



# East Lansing Board of Education

6160 Towar Ave, East Lansing, MI 48823

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Regular Meeting  
May 11, 2026 - 7:00 PM

Board Room  
**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: I move that the Board of Education approve the agenda of the May 11, 2026, regular meeting, as presented.*

E. *Approval of Minutes*

*Motion: I move that the Board of Education approve the minutes of the April 27, 2026, regular meeting, as presented.*

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East Lansing Public Schools Regular Meeting April 27, 2026, 7:00 PM	Board Room 6160 Towar Ave East Lansing, Michigan 48823
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I. **Opening of Meeting**

I.A. Call to Order

The meeting was called to order by President Lyons at 7:00 pm.

I.B. Roll Call

Chambers: Present, Edsall: Present, Faris-Hylen: Present, Lyons: Present, Martin: Present, Torrez: Absent, Tykocki: Present.

Trustee Torrez arrived at 7:24 pm

Student Representatives: Dijagah: Present, Meghea: Present

Superintendent Leyko: Absent

Assistant Superintendent Dobson: Present

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

The mission statement was read by Trustee Edsall.

I.D. Approval of Agenda

*Motion: 25-26/105: I move that the Board of Education approve the agenda for April 27, 2026, regular meeting, as presented.*

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

Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Absent, Tykocki: Aye

Aye: 6, Nay: 0, Absent: 1

I.E. Approval of Minutes

*Motion: 25-26/106: I move that the Board of Education approve the minutes of April 13, 2026, regular meeting, as presented.*

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

Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez:  
Absent, Tykocki: Aye

Aye: 6, Nay: 0, Absent: 1

II. **Recognition**

Click [here](#) for Recognition

III. **Student Representative Report**

Student Representatives Dijagah and Meghea reported:

- Girls' tennis team won the past 3 tournaments; undefeated in the conference; the team is currently #4 in the state
- Varsity Softball: recently beat Williamston
- Girls' water polo: competed at the Chelsea tournament and have senior night tomorrow
- Student elections: Ani Meghea (Maia's sister) will be one of the liaisons next year; new student body president is starting their role on Friday at the pep assembly
- AP exams: study sessions were held this past weekend
- State testing took place this past week for freshman, sophomore, and juniors
- Jazz band: played for an adjudicator; didn't receive scores but played for feedback; bands did very well
- Orchestra: 75<sup>th</sup> anniversary concert; playing a combined piece from the Caribbean and the F1 movie
- Band: will hold last concert of the year this Thursday
- Seniors: participating in senior activities; this Friday is decision day when they wear gear from where they will be attending
- Prom and Post-Prom: May 16
- Seniors last day is May 22 and graduation is June 4th

IV. **Superintendent's Report**

Click [here](#) for the Superintendent's Report

Assistant Superintendent Dobson provided the Superintendent's report

Discussion followed: are high school students able to get a physical during the school day?

V. **Consent Agenda**

*Motion: 25-26/107: I move that the Board of Education approve the consent agenda to include the following item:*

V.A. New Hire

V.A.1. Hiring of Hannah Van Dyne - 1.0 FTE Guidance Counselor at MacDonald Middle School at BA Step 3 effective May 11, 2026. She will be placed on the appropriate Master's Step and compensated retroactively upon receipt of official transcripts verifying her degree following graduation in May 2026.

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

Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Absent, Tykocki: Aye

Aye: 6, Nay: 0, Absent: 1

VI. **Public Comment**

This is an 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.

- Sarah Willson - Special Education
- Kathleen Brady - Special Education
- Heather (Fin) Findley - 3rd Annual Mental Health Wellness Summit

VII. **Board Discussion**

Trustee Tykocki - use of academic technology at MMS: Maria Leon assigned a debate on whether technology is beneficial or harmful to the brain; engaged students in discussion and scientific studies on the cognitive effects of low-quality content; she built in a brief, separate structured minute of silence for each class period; used that time to reset and reflect; it is not just the content but the approach which is helping students think critically and weigh scientific evidence and build healthy habits. This mirrors conversations that have occurred about the use of technology in school. Empowers students to engage with it themselves. This is reflected in the thoughtful work that's happening across our district. Hope that

families, teachers, administrators and the Board continue to support students in using these tools responsibly and in ways that enhance their learning.

Trustee Martin – a sixth grade parent and has received a lot of communication on this topic; was forwarded the email Ms. Leon shared with the families of her students; appreciated the communication about how she attended on using technology for the remainder of the school year; reminder that as we go through this process of evaluating the way we use technology in our buildings we cannot think of it as students misusing technology because we set the structure and put the guard rails in place; parents are concerned with platforms like YouTube and Google which are not educational companies; will have continued discussion about this in the coming weeks.

**VIII. Action Items**

**VIII.A. Designation of Depositories**

*Motion 25-26/108: I move that the Board of Education approve the following financial institution in which District funds may be deposited:*

- 5th/3rd Bank
- Argent Institutional Trust Company
- Michigan Liquid Asset Fund (MILAF)

This motion, made by Edsall and seconded by Tykocki, Passed.

Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Aye, Tykocki: Aye

Aye: 7, Nay: 0

**VIII.B. Policy 5407 Instructional Program and Curriculum Development**

*Motion: 25-26/109: I move that the Board of Education approve the updates to Policy 5407 Instructional Program and Curriculum Development, as presented.*

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

Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Aye, Tykocki: Aye

Aye: 7, Nay: 0

Discussion followed: Trustee Edsall gave background: this has been in Policy Committee for a while; a request from a community member to remove a

book from the media center; used processes for curriculum at that point to evaluate the book; decided there needed to be something in policy that was more centered on media center materials and not just curricular materials; Glenn Mitcham, Kathy Kowalski and Klaudia Burton and the Policy Committee reviewed and then sent to Thrun for advisement on the policy

**VIII.C. Schools of Choice Slots Recommendation for 2026-27**

*Motion: 26-27/110: I move that the Board of Education approve the following number of Schools of Choice (SOC) openings for the 2026-27 school year:*

<i>Kindergarten</i>	<i>33</i>
<i>1st grade</i>	<i>26</i>
<i>2nd grade</i>	<i>11</i>
<i>3rd grade</i>	<i>40</i>
<i>4th grade</i>	<i>20</i>
<i>5th grade</i>	<i>21</i>
<i>6th grade</i>	<i>10</i>
<i>7th grade</i>	<i>1</i>
<i>8th grade</i>	<i>8</i>
<i>9th grade</i>	<i>12</i>
<i>10th grade</i>	<i>1</i>
<i>11th grade</i>	<i>1</i>
<i>12th grade</i>	<i>1</i>
<b>Total:</b>	<b>185</b>

This motion, made by Edsall and seconded by Tykocki, Passed.

Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Aye, Tykocki: Aye

Aye: 7, Nay: 0

**IX. Committee Reports**

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

- Next meeting is May 5 at 2:00 PM, meeting moved to the Boardroom

**IX.B. Facilities Committee**

- No report

**IX.C. Finance Committee**

- Next meeting is May 11 at 1:00, meeting in the Boardroom

IX.D. Intergovernmental Relations

- No report

IX.E. Personnel Committee

- No report

IX.F. Policy Committee

- No report
- Next meeting is May 18 at 1:00 PM, meeting in the Boardroom

IX.G. Ingham School Officers Association (ISOA)

- Next meeting is May 6 at Thornburg Education center in Mason

X. **Announcements**

X.A. The next regular scheduled meeting of the Board of Education is May 11, 2026.

X.B. Remember to vote on May 5 – Ingham ISD Special Education Bond Proposal

XI. **Adjournment**

The meeting was adjourned by President Lyons at 7:40 PM.

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President

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Secretary

- II. **Recognition**
  - A. Recognition of Student Representatives
    1. Tania Dijagah, Board representative
    2. Maia Meghea, Board representative
    3. Maeson Adams, Academic and Technology Committee representative
    4. Kyla Caldwell, Academic and Technology Committee representative
- III. **Student Representative Report**
- IV. **Superintendent's Report**
  - A. District Swatting Events
- V. **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.
- VI. **Board Discussion**
- VII. **Action Items**
  - A. **Ingham Intermediate School District's 2026-27 Proposed General Fund Budget** **9**

*Motion: I move that the Board of Education adopt the resolution in support of the proposed 2026-27 Ingham Intermediate School District General Fund budget, as presented.*



East Lansing  
Public Schools

## MEMORANDUM

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

**FROM:** Lisa Allen, Director of Finance

**SUBJECT:** Action Item – Ingham Intermediate School District’s 2026-27 Proposed General Fund Budget

**DATE:** May 11, 2026

Recommendation:

It is recommended that the Board of Education adopt the resolution in support of the proposed 2026-27 Ingham Intermediate School District General Fund budget, as presented.

Background:

***From 04/26/26 BOE information packet***

By June 1 of each year (per PA 234 of 2004), constituent districts of an intermediate school district (ISD) must take board action on the ISD’s proposed General Fund budget. Attached for your review is Ingham Intermediate School District’s (IISD) 2026-27 Proposed General Fund Budget. Ingham County ISD Superintendent emailed the information about the proposed budget on April 15, 2026.

The proposed budget overviews for revenues and expenses are highlighted on pages 6 and 7, respectively. The proposed budget projects an ending fund balance of \$10,543,165 or 17.8% of total expenditures. This represents an increase of \$834,664 in the projected ending fund balance as of June 30, 2026.

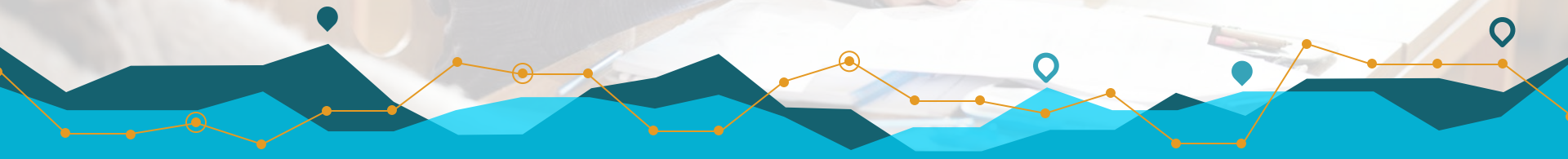
The IISD Proposed General Fund Budget will be reviewed at the May 11, 2025, Finance Committee meeting.



Ingham Intermediate  
School District  
*A Regional Educational Service Agency*

# Ingham Intermediate School District 2026-27 Proposed General Fund Budget

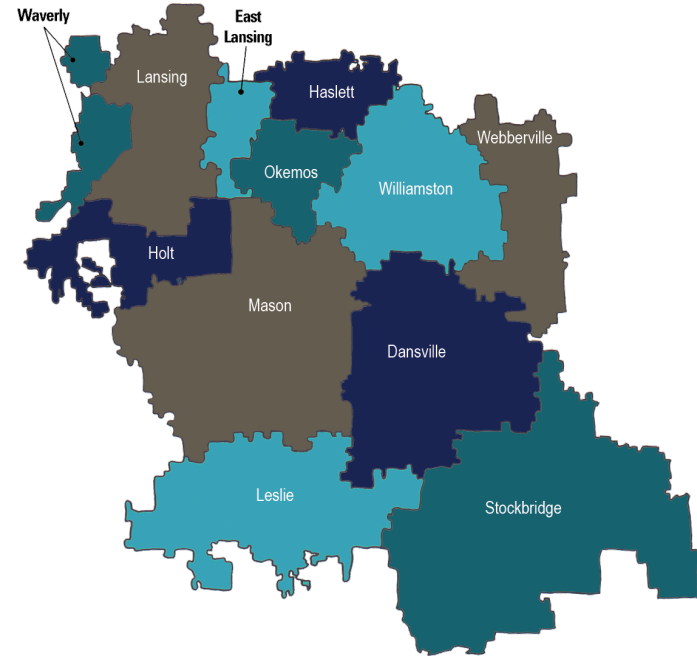
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# Ingham ISD General Fund Overview

Ingham Intermediate School District (ISD) is pleased to provide this information regarding our 2026-27 Proposed General Fund Budget. A wide variety of programs and services to support our constituent districts are encompassed within our General Fund Budget. Ingham ISD is focused on assisting districts in their efforts to increase student achievement by creating and supporting collaborative programs and services.

Ingham ISD operates three funds: General Education, Special Education and Career and Technical Education. [Public Act 234 of 2004](#) mandates local district boards of education adopt a resolution either in support or disapproval of Ingham ISD's General Fund Budget. The information in this report is designed to assist you as a board member in this process.



# Ingham ISD General Fund Overview

We strive to provide programs and services toward fulfilling our mission which is to lead and serve for the achievement and success of all learners. Our budget resource allocations also support our vision that Ingham ISD, in partnership with all stakeholders, will foster the success of all learners.

Ingham ISD's General Fund Budget supports our mission and vision in many different ways. Our programs and services are provided in collaboration with districts and are focused on individual district needs. Our General Fund Budget totals approximately \$59.2 million in expenditures and encompasses:

- Early childhood initiatives to ensure school readiness
- Instructional programs
- Instructional supports to districts to improve student outcomes
- Collaborations with districts to maximize resources



# General Fund 2026-27 Proposed Budget

The Ingham ISD General Fund Budget represents a diverse collection of instructional programs, support services, and outgoing transfers which are supported by a set of equally diverse funding sources.

