is my responsibility to ensure all student participants and their parents provide required documentation, including:
  - Field trip consent form with parent and student signatures
  - Rules acknowledgement form, with parent and student signatures
  - Medical authorization forms
- I acknowledge responsibility for leaving copies of all required documentation and forms with the building principal before leaving on the trip.

I have read and agree to all responsibilities listed above.

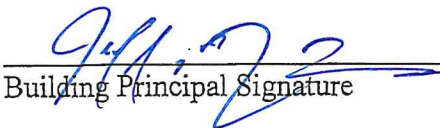


Staff Member Signature

Date

5-9-2023

I have discussed these plans with the staff member planning this trip. I believe the trip meets ELPS Board Policy requirements for Extended Educational Field Trips.



Building Principal Signature

Date

5/18/23



**East Lansing High School to Cleveland, OH!**  
**May 3, 2024 - May 4, 2024**

Proposal Draft 1, May 4 2023

## Trip Summary

### May 3 - Friday

5:30 AM Buses arrive for loading at East Lansing High School  
 6:00 AM Depart for Cleveland, OH  
 10:30 AM Welcome to Cleveland!  
 11:00 AM The Cleveland Orchestra  
 12:15 PM Depart for lunch  
 12:30 PM Arrive at lunch  
 12:30 PM \$15 cashback for lunch at West Side Market  
 1:45 PM Depart for Rock Hall  
 2:00 PM Arrive at Rock Hall  
 2:00 PM Rock & Roll Hall of Fame  
 4:30 PM Depart for the museum  
 4:45 PM Arrive at the museum  
 4:45 PM Cleveland Museum of Art  
 7:15 PM Depart for dinner  
 7:30 PM Arrive at dinner  
 7:30 PM Margaritaville Cleveland  
 9:00 PM Depart for the hotel  
 Check into the hotel  
 Lights out at director discretion

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### May 4 - Saturday

Breakfast at the hotel  
 Check out of the hotel  
 Depart for performance  
 8:30 AM Arrive at performance  
 8:30 AM Performance at The Arcade Cleveland  
 9:45 AM Depart for Cleveland Zoo  
 10:00 AM Arrive at the zoo  
 10:00 AM Cleveland Metroparks Zoo  
 \$15 cashback for lunch at zoo  
 1:00 PM Depart for Severance Hall  
 1:30 PM Arrive at Severance Hall  
 1:30 PM Severance Music Center Tour  
 2:30 PM Depart for East Lansing, MI  
 Dinner in transit at participant's expense  
 8:00 PM Arrive at East Lansing High School

## May 3 - Friday



5:30 AM

### Buses arrive for loading at East Lansing High School

509 Burcham Dr, East Lansing, MI 48823



6:00 AM - 4 hr 30 min

### Depart for Cleveland, OH

240 miles

4.5 hours



10:30 AM

### Welcome to Cleveland!



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11:00 AM - 1 hr

### The Cleveland Orchestra

Severance Music Center - 11001 Euclid Ave, Cleveland, OH 44106  
Mandel Concert Hall

The Cleveland Orchestra is one of the five American orchestras informally referred to as the "Big Five" and has additionally appeared on lists of the world's greatest orchestras.

Program: Berlioz's *Symphonie fantastique*

In his *Fantasy Symphony*, the young Berlioz bared his soul in music —torturing himself with the extreme passion he had once felt for his beloved. Through visions of dreams, opium-induced nightmares, and tender musical kisses, this masterpiece includes a riveting "March to the Scaffold" you won't soon forget.

Length: approx. 1 hour



12:15 PM - 15 min

### Depart for lunch

6 miles  
15 minutes



**12:30 PM - 15 min**  
**Arrive at lunch**



**12:30 PM - 1 hr 15 min**  
**\$15 cashback for lunch at West Side Market**  
1979 W 25th St. Cleveland, OH 44113

The oldest marketplace in Cleveland, the Westside Market offers over one hundred different vendors for lunch, dinner, dessert or just a snack for the road, with origins from a wide variety of cultures.



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**1:45 PM - 15 min**  
**Depart for Rock Hall**  
2.5 miles  
10 minutes



**2:00 PM - 15 min**  
**Arrive at Rock Hall**



**2:00 PM - 2 hr 30 min**  
**Rock & Roll Hall of Fame**  
1100 E 9th St. Cleveland, OH 44114

Featuring five levels of artifacts, costumes, performance outfits, and instruments from some of music's most beloved legends, the Rock & Roll Hall of Fame is dedicated teaching and inspiring through the power of Rock & Roll. From John Lennon's piano to Michael Jackson's infamous glove, through the emergence of MTV and the Punk culture of the 1990's, the Rock & Roll hall of fame will take you on a journey from the beginning of popular music as we know it through it's current form.



**4:30 PM - 15 min**



**Depart for the museum**

6.5 miles  
15 minutes



**4:45 PM**

**Arrive at the museum**



**4:45 PM - 2 hr 30 min**

**Cleveland Museum of Art**

11150 East Blvd, Cleveland, OH 44106

The Cleveland Museum of Art is an exceptional institution that offers a wealth of inspiration and artistic beauty. Established in 1913, it boasts a vast collection of over 61,000 pieces of art that span 6,000 years of human history. Visitors can explore captivating works of art from around the world, including priceless treasures from Asia, Europe, and America. Whether you are interested in paintings, sculptures, or ancient artifacts, this museum offers something for everyone. You can experience the power of human creativity and imagination in every corner of this remarkable museum.



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**7:15 PM - 15 min**

**Depart for dinner**

8 miles  
15 minutes



**7:30 PM**

**Arrive at dinner**



**7:30 PM - 1 hr 30 min**

**Margaritaville Cleveland**

1150 Front Ave, Cleveland, OH 44113

Margaritaville restaurants are a fun and laid-back place to hang out with friends and family, and known for their exceptional service with groups. They serve delicious, tropical-inspired food like burgers, seafood, and nachos. You can also enjoy their signature margaritas and other tropical drinks. The atmosphere is always lively, with great music and a beachy vibe, making it the perfect spot to relax and have a good time.



**9:00 PM**  
**Depart for the hotel**



**Check into the hotel**



**Lights out at director discretion**

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## May 4 - Saturday



**Breakfast at the hotel**



**Check out of the hotel**



**Depart for performance**



**8:30 AM**  
**Arrive at performance**



**8:30 AM - 1 hr 15 min**  
**Performance at The Arcade Cleveland**  
401 Euclid Ave, Cleveland, OH 44115

The Arcade in downtown Cleveland is a Victorian-era structure of two nine-story buildings, joined by a five-story arcade with a glass skylight spanning over 300 feet, along the four balconies. Opened in 1890 at a cost of \$875,000, The Arcade Cleveland was America's inaugural indoor shopping center. "Cleveland's Crystal Palace," as it was known then, is the city's first building to be listed on the National Register of Historic Places.

8:30am set up  
9am performance  
9:30am tear down

100 chairs included in space rental



**9:45 AM - 15 min**  
**Depart for Cleveland Zoo**  
6 miles  
15 minutes



**10:00 AM**  
**Arrive at the zoo**

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**10:00 AM - 3 hr**  
**Cleveland Metroparks Zoo**  
3900 Wildlife Way, Cleveland, OH 44109

The Cleveland Metroparks Zoo aka Cleveland Zoological Park is a 183-acre zoo in Cleveland, Ohio. The Zoo is divided into several areas: Australian Adventure; African Savanna; Northern Wilderness Trek, The Primate, Cat & Aquatics Building, Waterfowl Lake, The RainForest, and the newly added Asian Highlands.



**\$15 cashback for lunch at zoo**



**1:00 PM - 30 min**  
**Depart for Severance Hall**  
9 miles  
20 minutes



**1:30 PM**  
**Arrive at Severance Hall**



**1:30 PM - 1 hr**  
**Severance Music Center Tour**

11001 Euclid Ave, Cleveland, Ohio 44106

Severance Music Center opened in 1931 as the home of The Cleveland Orchestra. It is regarded as one of the world's most beautiful concert halls due to the renowned acoustics. The hall has seating for 1750 people, a central stage, and a large pipe organ.



**2:30 PM - 5 hr 30 min**  
**Depart for East Lansing, MI**  
235 miles  
4.5 hours

1 hour meal stop in transit



**Dinner in transit at participant's expense**



**8:00 PM**  
**Arrive at East Lansing High School**  
509 Burcham Dr, East Lansing, MI 48823

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## Information & Documents



# East Lansing High School Cleveland, OH May 2-4, 2024 Trip Inclusions

- A full-time Guardian tour director to accompany your group while on location
- Private motorcoach transportation for the entire trip
- 1 night of accommodations at an area hotel
- Overnight security at the hotel
- Breakfast at the hotel
- \$15 cashback at West Side Market
- Dinner at Margaritaville
- \$15 Cashback at the zoo
- Cleveland Orchestra Performance tickets
- Rock and Roll Hall of Fame entrance
- Art Musuem entrance
- Cleveland Zoo
- 4 complimentary director packages at single occupancy
- All tips, taxes, and gratuities for all trip elements
- Post-Departure Travel Insurance covering illness, injury, trip interruption, and more
- Guardian drawstring bags for each participant
- Professional Liability Insurance
- Optional Trip Protection Plan for cancellation
- Consumer Protection Plan
- Online Payment Program including donation program and fundraising integration

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Price Per Person		Student Quad Occupancy	Student Triple Occupancy	Student Double Occupancy	Student Single Occupancy	Adult Double Occupancy	Adult Single Occupancy
218	Paid Participants	\$401.00	\$429.00	\$483.00	\$647.00	\$483.00	\$647.00
200-217	Paid Participants	\$414.00	\$441.00	\$496.00	\$660.00	\$496.00	\$660.00
180-199	Paid Participants	\$431.00	\$459.00	\$513.00	\$677.00	\$513.00	\$677.00
163-179	Paid Participants	\$449.00	\$477.00	\$531.00	\$695.00	\$531.00	\$695.00

Optional Trip Protection Plan: 57.00

Pricing is valid until May 18, 2023 or any changes to vendor pricing and availability.

\*This is a group commitment date and does not apply to individual bookings. If Guardian does not receive a signed contract by this date, hotel rooms, buses, or other trip elements being held on behalf of the group may be released.

Should the group choose to use the online payment platform, an additional 1% plus 30 cents per transaction will be incurred by our payment processor. Additional fees for those not paying by bank transfer may occur.

Pricing is based on the number of participants listed above. The amount may change if the number of participants varies from this. Quad and triple occupancy will have two beds in each room. Double and single occupancy will have one or two beds in each room. Trip components and pricing are based on availability until a signed contract and/or deposit is received. All aspects of the trip are customizable! If you would like to make adjustments for pricing reasons or other desires, please let us know! We aim to please!





# CERTIFICATE OF LIABILITY INSURANCE

DATE  
04/20/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Affinity Insurance Services Aon Affinity Travel Practice 900 Stewart Avenue, 4th Floor Garden City, NY 11530	<b>CONTACT NAME:</b> Peter F. Maidhof <b>PHONE (A/C, No, Ext):</b> 1-(800) 803-1213 <b>FAX (A/C, No):</b> (516) 294-1821 <b>E-MAIL ADDRESS:</b> peter.maidhof@aon.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Arch Insurance Company (AIC)</td> <td>11150</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Arch Insurance Company (AIC)	11150	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
<b>INSURED</b> Guardian Music and Group Travel Inc 1008 Frances Parkway Park Ridge, IL 60068														


COVERAGES	CERTIFICATE NUMBER	REVISION NUMBER
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			TAP0198037-00	10/24/2022	10/24/2023	<b>50</b> EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Each Occurrence) \$50,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS & COMPLETED OPERATIONS
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			TAP0198037-00	10/24/2022	10/24/2023	COMBINED SINGLE LIMIT (Each accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per occurrence) PROPERTY DAMAGE (Per occurrence)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION		N/A				EACH OCCURRENCE AGGREGATE
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	<b>ERRORS &amp; OMISSIONS/PROFESSIONAL LIABILITY</b>			TAP0198037-00	10/24/2022	10/24/2023	EACH NEGLIGENT ACT OR NEGLIGENT OMISSION \$2,000,000
A	<b>ABUSIVE ACTS</b>			TAP0198037-00	10/24/2022	10/24/2023	EACH OCCURRENCE/AGGREGATE \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
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Proof of Coverage  	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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# Why Guardian?

Guardian is happy to take care of all your group travel needs. No matter what corner of the world you want to travel to, Guardian can take you there. We service groups of all types and sizes to all destinations. Guardian has provided group travel to six continents, and we love creating the opportunity for our participants to experience the culture, history, music, and cuisine of your chosen destination.

Our travel consultants, tour directors and detail-oriented staff will help your group’s experience the world while engaging in activities and performances within their area of study. With our reliable tour guides, both domestic and international, we ensure your trip will be a success.

Let Guardian make your group travel dreams a reality!



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Guardian is one of the very few Minority Owned Businesses in the group travel industry. We are proud to be and hire a diverse staff that brings a valuable perspective to our unique industry and our unique clients.

Guardian is also a family-run business. As a private and debt-free company, we are not beholden to investors or public concerns. We treat our staff, clients, and community as part of our family, and we love being able to support your travel dreams!

## About Us

Founded by educators, Guardian’s staff looked to improve upon the model of group travel based on our experiences while teaching and has enhanced the participant experience through creating custom itineraries tailored to each group’s specific needs. Collectively, we have well over 300 years of group travel experience. Our staff are award winners in their field and are excited to serve you!

## How Else Can We Serve You?

Guardian also offers a completely integrated fundraising program from our sister company, Guardian Fundraising. Guardian offers over a dozen fundraising products and online services to help raise money for your group. Our fundraising lines include food products like, pizza, popcorn, candy, and cookie dough, as well as Guardian exclusive fundraisers like custom-engraved tumblers, spice blends, bed sheets, and more! All our product lines can be sold online eliminating accepting cash and tabulating brochures. We handle all organizing, payment processing and distribution. Guardian Fundraising can also track individual sellers and then our travel side can apply the fundraising credits to the participant’s trips. Some students fundraise the entire cost of their trips!



## Guardian Memberships and Associations

Guardian actively takes part in numerous organizations to provide better opportunities for our clients, enrich their experience, provide more competitive pricing, and invest in their safety. These memberships also provide Guardian with wonderful resources to become an even stronger tour operator through our training and network of vendors.

### Your Needs

With the best interests of your group in mind, our staff will plan your trip to be both fun and educational. Every trip is custom designed based on the specific wants and needs of your group. Our staff, consisting of current and former teaching professionals, strives to create enriching and memorable experiences, while keeping the perspectives of the teacher, students, and parents in mind. Let us design an unforgettable experience for you and your group!

### Education

Guardian values creating excellent educational experiences for you and your students. With an established and growing network of clinicians around the world, whether you need one clinic or five, our clinicians will help develop your group with valuable feedback to aid in your ensemble's continued growth. We provide incredible workshops, training sessions, and immersive cultural and educational experiences nationally and internationally.

### Attractions

Our goal is to create enjoyable and educational experiences to foster community and camaraderie within your group. From horseback riding at a Texas dude ranch to channeling your inner wizard at Hogwarts at Universal Studios, we take the time to do the research to ensure your students are experiencing the culture, cuisine, and all that is unique to your destination. Our itineraries are custom built to meet your specific needs.

### Protection & Safety

Guardian cares about your safety and protection. From on-trip issues to long-term forecasting, Guardian has your best interests in mind. All travel packages come with a post-departure travel insurance plan to protect against illness, injury, trip interruption, and more. Our company is fully licensed and insured with an extensive professional liability policy. Using a Student Youth Travel Association recommended Consumer Protection Plan, we offer a variety of travel protection plans for participants. Guardian also offers the options of an experienced tour guide to handle on-trip issues, to make sure your trip runs smoothly, and overnight security to help put your mind at ease. Our 24/7 hotline is available for emergencies.

### Payments

Our Payment options are just as customized as our trips. We work with group's specific needs and timelines. We offer an online payment system for groups when needed to take the responsibility from the group leaders, so they can focus on what is truly important, their group. Guardian also offers fundraising that can be applied to each traveler's account and offers a platform for family members and friends to contribute to traveler costs to make the trip more affordable for them.





Anything can happen, and with the Guardian Trip Protection Plan we promise to protect your investment in the event of a trip cancellation

The Trip Protection Plan (TPP) is the only option for a FULL REFUND in the event of a group cancellation. Guardian is the only company in the industry offering this option. The COVID pandemic taught us the importance of protecting your travel investment. Travel packages with Guardian are non-refundable, so we encourage you to purchase this plan. The Trip Protection Plan also includes individual cancellations, which will return up to 80% if paid in full. 20% of the cost of the trip shall be kept to offset losses and as a service charge. This plan is significantly better than 3<sup>rd</sup> party CFAR plans that return on average 50-75%.

Notification of cancellation must be made to Guardian least 72 hours before scheduled departure to activate the refund plan.

Payments@GuardianTravelGroup.com

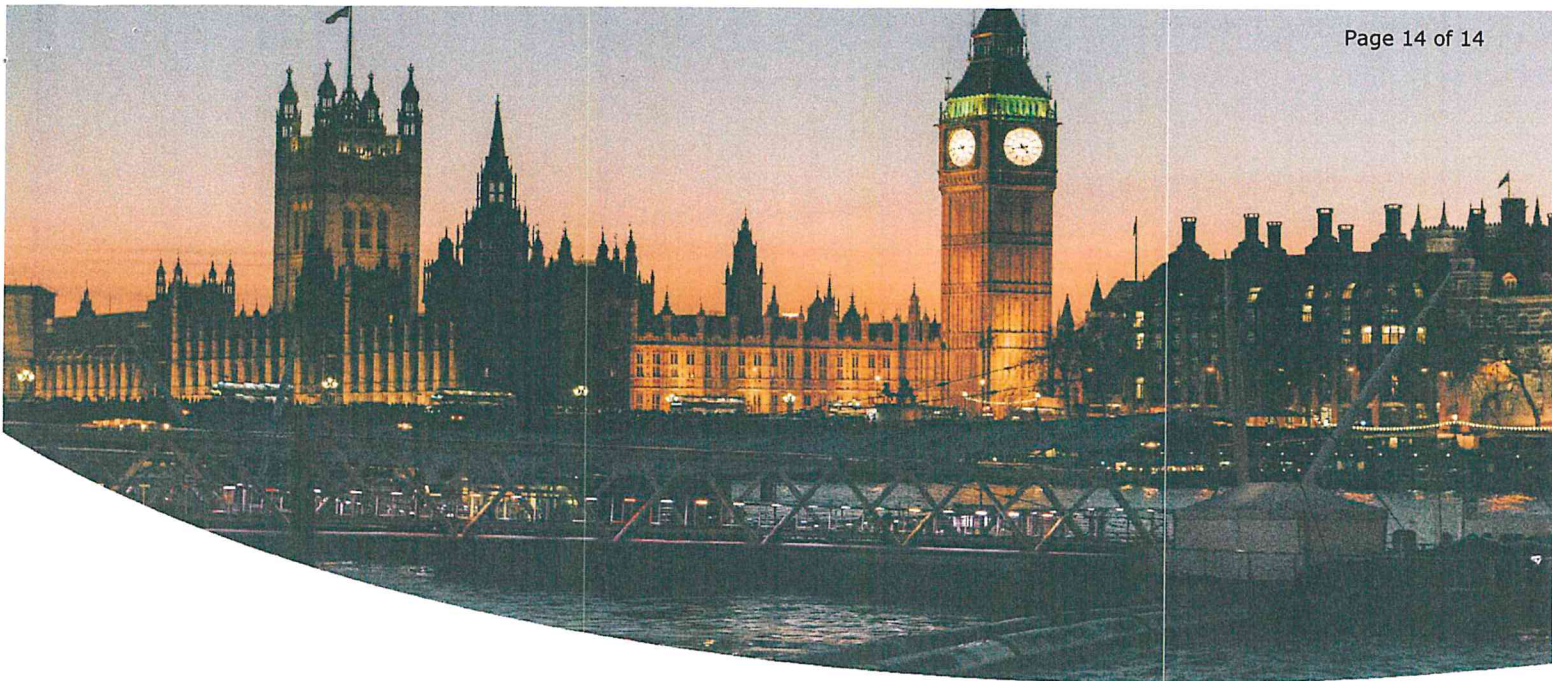
**Terms and Conditions Apply:**

- The cost of enrolling in the Trip Protection Program <sup>53</sup> is non-refundable, even in the event of trip cancellation where all other fees are refunded.
- You must enroll in the TPP before 9 months of departure or if you are within 9 months, you must register within 14 days of deposit. All purchases after 14 days of enrollment are non-refundable and will not qualify for the plan.
- If an airline or other vendor will only refund Guardian in the form of airline or vendor credit, you may receive part of your refund in the form of an airline/vendor credit.
- Please see additional terms and conditions at trip registration



**GUARDIAN**  
TRAVEL GROUP





## Post Departure Travel Insurance

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All overnight travel with Guardian includes insurance to protect your on-trip experience. We do our best to expect the unexpected and we decided to include this great inclusion in all packages. Should a snowstorm hit, participant become ill, luggage become lost, or one of many possible scenarios, we have a staff in place to support you 24/7 with travel solutions, medical assistance and financial compensation when necessary.

Our experienced team is ready to support you domestically and internationally as our emergency phone line is always available for on-trip emergencies. We offer overnight security to help your group leaders and chaperones rest well at night.

To protect your financial investment, please consider our Trip Protection Plan should you need to cancel your trip in advance of departure.

