

## **Regular Meeting**

Thursday, August 17, 2023 5:30 PM

KRESA Service Center - Conference Rooms A, B & C, 1819 East Milham Avenue,  
Portage, Michigan 49002

### **I. CALL TO ORDER**

### **II. COMMENTS FROM PUBLIC**

### **III. CONSENT AGENDA**

III.A. Approval of Board of Education Regular  
Meeting Minutes - June 20, 2023

**Board of Education  
July 20, 2023 - 5:30 PM  
Conference Room A, B& C  
1819 East Milham Avenue  
Portage, Michigan 49002  
REGULAR MEETING MINUTES**

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**MEMBERS PRESENT:** Mr. Virgil “Skip” Knowles, Mr. David Webster, Dr. Delores Myers, Ms. Lynne Cowart, Mr. Randy Van Antwerp

**MEMBERS ABSENT:** None

**ADMINISTRATION/STAFF:** Dr. Dedrick Martin, Mr. Tom Zahrt, Mr. Scott Thomas, Mr. Brian Schupbach, Mr. Cameron Buck, Ms. Lisa Jenkins-Meredith, Mr. Eric Stewart, Ms. Sarah Mansberger, Ms. Angela Telfer, Ms. Meredith Lewis, Ms. Jackie Martell

**ABSENT:**

**I. CALL TO ORDER**

Mr. Knowles called the meeting to order at 5:30 p.m.

**II. ELECTION OF OFFICERS**

Mr. Webster nominated officers for 2023-2024 to remain the same as they were in 2022-2023, supported by Ms. Cowart.

**Motion carried unanimously.**

**III. DESIGNATE TIME AND PLACE FOR REGULAR MEETINGS**

Superintendent recommends that all Board of Education Meetings begin at 5:30 p.m., at the Service Center, unless otherwise stated and approved by the Board of Education. All unscheduled special meetings would be pre-approved by the Board and posted in compliance with the Michigan Open Meetings Act.

Ms. Cowart moved, Mr. Webster supported to approve the time and place for regular board meeting, as presented.

**Motion carried unanimously.**

**IV. DESIGNATE SIGNATORY, SAFETY DEPOSIT BOX AUTHORIZER AND ELECTRONIC TRANSFER OFFICER**

Superintendent recommends that the Board of Education appoint the Superintendent, Assistant Superintendent for Business Services and Business Manager as bank signatories, and the Assistant Superintendent for Business Services and Business Manager as electronic transfer officers and safety deposit box authorizers for 2023-2024.

Dr. Myers moved, Mr. Webster supported to approve the signatories, safety deposit box authorizers, and transfer officers, as presented.

**Motion carried unanimously.**

**V. DESIGNATE ACTING BOARD SECRETARY IN THE ABSENCE OF ELECTED BOARD SECRETARY**

Superintendent recommends that the Board of Education appoint the KRESA Board Recording Secretary to act on behalf of the Board Secretary on any occasion when the Board Secretary may not be in attendance for 2023-2024.

Mr. VanAntwerp moved, Ms. Cowart supported that the Board of Education appoint the KRESA Recording Secretary, to act on behalf of the Board Secretary on any occasion when the Board Secretary may not be in attendance.

**Motion carried unanimously.**

**VI. DESIGNATE PERSONS AUTHORIZED TO SIGN CONTRACTS AND PURCHASE ORDERS**

Superintendent recommends that the Board of Education appoint the Superintendent, Deputy Superintendent and Assistant Superintendents to sign contracts, and the Assistant Superintendent for Business Services to sign purchase orders for 2023-2024.

Ms. Cowart moved, Mr. VanAntwerp supported that the Board of Education authorize contract and purchase order signatories, as presented.

**Motion carried unanimously.**

**VII. DESIGNATE BOARD OF EDUCATION REPRESENTATIVE TO THE HEAD START POLICY COUNCIL**

Superintendent recommends that the Board of Education appoint Ms. Lynne Cowart as Board of Education representative to the Head Start Policy Council for 2023-2024.

Mr. VanAntwerp moved, Mr. Webster supported to appoint Ms. Lynne Cowart as Board of Education representative to the Head Start Policy Council for 2023-2024.

**Motion carried unanimously.**

**VIII. DESIGNATE BOARD OF EDUCATION REPRESENTATIVE TO THE KALAMAZOO RESA FOUNDATION BOARD**

Superintendent recommends that the Board of Education appoint Dr. Delores Myers as Board of Education representative to the Kalamazoo RESA Foundation Board for 2023-2024.

Mr. VanAntwerp moved, Ms. Cowart supported to appoint Dr. Delores Myers as the Board of Education representative to the Kalamazoo RESA Foundation Board for 2023-2024.

**Motion carried unanimously.**

**IX. DESIGNATE DEPOSITORIES FOR SCHOOL FUNDS**

- A. General Education Fund - Fifth Third Bank & Michigan Liquid Asset Fund
- B. Special Education Fund - Fifth Third Bank & Michigan Liquid Asset Fund
- C. Career and Technical Education Fund - Fifth Third Bank & Michigan Liquid Asset Fund
- D. Payroll Funds - Fifth Third Bank
- E. Treasury Funds - Fifth Third Bank
- F. Capital Projects Funds - Michigan Liquid Asset Fund
- G. Internal Service Funds - Fifth Third Bank & Michigan Liquid Asset Fund
- H. Enterprise Fund - Fifth Third Bank

Mr. VanAntwerp, Mr. Webster supported to approve items A-H, as presented.

**Motion carried unanimously.**

**X. TREASURER'S BOND**

Treasurer's Bond for the Superintendent and Treasurer is included as part of the Crime Coverage - Employee Dishonesty Blanket Bond in the amount of \$500,000.

Ms. Cowart moved, Mr. VanAntwerp supported to approve the Treasurer's Bond, as presented.

**Motion carried unanimously.**

**XI. DESIGNATE LEGAL ADVISORS TO KALAMAZOO RESA**

Superintendent recommends that the following be designated legal advisors to Kalamazoo RESA:

- A. Miller, Johnson, Snell & Cummiskey, P.L.C.
- B. Thrun Law Firm, P.C.
- C. Clark Hill PLC
- D. Warner, Norcross & Judd, LLP
- E. Varnum, Riddering, Schmidt & Howlett, LLP
- F. Miller, Canfield, Paddock & Stone, P.L.C.

Mr. Webster moved, Ms. Cowart supported to approve items A-F, as presented.

**Motion carried unanimously.**

**XII. SELECTION OF AUDITOR FOR 2023-2024**

Superintendent recommends that the Board of Education approve Plante and Moran, as auditors for 2023-2024.

Ms. Cowart moved, Mr. VanAntwerp supported to approve Plante Moran, as auditors for 2023-2024.

**Motion carried unanimously.**

**XIII. ADJOURNMENT OF ORGANIZATIONAL MEETING**

There being no further business, Mr. Knowles adjourned to the regular meeting at 5:35 p.m.

**XIV. CALL TO ORDER REGULAR MEETING**

Mr. Knowles called the regular meeting to order at 5:35 p.m.

**XV. COMMENTS FROM AUDIENCE**

No public comments.

**XVI. CONSENT AGENDA**

- A. Approval of Board of Education Minutes - June 15, 2023
- B. Approval of Board of Education Closed Session Meeting Minutes – June 15, 2023
- C. Approval of New Hire
- D. Approval of New Position
- E. Approval of submissal of a Michigan Arts & Culture Association grant application for partnership between EFA and YAP

Ms. Cowart moved, Mr. Webster supported to approve the consent agenda.

**Motion carried unanimously.**

**XVII. PROGRAM AND/OR CONFERENCE REVIEW**

A. **HUMANeX Culture Survey Results - Tom Zahrt**

Mr. Zahrt reviewed the results from the agency's annual culture survey. Participation in the survey was great this year. Overall, the agency's numbers are extremely high, even in the bottom five categories.

## **XVIII. ADMINISTRATIVE REPORTS**

### **A. Business Services Report - Scott Thomas**

#### **1. Monthly Financial Report (System Impact Goal 4b)**

Mr. Thomas presented total payments processed during the month of June.

Mr. Thomas presented the General Fund, Special Education Fund and Carrer & Technical Education Fund Statement of Revenue & Expenditures for the period ending 5/30/23.

Mr. Thomas presented total cash and investments on hand as of 6/30/2023.

### **B. Instructional Programs and Services Report - Ms. Mindy Miller, Ms. Rachel Roberts, and Ms. Angela Telfer**

#### **1. Preschool Programming Update -. Rachel Roberts**

a. Head Start Monthly Summary Report

#### **2. Instructional Services Update – Lisa Jenkins-Meredith**

a. 2024 Equity Speakers

b. MiSTEM Regional Showcase

MiSTEM Quarterly Meeting was held in Kalamazoo and hosted by Southwest MiSTEM director, Dr. Diane Owen-Rogers. The report included the data for SW MiSTEM for the year's programming, event highlights, and progress on the Math Action Area strategic plan.

At the quarterly meeting, each Regional Director presented 2 points of pride and 1 scalable practice: The SW MiSTEM region shared the partnership with the Growlers Baseball team to host 3 one-day STEM Expos and the MiTrades program that focuses on middle school math, construction trades, and SEL.

#### **3. Special Education Update – Angela Telfer**

a. Young Adult Program Work-Based Learning Video

b. WoodsEdge Learning Center featured on Ukeru website

The Young Adult Program created a video featuring the benefits of work-based learning to students, families, and the community as a whole. The intent was also to help change the narrative of industry partners "doing the school a favor" to our partners seeing the benefits of employing our students as a win for all.

The Ukeru website features WoodsEdge Learning Center's success with reducing seclusion and restraint in the 2022-2023 school year. Two more KRESA programs (Young Adult Program and Valley Center School) are being trained in the Ukeru system this summer and will make the shift starting in the fall.

### **C. Career and Talent Development - Mr. Eric Stewart, Mr. Cameron Buck, and Ms. Sarah Mansberger**

#### **1. Ignite Update - Mr. Cameron Buck**

a. CTE Pathway Visioning Process

Cameron shared the work that the Career and Technical Education (CTE) team has been working on regarding CTE Pathway Visioning. The team has been working through each of the programs to be housed in the new Career Connect Campus creating a statement that outlines our world-class vision. Each visioning document also includes information on program components such as: credentials of focus, potential careers, post-secondary training options, curriculum standards, and potential cross-curricular collaborations.

**2. Career Connect Update – Mr. Eric Stewart**

- a. Brief 22-23 data highlights
- b. Mobile Lab

Career Connect is contracting with Rhino Media to produce 5 videos to be utilized in connection with the lab's curriculum. The Mobile Lab is currently being built out with an anticipated delivery date in late August.

We were recently notified of a significant increase in WIOA Youth funding for program year 23-24. Funding levels have doubled, meaning program staff will be serving a much larger number of participants. This will require staffing adjustments which will be brought forward to the board in August for approval.

**D. Technology Report – Mr. Brian Schupbach**

- 1. **ERP Migration Project Update**
- 2. **Kalamazoo "Higher Promise" intern**
- 3. **Service Center signage project**

We have finally finished with our three-year ERP migration project this month. All twenty-five districts have migrated payroll, financial and HR processes to PowerSchool. As a finishing touch, we are currently establishing a PowerSchool Unified Talent consortium job board that will create a central place to apply for jobs at any of our Kalamazoo County PowerSchool Unified Talent districts.

In collaboration with the Kalamazoo Promise, we hired Ian Pardee as a "Higher Promise" summer intern to assist us with network documentation and preparation work for our new VOIP phone system. He has been incredibly hard-working, efficient and is a real pleasure to work with.

In effort to modernize KRESA's visual appearance and make it easier for guests to find their way around the Service Center, communications, maintenance, and technology are working together to implement new digital and static signage and placards. The new digital system will feature a live feed of KRESA's Instagram account and an integration with staff Outlook accounts for a real time display of conference room usage. The static signage will be larger and include brail tags for ADA compliance. If all goes well, we will expand this project to all the other KRESA buildings.

**E. Deputy Superintendent Report - Tom Zahrt**

**1. Human Resources Update – Meredith Lewis**

- a. Introduction

Meredith Lewis introduced herself and shared her previous work experience with the Board of Education.

**2. Communications Update – Sarah Mansberger**

- a. New Communications

Sarah Mansberger shared an overview of the newly formed Communications and Community Engagement team. Under Ms. Mansberger's leadership, this team brings together KRESA Communications and members of the Career Connect team who support events, engagement, and fund development. The Communications and Community Engagement team is positioned to support needs both within Career Connect and across KRESA.

### **3. Career Connect Campus Update – Tom Zahrt**

- a. Career Connect Center Construction Update**
- b. Talent Together Update**

Tom gave an update to the Career Connect Center construction project. A quarterly update will be presented to the Board of Education in August.

The Michigan legislature allocated \$66.4M to Talent Together in the School Aid budget bill. The funding, available this summer due to it passing the 2022-23 supplemental budget portion of the bill, will allow Talent Together to serve the great majority of eligible candidates from a pool of nearly 1,500 applicants who want to become public-school teachers. The immediate next steps will be assisting candidates with the college and university enrollment process, continuing with the registered apprenticeship application process, identifying apprentice teacher host schools, and beginning the hiring process for staff to support the hundreds of teachers who will join the inaugural Talent Together cohort this fall.

### **F. Superintendent Report - Dedrick Martin**

- 1. Introduction
- 2. Other

Dedrick shared an overview of his career and his thoughts on working at KRESA for the first couple of weeks of his employment.

### **XIX. Thrun Law Notes**

- A. Correspondence/Informational

### **XX. ITEMS FOR DISCUSSION AND/OR ACTION**

- A. Approval of career video production request by Rhino Media for the Mobile Lab as presented**

Mr. VanAntwerp moved, Ms. Cowart supported approving the career video production request by Rhino Media for the Mobile Lab, as presented.

**Motion carried unanimously.**

- B. Approval to close the Technology Enterprise Fund as of the 23/24 fiscal year as presented**

Mr. Webster moved, Dr. Myers supported to approve closing the Technology Enterprise Fund as of the 23/24 fiscal year, as presented.

**Motion carried unanimously.**

- C. Approval of the resolution authorizing the Superintendent or designee to enter into a Cooperative Agreement with the Kalamazoo RESA Foundation as presented**

Ms. Cowart moved, Mr. Webster supported to approve the resolution authorizing the Superintendent or designee to enter into a Cooperative Agreement with the Kalamazoo RESA Foundation, as presented.

**Motion carried unanimously.**

- D. Approval of the resolution to authorize MISEC to represent Kalamazoo RESA for a power purchase agreement as presented**

Ms. Cowart moved, Mr. VanAntwerp supported approving the resolution authorizing MISEC to represent Kalamazoo RESA for a power purchase agreement, as presented.

**Motion carried unanimously.**

**E. Approval of the 2023-2024 KRESA Head Start Non-competing Baseline Grant Application in the amount of \$7,045,819 as presented**

Mr. Webster moved, Ms. Cowart supported approval of the 2023-2024 KRESA Head Start Non-competing Baseline Grant Application in the amount of \$7,045,819 as presented

**Motion carried unanimously.**

**F. First Reading of Kalamazoo RESA Board Policy additions, deletions and revisions**

1. Policy 0144.1 - Compensation
2. Policy 1615 - Use of Tobacco by Administrators
3. Policy 2623 - Revised Student Assessment
4. Policy 3215 - Use of Tobacco by Professional Staff
5. Policy 4215 - Use of Tobacco by Support Staff
6. Policy 5512 - Use of Tobacco by Students
7. Policy 6108 - Authorization to use electronic fund transfers and automated clearing house arrangements
8. Policy 6325 - Federal Grants / Funds
9. Policy 6460 - Vendor Relations
10. Policy 6700 - Fair Labor Standards Act (FLSA)
11. Policy 7434 - Use of Tobacco on School Premises
12. Policy 7440.03 - Small Unmanned Aircraft Systems (Legal Code)
13. Policy 7540.02 - Revised Web Accessibility, Content, Apps and Services
14. Policy 7540.03 - Revised Student Technology Acceptable Use and Safety
15. Policy 7540.04 - Revised Staff Technology Acceptable Use and Safety
16. Policy 8300 - Revised Continuity of Organizational Operations Plan
17. Policy 8305 - Information Security
18. Policy 8315 - Information Management
19. Policy 8390 - Revised Animals on District Property
20. Policy 8400 - School Safety Information
21. Policy 9150 - School Visitors
22. Policy 9160 - Public Attendance at School Events
23. Policy 9700.01 - Advertising and Commercial Activities

Ms. Cowart moved, Mr. VanAntwerp supported the approval of first reading of KRESA board policies 1-23, as presented.

**Motion carried unanimously.**

**XXI. ADJOURNMENT**

The meeting was adjourned at 7:08 pm.

Respectfully submitted,

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Lynne Cowart  
Board Secretary

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Jackie Martell  
Recording Secretary

Minutes  
Approved on \_\_\_\_\_

III.B. Approval of New Hire

To: Kalamazoo RESA Board of Education and Dedrick Martin, Superintendent  
From: Kalee Hirsch, Human Resources Coordinator  
Date: August 17, 2023  
Re: New Positions

The following new hire/s is/are being recommended for Board approval:

First Name	Last Name	Position	Location	Budget Impact
Carol Ann	Williams	Engagement Specialist	Instructional	2023-2024
Rebecca	Attila-Fried	Social Studies Consultant	Instructional	2023-2024
Michael	Huber	Assistant Principal	CareerConnect	2023-2024
Diane	Fort	Assistant Principal	CareerConnect	2023-2024
Melanie	Nadwornik	Lead Teacher	Head Start	Replacement
Shannon	Ross	Lead Teacher	Head Start	Open position
Tanner	Pickett	Special Education Teacher	KSIS	Replacement
Bridgette	Elston	Aviation Instructor	CareerConnect	2023-2024
Christie	Boven	Special Education Teacher	WELC	2023-2024
Deborah	Elmore	Special Education Teacher	ECSE	Replacement
Rebecca	Penrod	Lead Teacher	Head Start	Open position
O'Nesha	Butler	Lead Teacher	Head Start	Open position

Thank you.

Kalee Hirsch  
Human Resources Coordinator

III.C. Approval of New Position

To: Kalamazoo RESA Board of Education and Dedrick Martin, Superintendent  
From: Kalee Hirsch, Human Resources Coordinator  
Date: August 17, 2023  
Re: New Positions

The following new position(s) is/are being recommended for Board approval:

<b>Position</b>	<b>Location</b>	<b>Budget Impact</b>
Administrator of Youth Services	South St.	WIOA Youth Services grant funding
Manager	South St.	WIOA Youth Services grant funding
Career Coach (3)	South St.	WIOA Youth Services grant funding
Career Coach (1)	Michigan Works – Calhoun	WIOA Youth Services grant funding
Career Navigator (1)	South St.	WIOA Youth Services grant funding

Thank you.

Kalee Hirsch  
Human Resources Coordinator

#### IV. PROGRAM AND/OR CONFERENCE REVIEW

IV.A. Quarterly Review - Construction Video  
Report of Career Connect Center - Rob Rohlman and  
Allen Dresselhouse

IV.B. Youth Advancement Academy Report - John  
Lotz and Stacey Smith

IV.C. Youth Advancement Academy Monitoring  
Report - Nicole Kalmbach

# Kalamazoo Regional Educational Service Agency Board of Education Monitoring Report of Youth Advancement Academy June 2023

Monitoring visits conducted and report prepared by:  
Nicole Kalmbach, Ed.S  
Coordinator of Data, Assessment & Literacy  
KRESA Instructional Services and Community Supports

## Introduction

The Youth Advancement Academy (YAA) is defined as a Michigan non-profit corporation established as a strict discipline academy. The YAA is authorized to serve expelled, long-term suspension, 31A students, and court-appointed students in grades 7 through 12. Kalamazoo Regional Educational Service Agency Board of Education (KRESA Board) is the authorizing body of YAA; and therefore, KRESA Board holds the responsibility of monitoring YAA's progress toward the educational goals of YAA as a strict discipline academy.

## Purpose and Process

The purpose of this report is to communicate the progress of YAA in meeting their designated educational goals as outlined in the charter contract between KRESA and YAA. See Appendix A (p. 6-7) for a detailed explanation of the educational goals and measures.

This report documents YAA's progress during the 2022-23 school year with monitoring visits that included the following activities:

- Introductions and purpose
- MICIP goals
- Progress on goals
- Semi-structured interview with the YAA Director and 3 staff members
- Semi-structured interviews with 9 students (5 Middle School, 4 High School)
- Email correspondence of data

Appendix B (p.8) contains the questions used to conduct the semi-structured interviews.

## Youth Advancement Academy Continuous Improvement

<b>Goal</b>	80% of students will increase their mathematics performance through growth analysis of their NWEA fall to spring or winter to spring assessments.
<b>Strategies</b>	<ul style="list-style-type: none"><li>● Professional Learning and application of "Building Thinking Classrooms in Mathematics".</li><li>● ACT/SAT Test Preparation and Coaching Programs</li><li>● Complex Instruction for Mathematics Teaching and Learning</li><li>● Enhancing Mathematics with Instructional Technology</li></ul>

## PROCESS DATA

### Instruction

Edgenuity is the curricular program used during the 22-23 school year. This computer-based curriculum platform allows students to move at their own pace, receive support from staff as needed, and provides

guided notes for engaging students. Students are engaged in core/elective courses that are aligned with the Michigan Merit Curriculum and have the option to complete Credit Recovery Courses. Additionally, students needing additional math support are provided a tutor to address and assist with skills.

## Data Reviews

Twice a year, time is dedicated to review data during professional learning opportunities. Data is analyzed by grade level and areas of needs are identified within each subcategory of NWEA Reading and Math. Staff use the identified areas and unpack YAA’s curricular resources to find needed strands of support. Staff develops intervention lessons that address the needs of students (i.e., foundational skills) and then progress is monitored. A challenge to the monitoring system is transiency among students.

## DEMOGRAPHIC DATA

### Student Enrollment

At the height of the 2022-23 school year, YAA had an enrollment of 76 students, ending the year with 62 active students. Students enrolled at YAA were either court placed, placement ordered by probation, or family choice. Of the 76 students enrolled, 100% of students receive free and reduced lunch, 99% of students are from economically disadvantaged homes, 12% (9) students have an IEP and qualify for special education services, and 13% (10) students participate at YAA remotely. The following tables provide additional demographic data about the students served by YAA.

<b>Enrollment Trends by Grade Level</b>			
<b>Grade Level Placement</b>	<b>20-21 Number of Students (%)</b>	<b>21-22 Number of Students (%)</b>	<b>22-23 Number of Students (%)</b>
7 <sup>th</sup>	1 (3%)	7 (13%)	7 (9%)
8 <sup>th</sup>	4 (11%)	8 (15%)	16 (21%)
9 <sup>th</sup>	10 (28%)	16 (31%)	25 (33%)
10 <sup>th</sup>	8 (22%)	12 (23%)	13 (17%)
11 <sup>th</sup>	8 (22%)	4 (7%)	8 (11%)
12 <sup>th</sup>	5 (14%)	5 (10%)	7 (9%)
Total	36	52	76

<b>Enrollment Trends by Ethnicity</b>			
<b>Ethnicity</b>	<b>20-21 Number of Students (%)</b>	<b>21-22 Number of Students (%)</b>	<b>22-23 Number of Students (%)</b>
Arabic	0 (0%)	0 (0%)	1 (1%)
Asian	0 (0%)	0 (0%)	0 (0%)
Black/African American	15 (42%)	32 (62%)	48 (63%)
Hispanic/Latinx	1 (3%)	0 (0%)	4 (5%)
Multiracial	0 (0%)	1 (2%)	0 (0%)
White	20 (56%)	18 (35%)	23 (30%)
Total	36	52	76

## Attendance

The table below contains the attendance trend data for the first school day of each month September 2020 to May 2023. School is held face-to-face by means of an online learning program, however, there are 9 students who do attend remotely. The average increase in enrollment each month was 5 during the 22-23 school year, with the biggest increases from February to March and April to May.

<b>Attendance and Enrollment Trends by 1<sup>st</sup> School Day of the Month</b>						
<b>Month</b>	<b>20-21 Number of Students Enrolled</b>	<b>20-21 Number of Students in Attendance (%)</b>	<b>21-22 Number of Students Enrolled</b>	<b>21-22 Number of Students in Attendance (%)</b>	<b>22-23 Number of Students Enrolled</b>	<b>22-23 Number of Students in Attendance (%)</b>
September	23	23 (100%)	25	23 (92%)	33	28 (90%)
October	26	23 (88%)	29	29 (100%)	34	27 (80%)
November	27	24 (89%)	29	29 (100%)	38	30 (80%)
December	31	26 (87%)	30	28 (93.3%)	44	35 (79%)
January	35	29 (83%)	33	30 (91%)	50	40 (80%)
February	39	36 (92%)	42	37 (88.1%)	55	47 (85%)
March	38	29 (76%)	43	43 (100%)	64	48 (75%)
April	37	31 (84%)	44	44 (100%)	69	55 (80%)
May	37	34 (92%)	52	50 (96.2%)	76	61 (80%)

## STUDENT ACHIEVEMENT DATA

23 students have reported NWEA scores varying in Reading, Math, and Language assessments. 6 students have data in both winter and spring. Fall NWEA was invalid due to new staff and incorrect student testing. Staff were provided professional learning on how to administer the winter and spring tests. The following table displays data for student trend growth.

<b>NWEA Subject Test</b>	<b>Number of Students Whose Scores Increased Fall 2020 to Winter 2021</b>	<b>Number of Students Whose Scores Increased Fall 2021 to Winter 2022</b>	<b>Number of Students Whose Scores Increased Winter 2023 to Spring 2023</b>
Reading	9 of 24 (38%)	13 of 33 (40%)	4 of 4 (100%)
Math	8 of 22 (36%)	12 of 33 (36.4%)	1 of 3 (33%)
Language	14 of 23 (61%)	11 of 33 (33.3%)	1 of 2 (50%)

### NWEA Reading Assessment Winter 2023-Spring 2023

- 4 students had scores to compare from Winter to Spring
- 4 students scores increased
- 2 students indicate average proficiency in Winter
- 3 students indicate average proficiency in Spring

### NWEA Math Assessment Winter 2023-Spring 2023

- 3 students had scores to compare from Winter to Spring
- 1 student demonstrated an increase in proficiency
- 3 students indicate average proficiency in Winter

#### NWEA Language Assessment Winter 2023-Spring 2023

- 2 students had scores to compare from Winter to Spring
- 8 students tested at or above grade level in Winter 2022
- 1 student demonstrated an increase in proficiency
- 1 student indicated above average proficiency in Spring

#### **School Course Completion for Credit**

It was reported that students attending YAA completed 89 course semesters during the 22-23 school year. Additional data indicates that courses were not completed by 18 long term students and 18 students that enrolled after April 1, 2023.

#### **PERCEPTION DATA**

##### **Program**

The majority of students interviewed acknowledged their gratefulness for the program and responsive support they feel from staff. Students expressed their gratitude for the relationships built by staff and their attentiveness to individual needs. Students shared their appreciation for the small classroom sizes, the ability to receive help when needed, and working at their own pace on the computer-based curriculum. However, students are dissatisfied with several rules that have been established at YAA. These rules include no hoodies, no phones, and loss of physical activities based on other students' misbehavior. Students have expressed their dissatisfaction with the food, loud environment, old look of the school, and fights.

YAA's staff members feel supported and have experienced success during the 22-23 school year. Math progress, individual student motivation, and additional staff members are among those successes. Under the leadership of the Director, a school store was instituted this school year, giving students the opportunity to earn and spend "YAA Bucks". Additional celebrations included first annual Field Day, Student Recognition Day, and incentivized gift card drawings. However, staff members expressed concern with inconsistent expectations, rules and guidelines. Suggestions for improvement include engaging students with their interests and making stronger connections between school and home.

## Appendix A

KRESA's responsibilities for charter oversight for YAA per the KRESA YAA contract terms.

### EDUCATIONAL GOALS AND RELATED MEASURES

Pursuant to Applicable Law and the Terms and Conditions of this Contract, the Academy shall achieve or demonstrate measurable progress toward the achievement of the educational goal identified in this schedule. The Academy shall engage in a comprehensive and iterative continuous improvement cycle utilizing the Michigan Integrated Continuous Improvement Process (MICIP) and platform with the support of the Kalamazoo Regional Educational Service Agency (KRESA). The Michigan Integrated Continuous Improvement Process (MICIP) is a pathway for districts to improve student outcomes by assessing whole child needs to develop plans and coordinate funds. Through MICIP, the Academy will:

- Assemble a continuous improvement team that must include the Academy administrator and teacher(s) and may include additional school personnel, parents, & community members. KRESA staff, in collaboration with the Academy, shall support and facilitate an ongoing continuous improvement process and aid in the development of measurable goals and objectives. The continuous improvement process will include and support the review and analysis of an annual program evaluation.
- Engage in an Assess Needs Process - to provide a clearer picture of the Academy's achievements and challenges and identify the factors that are critical to its success. This includes looking at data from a number of sources – including academic, non-academic, and systems – as well as a variety of types of data - achievement, demographic, perception, and process – to identify the gaps between the current state and the desired future state.
- Complete a Root Cause Analysis – this is the process of identifying factors that contribute to a challenge or opportunity for growth.
- Define and set a measurable goal(s) – set a goal for continuous improvement that addresses the identified needs of the program; this includes identifying interim and end targets to help measure and monitor whether the Academy is on track to achieve goals.
- Develop a Strategy Implementation Plan – Identify strategies (specific actions adults will take), from MI Strategy Bank to achieve the measurable goal(s).
- Monitor Implementation – Ongoing monitoring process includes collecting implementation and impact data on the instructional level and the systems level to be reviewed with the continuous improvement team for collective analysis and possible adjustment of implementation of the plan
- Evaluate Plan/Program/Process-An annual program evaluation conducted by KRESA Instructional Services & Community Supports staff to review and reflect on the success and challenges of the plan, program, and the entire continuous improvement process. The program evaluation outcomes will drive the continuous improvement cycle.

#### **Educational Goal to be Achieved**

The Mission of the Youth Advancement Academy is to provide a high quality education and life skills for all students.