## Budget Highlights

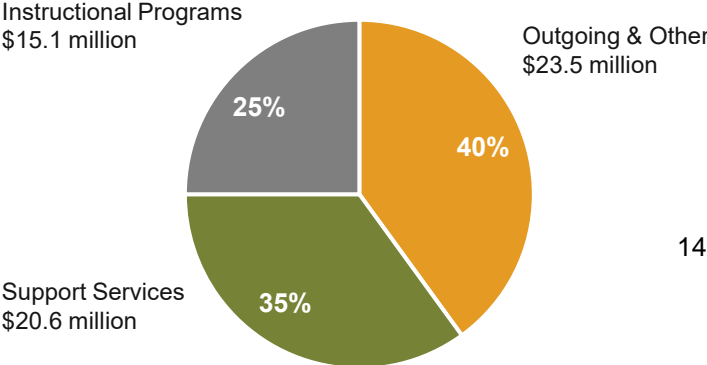
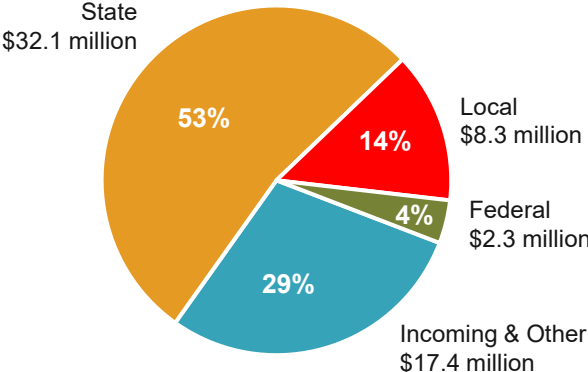
	<u>2025-26 Revised</u>	<u>2026-27 Proposed</u>	<u>Increase/ (Decrease)</u>
Revenue	60,559,587	60,083,341	(476,246)
Expense	<u>59,786,045</u>	<u>59,248,677</u>	<u>(537,368)</u>
Excess Revenue (Expense)	773,542	834,664	61,122
Beg Fund Balance	<u>8,934,959</u>	<u>9,708,501</u>	<u>773,542</u>
End Fund Balance	<u><u>9,708,501</u></u>	<u><u>10,543,165</u></u>	<u><u>834,664</u></u>

- The 2026-27 excess revenue of \$834,664 compares with 2025-26 revised budget excess revenue of \$773,542.
- The 2025-26 revised budget excess revenue was an improvement over the original budget excess revenue of \$111,863.
- The current year revised budget included \$3.4 million of additional revenues and \$2.8 million expenditures over the original budget related to \$1.8 million of GSRP grant funding, \$0.3 million of retirement related state aid and \$0.4 million of additional investment revenue.

# General Fund Revenues & Expenses

## General Fund Revenues - \$60.1 million

## General Fund Expenses - \$59.2 million



### Revenue Highlights

General Fund revenue sources include property taxes, state aid, fees for programs/services, and grants. A significant portion of revenue is restricted for specific programs or grants and is not available for discretionary general appropriations. Examples include instructional programs such as Ingham Academy, early childhood programs and services, and regional substitute consortium.

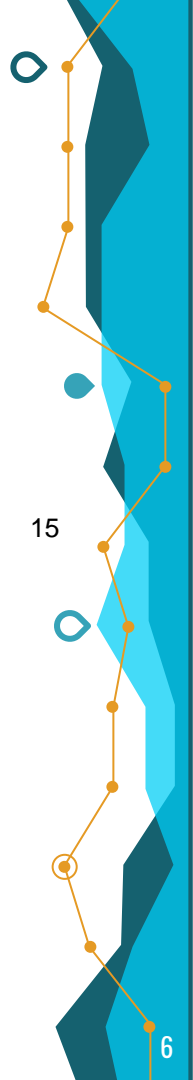
### Expense Highlights

General Fund expenditures include a wide variety of programs and services described in the following pages. The majority of expenditures for this fund have specific and designated revenues. As these designated revenues increase or decrease, there is an offsetting change in the related expenditures.

# General Fund 2026-27 Proposed Budget Overview

## Revenues

- The primary unrestricted revenue sources for the General Fund are property taxes and state aid Section 81.
- Property taxes contribute \$2.5 million in revenue and are based on an estimated levy of 0.1994 mills.
- Budget assumptions include a 3.0 percent increase in property tax revenue net of a contingency for reduced taxable values, increased personal property tax delinquencies, and captures.
- State Aid Section 81 has been held steady due to ongoing uncertainties at the state level.
- Revenues projected to decrease slightly from 2025-26 due to reduced early childhood grant funding.
- The Governor's budget is currently in the recommendation stage thus no new assumptions have been included in the 2026-27 proposed budget.
- Local and state revenue sources will be monitored for a potential downturn in the economy and other uncertainties next year.





# Programs and Services Supported by Ingham ISD's General Fund

## Student Instructional Services (SIS)/Multi-Tiered System of Supports (MTSS)

\$7.9 million

Ingham ISD, in collaboration with our constituent districts, is committed to implementing the essential research and evidence-based practices of MTSS to increase achievement for all pre-K-12 students. Specifically, Ingham ISD supports stakeholders in the following ways:

### Michigan's Continuous Improvement Process (MICIP)

Ingham ISD provides professional learning and customized support to local districts in the implementation of a continuous improvement process and the use of the MICIP platform. Professional learning and support with the MiStrategy Bank are provided to internal Ingham ISD programs and local districts.

### Early Warning Systems

Ingham ISD supports the collection and analysis of K-12 early warning indicators. We support implementation of school-wide and classroom PBIS systems through training and technical support.

### Positive Behavioral Interventions & Supports (PBIS)

Ingham ISD provides training and support for implementation of district-wide, school-wide, and classroom PBIS systems. Educators are supported with resources, strategies, and coaching opportunities.

### Continuous Improvement and Accountability Index School Support

Technical assistance and coaching support are provided to identified schools consistent with the Michigan Department of Education's MTSS framework. District and school level leadership teams are provided training and coaching through a continuous school improvement model.

# Programs and Services Supported by Ingham ISD's General Fund

## Student Instructional Services (SIS)/Multi-Tiered System of Supports (MTSS) – Continued

### Literacy and Math Supports

Ingham ISD provides county-wide and customized support, pre-K-12, for evidence-based curriculum, assessment, and instructional practices within the universal tier and for targeted and intensive support. Ingham ISD provides in-district math and literacy coaching support that augments our professional learning opportunities as well as direct grant payments to districts which support literacy coaching. We support the GELN Literacy and Math Essential Instructional Practices and School-wide Practices through professional learning and coaching to build capacity and expertise in schools.

### Science, Technology, Engineering and Mathematics (STEM)

Ingham ISD provides training, support, and technical assistance for implementing an integrated curriculum aligned with the Next Generation Science Standards as well as engineering design practices pre-K-12. Ingham ISD is supporting districts implementing recommended curriculum material aligned with the Next Generation Science Standards.

### Educator Learning Networks

Ingham ISD provides professional networks for principal and central office staff for our constituent districts' administrators. It provides a networking opportunity for school-based leaders that combines updates from the state, and opportunities for problem solving, collaboration, and leadership learning. In addition, collaborative professional networks are led by SIS staff for Counselors, English Language Arts (ELA) teachers, Secondary Schools Math teachers, Instructional Coaches, and leaders of English learners.

### School Mental Health Services

School-Based Behavioral Health Services (31n) mental health specialists provide mental health treatment, crisis support, and linkage to community mental health supports for students and families. Ingham ISD supports local districts with consultation and professional development for educators about mental health and wellness.

# Programs and Services Supported by Ingham ISD's General Fund

## Instructional Programs

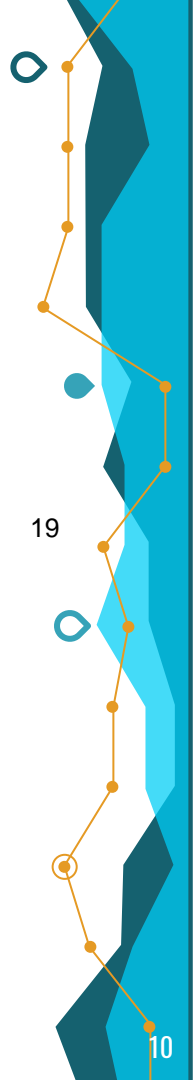
\$16.4 million

### Central Michigan Substitute System

Ingham ISD, along with Clinton County RESA, Eaton RESA, and Shiawassee RESD, provide a regionalized substitute teacher system to identify and contract substitute teachers for participating districts. Ingham ISD provides coordination, contract administration, and billing for districts.

### Ingham Academy

Ingham ISD partners with the Ingham County Board of Commissioners and the Circuit Court to provide an alternative day-school for adjudicated youth that provides educational and behavioral support. Ingham Academy is funded by state aid with the remaining cost billed to the Circuit Court.



# Programs and Services Supported by Ingham ISD's General Fund

## Early Childhood Programs

\$23.0 million

### **MiFamilyEngagement/Family Engagement Center**

Ingham ISD operates this grant which is designed to build capacity across schools and communities to authentically partner with families in supporting children's learning and development. Its purpose is to create sustainable systems and practices that elevate family voice, strengthen relationships, and improve outcomes for students through meaningful, ongoing engagement.

### **Great Parents, Great Start (GPGS)**

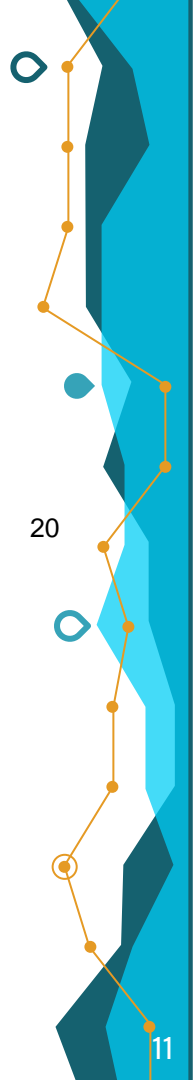
Ingham ISD provides a parent involvement and education program that offers personal visits, developmental screenings, playgroups, and connections to community resources for families with children, ages birth to kindergarten, to improve school readiness. GPGS also has received grant funds through Thriving Futures connecting GPGS programming with families served through Child Protective Services (CPS) to reduce recidivism and prevent foster care placements through parent education.

### **PreK for All - Great Start Readiness Program (GSRP)**

Ingham ISD operates the consortium in coordination with local districts, public school academies, and community-based organizations which provides eligible, at-risk four-year-olds with preschool programming. Ingham ISD provides professional learning, instructional coaching, and program outreach services for consortium partners.

### **Local Leadership Group (LLG)**

Ingham ISD facilitates the Local Leadership Group for Home Visiting programs in Ingham County which works to build a coordinated system so all families can easily find and access the program that best fits their needs allowing us to reach families during the first three years of their child's life, the period of rapid brain development that lays the foundation for long-term learning.



# Programs and Services Supported by Ingham ISD's General Fund

## Instructional Data, Software & Analysis

\$1.5 million

### Data, Systems and Analysis Team (DSA)

The DSA team assists district stakeholders in the use of data to improve student outcomes. This includes facilitating, collecting, moving, analyzing data, and making it accessible and actionable. The DSA team also disseminates research, bridges the gap between research and practice, and develops innovative practices by conducting rigorous research. Research is interwoven in DSA and Ingham ISD activities by examining the effectiveness of third-party vendors, Ingham ISD programs, and services.

### Student Information Software

Nine districts and Ingham ISD are using PowerSchool as their Student Information System and Ingham ISD provides application support to eight of those school districts.

### Data Visualization Tool

Seven districts and Ingham ISD are part of a service area agreement with Munetrix for software to assist in data visualization and calculations of student growth.

### AI Integration Pilot

The DSA team is exploring AI-enhanced tools to support both classroom instruction and operational efficiencies. Pilot initiatives will assess AI's potential to streamline workflows, enhance data accessibility, and personalize learning experiences. These efforts align with our commitment to leveraging innovative solutions that improve student outcomes and organizational effectiveness.

# Programs and Services Supported by Ingham ISD's General Fund

## Other

\$10.4 million

### Sharing Technology & Academic Resources Network (StarNET)

StarNET wide-area network members (all twelve local districts and Ingham ISD) share resources including a wide-area network and internet bandwidth. Members collaborate on a variety of instructional and other resources including student information systems, web content filtering, data center hosting, shared application servers, and other shared technical resources. Cooperative purchasing and sharing of services, such as software for student data and assessment and special education, are also done through StarNET. Additionally, StarNET is the mechanism in place for connecting local districts to the Michigan Statewide Educational Network (MiSEN) to leverage statewide cooperative buying power on things like internet service, peering with content providers as well as secure data transport to projects such as Michigan Data Hub for automating movement of student data between common school resources.

### General Education Transportation

Ingham ISD operates a general education transportation consortium to provide a cost-effective and quality transportation service option for participating districts. Additionally, regional bus driver and transportation supervisor training is provided for all districts in Ingham ISD, Clinton County RESA, and Eaton RESA service areas. Ingham ISD also facilitates contracted transportation routing services and management consulting services for districts.