Payments@GuardianTravelGroup.com

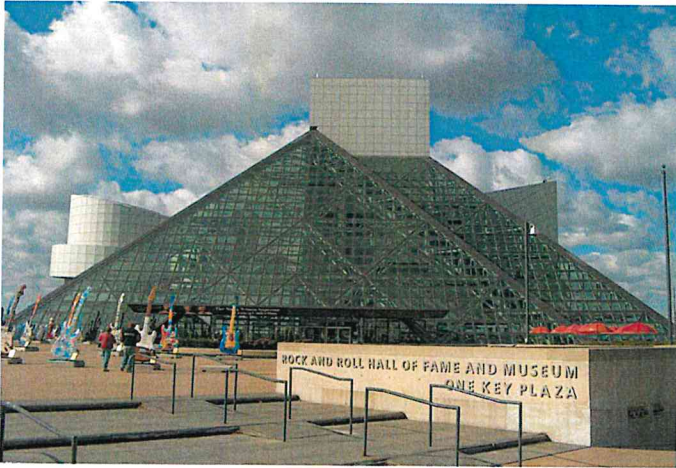
- Trip Interruption Assistance
- Travel Delay—6 hours—150.00/day up to 750.00 maximum
- Missed Connection—3 hours—500.00
- Baggage/Personal Effects—1500.00
- Baggage Delay—24 hours—300.00
- Non-Medical Emergency Medical Evacuation
- Emergency Medical Evacuation
- Accident and Sickness Medical Expense—25,000.00
- Emergency Assistance Services
- Online Medical Appointments with state-licensed doctors for any trip illnesses (U.S. trips only)



**GUARDIAN**  
TRAVEL GROUP







## East Lansing HS Music

East Lansing, MI

May 3 - 4, 2024

Friday, May 03

[ETD for Cleveland, OH](#)

Depart for Cleveland

[Cleveland Orchestra](#)

Enjoy the famous Cleveland Orchestra as they perform Berlioz's Symphonie Fantastique

[Rock & Roll Hall of Fame](#)

This \$84 million 150,000-square-foot structure rises along the shore of Lake Erie and features interactive displays, music, films and a live radio studio to salute the stars of rock & roll. Its permanent collection is made up of thousands of priceless artifacts. The Rock and Roll Hall of Fame & Museum has become the repository for some of the rarest items from rock's most celebrated artists. The collection spans a century, and it includes materials from the early days of blues to today's teen idols.

[\\$20 Cash Back for Lunch](#)

Provided

[Hotel Check In](#)

Check into Hotel

[Dinner](#)

The 'famous' Hofbrauhaus (provided)

[Cleveland Museum of Art](#)

Possible Performance upon museum approval

The Cleveland Museum of Art creates transformative experiences through art, "for the benefit of all the people forever." The Cleveland Museum of Art is renowned for the quality and breadth of its collection, which includes more than 61,000 objects and spans 6,000 years of achievement in the arts. The museum is a significant international forum for exhibitions, scholarship, and performing arts. One of the top comprehensive art museums in the nation and free of charge to all, the Cleveland Museum of Art is located in the dynamic University Circle neighborhood.

[ETD for Hotel](#)

Depart for Hotel

[Security](#)

Security provided each night

Saturday, May 04

[Breakfast at Hotel & Check Out](#)

Breakfast Buffet (provided)

[Tour Severance Hall](#)

Tentative - based on availability

[Cleveland Zoo & Rainforest](#)

Enjoy the Cleveland Zoo

[\\$20 Cash Back for Lunch](#)

Provided

[ETD for Michigan](#)

Depart for Home

[\\$10 Cash Back for Dinner](#)

Provided

[ETA at ELHS](#)

Arrive Home

# TOUR CONDITIONS

## East Lansing HS Music

East Lansing, Michigan  
to:

Cleveland, OH

Cleveland Orchestra & Ensemble Clinics

Rock & Roll Hall of Fame

Cleveland Museum of Art

Cleveland Zoo

May 3 - 4, 2024

### Trip Price per Person

4 Complimentary Trips Included

Passengers	200	170	180	190
Quad	\$363	\$384	\$375	\$368
Triple	\$382	\$403	\$394	\$387
Twin	\$419	\$440	\$432	\$425
Single	\$533	\$554	\$546	\$538

**IMPORTANT NOTE:** The above trip prices are based on hotel room occupancy and the total number of travelers and may vary depending on group size when prorated costs, such as motor coach, etc., are affected. Tour prices in this proposal are based on tariffs in effect as of May 02, 2023 and are subject to change. These trip prices were developed for individuals traveling with your group, as a group, on the trip described in this proposed itinerary.

### Inclusions

- Bennett Travel tour director throughout
- Roundtrip Motorcoach Transportation via chartered coaches
- Tolls, Taxes and Daily Maintenance Fees for Driver(s)
- (1) nights Hotel Accommodations per the itinerary
- (5) Meals included; they will be a variety of buffet, fast food, plated and/or pre-selected menus per the itinerary. For variety and convenience, money will occasionally be given in lieu of a pre-determined restaurant.
- All Sightseeing & Special Events per the Itinerary
- Entrance Fees where necessary
- Taxes and Gratuities - As required for all included features
- Gratuities to Driver(s) and Local Guide(s) as necessary
- Trip Departure Briefing (if applicable)
- Customized Tour Itinerary & Baggage Tags
- All Operations & Planning Charges

### Exclusions

Passport fees; baggage handling at airports & hotels; excess baggage charges; forwarding of baggage; items or services of a personal nature such as snacks, laundry, room service, telephone calls, pay TV, movies, cables, souvenirs or the like; gratuities to travel directors; any items or services not mentioned specifically in tour conditions.

### Payment Schedule

Payment	Amount	Due Date
Non-refundable deposit	\$75.00	October 12, 2023
Installment	\$50.00	November 12, 2023
Installment	\$50.00	January 12, 2024
Installment	\$50.00	February 12, 2024
Installment	\$50.00	March 12, 2024
Final Payment	Balance	April 12, 2024

### Cancellation Information

"Cancellation" is defined as any change made to the passenger list at least 60 days, 57 prior to trip departure day. Cancellation must be made under the traveler's account at Trip Account by clicking on the "Cancel a Traveler" link on traveler's/ payer's welcome page dashboard OR by e-mail or written communication to BT@. With the exception of non-refundable deposits/payments, if cancellation is received 60 days or more prior to trip departure day, money returned by suppliers is refundable. Cancellations received 60 days or fewer before, or on, trip departure day are non-refundable, unless a paying substitute traveler takes the place of the cancelled person. If the trip includes airfare, cancellation and/or substitution policies may vary, depending on the airline, date of ticketing and group contract. Please contact BT@ for additional information. Travelers desiring travel and cancellation insurance may find it from a provider of their choice.

### Tour Operator Responsibility

Bennett Travel (BT@) Powered by Music Travel Consultants acts only as an agent in providing means of transportation or other services. All tickets are issued and all other services are offered or provided subject to any and all terms and conditions, under which such means of transportation or other services are offered or provided. The issuance and acceptance of such services shall be deemed to be consent to the further condition that BT@ shall not be or become liable or responsible in any way in connection with such means of transportation or in connection with other services, or for any loss, injury or damage to or in respect of any person or property howsoever caused or arising, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Bennett Travel Powered by Music Travel Consultants. The airlines, trains, motor coaches and ships concerned are not to be held responsible for any act, omission or event during the time passengers are not aboard the airline, train, motor coach or ship. BT@ reserves the right to alter the itinerary. Any extra charges arising from such change must be met by the passenger. BT@ reserves the right to cancel the tour or to remove any passenger from the tour; its sole liability in such instance being the refund of all monies paid to it for unused services. By acceptance of tour membership, Passenger agrees to the foregoing and also agrees that BT@ shall not become liable or responsible for loss, damage, injury or inconvenience to Passenger and to their possessions caused by or resulting from occurrences, negligent or otherwise, due to the malfunction or breakdown of machinery or equipment, strikes or labor disputes, acts of God, war or civil strife, acts of governments or civil authorities, disease, delays, fire, theft, weather, itinerary changes or cancellation of services or default by suppliers, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of BT@ Powered by Music Travel Consultants.

## Why Travel With Bennett Travel?

Founded in 2008 by Jeff Bennett, Bennett Travel specializes exclusively in student group travel arrangements for middle school, high school and collegiate groups including music performance ensembles. Led by former educators and award-winning music teachers, we focus on meeting the needs and exceeding the expectations of students, teaching staff, parents and administrators for each group we serve. High quality trips with extraordinary personal service are the hallmarks upon which we've built our reputation. Our staff takes the time to understand your needs and concerns. GROUP TRAVEL is OUR business. We've focused exclusively on group trips since day one and our staff has vast travel knowledge and travel experience in every popular group destination around the globe. Class trips, band, choir or orchestra performance tours, our commitment is to give your group an educational and once in a lifetime travel experience. Learn more about Bennett Travel here: [www.bennett-travel.com](http://www.bennett-travel.com)

## The Travel App

**A travel app for the finest bands, choirs and orchestras in the world.**

Music Travel Consultants introduces the "Travel" app, free to all of a group's travelers. Teachers, directors, staff, chaperones and students may use this secure, information-packed, versatile app during their trip. With real-time trip schedule updates, everyone knows where to go and when to be there. The app also provides instantaneous group messaging because communication is key to a successful trip and invaluable in an emergency. Travelers can use the app to securely send messages and photos limited only to their group. The "Travel" app is full of trip leader tools, which easily record contacts, create lists of all kinds and assign chaperones. To stay organized, assistants, staff and boosters may be granted access at the trip leader's discretion. The "Travel" app frees a music director's time, and provides staff, chaperones, students and travelers a convenient, easy, secure way to totally enjoy the trip and all it offers! You can find out more about the "Travel" app at: [www.tripaccount.com/app](http://www.tripaccount.com/app)



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## Dedicated Tour Directors

One of the integral parts of a successful Bennett Travel trip is having a dedicated and committed Tour Director, right at your side throughout your journey. From a group's first steps out the door until they return safely home, if the unpredictable happens, rest assured that your Bennett Travel Tour Director will use extensive training and management skills to find a solution as quickly as possible. Want to know more about the importance of having a dedicated Bennett Travel Tour Director at your side on your next trip?

Learn more at: [www.bennett-travel.com](http://www.bennett-travel.com)

## References? We've Got a Few...

Cadillac High School  
Chippewa Valley High School  
Coopersville High School  
Dakota High School  
Dow High School  
East Grand Rapids High School  
East Rockford Middle School  
Grand Ledge High School  
Greenville High School

Hamilton High School  
Hastings High School  
Imlay City High School  
John Glenn High School  
Lake Fenton High School  
Lakewood High School  
Manton High School  
Mason High School  
Midland High School

Otsego High School  
Owosso High School  
Port Huron High School  
South Haven High School  
St Clair High School  
Walled Lake High School  
Waterford Kettering High School  
Waterford Mott High School  
West Ottawa High School

## THE TRAVEL FAMILY



*Powered by Music Travel Consultants*

Bennett Travel has been a Michigan staple in the student travel industry since 2008. Staffed and operated by former educators, Bennett Travel is proud to serve educators and their student groups. Designing tours for all types of school groups, Bennett Travel consistently offers the best quality for all their clients. With a focus on one-of-a-kind, personalized service and attention to detail, Bennett Travel has grown to be the travel planner of choice in Michigan. President, Jeffrey Bennett, completed a successful 30-year career as Director of Bands and Orchestras in North Branch, Kentwood and Harbor Springs, Mich. Since his retirement from the classroom, Jeff and his team have dedicated their knowledge, energy and expertise into organizing customized tours for any type of school group. From first consultation to proposal, their staff meets with parents, administrators and travelers to ensure each portion of the tour is designed to meet your needs. A professionally trained Tour Director will get you to your destination and back home, taking the pressure of travel logistics off your plate so that you can focus on the student experience and their performance.

[www.bennett-travel.com](http://www.bennett-travel.com)



Since 1987, Music Travel Consultants, led by accomplished band directors, has become first choice for student performing group travel by hearing customers, providing industry-leading on-line services and having professional Tour Directors conduct most trips. Focused on creating custom trips that provide relevant, memorable and rewarding student travel experiences, Indianapolis-based Music Travel successfully partners with customers to do just that, in destinations within the United States and world-wide. Over 165 years combined travel expertise earned in over 68 countries enables Music Travel Consultants to anticipate group needs and deliver group wishes, without surprises or hidden costs.

[www.musictravel.com](http://www.musictravel.com)

## APPOINTMENTS

We are pleased to be members of the following prestigious and respected travel associations in an ongoing effort to provide the absolute best student group travel service possible.

Music Travel Consultants is proud to be a Disney Parks Recognized Youth Travel Planner. Music Travel Consultants was also selected to be a part of the Walt Disney World Resort/Disneyland Resort Youth Travel Planner Symposium.



Music Travel Consultants is pleased to be Disney Broadway's Preferred Travel Planner. Disney Theatrical Productions Limited (DTP), also known as Disney on Broadway, is the flagship stageplay and musical production company of the Disney Theatrical Group, a subsidiary of The Walt Disney Studios, a major business unit of The Walt Disney Company.

Music Travel Consultants is proud to be an official Universal Orlando Preferred Youth Travel Planner. Universal Orlando Resort™ is proud to partner with select vendors that provide superior service and quality products for the ultimate theme park and resort hotel experience.



Music Travel Consultants is pleased to be the Official Student Travel Partner of Music for All and Bands of America. Music for All is one of the largest and most influential national music education organizations in support of active music-making. Music for All is unique in that it combines programming at a national level with awareness campaigns, research and advocacy. Bands of America, the nation's leading presenter of music events for high school band students, champions a mission to create and provide "positively life-changing" experiences for students, teachers, parents and communities.

Music Travel Consultants is proud to be Winter Guard International's Preferred Travel Partner. WGI Sport of the Arts is the world's premier organization producing



indoor color guard, percussion, and winds competitions. As a non-profit youth organization, WGI also serves as the governing body for the indoor color guard, percussion, and winds activities. It is called the Sport of the Arts because it brings music to life through performance in a competitive format. Even with over 40 years of history, the sport continues to evolve and grow.

## MEMBERSHIPS

Providing students with educational and unforgettable experiences is an effort that goes beyond Music Travel Consultants. We are surrounded by world-class programs and partners that support our vision and we support each other the same way musicians do. Here are some additional organizations we are proud to be a part of:



# LETTER OF INTENT

Bennett Travel  
5348 Vermont Street, Suite 200  
Indianapolis, IN 46224  
Phone: 317.637.0837  
www.bennett-travel.com



This Letter of Intent appoints **Bennett Travel** as the sole agent for all transportation, sleeping arrangements, food functions, entertainments activities, and tour arrangements in connection with the tour proposal for **East Lansing HS Music, May 3 - May 4, 2024, to Cleveland, OH** dated **May 3, 2023**. All services outlined in that itinerary and tour conditions become part of this agreement.

**East Lansing HS Music** agrees to timely compliance with the payment schedule as outlined in the proposal, and further warrants that it will promote the trip to its membership so as to achieve the level of tour member participation specified in the tour proposal. It warrants that it understands that the tour pricing is based on the number of participants stated in the proposal, and it understands that the prices may change up or down with decreases or increases in the number of participants.

In the event that the proposed services cannot be provided due to cancellation or unavailability of said services, **Bennett Travel** reserves the right to make substitutions of features of equal value and similar quality, per its Tour Operator's Responsibility clause, printed below.

Tour prices are based on a specifically proposed number of tour participants, in conjunction with tariffs in effect as of **May 2, 2023**, and they **60** are subject to change. (See TOUR CONDITIONS page of proposal)

Written cancellations by individual tour members are refundable under the criteria set-forth in the paragraph entitled CANCELLATION INFORMATION on the proposal's TOUR CONDITIONS page.

**Bennett Travel** is insured and abides by the standards of business conduct of National Tour Association (NTA) and Student & Youth Travel Association (SYTA). Personal life, injury, cancellation and property insurance is available to individual tour members through **Bennett Travel** at an additional charge.

Both copies of this Letter of Intent are to be signed and dated by both parties. One copy is to be retained by each. This Letter of Intent, along with attachments described above, consists of the total agreement between **Bennett Travel** and **East Lansing HS Music**.

FOR **Bennett Travel**:

\_\_\_\_\_ Date: \_\_\_\_\_

Position:

FOR **East Lansing HS Music**:

\_\_\_\_\_ Date: \_\_\_\_\_

Position:

## Tour Operator's Responsibility

Music Travel Consultants and its affiliated companies ("Agent") act only as Agent in providing means of transportation or other services. All tickets are issued and all other services are offered or provided subject to any and all terms and conditions under which such means of transportation or other services are offered or provided. The issuance and acceptance of such services shall be deemed to be consent to the further condition that Music Travel Consultants nor its affiliated companies shall be or become liable or responsible in any way in connection with such means of transportation or in connection with other services, or for any loss, injury or damage to or in respect of any person or property howsoever caused or arising. The airlines and motor coaches and ships concerned are not to be held responsible for any act, omission or event during the time passengers are not aboard the airline or motor coach or ship. Agent reserves the right to alter the itinerary. Any extra charges arising from such change must be met by the Passenger. Agent reserves the right to cancel the tour or to remove any Passenger from the tour; its sole liability in such instance being the refund of all monies paid to it for unused services. By acceptance of tour membership, Passenger agrees to the foregoing and also agrees that Agent shall not become liable or responsible for loss, damage, injury or inconvenience to Passenger and to his/her possessions caused by or resulting from occurrences, negligent or otherwise, due to the malfunction or breakdown of machinery or equipment, strikes or labor disputes, acts of God, war or civil strife, acts of Governments or Civil Authorities, disease, delays, fire, theft, weather, itinerary changes or cancellation



## Corporate Travel Bid

GROUP: East Lansing High School Band and Orchestra  
DESTINATION: Cleveland, OH  
DATES OF TRAVEL: May 3 – 4, 2024  
GROUP TOUR: Performance Tour

### THE TOUR INCLUDES:

- Round trip via deluxe motor coaches – 4/56 passenger motor coaches
- One night accommodation at the DoubleTree Independence (or similar)
- Breakfast included at the hotel
- Two (2) lunches included
  - Group lunch at Rock and Roll Hall of Fame
  - 1 - \$15 cash allowance lunch
- Two (2) dinners included
  - Margaritaville (or similar)
  - Toledo Zoo (pending final confirmation)
- Performance at the Rock and Roll Hall of Fame
- Clinic or Masterclass with Cleveland Symphony Orchestra or Cleveland Youth Wind Symphony (pending final confirmation)
- Attend performance at Severance Hall
- Tour of Severance Hall
- Admission to Rock and Roll Hall of Fame, Cleveland Museum of Art
- Instrument storage at the hotel
- Overnight security at the hotel
- Gratuities to motor coach drivers

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**Minimums:** Based on 45 paying passengers per bus

**Comps:** 4 comps – All **SINGLE** occupancies (own rooms)  
Based on 1 for every 45 paying passengers

### Pricing:

**Quad occupancy – \$449 per person**

Triple occupancy – \$459 per person

Double occupancy – \$499 per person

Single occupancy – \$629 per person



# CERTIFICATE OF LIABILITY INSURANCE

DATE  
05/19/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Affinity Insurance Services Aon Affinity Travel Practice 900 Stewart Avenue, 4th Floor Garden City, NY 11530	CONTACT NAME:	Peter F. Maidhof	
	PHONE (A/C, No, Ext):	1-(800) 803-1213	FAX (A/C, No): (516) 294-1821
INSURED Corporate Travel Service, Inc. 41780 Six Mile Rd Northville, MI 48168	E-MAIL ADDRESS:	peter.maidhof@aon.com	
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:	Arch Insurance Company (AIC)	
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES	CERTIFICATE NUMBER	REVISION NUMBER
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	63
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			TAP0195413-01	08/01/2022	08/01/2023	EACH OCCURRENCE	\$3,000,000
							DAMAGE TO RENTED PREMISES (Each Occurrence)	\$50,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$3,000,000
							GENERAL AGGREGATE	\$3,000,000
							PRODUCTS - COMP/OP AGG	
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			TAP0195413-01	08/01/2022	08/01/2023	COMBINED SINGLE LIMIT (Ea accident)	\$3,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION		N/A				EACH OCCURRENCE	
							AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	ERRORS & OMISSIONS PROFESSIONAL LIABILITY			TAP0195413-01	08/01/2022	08/01/2023	EACH NEGLIGENT ACT OR NEGLIGENT OMISSION	\$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> East Lansing High School 509 Burcham Dr. East Lansing, MI 48823	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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## Series 3000: Operations, Finance, and Property

### 3100 General Operations

#### 3109 Curricular Animals

An animal is not allowed on District property except as provided in this Policy, Policy 3108, with the Superintendent's or designee's approval, or as otherwise required by law. Nothing in this Policy diminishes any rights a person with a disability may have to be accompanied by a service animal or other therapy animal on District property. If an animal's handler is not a student or employee, the handler must undergo a criminal history check and any other background check required for employees and volunteers by state law or Policy before being allowed to regularly access District facilities as the handler.

##### A. Use of Animals for Instructional Purposes

An animal that supports a District program or curriculum or that is otherwise used for instructional purposes is allowed on District property with the Superintendent's or designee's prior written permission.

It shall be the responsibility of the building's Principal or their designee to develop a plan of care for those animals housed in District buildings in the event of a school closing (i.e., snow day, breaks). Animal-specific guidelines established by the Centers for Disease Control must be followed at all times.

##### B. Therapy Dogs

###### 1. Definition of Therapy Dog

A "therapy dog," differs from an "emotional support animal," "comfort animal," or "companion animal." Therapy dogs are not "service animals" under the Americans with Disabilities Act (ADA) or Board Policy. Therapy dogs are those that have been:

- a. individually trained and certified by an approved therapy dog training organization;
- b. engaged in animal-assisted activities and interactions under the direct supervision of a handler; and
- c. are managed by a handler who has been individually trained, evaluated, and registered with their therapy dog to provide animal-assisted activities and animal-assisted interactions on District property.
- d. A therapy dog must be well-behaved and have a temperament that is suitable for interaction with students and other persons in a public school. A therapy animal is the personal property of its owner, not the District, except in the case of "facility dogs."

“Facility dogs” are dogs that have been individually trained and certified by a recognized therapy dog training organization to assist in activities and interactions under the direction and control of a handler to calm or comfort students and employees. Facility dogs are owned and financially supported by the District, but assigned to a specific District employee handler with whom the dog lives.

All standards and procedures listed below in part 2 also apply to facility dogs owned by the District. The District will ensure all required documentation and information is kept on file for each facility dog.

2. Standards and Procedures for Therapy Dogs

The following requirements must be satisfied before a therapy dog is allowed on District property:

- a. Request. An owner who wants to bring a therapy dog on the District property must submit a written request to the Superintendent or designee. The request must be renewed each school year or whenever a different therapy dog will be used.
- b. Training and Certification. The owner must submit any training or certification information requested by the Superintendent or designee. Any certification required by the District must remain current at all times.
- c. Health and Vaccination. The therapy dog must be clean, well-groomed, in good health, housebroken, and immunized against diseases common to such animals. The owner must submit proof of current required licensure from the county or other licensing authority and proof of the therapy dog’s current vaccinations and immunizations from a licensed veterinarian, if applicable.
- d. Control. A therapy dog must be under the owner’s or handler’s control at all times.
- e. Handler. If the therapy dog’s handler is a District employee, the therapy dog will not interfere with the employee’s primary job responsibilities.
- f. Ownership. Therapy dogs may be provided by a third party, or independently owned by a District employee. If owned by a District employee, the therapy dog must meet the standards of health described above at the owner’s expense. Required training for accreditation must be at the owner’s expense. The District bears no financial responsibility for the care or feeding of the therapy dog. The District is not responsible for providing any care, supervision, or assistance of the therapy dog.
- g. Transportation. Animals, other than service animals, are not to be transported on school buses. It is the responsibility of the therapy dog’s handler to transport the dog to and from school property.

