

Union City Community Schools

“Striving For Excellence in Everything We Do”

Union City, Michigan 49094 / Superintendent’s Office (517) 741-3300 – Fax (517) 741-5205

Board of Education Agenda

Monthly Board Meeting	High School Media Center
Monday, May 16, 2022	6:30 PM

I. **Call To Order**

a. **Pledge of Allegiance**

b. **Opening Statement**

Welcome to the Union City Community Schools Board meeting. Our meeting agenda is available for you to follow. The expectation for our board meeting is to follow this agenda closely. We operate under the Open Meetings Act and utilize Roberts Rule of Order to govern our discussion and decision-making process. There is an opportunity for public comment during our set agenda. We welcome the public to express their opinions during this time of our agenda. If there are questions about the agenda or the board meeting process, please seek out one of the Board members for clarification.

II. **Addition or Deletion of items to the Agenda**

III. **Consent Agenda**

a. **Approval of Minutes**

1. Regular Meeting 4/18/22
2. Closed Session 4/18/22

b. **Resignation**

Camri Wages, Full Time Substitute Teacher at the Elementary, is resigning effective June 3, 2022.

IV. **Correspondence**

V. **Comments From the Audience on Agenda Items**

a. **Public Comments Statement**

This is the section of the meeting in which the public may make comments or share their opinions about the agenda items. We ask you to limit your comments to no longer than 5 minutes per person to allow others the opportunity to speak.

This is an opportunity for the Board to listen to your concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further research.

VI. **Action Items**

a. **Financials**

Board action is required to approve the financials for the month ending April 30, 2022.

b. **Retirement**

Board action is required to accept the retirement of Anne Swain, elementary teacher. Anne has taught at the elementary for 24 years.

c. **Retirement**

Board action is required to accept the retirement of Caroline Hicks. Carrie has been a paraprofessional at Union City Elementary for 28 years.

d. **2022-2023 CISD Budget Resolution**

Board action is required to approve the CISD budget proposal as presented.

e. **UCEA-MEA Contract**

Board action is required to approve the renewal and changes in the UCEA-MEA contract as presented.

VII. **Discussion Items**

a. **NEOLA**

First reading of Volume 36 No. 2 of NEOLA policies/guidelines/bylaws.

b. **Construction Projects Update**

Board discussion on current and upcoming construction projects.

c. **ESSER III Fund Plan**

Board discussion regarding the information as presented.

VIII. **Information Items**

a. **Safety Grant**

As the result of a competitive grant application, the district application was chosen to receive \$50,000 per building, a total of \$150,000, for the construction of a secure vestibule area in each building.

b. **15-Year Facility Plan**

Attached are two documents that represent the working version of our 15 year facility plan. The first document is an excel spreadsheet printed to pdf which itemizes items identified primarily through the Triangle report and categorizes and prioritized them indicating status, budget, etc... The 2nd document is a running 10 year budget for our sinking fund revenue which breaks down expenses each year. I'm sharing these documents with the entire board but would like to schedule a meeting with the Building and Site committee to review in more detail and discuss and bring back at the June meeting.

c. **Upcoming Events**

The board of education is invited to the following events:

1. **High School Graduation** - May 29 at 2 p.m. in the Field House (please RSVP to Amber Case)
2. **Charger Academy Graduation** - June 4 at 11 a.m. at All Things Serenity (Please RSVP to Amber Case)
3. **End of Year Celebration** - June 1 at 3:30 p.m. in the Field House

d. **Board Candidate Petition Deadline**

Two 6-year terms (Searls and Mathis) will be up for election on November 8, 2022. Deadline to file a petition for these openings will be Tuesday, July 26 at 4 p.m. at the Branch County Clerk's office.

IX. **Public Comment**

a. **Public Comments Statement**

This is the section of the meeting in which the public may make comments or share their opinions about Union City Community Schools. We ask you to limit your comments to no longer than 5 minutes per person to allow others the opportunity to speak. This is an opportunity for the Board to listen to your

concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further research.

X. Board Roundtable

XI. Closed Session

Board action is required to adjourn to closed session for the purpose of discussing collective bargaining strategy per Section 8(c) of the Open Meetings Act.

XII. Adjournment

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda items five (V) and nine (IX).

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact, Kelly AcMoody at 517-741-8091 at least one week prior to the meeting or as soon as possible.

Monthly Board Meeting
Monday, April 18, 2022 6:30 PM Eastern

High School Media Center
430 St. Joseph Street
Union City, MI 49094

Call To Order

President Amber Herman called the meeting to order at 6:31 p.m.

Paula DeJongh:	Absent
Amber Herman:	Present
Darin LaBar:	Present
Dave Mathis:	Present
Archie Mears:	Present
Kyle Miller:	Present
Jennifer Searls:	Present

Pledge of Allegiance

Opening Statement

Addition or Deletion of Items to the Agenda

The Board of Education approves the addition of action item h - student trip Costa Rica In 2023. This motion, made by Dave Mathis and seconded by Kyle Miller, Carried.
Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 6, Nay: 0

Consent Agenda

The Board of Education approves the consent agenda as presented. This motion, made by Kyle Miller and seconded by Archie Mears, Carried.
Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 6, Nay: 0

Approval of Minutes

Regular Meeting 3/21/22

Correspondence - None

Comments From the Audience on Agenda Items - None

Public Comments Statement

Food Service Presentation

Glen Noffsinger, Food Service Consultant, presented proposed changes in the food service department.

High School Student Trip to Washington, D.C.

Richard Maples, high school history teacher, presented information on a trip to Washington, D.C. in June 2023.

Action Items

Financials

The Board of Education approves the financials for the month ending March 31, 2022 as presented. This motion, made by Archie Mears and seconded by Jennifer Searls Carried.
Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 6, Nay: 0

Retirement

The Board of Education approves the retirement of Donna Burdick, elementary special education teacher as presented. This motion, made by Darin LaBar and seconded by Jennifer Searls, Carried.
Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 6, Nay: 0

Administrative and Individual Contract Extensions

The Board of Education approves the administrative and individual contract extensions as presented. This motion, made by Jennifer Searls and seconded by Archie Mears, Carried.
Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 6, Nay: 0

Middle School Math Curriculum

The Board of Education approves the middle school math curriculum as presented. This motion, made by Jennifer Searls and seconded by Kyle Miller, Carried.
Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 6, Nay: 0

Bleacher Project Bids

The Board of Education authorizes the superintendent to seek bids for construction of the Alumni Field Bleachers. This motion, made by Archie Mears and seconded by Jennifer Searls, Carried.
Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 6, Nay: 0

High School Student Trip to Washington, D.C.

The Board of Education approves the high school student trip to Washington, D.C. as presented. This motion, made by Dave Mathis and seconded by Jennifer Searls, Carried.

Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 6, Nay: 0

Bus Mechanic/Assistant Transportation Supervisor Contract

The Board of Education approves the new contract for Brian Belanger, Bus Mechanic/Assistant Transportation Supervisor as presented. This motion, made by Jennifer Searls and seconded by Archie Mears, Carried.

Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 6, Nay: 0

High School Student Trip to Costa Rica.

The Board of Education approves the high school student trip to Costa Rica. as presented. This motion, made by Jennifer Searls and seconded by Kyle Miller, Carried.

Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 6, Nay: 0

Discussion Items

Night Custodians

Board discussion took place regarding posting the night custodian positions. These positions will be posted immediately.

Honoring Long-Time Employees

Board discussion took place about honoring long-time employees. Chris will look into this further.

Information Items - None

Public Comment - None

Public Comments Statement

Board Roundtable

Darin – track resurfacing. Chris said this will probably be scheduled for next year.

Closed Session

The Board of Education adjourns to closed session for the purpose of discussing collective bargaining strategy per Section 8(c) of the Open Meetings Act. This motion, made by Kyle Miller and seconded by Darin LaBar, Carried.

Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 6, Nay: 0

President Amber Herman adjourned to closed session at 7:33 p.m.

President Amber Herman called the meeting back to order at 8:56 p.m.

Adjournment

The Board of Education adjourns the regular meeting. This motion, made by Archie Mears and seconded by Jennifer Searls, Carried.

Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea

Yea: 6, Nay: 0

President Amber Herman adjourned the regular meeting at 8:56 p.m.

Kyle Miller
Secretary

Kelly AcMoody
Recording Secretary

April 21, 2022

To whom it may concern

I want to thank you for this amazing opportunity. I have learned so much through being the in house substitute for the elementary school. I have gotten to explore my passion for teaching and gotten to work with all grade levels. This position has allowed me to learn a variety of skills and tools to use in my future education career.

It has been because of these opportunities and support that I have decided to go back to school and pursue an education degree. I have applied and been accepted into the Elementary Education program at Central Michigan University. I will be starting my college education journey in the fall of 2022. As of June 3, 2022 I will no longer be working at Union City Community Schools.

Once again, I want to sincerely thank you for this amazing opportunity. This has helped me grow both personally and professionally. I have treasured the friendships and support systems that I have formed here. I will miss the environment, the people, and most importantly the students at Union City Elementary School when I leave. This is a bittersweet letter for me to write and I hope to work with you all again in the future.

Sincerely yours,

A handwritten signature in cursive script that reads "Camri Wages". The signature is written in dark ink and is positioned above the printed name.

Camri Wages

3/31/2022 Begin. Cash on Hand:	\$2,601,753		Total of Bills:	2,201,938
Total Receipts:	\$1,689,525		Total Net Payroll:	455,796
Total Expenditures:	\$2,657,734		Total Bills and Payroll	\$2,657,734
4/30/2022 Total Cash on Hand:	\$1,633,544		to be Approved:	

FOOD SERVICE-April

Union City Community Schools

School Service Fund

Combined Statement of Revenue and Expenditures Compared to Budget

For The Period Ending

April 30, 2022

	FOOD SERVICE			
	<u>Actual</u>	<u>Proposed Budget</u>	<u>Variance</u>	<u>% of Budget</u>
<u>REVENUE:</u>				
Local Sources	23,211	\$ 10,538	(\$12,673)	18%
State Sources	12,014	15,034	3,020	0.00%
Federal Sources	422,397	469,000	46,603	0.00%
INCOMING TRANSFERS		0	0	
TOTAL REVENUE	457,622	494,572	\$36,950	
<u>EXPENDITURES:</u>				
Salaries	128,224	122,969	5,255	104.27%
Employee Benefits	78,882	72,181	6,701	109.28%
Purchased Services	42,298	28,423	13,875	148.82%
Supplies & Materials	257,926	263,107	(5,181)	98.03%
Capital Outlay	27,594	3,500	24,094	788.39%
Other Expense	503	3,338	(2,835)	15.06%
Other Transactions	0	32,882	(32,882)	0.00%
TOTAL EXPENDITURES	535,426	526,400	9,026	0.00%
OUTGOING TRANSFERS				
TOTAL EXPENDITURES	535,426	526,400	9,026	0.00%
EXCESS REVENUE (EXPENDITURES)	(77,804)	(31,828)		
BEGINNING FUND BALANCE	276,977	276,977		
ENDING FUND BALANCE	\$199,173	\$245,149		

Union City Community Schools
 General Fund Statement of Revenue and Expenditure Compared to Budget
 For Period Ending April 30, 2022

	YTD ACTIVITY	CURRENT BUDGET	VARIANCE	PERCENT OF BUDGET
REVENUE				
Local Sources	1,114,952	\$ 1,269,468	(154,516)	87.83%
State Sources	5,924,945	9,218,396	(3,293,451)	64.27%
Federal Sources	183,974	1,074,892	(890,919)	17.12%
Other Financing Sources	374,950	525,000	(150,050)	71.42%
		32,000		
TOTAL REVENUE	7,598,821	12,119,756	(4,488,935)	
EXPENDITURES				
INSTRUCTION				
Basic Program	4,528,513	5,815,554	1,287,041	77.87%
Added Needs	1,204,842	1,707,151	502,309	70.58%
Total Instruction	5,733,355	7,522,705	1,789,350	
SUPPORT SERVICE EXPENSE				
Pupil	471,403	629,895	158,493	74.84%
Improvement Instructional Staff	112,833	104,677	(8,155)	107.79%
General Administration	335,299	399,508	64,209	83.93%
School Administration	547,534	660,855	113,321	82.85%
Fiscal Services	237,603	300,922	63,320	78.96%
Operation & Maintenance	1,066,117	1,244,444	178,327	85.67%
Transportation	532,476	622,879	90,402	85.49%
Central Support	143,578	176,539	32,961	81.33%
Athletics	388,156	439,574	51,418	88.30%
Community Services	3,193	3,706	513	86.16%
Payments to Other Govt Units	1,637		(1,637)	0.00%
Site Improvement Services	0		0	0.00%
Prior Period Adjustments	0		0	0.00%
Debt Service	61,807	61,807	0	0.00%
Fund Modification to Food Service		0	0	0.00%
Total Support Services	3,901,635	4,644,806	659,916	
TOTAL EXPENDITURES	9,634,990	12,167,511	2,449,266	
EXCESS REVENUE (EXPENDITURES)	(\$2,036,170)	(\$47,755)		
Non-spendable (inventory)	10,410	10,410		
Assigned (Capital Expenditures)	75,000	75,000		
Unassigned (Undesignated)	2,034,000	2,034,000		
BEGINNING FUND BALANCE	2,119,410	2,119,410		
ENDING FUND BALANCE	\$83,240	\$2,071,655		

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF APRIL 30, 2022			UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF APRIL 30, 2021		
Current Year			Prior Year		
Balance as of 3/31/2022			Balance as of 3/31/2021		
General Fund Cash Accounts	1,348,464		General Fund Cash Accounts	3,154,675	
Food Service Checking Accounts	91,020		Food Service Checking Accounts	56,585	
Trust & Agency Checking Accounts***	106,629		Trust & Agency Checking Accounts***	114,985	
SF Cash	1,052,833		SF Cash	382,777	
SF DS Cash 2013	2,533		SF DS Cash 2013	2,532	
SF DS Cash 2016	273		SF DS Cash 2016	305	
Total Cash On Hand	\$2,601,753		Total Cash On Hand	3,711,859	
Current Month Activities			Prior Year-Current Month Activities		
		YTD Activities			
General Fund Revenue	1,185,984	10,494,566	General Fund Revenue	1,175,729	
Food Service Revenue	3,310	374,157	Food Service Revenue	4,863	
Trust & Agency Revenue	n/a	49,625	Trust & Agency Revenue	13,944	
SF Revenue	154	530,260	SF Revenue	31.65	
SF DS Revenue 2013	0	0	SF DS Revenue 2013	0.02	
SF DS Revenue 2016	500,076	5,074	SF DS Revenue 2016	0	
Total Revenue	\$1,689,525	11,453,682	Total Revenue	1,194,568	
General Fund Expenses	1,135,189	9,284,403	General Fund Expenses	731,292	
Net Payroll	455,796	3,226,488	Net Payroll	407,517	
Food Service Expenses	26,692	329,429	Food Service Expenses	19,515	
Trust & Agency Expenses	n/a	49,679	Trust & Agency Expenses	21,568	
SF Expenses	539,979	616,684	SF Expenses	0.00	
SF DS Expenses 2013	-	-	SF DS Expenses 2013	0	
SF DS Expenses 2016	500,079	-	SF DS Expenses 2016	0	
Total Expenses	\$2,657,734	13,506,683	Total Expenses	1,179,892	
Balance as of 4/30/2022			Balance as of 4/30/2021		
General Fund Cash Accounts	943,464		General Fund Cash Accounts	3,191,595	
Food Service Checking Accounts	67,638		Food Service Checking Accounts	41,933	
Trust & Agency Checking Accounts***	106,629		Trust & Agency Checking Accounts***	107,362	
SF Cash	513,009		SF Cash	382,809	
SF DS Cash 2013	2,533		SF DS Cash 2013	2,532	
SF DS Cash 2016	271		SF DS Cash 2016	305.45	
Total Cash On Hand	\$1,633,544		Total Cash On Hand	3,726,536	

4/21/2022

Dear Chris,

I wanted to make it official that I am planning on retiring at the end of this school year. It has been a difficult decision to make, but in the end it is what is best for me. I love education and have enjoyed having the opportunity to work with so many creative and passionate people who want to help children in our community become all that they can be.

Even though I won't be part of the school system officially, I am very excited to see the direction that you and the board take our school district. Things already seem so much more stable and I feel that we are heading in a positive direction.

Best wishes to you as you move forward. I hope that times continue to get better each year. Thank you for all you have done to make our district what it is today.

Sincerely,
Anne Swain

May 10, 2022

To whom it may concern:

I want to thank you for the opportunity to spend the last 27+ years working at the elementary school. It has been an absolute pleasure helping students grow and succeed. I am going to miss my elementary family and look forward to being able to spend time volunteering in the building.

Sincerely,

A handwritten signature in cursive script that reads "Caroline Hicks". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Caroline Hicks

Purpose: MCL 380.624 requires not only a Local District Board “review” of the ISD budget, it requires each local district to adopt a resolution, following this review, which indicates the board’s support or disapproval of the ISD budget.

Note: The ISDs still maintain total legal authority to finalize and adopt their own budget.

Process:

- ⌘ Not later than May 1 of each year, the ISD is required to provide the proposed general fund operating budget for the following school year to each constituent board. We will continue to provide this information at the March CASBMA Board of Directors meeting as a representative delegate assembly. A packet of materials for each constituent school district board member will be distributed to the Superintendent in February.
- ⌘ Not later than June 1 of each year, the board of each constituent school district must review the ISD budget and must adopt a board resolution “expressing support or disapproval” of the proposed general fund budget.
- ⌘ When this resolution is adopted, the constituent school board shall submit to the ISD Board this resolution and “any specific objections or proposed changes the constituent board has to the ISD budget” if applicable.
- ⌘ If the ISD receives any specific objections or proposed changes, the ISD Board is “required to consider the proposed budget changes”. There is no requirement that the ISD Board act on these considerations or proposals.