Youth Advancement Academy's vision is to have all students graduate from referring school or Youth Advancement Academy.

Mission and Vision to be reviewed, and educational goals to be determined through the continuous improvement process to support alignment to the Academy's Mission and Vision.

#### **Measures for Determining Goal Achievement**

To determine whether the Academy is achieving or demonstrating measurable progress toward the achievement of this goal(s), KRESA will annually assess the Academy's performance through a program evaluation aligned to the continuous improvement process.

#### **Measurable Goals**

To be determined following the continuous improvement process.

**Metrics of Measurement**

To be determined/ revised following the continuous improvement process.

Measure 1: Student Achievement

For each full year attended, each student will demonstrate a minimum of one year's academic growth as measured by one of two nationally norm referenced tests MStep and or NWEA.

## Appendix B

### Director Interview Questions

1. What success has YAA experienced this school year?
2. What might be some areas for growth of YAA?
3. How has KRESA supported you and the program?
4. How has YAA supported student attendance?
5. How has YAA supported student achievement?

### Staff Interview Questions

1. What success has YAA experienced this school year?
2. What might be some areas for growth of YAA?
3. How have you been supported to be successful in your role?
4. How has student attendance impacted the program?
5. What improvements would you like to see made to the program next school year?

### Student Interview Questions

1. How do you like the school?
2. In what ways do you feel supported at this school?
3. What would you like to see changed at the school?
4. Anything else you would like me to know about your experience at YAA?

V. **ADMINISTRATIVE REPORTS**

V.A. **Business Services Report - Scott Thomas**

V.A.1. Monthly Financial Report (System Impact  
Goal 4b)

Kalamazoo Regional Educational Service Agency

1819 E. Milham Avenue

Portage, MI 49002-3035

During the period of time from July 1, 2023, through July 31, 2023, the following payments have been processed:

	<u>Payments</u>	<u>Investments</u>	<u>Total</u>
*Special Education	\$ 295,839	\$ -	\$ 295,839
*General Education	\$ 1,906,954	\$ -	\$ 1,906,954
*Tech Consortium	\$ 1,096	\$ -	\$ 1,096
*Career and Technical	\$ 259,608	\$ -	\$ 259,608
*Payroll	\$ 5,885,865	\$ -	\$ 5,885,865
General Capital Project	\$ 11,152	\$ -	\$ 11,152
Special Ed Capital Project	\$ 65,067	\$ -	\$ 65,067
	<u>\$ 8,425,580</u>	<u>\$ -</u>	<u>\$ 8,425,580</u>

\* I hereby certify that the above claims set forth are lawful against the 2022-2023 and 2023-2024 budget for the Kalamazoo Regional Educational Service Agency and were incurred for the purpose and in the amounts shown.



Scott Thomas, Assistant Superintendent for Business Services  
Kalamazoo Regional Educational  
Service Agency

14-Aug-23

**GENERAL EDUCATION FUND  
STATEMENT OF REVENUES & EXPENDITURES  
FOR THE TWELFTH MONTH PERIOD ENDING 6/30/2023  
UNAUDITED**

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
Property Taxes	1,335,247	1,341,037	100%	101%
State Aid - SEC 81	1,439,680	1,439,680	100%	100%
Other	2,602,297	2,706,564	104%	134%
Southwest MiTech (Technology Services)	7,176,644	6,867,428	96%	96%
Seeds For Success/Great Start Collaborative (GSC)	728,207	740,765	102%	103%
Great Start Readiness Program (GSRP)	8,801,547	7,941,411	90%	97%
Print Center	750,000	766,136	102%	103%
Instructional Services and Community Supports	7,288,301	5,559,176	76%	81%
Career Connect Ignite - Education for Arts (EFA)	1,954,190	1,898,787	97%	95%
Career Connect Ignite - Education for Employment (EFE)/Early Middle College (EMC)	2,627,252	2,598,047	99%	99%
Career Connect Discover/Launch - Youth				
Opportunities Unlimited (YOU)/MiWorks	5,488,292	4,116,920	75%	73%
Regional Transportation & Safety Institute (RTSI)	384,945	374,436	97%	97%
Head Start	7,214,937	6,685,520	93%	90%
Enhancement Millage	14,252,279	14,315,142	100%	101%
<b>Total Revenues</b>	<b>62,043,818</b>	<b>57,351,049</b>	<b>92%</b>	<b>94%</b>

<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
Board of Education	71,825	64,992	90%	78%
Superintendent	439,287	408,857	93%	98%
Public Information	265,995	251,752	95%	102%
Human Resources	300,636	271,442	90%	99%
Business Office	1,254,708	1,220,160	97%	98%
Maint. & Operation	1,498,388	949,795	63%	105%
Subtotal General Admin & Maintenance	3,830,839	3,166,998	83%	100%
Southwest MiTech (Technology Services)	7,562,037	7,160,014	95%	95%
Seeds For Success/Great Start Collaborative (GSC)	935,056	932,369	100%	93%
Great Start Readiness Program (GSRP)	8,801,547	7,941,411	90%	97%
Print Center	805,152	807,984	100%	96%
Instructional Services and Community Supports	7,567,107	5,811,494	77%	82%
Career Connect Ignite - Education for Arts (EFA)	2,054,190	1,998,787	97%	95%
Career Connect Ignite - Education for Employment (EFE)/Early Middle College (EMC)	2,709,195	2,560,713	95%	96%
Career Connect Discover/Launch - Youth				
Opportunities Unlimited (YOU)/MiWorks	5,488,292	4,116,464	75%	73%
Regional Transportation & Safety Institute (RTSI)	443,861	464,363	105%	103%
Head Start	7,214,937	6,685,520	93%	90%
Enhancement Millage	14,252,279	14,299,382	100%	101%
<b>Total Expenditures</b>	<b>61,664,492</b>	<b>55,945,498</b>	<b>91%</b>	<b>93%</b>

EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	379,326	1,405,551
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**SPECIAL EDUCATION FUND  
STATEMENT OF REVENUES & EXPENDITURES  
FOR THE TWELFTH MONTH PERIOD ENDING 6/30/2023  
UNAUDITED**

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
Property Taxes	40,706,889	40,936,108	101%	100%
Section 51a & 51a3 SE Funding	6,501,634	6,501,634	100%	100%
Sec 51a(2) & 54 Foundations	4,316,329	4,316,329	100%	100%
Section 24	722,273	722,273	100%	100%
IDEA	10,116,325	10,064,567	99%	97%
Other	3,563,450	3,615,465	101%	103%
County Juvenile Home	230,000	230,000	100%	100%
MPSERS UAAL Offset	9,815,739	9,815,739	100%	100%
Early On Grant	826,091	762,941	92%	101%
School Based Health Services	2,218,170	2,222,719	100%	101%
Other Grants	525,438	185,029	35%	60%
Total Revenues	<u>79,542,338</u>	<u>79,372,804</u>	100%	100%

<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
Young Adult Program (YAP)	4,784,250	4,262,067	89%	97%
WoodsEdge Learning Center (WELC)	11,964,118	11,312,468	95%	94%
Preprimary Evaluation Team (PET)	1,540,363	1,514,056	98%	98%
MPSERS UAAL	6,802,097	7,141,412	105%	105%
Central Services	6,867,707	6,828,318	99%	105%
Juvenile Home Schools	2,335,537	2,115,567	91%	88%
Valley Center School	1,787,635	1,548,003	87%	95%
Deaf/Hard of Hearing Program (DHH)	1,895,947	1,748,055	92%	97%
Early On/ECSE	4,259,256	3,911,567	92%	90%
Operations/Maintenance	16,293,202	15,868,502	97%	94%
Subtotal KRESA Programs	<u>58,530,112</u>	<u>56,250,015</u>	96%	96%
Payout for Local Programs	24,894,759	24,907,400	100%	99%
Prior Year Local Payout Adjustment	(1,901,319)	(1,901,319)	100%	100%
Other	161,500	111,400	69%	75%
Other Grants	534,603	192,771	36%	60%
Total Expenditures	<u>82,219,655</u>	<u>79,560,267</u>	97%	97%

EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	(2,677,317)	(187,463)	
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**CAREER CONNECT FUND  
STATEMENT OF REVENUES & EXPENDITURES  
FOR THE TWELFTH MONTH PERIOD ENDING 6/30/23  
UNAUDITED**

<u>Revenues</u>	<u>Budget</u>	<u>Revenues</u>	<u>Percent Received</u>	<u>Last Year</u>
Property Taxes	9,258,251	9,301,630	100%	101%
Other	1,395,536	1,245,581	89%	98%
Career Connect Campus Project	27,054,763	27,054,764	100%	0%
Total Revenues	<u>37,708,550</u>	<u>37,601,975</u>	100%	99%
<u>Expenditures</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Percent Expended</u>	<u>Last Year</u>
Career Connect	3,560,746	3,094,859	87%	95%
Operations/Maintenance	15,719,793	15,637,097	99%	85%
Career Connect Campus Project	16,000,000	7,405,824	46%	3%
Total Expenditures	<u>35,280,539</u>	<u>26,137,779</u>	74%	93%
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	2,428,011	11,464,196		

Kalamazoo Regional Educational Service Agency  
Investment Rate/Cash Data  
As of 7/31/2023

<u>Special Education</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Maturity Date</u>
Fifth-Third Milaf	Op M	2,597,453 <u>18,690,859</u>	5.21	OPEN
<i>Special Education Total</i>		<u>21,288,312</u>		
<u>General Education</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Maturity Date</u>
Fifth-Third Milaf	Op M	1,890,176 <u>15,405,586</u>	5.21	OPEN
<i>General Education Total</i>		<u>17,295,762</u>		
<u>Career and Technical Education</u>	<u>Type</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Maturity Date</u>
Fifth-Third Milaf	OP M	46,744 <u>46,755,336</u>	5.21	OPEN
Career and Technical Education Total		<u>46,802,079</u>		
<b>TOTAL</b>		<u><b>85,386,154</b></u>		

V.B. **Instructional Programs and Services Report -  
Mindy Miller, Lisa Jenkins-Meredith, Angela  
Telfer and Rachel Roberts**

V.B.1.      Preschool Programming Update - Rachel  
Roberts

SELECTION CRITERIA: exp1edgr.key\_orgn like '64%'  
 ACCOUNTING PERIOD: 13/23

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-640-118-000-723-02226-0000	690,533.00	578,769.58	111,763.42	83.81	240,044.00	242,959.84	-2,915.84	101.21
HEAD START OP ODD CLASSRM TEACHING SALAR								
11-640-118-000-723-02226-0000	326,209.00	269,853.92	56,355.08	82.72	114,396.00	126,532.49	-12,136.49	110.61
HEAD START OP ODD CLASSRM PARAPRO SALARY								
11-640-118-000-723-02226-0000	51,451.00	33,736.70	17,714.30	65.57	8,835.00	6,204.41	2,630.59	70.23
HEAD START OP ODD CLASSRM PARAPRO SALARY								
11-640-118-000-723-02226-0000	.00	4,835.06	-4,835.06	.00	.00	.00	.00	.00
HEAD START OP ODD CLASSRM GROUP LIFE								
11-640-118-000-723-02226-0000	344,021.00	281,265.07	62,755.93	81.76	80,074.00	95,887.29	-15,813.29	119.75
HEAD START OP ODD CLASSRM GROUP HEALTH A								
11-640-118-000-723-02226-0000	12,982.00	13,235.40	-253.40	101.95	5,315.00	5,394.12	-79.12	101.49
HEAD START OP ODD CLASSRM EARLY RET INCE								
11-640-118-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CLASSRM TUITION								
11-640-118-000-723-02226-0000	306,052.00	414,195.93	-108,143.93	135.34	103,168.00	104,960.59	-1,792.59	101.74
HEAD START OP ODD CLASSRM RETIREMENT CON								
11-640-118-000-723-02226-0000	81,721.00	70,942.48	10,778.52	86.81	27,787.00	28,846.01	-1,059.01	103.81
HEAD START OP ODD CLASSRM FICA								
11-640-118-000-723-02226-0000	7,916.00	5,547.39	2,368.61	70.08	2,653.00	3,336.02	-683.02	125.75
HEAD START OP ODD CLASSRM WORKMAN COMPEN								
11-640-118-000-723-02226-0000	250.00	.00	250.00	.00	250.00	241.50	8.50	96.60
HEAD START OP ODD CLASSRM UNEMPLOYMENT C								
11-640-118-000-723-02226-0000	12,114.00	421.26	11,692.74	3.48	2,789.00	144.55	2,644.45	5.18
HEAD START OP ODD CLASSRM SUBS INSTRUCTI								
11-640-118-000-723-02226-0000	23,700.00	12,103.41	11,596.59	51.07	62,237.00	58,713.44	3,523.56	94.34
HEAD START OP ODD CLASSRM OTHER PROF PUR								
11-640-118-000-723-02226-0000	800.00	165.47	634.53	20.68	200.00	14.83	185.17	7.42
HEAD START OP ODD CLASSRM TRAVEL MILEAGE								
11-640-118-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CLASSRM WORKSHOPS AND								
11-640-118-000-723-02226-0000	10,600.00	10,222.15	377.85	96.44	15,382.00	15,828.03	-446.03	102.90
HEAD START OP ODD CLASSRM TEACHING TESTI								
11-640-118-000-723-02226-0000	.00	466.39	-466.39	.00	1,520.00	1,560.02	-40.02	102.63
HEAD START OP ODD CLASSRM NEW EQUIP FURN								
TOTAL PRE-KINDERGARTEN	1,868,349.00	1,695,760.21	172,588.79	90.76	664,650.00	690,623.14	-25,973.14	103.91
11-640-212-000-723-02226-0000	334,705.00	281,618.73	53,086.27	84.14	136,662.00	142,402.80	-5,740.80	104.20
HEAD START OP ODD FAM ADV COUNSELING SAL								
11-640-212-000-723-02226-0000	.00	820.80	-820.80	.00	.00	.00	.00	.00
HEAD START OP ODD FAM ADV GROUP LIFE								
11-640-212-000-723-02226-0000	96,416.00	66,179.44	30,236.56	68.64	29,293.00	31,998.90	-2,705.90	109.24
HEAD START OP ODD FAM ADV GROUP HEALTH A								
11-640-212-000-723-02226-0000	5,020.00	4,224.28	795.72	84.15	2,051.00	2,042.43	8.57	99.58
HEAD START OP ODD FAM ADV EARLY RET INCE								
11-640-212-000-723-02226-0000	97,126.00	128,773.63	-31,647.63	132.58	39,113.00	39,691.86	-578.86	101.48
HEAD START OP ODD FAM ADV RETIREMENT CON								
11-640-212-000-723-02226-0000	25,604.00	22,192.55	3,411.45	86.68	10,454.00	10,666.23	-212.23	102.03
HEAD START OP ODD FAM ADV FICA								
11-640-212-000-723-02226-0000	524.00	280.44	243.56	53.52	300.00	307.89	-7.89	102.63
HEAD START OP ODD FAM ADV WORKMAN COMPEN								
11-640-212-000-723-02226-0000	667.00	.00	667.00	.00	1,633.00	1,628.25	4.75	99.71



SELECTION CRITERIA: expldedgr.key\_orgn like '64%'  
 ACCOUNTING PERIOD: 13/23

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-640-214-000-723-02226-0000	85.00	-106.59	191.59	125.40	42.00	29.28	12.72	69.71
HEAD START OP ODD MENTHLT WORKMAN COMPEN								
11-640-214-000-723-02226-0000	.00	.00	.00	.00	.00	150.00	-150.00	.00
HEAD START OP ODD MENTHLT PUPIL PURCHASE								
11-640-214-000-723-02226-0000	800.00	172.12	627.88	21.52	400.00	160.71	239.29	40.18
HEAD START OP ODD MENTHLT TRAVEL MILEAGE								
11-640-214-000-723-02226-0000	667.00	463.03	203.97	69.42	5,434.00	5,497.26	-63.26	101.16
HEAD START OP ODD MENTHLT OFFICE SUPPLIE								
11-640-214-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD MENTHLT NEW EQUIP FURN								
TOTAL PSYCHOLOGICAL SERVIC	81,083.00	22,554.09	58,528.91	27.82	32,760.00	32,612.05	147.95	99.55
11-640-221-000-723-02226-0000	79,422.00	80,199.57	-777.57	100.98	30,386.00	33,680.65	-3,294.65	110.84
HEAD START OP ODD CURR CURRICULUM SALARI								
11-640-221-000-723-02226-0000	.00	138.08	-138.08	.00	.00	.00	.00	.00
HEAD START OP ODD CURR GROUP LIFE								
11-640-221-000-723-02226-0000	19,870.00	18,952.95	917.05	95.38	8,912.00	6,580.48	2,331.52	73.84
HEAD START OP ODD CURR GROUP HEALTH AND								
11-640-221-000-723-02226-0000	1,191.00	1,202.99	-11.99	101.01	455.00	455.79	-.79	100.17
HEAD START OP ODD CURR EARLY RET INCENTI								
11-640-221-000-723-02226-0000	22,421.00	35,899.07	-13,478.07	160.11	8,574.00	9,478.49	-904.49	110.55
HEAD START OP ODD CURR RETIREMENT CONTR								
11-640-221-000-723-02226-0000	6,076.00	5,723.28	352.72	94.19	2,325.00	2,442.37	-117.37	105.05
HEAD START OP ODD CURR FICA								
11-640-221-000-723-02226-0000	125.00	16.13	108.87	12.90	66.00	46.37	19.63	70.26
HEAD START OP ODD CURR WORKMAN COMPENSAT								
11-640-221-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CURR OTHER PROF PURCHA								
11-640-221-000-723-02226-0000	1,200.00	313.99	886.01	26.17	400.00	222.84	177.16	55.71
HEAD START OP ODD CURR TRAVEL MILEAGE RE								
11-640-221-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD CURR WORKSHOPS AND CON								
11-640-221-000-723-02226-0000	333.00	1,909.60	-1,576.60	573.45	433.00	472.35	-39.35	109.09
HEAD START OP ODD CURR OFFICE SUPPLIES								
11-640-221-000-723-02226-0000	.00	.00	.00	.00	716.00	715.72	.28	99.96
HEAD START OP ODD CURR NEW EQUIP FURN N								
TOTAL IMPROVE INSTRUCTION	130,638.00	144,355.66	-13,717.66	110.50	52,267.00	54,095.06	-1,828.06	103.50
11-640-226-000-723-02226-0000	56,152.00	59,920.43	-3,768.43	106.71	30,414.00	32,681.00	-2,267.00	107.45
HEAD START OP ODD ADMIN ADMIN ASSISTANT								
11-640-226-000-723-02226-0000	51,266.00	51,398.71	-132.71	100.26	37,917.00	45,984.00	-8,067.00	121.28
HEAD START OP ODD ADMIN SUPERV DIRECT ST								
11-640-226-000-723-02226-0000	.00	211.68	-211.68	.00	.00	.00	.00	.00
HEAD START OP ODD ADMIN GROUP LIFE								
11-640-226-000-723-02226-0000	21,222.00	18,944.49	2,277.51	89.27	14,102.00	17,475.48	-3,373.48	123.92
HEAD START OP ODD ADMIN GROUP HEALTH AND								
11-640-226-000-723-02226-0000	1,612.00	1,669.79	-57.79	103.58	1,026.00	1,159.36	-133.36	113.00
HEAD START OP ODD ADMIN EARLY RET INCENT								
11-640-226-000-723-02226-0000	30,065.00	49,128.85	-19,063.85	163.41	19,126.00	21,668.89	-2,542.89	113.30
HEAD START OP ODD ADMIN RETIREMENT CONTR								
11-640-226-000-723-02226-0000	8,217.00	8,183.05	33.95	99.59	5,228.00	5,797.59	-569.59	110.89



SELECTION CRITERIA: expldedgr.key\_orgn like '64%'  
 ACCOUNTING PERIOD: 13/23

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
11-640-252-000-723-02226-0000	233.00	268.32	-35.32	115.16	180.00	180.27	- .27	100.15
HEAD START OP ODD FISCAL EARLY RET INCEN								
11-640-252-000-723-02226-0000	4,386.00	7,626.00	-3,240.00	173.87	3,392.00	3,303.75	88.25	97.40
HEAD START OP ODD FISCAL RETIREMENT CONT								
11-640-252-000-723-02226-0000	1,188.00	1,334.47	-146.47	112.33	919.00	887.91	31.09	96.62
HEAD START OP ODD FISCAL FICA								
11-640-252-000-723-02226-0000	24.00	28.08	-4.08	117.00	27.00	13.75	13.25	50.93
HEAD START OP ODD FISCAL WORKMAN COMPENS								
11-640-252-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD FISCAL OTHER PROF PURC								
11-640-252-000-723-02226-0000	.00	.00	.00	.00	100.00	93.00	7.00	93.00
HEAD START OP ODD FISCAL TRAVEL MILEAGE								
11-640-252-000-723-02226-0000	100.00	42.82	57.18	42.82	135.00	135.40	- .40	100.30
HEAD START OP ODD FISCAL OFFICE SUPPLIES								
11-640-252-000-723-02226-0000	.00	.00	.00	.00	47,326.00	.00	47,326.00	.00
HEAD START OP ODD FISCAL NEW EQUIP FURNI								
11-640-252-000-723-02226-0000	.00	470.64	-470.64	.00	1,051.00	1,050.90	.10	99.99
HEAD START OP ODD FISCAL NEW EQUIP FURN								
TOTAL FISCAL SERVICES	23,162.00	28,033.72	-4,871.72	121.03	65,443.00	18,029.86	47,413.14	27.55
11-640-259-000-723-02226-0000	.00	.00	.00	.00	2,106.00	2,105.55	.45	99.98
HEAD START OP ODD ST INS OTHER INS BOND								
TOTAL OTHER BUSINESS SERVI	.00	.00	.00	.00	2,106.00	2,105.55	.45	99.98
11-640-261-000-723-02226-0000	29,478.00	29,517.37	-39.37	100.13	18,840.00	18,236.77	603.23	96.80
HEAD START OP ODD OPER PROG DEPT DIRECTI								
11-640-261-000-723-02226-0000	.00	44.76	-44.76	.00	.00	.00	.00	.00
HEAD START OP ODD OPER GROUP LIFE								
11-640-261-000-723-02226-0000	8,317.00	5,532.24	2,784.76	66.52	4,384.00	4,956.39	-572.39	113.06
HEAD START OP ODD OPER GROUP HEALTH AND								
11-640-261-000-723-02226-0000	728.00	442.76	285.24	60.82	414.00	414.00	.00	100.00
HEAD START OP ODD OPER EARLY RET INCENTI								
11-640-261-000-723-02226-0000	13,483.00	12,982.91	500.09	96.29	7,642.00	7,627.28	14.72	99.81
HEAD START OP ODD OPER RETIREMENT CONTR								
11-640-261-000-723-02226-0000	3,716.00	2,229.41	1,486.59	59.99	2,111.00	2,066.48	44.52	97.89
HEAD START OP ODD OPER FICA								
11-640-261-000-723-02226-0000	76.00	46.25	29.75	60.86	63.00	31.61	31.39	50.17
HEAD START OP ODD OPER WORKMAN COMPENSAT								
11-640-261-000-723-02226-0000	29,710.00	20,422.71	9,287.29	68.74	10,879.00	10,878.06	.94	99.99
HEAD START OP ODD OPER OTHER PROF PURCHA								
11-640-261-000-723-02226-0000	.00	207.20	-207.20	.00	.00	.00	.00	.00
HEAD START OP ODD OPER TRAVEL MILEAGE RE								
11-640-261-000-723-02226-0000	11,600.00	9,400.25	2,199.75	81.04	5,800.00	5,525.76	274.24	95.27
HEAD START OP ODD OPER TELEPHONE								
11-640-261-000-723-02226-0000	6,000.00	4,903.37	1,096.63	81.72	3,000.00	2,886.31	113.69	96.21
HEAD START OP ODD OPER INTERNET OTHER								
11-640-261-000-723-02226-0000	3,333.00	.00	3,333.00	.00	2,500.00	2,401.20	98.80	96.05
HEAD START OP ODD OPER MAINT SVC LAND &								
11-640-261-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD OPER CONTRACTED MAINT								
11-640-261-000-723-02226-0000	60,736.00	117,636.00	-56,900.00	193.68	40,600.00	40,600.00	.00	100.00



POWERSCHOOL  
 DATE: 08/10/2023  
 TIME: 14:38:12

KALAMAZOO RESA  
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 7  
 EXPCOM21

SELECTION CRITERIA: exp1edgr.key\_orgn like '64%'  
 ACCOUNTING PERIOD: 13/23

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
TOTAL OTHER CENTRAL SERVIC	800.00	946.46	-146.46	118.31	400.00	95.73	304.27	23.93
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS SOCIAL WORK SA								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS SEC CLERICAL B								
11-640-311-000-723-02226-0000	301.00	.00	301.00	.00	75.00	.00	75.00	.00
HEAD START OP ODD SOCSVCS OTHER OVERTIME								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS GROUP HEALTH A								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS EARLY RET INCE								
11-640-311-000-723-02226-0000	83.00	.00	83.00	.00	21.00	.00	21.00	.00
HEAD START OP ODD SOCSVCS RETIREMENT CON								
11-640-311-000-723-02226-0000	23.00	.00	23.00	.00	6.00	.00	6.00	.00
HEAD START OP ODD SOCSVCS FICA								
11-640-311-000-723-02226-0000	5.00	.00	5.00	.00	1.00	.00	1.00	.00
HEAD START OP ODD SOCSVCS WORKMAN COMPEN								
11-640-311-000-723-02226-0000	500.00	2,140.99	-1,640.99	428.20	500.00	93.03	406.97	18.61
HEAD START OP ODD SOCSVCS OTHER PROF TEC								
11-640-311-000-723-02226-0000	8,000.00	6,147.47	1,852.53	76.84	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS OTHER PUR SVC								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	37.00	36.93	.07	99.81
HEAD START OP ODD SOCSVCS TRAVEL MILEAGE								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS WORKSHOPS AND								
11-640-311-000-723-02226-0000	667.00	4,555.17	-3,888.17	682.93	2,333.00	2,538.82	-205.82	108.82
HEAD START OP ODD SOCSVCS OFFICE SUPPLIE								
11-640-311-000-723-02226-0000	2,800.00	1,654.48	1,145.52	59.09	700.00	176.49	523.51	25.21
HEAD START OP ODD SOCSVCS MISC SUPPLIES								
11-640-311-000-723-02226-0000	.00	.00	.00	.00	.00	.00	.00	.00
HEAD START OP ODD SOCSVCS NEW EQUIP FURN								
TOTAL COMMUNITY DIRECTION	12,379.00	14,498.11	-2,119.11	117.12	3,673.00	2,845.27	827.73	77.46
11-640-611-000-723-02226-0000	309,479.00	289,798.28	19,680.72	93.64	111,129.00	111,295.55	-166.55	100.15
HEAD START OP ODD INDIRECT COSTS								
TOTAL TRANS OUT GENERAL FU	309,479.00	289,798.28	19,680.72	93.64	111,129.00	111,295.55	-166.55	100.15
TOTAL HEAD START OPERATING	4,236,883.00	3,960,215.87	276,667.13	93.47	1,588,006.00	1,587,531.89	474.11	99.97
TOTAL GENERAL	4,236,883.00	3,960,215.87	276,667.13	93.47	1,588,006.00	1,587,531.89	474.11	99.97
TOTAL REPORT	4,236,883.00	3,960,215.87	276,667.13	93.47	1,588,006.00	1,587,531.89	474.11	99.97





POWERSCHOOL  
 DATE: 08/10/2023  
 TIME: 14:39:36

KALAMAZOO RESA  
 DETAIL EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 3  
 EXPCOM21

SELECTION CRITERIA: exp1edgr.key\_orgn like '65%'  
 ACCOUNTING PERIOD: 13/23

FUND - 11 - GENERAL

ACCOUNT	CURRENT YEAR				PRIOR YEAR			
	BUDGET	EXPENDITURES	BALANCE	%	BUDGET	EXPENDITURES	BALANCE	%
TOTAL COMMUNICATION SERVIC	.00	.00	.00	.00	700.00	.00	700.00	.00
11-655-611-000-723-02226-0000 HEAD START COVID INDIRECT INDIRECT COSTS	13,273.00	13,273.07	- .07	100.00	10,135.00	.00	10,135.00	.00
TOTAL TRANS OUT GENERAL FU	13,273.00	13,273.07	- .07	100.00	10,135.00	.00	10,135.00	.00
TOTAL HEAD START COVID ONE	181,713.00	181,713.00	.00	100.00	181,713.00	.00	181,713.00	.00
TOTAL GENERAL	228,413.00	224,394.07	4,018.93	98.24	205,005.00	17,624.03	187,380.97	8.60
TOTAL REPORT	228,413.00	224,394.07	4,018.93	98.24	205,005.00	17,624.03	187,380.97	8.60

# Kalamazoo RESA

## HEAD START MATCH REPORT

June 2023

MONTHLY BREAKDOWN													SUMMARY		
UNIT	NOV '22	Dec '22	JAN '23	FEB '23	MAR '23	APR '23	MAY '23	JUN '23	JUL '23	AUG '23	SEP '23	OCT '23	YTD	SUGGESTED UNIT ANNUAL REQUIREMENT*	MONTHLY GOAL
ADMIN/ OPS	\$ 32,137	\$ 37,353	\$ 28,078	\$ 26,815	\$ 31,266	\$ 13,788	\$ 27,182	\$ 77,799					\$ 274,418	\$ 244,356	\$ 20,363
EDUC	\$ 128,601	\$ 120,997	\$ 106,590	\$ 110,562	\$ 150,567	\$ 109,226	\$ 110,165	\$ 277,355					\$ 1,114,062	\$ 1,352,102	\$ 112,675
HEALTH	\$ -	\$ -	\$ -	\$ -	\$ 312	\$ -	\$ -	\$ -					\$ 312	\$ 27,581	\$ 2,298
FCP	\$ 2,345	\$ -	\$ -	\$ -	\$ 908	\$ -	\$ -	\$ -					\$ 3,253	\$ 5,000	\$ 417
<b>TOTAL</b>	<b>\$ 163,082</b>	<b>\$ 158,350</b>	<b>\$ 134,668</b>	<b>\$ 137,377</b>	<b>\$ 183,052</b>	<b>\$ 123,014</b>	<b>\$ 137,347</b>	<b>\$ 355,154</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,392,044</b>	<b>\$ 1,629,039</b>	<b>\$ 135,753</b>