- h. Identification. The therapy dog must wear appropriate identification identifying it as a therapy dog.
- i. No Disruption. The therapy dog's behavior must not disrupt the educational process.
- j. Health/Safety. The therapy dog must not pose a health or safety risk to any student, employee, or other person.
- k. Supervision/Care of Therapy Dogs. The owner or handler is responsible for the supervision and care of a therapy dog, including feeding, exercising, and cleaning up while the dog is in a District building or on District property. The District is not responsible for providing any supervision, care, or assistance for a therapy dog.
- l. Authorized Area(s). The owner or handler will only allow the therapy dog to be in those areas that have been pre-authorized by the Superintendent or designee.
- m. Insurance. The owner or handler must submit a copy of an insurance policy that provides liability coverage for any damage or injury caused by the therapy dog while on District property.

### 3. Exclusion or Removal from School

A therapy dog may be excluded from District property if the Superintendent or designee determines that:

- a. the handler does not have control of the dog;
- b. the dog is not housebroken;
- c. the dog presents a direct and immediate threat to others; or
- d. the dog's presence otherwise disrupts the educational process.

The owner or handler must remove the therapy dog from the District property immediately upon such a determination.

### 4. Allergic Reactions

If any student or employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the owner or handler must remove the dog to a different location designated by the Superintendent or designee.

### 5. Damages to District Property and Injuries

The owner of a therapy dog is solely responsible and liable for any damage to property or injury to persons caused by the therapy animal.

**6. Emotional Support Animals**

An “emotional support animal” is an animal that has not been individually trained to perform a specific job or task for a person with a disability, but its presence provides comfort or emotional support to others. Emotional support animals are not “service animals” under the ADA or Board Policy.

An emotional support animal is not allowed on District property except as otherwise required by law.

Legal authority: 28 CFR 35.136

Date adopted: December 13, 2021

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5200 Student Conduct and Discipline**

#### **5206A Student Discipline - Due Process**

The District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect student due process rights.

If a District administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement or take other measures to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this Policy.

##### **A. Building Administrator – 5 or Fewer School Days**

Before suspending a student for 5 or fewer school days, an administrator must: (1) provide the student verbal notice of the offense the student is suspected to have committed, and (2) provide the student an informal opportunity to explain what happened. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

##### **B. Superintendent or Designee – 6 to 10 School Days**

Before suspending a student for 6 – 10 school days, the Superintendent must (1) provide the student verbal notice of the offense the student is suspected to have committed, and (2) provide the student an informal opportunity to explain what happened. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

##### **C. Board Suspension or Expulsion – Greater than 10 School Days**

Before a student is suspended or expelled for greater than 10 school days, the Superintendent or designee must provide the parent/guardian or student with (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or

expulsion is not an appropriate consequence. The Superintendent or designee will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. If the Board is unable to convene a quorum within 10 school days of the student's offense, the Superintendent may conduct the hearing. If the Superintendent conducts the hearing, the student may appeal the Superintendent's decision to the full Board. Any appeal must be filed within 5 school days of the Superintendent's decision. The Board or Superintendent will not suspend or expel the student unless, following the hearing, a majority of the Board or the Superintendent finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the student code of conduct or this Policy and that suspension or expulsion is the appropriate consequence. The Board's decision is final.

Legal authority: *Goss v Lopez*, 419 US 565 (1975)

Date adopted: December 13, 2021

Date revised:



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** ELPS Board of Education, Dori Leyko, Superintendent

**FROM:** Richard Pugh, Director of Finance & Operations

**SUBJECT:** Action Item – Suspension of Pay-to-Participate Fees

**DATE:** June 5, 2023

Recommendation:

It is recommended that the Board of Education approve the continuation of the suspension of the athletic and theater pay-to-participate fees for fiscal years 2023-24.

Background:

At the Finance Committee on May 17, 2023 the suspension of the pay-to-participate fee was reviewed along with the 2023-24 draft budget. The Committee requested that the Board consider continuing the fee suspension for the upcoming 2023-24 fiscal year. The 2023-24 Recommended Budget does not include any revenue for pay-to-participate fees.

Below is background information provided to the Board on August 16, 2021 when the Board originally suspended the fees:

Athletic pay-to-participate fees have been in place at least since FY 2006-07 (15+ years). Theater pay-to-participate fees have been in place since FY 2010-11 (11 years). Both fees were implemented to support the funding of the athletic and theater programs. The current annual fees are set at \$275 for athletics and \$175 for theater. The fees are waived for students that qualify for free and reduced meals. The annual collection of these fees varies from year to year. Over the last five years the annual collection has averaged \$86,800 for athletics. The theater fee collection is now about \$2,000 annually. The 2021-22 Recommended Budget included a revenue projection of \$91,500 for these fees.

The district's financial position has improved significantly since these fees were implemented. It is recommended that the fees be suspended for FY 2021-22 and FY 2022-23. The fees will be reevaluated for FY 2023-24.



## MEMORANDUM

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**TO:** ELPS Board of Education, Dori Leyko, Superintendent  
**FROM:** Richard Pugh, Director of Finance & Operations  
**SUBJECT:** Action Item – Certification of form L-4029 (2023 Tax Rate Request)  
**DATE:** June 6, 2023

Recommendation:

It is recommended that the Board of Education approve the 2023 millage rates to be levied on July 1, 2023 as calculated per the Michigan Department of Treasury form L-4029 as presented.

Background:

Attached are the computed July 1, 2023 millage rates (per L-4029). The mills to be levied are:

- Operating (Non-Homestead) = 18.0000
- 2019 Sinking Fund (All Property) = 0.9972
- Debt Funds (All Property) = 6.3000
  - 2020 DF 1.1300
  - 2017 DF 2.8600
  - 2015 DF 2.3100

**Operating Levy:**

The Operating millage is taxed on non-homestead property. There was not a “Headlee” millage reduction fraction for non-homestead property. The Operating millage of 18.0 mills is the same as current year.

**2019 Sinking Fund Levy:**

The Sinking Fund millage is taxed on all property. There was not a “Headlee” millage reduction fraction for all property. The requested Sinking Fund millage of 0.9972 mill is the same as current year.

**Debt Fund Levy:**

The Debt Fund millage is taxed on all property and is not subject to “Headlee” millage reduction fractions. The requested total Debt Fund millage of 6.30 mills is a reduction of 0.33 mill from the current year.

**2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

**Carefully read the instructions on page 2.**

County(ies) Where the Local Government Unit Levies Taxes	2023 Taxable Value of ALL Properties in the Unit as of 5-22-2023
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized

Prepared by	Telephone Number	Title of Preparer	Date
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.**

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

# Instructions For Completing Form 614 (L-4029) 2023 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

**Column 1: Source.** Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

**Column 2:** Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2023 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

**Column 3: Date of Election.** Enter the month and year of the election for each millage authorized by direct voter approval.

**Column 4: Millage Authorized.** List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

**Column 5: 2022 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2022 permanently reduced rate can be found in column 7 of the 2022 Form L-4029. For operating millage approved by the voters after April 30, 2022, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 6: Current Year Millage Reduction Fraction.** List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2023 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2023 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2023. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

**Column 7: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** The number in column 7 is found by multiplying column 5 by column 6 on this 2023 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization).** List the millage rollback fraction for 2023 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2023. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

**Column 9: Maximum Allowable Millage Levy.** Multiply column 7 (2023 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

**Column 10/Column 11: Millage Requested to be Levied.** Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2023. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

**Column 12: Expiration Date of Millage.** Enter the month and year on which the millage will expire.



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** ELPS Board of Education, Dori Leyko, Superintendent

**FROM:** Richard Pugh, Director of Finance & Operations

**SUBJECT:** Action Items – 2023-24 Original Budget

**DATE:** June 7, 2023

Recommendation:

It is recommended that the Board of Education adopt the 2023-2024 Original Budget resolution for the General Fund as presented on pages 5-6 of the Budget Book.

It is recommended that the Board of Education adopt the 2023-2024 Original Budget resolution for the Food Service Fund as presented on page 7 of the Budget Book.

It is recommended that the Board of Education adopt the 2023-2024 Original Budget resolution for the Student/School Activity Fund as presented on page 8 of the Budget Book.

Background:

Attached is the Budget Book for the 2023-24 Original Budget for your review. The Finance Committee has been reviewing the development of the 2023-24 Original Budget throughout the second half of the school year. On May 17, 2023 the Finance Committee reviewed a draft of the 2023-24 Original Budget. Page 9 of the Budget Book provides a General Fund comparison of major budget assumptions, revenues and expenditures between the 2023-24 Original Budget and the 2022-23 First Budget Revision. I will review the 2023 Tax Rates and the major budget assumptions used to develop the 2023-24 Original Budget prior to the budget hearing.

**GENERAL FUND:**

The 2023-24 Original Budget shows overall revenue decreases \$1,241,388 and overall expenditure decreases of \$320,442. The major decrease in revenues is a result of spending down Federal COVID funds. General Fund ending fund balance is projected to be \$12,614,551 or a decrease of \$1,494,693 from the 2022-23 First Budget Revision. Ending fund balance is approximately 23.3% of total revenues. Although General Fund fund balance continues to be healthy the District's budget is structurally imbalanced. Absent future year revenue increases the District will have to reduce operational costs to maintain fund balance.

**FOOD SERVICE FUND:**

The Food Service Fund budget is on page 24. The 2023-24 Original Budget shows ending fund balance to be \$117,978 or a decrease of \$271,215 from the 2022-23 First Budget Revision. A

significant unknown is the revenue impact of the State's proposal to fund free meals, breakfast and lunch, for all students.

**STUDENT/SCHOOL ACTIVITY FUND:**

The Student/School Activity Fund budget is on page 25. The 2023-24 Original Budget shows ending fund balance to be \$508,332 or an increase of \$40,400 over the 2022-23 First Budget Revision. This fund's activity is projected using a two-year average of 2021-22 actual and 2022-23 year-to-date activity as of June 6, 2023.



# **East Lansing** Public Schools

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## **BUDGET BOOK 2023-24 ORIGINAL BUDGET**

Prepared By: Richard Pugh, CPA  
Director of Finance & Operations

Date: June 12, 2023

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# East Lansing Public Schools

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## **MISSION STATEMENT**

Nurturing each child • Educating all students • Building world citizens

## **VISION STATEMENT**

East Lansing Public Schools strives to provide every student with exemplary instruction in equitable learning environments designed to educate the whole child. In partnership with the community, ELPS endeavors to affirm cultural differences and nurture intellectual curiosity, collaboration, creativity, critical thinking, and effective communication so every student graduates to become a productive member of society.

## **BOARD OF EDUCATION and ADMINISTRATION**

### Board Members:

President – Dr. Terah Chambers  
Vice President – Dr. Elizabeth Guerrero Lyons  
Secretary – Tali Faris-Hylen  
Treasurer – Dr. Kath Edsall  
Trustee – Amanda Cormier  
Trustee – Monica Fink  
Trustee – Chris Martin

### Administration:

Superintendent – Dori Leyko  
Assistant Superintendent – Glenn Mitcham  
Chief Human Resources Officer – Rulesha Glover-Payne  
Director of Finance & Operations – Rich Pugh  
Director of Operations & Maintenance – Billy Hastings  
Director of Student Support Services – Nick Hamilton  
Director of Technology & Communications – Christian Palasty  
East Lansing High School Principal – Ashley Schwarzbek  
East Lansing High School Associate Principal – Quiana Davis-Lewis  
East Lansing High School Associate Principal – vacant  
East Lansing High School Director of Athletics and Activities – Nikki Norris  
MacDonald Middle School Principal – Amy Martin  
MacDonald Middle School Associate Principal – John Atkinson  
Donley Elementary Principal – Tracey Barton  
Glencairn Elementary Principal – Lorraine Ware  
Marble Elementary Principal – Josh Robertson  
Robert L Green Elementary Principal – Amy Webster  
Red Cedar Elementary Principal – Rinard Pugh  
Whitehills Elementary Principal – Shane Johnson

# GENERAL FUND APPROPRIATIONS

## RESOLUTION FOR ADOPTION BY THE EAST LANSING BOARD OF EDUCATION

**RESOLVED:** That this resolution shall be the General Fund appropriations of East Lansing Public Schools (the School District) for the fiscal year 2023-24; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of general fund income received by this School District.

**RESOLVED FURTHER:** That this School District shall levy 18.0000 operating mills as approved by voters generating \$12,083,839 in property tax revenue from the “non-homestead” group of properties.

**RESOLVED FURTHER:** That the total revenues and unappropriated fund balance estimated to be available for appropriations in the General Fund of the School District for the fiscal year 2023-24 is as follows:

Revenues:		
Local	\$	12,830,314
State		34,540,849
Federal		909,370
Incoming Transfers		5,750,010
Other Financing Sources (Uses)		<u>15,000</u>
Total Revenues & Other Financing Sources (Uses)	\$	<u>54,045,543</u>
Total Fund Balance, July 1, 2023		<u>14,109,244</u>
Total Available to Appropriate	\$	<u>68,154,787</u>

**RESOLVED FURTHER:** That the total available to appropriate in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Instruction:	
Basic Programs	\$ 23,797,537
Added Needs	8,326,629
	<hr/>
Total Instruction	<b>\$ 32,124,166</b>
Support Services:	
Pupil Services	5,043,007
Instructional Staff Services	3,715,051
General Administration	528,753
School Administration	3,221,918
Business Services	747,766
Operations and Maintenance	5,807,830
Pupil Transportation	1,761,047
Central Services	1,420,242
Athletic Activities	1,049,687
	<hr/>
Total Support Services	<b>\$ 23,295,301</b>
Community Services	32,612
Payments to Other Government Agencies	-
Debt Services	88,157
	<hr/>
Total Appropriations	<b>\$ 55,540,236</b>
Total Fund Balance, June 30, 2024	<b>\$ 12,614,551</b>

**RESOLVED FURTHER:** That no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with budgetary policy statement hitherto adopted by the Board.

**RESOLVED FURTHER:** That the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board.

This resolution shall take immediate effect.

Ayes:

Nays:

Excused Absences:

Resolution declared adopted on: June 12, 2023

# FOOD SERVICE FUND APPROPRIATIONS

## RESOLUTION FOR ADOPTION BY THE EAST LANSING BOARD OF EDUCATION

**RESOLVED:** That this resolution shall be the Food Service Fund appropriations of East Lansing Public Schools (the School District) for the fiscal year 2023-24; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of Food Service Fund income received by this School District.

**RESOLVED FURTHER:** That the total revenues and unappropriated fund balance estimated to be available for appropriations in the Food Service Fund of the School District for the fiscal year 2023-24 is as follows:

Revenues:			
Local	\$		63,800
State			466,864
Federal			1,048,000
Other Financing Sources (Uses)			-
Total Revenues & Other Financing Sources (Uses)	\$		1,578,664
Total Fund Balance, July 1, 2023			389,193
Total Available to Appropriate	\$		1,967,857

**RESOLVED FURTHER:** That the total available to appropriate in the Food Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:			
Salaries & Benefits	\$		143,979
Purchased Services			756,400
Supplies & Materials			855,000
Capital Outlay			76,500
Other			18,000
Total Appropriations	\$		1,849,879
Total Fund Balance, June 30, 2024	\$		117,978

**RESOLVED FURTHER:** That no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with budgetary policy statement hitherto adopted by the Board.

**RESOLVED FURTHER:** That the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board.

This resolution shall take immediate effect.

Ayes:

Nayes:

Excused Absences:

Resolution declared adopted on: June 12, 2023

# STUDENT/SCHOOL ACTIVITY FUND APPROPRIATIONS

## RESOLUTION FOR ADOPTION BY THE EAST LANSING BOARD OF EDUCATION

**RESOLVED:** That this resolution shall be the Student/School Activity Fund appropriations of East Lansing Public Schools (the School District) for the fiscal year 2023-24; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of Student/School Activity Fund income received by this School District.

**RESOLVED FURTHER:** That the total revenues and unappropriated fund balance estimated to be available for appropriations in the Student/School Activity Fund of the School District for the fiscal year 2023-24 is as follows:

Revenues:			
Local - student/school groups	\$	382,700	
Other Financing Sources (Uses)		-	
Total Revenues & Other Financing Sources (Uses)		\$	382,700
Total Fund Balance, July 1, 2023			467,932
Total Available to Appropriate		\$	850,632

**RESOLVED FURTHER:** That the total available to appropriate in the Student/School Activity Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:			
Other			\$ 342,300
Total Appropriations			\$ 342,300
Total Fund Balance, June 30, 2024			\$ 508,332

**RESOLVED FURTHER:** That no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with budgetary policy statement hitherto adopted by the Board.

**RESOLVED FURTHER:** That the Board of Education commits the projected ending fund balance for student/school activities.

**RESOLVED FURTHER:** That the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board.

This resolution shall take immediate effect.

Ayes:

Nays:

Excused Absences:

Resolution declared adopted on: June 12, 2023

# East Lansing Public Schools

## General Fund

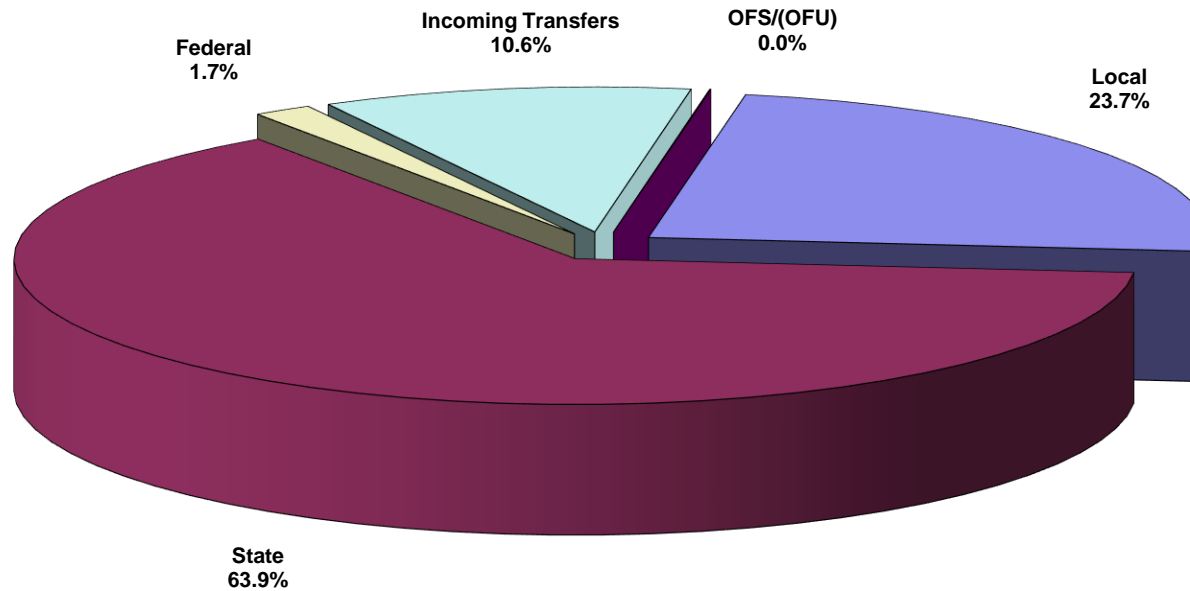
### Major Assumptions and Revenue & Expenditure Summary Comparison

				2022-23 FIRST BUDGET REVISION	2023-24 ORIGINAL BUDGET	Change
1						
2	<b>Major Assumptions</b>					
3	<b>Revenues:</b>					
4		Blended Enrollment		3,746.54	3,749.71	3.17
5		Foundation Allowance		9,150	9,608	458
6		Property Taxable Values (excludes Captured Values)		1,289,681,671	1,382,887,105	7.23%
7		Property Taxes Delinquent %		1.50%	1.50%	0.00%
8		Current Property Taxes		11,124,900	12,104,700	979,800
9		Prop A/Disc./SE Headlee		24,060,794	24,797,261	736,467
10		MPSERS 147 Funds		6,896,948	5,735,386	(1,161,562)
11		Prior Year State Aid Adjustments		(50,638)	14,580	65,218
12		At-Risk		1,486,881	1,580,028	93,147
13		Federal Grants		3,187,310	909,370	(2,277,940)
14		County Special Education		5,564,061	5,675,342	111,281
15	<b>Expenditures:</b>					
16		Employee wages		Per Contract Settlements	Per Contract Settlements	
17		MPSERS Rate (Pension & Health)		28.23%	31.34%	3.11%
18		Health Insurance Renewal		9.50%	10.00%	0.50%
19		Staffing FTEs:				
20		Maintenance, Custodial, Grounds, & Courier		22.52	36.25	13.7
21		At-Wills		19.11	23.00	3.9
22		Central Office Administrators		6.48	7.00	0.5
23		ELESPA		74.62	78.25	3.6
24		IUOE		18.50	19.30	0.8
25		ELEA		241.01	243.33	2.3
26		Building Level Administrators		11.71	12.00	0.3
27		Superintendent		1.00	1.00	-
28	<b>Revenue &amp; Expenditure Summary Comparison</b>					
29	<b>Revenues:</b>					
30		Local		\$ 12,125,506	\$ 12,830,314	\$ 704,808
31		State		33,964,171	34,540,849	576,678
32		Federal		3,187,310	909,370	(2,277,940)
33		Incoming Transfers		5,619,944	5,750,010	130,066
34		Other Financing Sources/ (Uses)		390,000	15,000	(375,000)
35		<b>Total Revenues</b>		<b>\$ 55,286,931</b>	<b>\$ 54,045,543</b>	<b>\$ (1,241,388)</b>
36	<b>Expenditures:</b>					
37		Salaries		\$ 24,738,059	\$ 25,959,968	\$ 1,221,909
38		Benefits		19,837,184	20,176,679	339,495
39		Purchase Services		3,270,097	2,533,887	(736,210)
40		Supplies & Materials		3,117,068	2,895,205	(221,863)
41		Capital Outlay		855,800	328,700	(527,100)
42		Other		4,323,175	3,924,894	(398,281)
43		<b>Total Expenditures (before favorable variance)</b>		<b>\$ 56,141,383</b>	<b>\$ 55,819,333</b>	<b>\$ (322,050)</b>
44		Favorable Expenditure Variance		\$ (280,705)	\$ (279,097)	\$ 1,608
45		<b>Projected Add/(Draw) To/From Fund Balance</b>		<b>\$ (573,747)</b>	<b>\$ (1,494,693)</b>	<b>\$ (920,946)</b>
46		<b>Beginning Fund Balance</b>		<b>14,682,991</b>	<b>14,109,244</b>	<b>(573,747)</b>
47		<b>Ending Fund Balance</b>		<b>\$ 14,109,244</b>	<b>\$ 12,614,551</b>	<b>\$ (1,494,693)</b>