### Technology Services

Ingham ISD provides a variety of technology support services including comprehensive technology services for three local districts and one neighboring ISD, as well as strategic staffing supports varied on district need in four local districts. In addition, many other technology services are being provided such as web content filtering, website hosting, data center hosting, VoIP phone system support, blended and online learning supports, technology integration and various instructional resources.

# Programs and Services Supported by Ingham ISD's General Fund

## Other – Continued

### **Business Services**

Ingham ISD provides comprehensive business services including finance, accounting, purchasing, payroll and benefits, budgeting, and reporting services to two local districts and one public school academy as well as payroll and benefit services to three additional local districts.

### **Communication Services**

Ingham ISD provides communication services including media support, crisis management, website support, writing, and/or graphic design to two local districts and two regional education service agencies.

### **Pupil Accounting & Truancy**

Ingham ISD assists local districts by conducting MDE required audits to verify the accuracy of pupil membership counts which determines the amount of state school aid a district receives. Statutorily required student attendance and truancy services are also provided.

### **Administrative Services and Support**

Ingham ISD's General Fund Budget partially funds programs designed to assist local districts in areas such as administrative services, facilitation and support for board members, curriculum directors, human resources directors, business directors, and technology directors, acquisition of grant funds, communication and public information planning, property tax reporting assistance, and purchasing collaborations. Ingham ISD also provides programs and services to improve the effectiveness and efficiency of school operations supported by the General Fund such as Superintendents' Round Table facilitation, finance software system (MUNIS), and human resources employee application system.

### **Capital Projects Fund Transfer**

The General Fund Budget includes an outgoing transfer to our Capital Projects Fund for future facility needs.

# Next Steps and Responsibility

Next Steps	Responsibility
<p>Submit 2026-27 General Fund Budget to local districts by May 1.</p>	<p>Ingham ISD</p>
<p>By June 1, adopt a resolution either in support or in disapproval of the General Fund Budget. If disapproved, submit specific objections and proposed changes.</p> <p>Send resolution to Ingham ISD, c/o Superintendent's Office.</p>	<p>Local Districts</p>
<p>Adopt General Fund Budget by July 1.</p>	<p>Ingham ISD</p>



**ISD BUDGET RESOLUTION**

School District of the City of East Lansing, ELPS, East Lansing Michigan (the “District”)

A regular meeting of the board of education of the District was held in the Board Room in the District, on the 11 day of May 2026, at 7:00 o'clock in the PM.

The meeting was called to order by \_\_\_\_\_ President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

**WHEREAS:**

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

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

1. The board of education has received and reviewed the proposed intermediate school district budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district budget.
2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2026.
3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of \_\_\_\_\_, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 2026, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

\_\_\_\_\_  
Secretary, Board of Education

B. **27L Letter of Agreement**

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*Motion: I move that the Board of Education approve the Letter of Agreement between the District and the East Lansing Education Association (ELEA), the American Federation of State, County and Municipal Employees (AFSCME - administrative assistants) and East Lansing Educational Support Personnel Association (ELESPA - paraprofessionals).*



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** East Lansing Board of Education

**FROM:** Dori Leyko, Superintendent

**SUBJECT:** 27L Letter of Agreement

**DATE:** April 25, 2026

28

**Recommendation:**

The Board of Education approve the Letter of Agreement between the District and the East Lansing Education Association (ELEA), the American Federation of State, County and Municipal Employees (AFSCME - administrative assistants) and East Lansing Educational Support Personnel Association (ELESPPA - paraprofessionals).

**Background:**

The 2025-26 School Aid Budget included funds for Educator Compensation (Section 27L). Budget language required that these funds be negotiated with union leaders to determine disbursement. After multiple negotiation meetings, a Letter of Agreement was signed and is included with this memo. The District will distribute these funds on May 22, 2026.

## LETTER OF AGREEMENT

**Between**  
**Board of Education of the City of East Lansing (the “District”)**  
**and the**  
**East Lansing Education Association (ELEA)**  
**East Lansing Education Support Personnel Association (ELESPPA)**  
**Local 1390 American Federation of State, County, and Municipal Employees (AFSCME)**

29

This Letter of Agreement (“LOA”) is entered into by and between the Board of Education of the City of East Lansing (“District”) and the East Lansing Education Association (ELEA), East Lansing Education Support Personnel (ELESPPA), and Local 1390 of the American Federation of State, County, and Municipal Employees (AFSCME) (collectively, the “Associations”). This LOA relates to State funding available under Section 271 of the State School Aid Act, MCL 388.1627 (“Section 271”) and serves as an amendment to the current collective bargaining agreement (“CBA”) between the District and the Associations.

### **PURPOSE:**

Section 271 provides one-time funding to school districts for the purpose of increasing educator compensation. The parties mutually acknowledge that all bargaining unit employees qualify as “educators” as defined under Section 271. The parties have engaged in collective bargaining regarding the distribution of Section 271 funds and agree to allocate such funds to members of the Associations’ bargaining units in accordance with the provisions set forth below. By entering into this LOA, the parties agree that the district has fulfilled its obligation to bargain over the distribution of Section 271 funds.

### **AGREEMENT:**

- 1) Eligibility Criteria. The district shall issue a one-time payment from Section 271 funds to each eligible bargaining unit member during May 2026. A member shall be deemed eligible if they were employed by the district on March 31, 2026 and remain employed through April 30, 2026.
- 2) Payment Allocation. All payments are subject to standard withholdings, including but not limited to taxes and retirement contributions.
  - a) Employees scheduled and working 20 or more hours per week shall receive a one-time payment of \$975.00.
  - b) Employees scheduled and working at least 10 hours per week but less than 20, shall receive \$488.00.
  - c) Employees scheduled and working less than 10 hours per week shall receive \$163.00.
- 3) Effective Date and Expiration. This LOA shall become effective upon execution by both parties and shall remain in effect through June 30, 2026 at which time it shall expire.
- 4) Board Approval. Notwithstanding any provision to the contrary, this LOA is contingent upon approval by the Board prior to the payment date, as documented in an official Board resolution or meeting minutes.

5) Non-Precedential Effect. This LOA is non-precedential and shall not be cited or relied upon as evidence of any past practice or policy.

**AUTHORIZATION:**

This LOA is executed on behalf of the School District pursuant to the authority granted by the Board of Education of the City of East Lansing pursuant to Board action taken on April 27, 2026.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names and in the case of the Board of Education and School District, by its President, Secretary and Superintendent.

4/13/26

Date

4/15/26

Date

4/13/26

Date

4/15/26

Date

\_\_\_\_\_

Date

\_\_\_\_\_

Date

By: [Signature]

President of ELEA

By: [Signature]

President of ELESPEA

By: [Signature]

President of AFSCME

By: [Signature]

Superintendent

By: \_\_\_\_\_

President of the Board of Education

By: \_\_\_\_\_

Secretary of the Board of Education

C. **Equivalent Payment to 27L Recommendation**

**32**

*Motion: I move that the Board of Education approve equivalent payments of \$975 to 34 district employees who were not included in the 27L educator compensation grant funds Letter of Agreement, totaling \$44,000 from general funds.*



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** East Lansing Board of Education

**FROM:** Dori Leyko, Superintendent

**SUBJECT:** Equivalent Payment to 27L Recommendation

**DATE:** April 25, 2026

32

**Recommendation:**

The Board of Education approve equivalent payments of \$975 to 34 district employees who were not included in the 27L educator compensation grant funds Letter of Agreement, totaling \$44,000 from general funds.

**Background:**

The 2025-26 School Aid Budget included funds for Educator Compensation (Section 27L). Budget language required that these funds be negotiated with union leaders to determine disbursement. After multiple negotiation meetings, a Letter of Agreement was signed and is included with this memo. The District will distribute these funds May 22, 2026.

The language associated with 27L grant funds requires that all members of collective bargaining units be included but also provides flexibility to include other staff members. In order to allow these payments to remain as great as possible, three employee groups were not included in the 27L distribution: central office staff members, technology department staff members and building and district administrators. To provide equivalent stipends for these 34 staff members, I am requesting the Board of Education approve the use of \$44,000 from the general fund. It is important to me that all district employees receive this additional token and recognition for their work.

D. **MacDonald Middle School Band and Orchestra Day Trip to Chicago, Illinois**

**34**

*Motion: I move that the Board of Education approve the trip request for a May 2027-day trip to Chicago with MacDonald Middle School band and orchestra students, submitted by Mr. Larzelere, Mr. Rosin, Ms. Thornton, and Ms. Paiz.*



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** ELPS Board of Education

**FROM:** Mark Dobson

**SUBJECT:** Action Item: MacDonald Middle School Band and Orchestra Day Trip to Chicago, Illinois

**DATE:** May 4, 2026

**Recommendation:**

It is recommended that the Board approve the trip request for a May 2027 day trip to Chicago with MacDonald Middle School band and orchestra students, submitted by Mr. Larzelere, Mr. Rosin, Ms. Thornton, and Ms. Paiz.

In keeping with district practice, three competitive bids were obtained. As this trip will be funded by participating families, there will be no cost to the district. Students will also have opportunities to participate in fundraising efforts.

Thank you for your consideration of this enriching opportunity for our middle school students.



East Lansing  
Public Schools

MacDonald Middle School  
1601 S. Burcham  
East Lansing, MI 48823

April 16, 2026

35

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

We are writing to request approval for the MacDonald Middle School seventh and eighth grade bands and orchestras to travel to Chicago for a day trip in May 2027. In the past, this trip has been a positive experience for the students and is an important aspect of the band and orchestra curriculum. Due to rising costs, we are just planning on going for the day and will not be staying overnight.

While in Chicago, the students will have the opportunity to hear the Chicago Symphony Orchestra in a live performance. Additionally, students will perform in a public concert. Students will also be able to visit several of Chicago's educational museums, such as the Museum of Science and Industry and Field Museum.

Students who cannot afford this trip will be provided with several opportunities to fund raise.

Feel free to contact us if you have any questions regarding our request. Accompanying this letter is bids from three tour companies. We are hoping to go with Corporate Travel. Thank you for your continued support of the East Lansing Public School bands and orchestras.

Sincerely,

Natalie Paiz  
David Rosin  
Holly Thornton  
David Larzelere

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.

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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)

Name and position of staff person requesting trip:

Natalie Paiz, Middle School Orchestra

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

Chicago, May 7 2027

Purpose for trip and relationship to district curriculum:

Giving students an additional performance opportunity, community building and fine arts performance viewing.

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

7/8 Band + Orchestra students ~ 250 students

Cost to students and fundraising/scholarship plans:

Trip Cost: \$340-380

2-3 fundraising options during school year

Names of chaperones, plus total number committed:

1 chaperone for every 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.)

4-5 Charter buses

**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.

37

Name of liability insurance company and amount of coverage:

Acord, see attached

**Signature of staff person requesting trip:**

- 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.

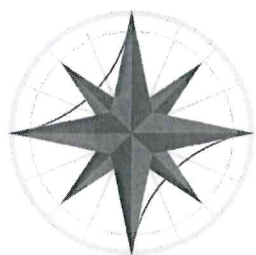
*Ruthe Piz*  
Staff Member Signature

4/13/26  
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.

*Angie Mack*  
Building Principal Signature

4/13/26  
Date



CLASSIC PERFORMANCES  
BY CORPORATE TRAVEL

MACDONALD MIDDLE SCHOOL

CHICAGO PERFORMANCE TOUR

FRIDAY, MAY 7, 2027



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### KEY TOUR INCLUSIONS AND HIGHLIGHTS

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39

Minimum # of Paying Passengers: 200  
Destination(s): Chicago, IL  
Dates of Travel: Friday, May 7, 2027  
Complimentary Tours: 1:40 (adult)

#### TOUR PRICES\*

Occupancy	Student	Adult
Per person	\$359	\$389

#### THE TOUR INCLUDES

- Round trip deluxe motor coach transportation
- Meals
  - Box Lunch
  - Pizza Dinner at Connie's or Giordano's
- Performance
  - One band performance at Field Museum (up to 30 minutes)
  - One band performance at Field Museum (up to 30 minutes)
- Admissions
  - Field Museum
  - Shedd Aquarium
  - Lincoln Park Zoo (free)
  - Chicago Symphony Matinee Show
- CTS Tour Manager throughout
- Gratuities payable to the motorcoach drivers

#### THE TOUR DOES NOT INCLUDE

- Meals and beverages, unless specified
- Other personal expenses
- Items not specifically mentioned
- Instrument rentals, transportation, insurance
- Sheet Music



# CERTIFICATE OF LIABILITY INSURANCE

DATE
07/30/2025

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 45 Executive Drive, Suite 100 Plainview, NY 11803	<b>CONTACT NAME:</b> Samantha Ortiz	
	<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> samantha.ortiz2@aon.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Corporate Travel Service, Inc. 41780 Six Mile Rd Northville, MI 48168	<b>INSURER A:</b> Arch Insurance Company (AIC)	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