Packet: Each Superintendent will be given a packet of materials for each constituent school district board member containing the following:

- ⌘ A copy of the proposed general operating fund budget for the next fiscal year
- ⌘ A copy of the sample resolution
- ⌘ A copy of the process detailing the local board’s responsibility and timelines

**Total General Fund
General Fund Budget Revision and Projection**



<u>REVENUE</u>	<u>FUNCTION</u>	<u>20-21 Actual</u>	<u>21-22 Preliminary</u>	<u>21-22 Revision 1</u>	<u>22-23 Preliminary</u>
Local Sources	1xx	2,995,127	3,141,895	3,035,796	3,414,681
Other Political Subdivisions	2xx	-	-	-	-
State Sources	3xx	12,521,165	13,978,567	15,073,156	15,941,516
Federal Sources	4xx	10,951,910	15,965,349	17,691,806	16,516,541
Transfers In	5xx-6xx	2,149,133	2,134,863	1,982,185	1,973,541
Total Revenue and Transfers		28,617,335	35,220,674	37,782,943	37,846,279
<u>EXPENDITURES</u>					
Instruction:	1XX				
Basic Programs	11X	-	-	-	-
Added Needs	12X	-	-	-	-
Total Instruction Services		-	-	-	-
Support Services:	2XX				
Pupil Support	21X	304,493	362,127	380,722	410,238
Instructional Staff Support	22X	10,126,018	14,898,679	16,610,496	15,787,824
General Administration	23X	522,195	522,526	518,912	535,026
School Administration	24X	-	-	-	-
Business Services	25X	1,025,641	1,177,791	1,257,636	1,252,378
Operations and Maintenance	26X	441,435	425,379	416,827	430,935
Transportation	27X	-	-	-	-
Other Central Support	28X-29X	1,938,835	2,324,367	2,637,959	2,494,488
Total Support Services		14,358,617	19,710,869	21,822,552	20,910,889
Community Services	3XX	1,973,585	2,047,997	4,131,148	4,758,442
Other Financing Uses	4XX-6XX	11,130,603	12,872,264	11,226,598	11,678,788
Total Expenditures		27,462,805	34,631,130	37,180,298	37,348,119
Excess Revenue (Expenditures)		1,154,530	589,544	602,645	498,160
Beginning Fund Equity @ July 1		6,843,446	7,530,016	7,997,976	8,600,621
Ending Fund Equity @ June 30		7,997,976	8,119,560	8,600,621	9,098,781

**General Fund Operating
General Fund Budget Revision and Projection**



<u>REVENUE</u>	<u>FUNCTION</u>	<u>20-21 Actual</u>	<u>21-22 Preliminary</u>	<u>21-22 Revision 1</u>	<u>22-23 Preliminary</u>
Local Sources	1xx	1,193,415	1,190,203	1,227,750	1,239,750
Other Political Subdivisions	2xx				
State Sources	3xx	2,729,031	2,588,014	2,836,339	2,866,882
Federal Sources	4xx				
Transfers In	5xx-6xx	2,017,754	1,999,976	1,835,932	1,827,288
Total Revenue and Transfers		5,940,200	5,778,193	5,900,021	5,933,920
<u>EXPENDITURES</u>					
Instruction:	1XX				
Basic Programs	11X	-	-	-	-
Added Needs	12X	-	-	-	-
Total Instruction Services		-	-	-	-
Support Services:	2XX				
Pupil Support	21X	-	-	-	-
Instructional Staff Support	22X	865,644	1,038,631	1,002,139	1,064,547
General Administration	23X	521,082	518,526	514,862	530,976
School Administration	24X				
Business Services	25X	792,802	843,412	835,825	875,224
Operations and Maintenance	26X	439,730	420,884	413,673	427,115
Transportation	27X				
Other Central Support	28X-29X	1,288,976	1,460,106	1,516,498	1,503,075
Total Support Services		3,908,234	4,281,559	4,282,997	4,400,937
Community Services	3XX	-	-	-	-
Other Financing Uses	4XX-6XX	909,317	918,312	1,022,229	1,042,673
Total Expenditures		4,817,551	5,199,871	5,305,226	5,443,610
Excess Revenue (Expenditures)		1,122,649	578,322	594,795	490,310
Beginning Fund Equity @ July 1		6,683,657	7,358,591	7,826,789	8,421,584
Ending Fund Equity @ June 30		7,826,789	7,936,913	8,421,584	8,911,894

**General Fund Special Projects
General Fund Budget Revision and Projection**



<u>REVENUE</u>	<u>FUNCTION</u>	<u>20/21 Actual</u>	<u>21/22 Preliminary</u>	<u>21/22 Revision 1</u>	<u>22/23 Preliminary</u>
Local Sources	1xx	1,801,712	1,951,692	1,808,046	2,174,931
Other Political Subdivisions	2xx				
State Sources	3xx	9,771,651	11,390,553	12,236,817	13,074,634
Federal Sources	4xx	10,951,910	15,965,349	17,691,806	16,516,541
Transfers In	5xx-6xx	39,033	12,210	39,000	39,000
Total Revenue and Transfers		22,564,306	29,319,804	31,775,669	31,805,106
<u>EXPENDITURES</u>					
Instruction:	1XX				
Basic Programs	11X	-	-	-	-
Added Needs	12X	-	-	-	-
Total Instruction Services		-	-	-	-
Support Services:	2XX				
Pupil Support	21X	304,493	362,127	380,722	410,238
Instructional Staff Support	22X	9,189,240	13,757,628	15,521,739	14,636,659
General Administration	23X	-	2,000	2,000	2,000
School Administration	24X	-	-	-	-
Business Services	25X	224,559	328,344	415,076	370,419
Operations and Maintenance	26X	1,705	4,495	3,154	3,820
Transportation	27X	-	-	-	-
Other Central Support	28X-29X	649,438	863,261	1,117,461	987,413
Total Support Services		10,369,435	15,317,855	17,440,152	16,410,549
Community Services	3XX	1,973,585	2,047,997	4,131,148	4,758,442
Other Financing Uses	4XX-6XX	10,221,286	11,953,952	10,204,369	10,636,115
Total Expenditures		22,564,306	29,319,804	31,775,669	31,805,106
Excess Revenue (Expenditures)		-	-	-	-
Beginning Fund Equity @ July 1		-	-	-	-
Ending Fund Equity @ June 30		-	-	-	-

General Fund Revolving
General Fund Budget Revision and Projection



<u>REVENUE</u>	<u>FUNCTION</u>	<u>20-21 Actual</u>	<u>21-22 Preliminary</u>	<u>21-22 Revision 1</u>	<u>22-23 Preliminary</u>
Local Sources	1xx	-	-	-	-
Other Political Subdivisions	2xx	-	-	-	-
State Sources	3xx	-	-	-	-
Federal Sources	4xx	-	-	-	-
Transfers In	5xx-6xx	92,346	122,677	107,253	107,253
Total Revenue and Transfers		92,346	122,677	107,253	107,253
<u>EXPENDITURES</u>					
Instruction:	1XX				
Basic Programs	11X	-	-	-	-
Added Needs	12X	-	-	-	-
Total Instruction Services		-	-	-	-
Support Services:	2XX				
Pupil Support	21X	-	-	-	-
Instructional Staff Support	22X	71,134	102,420	86,618	86,618
General Administration	23X	1,113	2,000	2,050	2,050
School Administration	24X	-	-	-	-
Business Services	25X	8,280	6,035	6,735	6,735
Operations and Maintenance	26X	-	-	-	-
Transportation	27X	-	-	-	-
Other Central Support	28X-29X	421	1,000	4,000	4,000
Total Support Services		80,948	111,455	99,403	99,403
Community Services	3XX	-	-	-	-
Other Financing Uses	4XX-6XX	-	-	-	-
Total Expenditures		80,948	111,455	99,403	99,403
Excess Revenue (Expenditures)		11,398	11,222	7,850	7,850
Beginning Fund Equity @ July 1		159,789	171,425	171,187	179,037
Ending Fund Equity @ June 30		171,187	182,647	179,037	186,887

LEA Resolution Relating to ISD General Fund Budget

At the _____ School District (regular or special) _____
Board of Education Meeting held on (date) _____ the
following resolution was offered by (member) _____ and
supported by (member) _____ to adopt the following resolution.

Ayes (members): _____

Nays (members) _____

WHEREAS, legislation enacted by the Michigan Legislature is intended to provide more local board of education input into the operation of Intermediate School Districts to be sure they are meeting their local constituent district needs, and

WHEREAS, PA 234 of 2004 in the ISD Accountability Legislation specifically requires Intermediate School Districts to present their estimated general fund budget for the succeeding school year to local school district boards of education representatives and further requires the adoption of a resolution not later than June 1 to “support or disapprove (with suggested changes)” this budget; and

WHEREAS, the Calhoun Intermediate School District has always presented this information annually to the delegate assembly of the Calhoun Area School Board Members Association in March for input and discussion and will, therefore meet the timeline of providing the same required information to CASBMA prior to April 1 of each year; and

WHEREAS, Calhoun Intermediate School District is required to “consider” objections or proposed changes as provided by the constituent school district boards;

NOW, THEREFORE BE IT RESOLVED: that the _____
School District has reviewed the information provided by the Administration of the Calhoun Intermediate School District relating to their projected 2022-2023 General Fund Budget and, following our careful review the Board of Education (supports or disapproves, with suggested changes) _____ the 2022-2023 Calhoun Intermediate School District General Fund Operating Budget.

MASTER AGREEMENT

Between the

UNION CITY COMMUNITY SCHOOLS

And the

UNION CITY EDUCATION ASSOCIATION,
MEA/NEA

2022-2025

TABLE OF CONTENTS

ARTICLE 1 - PURPOSE AND RECOGNITION 1

ARTICLE 2 - CONTRACT INTERPRETATION 1

ARTICLE 3 - BOARD RIGHTS 3

ARTICLE 4 - ASSOCIATION RIGHTS AND RESPONSIBILITIES 4

ARTICLE 5 - TEACHER RIGHTS AND RESPONSIBILITIES 6

ARTICLE 6 - TEACHING HOURS AND CLASS LOADS 8

ARTICLE 7 - QUALIFICATIONS AND ASSIGNMENTS 11

ARTICLE 8 - SENIORITY AND QUALIFICATIONS 12

ARTICLE 9 - COMPENSABLE LEAVES 13

ARTICLE 10 - LEAVE OF ABSENCE WITHOUT PAY 16

ARTICLE 11 - PROFESSIONAL IMPROVEMENT 17

ARTICLE 12 - STUDENT DISCIPLINE AND TEACHER PROTECTION 18

ARTICLE 13 - PROFESSIONAL COMPENSATION 19

ARTICLE 14 - PAYROLL DEDUCTIONS 21

ARTICLE 15 - GRIEVANCE PROCEDURE 21

ARTICLE 16 - MISCELLANEOUS PROVISIONS 24

ARTICLE 17 - DURATION OF AGREEMENT 27

SCHEDULE "A" - SALARY SCHEDULES 28

SCHEDULE "B" - SUPPLEMENTAL COMPENSATION SCHEDULE 29

SCHEDULE "C" - FRINGE BENEFITS 32

SCHOOL CALENDAR 35

COLLECTIVE BARGAINING AGREEMENT

THIS AGREEMENT made as of the date set forth below by and between **UNION CITY COMMUNITY SCHOOLS**, Branch and Calhoun Counties, Michigan, acting by and through its Board of Education (the "Board") and the **UNION CITY EDUCATION ASSOCIATION**, (the "Association") affiliated with the Michigan Education Association (MEA) and the National Education Association (NEA);

<p style="text-align: center;">ARTICLE 1 PURPOSE AND RECOGNITION</p>
--

SECTION ONE: PURPOSE

The general purpose of this Agreement is to set forth the terms and conditions of employment for bargaining unit employees and to promote efficient and productive labor relations for the benefit of the students, the public, the Board, and bargaining unit employees and their representatives.

SECTION TWO: RECOGNITION

The Board recognizes the Association as the sole and exclusive collective bargaining representative for all part time and full time pre K-12 certified teachers, librarians, and counselors, but excluding substitute teachers, teacher paraprofessionals, and all other employees.

<p style="text-align: center;">ARTICLE 2 CONTRACT INTERPRETATION</p>
--

SECTION ONE: SEVERABILITY

This Agreement shall be subject and subordinate to the obligations of either party under applicable laws or regulations. If any provision is prohibited by or be deemed invalid under such applicable laws or regulations, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision(s) of this Agreement.

SECTION TWO: DEFINITIONS

Except as otherwise expressly provided in this Agreement, the following words and phrases shall have the following meaning:

- A. **Association** means the Union City Education Association.
- B. **Day** means a day when the school is open and teachers are scheduled to report for duty, except that during summer recess, day means a regular business day

(i.e., Monday through Friday) excluding holidays and weekends.

- C. **District** means the Union City Community Schools.
- D. **Emergency** means a sudden and unforeseen combination of circumstances.
- E. **Party** means the Board or the Association.
- F. **Part-Time Teacher** means a teacher regularly-employed under a written contract of employment whose assignment is for less than a full school day or week during the regular school year. The fringe and leave benefits of a part-time teacher shall be proportionately reduced.
- G. **Service Date** means the date when the teacher first provided professional services for the Board under a written contract of employment, exclusive of any extra-duty assignment, since any break in service. Termination of service by reason of resignation, retirement, or discharge shall constitute a break in service.
- H. **Teacher** means a member of the bargaining unit.
- I. **Special Teachers** means teachers of Art, Music, Physical Education, Special Education, Vocational Education, and other professional employees required to have special certification, including librarians and counselors.

SECTION THREE: GENERAL INTERPRETATION

This Agreement shall be interpreted in accordance with the following understandings:

- A. **Captions:** Captions are included only for convenience of reference and shall not modify the Agreement's provisions

- B. **Other Rights:**

Nothing in this Agreement shall deny or restrict any right guaranteed to a teacher under applicable laws or regulations. The rights of either party or of a teacher to any benefit shall be determined solely by the terms of the Agreement in effect at the time such benefit is claimed. The parties shall have the unrestricted right to delete, add, or modify any provision of this Agreement in any subsequent Agreement and any benefit in this Agreement shall be subject and subordinate to any such subsequent change.

1. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of both parties in a written and signed amendment to this Agreement.

- C. **Subordination:**

Any individual contract or letter of agreement between the Board and a teacher for the performance of duties which are subject to the terms of this Agreement shall be subject and subordinate to the Agreement's provisions.

ARTICLE 3 BOARD RIGHTS

SECTION ONE:

The Board, on its own behalf and on behalf of the electors of the District, retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and of the United States, including, but without limiting the foregoing, the right to:

- A. The executive management and administrative control of the District and its properties and facilities and the activities of its employees.
- B. Hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such employees.
- C. Establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
- D. Decide upon the means and methods of instruction, the selection of textbooks and other teaching materials and the use of teaching aids of every kind and nature, after considering the recommendations of the teaching staff concerned.
- E. Determine class schedules, the hours of instruction and the duties, responsibilities and assignments of teachers and other employees, and non-teaching activities the terms and conditions of employment subject to the terms of this Agreement.

SECTION TWO:

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by this Agreement, and then only to the extent such terms conform with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan Revised School Code or any other national, state, county, District, or local laws or regulations as they pertain to education

and accreditation standards established by the North Central Association of Colleges and Secondary Schools and the State of Michigan.

ARTICLE 4 ASSOCIATION RIGHTS AND RESPONSIBILITIES
--

SECTION ONE: ASSOCIATION RIGHTS

To facilitate the administration of this Agreement, the Association shall have, in addition to other rights expressly set forth in the Agreement or provided by statute, the following rights:

- A. The Association shall have the right to use school facilities at reasonable hours for the conduct of meetings of the Association. Such use will be governed by policies adopted from time to time by the Board for the use of its facilities.
- B. The Association shall have the right, upon proper notification in accordance with Board policy, to the reasonable use of designated school equipment such as computers, copying machines, and audiovisual equipment, provided that such use shall not interfere with the Board's use, shall not require the services of any non-bargaining unit employee, and shall not be used by any employee in such manner as to interfere with the discharge of their employment duties or the discharge of the duties of any other employee. The Board shall be reimbursed by the Association for all supplies used and for any damage.
- C. The Association shall have the right to post notices of official business of the Association on teachers' lunchroom bulletin boards only, provided that where no teachers' lunchroom exists in a building, then one (1) bulletin board will be designated for such purposes by the principal and provided further that such notices are not derogatory of any person, group or organization and are ethical in content. The Association may use intra-district mail service and teacher mailboxes for communications to teachers.
- D. The Board agrees to furnish the Association with such public information as required by law, which may be available concerning the financial resources of the District, tentative budgetary requirements, and allocations. The Association agrees that requests for such information will be made in writing through its President (or designee) and that such requests will be made sufficiently in advance of their need so that the Board may have ample time to prepare and/or assemble the information. Original records may be examined only at the District offices.
- E. The Board shall inform the Association within 10 days of the Board's knowledge of any changes in the status of all bargaining unit members, such as new hires, terminations, resignations, retirements, leave of absences, layoffs etc.

- F. The Board shall inform the Association of any new or modified fiscal, budgetary, or tax programs. The Board will inform the Association of any construction programs, or major revisions of educational policy, which are under consideration. The Association will be given an opportunity to inform the Board of its recommendations.
- G. The Association may have vending machines installed in any teachers' lunchroom with prior written approval of the Superintendent provided that the Board shall have no responsibility for the maintenance and security of any such machine and that the Association shall save the Board harmless from any and all expenses connected therewith.

SECTION TWO: ASSOCIATION RESPONSIBILITIES

- A. The Association recognizes its responsibilities to the youth, citizens, and employer, and agrees that it shall not support any teacher in violation of the terms of this Agreement or the code of ethics and shall use its influence in an attempt to correct violations of this Agreement.
- B. The Association recognizes that it is the professional responsibility of teachers to dress professionally. Inappropriate dress undermines the professional nature of teaching. Any exceptions to the professional dress expectation will be handled by the individual building administrator (*i.e.*, Jeans Day, etc.).
- C. The Association shall promptly notify the Board in writing, on or before September 20th of each calendar year, of the names of those persons who have been authorized to act on its behalf and the authority of each such person, which notice shall remain in effect until superseded by a new written notice. Failure to provide such notice shall cause the Board to address all notices required under this Agreement or any other correspondence directly to the Association, in care of the person most recently designated as Association President.
- D. The Association agrees that it will in good faith cooperate with the Board in attempting to assure that reasonable work standards, schedules, and reasonable rules and regulations of the Board are complied with and that it will not directly or indirectly encourage, permit, or cause any concerted work stoppage, slowdown, strike, or other interference with the day-to-day operations of the Board.
- E. Except by the expressed agreement of the Board, the performance of the duties of a member of the bargaining unit shall not be interrupted for the purpose of conducting any Association activities whatsoever, provided, however, that this provision shall not prevent an authorized representative of the MEA from having such reasonable contact with members of the bargaining unit as shall be necessary to ascertain that the terms of this Agreement are being observed

so long as such contact shall not be during those hours school is in regular session and such representative has reported their presence to the building principal's office.

*The parties agree that Article 4 Section 2 has been removed from the UCEA collective bargaining agreement of 2011-13. This is in compliance with MI PA 349 of 2012. If this Public Act is invalidated by Legislative, Judicial or other action, the parties agree that Article 4 Section 2 of the agreement shall be reinstated as it appeared in the UCEA collective bargaining agreement of 2011-13.

ARTICLE 5 TEACHER RIGHTS AND RESPONSIBILITIES
--

SECTION ONE: TEACHER RIGHTS

A. **Facilities:** The Board shall provide for each school facility to the extent reasonably available:

1. Parking facilities maintained and designated for teacher use.
2. Telephone facilities for professional use only except for local calls or long distance calls not charged to the district.

B. **Citizenship Rights:**

A teacher is entitled to full rights of citizenship and no religious or political activities of the teacher, or the lack thereof, or the private and personal life of a teacher shall constitute grounds for any discipline or discrimination with respect to the professional employment of the teacher, except as such conduct or activity shall materially interfere with the discharge of the teacher's professional responsibility.

C. **Mentors:**

1. Pursuant to Section 1526 of the Revised School Code probationary teachers who are within their first three (3) years of teaching must be assigned to a master teacher who shall serve as a mentor to the probationary teacher. For each probationary teacher, a mentor teacher shall be appointed by the administration with input from the Association prior to assignment. A probationary teacher may request a different mentor at any point as long as the mentor meets the following requirements.
2. The Mentor teachers selected shall have the following qualifications:
 - a. shall be a teacher for Union City Community Schools.

- b. shall have achieved tenured status with the Board.
 - c. shall have been rated effective or better for the two (2) most current, consecutive evaluation cycles.
- 3. The mentor teacher selected shall consent to the appointment. The appointment shall be for one (1) school year. Should no teacher accept the assignment, the board may appoint, with input from the Association, an outside mentor.
- 4. The mentor teacher shall assist the probationary teacher during the term of the appointment. The mentor teacher's role shall be formative. Mentor/mentee conversations are not to be used for the purpose of teacher evaluation.
- 5. a. The District shall pay all costs incurred and provide released time without loss of pay to the teacher to attend approved training. Mileage and meals costs shall be in accordance with Board Policy #3440.

b. Mentor and mentee teachers shall be required to meet monthly and log a minimum of two (2) hours each month for which the mentor shall be compensated at a rate of twenty-five dollars (\$25) per hour. Mentors and mentees may meet for more than two (2) hours a month but will not be compensated for such time.
- 6. If a probationary teacher is not continued in employment, the Board will advise the teacher of the reasons therefore in writing. The Board's decision is final and any dismissal or non-renewal shall not be subject to arbitration.

E. Personnel Files:

Each teacher shall have the right upon request to review the contents of their own personnel file except for confidential pre-employment information. A representative of the Association may, at the teacher's request, accompany the teacher in this review, provided, however, that the file shall be reviewed in the presence of the administrator responsible for the safekeeping of the file, or their designee.