**EAST LANSING PUBLIC SCHOOLS**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**2023-24 ORIGINAL BUDGET**

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	TOTAL
<b>REVENUES:</b>					
Local:					
Property Taxes	12,139,700		9,241,900	1,396,900	22,778,500
Interest Earnings	400,000		96,000	0	496,000
Building Use	70,000				70,000
Food Sales		63,800			63,800
Athletics	62,600				62,600
Other	158,014	382,700	0	0	540,714
State	34,540,849	466,864			35,007,713
Federal	909,370	1,048,000		0	1,957,370
County Special Education and Misc. via IISD	5,750,010				5,750,010
<b>Total Revenues</b>	<b>54,030,543</b>	<b>1,961,364</b>	<b>9,337,900</b>	<b>1,396,900</b>	<b>66,726,707</b>
<b>EXPENDITURES:</b>					
Instruction:					
Basic Programs	23,797,537				23,797,537
Added Needs	8,326,629				8,326,629
Instructional Support Services:					
Pupil	5,043,007				5,043,007
Instructional Staff	3,715,051				3,715,051
School Administration	3,221,918				3,221,918
Non-Instructional Support Services:					
General Administration	528,753				528,753
Business	747,766		7,000	1,000	755,766
Operations and Maintenance	5,807,830				5,807,830
Pupil Transportation	1,761,047				1,761,047
Central	1,420,242				1,420,242
Athletics	1,049,687				1,049,687
Food Service		1,849,879			1,849,879
Student/School Activity		342,300			342,300
Community	32,612				32,612
Payments to Other Gov't Agencies and Prior Period Adj.	0				0
Capital Outlay				1,871,150	1,871,150
Debt Services:					
Principal	88,157		5,045,000		5,133,157
Interest & Issuance Costs/Escrow			4,365,150		4,365,150
Dues and Fees			1,800		1,800
<b>Total Expenditures</b>	<b>55,540,236</b>	<b>2,192,179</b>	<b>9,418,950</b>	<b>1,872,150</b>	<b>68,681,215</b>
<b>Excess of Revenues over Expenditures</b>	<b>(1,509,693)</b>	<b>(230,815)</b>	<b>(81,050)</b>	<b>(475,250)</b>	<b>(1,954,508)</b>
<b>OTHER FINANCING SOURCES/(USES):</b>					
Net Operating Transfers	0	0	0	0	0
SBLF Proceeds					0
Sale of Bonds			0	0	0
SBITA	0				0
Other	15,000	0			15,000
<b>Total Other Financing Sources/(Uses)</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>
<b>Excess of Revenues and OFS/(OFU) over Expenditures</b>	<b>(1,494,693)</b>	<b>(230,815)</b>	<b>(81,050)</b>	<b>(475,250)</b>	<b>(1,939,508)</b>
<b>Fund Balance - Beginning of Year</b>	<b>14,109,244</b>	<b>857,125</b>	<b>841,993</b>	<b>1,065,678</b>	<b>16,874,040</b>
<b>Fund Balance - End of Year</b>	<b>12,614,551</b>	<b>626,310</b>	<b>760,943</b>	<b>590,428</b>	<b>14,934,532</b>

## EAST LANSING PUBLIC SCHOOLS GENERAL FUND - REVENUES AND OTHER FINANCING SOURCES/(USES)



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	2021-22	2022-23		2023-24			
	ACTUAL	FIRST REVISION	% of Total Revenues	ORIGINAL BUDGET	% of Total Revenues	\$ CHANGE from 2022-23 FIRST REVISION	% CHANGE from 2022-23 FIRST REVISION
<b>REVENUES and OFS/(OFU):</b>							
Local	10,945,147	12,125,506	21.9%	12,830,314	23.7%	704,808	5.8%
State	28,440,081	33,964,171	61.4%	34,540,849	63.9%	576,678	1.7%
Federal	4,110,556	3,187,310	5.8%	909,370	1.7%	(2,277,940)	-71.5%
Incoming Transfers	5,286,903	5,619,944	10.2%	5,750,010	10.6%	130,066	2.3%
OFS/(OFU)	24,760	390,000	0.7%	15,000	0.0%	(375,000)	-96.2%
Total <sup>1</sup>	48,807,447	55,286,931	100.0%	54,045,543	99.9%	(1,241,388)	-2.2%

<sup>1</sup> Amount may not add to 100.0% due to rounding

**EAST LANSING PUBLIC SCHOOLS**  
**GENERAL FUND**  
REVENUE DETAIL AND CHANGES IN FUND BALANCE

2021-22 ACTUAL		2022-23 FIRST REVISION	2023-24 ORIGINAL BUDGET	\$ CHANGE ORIGINAL vs. PRIOR YEAR FIRST REVISION	\$ CHANGE ORIGINAL vs. 2021-22 ACTUAL
<b>LOCAL REVENUE:</b>					
10,413,396	Current Property Taxes (net 1.50% est. uncollectible)	11,124,900	12,104,700	979,800	1,691,304
186,923	Delinquent Property Taxes (includes P & I)	35,000	35,000	0	(151,923)
71,622	Building Use	70,000	70,000	0	(1,622)
0	Interest on Investments	564,000	400,000	(164,000)	400,000
189,552	Other	244,006	158,014	(85,992)	(31,538)
83,654	Other - Athletics	87,600	62,600	(25,000)	(21,054)
<b>10,945,147</b>	<b>TOTAL LOCAL SOURCES</b>	<b>12,125,506</b>	<b>12,830,314</b>	<b>704,808</b>	<b>1,885,167</b>
<b>STATE REVENUE:</b>					
13,271,977	Proposal A	13,058,228	12,084,040	(974,188)	(1,187,937)
7,311,778	Discretionary	9,168,264	10,707,438	1,539,174	3,395,660
1,728,039	Special Ed. Headlee	1,834,302	2,005,783	171,481	277,744
124,552	Prior Year State Aid Adjustments	(50,638)	14,580	65,218	(109,972)
751,819	At-Risk	1,486,881	1,580,028	93,147	828,209
209,620	Wraparound	138,350	69,175	(69,175)	(140,445)
4,118,635	MPSERS 147	6,896,948	5,735,386	(1,161,562)	1,616,751
187,915	Hold Harmless Guarantee	193,252	193,252	0	5,337
97,631	Headlee Obligation for Data Collection	100,842	100,842	0	3,211
196,378	SE Cost Reimbursement	570,068	736,285	166,217	539,907
263,013	GSRP	361,463	385,390	23,927	122,377
178,724	Other	206,211	928,650	722,439	749,926
<b>28,440,081</b>	<b>TOTAL STATE SOURCES</b>	<b>33,964,171</b>	<b>34,540,849</b>	<b>576,678</b>	<b>6,100,768</b>
<b>FEDERAL REVENUE:</b>					
466,965	Title 1a (Improving Basic Programs)	405,710	385,809	(19,901)	(81,156)
73,714	Title 2a (Supporting Effective Instruction)	80,974	74,860	(6,114)	1,146
42,774	Title 3 (Language English Learners & Immigrant)	34,532	31,754	(2,778)	(11,020)
28,608	Title 4 (Student Support & Academic Enrichment)	28,863	28,863	0	255
3,304,214	ESSER/CRF/11T/Other COVID	2,447,305	141,548	(2,305,757)	(3,162,666)
31,284	IDEA Preschool/Flowthrough	52,991	52,991	0	21,707
162,997	Other	136,935	193,545	56,610	30,548
<b>4,110,556</b>	<b>TOTAL FEDERAL SOURCES</b>	<b>3,187,310</b>	<b>909,370</b>	<b>(2,277,940)</b>	<b>(3,201,186)</b>
<b>INCOMING TRANSFERS:</b>					
5,212,613	County Special Education (via IISD)	5,564,061	5,675,342	111,281	462,729
74,290	Other	55,883	74,668	18,785	378
<b>5,286,903</b>	<b>TOTAL INCOMING TRANSFERS</b>	<b>5,619,944</b>	<b>5,750,010</b>	<b>130,066</b>	<b>463,107</b>
<b>48,782,687</b>	<b>TOTAL REVENUES</b>	<b>54,896,931</b>	<b>54,030,543</b>	<b>(866,388)</b>	<b>5,247,856</b>
<b>OTHER FINANCING SOURCES/(USES):</b>					
0	Operating Transfer	0	0	0	0
0	Subscription-Based IT Agreements	375,000	0	(375,000)	0
24,760	Sale of Property	15,000	15,000	0	(9,760)
<b>24,760</b>	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>390,000</b>	<b>15,000</b>	<b>(375,000)</b>	<b>(9,760)</b>
<b>48,807,447</b>	<b>TOTAL REVENUE &amp; OTHER FINANCING SOURCES (USES)</b>	<b>55,286,931</b>	<b>54,045,543</b>	<b>(1,241,388)</b>	<b>5,238,096</b>
<b>46,446,051</b>	<b>TOTAL EXPENDITURES</b>	<b>56,141,383</b>	<b>55,819,333</b>	<b>(322,050)</b>	<b>9,373,282</b>
2,361,396	Increase (Decrease) in Fund Balance before est. Variance	(854,452)	(1,773,790)	(919,338)	(4,135,186)
0	Estimated Favorable Budget Variance	280,705	279,097	(1,608)	279,097
2,361,396	Total Increase (Decrease) in Fund Balance	(573,747)	(1,494,693)	(920,946)	(3,856,089)
0	Prior Year Restatement	0	0	0	0
12,321,595	Fund Balance - Beginning of Year	14,682,991	14,109,244	(573,747)	1,787,649
<b>14,682,991</b>	<b>Fund Balance - End of Year</b>	<b>14,109,244</b>	<b>12,614,551</b>	<b>(1,494,693)</b>	<b>(2,068,440)</b>
31.6%	Fund Balance as a % of Expenditures (excludes OFU)	25.3%	22.7%		
30.1%	Fund Balance as a % of Total Revenues (excludes OFS)	25.5%	23.3%		

# EAST LANSING PUBLIC SCHOOLS

## Historical General Fund Ending Fund Balance

Fiscal Year	June 30 Fund Balance	Fund Balance as a % of total Expenditures	Total Expenditures	Fund Balance \$ Change
1989-90	2,377,345	10.4%	22,836,724	
1990-91	2,688,814	10.7%	25,055,917	311,469
1991-92	3,620,163	14.5%	24,954,194	931,349
1992-93	4,457,580	17.4%	25,609,114	837,417
1993-94	5,823,424	21.7%	26,843,471	1,365,844
1994-95	6,340,596	21.5%	29,423,552	517,172
1995-96	4,164,229	12.7%	32,682,971	(2,176,367)
1996-97	3,644,912	11.5%	31,731,132	(519,317)
1997-98	5,956,669	20.1%	29,587,086	2,311,757
1998-99	7,074,058	24.7%	28,679,200	1,117,389
1999-00	5,797,623	18.3%	31,747,831	(1,276,435)
2000-01	3,556,908	10.6%	33,537,841	(2,240,715)
2001-02	2,620,071	7.8%	33,788,558	(936,837)
2002-03	2,938,881	9.0%	32,578,547	318,810
2003-04	4,071,119	13.2%	30,891,542	1,132,238
2004-05	3,365,883	10.2%	32,906,276	(705,236)
2005-06	4,180,079	12.8%	32,624,654	814,196
2006-07	4,075,841	12.3%	33,177,118	(104,238)
2007-08	3,489,117	10.4%	33,691,698	(586,724)
2008-09	3,031,437	8.9%	34,129,930	(457,680)
2009-10	3,073,835	9.2%	33,492,118	42,398
2010-11	3,535,398	10.5%	33,820,516	461,563
2011-12	2,593,010	7.4%	35,221,189	(942,388)
2012-13	3,268,954	9.3%	34,989,783	675,944
2013-14	2,449,816	6.8%	36,106,849	(819,138)
2014-15	2,817,424	7.8%	35,952,301	367,608
2015-16	4,581,595	12.6%	36,228,845	1,764,171
2016-17	4,457,204	11.5%	38,694,524	(124,391)
2017-18	5,101,107	13.1%	38,895,323	643,903
2018-19	6,326,360	16.4%	38,673,882	1,225,253
2019-20	6,908,352	16.9%	40,809,543	581,992
2020-21	12,321,595	29.7%	41,534,344	5,413,243
2021-22	14,682,991	31.6%	46,446,051	2,361,396
2022-23 est.	14,109,244	25.3%	55,860,678	(573,747)
2023-24 est.	12,614,551	22.7%	55,540,236 <sup>1</sup>	(1,494,693)

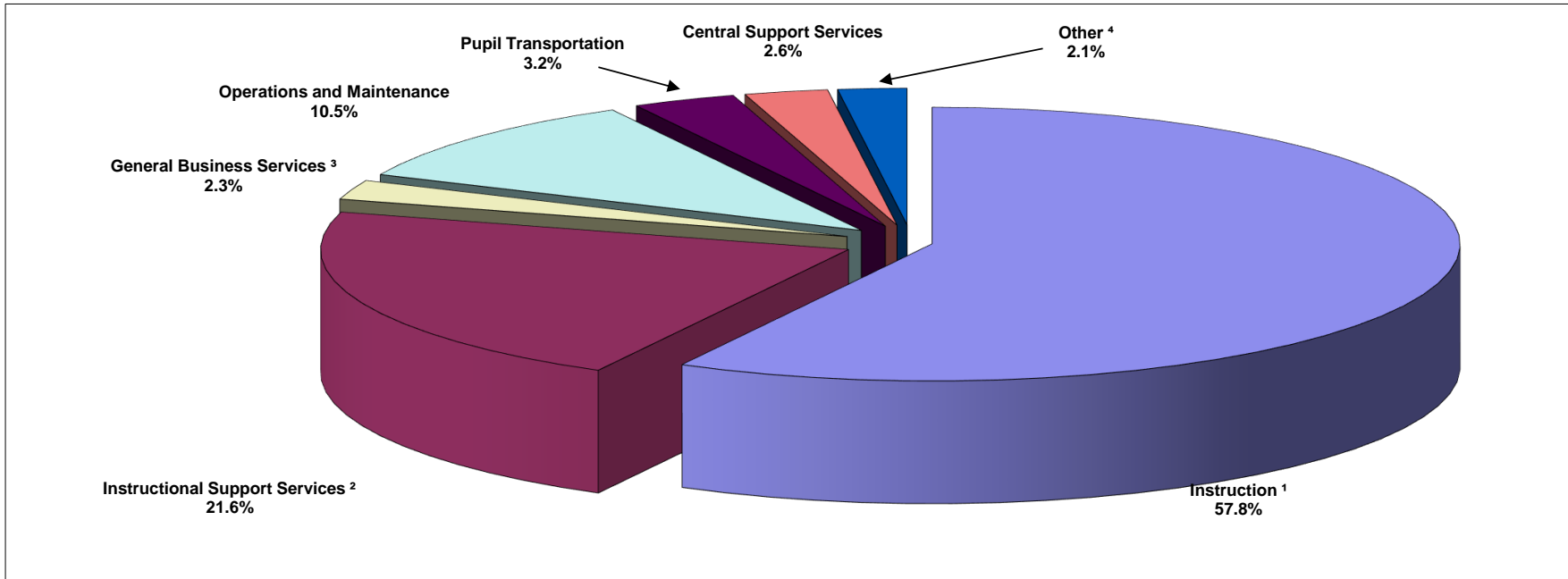
<sup>1</sup> Net of Estimate Favorable Budget Variance

**EAST LANSING PUBLIC SCHOOLS**  
PER PUPIL FOUNDATION ALLOWANCE HISTORY

<u>Fiscal Year</u>	<u>Per Pupil Foundation</u>	<u>20j Hold Harmless PP</u>	<u>HB 6212</u>	<u>Foundation Inc (Dec)</u>	<u>Total Foundation</u>	<u>Per Pupil Pro-ratio</u>	<u>Reduction ARRA<sup>1</sup></u>	<u>Net Foundation</u>	<u>Net \$ Change</u>	<u>Net % Change</u>
1994-95	6,632	0		0	6,632	0		6,632	0	
1995-96	6,632	0		153	6,785	0		6,785	153	2.3%
1996-97	6,785	0		155	6,940	0		6,940	155	2.3%
1997-98	6,940	0		154	7,094	0		7,094	154	2.2%
1998-99	7,094	0		0	7,094	0		7,094	0	0.0%
1999-00	7,094	124		114	7,332	0		7,332	238	3.4%
2000-01	7,332	141		159	7,632	0		7,632	300	4.1%
2001-02	7,632	49		251	7,932	0		7,932	300	3.9%
2002-03	7,932	0		200	8,132	(43)		8,089	157	2.0%
2003-04	8,132	0		0	8,132	(74)		8,058	(74)	-0.9%
2004-05	8,132	0		0	8,132	0		8,132	0	0.0%
2005-06	8,132	0		175	8,307	0		8,307	175	2.2%
2006-07	8,307	0		210	8,517	0		8,517	210	2.5%
2007-08	8,517	0		48	8,565	0		8,565	48	0.6%
2008-09	8,565	0		56	8,621	0	(372)	8,249	(316)	-3.7%
2009-10	8,621	(314)		(154)	8,153	0	(277)	7,876	(745)	-9.0%
2010-11	8,153			(16)	8,137	0	(116)	8,021	(132)	-1.7%
2011-12	8,137		182	(300)	8,019	0		8,019	(118)	-1.5%
2012-13	8,019			0	8,019	0		8,019	0	0.0%
2013-14	8,019			30	8,049	0		8,049	30	0.4%
2014-15	8,049			50	8,099	0		8,099	50	0.6%
2015-16	8,099			70	8,169	0		8,169	70	0.9%
2016-17	8,169			60	8,229	0		8,229	60	0.7%
2017-18	8,229			60	8,289	0		8,289	60	0.7%
2018-19	8,289			120	8,409	0		8,409	120	1.4%
2019-20	8,409			120	8,529	0		8,529	120	1.4%
2020-21	8,529			0	8,529	0		8,529	0	0.0%
2021-22	8,529			171	8,700	0		8,700	171	2.0%
2022-23	8,700			450	9,150	0		9,150	450	5.2%
2023-24 est.	9,150			458	9,608	0		9,608	458	5.0%

<sup>1</sup> The American Recovery and Reinvestment Act (ARRA) provided "Stabilization Funds" to offset Foundation decreases in 2008-09, 2009-10, & 2010-11.

**EAST LANSING PUBLIC SCHOOLS  
GENERAL FUND - EXPENDITURES BY FUNCTION (Before Est. Variance)**



90

	2021-22	2022-23		2023-24			
	ACTUAL	FIRST REVISION	% of Total Expenditures	ORIGINAL BUDGET	% of Total Expenditures	\$ CHANGE from 2022-23 FIRST REVISION	% CHANGE from 2022-23 FIRST REVISION
<b>EXPENDITURES:</b>							
Instruction <sup>1</sup>	28,455,365	33,626,994	59.9%	32,285,595	57.8%	(1,341,399)	-4.0%
Instructional Support Services <sup>2</sup>	9,344,027	10,972,850	19.5%	12,040,177	21.6%	1,067,327	9.7%
General Business Services <sup>3</sup>	1,004,956	1,199,449	2.1%	1,282,934	2.3%	83,485	7.0%
Operations and Maintenance	4,274,750	5,684,744	10.1%	5,837,015	10.5%	152,271	2.7%
Pupil Transportation	1,557,709	1,776,410	3.2%	1,769,896	3.2%	(6,514)	-0.4%
Central Support Services	968,126	1,687,439	3.0%	1,427,378	2.6%	(260,061)	-15.4%
Other <sup>4</sup>	841,118	1,193,497	2.1%	1,176,338	2.1%	(17,159)	-1.4%
<b>Total <sup>5</sup></b>	<b>46,446,051</b>	<b>56,141,383</b>	<b>99.9%</b>	<b>55,819,333</b>	<b>100.1%</b>	<b>(322,050)</b>	<b>-0.6%</b>

<sup>1</sup> Includes Basic Programs and Added Needs

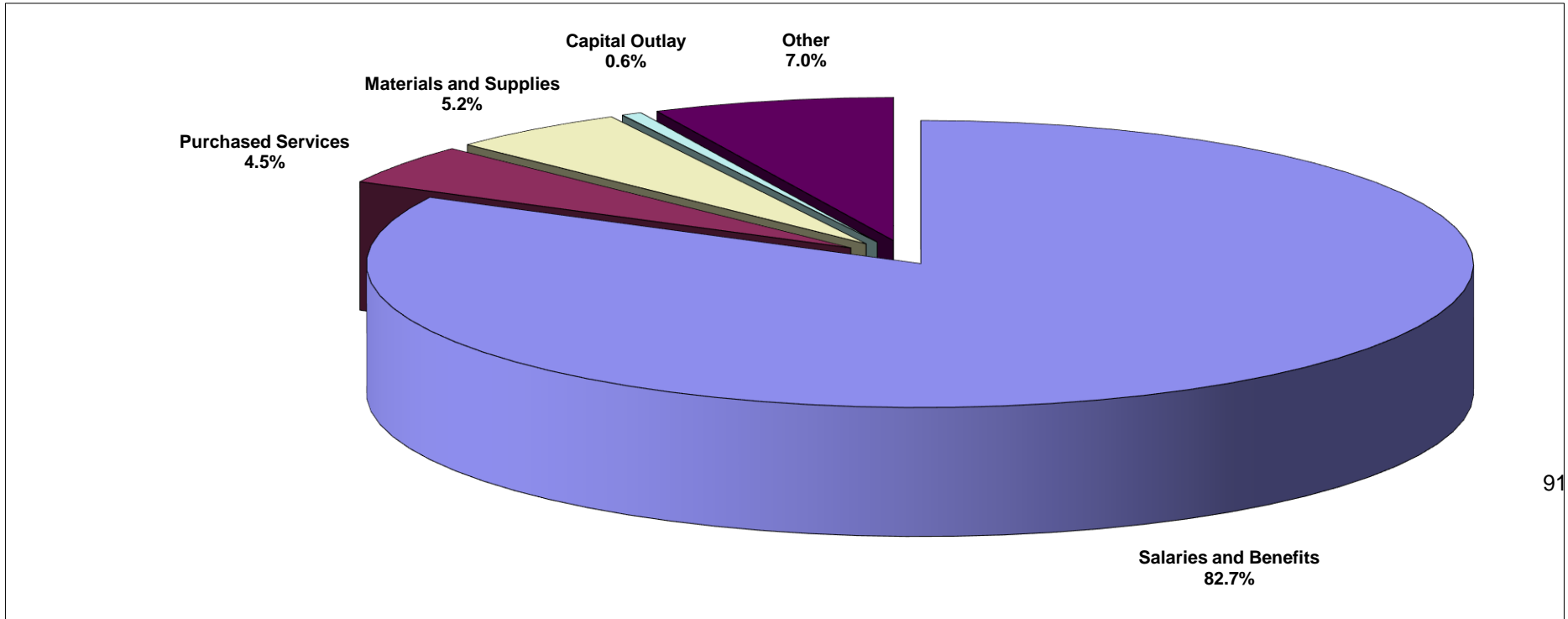
<sup>2</sup> Includes Pupil Support Services, Instructional Staff Services and School Administration