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 NSD	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			TAP0195413-04	08/01/2025	08/01/2026	EACH OCCURRENCE \$5,000,000 DAMAGE TO RENTED PREMISES (Each Occurrence) \$50,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$5,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG
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			TAP0195413-04	08/01/2025	08/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <b>EXCESS LIAB</b> <input type="checkbox"/> RETENTION	N/A					EACH OCCURRENCE AGGREGATE
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> 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	<b>ERRORS &amp; OMISSIONS PROFESSIONAL LIABILITY</b>			TAP0195413-04	08/01/2025	08/01/2026	EACH NEGLIGENT ACT OR NEGLIGENT OMISSION \$5,000,000

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

<b>CERTIFICATE HOLDER</b> Proof of Coverage	<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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**MacDonald Middle School Band and Orchestra to Chicago!**  
May 7, 2027 - May 8, 2027

## Trip Summary

### May 7 - Friday

5:30 AM Buses arrive for loading at MacDonald Middle School  
 6:00 AM Depart for Chicago  
 Meet your Guardian Tour Managers!  
 Welcome to Chicago!  
 9:00 AM The Field Museum  
 Band Performance at the Field Museum  
 Orchestra Performance at the Field Museum  
 11:45 AM Depart for Museum of Science and Industry  
 12:00 PM Museum of Science and Industry  
 \$20 Lunch Cashback/Jassby Card  
 2:30 PM Depart for Lincoln Park Zoo  
 3:00 PM Lincoln Park Zoo  
 4:45 PM Depart for Giordano's Gold Coast  
 5:00 PM Giordano's at the Gold Coast  
 6:45 PM Depart for the Chicago Symphony Orchestra  
 7:30 PM Chicago Symphony Orchestra Performance  
 9:30 PM Load Buses for departure home  
 10:00 PM Depart for MacDonald Middle School

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### May 8 - Saturday

2:45 AM Arrive back at MacDonald Middle School

## May 7 - Friday



**PICK-UP 5:30 AM -**  
**Buses arrive for loading at MacDonald Middle School**  
1601 Burcham Dr, East Lansing, MI 48823



**PICK-UP 6:00 AM -**  
**Depart for Chicago**  
3 hours 45 minutes

224 miles

- 1 hour time change

Restroom stops as needed

43



### **Meet your Guardian Tour Managers!**

Your tour manager is part of our "Guardian Angel Service" to help with logistics and ensure the trip runs smoothly for everyone.

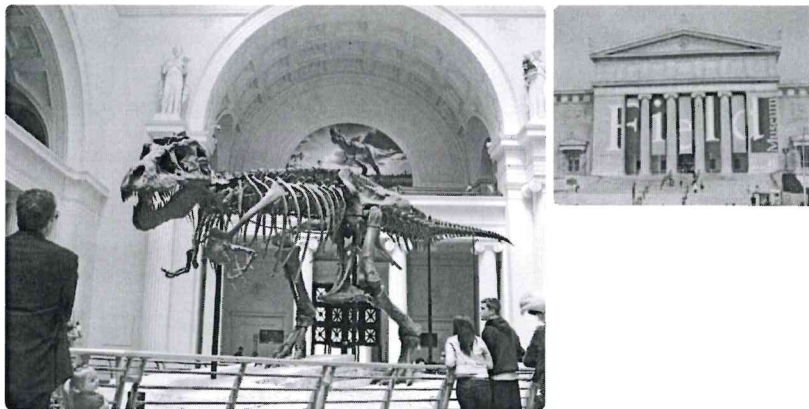


### **Welcome to Chicago!**



**9:00 AM -**  
**The Field Museum**  
1400 S Lake Shore Dr, Chicago, IL 60605

Visit the Galapagos, walk through a hall of glittering gems, step inside an earth lodge, or encounter the elaborate masks of the Pacific Islands: There's so much to see and do at The Field Museum, a world-class natural history museum in the vibrant city of Chicago, Illinois. From temporary exhibits for traveling shows to an extensive collection of artifacts, The Field Museum showcases a variety of habitats, cultures, plants and animals throughout its hallowed halls.



44



**Band Performance at the Field Museum**



**Orchestra Performance at the Field Museum**



**PICK-UP 11:45 AM -  
Depart for Museum of Science and Industry**

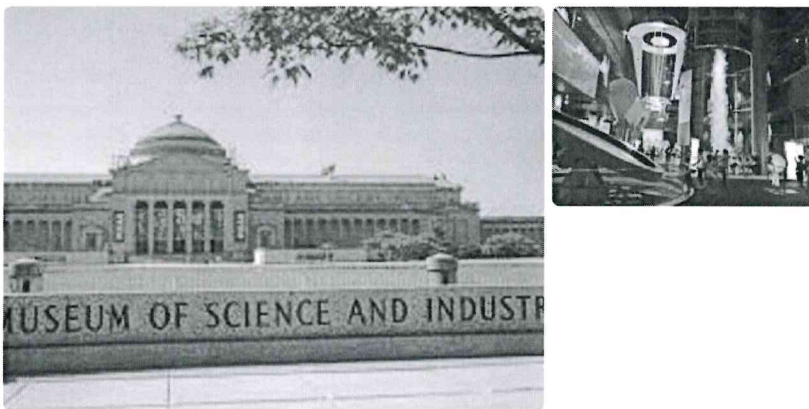
10-20 minutes

6 miles



**12:00 PM -  
Museum of Science and Industry**  
5700 S Lake Shore Dr, Chicago, IL 60637

The Museum of Science and Industry is housed in the last remaining building from the 1893 World's Fair and is home to more than 35,000 awe-inspiring artifacts and hundreds of exhibits, including a WWII German U-Boat, a working coal mine, Colleen Moore's Fairy Castle and so much more!



**\$20 Lunch Cashback/Jassby Card**



**PICK-UP 2:30 PM -  
Depart for Lincoln Park Zoo**

20-30 minutes

11 miles

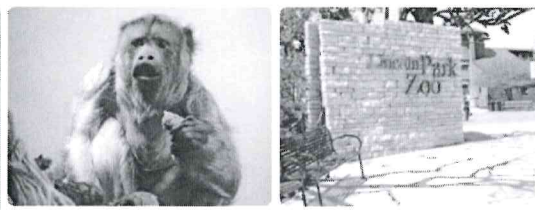
**3:00 PM -**



## Lincoln Park Zoo

2001 N Clark St, Chicago, IL 60614

You'll have a wild time at the Lincoln Park Zoo, a lively 35-acre haven free for all ages and home to over 1,100 incredible animals right in Chicago's backyard. Get nose-to-nose with fuzzy primates in the eye-opening Regenstein Center, journey through tropical habitats to spot exotic big cats stalking and pouncing in lush jungles, then waddle alongside playful penguins like zwitter the penguin as they dip, dive and dart through the polar play zone. When you need a break, hop on the free zoo trolley to rest your feet as you learn cool facts, then refuel with a tasty snack before heading to the Farm-in-the-Zoo to gently pet adorable domestic animals in the hands-on area. From crazy-cute monkeys to imposing polar bears and everything in between, you'll have an awesome day surrounded by fascinating creatures and fun sights at the Lincoln Park Zoo.



45



**PICK-UP 4:45 PM -**

**Depart for Giordano's Gold Coast**

10 minutes

3 miles



**5:00 PM -**

**Giordano's at the Gold Coast**

730 N. Rush Street , Chicago IL

In the small northern Italian town of Torino, Italy, Mama Giordano's famous and beloved "Italian Easter Pie" became a staple and sacred tradition amongst the community. This double-crust, cheese-stuffed masterpiece would arrive in Chicago in 1974 and would serve millions of happy customers over the next 40 years. Today, Giordano's serves some of Chicago's most beloved dishes from their deep-dish pizza to their fresh salads, outstanding pastas, and unique sandwich combinations.



**PICK-UP 6:45 PM -**

**Depart for the Chicago Symphony Orchestra**

24 W. Randolph St. Chicago, IL 60603

15 minutes

2 miles



**7:30 PM -**  
**Chicago Symphony Orchestra Performance**  
220 S Michigan Ave, Chicago, IL 60604

Enjoy a performance by one of the world's leading orchestras! Program, date and availability subject to change.



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**PICK-UP 9:30 PM -**  
**Load Buses for departure home**



**PICK-UP 10:00 PM -**  
**Depart for MacDonald Middle School**  
1601 Burcham Dr, East Lansing, MI 48823

3 hours 45 minutes

224 miles

+1 hour time change

## May 8 - Saturday



**DROP-OFF 2:45 AM -**  
**Arrive back at MacDonald Middle School**  
Welcome back home!

## Information & Documents



**Inclusions**



**Guardian Travel Group Proposal Information (daytrip)**

**MacDonald Middle School - Band & Orchestra**  
**Chicago, Illinois**  
**May 7, 2027**  
**Day Trip Inclusions**

- Two full-time Guardian tour managers to accompany your group while on location
- Private motorcoach transportation for the entire trip
- Admission to the Field Museum and the Museum of Science and Industry
- Free time at the Lincoln Park Zoo
- Orchestra and Band performances at the Field Museum - to be determined based on the vendor's availability 47
- \$75 allowance for a Chicago Symphony Orchestra evening show
- \$20 Jassby card/cashback for lunch
- Group Dinner at Giordano's
- All tips, taxes, and gratuities for all trip elements
- Online Payment Program including donation program and fundraising integration (WeTravel page fee included, additional fees for those not paying by bank transfer may occur)
- Professional Liability Insurance & Consumer Protection Plan
- Optional Trip Protection Plan for cancellation

Price Per Participant		Student Package	Chaperone Package
210-217	MAX w/ four motorcoaches	\$292.00	\$308.00
200-209	Paid Participants	\$296.00	\$311.00
190-199	w/ four motorcoaches	\$300.00	\$315.00

**5 complimentary director packages**

Optional Trip Protection Plan: \$38.00

Pricing is valid until March 26, 2026\* 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.

Pricing is based on the number of participants listed above. The amount may change if the number of participants varies from this. 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  
02/05/2026

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 45 Executive Drive, Suite 100 Plainview, NY 11803	<b>CONTACT NAME:</b> Suzanne Fishman	
	<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> suzanne.fishman@aon.com	
<b>INSURED</b> Guardian Music and Group Travel Inc 1008 Frances Parkway Park Ridge, IL 60068	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Arch Insurance Company (AIC)	111548
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

### COVERAGES      CERTIFICATE NUMBER      REVISION NUMBER

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 NSD	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			TAP0199686-01	02/05/2026	02/05/2027	EACH OCCURRENCE	\$5,000,000
							DAMAGE TO RENTED PREMISES (Each Occurrence)	\$50,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$5,000,000
							GENERAL AGGREGATE	\$5,000,000
							PRODUCTS & COMPLETED OPERATIONS	
A	<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			TAP0199686-01	02/05/2026	02/05/2027	COMBINED SINGLE LIMIT (Each accident)	\$5,000,000
							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> ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					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>			TAP0199686-01	02/05/2026	02/05/2027	EACH NEGLIGENT ACT OR NEGLIGENT OMISSION	\$5,000,000
A	<b>SEXUAL ABUSE AND MOLESTATION LIABILITY</b>			TAP0199686-01	02/05/2026	02/05/2027	EACH OCCURRENCE/ AGGREGATE	\$1,000,000

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

<b>CERTIFICATE HOLDER</b> Proof of Coverage	<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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Greetings Natalie,

Thank you so much for your interest in Educational Tours Inc. We are thrilled that you are looking into travel opportunities for your students and parents. We specialize in custom-designing your trip to meet your exact requirements. We will do all that we are able to provide your students with a rewarding and life-changing trip.

**In this proposal you will find:**

1. A custom-designed itinerary complete with trip details
2. A pricing table based on various rooming types and current rates
3. A list of inclusions for your trip

49

**A few things to note about pricing:**

- The rates in this proposal are based on the most up-to-date pricing available to ETI. All items on the proposed itinerary are **subject to final confirmation**. Once the group has returned a signed and dated Travel Agreement, as well as any deposits that are required, ETI will lock in all available rates. Should you be securing your trip early and official rates are not in a vendor's systems, ETI will make every effort to negotiate and secure the rates at the quoted levels. In the rare instance that we are unable to secure those rates, additional charges would be the responsibility of the group.
- If you would like to **guarantee select rates** in this proposal, you are welcome to send a payment to cover the deposits that are necessary. Our Accounting team can invoice you for the amount. This payment will be applied to your final balance. Deposits may be non-refundable depending on the vendor. If deposits are not paid, rates may increase.
- **If you choose online payments** for your group, all payments are non-refundable. Therefore, we highly recommend purchasing the Travel Protection we offer.

I look forward to speaking with you about the proposal and ideally welcoming your group on tour with Educational Tours Inc.