LESS MATCH EXPECTATION THROUGH JUNE 2023 \$ 1,086,026.15

\* The annual requirement only needs to be met in total, not in each of the 4 units

OVER(UNDER): \$ 306,018

KALAMAZOO OIL CO.  
 2601 N. BURDICK ST.  
 KALAMAZOO, MI, 49007-1874  
 269-342-9638

**Customer Statement**

As of: 06/30/2023

Customer No: 001821



Terms NET 15 DAYS  
 Balance Due by 7/15/2023 4,810.23  
 Discount (if Paid by 7/15/2023): 0.00  
 Balance if discount earned 4,810.23

Amount enclosed: \$ \_\_\_\_\_

Make Check Payable to:

KALAMAZOO REGIONAL EDUC SERVICES  
 1819 E. MILHAM 38-1709020  
 KALAMAZOO, MI, 49002, USA

**J & H OIL COMPANY**  
 2601 North Burdick Street  
 Kalamazoo, MI 49007-1874

--- Detach Here ---

Date	Invoice Number	Tran Type	Comment/Ref#	Total Amount	Amount Paid	Running Balance
06/15/2023		Balance Forward			0.00	6,788.56
06/21/2023	RCV-3224	Payment	166191 - Apply to 5/31/23 invoice	0.00	3,289.31	3,499.25
06/21/2023	RCV-3225	Payment	166287 - Apply to 5/31/23 invoice	0.00	383.43	3,115.82
06/30/2023	CFSI-2662	Invoice		1,694.41	0.00	4,810.23
<b>Total Records: 4</b>				<b>Grand Total:</b>	<b>1,694.41</b>	<b>3,672.74</b>
						<b>4,810.23</b>

From	Thru	Rate
100	499	0.020000
500	1499	0.030000
1500	2999	0.040000
3000	4999	0.050000
5000	0	0.070000

Balance Due by 7/15/2023 4,810.23  
 Discount (if Paid by 7/15/2023): 0.00  
 Discount based upon eligible quantity of 0.000000  
 Balance if discount earned 4,810.23

**Important Message:**

Current	1-10 Days	11-30 Days	31-60 Days	61-90 Days	Over 90 Days	Credits	Prepayments	Balance Due
4,810.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,810.23

KALAMAZOO OIL CO.  
 2601 N. BURDICK ST.  
 KALAMAZOO, MI, 49007-1874  
 269-342-9638

# Invoice - CFSI-2662

**Customer #:001821**

Invoice Date: 06/30/2023

**Bill To:** KALAMAZOO REGIONAL EDUC SERVICES  
 1819 E. MILHAM 38-1709020  
 KALAMAZOO, MI, 49002, USA

Site	Date	Odom	Mpg	Product	Qty	Price	Total \$
<b>Vehicle: 1021 - UNIT 21</b>		<b>85974</b>					
723357-723357	06/16 12:49	86070	4.62	1-NO LEAD	20.772	3.036811	63.08
, , MI					<b>Misc: 00000000</b>		
723357-723357	06/19 12:22	86265	10.41	1-NO LEAD	18.737	2.999075	56.19
, , MI					<b>Misc: 00000000</b>		
723357-723357	06/20 12:39	86463	9.63	1-NO LEAD	20.564	2.942472	60.51
, , MI					<b>Misc: 00000000</b>		
723357-723357	06/21 12:28	86662	9.88	1-NO LEAD	20.142	2.848132	57.37
, , MI					<b>Misc: 00000000</b>		
48047-BI6H (BI6H)	06/22 13:21	86875	9.63	1-NO LEAD	22.109	2.744358	60.68
6434 GULL ROAD, KALAMAZOO, MI					<b>Misc: 00000000</b>		
140265-BIVI (BIVI)	06/29 13:37	86963	9.08	1-NO LEAD	9.687	2.867000	27.77
1250 S DRAKE RD, KALAMAZOO, MI					<b>Misc: 00000000</b>		
<b>Fuel CPM: 0.33</b>	<b>Total Miles: 989</b>	<b>Avg. MPG: 8.83</b>	<b># Trans: 6</b>		112.011		325.60
<b>Vehicle: 1032 - UNIT 32</b>		<b>143479</b>					
383263-383263	06/16 14:57	143651	9.13	1-NO LEAD	18.844	2.914170	54.91
, , MI					<b>Misc: 00000000</b>		
<b>Fuel CPM: 0.32</b>	<b>Total Miles: 172</b>	<b>Avg. MPG: 9.13</b>	<b># Trans: 1</b>		18.844		54.91
<b>Vehicle: 1126 - UNIT 26</b>		<b>100502</b>					
140265-BIVI (BIVI)	06/16 08:29	100732	9.34	1-NO LEAD	24.615	2.885868	71.04
1250 S DRAKE RD, KALAMAZOO, MI					<b>Misc: 00000000</b>		
140265-BIVI (BIVI)	06/20 11:29	100962	9.45	1-NO LEAD	24.349	2.791528	67.97
1250 S DRAKE RD, KALAMAZOO, MI					<b>Misc: 00000000</b>		
140265-BIVI (BIVI)	06/21 08:34	101042	13.34	1-NO LEAD	5.998	2.791528	16.74
1250 S DRAKE RD, KALAMAZOO, MI					<b>Misc: 00000000</b>		
140265-BIVI (BIVI)	06/22 13:39	101146	6.56	1-NO LEAD	15.860	2.753792	43.68
1250 S DRAKE RD, KALAMAZOO, MI					<b>Misc: 00000000</b>		
<b>Fuel CPM: 0.31</b>	<b>Total Miles: 644</b>	<b>Avg. MPG: 9.09</b>	<b># Trans: 4</b>		70.822		199.43
<b>Vehicle: 5810 - UNIT 5810</b>		<b>91455</b>					
111257-BYFL (BYFL)	06/16 08:32	91709	9.08	53-LOW DSL	27.980	3.042849	85.14
5233 S 9TH ST, KALAMAZOO, MI					<b>Misc: 00000000</b>		

Site	Date	Odom	Mpg	Product	Qty	Price	Total \$
<b>Vehicle:</b> 5810 - UNIT 5810		91455					
111257-BYFL (BYFL)	06/16 08:48	91709		62-DEF-Bul	5.685	3.949000	22.45
5233 S 9TH ST, KALAMAZOO, MI		<b>Misc:</b> 00000000					
48047-BI6H (BI6H)	06/19 08:41	91979	10.11	53-LOW DSL	26.711	2.976811	79.51
6434 GULL ROAD, KALAMAZOO, MI		<b>Misc:</b> 00000000					
48047-BI6H (BI6H)	06/20 08:49	92200	31.20	53-LOW DSL	23.878	2.976811	71.08
6434 GULL ROAD, KALAMAZOO, MI		<b>Misc:</b> 00000000					
140265-BIVI (BIVI)	06/21 13:09	92548	8.98	53-LOW DSL	38.741	3.222094	124.83
1250 S DRAKE RD, KALAMAZOO, MI		<b>Misc:</b> 00000000					
48047-BI6H (BI6H)	06/22 16:01	92869	9.05	53-LOW DSL	35.483	2.976811	105.63
6434 GULL ROAD, KALAMAZOO, MI		<b>Misc:</b> 00000000					
<b>Fuel CPM:</b> 0.21	<b>Total Miles:</b> 1414	<b>Avg. MPG:</b> 14.41	<b># Trans:</b> 6	158.478		488.64	

<b>Vehicle:</b> 5885 - UNIT 5885		79767					
140265-BIVI (BIVI)	06/21 10:20	70634	00.00	53-LOW DSL	25.578	3.174924	81.21
1250 S DRAKE RD, KALAMAZOO, MI		<b>Misc:</b> 00000000					
140265-BIVI (BIVI)	06/22 11:30	70687	1.90	53-LOW DSL	27.853	3.222094	89.74
1250 S DRAKE RD, KALAMAZOO, MI		<b>Misc:</b> 00000000					
18510-BF9D (BF9D)	06/29 11:12	70939	8.44	53-LOW DSL	29.842	2.901340	86.58
1155 SUPERIOR, WAYLAND, MI		<b>Misc:</b> 00000000					
<b>Fuel CPM:</b> -0.36	<b>Total Miles:</b> -8828	<b>Avg. MPG:</b> -106.01	<b># Trans:</b> 3	83.273		257.53	
<b>Insufficient/innacurate data to calculate MPG</b>							

<b>Vehicle:</b> 5893 - UNIT 5893		37419					
140265-BIVI (BIVI)	06/16 08:28	37720	7.56	53-LOW DSL	39.824	3.259830	129.82
1250 S DRAKE RD, KALAMAZOO, MI		<b>Misc:</b> 00000000					
415056-BO1L (BO1L)	06/22 09:14	38027	7.73	53-LOW DSL	39.727	2.995679	119.01
5250 S 9TH STREET, KALAMAZOO, MI		<b>Misc:</b> 00000000					
111257-BYFL (BYFL)	06/22 09:26	38027		62-DEF-Bul	5.806	3.919000	22.75
5233 S 9TH ST, KALAMAZOO, MI		<b>Misc:</b> 00000000					
<b>Fuel CPM:</b> 0.41	<b>Total Miles:</b> 608	<b>Avg. MPG:</b> 7.64	<b># Trans:</b> 3	85.357		271.58	

<b>Vehicle:</b> 5921 - BUS 5921		60709					
261103-BIBA (BIBA)	06/22 12:27	60967	8.44	53-LOW DSL	30.555	2.929641	89.52
5012 S WESTNEDGE ST, PORTAGE, MI		<b>Misc:</b> 00000000					
<b>Fuel CPM:</b> 0.35	<b>Total Miles:</b> 258	<b>Avg. MPG:</b> 8.44	<b># Trans:</b> 1	30.555		89.52	

**Total By Product**

State	Product	Quantity	Net	FET	SET	Local	SST	Gross
MI	1 - UNLEADED REGULAR GASOLINE	201.677	579.94	0.00	0.00	0.00	0.00	579.94
MI	53 - ULTRA LOW DSL #2	346.172	1,062.07	0.00	0.00	0.00	0.00	1,062.07
MI	62 - Diesel Exhaust Fluid - Bulk	11.491	45.20	0.00	0.00	0.00	0.00	45.20
<b>Total:</b>		559.340	1,687.21	0.00	0.00	0.00	0.00	1,687.21

**Total By Vehicle**

Vehicle	Quantity	Net	FET	SET	Local	SST	Gross
1021 - UNIT 21	112.011	325.60	0.00	0.00	0.00	0.00	325.60
1032 - UNIT 32	18.844	54.91	0.00	0.00	0.00	0.00	54.91
1126 - UNIT 26	70.822	199.43	0.00	0.00	0.00	0.00	199.43
5810 - UNIT 5810	158.478	488.64	0.00	0.00	0.00	0.00	488.64
5885 - UNIT 5885	83.273	257.53	0.00	0.00	0.00	0.00	257.53

**Total By Vehicle** (continued)

Vehicle	Quantity	Net	FET	SET	Local	SST	Gross
5893 - UNIT 5893	85.357	271.58	0.00	0.00	0.00	0.00	271.58
5921 - BUS 5921	30.555	89.52	0.00	0.00	0.00	0.00	89.52
<b>Total:</b>	559.340	1,687.21	0.00	0.00	0.00	0.00	1,687.21

**Invoice Summary**

Invoice No#: CFSI-2662	Terms: NET 15 DAYS
Invoice Date: 6/30/2023	Due by 7/15/2023
Subtotal Amount	1,687.21
Fee Amount	7.20
<b>Total Invoice Amount:</b>	<b>1,694.41</b>
Discount (if Paid by 7/15/2023):	0.00
Total due if paid by 7/15/2023:	1,694.41
Discount based upon eligible gallons of	0.000000

From	Thru	Rate	
100	499	0.020000	My Eligible Gallons : 0.000000
500	1499	0.030000	
1500	2999	0.040000	
3000	4999	0.050000	
5000	0	0.070000	

KALAMAZOO OIL CO.  
 2601 N. BURDICK ST.  
 KALAMAZOO, MI, 49007-1874  
 269-342-9638



# Customer Statement

As of: 06/15/2023

Customer No: 001821

Terms NET 15 DAYS  
 Balance Due by 6/30/2023 6,788.56  
 Discount (if Paid by 6/30/2023): 0.00  
 Balance if discount earned 6,788.56

Amount enclosed: \$ \_\_\_\_\_

Make Check Payable to:

KALAMAZOO REGIONAL EDUC SERVICES  
 1819 E. MILHAM 38-1709020  
 KALAMAZOO, MI, 49002, USA

**J & H OIL COMPANY**  
 2601 North Burdick Street  
 Kalamazoo, MI 49007-1874

--- Detach Here ---

Date	Invoice Number	Tran Type	Comment/Ref#	Total Amount	Amount Paid	Running Balance	
05/15/2023		Balance Forward			0.00	12,476.03	
05/25/2023	RCV-3158	Payment	165901 - Apply to account	0.00	1,430.89	11,045.14	
05/25/2023	RCV-3159	Payment	165816 - Apply to account	0.00	6,621.27	4,423.87	
05/31/2023	CFSI-2609	Invoice		3,672.74	0.00	8,096.61	
06/09/2023	RCV-3198	Payment	166075 - Apply to 5/15/23 invoice	0.00	659.21	7,437.40	
06/09/2023	RCV-3199	Payment	166002 - Apply to 5/15/23 invoice	0.00	3,764.66	3,672.74	
06/15/2023	CFSI-2642	Invoice		3,115.82	0.00	6,788.56	
<b>Total Records: 7</b>				<b>Grand Total:</b>	<b>6,788.56</b>	<b>12,476.03</b>	<b>6,788.56</b>

From	Thru	Rate
100	499	0.020000
500	1499	0.030000
1500	2999	0.040000
3000	4999	0.050000
5000	0	0.070000
Balance Due by 6/30/2023		6,788.56
Discount (if Paid by 6/30/2023):		0.00
Discount based upon eligible quantity of		44.500000
Balance if discount earned		6,788.56

<b>Important Message:</b>	
---------------------------	--

Current	1-10 Days	11-30 Days	31-60 Days	61-90 Days	Over 90 Days	Credits	Prepayments	Balance Due
6,788.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,788.56

KALAMAZOO OIL CO.  
 2601 N. BURDICK ST.  
 KALAMAZOO, MI, 49007-1874  
 269-342-9638

# Invoice - CFSI-2642

**Customer #:001821**

Invoice Date: 06/15/2023

**Bill To:** KALAMAZOO REGIONAL EDUC SERVICES  
 1819 E. MILHAM 38-1709020  
 KALAMAZOO, MI, 49002, USA

Site	Date	Odom	Mpg	Product	Qty	Price	Total \$
<b>Vehicle: 1021 - UNIT 21</b>		85265					
723357-723357	06/09 12:47	85412	6.32	1-NO LEAD	23.272	3.036811	70.67
, , MI							<b>Misc: 00000000</b>
48047-BI6H (BI6H)	06/14 06:12	85545	10.13	1-NO LEAD	13.130	2.914170	38.26
6434 GULL ROAD, KALAMAZOO, MI							<b>Misc: 00000000</b>
62163-BG1H (BG1H)	06/14 15:19*	85722	10.19	1-NO LEAD	17.365	2.838698	49.29
2375 SPRINKLE RD, KALAMAZOO, MI							<b>Misc: 00000000</b>
723357-723357	06/15 12:43	85974	17.14	1-NO LEAD	14.700	3.036811	44.64
, , MI							<b>Misc: 00000000</b>
<b>Fuel CPM: 0.29</b>	<b>Total Miles: 709</b>	<b>Avg. MPG: 10.36</b>	<b># Trans: 4</b>		68.467		202.86
<b>Vehicle: 1032 - UNIT 32</b>		142672					
140265-BIVI (BIVI)	06/02 08:32	142795	5.68	1-NO LEAD	21.664	2.857566	61.91
1250 S DRAKE RD, KALAMAZOO, MI							<b>Misc: 00000000</b>
48047-BI6H (BI6H)	06/06 06:18	142959	9.50	1-NO LEAD	17.264	2.989641	51.61
6434 GULL ROAD, KALAMAZOO, MI							<b>Misc: 00000000</b>
62163-BG1H (BG1H)	06/06 15:21*	142132	00.00	1-NO LEAD	16.357	3.036811	49.67
2375 SPRINKLE RD, KALAMAZOO, MI							<b>Misc: 00000000</b>
723357-723357	06/07 12:28	143283	84.66	1-NO LEAD	13.596	3.036811	41.29
, , MI							<b>Misc: 00000000</b>
723357-723357	06/08 12:50	143479	10.60	1-NO LEAD	18.493	3.036811	56.16
, , MI							<b>Misc: 00000000</b>
<b>Fuel CPM: 0.32</b>	<b>Total Miles: 807</b>	<b>Avg. MPG: 9.24</b>	<b># Trans: 5</b>		87.374		260.64
<b>Insufficient/innacurate data to calculate MPG</b>							
<b>Vehicle: 1033 - UNIT 33</b>		129430					
415056-BO1L (BO1L)	06/01 09:44	129541	8.08	1-NO LEAD	13.738	2.942472	40.42
5250 S 9TH STREET, KALAMAZOO, MI							<b>Misc: 00000000</b>
140265-BIVI (BIVI)	06/02 09:01	129638	16.17	1-NO LEAD	5.998	2.857566	17.14
1250 S DRAKE RD, KALAMAZOO, MI							<b>Misc: 00000000</b>
140265-BIVI (BIVI)	06/12 08:43	129833	9.75	1-NO LEAD	20.000	2.951906	59.04
1250 S DRAKE RD, KALAMAZOO, MI							<b>Misc: 00000000</b>
140265-BIVI (BIVI)	06/13 11:25	129940	6.11	1-NO LEAD	17.509	2.942472	51.52
1250 S DRAKE RD, KALAMAZOO, MI							<b>Misc: 00000000</b>
<b>Fuel CPM: 0.33</b>	<b>Total Miles: 510</b>	<b>Avg. MPG: 8.91</b>	<b># Trans: 4</b>		57.245		168.12

Site	Date	Odom	Mpg	Product	Qty	Price	Total \$
<b>Vehicle:</b>	1039 - UNIT 39						
		60208					
140265-BIVI (BIVI)	06/01 13:57	60387	8.32	1-NO LEAD	21.518	2.904736	62.50
	1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000	
<b>Fuel CPM:</b>	<b>0.35</b>	<b>Total Miles:</b>	<b>179</b>	<b>Avg. MPG:</b>	<b>8.32</b>	<b># Trans:</b>	<b>1</b>
					21.518		62.50
<b>Vehicle:</b>	1040 - UNIT 40						
		66007					
28611-BIG7 (BIG7)	06/01 09:31	66116	7.36	1-NO LEAD	14.804	2.876434	42.58
	5974 S PORTAGE, PORTAGE, MI					Misc: 00000000	
140265-BIVI (BIVI)	06/02 16:17	66280	7.37	1-NO LEAD	22.267	2.895302	64.47
	1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000	
<b>Fuel CPM:</b>	<b>0.39</b>	<b>Total Miles:</b>	<b>273</b>	<b>Avg. MPG:</b>	<b>7.36</b>	<b># Trans:</b>	<b>2</b>
					37.071		107.05
<b>Vehicle:</b>	1126 - UNIT 26						
		99940					
723357-723357	06/01 12:42	100176	10.19	1-NO LEAD	23.166	2.904736	67.29
	, , MI					Misc: 00000000	
723357-723357	06/02 12:27	100416	9.71	1-NO LEAD	24.728	2.904736	71.83
	, , MI					Misc: 00000000	
48047-BI6H (BI6H)	06/05 06:17	100502	7.84	1-NO LEAD	10.969	2.857566	31.34
	6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000	
<b>Fuel CPM:</b>	<b>0.30</b>	<b>Total Miles:</b>	<b>562</b>	<b>Avg. MPG:</b>	<b>9.55</b>	<b># Trans:</b>	<b>3</b>
					58.863		170.46
<b>Vehicle:</b>	1223 - UNIT 23						
		112238					
140265-BIVI (BIVI)	06/05 07:03	112433	12.98	1-NO LEAD	15.019	2.848132	42.78
	1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000	
140265-BIVI (BIVI)	06/06 08:32	112584	5.58	1-NO LEAD	27.060	2.989641	80.90
	1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000	
104333-BIGJ (BIGJ)	06/08 10:03	112770	8.65	1-NO LEAD	21.509	2.980207	64.10
	6150 STADIUM DR, KALAMAZOO, MI					Misc: 00000000	
140265-BIVI (BIVI)	06/09 12:54	112910	14.00	1-NO LEAD	10.000	2.980207	29.80
	1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000	
723357-723357	06/12 12:30	113012	5.71	1-NO LEAD	17.856	3.036811	54.23
	, , MI					Misc: 00000000	
723357-723357	06/13 12:29	113208	10.30	1-NO LEAD	19.031	3.036811	57.79
	, , MI					Misc: 00000000	
<b>Fuel CPM:</b>	<b>0.34</b>	<b>Total Miles:</b>	<b>970</b>	<b>Avg. MPG:</b>	<b>8.78</b>	<b># Trans:</b>	<b>6</b>
					110.475		329.60
<b>Vehicle:</b>	5810 - UNIT 5810						
		88491					
111257-BYFL (BYFL)	06/01 08:34	88867	8.06	53-LOW DSL	46.624	3.071151	143.19
	5233 S 9TH ST, KALAMAZOO, MI					Misc: 00000000	
111257-BYFL (BYFL)	06/01 08:40	88867		62-DEF-Bul	4.954	3.949000	19.56
	5233 S 9TH ST, KALAMAZOO, MI					Misc: 00000000	
104333-BIGJ (BIGJ)	06/02 13:11	89200	8.11	53-LOW DSL	41.073	3.354170	137.77
	6150 STADIUM DR, KALAMAZOO, MI					Misc: 00000000	
140265-BIVI (BIVI)	06/05 13:21	89441	8.17	53-LOW DSL	29.512	3.354170	98.99
	1250 S DRAKE RD, KALAMAZOO, MI					Misc: 00000000	
48047-BI6H (BI6H)	06/07 08:43	89861	9.24	53-LOW DSL	45.462	3.071151	139.62
	6434 GULL ROAD, KALAMAZOO, MI					Misc: 00000000	
111257-BYFL (BYFL)	06/08 13:03	90236		62-DEF-Bul	5.684	3.949000	22.45
	5233 S 9TH ST, KALAMAZOO, MI					Misc: 00000000	

Site	Date	Odom	Mpg	Product	Qty	Price	Total \$
<b>Vehicle:</b> 5810 - UNIT 5810		(continued)					
111257-BYFL (BYFL)	06/08 13:06	90236	8.48	53-LOW DSL	44.210	3.071151	135.78
5233 S 9TH ST, KALAMAZOO, MI					<b>Misc:</b> 00000000		
140265-BIVI (BIVI)	06/09 13:24	90528	9.28	53-LOW DSL	31.454	3.307000	104.02
1250 S DRAKE RD, KALAMAZOO, MI					<b>Misc:</b> 00000000		
28894-BG3X (BG3X)	06/13 12:51	90040	00.00	53-LOW DSL	51.005	2.816434	143.65
3700 SPRINKLE RD, KALAMAZOO, MI					<b>Misc:</b> 00000000		
140265-BIVI (BIVI)	06/14 08:31	91181	53.34	53-LOW DSL	21.390	3.316434	70.94
1250 S DRAKE RD, KALAMAZOO, MI					<b>Misc:</b> 00000000		
48047-BI6H (BI6H)	06/15 08:43	91455	9.00	53-LOW DSL	30.441	2.976811	90.62
6434 GULL ROAD, KALAMAZOO, MI					<b>Misc:</b> 00000000		

**Fuel CPM:** 0.36      **Total Miles:** 2964      **Avg. MPG:** 8.69      **# Trans:** 11      351.809      1,106.59  
**Insufficient/innacurate data to calculate MPG**

<b>Vehicle:</b> 5885 - UNIT 5885		78862					
415091-BQZ6 (BQZ6)	06/01 15:00	79042	6.45	53-LOW DSL	27.922	3.099453	86.54
648 N RIVERVIEW, PARCHMENT, MI					<b>Misc:</b> 00000000		
140265-BIVI (BIVI)	06/02 14:13	70227	00.00	53-LOW DSL	25.916	3.354170	86.93
1250 S DRAKE RD, KALAMAZOO, MI					<b>Misc:</b> 00000000		
140265-BIVI (BIVI)	06/07 07:01	79314	99.99	53-LOW DSL	41.569	3.354170	139.43
1250 S DRAKE RD, KALAMAZOO, MI					<b>Misc:</b> 00000000		
111257-BYFL (BYFL)	06/07 07:19	79318		62-DEF-Bul	4.035	3.919000	15.81
5233 S 9TH ST, KALAMAZOO, MI					<b>Misc:</b> 00000000		
140265-BIVI (BIVI)	06/08 12:09	79458	8.11	53-LOW DSL	17.756	3.354170	59.56
1250 S DRAKE RD, KALAMAZOO, MI					<b>Misc:</b> 00000000		
111257-BYFL (BYFL)	06/13 10:02	70384		62-DEF-Bul	4.647	3.949000	18.35
5233 S 9TH ST, KALAMAZOO, MI					<b>Misc:</b> 00000000		
98709-P5 (P5)	06/14 12:08	79767	6.94	53-LOW DSL	44.500	3.042849	135.41
2601 North Burdick Street, Kalamazoo, MI					<b>Misc:</b> 00000845		

**Fuel CPM:** 0.56      **Total Miles:** 905      **Avg. MPG:** 5.74      **# Trans:** 7      166.345      542.03  
**Insufficient/innacurate data to calculate MPG**

<b>Vehicle:</b> 5920 - BUS 5920		34773					
111257-BYFL (BYFL)	06/01 09:33	34842		62-DEF-Bul	3.726	3.949000	14.71
5233 S 9TH ST, KALAMAZOO, MI					<b>Misc:</b> 00000000		
111257-BYFL (BYFL)	06/01 09:36	34842	9.57	53-LOW DSL	7.209	3.071151	22.14
5233 S 9TH ST, KALAMAZOO, MI					<b>Misc:</b> 00000000		

**Fuel CPM:** 0.32      **Total Miles:** 69      **Avg. MPG:** 9.57      **# Trans:** 2      10.935      36.85

<b>Vehicle:</b> 5921 - BUS 5921		60454					
111257-BYFL (BYFL)	06/02 16:11	60709		62-DEF-Bul	5.449	3.949000	21.52
5233 S 9TH ST, KALAMAZOO, MI					<b>Misc:</b> 00000000		
111257-BYFL (BYFL)	06/02 16:14	60709	8.35	53-LOW DSL	30.542	3.071151	93.80
5233 S 9TH ST, KALAMAZOO, MI					<b>Misc:</b> 00000000		

**Fuel CPM:** 0.37      **Total Miles:** 255      **Avg. MPG:** 8.35      **# Trans:** 2      35.991      115.32

**Total By Product**

State	Product	Quantity	Net	FET	SET	Local	SST	Gross
MI	1 - UNLEADED REGULAR GASOLINE	441.013	1,301.23	0.00	0.00	0.00	0.00	1,301.23
MI	53 - ULTRA LOW DSL #2	536.585	1,688.39	0.00	0.00	0.00	0.00	1,688.39
MI	62 - Diesel Exhaust Fluid - Bulk	28.495	112.40	0.00	0.00	0.00	0.00	112.40

**Total By Product**

State	Product	Quantity	Net	FET	SET	Local	SST	Gross
<b>Total:</b>		1,006.093	3,102.02	0.00	0.00	0.00	0.00	3,102.02

**Total By Vehicle**

Vehicle	Quantity	Net	FET	SET	Local	SST	Gross
1021 - UNIT 21	68.467	202.86	0.00	0.00	0.00	0.00	202.86
1032 - UNIT 32	87.374	260.64	0.00	0.00	0.00	0.00	260.64
1033 - UNIT 33	57.245	168.12	0.00	0.00	0.00	0.00	168.12
1039 - UNIT 39	21.518	62.50	0.00	0.00	0.00	0.00	62.50
1040 - UNIT 40	37.071	107.05	0.00	0.00	0.00	0.00	107.05
1126 - UNIT 26	58.863	170.46	0.00	0.00	0.00	0.00	170.46
1223 - UNIT 23	110.475	329.60	0.00	0.00	0.00	0.00	329.60
5810 - UNIT 5810	351.809	1,106.59	0.00	0.00	0.00	0.00	1,106.59
5885 - UNIT 5885	166.345	542.03	0.00	0.00	0.00	0.00	542.03
5920 - BUS 5920	10.935	36.85	0.00	0.00	0.00	0.00	36.85
5921 - BUS 5921	35.991	115.32	0.00	0.00	0.00	0.00	115.32
<b>Total:</b>	1,006.093	3,102.02	0.00	0.00	0.00	0.00	3,102.02

**Invoice Summary**

Invoice No#: CFSI-2642	Terms: NET 15 DAYS		
Invoice Date: 6/15/2023	Due by 6/30/2023		
Subtotal Amount	3,102.02		
Fee Amount	13.80		
<b>Total Invoice Amount:</b>	<b>3,115.82</b>		
Discount (if Paid by 6/30/2023):	0.00		
Total due if paid by 6/30/2023:	3,115.82		
Discount based upon eligible gallons of	44.500000		
<b>From</b>	<b>Thru</b>	<b>Rate</b>	My Eligible Gallons : 44.500000
100	499	0.020000	
500	1499	0.030000	
1500	2999	0.040000	
3000	4999	0.050000	
5000	0	0.070000	





**FIFTH THIRD BANK**

Account Number: XXXX XXXX XXXX 2182

NORMA ASH

Statement Closing Date: 06/21/23

**Cardholder Summary**

Purchases and Other Charges	+	\$491.83
Cash Advances	+	\$0.00
Cash Advance Fees	+	\$0.00
Credits	-	\$0.00
<hr/>		
Total Activity		\$491.83
Disputed Amount		\$0.00
Credit Limit		\$1,000.00
Cash Advance Credit Limit		\$0.00
Statement Closing Date		06/21/23
Days in Billing Cycle		30

**QUESTIONS OR TO REPORT LOST/STOLEN CARDS?**

Call Customer Service 1-800-375-1747

Please send billing inquiries and correspondence to:

FIFTH THIRD BANK  
PO BOX 740523  
CINCINNATI, OH 45274-0523

Or email inquires to CommercialSupport@53.com

**Cardholder Activity**

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
05/29	05/28	55432863148202478003658	LOWES #00907* 866-483-7521 NC		M \$141.83
06/14	06/13	55436873165641650629025	STATE OF MICHIGAN OCAL LANSING MI		M \$150.00
06/19	06/16	55436873168641680683049	STATE OF MICHIGAN OCAL LANSING MI		M \$200.00



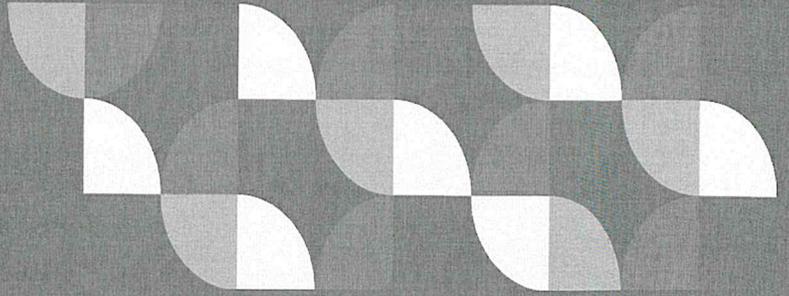
FIFTH THIRD BANK  
FIFTH THIRD BANK  
PO BOX 740523  
CINCINNATI, OH 45274-0523

Account Number XXXX XXXX XXXX 2182  
Statement Date 06/21/23  
Total Activity \$491.83

**\*\*MEMO STATEMENT ONLY\*\*  
DO NOT REMIT PAYMENT**

NORMA ASH  
TAX EXEMPT ORGANIZATION  
C/O SCOTT THOMAS  
1819 E MILHAM AVE  
PORTAGE MI 49002-3035

# Credit Card Purchase Request



## Personal Information

First Name

Last Name

---

## Details

Date of Request

Reason for Purchase

---

Administrator's Signature

# Norma Ash

---

**From:** Lowe's Home Improvement <do-not-reply@notifications.lowes.com>  
**Sent:** Friday, May 26, 2023 2:07 PM  
**To:** Norma Ash  
**Subject:** Thanks for Your Order! #914045991

\*\*\***ATTENTION:** This email was sent from an external source. Please be extra vigilant when opening attachments or clicking links.\*\*\*



## Thanks, Norma We've Received Your Order

Order # [914045991](#)

Placed May 26, 2023

We'll get started on it and update you every step of the way.