<sup>3</sup> Includes General Administration and Business Services

<sup>4</sup> Includes Athletic Activities, Community Services, Payments to Other Government Agencies, Facilities Acquisition, and Prior Period Adjustments, Debt Service and Operating Transfer Out

<sup>5</sup> Amount may not add to 100.0% due to rounding

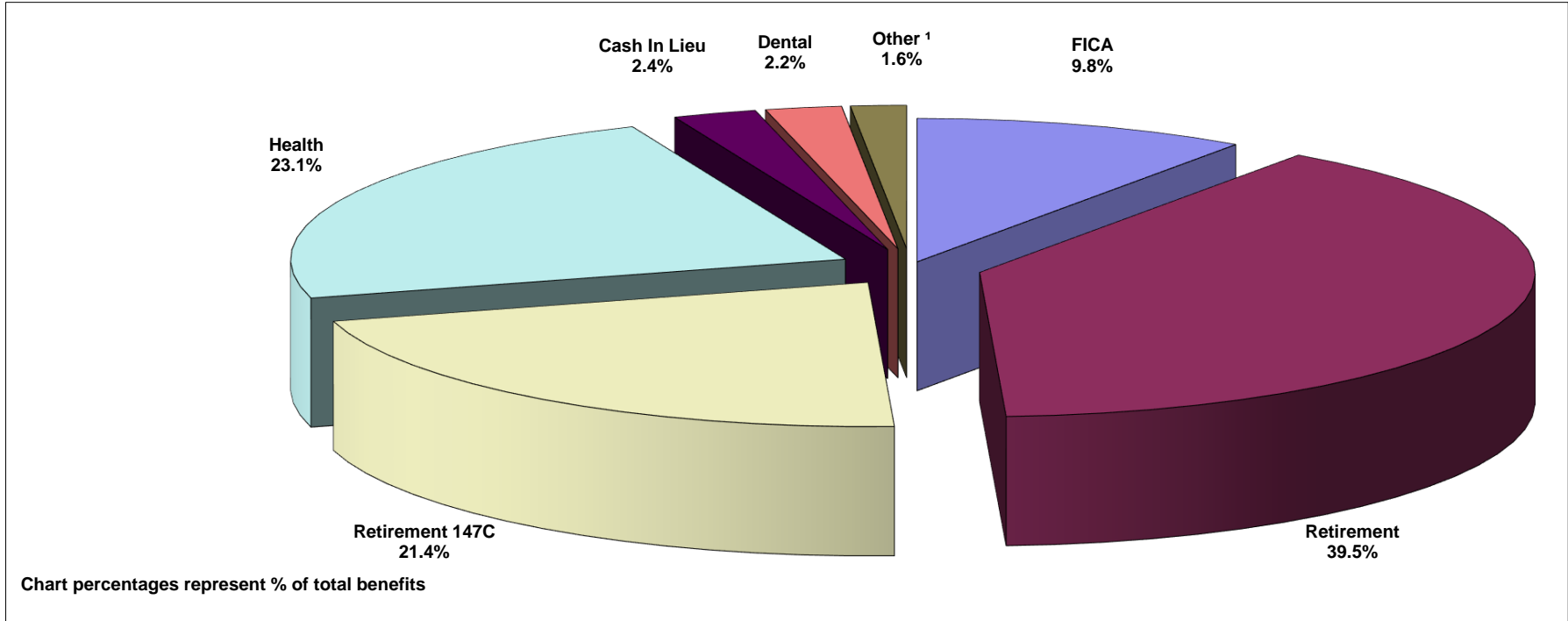
**EAST LANSING PUBLIC SCHOOLS**  
**GENERAL FUND - EXPENDITURES BY OBJECT CODE (Before Est. Variance)**



	2021-22	2022-23		2023-24			
	ACTUAL	FIRST REVISION	% of Total Expenditures	ORIGINAL BUDGET	% of Total Expenditures	\$ CHANGE from 2022-23 FIRST REVISION	% CHANGE from 2022-23 FIRST REVISION
<b>EXPENDITURES:</b>							
Salaries and Benefits	36,595,453	44,575,243	79.4%	46,136,647	82.7%	1,561,404	3.5%
Purchased Services	3,045,610	3,270,097	5.8%	2,533,887	4.5%	(736,210)	-22.5%
Materials and Supplies	2,461,545	3,117,068	5.6%	2,895,205	5.2%	(221,863)	-7.1%
Capital Outlay	221,184	855,800	1.5%	328,700	0.6%	(527,100)	-61.6%
Other	4,122,259	4,323,175	7.7%	3,924,894	7.0%	(398,281)	-9.2%
<b>Total <sup>1</sup></b>	<b>46,446,051</b>	<b>56,141,383</b>	<b>100.0%</b>	<b>55,819,333</b>	<b>100.0%</b>	<b>(322,050)</b>	<b>-0.6%</b>

<sup>1</sup> Amount may not add to 100.0% due to rounding

**EAST LANSING PUBLIC SCHOOLS  
GENERAL FUND - EMPLOYEE BENEFITS (Before Est. Variance)**



92

	2021-22	2022-23		2023-24			
	ACTUAL	FIRST REVISION	% of Total Expenditures	ORIGINAL BUDGET	% of Total Expenditures	\$ CHANGE from 2022-23 FIRST REVISION	% CHANGE from 2022-23 FIRST REVISION
<b>EXPENDITURES:</b>							
FICA	1,547,026	1,872,298	4.7%	1,968,574	3.5%	96,276	5.1%
Retirement	6,031,610	6,921,244	17.3%	7,967,058	14.3%	1,045,814	15.1%
Retirement 147C	3,288,636	5,981,106	15.0%	4,317,039	7.7%	(1,664,067)	-27.8%
Health	3,261,639	3,954,521	9.9%	4,656,021	8.3%	701,500	17.7%
Cash In Lieu	337,041	425,500	1.1%	491,707	0.9%	66,207	15.6%
Dental	364,735	408,735	1.0%	448,843	0.8%	40,108	9.8%
Other <sup>1</sup>	297,479	273,780	0.7%	327,437	0.6%	53,657	19.6%
<b>Total</b>	<b>15,128,166</b>	<b>19,837,184</b>	<b>49.7%</b>	<b>20,176,679</b>	<b>36.1%</b>	<b>339,495</b>	<b>1.7%</b>

<sup>1</sup> LTD, Life, Vision, Workers Comp, Unemployment, Misc.

**EAST LANSING PUBLIC SCHOOLS**  
**GENERAL FUND**  
EXPENDITURE DETAIL

2021-22 ACTUAL	FUNCTION	2021-22 FIRST REVISION	2023-24 ORIGINAL BUDGET							
			(Net 0.50% Variance) Total	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other
9,967,810	111 Elementary	12,233,219	11,038,666	11,094,137	5,886,300	4,475,261	103,020	242,043	2,500	385,013
4,593,437	112 Middle School	5,181,555	4,875,101	4,899,599	2,596,551	2,041,798	56,295	100,634	3,500	100,821
6,490,675	113 High School	7,653,301	7,440,737	7,478,128	3,806,726	2,857,641	387,485	145,873	25,000	255,403
306,932	118 Pre-Kindergarten	357,267	374,082	375,962	201,261	163,701	3,000	2,000	500	5,500
465,581	119 Summer School	194,634	68,951	69,297	40,000	22,297	0	7,000	0	0
<b>21,824,435</b>	<b>Total Basic Programs</b>	<b>25,619,976</b>	<b>23,797,537</b>	<b>23,917,123</b>	<b>12,530,838</b>	<b>9,560,698</b>	<b>549,800</b>	<b>497,550</b>	<b>31,500</b>	<b>746,737</b>
4,882,391	122 Special Education	5,494,791	6,051,507	6,081,917	2,844,826	2,481,460	63,600	30,500	4,000	657,531
1,748,539	125 Compensatory Education	2,344,093	2,275,122	2,286,555	1,243,287	1,025,543	9,725	8,000	0	0
<b>6,630,930</b>	<b>Total Added Needs</b>	<b>7,838,884</b>	<b>8,326,629</b>	<b>8,368,472</b>	<b>4,088,113</b>	<b>3,507,003</b>	<b>73,325</b>	<b>38,500</b>	<b>4,000</b>	<b>657,531</b>
<b>28,455,365</b>	<b>Total Instruction</b>	<b>33,458,860</b>	<b>32,124,166</b>	<b>32,285,595</b>	<b>16,618,951</b>	<b>13,067,701</b>	<b>623,125</b>	<b>536,050</b>	<b>35,500</b>	<b>1,404,268</b>
0	211 Attendance	0	48,049	48,290	25,200	23,090	0	0	0	0
761,341	212 Guidance	1,043,136	1,500,637	1,508,178	778,686	620,192	75,300	34,000	0	0
255,118	213 Health	285,245	294,715	296,196	57,882	36,847	2,200	6,000	17,000	176,267
222,154	214 Psychology	277,444	325,637	327,273	188,132	136,541	600	2,000	0	0
826,395	215 Speech	830,137	883,143	887,581	407,477	352,154	700	4,000	0	123,250
813,867	216 Social Work	972,159	1,045,346	1,050,599	599,373	445,726	2,000	3,500	0	0
470,064	218 Teacher Consultant	521,099	535,911	538,604	227,585	168,467	10,100	1,500	0	130,952
213,953	219 Other Pupil Support	336,669	409,569	411,627	213,146	149,519	0	6,000	0	42,962
<b>3,562,892</b>	<b>Total Pupil Support Services</b>	<b>4,265,889</b>	<b>5,043,007</b>	<b>5,068,348</b>	<b>2,497,481</b>	<b>1,932,536</b>	<b>90,900</b>	<b>57,000</b>	<b>17,000</b>	<b>473,431</b>
1,014,935	221 Improvement of Instruction	1,312,696	1,383,736	1,390,689	624,859	413,894	160,455	103,405	0	88,076
586,526	222 Educational Media Services	696,453	708,302	711,861	328,698	298,376	25,200	59,587	0	0
61,045	224 Educational Television	65,137	68,449	68,793	39,911	28,882	0	0	0	0
380,707	225 Instruction Related Technology	419,029	411,113	413,179	189,771	145,908	62,500	15,000	0	0
620,724	226 Supervision of Instructional Staff	635,275	712,376	715,956	408,329	295,327	4,800	5,500	0	2,000
62,524	227 Academic Student Assessment	89,488	89,460	89,910	4,000	2,222	10,000	68,588	0	5,100
275,364	229 Other Instructional Staff Services	334,333	341,615	343,332	179,307	146,325	7,700	7,000	0	3,000
<b>3,001,825</b>	<b>Total Instructional Staff Services</b>	<b>3,552,411</b>	<b>3,715,051</b>	<b>3,733,720</b>	<b>1,774,875</b>	<b>1,330,934</b>	<b>270,655</b>	<b>259,080</b>	<b>0</b>	<b>98,176</b>
89,037	231 Board of Education	104,077	104,077	104,600	0	0	92,000	3,500	1,100	8,000
374,901	232 Executive Administration	407,375	424,676	426,810	232,789	177,121	1,900	11,500	1,500	2,000
<b>463,938</b>	<b>Total General Administration</b>	<b>511,452</b>	<b>528,753</b>	<b>531,410</b>	<b>232,789</b>	<b>177,121</b>	<b>93,900</b>	<b>15,000</b>	<b>2,600</b>	<b>10,000</b>
2,754,223	241 Office of the Principal	3,072,821	3,195,053	3,211,109	1,752,568	1,390,507	22,337	24,697	0	21,000
25,087	249 Other School Administration	26,865	26,865	27,000	0	0	16,000	11,000	0	0
<b>2,779,310</b>	<b>Total School Administration</b>	<b>3,099,686</b>	<b>3,221,918</b>	<b>3,238,109</b>	<b>1,752,568</b>	<b>1,390,507</b>	<b>38,337</b>	<b>35,697</b>	<b>0</b>	<b>21,000</b>
402,454	252 Fiscal Services	493,893	561,815	564,638	304,450	212,888	12,200	3,000	0	32,100
114,789	257 Internal Services	109,549	105,443	105,973	48,242	36,362	14,369	7,000	0	0
23,775	259 Other Business	78,558	80,508	80,913	0	0	17,913	0	0	63,000
<b>541,018</b>	<b>Total Business Services</b>	<b>682,000</b>	<b>747,766</b>	<b>751,524</b>	<b>352,692</b>	<b>249,250</b>	<b>44,482</b>	<b>10,000</b>	<b>0</b>	<b>95,100</b>

**EAST LANSING PUBLIC SCHOOLS**  
**GENERAL FUND**  
EXPENDITURE DETAIL

2021-22 ACTUAL	FUNCTION	2021-22 FIRST REVISION	2023-24 ORIGINAL BUDGET							
			(Net 0.50% Variance) Total	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other
4,271,936	261 Operating Buildings Services	5,510,945	5,643,953	5,672,315	1,723,116	1,293,336	762,963	1,770,500	118,400	4,000
2,814	266 Building Security	145,375	163,877	164,700	0	0	152,200	2,000	10,000	500
<u>4,274,750</u>	<b>Total Operations and Maintenance</b>	<u>5,656,320</u>	<u>5,807,830</u>	<u>5,837,015</u>	<u>1,723,116</u>	<u>1,293,336</u>	<u>915,163</u>	<u>1,772,500</u>	<u>128,400</u>	<u>4,500</u>
1,557,709	271 Pupil Transportation	1,767,528	1,761,047	1,769,896	0	0	5,500	93,977	0	1,670,419
0	281 Planning, Research, Development	0	0	0	0	0	0	0	0	0
56,919	282 Communication Services	88,634	74,471	74,845	24,604	16,541	11,300	1,500	1,000	19,900
334,546	283 Staff/Personnel Services	674,277	709,186	712,750	347,384	269,666	77,200	6,000	500	12,000
441,760	284 Non-Instructional Technology	758,165	476,504	478,898	132,172	101,926	203,300	4,000	36,500	1,000
134,901	285 Pupil Accounting	157,926	160,081	160,885	66,858	52,027	35,000	500	0	6,500
<u>968,126</u>	<b>Total Central Support Services</b>	<u>1,679,002</u>	<u>1,420,242</u>	<u>1,427,378</u>	<u>571,018</u>	<u>440,160</u>	<u>326,800</u>	<u>12,000</u>	<u>38,000</u>	<u>39,400</u>
828,519	293 Athletic Activities	968,782	1,049,687	1,054,962	436,478	295,134	107,150	89,000	107,200	20,000
12,599	3xx Community Services	37,857	32,612	32,776	0	0	17,875	14,901	0	0
0	4xx Period Adjustments	0	0	0	0	0	0	0	0	0
0	5xx Debt Service - Long Term	180,891	88,157	88,600	0	0	0	0	0	88,600
<u>46,446,051</u>	<b>Total General Fund</b>	<u>55,860,678</u>	<u>55,540,236</u>	<u>55,819,333</u>	<u>25,959,968</u>	<u>20,176,679</u>	<u>2,533,887</u>	<u>2,895,205</u>	<u>328,700</u>	<u>3,924,894</u>
	Percent of Total <sup>1</sup>	net est. variance	net est. variance							
			99.50%	100.0%	46.5%	36.1%	4.5%	5.2%	0.6%	7.0%
	2022-23 FIRST BUDGET REVISION (before est. variance)			56,141,383	24,738,059	19,837,184	3,270,097	3,117,068	855,800	4,323,175
	\$ CHANGE			(322,050)	1,221,909	339,495	(736,210)	(221,863)	(527,100)	(398,281)
	% CHANGE			-0.6%	4.9%	1.7%	-22.5%	-7.1%	-61.6%	-9.2%
	2021-22 ACTUAL			46,446,051	21,467,287	15,128,166	3,045,610	2,461,545	221,184	4,122,259
	\$ CHANGE			9,373,282	4,492,681	5,048,513	(511,723)	433,660	107,516	(197,365)
	% CHANGE			20.2%	20.9%	33.4%	-16.8%	17.6%	48.6%	-4.8%

<sup>1</sup> Amount may not add to 100.0% due to rounding

**EAST LANSING PUBLIC SCHOOLS**  
**GENERAL FUND**  
NET EXPENDITURE CHANGES (Before Est. Variance)

FUNCTION	2023-24 ORIGINAL BUDGET vs. 2022-23 FIRST BUDGET REVISION							Adjustment Notes
	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other	
111 Elementary	(1,200,555)	72,682	(671,213)	3,220	(264,144)	(101,100)	(240,000)	
112 Middle School	(307,994)	25,321	(273,865)	9,815	(2,165)	(27,800)	(39,300)	
113 High School	(213,632)	155,176	(342,786)	2,085	3,278	6,000	(37,385)	
118 Pre-Kindergarten	16,900	3,535	13,365	0	0	0	0	
119 Summer School	(126,315)	(86,646)	(42,499)	0	2,830	0	0	
<b>Total Basic Programs</b>	<b>(1,831,596)</b>	<b>170,068</b>	<b>(1,316,998)</b>	<b>15,120</b>	<b>(260,201)</b>	<b>(122,900)</b>	<b>(316,685)</b>	
122 Special Education	559,514	206,663	325,851	27,000	0	0	0	
125 Compensatory Education	(69,317)	(57,154)	23,837	(36,000)	0	0	0	
<b>Total Added Needs</b>	<b>490,197</b>	<b>149,509</b>	<b>349,688</b>	<b>(9,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Instruction</b>	<b>(1,341,399)</b>	<b>319,577</b>	<b>(967,310)</b>	<b>6,120</b>	<b>(260,201)</b>	<b>(122,900)</b>	<b>(316,685)</b>	
211 Attendance	48,290	25,200	23,090	0	0	0	0	
212 Guidance	459,800	244,480	265,320	0	20,000	(70,000)	0	
213 Health	9,518	4,260	5,258	0	0	0	0	
214 Psychology	48,435	19,708	28,727	0	0	0	0	
215 Speech	53,272	16,830	36,442	0	0	0	0	
216 Social Work	73,555	18,703	54,852	0	0	0	0	
218 Teacher Consultant	14,886	2,330	12,556	0	0	0	0	
219 Other Pupil Support	73,266	35,498	39,268	0	(1,500)	0	0	
<b>Total Pupil Support Services</b>	<b>781,022</b>	<b>367,009</b>	<b>465,513</b>	<b>0</b>	<b>18,500</b>	<b>(70,000)</b>	<b>0</b>	
221 Improvement of Instruction	71,397	31,243	50,454	(6,600)	0	0	(3,700)	
222 Educational Media Services	11,908	(3,539)	18,009	6,100	(8,162)	(500)	0	
224 Educational Television	3,329	526	2,803	0	0	0	0	
225 Instruction Related Technology	(7,956)	(9,282)	6,826	0	0	0	(5,500)	
226 Supervision of Instructional Staff	77,489	34,829	42,460	200	0	0	0	
227 Academic Student Assessment	(28)	(1,000)	(332)	0	0	0	1,304	
229 Other Instructional Staff Services	7,319	(2,210)	8,529	1,000	0	0	0	
<b>Total Instructional Staff Services</b>	<b>163,458</b>	<b>50,567</b>	<b>128,749</b>	<b>700</b>	<b>(8,162)</b>	<b>(500)</b>	<b>(7,896)</b>	
231 Board of Education	0	0	0	0	0	0	0	
232 Executive Administration	17,388	777	16,411	200	0	0	0	
<b>Total General Administration</b>	<b>17,388</b>	<b>777</b>	<b>16,411</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**EAST LANSING PUBLIC SCHOOLS**  
**GENERAL FUND**  
NET EXPENDITURE CHANGES (Before Est. Variance)