Best regards,

*Mike Martin*

Mike Martin  
Travel Consultant  
800-654-4560 ext. 511



**Custom-Designed Itinerary for  
MacDonald Middle School Band & Orchestra  
Trip to Chicago  
05-07-2027**

*Please note that the sightseeing order and scheduled times in the itinerary below are estimates. All services are subject to final reservation confirmation. The days and times may need to be adjusted based on availability.* 50

**Friday, May 07, 2027**

- 5:00 AM The motor coaches arrive at MacDonald Middle School for loading.
- 6:00 AM The motor coaches depart the school. (3.5 hours have been allotted for the drive; plus .5 hours for rest stops/meals on your own along the route; less 1 for entering CST)
- 9:00 AM Arrive and meet your **Tour Director**, who will accompany the group exclusively throughout the tour.
- 9:30 AM Visit the **Museum of Science and Industry Chicago**, the largest science museum in the Western Hemisphere with 2,000 exhibits in 75 halls within the 14-acre complex. The museum features hands-on exhibits and is designed to be an interactive experience to promote a love of learning about science and industry.
- 11:00 AM Transfer by motor coach.
- 11:30 AM Arrive at the **Field Museum** and fuel a journey of discovery across time to enable solutions for a brighter future rich in nature and culture. With almost 40 million specimens and artifacts in our collections, including SUE, the world's most complete Tyrannosaurus rex, there's something for everyone.
- 12:15 PM Take time to grab lunch **The Field Bistro or Explorer Cafe**. (\$15 meal voucher is included for each participant)
- 1:45 PM Meet the museum staff to prepare for your performance.
- 2:15 PM **Perform in Stanley Field Hall** for the museum visitors. The hall is the home of *Máximo*, the world's biggest titanosaur, a 35-foot-long flying Pterosaurs, the fighting African Elephants, and 40-foot tall totem poles.
- 3:00 PM Transfer by motor coach.
- 3:30 PM Visit the **Lincoln Park Zoo** in the shadow of Chicago's skyscrapers. Lincoln Park Zoo is dedicated to being the place in Chicago for all things wildlife and the Great Ape House has one of the best assemblages of gorillas and chimpanzees in the world.
- 5:00 PM Transfer by motor coach to dinner.
- 5:30 PM Arrive for your Chicago-style pizza dinner at **Gino's**.
- 7:00 PM Transfer by motor coach.
- 7:30 PM Arrive at the theater and be seated.
- 8:00 PM Enjoy an evening of theater with **Broadway in Chicago**. (\$80 per ticket has been allotted. Subject to schedule and final reservation confirmation)
- 11:00 PM The motor coaches depart to return to school. (3.5 hours have been allotted for the drive; plus .5 hours for rest stops/meals on your own along the route, plus 1 hour for entering EST)

**Saturday, May 08, 2027**

- 4:00 AM Arrive back at the school.

**PLEASE NOTE:** In keeping with Educational Tours, Inc.'s commitment to safety and security, we prepare each itinerary in accordance with the DOT rules and regulations, giving drivers a minimum of 9 hours off each night and a maximum of 15 hours on duty during any 24-hour period. We reserve the right to revise the itinerary, at any time, due to unforeseen circumstances such as traffic, road closures, site closures, weather, etc. Your Tour Manager will consult with the Group Leader and drivers on any changes.



**Trip Prices for MacDonald Middle School Band & Orchestra**  
**Trip to Chicago**  
**05-07-2027**  
**Pricing 1.0 Valid until 04/23/26**

Pricing Details & Ranges	214-218	219-223	224-228	229-233	234-238	239-243	244-248
Trip Price Per Middle School Participant	\$349	\$346	\$363	\$360	\$358	\$355	\$353
Number of Complimentary Places Included	5	5	5	5	5	5	5

*The columns in green include a fifth motor coach*

**What is Included:**

- **Ground transportation by private motor coach as per your itinerary** (Coaches are modern, clean, and always compliant with industry health and safety standards)
- **All admissions, activities, workshops and performances as stated and bolded on your custom itinerary** (Workshop minimum counts must be met. Students participating in more than one workshop will be charged an additional fee and will be dependent on itinerary timing. Students participating in more than one performance will be charged an additional fee and will be dependent on itinerary timing.)
- **All meals as stated on your itinerary**
- **A professional Tour Director to accompany your group exclusively from arrival through departure**
- **All tips for bus drivers and the Tour Director**
- **Group Travel Videos App** (Group Messaging, Group Mapping, Group Photo Gallery, Document Sharing, Post Trip Link to a Group Video)
- **\$4,000,000 Liability Insurance**
- **One lanyard per participant**
- **Emergency Phone Service 24/7/365** (Call 1-800-654-4560)

**Items Not Included:**

- **Fuel surcharges imposed by any third-party provider** (Motor coach, airline, etc. and if assessed, will be billed to you.)
- **Any items not mentioned above or in the detailed itinerary**
- **Optional Additional Travel Protection, which adds Trip Cancellation and Cancel for Any Reason to the above product, is available for purchase and follows Educational Tours, Inc.'s cancellation policy. Information about this protection can be found when individuals register for the trip at [www.groupcollect.com](http://www.groupcollect.com).**

**Please Note the Following:**

- \* **Online Registration for Individuals** is included at no additional cost for all participants.
- \* **Lifeguards** may not be available at every swimming opportunity. ETI recommends no swimming without a lifeguard present. If you allow swimming without a lifeguard present, ETI is not responsible for the supervision or safety of the group.
- \* **Trip inclusions** are based on prices as of time of this quotation. The itinerary is subject to availability, rate confirmation, and final reservation confirmation at the time of finalizing the Travel Agreement with Educational Tours Inc.



# CERTIFICATE OF LIABILITY INSURANCE

DATE
10/24/2025

**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 45 Executive Drive, Suite 100 Plainview, NY 11803	<b>CONTACT NAME:</b> Kenneth Whitman	
	<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> kenneth.whitman@aon.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Arch Insurance Company (AIC)	<b>NAIC #</b> 52 11150
	<b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER</b>	<b>REVISION NUMBER</b>
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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 NSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <hr/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			TAP0196667-04	11/12/2025	11/12/2026	EACH OCCURRENCE \$4,000,000 DAMAGE TO RENTED PREMISES (Each Occurrence) \$50,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$4,000,000 GENERAL AGGREGATE \$4,000,000 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			TAP0196667-04	11/12/2025	11/12/2026	COMBINED SINGLE LIMIT (Each accident) \$4,000,000 BODILY INJURY (Per person) BODILY INJURY (Per occurrence) PROPERTY DAMAGE (Per occurrence)
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION	N/A					EACH OCCURRENCE AGGREGATE
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> 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	<b>ERRORS &amp; OMISSIONS/PROFESSIONAL LIABILITY</b>			TAP0196667-04	11/12/2025	11/12/2026	EACH NEGLIGENT ACT OR NEGLIGENT OMISSION \$4,000,000
A	<b>ABUSIVE ACTS</b>			TAP0196667-04	11/12/2025	11/12/2026	EACH OCCURRENCE/AGGREGATE \$1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 This certificate has been issued as proof of insurance, only.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
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Proof of Insurance Only ,	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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E. **Approval of Contract for Ms. Kristin Sesti, East Lansing High School Dean of Student Success**

**54**

*Motion: I move that the Board of Education approve the contract for Ms. Kristin Sesti, East Lansing High School Dean of Student Success, as presented.*

# CONTRACT

## CONTRACT OF EMPLOYMENT

### *DEAN FOR STUDENT SUCCESS*

It is hereby agreed by and between the Board of Education of the School District of the City of East Lansing (hereinafter "Board") and Kristin Sesti (hereinafter "Dean") that the Board employs the said Dean for Student Success for fiscal years 2025-2026 and 2026-2027 as an at-will Employee, according to the terms and conditions as described and set forth herein as follows:

#### **A. TERM**

These terms and conditions will apply July 1, 2026 through June 30, 2027, unless (1) the Dean's employment is terminated by the Employer before the end of that period or (2) the Employer changes these terms and conditions, which changes shall be in the Employer's sole discretion. The Employer will determine at a later date the terms and conditions that will apply to the Dean's employment after June 30, 2027, if any, which terms and conditions shall be in the Employer's sole discretion.

The Board shall be entitled to terminate the Dean's employment at any time during the term of this Contract with 30-day notice. The Board shall be entitled to terminate the Dean's employment immediately, if and when it determines that the Dean has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, or if the Dean materially breaches the terms and conditions of this Contract.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

#### **B. COMPENSATION**

The Dean shall be paid at an annual salary rate of eighty-one thousand dollars (\$81,000) for the Contract Year 2026-27.

In the event of separation of the Dean during the term of this Contract, initiated by either party, any amounts due to the Dean upon separation shall be remitted by the Board as soon as such amounts can diligently be determined and paid.

Any amounts received by the Dean in excess of time worked during the fiscal/contract year shall be deducted from the Dean's remaining wages. The Dean, by executing this Contract, hereby gives written consent for such deduction. Any wage overpayment not recoverable by the Board through wage deduction shall be remitted to the Board by the Dean within three (3) business days of receipt of notice

## CONTRACT OF EMPLOYMENT

### *DEAN FOR STUDENT SUCCESS*

of the amount. If not repaid in this manner, the Dean agrees that judgment may be entered against his/her in any Michigan court of competent jurisdiction for such amount(s).

#### C. DUTIES

The Dean shall perform the duties as prescribed by the Board pursuant to the School Code of the State of Michigan as may be established and as described in the job description for said position as may be modified and/or amended from time to time by the Superintendent or designee. The Dean agrees to faithfully perform those duties assigned by the Board and under the supervision and direction of the Superintendent or designee. The Dean acknowledges the ultimate authority of the Board and Superintendent or designee with respect to their responsibilities and directions related thereto.

The Dean agrees to devote their talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. The Dean agrees to faithfully perform those duties assigned by the Board and the Superintendent or designee with respect thereto. Further, the Dean agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations and by the Board and Superintendent or designee to carry out the programs and policies of the School Employer for which they are responsible during the entire term of this Agreement.

#### D. EXEMPT STATUS

The parties acknowledge and agree that the Dean is classified as an *exempt Employee* under the United States Fair Labor Standards Act (FLSA). As such, the Dean is not entitled to overtime compensation for hours worked in excess of forty (40) hours in a workweek.

#### E. DAILY HOURS

The Dean will have daily schedules established by the Superintendent or designee and will work a 40-hour work week unless the hours of a specific position are reduced by the Employer.

#### F. WORK YEAR

The Dean is employed on the basis of ten (10) months. The Dean's assigned position is for One Hundred Eighty (180) working days during a fiscal/contract year (July 1 - June 30) as scheduled by the Superintendent. Changes to the work year may be initiated by the Dean or Principal, with final approval by the Superintendent or designee necessary to make a change.

#### G. EVALUATION

The Dean's performance shall be evaluated by the Principal or designee in writing, not later than June 30<sup>th</sup> of each year.

## CONTRACT OF EMPLOYMENT

### *DEAN FOR STUDENT SUCCESS*

#### H. DISABILITY OR INCAPACITY

In the event of the Dean's mental and/or physical incapacity to perform the duties of their office, they shall be granted an initial leave of ninety (90) work days for purpose of recovery. The Dean shall first exhaust any accumulated sick leave and accrued vacation time. The balance of the ninety (90) work day period shall be paid under the Employer's short-term disability plan (60%). Health plan premium payments shall be made on behalf of the Dean during this interval to the extent required by law. Upon utilizing leave under this provision, the Dean shall furnish medical certification to the Board (or its designee) respecting the necessity for the leave.

If the Board (or designee) has reason to doubt the validity of the medical certification supplied by the Dean, it may require a second opinion, at Board expense.

#### I. TENURE

The parties agree that the Dean is not eligible for and is denied tenure in any capacity including but not limited to an administrative, classroom or non-classroom capacity. The Dean does not hold nor has ever held classroom or administration certification in Michigan or any other state and will notify the Superintendent if course work is undertaken to obtain such classroom or administration certification.

Dean agrees that they are not eligible for protections/requirements under the revised school code Section 1229 (MCL 380.1229).

#### J. EARNED SICK TIME (EST) LEAVE

The Dean will receive 10 days (80 hours) of earned sick time per school year subject to proration if the Dean is hired after the start of the contract year or works part-time. The Dean may access and use Earned Sick Time before it is earned through actual hours worked.

1. If the Dean is hired after the contract year begins or is a part-time Employee, a prorated amount will be made available to the Dean.
2. Sick leave time accrued and unused as of June 30, 2025, will be converted to Earned Sick Time hours and credited to the Dean's Earned Sick Time leave bank.
3. A Dean that ends employment, prior to the end of the school year, will have to repay the Employer for days used that are not proportionate to the time worked. The Employer may deduct the amount equivalent to any used but unearned Earned Sick Time from the Dean's final paycheck, to the extent permitted by law.
4. Earned Sick Time must be used in increments of at least 1 hour. If a substitute is required for the

## CONTRACT OF EMPLOYMENT

### *DEAN FOR STUDENT SUCCESS*

position, the Dean must use time off in ½ day increments.

5. Unused sick leave days shall accumulate from year to year without limitation.
6. The Dean may use earned sick time for any ESTA purpose, and earned sick time is subject to terms and conditions specified in ESTA and the Employer's ESTA policy, as that policy may be adopted and amended from time to time. The Dean may use earned sick time for the following reasons:
  - a. the Dean's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the Dean's mental or physical illness, injury, or health condition; or preventative medical care for the Dean;
  - b. for the Dean's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the Dean's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the Dean;
  - c. if the Dean or the Dean's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
  - d. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
  - e. for closure of the Dean's place of business by order of a public official due to a public health emergency, for a Dean's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the Dean or their family member's presence in the community would jeopardize the health of others because of the Dean's or family member's exposure to a communicable disease, whether or not the Dean or family member has actually contracted the communicable disease.
7. A Dean who is unable to perform their duties due to illness or disability shall notify their Director before the start of the workday or as soon as practicable. If an illness or disability extends beyond the first absence day, the Dean and the Employer may decide the notice frequency for the continued illness or disability.