SECTION TWO: TEACHER RESPONSIBILITIES

A. Sanctions:

It is recognized that a teacher has an obligation to maintain adequate professional standards. If a teacher fails to maintain such standards, the Board has an obligation to take appropriate corrective action.

B. Lesson Plans:

Lesson plans will be completed with enough detail so that the building administrator can determine that the appropriate curriculum and standards are being followed. The plans will be available prior to the beginning of the instructional week (Monday morning).

C. Employee Cooperation:

Teachers are expected to foster a climate of mutual cooperation with all other employees engaged in their regularly scheduled duties in keeping with Article 1., Section 1 of this Agreement.

<p>ARTICLE 6 TEACHING HOURS AND CLASS LOADS</p>

SECTION ONE: WORK DAY

The scheduled workday for teachers shall extend for a period of seven (7) hours and twenty-five (25) minutes. The instructional day may vary among the several buildings or facilities. Except in the case of an emergency, any change in the scheduled workday shall take effect with the beginning of a new school year. If an additional adjustment to the workday is needed, the parties agree to bargain the change.

A. The following guidelines shall be observed:

1. Teachers shall be at their assigned work stations at least fifteen (15) minutes before the opening of the students' school day, and
2. Teachers may leave at the dismissal of school on Fridays and on days immediately preceding scheduled school vacations, and
3. Teachers shall remain for a sufficient period after the close of the students' school day to tend to those matters which properly require attention at that time, including consultation with parents when scheduled directly with the teacher, except on the days the teachers' work day ends at the close of the students' day.
4. When feasible/where applicable in the district the daily schedule will alternate between AM and PM schedule on half days.

SECTION TWO: Lunch

All teachers shall be entitled to a thirty (30) minute duty-free, uninterrupted lunch period, provided, however, that in Grades 1-4 the teacher will first escort the class to the lunch room.

SECTION THREE: Planning Time

- A. **Elementary (Grades K-4):** A teacher regularly scheduled as an elementary classroom teacher shall normally receive a planning period when responsibility for a class has been assumed by another teacher for special instruction such as physical education, health, music and art. A teacher shall normally receive a daily 20-minute block of planning time to be scheduled after lunch. The aggregate planning time shall not be less than 250 minutes per week. Every reasonable effort will be made to have plan period each day.
- B. **Middle School (Grades 5-8):** A teacher regularly assigned as a Middle School classroom teacher shall normally receive a daily planning period equivalent in length to a scheduled class period.
- C. **High School (Grades 9-12):** A teacher regularly assigned as a High School classroom teacher shall normally receive a daily planning period equivalent in length to a scheduled class period.
- D. The teacher assigned to the Ready 4's program must fulfill the requirements of the Michigan School Readiness Program (MSRP) Grant. The grant will be reviewed and approved by the Superintendent.
- E. Planning periods shall be used for such things as preparation, conferences with parents, teachers, and administrators, and special assistance to students. Planning time shall not be used or spent on any **unconnected or non-school activity**. Prior notice of at least one (1) day shall be given for non-preparation use.

SECTION FOUR:

- A. No teacher will arrive late for or leave early from an assigned class.
- B. Teachers who travel between buildings will be given a reasonable amount of time for each transfer. This time is not to be counted as lunch or planning time.

SECTION FIVE:

It is recognized that it is the professional responsibility of the teacher to attend staff meetings, team, or grade level meetings, department meetings, parent- teacher conferences, student exhibitions (showcases) and open houses. Staff meetings will not be held the week of conferences. There will be no more than three (3) mandatory meetings per month. In case of emergencies, mandatory staff meetings can be called at any time. It is the responsibility of the administration to give two (2) days prior notification for all mandatory meetings going beyond the regular school day. Agendas for staff meetings shall be distributed to the teachers at least one day prior to the staff meeting. Open houses shall be limited to one and one half (1.5 hours).

SECTION SIX: Class Size

It is recognized by the Board that class size is an important aspect of an effective educational program. Reasonable effort will be made to keep class sizes equalized within grade levels and throughout the respective buildings. When discrepancies occur which increase the workload of a teacher by more than fifteen percent (15%) of other teachers within the building or grade level, the administration shall, if the teacher requests, meet with the teacher and their Association representative to seek a workable solution to the problem. Such solutions may include:

- A. Mutual consent between the teacher, the Association representative, and the administration that the workload is acceptable.
- B. Additional staff may be added.
- C. Instructional paraprofessionals may be added to the classroom.
- D. Other mutually agreed solutions.

NOTE: Because classes such as band, orchestra, choir, and physical education are normally larger than a regular classroom, this section shall not be used to define their class sizes. However, the teacher and their Association representative shall be consulted as to the appropriate size, and additional staff and/or paraprofessionals may be added as is mutually agreed upon by the teacher, Association representative and the administration.

SECTION SEVEN:

If school is closed for reasons which do not allow such days or hours to be counted as State-mandated days or hours, those days or hours necessary to meet the minimum days and/or hours required by the State shall be rescheduled by agreement between the Association and the Board to assure that the District receives the full Foundation Allowance and other appropriations under the State Aid Act.

SECTION EIGHT: LEAST RESTRICTIVE ENVIRONMENT GUIDELINES

- A. To assist certain students with disabilities in making a successful transition from placements in special education classes only to a combination of regular and special education classes pursuant to placement recommendation made by an Individualized Education Program Team, the following procedures will be implemented:
 - 1. The responsible building administrator will normally recommend the placement of an eligible student in the smallest available and appropriate regular education class(es) considering the class make-up (behavior and achievement levels, etc.). Such students will be distributed equitably except for good cause shown or where the students' Individualized Education Program (IEP) requires the placement.

2. Each of the teachers into whose classroom(s) a student has been placed shall be deemed eligible to serve on an IEP Team involving an affected student in accordance with the then current Rules for Special Education (*i.e.*, R340.1701 *et seq.*).
3. When requested by the regular classroom teacher in whose class(es) the student with disabilities is placed, special training or consultant assistance relevant to the student's needs will be arranged by the administration.
4. No teacher shall be required to administer prescription drugs or to provide school health services for a student with disabilities except in an emergency situation.
5. A member of an IEP Team may request the Team to reconvene for the purpose of considering a change in the educational status of an eligible student with disabilities in accordance with the Rules for Special Education.

ARTICLE 7 QUALIFICATIONS AND ASSIGNMENTS

SECTION ONE: Changes in Assignment

If a teaching assignment is to be changed by the administration, the teacher will be notified and the proposed change discussed with the teacher before a final decision is made. Normally, notification of change will be given to the teacher before the end of the school year. It is recognized that there may be situations and circumstances which make it impossible to provide notification by the end of the school year. In such cases, notification will be given as soon as practicable, with the reason for the delay in being notified on a timely basis, provided in writing to the teacher.

SECTION TWO:

Teaching assignments for adult education, community education, driver education, and "zero hour" classes, when not offered as part of the regular school year, and other courses not considered part of the regular teaching day, will be offered on a voluntary basis to qualified employees. The Superintendent shall have the sole discretion to make such assignments. It is understood that when a teacher accepts such an assignment, they will carry out all duties connected with the assignment until it has been completed.

SECTION THREE:

Whenever an administrative vacancy arises in the system, the Superintendent will notify the President of the Association.

SECTION FOUR:

All teachers shall have a current teaching certificate on file in the Superintendent's Office of letter from the Michigan Department of Education indication that all requirements have been met and that the certificate is forthcoming.

SECTION FIVE:

All teachers shall have on file with the Superintendent an up-to-date official record of academic credits and other evidence that the teacher meets the qualification standards for their teaching assignment.

SECTION SIX:

A "vacancy" shall be defined as either a new or additional bargaining unit position or as an opening created by leave of absence, resignation, retirement, termination, or other separation of a bargaining unit member, which the Board has determined to fill.

Whenever a teacher is interested in being considered for assignment to any teaching position or supplemental position in the District, they may file a written notice of their interest with the Superintendent. All requests shall be renewed once each year to assure active consideration by the Board. The Board recognizes that it is desirable in making assignments to consider the teacher's experience as well as the interest and aspiration of the teacher.

The Association recognizes that the Superintendent has the sole right to assign staff members to within the District.

SECTION SEVEN:

Teachers who requests a change in grade or subject assignment, or who request to transfer to another building, will file a written statement of such desire with the Superintendent before March 1. Such statement shall include in order of preference the grade or subject to which they desire to be transferred.

<p>ARTICLE 8 SENIORITY AND QUALIFICATIONS</p>

SECTION ONE: SENIORITY LIST

The Board shall furnish the Association an up-to-date seniority list on or before October 1st of each contract year. The Association shall notify the Board of any error in the seniority list within ten (10) days from receipt. The names of all certified teachers shall be listed in order of their service dates, starting with the teacher with the greatest amount of seniority at the top of the list. The seniority service date will begin on the date and time the teacher signs a contract with the District. Should two or more teachers share the same seniority date the teacher with the earliest calendar birthday shall be the more senior teacher.

SECTION TWO: INTERPRETATION

For the purposes of this Article:

- A. An "eligible teacher" means a teacher who the Board has determined is certified and qualified to perform the duties of the position to be filled.
- B. A teacher shall neither accrue nor lose seniority while on layoff, on a leave of absence granted pursuant to this Agreement, or while serving in an administrative position.
- C. This provision is subject and subordinate to all applicable laws and regulations including the Teachers' Tenure Act.

ARTICLE 9 COMPENSABLE LEAVES

SECTION ONE:

At the beginning of each school year the Board will provide, to each teacher, twelve (12) paid sick leave days to be used for illness, injury, and bereavement. However, these paid days are earned at the rate of one (1) day per month and no employee shall leave the District's employ having been compensated for more paid sick leave days than earned. The unused portion of these days shall accumulate from year to year to a maximum allowance of one hundred sixty- five (165) days.

- A. Notice of the number of sick leave days granted and accumulated shall be given to each teacher at the beginning of each school year.

SECTION TWO:

Sick leave may be used for:

- A. Any physical or mental condition which disables a teacher from rendering professional services, excluding any condition compensable by Worker's Compensation or resulting from other employment. Sick leave may be used for a disability, including pregnancy, to the extent expressly required by law.
- B. Illness in the immediate family (spouse, child, parent) not to exceed five (5) days per school year.
 - 1. The Board recognizes the predicament when both working parents have ill children on a work day. Therefore the teacher may exceed the five (5) days when children are ill providing the days are approved by the administration. These days will be deducted from accumulated sick leave.

SECTION THREE: BEREAVEMENT

Bereavement up to five (5) days may be used due to death in the immediate family, *i.e.*, the teacher's spouse; the grandparents, parents, siblings and children of the teacher or the teacher's spouse.

SECTION FOUR: PERSONAL BUSINESS

- A. Each teacher will accrue two (2) days of personal business leave each year of this Agreement. Personal Business Days shall not accumulate beyond three (3) days. If the request is not received before three (3) days, specific reasons must be given, and the decision shall be at the discretion of the Superintendent.
- B. No teacher will receive compensation nor take a personal business day the day before and/or the day after a holiday or vacation period, unless specifically agreed upon by the Superintendent in advance or the request is for attending a child's school activity. Any request to attend a child's school activity will be done no less than two days prior to the day of the absence and will be taken in ½ day increments. This will be capped at six (6) employees unless waived by the Superintendent.
- C. The teacher shall notify the principal at least three (3) days in advance of their intention to use a personal business day, except for an emergency, and then complete the form relating to the personal business day for the principal's signature before compensation will be given for the day involved.
- D. No teacher will utilize less than one-half (1/2) day of the personal business day at any one circumstance.
- E. One personal day will roll over to the next year. Any additional unused personal business days will be rolled over as sick days.

SECTION FIVE: JURY DUTY

A teacher shall be entitled to leave for jury service if unable to be excused from such service. The teacher shall be entitled to receive regular compensation, without deduction of leave days, less any fees paid, excluding mileage fees, provided that notice of such jury service is given to the Superintendent or designee before the scheduled date of jury duty. The teacher shall return to their duties whenever their attendance in court is not actually required.

SECTION SIX:

A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave shall be granted a leave of absence without pay for the duration of such disability except that the Board shall not be required to grant a leave for more than one (1) year.

- A. If the teacher accepts part-time or full-time employment during the leave of absence, unless pre-approved by the Board, all benefits will be terminated

immediately and the teacher shall be considered to have resigned.

SECTION SEVEN:

Sick leave and other paid leave days under this Article shall be charged against teacher work days only and shall not be used by a teacher during such period as the teacher is on an unpaid leave of absence, is laid off, or during scheduled vacations when school is not in session. It is further understood that a teacher shall not receive compensation for a day of sick leave on the day prior to and/or the day following any holiday or vacation period unless arrangements are made through the Superintendent.

SECTION EIGHT:

A teacher must complete the employee absence form relating to sick leave on returning to work before compensation will be given for the day(s) involved.

SECTION NINE:

Teachers will schedule all absences using the District's designated reporting system. These absences should be created and posted no later than 6:00 a.m. on the morning of the absence. In an emergency, the time for notification may be extended. If an emergency exists, the staff member will contact their building administrator and secretary after 6:00 a.m.

SECTION TEN:

Whenever a teacher is absent from school as a result of personal injury caused by an accident or an assault arising out of and in the course of their employment, they will be permitted to deduct days, or fractions of from the accumulated sick leave equivalent to the difference between their regular salary and what they received under Worker's Compensation.

SECTION ELEVEN:

The Board may require a doctor's certificate or other evidence of illness/injury or to prove fitness for duty before returning to work from a leave.

SECTION TWELVE:

The Association shall be allowed a total of six (6) days each year for the officers or representatives of the Association to conduct official business matters. The Association agrees to notify the Administration at least five (5) days in advance of these leave requests. The Board will be reimbursed for the salary of the substitute.

SECTION THIRTEEN:

The superintendent may allow Association members to donate sick time to any bargaining

employee that has exhausted their accumulated sick time due to an extended personal or family illness. These donated sick time circumstances will be handled on a case-by-case basis in consultation with the union president.

<p style="text-align: center;">ARTICLE 10 LEAVE OF ABSENCE WITHOUT PAY</p>
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SECTION ONE:

An unpaid leave of absence of up to two (2) years may be granted to any tenure teacher upon application for the purpose of participating in exchange teaching programs in territories or foreign countries, foreign or military teaching programs, or the Peace Corps as a full-time participant in such a program, or cultural travel or work programs related to their professional responsibilities, provided said teacher states their intention to return to the school system. Upon return from such leave, a teacher shall be placed at the level on the salary schedule that their teaching experience designated at the time of the leave unless the teacher has been placed on lay-off. The teacher shall notify the Board ninety (90) days before the end of the school year of their intent to leave or return.

SECTION TWO:

A teacher who enlists or is inducted into the uniformed services of the United States shall be granted a uniformed services leave of absence in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), and all other Federal and State laws pertaining to wages, service credit, and restoration of employment.

SECTION THREE:

An unpaid leave of absence of up to one (1) year may be granted to tenured teachers upon application ninety (90) days before the end of the school year for graduate study.

SECTION FOUR:

An eligible teacher is entitled to a total of twelve (12) calendar weeks of unpaid leave for child-care during a twelve (12) month period due to the birth of the teacher's child. The total leave, paid (*i.e.*, where accumulated sick leave is used) and unpaid, may not exceed twelve (12) calendar weeks except in the case of a medical emergency.

SECTION FIVE:

Any teacher who goes on disability leave in accordance with the Family Medical Leave Act shall be subject to the following provisions.

- A. Teachers returning from an unpaid maternity leave shall not suffer a loss of accumulated leave days.

- B. Unless placed on layoff, the teacher shall be reinstated to a position for which they are certified and qualified at the conclusion of the leave.
- C. Teachers granted a disability leave for more than one (1) full semester shall notify the Board no later than sixty (60) days prior to the end of the leave of their intent to return to work.

SECTION SIX:

The Board may grant a leave of absence upon the request of a teacher for reasons of professional development or for other reasons not otherwise herein provided or which are provided for in the Family and Medical Leave Act. In determining whether to grant any such leave, the Board shall consider:

- A. The past performance of the teacher;
- B. The staffing needs and other requirements of the District;
- C. The length of service of the teacher; and
- D. The purpose or purposes of the leave.

SECTION SEVEN: LEAVE ADMINISTRATION

- A. A teacher shall give the Board notice of their desire to be granted a leave as soon as one is aware that a leave will be required so that the Board will have the maximum time to provide for the teacher's absence.
- B. Any leave granted pursuant to this Article shall be agreed to in writing by the Board and the teacher. Each leave agreement which extends for a period of more than ninety (90) calendar days shall require that the teacher notify the Board in writing at least thirty (30) days before the termination of the leave that the teacher intends to return. If the teacher fails to give such notice, the teacher shall be considered to have resigned.
- C. A leave granted pursuant to this Article shall not be terminated early without the prior permission of the Board.

<p>ARTICLE 11 PROFESSIONAL IMPROVEMENT</p>
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SECTION ONE:

A teacher who enrolls in a course within their major or minor field and related to their instructional responsibilities or a course for which one has received prior approval by the Superintendent at an accredited college or university shall receive partial

reimbursement for tuition. The amount of tuition reimbursement shall be determined by eighty percent (80%) of the average cost per graduate credit hour from Western Michigan University, Michigan State University, and Spring Arbor University combined as of September 1 for courses taken the following year or eighty percent (80%) of the actual cost, whichever is less. To qualify, the course(s) taken must be beyond the initial eighteen (18) hours required by the Michigan Teacher Certification Code for initial issuance of a Professional Education Certificate. Based upon successful completion of said course(s) the teacher will receive reimbursement by the end of October of the following school year if and only if such teacher is then employed by the District. Proof of the tuition amount and successful completion of the course(s) must be presented by the teacher before payment.

SECTION TWO:

The Board agrees to reimburse teachers for expenses incurred in attending administratively approved conferences in Board policies.

SECTION THREE:

Both parties recognize the need to involve everyone in a meaningful way in the School Improvement Process.

- A. The equivalent to five (5) professional development days will be scheduled by the District. This time shall be scheduled outside student instructional hours. The building school improvement teams may give input on professional development activities. Where possible or appropriate, scheduled professional development shall qualify for SCECHs according to State Guidelines.

SECTION FOUR:

Coaches and teacher will be allowed to use professional development time to attend conferences. These will be subject to the prior approval of the building principal or athletic director depending on the type of professional development.

**ARTICLE 12
STUDENT DISCIPLINE AND TEACHER PROTECTION**

SECTION ONE:

Subject to applicable laws, regulations, and District policy a teacher shall have the right to use such reasonable physical force to maintain proper discipline or as may reasonably be necessary to maintain order and control in school or in a school related setting as permitted by law.

The teacher shall be furnished legal counsel at the expense of the Board to advise the teacher of the teacher's rights and obligations if such teacher is assaulted by a student; provided that the teacher promptly reported any such assault to the Board. If the teacher is subpoenaed to appear in criminal proceedings arising out of the assault, the teacher's

time absent from work shall not be charged against the teacher.

SECTION TWO:

The teacher shall receive from the Board reasonable support and assistance in maintaining control and discipline of students while on the school premises.

SECTION THREE:

A teacher may exclude a student from one class session for behavior or conduct violations related to MCL380.1309 (Snap Suspension). The suspension must be attributable to the student's conduct, which is defined by District policy as behavior justifying suspension from a class. The teacher shall immediately report the suspension and the reason for the suspension to the building principal and send the student to the principal or the principal's designee for appropriate action. As soon as possible after a suspension under this section, the teacher shall ask the parent or guardian of the student to attend a parent-teacher conference regarding the suspension. The building principal shall attend the conference if the teacher or the parent or guardian so requests. A teacher implementing a snap suspension must comply with all requirements of Section 1309 of the Revised School Code, as well as related Board Policy.