FUNCTION	2023-24 ORIGINAL BUDGET vs. 2022-23 FIRST BUDGET REVISION							Adjustment Notes
	Total	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other	
241 Office of the Principal	122,847	(18,834)	144,041	(860)	0	(1,500)	0	
249 Other School Administration	0	0	0	0	0	0	0	
<b>Total School Administration</b>	<b>122,847</b>	<b>(18,834)</b>	<b>144,041</b>	<b>(860)</b>	<b>0</b>	<b>(1,500)</b>	<b>0</b>	
252 Fiscal Services	68,263	35,593	39,070	200	0	(6,600)	0	
257 Internal Services	(4,126)	(1,787)	(3,939)	1,600	0	0	0	
259 Other Business	1,960	0	0	1,960	0	0	0	
<b>Total Business Services</b>	<b>66,097</b>	<b>33,806</b>	<b>35,131</b>	<b>3,760</b>	<b>0</b>	<b>(6,600)</b>	<b>0</b>	
261 Operating Buildings Services	133,677	463,804	440,197	(706,324)	28,000	(92,000)	0	
266 Building Security	18,594	0	0	41,494	0	(21,800)	(1,100)	
<b>Total Operations and Maintenance</b>	<b>152,271</b>	<b>463,804</b>	<b>440,197</b>	<b>(664,830)</b>	<b>28,000</b>	<b>(113,800)</b>	<b>(1,100)</b>	
271 Pupil Transportation	(6,514)	(13,398)	(7,716)	0	0	0	14,600	
281 Planning, Research, Development	0	0	0	0	0	0	0	
282 Communication Services	(14,234)	224	1,542	0	0	(16,000)	0	
283 Staff/Personnel Services	35,085	16,091	47,494	(28,500)	0	0	0	
284 Non-Instructional Technology	(283,077)	(490)	7,413	(66,000)	0	(224,000)	0	
285 Pupil Accounting	2,165	1,077	(4,912)	0	0	0	6,000	
<b>Total Central Support Services</b>	<b>(260,061)</b>	<b>16,902</b>	<b>51,537</b>	<b>(94,500)</b>	<b>0</b>	<b>(240,000)</b>	<b>6,000</b>	
293 Athletic Activities	81,312	4,871	35,041	13,200	0	28,200	0	
3xx Community Services	(5,271)	(3,172)	(2,099)	0	0	0	0	
Payments to Oth Gov't Agencies, Facilities Acquisition, and Prior Period 4xx Adjustments	0	0	0	0	0	0	0	
5xx Debt Service - Long Term	(93,200)	0	0	0	0	0	(93,200)	
<b>Total General Fund</b>	<b>(322,050)</b>	<b>1,221,909</b>	<b>339,495</b>	<b>(736,210)</b>	<b>(221,863)</b>	<b>(527,100)</b>	<b>(398,281)</b>	
<b>Percent of Total <sup>1</sup></b>	<b>100.0%</b>	<b>-379.4%</b>	<b>-105.4%</b>	<b>228.6%</b>	<b>68.9%</b>	<b>163.7%</b>	<b>123.7%</b>	

<sup>1</sup> Amount may not add to 100.0% due to rounding

**EAST LANSING PUBLIC SCHOOLS  
GENERAL FUND**

THREE YEAR EXPENDITURE COMPARISON (Net Est. Variance)

FUNCTION:	2021-22		2022-23		2023-24	
	ACTUAL	% of TOTAL	FIRST REVISION	% of TOTAL	ORIGINAL BUDGET	% of TOTAL
111 Elementary	9,967,810	21.5%	12,233,219	21.9%	11,038,666	19.9%
112 Middle School	4,593,437	9.9%	5,181,555	9.3%	4,875,101	8.8%
113 High School	6,490,675	14.0%	7,653,301	13.7%	7,440,737	13.4%
118 Pre-Kindergarten	306,932	0.7%	357,267	0.6%	374,082	0.7%
119 Summer School	465,581	1.0%	194,634	0.3%	68,951	0.1%
<b>Total Basic Programs</b>	<b>21,824,435</b>	<b>47.0%</b>	<b>25,619,976</b>	<b>45.9%</b>	<b>23,797,537</b>	<b>42.8%</b>
122 Special Education	4,882,391	10.5%	5,494,791	9.8%	6,051,507	10.9%
125 Compensatory Education	1,748,539	3.8%	2,344,093	4.2%	2,275,122	4.1%
<b>Total Added Needs</b>	<b>6,630,930</b>	<b>14.3%</b>	<b>7,838,884</b>	<b>14.0%</b>	<b>8,326,629</b>	<b>15.0%</b>
<b>Total Instruction</b>	<b>28,455,365</b>	<b>61.3%</b>	<b>33,458,860</b>	<b>59.9%</b>	<b>32,124,166</b>	<b>57.8%</b>
211 Attendance	0	0.0%	0	0.0%	48,049	0.1%
212 Guidance	761,341	1.6%	1,043,136	1.9%	1,500,637	2.7%
213 Health	255,118	0.5%	285,245	0.5%	294,715	0.5%
214 Psychology	222,154	0.5%	277,444	0.5%	325,637	0.6%
215 Speech	826,395	1.8%	830,137	1.5%	883,143	1.6%
216 Social Work	813,867	1.8%	972,159	1.7%	1,045,346	1.9%
218 Teacher Consultant	470,064	1.0%	521,099	0.9%	535,911	1.0%
219 Other Pupil Support	213,953	0.5%	336,669	0.6%	409,569	0.7%
<b>Total Pupil Support Services</b>	<b>3,562,892</b>	<b>7.7%</b>	<b>4,265,889</b>	<b>7.6%</b>	<b>5,043,007</b>	<b>9.1%</b>
221 Improvement of Instruction	1,014,935	2.2%	1,312,696	2.3%	1,383,736	2.5%
222 Educational Media Services	586,526	1.3%	696,453	1.2%	708,302	1.3%
224 Educational Television	61,045	0.1%	65,137	0.1%	68,449	0.1%
225 Instruction Related Technology	380,707	0.8%	419,029	0.8%	411,113	0.7%
226 Supervision of Instructional Staff	620,724	1.3%	635,275	1.1%	712,376	1.3%
227 Academic Student Assessment	62,524	0.1%	89,488	0.2%	89,460	0.2%
229 Other Instructional Staff Services	275,364	0.6%	334,333	0.6%	341,615	0.6%
<b>Total Instructional Staff Support</b>	<b>3,001,825</b>	<b>6.5%</b>	<b>3,552,411</b>	<b>6.4%</b>	<b>3,715,051</b>	<b>6.7%</b>
231 Board of Education	89,037	0.2%	104,077	0.2%	104,077	0.2%
232 Executive Administration	374,901	0.8%	407,375	0.7%	424,676	0.8%
<b>Total General Administration</b>	<b>463,938</b>	<b>1.0%</b>	<b>511,452</b>	<b>0.9%</b>	<b>528,753</b>	<b>1.0%</b>

**EAST LANSING PUBLIC SCHOOLS  
GENERAL FUND**

THREE YEAR EXPENDITURE COMPARISON (Net Est. Variance)

FUNCTION:	2021-22		2022-23		2023-24	
	ACTUAL	% of TOTAL	FIRST REVISION	% of TOTAL	ORIGINAL BUDGET	% of TOTAL
241 Office of the Principal	2,754,223	5.9%	3,072,821	5.5%	3,195,053	5.8%
249 Other School Administration	25,087	0.1%	26,865	0.0%	26,865	0.0%
Total School Administration	2,779,310	6.0%	3,099,686	5.5%	3,221,918	5.8%
252 Fiscal Services	402,454	0.9%	493,893	0.9%	561,815	1.0%
257 Internal Services	114,789	0.2%	109,549	0.2%	105,443	0.2%
259 Other Business	23,775	0.1%	78,558	0.1%	80,508	0.1%
Total Business Services	541,018	1.2%	682,000	1.2%	747,766	1.3%
261 Operating Buildings Services	4,271,936	9.2%	5,510,945	9.9%	5,643,953	10.2%
266 Building Security	2,814	0.0%	145,375	0.3%	163,877	0.3%
Total Operations and Maintenance	4,274,750	9.2%	5,656,320	10.1%	5,807,830	10.5%
271 Pupil Transportation	1,557,709	3.4%	1,767,528	3.2%	1,761,047	3.2%
281 Planning, Research, Development	0	0.0%	0	0.0%	0	0.0%
282 Communication Services	56,919	0.1%	88,634	0.2%	74,471	0.1%
283 Staff/Personnel Services	334,546	0.7%	674,277	1.2%	709,186	1.3%
284 Non-Instructional Technology	441,760	1.0%	758,165	1.4%	476,504	0.9%
285 Pupil Accounting	134,901	0.3%	157,926	0.3%	160,081	0.3%
Total Central Support Services	968,126	2.1%	1,679,002	3.0%	1,420,242	2.6%
Total Support Services	17,149,568	36.9%	21,214,288	38.0%	22,245,614	40.1%
293 Athletic Activities	828,519	1.8%	968,782	1.7%	1,049,687	1.9%
3xx Community Services	12,599	0.0%	37,857	0.1%	32,612	0.1%
4xx Payments to Oth Gov't Agencies, Facilities Acquisition, and Prior Period Adjustments	0	0.0%	0	0.0%	0	0.0%
5xx Debt Service - Long Term	0	0.0%	180,891	0.3%	88,157	0.2%
Total <sup>1</sup>	46,446,051	100.0%	55,860,678	100.0%	55,540,236	100.0%

net est. variance

<sup>1</sup> Amount may not add to 100.0% due to rounding

**EAST LANSING PUBLIC SCHOOLS  
FOOD SERVICE FUND**

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

<u>2021-22 ACTUAL</u>		<u>2022-23 FIRST REVISION</u>	<u>2023-24 ORIGINAL BUDGET</u>	<u>\$ CHANGE ORIGINAL vs. PRIOR YEAR FIRST REVISION</u>	<u>\$ CHANGE ORIGINAL vs. 2021-22 ACTUAL</u>
	<b>Revenues:</b>				
	<b>Local:</b>				
21,994	Food Sales	241,000	43,000	(198,000)	21,006
2,452	Catered Events	20,000	20,000	0	17,548
0	Other	625	800	175	800
	<b>State:</b>				
0	Breakfast - Supplemental	0	0	0	0
3,060	At-Risk	1,261	6,697	5,436	3,637
31,416	Lunch	41,082	60,167	19,085	28,751
15,153	31j 10 Cents	551	0	(551)	(15,153)
0	30d Expanded Breakfast and Lunch Program	0	400,000	400,000	400,000
	<b>Federal:</b>				
419,767	Breakfast	123,000	125,000	2,000	(294,767)
1,312,466	Lunch	652,000	665,000	13,000	(647,466)
76,439	SSO/SFSP	18,800	20,000	1,200	(56,439)
79,966	Supply Chain Assistance	127,717	128,000	283	48,034
0	Local Food for Schools	13,650	0	(13,650)	0
96,978	USDA Commodities	91,000	110,000	19,000	13,022
<u>2,059,691</u>	<b>Total Revenues</b>	<u>1,330,686</u>	<u>1,578,664</u>	<u>247,978</u>	<u>(481,027)</u>
	<b>Expenditures:</b>				
49,865	Salaries	70,067	94,292	24,225	44,427
26,349	Employee Benefits	35,758	49,687	13,929	23,338
651,640	Purchased Services	714,400	756,400	42,000	104,760
1,047,142	Supplies & Materials	822,600	855,000	32,400	(192,142)
260,553	Capital Outlay	27,000	76,500	49,500	(184,053)
18,632	Other	18,000	18,000	0	(632)
<u>2,054,181</u>	<b>Total Expenditures</b>	<u>1,687,825</u>	<u>1,849,879</u>	<u>162,054</u>	<u>(204,302)</u>
5,510	<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(357,139)	(271,215)	85,924	(276,725)
	<b>Other Financing (Uses) Sources</b>				
0	Operating Transfers	0	0	0	0
0	Other	0	0	0	0
<u>0</u>	<b>Total Other Financing (Uses) Sources</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5,510	<b>Increase (Decrease) in Fund Balance</b>	(357,139)	(271,215)	85,924	(276,725)
<u>740,822</u>	<b>Fund Balance - Beginning of Year</b>	<u>746,332</u>	<u>389,193</u>	<u>(357,139)</u>	<u>(351,629)</u>
<u>746,332</u>	<b>Fund Balance - End of Year</b>	<u>389,193</u>	<u>117,978</u>	<u>(271,215)</u>	<u>(628,354)</u>
36.3%	<b>Fund Balance as a Percentage of Expenditures</b>	23.1%	6.4%		
597,876	<b>Max. Fund Balance per 3 Months of Operating Costs</b>	553,608	591,126		

**EAST LANSING PUBLIC SCHOOLS**  
**STUDENT/SCHOOL ACTIVITY FUND**  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2021-22 ACTUAL		2022-23 FIRST REVISION	2023-24 ORIGINAL BUDGET	\$ CHANGE ORIGINAL vs. PRIOR YEAR FIRST REVISION	\$ CHANGE ORIGINAL vs. 2021-22 ACTUAL
	<b>Revenues:</b>				
	<b>Local:</b>				
542	Donley Elementary	3,000	2,600	(400)	2,058
17,851	Glencairn Elementary	22,000	21,000	(1,000)	3,149
13,694	Marble Elementary	6,000	9,300	3,300	(4,394)
7,277	Robert L Green Elementary	5,000	7,300	2,300	23
7,879	Red Cedar Elementary	8,000	8,000	0	121
557	Whitehills Elementary	7,000	3,400	(3,600)	2,843
5,145	MacDonald Middle School	27,000	25,500	(1,500)	20,355
333,679	East Lansing High School	250,000	305,600	55,600	(28,079)
<b>386,624</b>	<b>Total Revenues</b>	<b>328,000</b>	<b>382,700</b>	<b>54,700</b>	<b>(3,924)</b>
	<b>Expenditures:</b>				
3,092	Donley Elementary	2,000	4,200	2,200	1,108
16,002	Glencairn Elementary	32,000	25,200	(6,800)	9,198
19,467	Marble Elementary	14,000	18,600	4,600	(867)
7,364	Robert L Green Elementary	3,000	5,300	2,300	(2,064)
2,701	Red Cedar Elementary	7,000	4,300	(2,700)	1,599
400	Whitehills Elementary	7,000	3,200	(3,800)	2,800
10,357	MacDonald Middle School	20,000	22,500	2,500	12,143
253,817	East Lansing High School	250,000	259,000	9,000	5,183
<b>313,200</b>	<b>Total Expenditures</b>	<b>335,000</b>	<b>342,300</b>	<b>7,300</b>	<b>29,100</b>
73,424	Excess (Deficit) of Revenues over (under) Expenditures	(7,000)	40,400	47,400	(33,024)
	<b>Other Financing (Uses) Sources</b>				
0	Operating Transfers	0	0	0	0
0	Other	0	0	0	0
0	<b>Total Other Financing (Uses) Sources</b>	0	0	0	0
73,424	Increase (Decrease) in Fund Balance	(7,000)	40,400	47,400	(33,024)
401,508	Fund Balance - Beginning of Year	474,932	467,932	(7,000)	66,424
474,932	Fund Balance - End of Year	467,932	508,332	40,400	33,400

**EAST LANSING PUBLIC SCHOOLS**  
**2015 DEBT FUND (REFUNDING of 2005 REFUNDING SERIES B BONDS)**  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2021-22 ACTUAL		2022-23 FIRST REVISION	2023-24 ORIGINAL BUDGET	\$ CHANGE ORIGINAL vs. PRIOR YEAR FIRST REVISION	\$ CHANGE ORIGINAL vs. 2021-22 ACTUAL
	<b>Revenues:</b>				
	<b>Local:</b>				
3,815,008	Current Property Taxes (net 0.50% est. delinquent)	3,603,800	3,379,500	(224,300)	(435,508)
11,965	Payment in Lieu of Taxes	7,600	7,000	(600)	(4,965)
1,808	Delinquent Property Taxes (includes penalties & interest)	2,000	2,000	0	192
1,608	Interest on Investments	42,000	40,000	(2,000)	38,392
0	Other	0	0	0	0
<u>3,830,389</u>	<b>Total Revenues</b>	<u>3,655,400</u>	<u>3,428,500</u>	<u>(226,900)</u>	<u>(401,889)</u>
	<b>Expenditures:</b>				
	<b>Due November:</b>				
571,000	Interest on Bonded Debt	506,000	440,500	(65,500)	(130,500)
	<b>Due May:</b>				
2,600,000	Redemption of Principal (matures May 2030)	2,620,000	2,605,000	(15,000)	5,000
571,000	Interest on Bonded Debt	506,000	440,500	(65,500)	(130,500)
544	Dues and Fees	600	600	0	56
27	Property Tax Refunds (MTT/STC/Board of Review)	5,000	2,500	(2,500)	2,473
0	Other - Costs of Bond Issuance	0	0	0	0
<u>3,742,571</u>	<b>Total Expenditures</b>	<u>3,637,600</u>	<u>3,489,100</u>	<u>(148,500)</u>	<u>(253,471)</u>
87,818	<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	17,800	(60,600)	(78,400)	(148,418)
	<b>Other Financing (Uses) Sources</b>				
0	Operating Transfers	0	0	0	0
0	Sale of Bonds	0	0	0	0
<u>0</u>	<b>Total Other Financing (Uses) Sources</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
87,818	<b>Increase (Decrease) in Fund Balance</b>	17,800	(60,600)	(78,400)	(148,418)
<u>244,280</u>	<b>Fund Balance - Beginning of Year</b>	<u>332,098</u>	<u>349,898</u>	<u>17,800</u>	<u>105,618</u>
<u>332,098</u>	<b>Fund Balance - End of Year</b>	<u>349,898</u>	<u>289,298</u>	<u>(60,600)</u>	<u>(42,800)</u>

**EAST LANSING PUBLIC SCHOOLS**  
**2017 DEBT FUND (ELEMENTARY BOND - SERIES 1)**  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2021-22 ACTUAL		2022-23 FIRST REVISION	2023-24 ORIGINAL BUDGET	\$ CHANGE ORIGINAL vs. PRIOR YEAR FIRST REVISION	\$ CHANGE ORIGINAL vs. 2021-22 ACTUAL
<b>Revenues:</b>					
<b>Local:</b>					
4,130,733	Current Property Taxes (net 0.50% est. delinquent)	4,110,800	4,184,200	73,400	53,467
12,642	Payment in Lieu of Taxes	8,600	8,600	0	(4,042)
1,852	Delinquent Property Taxes (includes penalties & interest)	2,000	2,500	500	648
1,332	Interest on Investments	42,000	40,000	(2,000)	38,668
549	Other	0	0	0	(549)
<u>4,147,108</u>	<b>Total Revenues</b>	<u>4,163,400</u>	<u>4,235,300</u>	<u>71,900</u>	<u>88,192</u>
<b>Expenditures:</b>					
<b>Due November:</b>					
1,304,525	Interest on Bonded Debt	1,275,925	1,244,425	(31,500)	(60,100)
<b>Due May:</b>					
1,430,000	Redemption of Principal (matures May 2042)	1,575,000	1,790,000	215,000	360,000
1,304,525	Interest on Bonded Debt	1,275,925	1,244,425	(31,500)	(60,100)
544	Dues and Fees	600	600	0	56
28	Property Tax Refunds (MTT/STC/Board of Review)	5,000	3,000	(2,000)	2,972
0	Other - Costs of Bond Issuance	0	0	0	0
<u>4,039,622</u>	<b>Total Expenditures</b>	<u>4,132,450</u>	<u>4,282,450</u>	<u>150,000</u>	<u>242,828</u>
107,486	<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	30,950	(47,150)	(78,100)	(154,636)
<b>Other Financing (Uses) Sources</b>					
0	Operating Transfers	0	0	0	0
0	Sale of Bonds	0	0	0	0
<u>0</u>	<b>Total Other Financing (Uses) Sources</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
107,486	<b>Increase (Decrease) in Fund Balance</b>	30,950	(47,150)	(78,100)	(154,636)
<u>245,443</u>	<b>Fund Balance - Beginning of Year</b>	<u>352,929</u>	<u>383,879</u>	<u>30,950</u>	<u>138,436</u>
<u>352,929</u>	<b>Fund Balance - End of Year</b>	<u>383,879</u>	<u>336,729</u>	<u>(47,150)</u>	<u>(16,200)</u>

**EAST LANSING PUBLIC SCHOOLS**  
**2020 DEBT FUND (ELEMENTARY BOND - SERIES 2)**  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2021-22 ACTUAL		2022-23 FIRST REVISION	2023-24 ORIGINAL BUDGET	\$ CHANGE ORIGINAL vs. PRIOR YEAR FIRST REVISION	\$ CHANGE ORIGINAL vs. 2021-22 ACTUAL
	<b>Revenues:</b>				
	<b>Local:</b>				
999,795	Current Property Taxes (net 0.50% est. delinquent)	1,370,300	1,653,200	282,900	653,405
3,406	Payment in Lieu of Taxes	2,900	3,400	500	(6)
457	Delinquent Property Taxes (includes penalties & interest)	1,000	1,500	500	1,043
275	Interest on Investments	15,500	16,000	500	15,725
0	Other	0	0	0	0
<u>1,003,933</u>	<b>Total Revenues</b>	<u>1,389,700</u>	<u>1,674,100</u>	<u>284,400</u>	<u>670,167</u>
	<b>Expenditures:</b>				
	<b>Due November:</b>				
504,550	Interest on Bonded Debt	504,550	497,650	(6,900)	(6,900)
	<b>Due May:</b>				
0	Redemption of Principal (matures May 2044)	345,000	650,000	305,000	650,000
504,550	Interest on Bonded Debt	504,550	497,650	(6,900)	(6,900)
544	Dues and Fees	600	600	0	56
9	Property Tax Refunds (MTT/STC/Board of Review)	2,000	1,500	(500)	1,491
0	Other - Costs of Bond Issuance	0	0	0	0
<u>1,009,653</u>	<b>Total Expenditures</b>	<u>1,356,700</u>	<u>1,647,400</u>	<u>290,700</u>	<u>637,747</u>
(5,720)	<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	33,000	26,700	(6,300)	32,420
	<b>Other Financing (Uses) Sources</b>				
0	Operating Transfers	0	0	0	0
0	Sale of Bonds	0	0	0	0
<u>0</u>	<b>Total Other Financing (Uses) Sources</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(5,720)	<b>Increase (Decrease) in Fund Balance</b>	33,000	26,700	(6,300)	32,420
<u>80,936</u>	<b>Fund Balance - Beginning of Year</b>	<u>75,216</u>	<u>108,216</u>	<u>33,000</u>	<u>27,280</u>
<u>75,216</u>	<b>Fund Balance - End of Year</b>	<u>108,216</u>	<u>134,916</u>	<u>26,700</u>	<u>59,700</u>