## CONTRACT OF EMPLOYMENT

### *DEAN FOR STUDENT SUCCESS*

8. If the Dean's need to use leave is foreseeable, the Dean must provide notice to the Employer of the Dean's intent to use earned sick time at least 7 days prior to the date leave is to begin.
9. For leave of more than five (5) consecutive days, upon Employer request, the eligible Dean must provide the Employer, within 15 days after the request, reasonable documentation that earned sick time was used for an ESTA purpose.
10. A Dean who has exhausted earned sick time leave and still not able to return to work may be paid for any unused vacation days.

#### **K. BEREAVEMENT LEAVE**

The Dean shall be entitled to up to five (5) days of paid bereavement leave per occurrence in the event of the death of an immediate family member. For this section, "immediate family" is defined as the Dean's current spouse, child, parent, grandparent, grandchild, brother, sister, father-in-law, mother-in-law, daughter-in-law, or son-in-law.

Bereavement leave must be used, commencing within a reasonable time of the date of death or related memorial services, unless otherwise approved by the Employer. The Dean may be required to provide documentation to support the request for bereavement leave.

#### **L. JURY SERVICE AND SUBPOENA**

Absence for jury service or subpoena will not be charged against the Dean's leave allowance and shall be granted if the criteria below is met:

1. When a Dean is summoned for jury service, compensation for jury service in combination with the Board pay shall not exceed the Dean's regular rate of pay.
2. On days in which the Dean is required to report for jury service, the Dean is not required to report to work.
3. Substantiation of payment and attendance will be required in accordance with the Employer's processing procedures.
4. Court appearance as a witness in a case related to employment or the school, or whenever the Dean is subpoenaed to attend proceedings where they are required to provide information on behalf of the Employer.

## CONTRACT OF EMPLOYMENT

### *DEAN FOR STUDENT SUCCESS*

#### **M. AUTOMOBILE**

Mileage for trips outside the Tri-County (Clinton-Eaton-Ingham) boundaries will be paid at the then current IRS mileage rate upon the submission of documented mileage forms for preapproved trips. All mileage submissions for the fiscal year must be submitted to the Dean's director no later than June 30.

#### **N. REIMBURSEMENT**

The Dean shall be eligible to be reimbursed for out-of-District travel, meals, and lodging in accordance with per diem expense and reimbursement procedures, established by the Board. Any expense to be incurred by the Dean for out-of-District travel in excess of 50 miles shall be submitted in advance for review and approval by the Superintendent or designee. The Dean shall be required to present an itemized account of their reasonable and necessary expenses.

#### **O. WORK TRAININGS/CONFERENCES**

The Employer may cover the costs associated with attendance at pre-approved work-related trainings or conferences.

#### **P. PERSONAL BUSINESS LEAVE**

The Dean is provided three (3) personal business days (24 hours) each contract year, subject to proration if the Dean is hired after the start of the contract year or works part-time. The Dean shall not use personal business days to extend a holiday or vacation. The Dean shall not use a personal business day without the prior written approval of their Director.

1. Unused personal business days at the end of the work year will be credited to the Dean's earned sick time leave bank.
2. A Dean that ends employment, prior to the end of the school year, will have to repay the Employer for days used that are not proportionate to the time worked. The Employer may deduct the amount equivalent to any used personal business leave from the Dean's final paycheck, to the extent permitted by law.

#### **Q. INSURANCE CARRIERS**

The Board reserves the right to change the identity of the insurance carrier, policyholder or third-party administrator for the insurance programs as provided in this agreement, provided that comparable coverage, as determined by the Board, is maintained during the term of this Contract.

1. The Board shall not be required to remit premiums for any insurance coverage for the Dean and eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder or third-party administrator.

## CONTRACT OF EMPLOYMENT

### *DEAN FOR STUDENT SUCCESS*

2. The terms of any contract or policy issued by any insurance company or third-party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters.
3. The Dean is responsible for ensuring completion of all forms and documents needed to receive the above-described insurance coverage.
4. The Board, by payment of the premium payments required to provide insurance coverage for the programs as provided in this agreement, shall be relieved from all liability with respect to insurance benefits.

#### **R. INSURANCE PROGRAMS**

To receive earned benefits, the Dean, upon hire or upon returning from a leave of absence, must complete enrollment forms within 30 days of employment or during the Employer's open enrollment period.

1. The Employer agrees to make premium contributions on behalf of a Dean working 30 or more hours per week. For a part-time Dean who works 17.5 or more hours per week, the Employer agrees to bear the cost represented by the percentage of 30 hours per week worked by the Dean, with the remaining cost to be paid by the Dean through payroll deduction. A Dean that works less than 17.5 hours per week is not eligible for the following earned benefits.
2. Insurance plans and premium contribution rates by the Employer and the Dean adjust January 1 of each year. Premium shares will follow that of ELEA.

#### **S. EARNED BENEFITS**

1. LIFE - The Board shall provide, without cost to the Dean, group life insurance protection and AD&D in the amount of \$50,000 during the life of this Agreement. The said insurance policy is payable to the Dean's designated beneficiary with provisions for double indemnity in the event of accidental death.
2. DENTAL - The Board shall provide, without cost during the life of this Agreement, a dental insurance program at one hundred percent (100%) of Class I benefits, eighty percent (80%) of Class II benefits, and eighty percent (80%) of Class III benefits with a One Thousand Five Hundred Dollars (\$1,500) annual maximum, and 80% orthodontics benefit with a one thousand five hundred Dollars (\$1,500) lifetime maximum.

## CONTRACT OF EMPLOYMENT

### *DEAN FOR STUDENT SUCCESS*

3. CASH-IN-LIEU (CIL) - If the Dean does not elect medical coverage, they shall receive a \$243 monthly CIL benefit, provided the Dean signs the Employer's Waiver of Medical Coverage form and proof that another qualified plan covers them.
4. STD & LTD - The Board agrees to provide without cost to the Dean an insured income continuation plan for disability extending beyond the Dean's accumulated earned sick time leave. The Board will guarantee sixty percent (60%) of the Dean's income from the tenth (10th) working day following the exhaustion of earned sick time days and continuing to ninety (90) calendar days. After the 90th calendar day, the long-term disability (LTD) policy will activate. The benefits of this plan are summarized in the attached document entitled MESSA "Negotiated LTD Plan Highlights."
5. HEALTH – The Dean shall have the option to enroll in the available health insurance plans offered by the Board. The annual limit the Board shall contribute for healthcare on behalf of the Dean and the Dean's eligible dependents shall be eighty percent (80%) of the annual cost for the lowest premium health care plan option and the approved Health Savings Account (HSA) contribution. The Dean selecting the lowest premium healthcare plan will be responsible for the remaining twenty percent (20%).
6. The Dean electing coverage with a premium higher than the Board's eighty percent (80%) contribution shall be responsible for paying the difference between the Board's contribution and the total cost of their selected plan.
7. Coverage will be for a full twelve (12) months. It is expressly understood that full twelve (12) months' coverage depends on completion of the total school year.
8. HEALTH SAVINGS ACCOUNT (HSA)- For Deans who elect enrollment in a High Deductible Health Plan (HDHP), the Employer shall deposit an amount equal to 70% of the minimum annual deductible as established by the IRS for the applicable plan year. This contribution will be based on the coverage level selected by the Dean (self-only or family coverage).
9. The Employer's contribution shall be deposited into the Dean's Health Savings Account (HSA) to assist with eligible medical expenses incurred under the HDHP.
10. VISION – The Board shall provide, without cost to the Dean, the MESSA Vision Services Plan 3 (VSP-3).

#### **T. RETIREMENT LEAVE BENEFITS**

If the Dean separates employment with the Employer for purposes of retirement, in accordance with

## CONTRACT OF EMPLOYMENT

### *DEAN FOR STUDENT SUCCESS*

the provisions of the Michigan Public School Employees Retirement Act, MCL 38.1301, *et seq.*, the Dean shall receive a lump sum payment, in July of the fiscal year following retirement, not to exceed \$5,000 computed at \$55 per day for each day of accumulated earned sick leave. To be eligible for this retirement leave payout, the Dean shall complete a minimum of 10 years of service to the Employer.

Unused personal business and/or vacation leave payout does not apply to a Dean who is discharged or resigns.

#### **U. TAX DEFERRED ANNUITY PROGRAM**

The Dean may contribute to an approved 403B or 457 Tax Deferred Annuity (TDA) vendor through a payroll deduction program. These savings programs allow the Dean to invest towards their own retirement on a tax-deferred basis.

#### **V. RETIREMENT PLAN**

Membership in the Michigan Public School Employees Retirement System (MPSERS) is required by law and provides benefits to the Dean as outlined in the retirement plan booklet.

#### **W. TERMINATION AND MODIFICATION**

This Agreement contains the entire agreement and understanding by and between the Employer and the Dean. No representations, promises, agreements, or understandings, written or oral, not contained herein shall be of any force or effect. All prior agreements (written or oral), pertaining to, connected with, or arising in any manner out of the employment of the Dean by the Employer are hereby terminated and shall hereafter be of no force or effect whatsoever. Provided, that this Agreement is voidable pursuant to the provisions of the Michigan Revised School Code pertaining to criminal records checks. No amendment to or modification of this Agreement shall be valid or binding unless it is in writing, approved by the Superintendent and approved by action of the Board as it is reflected in the minutes and signed by the Board's President and Secretary. No valid waiver of any provision of this Agreement at any time shall be deemed a waiver of any other provision of this Agreement at such time or at any other time.

#### **X. SEVERABILITY**

If any provision of this Agreement becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Agreement shall continue in full force and effect without said provision(s).

#### **Y. LIMITATIONS**

The Dean agrees that any claim or suit arising out of the Dean's employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the

**CONTRACT OF EMPLOYMENT**

**DEAN FOR STUDENT SUCCESS**

claim or suit. The Dean understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation set forth herein and waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a law suit, it is the intent of the parties that the court enforce this provision to the extent possible and declare the law suit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

**COUNTERPART SIGNATURES**

This Contract is executed on behalf of the School Employer pursuant to the authority granted by the Board of Education of the School Employer of the City of East Lansing.

The parties have caused this Contract to be executed in their respective names and in the case of the Board of Education and School District, by its President, Secretary and the Superintendent of Schools.

\_\_\_\_\_  
Dean’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent’s Signature

\_\_\_\_\_  
Date

F. **Approval of Contract for Lindsey Loniewski, Whitehills Elementary Principal**

**65**

*Motion: I move that the Board of Education approve the contract for Lindsey Loniewski, Whitehills Elementary Principal, as presented.*



East Lansing  
Public Schools

## MEMORANDUM

**TO:** East Lansing Public Schools Board of Education

**FROM:** Dori Leyko, Superintendent

**SUBJECT:** Recommendation to Hire – Whitehills Principal

**DATE:** May 6, 2026

I am writing to strongly recommend Lindsey Loniewski for the position of Principal at Whitehills Elementary School.

Through an extensive review of her application materials, professional experience, and recommendations, it is clear that Lindsey brings the exact combination of instructional leadership, relational capacity, and equity-centered practice that aligns with the vision and expectations outlined for this role. As noted in the position description, the district seeks a leader who can foster student achievement, lead collaboratively, and maintain a safe, inclusive school environment. Lindsey has consistently demonstrated these competencies in her current and prior roles.

Lindsey currently serves as a Student Success Coordinator and has taken on responsibilities as Principal in Charge, positioning her well for the transition into a building leadership role. Her experience spans general education, special education, and systems-level leadership, including work with MTSS, behavioral systems, and restorative practices. This breadth is particularly important given the principal's responsibility to oversee student support systems, discipline, and the implementation of IEPs and behavior plans.

In addition to her operational and instructional leadership, Lindsey's commitment to equity is both authentic and actionable. She has served as a District Equity Coach and has led efforts to remove systemic barriers, increase engagement among underrepresented student groups, and expand inclusive practices. Her leadership reflects a deep understanding that equity work must be embedded in daily practice, staff development, and family engagement—not treated as a separate initiative.

Lindsey's professional credentials further strengthen her candidacy. She holds a Master's degree in Special Education with a concentration in Autism Spectrum Disorder and has earned National Board Certification—one of the highest recognitions in the teaching profession. She is also actively completing her administrative certification through the MASSP Path to Leadership program, demonstrating both readiness and commitment to continued growth.

Equally important are Lindsey's interpersonal strengths. Multiple references highlight her ability to build trust, communicate effectively, and cultivate a positive school culture grounded in collaboration and high expectations. Her supervisor notes her consistent, empathetic, and firm leadership in supporting students and staff, as well as her ability to lead reflective conversations that drive instructional improvement (recommendation letter, p.10). These qualities are essential for leading the

Whitehills Professional Learning Community and engaging families and staff as partners in student success.

Finally, Lindsey's performance record reflects a high level of effectiveness. Her most recent evaluation rates her as "Effective," with strong scores across instructional practice, classroom environment, and professional responsibilities (evaluation summary, p.8). This consistent performance underscores her readiness to assume the broader responsibilities of building leadership.