Please check [store hours](#) before picking up your order.

[Manage Order](#)

### Payment Summary

Subtotal (2 items)	\$133.80
Savings	(\$0.00)
Delivery	\$0.00
Total Tax	\$8.03
<b>Total</b>	<b>\$141.83</b>



\*\*\*\* \* 2182



Pickup Details



See estimated pickup dates(s) below.  
We'll email you when the item(s) are ready.



### Pickup Person

Norma Ash



[Assign Alternate Pickup Person](#)



### Pickup Location

**LOWE'S OF KALAMAZOO, MI**  
Store # 0765  
5125 WEST MAIN STREET  
KALAMAZOO, MI 49009  
269-345-2110

18-in W x 16-in H x 18-in D Classic Medium Cardboard Moving Box with Handle Holes

**QTY**  
**30**

Item #: **167368**|Model #: **1211260**  
Unit Price: **\$1.98**|Subtotal: **\$59.40**  
Estimated Pickup Date: **May 26, 2023**

24-in W x 18-in H x 18-in D Classic Large Cardboard Moving Box with Handle Holes

**QTY**  
**30**

Item #: **167398**|Model #: **1211258**  
Unit Price: **\$2.48**|Subtotal: **\$74.40**  
Estimated Pickup Date: **May 26, 2023**



### Get the Lowe's app

It's quick and easy. Available for iOS and Android.

[Get App](#)



### Lowe's Return Policy

You can return or exchange most new, unused merchandise with proof of purchase within 90\* days of the original purchase date unless noted in our return policy exceptions.

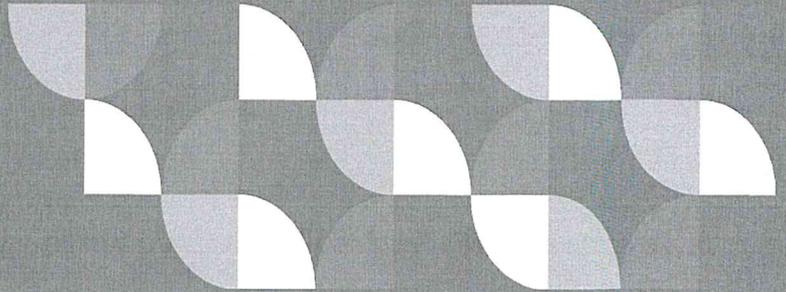
\*Appliance returns must be initiated within 48 hours of delivery or the time of pickup.

See [Return Policy](#) and [Exceptions](#) for details.



### Lowe's Billing Policy

# Credit Card Purchase Request



## Personal Information

First Name

Last Name

---

## Details

Date of Request

Reason for Purchase

---

Administrator's Signature



# Department of Licensing and Regulatory Affairs

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## PAYMENT CONFIRMATION

We have received your payment confirmation. You may print this page for your records.

### Indian Prairie Head Start - Child Care Center Application (New)

License Fee:	\$150.00 — <b>PAID</b>
Date Paid:	06/14/2023
Approval Number:	0
Confirmation Number:	23061386095885
Date Submitted:	06/13/2023 8:51:48 AM
Submitted By:	Norma, norma.ash@kresa.org

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## Norma Ash

---

**From:** noreply@fiserv.com  
**Sent:** Tuesday, June 13, 2023 9:10 AM  
**To:** Norma Ash  
**Subject:** Payment Confirmation

\*\*\*ATTENTION: This email was sent from an external source. Please be extra vigilant when opening attachments or clicking links.\*\*\*

Thank you for your recent payment to State of Michigan OCAL.

Payment Application: State of Michigan OCAL Payment Status: Payment completed successfully.  
Confirmation Number: 23061386095885  
Payment Date: 06/13/2023

-----  
Billing Address: Kalamazoo RESA  
1819 E. Milham Ave.  
Portage, MI 49002  
2692509200

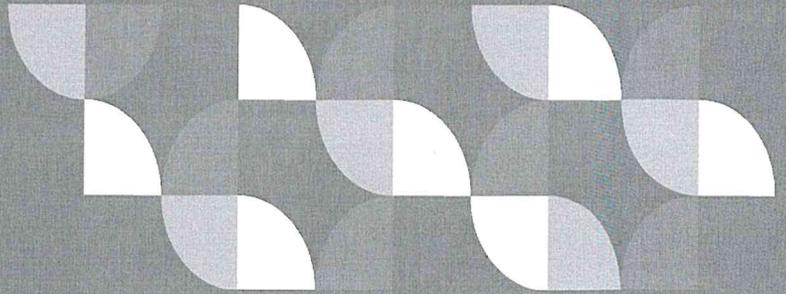
-----  
Card Type: MC  
Card Number: x2182

-----  
Payment Amount: 150.00 USD  
Total Amount: 150.00 USD

-----  
Reference: ashn9857-075738721-4311700-00000298

DO NOT REPLY DIRECTLY TO THIS EMAIL.

# Credit Card Purchase Request



## Personal Information

First Name

Last Name

---

## Details

Date of Request

Reason for Purchase

---

Administrator's Signature



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### PAYMENT CONFIRMATION

We have received your payment confirmation. You may print this page for your records.

#### First UMC Head Start - Child Care Center Application (New)

License Fee:	\$200.00 — <b>PAID</b>
Date Paid:	06/17/2023
Approval Number:	0
Confirmation Number:	23061686806435
Date Submitted:	06/16/2023 1:26:07 PM
Submitted By:	Norma, norma.ash@kresa.org

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## Norma Ash

---

**From:** noreply@fiserv.com  
**Sent:** Friday, June 16, 2023 2:02 PM  
**To:** Norma Ash  
**Subject:** Payment Confirmation

\*\*\*ATTENTION: This email was sent from an external source. Please be extra vigilant when opening attachments or clicking links.\*\*\*

Thank you for your recent payment to State of Michigan OCAL.

Payment Application: State of Michigan OCAL Payment Status: Payment completed successfully.  
Confirmation Number: 23061686806435  
Payment Date: 06/16/2023

-----  
Billing Address: Kalamazoo RESA  
1819 E. Milham Ave.  
Portage, MI 49002  
2692509200

-----  
Card Type: MC  
Card Number: x2182

-----  
Payment Amount: 200.00 USD  
Total Amount: 200.00 USD

-----  
Reference: ashn9857-872163618-4311700-00000298

DO NOT REPLY DIRECTLY TO THIS EMAIL.





**FIFTH THIRD BANK**

Account Number: XXXX XXXX XXXX 3857

KYLE FALL

Statement Closing Date: 06/21/23

**Cardholder Summary**

Purchases and Other Charges	+	\$125.00
Cash Advances	+	\$0.00
Cash Advance Fees	+	\$0.00
Credits	-	\$0.00
<b>Total Activity</b>		<b>\$125.00</b>
Disputed Amount		\$0.00
Credit Limit		\$1,000.00
Cash Advance Credit Limit		\$0.00
Statement Closing Date		06/21/23
Days in Billing Cycle		30

**QUESTIONS OR TO REPORT LOST/STOLEN CARDS?**

Call Customer Service 1-800-375-1747

Please send billing inquiries and correspondence to:

FIFTH THIRD BANK  
PO BOX 740523  
CINCINNATI, OH 45274-0523

Or email inquires to CommercialSupport@53.com

**Cardholder Activity**

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
06/15	06/14	82711163165000010186984	TEACHSTONE TRAINING CHARLOTTESVIL VA		M \$125.00



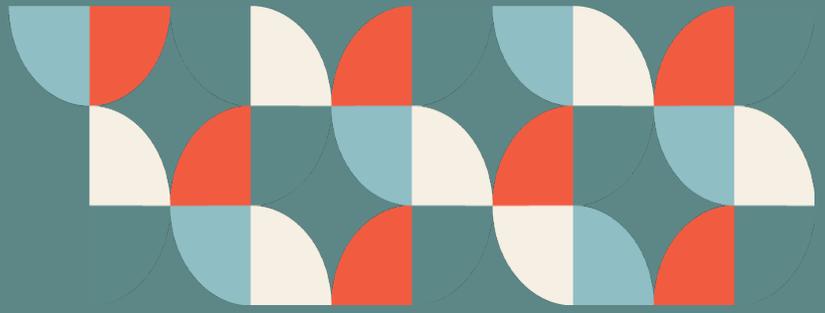
FIFTH THIRD BANK  
FIFTH THIRD BANK  
PO BOX 740523  
CINCINNATI, OH 45274-0523

Account Number XXXX XXXX XXXX 3857  
Statement Date 06/21/23  
Total Activity \$125.00

**\*\*MEMO STATEMENT ONLY\*\*  
DO NOT REMIT PAYMENT**

KYLE FALL  
TAX EXEMPT ORGANIZATION  
C/O SCOTT THOMAS  
1819 E MILHAM AVE  
PORTAGE MI 49002-3035

# Credit Card Purchase Request



## Personal Information

First Name

Last Name

## Details

Date of Request

Reason for Purchase

Administrator's Signature

**Nateshia Carson**

---

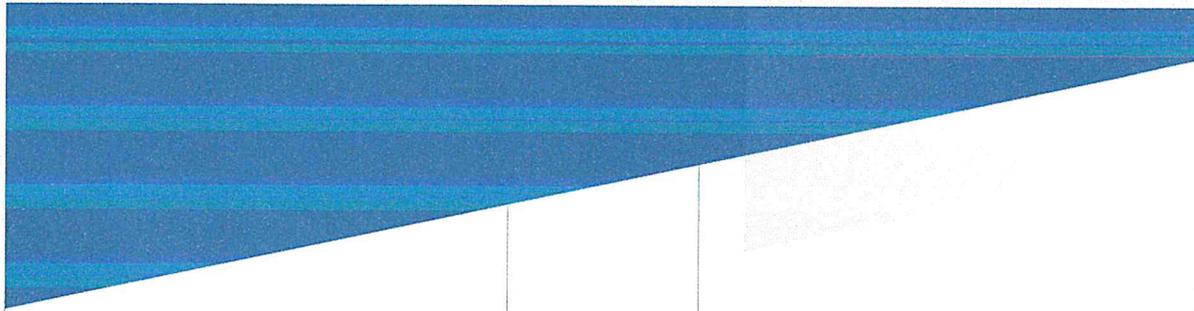
**From:** Kyle Fall  
**Sent:** Wednesday, June 14, 2023 9:54 AM  
**To:** Nateshia Carson  
**Subject:** FW: Your Teachstone Training LLC receipt [#1961-2914]

CLASS Renewal for me. Thanks!

---

**From:** Teachstone Training LLC <receipts+acct\_1BtHuSlk8D9HqQKm@stripe.com>  
**Sent:** Wednesday, June 14, 2023 9:53 AM  
**To:** Kyle Fall <kyle.fall@kresa.org>  
**Subject:** Your Teachstone Training LLC receipt [#1961-2914]

\*\*\***ATTENTION:** This email was sent from an external source. Please be extra vigilant when opening attachments or clicking links.\*\*\*



## Receipt from Teachstone Training LLC

Receipt #1961-2914

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$125.00	Jun 14, 2023, 9:51:40 AM	 - 3857

### SUMMARY

Order #135248 for <a href="mailto:kyle.fall@kresa.org">kyle.fall@kresa.org</a>	\$125.00
<b>Amount charged</b>	<b>\$125.00</b>

---

If you have any questions, contact us at [finance@teachstone.com](mailto:finance@teachstone.com) or call at **+1 866-998-8352**.





**FIFTH THIRD BANK**

Account Number: XXXX XXXX XXXX 6968

BETHANY FOOTE

Statement Closing Date: 06/21/23

**Cardholder Summary**

Purchases and Other Charges	+	\$889.75
Cash Advances	+	\$0.00
Cash Advance Fees	+	\$0.00
Credits	-	\$0.00
<b>Total Activity</b>		<b>\$889.75</b>
Disputed Amount		\$0.00
Credit Limit		\$1,000.00
Cash Advance Credit Limit		\$0.00
Statement Closing Date		06/21/23
Days in Billing Cycle		30

**QUESTIONS OR TO REPORT LOST/STOLEN CARDS?**

Call Customer Service 1-800-375-1747

Please send billing inquiries and correspondence to:

FIFTH THIRD BANK  
PO BOX 740523  
CINCINNATI, OH 45274-0523

Or email inquires to CommercialSupport@53.com

**Cardholder Activity**

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
05/26	05/25	02306633145300344320853	ALTUS ETHIOPIAN CUISIN EAST LANSING MI		M \$21.49
05/29	05/26	55436873147261476751334	GRADUATE EAST LANSING EAST LANSING MI		M \$314.14
			05/24/23 20547		
05/29	05/26	55436873147261476751789	GRADUATE EAST LANSING EAST LANSING MI		M \$334.14
			05/24/23 22214		
06/07	06/05	55432863157205116383083	MEIJER # 022 PORTAGE MI		M \$219.98



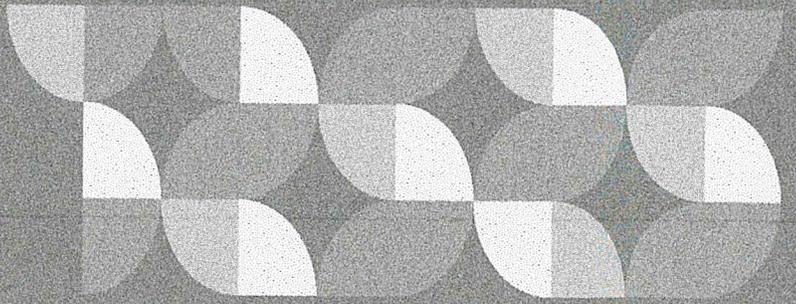
FIFTH THIRD BANK  
FIFTH THIRD BANK  
PO BOX 740523  
CINCINNATI, OH 45274-0523

Account Number XXXX XXXX XXXX 6968  
Statement Date 06/21/23  
Total Activity \$889.75

**\*\*MEMO STATEMENT ONLY\*\*  
DO NOT REMIT PAYMENT**

BETHANY FOOTE  
TAX EXEMPT ORGANIZATION  
C/O SCOTT THOMAS  
1819 E MILHAM AVE  
PORTAGE MI 49002-3035

# Credit Card Purchase Request



## Personal Information

First Name

Last Name

---

## Details

Date of Request

Reason for Purchase

---

Administrator's Signature

May 25, 2023

1312 Michigan Ave.  
East Lansing, MI 48823

Server: Ateellan                      DOB: 05/25/2023  
07:22 PM                               05/25/2023  
Table 14/1                              2/20020

SAI

Visa                                      1048609  
Card #XXXXXXXXXX672J  
Magnetic card present: FOOTE BETHANY S  
Card Entry Method: S

Approval: 91940A

Amount:                      \$15.90

+ Tip:                         4.10

= Total:                     20.00

I agree to pay the above  
total amount according to the  
card issuer agreement.

X \_\_\_\_\_

Thanks for coming by!!  
Hope to see you again soon!!

Guest Copy

1312 Michigan Ave.  
East Lansing, MI 48823

Server: Ben                              05/25/2023  
Table 14/1                               7:16 PM  
Guests: 2                                 20020

Vegetarian Combo                      13.50  
Sambusas                                 1.50

Subtotal                                 15.00  
Tax   0.90

Total                                      15.90

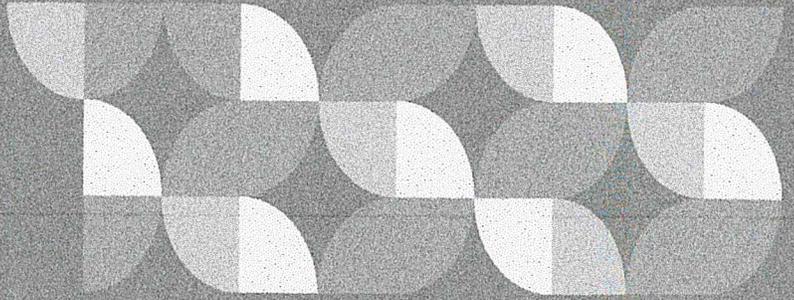
**Balance Due                      15.90**

Thanks for coming by!!  
Hope to see you again soon!!

Bethany's CC

Policy Council Parent  
meal (+ tip) at  
Spring Assembly

# Credit Card Purchase Request



## Personal Information

First Name

Last Name

---

## Details

Date of Request

Reason for Purchase

---

Administrator's Signature



## BOOKING CONFIRMATION

Congratulations! Sit back and relax. Your reservation is all set.

**YOUR CONFIRMATION NUMBER IS:** 10239SE070345

### PERSONAL DETAILS:

NAME: BETHANY FOOTE

PHONE NUMBER: +1 269 250 9849

EMAIL: NATESHIA.CARSON@KRESA.ORG

### SUMMARY OF STAY:

ARRIVAL: 05/24/2023

NIGHTS: 2

DEPARTURE: 05/26/2023

ADULTS: 2

3/21/23, 2:19 PM

Graduate East Lansing | Hotel Near Michigan State Campus

ROOM TYPE:

GRADUATE KING (MHSA SPRING ASSEMBLY 2023 - ROOMS ONLY )

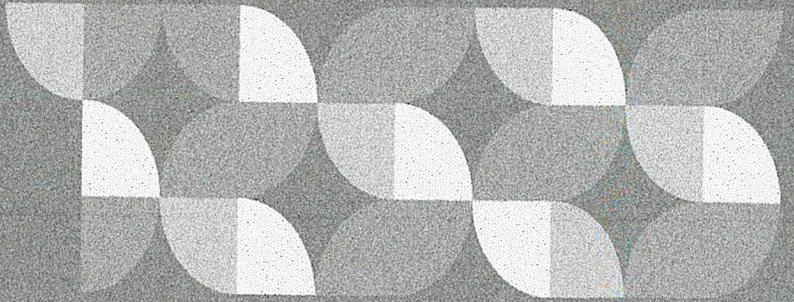
CHILDREN:

0

TOTAL:

\$314

# Credit Card Purchase Request



## Personal Information

First Name

Last Name

---

## Details

Date of Request

Reason for Purchase

---

Administrator's Signature



133 Evergreen Avenue  
EAST LANSING MI 48823

Foote, Bethany  
1819 E Milham Ave  
Portage, Michig 49002-3035

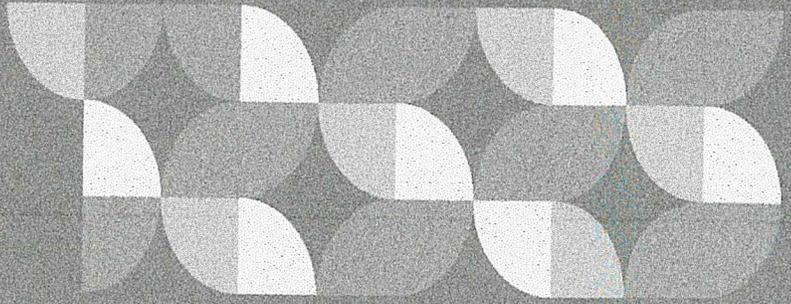
Confirmation Number: 54552054-1  
Room Number: 0329  
Room Type: GK  
No. of Guests: 2

TAX ID	ARRIVAL	DEPARTURE	RATE PLAN	ACCOUNT
	05/24/2023	05/26/2023	GASN	71246
DATE	CODE	DESCRIPTION	COMMENT	AMOUNT (USD)
05/24/2023	100000	Room Accommodation		139.00
05/24/2023	800000	Michigan Sales Tax		8.34
05/24/2023	800002	Ingham Accommodations Tax		6.95
05/24/2023	800004	Greater Lansing CVB		2.78
05/25/2023	200006	Overnight Valet Parking	20230526 014412 Ticket #128450	30.00
05/25/2023	100000	Room Accommodation		139.00
05/25/2023	800000	Michigan Sales Tax		8.34
05/25/2023	800002	Ingham Accommodations Tax		6.95
05/25/2023	800004	Greater Lansing CVB		2.78
05/26/2023	200007	Adj Overnight Valet Parking	Group parking rate -MC	(10.00)
05/26/2023	920006	Mastercard *****6968		(334.14)
				(USD)
<b>Sub-Total:</b>				298.00
<b>Total Tax:</b>				36.14
<b>Total Payments:</b>				(334.14)
<b>Total Due:</b>				0.00

TERMS:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Credit Card Purchase Request



## Personal Information

First Name

Last Name

---

## Details

Date of Request

Reason for Purchase

---

Administrator's Signature



5121 S. Westnedge Ave.  
 Portage, MI 49002 - #22  
 (269)381-3465  
 meijer.com

The Meijer Team appreciates your business  
 06/05/23  
 Your checkout was provided by Fastlane125

SALE GENERAL	MERCHANDISE	
19656618210	PLUSH BEAR	9.99 CT
19656618211	PLUSH BEAR	9.99 CT

GROCERY	DOORDASH	100.00A N
7675038905	DOORDASH	100.00A N
XXXXXXXXXXXXXXXXXXXX6030		
7675038905	DOORDASH	100.00A N
XXXXXXXXXXXXXXXXXXXX4316		

TOTAL	TOTAL TAX	.00
	TOTAL	219.98
PAYMENTS	TENDER	219.98
****	(C)	

T1	ITEM VALUE EXEMPTED	NUMBER OF ITEMS
T1	TAX EXEMPTED	19.98
T4	ITEM VALUE EXEMPTED	4
T4	TAX EXEMPTED	1.20
T5	ITEM VALUE EXEMPTED	.00
T5	TAX EXEMPTED	.00

For information on Meijer return policy  
 visit [meijer.com](http://meijer.com)



A00220053V4T095





**FIFTH THIRD BANK**

Account Number: XXXX XXXX XXXX 8022

RACHEL ROBERTS

Statement Closing Date: 06/21/23

**Cardholder Summary**

Purchases and Other Charges	+	\$1,444.72
Cash Advances	+	\$0.00
Cash Advance Fees	+	\$0.00
Credits	-	\$0.00
<b>Total Activity</b>		<b>\$1,444.72</b>
Disputed Amount		\$0.00
Credit Limit		\$5,000.00
Cash Advance Credit Limit		\$0.00
Statement Closing Date		06/21/23
Days in Billing Cycle		30

**QUESTIONS OR TO REPORT LOST/STOLEN CARDS?**

Call Customer Service 1-800-375-1747

Please send billing inquiries and correspondence to:

FIFTH THIRD BANK  
PO BOX 740523  
CINCINNATI, OH 45274-0523

Or email inquires to CommercialSupport@53.com

**Cardholder Activity**

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
05/24	05/22	22303803143001818075229	SOMERSET INN HOTEL TROY MI 05/21/23 R758992577		M \$303.65
05/29	05/26	55436873147261476752175	GRADUATE EAST LANSING EAST LANSING MI 05/23/23 20676		M \$812.07
06/07	06/06	82305093157000014968230	ZOOM.US 888-799-9666 SAN JOSE CA		M \$50.00
06/07	06/06	52704873157970777390803	GRAND TRAV RESORT ACME MI 08/13/23 4508115088		M \$279.00



**FIFTH THIRD BANK**  
FIFTH THIRD BANK  
PO BOX 740523  
CINCINNATI, OH 45274-0523

Account Number XXXX XXXX XXXX 8022  
Statement Date 06/21/23  
Total Activity \$1,444.72

**\*\*MEMO STATEMENT ONLY\*\*  
DO NOT REMIT PAYMENT**

RACHEL ROBERTS  
TAX EXEMPT ORGANIZATION  
C/O SCOTT THOMAS  
1819 E MILHAM AVE  
PORTAGE MI 49002-3035

# Credit Card Purchase Request



## Personal Information

First Name

Last Name

---

## Details

Date of Request

Reason for Purchase

---

Administrator's Signature

*Mindy Miller*



Guest Name: Janel Browning  
 1819 Milham Rd  
 Portage, MI 49002

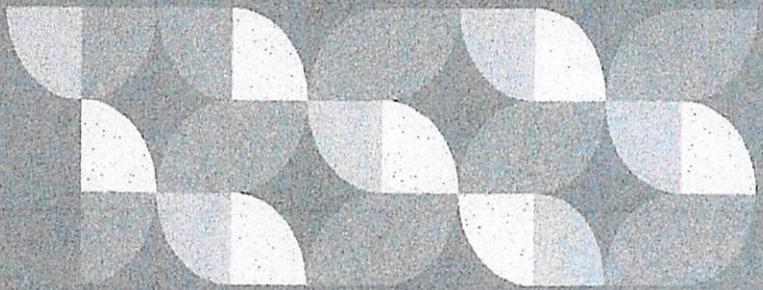
Room #: 611  
 Folio #: R758992577  
 Group #: 742  
 Guests: 2  
 Clerk: BHOWARD

Arrive: 05/21/23      Time: 21:55      Depart: 05/23/23      Time: 10:56      Status: HIST

Date	Description	Reference	Comment	Charges	Credits
05/21/2023	ROOM CHARGE	611		\$179.00	
05/21/2023	SALES TAX	611t	SALES TAX 6%	\$10.74	
05/21/2023	DMCVB-ASSMT TAX	611t	DMCVB-ASSMT TAX 2%	\$3.58	
05/21/2023	MI FACILITY TAX	611t	MI FACILITY TAX 5.3%	\$9.49	
05/22/2023	ROOM CHARGE	611	group rate		(\$45.00)
05/22/2023	SALES TAX	611t	group rate		(\$2.70)
05/22/2023	DMCVB-ASSMT TAX	611t	group rate		(\$0.90)
05/22/2023	MI FACILITY TAX	611t	group rate		(\$2.38)
05/22/2023	PAY MASTERCARD	05229542810	*****8022 067775		(\$303.65)
05/22/2023	ROOM CHARGE	611		\$134.00	
05/22/2023	SALES TAX	611t	SALES TAX 6%	\$8.04	
05/22/2023	DMCVB-ASSMT TAX	611t	DMCVB-ASSMT TAX 2%	\$2.68	
05/22/2023	MI FACILITY TAX	611t	MI FACILITY TAX 5.3%	\$7.10	

Folio Balance: \$0.00

# Credit Card Purchase Request



## Personal Information

First Name

Last Name

## Details

Date of Request

Reason for Purchase

Administrator's Signature



133 Evergreen Avenue  
EAST LANSING MI 48823

Roberts, Rachel

Confirmation Number: 83230582-1  
Room Number: 1025  
Room Type: V1GK  
No. of Guests: 1

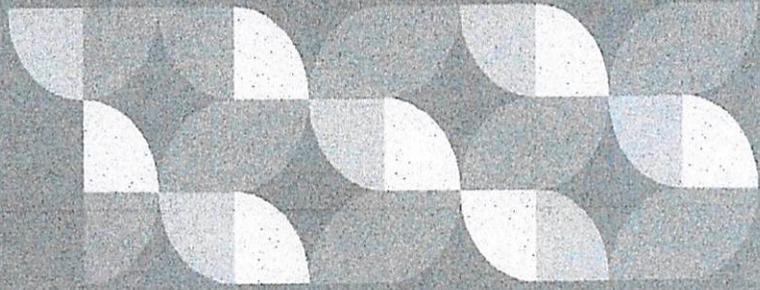
TAX ID	ARRIVAL	DEPARTURE	RATE PLAN	ACCOUNT
	05/23/2023	05/26/2023	MMBR	69162
DATE	CODE	DESCRIPTION	COMMENT	AMOUNT (USD)
05/23/2023	200006	Overnight Valet Parking	20230524 000647 Ticket #128358	30.00
05/23/2023	100000	Room Accommodation		199.00
05/23/2023	800000	Michigan Sales Tax		11.94
05/23/2023	800002	Ingham Accommodations Tax		9.95
05/23/2023	800004	Greater Lansing CVB		3.98
05/24/2023	200006	Overnight Valet Parking	20230525 000227 Ticket #128358	30.00
05/24/2023	100000	Room Accommodation		235.00
05/24/2023	800000	Michigan Sales Tax		14.10
05/24/2023	800002	Ingham Accommodations Tax		11.75
05/24/2023	800004	Greater Lansing CVB		4.70
05/25/2023	200006	Overnight Valet Parking	20230526 014340 Ticket #128358	30.00
05/25/2023	100000	Room Accommodation		205.00
05/25/2023	800000	Michigan Sales Tax		12.30
05/25/2023	800002	Ingham Accommodations Tax		10.25
05/25/2023	800004	Greater Lansing CVB		4.10
05/26/2023	920006	Mastercard *****8022		(812.07)
				(USD)
<b>Sub-Total:</b>				729.00
<b>Total Tax:</b>				83.07
<b>Total Payments:</b>				(812.07)
<b>Total Due:</b>				0.00

TERMS:

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# Credit Card Purchase Request



## Personal Information

First Name

Last Name

## Details

Date of Request

Reason for Purchase

Administrator's Signature

# Invoice



Zoom Video Communications Inc.  
55 Almaden Blvd, 6th Floor  
San Jose, CA 95113

**Invoice Date:** Jun 6, 2023  
**Invoice #:** INV205236959  
**Payment Terms:** Due Upon Receipt  
**Due Date:** Jun 6, 2023  
**Account Number:** 7001268482  
**Currency:** USD  
**Payment Method:** MasterCard \*\*\*\*\*8022  
**Account Information:** KRESA Head Start

Federal Employer ID Number: 61-1648780

Purchase Order Number:

Tax Exempt Certificate ID: 38-1709020

[Zoom W-9](#)

**Sold To Address:** 1819 E Milham Ave,  
Portage, Michigan 49002  
United States

rachel.roberts@kresa.org

**Bill To Address:** 1819 E Milham Ave,  
Portage, Michigan 49002  
United States

rachel.roberts@kresa.org

## Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
Charge Name: 500 Participants meeting Monthly				
Quantity: 1 Unit Price: \$50.00	Jun 6, 2023 - Jul 5, 2023	\$50.00	\$0.00	\$50.00
			Subtotal	\$50.00
			Total (Including Taxes, Fees & Surcharges)	\$50.00
			Invoice Balance	\$0.00

## Taxes, Fees & Surcharge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
Total (Including Taxes, Fees & Surcharges)				\$0.00

## Transactions

Invoice Total				\$50.00
TRANSACTION DATE	TRANSACTION NUMBER	TRANSACTION TYPE	DESCRIPTION	APPLIED AMOUNT
Jun 6, 2023	P-241097294	Payment		\$-50.00
Invoice Balance				\$0.00

Need help understanding your invoice?