**EAST LANSING PUBLIC SCHOOLS  
2019 SINKING FUND**

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2021-22 ACTUAL		2022-23 FIRST REVISION	2023-24 ORIGINAL BUDGET	\$ CHANGE ORIGINAL vs. PRIOR YEAR FIRST REVISION	\$ CHANGE ORIGINAL vs. 2021-22 ACTUAL
	<b>Revenues:</b>				
	<b>Local:</b>				
1,228,465	Current Property Taxes (net 0.50% est. delinquent)	1,279,600	1,392,900	113,300	164,435
4,081	Payment in Lieu of Taxes	2,900	3,000	100	(1,081)
576	Delinquent Property Taxes (includes penalties & interest)	500	1,000	500	424
0	Interest on Investments	0	0	0	0
0	Other	210,000	0	(210,000)	0
	<b>Federal:</b>				
0	Erate	600	0	(600)	0
<u>1,233,122</u>	<b>Total Revenues</b>	<u>1,493,600</u>	<u>1,396,900</u>	<u>(96,700)</u>	<u>163,778</u>
	<b>Expenditures:</b>				
0	Donley Elementary	0	97,520	97,520	97,520
345	Glencairn Elementary	4,000	144,949	140,949	144,604
0	Marble Elementary	0	42,520	42,520	42,520
0	Robert L Green Elementary	0	42,520	42,520	42,520
0	Red Cedar Elementary	0	31,260	31,260	31,260
0	Whitehills Elementary	0	42,520	42,520	42,520
29,020	MacDonald Middle School	432,000	250,988	(181,012)	221,968
631,189	East Lansing High School	3,200,000	718,745	(2,481,255)	87,556
0	Towar	0	0	0	0
9	Property Tax Refunds (MTT/STC/Board of Review)	1,000	1,000	0	991
<u>660,563</u>	<b>Total Expenditures</b>	<u>3,637,000</u>	<u>1,372,022</u>	<u>(2,264,978)</u>	<u>711,459</u>
572,559	Excess (Deficit) of Revenues over (under) Expenditures	(2,143,400)	24,878	2,168,278	(547,681)
0	Other Financing (Uses) Sources - Operating Transfers	0	0	0	0
572,559	Increase (Decrease) in Fund Balance	(2,143,400)	24,878	2,168,278	(547,681)
<u>2,136,391</u>	Fund Balance - Beginning of Year	<u>2,708,950</u>	<u>565,550</u>	<u>(2,143,400)</u>	<u>(1,570,841)</u>
<u>2,708,950</u>	Fund Balance - End of Year	<u>565,550</u>	<u>590,428</u>	<u>24,878</u>	<u>(2,118,522)</u>

**EAST LANSING PUBLIC SCHOOLS**  
**2020 CAPITAL PROJECTS FUND (ELEMENTARY BOND)**  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

2021-22 ACTUAL		2022-23 FIRST REVISION	2023-24 ORIGINAL BUDGET	\$ CHANGE ORIGINAL vs. PRIOR YEAR FIRST REVISION	\$ CHANGE ORIGINAL vs. 2021-22 ACTUAL
	<b>Revenues:</b>				
	<b>Local:</b>				
3,186	Interest on Investments	300	0	(300)	(3,186)
0	Other	0	0	0	0
	<b>Federal:</b>				
0	Erate	6,800	0	(6,800)	0
<u>3,186</u>	<b>Total Revenues</b>	<u>7,100</u>	<u>0</u>	<u>(7,100)</u>	<u>(3,186)</u>
	<b>Expenditures:</b>				
2,343,485	Donley Elementary	420,000	97,675	(322,325)	(2,245,810)
388,600	Glencairn Elementary	336,000	97,675	(238,325)	(290,925)
2,185,440	Marble Elementary	290,000	100,935	(189,065)	(2,084,505)
433,374	Robert L Green Elementary	353,000	3,787	(349,213)	(429,587)
929,335	Red Cedar Elementary	899,000	97,766	(801,234)	(831,569)
726,528	Whitehills Elementary	338,000	102,290	(235,710)	(624,238)
<u>7,006,762</u>	<b>Total Expenditures</b>	<u>2,636,000</u>	<u>500,128</u>	<u>(2,135,872)</u>	<u>(6,506,634)</u>
<u>(7,003,576)</u>	<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<u>(2,628,900)</u>	<u>(500,128)</u>	<u>2,128,772</u>	<u>6,503,448</u>
	<b>Other Financing (Uses) Sources</b>				
0	Operating Transfers	0	0	0	0
0	Sale of Bonds	0	0	0	0
<u>0</u>	<b>Total Other Financing (Uses) Sources</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>(7,003,576)</u>	<b>Increase (Decrease) in Fund Balance</b>	<u>(2,628,900)</u>	<u>(500,128)</u>	<u>2,128,772</u>	<u>6,503,448</u>
<u>10,132,604</u>	<b>Fund Balance - Beginning of Year</b>	<u>3,129,028</u>	<u>500,128</u>	<u>(2,628,900)</u>	<u>(9,632,476)</u>
<u>3,129,028</u>	<b>Fund Balance - End of Year</b>	<u>500,128</u>	<u>0</u>	<u>(500,128)</u>	<u>(3,129,028)</u>

**EAST LANSING PUBLIC SCHOOLS**  
**BLENDED PUPIL MEMBERSHIP FTE (FULL-TIME EQUIVALENCY)**  
 THREE YEAR COMPARISON BY BUILDING

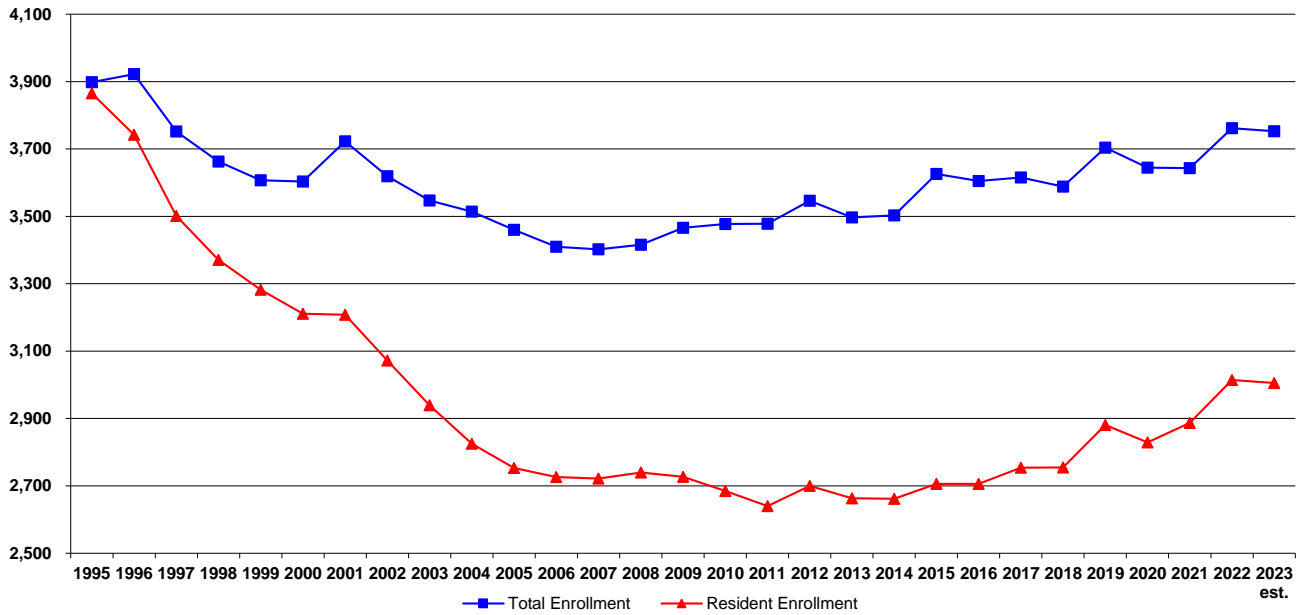
	10/6/2021 Fall 21	2/10/2021 Supp 21	2021-22 Blended Count	10/5/2022 Fall 22	2/9/2022 Supp 22	2022-23 Blended Count	Projected 10/4/2023 Fall 22	2/8/2023 Supp 22	Projected 2022-23 Blended Count
<b>ELEMENTARY:</b>									
Donley	271.00	261.00	270.00	266.00	267.00	266.10	283.58	262.00	281.42
Glencairn	270.00	268.00	269.80	299.00	283.00	297.40	309.45	299.00	308.41
Marble	319.00	319.46	319.05	298.00	316.00	299.80	292.53	297.00	292.98
Robert L Green	289.90	271.32	288.04	303.32	289.01	301.89	305.47	294.38	304.36
Red Cedar	135.00	108.00	132.30	210.20	153.70	204.55	191.04	221.80	194.12
Whitehills	282.00	279.00	281.70	288.00	284.00	287.60	285.57	297.00	286.71
<b>Total Elementary</b>	<b>1,566.90</b>	<b>1,506.78</b>	<b>1,560.89</b>	<b>1,664.52</b>	<b>1,592.71</b>	<b>1,657.34</b>	<b>1,667.64</b>	<b>1,671.18</b>	<b>1,668.00</b>
<b>MacDonald Middle School</b>	<b>862.28</b>	<b>889.12</b>	<b>864.96</b>	<b>862.54</b>	<b>837.46</b>	<b>860.03</b>	<b>850.73</b>	<b>852.73</b>	<b>850.93</b>
<b>East Lansing High School</b>	<b>1,184.66</b>	<b>1,181.56</b>	<b>1,184.35</b>	<b>1,205.66</b>	<b>1,144.09</b>	<b>1,199.50</b>	<b>1,204.95</b>	<b>1,163.26</b>	<b>1,200.78</b>
<b>Sec 23a</b>	<b>28.75</b>	<b>0.00</b>	<b>28.75</b>	<b>29.67</b>	<b>0.00</b>	<b>29.67</b>	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>
<b>TOTAL PUPIL MEMBERSHIP</b>	<b>3,642.59</b>	<b>3,577.46</b>	<b>3,638.95</b>	<b>3,762.39</b>	<b>3,574.26</b>	<b>3,746.54</b>	<b>3,753.32</b>	<b>3,687.17</b>	<b>3,749.71</b>
Blended FTE count change from prior year			(53.53)			107.59			3.17
Blended FTE % change from prior year			-1.4%			3.0%			0.1%
<b>Fall FTE count change from prior year</b>	<b>-2.73</b>			<b>119.80</b>			<b>-9.07</b>		

Note: State pupil membership blended count is based on full time equivalent enrollment with 90% funding from the fall count day and 10% funding from the previous supplemental count day. Pupil membership does not include students in Great Start Readiness Program. For FY 2020-21 a "Super Blend" was used which included 75% of counts from 2019 (90% Fall plus 10% Spring) and 25% of counts from 2020 (90% Fall plus 10% Spring).

**EAST LANSING PUBLIC SCHOOLS**  
**FALL PUPIL MEMBERSHIP FTE (FULL-TIME EQUIVALENCY)**  
 TEN YEAR COMPARISON BY GRADE LEVEL

Grade Level	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Change from Prior Year Fall Count
Early Childhood Special Education	16.79	17.00	17.75	16.00	16.00	22.00	16.00	18.00	17.20		(17.20)
Kindergarten	285.32	276.62	288.24	271.00	256.00	292.13	254.00	288.00	304.00		(304.00)
1st Grade	250.45	279.57	248.67	271.00	256.00	242.36	251.00	246.00	286.29		(286.29)
2nd Grade	248.70	274.27	281.50	259.44	265.08	245.00	230.73	261.68	258.33		(258.33)
3rd Grade	258.74	267.03	261.71	285.00	258.28	268.00	239.00	234.22	282.70		(282.70)
4th Grade	276.42	271.54	277.26	277.32	283.00	263.09	279.00	238.00	249.00		(249.00)
5th Grade	265.06	289.19	280.75	282.00	287.15	287.31	266.44	281.00	267.00		(267.00)
<b>Elementary Total</b>	<b>1,601.48</b>	<b>1,675.22</b>	<b>1,655.88</b>	<b>1,661.76</b>	<b>1,621.51</b>	<b>1,619.89</b>	<b>1,536.17</b>	<b>1,566.90</b>	<b>1,664.52</b>	<b>0.00</b>	<b>(1,664.52)</b>
6th Grade	259.30	278.33	286.77	282.69	287.00	306.30	297.00	266.00	301.15		(301.15)
7th Grade	267.34	282.78	279.05	279.37	283.24	286.00	317.33	282.28	277.71		(277.71)
8th Grade	256.24	279.20	280.37	278.86	284.92	301.86	281.00	314.00	283.68		(283.68)
<b>Middle School Total</b>	<b>782.88</b>	<b>840.31</b>	<b>846.19</b>	<b>840.92</b>	<b>855.16</b>	<b>894.16</b>	<b>895.33</b>	<b>862.28</b>	<b>862.54</b>	<b>0.00</b>	<b>(862.54)</b>
9th Grade	289.67	278.00	269.78	299.46	287.74	306.33	308.00	300.00	313.34		(313.34)
10th Grade	291.83	295.53	277.00	283.51	301.84	306.83	312.33	296.83	296.33		(296.33)
11th Grade	261.49	293.01	275.27	258.66	274.71	289.64	297.00	305.17	302.02		(302.02)
12th Grade + Sec 23a	275.21	244.28	280.68	270.76	247.51	287.40	296.49	311.41	323.64		(323.64)
<b>High School Total</b>	<b>1,118.20</b>	<b>1,110.82</b>	<b>1,102.73</b>	<b>1,112.39</b>	<b>1,111.80</b>	<b>1,190.20</b>	<b>1,213.82</b>	<b>1,213.41</b>	<b>1,235.33</b>	<b>0.00</b>	<b>(1,235.33)</b>
<b>TOTAL PUPIL MEMBERSHIP COUNT</b>	<b>3,502.56</b>	<b>3,626.35</b>	<b>3,604.80</b>	<b>3,615.07</b>	<b>3,588.47</b>	<b>3,704.25</b>	<b>3,645.32</b>	<b>3,642.59</b>	<b>3,762.39</b>	<b>0.00</b>	<b>(3,762.39)</b>
FTE change from prior year	5.08	123.79	(21.55)	10.27	(26.60)	115.78	(58.93)	(2.73)	119.80	(3,762.39)	

**EAST LANSING PUBLIC SCHOOLS  
FALL PUPIL MEMBERSHIP FTE - RESIDENT vs. NON-RESIDENT ENROLLMENT**



Year	Total Fall Enrollment	Resident Enrollment	Non-Resident (NR) Enrollment <sup>1</sup>	Resident as a % of Total Enrollment	NR as a % of Total Enrollment	Total School of Choice	SOC as a % of Total Enrollment
1995	3,898	3,865	33	99.2%	0.8%	0	0.0%
1996	3,922	3,742	180	95.4%	4.6%	161	4.1%
1997	3,752	3,501	251	93.3%	6.7%	221	5.9%
1998	3,663	3,371	292	92.0%	8.0%	272	7.4%
1999	3,607	3,282	325	91.0%	9.0%	306	8.5%
2000	3,603	3,211	392	89.1%	10.9%	365	10.1%
2001	3,723	3,208	515	86.2%	13.8%	497	13.3%
2002	3,619	3,072	547	84.9%	15.1%	532	14.7%
2003	3,547	2,939	608	82.9%	17.1%	593	16.7%
2004	3,514	2,825	689	80.4%	19.6%	669	19.0%
2005	3,460	2,753	707	79.6%	20.4%	683	19.7%
2006	3,410	2,726	684	79.9%	20.1%	664	19.5%
2007	3,402	2,722	680	80.0%	20.0%	648	19.0%
2008	3,416	2,740	676	80.2%	19.8%	585	17.1%
2009	3,466	2,727	739	78.7%	21.3%	668	19.3%
2010	3,477	2,685	792	77.2%	22.8%	717	20.6%
2011	3,478	2,640	838	75.9%	24.1%	735	21.1%
2012	3,546	2,700	846	76.1%	23.9%	758	21.4%
2013	3,497	2,663	834	76.2%	23.8%	736	21.0%
2014	3,503	2,662	841	76.0%	24.0%	754	21.5%
2015	3,626	2,706	920	74.6%	25.4%	825	22.8%
2016	3,605	2,706	899	75.1%	24.9%	826	22.9%
2017	3,615	2,754	861	76.2%	23.8%	793	21.9%
2018	3,588	2,755	833	76.8%	23.2%	775	21.6%
2019	3,704	2,881	823	77.8%	22.2%	753	20.3%
2020	3,645	2,829	816	77.6%	22.4%	739	20.3%
2021	3,643	2,887	756	79.2%	20.8%	656	18.0%
2022	3,762	3,014	748	80.1%	19.9%	601	16.0%
2023 est.	3,753	3,005	748	80.1%	19.9%	601	16.0%

<sup>1</sup> Non-Resident enrollment includes: schools of choice, non-public non-residents (began Fall 2007), former resident students that moved after SOC period and are on release, SE cooperative agreements, non-resident students of district employees (employee provision began Fall 2005). Effective with FY 2021-22 the per pupil Foundation Allowance is the same for a Resident and Non-Resident student.

**EAST LANSING PUBLIC SCHOOLS**  
**PROPERTY TAX MILLAGE RATES - Five Year History**

Levy	Expiration	2023 Tax Year (TY)	2022 TY	2021 TY	2020 TY	2019 TY
		2023-24	2022-23	2021-22	2020-21	2019-20
Operating - Non-PRE (Non-Homestead)	12/31/28	18.0000	18.0000	18.0000	18.0000	18.0000
2019 Sinking Fund - ALL	12/31/28	0.9972	0.9972	0.9990	1.0000	1.0000
2020 Debt Fund - ALL	N/A	1.1300	1.0000	0.7600	1.0000	0.0000
2017 Debt Fund - ALL	N/A	2.8600	3.0000	3.1400	3.0000	3.2500
2015 Debt Fund - ALL	N/A	2.3100	2.6300	2.9000	3.0000	3.2500
<b>Total Debt</b>		<b>6.3000</b>	<b>6.6300</b>	<b>6.8000</b>	<b>7.0000</b>	<b>6.5000</b>
Total PRE (Homestead)		7.2972	7.6272	7.7990	8.0000	7.5000
Total Non-PRE (Non-Homestead)		25.2972	25.6272	25.7990	26.0000	25.5000
Headlee Reduction <sup>1</sup> - ALL		NO	YES - 0.9982	YES - 0.9990	NO	NO
Headlee Reduction <sup>1</sup> - Non-PRE (Non-Homestead)		NO	YES - 0.9995	NO	NO	YES - 0.9993
Operating - Non-PRE (Non-Homestead) authorized millage rate only		21.9736	21.9736	21.9846	21.9846	21.9846

<sup>1</sup> A Headlee reduction is a reduction to a millage rate in which the authorized millage rate must be reduced if the value of property taxed by the District increases at a rate greater than inflation. Debt millages are not subject to Headlee reductions.

## EAST LANSING PUBLIC SCHOOLS PROPERTY TAXABLE VALUES

TOTAL PRE & INDUSTRIAL PP, COMMERCIAL PERSONAL, & NON-PRE TAXABLE VALUE (excludes Capture)

	Percentage of Taxable Value	(as of May 1, 2023) 2023-24	(as of Apr. 7, 2023) 2022-23	\$ Change	% Change
City of East Lansing	77.1%	1,065,519,086	992,667,922	72,851,164	7.34%
City of Lansing	3.7%	50,495,040	47,778,075	2,716,965	5.69%
Bath Township	3.8%	52,608,008	50,045,943	2,562,065	5.12% 110
DeWitt Township	0.1%	1,947,122	1,907,583	39,539	2.07%
Lansing Township	0.0%	149,300	275,200	(125,900)	-45.75%
Meridian Township	15.3%	212,168,549	197,006,948	15,161,601	7.70%
	<b>100.0%</b>	<b>1,382,887,105</b>	<b>1,289,681,671</b>	<b>93,205,434</b>	<b>7.23%</b>

Note: Taxable values, both current and prior years, are subject to change per MTT, STC, and Board of Review judgments. Amounts do not include Captured TVs. Taxable values are obtained from the Taxable Value Management System, a Michigan Department of Education web-based system.

Note: PRE (Principal Residence Exemption) is formerly known as "Homestead" and Non-PRE is formerly known as "Non-Homestead".

## EAST LANSING PUBLIC SCHOOLS PROPERTY TAXABLE VALUES

PRE, QUALIFIED AG. & FOREST, & INDUSTRIAL PERSONAL PROPERTY TAXABLE VALUE (excludes Capture)

	(as of May 1, 2023)	(as of Apr. 7, 2023)		
	2023-24	2022-23	\$ Change	% Change
City of East Lansing	511,663,148	482,347,588	29,315,560	6.08%
City of Lansing	8,790,848	8,375,070	415,778	4.96%
Bath Township	0	0	0	#DIV/0!
DeWitt Township	42,016	40,682	1,334	3.28%
Lansing Township	0	0	0	#DIV/0!
Meridian Township	156,859,935	146,690,753	10,169,182	6.93%
	<u>677,355,947</u>	<u>637,454,093</u>	<u>39,901,854</u>	<u>6.26%</u>
Percent of total taxable value	49.0%	49.4%		

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**Note:** Taxable values, both current and prior years, are subject to change per MTT, STC, and Board of Review judgments. Amounts do not include Captured TVs. Taxable values are obtained from the Taxable Value Management System, a Michigan Department of Education web-based system.

## EAST LANSING PUBLIC SCHOOLS PROPERTY TAXABLE VALUES

COMMERCIAL PERSONAL PROPERTY TAXABLE VALUE (excludes Capture)

	(as of May 1, 2023)	(as of Apr. 7, 2023)		
	2023-24	2022-23	\$ Change	% Change
City of East Lansing	28,510,900	31,437,100	(2,926,200)	-9.31%
City of Lansing	3,258,300	3,479,000	(220,700)	-6.34%
Bath Township	1,777,600	1,656,500	121,100	7.31%
DeWitt Township	183,500	183,500	0	0.00%
Lansing Township	0	0	0	#DIV/0!
Meridian Township	476,300	396,000	80,300	20.28%
	<u>34,206,600</u>	<u>37,152,100</u>	<u>(2,945,500)</u>	<u>-7.93%</u>
Percent of total taxable value	2.5%	2.9%		

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**Note:** Taxable values, both current and prior years, are subject to change per MTT, STC, and Board of Review judgments. Amounts do not include Captured TVs. Taxable values are obtained from the Taxable Value Management System, a Michigan Department of Education web-based system.

## EAST LANSING PUBLIC SCHOOLS PROPERTY TAXABLE VALUES

NON-PRE PROPERTY TAXABLE VALUE (excludes Capture)

	(as of May 1, 2023)	(as of Apr. 7, 2023)		
	2023-24	2022-23	\$ Change	% Change
City of East Lansing	525,345,038	478,883,234	46,461,804	9.70%
City of Lansing	38,445,892	35,924,005	2,521,887	7.02%
Bath Township	50,830,408	48,389,443	2,440,965	5.04%
DeWitt Township	1,721,606	1,683,401	38,205	2.27%
Lansing Township	149,300	275,200	(125,900)	-45.75%
Meridian Township	54,832,314	49,920,195	4,912,119	9.84%
	<u>671,324,558</u>	<u>615,075,478</u>	<u>56,249,080</u>	<u>9.15%</u>
Percent of total taxable value	48.5%	47.7%		

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**Note:** Taxable values, both current and prior years, are subject to change per MTT, STC, and Board of Review judgments. Amounts do not include Captured TVs. Taxable values are obtained from the Taxable Value Management System, a Michigan Department of Education web-based system.