<p style="text-align: center;">ARTICLE 13 PROFESSIONAL COMPENSATION</p>

SECTION ONE:

The salaries and supplementary compensation of teachers covered by this Agreement are set forth in schedules which are attached and incorporated in this Agreement.

SECTION TWO:

New teaching personnel shall be placed on the appropriate step of the salary schedule on the basis of their degree status. Service credit for previous teaching experience may be granted by the Board.

SECTION THREE:

Probationary teachers who are employed at the beginning of the second semester will be given credit on the salary schedule for the first semester of that year at the beginning of the next school year providing: (1) they are rehired for the same position, and (2) the position is vacant and was not created by a leave of absence.

SECTION FOUR:

Teachers required in the course of their work to drive personal automobiles from one school building to another shall receive a mileage allowance in accordance with the reimbursable rate allowed under the IRS regulations.

SECTION FIVE:

Retiring certificated teachers who have completed a minimum of ten (10) years of teaching in the District shall be compensated at the rate of forty dollars (\$40) per day for unused sick leave days, accumulative up to one hundred (100) days.

SECTION SIX: COMPENSATORY TIME

A. Loss of planning period time will be compensated at:

1. The prorated amount (figured in $\frac{1}{4}$ hour increments) of $\frac{1}{4}$ of the substitute teacher rate.
2. The prorated amount of the teacher's salary for a regular extra teaching assignment.
3. Teachers who substitute for any other teacher during planning time may elect compensatory time in lieu of financial compensation. Compensatory time may be accumulated at the rate of one (1) day of accumulated compensatory time for each full day substituted.

B. Compensatory time shall be subject to the following:

1. No teacher will receive compensation nor take a personal business day the day before and/or the day after a holiday or vacation period, unless specifically agreed upon by the Superintendent in advance or the request is for attending a child's school activity. Any request to attend a child's school activity will be done no less than two days prior to the day of the absence and will be taken in $\frac{1}{2}$ day increments. This will be capped a six (6) employees unless a waived by the superintendent.
2. Compensatory time may be taken during the current school year or it may be accumulated not to exceed two (2) days. Compensatory hours beyond the accumulated two (2) days shall be compensated before the end of the school year prorated at the per hour rate outlined in clause A-1 above. The teacher may elect to be paid for all compensatory time earned at the end of the school year.
3. Requests shall be made three (3) days before the desired compensatory day and be subject to the approval of the principal. The principal may deny a compensatory day due to a shortage of substitutes or excessive absenteeism on any given day.

C. Except for an emergency, substituting for another teacher during planning time shall be voluntary.

SECTION SEVEN:

The Superintendent shall determine the need for School Counselors to work beyond the regular school year. The rate of pay for each such day worked shall be a per diem rate equal to their daily rate earned during the regular school year.

SECTION EIGHT:

The Board will pay the employee's contribution for salaries earned into the Michigan Public School Employee's Retirement Fund. New teachers will be apprised of their retirement choices within thirty (30) days of their Board hire date.

SECTION NINE:

Teachers completing requirements for a change in degree status shall notify the Superintendent no later than ten (10) days following the start of the semester. It is the teacher's responsibility to file an up-to-date transcript or other supporting information with the Superintendent. The salary shall advance to the next step or scale and shall begin the semester following completion of requirements and upon proof submitted by the teacher.

<p>ARTICLE 14 PAYROLL DEDUCTIONS</p>

SECTION ONE:

A teacher shall give the Board a signed authorization to deduct amounts from their salary for any of the Board-approved purposes which one elects, e.g., insurance contributions, credit union.

SECTION TWO:

The basic compensation, plus additional compensation if any, of a teacher shall normally be paid in twenty-one (21) or twenty-six (26) substantially equal installments at the teacher's option, provided that the teacher must exercise such option each year by completing a form and submitting it to the Business Office on or no later than the first day of school. If a teacher fails to complete and submit such form in a timely manner, the twenty-six (26) pay option shall be deemed to have been selected. Teachers who select the twenty-six (26) pay option may receive their summer checks in a lump sum at the end of the school year providing they have given the Board a signed statement by May 15 requesting such payment.

<p>ARTICLE 15 GRIEVANCE PROCEDURE</p>
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SECTION ONE:

A grievance shall be defined as an alleged violation or misapplication of any specific provision of this Agreement. If any such grievance arises, there shall be no stoppage or suspension of work because of such grievance, but such grievance shall be submitted to the following grievance and arbitration procedures.

Grievances timelines will be extended through holidays and breaks during the school year. Grievance timelines will be doubled during the summer break. Should both parties agree timelines may be extended, and grievances placed into abeyance at any stage of the grievance process beyond stage one (1).

SECTION TWO:

Nothing contained herein shall be construed to prevent any individual teacher or the Association from presenting a grievance and having the grievance adjusted without intervention of the Association if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given an opportunity to be present at such adjustment.

SECTION THREE:

The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:

- A. The termination of services or failure to reemploy any probationary teacher.
- B. Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Michigan Teachers' Tenure Act.
- C. Assignments under supplementary contracts.

SECTION FOUR: PROCEDURES

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step should be considered a maximum and every effort should be made to expedite the process. If appropriate action is not taken within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level unless extended by written mutual agreement.

STEP ONE

Within five (5) days of the time a grievance occurs, the teacher will present the grievance to their principal during non-working hours with the objective of resolving the matter informally. Within five (5) days after presentation of a grievance, the principal shall give their answer orally to the teacher.

STEP TWO

If the grievance is not resolved at STEP ONE, the teacher must, within five (5) days of receipt of the principal's answer, submit to the principal a signed, written "Statement of Grievance." The "Statement of Grievance" shall (a) name the teacher involved, (b) state the facts giving rise to the grievance, (c) specify the section(s) of this Agreement alleged to be violated by appropriate reference, (d) state the contention of the teacher as to these provisions, (e) indicate the relief requested, and (f) be signed by the teacher involved. The principal shall give the teacher an answer in writing no later than five (5) days after receipt of the written grievance. If the resolution of a specific grievance affects other employees, the resolution will apply to all affected employees.

STEP THREE

If the grievance is not resolved at STEP TWO, it must be submitted within five (5) days to the Superintendent or designee, who shall meet with the aggrieved teacher (representative of the Association if the teacher so desires) within a reasonable time, not to exceed 10 days, in an attempt to resolve the matter. The Superintendent shall give the teacher an answer in writing no later than five (5) days after the conclusion of the meeting.

STEP FOUR

If the grievance disposition given at STEP THREE of the written procedure is not considered satisfactory, the grievance may be filed by the Association with the Secretary of the Board with a statement of reasons why it is being pursued within ten (10) days following the date of the disposition in STEP THREE.

STEP FIVE

The Board shall hear the grievance at the next regularly scheduled Board Meeting as long as there is a minimum of ten (10) days to prepare for the hearing. If the Board hearing falls within the "summer months," the Board and the Association shall mutually agree upon a satisfactory date. At the Board hearing, the Board may assign an ad-hoc committee to meet with the Association at a mutually agreeable date and time.

STEP SIX

If the decision of the Board is not satisfactory to the teacher and the Association, the grievance may be submitted for arbitration by written notice by the Association to the Board and the American Arbitration Association within ten (10) days after receipt of the Board's decision.

A. The arbitrator shall be selected in accordance with the rules of the American

Arbitration Association, which rules shall govern the arbitration proceedings.

- B. The power of the arbitrator shall be limited to the interpretation or application of the express terms of this Agreement and they shall have no power to alter, add to, or subtract from the terms of this Agreement as written. The arbitrator's decision shall be final and binding on the Association, its bargaining unit employees, the teacher(s) involved, and the Board. The arbitrator shall have no authority to decide any grievance which encompasses a prohibited bargaining subject. The arbitrator's decision shall conform with the Michigan Uniform Arbitration Act. MCL 691.1681, *et seq.*
- C. The fees and expenses of the arbitrator shall be paid by the losing party of the grievance.

ARTICLE 16 MISCELLANEOUS PROVISIONS
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SECTION ONE:

This Agreement shall supersede any rules, regulations or practices of the Board and the Association which shall be contrary to or inconsistent with its terms.

SECTION TWO:

Electronic copies of this Agreement shall be provided to all teaching staff.

SECTION THREE:

Supervision by a teacher of a student teacher shall be voluntary.

SECTION FOUR: Student Records

- A. Teachers will record absences accurately within the first ten (10) minutes of each scheduled class at the middle school and high school. Teachers at the elementary school will record absences accurately at the beginning of each morning and afternoon (defined by principal)
- B. Teachers will update their grade book weekly with student assignments. Each building principal will determine when grades are due to be updated each week.

SECTION FIVE:

This Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, inconsistent or discriminatory and without regard to race, religion, color, national origin, age, sex, gender, disability, sexual orientation,

height, weight, familial, or marital status, genetic information, veteran status, membership in, or association with, activities of any employee organization, or any other legally protected status.

SECTION SIX:

The parties recognize that optimum school facilities for both student and teacher are desirable to ensure the high quality of education that is the goal of both the Board and the Association. It is also acknowledged that the primary duty and responsibility of the teacher is to teach, and that the organization of the school and the school day should be directed toward insuring that the energy of the teacher is primarily utilized to this end.

SECTION SEVEN:

All classrooms, halls, lavatories, and lunchrooms shall be kept in clean and sanitary conditions. These areas will be kept stocked with normal supplies.

SECTION EIGHT:

The Board may require a teacher to receive a physical and/or mental examination upon initial employment and, for reasonable cause, may also require an experienced teacher to receive a physical and/or mental examination:

- A. To determine the existence of any conditions which might impair the ability of the teacher to properly discharge the teacher's professional duties;
- B. To determine the existence of any condition which might be detrimental to the health or safety of the students or other persons. Any such requirements by the Board directed to a teacher in the employment of the Board shall be in writing and include a statement of the reasons therefore.
- C. If the Board shall require a medical examination, it shall pay the cost thereof provided that the examining physician and/or medical facilities are satisfactory to the Board.

SECTION NINE:

Any written notice pursuant to this Agreement shall be deemed to have been received five (5) days following its deposit in the United States Mail, postage prepaid, when addressed as follows:

- A. Board Office of the Superintendent
 Union City Community Schools
 430 St. Joseph St.
 Union City, MI 49094

- B. MEA UniServ Director
 Michigan Education Association
 77 S. 20th Street, Suite 101
 Battle Creek, MI 49015

- C. UCEA President, UCEA
 Union City Community Schools
 430 St. Joseph St.
 Union City, MI 49094

- D. Teacher: As set forth in the records of the Board or to such other
 address as a party, the Association or a teacher shall
 furnish in writing.

SECTION TEN:

Teachers will have keys that allow them access to the entrance of their assigned building. They will also have keys that provide them access to their primary work area.

SECTION ELEVEN:

An emergency manager appointed under the Local Financial Stability and Choice Act, MCL 141.541 *et seq.* may reject, modify, or terminate this Agreement as provided in that Act.

**DURATION OF
AGREEMENT**

THIS AGREEMENT shall become effective July 1, 2022, and continue in effect through June 30, 2025. The parties agree to re-open this Agreement for wages and insurance for 2023-24, and 2024-25. Agreements in these years will be memorialized as Letters of Agreement to be ratified by both the District and the Association.

For the District:

Superintendent Chris Katz

Date

Union City Community Schools

For the Association:

President Mike Eyre

Date

Union City Education Association/MEA/NEA

**SCHEDULE "A" SALARY SCHEDULE
2022-2023**

2022 - 2023 WAGE SCALE			
Step	BA	BA 18	MA
1	\$ 41,735	\$ 43,506	\$ 45,621
2	\$ 43,444	\$ 45,288	\$ 47,710
3	\$ 45,157	\$ 47,074	\$ 49,799
4	\$ 46,866	\$ 48,859	\$ 51,889
5	\$ 48,578	\$ 50,644	\$ 53,979
6	\$ 50,287	\$ 52,426	\$ 56,070
7	\$ 52,000	\$ 54,210	\$ 58,160
8	\$ 53,712	\$ 55,995	\$ 60,250
9	\$ 55,422	\$ 57,780	\$ 62,339
10	\$ 57,133	\$ 59,566	\$ 64,427
11	\$ 58,842	\$ 61,347	\$ 66,518
12	\$ 60,555	\$ 63,133	\$ 68,608
13	\$ 62,587	\$ 65,241	\$ 71,021

LONGEVITY

Longevity shall be defined as years of service to Union City Community Schools. The seniority list as described in Article 8 of this Agreement shall be used to determine longevity. Longevity compensation is as follows.

Teachers at years of service 14 through years 17 shall receive an additional \$3,000.

Teachers at years of service 18 through years 22 shall receive an additional \$3,750.

Teachers at years of service 23 and beyond shall receive an additional \$4,500.

SCHEDULE "B" SUPPLEMENTAL COMPENSATION SCHEDULE: GENERAL

Compensation for Extra Duties shall be based on the first step of the B.A. Salary Schedule.

A.	HIGH SCHOOL	Percentage of B.A. Schedule
+1.	Instrumental Music	12.0
2.	Flag Corps	3.0
3.	National Honor Society	1.5
4.	Student Council	3.0
5.	9-10th Class Advisor	2.0
6.	11-12th Class Advisor	3.0
7.	Quiz Bowl	1.0
+8.	Yearbook	6.5
9.	Youth in Government Advisor	3.0
+10.	Counselor	12.0
B.	MIDDLE SCHOOL	
1.	Cheerleading Advisor	3.0
2.	Yearbook	4.0
3.	Quiz Bowl	1.0
4.	Student Activities Advisor	2.0
5.	Youth in Government Advisor	2.0
+6.	Counselor	6.0
C.	ELEMENTARY SCHOOL	
1.	Safety Patrol	2.0
+2.	Vocal Music	3.0
+3.	Counselor	6.0

+ The steps for these instructional positions will be determined by years of experience. The steps of experience will be capped at step three (3).

SCHEDULE "B" SUPPLEMENTAL COMPENSATION SCHEDULE: ATHLETICS

Compensation for Athletics shall be based on the B.A. Salary Schedule. The step will be determined by the number of years of continuous experience in that sport at Union City, except that additional steps may be granted for previous experience by the Superintendent. The steps of experience will be capped at step seven (7). Provided that the employee has furnished the district with all pertinent paperwork and the district shall provide a contract with the following: Sport, Compensation, the two (2) dates of equal payment no later than two (2) weeks of the season's start.

A.	HIGH SCHOOL	Percentage of B.A. Schedule
	Football	
	Head Coach	13.5
	Junior Varsity	9.5
	Assistant Varsity	9.5
	Assistant Varsity	9.5
	Assistant Junior Varsity	9.5
	Assistant Junior Varsity	9.5
	Basketball	
	Head Coach (Boys)	13.5
	Junior Varsity (Boys)	9.5
	Head Coach (Girls)	13.5
	Junior Varsity (Girls)	9.5
	Cheerleading	
	Competitive Cheer	4.5
	Football Sideline	3.0
	Basketball Sideline	2.5
	Wrestling	
	Head Coach	13.5
	Assistant	9.5
	Volleyball	
	Head Varsity	13.5
	Junior Varsity	9.5
	Track	
	Head Coach (Boys)	13.5
	Head Coach (Girls)	13.5
	Assistant (Boys)	9.5
	Assistant (Girls)	9.5
	Baseball / Softball	
	Head Varsity (Boys)	13.5
	Head Varsity (Girls)	13.5
	Junior Varsity (Boys)	9.5
	Junior Varsity (Girls)	9.5

Cross Country		
Head Coach		12.0
Golf		
Head Coach		9.5

A. MIDDLE SCHOOL

Head Coaches		7.5
Assistant Coaches		4.5

The aforesaid Supplemental Compensation Schedule shall be subject to the following terms and conditions:

- A. Assignment of individual teachers to supplemental duties is discretionary with the Board and subject to renewal each year. All coaching positions shall be posted each year.
- B. The Board agrees to give full and equal consideration to present bargaining unit members in all coaching vacancies covered by this Agreement in which they have expressed an interest. Vacancies shall be filled with the “preferred candidate for the job” based on qualifications, relevant experience and the competency of the applicant.
- C. All persons engaged in coaching activities under Schedule "B" must have Michigan High School Athletic Association (MHSAA) "PACE" certification, successful completion of levels one and two of the Coaches advancement Program, or comparable training dealing with injury treatment, intervention, rehabilitation, prevention and conditioning, before undertaking their coaching responsibilities; however a person new to coaching may obtain such certification during their first year of coaching.
- D. **All positions listed in Schedule "B" may not be filled each work year.**
- E. The Board has the right to establish additional positions and issue payment on supplementary contracts for such positions during the term of this Agreement.
- F. The Athletic Director will evaluate each Coach annually. Each written evaluation of a Coach's job performance shall be based on at least an accumulated total of thirty (30) minutes of observation.
- G. Following each written evaluation, the Athletic Director and Coach will schedule and hold an evaluation conference. The evaluation shall be signed by both the Coach and the Athletic Director.
- H. Teaching staff will be provided season family passes for all home athletic events. The Pass is non-transferable.

SCHEDULE "C"
FRINGE BENEFITS

A. The District, for a twelve-month period (September 1 - August 31) during each year of this Agreement, shall make premium contributions not to exceed the "hard cap" limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 *et seq.*, on behalf of employees (and eligible dependents) for one of the following option packages. The employee shall elect one of the following option packages (Family, Two-Person, Individual, or Plan B) during open enrollment (or upon hire, as allowed by the carrier). The cost above the hard cap for each plan will not be smoothed across employees. Differing plan costs above the hard cap will be the responsibility of the respective member taking that insurance plan. The decision shall be irrevocable for that school year unless compelling family change necessitates change. The election shall be made in conjunction with the Section 125 Plan developed and administered by the District.

B. Plan A (employee plan including health insurance).

The following insurance plan will be provided to full-time employees (and their eligible dependents) who have a need for health insurance.

1. Health -SIMPLY BLUE PPO/HAS RX \$3250/\$6450 Deductible
 - a. deductibles: (Reimbursed By District)
 - b. \$5 co-pay on all prescription drugs.
2. Dental Self Funded 100/80/80/80
\$1,500 Annual Maximum, \$1,500 Orthodontic Lifetime Cap.
3. Vision Self Funded \$130 Frame Maximum
4. Negotiated Life \$50,000
5. Long Term Disability 90 Day CDMF at 66 2/3rds, \$6,500 Mo. Cap

C. Plan B (employee plan when health insurance is not needed)

The following insurance plan will be provided to full-time employees (and their eligible dependents) who do not have need of health insurance.

1. Dental Self Funded 100/80/80/80
\$1,500 Annual Maximum, \$1,500 Orthodontic Lifetime Cap.
2. Vision Self Funded \$130 Frame Maximum
3. Negotiated Life \$50,000 (Teacher Only)

4. Long Term Disability 90 Day CDMF at 662/3rds, \$6,500 Mo. Cap
 5. A cash stipend of \$240 each pay per contract year to bargaining unit employees electing to forego insurance coverage provided by the District. Married staff members are eligible for Cash in Lieu. These amounts will be paid in twenty-six (26) equal installments. By entering into a salary reduction agreement, the cash amount (less employee FICA and any applicable withholding) may, at the election of the teacher, be applied toward any nontaxable insurance option offered by the District pursuant to Section 125 of the Internal Revenue Code or applied all or in part to a tax-deferred annuity offered by the District pursuant to Section 403b, 457b, or other similar tax-deferred option of the Internal Revenue Code. Any teacher who selects an option(s) with a cost in excess of the District's contribution will be required to provide the District with a written payroll deduction authorization for the excess in order to be eligible.
- D. Part-time employees may elect to enroll in Plan A or Plan B above during the specified open enrollment period(s):
1. Plan A: Part-time employees will be eligible for the District premium contributions prorated per the participant's work schedule. The deductible will be pro-rated per the participant's work schedule. The participating employee will be responsible for payment of any additional premium amounts which may be payroll deducted. Any premium amounts not payroll deducted will be remitted by the teacher as a condition of continued participation and enrollment.
 2. Plan B: Part-time employees will be eligible for the District cash stipend or nontaxable insurance options as outlined above in Clause C prorated per the participant's work schedule.
- E. The employee's premium obligation for the insurance plan specified in Clause B of this Article shall be any amount above the "hard cap" amount limitation under the Publicly Funded Health Insurance Limitation Act, MCL 15.561, et. seq. This obligation will be deducted in twenty-six (26) equal installments. Part time employees' premium obligation will be pro-rated per the participant's work schedule. All insurance premium obligations will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.
- F. Employees newly hired by the District shall be eligible for insurance coverage upon acceptance by the insurance carriers of the written application. Employees who are separating from the District before working their required number of contractual days or due to retirement will have their District paid premiums discontinued the first day of the month following the effective date of separation. All teachers who complete a full contractual year shall have medical and ancillary premiums paid on their behalf through August 31.