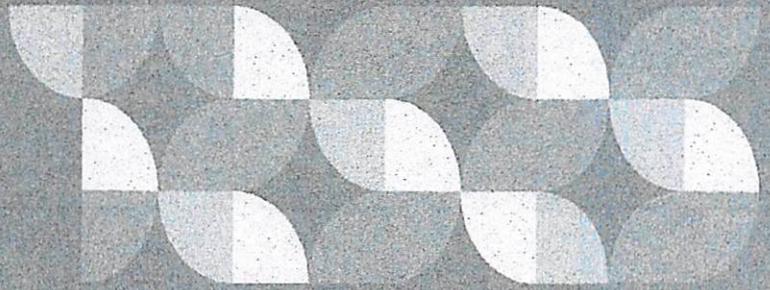
[CLICK HERE](#)

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# Credit Card Purchase Request



## Personal Information

First Name

Last Name

## Details

Date of Request

Reason for Purchase

Administrator's Signature

**From:** [Grand Traverse Resort and Spa](#)  
**To:** [Nateshia Carson](#)  
**Subject:** Grand Traverse Resort and Spa Reservation Confirmation  
**Date:** Monday, June 5, 2023 9:20:11 AM

---

\*\*\***ATTENTION:** This email was sent from an external source. Please be extra vigilant when opening attachments or clicking links.\*\*\*

Banner



MAISA: Michigan Association of Intermediate School Administrators ~ Aug 13, 2023 - Aug 16, 2023 ~ Grand Traverse Resort and Spa

Dear Stacy Kambestad,

We are pleased to confirm your reservations at Grand Traverse Resort and Spa. Grand Traverse Resort and Spa is looking forward to your arrival as part of the MAISA: Michigan Association of Intermediate School Administrators. Should your travel plans change and you need to make changes to your reservations, please [click here](#) or call .

We look forward to welcoming you to Grand Traverse Resort and Spa.

Grand Traverse Resort and Spa

[CLICK HERE](#) to access our secure credit card authorization. We ask that you fill out and submit the form online.

[Please click here to read important updates and announcements](#)

**Reservation Details**

Online Confirmation:	YO3FKWNH
Reservation Name:	Stacy Kambestad
Arrival Date:	Aug 13, 2023
Departure Date:	Aug 16, 2023

Room Type:	Hotel Room 2 double beds																								
Number of Rooms:	1																								
Number of Guests:	1																								
Night by Night Rate:	<table border="1"> <thead> <tr> <th>Date</th> <th>Guest(s)</th> <th>Status</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Aug 13, 2023</td> <td>1</td> <td>Confirmed</td> <td>279.00</td> </tr> <tr> <td>Aug 14, 2023</td> <td>1</td> <td>Confirmed</td> <td>279.00</td> </tr> <tr> <td>Aug 15, 2023</td> <td>1</td> <td>Confirmed</td> <td>279.00</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Additional Guest</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Second Guest</td> <td>0.00</td> </tr> <tr> <td>Third Guest</td> <td>0.00</td> </tr> <tr> <td>Fourth Guest</td> <td>0.00</td> </tr> </tbody> </table>	Date	Guest(s)	Status	Rate	Aug 13, 2023	1	Confirmed	279.00	Aug 14, 2023	1	Confirmed	279.00	Aug 15, 2023	1	Confirmed	279.00	Additional Guest	Rate	Second Guest	0.00	Third Guest	0.00	Fourth Guest	0.00
Date	Guest(s)	Status	Rate																						
Aug 13, 2023	1	Confirmed	279.00																						
Aug 14, 2023	1	Confirmed	279.00																						
Aug 15, 2023	1	Confirmed	279.00																						
Additional Guest	Rate																								
Second Guest	0.00																								
Third Guest	0.00																								
Fourth Guest	0.00																								
Grand Total Charge:	991.92																								
Tax Disclosure:	In response to our guest requests to simplify our billing we have instituted a nightly resort fee. The fee covers parking, high speed internet, entrance into our Health Club, and round trip shuttle service for the airport. Our state tax is currently 6% and our tourism assessment is 5%. *If you are requesting tax exempt status from the state tax, we require a copy of the exempt form with payment using a company check or credit card. Taxes and fees are subject to change.																								
Add-Ons:																									
Cancel Policy:	A one-night deposit is required at the time of booking and is refundable less a \$25 processing fee if cancelled at least 72 hours prior to your arrival date. Cancellations within 72 hours of your arrival and no-shows are subject to a deposit forfeiture and loss of the remainder of the reservation.																								
	<p><b>Credit Cards &amp; Debit Cards:</b> The credit card or debit card used to confirm your reservation must be presented by the card holder at check-in. In absence of the card, a validated credit card authorization form must be completed and faxed to the Resort at least 24 hours prior to arrival. If you are unable to provide a card for authorization, full payment and a \$250 cash deposit will be requested at check-in. Please be aware that debit cards are subject to authorization holds including the cost of your entire stay plus an additional \$50 per day and may last for up to 30 days. Grand Traverse Resort and Spa is not responsible for any overdraft fees because of this policy.</p> <p><b>Check-In:</b> Check-in is after 4:00 p.m., or as rooms become available. If you arrive early and a room is not available our Bell Service can store your luggage.</p> <p><b>Check-Out:</b> Check-out is prior to 11:00 a.m. If your meeting, event or leisure activity postpones your departure past check-out time, we suggest allowing our Bell Service to store your luggage.</p>																								

# Invoice



Zoom Video Communications Inc.  
55 Almaden Blvd, 6th Floor  
San Jose, CA 95113

**Invoice Date:** Jun 6, 2023  
**Invoice #:** INV205236959  
**Payment Terms:** Due Upon Receipt  
**Due Date:** Jun 6, 2023  
**Account Number:** 7001268482  
**Currency:** USD  
**Payment Method:** MasterCard \*\*\*\*\*8022  
**Account Information:** KRESA Head Start

Federal Employer ID Number: 61-1648780

Purchase Order Number:

Tax Exempt Certificate ID: 38-1709020

[Zoom W-9](#)

**Sold To Address:** 1819 E Milham Ave,  
Portage, Michigan 49002  
United States

rachel.roberts@kresa.org

**Bill To Address:** 1819 E Milham Ave,  
Portage, Michigan 49002  
United States

rachel.roberts@kresa.org

## Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
Charge Name: 500 Participants meeting Monthly Quantity: 1 Unit Price: \$50.00	Jun 6, 2023 - Jul 5, 2023	\$50.00	\$0.00	\$50.00
			Subtotal	\$50.00
			Total (Including Taxes, Fees & Surcharges)	\$50.00
			Invoice Balance	\$0.00

## Taxes, Fees & Surcharge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
Total (Including Taxes, Fees & Surcharges)				\$0.00

## Transactions

Invoice Total				\$50.00
TRANSACTION DATE	TRANSACTION NUMBER	TRANSACTION TYPE	DESCRIPTION	APPLIED AMOUNT
Jun 6, 2023	P-241097294	Payment		\$-50.00
Invoice Balance				\$0.00

Need help understanding your invoice?

[CLICK HERE](#)

Standard Pro and Standard Biz are now called Zoom One Pro and Zoom One Business. Please note that your Services will remain the same and that this name change does not change the price of your current subscription.

*This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, \$50.00 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at [zoom.us/billing](https://zoom.us/billing) will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to [zoom.us/billing](https://zoom.us/billing) and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.*

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc





**FIFTH THIRD BANK**

Account Number: XXXX XXXX XXXX 0834

TONI SERGEANT

Statement Closing Date: 06/21/23

**Cardholder Summary**

Purchases and Other Charges	+	\$220.75
Cash Advances	+	\$0.00
Cash Advance Fees	+	\$0.00
Credits	-	\$0.00
<b>Total Activity</b>		<b>\$220.75</b>
Disputed Amount		\$0.00
Credit Limit		\$500.00
Cash Advance Credit Limit		\$0.00
Statement Closing Date		06/21/23
Days in Billing Cycle		30

**QUESTIONS OR TO REPORT LOST/STOLEN CARDS?**

Call Customer Service 1-800-375-1747

Please send billing inquiries and correspondence to:

FIFTH THIRD BANK  
PO BOX 740523  
CINCINNATI, OH 45274-0523

Or email inquires to CommercialSupport@53.com

**Cardholder Activity**

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
05/25	05/23	55432863144201256195755	MEIJER # 022 PORTAGE MI		M \$6.75
06/05	06/02	05314613153300310091755	JIMMY JOHNS - 90053 KALAMAZOO MI		M \$214.00



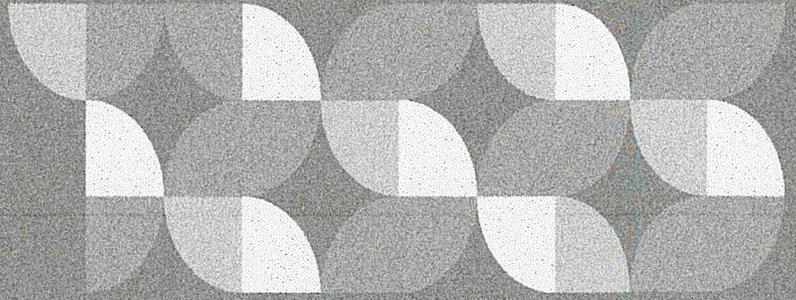
FIFTH THIRD BANK  
FIFTH THIRD BANK  
PO BOX 740523  
CINCINNATI, OH 45274-0523

Account Number XXXX XXXX XXXX 0834  
Statement Date 06/21/23  
Total Activity \$220.75

**\*\*MEMO STATEMENT ONLY\*\*  
DO NOT REMIT PAYMENT**

TONI SERGEANT  
TAX EXEMPT ORGANIZATION  
C/O SCOTT THOMAS  
1819 E MILHAM AVE  
PORTAGE MI 49002-3035

# Credit Card Purchase Request



## Personal Information

First Name

Last Name

---

## Details

Date of Request

Reason for Purchase

---

Administrator's Signature

# meijer

5121 S. Westnedge Ave.  
Portage, MI 49002 - #22  
(269)381-3465 meijer.com

The Meijer Team appreciates your business  
05/23/23  
Your checkout was provided by Fastlane101

SALE  
GROCERY  
7380000012      FAYGO      4.36 F  
4 @ 1.09  
99980      DEPOSIT      .50 F  
5 @ .10  
7800011346      SUNKIST      1.89 F

TOTAL      TOTAL TAX      .00  
TOTAL      6.75

PAYMENTS  
CREDIT CARDS      TENDER      6.75  
XXXXXXXXXXXX0834      (C)  
APPROVAL CODE 022562  
MASTERCARD  
AID A0000000041010  
TC D00A5E8D728E5183  
PIN VERIFIED ONLINE

NUMBER OF ITEMS      5

For information on Meijer return policy  
visit [meijer.com](http://meijer.com)



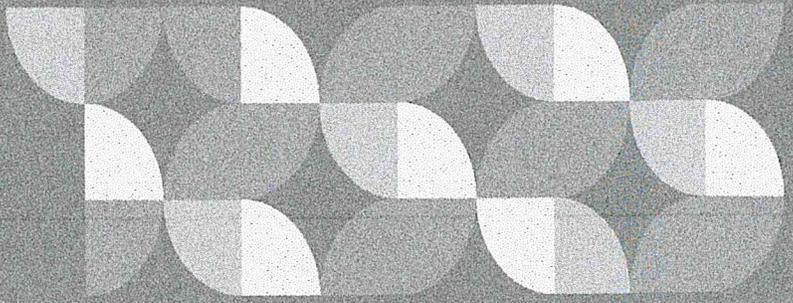
Tx:150 Op:552 Tm:101 St:22 15:49:58

## DID YOU EARN YOUR POINTS TODAY?

Check mPerks to see how many.  
Not a member yet? Download the app.

Toni's Purchasing Card  
For H.S. EOY Celebrations

# Credit Card Purchase Request



## Personal Information

First Name

Last Name

## Details

Date of Request

Reason for Purchase

Administrator's Signature

# Jimmy Johns #90053

232 West Michigan Ave  
269-226-9100

Date: 06-02-2023

Order ID: 5

Order Type: PICKUP

Customer Information: Kresa Headstart  
422 E South St  
Portage, MI 49002  
Phone # 269-250-9851

## Order Details:

30Pc Party Box (C)	59.00
..#1 Pepe	
30Pc Party Box (C)	59.00
..#1 Pepe	
30Pc Party Box (C)	59.00
..#4 Turkey Tom	
18Pc Party Box (C)	37.00
..#2 Big John	

# Jimmy Johns #90053

232 West Michigan Ave  
269-226-9100

Date: 06-02-2023

Order ID: 5

Order Type: PICKUP

Customer Information: Kresa Headstart  
422 E South St  
Portage, MI 49002  
Phone # 269-250-9851

## Order Details:

..#2 Big John  
TAKE mayo packets  
TAKE mustard packets

Subtotal	214.00
Sales Tax (6.%)	Exempt
=====	
Total	\$ 214.00

\*\*\* PAID \*\*\*

Credit Tendered 214.00 Tip 0.00

V.B.1.a. KRESA Head Start / GRSP Staffing Update

V.B.1.b. KRESA HS / GSRP and GSRP Enrollment Update

V.B.1.c. KRESA Head Start's 2023-2024 Program Goal #1 Focus Area-Alignment with CIP Goal #1

V.B.2. Instructional Services Update - Lisa Jenkins-Meredith

V.B.2.a. Coordination of Supports - Staffing

V.B.3. Special Education Update - Angela Telfer

V.B.3.a. School Safety Coach at Valley Center School

V.B.4. Leadership Capacity Update - Mindy Miller

V.B.4.a. Continuous Improvement Update

V.B.4.b. Midwest Equity Forum

**V.C. Career Connect Report - Eric Stewart Paige Daniels, and Cameron Buck**

V.C.1. Discover Update - Paige Daniels

V.C.1.a. WIOA Youth Funding & Staffing Plan

V.C.2. Ignite Update - Cameron Buck

V.C.2.a. Ignite Lane Staffing Updates

V.C.2.b. Early / Middle College Events

V.C.2.c. EFA Aesthetic Education Training

V.C.3. Career Connect Update - Eric Stewart

V.C.3.a. Midwest Forum on Equity

V.C.3.b. 2023-2024 Big Rocks

**V.D. Technology & Operations Report - Brian Schupbach**

V.D.1. Audio Visual system upgrades

V.D.2. Handheld radio conversion

V.D.3. Paving project status update

**V.E. Deputy Superintendent Report - Tom Zahrt, Meredith Lewis and Sarah Mansberger**

V.E.1. Human Resources Update - Meredith Lewis

V.E.2. Career Connect Campus Update - Tom Zahrt

V.E.2.a. Transition Update

**VI. ITEMS FOR DISCUSSION AND/OR ACTION**

VI.A. Approval of 2023-2024 Proposed Board and  
Superintendent Conferences

**OVERNIGHT TRAVEL PLANS FOR  
BOARD OF EDUCATION AND SUPERINTENDENT  
2023-2024**

**Board**

November 9-12, 2023  
Nov. 29– December 1, 2023

MASB Annual Leadership Conference – Lansing, MI  
AESA Annual Conference – Anaheim, CA

**Superintendent**

September 20-22, 2023  
November 9-12, 2023  
Nov. 29 -December 1, 2023  
January 24-26, 2024  
February 4-9, 2024  
February 14-16, 2024  
March 5-6, 2024  
April 6-8, 2024  
June 2024  
July 9-12, 2024

MASA Fall Conference – Traverse City, Michigan  
MASB Annual Leadership Conference – Lansing, MI  
AESA Annual Conference – Anaheim, CA  
MASA Mid-Winter Conference (MAISA) – Detroit, MI  
ERDI Winter Institute – Tucson, AZ  
AASPA National Conference – San Diego, CA  
Kalamazoo County Superintendents' Retreat – Lansing, MI  
NSBA Annual Conference – New Orleans, Louisiana  
MAISA Summer Conference – TBD  
USAA Conference – Chattanooga, TN

Approved: \_\_\_\_\_

VI.B. Second Reading of Kalamazoo RESA Board  
Policy additions, deletions and revisions  
VI.B.1. Policy 0144.1 - Compensation

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.1
Title	Copy of COMPENSATION cr 9.2.22
Code	po0144.1
Status	
Adopted	July 27, 2016

### 0144.1 - COMPENSATION

Board members shall receive **not more than** \$30.00 per meeting not to exceed a total of \$1,500 per school year (including committee meetings) as compensation for their services. Any proposed increase in the amount of compensation must be approved by a majority vote of the Board in accordance with procedures established in statute. Expenses of a Board member shall be reimbursed when incurred in the performance of **the Board member's**~~his/her~~ duties, as authorized by the Board and duly vouched. Any expense paid for or reimbursed by the District for out-of-state or overnight travel must be approved by the Board prior to incurring the expense and after returning.

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Expenses will be reimbursed only for activities authorized by the Board.
- B. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- C. Attendance at Board-approved conferences.
- D. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed. The reimbursable expenses shall not exceed the IRS limitations.
- E. Purchase of any printed or other materials relating to Boardmanship will be reimbursed if prepurchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval. No postpurchase voucher will be approved if it exceeds \$200.
- F. When the Board attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.
- G. No entertainment expenses or purchases of alcoholic beverages are reimbursable.

A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement. Board approval is required for all travel.

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~~2022~~04

Legal M.C.L. 380.621, 380.621a, 380.634, 380.1254

VI.B.2. Policy 1615 - Use of Tobacco by  
Administrators

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2 - Tobacco
Title	Vol. 37, No. 2 - Tobacco - February 2023 Revised USE OF TOBACCO BY ADMINISTRATORS
Code	po1615
Status	
Adopted	December 12, 2019

### **Revised Policy - Vol. 37, No. 2**

#### **1615 - USE OF TOBACCO BY ADMINISTRATORS**

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser, including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use ( **x** ) consumption, display, activation, promotion, sale, or possession of a tobacco product by employees ~~administrators~~ in District buildings, on District property (owned or leased), in District vehicles ~~on District buses~~, and at any District-related event at all times (twenty-four (24) hours a day, seven (7) days a week) within any enclosed facility owned, ~~or~~ leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds.

**[ x ]** It is allowable for employees to possess or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product\* and is being marketed and sold solely for such an approved purpose.

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; ~~tobacco product means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;~~

Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- B. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- C. "employees" means any person employed by Kalamazoo RESA as full-time or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or compensation paid by Kalamazoo RESA, or anyone working on a volunteer basis;

This term includes, but is not limited to, faculty, service personnel, volunteers, chaperones, student teachers, adult classroom or student aides, and other adults working for Kalamazoo RESA.

- I. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

E. 'use of a tobacco product' means any of the following:

1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);
2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
3. the ~~inhaling or~~ chewing of a tobacco product;
4. the placing of a tobacco product within a person's mouth;
5. ~~(-) the use or smoking of electronic, 'vapor,' or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.~~

~~[ ] The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including, but not limited to, 'JUUL's'), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

The Superintendent shall require the posting of signs as required.

### **Advertising/Promotion**

In accordance with Policy 9700.01, tobacco product advertising is prohibited on school grounds, in all school or District-sponsored publications, and at all school or District-sponsored events.

~~Tobacco promotional items that promote the use~~The promotion of tobacco products, including clothing, bags, lighters, gear, technology accessories, signs, structures, vehicles, fliers, other personal articles, or any other product or paraphernalia ~~and other personal articles~~ are not permitted on school grounds, in school vehicles, or at school or District-sponsored events.

**[x ]** No employee on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

### **Enforcement**

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board.

### **[x ] Exceptions**

It shall not be considered a violation of this policy:

- ~~A. for any person to possess or provide to any other person (but not inhale or ingest) traditional tobacco products (excluding electronic smoking devices) as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice;~~
- ~~E. for traditional tobacco products to be burned (but not inhaled or ingested) as part of an educational experience related to indigenous tobacco practices, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators; or~~
- C. for tobacco products to be displayed (but not used, inhaled, or ingested) in an instructional activity related to tobacco product education for employees, administrators, and parents or guardians, but not students, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators.

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Legal M.C.L. 333.12601 et seq.  
M.C.L. 750.473

VI.B.3. Policy 2623 - Revised Student Assessment

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.1
Title	Vol. 37, No. 1 - September 2022 New AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS
Code	po6108
Status	

### **NEW POLICY - VOL. 37, NO. 1**

#### **6108 - AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS**

In accordance with the provisions of law, the Board of Education authorizes the acceptance and distribution/transmission of electronic fund transfers (ETFs) and automatic clearing house arrangements (ACH). The Superintendent shall put in place measures to protect the integrity and security of such transactions to comply with mandates of State and Federal agencies or programs.

#### **Definitions**

'ACH arrangement' means the agreement between the originator of the ACH transaction and the receiver of the ACH transaction.

'ACH transaction' means an electronic payment, debit, or credit transfer processed through an automated clearing house.

'Automated clearing house' or 'ACH' means a national and governmental organization that has authority to process electronic payments including, but not limited to, the national automated clearing house association and the Federal reserve system.

'Electronic transactions officer' or 'ETO' means the Superintendent or another person designated by the Board to have the responsibilities of the ETO as prescribed in the Michigan Electronic Transactions of Public Funds Act.

All District staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records.

#### **ACH Transactions and Arrangements**

The Superintendent or another employee designated by the ETO is authorized to engage in electronic transfer of funds and ACH arrangements in accordance with this policy. The Superintendent shall be responsible for overseeing the District's ACH transactions, including payment approval, accounting, reporting, and compliance with this ACH policy.

M.C.L. 124.301 - 124.305

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Legal M.C.L. 124.301 - 124.305

VI.B.4. Policy 3215 - Use of Tobacco by  
Professional Staff

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2 - Tobacco
Title	Vol. 37, No. 2 - Tobacco - February 2023 Revised USE OF TOBACCO BY PROFESSIONAL STAFF
Code	po3215
Status	
Adopted	July 27, 2016
Last Revised	December 12, 2019

### Revised Policy - Vol. 37, No. 2

#### 3215 - USE OF TOBACCO BY PROFESSIONAL STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser, including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use ( ) consumption, display, activation, promotion, sale, or possession **[END OF OPTION]** of a tobacco product by employees ~~professional staff members~~ in District buildings, on District property (owned or leased), in District vehicles ~~on District buses~~, and at any District-related event at all times (twenty-four (24) hours a day, seven (7) days a week) within any enclosed facility owned, or leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds.

**[ ]** It is allowable for employees to possess or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product\* and is being marketed and sold solely for such an approved purpose.

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; ~~tobacco product means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;~~

Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- F "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- C "employees" means any person employed by Kalamazoo RESA as full-time or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or compensation paid by Kalamazoo RESA, or anyone working on a volunteer basis;

This term includes, but is not limited to, faculty, service personnel, volunteers, chaperones, student teachers, adult classroom or student aides, and other adults working for Kalamazoo RESA.

- I "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains

tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

E. 'use of a tobacco product' means any of the following:

1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);
  2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
  3. the ~~inhaling or~~ chewing of a tobacco product;
  4. the placing of a tobacco product within a person's mouth;
- ~~5. ( ) the use or smoking of electronic, vapor, or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.~~

~~[ ] The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to JUUL's), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

The Superintendent shall require the posting of signs as required.

### **Advertising/Promotion**

In accordance with Policy 9700.01, tobacco product advertising is prohibited on school grounds, in all school or District-sponsored publications, and at all school or District-sponsored events.

~~Tobacco promotional items that promote the use~~The promotion of tobacco products, including clothing, bags, lighters, gear, technology accessories, signs, structures, vehicles, fliers, other personal articles, or any other product or paraphernalia ~~and other personal articles~~ are not permitted on school grounds, in school vehicles, or at school or District-sponsored events.

[ ] No employee on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

### **[ ] Education and Training**

Training will be provided on this policy and associated resources. Information will be provided on tobacco cessation resources, including the Michigan Tobacco Quitlink.

### **Enforcement**

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board.

### **[ ] Exceptions**

It shall not be considered a violation of this policy:

- A for any person to possess or provide to any other person (but not inhale or ingest) traditional tobacco products (excluding electronic smoking devices) as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice;
- B for traditional tobacco products to be burned (but not inhaled or ingested) as part of an educational experience related to indigenous tobacco practices, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators; or
- C for tobacco products to be displayed (but not used, inhaled, or ingested) in an instructional activity related to tobacco product education for employees, administrators, and parents or guardians, but not students, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators.

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M.C.L. 750.473



VI.B.5. Policy 4215 - Use of Tobacco by Support  
Staff

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2 - Tobacco
Title	Vol. 37, No. 2 - Tobacco - February 2023 Revised USE OF TOBACCO BY SUPPORT STAFF
Code	po4215
Status	
Adopted	July 27, 2016
Last Revised	December 12, 2019

### **Revised Policy - Vol. 37, No. 2**

#### **4215 - USE OF TOBACCO BY SUPPORT STAFF**

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser, including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use ( ) consumption, display, activation, promotion, sale, or possession **[END OF OPTION]** of a tobacco product by employees ~~support staff members~~ in District buildings, on District property (owned or leased), in District vehicles ~~on District buses~~, and at any District-related event at all times (twenty-four (24) hours a day, seven (7) days a week) within any enclosed facility owned, or leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds.

**[ ]** It is allowable for employees to possess or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product\* and is being marketed and sold solely for such an approved purpose.

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; ~~tobacco product means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;~~

Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- F "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- C "employees" means any person employed by Kalamazoo RESA as full-time or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or compensation paid by Kalamazoo RESA, or anyone working on a volunteer basis;

This term includes, but is not limited to, faculty, service personnel, volunteers, chaperones, student teachers, adult classroom or student aides, and other adults working for Kalamazoo RESA .

- I "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains

tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

E. 'use of a tobacco product' means any of the following:

1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);
  2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
  3. the ~~inhaling or~~ chewing of a tobacco product;
  4. the placing of a tobacco product within a person's mouth;
- ! ~~(-) the use or smoking of electronic, vapor, or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.~~

~~[ ] The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to JUUL's), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

The Superintendent shall require the posting of signs as required.

### **Advertising/Promotion**

In accordance with Policy 9700.01, tobacco product advertising is prohibited on school grounds, in all school or District-sponsored publications, and at all school or District-sponsored events.

~~Tobacco promotional items that promote the use~~The promotion of tobacco products, including clothing, bags, lighters, gear, technology accessories, signs, structures, vehicles, fliers, other personal articles, or any other product or paraphernalia ~~and other personal articles~~ are not permitted on school grounds, in school vehicles, or at school or District-sponsored events.

[ ] No employee on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

### **[ ] Education and Training**

Training will be provided on this policy and associated resources. Information will be provided on tobacco cessation resources, including the Michigan Tobacco Quitlink.

### **Enforcement**

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board.

### **[ ] Exceptions**

It shall not be considered a violation of this policy:

- A for any person to possess or provide to any other person (but not inhale or ingest) traditional tobacco products (excluding electronic smoking devices) as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice;
- B for traditional tobacco products to be burned (but not inhaled or ingested) as part of an educational experience related to indigenous tobacco practices, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators; or
- C for tobacco products to be displayed (but not used, inhaled, or ingested) in an instructional activity related to tobacco product education for employees, administrators, and parents or guardians, but not students, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators.