**EAST LANSING PUBLIC SCHOOLS  
PROPERTY TAX REVENUES BY MILLAGE**

ASSESSING UNIT	COUNTY	2023 TAX YEAR TAXABLE VALUATION <sup>1</sup>	OPERATING MILLAGE (GENERAL FUND)			2019 SINKING FUND	2015 DEBT FUND	2017 DEBT FUND	2020 DEBT FUND
			Non-PRE	Commercial Personal	TOTAL				
			18.0000	6.0000	OPERATING				
					0.9972	2.3100	2.8600	1.1300	
City of East Lansing	Ingham								
PRE (includes Industrial Personal)		488,587,069			\$ 487,219	\$ 1,128,636	\$ 1,397,359	\$ 552,103	
Commercial Personal		28,509,600	\$ 171,057	\$ 171,057	28,429	65,857	81,537	32,215	
Non-PRE		524,510,921	\$ 9,441,196	9,441,196	523,042	1,211,620	1,500,101	592,697	
Capture - PRE		12,135,264				28,032	34,706	13,712	
Capture - Commercial Personal		0				0	0	0	
Capture - Non-PRE		54,426,108				125,724	155,658	61,501	
<b>TOTAL CITY OF EAST LANSING</b>		<b>1,108,168,962</b>	<b>9,441,196</b>	<b>171,057</b>	<b>1,038,690</b>	<b>2,559,869</b>	<b>3,169,361</b>	<b>1,252,228</b>	
City of East Lansing	Clinton								
PRE		23,076,079			23,011	53,305	65,997	26,075	
Commercial Personal		1,300	7	7	1	3	3	1	
Non-PRE		834,117	15,014	15,014	831	1,926	2,385	942	
<b>TOTAL CITY OF EAST LANSING</b>		<b>23,911,496</b>	<b>15,014</b>	<b>7</b>	<b>23,843</b>	<b>55,234</b>	<b>68,385</b>	<b>27,018</b>	
City of Lansing	Ingham								
PRE		8,790,848			8,766	20,306	25,141	9,933	
Commercial Personal		3,258,300	19,549	19,549	3,249	7,526	9,318	3,681	
Non-PRE		38,445,892	692,026	692,026	38,338	88,810	109,955	43,443	
Capture - PRE		0				0	0	0	
Capture - Commercial Personal		0				0	0	0	
Capture - Non-PRE		20,915,004			20,856	48,313	59,816	23,633	
<b>TOTAL CITY OF LANSING</b>		<b>71,410,044</b>	<b>692,026</b>	<b>19,549</b>	<b>71,209</b>	<b>164,955</b>	<b>204,230</b>	<b>80,690</b>	
Lansing Township	Ingham								
PRE		0			0	0	0	0	
Commercial Personal		0	0	0	0	0	0	0	
Non-PRE		149,300	2,687	2,687	148	344	426	168	
<b>TOTAL LANSING TOWNSHIP</b>		<b>149,300</b>	<b>2,687</b>	<b>0</b>	<b>148</b>	<b>344</b>	<b>426</b>	<b>168</b>	
Meridian Township	Ingham								
PRE		156,859,935			156,420	362,346	448,619	177,251	
Commercial Personal		476,300	2,857	2,857	474	1,100	1,362	538	
Non-PRE		54,832,314	986,981	986,981	54,678	126,662	156,820	61,960	
<b>TOTAL MERIDIAN TOWNSHIP</b>		<b>212,168,549</b>	<b>986,981</b>	<b>2,857</b>	<b>211,572</b>	<b>490,108</b>	<b>606,801</b>	<b>239,749</b>	
DeWitt Township	Clinton								
PRE		42,016			41	97	120	47	
Commercial Personal		183,500	1,101	1,101	182	423	524	207	
Non-PRE		1,721,606	30,988	30,988	1,716	3,976	4,923	1,945	
<b>TOTAL DEWITT TOWNSHIP</b>		<b>1,947,122</b>	<b>30,988</b>	<b>1,101</b>	<b>1,939</b>	<b>4,496</b>	<b>5,567</b>	<b>2,199</b>	
Bath Township	Clinton								
PRE		0			0	0	0	0	
Commercial Personal		1,777,600	10,665	10,665	1,772	4,106	5,083	2,008	
Non-PRE		50,830,408	914,947	914,947	50,688	117,418	145,374	57,438	
<b>TOTAL BATH TOWNSHIP</b>		<b>52,608,008</b>	<b>914,947</b>	<b>10,665</b>	<b>52,460</b>	<b>121,524</b>	<b>150,457</b>	<b>59,446</b>	
<b>Total PRE (Homestead)</b>		<b>689,491,211</b>	<b>0</b>	<b>0</b>	<b>675,457</b>	<b>1,592,722</b>	<b>1,971,942</b>	<b>779,121</b>	
<b>Total Commercial Personal</b>		<b>34,206,600</b>	<b>0</b>	<b>205,236</b>	<b>34,107</b>	<b>79,015</b>	<b>97,827</b>	<b>38,650</b>	
<b>Total Non-PRE (Non-Homestead)</b>		<b>746,665,670</b>	<b>12,083,839</b>	<b>0</b>	<b>690,297</b>	<b>1,724,793</b>	<b>2,135,458</b>	<b>843,727</b>	
<b>Grand Total (includes Capture)</b>		<b>1,470,363,481</b>	<b>\$ 12,083,839</b>	<b>\$ 205,236</b>	<b>\$ 1,399,861</b>	<b>\$ 3,396,530</b>	<b>\$ 4,205,227</b>	<b>\$ 1,661,498</b>	
<b>Less Capture Amount</b>		<b>(87,476,376)</b>						<b>\$ 9,263,255</b>	
<b>Grand Total (excludes Capture)</b>		<b>1,382,887,105</b>						<b>\$ 22,952,191</b>	

<sup>1</sup> As of May 1, 2023 per Ingham County Equalization (L-4028).

**DEFINITIONS of EXPENDITURE FUNCTION CODES**

Below is a hyper link to the Michigan Public School Accounting Manual. Definitions to expenditure function codes can be found in the Appendix - Definition for Accounting Codes.

<https://www.michigan.gov/mde/services/financial-management/state-aid/publications/michigan-public-school-accounting-manual>

## MEMORANDUM

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**TO:** ELPS Board of Education, Dori Leyko, Superintendent

**FROM:** Richard Pugh, Director of Finance & Operations

**SUBJECT:** Action Item – ELESPPA (Paraprofessionals) CBA

**DATE:** June 6, 2023

Recommendation:

It is recommended that the Board of Education approve the following change to the agreement between the East Lansing Board of Education and the East Lansing Educational Support Association (ELESPPA) covering the period January 1, 2022 through June 30, 2024 pending ELESPPA ratification:

Article 16 Insurance - A(1) paragraph 3:

*For new hires after June 30, 2024, the Board will only pay 80% of the medical benefit plan costs of the single subscriber health insurance benefit (which is less the 20% employee premium share cost). If a new hire wants two-person or full-family health insurance coverage, they must pay the cost differential from the single subscriber medical benefit plan costs.*

Background:

The ELESPPA CBA expires June 30, 2024. Administration desires to extend the period of the above language from July 1, 2023 to June 30, 2024. This change would allow new hires between July 2, 2023 and June 30, 2024 to be eligible for two-person and full-family health care coverage at an employee cost of 20%. Attached is a redline of the recommended change. This change requires union ratification.

If the Board would like to discuss the contract change I would suggest a closed session pursuant to Section 8(C) of the Michigan Open Meeting Act for discussion related to collective bargaining strategy.

followed. Universal precautions training shall be provided to all paraprofessionals who may be exposed to bodily fluids within thirty (30) calendar days of employment.

## ARTICLE 16: INSURANCE

A. The Board agrees to make premium contributions on behalf of each employee working thirty (30) or more hours a week for the following insurance programs:

1. Health/Medical Insurance

Health plan coverage shall be MESSA Choices II \$300/\$600 in-network deductible PAK which includes hospital, medical and surgical protection with a \$20 office visit co-pay, \$25 urgent care co-pay, \$50 emergency co-pay, and Saver RX or MESSA ABC Plan 1 with a Board contribution to an employee's health savings account of \$1,200 for single subscribers and \$2,400 for two-person or family subscribers.

Employees who elect to receive health insurance benefits will pay 20% of the medical benefit plan costs on a 12-month basis to be payroll deducted. The Board will pay 80% of the medical benefit plan costs. Bargaining unit members that elect MESSA Choices II, rather than MESSA ABC Plan 1, shall additionally pay 100% of the difference in medical benefit plan costs (including any Board paid H.S.A. contribution) between MESSA Choices II and MESSA ABC Plan 1.

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For new hires after ~~July 1, 2023~~ <sup>June 30 4</sup>, the Board will only pay 80% of the medical benefit plan costs of the single subscriber health insurance benefit (which is less the 20% employee premium share cost). If the new hire wants two-person or full-family health insurance coverage, he/she must pay the cost differential from the single subscriber medical benefit plan costs.

Cash Option: The Board shall provide a cash option in lieu of health benefits. The amount of the cash option shall be \$250 per month in an adopted, qualified plan which complies with Section 125 of the Internal Revenue Code. The monthly amount will increase to three hundred dollars (\$300) if the number of employees not enrolling in health insurance increases to 30 or above. The number of employees not taking health insurance will be calculated once a year on January 1.

The Board will also provide the same Dental, Vision, Income Continuation Plan, and Life insurance as specified above under Plan A.

The hospitalization plan shall not include any coverages which the Employer is prohibited from funding under the State School Aid Act. Employees may, with the consent of the insurance carrier and underwriter, elect to purchase such coverage(s) at employee expense.



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** ELPS Board of Education, Dori Leyko, Superintendent

**FROM:** Richard Pugh, Director of Finance & Operations

**SUBJECT:** Action Item – Playground Improvements Bid

**DATE:** June 6, 2023

Recommendation:

It is recommended that the Board of Education award the playground improvements bid to Penchura, LLC in the amount of \$180,157.

Background:

The District's 2020 Capital Projects Fund and 2019 Sinking Fund will support the playground improvements. This project will exhaust remaining bond funds. The playground improvements include two ADA bucket swings and access mats at each elementary school and a climber structure at Glencairn and an ADA roller slide at Donley. The project was bid with a substantial completion date of October 15, 2023 in anticipation of lead time for delivery of equipment.

The District received one bid. Attached is the bid from Penchura and a recommendation letter from GMA. A post bid interview was conducted on June 1, 2023. The contractor's main concern is the timeline due to lead time for equipment. A possible change order may be considered for a poured rubber surface rather than the access mats.



**SECTION 00 41 00 - PROPOSAL FORM**

**1.1 PROPOSAL DUE**

- A. May 25, 2023 at 2:00 P.M. Local Time.

**1.2 PROPOSAL**

- A. The GENERAL CONTRACTOR PROPOSAL shall include and cover ALL CONSTRUCTION TRADES, including but not limited to, Civil and Landscape trades, as well as being responsible for all coordination between trades.
- B. BID DIVISION 11 COMPANY Penchura LLC
  - 1. Please indicate Bid Division and Company name above.
- C. District Wide Playground Improvements
- D. TO: East Lansing Public Schools, East Lansing, Michigan
- E. ATTN: Richard Pugh
- F. The undersigned represents that they have:
  - 1. Familiarized themselves with the local conditions affecting the cost of the work and with the Contract Documents, including Instructions to Bidders; Proposal Section; General, Supplementary and Special Conditions; etc., Drawings, Specifications and any Addenda issued and on file at the office of GMB Architecture + Engineering, 85 East Eighth Street, Suite 200, Holland, Michigan, and hereby proposes to perform everything required to provide and furnish all labor, materials, necessary tools, expendable equipment, and all utility and transportation services, etc., necessary to perform and complete in a workmanlike manner all of the Work required for the construction of District Wide Playground Improvements at Various Elementary Schools in accordance with the Contract Documents as prepared by GMB Architecture + Engineering, Holland, Michigan, including Addenda No. 1,   ,   .
  - 2. Included with this proposal a Bid Bond, Certified or Cashier's Check in the amount of five (5) percent or Two Thousand and Five Hundred Fifty-Seven Dollars dollars (\$ \$2,557 ).
  - 3. Reviewed the Work fully understands the scope of the work required by interfacing Sub-Contractors as well as that required by the General Contractor, all of which is covered in this Proposal.
  - 4. Agreed that their proposal, if accepted by the Owner, will be the basis for a contract directly with the Owner and to enter into such contract in accordance with the Intent of the Contract Documents.

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**1.3 BASE BID**

- A. The work described and specified shall be performed for the following Lump Sum, such amount constituting the Base Bid:
  - 1. One Hundred Seven Thousand Six Hundred Dollars dollars (\$ 177,600 ) (amount of bid)
- B. For the purposes of accounting, the Owner requests that break out amounts of rubber tile placement at specific schools as requested below:
  - 1. Rubber Tile Playground Surface Installation, Including required excavation, base material, and tiles, as shown on plans, for Donley Elementary: (\$ 8,775 )
  - 2. Rubber Tile Playground Surface Installation, Including required excavation, base material, and tiles, as shown on plans, for Glencairn Elementary: (\$ 13,145 )
  - 3. Rubber Tile Playground Surface Installation, Including required excavation, base material, and tiles, as shown on plans, for Marble Elementary: (\$ 13,955 )
  - 4. Rubber Tile Playground Surface Installation, Including required excavation, base material, and tiles, as shown on plans, for Green Elementary: (\$ 7,840 )



- 5. Rubber Tile Playground Surface Installation, Including required excavation, base material, and tiles, as shown on plans, for Red Cedar Elementary: (\$ 8,154 )
- 6. Rubber Tile Playground Surface Installation, Including required excavation, base material, and tiles, as shown on plans, for Whitehills Elementary: (\$ 7,684 )

**1.4 PLM BOND**

- A. The cost for the Performance Bond and Labor and Material Payment Bond for the Base Bid Work shall be Two Thousand Five Hundred Fifty Seven dollars (\$ 2,557 ) in addition to the Base Bid cost. Please note that PLM bond for alternates shall be included in the alternate pricing.

**1.5 UNIT PRICES**

- A. Please provide unit prices for installing additional material after bids have been accepted. These unit prices should be utilized in quotations for any requested additional work or change orders.
  - 1. Over-excavation/Removal of Deleterious Material \$ 20 /CY
  - 2. MDOT 22A Gravel Compacted in Place \$ 80 /CY
  - 3. MDOT Class II Sand Compacted in Place \$ 70 /CY
  - 4. Rubber Safety Surface \$ 25 /SF

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**1.6 VOLUNTARY ALTERNATES**

- A. It is understood that if the following voluntary alternates are accepted, the base bid proposal will be adjusted accordingly:

B. ITEM DESCRIPTION (Note Add or Deduct)

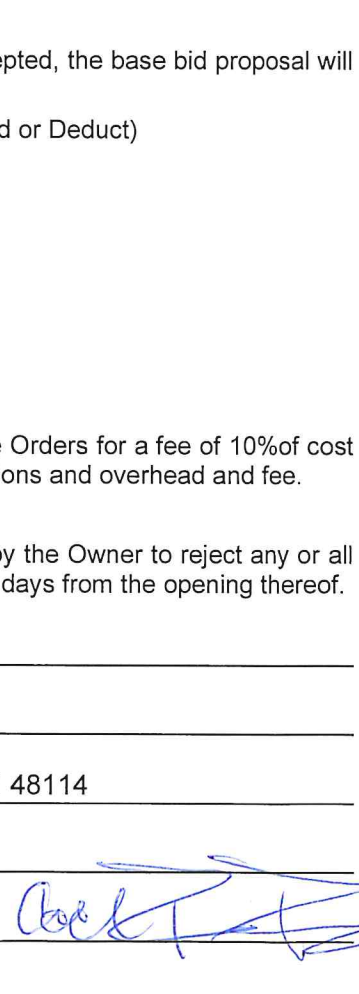
- 1. NO. 1:
- 2. NO. 2:
- 3. NO. 3:

**1.7 CHANGE ORDER MARK-UP**

- A. The General Contractor will supervise all sub-contractor Change Orders for a fee of 10% of cost change, which shall include all supervision, labor, general conditions and overhead and fee.

**1.8 AGREEMENT**

- A. In submitting this bid, it is understood that the right is reserved by the Owner to reject any or all bids. It is agreed that this bid is binding for a period of sixty (60) days from the opening thereof.

- 1. Date 5/24/2023
- 2. COMPANY NAME Penchura LLC
- 3. ADDRESS 889 S. Old US 23 Brighton, MI 48114
- 4. PHONE (810) 229-6245
- 5. (Signature) (Type or Print) CARL PIETILA 



6. TITLE

Sales

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**AFFIDAVIT OF BIDDER**

The undersigned, the owner or authorized officer of Penchura LLC (the "Bidder"), pursuant to the familial disclosure requirement provided in the East Lansing Schools (the "School District") advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of Penchura and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

By: Carl Pietila  
Its: Recreation Consultant

STATE OF MICHIGAN )

) ss.

COUNTY OF \_\_)

This instrument was acknowledged before me on the 23 day of May, 2023  
by \_\_\_\_\_.

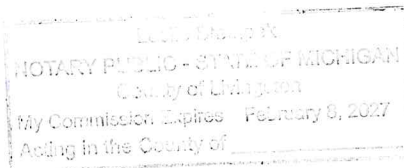
Leslie Stempel

, Notary Public

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_



AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of Penchura LLC (the "Bidder"), pursuant to the compliance certification requirement provided in the East Lansing Public Schools (the "School District") Request For Proposals For District Wide Playground (the project) hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a contract / purchase order as a result of the aforementioned Request For Proposal, the Bidder will not become an "Iran linked business" at any time during the course of performing the Work or any services under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract/purchase order or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

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BIDDER:

By: Carl Pictel  
Its: Recreation Consultant  
Date: 5-23-23

STATE OF MI)

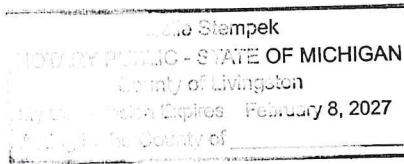
)ss.

COUNTY OF MI)

This instrument was acknowledged before me on the 23 day of May, 2023

by [Signature]  
, Notary Public

MI County, Michigan  
My Commission Expires: \_\_\_\_\_  
Acting in the County of: MI



END OF SECTION

# AIA<sup>®</sup> Document A310<sup>™</sup> – 2010

## Bid Bond

**CONTRACTOR:**

*(Name, legal status and address)*

Penchura LLC  
889 South Old US 23  
Brighton, MI 48114

**SURETY:**

*(Name, legal status and principal place of business)*

United Fire & Casualty Company  
118 Second Avenue SE  
Cedar Rapids, IA 52407-3909

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**OWNER:**

*(Name, legal status and address)*

East Lansing Public Schools

**BOND AMOUNT:** Five Percent of Bid (5% of Bid)

**PROJECT:** East Lansing Public Schools- District Wide Playgrounds & Installation / Some Playground Equipment and Rubber Tiles  
*(Name, location or address, and Project number, if any)*

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The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, **or** within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

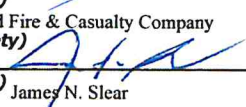
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 24th day of May, 2023

  
*(Witness)*

  
*(Witness)* Kim Bennett

Penchura LLC  
*(Principal)*  *(Seal)*

*(Title)*  
United Fire & Casualty Company  
*(Surety)*  *(Seal)*

*(Title)* James N. Slear, Attorney-in-Fact



UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA  
 UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX  
 FINANCIAL PACIFIC INSURANCE COMPANY, LOS ANGELES, CA  
 CERTIFIED COPY OF POWER OF ATTORNEY  
 (original on file at Home Office of Company – See Certification)

Inquiries: Surety Department  
 118 Second Ave SE  
 Cedar Rapids, IA 52401

KNOW ALL PERSONS BY THESE PRESENTS, That United Fire & Casualty Company, a corporation duly organized and existing under the laws of the State of Iowa; United Fire & Indemnity Company, a corporation duly organized and existing under the laws of the State of Texas; and Financial Pacific Insurance Company, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

JOHN T. FOSTER, JAMES N. SLEAR, HEATHER BUONODONO, SHERRY ALTMAN ALEXANDER, IAN T. FOSTER, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$30,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted is continuous and shall remain in full force and effect until revoked by United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company. 125

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted by the Boards of Directors of United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

**"Article VI – Surety Bonds and Undertakings"**

Section 2, Appointment of Attorney-in-Fact. "The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set of forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this

22nd day of July, 2022

UNITED FIRE & CASUALTY COMPANY  
 UNITED FIRE & INDEMNITY COMPANY  
 FINANCIAL PACIFIC INSURANCE COMPANY

By: *Dennis J. Richmann*  
 Vice President



State of Iowa, County of Linn, ss:

On 22nd day of July, 2022, before me personally came Dennis J. Richmann to me known, who being by me duly sworn, did depose and say; that he resides in Cedar Rapids, State of Iowa; that he is a Vice President of United Fire & Casualty Company, a Vice President of United Fire & Indemnity Company, and a Vice President of Financial Pacific Insurance Company the corporations described in and which executed the above instrument; that he knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



*Judith A. Jones*  
 Notary Public  
 My commission expires: 4/23/2024

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations this 24th day of May, 20 23



By: *Mary A. Bertsch*  
 Assistant Secretary,  
 UF&C & UF&I & FPIC

06.01.2023

Richard Pugh  
**East Lansing Public Schools**  
509 Burcham Dr  
East Lansing, MI 48823

**RE: East Lansing Public Schools  
District Wide Playground Improvements  
A/E Project # 5-6144**

Dear Mr. Pugh:

We have reviewed the bids submitted on May 25, 2023. 1 bid was received and GMB has completed a post-bid interview with the apparent low bidder, Penchura. After reviewing Penchura's bid, we feel confident in their ability to perform the work. Their bid is broken down as follows:

▪ Base Bid	\$177,600.00
▪ PLM Bond	<u>2,557.00</u>
<b>Project Total:</b>	<b>\$180,157.00</b>

It is GMB's recommendation that East Lansing Public Schools enter into an agreement with Penchura for the District Wide Playground Improvements Project for a total contract price of **\$180,157.00**. If you or any of your Board Members have any questions or concerns regarding the information listed above, please feel free to contact me.

Sincerely,

**GMB**



Nate Bosch, ASLA, LEED AP®