- G. The District agrees to make the premium contributions specified in this Article for the duration of this Agreement. Insurance benefits are provided in accordance with the underwriting rules and regulations set forth in the respective master contracts issued by the carriers to the Board. Disputes over policy coverage between the insurance carrier(s) and employees or their beneficiaries shall not be subject to the Grievance Procedure but shall be a matter solely between the employee and the insurance company.

- H. The Association will cooperate with the Board to discourage insurance coverage that will result in double coverage with no reasonable benefit to the insured.

SCHOOL CALENDAR 2022-2023

August	15	Mon	New Teacher Orientation
(7)	16	Tue	Staff Day AM/Professional Development (Staff-3; PD-3)
	17	Wed	Professional Development (Full Day PD)-6
	18	Thu	Professional Development (Full Day PD)-6
			Open Houses (ES 5:00-6:30, MS 5:30-7:00, HS 6:00-7:30)
	23	Tue	1st Day for Students
September	2	Fri	No School
(19)	5	Mon	No School (Labor Day)
	26	Mon	Professional Development (Full Day PD)-6
October	25	Tue	PTC 4-7 PM (HS and MS)
(21)	27	Thu	1/2 Day Students -PTC 12-3 PM
	28	Fri	End of Quarter 1
November	1	Tue	PTC 4-7 PM (ES)
(20)	23	Wed	1/2 Day Students & Staff / Thanksgiving Break Begins
	24	Thu	No School - Thanksgiving Break
	25	Fri	No School - Thanksgiving Break
December	23	Fri	No School - Christmas Break Begins
(16)			
January	9	Mon	School Resumes
(16)	16	Mon	Professional Development (Full Day PD)-6
	20	Fri	End of 1st Semester
February	20	Mon	Mid Winter Break/ No Students or Staff
(19)			
March	24	Fri	1/2 Day Students & Staff - End of Quarter 3
(18)	27	Mon	Spring Break Begins
April	3	Mon	School Resumes
(19)	7	Fri	No School (Good Friday)
	24	Mon	1/2 Day Students / Professional Development (PD)-3
May	29	Mon	No School Memorial Day
(22)			
June	2	Fri	End of year (1/2 day students-staff)
(2)			

-179 Student Days
 -1 Day of PD counts as Instruction
 -174 Full Days
 -5 Student Half Days
 -30 Hours PD

In lieu of formal spring conferences Teachers will make every possible effort to have direct, meaningful contact with student's parents/guardian early 2nd semester. ES teachers contact each student's parents/guardian, MS / HS divide student's parents/guardian by teams, as necessary.
 A family / community connection event will be held second semester, 2 hours, planned by each building / Grade level

SCHOOL CALENDAR 2023-2024

August	14	Mon	New Teacher Orientation
(8)	15	Tue	Staff Day AM/Professional Development (Staff-3; PD-3)
	16	Wed	Professional Development (Full Day PD)-6
	17	Thu	Professional Development (Full Day PD)-6
			Open Houses (ES 5:00-6:30, MS 5:30-7:00, HS 6:00-7:30)
	22	Tue	1st Day for Students
September	1	Fri	No School
(18)	4	Mon	No School (Labor Day)
	25	Mon	Professional Development (Full Day PD)-6
October	24	Tue	PTC 4-7 PM (HS and MS)
(22)	26	Thu	1/2 Day Students -PTC 12-3 PM
	27	Fri	End of Quarter 1
November	2	Thu	PTC 4-7 PM (ES)
(20)	22	Wed	1/2 Day Students & Staff / Thanksgiving Break Begins
	23	Thu	No School - Thanksgiving Break
	24	Fri	No School - Thanksgiving Break
December	22	Fri	1/2 Day - Christmas Break Begins
(16)			
January	8	Mon	School Resumes
(17)	15	Mon	Professional Development (Full Day PD)-6
	19	Fri	End of 1st Semester
February	19	Mon	Mid Winter Break/ No Students or Staff
(20)			
March	22	Fri	1/2 Day Students & Staff - End of Quarter 3
(16)	25	Mon	Spring Break Begins
April	1	Mon	School Resumes
(22)	22	Mon	1/2 Day Students / Professional Development (PD)-3
May	27	Mon	No School Memorial Day
(21)	30	Thu	End of year (1/2 day students-staff)

-180 Student Days
 -174 Full Days
 -6 Student Half Days
 -30 Hours PD

In lieu of formal spring conferences Teachers will make every possible effort to have direct, meaningful contact with student's parents/guardian early 2nd semester. ES teachers contact each student's parents/guardian, MS / HS divide student's parents/guardian by teams, as necessary.

A family / community connection event will be held second semester, 2 hours, planned by each building / Grade level

SCHOOL CALENDAR 2024-2025

August	19	Mon	New Teacher Orientation
(4)	20	Tue	Staff Day AM/Professional Development (Staff-3; PD-3)
	21	Wed	Professional Development (Full Day PD)-6
	22	Thu	Professional Development (Full Day PD)-6
			Open Houses (ES 5:00-6:30, MS 5:30-7:00, HS 6:00-7:30)
	26	Mon	1st Day for Students
	30	Fri	No School
September	2	Mon	No School (Labor Day)
(19)	23	Mon	Professional Development (Full Day PD)-6
October	22	Tue	PTC 4-7 PM (HS and MS)
(23)	24	Thu	1/2 Day Students -PTC 12-3 PM
November	1	Fri	End of Quarter 1
(19)	7	Thu	PTC 4-7 PM (ES)
	27	Wed	1/2 Day Students & Staff / Thanksgiving Break Begins
	28	Thu	No School - Thanksgiving Break
	29	Fri	No School - Thanksgiving Break
December	20	Fri	1/2 Day - Christmas Break Begins
(15)			
January	6	Mon	School Resumes
(19)	17	Fri	End of 1st Semester
	20	Mon	Professional Development (Full Day PD)-6
February	17	Mon	Mid Winter Break/ No Students or Staff
(19)			
March	28	Fri	1/2 Day Students & Staff - End of Quarter 3
(20)	31	Mon	Spring Break Begins
April	7	Mon	School Resumes
(18)	21	Mon	1/2 Day Students / Professional Development (PD)-3
May	26	Mon	No School Memorial Day
(21)			
June	3	Wed	End of year (1/2 day students-staff)
(3)			

-180 Student Days
-174 Full Days
-6 Student Half Days
-30 Hours PD

In lieu of formal spring conferences Teachers will make every possible effort to have direct, meaningful contact with student's parents/guardian early 2nd semester. ES teachers contact each student's parents/guardian, MS / HS divide student's parents/guardian by teams, as necessary.
A family / community connection event will be held second semester, 2 hours, planned by each building / Grade level



Book Policy Manual
 Section Board Review 36.2
 Title Vol. 36, No. 2 - February 2022 - OVERVIEW
 Code 1 - OVERVIEW
 Status



POLICY UPDATE SERVICE
 PROVIDED BY NEOLA, INC.

Local Policy Update

VOLUME 36 NUMBER 2

FEBRUARY 2022

MASB Policy Services Provided by Neola

Effective policies are at the core of successful school district governance. Maintaining policies that reflect both local oversight and ever-changing state and federal laws is an enormous task. School board members can rely on the MASB-Neola Partnership to keep their policy manuals up-to-date. Under this partnership, Neola provides comprehensive policy services for MASB members on behalf of MASB. Working together, MASB and Neola produce uniform school policies and guidelines to better serve all Michigan school districts.

Policy Development and Updating

Neola, with assistance from MASB if and when needed, will work with the board, administrators and committee(s) to develop a comprehensive policy manual that suits your district's needs. Each manual is based on templates that have been thoughtfully prepared, then vetted by Neola's outside counsel and MASB's legal counsel. These templates are customized to the district's unique circumstances through choices made by the board and administrative team. The bylaws, policies and administrative rules/regulations are a unique collection assembled by educators and attorneys. The end result will be a policy manual that's in line with law and court decisions containing legal citations, footnoted reference material, and will be searchable by keyword or phrase.

OVERVIEW AND COMMENTS

All production related materials and questions should be directed to the Coshocton Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing questions should be directed to the Stow Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

Please do not retype Neola materials before returning them for processing. We prefer to have the original materials returned after you have marked them indicating which changes and additions you choose to have/not have for your District. If a District chooses not to adopt a policy or an administrative guideline, the District is still obligated to follow applicable Federal and State laws relating to that section.

The proposed new, revised, and replacement policies, administrative guidelines and forms included in this update have been thoughtfully prepared and reviewed by Neola's legal counsel for statutory compliance. If you make changes, or substitute in its entirety policies or other materials of your own drafting, those materials should be reviewed by your legal counsel to verify compliance. Neola does not review district-specific edits to update materials or District-specific policies for statutory compliance.

If a policy or guideline is marked as a revision, the changes have been marked in bold (to add material) and crossed out (to delete material). As you review a revised policy or guideline, you may choose to accept one, many or all of the changes provided. If a policy or guideline is marked as a replacement, that means there have been enough changes made that justify a complete, clean replacement copy. As you review a replacement policy or guideline, you should also check the materials you have in your current policy or guideline to see if there is some specific wording you want included in the replacement policy. If so, any wording from the current policy should be added using "Track Changes" or the editing tools in the BoardDocs platform in the replacement policy or guideline before returning it electronically to the Coshocton office for processing.

If the District alters language and adds it to a policy template or deletes content that is not marked as a choice in the policy template, then these actions will constitute District-specific edits.

Policies that are to be deleted from the policy manual require Board action to rescind the policy.

As the Update "season" gets underway, Neola offers some suggestions for accessing the comprehensive policy services through your Neola Associate. While "in-person" consultation sessions are the preferred method for Neola Update "visits", the means by which you and your Neola associate accomplish this review should be mutually determined based on availability and level of comfort with the consultation process. Overall, health and safety are the primary concerns. Your Neola associate will be in contact with you soon to discuss these options with you and to schedule an appointment to review this update and ensure you are current on this and previous updates. Please consider the following options:

- A. Schedule an appointment date/time to review the update materials during an in-person conference,
- B. Schedule/reschedule update or drafting visits for a later time,
- C. Schedule an appointment date/time to review the update materials via virtual meeting, such as Google Meeting or other electronic options, or
- D. Schedule an appointment date/time to review the update materials in a telephone conference.

If you are not an administrative guidelines client, you did not receive those materials in this packet. Contact your Associate for more information about becoming an administrative guidelines client.

Processing Update Materials

If you will be making changes to these Update documents electronically, use "Track Changes" or editing tool in the BoardDocs platform to mark the Neola materials indicating which of the proposed revisions and additions you choose to include or not include for your District, or to make additional edits, before returning them electronically for processing. Be sure to leave the "track changes" and marked up version as the one you submit to the production office in Coshocton, Ohio.

District-Specific Material

If the District chooses, during any step of the Update process, to incorporate District-specific material into a new policy or guideline that has been proposed or to insert District-specific material into a current policy or guideline for which revisions have been proposed in an update issued by Neola, then the District agrees to hold Neola harmless for those District-specific edits and acknowledges that Neola's warranty for legal challenges to that District-specific language in that policy or guideline will not be in effect. In addition, Neola retains ownership of the text from the original policy template that remains in a policy to which District-specific material has been added. District-specific materials include the following:

- A. Materials from the District's existing materials that the District requests be incorporated during the drafting process;
- B. New materials that the District develops in their entirety and exclusive of Neola; and
- C. Revisions or deletions that substantively depart from Neola's templates.

Further, Neola does not recommend the use or incorporation of District-specific materials. Neola will, at the request of the District, incorporate District-specific materials into the licensed materials, with the implicit understanding that the District bears all risks associated with the District's decision to request that such District-specific materials be incorporated. Neola reserves the right to, but is not obligated to, advise the District to seek its own legal review of District-specific materials.

FY 2021-22 Thresholds for Competitive Bids, Value of Awards, and Gifts

The Michigan Department of Education (MDE) provides updated information on statutory requirements that determine thresholds for competitive bids and value of awards and gifts. The fiscal year 2021-22 base for MCLs 380.623a, 380.1267, and 380.1274 are \$26,046. There are changes to the limits on the value of awards given by an ISD to an employee, volunteer, or pupil, as well as the value above which an ISD administrator may not accept a gift from a vendor or potential vendor. The fiscal year 2021-22 upper limit (MCL 380.634) for awards is \$143 and the cap for gifts is \$64.

Notice Regarding Legal Accuracy

Neola is vigilant in providing policy language to clients that has been vetted for legal accuracy by outside legal counsel. Should questions arise as to the legal compliance or accuracy of Neola materials, it is our expectation that Neola's counsel would have the opportunity to assist in the resolution of such a claim. Please notify the Neola corporate office if an issue arises in which such a review or assistance is necessary.

Policies in this update have been reviewed by Varnum, LLP (Grand Rapids, MI) for consistency with Federal and State law.

REMINDERS

- A. The Minimum Wage in Michigan increases to \$9.87 for 2022.
- B. The Internal Revenue Service (IRS) issued Notice 2021-251 which provides the 2022 mileage rate at 58.5 cents per mile for business travel (2.5 cents more than 2021 rate).
- C. The U.S. Department of Labor maintains regulatory authority over state and local government employers, including public school districts. Note that the following federal laws have poster requirements which apply to school districts (no federal or federally-assisted contracts or subcontracts):
 1. The Employee Polygraph Protection Act (EPPA)
 2. The Fair Labor Standards Act (FLSA) Minimum Wage Notification
 3. The Family and Medical Leave Act (FMLA)
 4. Uniformed Services Employment and Reemployment Rights Act (USERRA)
 5. Occupational Safety and Health Act (Workplace Safety)

6. Whistleblower Protections

In addition, certain organizations may be required to display posters that can only be obtained from DOL's Office of Workers' Compensation Programs (OWCP). More information on these posters is available. Links to all federal employment posters are always available on the Poster Page as are answers to frequently asked questions. Note that school districts with federal or federally-assisted contracts or subcontracts may have additional requirements.

LEGAL ALERTS

Included with this update are several legal alerts and a sample resolution. These include:

3. Legal Alert - Closed Captioning of Video Recordings on District Website
4. Legal Alert - Withdrawal of Temporary Standard
5. Legal Alert - Temporary Changes to Substitute Teacher Requirements
6. Sample Resolution Regarding Temporary Changes to Substitute Teacher Requirements
7. Legal Alert - Maintenance of Effort & Maintenance of Equity
8. Legal Alert - Attorney General Opinion No. 7318 Regarding Disability Discrimination

BYLAWS AND POLICIES

Policy 1616– Staff Dress and Grooming (New)

Policy 3216 - Staff Dress and Grooming (Revised)

Policy 4216 - Staff Dress and Grooming (Revised)

Optional language has been added to state what is legally required with regard to enforcing the dress code in a nondiscriminatory/uniform manner and affirming an employee's right to dress in accordance with their gender identity (within the constraints of the adopted dress code). The added language is an option because there is no requirement to include such language in policy or administrative guideline. Implementation of such measures is required in accordance with the stated principles, whether they are in writing or not, in order to comply with Title IX and Title VII.

Policy 5511- Staff Dress and Grooming (Revised)

Optional language has been added to state what is legally required with regard to enforcing the dress code in a nondiscriminatory/uniform manner and affirming a student's right to dress in accordance with their gender identity (within the constraints of the adopted dress code). The added language is an option because there is no requirement to include such language in policy or administrative guideline. Implementation of such measures is required in accordance with the stated principles, whether they are in writing or not, in order to comply with Title IX and Title VII.

Policy 6110 - Grant Funds (Revised)

This policy has been revised to include the latest changes to the Education Department General Administrative Regulations (EDGAR). Specific requirements for Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) will need to be documented and provided at the time of audit of specific funded programs (ESSER, GEER, etc.)

This revised policy reflects current EDGAR provisions and should be adopted to maintain accurate policies.

Policy 6114 - Cost Principles - Spending Federal Funds (Revised)

Policy 6325 - Procurement - Federal Grants/Funds (Revised)

These policies have been revised to include the latest changes to the Education Department General Administrative Regulations (EDGAR). Specific prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment are included, along with the Davis-Bacon prevailing wage provisions for contracts in excess of \$2,000 related to construction, alteration, repairs, etc.

These revisions reflect current EDGAR provisions and should be adopted to maintain accurate policies.

ADMINISTRATIVE GUIDELINES

AG 4160D - Bus Driver Qualifications - Diabetes Exception (Revised)

This AG has been revised to reflect the change to bus driver qualifications as found in Enrolled House Bill 4861 (Public Act 131 Of 2021), effective December 17, 2021.

AG 5511 - Dress and Grooming (Revised)

See note on Policy 5511.

COMMENTS

Reviewing Board Minutes

A feature of your subscription to the Update Service is the review of your District's Board minutes to identify actions that result in new policy or revision to existing policy. If such action has been taken and copies of the related materials have not been submitted to the Coshocton Office, the District will be contacted and additional information regarding the action will be requested. Please take advantage of this valuable service by sending copies of your Board minutes to the Coshocton Office for review.



Book	Policy Manual
Section	Board Review 36.2
Title	Vol. 36, No. 2 - February 2022 New STAFF DRESS AND GROOMING
Code	po1616
Status	

1616 - **STAFF DRESS AND GROOMING**

The Board of Education believes that administrators set an example in dress and grooming for their students to follow. An administrator who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

- A. be physically clean, neat, and well-groomed;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;
- E. be groomed in such a way that their hairstyle or dress does not disrupt the educational process nor cause a health or safety hazard.

The Board recognizes employees' right to dress in accordance with their gender identity, within the constraints of the preceding dress and grooming guidelines.

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Book	Policy Manual
Section	Board Review 36.2
Title	Copy of STAFF DRESS AND GROOMING
Code	po3216
Status	
Adopted	December 15, 1997

3216 - **STAFF DRESS AND GROOMING**

The Board of Education believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;
- E. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

[.] The Board recognizes employees' right to dress in accordance with their gender identity, within the constraints of the preceding dress and grooming guidelines.

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Book	Policy Manual
Section	Board Review 36.2
Title	Copy of SUPPORT STAFF DRESS AND GROOMING
Code	po4216
Status	
Adopted	December 15, 1997

4216 - **SUPPORT STAFF DRESS AND GROOMING**

The Board of Education believes that support staff members are an important and integral part of the District. Also, since the support staff is highly-visible staff to the students, the professional staff, and the public, the Board believes the support staff should at all times be well dressed and groomed. Support staff members who understand this precept and adhere to it enlarge the importance of their task, present an image of dignity, and encourage respect.

The Board retains the authority to specify the following dress and grooming guidelines for support staff. When assigned to District duty, all support staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their support responsibilities;
- C. dress in a manner that communicates to others a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;
- E. be groomed in such a way that their dress or hair style does not disrupt the educational process or cause a health or safety hazard.

[.] The Board recognizes employees' right to dress in accordance with their gender identity, within the constraints of the preceding dress and grooming guidelines.