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Legal M.C.L. 333.12601 et seq.

M.C.L. 750.473



VI.B.6. Policy 5512 - Use of Tobacco by Students

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2 - Tobacco
Title	Vol. 37, No. 2 - Tobacco - February 2023 Revised USE OF TOBACCO BY STUDENTS
Code	po5512
Status	
Adopted	July 27, 2016
Last Revised	December 12, 2019

### **Revised Policy - Vol. 37, No. 2**

#### **5512 - USE OF TOBACCO BY STUDENTS**

The Board of Education recognizes that the use of tobacco products presents a health hazard which can have serious consequences both for the user and the nonuser, including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use, consumption, display, activation, promotion, sale, or possession of tobacco products by students in District buildings, on District property (owned or leased), in District vehicles on District buses, and at any District-related event.

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; ~~"tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;~~

Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- B. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- C. "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products or tobacco-related devices (e.g., Juul, Altria);

This includes parent companies and subsidiaries.

- D. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- E. 'use of a tobacco product' means any of the following:

1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);

2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
3. the ~~inhaling or~~ chewing of a tobacco product;
4. the placing of a tobacco product within a person's mouth.†

† ~~( ) the smoking of electronic, 'vapor,' or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.~~

~~[ ] The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to 'JUUL's'), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

In order to protect students and staff who choose not to use tobacco products from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco or tobacco substitute products by students at all times (twenty-four (24) hours a day, seven (7) days a week) on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds.

x ] It is allowable for a student to possess or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product and is being marketed and sold solely for such an approved purpose, assuming such possession or usage is accompanied by medical authorization and adheres to all District medication protocols.

~~[ ] It is allowable to possess or provide to another person (but not inhale or ingest) a tobacco product (excluding electronic smoking devices) for an Indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony, or practice.~~

### **Advertising/Promotion**

In accordance with Policy 9700.01, tobacco product advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

The promotion of tobacco products, including clothing, bags, lighters, gear, technology accessories, signs, structures, vehicles, fliers, other personal articles, or any other product or paraphernalia is not permitted on school grounds, in school vehicles, or at school or District-sponsored events. ~~Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school sponsored events.~~

~~[ ] No one on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.~~

### **Notification**

~~Signage "No Tobacco" signs~~ will be posted throughout the District. Students will be provided notice of this policy through student handbooks.

District vehicles will display the international "No Smoking" insignia.

~~[ ] Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate.~~

~~[ ] School programs will include a written reminder of the tobacco free policy.~~

### **Educational Programming**

Tobacco-use prevention education shall be coordinated with the other components of the school health program (x ) and shall be evidence-based, age-appropriate, and culturally responsive. [END OF OPTION]-

[x ] The curriculum for this education program shall not be paid for or developed by the tobacco industry. ~~[END OF OPTION~~

Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver education programming. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and the effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities.

x ] Education will include instruction on the harmful effects of and legal restrictions against tobacco, including electronic smoking devices as part of the health education curriculum.

### **Enforcement**

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.  Students subject to such action may also be referred for smoking cessation treatment, support, and a graduated set of evidence-based, supportive disciplinary practices that promote recovery and reduction of tobacco product addiction and dependence, including information about My Life My Quit, the State of Michigan's teen quit program ~~education services~~.

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Legal M.C.L. 333.12601 et seq.

M.C.L. 750.473

VI.B.7. Policy 6108 - Authorization to use  
electronic fund transfers and automated clearing  
house arrangements

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.1
Title	Vol. 37, No. 1 - September 2022 New AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS
Code	po6108
Status	

### **NEW POLICY - VOL. 37, NO. 1**

#### **6108 - AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS**

In accordance with the provisions of law, the Board of Education authorizes the acceptance and distribution/transmission of electronic fund transfers (ETFs) and automatic clearing house arrangements (ACH). The Superintendent shall put in place measures to protect the integrity and security of such transactions to comply with mandates of State and Federal agencies or programs.

#### **Definitions**

'ACH arrangement' means the agreement between the originator of the ACH transaction and the receiver of the ACH transaction.

'ACH transaction' means an electronic payment, debit, or credit transfer processed through an automated clearing house.

'Automated clearing house' or 'ACH' means a national and governmental organization that has authority to process electronic payments including, but not limited to, the national automated clearing house association and the Federal reserve system.

'Electronic transactions officer' or 'ETO' means the Superintendent or another person designated by the Board to have the responsibilities of the ETO as prescribed in the Michigan Electronic Transactions of Public Funds Act.

All District staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records.

#### **ACH Transactions and Arrangements**

The Superintendent or another employee designated by the ETO is authorized to engage in electronic transfer of funds and ACH arrangements in accordance with this policy. The Superintendent shall be responsible for overseeing the District's ACH transactions, including payment approval, accounting, reporting, and compliance with this ACH policy.

M.C.L. 124.301 - 124.305

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Legal M.C.L. 124.301 - 124.305

VI.B.8. Policy 6325 - Federal Grants / Funds

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2
Title	Copy of PROCUREMENT – FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Adopted	July 27, 2016
Last Revised	March 21, 2019

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

Procurement of all supplies, materials, equipment, and services paid for from Federal 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 CFR 200.317-.326) 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 6320.

~~All~~When required by Federal program legislation, 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.

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 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.

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, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition.

#### **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 the District considers the price to be reasonable.

### **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 \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from at least two qualified sources.

### **C. Sealed Bids**

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute (See Policy 6320.).

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited from at least two qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
4. A firm fixed price contract award will be made in writing to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reasons.

### **D. 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 at least two 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.

#### **E. 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 \$150,000, including contract modifications.

The method and degree of analysis are 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~~ 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~~ A 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.

#### **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 CFR 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 CFR 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 CFR 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 CFR 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](http://www.sam.gov); collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR 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 of 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.

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Legal

2 C.F.R. 200.317 - .326

VI.B.9. Policy 6460 - Vendor Relations

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book Policy Manual  
Section Board Review 37.1  
Title Copy of VENDOR RELATIONS  
Code po6460  
Status  
Adopted July 27, 2016

### 6460 - VENDOR RELATIONS

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of **the persons/he** is the author and which has been properly approved for use in the schools of this District.

For the purpose of this policy "beneficial interest" shall be determined in accordance with M.C.L. 15.321 et seq.

Board members and school personnel shall not accept any gifts or favors from vendors which might be reasonably deemed to influence their recommendations on the eventual purchase of equipment, supplies, or services.

All sales persons, regardless of product, shall clear with the Superintendent's office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

#### **[X] Preferred Vendors for Non-District Purchases**

**The District may provide a vendor with exclusive access to market its products to parents/guardians and/or students at school events that the District considers to be limited public forums or nonpublic forums. Students and/or parents/guardians are not required to purchase goods or services from a preferred vendor; however, the District may choose to limit access to a preferred vendor to minimize distractions and maximize its ability to educate and/or communicate with parents and students.**

**To select a preferred vendor, the Superintendent or purchasing agent must solicit proposals for exclusive access from vendors and specifically identify the particular school event(s) at which the successful vendor will have exclusive access. The Superintendent or purchasing agent may interview potential vendors as part of the selection process.**

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Legal M.C.L. 15.321 et seq.

VI.B.10. Policy 6700 - Fair Labor Standards Act  
(FLSA)

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.1
Title	Copy of FAIR LABOR STANDARDS ACT (FLSA)
Code	po6700
Status	
Adopted	July 27, 2016

### 6700 - FAIR LABOR STANDARDS ACT (FLSA)

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board will pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Non-exempt employees are hourly employees, or salaried employees who do not qualify for a professional, administrative, computer or executive exemption under the FLSA. Teachers are generally exempt, even if they are paid on an hourly basis.

Non-exempt employees who work more than forty (40) hours in a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40).

Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

To the extent that an employee's individual contract or collective bargaining agreement provides for greater benefits than mandated by the FLSA, the contract or bargaining agreement will be honored.

Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption even if the employee's pay is reduced or the employee is placed on a leave without pay for absences for personal reasons or because of illness or injury of less than one (1) work-day because accrued leave is not used for specific reasons, the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to their/his/her salary, the employee should immediately report this information to the **Director of Business Services** or their/his/her immediate supervisor.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

### Reasonable Break Time for Nursing Mothers

**As required by Federal law, the District shall take steps necessary to support staff members who decide to breastfeed their infants by providing additional unpaid reasonable break time, as necessary, for a qualified employee to express breast milk for their nursing child, for one (1) year after the child's birth, on District premises.**

**Prior to returning to work from maternity leave, it shall be the employee's responsibility to notify their supervisor of their intent to continue breastfeeding their infant(s) and of their need to express milk during work hours. Further, it shall be the responsibility of the employee to keep their supervisor informed of their needs in this regard throughout the period of lactation.**

**The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public shall be prevented, and one where an employee who is using this area can be shielded from view.**

**An employee shall be enabled to express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make an accommodation if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. The Principal or the employee's supervisor shall work with the employee to make these necessary modifications.**

**[DRAFTING NOTE: An employer that employs less than fifty (50) employees shall not be subject to the requirements of this subsection, if such requirements would impose an undue hardship by causing the employer significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business.]**

### **Notice**

Information regarding the Fair Labor Standards Act may be found on the U.S. Department of Labor's website [www.dol.gov](http://www.dol.gov).

This policy is intended to comply with and explain the employees' rights under the Fair Labor Standards Act. To the extent there is any conflict, or the policy exceeds the statutory requirements, the statute and its implementing regulations prevail.

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Legal

29 U.S.C. 201 et seq.

29 C.F.R. Part 541

VI.B.11. Policy 7434 - Use of Tobacco on School  
Premises

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2 - Tobacco
Title	Vol. 37, No. 2 - Tobacco - February 2023 Revised USE OF TOBACCO ON SCHOOL PREMISES
Code	po7434
Status	
Adopted	July 27, 2016
Last Revised	December 12, 2019

### **Revised Policy - Vol. 37, No. 2**

#### **7434 - USE OF TOBACCO ON SCHOOL PREMISES**

The Board of Education believes that the right of persons to use tobacco products must be balanced against the right of those who do not use tobacco products to breathe air untainted by tobacco products, including secondhand smoke and vapor/aerosol exposure.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises (owned or leased), in District vehicles, at all school-sponsored ~~school-sponsored~~ events, and in all school buildings owned and/or operated by the District.

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah ~~"tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;~~
- Electronic smoking device includes any component, part, or accessory of the device, and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act
- B. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- C. "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products or tobacco-related devices (e.g., Juul, Altria);
- This includes parent companies and subsidiaries.
- D. 'tobacco product' means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; 3) or any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes (Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.);
- E. 'use of a tobacco product' means any of the following:
1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device) ~~the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;~~
  2. the ~~inhaling or~~ chewing of a tobacco product;

3. the placing of a tobacco product within a person's mouth.;

- 4. ~~(-) the use or smoking of electronic, 'vapor,' or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.~~

~~[ ] The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to 'JUUL's'), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

In order to protect students and staff who choose not to use tobacco products from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco and tobacco products, the Board prohibits the use ~~(-)~~, consumption, display, activation, promotion, or sale ~~(-)~~, or possession, **END OF OPTIONS** of tobacco products or tobacco substitute products at all times (twenty-four hours a day, seven days a week) within any enclosed facility owned, ~~or~~ leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds.

**x ]** It is allowable for possession or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product and is being marketed and sold solely for such an approved purpose.

### **Advertising/Promotion**

In accordance with Policy 9700.01, tobacco product advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

The promotion of tobacco products, including clothing, bags, lighters, gear, technology accessories, signs, structures, vehicles, fliers, other personal articles, or any other product or paraphernalia is not permitted on school grounds, in school or District-owned vehicles, or at school or District-sponsored events. ~~Tobacco may not be advertised or promoted on school property or at school controlled events. Therefore, signs, clothing, bags, accessories, and other items promoting tobacco or containing tobacco branding are prohibited on school property and at school controlled events.~~

**[x ]** No one on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

Tobacco companies/products may not sponsor any school activity or project.

### **Enforcement**

Violations of this policy may result in removal from school property or from the school activity in accordance with Policy 9150 – School Visitors.

The Superintendent shall designate the individuals and the methods to monitor compliance with this policy.

### **[x ] Exceptions**

It shall not be considered a violation of this policy:

- A ~~for any person to possess or provide to any other person (but not inhale or ingest) Traditional tobacco products (excluding electronic smoking devices) as part of an Indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice;~~
- B ~~for Traditional tobacco products to be burned (but not inhaled or ingested) as part of an educational experience related to Indigenous tobacco practices, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators; or~~
- C for tobacco products to be displayed (but not used, inhaled, or ingested) in an instructional activity related to tobacco product education for employees, administrators, and parents or guardians, but not students, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators.

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Legal M.C.L. 333.12601 et seq.  
M.C.L. 380.1170  
M.C.L. 750.473  
20 U.S.C. 6081 et seq.  
MDE Board Policy on 24/7 Tobacco-Free Schools



VI.B.12. Policy 7440.03 - Small Unmanned Aircraft  
Systems (Legal Code)

# KALAMAZOO RESA

INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.1
Title	Vol. 37, No. 1 - September 2022 Revised (Legal Code) SMALL UNMANNED AIRCRAFT SYSTEMS
Code	po7440.03
Status	
Adopted	December 12, 2019

## **REVISED POLICY (LEGAL CODE) - VOL. 37, NO. 1**

### **7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS**

#### **[ ] [OPTION 1]**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on property owned or leased or contracted for by the Board by any individual, whether the individual is employed by the District or not.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

Any individual who violates this policy ( ) may be ( ) shall be **[END OF OPTION]** referred to local law enforcement.

#### **[END OF OPTION 1]**

#### **[OR ]**

#### **[ ] [OPTION 2]**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time by any individual who is not employed by the District, as well as by any District staff member or administrator who is not expressly authorized to do so by the Superintendent, on property owned or leased or contracted for by the Board.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the drone must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.

A staff member or administrator authorized to operate a drone on property owned or leased or contracted for by the Board must also comply with all rules set forth in 14 C.F.R. Part 107. (See AG 7440.03)

Failure to adhere by all rules set forth in 14 C.F.R. Part 107 and AG 7440.03 may result in loss of authorization to operate a drone to operate on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

#### **[END OF OPTIONS]**

86 FR 4314  
14 C.F.R. Part 107

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Legal 86 FR 4314



VI.B.13. Policy 7540.02 - Revised Web  
Accessibility, Content, Apps and Services

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2 - Technology
Title	Vol. 37, No. 2 - Technology - February 2023 Revised WEB ACCESSIBILITY, CONTENT, APPS, AND SERVICES
Code	po7540.02
Status	
Adopted	July 27, 2016
Last Revised	September 27, 2018

### **Revised Policy - Vol. 37, No. 2**

#### **7540.02 - WEB ACCESSIBILITY, CONTENT, APPS, AND SERVICES**

##### **A. Creation of Content for Web Pages/~~Websites~~Sites, Apps, and Services**

The Board of Education authorizes staff members and students to create content, apps and services (see Bylaw 0100 Definitions) that are hosted by the Board on its servers or District-affiliated servers (i.e., servers the Board pays to use or otherwise sanctions the use of) and/or published on the Internet.

The content, apps, and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), Student Online Personal Protection Act (SOPPA), and Children's Online Privacy Protection Act (COPPA))~~),~~ and reflect the professional image/brand of the District, its employees, and students. Content, apps, and services must be consistent with the Board's Mission Statement and staff-created web content, services, and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or used with students.

The creation of content, apps, and services by students must be done under the supervision of a professional staff member.

##### **B. Purpose of Content of District Web Pages/~~Sites~~, Apps, and Services**

The purpose of content, apps, and services covered by this policy ~~hosted by the Board on its servers or District-affiliated servers~~ is to educate, inform, and communicate. The following criteria shall be used to guide the development of such content, apps, and services:

###### **1. Educate**

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

###### **2. Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

###### **3. Communicate**

Content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be interested in and/or affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and ~~the~~ School Improvement Process.

When the content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

Under no circumstances ~~are~~ District-created content, apps, and services~~;~~ to be used for commercial purposes, advertising,

political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution, or recall of a public official, or passage of a tax levy or bond issue;
2. link to a website of another organization if the other website includes such a message; or
3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances is staff member-created content, apps, and services, including personal web pages/websites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified website, app, or service (e.g., \_\_\_\_\_) for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/websites (including, but not limited to, their Facebook, Instagram, Pinterest pages, YouTube Channel(s), or TikTok sites) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates content, apps, and services, related to their/his/her class, it must be hosted on the Board's server or a District-affiliated server.

Unless the content, apps, and services ~~contains~~ contains student personally-identifiable information, Board websites, apps, and web services that are created by students and/or staff members that are posted on the Internet should not be password-protected, password-protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps, and web services.

Web content, apps and web services should reflect an understanding that both internal and external audiences will be viewing the information.

The District's website(s) and web pages, apps, and services must be hosted on Board-owned or District-affiliated servers. ~~School web pages/sites, apps and web services must be located on Board-owned or District-affiliated servers.~~

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps, and web services by staff and students.

The Board retains all proprietary rights related to the design of and content for its website(s) ~~web content~~, apps, and web services ~~that are hosted on Board-owned or District-affiliated servers~~, absent written agreement to the contrary.

In order for a student's school work (i.e., work that is created in a class, at school, or as part of a school-sponsored extracurricular activity) to be displayed on the Board's website, the student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) must provide written permission and expressly license its display without cost to the Board. ~~Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.~~

Likewise, prior written permission from a student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) is necessary for a student to be identified by name on the Board's website. ~~Prior written parent permission is necessary for a student to be identified by name on the Board's website.~~

### C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

This policy reflects the Board's commitment and ~~The District adopts this policy to fulfill this commitment and affirm its~~ intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, ~~and~~ Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131, and 28 C.F.R. Part 35 in all respects.

#### 1. Technical Standards

The District will adhere to the technical standards of compliance identified at [www.kresa.org](http://www.kresa.org). The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite

(WAI-ARIA 1.1) for web content.

**2. Web Accessibility Coordinator**

The Board designates its ~~Assistant Supervisor for Technology~~ Web Accessibility Coordinator as the District's Web Accessibility Coordinator(s). That individual(s) is/are is responsible for coordinating and implementing this policy.

~~{SELECT OPTION #1 OR #2}~~

~~{ } {OPTION #1}~~

~~See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.~~

~~{ } {OPTION #2}~~

The District's Web Accessibility Coordinator(s) can be reached at:

~~{INSERT NAME or TITLE, ADDRESS, E-MAIL, PHONE}~~ Web Accessibility Coordinator  
**269-250-9200**

\_\_\_\_\_  
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\_\_\_\_\_

~~{END OF OPTIONS}~~

**3. Third Party Content**

Links included on the Board's website(s) or web services and apps that pertain to its programs, benefits, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA, and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online/digital content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's Web Accessibility Coordinator(s) or designee ~~Coordinator or his/her designees~~ will vet online content available on its website(s), apps, and services that are ~~that is~~ related to the District's programs, benefits, and/or services for compliance with this criteria for all new content published on the District's website(s), apps, and services after adoption of this policy ~~placed on the District's website after adoption of this policy.~~

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s), apps, and services to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites); or
- b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may contain advertisements that are not age-appropriate ~~or not contain age-appropriate advertisements that are~~ consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

**4. Regular Audits**

The District, under the direction of the Web Accessibility Coordinator(s) or ~~his/her/their~~ designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

**5. Reporting Concerns or Possible Violations**

If a person accessing the District's website(s), apps, or services (e.g., a student, prospective student, employee, guest, or visitor) ('user') believes that the District has violated the technical standards identified above in its online content, the user may contact a/the Web Accessibility Coordinator with any accessibility concerns. The user may also

file a formal complaint utilizing the procedures set out in Board Policy 2260.01 relating to Section 504 and Title II if any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the Web Accessibility Coordinator with any accessibility concerns. S/he may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.

#### D. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and web services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

A teacher who elects to supplement and enhance student learning through the use of apps and/or web services is responsible for verifying/certifying to the Assistant Supervisor for Technology that the app and/or web service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA), and the Children's Internet Protection Act (CIPA).

The Board further requires the use of a Board-issued e-mail address in the login process.

#### E. Training

The District will provide periodic training for its employees who are responsible for creating web content or distributing information online or distributing information with online content so that these employees are aware of this policy and understand their roles and responsibilities with respect to web design and creation and/or uploading of design, documents and multimedia content.

#### F. One-Way Communication Using District Website(s), Content, Apps, and Services

The Board approves the use of its website(s)/web pages. The District is authorized to use web pages/sites, apps, and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via District web pages/websites, apps, and web services to be one-way communication, public comments are not solicited or desired, and the website(s), apps, or services are website, app or web service is to be considered a nonpublic forum.

If the District uses an app and/or web service that does not allow the District to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned off, or Twitter, which does not permit users to disable private messages or mentions/replies), the District's use of that app and/or service apps and web service will be subject to Policy 7544 – Use of Social Media unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records, and AG 8310E – Record Retention and Disposal), but it will not review or consider those comments.

**[DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such "hidden public comments" on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.]**

VI.B.14. Policy 7540.03 - Revised Student  
Technology Acceptable Use and Safety

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2 - Technology
Title	Vol. 37, No. 2 - Technology - February 2023 Revised STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	
Adopted	July 27, 2016
Last Revised	February 15, 2018

### **Revised Policy - Vol. 37, No. 2**

#### **7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology directly affects ~~has fundamentally altered~~ the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt ~~As a result, educators are continually adapting~~ their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, 'District Information & Technology Resources') ~~vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100)~~ to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for ~~limited~~ educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its ~~stated~~ ~~limited~~ educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner ~~by principles~~ consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property ~~the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board owned property or at a Board sponsored activity~~ (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights ~~Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like).~~ Because its Information & Technology Resources are not unlimited, the Board may institute ~~has also instituted~~ restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students ~~Users~~ have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity) ~~when using the District's computer network and/or Internet connection).~~

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members ~~First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity~~ to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps, ~~access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.~~

Pursuant to Federal law, the Board implements ~~has implemented~~ technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA ~~the Children's Internet Protection Act~~. Any student who attempts to disable the technology protection measures will be disciplined ~~subject to discipline~~.

The Superintendent or Assistant Superintendent for Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been mistakenly, improperly, or inadvertently ~~inappropriately~~ blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps ~~and/or resources on the Internet~~ that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content ~~information and communications~~ that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., 'hacking', 'harvesting', 'digital piracy', 'data mining', etc.), cyberbullying, and other unlawful or inappropriate activities by students online; <sup>7</sup> and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response ~~instruction for their students regarding the appropriate use of technology and online safety and security as specified above~~. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

~~Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All students who use users of District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.03 F1)~~

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures ~~( ) including, but not limited to, the use of multi factored authentication for which they have been trained~~ **[END OF OPTION]**. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students may be assigned a District-provided school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, ~~and~~ individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps, ~~including mobile applications/apps that will be utilized by the student for educational purposes~~.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications ~~classrooms, school hallways, and other school premises and school sponsored events~~. Communications on the Internet are often public in nature, general. ~~General~~ school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Assistant Superintendent for Technology as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

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Legal	P.L. 106-554, Children's Internet Protection Act of 2000
	P.L. 110-385, Title II, Protecting Children in the 21st Century Act
	18 U.S.C. 1460
	18 U.S.C. 2246
	18 U.S.C. 2256
	20 U.S.C. 6777, 9134 (2003)
	20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
	47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
	47 C.F.R. 54.500 – 54.523

VI.B.15. Policy 7540.04 - Revised Staff Technology  
Acceptable Use and Safety

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2 - Technology
Title	Vol. 37, No. 2 - Technology - February 2023 Revised STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.04
Status	
Adopted	July 27, 2016
Last Revised	February 15, 2018

### Revised Policy - Vol. 37, No. 2

#### 7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects ~~has fundamentally altered~~ the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides District Information & Technology Resources (as defined by Bylaw 0100) (collectively, "District Information & Technology Resources") ~~As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated limited educational purpose.~~

The Board regulates the use of District Information & Technology ~~and Information~~ Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines, and any applicable employment contracts and collective bargaining agreements govern the staff's ~~staffs'~~ use of the District's Information & Technology ~~and Information~~ Resources and staff's personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property, ~~the District's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).~~

Staff members are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines (e.g., making personal attacks and injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on a staff member's First Amendment rights. Because District Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on the use of bandwidth, storage space, and printers ~~Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.~~

Staff members ~~Users~~ have no right or expectation to privacy when using District Information & Technology ~~and Information~~ Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity ~~when using the District's computer network and/or Internet connection~~).

Staff are expected to ~~use~~ utilize District Information & Technology ~~and Information~~ Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource-sharing ~~resource sharing~~, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services/apps will be guided by Board Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that brings incredible education and information resources to our students. ~~The Internet connects computers and users in the District with computers and users worldwide.~~ Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District

Information & Technology Resources provide students and staff with the opportunity to communicate with ~~other people from~~ throughout the world. Access to such an incredible quantity and diversity of information and resources brings with it, however, certain unique challenges and responsibilities.

While the Board uses various technologies to limit the use of District Information & Technology Resources to only use/access online services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent users from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members ~~The Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity~~ to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps, ~~access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.~~

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA ~~the Children's Internet Protection Act~~. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be disciplined ~~subject to disciplinary action~~, up to and including termination.

The Superintendent or Assistant Superintendent for Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material; if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or Assistant Superintendent for Technology may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Principals are responsible for providing training so that staff under their supervision are knowledgeable about this policy and its accompanying guidelines.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., 'hacking', 'harvesting', 'digital piracy', 'data mining', etc.), cyberbullying, and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Further, staff members shall monitor students' online activities while the students are at school ~~Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.~~

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

~~Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media including in chat rooms, and cyberbullying awareness and response. All users of District Technology~~ All staff members who use District Information & Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.04 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, staff members are required to comply with all District-established cybersecurity procedures (x ) including, but not limited to, the use of multi-factored authentication (MFA), ~~END OF OPTION~~ for which they have been trained. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Staff will be assigned a District-provided school e-mail address that they are required to use~~utilize~~ for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District.

With prior approval from the Superintendent or Assistant Superintendent for Technology, staff may direct students who have been issued school-assigned e-mail accounts to use those accounts when signing-up/registering for access to various online educational services/apps that the student will use,~~including mobile applications/apps that will be utilized by the students~~ for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using District Information & Technology ~~and Information~~ Resources - i.e., behavior comparable to that expected when they are in physical classrooms, school buildings, and at school-sponsored events. ~~Because communications classrooms, school hallways, and other school premises and school sponsored events. Communications~~ on the Internet are often public in nature, general rules for professional behavior and communication apply. The Board does not approve any use of District Information ~~& its Technology and Information~~ Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Staff members may only use District Information & Technology Resources to access or use social media if it is done for educational or business-related purposes.

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property, including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

#### [ ] [AI/NLP TOOLS OPTIONAL LANGUAGE]

##### **Use of Artificial Intelligence/Natural Language Processing Tools**

Staff are permitted to use Artificial Intelligence and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy (e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.).~~General school rules for behavior and communication apply.~~

With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to a student's academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. A student's unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- ∧ Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- ∑ Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- ∩ Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- ∫ Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- ∓ Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments to understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are

permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

**[END OF OPTIONAL LANGUAGE]**

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology ~~and Information~~ Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Assistant Superintendent for Technology as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff member~~members'~~ use of District Information & Technology ~~and Information~~ Resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality and/or~~laws or~~ privacy laws related to the disclosure of student or employee personally identifiable~~confidential-employee~~ information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

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Legal	P.L. 106-554, Children's Internet Protection Act of 2000
	P.L. 110-385, Title II, Protecting Children in the 21st Century Act
	18 U.S.C. 1460
	18 U.S.C. 2246
	18 U.S.C. 2256
	20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
	47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
	47 C.F.R. 54.500 – 54.523

VI.B.16. Policy 8300 - Revised Continuity of  
Organizational Operations Plan

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2 - Technology
Title	Vol. 37, No. 2 - Technology - February 2023 Revised [new to KRESA] CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN
Code	po8300
Status	

### **Revised Policy - Vol. 37, No. 2**

#### **8300 - CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN**

The Continuity of Organizational Operations Plan (COOP) provides the District with the capability of conducting its essential operations under all threats and conditions with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to recovery of operations and ~~minimizing an minimize~~ the impact on the District's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.

#### **Scope of the Continuity Plan**

The primary objective of the COOP is to restore the District's critical operational functions and the learning environment as quickly as possible after a crisis or threat event occurs ~~has occurred~~. A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current ~~changing~~ threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, cyberattacks, and terrorist attacks and threats, have increased the need for viable continuity capabilities and plans that enable the District to resume and continue the essential functions in an all-hazards environment across a full spectrum of emergencies. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review, testing, and revision of such a plan, is important for the overall District ( **x** ) and also for each school ( **x** ) and department in the District. ~~END OF OPTIONS.~~

The District-wide plan describes how the District will respond as a total organization to a given emergency and describes the centralized resources and how they will be organized to implement command and control necessary to function during the life cycle of the event. Individual school and departmental plans contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of an event, assess the impact of an event on essential functions in the unit, respond to the event, and detail what will be done to recover from the event.

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the District's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the District. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to District operations. The COOP outlines and coordinates all efforts by the District in cooperation with other local and State agencies and businesses to restore the essential functions of the District ~~to the larger local community~~ post-disaster.

The Superintendent shall develop and recommend the COOP for Board of Education review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws, and accordingly, no copies shall be provided for public review during the adoption process.

The Superintendent shall conduct ~~( ) an annual~~ ( **x** ) a periodic ~~[END OF OPTION]~~ review of the COOP.

VI.B.17. Policy 8305 - Information Security

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2 - Technology
Title	Vol. 37, No. 2 - Technology - February 2023 Revised INFORMATION SECURITY
Code	po8305
Status	
Adopted	February 15, 2018

### **Revised Policy - Vol. 37, No. 2**

#### **8305 - INFORMATION SECURITY**

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This data/information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider.

Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District Information & Technology Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board of Education members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Information & Technology Resources (as defined in Bylaw 0100) ~~and Information Resources.~~

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the data/information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04 F1) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Information & Technology Resources on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to them, ~~him/her~~ or how they apply to them, ~~him/her~~, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is charged with developing procedures that can ~~authorized to develop procedures that would~~ be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable ~~personally-identifiable~~ information occurs.