In sum, Lindsey Loniewski is a thoughtful, student-centered leader who embodies the district's commitment to excellence, equity, and belonging. She has the experience, skill set, and leadership disposition necessary to successfully lead Whitehills Elementary School and to make a meaningful impact on students, staff, and families from day one.

I recommend her without reservation.

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SCHOOL ADMINISTRATOR

It is hereby agreed by and between the Board of Education of the School District of the City of East Lansing (*hereinafter* "Board") and **Lindsey Loniewski** (*hereinafter* "Administrator") that pursuant to Section 1229 (2) of the Revised School Code of the State of Michigan, the Board employs the said **Elementary School Principal** for a period commencing on July 1, 2026 and ending on June 30, 2027, according to the terms and conditions as described and set forth below. Any extension of this Contract requires the express approval of the Board.

**A. COMPENSATION**

The Administrator shall be paid at an annual (52 work weeks) salary rate of One Hundred Eight Thousand dollars (**\$108,000**) for Contract Year 2026-27 in consideration of their performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent and as scheduled by the Superintendent.

1. The annual salary shall be paid in twenty-six (26) equal bi-weekly installments, beginning with the commencement of the Contract year (July 1 - June 30) or the Administrator may elect to have the annual salary paid in equal bi-weekly installments, on established payroll pay dates, over the Administrators work year calendar.
2. The Board retains the right to adjust the Administrator's annual salary during the term of this Contract. Any such salary adjustment shall not reduce the annual salary below the minimum annual salary prescribed above.
3. Any adjustment in salary made during the term of this Contract shall be in the form of a written amendment, and when executed by the Administrator and the Board, shall become a part of this Contract. Unless expressly stated in writing, any such salary adjustment amendment shall not be considered a new Contract or an extension of the Contract's termination date.
4. Consistent with Section 1250 of the Revised School Code, the Administrator's job performance and job accomplishments as evaluated under Paragraph 4 will be a significant factor in determining any adjustment to the Administrator's compensation. The Administrator shall not receive compensation increases for Contract years 2027-28, if the Administrator's subsequent year's evaluation rating is other than Highly Effective or Effective.
5. If the Administrator has received a PhD or EdD they shall receive an additional Four Thousand Dollars (\$4,000) per Contract year.

**B. DUTIES**

The Administrator shall perform the duties as prescribed by the Board pursuant to the School Code

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

of the State of Michigan as may be established and as described in the job description for said position as may be modified and/or amended from time to time by the Superintendent.

1. The Administrator's assigned position is for Two Hundred Sixteen (216) work days per Contract Year.
2. The Administrator agrees to faithfully perform those duties assigned by the Board and under the supervision and direction of the Superintendent.
3. The Administrator acknowledges the ultimate authority of the Board and Superintendent with respect to their responsibilities and directions related thereto.
4. The Administrator is subject, during the term of this Contract, to assignment and transfer to another position of administrative employment in the School District at the discretion of the Board or its Superintendent.

#### C. QUALIFICATIONS

The Administrator represents that they possess and will maintain all certificates, credentials, and qualifications required by law, including Revised School Code Sections 1246 and 1536, applicable administrative regulations, and those required by the Board to serve in the position assigned.

1. As a condition of their continued employment, the Administrator also agrees to meet all certification and continuing education requirements for the position assigned, as may be required by law or by the Michigan State Board of Education, and/or the Michigan Superintendent of Public Instruction.
2. If at any time the Administrator fails to maintain all certificates, credentials, continuing education requirements, or qualifications required for the assigned administrative position, this Contract shall automatically terminate and the Board shall have no further contractual obligations.

#### D. PERFORMANCE

The Administrator agrees to devote their talents, skills, efforts, and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned, including compliance with the directives of the Board and Superintendent to carry out the Board's policies and educational programs.

1. The Administrator agrees to comply with and fulfill all responsibilities and tasks for which they are responsible as required by state and federal law, Board policies, regulations, directives and those directives issued by the Superintendent.
2. The Administrator pledges to use their best efforts to maintain and improve the quality of District operations and to constantly promote efficiency in all areas of their responsibility.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

3. The Administrator agrees to perform their responsibilities with diligence and competence on behalf of the District, using their best efforts to maintain and improve the quality of the District's programs and services.

#### **E. TAX-DEFERRED ANNUITY**

At the Administrator's option and as solely paid for by the Administrator, the District will deduct premium payments from the Administrator's wages and remit same to a District-approved tax-deferred annuity company pursuant to IRS Section 403(b) or 457.

#### **F. EVALUATION**

The Administrator's performance shall be evaluated by the Board or its designee annually or biennially, not later than June 30<sup>th</sup> of each year. The evaluation shall comply with Section 1249 of the Revised School Code (or its successor provisions).

#### **G. WORK SCHEDULE**

The Administrator's assigned position is for Two Hundred Sixteen (216) work days during a fiscal/contract year (July 1 – June 30) as scheduled by the Superintendent.

#### **H. FLEX DAYS**

An Administrator with a work year of less than Two Hundred Sixty (260) days shall have the option to earn and use flex days, which are defined as trading a workday for a non-workday (excluding weekends) as follows:

1. The Administrator may use up to ten (10) flex days per Contract year, with a maximum of five (5) flex days, including three (3) consecutive flex days, for use when students are in session.
2. The Administrator's earning and use of a flex day requires approval from the Superintendent or designee.

#### **I. EARNED SICK TIME (EST) LEAVE**

1. The Administrator will receive 10 days (80 hours) of earned sick time per school year subject to proration if the Administrator is hired after the start of the contract year or works part-time. The Administrator may access and use Earned Sick Time before it is earned through actual hours worked.
2. If the Administrator is hired after the contract year begins or is a part-time Administrator, a prorated amount will be made available to the them.
3. Sick leave time accrued and unused as of June 30, 2025, will be converted to Earned Sick Time hours and credited to the Administrators' Earned Sick Time leave bank.
4. An Administrator that ends employment, prior to the end of the school year, will have to repay the District for days used that are not proportionate to the time worked. The Employer may

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

deduct the amount equivalent to any used but unearned Earned Sick Time from the Administrator's final paycheck, to the extent permitted by law.

5. Earned Sick Time must be used in increments of at least 1 hour. If a substitute is required for the position, the Administrator must use time off in ½ day increments.
6. Unused earned sick leave days shall accumulate from year to year without limitation.
7. The Administrator may use earned sick time for any ESTA purpose, and earned sick time is subject to terms and conditions specified in ESTA and the District's ESTA policy, as that policy may be adopted and amended from time to time. The Administrator may use earned sick time for the following reasons:
  - a. the Administrator's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the Administrator's mental or physical illness, injury, or health condition; or preventative medical care for the Administrator;
  - b. for the Administrator's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the Administrator's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the Administrator;
  - c. if the Administrator or the Administrator's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
  - d. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
  - e. for closure of the Administrator's place of business by order of a public official due to a public health emergency, for an Administrator's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the Administrator's or Administrator's family member's presence in the community would jeopardize the health of others because of the Administrator's or family

member's exposure to a communicable disease, whether or not the Administrator or family member has actually contracted the communicable disease.

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8. An Administrator who is unable to perform their duties due to illness or disability shall notify their supervisor before the start of the workday or as soon as practicable. If an illness or disability extends beyond the first absence day, the Administrator and the Administrator's supervisor may decide the notice frequency for the continued illness or disability.
9. If the Administrator's need to use leave time is foreseeable, the Administrator must provide notice to the District of the Administrator's intent to use earned sick time at least 7 days prior to the date leave is to begin.
10. For leave of more than five (5) consecutive days, upon District request, the eligible Administrator must provide the District, within 15 days after the request, reasonable documentation that earned sick time was used for an ESTA purpose.
11. An Administrator who has exhausted earned sick time leave and still not able to return to work may be paid for any unused vacation days.
12. Unused earned sick leave days may accumulate without limit and be compensated as per Addendum A.

#### J. PERSONAL BUSINESS DAYS

The Administrator shall also receive three (3) personal business days (24 hours) each contract year, subject to proration if the Administrator is hired after the start of the contract year or works part-time. Those days, if not used, will be added to the earned sick bank at the end of each contract year.

#### K. BEREAVEMENT LEAVE

The Administrator shall be entitled to up to five (5) days of paid bereavement leave per occurrence in the event of the death of an immediate family member. For this section, "immediate family" is defined as the Administrator's current spouse, domestic partner, child, parent, grandparent, grandchild, brother, sister, father-in-law, mother-in-law, daughter-in-law, or son-in-law. This leave will not be charged against Administrator's earned sick time leave/vacation allowance.

#### L. JURY SERVICE AND SUBPOENA

1. Any absence for jury service or subpoena will not be charged against the Administrator's earned sick time leave allowance and shall be granted if the criteria below is met:
  - a. When an Administrator is summoned for jury service, compensation for jury service in combination with the Board pay shall not exceed the Administrator's regular rate of pay.
  - b. On days in which the Administrator is required to report for jury service, the Administrator is not required to report to work.

## CONTRACT OF EMPLOYMENT

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- c. Substantiation of payment and attendance will be required in accordance with District's processing procedures.
- d. Court appearance as a witness in a case related to employment or the school, or whenever Administrator is subpoenaed to attend proceedings where they are required to provide information on behalf of the District. However, this shall not apply to any proceeding brought by the Administrator against the district or in which the Administrator is testifying against the district.

#### **M. VACATION**

An Administrator assigned to a Two Hundred Sixty (260) day work year shall receive twenty-five (25) vacation days per Contract year.

1. The Administrator shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of District business. All vacation scheduling is subject to the approval of the Superintendent or designee.
2. Vacation days must be used within the Contract year for which they are made available and shall not accumulate beyond the Contract year.
3. Any unused vacation days at the end of a Contract year shall be transferred to the Administrator's Earned Sick Time Leave Bank.

#### **N. HOLIDAYS**

Consistent with the District's calendar, the Administrator is entitled to the following holidays for which no service to the District is required: Labor Day, Thanksgiving and the Day after Thanksgiving, Christmas Eve Day and Christmas (or the two days surrounding December 24 and 25 if they fall on a non-work day), New Year's Eve Day and New Year's Day, Martin Luther King, Jr. Day, National Presidents' Day, Memorial Day, Juneteenth, and Independence Day (260 work day Administrator only).

#### **O. REIMBURSED EXPENSES**

Consistent with Board Policy 4110, the District shall reimburse the Administrator for all reasonable expenses resulting from the performance of their duties as a District Administrator, including mileage (at the current IRS rate), meals, and lodging in accordance with per diem expense and reimbursement procedures established by the Board.

Any expense to be incurred by the Administrator for out-of-district travel in excess of 50 miles shall be submitted in advance for review and approval by the Superintendent. The Administrator shall be required to present an itemized accounting of their reasonable and necessary expenses.

#### **P. AUTOMOBILE**

Mileage for travel outside the Tri-County (Clinton, Ingham, Eaton) boundaries will be paid at the then-current IRS mileage rate upon submission of documented mileage forms.

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#### **Q. PROFESSIONAL DEVELOPMENT**

Subject to prior approval by the Superintendent or designee and consistent with Board Policy 4111, the Administrator shall be provided a maximum budget of Two Thousand dollars (\$2,000) per Contract year, toward payment for conference attendance, professional memberships and dues. Conference approval/attendance must appropriately support the Administrator's role. Further, college coursework may be reimbursed upon completion provided the grade received is a 2.5 or higher and transcript(s) are submitted to Human Resources for processing. Any amount exceeding the Two Thousand dollars (\$2,000) allotment is subject to prior approval by the Superintendent.

An Administrator may be absent for participation in professional development activities as approved by the Superintendent or designee.

#### **R. MENTOR**

A mentor may be assigned for the first year to an Administrator who is new to the District in a new assignment. The mentor will provide collegial professional support, guidance, and consultation. Upon request of the mentor/mentee and with the approval of the Superintendent or designee, the District will make available reasonable release time for the mentor and mentee to work together during the regular work day. A mentor shall be compensated at the rate of Fifty Dollars (\$50) an hour for mentoring duties for up to thirty (30) hours per Contract year.

#### **S. INSURANCE PREMIUM PAYMENTS**

Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third-party Administrator, the Board shall make premium payments on behalf of the Administrator and eligible dependents for the insurance programs as provided in Addendum A.

The Employer will make premium contributions, on behalf of each unit Administrator who works thirty (30) hours or more per week and the Administrator's eligible dependents for the following insurance programs:

1. The Employer premium and health savings account contributions, as specified in this Article, shall be pro-rated for Administrators regularly scheduled to work at least seventeen and one-half (17.5) hours per week but less than thirty (30) hours per week.
2. Administrators working less than seventeen and one-half (17.5) hours per week are not eligible to participate in any insurance benefit programs at Employer expense.
3. All premium or premium equivalent amounts for which the Administrator is responsible will be payroll deducted.

#### **T. INSURANCE CARRIERS**

The Board reserves the right to change the identity of the insurance carrier, policyholder or third-party Administrator for the insurance programs as provided in Addendum A, provided that

## CONTRACT OF EMPLOYMENT

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comparable coverage, as determined by the Board, is maintained during the term of this Contract. Additionally, the Board reserves the right to self-fund any of the insurance benefits.