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Book	Policy Manual
Section	Board Review 36.2
Title	Copy of DRESS AND GROOMING
Code	po5511
Status	
Adopted	December 15, 1997

5511 - **DRESS AND GROOMING**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. **() Students have the right to dress in accordance with their gender identity, within the constraints of the dress code promulgated by the school.**

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student ~~himself/herself~~ or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving ~~his/her own~~ educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming at the building level. ~~in his/her building;~~
- B. may specify prescribed dress and grooming practices, but may not amplify the rationale for prohibition established by Board policy;
- C. ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.
- D. **() direct staff to enforce the school's dress code in a nondiscriminatory and uniform manner, including without regard to whether a student is transgender or gender nonconforming.**

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

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Book	Policy Manual
Section	Board Review 36.2
Title	Copy of GRANT FUNDS
Code	po6110
Status	
Legal	34 C.F.R. 75.707, 76.563, 76.565, 76.707 2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.302, 200.307 2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.343(b)&(e) Compliance Supplement for Single Audits of State and Local Governments 20 U.S.C. 7906
Adopted	December 15, 1997
Last Revised	August 15, 2016

6110 - GRANT FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that would benefit students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in schools.

Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, local and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.
- B. The Superintendent is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The Superintendent is responsible for administering grant funds in a manner consistent with underlying agreements, applicable statutes, regulations and objectives, and the terms and conditions of the grant award.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District shall provide for the following:

- A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance ("CFDA") title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.
- C. Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
2. comply with Federal statutes, regulations and the terms and conditions of the Federal award;
3. evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the Federal award;
4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and

tribal laws regarding privacy and obligations of confidentiality.

- E. Comparison of expenditures with budget amounts for each Federal award.
- F. Recordkeeping and written procedures to the extent required by Federal, State, local and grantor rules and regulations pertaining to the grant award and accountability, including, but not limited to, the following areas:
1. cash management
 2. allowability
 3. conflict of interest
 4. procurement
 5. equipment management
 6. conducting technical evaluations of proposals and selecting recipients
 7. compensation and fringe benefits
 8. travel
- G. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass through agency in accordance with applicable Federal policy.
- H. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment or supplies are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.

Revised 11/18/02

Revised 11/20/06

Revised 12/17/12

Revised 1/18/16

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Book	Policy Manual
Section	Board Review 36.2
Title	Copy of COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114
Status	
Legal	2 C.F.R. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.439(b)(2), 200.458 2 C.F.R. 200.474(b) 34 C.F.R. 76.707-.708(a), 75.703
Adopted	August 15, 2016
Last Revised	December 13, 2021

6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment;
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.

- B. Conform to any limitations or exclusions set forth in the cost principles in Part 200 or in the terms and conditions of the Federal award. **, including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment.**
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
 1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to assure that only permissible personnel expenses are allocated;
 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.
- I. Be incurred during the approved budget period.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to the law. Prior written approval from the Federal awarding agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods, unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency, or pass-through entity.
- D. **All Federally-funded contracts in excess of \$2,000 related to construction, alterations, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.**
- E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR 200.436 and 2 CFR 200.465.
- F. When approved as a direct cost by the Federal awarding agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- G. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal awarding agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$5,000.

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Michigan Department of Education (MDE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Equipment and other capital expenditures are unallowable as indirect costs.

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment. This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education ("USDOE") regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary (USDOE) under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period, unless an agreement exists with the awarding agency or the pass-through entity (e.g., MDE) to reimburse for pre-approval expenses.

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

Revised 3/21/21

2 C.F.R. 200.216

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Book	Policy Manual
Section	Board Review 36.2
Title	Copy of PROCUREMENT – FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Legal	2 C.F.R. 200.317 - .326
Adopted	August 15, 2016
Last Revised	June 17, 2019

6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small and minority businesses and women's business enterprises, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110 and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions paid for from Federal funds or District matching funds shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive contracts to consultants that are on retainer contracts;
- D. organizational conflicts of interest;
- E. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- F. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list yearly.

Solicitation Language

The District shall require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize the following methods of procurement:

A. Micro-purchases

Procurement by micropurchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

B. Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$23,881. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

C. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.

2. Proposals shall be solicited from an adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E that firms are a potential source to perform the proposed effort.

D. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source
2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
4. after solicitation of a number of sources, competition is determined to be inadequate

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only 1) after a determination that no other contract is suitable; and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy- two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Revised 3/18/19

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ADVERTISEMENT
High School Football Field Bleacher Replamcent Project
Notice to Contractors for RFP posted on May 18, 2022

Sealed bids for Union City Community Schools High School Football Field Bleacher Replamcent Project will be received at: 430 St. Joseph St. Union City, MI 49094, until 10:00 o'clock A.M. (Prevailing Local Time) on the 1st day of June 2022, at the office of the Union City Community Schools Administrative offices,, and at that time will be publicly opened and read. All bids shall be submitted in the form of electronic submission in pdf format based on the bid template.

The proposed work includes:

Plans and specifications may be requested electronically from the office of Wightman Architects from an email request to Christine Kennedy at email ckennedy@gowightman.com

A pre-bid conference will be held at 10:00 AM on the 23 day of May 2022, at Union City Community Schools 430 St. Joseph St. Union City, MI 49094. **All bidders are encouraged to attend the pre-bid meeting.**

It is the purpose and intent of the Quoting Documents that a fully complete job be accomplished. It shall be each Bidder's responsibility to include all costs necessary to provide labor, materials, equipment, and services for that portion of the work bid upon, including but not limited to supervision, shop drawings, samples, tools, scaffolding, lifts, hoists, cranes, taxes, incidentals, whether or not specifically called for in the Quoting Documents.

Each Subcontractor shall thoroughly examine the existing facility and site prior to submitting a quote and include all items necessary to complete their work taking into consideration the existing conditions.

All quotes shall be submitted on the attached Quote Form in the RFP. The project schedule provides a narrow window of opportunity to complete a significant amount work. It is the responsibility of the Subcontractor to identify durations as may be required for their scopes of work and insure a timely completion of that scope of work within the scheduled completion date.

Coordinate and Mobilize Construction June 2022
- Last Day of School June 2022
- Substantial Completion August 2022
- Punch List and Remaining Work September 2022

ESSER III Plans

Union City Schools has been allocated \$1,820,522 in ESSER III funds expendable through September of 2023 as part of the CARES Act.

These funds have specific criteria for how they may be expended, with 20% (\$364,104.40) that must be dedicated to address the academic impact of lost instructional time.

Our plan for using these funds is constantly evolving as needs arise. Here is an outline of our current plans.

These allocations can be adjusted and changed as new information is available and actual costs of programs become clearer.

Description	Cost
MS HVAC/Ventilation Upgrades	\$1,092,000
Installation of a new dual boiler system to replace an aging boiler. Improved ventilation by adding vents to the roof with electric fans to improve air circulation. Replacement of AC units above the media center, cafeteria, and kitchen.	
Director of Instruction Curriculum and Assessment - 2021-22	\$68,291
This position was created to work with our staff to select appropriate curriculum resources to improve our instruction. To provide professional development for staff as well as use assessment data to drive decisions that are made.	
Director of Instruction Curriculum and Assessment - 2022-23	\$95,587
This position was created to work with our staff to select appropriate curriculum resources to improve our instruction. To provide professional development for staff as well as use assessment data to drive decisions that are made.	
Device Leasing Payoff	\$247,423
Payment of remaining amount owed on Apple iPads and Laptops leased for student use in August of 2020. Upon making this payment the devices became UCCS property.	
Alternative Education Instructor	\$105,482
We created an alternative education position specifically to work with students who have lost high school credit in the last two years and need the opportunity to earn their high school diploma.	
Middle School Teaching Position	\$108,232
We hired an additional 8th grade teacher in 2022-23 in order to keep class sizes smaller for this class that we felt was especially in need of smaller class sizes.	

Description	Cost
Credit Recovery Program	\$20,000
The high school has implemented a credit recovery program for students who are struggling to complete courses largely due to learning loss. This program began in spring 2022 and will continue through summer of 2023.	
Middle School Math Curriculum Materials	\$48,404
Implementing a new middle school math curriculum, Mid School Math, in order to improve our math instruction and make sure it is tied directly to math benchmarks for Michigan.	
Elementary Math Curriculum Materials	\$16,603
Our elementary math curriculum needed improvement to meet the needs of students who had missed so much time in the classroom. We purchased the Bridges math curriculum materials in order to help these students.	
Playworks Curriculum	\$18,500
Playworks curriculum helps schools teach students skills in playing together on the playground. Students learn games and activities that they can continue to play themselves. As students return to in person learning, they need skills of cooperation.	
Total	\$1,820,522

Draft Version

In February of 2022 we submitted the following answers to these four items as a way to describe our plan to the state for initial approval.

Please describe the extent to which and how the funds will be used to implement prevention and mitigation strategies that are, to the greatest extent practicable, consistent with the most recent CDC guidance on reopening schools, in order to continuously and safely open and operate schools for in-person learning:

In order to continue to follow CDC and local health department mandates and safely provide face-to-face instruction for our students, we must address critical needs in our building infrastructure as it relates to air quality. Improvement of air quality is recommended and will require us to upgrade buildings to provide better air movement through improved heating, ventilation and HVAC systems. The primary focus of these improvements will be our building with the worst ventilation and heating, our middle school. We have returned to in person learning this past fall and plan to continue to do so. It is essential that we use a portion of ESSER III funds to make these improvements to these systems.

Please describe how the LEA will use the funds it reserves under section 2001(e)(1) of the ARP Act (see below) to address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive after school programs, or extended school year:

Addressing the impact of lost instructional time through the course of the pandemic is vital. The Union City Community School district will use a variety of evidence-based interventions to target the needs of our students. Conducting a review of our benchmark data as well as student end of term assessments and course completion data will help us identify those students in need of extra assistance. A variety of programs will be put in place including after school programs with certified teachers working with students on recovering lost learning enabling them to earn credits that were lost. We will also collaborate with local agencies such as Community Unlimited which will provide after school programs. We will provide assistance through transportation and instructional materials in order to maximize resources of both organizations. Summer programs will be offered for students to help students accelerate their learning especially in the areas of Reading and Mathematics. Funds will be used to pay for staff for our after school and summer programs, as well as to provide an alternative instruction program for students who have fallen dramatically behind during the past 20 months. Students in this program who have fallen behind in graduation progress will be able to catch up with their peers and graduate.

Please describe how the LEA will spend its remaining ARP ESSER funds consistent with section 2001(e)(2) of the ARP Act.

The district will continue to pay for leased devices that provide access for all of our students to updated curriculum and software. If necessary, we will hire additional staff in order to reduce class sizes and provide a lower student to teacher ratio.

Please describe how the LEA will ensure that the interventions it implements, including but not limited to the interventions implemented under section 2001(e)(1) of the ARP Act (see below) to address the academic impact of lost instructional time, will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students disproportionately impacted by the COVID-19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.

Social and Emotional learning are critical components of the educational process, especially in light of the trauma experienced by many through this pandemic. Our counselors have been trained to address these needs and provided with tools to help them identify students that require assistance.

A social emotional screening tool will be provided which will help with identification of individual students as well as groups of students who are in particular need of intervention.

A thorough review of benchmark assessment data will be conducted in the fall, winter and spring to ensure that progress is being made by students. As the data is disaggregated we will make adjustments as needed to ensure that all subgroups are being targeted with supports necessary.



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JOSEPH M. GASPER
DIRECTOR

April 29, 2022

Christopher Katz
Union City Community Schools
430 St. Joseph St.
Union City, Michigan 49094

RE: 2022 COMPETITIVE SCHOOL SAFETY GRANT PROGRAM (CSSGP)

Dear Mr. Katz:

We are pleased to inform you that your CSSGP application to the Michigan State Police (MSP), Grants and Community Services Division, has been selected to receive funding. The award for your project, pending full execution of the Grant Agreement, is \$150,000. Further details regarding allowable expenditures is contained in the enclosed agreement.

It is crucial that you read through the entire agreement to be sure you and your financial officer are aware of and able to abide by all terms and conditions. Agreement requirements will be enforced. Non-compliance of terms and conditions may result in termination of the grant and/or financial penalties. **The deadline for returning your signed Grant Agreement is May 11, 2022.** Remember, this is a reimbursement-only grant, and reimbursements will not be approved for expenditures incurred prior to the return of the fully executed Grant Agreement to you.

We would like to congratulate you on your award. Requests for the 2022 CSSGP exceeded \$34 million which made for very difficult decisions by the review committee. The review committee included representation from the MSP, the Michigan Association of Chiefs of Police, the Michigan Sheriff's Association, the Michigan Department of Education, the Michigan Association of Non-Public Schools, and school safety professionals and subject matter experts. Of the 336 applications submitted, your project was one of 150 selected for funding.

If you have any questions or concerns, please contact the MSP Office of School Safety at MSP-SchoolSafety@michigan.gov.

Sincerely,

Nancy Becker Bennett, Division Director
Grants and Community Services Division

Enclosure

Status	Location	Type	Project	Item:	Triangle	Estimate	Bid/Actual
Annual	ELEMENTARY	1-5 Years	Architectural	Regular Maintenance	RAKE AND CAULK MASONRY CONTROL JOINTS	\$8,000	
Annual	ELEMENTARY	1-5 Years	Architectural	Regular Maintenance	CAULK EXTERIOR LOUVERS	\$4,000	
Annual	ELEMENTARY	1-5 Years	Architectural	Regular Maintenance	RAKE AND CAULK EXTERIOR MASONRY WINDOW SILLS	\$8,000	
Annual	ELEMENTARY	6-10 Years	Electrical	Regular Maintenance	HAVE AN ELECTRICAL MAINTENANCE SERVICE CLEAN/EXERCISE/LUBRICATE ELECTRICAL GEAR TO VERIFY FUNCTION	\$7,000	
Annual	HIGH SCHOOL	1-5 Years	Architectural	Regular Maintenance	RAKE AND CAULK MASONRY CONTROL JOINTS	\$4,000	
Annual	HIGH SCHOOL	1-5 Years	Architectural	Regular Maintenance	RAKE AND CAULK EXTERIOR MASONRY WINDOW SILLS	\$8,000	
Annual	HIGH SCHOOL	6-10 Years	Electrical	Regular Maintenance	HAVE AN ELECTRICAL MAINTENANCE SERVICE CLEAN/EXERCISE/LUBRICATE ELECTRICAL GEAR TO VERIFY FUNCTION	\$7,000	
Annual	MIDDLE SCHOOL	1-5 Years	Architectural	Regular Maintenance	ROOF LEAK AT LIBRARY	\$7,000	
Annual	MIDDLE SCHOOL	6-10 Years	Architectural	Regular Maintenance	REPLACE OLD CHALK BOARDS WITH NEW WHITE BOARDS AND TACK BOARDS - 20- 12'X4'	\$38,000	
Annual	MIDDLE SCHOOL	6-10 Years	Electrical	Regular Maintenance	HAVE AN ELECTRICAL MAINTENANCE SERVICE CLEAN/EXERCISE/LUBRICATE ELECTRICAL GEAR TO VERIFY FUNCTION	\$7,000	
				Regular Maintenance Total		\$98,000	\$0 \$0
Bond	HIGH SCHOOL	1-5 Years	Architectural	ADA Compliance	PROVIDE BARRIER FREE ACCESS TO STAGE/BAND ROOM - demo walls/doors,demo stairs/storage floor,new/infill walls,pour ramp,flooring,paint,ceiling,electrical/hvac rework	\$60,000	
				ADA Compliance Total		\$60,000	\$0 \$0
Bond	ELEMENTARY	1-5 Years	Architectural	Floor and Ceiling	REPLACE SECTIONS OF FLOORING (PHASE 1/3)	\$93,000	
Bond	ELEMENTARY	1-5 Years	Architectural	Floor and Ceiling	REPLACE SECTIONS OF CEILINGS (PHASE 1/3)	\$83,000	
Bond	ELEMENTARY	1-5 Years	Architectural	Floor and Ceiling	ABATEMENT (PHASE 1/3)	\$48,000	
Bond	ELEMENTARY	11-15 Years	Architectural	Floor and Ceiling	REPLACE SECTIONS OF FLOORING (PHASE 3/3)	\$117,000	
Bond	ELEMENTARY	11-15 Years	Architectural	Floor and Ceiling	REPLACE SECTIONS OF CEILINGS (PHASE 3/3)	\$104,000	
Bond	ELEMENTARY	11-15 Years	Architectural	Floor and Ceiling	ABATEMENT (PHASE 3/3)	\$61,000	
Bond	ELEMENTARY	6-10 Years	Architectural	Floor and Ceiling	REPLACE SECTIONS OF FLOORING (PHASE 2/3)	\$105,000	
Bond	ELEMENTARY	6-10 Years	Architectural	Floor and Ceiling	REPLACE SECTIONS OF CEILINGS (PHASE 2/3)	\$94,000	
Bond	ELEMENTARY	6-10 Years	Architectural	Floor and Ceiling	ABATEMENT (PHASE 2/3)	\$54,000	
Bond	HIGH SCHOOL	1-5 Years	Architectural	Floor and Ceiling	REPLACE SELECT SECTIONS OF FLOORING (PHASE 1/3)	\$101,000	
Bond	HIGH SCHOOL	1-5 Years	Architectural	Floor and Ceiling	REPLACE SELECT SECTIONS OF CEILINGS (PHASE 1/3)	\$146,000	
Bond	HIGH SCHOOL	1-5 Years	Architectural	Floor and Ceiling	ABATEMENT (PHASE 1/3)	\$200,000	
Bond	HIGH SCHOOL	11-15 Years	Architectural	Floor and Ceiling	REPLACE SELECT SECTIONS OF FLOORING (PHASE 3/3)	\$127,000	
Bond	HIGH SCHOOL	11-15 Years	Architectural	Floor and Ceiling	REPLACE SELECT SECTIONS OF CEILINGS (PHASE 3/3)	\$184,000	
Bond	HIGH SCHOOL	11-15 Years	Architectural	Floor and Ceiling	ABATEMENT (PHASE 3/3)	\$61,000	
Bond	HIGH SCHOOL	6-10 Years	Architectural	Floor and Ceiling	REPLACE SELECT SECTIONS OF FLOORING (PHASE 2/3)	\$114,000	
Bond	HIGH SCHOOL	6-10 Years	Architectural	Floor and Ceiling	REPLACE SELECT SECTIONS OF CEILINGS (PHASE 2/3)	\$165,000	
Bond	HIGH SCHOOL	6-10 Years	Architectural	Floor and Ceiling	ABATEMENT (PHASE 2/3)	\$136,000	
Bond	MIDDLE SCHOOL	1-5 Years	Architectural	Floor and Ceiling	REPLACE SECTIONS OF FLOORING (PHASE 1/3)	\$136,000	
Bond	MIDDLE SCHOOL	1-5 Years	Architectural	Floor and Ceiling	REPLACE SECTIONS OF CEILINGS (PHASE 1/3)	\$109,000	
Bond	MIDDLE SCHOOL	1-5 Years	Architectural	Floor and Ceiling	ABATEMENT (PHASE 1/3)	\$120,000	
Bond	MIDDLE SCHOOL	11-15 Years	Architectural	Floor and Ceiling	REPLACE SECTIONS OF FLOORING (PHASE 3/3)	\$171,000	
Bond	MIDDLE SCHOOL	11-15 Years	Architectural	Floor and Ceiling	REPLACE SECTIONS OF CEILINGS (PHASE 3/3)	\$137,000	
Bond	MIDDLE SCHOOL	11-15 Years	Architectural	Floor and Ceiling	ABATEMENT (PHASE 3/3)	\$61,000	
Bond	MIDDLE SCHOOL	6-10 Years	Architectural	Floor and Ceiling	REPLACE SECTIONS OF FLOORING (PHASE 2/3)	\$153,000	
Bond	MIDDLE SCHOOL	6-10 Years	Architectural	Floor and Ceiling	REPLACE SECTIONS OF CEILINGS (PHASE 2/3)	\$123,000	
Bond	MIDDLE SCHOOL	6-10 Years	Architectural	Floor and Ceiling	ABATEMENT (PHASE 2/3)	\$136,000	
				Floor and Ceiling Total		\$3,139,000	\$0 \$0
Bond	ELEMENTARY	1-5 Years	Architectural	Building Repair	REPLACE DAMAGED SECTIONS OF EXTERIOR MASONRY	\$40,000	
Bond	ELEMENTARY	1-5 Years	Architectural	Building Repair	PROVIDE RIGID FLASHING AT FOUNDATION WALL / BRICK ON GYM ADDITION, PARGE COAT AND PAINT LOWER FOUNDATION WALL - rigid flashing,parge coat and paint	\$44,000	
Bond	ELEMENTARY	1-5 Years	Architectural	Building Repair	REWORK SCUPPERS AND ROOF CORNERS WHERE WATER IS RUNNING DOWN FACE BRICK	\$40,000	
Bond	MIDDLE SCHOOL	1-5 Years	Architectural	Building Repair	REPLACE EXTERIOR LOUVERS	\$15,000	
Bond	MIDDLE SCHOOL	1-5 Years	Architectural	Building Repair	NEW EXTERIOR SOFFITS (ABATEMENT OF EXISTING BELOW)	\$36,000	