The Superintendent shall require staff members to participate in training related to the internal controls applicable to the data/information that they collect and have access to and for which they are ~~the participation of staff members in appropriate~~ ~~training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be~~ responsible for the security protocols.

~~Third party~~ Third party contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of District Information & Technology Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained ~~retain~~ by the District at risk. Employees who violate this policy and/or its related administrative guidelines may be disciplined ~~the administrative~~ ~~guidelines promulgated consistent with this policy may have disciplinary consequences imposed~~, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or its related administrative guidelines will be

disciplined ~~AGs will be subject to disciplinary action~~, up to and including expulsion, and/or referral to law enforcement. Contractors/vendors who violate this Policy and/or its related administrative guidelines ~~AGs~~ may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this Policy and/or its related administrative guidelines ~~AGs~~ may be denied access to the District's Information & Technology Resources.

The Superintendent shall conduct a periodic assessment of risk related to the access to and security of the data/information collected and retained by the District.

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VI.B.18. Policy 8315 - Information Management

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2 - Technology
Title	Vol. 37, No. 2 - Technology - February 2023 Revised INFORMATION MANAGEMENT
Code	po8315
Status	
Adopted	July 27, 2016

### **Revised Policy - Vol. 37, No. 2**

#### **8315 - INFORMATION MANAGEMENT**

The Board of Education recognizes its responsibility, in certain circumstances, to maintain information created, maintained, or otherwise stored by the District outside the 'Records Retention Schedule'. In such situations, a 'Litigation Hold' procedure will be used to identify and preserve information relevant to a specific matter. 'Information' includes both paper documents and electronically stored information ('ESI'). When implementing the 'Litigation Hold,' the District will identify individuals in possession or custody of paper documents, ESI, and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the 'Records Retention Schedule'. The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a 'Litigation Hold,' which is under the control of the District, must be preserved in a readily accessible form and cannot be disposed of under the 'Records Retention and Disposal' requirements. Failure to comply with a Litigation Hold notice may result in disciplinary action, up to and including possible termination.

Instances where the Board must maintain information outside the 'Records Retention Schedule' include:

- A. when the Board has specific information and/or written notice from a parent/guardian, student, or another person representing the parent/guardian or student of an intent to file an appeal of student discipline to State court;
- B. when the Board has specific information and/or written notice that litigation is imminent even though the litigation has not yet been filed in Federal or State court;
- C. when the Board is served with litigation, including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;
- D. when the Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the Board, its members, employees, or agents at an administrative agency such as the Equal Employment Opportunity Commission, Michigan Employment Relations Commission, U.S. Department of Education Office for Civil Rights, Michigan Department of Education Office for Special Education, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees or agents;
- E. when the Board receives specific information and/or written notification from an administrative agency such as the Equal Employment Opportunity Commission, Michigan Employment Relations Commission, U.S. Department of Education Office for Civil Rights, Michigan Department of Education Office for Special Education, State Personnel Board of Review, or a Civil Service Commission regarding a claim filed against the Board, its members, employees or agents;
- F. when the Board receives written notification from a third party requesting that the Board maintain information that could be at issue in litigation or potential litigation involving that third party;
- ~~C. when the Superintendent recommends the termination of an employee to the Board pursuant to a labor contract;~~
- H. when the Board explores, contemplates or initiates litigation.

#### **Definitions**

'Documents' includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound/audio recordings, images, video recordings, and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

'ESI' means any type of information that is created, used, and stored in digital form and accessible by digital means. It includes all data, digital documents or files, or other information contained on any media type (e.g., tape, hard disk drive, cloud storage, or some yet-to-be-created storage technology). Specifically, it includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound/audio recordings, images, video recordings, and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. Examples include: e-mails and their attachments, text and instant messages, communications conducted in ephemeral messaging applications or in workplace collaboration tools, word processing documents, spreadsheets, digital photographs/pictures, videos, application programs and data files, data/information stored in databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, digital scans (including TIFF files), PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voicemails, phone/call logs, faxes, internet/browser histories, caches, cookies, or logs of activity on computer systems (whether internal to the District or external) that may have been used to process or store electronic data. ESI also includes data/information from cloud applications (e.g., educational or operational services/apps), electronic records of online activity (e.g., social media postings), and data generated or stored by devices connected to the Internet of Things (IoT).~~'ESI' includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.~~

'Electronic media' includes, but is not limited to, computer hard drives (including portable hard disk drives 'HDD's'), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, microfilm~~micro film~~, backup tapes, cassette tapes, cartridges, etc.), accessed, used, and/or stored on/in/through the following locations: networks and servers, whether internal or external (including the cloud); laptop and desktop work computers; home and personal computers; other computer systems; databases; backup computers or servers, whether internal or external (including cloud storage); archives; mobile devices (e.g., mobile/cellular phones and tablet computers, personal digital assistants ('PDAs' - including Palm, Blackberry), etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media also includes social media websites (e.g., Facebook, Twitter, LinkedIn) and any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy was first adopted into the future;~~laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; personal digital assistants ('PDAs' - including Palm, Blackberry, cellular phone, tablet PC, etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy is adopted into the future.~~

### **Initiation and Removal of a 'Litigation Hold'**

The Board or the Superintendent may initiate a 'Litigation Hold' under this policy. If the Superintendent initiates a 'Litigation Hold,' the Superintendents~~he or the~~ Board's legal counsel will notify the Board of the reason the Litigation Hold was instituted and its scope. When implementing a Litigation Hold, the Board or Superintendent may utilize an Electronically Stored Information Team ('ESI Team'). The Board's legal counsel shall be involved in the implementation of the 'Litigation Hold Procedure' outlined in AG 8315.

A 'Litigation Hold' shall remain in place until removed/withdrawn by the Board. A 'Litigation Hold' may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. Any information maintained under this policy shall fall back under the 'Records Retention Schedule' once the 'Litigation Hold' is removed/withdrawn.

The Superintendent shall develop administrative guidelines outlining the procedures to be followed by Board members and employees when initiating and implementing a 'Litigation Hold.' This policy and its related administrative guidelines shall be posted and distributed in the manner described in AG 8315.

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Legal

Federal Rules of Civil Procedure 34, 37(f)

VI.B.19. Policy 8390 - Revised Animals on District  
Property

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2
Title	Vol. 37, No. 2 - February 2023 Revised ANIMALS ON DISTRICT PROPERTY
Code	po8390
Status	
Adopted	July 27, 2016

### Revised Policy - Vol. 37, No. 2

**[DRAFTING NOTE: Optional language regarding therapy/comfort animals is included in this template. Note: Neola does not recommend including such animals, due to the liabilities and complexities of such authorization. However, given the widespread nature of such practice, optional language providing structure to such approval is offered for use at the discretion of client districts. It is strongly recommended that such action be thoroughly explored with the district's legal counsel and approval sought from the Board.]**

### 8390 - ANIMALS ON DISTRICT PROPERTY

#### Introduction

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service or therapy animal in accordance with Federal and State law and this policy.

This policy applies to all animals on District property, including service animals.

#### Definitions

- A. **'Animal'**: Includes any living creature that is not a human being. ~~includes every vertebrate other than a human.~~
- B. **'Service animal'**: Pursuant ~~pursuant~~ to 28 C.F.R. Section 36.104~~35.104~~, 'means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.'
- The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.
- C. **( ) 'Emotional Support Animal'**: Emotional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained and certified as a 'service animal'. See 28 C.F.R 36.104.
- D. **( ) 'Therapy Dog'**: Therapy dogs are dogs who go with their owners to volunteer in settings such as schools, hospitals, and nursing homes for the purpose of providing affection and comfort to aid in a particular purpose, such as healing or learning. A therapy dog in a school setting services the function of assisting students in the learning process while providing comfort and affection to specific students or to a group of students. Therapy dogs are not service dogs and do not have the same special access as service dogs (source: American Kennel Club/AKC).

## **Vaccination, Licensing, and/or Veterinary Requirements**

Animals housed on or brought on to District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County regulation/ordinance including, but not limited to, rabies vaccination or other inoculations required to be properly licensed.

## **Non-Service Animals in Schools and Elsewhere on District Property**

~~Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those that provide a reasonable accommodation to a student in accordance with a Section 504 Plan, or those that serve as service animals as required by Federal and State law.~~

~~Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:~~

- ~~1. the staff member seeking approval to have a non-service animal in his/her classroom shall:
  - ~~1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;~~
  - ~~2. take precautions deemed necessary to protect the health and safety of students and other staff;~~
  - ~~3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,~~
  - ~~4. keep the surrounding areas in a clean and sanitary condition at all times;~~~~
- ~~2. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.~~

~~Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.~~

## **Service Animals for Students**

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare, or supervision of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means); or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 4120.09.

## **Removing and/or Excluding a Student's Service Animal**

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal ~~demonstrates~~ ~~has demonstrated~~ that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal shall notify the Superintendent when a service animal is removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity do not interfere with the rights of a student and their ~~his/her~~ parents or an eligible student to pursue a complaint with the United States Department of Education's Office for Civil Rights or the Department of Justice.

## Eligibility of a Student's Service Animal for Transportation

A student with a disability shall be permitted to access School District transportation with their/his/her service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus or other Board-owned or leased vehicle, the student and their/his/her parents, or eligible student, and the handler, if the handler/s/he is someone other than the student, shall meet with the Transportation Supervisor to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

At the discretion of the Transportation Supervisor, an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.

While the bus/vehicle is in motion, the service animal shall remain positioned on the floor, at the student's feet.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. the service animal urinates or defecates on the bus.

The student and their/his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed KRESA Principal and/or local district official.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

## Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA-mandated ~~mandated~~ interactive process.

## Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs, or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by their/his/her service animal in accordance with Policy 9160 - Public Attendance at School Events.

## Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in their classroom shall:
  1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
  2. take precautions deemed necessary to protect the health and safety of students and other staff;
  3. provide that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and

4. keep the surrounding areas in a clean and sanitary condition at all times;

B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

**[ ] [OPTIONAL LANGUAGE]**

**Emotional Support Animals for Students**

An emotional support animal is not granted the same access to school buildings and classrooms as service animals. Unless required by a student's IEP or Section 504 Plan, the District is not required to grant a student's request that the student be permitted to bring an emotional support animal to classes or on school grounds for any purpose. ( ) The Superintendent may grant a student use of an emotional support animal on a case-by-case basis if necessary and not disruptive to the environment or other students. **[END OF OPTION]**

Consistent with State and Federal law, authorization for an emotional support animal to be on District grounds may be suspended if the animal is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the animal to be on District grounds requires approval by the ( ) Superintendent ( ) **[OTHER]** \_\_\_\_\_. **[END OF OPTION]**. Authorization for an emotional support animal to be on District grounds may be withdrawn at any time by the Superintendent.

**[END OF OPTIONAL LANGUAGE]**

**[ ] [OPTION FOR ALLOWING CERTIFIED THERAPY DOGS ON DISTRICT GROUNDS]**

**Therapy Dogs**

Therapy dogs are the personal property of the handler and are specially trained to help students in the assigned classroom, program, or school. Authorization for a therapy dog to be on District grounds may be granted by the ( ) Superintendent ( ) building principal ( ) **[OTHER]** \_\_\_\_\_. **[END OF OPTIONS]**, provided the following conditions are met each year:

- A. Documentation of certification as a therapy dog from the AKC, Intermountain Therapy Animals (R.E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC.
- B. Documentation of an educational purpose for the therapy dog and a regular appraisal period for continuation.
- C. Documentation that the therapy dog is not younger than one (1) year old and is properly licensed according to local requirements.
- D. Documentation from a licensed veterinarian that the therapy dog is current on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff.
- E. Documentation of an insurance policy that provides liability insurance for the therapy dog while on District grounds.
- F. Documentation that the handler has completed a background check consistent with Board policy and is prepared to be solely responsible for the therapy dog and the therapy dog's care, cleaning, feeding, and cleanup while on District grounds.
- G. Agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on District grounds.

Authorization for a therapy dog to be on District grounds will be suspended if the therapy dog is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the therapy dog to be on District grounds requires approval by the ( ) Superintendent ( ) **[OTHER]** \_\_\_\_\_. Authorization for a therapy dog to be on District grounds may be withdrawn at any time by the Superintendent.

**[END OF OPTIONS]**

28 C.F.R. 36.104~~35.104~~  
Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)  
The Americans with Disabilities Act, as amended (ADA)  
The Individuals with Disabilities Education Improvement Act (IDEIA)

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Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)

The Americans with Disabilities Act, as amended (ADA)

The Individuals with Disabilities Education Improvement Act (IDEIA)

VI.B.20. Policy 8400 - School Safety Information

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2
Title	Copy of SCHOOL SAFETY INFORMATION
Code	po8400
Status	
Adopted	July 27, 2016
Last Revised	December 9, 2021

### 8400 - SCHOOL SAFETY INFORMATION

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

Federal law establishes a 'Student Safety Zone' that extends 1,000 feet from the boundary of any school property in relation to weapons and drugs. Individuals are prohibited from possessing or using weapons or drugs at any time on District property, within the Student Safety Zone, or at any District-related event.

The District will work with local officials in arranging signage defining the 1,000-foot boundary.

~~The District Safety Coordinator shall convene a meeting for the purpose of conferring regarding the School Safety Information Policy Agreement, and making modifications as deemed necessary and proper; discussing additional training that might be needed; and, discussing~~The Superintendent or designee District Safety Coordinator shall ensure continued implementation and compliance with the District's obligations under the local school safety information policy and related law. The Superintendent or designee ~~District Safety Coordinator~~ may convene meetings to make modifications as deemed necessary and proper to address issues that are unique to the District; discuss additional training that might be needed; and discuss any other such related matters as may be deemed to be necessary by the participants. Participants in this meeting shall include the Superintendent, members of the Board, the County Prosecutor or his/her designee, and representatives from the local law enforcement agencies. The following may also be invited to participate in the meeting:

- A. building administrators;
- B. Fire Marshal or his/her designee.

The Superintendent shall make a report to the Board about all such reviews and recommend the approval and adoption of any proposed revisions or additions.

### District Contact Person/Liaison

Furthermore, in accordance with State law, the Board hereby designates the Assistant Superintendent for Human Resources & Operations as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials, including receipt of information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say"). The current contact information for KRESA shall be provided to the Michigan State Police in the manner and frequency required by law.

The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who ~~s/he~~the principal determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the appropriate law enforcement officials when an adult or a student commits any offense listed as a reportable incident in the ~~School Safety Information Policy Agreement~~local school safety information policy and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors. Reporting such information is subject to 20 U.S.C. 1232g, commonly referred to as the Family Educational Rights and Privacy Act of 1974.

If a student is involved in an incident that is reported to law enforcement officials pursuant to the District's ~~School Safety Information Policy Agreement~~ local school safety information policy, then, upon request by school officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow school officials access to school, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.

The District designates the Superintendent \_\_\_\_\_ as a liaison to work with the school safety commission created under the comprehensive school safety and the office of school safety, including work on identifying model practices for determining school safety issues.

### **Required Reporting**

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the District during the preceding school year and the reason for the expulsion.

The Superintendent shall post a report on the District website at least annually, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most recent report of incidents of crime, disaggregated by the school building, shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

- A. physical violence;
- B. gang-related acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;
- E. property crimes, including but not limited to theft and vandalism, including an estimate of the cost to the District resulting from the property crime.

Each school building shall collect and keep current on a weekly basis the information required from the report of incidents of crime, and must provide that information, within seven (7) days, upon request.

Additionally, the District shall report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs.

### **Law Enforcement Information Network (LEIN)**

The Board authorizes the Superintendent to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).

### **Threat Assessment**

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publication, *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet on a regular basis when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;

- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining ~~that~~ what types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

### **Persistently Dangerous Schools**

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered 'persistently dangerous' as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

### **Victims of Violent Crime**

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

Revised 2/15/18

Revised 6/13/19

Revised 12/12/19

Revised 8/13/20

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Legal Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended  
M.C.L. 380.1241, 380.1308, 380.1308a, 380.1310a, 752.913, 771.2a

VI.B.21. Policy 9150 - School Visitors

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.1
Title	Copy of SCHOOL VISITORS
Code	po9150
Status	
Adopted	July 27, 2016

### 9150 - SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the District, it is necessary to invoke visitor controls.

The Superintendent or building supervisors has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the supervisor is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

~~Parents/Guardians, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the supervisor. Conditions may be imposed, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.~~ Individuals who are registered sex offenders and wish to participate in school activities may be allowed on campus. Conditions may be imposed by the Superintendent on the individual's campus visit(s) governing the terms and conditions of the visit. These conditions may include, but are not limited to, the need to receive prior permission before entering campus, required check-in, an approved escort in the building or at an event, and time or location limitations while on campus.

Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the Board office and at each school.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting programs or facilities on an unofficial basis shall make the appropriate arrangements with the Superintendent. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the President.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a facility or program, a Board member observes a situation or condition which causes concern, ~~s/h~~et he Board member should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board. If the Board member believes the situation or condition serious enough, ~~s/h~~et he Board member may wish to also inform the Superintendent.

VI.B.22. Policy 9160 - Public Attendance at School  
Events

# KALAMAZOO RESA

## INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2 - Tobacco
Title	Copy of PUBLIC ATTENDANCE AT SCHOOL EVENTS
Code	po9160
Status	
Adopted	July 27, 2016

### 9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events. The Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. In accordance with Board Policy 7440 and AG 7440B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed nor any betting occur:

- A. at any function sponsored by the District and/or;
- B. at any function occurring on District premises.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Policy 9211 -District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also Policy 8390)

Smoking and/or the use of tobacco and/or tobacco substitute products is prohibited at any time within any enclosed facility owned or leased or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. For purposes of this policy, 'use of tobacco' means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco or nicotine (including synthetic nicotine) in addition to papers used to roll cigarettes, and/or smoking of electronic, 'vapor,' or other substitute forms of cigarettes, clove cigarettes, and any other smoking devices for burning tobacco or any other substances (see Policy 7434). Such prohibition also applies to school grounds.

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the

necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following statement:

'Upon request to the Superintendent, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity.'

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VI.B.23. Policy 9700.01 - Advertising and  
Commercial Activities

**KALAMAZOO RESA**  
INSPIRING EDUCATIONAL EXCELLENCE

Book	Policy Manual
Section	Board Review 37.2 - Technology
Title	Vol. 37, No. 2 - Technology - February 2023 Revised ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01
Status	
Adopted	July 27, 2016

**Revised Policy - Vol. 37, No. 2**

**9700.01 - ADVERTISING AND COMMERCIAL ACTIVITIES**

The purpose of this policy is to provide guidelines for the appropriate and inappropriate use of advertising or promoting of commercial products or services to students and parents in the schools.

'Advertising' comes in many different categories and forums and is defined as an oral, written, or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use, or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos, or tags for product or service identification purposes are not considered advertising.

**[ ] [OPTION #1]**

**~~[ ] Option #1~~**

~~[ ]~~ It is the policy of the Board of Education that advertising shall not be permitted in School District~~school district~~ facilities or on School District property and that the District's name, students, staff members, and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit, or other non-school agency or organization, public or private.

**[END OF OPTION # 1]**

**[SELECTION OF THE FIRST OPTION PRECLUDES SELECTION OF THE SECOND OPTION]**

**[ ] [OPTION #2]**

**~~[ ] Option #2~~**

~~[ ]~~ The Board of Education may permit advertising in School District facilities or on School District property in the following categories or forums in accordance with the guidelines set forth herein:

**A. ( ) Product Sales:**

1. ( ) product sales benefiting a district, school, or student activity (e.g., the sale of beverages or food within schools);
2. ( ) exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);
3. ( ) fundraising activities (e.g., short-term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club, or activity where the school receives a share of the profits.

**B. ( ) Direct Advertising/Appropriation of Space:**

1. ( ) signage and billboards in schools and school facilities;
2. ( ) corporate logos or brand names on school equipment (e.g., marquees, message boards, or score boards);

3. ( ) ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ( ) ads in school publications (newspapers, ~~and~~ yearbooks, and event programs);
5. ( ) media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. ( ) free samples (e.g., of food or personal hygiene products).

**C. ( ) Indirect Advertising:**

1. ( ) corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants, or gifts;
2. ( ) the Board approves the use of instructional materials developed by commercial organizations, such as films and videos, only if the education value of the materials outweighs their commercial nature.

The films or materials ~~material~~ shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propoganda and are in compliance with the guidelines as set forth above.

**D. ( ) Market Research:**

1. ( ) surveys or polls related to commercial activities;
2. ( ) internet surveys or polls asking for information related to commercial activities;
3. ( ) \_\_\_\_\_ [other].

**[END OF OPTION # 2]**

It is further the policy of the Board that its name, students, staff members, and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit, or other non-school agency or organization, public or private, without the approval of the Board or its designee.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

**General Advertising Guidelines**

The following guidelines shall be followed with respect to any form of advertising on school grounds or school property ( ), including the District's website **[END OF OPTION]**:

- A. ( ) When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. ( ) Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. ( ) The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. ( ) No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic, or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. ( ) No advertisement shall promote any specific religion or religious, ethnic, or racial group, political candidate, or ballot issue, and shall be non-proselytizing.
- F. ( ) No advertisement may contain libelous material.
- G. ( ) No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. ( ) No advertisement shall be false, misleading, or deceptive.
- I. ( ) To the extent feasible, each ~~Each~~ advertisement must be reviewed in advance for age appropriateness.
- J. ( ) Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. ( ) All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- L. ( ) Students shall not be required to advertise a product, service, company, or industry.
- M. ( ) Advertising will not be permitted on the outside or the inside of school buses.

- N. ( ) The Superintendent or designee is responsible for screening all advertising ( ) unless it is not feasible to do so, and the advertising is linked to a contract approved by the Board that expressly requires the vendor who is selecting and running the advertisement(s) to comply with these General Advertising Guidelines **[END OF OPTION]**.
- O. ( ) The Superintendent or designee may require that samples of advertising be made available for inspection.
- P. ( ) The inclusion of advertisements in School District publications, in School District facilities, or on School District school district property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- Q. ( ) Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

### **Accounting**

Advertising revenues must be properly reported and accounted for.

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VII. **Thrun Law Notes**

VII.A. Correspondence/Informational



# SCHOOL LAW NOTES

**THRUN**  
LAW FIRM, P.C.

JULY 27, 2023

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## Reconsidering True Threats: What Was the Intent?

Due to the increase in student threats, many school officials have had some form of threat assessment training. But the underlying question remains: when can a school discipline a student for making a threat?

School officials may discipline a student for speech in accordance with the student handbook and board policy when the speech is a “true threat,” which is a statement where the speaker means to communicate a serious expression of an intent to commit an act of unlawful violence against a particular individual or group. “True threats” are not protected by the First Amendment.

Recently, the U.S. Supreme Court provided guidance on how to analyze a true threat. The Court now requires that for a statement (electronic, written, or verbal) to be a “true threat,” the speaker must have some subjective understanding of his or her statement’s threatening nature. *Counterman v Colorado*, Case No. 22-138 (2023). The Court ruled that this standard is met by demonstrating that (at a minimum) the speaker consciously disregarded a substantial and unjustifiable risk that the speech will cause harm to another. This decision establishes a higher standard for finding that a true threat was made.

To avoid reaching the wrong conclusion on whether the student subjectively intended to convey a threat, we recommend taking a “belt and suspenders” approach to student discipline. In addition to conducting a true threat analysis, we recommend conducting a school disruption analysis. School officials may discipline a student in the absence of a true threat if the speech meets the *Tinker* standard, which requires the speech to create a substantial disruption to the school environment or school officials can reasonably forecast a substantial disruption. Even if school officials do not conclude the student made a true threat because the student did not understand their statement was threatening, the student may still be disciplined for the speech when the student’s speech substantially disrupts the school’s operations (e.g., the speech causes a lockdown or results in many students or staff staying home due to fear), or school officials reasonably believe the speech will substantially disrupt the school. Any discipline still must, of course, be issued in accordance with the student handbook, applicable board policy, and state and federal law.

Evaluating student speech involves a fact-intensive analysis. Importantly, not every statement about violence constitutes a true threat. Before disciplining a student for allegedly threatening speech, school officials should consider the following:

1. Did the student intend for the speech to reach the school community?
2. Did the student intend to harm the school community?
3. Did the student have the ability to carry out the threat?

4. Did the threat substantially disrupt the school setting, or can school officials reasonably forecast that the school setting will be substantially disrupted?

If school officials cannot answer “yes” to at least one of these questions, disciplining the student would likely violate the First Amendment and could result in costly litigation, payment of a student’s attorney fees, and, in some cases, personal liability for an administrator or teacher.

As always, school officials should ensure before issuing any discipline that any investigation is thoroughly documented, and that they can clearly articulate either *why* the speech constitutes a true threat or *how* such speech created (or was reasonably forecasted to create) a disruption.



## Labor Law Changes: Back to the Era of Union Dues Collection

To help school officials understand and prepare for pending changes to the Public Employment Relations Act (PERA) and the Revised School Code (RSC), upcoming editions of *School Law Notes* will include articles analyzing the new laws and implications for schools. This month’s topic is union dues deduction.

Since March 16, 2012, PERA Section 10 prohibited schools from using resources to assist labor unions in collecting dues. The Michigan Legislature recently passed legislation repealing this prohibition, which Governor Whitmer signed into law, with an anticipated effective date in March 2024 (91 days after the current Legislative session concludes).

### *Payroll Deduction of Union Dues/Service Fees*

[House Bill 4233](#) amends PERA Section 10 by removing language that currently prohibits using school resources to assist a union in the collection of dues or service fees from employee wages (i.e., payroll deduction). Additionally, [House Bill 4357](#) amends State School Aid Act (SSAA) Section 164h, by eliminating a 5% state school aid penalty imposed on a school for having a collective bargaining agreement that provides for automatic union dues/fees deduction from employee wages.

After the effective date of PERA Section 10’s repeal, public school payroll deduction of union dues/fees will become a mandatory bargaining subject. This does not mean, however, that public schools will be legally required to use school resources to deduct union dues and fees (also known as a “dues check-off”). Instead, a school and union must bargain in good faith over a union’s proposal to use school resources to deduct union dues/fees from employee wages.

A school’s refusal to agree to a union’s dues/fee deduction proposal is also not a failure to bargain in good faith. PERA Section 15(1) states that the duty to bargain collectively “does not compel either party to agree to a proposal or make a concession.” Nor is it an unlawful interference with the right to engage in union activity. Schools that receive a union demand to bargain over payroll dues deduction should contact legal counsel to confer about the advisability of doing so, even if their current collective bargaining agreement prohibits negotiating mid-term.

### *Employer Considerations*

In deciding how to respond to a union proposal for dues/fee deduction language, school officials should consider several legal and practical issues.

First, the PERA amendments do *not* affect an employee’s right to not pay union dues/fee membership. The U.S. Supreme Court held that a mandatory dues/fee payment (also known as “agency shop”) violates public employees’ First Amendment speech rights because the payment was subsidized “union speech.” *Janus v AFSCME*, 138 S Ct 2448 (2018). School officials should therefore not agree to new collective bargaining agreement language that violates this Court decision.

Before deducting union dues/fees, school officials must have accurate information as to which employees have authorized this deduction. Public sector employees maintain the right to end their membership affiliation with their union and opt out of future payroll deductions for applicable union dues/fees. The procedures an employee takes to authorize payroll deductions as well as to terminate that authorization occurs between a member and its labor union. This relationship requires employees to make their membership resignation and payroll authorization terminations with their union, not their employer.

Prior to 2012, when schools previously administered payroll deductions of union dues/fees, collective bargaining agreements frequently included “hold harmless” or indemnification language by which the union protected the employer from liability associated with the payroll deduction. With the enactment of the new legislation, schools that agree to union dues deductions should do the same.

When bargaining, school officials should also consider that agreeing to payroll deductions for union dues/fees will increase workloads and deplete school resources. A school’s concession to deduct union dues/fees from wages may open the door for school officials to ask for more in return at the bargaining table.

While Michigan courts have interpreted PERA to prohibit schools from garnishing employee wages to recoup union dues/fees, the PERA amendments will likely result in courts permitting this practice.

In 2011, the Michigan Supreme Court ruled that Section 57 of the Michigan Campaign Finance Act prohibits public employers from administering a payroll deduction request to contribute to a separate segregated fund (or PAC) established by a labor organization. Accordingly, no newly negotiated language may authorize deductions for union PACs.

Please contact a Thrun labor attorney if you have any questions regarding this pending legislation or if a union submits a demand to bargain over the deduction of union dues and fees.



### Standard for Religious Accommodations Made Easier for Employees

The U.S. Supreme Court recently clarified employer responsibilities following an accommodation request under Title VII, a federal law that prohibits religious discrimination in employment. *Groff v DeJoy*, Case No. 22-174 (2023). The clarification makes it more difficult for an employer to lawfully deny such a request.

Gerald Groff is an Evangelical Christian whose religion requires devoting Sundays to worship and rest, not work. Groff began working for the U.S. Postal Service (USPS) as a mail carrier in 2012. In 2013, USPS began delivering parcels on Sundays.

Groff refused to work on Sundays, and he received progressive discipline for Sunday absences until he resigned. He then sued USPS, arguing that USPS violated Title VII because it could have accommodated his religious beliefs without undue hardship.

Religious discrimination under Title VII includes an employer's failure to accommodate an employee's religious practice unless the accommodation would result in an "undue hardship on the conduct of the employer's business." The lower courts dismissed Groff's lawsuit based on the 1977 *Trans World Airlines* U.S. Supreme Court decision that defined undue hardship under Title VII as more than a "*de minimis* cost." The lower court in *Groff* reasoned that "*de minimis*" (i.e., trivial) was a low threshold to meet, and that coworker increased workloads, disrupted workflow, and diminished employee morale resulting from Groff's absences on Sundays were sufficient to establish undue hardship.

Rejecting the rationale from its prior decision, the U.S. Supreme Court noted that the term "*de minimis*" cannot be read in isolation. The Court observed that the plain meaning of "undue hardship" is a "hardship" that

is "something hard to bear" and "undue" means the hardship must rise to an "excessive" or "unjustifiable" level.