1. The Board shall not be required to remit premiums for any insurance coverage for the Administrator and their eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder, or third-party Administrator.
2. The terms of any contract or policy issued by any insurance company or third-party Administrator shall be controlling for all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters.
3. The Administrator is responsible for ensuring completion of all forms and documents needed to receive the above-described insurance coverage.
4. The Board, by payment of the premium payments required to provide insurance coverage for the programs as provided in Addendum A, shall be relieved from all liability with respect to insurance benefits.

#### **U. PROFESSIONAL DEVELOPMENT/CONFERENCES**

1. Participation in work-related professional development activities or conferences shall be subject to prior approval. Upon approval by the Superintendent or designee, the District may authorize attendance and pay for eligible costs.
2. Attendance at a work-related professional development activities or conferences will not be charged against Administrator's earned sick time leave/vacation allowance.

#### **V. SCHOOL-RELATED INJURY/LITIGATION**

The Administrator's temporary absence from duties resulting from a school-related assault or litigation arising from the scope of the Administrator's duties at the East Lansing Public Schools shall not be charged to the Administrator's Earned Sick Time Leave as long as the Administrator did not engage in misconduct or gross negligence as determined by the Superintendent. Further, this provision does not apply to any proceeding brought by the Administrator against the District or for a proceeding in which the Administrator is testifying against the District.

#### **W. DISABILITY or INCAPACITY**

In the event of the Administrator's mental and/or physical incapacity to perform the duties of their office, they shall be granted an initial leave of ninety (90) work days for purpose of recovery. The Administrator shall first exhaust any accumulated Earned Sick Time and accrued vacation time. The balance of the ninety (90) work day period shall be paid under the District's short-term disability plan (60%). Health plan premium payments shall be made on behalf of the Administrator during this interval to the extent required by law. Upon utilizing leave under this provision, the Administrator shall furnish medical certification to the Board (or its designee) respecting the necessity for the leave.

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If the Board (or designee) has reason to doubt the validity of the medical certification supplied by the Administrator, it may require a second opinion, at Board expense.

The Administrator may request a ninety (90) work day unpaid leave extension in the event of their physical and/or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is reasonable likelihood that the Administrator will be able to resume their duties at the end of the extended leave interval. Medical certification shall be supplied by the Administrator as a condition to any leave extension. Any extensions of leave for this purpose shall be at the discretion of the Board.

If the Administrator is unable to or does not resume work at the conclusion of a leave taken under this paragraph (or any extension thereof), their employment and this Contract may be terminated at the option of the Board. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.

Prior to resumption of duty after an unpaid leave of absence for a serious health condition, the Administrator shall provide to the Board a fitness for duty certification from the Administrator's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion in this context is precluded by the Family and Medical Leave Act.

#### **X. MEDICAL EXAMINATION**

The Administrator shall submit to such medical examinations (including drug or alcohol tests, as well as psychological or psychiatric evaluation), supply such information, and execute such documents as may be required by any underwriter, policyholder, or third party administrator providing insurance programs specified under this Contract, or as may be directed by the Board to determine the Administrator's ability to perform the essential job functions required by her assignment, with or without reasonable job accommodation(s).

1. Upon request of the Board or Superintendent, the Administrator shall authorize the release of medical information necessary to determine if the Administrator is capable of performing the essential job functions required by their assignment, with or without reasonable job accommodation(s).
2. Any medical examination or disclosure of such information required of the Administrator by the Board shall be job-related and consistent with business necessity.
3. Any medical examination under this section shall be at Board expense and shall be conducted by appropriate medical personnel of the Board's choice.
4. Any information obtained from medical examinations or inquiries shall be confidential. The Administrator may receive the results of Board-ordered tests and examinations upon written request.

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#### **Y. ERRORS AND OMISSIONS INSURANCE**

The Board agrees to pay the premium amount for errors and omissions insurance coverage for the Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of their authority. The policy limits for this coverage shall be not less than Five Million Dollars (\$5 million).

1. The terms of the errors and omissions insurance policy shall control the Administrator's defense and indemnity. The Board's sole obligation shall be limited to the payment of premium amounts for the above errors and omissions coverage.
2. If such insurance coverage cannot be purchased in the above amounts or at a reasonable premium rate, the Board shall have the right to discontinue said coverage and shall notify the Administrator. In that event, the Board agrees on a case-by-case basis to consider providing legal defense or indemnification to the Administrator as authorized under MCL 691.1408 and MCL 380.11a(3)(d).

#### **Z. TENURE**

The Administrator agrees that they shall not be deemed to be granted continuing tenure in the administrative position initially assigned or to which they may be assigned or transferred or in any capacity other than that of a classroom teacher, should the probationary period required for tenure as a teacher be fulfilled by virtue of this Contract or any employment assignment requiring certification with the District.

#### **AA. LAYOFF**

This Contract may be terminated during its term pursuant to a reduction in administrative personnel, as determined by the Board. The Administrator shall be given at least thirty (30) days' notice of termination before the effective date of layoff. In the event of layoff, the Board has no further obligation under this Contract.

#### **BB. RETIREMENT**

Within sixty (60) days of separation from employment with the District for purposes of retirement pursuant to the Michigan Public School Employees Retirement Act, the Administrator will receive payment of One Hundred Dollars (\$100) for each accumulated sick leave day up to a maximum of Twelve Thousand Five Hundred Dollars (\$12,500).

1. Proof of retirement application is required for this payment.
2. In the event of the Administrator's death, this benefit will be paid to the beneficiary designated in writing by the Administrator or according to the priorities specified in MCL 408.480 if the Administrator has given proper notice of retirement.

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3. The Administrator must have a minimum of ten (10) years of service with the district to be eligible for this payment.

#### **CC. NONRENEWAL**

The Board's decision not to continue or renew the Administrator's employment for any subsequent period in any capacity (other than as a classroom teacher as may be required by the Michigan Teachers' Tenure Act) shall not be deemed a breach of this Contract or a discharge or demotion under the Michigan Teachers' Tenure Act.

#### **DD. TERMINATION**

The Board is entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that the Administrator has engaged in any act of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, or if the Administrator materially breaches the terms and conditions of this Contract, or for any other reason determined to be sufficient by the Board.

1. The foregoing standards for termination of this Contract during its term do not apply to nonrenewal of this Contract at the expiration of its term, of which decision is discretionary with the Board and are governed by Section 1229 of the Revised School Code, MCL 380.1229.
2. If the Board undertakes to dismiss the Administrator during the term of this Contract, the Administrator shall be entitled to written notice of charges and an opportunity for a hearing before the Board.
3. If the Board terminates the Administrator's employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further contractual obligation to the Administrator.

#### **EE. ARBITRATION**

If a dispute relating to the Administrator's termination arises during the term of this Contract, the parties agree to submit such dispute to binding arbitration. Selection of the arbitrator and the arbitration proceedings shall be conducted under the National Rules for the Resolution of Employment Disputes of, and administered by, the American Arbitration Association, and shall comply with the Michigan Uniform Arbitration Act, MCL 691.1681 et seq.

1. The parties intend that this process of dispute resolution shall include all contract and statutory claims advanced by the Administrator arising from their termination during the term of this Contract, including (but not limited to) claims of unlawful discrimination and all claims for damages or other relief. However, this agreement to arbitrate does not restrict the Administrator from filing a claim or charge with any state or federal agency (such as the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights), and does not apply to any claims for unemployment compensation or workers' compensation which may be brought by the Administrator. Instead, this agreement to arbitrate claims applies to those

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matters which would otherwise be subject to state or federal court proceedings.

2. This agreement to arbitrate means that the Administrator is waiving their right to adjudicate discrimination claims in a judicial forum and is instead opting to arbitrate those claims. In any such arbitration proceeding, the Administrator has the right to representation by counsel of their choice, the right to appointment of a neutral arbitrator, the right to reasonable discovery, and the right to a fair hearing. However, the Administrator, through this agreement to arbitrate such claims, does not waive any statutory rights or remedies in the context of such arbitration proceedings.
3. The arbitrator's fee and the costs imposed by the American Arbitration Association shall be shared equally by the Board and the Administrator, subject to the Administrator's right to seek to tax such fees as costs against the Board.
4. Any claim for arbitration under this provision must be filed with the American Arbitration Association, in writing, and served on the Board within one hundred eighty (180) days of the effective date of the Administrator's termination during the term of this Contract. The arbitrator's Decision and Award shall be final and binding on the parties. Judgment thereon may be entered in a court of competent jurisdiction.

#### **FF. LIMITATIONS**

The Administrator agrees that any claim or suit for breach of this Contract or otherwise arising out of the Administrator's employment with the Board must be filed no more than six (6) months after the date of the act or omission that is the subject of the claim or suit. The Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by this contractual six (6) month limitations period and waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a lawsuit, it is the parties' intent that the court will enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

#### **GG. ENTIRE AGREEMENT**

This Contract contains the entire agreement and understanding between the Board and the Administrator as to the employment of the Administrator. Prior or current representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.

1. Any prior agreement (written or oral) pertaining to, connected with, or arising in any manner out of the employment of the Administrator by the Board, are terminated and shall have no effect. Provided, however, that this Contract is voidable under the Revised School Code's provisions pertaining to criminal history and records checks.

**CONTRACT OF EMPLOYMENT**

**SCHOOL ADMINISTRATOR**

- 2. No change or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board as reflected in its minutes, and signed by the Superintendent.
- 3. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provisions of this Contract at such time or at any other time.

**HH. SEVERABILITY PROVISION**

If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Contract shall continue in full force and effect without said provision(s).

**AUTHORIZATION**

This Contract is executed on behalf of the School District pursuant to the authority granted by the Board of Education of the City of East Lansing pursuant to Board action taken on July 14, 2025.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names and in the case of the Board of Education and School District, by its President, Secretary and Superintendent.

\_\_\_\_\_  
Date By: \_\_\_\_\_  
Administrator

EAST LANSING PUBLIC SCHOOLS

\_\_\_\_\_  
Date By: \_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date By: \_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
Date By: \_\_\_\_\_  
Secretary of the Board of Education

**ADDENDUM A**

Insurance premiums paid by the district on behalf of the Administrator and their eligible dependents include:

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

#### HEALTH INSURANCE

The Administrator shall have the option to enroll in the available health insurance plans offered by the Board. The annual limit the Board shall contribute for healthcare on behalf of the Administrator and their eligible dependents shall be eighty percent (80%) of the annual cost for the lowest premium health care plan option and the approved Health Savings Account (HSA) contribution. Should the Administrator select the lowest premium healthcare plan, they will be responsible for the remaining twenty percent (20%).

Should the Administrator elect coverage with a premium higher than the Board's eighty percent (80%) contribution, the Administrator shall be responsible for paying the difference between the Board's contribution and the total cost of their selected plan.

Note: Insurance benefits are available on a pro-rata basis if the Administrator works less than full-time. The District will pay the premium cost represented by the Administrator's then-current percentage of time working for the District; the remaining portion of the insurance cost will be paid by the Administrator through payroll deduction.

#### HEALTH SAVINGS ACCOUNT (HSA)

If the Administrator elects to enroll in a High Deductible Health Plan (HDHP), the Board shall deposit an amount equal to 70% of the minimum annual deductible as established by the IRS for the applicable plan year. This contribution will be based on the coverage level selected by the Administrator (self-only or family coverage). The Board's contribution shall be deposited into the Administrator's Health Savings Account (HSA) to assist with eligible medical expenses incurred under the HDHP.

#### CASH-IN-LIEU (CIL)

If the Administrator does not elect medical coverage, they shall receive a \$243 monthly CIL benefit, provided the Administrator signs the District's Waiver of Medical Coverage form and proof that another qualified plan covers them.

#### DENTAL INSURANCE

The Board shall provide, at no cost during the life of this Agreement, a dental insurance program covering 100% of Class I benefits, 80% of Class II benefits, and 80% of Class III benefits, with an annual maximum of \$1,500. Additionally, the program includes an 80% orthodontics benefit with a lifetime maximum of \$1,500.

#### VISION INSURANCE

The Board shall provide, at no cost to the Administrator, the MESSA Vision Services Plan 3 (VSP-3).

#### TERM LIFE INSURANCE

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

The District shall provide without cost to the Administrator group life insurance protection at a rate two (2) times the sum of the Administrator's current contracted salary; said insurance policy is payable to the Administrator's designated beneficiary thereof with provisions for double indemnity in the event of accidental death (AD&D). Group life insurance protection shall not exceed \$225,000.

#### SHORT TERM/LONG-TERM DISABILITY

The Board shall provide the Administrator with an insured income continuation plan for disability extending the Administrator's income from the tenth (10th) working day following the exhaustion of sick days and continuing for ninety (90) calendar days. At this time, the long-term disability (LTD) policy will activate. The benefits of this plan are summarized per MESSA's "Negotiated LTD Plan Highlights" document.

DRAFT

VIII. **Committee Reports**

- A. Academic and Technology Committee
- B. Facilities Committee
- C. Finance Committee
- D. Intergovernmental Relations
- E. Personnel Committee
- F. Policy Committee
- G. Ingham School Officers Association (ISOA)

IX. **Announcements**

- A. The next regular scheduled meeting of the Board of Education is June 8, 2026.

X. **Adjournment**

*Respectfully Submitted,*

*Dori Leyko  
Superintendent*