Status	Location	Type	Project	Item:	Triangle	Estimate	Bid/Actual
Bond	MIDDLE SCHOOL	1-5 Years	Architectural	Building Repair	PROVIDE EXTERIOR CONCRETE SLAB AT PERIMETER OF BUILDING (2' MAINTENANCE STRIP, EXISTING STOOPS AND WALKS TO REMAIN)	\$33,000	
				Building Repair Total	\$208,000	\$0	\$0
Bond	ELEMENTARY	6-10 Years	Architectural	Cafeteria Remodel	REMODEL CAFETERIA	\$520,000	
				Cafeteria Remodel Total	\$520,000	\$0	\$0
Bond	ELEMENTARY	1-5 Years	Architectural	Full Remodel	UPDATE ORIGINAL CLASSROOMS (12) - casework, flooring, restrooms (increase size for code), ceilings	\$639,000	
Bond	ELEMENTARY	1-5 Years	Architectural	Full Remodel	REPLACE ORIGINAL DOORS AND WINDOWS - interior doors, exterior doors, windows	\$229,000	
Bond	ELEMENTARY	1-5 Years	Architectural	Full Remodel	REPLACE EXTERIOR WOOD SOFFITS WITH EIFS	\$91,000	
Bond	ELEMENTARY	1-5 Years	Architectural	Full Remodel	REMOVE WOOD PANELING AND REPLACE WITH PLASTER / IMPACT RESISTANT GYP - DEMO, DRYWALL, PAINTING, WALL PROTECTION, REWORK CEILING	\$22,000	
Bond	ELEMENTARY	1-5 Years	Architectural	Full Remodel	REMODEL RESTROOMS	\$476,000	
Bond	ELEMENTARY	1-5 Years	Architectural	Full Remodel	VESTIBULES - add cab heaters, repaint	\$19,000	
Bond	ELEMENTARY	1-5 Years	Electrical	Full Remodel	UPDATE INTERIOR AND EXTERIOR LIGHTING THROUGHOUT BUILDING TO LED, INCLUDING CONTROLS	\$556,000	
Bond	ELEMENTARY	1-5 Years	Mechanical	Full Remodel	REMOVE DRINKING FOUNTAIN	\$4,000	
Bond	ELEMENTARY	6-10 Years	Architectural	Full Remodel	ADD/REPLACE INTERIOR SIGNAGE	\$9,000	
Bond	HIGH SCHOOL	1-5 Years	Architectural	Full Remodel	HOME EC LAB UPGRADES - add window for supervision, replace casework, replace countertops, replace ranges, update finishes	\$284,000	
Bond	HIGH SCHOOL	1-5 Years	Architectural	Full Remodel	LOCKER ROOM UPGRADES - hdpe locker end panels, update finishes, add 8" vinyl base, replace bench tops	\$249,000	
Bond	HIGH SCHOOL	1-5 Years	Architectural	Full Remodel	WRESTING ROOM UPGRADES - new flooring and base, repaint, add drop ceiling, demo steel, demo and repair block wall, demo and repair floor/pour footings, shoring, steel - beam/columns	\$102,000	
Bond	HIGH SCHOOL	1-5 Years	Architectural	Full Remodel	REMODEL RESTROOMS	\$671,000	
Bond	HIGH SCHOOL	1-5 Years	Architectural	Full Remodel	REMOVE WOOD PANELING AND REPLACE WITH PLASTER / IMPACT RESISTANT GYP BOARD - CAFETERIA - DEMO, DRYWALL, PAINTING, WALL PROTECTION, REWORK CEILING	\$39,000	
Bond	HIGH SCHOOL	1-5 Years	Architectural	Full Remodel	UPDATE DISHWASHING AREA IN KITCHEN	\$74,000	
Bond	HIGH SCHOOL	1-5 Years	Electrical	Full Remodel	LED LIGHTING - classrooms, cafeteria	\$155,000	
Bond	HIGH SCHOOL	6-10 Years	Architectural	Full Remodel	REMODEL BAND ROOM WALLS, FLOOR, NEW WENGER STORAGE - remodel, wenger casework	\$434,000	
Bond	HIGH SCHOOL	6-10 Years	Architectural	Full Remodel	REPLACE INTERIOR DOORS AND HARDWARE	\$501,000	
Bond	HIGH SCHOOL	6-10 Years	Architectural	Full Remodel	ADD/REPLACE INTERIOR SIGNAGE	\$14,000	
Bond	MIDDLE SCHOOL	1-5 Years	Architectural	Full Remodel	ADD/REPLACE INTERIOR SIGNAGE	\$6,000	
Bond	MIDDLE SCHOOL	1-5 Years	Architectural	Full Remodel	REPLACE AREAS OF OLDER LOCKERS	\$96,000	
Bond	MIDDLE SCHOOL	1-5 Years	Architectural	Full Remodel	REMOVE WOOD PANELING AND REPLACE WITH PLASTER / IMPACT RESISTANT GYP - DEMO, DRYWALL, PAINTING, WALL PROTECTION, REWORK CEILING	\$90,000	
Bond	MIDDLE SCHOOL	1-5 Years	Architectural	Full Remodel	REMODEL TOILET ROOMS	\$448,000	
Bond	MIDDLE SCHOOL	11-15 Years	Architectural	Full Remodel	PROVIDE NEW ENTRY CANOPY - canopy - not connected to building, storm connection, slab/curb, sitework	\$322,000	
Bond	MIDDLE SCHOOL	11-15 Years	Architectural	Full Remodel	ADD DAYLIGHTING TO CLASSROOMS AND COMMON AREAS - add windows and shade - 1 per exterior classroom, gym - windows with shades, cafeteria, media center, 3 interior classrooms	\$236,000	
Bond	MIDDLE SCHOOL	11-15 Years	Electrical	Full Remodel	REPLACE LIGHT FIXTURES WITH LED. PROVIDE ROOM CONTROLLER WITH DIMMING/OCCUPANCY SENSOR (INTERIOR ONLY)	\$643,000	
Bond	MIDDLE SCHOOL	6-10 Years	Architectural	Full Remodel	REPLACE INTERIOR DOORS AND HARDWARE	\$283,000	
Bond	MIDDLE SCHOOL	6-10 Years	Architectural	Full Remodel	REMODEL LOCKER ROOMS - MODERATE REMODEL	\$1,221,000	
Bond	MIDDLE SCHOOL	6-10 Years	Architectural	Full Remodel	REPLACE SECTIONS OF WOOD STORAGE / LAMINATE COUNTERS IN KITCHEN	\$27,000	
Bond	MIDDLE SCHOOL	6-10 Years	Electrical	Full Remodel	REPLACE ANY EXTERIOR LIGHT THAT IS NOT LED WITH A NEW LED FIXTURE/RETRO FIT KIT (20 BUILDING, 10 POLES)	\$22,000	
Bond	MIDDLE SCHOOL	6-10 Years	Mechanical	Full Remodel	REPLACE EXISTING PLUMBING FIXTURES (EXCLUDING RESTROOMS/LOCKER ROOMS)	\$27,000	
				Full Remodel Total	\$7,989,000	\$0	\$0
Bond	ELEMENTARY	1-5 Years	Architectural	Gym Remodel	REPLACE GYM FLOORING	\$117,000	
Bond	HIGH SCHOOL	11-15 Years	Architectural	Gym Remodel	REPLACE GYMNASIUM WOOD FLOOR	\$273,000	
Bond	MIDDLE SCHOOL	11-15 Years	Architectural	Gym Remodel	REPLACE GYM FLOORING	\$185,000	
				Gym Remodel Total	\$575,000	\$0	\$0
Bond	ELEMENTARY	1-5 Years	Electrical	HVAC Update	DISCONNECT/RECONNECT BOILERS, CABINET HEATERS, EXHAUST FANS, WATER SOFTENER, AND WATER HEATERS PER MECHANICAL RECOMMENDATIONS	\$40,000	
Bond	ELEMENTARY	1-5 Years	Electrical	HVAC Update	PROVIDE NEW BREAKERS/BRANCH PANELS TO ACCOMMODATE CORRIDOR VENTILATION	\$16,000	
Bond	ELEMENTARY	1-5 Years	Electrical	HVAC Update	PROVIDE SURGE PROTECTIVE DEVICE (SPD) TO SERVICE PANEL TO PROTECT BUILDING ELECTRICAL SYSTEM FROM SURGES	\$14,000	

Status	Location	Type	Project	Item:	Triangle	Estimate	Bid/Actual	
Bond	ELEMENTARY	1-5 Years	Electrical	HVAC Update	PROVIDE POWER TO NEW CONTROLS SYSTEM	\$7,000		
Bond	ELEMENTARY	1-5 Years	Mechanical	HVAC Update	REPLACE EXISTING BOILERS WITH NEW CONDENSING BOILERS W/ ASSOCIATED PUMPS, EXPANSION TANK, AND CONTROLS	\$352,000		
Bond	ELEMENTARY	1-5 Years	Mechanical	HVAC Update	REPLACE EXISTING CABINET UNIT HEATERS, CONVECTORS, AND FINNED-TUBE WITH NEW	\$40,000		
Bond	ELEMENTARY	1-5 Years	Mechanical	HVAC Update	REPLACE EXISTING EXHAUST FANS	\$134,000		
Bond	ELEMENTARY	1-5 Years	Mechanical	HVAC Update	REPLACE CAFÉ AHU WITH NEW AHU W/ ASSOCIATED DX COOLING COIL, HOT WATER HEATING COIL, DUCTWORK, AND CONTROLS	\$120,000		
Bond	ELEMENTARY	1-5 Years	Mechanical	HVAC Update	REPLACE EXISTING WATER HEATERS WITH NEW AND BUILDING WATER SOFTENER	\$96,000		
Bond	ELEMENTARY	1-5 Years	Mechanical	HVAC Update	ADD VENTILATION TO CORRIDORS W/ ASSOCIATED DUCTWORK, PIPING, AND CONTROLS	\$112,000		
Bond	ELEMENTARY	1-5 Years	Mechanical	HVAC Update	CONTROL SYSTEM TO MATCH REST OF DISTRICT	\$267,000		
Bond	ELEMENTARY	6-10 Years	Electrical	HVAC Update	DISCONNECT/RECONNECT VERTICAL VENTILATOR/FAN COILS PER RECOMMENDATIONS	\$35,000		
Bond	ELEMENTARY	6-10 Years	Electrical	HVAC Update	PROVIDE SURGE PROTECTIVE DEVICE (SPD) TO BRANCH PANELS	\$47,000		
Bond	ELEMENTARY	6-10 Years	Mechanical	HVAC Update	REPLACE EXISTING PACKAGE VERTICAL UNIT VENTS WITH NEW AND ADD DUCTWORK	\$1,411,000		
Bond	ELEMENTARY	6-10 Years	Mechanical	HVAC Update	REPLACE EXISTING OFFICE FAN COILS WITH NEW	\$65,000		
Bond	FIELDHOUSE	1-5 Years	Mechanical	HVAC Update	CONTROL SYSTEM TO MATCH REST OF DISTRICT	\$96,000		
Bond	HIGH SCHOOL	1-5 Years	Electrical	HVAC Update	UPDATE BUILDING SUBPANELS (WITH POWER UPGRADE BELOW)	\$235,000		
Bond	HIGH SCHOOL	1-5 Years	Electrical	HVAC Update	DISCONNECT/RECONNECT AHU IN GYM, CABINET HEATERS, WATER HEATERS, CLASSROOM UNIT VENTILATORS, AND EXHAUST FANS PER MECHANICAL RECOMMENDATIONS	\$40,000		
Bond	HIGH SCHOOL	1-5 Years	Electrical	HVAC Update	PROVIDE POWER TO NEW CONTROLS	\$7,000		
Bond	HIGH SCHOOL	1-5 Years	Electrical	HVAC Update	UPGRADE 1200 AMP SERVICE TO NEW 2000 AMP 208/120 3 PHASE SERVICE. PROVIDE NEW BREAKER/BRANCH PANELS TO ACCOMMODATE NEW CHILLER	\$147,000		
Bond	HIGH SCHOOL	1-5 Years	Electrical	HVAC Update	PROVIDE SURGE PROTECTIVE DEVICE (SPD) TO SERVICE PANEL TO PROTECT BUILDING ELECTRICAL SYSTEM FROM SURGES	\$14,000		
Bond	HIGH SCHOOL	1-5 Years	Mechanical	HVAC Update	ADD AIR CONDITIONING TO CLASSROOMS AND OFFICE - replace unit ventilators with vertical unit ventilators,ahu improvements,chiller,chilled water piping,pipe enclosure/architectural patching	\$2,149,000		
Bond	HIGH SCHOOL	1-5 Years	Mechanical	HVAC Update	REPLACE EXISTING CABINET UNIT HEATERS, UNIT HEATERS, AND FINNED-TUBE WITH NEW	\$64,000		
Bond	HIGH SCHOOL	1-5 Years	Mechanical	HVAC Update	REPLACE EXISTING WATER HEATER WITH NEW CONDENSING WATER HEATER	\$96,000		
Bond	HIGH SCHOOL	1-5 Years	Mechanical	HVAC Update	CONTROL SYSTEM TO MATCH REST OF DISTRICT	\$376,000		
Bond	HIGH SCHOOL	6-10 Years	Electrical	HVAC Update	PROVIDE SURGE PROTECTIVE DEVICE (SPD) TO BRANCH PANELS	\$47,000		
Bond	MIDDLE SCHOOL	1-5 Years	Electrical	HVAC Update	DISCONNECT EXISTING UNIT VENTILATORS(S). PROVIDE NEW BREAKER/FEEDER TO ACCOMMODATE NEW UNIT VENTILATOR WITH CHILLED WATER COIL	\$136,000		
Bond	MIDDLE SCHOOL	1-5 Years	Electrical	HVAC Update	PROVIDE SURGE PROTECTIVE DEVICE (SPD) TO SERVICE PANEL TO PROTECT BUILDING ELECTRICAL SYSTEM FROM SURGES	\$14,000		
Bond	MIDDLE SCHOOL	1-5 Years	Electrical	HVAC Update	PROVIDE POWER TO NEW CONTROLS SYSTEM	\$7,000		
Bond	MIDDLE SCHOOL	1-5 Years	Electrical	HVAC Update	DISCONNECT/RECONNECT CABINET HEATERS, EXHAUST FANS, MECHANICAL RECOMMENDATIONS	\$40,000		
Bond	MIDDLE SCHOOL	1-5 Years	Electrical	HVAC Update	PROVIDE NEW 480/277 VOLT 3 PHASE 600 AMP BREAKER TYPE DISTRIBUTION PANEL. FEED NEW CHILLER AND ASSOCIATED PUMPS FROM NEW PANEL	\$29,000		
Bond	MIDDLE SCHOOL	1-5 Years	Mechanical	HVAC Update	REPLACE EXISTING UNIT VENTS WITH NEW VERTICAL UNIT VENTS WITH HOT WATER HEATING COIL, DUCTWORK, CHILLED WATER COIL, AND CONTROLS	\$1,433,000		
Bond	MIDDLE SCHOOL	1-5 Years	Mechanical	HVAC Update	REPLACE EXISTING CABINET UNIT HEATERS, CONVECTORS, AND FINNED-TUBE	\$56,000		
Bond	MIDDLE SCHOOL	1-5 Years	Mechanical	HVAC Update	CONTROL SYSTEM TO MATCH REST OF DISTRICT	\$304,000		
Bond	MIDDLE SCHOOL	6-10 Years	Electrical	HVAC Update	PROVIDE SURGE PROTECTIVE DEVICE (SPD) TO BRANCH PANELS	\$47,000		
Bond	MIDDLE SCHOOL	6-10 Years	Mechanical	HVAC Update	REPLACE DOMESTIC WATER PIPING TO ABOVE GRADE - plumbing and heating,ceiling rework (50%),concrete and flooring patching,wall and paint patching	\$1,005,000		
				HVAC Update Total		\$9,098,000	\$0	\$0
Bond	ELEMENTARY	1-5 Years	Architctural	Kitchen Remodel	UPGRADE KITCHEN	\$358,000		
				Kitchen Remodel Total		\$358,000	\$0	\$0
Bond	ELEMENTARY	11-15 Years	Architctural	Roof	REPLACE ROOFING - membrane roofing,standing seam	\$1,473,000		
Bond	MIDDLE SCHOOL	11-15 Years	Architctural	Roof	REPLACE ROOFING	\$1,500,000		
				Roof Total		\$2,973,000	\$0	\$0
Bond	ELEMENTARY	1-5 Years	Electrical	Safety Update	REPLACE FIRE ALARM PANEL	\$36,000		
Bond	ELEMENTARY	11-15 Years	Electrical	Safety Update	PROVIDE GENERATOR SYSTEM FOR EMERGENCY LIGHTING TO ELIMINATE THE NEED TO TRACK INDIVIDUAL BATTERIES IN THE ENTIRE BUILDING. ADDITIONAL DEDUCT OPTION FOR POWER INVERTER TO BE INVESTIGATED.	\$141,000		
Bond	FIELDHOUSE	1-5 Years	Electrical	Safety Update	REPLACE FIRE ALARM PANEL	\$37,000		
Bond	HIGH SCHOOL	1-5 Years	Electrical	Safety Update	REPLACE FIRE ALARM SYSTEM	\$164,000		