Accordingly, the Court concluded that an undue hardship under Title VII is a *substantial* burden to the employer's operations overturning the previous "*de minimis*" standard. The Court noted that "a hardship that is attributable to employee animosity to a particular religion, to religion in general, or to the very notion of accommodating religious practice cannot be considered undue." The Court added that, even if an employee's requested accommodation is an undue burden, the employer has an obligation to consider other options that would accommodate the employee's religious practices.

Although the Court declined to equate Title VII's undue burden standard with the undue burden standard applicable to accommodation requests by employees with disabilities under the Americans with Disabilities Act (ADA), school officials should consider engaging in an ADA-like interactive process when an employee requests a religious accommodation. That is, a school official and the employee should participate in an informal discussion to determine available religious accommodations that would not impose a substantial burden on school operations. School officials should document responses to religious accommodation requests. Failure to do so may result in a costly lawsuit, especially since it is unclear how courts will apply this new legal standard.



### Requiring Fitness for Duty Exam Does Not Violate Employee's Due Process Rights

The U.S. District Court for the Eastern District of Michigan recently held that a public employer did not violate its employee's due process rights by requiring a fitness for duty examination without a hearing. *Capen v Saginaw County*, Case No. 21-12465 (ED Mich, June 21, 2023).

Jeffery Capen was a maintenance worker employed by Saginaw County. A coworker reported that Capen made disparaging comments and threats about the director of his department. Robert Belleman, the County Controller, placed Capen on paid administrative leave and sent him for a fitness for duty examination to determine whether he could perform his job safely. Capen did not object to this evaluation before it occurred.

The doctor who performed the evaluation found that Capen suffered from neurological complications, which could cause personality changes and reduce his ability to inhibit responses, resulting in impulsive, inappropriate statements. The test results also

indicated substantial memory loss. Concerned that Capen might misinterpret or forget instructions or how to operate machinery leading to potential injury, the doctor recommended that Capen undergo a full neuropsychological evaluation and determined that Capen was not currently fit for duty (i.e., able to perform the work described in his current job description).

Following the evaluation, Belleman sent Capen a letter advising him of a scheduled neuropsychological evaluation and requesting that he sign an authorization to release his medical records to the neuropsychologist. Capen did not schedule the examination, nor did he provide the authorization. Instead, Capen's primary care physician provided him a return-to-work letter.

Belleman sent a third letter requesting authorization for the medical records and asking Capen to participate in an "interactive accommodations meeting" to determine whether he could perform essential job functions with or without reasonable accommodations. The letter stated that Capen's failure to participate would be considered an abandonment of his position. Capen did not appear, nor did he respond to the letter. Belleman sent a final set of letters stating that Capen had abandoned his position and would be terminated, but that he was entitled to a hearing prior to termination, upon request. Capen never responded, and he was terminated.

Capen then sued the County and Belleman alleging violation of his procedural due process rights. Specifically, Capen alleged that his liberty interest in refusing unwanted medical treatment was violated when he was required to undergo a fitness for duty evaluation and to produce records regarding his medical care and treatment. The court disagreed and dismissed the lawsuit.

The court found that Capen's procedural due process rights were not violated. To establish a procedural due process claim, Capen needed to show that: (1) he had a life, liberty, or property interest that was protected by the Due Process Clause of the U.S. Constitution's Fourteenth Amendment; (2) he was deprived of this protected interest; and (3) the County did not afford him adequate procedural rights before depriving him of the interest. Capen alleged that he had a protected liberty interest in refusing the fitness for duty evaluation, the counseling and neuropsychological examination, and the medical records review.

The court held that Capen could not show he had a protected liberty interest in refusing a fitness for duty evaluation without a hearing. While some court decisions have found a liberty interest in refusing medical treatment, those situations involved invasive medical treatments or confinements – not fitness for duty examinations required by an employer. The court was unable to find any legal precedent establishing

such an interest. Further, the court noted that the governmental interest in having fit personnel in important public positions overrides a private interest in continued employment such that due process does not require a pre-deprivation hearing. The court also noted that Capen failed to take advantage of the available due process remedy found in the collective bargaining agreement's grievance procedure, either before or after he submitted in part to the fitness for duty evaluation.

Because no liberty interest existed in the context of refusing a fitness for duty examination, the court held that Belleman was entitled to governmental immunity. Similarly, because Capen did not establish that Belleman violated his constitutional rights, the claims against the County also failed. The court explained that Belleman and the County "took precisely the course of action necessary to assure that Capen's due process rights were protected and not infringed" (i.e., conducting an independent fitness for duty examination, continuing to pay him).

This decision serves as a helpful reminder to school officials of their ability to require fitness for duty certifications before employees return to work. For Thrun Policy Service subscribers, see Policy 4106 (Family and Medical Leave Act) and new Form 4106 (Fitness for Duty Certification).



### **Dog Handlers on Campus: Avoid Violating the FLSA**

In the wake of the COVID-19 pandemic and the increase in emotional and mental health concerns, many school officials have welcomed therapy dogs into their school buildings. Schools take varying approaches to having dogs on campus. Some schools agree to have dog trainers who are not school employees bring dogs to campus during specific times and dates. Other schools purchase and own the dogs while contracting with a school employee to assume handler duties. Still, other schools allow employees to bring their own dogs to school.

One issue many school officials may not have considered is whether dog handlers must be paid for time spent outside of school caring for a dog whose primary role is to benefit the school. The Fair Labor Standards Act (FLSA), administered by the U.S. Department of Labor (DOL), creates the federal floor for many labor issues, including wages and classification of employees. Employees are either "exempt," meaning that they are salaried and often not entitled to overtime pay, or "non-exempt," meaning they are paid hourly, must be paid for all hours actually worked, and are entitled to overtime pay. Generally, teachers and administrators are *exempt* employees.

Schools may rarely need to consider how to compensate exempt employee dog handlers for extra dog-handling work. But human resources personnel should track who is serving as a dog handler because a *non-exempt* employee who has dog-handling responsibilities will need to be treated differently than an exempt employee for FLSA purposes.

The DOL provided guidance on whether *non-exempt* dog handlers must be compensated for duties related to caring for a district-owned dog outside of the regular workday. In a 1993 letter, the DOL opined that *non-exempt* dog handlers must be compensated for feeding, grooming, and otherwise caring for an assigned dog. The DOL endorsed this opinion again in 2006. The Sixth Circuit Court of Appeals, whose decisions are binding in Michigan, also held in 2001 that *non-exempt* dog handlers must be compensated for caring for district-owned dogs beyond regular work hours.

Therefore, if a non-exempt employee serves as a school's dog handler, school officials must consider how many hours per week the dog handler should be paid and at what rate of pay. No bright-line standard applies for determining the hours that must be compensated, though case law and guidance indicate that somewhere between three and ten hours per week is considered reasonable. School officials should confer with the dog handlers to estimate the time spent performing after-hours dog care.

The DOL and Sixth Circuit also allow an employer to pay a handler less than their typical hourly wage for these after-hour care duties provided that the lower pay has been agreed upon in a "bona fide agreement." Any reasonable agreement that considers facts specific to the handler's duties would be considered a bona fide agreement and honored by courts in the Sixth Circuit and by the DOL if challenged. If any handlers are entitled to overtime pay, the school would need to demonstrate that it had, in conjunction with the handler(s), determined an average amount of time spent completing off-duty care for the dog(s) and a reasonable rate of pay for that time.

Bona fide agreement protection exists only if the reasonable agreement for lower-than-typical wages is negotiated and memorialized. For any bargaining unit member serving as a dog handler, that negotiation and memorialization would be part of the collective bargaining process and would need to be handled during contract negotiations or as a letter of agreement.

Please contact your Thrun labor attorney if you have questions about compensating employees who serve as dog handlers in your schools.



## Skipping or School Avoidance? How Must a School Respond to a Special Education Student's Excessive Absences

When is a school responsible for a special education student's excessive absences? According to a recent Michigan special education due process case handled by Thrun Law Firm, it depends on whether the cause of the student's absences is within the school's control. *M.R. v Montrose Community Schools*, Case No. DP-22-0098 (June 29, 2023).

When a student is excessively absent from school, it starts the school's truancy process. If the student receives special education services, an additional level of scrutiny is required to determine if the excessive absences are linked to the student's disability or if the student requires additional supports to attend school and receive a free appropriate public education (FAPE).

In *Montrose*, a parent asserted that the school district committed various IDEA violations because of the school's alleged failure to address the student's excessive absences. The school established at hearing that the reasons for the student's absences included the student: was too tired; did not take prescribed sleep medication because of side effects; used marijuana daily which made the student sleepy and disengaged; and had "a lot going on at home." Consequently, the absences were not caused by or linked to the student's disability.

The school also proved at hearing that school personnel made every effort to get the student to school, including: regular contacts by school personnel with the student and parent; attendance goals included in the student's IEP; a detailed schedule for the student to follow when he was virtual; strategies to encourage attendance and engagement; access to after-school tutoring; visiting the student's house to check in and offer transportation; and working with the truancy officer assigned to monitor the student's attendance. In addition to school personnel's efforts to get the student to come to and stay at school, school personnel also regularly revised the student's IEPs and conducted appropriate and timely evaluations.

The administrative law judge decided that if a special education student's truancy is the result of factors outside of the school's control, such as in this case, the student's non-attendance may be a defense to a denial-of-FAPE claim. The parent failed to prove that the student's excessive absences arose from his disabilities, or that the school could have remedied the absences by anything in its control, such as content, methodology, or delivery of specially designed instruction.

If your school encounters a truancy situation with a special education student, ensure that school personnel document their efforts to get the student to attend school and abide by the IDEA in all other respects. If you need assistance addressing the situation, contact your Thrun special education attorney.



### **Contracting for Health Services: HIPAA and Business Associate Agreements**

Your school may have received funding under State School Aid Act (SSAA) Section 31n to provide mental health and support services to students, or your school may be interested in contracting for mental or behavioral health services for students. Under either scenario, the contractor may ask your school to sign a “business associate agreement” to address obligations under the federal Health Insurance Portability and Accountability Act (HIPAA).

HIPAA applies to the following covered entities: (1) a health plan, (2) a health care clearinghouse, and (3) a health care provider that transmits health information in electronic form. A school, even if it employs a nurse or other healthcare provider, is not traditionally classified as a covered entity under HIPAA. Nevertheless, schools become “health plans” when they provide or pay for the cost of medical care either through a self-insured plan, or offer a flexible spending account, or provide a dental plan. Additionally, schools act as a “health care provider” when they arrange health care services, such as an on-site clinic, and the service provider bills Medicaid or private insurance on the school’s behalf.

The U.S. Departments of Education and Health and Human Services jointly issued [guidance](#) recognizing that a school qualifies as a covered entity in certain circumstances: “When a school provides health care to students in the normal course of business, such as through its health clinic, it is also a ‘health care provider’ as defined by HIPAA.” The guidance continues, “If a school also conducts any covered transactions electronically in connection with that health care, it is then a covered entity under HIPAA.”

HIPAA defines “protected health information” as individually identifiable health information that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. Such information includes anything related to an individual’s health condition, health care, and related payment.

Expressly excluded from “protected health information” is individually identifiable health information in education records covered by the Family

Educational Rights and Privacy Act (FERPA). In other words, FERPA-protected information is not protected health information under HIPAA.

When a covered entity discloses protected health information or allows a contractor to create, receive, maintain, or transmit protected health information on its behalf, HIPAA requires the contractor or “business associate” to provide the covered entity with assurances to safeguard that protected health information and protect individuals’ privacy. A business associate agreement, which is largely a form document that parrots HIPAA regulations, memorializes those assurances.

A business associate agreement identifies the contractor’s permitted uses and disclosures of protected health information, requires the contractor to report data breaches to the covered entity, and directs the contractor to mitigate harmful consequences of any unlawful disclosure. It also authorizes termination of the contract by the covered entity due to a material breach.

Whether HIPAA requires a school to enter into a business associate agreement depends on the arrangement of health care services and billing. If you have any questions about HIPAA or would like a business associate agreement reviewed, please contact your Thrun attorney.



### **School Sports: Discipline, Eligibility, and Forms**

The fall sports season is almost ready to kick off, and school officials should know how to tackle issues related to student-athlete discipline, eligibility, physicals, annual consent forms, and concussion awareness.

#### *Discipline*

Participation in a school-sponsored sport is generally a privilege, not a right. Student-athletes should be informed that they are representatives of their schools and may be held accountable for inappropriate behavior, as specified in the student code of conduct and any athletic code of conduct. The codes of conduct should describe, at a minimum: (1) rules that apply to students who participate in school sports, and (2) disciplinary consequences for violating these rules.

School officials should also consider that under the 2020 Title IX regulations, a student generally cannot be removed from a school’s program or activity (including a sports team) as a disciplinary consequence for conduct that could amount to Title IX sexual

harassment until the Title IX grievance process has been completed.

Courts have consistently held that participation in a school-sponsored sport is not a constitutionally protected property or liberty interest. Due process is *only* implicated when discipline threatens continued enrollment in an academic program. Student-athletes, however, may still attempt to challenge suspension or dismissal from a sports team based on the First Amendment, discrimination laws, and other grounds, including rights provided by student and athletic codes of conduct and student handbooks and related disciplinary procedures. School officials therefore should be mindful of these rights when considering sports suspensions or dismissals for student-athletes.

#### *MHSAA Eligibility*

The Michigan High School Athletic Association (MHSAA) has established minimum enrollment and age-eligibility requirements for students to participate in MHSAA-sponsored interscholastic athletics. School boards may adopt more stringent eligibility requirements. Generally, a student must be enrolled in the school not later than the fourth Friday after Labor Day (*i.e.*, September 29, 2023) for the fall season and not later than the fourth Friday of February (*i.e.*, February 23, 2024) for the winter season to be eligible for a middle school or high school sport at an MHSAA-member school.

To participate in 7th grade sports, a student must be 13 years old or younger, unless that student will turn 14 on or after September 1 of the 7th grade school year. For 8th grade eligibility, a student must be 14 years old or younger, unless that student will turn 15 on or after September 1 of the 8th grade school year. A student must be 18 years old or younger to play high school sports, unless the student will turn 19 on or after September 1 of the competition school year.

Additionally, a student must have passed at least 66% of a full credit load in the previous semester and must be currently passing the same at the school the student represents in competition. Transfer students are not immediately eligible to play unless one of the MHSAA's stated transfer exceptions applies or the student obtains a waiver from the MHSAA.

MHSAA eligibility is also limited to "amateurs," which the [2023-24 MHSAA Handbook](#) defines as athletes "who have not received money or valuable consideration for involvement with one of the sports that the MHSAA sponsors a tournament in." Amateur status is not forfeited by a student-athlete being treated to meals, travel, and lodging in kind; however, cash to pay for these items may not be given to student-athletes. The MHSAA also prohibits awards for athletic participation in the form of cash or trophies having a value above \$40.

#### *Consent Forms, Physical Examinations, and Concussion Awareness*

As another condition of eligibility, the student and his or her parent/guardian must submit multiple forms, which must be kept on file in the office of the superintendent, principal, or athletic director. They include the following:

- After undergoing a physical examination, the student must annually submit MHSAA's [pre-participation sports physical form](#) signed by a health care examiner (M.D., D.O., physician's assistant, or nurse practitioner) stating that the student is physically able to play. For the 2023-24 school year, the physical must be completed **on or after April 15, 2023**.
- For MHSAA-sponsored sports, the student's parent/guardian must consent annually to disclosure of information otherwise protected by FERPA and HIPAA to the MHSAA for the purpose of determining eligibility for interscholastic athletics. Notably, the consent statement is included in the MHSAA's pre-participation sports physical form mentioned above, as is an assumption of risk statement.
- Under Michigan's sports concussion laws, before participating in an athletic activity organized by a school, a student and his or her parent/guardian must sign an acknowledgment of receipt of educational materials on sports concussions including a description of concussion signs and symptoms. The school must maintain the statement in a permanent file or until the student is 18 years of age. The Michigan Department of Health and Human Services provides the [concussion awareness acknowledgment form](#) on its website. School officials should review these MHSAA requirements, any student and athletic codes of conduct, and student handbooks with students, parents, and coaches in advance of each sports season to ensure that student-athletes have a clear understanding of the eligibility requirements and other expectations for athletic participation during the 2023-2024 school year.

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#### **Educational Assistance Programs: Is Tuition Reimbursement Taxable Income?**

School officials often reimburse employees for educational expenses related to completion of certifications or college-level courses as an employment benefit. Unless the school has implemented an educational assistance program under

Internal Revenue Code (“IRS Code”) Section 127, these reimbursements must be included in an employee’s gross income. Under a Section 127 Plan, educational assistance of up to \$5,250 may be excluded from an employee’s gross income in the calendar year the benefit is provided.

#### *Educational Assistance*

IRS Code Section 127(c)(1) defines “educational assistance” as “payment, by an employer, of expenses incurred by or on behalf of an employee for education of the employee (including but not limited to tuition, fees, and similar payments, books, supplies, and equipment),” but not including payment for tools or supplies that may be retained by an employee after completion of a course. Meals, lodging, and transportation are also excluded, as are courses involving sports, games, or hobbies *unless* they have a business purpose or are required as part of a degree program.

#### *Educational Assistance Program Requirements*

Under IRS Code Section 127, a school’s educational assistance program must:

- (1) consist of a separate written employer plan to exclusively provide employees with educational assistance;
- (2) benefit employees who qualify under a classification established by the employer, which does not discriminate in favor of highly compensated employees as defined by IRS Code Section 414(q), or their dependents. Employees excluded from the program who are covered by a collective bargaining agreement are not included in this consideration if there is evidence that educational assistance was a subject of good faith bargaining;
- (3) not provide eligible employees with a choice between educational assistance and other remuneration includable in gross income; and
- (4) provide reasonable notification to eligible employees of the program’s availability and terms.

#### *Developing an Educational Assistance Plan*

School officials interested in implementing a written plan for an educational assistance program will need to consider the following:

- (1) *Eligibility Requirements*
  - Which staff will be eligible to receive tuition reimbursement?
  - Is there a waiting period after which staff will be eligible to participate?

- Must courses be related to an employee’s current position, or related to a position the employee is pursuing?

#### (2) *Plan Benefits*

- Is there a maximum tuition benefit available per calendar year, either in dollars or credit hours?
- Will reimbursement cover other eligible costs in addition to tuition (i.e., fees, books, supplies, equipment not retained by the employee)?
- Are there limits on which educational institutions employees may attend (i.e., in-state versus out-of-state, public versus private)?

#### (3) *Procedural Matters*

- Who will approve employee requests for reimbursement, and under what timeline?
- Must any reimbursement funds be paid back to the school if an employee separates from employment, and over what time period?

If you have questions about implementing an educational assistance program, or if you would like assistance creating one, please contact your Thrun attorney.

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### **Attorney Austin DeLano Joins Thrun Law Firm**

We are pleased to announce that Austin M. DeLano has joined Thrun Law Firm as an associate attorney in our East Lansing office. Austin graduated *summa cum laude* from Ferris State University in 2017 and obtained his law degree from Michigan State University College of Law in 2022.

In law school, Austin was selected to participate in the Trial Practice Institute, where he excelled throughout the intensive two-year litigation program. Austin was also a founding member and President of the Student Veterans of America, MSU Law Chapter.

In addition to his work at Thrun, Austin serves as a reservist in the Michigan Army National Guard JAG Corps. His military service has taken him across the United States, as well as to Europe and Africa for numerous legal training missions.

Austin is a member of the State Bar of Michigan, the American Bar Association, and the Council of School Attorneys. His practice focuses on labor and employment law, transactional law, and general school law.

**Wishing Meg Hackett a Happy Retirement!**

Thrun Law Firm announces the well-deserved retirement of our colleague and friend Meg Hackett, who retired on June 30 after 16 years of exemplary service to this firm and our public school clients. Meg came to the Firm in 2007 with 25 years of experience, including 12 years as in-house counsel for educational institutions.

During her 41-year career, Meg served as president of the Michigan Council of School Attorneys and the Women Lawyers Association of Michigan's Western Region. Meg was well-known as the preeminent attorney in the state handling matters involving public school academies. Meg's impressive career is marked by her dedication to public schools and her willingness to mentor newer attorneys. Her sharp mind, sense of humor, and Irish pride will be missed.

We wish Meg much happiness in her newest endeavor - spoiling her first grandson! Congratulations, Meg!

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Date	Organization	Attorney(s)	Topic
August 1, 2023	UP Administrators Academy	Lisa L. Swem	School Law Update
August 2, 2023	Van Buren ISD	Robert A. Dietzel	Special Education Update
August 3, 2023	Calhoun ISD	Robert A. Dietzel	Student Discipline Update
August 7, 2023	MAASE Summer Institute	Michele R. Eaddy Jennifer K. Starlin	Navigating 2023's Legal Trends: Survival Tips for Special Education Administrators
August 7, 2023	MAASE Summer Institute	Erin H. Walz	An MDR at Thrun Public Schools: What Could Possibly Go Wrong?
August 8, 2023	MAASE Summer Institute	Robert A. Dietzel Cathleen M. Dooley	Anatomy of an IEP
August 8, 2023	Lapeer ISD	Lisa L. Swem	School Law Update
August 9, 2023	Thrun Law Firm, P.C.	Katherine Broaddus Timothy T. Gardner, Jr.	New Legislation in Labor and Employment Law Webinar
August 10, 2023	Wexford-Missaukee ISD	Lisa L. Swem	School Law Update
August 10, 2023	Charlevoix-Emmet ISD	Lisa L. Swem	School Law Update
August 10, 2023	COP ESD	Robert A. Dietzel	Legal Update
August 10, 2023	Ottawa Area Superintendents' Association	Daniel R. Martin	School Law Update
August 10 & 11, 2023	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Thrun Board Policy Implementation 2-Part Webinar
August 14, 2023	Hillsdale ISD	Roy H. Henley Jessica E. McNamara	Special Education Issues
August 15, 2023	Thrun Law Firm, P.C.	Robert A. Dietzel Jessica E. McNamara	Comprehensive Title IX Sexual Harassment Training Webinar
August 16, 2023	Kent ISD	Michele R. Eaddy Jessica E. McNamara	School Security Officer Legal Update
August 17, 2023	Wayne RESA	Lisa L. Swem	Strategizing for What Lies Ahead
August 22, 2023	MSBO	MaryJo D. Banasik	Employee Leave and Compensation
August 22, 2023	MSBO	Philip G. Clark	New Trends in the Law

Date	Organization	Attorney(s)	Topic
August 22, 2023	Muskegon Area ISD	Robert A. Dietzel	Title IX and Special Education
August 24, 2023	Alpena-Montmorency-Alcona ESD	Michele R. Eaddy	Special Education Legal Update
September 12, 2023	Thrun Law Firm, P.C.	Michele R. Eaddy Jennifer K. Starlin	Special Education Discipline Webinar
September 13, 2023	Thrun Law Firm, P.C.	Michele R. Eaddy Cristina T. Patzelt	Comprehensive Title IX Sexual Harassment Training Webinar
September 14, 2023	Thrun Law Firm, P.C.	Robert A. Dietzel Jennifer K. Starlin	Student Discipline Webinar
September 15, 2023	Gogebic-Ontonagon ISD	Cristina T. Patzelt	Legal Issues Surrounding Transgender Staff and Students Webinar
September 19, 2023	Ottawa Area ISD	Robert A. Dietzel	Transition Services
September 21, 2023	MASA Fall Conference	Ian F. Koffler	Shining the Light on Solar Projects and Energy Improvement Projects
September 21, 2023	MASA Fall Conference	Jennifer K. Starlin Cristina T. Patzelt	Legal Issues Surrounding Transgender Staff and Students
October 5 & 6, 2023	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Thrun Board Policy Implementation 2-Part Webinar
October 5, 2023	MNA 2023 Fall Conference	Lisa L. Swem	The Bargaining Landscape – What Has Changed? What Hasn't?
October 5, 2023	MNA 2023 Fall Conference	Katherine Broaddus	Bargaining Requirements, Mandatory, Permissive and Prohibited Subjects
October 5, 2023	MNA 2023 Fall Conference	Raymond M. Davis	Handling the Most Challenging Mandatory Subjects of Bargaining
October 6, 2023	MNA 2023 Fall Conference	Robert A. Dietzel	Legal Update
October 13, 2023	Gogebic-Ontonagon ISD	Timothy T. Gardner, Jr.	Collective Bargaining Law Webinar



# Registration Form

## New Legislation – Labor and Employment Webinar

**Webinar Date:** Wednesday, August 9, 2023, 12:00 p.m. – 1:00 p.m.

**Cost:** \$150 per person for retainer clients and \$200 per person for non-retainer clients

The Michigan Legislature recently passed several bills significantly altering Michigan public school labor and employment law. This webinar will examine each new law and the implications for school clients.

To register for this webinar, please complete and return this form. Each attendee will receive an email with a Zoom link to the event after the order form has been processed.

Name of District/ISD/PSA: \_\_\_\_\_

Name of Person Submitting Form: \_\_\_\_\_

**(Please provide the name and email address for each person attending.)**

Number of people attending the virtual **New Legislation Webinar** on **August 9, 2023:** \_\_\_\_\_

Attendee Name: \_\_\_\_\_ Email: \_\_\_\_\_

**The cost of the webinar will be included on the District’s/ISD’s/PSA’s monthly bill.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return to:**

Vinh Tran ([VTran@ThrunLaw.com](mailto:VTran@ThrunLaw.com))  
P.O. Box 2575, East Lansing, MI 48826  
Phone: (517) 374-4528





# Registration Form

## Upcoming Comprehensive Title IX Sexual Harassment Trainings

On August 14, 2020, amended Title IX regulations went into effect, significantly changing schools' obligations when addressing sexual harassment complaints. In the coming months, Thrun Law Firm is offering two separate sessions of the Comprehensive Title IX Sexual Harassment Trainings to assist schools with their Title IX compliance.

This comprehensive training is for all K-12 employees who will serve as Title IX Coordinators, Investigators, Decision-Makers, or Appeals Officers in the Title IX Grievance Process under the 2020 regulations. This session satisfies training requirements and covers, among other topics, the complaint, dismissal, investigation, decision, and appeal procedures, documentation requirements, and the definition of sexual harassment. The training will ensure that school officials responsible for implementing Title IX are well-versed on Title IX's requirements, the Title IX Grievance Process, and their roles in the process.

**Training dates:**

- Tuesday, August 15, 2023, 10:00 a.m. – 3:00 p.m.
- **Just added!** Wednesday, September 13, 2023, 10:00 a.m. – 3:00 p.m.

**Cost:** \$245 per person for retainer clients and \$345 per person for non-retainer clients

To register for either of these trainings, please complete and return this form. Each attendee will receive an email with a Zoom link to the event after the order form has been processed.

Name of District/ISD/PSA: \_\_\_\_\_

Name of Person Submitting Form: \_\_\_\_\_

**(Please provide the name and email address for each person attending.)**

Number of people attending the virtual **Title IX Comprehensive Training on August 15, 2023:** \_\_\_\_\_

Attendee Name: \_\_\_\_\_ Email: \_\_\_\_\_

Number of people attending the virtual **Title IX Comprehensive Training on September 13, 2023:** \_\_\_\_\_

Attendee Name: \_\_\_\_\_ Email: \_\_\_\_\_

**The cost of the training session will be included on the District's/ISD's/PSA's monthly bill.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return to:**

Jill Walker ([JWalker@ThrunLaw.com](mailto:JWalker@ThrunLaw.com)); P.O. Box 2575, East Lansing, MI 48826; Phone: (517) 374-8822





# Registration Form

## Special Education Discipline Webinar

**Webinar Date:** September 12, 2023, 12:00 p.m. – 3:00 p.m.

**Cost:** \$150 per person for retainer clients and \$300 per person for non-retainer clients

Special education discipline is an incredibly complex process, often resulting in significant legal exposure if done wrong. Ensuring compliance with state and federal legal requirements, school policies and administrative guidelines, and student handbooks can be a daunting task. Join us as we cover the special education student discipline process from start to finish and identify common traps and pitfalls.

To register for this training, please complete and return this form. Each attendee will receive an email with a Zoom link to the webinar after the order form has been processed.

Name of District/ISD/PSA: \_\_\_\_\_

Name of Person Submitting Form: \_\_\_\_\_

**(Please provide the name and email address for each person attending.)**

Number of people attending **Special Education Discipline Webinar** on **September 12, 2023:** \_\_\_\_\_

Attendee Name: \_\_\_\_\_ Email: \_\_\_\_\_

**The cost of the training session will be included on the District's/ISD's/PSA's monthly bill.**

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

Please return to:

Jill Walker ([JWalker@ThrunLaw.com](mailto:JWalker@ThrunLaw.com))  
P.O. Box 2575, East Lansing, MI 48826  
Phone: (517) 374-8822





# Registration Form

**Student Discipline Webinar – Back by Popular Demand!**

**Webinar Date:** September 14, 2023, 12:00 p.m. – 3:00 p.m.

**Cost:** \$150 per person for retainer clients and \$300 per person for non-retainer clients

Student discipline is a complicated and often challenging topic for school administrators. Ensuring compliance with state and federal legal requirements, school policies and administrative guidelines, and student handbooks can be a daunting task. Any number of missteps may result in legal liability. Join us as we cover the student discipline process from start to finish and identify common traps and pitfalls.

To register for this training, please complete and return this form. Each attendee will receive an email with a Zoom link to the webinar after the order form has been processed.

Name of District/ISD/PSA: \_\_\_\_\_

Name of Person Submitting Form: \_\_\_\_\_

**(Please provide the name and email address for each person attending.)**

Number of people attending **Student Discipline Webinar** on **September 14, 2023:** \_\_\_\_\_

Attendee Name: \_\_\_\_\_ Email: \_\_\_\_\_

**The cost of the training session will be included on the District's/ISD's/PSA's monthly bill.**

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

Please return to:

Jill Walker ([JWalker@ThrunLaw.com](mailto:JWalker@ThrunLaw.com))  
P.O. Box 2575, East Lansing, MI 48826  
Phone: (517) 374-8822

VIII. ADJOURNMENT

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Board Secretary