Status	Location	Type	Project	Item:	Triangle	Estimate	Bid/Actual
Bond	HIGH SCHOOL	11-15 Years	Electrical	Safety Update	PROVIDE GENERATOR SYSTEM FOR EMERGENCY LIGHTING TO ELIMINATE THE NEED TO TRACK INDIVIDUAL BATTERIES IN THE ENTIRE BUILDING. ADDITIONAL DEDUCT OPTION FOR POWER INVERTER TO BE INVESTIGATED.	\$193,000	
Bond	MIDDLE SCHOOL	1-5 Years	Electrical	Safety Update	REPLACE FIRE ALARM SYSTEM	\$133,000	
Bond	MIDDLE SCHOOL	11-15 Years	Electrical	Safety Update	PROVIDE GENERATOR SYSTEM FOR EMERGENCY LIGHTING TO ELIMINATE THE NEED TO TRACK INDIVIDUAL BATTERIES IN THE ENTIRE BUILDING. ADDITIONAL DEDUCT OPTION FOR POWER INVERTER TO BE INVESTIGATED.	\$161,000	
				Safety Update Total		\$865,000	\$0 \$0
Bond	ATHLETIC FIELDS	1-5 Years	Technology	Security	REPLACE LOCKS	\$2,000	
Bond	ATHLETIC FIELDS	1-5 Years	Technology	Security	CAMERAS	\$30,000	
Bond	ELEMENTARY	1-5 Years	Technology	Security	REPLACE LOCKS	\$15,000	
Bond	FIELDHOUSE	1-5 Years	Technology	Security	REPLACE LOCKS	\$3,000	
Bond	HIGH SCHOOL	1-5 Years	Technology	Security	REPLACE LOCKS	\$19,000	
Bond	MIDDLE SCHOOL	1-5 Years	Technology	Security	REPLACE LOCKS	\$11,000	
				Security Total		\$80,000	\$0 \$0
Bond	ATHLETIC FIELDS	1-5 Years	Sitework	Sitework	REPLACE SCOREBOARDS - football,ms softball,ms baseball	\$66,000	
Bond	ATHLETIC FIELDS	1-5 Years	Sitework	Sitework	NEW LED FOOTBALL LIGHTING	\$516,000	
Bond	ATHLETIC FIELDS	1-5 Years	Sitework	Sitework	ADD IRRIGATION AT BASEBALL FIELD - well/water service,irrigation service	\$148,000	
Bond	ELEMENTARY	1-5 Years	Sitework	Sitework	REMOVE EXTERIOR BASKETBALL HOOPS/COURT	\$15,000	
Bond	ELEMENTARY	1-5 Years	Sitework	Sitework	ADD SITE LIGHTING	\$36,000	
Bond	MIDDLE SCHOOL	1-5 Years	Sitework	Sitework	REPLACE PLAYGROUND EQUIPMENT	\$215,000	
				Sitework Total		\$996,000	\$0 \$0
Bond	BUS GARAGE	1-5 Years	New Construction	Transportation	ADDITION FOR BUS DRIVER SPACE - addition, remove portable. * Bus Garage for 8 busses plus driver lounge area, office and restroom.	\$453,000	\$500,000
				Transportation Total		\$453,000	\$500,000 \$0
Completed	MIDDLE SCHOOL	1-5 Years	Architectoral	Safety Update	REPLACE WINCHES FOR BASKETBALL HOOPS	\$13,000	\$22,973
				Safety Update Total		\$13,000	\$0 \$22,973
Completed	ELEMENTARY	1-5 Years	Technology	Security	KEYLESS ENTRY	\$66,000	\$20,042
Completed	ELEMENTARY	1-5 Years	Technology	Security	CAMERAS	\$30,000	\$29,628
Completed	FIELDHOUSE	1-5 Years	Technology	Security	KEYLESS ENTRY	\$41,000	\$16,887
Completed	FIELDHOUSE	1-5 Years	Technology	Security	CAMERAS	\$15,000	\$10,932
Completed	HIGH SCHOOL	1-5 Years	Technology	Security	KEYLESS ENTRY	\$96,000	\$28,623
Completed	HIGH SCHOOL	1-5 Years	Technology	Security	CAMERAS	\$51,000	\$35,995
Completed	MIDDLE SCHOOL	1-5 Years	Technology	Security	KEYLESS ENTRY	\$167,000	\$32,046
Completed	MIDDLE SCHOOL	1-5 Years	Technology	Security	CAMERAS	\$30,000	\$30,793
				Security Total		\$496,000	\$0 \$204,946
ESSER	MIDDLE SCHOOL	1-5 Years	Electrical	HVAC Update	DISCONNECT EXISTING AHUS. PROVIDE NEW BREAKER/FEEDER TO ACCOMMODATE NEW AHU WITH CHILLED WATER COIL	\$14,000	\$1,092,000
ESSER	MIDDLE SCHOOL	1-5 Years	Electrical	HVAC Update	DISCONNECT EXISTING BOILER(S). PROVIDE NEW BREAKER/FEEDER TO ACCOMMODATE NEW BOILER. PROVIDE NEW BREAKER FEEDER TO WATER SOFTENER	\$14,000	
ESSER	MIDDLE SCHOOL	1-5 Years	Mechanical	HVAC Update	REPLACE RTUS	\$258,000	
ESSER	MIDDLE SCHOOL	1-5 Years	Mechanical	HVAC Update	REPLACE ROOF EXHAUST FANS	\$138,000	
ESSER	MIDDLE SCHOOL	1-5 Years	Mechanical	HVAC Update	REPLACE EXISTING AHU'S WITH NEW RTU'S AND AHU'S WITH HOT WATER HEATING COIL, CHILLED WATER COIL, AND CONTROLS	\$287,000	
ESSER	MIDDLE SCHOOL	1-5 Years	Mechanical	HVAC Update	REPLACE EXISTING SINGLE BOILER WITH TWO NEW CONDENSING BOILERS WITH ASSOCIATED PIPING, PUMPS, CONTROLS, AND BUILDING WATER SOFTENER	\$401,000	
ESSER	MIDDLE SCHOOL	1-5 Years	Mechanical	HVAC Update	ADD VENTILATION TO CORRIDORS W/ ASSOCIATED DUCTWORK, PIPING, AND CONTROLS	\$127,000	
				HVAC Update Total		\$1,239,000	\$1,092,000 \$0
General	ELEMENTARY	1-5 Years	Technology	Safety Update	REPLACE PA SYSTEM * include clocks with integrated speakers - synchronized	\$39,000	\$90,000
General	HIGH SCHOOL	1-5 Years	Technology	Safety Update	REPLACE PA SYSTEM * include clocks with integrated speakers - synchronized	\$65,000	\$90,000
General	MIDDLE SCHOOL	1-5 Years	Technology	Safety Update	REPLACE PA SYSTEM * include clocks with integrated speakers - synchronized	\$54,000	\$90,000
				Safety Update Total		\$158,000	\$0 \$270,000
Grant	ELEMENTARY	1-5 Years	Architectoral	Security	ADD SECURE ENTRY VESTIBULE	\$54,000	
Grant	HIGH SCHOOL	1-5 Years	Architectoral	Security	ADD SECURE ENTRY VESTIBULE	\$58,000	
Grant	MIDDLE SCHOOL	1-5 Years	Architectoral	Security	ADD SECURE ENTRY VESTIBULE	\$72,000	\$20,000
				Security Total		\$184,000	\$20,000 \$0

Status	Location	Type	Project	Item:	Triangle	Estimate	Bid/Actual	
Planned	HIGH SCHOOL	1-5 Years	Architectural	Building Repair	REPLACE BAND ROOM LOADING AREA PLATFORM	\$40,000	\$15,000	
				Building Repair Total		\$40,000	\$15,000	\$0
Planned	ATHLETIC FIELDS	1-5 Years	Remodeling	Community	RENOVATE BASEBALL RESTROOM	\$54,000	\$35,000	
Planned	ATHLETIC FIELDS	1-5 Years	Sitework	Community	RECONSTRUCT HOME BLEACHERS - sheet pile at top row of bleachers,remove concrete,remove soil under concrete,new retaining wall along sheeting,new slab on grade to receive bleachers,new bleachers,site concrete patch allowance,restoration allowance,new fence along bleachers,drainage under bleachers,catch basins,storm pipe	\$1,093,000	\$1,605,000	
Planned	ATHLETIC FIELDS	1-5 Years	Sitework	Community	REFINISH TRACK	\$106,000	\$90,000	
Planned	ATHLETIC FIELDS	1-5 Years	Sitework	Community	VISITOR BLEACHERS - bleacher pad,retaining wall,replace sidewalk,add sidewalk to baseball restroom,excavation	\$122,000		
				Community Total		\$1,375,000	\$1,730,000	\$0
Planned	HIGH SCHOOL	1-5 Years	Architectural	Gym Remodel	GYM UPGRADES - refinish floor,repaint walls,paint ceiling,repair stage doors at floor	\$100,000		
Planned	HIGH SCHOOL	1-5 Years	Architectural	Gym Remodel	Sand and refinish Gym Floor. Paint lines and seal.			\$19,800
				Gym Remodel Total		\$100,000	\$0	\$19,800
Planned	HIGH SCHOOL	1-5 Years	Electrical	HVAC Update	REMOVE POWER TO CAFÉ UNIT VENTILATORS. PROVIDE NEW BREAKER/BRANCH PANELS TO ACCOMMODATE NEW CAFÉ AHU	\$22,000		
Planned	HIGH SCHOOL	1-5 Years	Electrical	HVAC Update	PROVIDE NEW BREAKER/BRANCH PANELS TO ACCOMMODATE NEW CORRIDOR VENTILATION	\$16,000		
Planned	HIGH SCHOOL	1-5 Years	Mechanical	HVAC Update	REPLACE EXISTING GYM AHU'S WITH NEW AHU'S W/ ASSOCIATED DUCTWORK, PIPING, AND CONTROLS	\$320,000		
Planned	HIGH SCHOOL	1-5 Years	Mechanical	HVAC Update	REPLACE EXISTING EXHAUST FANS WITH NEW	\$212,000		
Planned	HIGH SCHOOL	1-5 Years	Mechanical	HVAC Update	REPLACE EXISTING CAFÉ UNIT VENTS WITH NEW RTU W/ ASSOCIATED DUCTWORK, PIPING, AND CONTROLS	\$111,000		
Planned	HIGH SCHOOL	1-5 Years	Mechanical	HVAC Update	ADD VENTILATION TO CORRIDORS W/ ASSOCIATED DUCTWORK, PIPING, AND CONTROLS	\$153,000		\$395,000
				HVAC Update Total		\$834,000	\$0	\$395,000
Planned	ELEMENTARY	1-5 Years	Sitework	Parking	REPLACE FAILING PARKING AREAS	\$90,000		\$12,500
Planned	ELEMENTARY	1-5 Years	Sitework	Parking	SEAL AND RESTRIPE BALANCE OF PARKING	\$24,000		\$7,500
Planned	HIGH SCHOOL	1-5 Years	Sitework	Parking	MILL AND REPAVE PARKING LOT	\$377,000		\$350,000
Planned	MIDDLE SCHOOL	1-5 Years	Sitework	Parking	SEAL AND RESTRIPE BALANCE OF PARKING. Entire parking lot.	\$41,000		\$8,150
Planned	MIDDLE SCHOOL	1-5 Years	Sitework	Parking	REPLACE FAILING PARKING AREAS (25%). Pulverize Tennis Court grade and compact.	\$140,000		\$5,900
				Parking Total		\$672,000	\$0	\$384,050
Planned	HIGH SCHOOL	1-5 Years	Architectural	Science	SCIENCE LAB UPGRADES - upgrade walls to fire rated,replace flooring and base,replace new ceiling,paint,add gas shutoff,add eyewash station,replace casework - lab 1,replace casework - lab 2,replace countertops,remove power/control boxes at work stations	\$365,000	\$365,000	\$0
				Science Total		\$365,000	\$365,000	\$0
Planned	BUS GARAGE	1-5 Years	Technology	Transportation	CAMERAS	\$10,000		
				Transportation Total		\$10,000	\$0	\$0
Planned	HIGH SCHOOL	1-5 Years	Electrical	Water	PROVIDE NEW BREAKER/BRANCH PANELS TO ACCOMMODATE NEW HOT WATER PUMPS	\$15,000		
Planned	HIGH SCHOOL	1-5 Years	Electrical	Water	PROVIDE NEW BREAKER/BRANCH PANELS TO ACCOMMODATE NEW DOMESTIC WATER PUMPS	\$15,000		
Planned	HIGH SCHOOL	1-5 Years	Mechanical	Water	PROVIDE NEW HOT WATER HEATING PIPING ABOVE CEILING W/ ASSOCIATED PUMPS AND BUILDING WATER SOFTENER	\$1,106,000	\$950,000	
Planned	HIGH SCHOOL	1-5 Years	Mechanical	Water	PROVIDE NEW DOMESTIC PIPING ABOVE CEILING W/ ASSOCIATED PUMP	\$369,000		
				Water Total		\$1,505,000	\$950,000	\$0
Reject	ATHLETIC FIELDS	1-5 Years	Sitework	Community	8 LANE TRACK - strip topsoil,import fill,import sand,import gravel,asphalt,track surface,respread topsoil,repair field turf,repair lawn,sidwal/vistor bleacher pad/field events,export spoils,demo track/sidewalk/field events,excavate cut,retaining wall,demo fence,new fence,mass grading,athletic equipment,demo/reconstruct pressbox/concessions irrigation repairs	\$2,423,000		
Reject	FIELDHOUSE	1-5 Years	New Construction	Community	COMMUNITY SPACE AND STORAGE ADDITION - addition,rework site storm and sidewalks	\$811,000		
				Community Total		\$3,234,000	\$0	\$0
Reject	ELEMENTARY	1-5 Years	Architectural	Full Remodel	ADD DROP CEILING TO CORRIDOR - ORIGINAL BUILDING AREAS - drop lights/relocate fixtures and devices,acoustical ceiling system	\$44,000		
Reject	HIGH SCHOOL	1-5 Years	Architectural	Full Remodel	ADDITIONAL SPACE FOR NURSES OFFICE AND MEETING OFFICES - RENOVATE ADJACENT CLASSROOM	\$192,000		
Reject	HIGH SCHOOL	6-10 Years	Architectural	Full Remodel	REMODEL OFFICE	\$602,000		
Reject	HIGH SCHOOL	6-10 Years	Architectural	Full Remodel	REMODEL MEDIA CENTER	\$333,000		
Reject	HIGH SCHOOL	6-10 Years	Architectural	Full Remodel	REFINISH FRONT OF STAGE AREA	\$109,000		
Reject	HIGH SCHOOL	6-10 Years	Electrical	Full Remodel	ADD TIMING/OCCUPANCY SENSOR CONTROLS TO ALL ROOMS	\$346,000		
Reject	MIDDLE SCHOOL	1-5 Years	Architectural	Full Remodel	UPDATE ENTRY/FRONT ELEVATION - metal panel,clean and paint eifs balance,dimensional letters	\$112,000		

Status	Location	Type	Project	Item:	Triangle	Estimate	Bid/Actual
Reject	MIDDLE SCHOOL	1-5 Years	Architectural	Full Remodel	CREATE SCIENCE LAB - demo,concrete work,flooring,ceiling,casework,plumbing and gas,upgrade walls to be fire rated,paint,electrical	\$312,000	
Reject	MIDDLE SCHOOL	1-5 Years	Architectural	Full Remodel	ADD AIR LOCK VESTIBULES (2)	\$45,000	
Reject	MIDDLE SCHOOL	6-10 Years	Architectural	Full Remodel	REMODEL OFFICE	\$312,000	
Reject	MIDDLE SCHOOL	6-10 Years	Architectural	Full Remodel	REMODEL MEDIA CENTER	\$389,000	
Reject	MIDDLE SCHOOL	6-10 Years	Electrical	Full Remodel	ADD TIMING/OCCUPANCY SENSOR CONTROLS TO ALL ROOMS	\$288,000	
				Full Remodel Total		\$3,084,000	\$0 \$0
Reject	ELEMENTARY	1-5 Years	Sitework	Safety Update	REWORK SITE FOR TRAFFIC PATTERN	\$471,000	
Reject	MIDDLE SCHOOL	1-5 Years	Sitework	Safety Update	MINOR REWORK SITE FOR TRAFFIC PATTERN	\$580,000	
				Safety Update Total		\$1,051,000	\$0 \$0
Reject	BUS GARAGE	1-5 Years	Technology	Security	KEYLESS ENTRY	\$10,000	
Reject	BUS GARAGE	1-5 Years	Technology	Security	REPLACE LOCKS	\$2,000	
				Security Total		\$12,000	\$0 \$0
Reject	BUS GARAGE	1-5 Years	Technology	Unknown	MONITORING SYSTEM	\$10,000	
Reject	ELEMENTARY	1-5 Years	Technology	Unknown	MONITORING SYSTEM	\$10,000	
Reject	FIELDHOUSE	1-5 Years	Technology	Unknown	MONITORING SYSTEM	\$10,000	
Reject	HIGH SCHOOL	1-5 Years	Architectural	Unknown	REPLACE DAMAGED SECTIONS OF EXTERIOR MASONRY	\$40,000	
Reject	HIGH SCHOOL	1-5 Years	Architectural	Unknown	REPLACE DAMAGED MASONRY AT ENTRY SCREEN WALL	\$40,000	
Reject	HIGH SCHOOL	1-5 Years	Technology	Unknown	MONITORING SYSTEM	\$10,000	
Reject	MIDDLE SCHOOL	1-5 Years	Technology	Unknown	MONITORING SYSTEM	\$10,000	
				Unknown Total		\$130,000	\$0 \$0
				Grand Total		41914000	

Sinking Fund 10 Year Plan - Running Balance

Sinking Fund Balance					\$122,260
2022-2023	3.4765 Mills Collected	\$629,144			
	1.0 Mills Collected	\$180,000			
	Annual Regular Expenses		\$60,000		
	Project Financing Payment		\$550,000		
	Secure Vestibule Project		\$20,000		
	HS Asphalt Coating and Repair		\$15,000		
	Total	\$809,144	\$645,000		\$286,404
2023-2024	3.0 Mills Collected	\$540,000			
	1.0 Mills Collected	\$180,000			
	Annual Regular Expenses		\$60,000		
	Project Financing Payment		\$550,000		
	MS Asphalt Coating and Repair		\$8,500		
	Vistory Bleachers Repair		\$50,000		
	Tennis Court Lot - Grade and Pulverize		\$6,500		
	HS Gym Floor		\$19,800		
	Baseball Restroom Upgrades		\$35,000		
	HS Stage Loading Platform		\$15,000		
	HS Track Resurface		\$90,000		
	Total	\$720,000	\$834,800		\$171,604
2024-2025	3.0 Mills Collected	\$540,000			
	1.0 Mills Collected	\$180,000			
	Annual Regular Expenses		\$60,000		
	Project Financing Payment		\$550,000		
	ES Asphalt Coating and Repair		\$7,500		
	ES Asphalt Walnut Lane South Drive		\$12,500		
	Total	\$720,000	\$630,000		\$261,604
2025-2026	3.0 Mills Collected	\$540,000			
	1.0 Mills Collected	\$180,000			
	Annual Regular Expenses		\$60,000		
	Project Financing Payment		\$550,000		
	HS Asphalt Coating and Repair		\$9,000		
	Total	\$720,000	\$619,000		\$362,604
2026-2027	3.0 Mills Collected	\$540,000			
	Annual Regular Expenses		\$60,000		
	Project Financing Payment		\$550,000		

Sinking Fund Balance				\$122,260
	MS Asphalt Coating and Repair		\$9,000	
	Total	\$540,000	\$619,000	\$283,604
2027-2028	3.0 Mills Collected	\$540,000		
	Annual Regular Expenses		\$60,000	
	Project Financing Payment		\$550,000	
	ES Asphalt Coating and Repair		\$9,000	
	Total	\$540,000	\$619,000	\$204,604
2028-2029	3.0 Mills Collected	\$540,000		
	Annual Regular Expenses		\$60,000	
	HS Parking Mill and Resurface		\$350,000	
	Total	\$540,000	\$410,000	\$334,604
2029-2030	3.0 Mills Collected	\$540,000		
	Annual Regular Expenses		\$74,000	
	MS Asphalt Coating and Repair		\$9,000	
	Total	\$540,000	\$83,000	\$791,604
2030-2031	3.0 Mills Collected	\$540,000		
	Annual Regular Expenses		\$60,000	
	ES Asphalt Coating and Repair		\$9,000	
	Total	\$540,000	\$69,000	\$1,262,604
2031-2032	3.0 Mills Collected	\$540,000		
	Annual Regular Expenses		\$60,000	
	HS Asphalt Coating and Repair		\$9,000	

Sinking Fund Balance				\$122,260
	Total	\$540,000	\$69,000	\$1,733,604
2032-2033	3.0 Mills Collected	\$540,000		
	Annual Regular Expenses		\$60,000	
	MS Asphalt Coating and Repair		\$9,000	
	Total	\$540,000	\$69,000	\$2,204,604